

MT. LEBANON SCHOOL DISTRICT  
7 HORSMAN DRIVE  
PITTSBURGH PA 15228

DISCUSSION/REGULAR MEETING  
OF THE  
BOARD OF SCHOOL DIRECTORS

ROOM D205, MT. LEBANON HIGH SCHOOL

MONDAY, DECEMBER 12, 2016

7:30 P.M.

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**JOINT DISCUSSION /REGULAR MEETING**

1. Call to Order
2. Pledge of Allegiance led by Hoover Elementary Students Ethan Karavias, Yousuf Khan, Nelly Kostrikin, and Sally Tan
3. Roll Call
4. Approval of the Minutes: RESOLVED, That the Board approves the minutes of the Policy Committee held on November 14, 2016; the Discussion Meeting held on November 14, 2016; and the Regular Meeting held on November 21, 2016.
5. Student Council Reports
  - Jefferson Middle School -
  - Mt. Lebanon High School - Kay Casturo
6. Board President's Report
7. Superintendent's Report
8. Comments from Residents and Taxpayers Concerning Action Items for This Meeting Who Have Previously Requested to Speak—Presentations or comments are limited to four (4) minutes.
9. Comments from Residents and Taxpayers Concerning Action Items for this Meeting—Presentations or comments are to be limited to four (4) minutes.
10. Unfinished Business for Board Consideration or Action.
11. New Business for Board Consideration and Action.
  - A. Financial Items
    - (1) Treasurer's Report – The treasurer's report reflects cash transactions for the month of November, 2016. All activities are typical for this time of year. The Superintendent recommends approval of this report.
    - (2) Monthly List of Bills – The monthly list of bills reflects checks authorized to be drawn between November 16 and December 7, 2016. All checks are typical for this time of year

and have been reviewed by the administration. The Superintendent recommends approval of the list for payment.

- (3) List of Tax Refunds – The list of tax refunds totals \$9,810.34 for 9 refunds. The list has been reviewed by the Solicitor's office which recommends its approval. The Superintendent recommends approval of the list for payment.
- (4) Sale of Unusable Equipment – The list of unusable equipment includes a floor scrubber no longer needed for school programs. The Superintendent recommends approval of the list for sale.

**Financial Reports: RESOLVED, That the Board approves, ratifies and accepts the following financial reports:**

- a. **Treasurer's Report dated November 30, 2016,**
  - b. **Monthly List of Bills dated November 30 and December 7, 2016,**
  - c. **List of Tax Refunds dated November 30, 2016, and**
  - d. **List of Unusable Equipment for sale dated December 1, 2016.**
- (5) Capital Campaign Disbursement – As part of our Capital Campaign we, once again, looked 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 who oversees Campaign allocations. We are asking the Board to approve a Capital Campaign Budget of \$100,000 to purchase these items. We will allocate \$50,000 to H.S. Fine and Performing Arts and \$50,000 to Elementary Technology. 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.

**Capital Campaign Disbursement: RESOLVED, That the Board approves a Budget for Capital Campaign initiatives in the amount of \$100,000.**

- (6) Preliminary Budget Preparation – The Board is required to prepare and present for public view on our website a preliminary budget for the 2017-2018 School Year in order to be able to apply for exemptions to the Index under Act 1 of 2006 on the required State form. In order to preserve the Board's ability to utilize exemptions to the Index if needed, the Superintendent recommends approval of this action.

**Preliminary Budget Preparation: RESOLVED, That the Board approves preparation of a Preliminary Budget for 2017-2018 for public view in December of 2016 and announces its intent to approve such budget at its January 16, 2017, Board meeting with such revisions as it deems necessary.**

B. Personnel Items

- (1) Personnel Report – Enclosed is the Personnel Report dated December 8, 2016, detailing personnel appointments, changes of assignments, leaves of absence, resignations, retirements, and teachers to tenure to be considered by the Board. The Superintendent recommends approval of this list.

**Monthly Personnel Report: RESOLVED, That the Board approves the December 8, 2016 list of personnel changes.**

- (2) Assistant Superintendent Commission Renewal - Dr. Irvin's commission expires on June 30, 2017. The Board will discuss a five-year renewal of her contract. The Superintendent recommends approval of the renewal.

**Assistant Superintendent Commission Renewal - RESOLVED, that the Board of School Directors hereby notifies Assistant Superintendent for Elementary Education Dr. Marybeth D. Irvin that the Board intends to retain her for a further term of five years, and approves the Employment Agreement in the form presented having a term from July 1, 2017 to June 30, 2022 and providing for a salary of \$136,708 for the first year of such term .**

C. Other Items

- (1) **ESL Translation Service Agreement** – This is an agreement with the Allegheny Intermediate Unit for translation services provided by TransPerfect Remote Interpreting to provide telephone voice interpretation and document translation for non-English speaking students and parents. The annual cost is \$120 plus \$1.05 per minute for Spanish interpretation and \$1.25 per minute for all other languages. The Superintendent recommends approval of this agreement.

**ESL Translation Service Agreement: RESOLVED, That the Board approves and agreement with the AIU for Translation Services provided by TranPerfect Remote Interpreting to provide telephone voice interpretation and document translation for non-English speaking students and parents in the form presented.**

- (2) **International Students Agreement with WholeRen, Inc.** - This is an agreement with WholeRen, Inc. to recruit international students for acceptance at Mt. Lebanon High School. The District will collaborate with WholeRen to produce marketing material at a cost to be shared by WholeRen and the District. The District's total share shall not exceed \$2,500. The Superintendent recommends approval of this agreement.

**International Students Agreement with WholeRen, Inc.: RESOLVED, That the Board approves an agreement with WholeRen, Inc. to recruit international students for acceptance at Mt. Lebanon High School in the form presented.**

- (3) **Benefits Management System Software** –Currently the District utilizes eBenefits, a benefits management system that allows for automated employee benefits enrollment and transactions. Data is transferred through this system to carriers, vendors and payroll. We requested proposals and have met with three companies to compare deliverables with our current vendor. Northwest Group Services provides comparable services, maintains better controls and processes for problem resolution, and costs 19% less than eBenefits. We will be recommending changing vendors from eBenefitis at an annual expense of \$36,000 to Northwest Group Services at an annual expense of \$29,250. The Superintendent recommends approval of this software.

**Benefits Management Software: RESOLVED, That the Board approves the purchase of a benefits management system software from Northwest Group Services in the amount of \$29,500.**

- (4) **Approval of Attendance and Expenses for Board Members at National, State, and Local Conferences and Workshops** – This is an annual request to approve attendance and expenses for School Board members at national, state, and local conferences and workshops for 2017. The Superintendent recommends approval of this request.

**Approval of Attendance and Expenses for Board Members at National, State, and Local Conferences and Workshops: RESOLVED, That authorization be given for attendance and appropriate expenditures of Board members at national, state, and local conferences and workshops for 2017.**

- (5) Student Trips - The Marching Band is requesting approval to change their annual trip from the previously approved trip to Washington, D.C. to a trip to Sandusky, Ohio to perform at Cedar Point from May 13-14, 2017. No school will be missed and the cost will be covered by the students. Additionally, the Winter Guard is requesting approval to travel to Wildwood, NJ from May 4-7, 2017 to perform at the TIA Atlantic Coast Championships. Students will miss one day of school and will cover the cost of the trip. The Superintendent recommends approval of these trips.

**Student Trips: RESOLVED, That the Board approves the following student trips:**

- a. **Marching Band to Cedar Point, Sandusky OH to perform from May 13-14, 2017 (Replaces the previously approved trip to Washington, D.C.)**
- b. **Winter Guard to Wildwood, NJ to perform at the TIA Atlantic Coast Championships from May 4-7, 2017**

- (6) Change Orders for High School Renovation Project – There is one credit change order this month from Nello construction for the remainder of the signage package in the amount of \$29,865.00. This work was originally awarded to Nello Construction and subsequently subcontracted to Bunting, Inc. Bunting has gone out of the sign making business. The District has contracted with Graphics 22 Sign, Inc. to complete the remainder of the signage work in the amount of \$29,865.00. The Superintendent recommends approval of this change order.

**Change Orders for High School Project: RESOLVED, That the Board approves accepting a credit change order from Nello Construction in the amount of \$29,865.00 for the remainder of the signage package work.**

- (7) Elementary and Middle School Air-Conditioning - The bids for air conditioning the schools have been received and verified to the State Bid limitations. The project will be considered by the Board and action taken if necessary.

**Elementary and Middle School Air-Conditioning: RESOLVED, That the Board awards a bid for air conditioning all elementary and middle schools to Trane Commercial Systems at the State Bid price of \_\_\_\_\_ and authorizes the Superintendent to sign contracts necessary to implement this action.**

- (8) Discussion of Creating a New Board Subcommittee Called Academic Excellence – At the November Discussion meeting, a board member suggested the creation of a new subcommittee. The Board will discuss this idea.

12. Questions or Comments from Residents—Presentations or comments are to be limited to five (5) minutes.

13. Upcoming Public Meetings

January 9, 2017 – 7:30 p.m.

Board Discussion Meeting  
Room D2015, Mt. Lebanon High School

January 16, 2017 – 7:30 p.m.

Board Regular Meeting  
Room D2015, Mt. Lebanon High School

14. Adjournment

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