

MT. LEBANON SCHOOL DISTRICT  
7 HORSMAN DRIVE  
PITTSBURGH PA 15228

DISCUSSION MEETING  
OF THE  
BOARD OF SCHOOL DIRECTORS

MONDAY, JANUARY 13, 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 January 20, 2014, Board Meeting

A. Financial Items

1. Treasurer's Report – The treasurer's report reflects cash transactions for the month of December, 2013. All transactions are typical for this time of year. The superintendent recommends acceptance of this report.
2. Monthly List of Bills – The monthly list of bills reflects checks authorized to be drawn between December 6 and 31, 2013. The bills reflect typical payments for this time of year. The superintendent recommends approval of the list.
3. List Tax Refunds – The list of tax refunds totals \$335,315.36 for 40 properties. The largest refund is to Bower Hill Development for \$292,785.93. This list, including the large refund, has been reviewed by our solicitor's office and recommends its approval. The superintendent recommends approval of this list of refunds.
4. Sale of Unusable Equipment – The list of unusable equipment includes two pianos no longer serviceable. The superintendent recommends approval of this list for sale.
5. School Supplies and Equipment Solicitation – Annually, the Board must approve the District's solicitation for bids on school supplies and equipment for the upcoming school year. Bids will be presented for Board approval at the May Board meeting. The superintendent recommends approval of this action.
6. Preliminary Budget - Act 1 of 2006 requires the Board approve a preliminary budget at this time of year so that application may be made for any applicable exceptions to the Index which is 2.1% for 2014-15. Such a budget has been available for public view on our website since December 18, 2013 and is presented in the required State form for Board approval. While this budget reflects a millage increase high enough so that all applicable exceptions may be requested, the Final Budget approved in proposed form in April and in final form in May does not require the millage reflected in this preliminary form. The superintendent recommends approval of this legally required budget.
7. Appointment of Financial Advisor - – New laws concerning government financial advisory and underwriter services require us to appoint a financial advisor officially in January of 2014. After that time, no underwriter will be permitted to contact us for potential bond refinancing unless they have been appointed as our financial advisor or

we have issued a RFP for services which would require us to already have knowledge of the market conditions and its impact on our outstanding bonds. Janney Capital Markets has been our financial advisor since they merged with Parker Hunter in 2006. We had been with Parker Hunter since 2002. Janney has been instrumental in managing all of our new bond issues and refinancings since that time. In order to continue to have oversight of our bonds so that we become aware of market conditions financially beneficial to refinancing outstanding bond issues, we must appoint a financial advisor. Based on excellent past service and participation in all our past bond issuances, the superintendent recommends appointing Janney Capital Markets as the District's financial advisor at no remuneration until further action by the Board.

B. Personnel Items

1. Personnel Report – The Personnel Report dated January 9, 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.

C. Other

1. ESL Translation Service Agreement – The AIU is beginning to offer translation services at a cost of \$120 annually plus \$1.69 per minute (\$102 per hour) for all participating school systems. For our ESL students we pay about \$1,300 per year in translation services ranging in costs from \$30 to \$300 per hour, sometimes in one hour minimum amounts. For some of these services, this contract will save us a significant amount of money. And since it is not exclusive, we can choose to use our local providers for the more common and less expensive languages. The superintendent recommends approval of this agreement.
2. Extension of Ebenefits Solutions Benefit System Agreement - The District would like to retain the web based employee benefits enrollment and administration system from Ebenefits Solutions, LLC, originally installed in 2010, at an annual net cost to the District not to exceed \$36,000. The superintendent recommends approval of this request.
3. ComDoc Contract Revision - Our copying contract with ComDoc includes the Municipal copy machines since we received better pricing than they were able to obtain at the time. ComDoc now allows the municipalities the same pricing as educational entities so we are asking they separate the two contracts so that the Municipality can make changes without School Board action on the contract changes. The superintendent recommends approval of this change in contract.
4. FEMA Designation of Agent Resolution - The District has applied for and received initial approval of reimbursement of some of the cost to remediate the mold in the Foster Library earlier this year. A requirement of the application is that the Board approves someone as the District's designated signatory. The superintendent recommends approval of Carl Salemi as the District's signatory for this action.
5. Display Case - The District opened bids for the design and construction of a display/trophy case in the new athletic building on Tuesday, December 10, 2013. One bid was received meeting the specifications. The bid was from Viking Woodworking, LLC with a low bid of \$73,828. No previous budget was established for this one particular item as it was anticipated to be included in the project FF&E budget. The District has evaluated the bid and believes that the amount is a fair and reasonable price for the scope of work anticipated. The superintendent intends to recommend approval to the low bidder Viking Woodworking, LLC in the amount of \$73,828.

6. Buy Board Cooperative Purchasing Agreement – Buy Board is a national bid cooperative which we may utilize to find the best prices for future purchase needs. We would like to have access to this company's prices in case they are beneficial. There is no cost to participate in this national bid service. The superintendent recommends approval of this agreement.
7. Classroom TV Bid – The District solicited bids for Flat Screen Television Sets for classrooms. A recommendation will be made at the meeting.
8. Change Orders for High School Renovation Project – The following change orders are presented for Board consideration. All the change orders listed below (totaling \$131,284) have been reviewed by the architect, PJ Dick and the District administration.
  - a. GC-92-200 to Nello for \$25,139 for new building renovations and additions,
  - b. GC-93-201 to Nello for \$11,105 for Athletic floor covering and elevator changes in F Building,
  - c. GC-94-202 to Nello for \$6,401 for fifth floor B Building changes,
  - d. GC-95-203 to Nello for \$28,804 for signage changes,
  - e. EL-54-204 to Farfield for \$12,817 for power, motor and wiring revisions,
  - f. EL-55-205 to Farfield for \$22,884 to maintain power in B Building during phasing,
  - g. EL-56-206 to Farfield for \$29,587 to install data and power floor boxes in writing lab,
  - h. PL-27-207 to Vrabel for \$13,683 for concrete and plumbing work,
  - i. ME-19-208 to McKamish for \$11,896 for vent and elevator room changes,
  - j. ME-20-209 to McKamish for \$19,114 for HVAC piping modifications, and
  - k. AB-04-210 to Precision for a credit of -\$50,146 to reduce scope of abatement in encapsulated area.

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

V. Upcoming Public Meetings

January 20, 2014 – 7:30 p.m.	Board Regular Meeting Jefferson Middle School Library
February 10, 2014 – 7:00 p.m.	Construction Update Jefferson Middle School Library
February 10, 2014 – 7:30 p.m.	Board Discussion Meeting Jefferson Middle School Library
February 24, 2014 – 7:30 pm.	Board Regular Meeting Jefferson Middle School Library

VI. Adjournment

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