



Southern Lehigh School District Board of School Directors Meeting

June 10, 2013

The first regular monthly meeting of the Board of School Directors of the School District of Southern Lehigh was held at 7:36 p.m. on the above date (June 10, 2013) at Southern Lehigh High School, Center Valley, PA.

PRESENT: Dimmig, Gunkle, McLoughlin, Hayes, Lindsay, Mohr, Quigley, Stelts

ABSENT: Lycett

OTHERS: Christman, Lewis, Melber, Millman, Bartholomew, Schlegel, Kennedy, Takacs, Buchman, Jordan, Bergey, Siegfried, Donahue, Farris, Mickley, Rizzo (Morning Call), and approximately 9 other members of the community.

OPENING PROCEDURES

Mr. Dimmig led the Board and others attending the meeting in the Pledge of Allegiance to the Flag.

The Board met in Executive Session prior to this meeting to discuss personnel and legal matters.

VISITORS

Mrs. Sarah Bomboy-Barr addressed the Board in regards to the entry age policy. The Board indicated they would discuss in Executive Session.

APPROVAL OF MINUTES

MOVED BY Gunkle and **2ND BY** Stelts to approve the minutes of the May 21, 2013 meeting as distributed to all Board members.

VOICE VOTE: "YES" – Unanimous – Motion Carried

ABSENT: Lycett

CONSENT AGENDA

MOVED BY Gunkle and **2ND BY** McLoughlin to approve the **CONSENT AGENDA** items as follows -

Approve the bills list as of June 10, 2013 showing paid bills in the amount of \$70,472.91 and the bills to be paid in the amount of \$781,744.75 for a total amount of \$852,217.66 for the General Fund and bills to be paid in the amount of \$2,600.00 for the Capital Reserve Sinking Fund;

Approve the following substitute teachers for the 2013-2014 school year-

Megan McDermott Spanish
Sarah Oswald Health/Physical Education
Kevin Killion Elementary/Mid-Level Mathematics;

Approve unpaid leave of the following staff-

Erin Bromfield, Math Teacher, Southern Lehigh High School, on September 5, 2013; September 19-27, 2013 and April 15, 2014;

Accept the resignation of the following staff-

Cynthia Romero, Spanish Immersion Teacher, Joseph P. Liberati Intermediate School, effective the morning of June 10, 2013.

Accept the resignation of the following staff-

Lindsay Miller, 1:1 Instructional Assistant, Southern Lehigh Middle School, effective end of business day on May 31, 2013.

Approve the retirement of the following staff-

Jane White, Cafeteria Cashier, Lower Milford Elementary School, effective June 7, 2013. Ms. White has been an employee of the district for 7 years.

Approve the following substitutes for the 2012-2013 school year-

Lindsay Miller, Substitute Instructional Assistant, an hourly rate of \$15.31
Lindsay Miller, Substitute Secretary, an hourly rate of \$14.67;

Approve the following staff for the Liberty Trail Program scheduled from June 17 through July 3, 2013 at the stipends** listed-

Kathleen Kale, Field Leader/Teacher Instructor, at a stipend of \$575.38 per week, plus an additional Field Leader stipend of \$809.64

Lisa Lowry, Field Leader/Teacher Instructor, at a stipend of \$575.38 per week, plus an additional Field Leader stipend of \$809.64

David LeBourgeois, Teacher Instructor, at a stipend of \$575.38 per week

Russell Tucker, Teacher Instructor, at a stipend of \$575.38 per week;

*** The stipend amounts for 2013-2014 will be determined after the 2013-2014 school year begins.*

Approve the following certificated teaching staff to provide extended school year services to Special Education students during the summer of 2013 at the hourly rate of \$40.09. This will be funded by the IDEA grant-

Jenelle Chunko
Elissa Gruber
Heather Jani
Susan Olinik
Shannon Mauro

Thomas Seidenberger

Leanora Kline

Theresa Ware;

Approve the following non-certificated instructional assistants to provide extended school year services to Special Education students during the summer of 2013 at the hourly rate of \$17.12. This will be funded by the IDEA grant-

Tracy Hammond

Christina Jann

Stephanie Kauffman

Linda McGovern

Tracy Stough

Brittany Thomas

***The hourly rate will be determined when employee policies for 2013-2016 are finalized;*

Approve the following staff for SAT Prep Fall classes for the 2013-2014 school year at an hourly rate of \$40.09 until August 30, 2013**-

Anthony Italiani

***The hourly rate for 2013-2014 will be determined after the 2013-2014 school year begins.*

Approve the following Subject Area Leaders for the 2013-2014 school year. Actual stipends will not be known until the 2013-2014 school year begins. Stipends listed are those of 2012-2013 as noted in Appendix C-Part 1-Section 19 of the Collective Bargaining Agreement-

<u>Pamela Kuntzman</u>	Language Arts, K-6	\$1653**
<u>Erika Filbert</u>	Language Arts, K-6	\$1653**
<i>**Shared position and total stipend of \$3306.</i>		
<u>Heather Toto</u>	Language Arts, 7-8	\$2861
<u>Jeffrey Hershey</u>	Language Arts, 9-12	\$3306
<u>Danielle DeAngelo</u>	Mathematics, K-6	\$1653**
<u>Joseph Deutsch</u>	Mathematics, K-6	\$1653**
<i>**Shared position and total stipend of \$3306.</i>		
<u>Christopher Strobl</u>	Mathematics, 7-8	\$2861
<u>Ryan Haupt</u>	Mathematics, 9-12	\$1653**
<u>Justina Viola</u>	Mathematics, 9-12	\$1653**
<i>**Shared position and total stipend of \$3306.</i>		
<u>Maria Ramunni</u>	Social Studies, K-6	\$2861
<u>Anita Benedix</u>	Social Studies, 7-8	\$2305
<u>Thomas Beaupre</u>	Social Studies, 9-12	\$2861

<u>Nicholas Weaver</u>	Science, K-6	\$1430.50**
<u>David Kohler</u>	Science, K-6	\$1430.50**
<i>**Shared position and total stipend of \$2861.</i>		
<u>David Marchek</u>	Science, 7-8	\$2305
<u>Patricia Smiley</u>	Science, 9-12***	\$1653**
<u>Joseph Helinski</u>	Science, 9-12***	\$1653**
<i>** Shared position and total stipend of \$3306.</i>		
<i>***Plus an additional shared total stipend of \$500 per year.</i>		
<u>Joann Peralta</u>	Business/Computers	\$1653
<u>Bonnie Organski</u>	Business/Computers	\$1653
<u>Douglas Bolasky</u>	Music, K-12	\$3306
<u>Joan Imms-Geiser</u>	World Language, K-12	\$3306
<u>Stephanie Donald</u>	Art***	\$1102**
<u>Lynn Yocum</u>	Art	\$1102**
<u>Marilyn Hower</u>	Art	\$1102**
<i>** Shared position and total stipend of \$3306.</i>		
<i>***Plus an additional stipend of \$500 per year.</i>		
<u>Dianna Riegel</u>	Phys. Ed/Health, K-12	\$1653**
<u>Megan Dellegrotti</u>	Phys. Ed/Health, K-12	\$1653**
<i>** Shared position and total stipend of \$3306.</i>		
<u>Robert Gaugler</u>	Tech. Education, K-12	\$3306
<u>Heidi Schiavone</u>	Library, K-12	\$2305
<u>Linda Gross</u>	Family Consumer Science, K-12	\$1430.50**
<u>Anne Snell</u>	Family Consumer Science, K-12	\$1430.50**
<i>** Shared position and total stipend of \$2861.</i>		
<u>Merrilyn Pyscher</u>	Health Services, K-12	\$2449
<u>Tamme Westbrook</u>	Guidance Area, K-12	\$2449

Approve the following returning existing district staff as a Seasonal Employee for June 1, 2013 through May 31, 2014 at the hourly rate of \$8.18**-

Charise Grube

***The hourly rate will be determined when employee policies for 2013-2016 are finalized.*

Approve the following athletic worker for the 2012-2013 school year, according to the Ancillary Employee Policy-

Stephen Panik, III

VOICE VOTE: "YES" – Unanimous – Motion Carried
ABSENT: Lycett

CURRICULUM/STUDENT AND STAFF ACTIVITIES

Mrs. Siegfried, Dr Donahue, Mrs. Farris and Mrs. Mickley reported on student and staff activities at the High School, Middle School, Intermediate School and the elementary schools.

High School report –

- 6/6 - Senior Awards
- 6/7 – Graduation

Middle School report –

- 6/4 – Art/French field trip
- 6/6 – Picnic/Yearbook signing
- 6/7 – Award Ceremony
- 6/21 – Report cards to be mailed

(Mr. Quigley left the meeting at 7:45PM.)

Intermediate School report

- The IS finished the school year on a high note. The 4th graders visited Crystal Cave, the 6th graders enjoyed an end year dance, and field day was fun for all.
- 5/24 - Teachers worked in end-year data teams while students were dismissed early.
- Report cards were completed during the final week of school, and we waved goodbye for the summer to our students on a rain soaked June 7th afternoon.
- It was another terrific year, despite some very emotional lows for our students and staff. Thank you to the HS, MS, and elementary schools for rallying around JPLIS and Hopewell Elementary during a time of loss and need this year.

(Mr. Quigley returned to the meeting at 7:50PM)

Elementary schools –

- 5/31 - Hopewell festival Upper Saucon Township fire company brought their safety trailer that simulated a tornado in one room and a fire in the other room.
- 6/3 - Internet/Smartphone Safety parent at Liberty Bell
- 6/5 - Liberty Bell Spirit Night at the Inside Scoop.
- The last student day ended well at all elementary schools.

MOVED BY Gunkle and **2ND BY** Stelts to approve the enclosed 2013-2014 District Mini Grants for a total amount of \$29,707.44.

VOICE VOTE: “YES” – Unanimous – Motion Carried
ABSENT: Lycett

MOVED BY Gunkle and **2ND BY** Stelts to approve the new AP World History textbooks recommended for 2013-2014 school year. Textbooks will be on display at the Curriculum and Technology Building for two weeks. Final adoption will be at the June 24, 2013 Board meeting.

VOICE VOTE: “YES” – Unanimous – Motion Carried
ABSENT: Lycett

BUSINESS AND FINANCE

Mr. Melber summarized changes to the PDE final General Fund Budget presented for adoption tonight from the proposed General Fund Budget that was approved at the April 8, 2013 Board meeting

MOVED BY Gunkle and **2ND BY** Stelts to adopt the following 2013-2014 Budget Resolution.-

That this Board of School Directors hereby officially adopts the School District of Southern Lehigh **2013-2014 Fiscal School Year Budget**, commencing with July 1, 2013, and ending with June 30, 2014, as recommended. A copy of PDE-2028, Final General Fund Budget, Fiscal Year July 1, 2013 – June 30, 2014 that was proposed and adopted at an official meeting of the Board of School Directors held Monday, April 8, 2013 is included in the Board packet.

VOICE VOTE: “YES” – Unanimous – Motion Carried
ABSENT: Lycett

MOVED BY Stelts and **2ND BY** Mohr to adopt the following 2013-2014 Budget Resolution.-

WHEREAS, the estimated Receipts from Local Sources of \$42,807,189 as set forth in the School District of Southern Lehigh Fiscal School Year Budget for the year 2013-2014 officially adopted this 10th day of June, 2013, includes a tax on the assessed valuation of real estate.

BE IT THEREFORE RESOLVED, that the millage on the assessed valuation of real estate located within the confines of Southern Lehigh School District (based upon 100% of the appraised valuation in compliance with Lehigh County Board of Commissioners) as required in the officially adopted **2013-2014 Fiscal School Year Budget**, be set at 15.37 mills on the dollar (\$1.537 per each \$100 of assessed valuation) to provide an estimated income of \$35,745,786 for the fiscal year commencing with July 1, 2013, and ending with June 30, 2014.

VOICE VOTE: “YES” – Unanimous – Motion Carried
ABSENT: Lycett

MOVED BY Gunkle and **2ND BY** Stelts to adopt the following 2013-2014 Budget Resolution.-

WHEREAS, 15.37 mills on the assessed valuation of real estate will not provide sufficient revenue to meet the budgetary requirements of the 2013-2014 fiscal school year.

BE IT THEREFORE RESOLVED, that this Board of School Directors hereby re-enacts the enabling resolution providing for the levying and assessing of a 1% tax upon the transfer of real property, or of any interest therein, situated within the School District of Southern Lehigh, under the authority of Act 511 of 1965, known as "The Local Tax Enabling Act", with said tax to provide an estimated income of \$490,000; and,

BE IT FURTHER RESOLVED, that this Board of School Directors hereby re-enacts the enabling resolution providing for the levy of 1% tax on the earned income of residents of the School District of Southern Lehigh levied under the authority of Act 511 of 1965,

known as "The Local Tax Enabling Act", with said tax to provide an estimated income of \$3,811,000; and,

BE IT FURTHER RESOLVED, that this Board of School Directors hereby re-enacts the enabling resolution providing for the levy of a Local Services Tax in the amount of Five (\$5.00) Dollars on individuals engaged in any occupation, trade or profession within the corporate limits of the School District under the authority of Act 511 of 1965, P.L. 1257, as amended, known as "The Local Tax Enabling Act," with said tax to provide an estimated income of \$45,000.

VOICE VOTE: "YES" – Unanimous – Motion Carried
ABSENT: Lycett

MOVED BY Stelts and **2ND BY** Gunkle to approve the attached Homestead/Farmstead Resolution-

RESOLVED, by the Board of School Directors of Southern Lehigh School District, that homestead and farmstead exclusion real estate tax assessment reductions are authorized for the school year beginning July 1, 2013, under the provisions of the Homestead Property Exclusion Program Act (part of Act 50 of 1998) and the Taxpayer Relief Act (Act 1 of 2006), as follows-

1. **Aggregate amount available for homestead and farmstead real estate tax reduction.**

The following amounts are available for homestead and farmstead real estate tax reduction for the school year beginning July 1, 2013-

a. **Gambling tax funds.** The Pennsylvania Department of Education (PDE) has notified the School District that PDE will pay to the School District during the school year pursuant to Act 1, 53 P.S. §6926.505(b), as a property tax reduction allocation funded by gambling tax funds, the amount of \$618,484.28.

b. **Philadelphia tax credit reimbursement funds.** PDE has notified the School District that PDE will pay to the School District during the school year pursuant to Act 1, 53 P.S. §6926.324(3), as reimbursement for Philadelphia tax credits claimed against the School District earned income tax by School District resident taxpayers, the amount of \$23,985.30.

c. **Aggregate amount available.** Adding these amounts, the aggregate amount available during the school year for real estate tax reduction is \$642,469.58.

2. **Homestead/farmstead numbers.** Pursuant to Act 50, 54 Pa. C.S. §8584(i), and Act 1, 53 P.S. §6926.341(g)(3), the County has provided the School District with a certified report listing approved homesteads and approved farmsteads as follows:

a. **Homestead property number.** The number of approved homesteads within the School District is 5947.

b. **Farmstead property number.** The number of approved farmsteads within the School District is 54.

c. **Homestead/farmstead combined number.** Adding these numbers, the aggregate number of approved homesteads and approved farmsteads is 6,001.

3. **Real estate tax reduction calculation.** The School Board has decided that the homestead exclusion amount and the farmstead exclusion amount shall be equal. Dividing the paragraph 1(c) aggregate amount available during the school year for real estate tax reduction of \$642,469.58 by the paragraph 2(c) aggregate number of approved homesteads and approved farmsteads of 6,001 (before considering the assessed value of approved homesteads and approved farmsteads having an assessed value below the preliminary calculation of the maximum real estate assessed value reduction amount to be established as the homestead and farmstead exclusion amount), the preliminary calculation of the maximum real estate tax reduction amount applicable to each approved homestead and to each approved farmstead is \$107.06.

Based on calculations provided by the School District Business Office from the best available information and carefully evaluated by the School Board, considering the assessed value of approved homesteads and approved farmsteads having an assessed value below the preliminary calculation of the maximum real estate assessed value reduction amount to be established as the homestead exclusion and the farmstead exclusion amount, an additional aggregate amount of \$1,550.64 will be available during the school year for real estate tax reduction applicable to approximately 5,964 homesteads and farmsteads, resulting in an additional real estate tax reduction amount available for each homestead and farmstead of \$0.26. Adding this additional amount to the preliminary calculation of the maximum real estate tax reduction amount of \$107.06, the final maximum real estate tax reduction amount applicable to each approved homestead and to each approved farmstead is \$107.32.

4. **Homestead exclusion calculation.** Dividing the paragraph 3 maximum real estate tax reduction amount of \$107.32 by the School District real estate tax rate of 15.37 mills (.01537), the maximum real estate assessed value reduction to be reflected on tax notices as a homestead exclusion for each approved homestead is \$6,982.00 and the maximum real estate assessed value reduction to be reflected on tax notices as a farmstead exclusion for each approved farmstead is \$6,982.00.

5. **Homestead/farmstead exclusion authorization - July 1 tax bills.** The tax notice issued to the owner of each approved homestead within the School District shall reflect a homestead exclusion real estate assessed value reduction equal to the lesser of: (a) the County-established assessed value of the homestead, or (b) the paragraph 4 maximum real estate assessed value reduction of \$6,982.00. The tax notice issued to the owner of each approved farmstead within the School District shall reflect an additional farmstead exclusion real estate assessed value reduction equal to the lesser of: (a) the County-established assessed value of the farmstead, or (b) the paragraph 4 maximum real estate assessed value reduction of \$6,982.00. For purposes of this Resolution, "approved homestead" and "approved farmstead" shall mean homesteads and farmsteads listed in the report referred to in paragraph 2 above and received by the School District from the County Assessment Office on or before May 1 pursuant to Act 1, 53 P.S. §6926.341(g)(3), based on homestead/farmstead applications filed with the County Assessment Office on or before March 1. This paragraph 5 will apply to tax notices issued based on the initial tax duplicate used in issuing initial real estate tax notices for the school year, which will be issued on or promptly after July 1, and will not apply to interim real estate tax bills.

6. Homestead/farmstead exclusion authorization -- interim real estate tax bills.

No homestead or farmstead exclusion will apply to any interim tax bill except an interim tax bill applicable to a property that includes an approved homestead or approved farmstead listed in the report received by the School District from the County Assessment Office on or before May 1, but not included in the tax assessment reflected in the July 1 tax bill for the property. In most cases, the assessment of approved homesteads and approved farmsteads will be reflected in July 1 tax bills. However, in any case when there is an approved homestead or an approved farmstead that is not included in the assessment reflected in the July 1 tax bill, and when an interim real estate tax notice is issued later based on an interim assessment including the approved homestead or approved farmstead, the interim tax notice shall reflect a homestead or farmstead exclusion real estate assessed value reduction calculated under paragraph 5, except that the paragraph 4 maximum real estate assessed value reduction will be prorated in the same manner as the real estate tax is pro-rated. Assuming the interim tax notice reflects taxation as of July 1, as will occur in most such cases, the full amount of the paragraph 4 maximum real estate assessed value reduction will apply. In the extraordinary case where the new interim tax assessment is effective after July 1, the paragraph 4 maximum real estate assessed value reduction will be pro-rated in the same manner as the real estate tax reflected in the interim tax bill is pro-rated.

VOICE VOTE: "YES" – Unanimous – Motion Carried
ABSENT: Lycett

MOVED BY Stelts and **2ND BY** Gunkle to approve the following resolution concerning the designation of depositories and the investment of District Funds for 2013-2014.-

RESOLVED, that, QNB, Pennsylvania School District Liquid Asset Fund/PNC Bank, Bank of America, the Pennsylvania Local Government Investment Trust/Wells Fargo Bank, the Commonwealth of PA INVEST Program for Local Governments/Wells Fargo Bank, PNC Bank, N.A., The Bank of New York, National Penn Bank, Commerce Bank, TD Bank, Citizens Bank of PA, M & T Bank, First Federal, First Niagara Bank, Lehigh Valley Educators Federal Credit Union, Sovereign Bank, Bank of New York Mellon/Bank of New York Capital Markets, Keystone Nazareth Bank and Trust, and any other financial institutions deemed appropriate by the Administration (as long as these additional institutions are submitted for formal approval at the next public action meeting of the Board), be hereby designated as depositories for the 2013-2014 school year for District funds, with said institutions to secure all such funds with pledging procedures as provided under Act No. 72-1971 Session (Senate Bill 383, Printers number 1037) enacted into law by the Pennsylvania General Assembly effective November 1, 1971; and authorize the Board Secretary to execute the proper resolutions for facsimile signatures of authorized Board officers and execute all other documents required by the banks, and further, that for the 2013-2014 school year, the Secretary of the Board of School Directors of Southern Lehigh School District and the Director of Business Services of Southern Lehigh School District (the "School District") are authorized on behalf of the Board Treasurer and this School District and in its name, to make investments of school funds consistent with sound business practice. Such investments shall be made only as authorized in Section 440.1 of the PA School Code of 1949, as amended. Said investments are to be submitted for formal approval at the next public action meeting of the Board following said investments.

VOICE VOTE: "YES" – Unanimous – Motion Carried
ABSENT: Lycett

MOVED BY Stelts and **2ND BY** Gunkle to renew the District's existing student accident and athletic insurance for 2013-2014 through First National Insurance Agency, LLC of Sunbury, PA, as summarized below. The policy is administered by American Management Advisors of Langhorne, PA and underwritten by ACE American Insurance Company, Philadelphia, PA-

- Interscholastic Sports, Intramurals, and Club Sports - Annual premium of \$7,908, paid by the School District, represents a 12% increase from the prior year
- Voluntary Student Accident Coverage, School Time Only - \$30/year, paid by parents, unchanged from prior year
- Voluntary Student Accident Coverage, 24-Hour Coverage - \$116/year, paid by parents, unchanged from prior year

VOICE VOTE: "YES" – Unanimous – Motion Carried
ABSENT: Lycett

MOVED BY Stelts and **2ND BY** Gunkle to decline the 2013-2014 Title III allocation in the amount of \$4,463.

VOICE VOTE: "YES" – Unanimous – Motion Carried
ABSENT: Lycett

SUPPORT SERVICES

MOVED BY Gunkle and **2ND BY** Stelts to approve the agreement with Budget Renovations & Roofing, Inc., P.O. Box 138, 342 S. 5th Street, Shamokin, PA 18702 for the Middle School Gym Roof Replacement. Award of the project in the amount of \$80,972 was made at the May 21, 2013 Board Meeting.

VOICE VOTE: "YES" – Unanimous – Motion Carried
ABSENT: Lycett

PERSONNEL

REPORTS

Facilities Committee

Dr. Stelts reported the following from today's meeting-

- Property Condition Assessment completed by Barry Isett & Associates, Inc.
- A Special Board meeting is planned for August 28, 2013 to discuss options for Hopewell Elementary and Lower Milford Elementary Schools.

Policy Committee

Mr. Lindsay reported the following today's meeting-

- Graduation requirement and Club Sports policies discussed.

LCTI

Mr. Quigley will replace Dr. Stelts as the Lehigh Career and Technical Institute board representative.

Superintendent's Report

Mrs. Christman reported the following-

- The year ended successfully with a positive graduation ceremony, followed by the annual staff recognition assembly.
- Lower Milford held a dedication for Mrs. Dorothy Nagy and a tree was planted in her honor.
- The entire Superintendent's Report is available on the district's website.

OLD BUSINESS

NEW BUSINESS

MOVED BY Stelts and **2ND BY** Gunkle to approve the following revised Employee Group Policies, with effective dates and durations as listed in each-

Cafeteria Employees; Technology Employees; Head Custodians; Custodial, Maintenance and Cleaning Staff; Health Services Support Employees; Secretarial Employees; Special Education and Instructional Assistants; Special Education Support; and Independent School Employees.

VOICE VOTE: "YES" - Unanimous - Motion Carried

ABSENT: Lycett

VISITORS

The Board took a brief recess at 8:35 p.m.

The Board met in executive session at 8:40 p.m.

The meeting reconvened at 9:45.

ADJOURNMENT

MOVED BY Gunkle and **2ND BY** Stelts to adjourn the meeting.

VOICE VOTE: "YES" - Unanimous - Motion Carried

ABSENT: Lycett

The meeting was adjourned at 9:45 p.m.

ATTEST: _____ Board Secretary