

**Revised 09/14/15**  
Added Item A-5  
*Capital Campaign Budget*  
Added Item C-6  
The Watson Institute Agreement

MT. LEBANON SCHOOL DISTRICT  
7 HORSMAN DRIVE  
PITTSBURGH PA 15228

DISCUSSION MEETING  
OF THE  
BOARD OF SCHOOL DIRECTORS

TUESDAY, SEPTEMBER 15, 2015  
MT. LEBANON HIGH SCHOOL, LGI ROOM D205  
7:30 P.M.

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AGENDA

- I. Call to Order
- II. Roll Call
- III. Action Items for September 21, 2015, Board Meeting
  - A. Financial Items
    - 1. Treasurer's Report – The Treasurer's report reflects cash transactions for the month of August, 2015. We have seen some increase in interest rates and are taking advantage of those opportunities based on our projected cash flow. All transactions are typical for this time of year. The Superintendent recommends approval and acceptance of this report.
    - 2. Monthly List of Bills – The list of bills reflects checks authorized to be drawn between August 13 and 31, 2015. The purchases have been reviewed by administrative staff and are typical for this time of year. The Superintendent recommends approval of this list.
    - 3. List of Tax Refunds – The list of tax refunds totals \$62,977.04 for 51 properties. The list has been reviewed by the Solicitor's Office which recommends its approval. The Superintendent recommends approval of this list.
    - 4. List of Unusable Equipment – The list of unusable equipment includes some books, library shelving and a file cabinet no longer usable for school purposes. The superintendent recommends approval of the list for sale.
    - 5. Capital Campaign Budget – As part of our Capital Campaign we began to look at capital needs in the District and have identified a variety of equipment and building needs that were not able to be funded by any other method. This list has been reviewed and approved by the committee in charge of the Campaign. We are asking the Board to approve a Capital Campaign Budget of \$100,000 to purchase these items. Once the Budget is approved, we will proceed to bid these items as required by State Law and Board Policy. The Superintendent recommends approval of this budget.
  - B. Personnel Items
    - 1. Personnel Report – The Personnel Report details personnel appointments, changes in assignments, leaves of absences, resignations, and retirements to be considered by the Board. The Superintendent recommends approval of this report.

C. Other

1. Educational Services Provided by The University School – This is a request for the Board to approve a contract with The University School for the provision of special educational services for a Mt. Lebanon exceptional student during the 2015-2016 school year. The cost will not exceed \$18,775 and includes five subjects, workshops, gym and fees. The Superintendent recommends approval of this contract.
2. Work Experience Training Program Provided by Goodwill Industries – This is an agreement with Goodwill Industries of Pittsburgh to provide student transition and skill development in the Transition WORKS! program for the 2015-2016 school year. The cost is \$2,451 for a three-day per week, per nine-week session. The cost will not exceed \$9,804 with a starting date no earlier than August 31, 2015 and ending June 3, 2016 for no more than three students. The Superintendent recommends approval of this contract.
3. Community Based Life Skills Program Provided by Pittsburgh Public Schools – These are two agreements with the Pittsburgh Public Schools City Connection Program to have students follow schedules which reflect opportunities in employment, daily living instruction, community access, and recreation/leisure activities. The total cost of tuition and additional services will not exceed \$43,050 per student for the 2015-2016 school, for no more than four students. The Superintendent recommends approval of these agreements.
4. PlanCon Part I – The monthly list of Plan Con Part I submissions for the High School Renovation Project has been provided by the Architect for Board approval. This is a requirement of the PlanCon approval process. The Superintendent recommends approval of this form for submission.
5. Mt. Lebanon Aqua Club Agreement - The District is proposing the transfer of pool scheduling outside of school hours to the Mt. Lebanon Aqua Club (MLAC). We have reviewed the terms of that agreement which would provide the District with rental funds received in the past while relieving our staff of the time it takes to schedule, monitor and collect funds for pool use. It will provide MLAC the ability to create new programming for our community as they will be taking over the Continuing Education pool classes. The agreement has been reviewed by the Solicitor's Office. The Superintendent recommends approval of this one year agreement.
6. ACA Software Contract - Affordable Care Act(ACA) Software Contract - IRS regulations surrounding the Affordable Care Act require us to send two forms to our employees along with their W-2s in January, 2016. One form will verify to the IRS which employees have coverage and will disclose all covered dependents. Our health insurance provider, ACSHIC, will be paying for the preparation of those forms, for required IRS electronic filing and for sending the forms to covered employees. The other required form must be completed by the District as it covers all employees who were full time (defined as working at least 6 hours per day on average) at least one month per calendar year regardless of whether or not they have health insurance through the District. The form requires us to note the months employees were full time or part time and requires us to code whether or not such employees were offered healthcare coverage and at what price to the employee. This is a huge task involving payroll records as well as HR records on offer vs acceptance of healthcare. It also has to reflect why there was no offer of healthcare for each month and the cost to employees for individual coverage per month regardless of whether or not the employee opted for coverage. AMCA Systems, LLC is the company which is doing the work for ACSHIC for reporting purposes. I am recommending we have them also

provide the software to interface with our payroll software so we can complete the IRS required reporting requirements only the District can complete. The cost of this software is \$1,895 for an annual license. There are additional costs for electronic filing, \$250, and automated distribution to employees of \$1.10 per each form 1095-C generated. We anticipate approximately 1,000 to 1,300 forms to be generated. In total the cost of this software if all options are elected should be under \$3,600 if as many as 1,300 forms are required. The Superintendent recommends approval of this contract.

7. Change Orders for High School Renovation Project – The list of change orders for September totals \$95,646 from the Contingency and \$13,401 from the Capital Budget for the following contractors:
  - a. GC-117-288 to Nello for \$29,493 for additions and modifications to walls, supports, plates and rails,
  - b. ME-36-289 to McKamish for \$29,253 for heaters and piping,
  - c. EL-83-290 to Farfield for \$3,907 for conduits, disconnects and heaters,
  - d. PL-37-291 to Vrabel for \$6,511 for water lines and hydrants,
  - e. AB-05-292 to Precision for \$26,482 for labor rate change, and
  - f. GC-118-293 to Nello for \$13,401 for sound panels.

The Superintendent recommends approval of these changes.

8. Educational Services Provided by The Watson Institute Behavior Support Academy - This is an agreement with The Watson Institute Behavior Support Academy for the placement of a special education student for the 2015-2016 school year. The cost of the agreement will not exceed \$43,886 for the school year. The Superintendent recommends approval of the agreement.

#### D. Discussion

1. Potential Bond Refinancing – Tim Frenz, our financial advisor, will be at the meeting to discuss the potential refinancing of the Elementary School General Obligation Bonds including the timing and potential savings.
2. Strategic Plan Mid-Point Review - The Pennsylvania Department of Education requires school districts to complete a Comprehensive Plan which includes components derived from our Strategic Plan like Professional Education, Teacher Induction, Special Education, Gifted, Student Services, and Technology. Our 2012-2018 Constituent-Driven Strategic Plan informed the completion of the initial Comprehensive Plan submission. Most components of the Comprehensive Plan are on a six year cycle aligned to our Strategic Plan, but two components are on a three year cycle: Special Education and Professional Education. The Special Education three-year update was approved by the Board, submitted and approved by PDE in the Spring of 2015. We must submit the Professional Education three-year update this Fall of 2015. The Comprehensive Plan, including the Professional Education component, has been updated. The Board is asked to consider the plan in September, allow the community to provide input for 28 days, and then take action on a final submission at the October School Board meeting. The Plan is to be submitted by November 30, 2015.
3. PSBA Elections – The Board will hold discussion on the PSBA officer candidates for the coming year.

- V. Questions or Comments from Residents – Presentations or comments are to be limited to five (5) minutes.

VI. Upcoming Public Meetings

September 21, 2015 – 7:30 p.m.	Board Regular Meeting Mt. Lebanon High School, Room D205
October 12, 2015 – 7:00 p.m.	Construction Update Mt. Lebanon High School, Room D205
October 12, 2015 – 7:30 p.m.	Board Discussion Meeting Mt. Lebanon High School, Room D205
October 19, 2015 – 7:30 p.m.	Board Regular Meeting Mt. Lebanon High School, Room D205

VII. Adjournment

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