

MT. LEBANON SCHOOL DISTRICT  
7 HORSMAN DRIVE  
PITTSBURGH PA 15228

DISCUSSION MEETING  
OF THE  
BOARD OF SCHOOL DIRECTORS

MONDAY, JUNE 8, 2020  
ON-LINE, VIA TELEPHONE OR COMPUTER  
7:30 P.M.

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AGENDA

- I. Call to Order
- II. Roll Call
- III. Action Items for June 15, 2020, Board Meeting
  - A. Financial Items
    - 1. Treasurer's Report – The treasurer's report reflects cash transactions for the month of May 2020. The report is typical for this time of year and the Superintendent recommends it for approval.
    - 2. Monthly List of Bills – The monthly list of bills reflects checks authorized to be drawn between May 14 and May 31, 2020. All checks have been reviewed by the administration and are typical of this time of year. The Superintendent recommends approval of this list.
    - 3. June 30 List of Bills - Annually the Board is requested to approve payment of bills prior to our June 30 year end so we can get as many bills allocated to the correct fiscal year as possible. This list of checks for these payments will be presented for ratification at the August board meeting. The Superintendent recommends approval of this action.
    - 4. Budgetary Transfers to Close the School Year - Annually, the Board is requested to approve budgetary transfers necessary to close the fiscal year. The list will be presented for ratification prior to approval of the audit in October. The Superintendent recommends approval of this action.
    - 5. List of Donations to the Schools - Annually, a list of donations to the schools is compiled and presented to the Board for acceptance. The list shows the commitment of the community to our schools and our programming, and we are grateful for their support. The Superintendent recommends acceptance of these donations from our constituents.
    - 6. School District Insurance Policies - Annually, the District's insurance agent, Jonathan Kelly, bids out our insurance for Property and Liability, Workers' Compensation and Directors and Officers coverage. This year's low bid for Property and Liability and D&O insurance is with CM Regent at their bid price of \$273,705, and with Brickstreet for Workers' Compensation at \$309,079. The low bid for Student Accident Insurance was National Union Fire Insurance Company of Pittsburgh at their bid price of \$13,643. The Superintendent recommends approval of the insurance policies for next year.

7. Food Service Budget and Lunch Prices - The budget for the Food Service Department is presented at \$ \$2,044,339 (\$2,027,470 last year) which is a 0.83% increase based on increased costs and good student participation. Due to the COVID-19 Pandemic we are not recommending per meal increase.. The lunch prices for the 2020-2021 school year for Board consideration is a zero increase. Note that any profit made by the Food Service Department must go towards a payment for all their equipment and small ware needs. Additionally, they must pay for all the high school equipment in the new kitchen. The Superintendent recommends approval of these actions.
8. Mockenhaupt Benefits Group Actuarial Valuation - Bi-annually the District is required to engage a firm to conduct an actuarial valuation of the District's post employment benefits for financial statement presentation. The cost of the valuation is \$7,500 and is included as part of the audit professional service budget. The Superintendent recommends approval of this engagement.

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 the approval of this report.
2. Approval of List of Annual Salaries for 12-Month Secretaries - The Superintendent recommends the Board approves the negotiated annual contract salaries for 12-month secretaries as listed effective July 1, 2020, reflecting an average increase of 3.35% over the life of the contract.
3. Approval of List of Annual Salaries for Custodial/Maintenance Employees - The Superintendent recommends the Board approves the negotiated annual contract salaries for custodial/maintenance employees as listed effective July 1, 2020, reflecting an average increase of 2.9% over the life of the contract.
4. Approval of List of Annual Salaries for Administrative Assistants/Supervisors - The Superintendent recommends that the Board approve the annual salary adjustments for administrative assistants/supervisors effective July 1, 2020, reflecting an average increase of 3.0%.
5. Approval of Salaries for Specialists - The Superintendent recommends that the Board approves the annual salary adjustments for specialists effective July 1, 2020, reflecting an average increase of 3.0%
6. Approval of Salaries for Head Custodians - The Superintendent recommends that the Board approves the annual salary adjustments for head custodians effective July 1, 2020, reflecting an average increase of 3.0%.
7. Approval of Administrative Salaries - The Superintendent recommends that the Board approves the annual negotiated salary adjustments for administrators effective July 1, 2020, reflecting the Act 1 index of 2.6 % for a proficient rating with additional merit pool funds.

8. Salary Increase for Assistant Superintendents - Annually, the Board is required to review the performance of the Assistant Superintendents, Dr. Ronald Davis, Assistant Superintendent of Secondary Education, and Dr. Marybeth Irvin, Assistant Superintendent of Elementary Education. In accordance with statutory requirements, the performance of each has been rated satisfactory for the 2019-2020 school year. The recommended salary increases are consistent with the Act 93 salary adjustments. The Superintendent recommends approval of this salary increase.

C. Other

1. Approval of 2020 List of Graduates - The Board is asked annually to approve the list of graduates for the current school year. This list has been reviewed and the students recommended by the High School Administration of meeting the requirements for graduation. The Board will take action on the approved list of graduates at the June 15, 2020, regular meeting.
2. Standardized Testing Schedule for 2020-2021 - Annually the Board approves the standardized testing schedule for the next school year. The Superintendent recommends approval of the schedule.
3. Educational Services Provided by the St. Anthony School Programs for 2020-2021 - This is an agreement with St. Anthony School Programs for the provision of special education services for Mt. Lebanon exceptional students for the 2020-2021 school year at a cost not to exceed \$18,000 per student for no more than three (3) students. The Superintendent recommends approval of this agreement.
4. Project Succeed Program - The high school administration is again recommending the use of Keystone Oak's Project Succeed Program as an alternative educational option for our students for the 2020-2021 school year. The cost is \$17,000 per year and would allow the District to send up to 15 students to their site. The Superintendent recommends approval of this agreement.
5. AIU Transition Memorandum of Understanding - The District has entered into this partnership for the past several years to allow us to receive grant funds that support our students' transition into Kindergarten. This year for the first time, they are requesting school board approval. The items supported by this MOU are required under ESSA and Title I and include recruitment and supports for families. Mr. Jason Ramsey serves as the District's representative on the team.
6. Dairy Bid - Annually the District bids out Dairy for the food service operation. The winning bid is Turner's Dairy at \$15,482.50 for milk. The Superintendent recommends approval of this bid.
7. NeoPost/Quadiant Lease - The District current 60 month lease of the Neopost Mail machine at a cost of \$431.18 per month is expiring June 30, 2020. A new machine will be leased at \$445.55 per month for a 60 month period. This is a State contract price. Since this machine is used significantly in the District and the new machine will cost slightly higher than the old machine, the Board is asked to approve entering into a lease for a new machine. The new machine has the same capabilities as the existing machine. The Superintendent recommends approval of this lease.

8. First Student Payment - The Board will discuss payment to First Student in the amount of \$99,682.83 that is 50% of the established runs had school not been closed. Congress and the Pennsylvania General Assembly each enacted, as a part of broad COVID related legislation, measures to allow school districts to negotiate with transportation providers about continuing payments at some level to those companies to help them to be able to pay employees and pay other expenses while schools are closed. In addition, this will allow the District to submit for transportation subsidy reimbursement. The estimated subsidy is approximately \$50,000. The Superintendent recommends approval of this payment.
9. Aqua Club Lease - The Aqua Club Lease is being presented for discussion at no increase over the 2019-2020 rates. This has been standard as all the other District charges for services have been held harmless due to the COVID-19 Pandemic. The Superintendent recommends approval of this agreement.
10. High School Crosswalk Lighting - The District opened bids for crosswalk safety lighting under the skywalk on June 5, 2020. Two bids were received. The lowest bid meeting the specifications was from Bronder Technical Services, Inc. with a low bid of \$29,957.03. This project was not previously budgeted as it is a new safety concern recently brought to our attention. The project will be funded from the safety and security budget. The Superintendent recommends approval of this bid award..

D. Discussion

1. Policy Review -
  - a. JIDC, Bullying
  - b. KC, Title I, Parent & Family Engagement
2. Progress Report from Recovery Team - Dr. Irvin and Dr. Davis will present an overview of critical topics, considerations, and emerging issues as the District considers the safe return of students and staff to school.

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

V. Upcoming Public Meetings

June 15, 2020 - 7:30 p.m.	Board Regular Meeting On-line, via telephone or computer
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*No Meetings in July*

August 10, 2020 - 7:30 p.m.	Board Discussion Meeting <i>On-line, via telephone or computer <b>OR</b> Room D205, Mt. Lebanon High School</i>
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August 17, 2020 - 7:30 p.m.	Board Regular Meeting <i>On-line, via telephone or computer <b>OR</b> Room D205, Mt. Lebanon High School</i>
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VI. Adjournment