

MT. LEBANON SCHOOL DISTRICT  
7 HORSMAN DRIVE  
PITTSBURGH PA 15228

DISCUSSION MEETING  
OF THE  
BOARD OF SCHOOL DIRECTORS

MONDAY, FEBRUARY 10, 2014  
JEFFERSON MIDDLE SCHOOL LIBRARY  
7:30 P.M.

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AGENDA

I. Call to Order

II. Roll Call

III. Action Items for February 24, 2014, Board Meeting

A. Financial Items

1. Treasurer's Report – The Treasurer's Report reflects cash transactions for the month of January, 2014. There are no unusual transactions to report. The superintendent recommends approval and acceptance of this report.
2. Monthly List of Bills – The monthly list of bills reflects checks authorized to be drawn between January 16 and 31, 2014. There are no unusual payments to report. The superintendent recommends approval of this list for payment.
3. List Tax Refunds – The list of tax refunds totals \$26,207.49 for 24 properties. The list has been reviewed by the solicitor's office which recommends approval. The superintendent recommends approval of this list for payment.
4. Budgetary Transfers – The list of budgetary transfers totals \$23,847. The first three transfers are between special education accounts to accurately record program costs. The remaining \$15,500 are transfers between accounts to condense printer ink cartridge budgets into one account as per our agreement with ComDoc earlier in the year. The superintendent recommends approval of this list for transfer.
5. Sale of Unusable Equipment – The list of unusable equipment reflects cabinets, bookshelves and tables no longer usable for District programs. The superintendent recommends approval of this list for sale.
6. List of Contracts in Excess of \$100 – Annually, the Board is asked to approve a list of contracts in excess of \$100 as required by School Code. Note that the contract amount required to be approved has not changed since 1949. Some of these contracts have been approved separately by the Board as they became due. Some continue year to year without formal action. All known contracts are listed here for Board review and approval. The superintendent recommends approval of this list.
7. Capital Projects Fund Budget – Annually in February, the Board is asked to review the capital projects anticipated for the upcoming calendar year. Since these projects begin in the spring, they are presented for Board approval earlier than the General Fund Budget timeline. The list will be reviewed by Mr. Marciniak at the meeting.

B. Personnel Items

1. Personnel Report – The Personnel Report dated February 10, 2014, details personnel appointments, changes in assignments, leaves of absences, sabbatical requests, resignations, and retirements to be considered by the Board. The superintendent recommends approval of this report.
2. Special Compensation Adjustment – This is a recommendation to award a mid-year compensation adjustment of \$5,000 to Jason Ramsey, principal at Foster Elementary, taking his annual salary to \$90,029. This would be effective January 27, 2014, the first day of the second semester. The superintendent recommends approval of this adjustment.

C. Other

1. Automated Logic HVAC Preventative Maintenance Agreement - We are proposing that the District sign a three year preventative maintenance agreement with Automated Logic for \$30,938 for both Foster and Howe Elementary schools. The District had maintenance contract with Automated Logic but it was allowed to lapse three years ago; this was done for budgetary reasons. The software is presently three years behind on updates. There have been several issues with the heating systems over the last year. In this contract there will be six service calls per year at 8 hours per call. If work is performed beyond what this contract covers, the District will be charged a reduced pricing for parts and labor rate. This was a budgeted expense. Due to the reoccurring issues with the elementary school equipment, the superintendent recommends approval of this contract.
2. Local and Long Distance Phone Service – Our E-rate competitive bidding “Form 470” solicited proposals for local and long distance voice telephone service. To date, we have been paying Consolidated Communications on a month-to-month government rate basis without any contract in place. Our only proposal for a contract for 2014-2015 local and long distance voice telephone service was submitted by Consolidated and offers an annual post-E-rate savings of approximately \$3,000. This proposed contract is for a three year term with an option by the District to extend by 1-3 years at the end of the three years. The superintendent recommends approval of this contract in substantially the form presented, subject to review and agreement by our solicitor.
3. Internet Access Services – Our E-rate competitive bidding “Form 470” solicited proposals for supplemental Internet access services. Consolidated Communications offered the lowest priced fiber solution of \$525 per month (post E-rate savings) for a 10mbps dedicated connection. In light of the District’s increasing needs for Internet bandwidth, and to ensure the District has a diversity of Internet access service suppliers and continuity of service at all times, the District would prefer to move forward with the attached two year service agreement from Verizon for a 300/65 mbps (down/up) shared Internet service for approximately one third of the cost (\$173.40 per month). The superintendent recommends approval of this service agreement in substantially the form presented, subject to review and agreement by our solicitor.
4. Student Trip – The Model UN Team is requesting approval to travel to Duke University in Durham, NC for a conference from Thursday, February 13 through Sunday, February 16, 2014 for thirty students who will miss two student attendance days. The District pays for a portion of this trip and the students fundraise for the balance. Because of the timeline of this trip, the Board will be asked to approve this trip retroactively at next week’s meeting. The superintendent recommends approval of this trip.

5. Change Orders for High School Renovation Project – The following change orders are presented for Board consideration. All the change orders listed below (totaling \$127,050) have been reviewed by the architect, PJ Dick and the District administration.
  - a. ME-21-210 to McKamish for \$18,991 for ductwork and boiler bypass changes,
  - b. PL-28-211 to Vrael to \$9,206 for water line and hydrant repairs,
  - c. FS-01-212 to CAC for \$619 for sink addition,
  - d. GC-97-213 to Nello for \$37,244 for drilled pier mobilization adjustments,
  - e. GC-98-214 to Nello for \$40,974 for site work and repairs,
  - f. EL-57-215 to Farfield for \$19,441 for lighting, controls and power repairs, and
  - g. CW-02-216 to Reed for \$575 to raise casework for dishwasher.

D. Discussion

1. Revisions to Policy DEAA, Real Estate Tax Collection – The Policy Committee is recommending revisions to Policy DEAA, Real Estate Tax Collection.
2. Revisions to JID, Residency/Enrollment – The Policy Committee is recommending revisions to Policy JID, Residency/Enrollment.
3. Revisions to KG, Community Use and Leasing of School Facilities – The Policy Committee is recommending revisions to Policy KG, Community Use and Leasing of School Facilities.

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

V. Upcoming Public Meetings

February 24, 2014 – 7:30 p.m.	Board Regular Meeting Jefferson Middle School Library
March 5, 2014 – 7:00 p.m.	Policy Committee Meeting Jefferson Middle School Library
March 10, 2014 – 7:00 p.m.	Construction Update Jefferson Middle School Library
March 10, 2014 – 7:30 p.m.	Board Discussion Meeting Jefferson Middle School Library
March 17, 2014 – 7:30 pm.	Board Regular Meeting Jefferson Middle School Library

VI. Adjournment

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