

MT. LEBANON SCHOOL DISTRICT
7 HORSMAN DRIVE
PITTSBURGH PA 15228

DISCUSSION MEETING
OF THE
BOARD OF SCHOOL DIRECTORS

MONDAY, OCTOBER 13, 2014
JEFFERSON MIDDLE SCHOOL LIBRARY
7:30 P.M.

AGENDA

I. Call to Order

II. Roll Call

III. Action Items for October 20, 2014, Board Meeting

A. Financial Items

1. Treasurer's Report – The treasurer's report for October includes cash transactions for the month of October, 2014. There are no unusual items on the report. The Superintendent recommends approval and acceptance of the report.
2. Monthly List of Bills – The monthly list of bills reflects checks authorized to be drawn between September 15 and 30, 2014. There are no unusual items on the list. The Superintendent recommends approval of this list.
3. List of Tax Refunds – The list of tax refunds totals \$80,364.27 for 70 refunds. The list has been reviewed by the solicitor's office and is recommended for approval. The Superintendent recommends approval of this list.
4. Budgetary Transfers – The list of budgetary transfers totals \$18,500 and reflects two actions. The first is to cover an increase in cost from the old website to the new one. The second is for costs associated with the printer maintenance agreement with ComDoc which centralizes all costs into one account from the accounts which originally budgeted replacement toner cartridges. The Superintendent recommends approval of this list of transfers.
5. Ratification of June 30, 2014 List of Budgetary Transfers – Annually in June, the Board approves budgetary transfers required to close the fiscal year about to end. After all adjustments to close the books were made and late arriving invoices were paid, we processed \$1,346,295 in budgetary transfers to close the fiscal year. This compares to \$2,435,420 last year. Some of the larger transfers were for federal program salaries budgeted in Regular Instruction rather than in the accounts that were required by the federal grants, utility costs in excess of budget and OPEB costs charged into benefit accounts which did not have adequate budgets to cover the additional cost. The Superintendent recommends ratification of this list of transfers.
6. List of Unusable Equipment – A list of equipment no longer usable for District purposes is presented for Board consideration. The list includes books, drums and some electronic equipment. The Superintendent recommends approval of this list for sale.

7. Bank Account with RBC Wealth Management for Sale of Stock – Some donors for the capital campaign will want to donate stock to the District. When that happens, the District requires an account with a company which can accept the stock donation and sell it for the District's benefit. Since our funds are with the Pennsylvania School District Liquid Asset Fund (PSDLAF), and their financial advisory service is with RBC, we recommend that we open an account with RBC to handle the donation and sale of stock for the capital campaign. The cost for each sale will be \$100 per transaction. The Superintendent recommends approval of opening this account.
8. Approval of Fiscal Audit for the 2013-14 Fiscal Year – Annually, the Board reviews the audit by Maher Duessel, CPAs of the fiscal records for the prior fiscal year. This year's audit will be reviewed by Amy Lewis, CPA and Dave Duessel, CPA and will be presented in final form for approval at the October 20 meeting.

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. Approval of Student Assistance Team for 2014-2015 – The Pennsylvania Department of Education requires that members of the Student Assistance Program Team be memorialized by the School Board for the 2014-2015 school year. The following individuals have agreed to serve on the Student Assistance Program Team for the 2014-2015 school year:

Central Office Representative, Dr. Ronald Davis, Assistant Superintendent of Secondary Education

Mellon Middle School Student Assistance Program Team, Christopher Wolfson, Principal; Melissa Nelson, Assistant Principal; Kara Gillespie/Marisa Panzer, Counselor; Amy Whealdon, Counselor; Do Sabol, School Nurse; Cindy Bronen, Teacher; Kelly Tanner, Teacher; Richard Hines, Teacher; and Heather Rehrig, School Psychologist.

Jefferson Middle School Student Assistance Program Team, Dr. James Walsh, Principal; Jeffrey Zeiders, Dean of Students; Allison Levison, Counselor; Colleen Pasquale, Counselor; Barbara Austin, School Nurse; Susan Anstandig, Teacher; Ashlee Beckett, Teacher; Janice Cherry, Teacher; Kristin Hertzog, Teacher; Ed Petsko, Teacher; Stephanie Ross, Teacher; Nicole Welsh, Teacher; Molly Wetmore, Teacher; John Young, Teacher; and Erika Vasquez, School Psychologist.

High School Student Assistance Program Team, Brian McFeeley, Principal; Pete Berg, Dean of Students; Erin Crimone, Unit Principal; Doug Szokoly, Unit Principal; Chad Johnston, Counselor/Team Coordinator; Shelly Saba, Counselor; Diana Becker, Counselor; Tara Leja, Counselor; Beth Schneider, Counselor; Joy Rullo, Counselor; John Ambrose, Counselor; Teri Joseph, School Nurse; Lia Christulides, Teacher; Beverly Jones, Teacher; Joe Tighe, Teacher; Elizabeth Tighe; Todd Forsyth, Teacher; Julianne Slogick, Teacher; Darren McGregor, Teacher; Jodi Dunlap, Teacher; Stu Snodgrass, Teacher; April McCracken, Teacher; Tim Kirsch, Teacher; Heather Rehrig, School Psychologist; Erika Vasquez, School Psychologist; Janet Carroll, D/A Liaison; and Amy Kochrika, M/H Liaison.

2. Skilled Nursing Services Provided by Continuum Pediatric Nursing Services – This is an agreement with Continuum Pediatric Nursing for the 2014-2015 school year to provide skilled nursing services for a special needs student, including providing services on the bus. The cost of the services is \$40 per hour and will not exceed \$60,000 for the 2014-2015 school year. We do not anticipate sending more than two (2) students. The Superintendent recommends approval of this agreement.
3. Educational Services Provided by the Watson Institute Behavior Support Academy – This is an agreement with Watson Institute Behavior Support Academy for the 2014-2015 school year for the placement of a special education student. The cost is \$42,858 per student per year and will not exceed \$42,858 per student. We do not anticipate sending more than two (2) students. The Superintendent recommends approval of this agreement.
4. Educational Services Provided by Wesley Spectrum Services – This is an agreement with Wesley Spectrum Services for the 2014-2015 school year. The purpose of this agreement is to inform the District of services and cost of services to be provided by Wesley Spectrum Services. There is no money associated with this agreement. Individual contracts will be developed based on student need. The Superintendent recommends approval of this agreement.
5. Special Education Services Provided by Wesley Spectrum Approved Private K-9 School - This is a request for the Board to approve Wesley Spectrum Approved Private K-9 School to provide special education services to Mt. Lebanon student(s). The daily per diem rate is \$268 and will not exceed \$48,240 for the 2014-2015 school year. We do not anticipate sending more than three (3) students. The Superintendent recommends approval of this agreement. *Note: Wesley Spectrum Approved Private K-9 School is identified as an approved private school by the Pennsylvania Department of Education. The District is in the process of applying for educational assignment to Wesley Spectrum K-9 School. Upon approval from PDE, the District will be responsible for 40% of the cost. Until approval is received, the District is responsible for the total cost.*
6. Special Education Services Provided by Wesley Spectrum High School – This is an agreement with Wesley Spectrum High School to provide special education services to Mt. Lebanon students for the 2014-2015 school year. The monthly rate is \$3,000, and a per diem day rate of \$180 will be billed for the months of August and June based upon the number of days enrolled. The cost will not exceed \$28,000 per student and we do not anticipate sending more the three (3) students. The Superintendent recommends approval of this agreement.
7. Intervention Specialist Provided by Wesley Spectrum Services – In response to data indicating the need for specialized support for students with Individual Education Programs (IEPs) in grades K-12, an agreement with Wesley Spectrum Services would provide the position of intervention specialist. The intervention specialist would consult with the IEP team to design social-emotional supports needed to assist the student in the school setting and to prevent placement outside of the district. Additionally, students currently attending out of district placements would access the intervention specialist to transition back to the School District. The cost for this agreement would not exceed \$71,440 for the 2014-2015 school year. The intervention specialist would report to the Director of Special Education and would be supervised by a Wesley Spectrum clinical supervisor which is included in the cost. This position would be funded through ACCESS funds. The Superintendent recommends approval of this agreement.

8. Art Expressions Agreement – We have offered the Art Expressions program in our schools for many years. It is a program which provides after school art classes to interested children. A resident donates half the cost of the program for its operation. The program is budgeted near \$30,000. The Board is asked to approve a license agreement and a grant funding agreement so we can maintain this program for our students. The agreements have been reviewed by the solicitor's office. The Superintendent recommends approval of the agreements.
9. Contract for Payment of Referees – The District is requesting approval of an agreement with a company called RefPay for the payment of officials at our sporting events. Currently, we write about 1,000 checks to officials annually and have to hand type, print, reconcile, track and complete IRS 1099 forms including obtaining personal data for each of these officials. RefPay provides this service at \$1.06 per check for a check that is less than \$74.99 or \$1.33 per check between \$75 and \$149.99. This eliminates a lot of work in both Athletics and Finance as well as provides assurance that all IRS regulations are completed accurately. Both the PIAA and the WPIAL use this company's services due to the efficiency of their organization and the ease of use. The Superintendent recommends approval of this contract for the calendar year beginning January 1, 2015.
10. Allegheny Pest Control Agreement – This is an agreement between Mt. Lebanon School District and the Allegheny Pest Control to provide Integrated Pest Management for all District cafeterias and food service areas for the 2014-2015 school year. The cost will be \$3,480 for the school year. The Superintendent recommends approval of this agreement.
11. Student Trips – The District requests approval of the following student trips:
 - a. High School Journalism Production Class – The High School Journalism Production class requests approval to go to a convention in Washington DC from November 6 through November 9. There will be up to 20 students and four chaperones attending with students and one teacher missing two days of school. The students will cover all costs of the trip except for the cost of the substitute teachers.
 - b. Jefferson and Mellon Middle Schools 8th Grade Social Studies Classes – The middle school 8th grade social classes request approval from April 1 to April 2, 2015 for up to 300 students and 18 chaperones to go to Washington, DC for tours of museums, memorials and monuments at no cost to the District other than for twelve substitutes for two missed student days.
 - c. Academic Games – The Academic Games team request approval from April 23 to April 29, 2015 for 25 students and 3 chaperones to go to Orlando, FL for a national competition with costs covered partially by the District and partially by the students. The students will miss four school days and the District will require three substitutes for the teacher chaperones.The Superintendent recommends approval of these trips.
12. Change Orders for High School Renovation Project – This month's list of change orders totals \$69,696 for the construction projects, \$1,322 for reimbursable changes, \$2,232 from the Capital Projects Fund, and \$11,581 from soft costs. The change orders are as follows:
 - a. GC-106-247 to Nello for \$35,008 for walls, fencing, bulkheads and sidewalk excavation,
 - b. EL-67-248 to Farfield for \$20,239 for power, data, lighting, fire alarms and safety work,
 - c. PL-34-249 to Vrabel for \$14,449 for piping and hydrant work,
 - d. IN-07-09 to Nello for \$727 to repair glazing,
 - e. IN-08-10 to Vrabel for \$595 for pipe repairs,

- f. EL-68-250 to Farfield for \$2,232 for PA repairs, and
- g. EL-69-251 to Farfield for \$11,581 for technology changes.

The Superintendent recommends approval of these change orders.

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

V. Upcoming Public Meetings

October 20, 2014 – 7:30 p.m.	Board Regular Meeting Jefferson Middle School Library
November 10, 2014 – 5:30 p.m.	Policy Committee Meeting Jefferson Middle School Library
November 10, 2014 – 7:00 p.m.	Construction Update Jefferson Middle School Library
November 10, 2014 – 7:30 p.m.	Board Discussion Meeting Jefferson Middle School Library
November 17, 2014 – 7:30 p.m.	Board Regular Meeting Jefferson Middle School Library

VI. Adjournment

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