

MT. LEBANON SCHOOL DISTRICT
7 HORSMAN DRIVE
PITTSBURGH PA 15228

JOINT DISCUSSION/REGULAR MEETING
OF THE
BOARD OF SCHOOL DIRECTORS

JEFFERSON MIDDLE SCHOOL LIBRARY

MONDAY, JULY 21, 2014

7:30 P.M.

JOINT DISCUSSION/REGULAR MEETING AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of the Minutes: RESOLVED, That the Board approves the minutes of the Policy Committee Meeting held on June 4, 2014; the Discussion Meeting held on June 9, 2014; and the Regular Meeting held on June 16, 2014.
5. Board President's Report
6. Superintendent's Report
7. Board Reports
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 June, 2014. The report is typical for this time of year and is recommended for approval by the superintendent.
- (2) Monthly List of Bills – The monthly list of bills reflects checks authorized to be drawn between July 1 and 16, 2014. All checks are typical of this time of year and are recommended for approval by the superintendent.

- (3) Ratification of June 30 List of Bills - The list of bills reflecting checks authorized to be drawn between June and 30, 2014 was approved at the June Board meeting and is presented here for ratification. The superintendent recommends ratification of this list.
- (4) List of District Bank Accounts – Annually, the Board is required to approve a list of all District Bank Accounts. This list is presented for Board approval. The superintendent recommends approval of this list of bank accounts.
- (5) Sale of Unusable Equipment List – The unusable equipment list includes a variety of items at prices consistent with their current value. The superintendent recommends approval of this list for sale.
- (6) Tax Refunds – The list of tax refunds totals \$18,257.68 for 39 refunds for both 2013 and 2014. The list has been reviewed by the solicitor's office which recommends its approval. The superintendent recommends approval of this list.

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

- a. **Treasurer's Report dated June 30, 2014**
 - b. **List of Bills dated July 16, 2014**
 - c. **June 30, 2014, List of Bills,**
 - d. **List of District Bank Accounts dated July 10, 2014,**
 - e. **Sale of Unusable Equipment List dated July 1, 2014, and**
 - f. **List of Tax Refunds dated June 30, 2014.**
- (7) Designation of Fund Balance – Board Policy sets the year end fund balance at 6% of the expenditure budget and designates the remaining fund balance to the Capital Projects Fund, the Other Post Employment Benefit (OPEB) Reserve or to other purposes as determined by the Board. The 2014-15 Budget utilizes \$750,000 of the fund balance to mitigate the need for a tax increase. Beyond that, there remains approximately \$4.3 million to be designated. One proposal would be to transfer \$3 million to the Capital Projects Fund and \$1 million to the OPEB reserve leaving \$300,000 to be determined at a later point once the audit of the 2013-14 Fiscal Year is complete and any additional funds to be transferred can be finalized. The superintendent recommends approval of this action.

Designation of Fund Balance – RESOLVED, That the Board approves the transfer of \$3 million from the designated General Fund - Fund Balance to the Capital Projects Fund and \$1 million to the OPEB reserve.

- (8) Publication of Listing of Liened Taxes – Annually, the Board approves the publication of all properties on which taxes for the prior year have not yet been paid. This list is provided by the Tax Office and is recommended for public view. The superintendent recommends approval of this action.

List of Liened Taxes: RESOLVED, That the Board approves for public display the list of liened taxes for the 2013 tax year.

- (9) Filing of Liened Taxes on Properties with Assessments of \$4,000 or Less – As the Board reviews the list of taxes for the prior year which are unpaid and ready to be liened, there are always a grouping of small strips of land where property owners are not able to be identified or reached for payment of taxes. The cost to lien these small strips of land is not likely to be recovered. Annually the Board considers not lienning these properties which have taxes of about \$100 or less. The delinquencies remain on the property so future buyers will have to satisfy these outstanding costs to get clear

title to the property. All other properties with outstanding taxes due are recommended to be lienied. The superintendent recommends approval of this action.

Filing of Liens on Properties with Assessments of \$4,000 or Less: RESOLVED, That the Board authorizes the Tax Collector to remove all delinquent properties with assessments of \$4,000 or less from the properties to be lienied for the 2013 tax year and approves the filing of liens on all remaining properties.

- (10) **Real Estate Tax Office Audit** – Annually, the Tax Office records are audited by a CPA firm and such audit is provided to the District for review and acceptance. The Real Estate Tax Office audit was given a clean audit opinion with no findings. Note that this audit is for calendar year 2013. The superintendent recommends Board acceptance of this audit.

Acceptance of Tax Office Audit: RESOLVED, That the Board accepts for filing the audit by Maher Duessel, Certified Public Accountants of the Real Estate Tax Office for the year ending December 31, 2013.

- (11) **Affordable Care Act Plan of Action** – Under the laws of the Patient Protection and Affordable Care Act (PPACA or ACA), we must offer adequate and affordable healthcare to all our employees who work full time (defined as working six hours per day on average) or pay penalties for non compliance with the law. Typically we provide this benefit to our full time employees since all of our healthcare products are adequate and most of our contracts and employment agreements provide healthcare which is likely affordable under the current guidelines. There are some employees defined as variable hour employees for which we may have to look at offering healthcare coverage as a result of this law. I have reviewed a plan of action and outlined the financial penalties for non-compliance with this law and recommend the Board take action on the plan.

Affordable Care Act Plan of Action: RESOLVED, That beginning on March 1, 2015, the Board approves a plan of action to provide adequate healthcare to all District employees working six or more hours per day on average as identified by the Human Resources Department at no cost to the District unless contractual or employment agreements outline District payments towards this coverage.

B. Personnel Items

- (1) **Personnel Report** – Enclosed is the Personnel Report dated July 17, 2014, 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 July 17, 2014, list of personnel changes.

C. Other Items

- (1) **Designation of Voting Delegates to PSBA Conference** – It has been the practice of the Board to approve voting delegates to the Annual PSBA Legislative Policy Council Meeting held during the annual School Leadership Conference in Hershey, Pa, October 21-24, 2014. All members of the Board may vote by absentee ballot.

Designation of Voting Delegates at PSBA Conference: RESOLVED, That the Board authorizes Mary Birks to be a voting delegate at the Legislative Policy Council meeting on October 21, 2014, at the Annual PSBA Conference in Hershey, PA.

- (2) **Waterfront Learning Services Contract** - The Board is being asked to consider a contract agreement with the Allegheny Intermediate Unit for its Waterfront Learning Services. Waterfront Learning provides a menu of flexible cyber education programs options. This agreement establishes, upfront, what costs the District would incur if it uses any of the services. In the past, Waterfront Learning Services has been used as a credit recovery option for students. The superintendent recommends approval of this agreement.

Waterfront Learning Services Contract: RESOLVED, That the Board approves a contract with the Allegheny Intermediate Unit for its Waterfront Learning Services to provide cyber educational program options for Mt. Lebanon students.

- (3) **South Central Area Special Schools (Pathfinder) Budget for 2014-2015** – The Pathfinder School budget for the upcoming year totals \$224,500 with no contributions required by the member districts. The superintendents recommend approval of this budget.

South Central Area Special Schools Budget for 2014-2015: RESOLVED, That the Board approves the South Central Area Special Schools (Pathfinder) Budget in the amount of \$224,500 for the 2014-2015 school year.

- (4) **Extension of Copier Contract** – We have been discussing a potential extension of our copier contract with ComDoc, our current provider. Our current contract runs for another year on its existing five year term. We currently pay \$11,493.17 a month for our equipment at all sites. The new proposal provides three additional copiers at our new high school, new equipment at all current sites with improved capabilities and color copy ability at all building sites instead of just at Central Administration. It also provides proximity readers for all machines so we can track usage with our current ID badges. The readers will enable us to limit access to color copier usage since the availability will be expanded. And we would obtain software which will enable us to cut paper usage and streamline our student registration, family emergency information, student records and accounts payable and purchasing recordkeeping. All of this will cost \$11,889 a month, an increase of \$396 or about 3.4%. The cost per copy remains the same as in the existing contract. Since this will likely save us paper and per copy costs, I am recommending that the Board approve this rental agreement contingent upon final approval by the solicitor and the superintendent for the final paperwork.

Copier Contract Extension: RESOLVED. That the Board approves an extension of the contract with ComDoc for copy services for a 60-month period at a cost of \$11,889 per month and no change in per copy charges as per the attached summary, contingent upon final contract approval by the solicitor and superintendent.

- (5) **Web Hosting Services Agreement** – Since 2002, the district has been utilizing a website Content Management System (CMS) product that we have hosted at no annual cost but also with no ongoing improvements to the product. After an extensive product selection process, we have decided that the Finalsité product is the best product for the district today and into the future as we look to continue our award-winning excellence on the World Wide Web. The negotiated pricing includes a discounted first year cost to compensate for the lack of E-Rate website hosting funding until July, 2015. Anticipated

annual costs (post-erate) are \$10,000 through June 30, 2015 and 10,540 per year from July 1, 2015 through June 30, 2020. The superintendent recommends approval of this agreement.

Web Hosting Services Agreement: RESOLVED, That the Board approves the 5.9 year contract with Finalsity in substantially the form presented, subject to final approval by superintendent and solicitor.

- (6) **Duplicating Paper Bid** – Annually, the District requests bids for duplicating paper for all school sites for the fiscal year. This year's winning bid was from Bulldog Office Products at their bid price of \$85,383. The superintendent recommends awarding this bid to the lowest responsible bidder meeting specifications.

Duplicating Paper Bid Award: RESOLVED, That the Board awards Bid #2014-15-1, Duplicating Paper, to Bulldog Office Products, Inc. in the amount of \$85,383 as the lowest responsible bidder meeting specifications.

- (7) **Simplex Grinnell Test and Inspect Agreements** - We are proposing that the District sign two one-year test and inspect agreements with Simplex Grinnell for a total of \$9,972 for testing of the fire alarm system and fire sprinkler systems at the high school Athletic building and B, F, G buildings. The cost of the fire alarm inspection and one year extension on the warranty is \$7,650, and the cost of the fire sprinkler system inspection is \$2,322. Both of these prices are based on Co Star pricing. The superintendent recommends approval of these agreements.

Simplex Agreements: RESOLVED, That the Board approves one-year agreements with Simplex Grinnell for the testing of the fire alarm and sprinkler systems at the high school for a cost \$9,972.

- (8) **High School Athletic Complex Trophy Case Bid** – The District solicited and opened bids for the design and construction of the High School trophy case. Three bids were received. The low bid was from Olan Wood Products, Inc. with a low bid of \$ 4,500 for the design and a bid of \$ 47,500 for the construction, giving a total bid of the case of \$52,000. This project was previously budgeted at \$74,000. The Superintendent recommends award of this project to the low bidder Olan Wood Products, Inc. in the amount of \$52,000 contingent upon an acceptable design.

High School Athletic Complex Trophy Case Bid: RESOLVED, That the Board awards the Athletic Complex Trophy Case Bid to Olan Wood Products in the amount of \$52,000 as the lowest responsible bidder meeting specifications.

- (9) **Washington Elementary Auditorium Ceiling Remediation Bid** – The District solicited and opened bids on July 9th to repair the ceiling in the Washington Elementary School Auditorium. Four bids were received. The low bid was from All Phase Construction Co. with a low bid of \$45,000. This project was not previously budgeted and will come from the Capital Budget. The Superintendent recommends award of this project to All Phase construction in the amount of \$45,000.

Washington Elementary Auditorium Ceiling Remediation Bid: RESOLVED, That the Board awards the Washington Elementary Auditorium Ceiling Remediation Bid to All Phase Construction Co. in the amount of \$45,000 as the lowest responsible bidder meeting specifications.

- (10) Artificial Turf Maintenance Agreement – The Municipality is requesting that the work we do to help maintain their current fields now be changed to help maintain their new turf field since we already own the equipment to do the maintenance. Since this is no additional cost to the District and we will continue to be able to use their fields at no cost, I am recommending approval of this agreement.

Artificial Turf Maintenance Agreement: RESOLVED, That the Board approves the agreement with the Municipality for maintenance of their turf field and authorizes the Superintendent to sign the agreement.

- (11) Change Orders for High School Renovation Project – Change orders for Board approval for the month of July totaling \$224,803 have been reviewed by the architect, PJ Dick and the District administration:
- a. GC-103-235 to Nello for \$136,954 for masonry, doors, steel, beams, window blocking, fire rating, building dimensional discrepancy, stairs, handrails, cooling towers and slab changes,
 - b. PL-32-236 to Vrabel for \$34,631 for storm and sanitary changes and credits for drains and piping,
 - c. EL-63-237 to Farfield for \$42,132 for lighting modifications, cabling, sound system devices, speaker clusters in auditorium, heat detectors and power changes, and
 - d. ME-25-238 to McKamish for \$11,086 for return grills and duct modifications.

Change Orders for High School Project: RESOLVED, That the Board approves the following list of change orders for the High School Renovation Project:

- a. GC-103-235 to Nello for \$136,954 for masonry, doors, steel, beams, window blocking, fire rating, building dimensional discrepancy, stairs, handrails, cooling towers and slab changes,
- b. PL-32-236 to Vrabel for \$34,631 for storm and sanitary changes and credits for drains and piping,
- c. EL-63-237 to Farfield for \$42,132 for lighting modifications, cabling, sound system devices, speaker clusters in auditorium, heat detectors and power changes, and
- d. ME-25-238 to McKamish for \$11,086 for return grills and duct modifications.

12. Topics for Future Discussion

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

14. Upcoming Public Meetings

August 11, 2014 – 7:00 p.m.

Construction Update
Jefferson Middle School Library

August 11, 2014 – 7:30 p.m.

Board Discussion Meeting
Jefferson Middle School Library

August 18, 2014 – 7:30 p.m.

Board Regular Meeting
Jefferson Middle School Library

15. Adjournment