

**SOUTHERN LEHIGH SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS MEETING**

High School Board Room

August 13, 2012

7:30 p.m.

Agenda



I. OPENING PROCEDURES

- A. ***Call to Order***
- B. ***Recording of Attendance by the Secretary***
- C. ***Pledge of Allegiance***

II. APPROVAL OF MINUTES OF JULY 16, 2012

III. VISITORS

Business by visitor(s) will be presented for Board consideration as to agenda placement.

IV. APPROVAL OF CONSENT AGENDA

Consent agenda items are marked with an asterisk throughout the regular agenda and summarized on a separate sheet.

V. CURRICULUM/STUDENTS AND STAFF ACTIVITIES

A. *Student/Staff Activities*

**High SchoolMrs. Christine Siegfried
Middle School.....Dr. Edward Donahue
Intermediate SchoolMr. Mary Farris
Elementary Schools.....Ms. Lori Limpar**

B. *Pediatric Therapeutic Services Agreement*

The Administration recommends approval (*pending solicitor's review*) of the Pediatric Therapeutic Services (PTS) Agreement for the 2012-2013 school year to provide services for student #081201. (V, B)

C. *Standing Orders for the 2012-2013 School Year*

The Administration recommends approval of the Standing Orders for the School Nurses for the 2012-2013 school year. The Standing Orders have been pre-approved by Dr. Shoenberger. (V, C)

D. *Textbook Recommendation*

The Administration recommends approval of new 10th-12th grade AP Chemistry Textbooks for the 2012-2013 school year. Textbooks will be on display at the Curriculum and Technology Building for two weeks. Final adoption will be at the August 27, 2012 Board meeting. (V, D)

VI. BUSINESS AND FINANCE

A. *Accounts Payable*

***The Administration recommends approval of the bills to be paid as of August 13, 2012. (VI, A)**

B. *Treasurer's Report and Investment Report*

*The Administration recommends approval of the Treasurer's Report and Investment Report for the month of June, 2012. (VI, B)

C. *Property Tax Refunds*

The Administration requests permission to issue school property tax refunds as follows: (VI, C)

- **Reller R. and Mary Lou Thomas, Parcel ID# 22 641443202259 1, \$1,616.80**
- **Donald R. and Doris K. Lewis, Parcel ID# 22 642334435409 1, \$440.71**

D. *Approval of PlanCon K*

The Administration recommends approval of PlanCon K: Project Refinancing in connection with the refunding of the AA of 2002 and the issuance of General Obligation Bond Series of 2012. (VI, D)

VII. SUPPORT SERVICES

A. *2012-2013 Primary Student Transportation Program*

The Administration requests approval for the Primary Student Transportation Program for the 2012-2013 school year, provided by:

**Brandywine-Lehigh Transportation Inc.
595 State Street
Mertztown, PA 18539**

in accordance with 22 PA Code 23.4 et.al. Documentation includes the following:

- **Bus routes**
- **Bus stop listing**
- **Student alpha roster**
- **Vehicle listing for Brandywine-Lehigh Transportation**
- **Brandywine-Lehigh Transportation driver listing and required certifications**

Individual contracted carrier contracts for specialized transportation will be submitted for Board approval as contracts are completed.

The Administration requests the authority to make such adjustments throughout the year to routes, students or vehicle assignments or to bus stops as necessary to accommodate changes in student or school program assignment, residence changes, system improvements, safety concerns or system efficiency.

VIII. PERSONNEL

A. *Certificated Staff*

1. *2012-2013 Substitute Teacher List*

*The Administration recommends approval of the enclosed Substitute Teacher List for the 2012-2013 school year. (VIII, A-1)

2. *Appointments*

The Administration recommends approval of the following certificated staff, effective August 16, 2012 (*pending receipt of required documentation*): (VIII, A-2)

Victoria Butz, Grade 6, Language Arts Teacher, Joseph P. Liberati Intermediate School, at Masters, Step 9, an annual salary of \$56,470. Ms. Butz will replace Donna Gaugler due to her transfer as a result of the retirement of *Pamela Phillipe*.**

Samantha Krick, Elementary Teacher, Hopewell Elementary School, at Bachelors, Step 13, an annual salary of \$45,185. Ms. Krick will fill the position created with the retirement of *Mary Stauffer*.**

Lindsay McDonnell, .6 Art Teacher, Liberty Bell Elementary School, at Bachelors, Step 14, an annual salary of \$26,872.80 (This amount represents .6 of \$44,788.) Ms. McDonnell will fill the position created with the retirement of *Diane Marmor*.**

Megan McDermott, LTS Spanish Teacher, Southern Lehigh High School, at Bachelors, Step 14, an annual salary of 44,788. This appointment is for the 2012-2013 school year. Ms. McDermott will fill the position due to the sabbatical leave of *Jennifer Jaen*.**

***The salary listed is for the 2011-2012 school year and the 2012-2013 salary will be determined after the 2012-2013 school year begins.*

3. Student Teachers

*The Administration recommends approval of the following student teacher placements (*pending receipt of required paperwork*):

James Binder, Health and Physical Education, West Chester University, with *Lisa Moser*, Hopewell Elementary School, from August 28, 2012 to October 19, 2012 and *Devon Hagy*, Southern Lehigh Middle School, from October 22, 2012 to December 13, 2012.

Dawn Del Priore, Social Studies, St. Joseph's University, with *Brett Assise*, Southern Lehigh High School, from September 4, 2012 to December 7, 2012.

4. Increment Requests

*The Administration recommends approval of the following increment requests, effective September 1, 2012:

Tara Cooke, Masters to Masters +15

Laura Gonzalez, Bachelors +30 to Masters

Lisa Lowry, Bachelors +15 to Bachelors +30

B. Noncertificated Staff

1. Unpaid Leave

*The Administration recommends approval of unpaid leave of the following staff:

Nicole Muhleisen, Instructional Assistant, Southern Lehigh High School, on February 5, 2013 through February 8, 2013 and February 11, 2013.

Judith Browne, 3 hour Instructional Assistant, Joseph P. Liberati Intermediate School, on September 7, 2012 and September 10 through 14, 2012.

2. Appointments

*The Administration recommends approval of the following staff, effective August 16, 2012: (VIII, B-2)

Diane Vardaro, Lead Cafeteria Worker, Lower Milford Elementary School, at an hourly rate of \$17.25. Ms. Vardaro will fill the position of *Brenda Reinhart* who transferred to Hopewell Elementary due to the retirement of *Nancy Filler*.

Rita Peay, Part-time Cafeteria Worker (3 hours per day), Southern Lehigh Middle School, at an hourly rate of \$14.73. Ms. Peay will fill the position due to the retirement of *Barbara Reifinger*.

Heather Jani, Substitute Instructional Assistant, Joseph P. Liberati Intermediate School at an hourly rate of \$17.12. Mrs. Jani will replace Stacy Kuntzman.

3. *Change in Hours*

*The Administration recommends approval of the following:

Wendy Krupa, Part-time Cafeteria Worker, Hopewell Elementary School, from 3.5 hours per day to 4 hours per day, with no change in her current hourly rate. This is due to the retirement of *Marie Eisenhart*.

4. *Supplemental Nurse (Liberty Trails Program)*

*The Administration recommends approval of Susan Melso, Supplemental Licensed Nurse for the Liberty Trails Program on June 12, 2012 through June 29, 2012, at an hourly rate of \$18.00.

5. *2012-2013 Substitute Instructional Assistant List*

*The Administration recommends approval of the enclosed Substitute Instructional Assistant List for the 2012-2013 school year. (VIII, B-5)

6. *2012-2013 Substitute Cafeteria/Playground Monitor List*

*The Administration recommends approval of the enclosed Substitute Cafeteria/Playground Monitor List for the 2012-2013 school year. (VIII, B-6)

7. *2012-2013 Substitute Custodian List*

*The Administration recommends approval of the enclosed Substitute Custodian List for the 2012-2013 school year. (VIII, B-7)

8. *2012-2013 Substitute Health Paraprofessional List*

*The Administration recommends approval of the enclosed Substitute Health Paraprofessional List for the 2012-2013 school year. (VIII, B-8)

9. *2012-2013 Substitute Secretarial List*

*The Administration recommends approval of the enclosed Substitute Secretarial List for the 2012-2013 school year. (VIII, B-9)

10. *2012-2013 Supplemental Licensed Nurse List*

*The Administration recommends approval of the enclosed Supplemental Licensed Nurse List for the 2012-2013 school year. (VIII, B-10)

11. *2012-2013 Substitute Cafeteria Worker List*

*The Administration recommends approval of the enclosed Substitute Cafeteria Worker List for the 2012-2013 school year. (VIII, B-11)

C. *Extra-Compensatory Positions*

1. *2012-2013 Subject Area Leaders*

*The Administration recommends approval of the following subject area leaders for the 2012-2013 school year. Actual stipends will not be known until the 2012-2013 school year has begun. Stipends listed are those of

2011-2012 as noted in Appendix C-Part 1-Section 19 of the Collective Bargaining Agreement.

<u>Stephanie Donald</u>	Art	\$1067** plus \$500
<u>Lynn Yocum</u>	Art	\$1067**
<u>Marilyn Hower</u>	Art	\$1067**

** Shared position and total stipend of \$3201.

2. *2012-2013 Mentors*

*The Administration recommends approval of the following staff at a stipend of \$700.00 for the 2012-2013 school year:

- Cheryl Heurich, as a mentor for *Alison Bauer*
- Kelly Dougherty as a mentor for *Lindsay McDonnell*

D. *Coaching Staff*

1. *Resignations*

*The Administration recommends accepting the resignation of the following coaches:

- Donald West Sr., HS Assistant Volleyball, effective August 1, 2012
- Kristin Linhart, HS Assistant Volleyball, effective August 1, 2012

***Shared position

2. *2012-2013 Coaching Appointments*

*The Administration recommends approval of the following coaches for the 2012-2013 school year (*pending receipt of required documentation*): (V, D-2)

<u>Samantha Krick</u>	MS Head Field Hockey	\$3174
<u>Lindsay McDonnell</u>	HS Assistant Volleyball	\$3363

3. *2012-2013 New Volunteer Coaches*

*The Administration recommends approval of the following volunteer coaches for the 2012-2013 school year (*pending receipt of required documentation*): (VIII, D-3)

<u>Carolyn Dunham</u>	MS Cross Country
<u>Martin Matsumura</u>	MS Cross Country
<u>Rose Perelli</u>	MS Cross Country
<u>Karen Psaila</u>	MS Cross Country
<u>Jane Yanega</u>	MS Cross Country
<u>Donald West Sr.</u>	Volleyball
<u>Kristin Linhart</u>	Volleyball

4. *2012-2013 Returning Volunteer Coaches*

*The Administration recommends approval of the following returning volunteer coaches for the 2012-2013 school year:

<u>Gregory Holland</u>	HS Football
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<u>Robert Edmond</u>	HS Football
<u>Brandon Dunne</u>	HS Football
<u>Joseph Newman</u>	Girls Soccer
<u>Cynthia Ashworth</u>	Tennis
<u>Alan Rockel</u>	HS Girls Volleyball
<u>Jonathan Getz</u>	HS Girls Volleyball

IX. REPORTS

A. Committee Reports

The minutes of the Lehigh Carbon Community College Board of Trustees of July 5, 2012 meeting are attached, as well as the link to the July 2012 issue of the President's Desk newsletter.

B. Superintendent's Report... Mrs. Christman (IX, A)

X. OLD BUSINESS

A. Second and Final Reading of New Policies

The Administration recommends a second and final reading of the following policies: (X, A)

Policy #000 Local Board Procedures: *Board Policy Procedure/Administrative Regulations (replaces existing Policies #014, #017, and #017.1)*

Policy #006 Local Board Procedures: *Meeting (replaces existing Policy #020)*

XI. NEW BUSINESS

A. First Reading of Revised Policies

The Administration recommends a first reading of the following revised policies: (XI, A)

Policy #209 Pupils: *Physical Examinations*

Policy #209.2 Pupils: *Accidents and Sudden Illnesses*

B. First Reading of New Policies

The Administration recommends a first reading of the following new policies: (XI, B)

Policy #307 Administrative Employees: *Student Administrative Interns*

Policy #407 Professional Employees: *Student Professional Interns*

Policy #507 Classified Employees: *Student Classified Interns*

C. 2012-2013 Act 93 Administrative Salaries

The Superintendent recommends the approval of the following salaries of Act 93 Administrative personnel, effective July 1, 2012:

<u>Kristen Lewis</u>	Asst. to the Superintendent	\$119,582.09
<u>Andria Buchman</u>	Director of Special Ed	\$106,530
<u>Kenneth Jordan</u>	Director of Elem. Education and Instructional Technology	\$103,020
<u>Joan Takacs</u>	Director of Secondary Education	\$103,708.23
<u>Christine Siegfried</u>	HS Principal	\$118,302.50

<u>Mark Covelle</u>	HS Asst. Principal	\$87,732.67
<u>Edward Donahue</u>	MS Principal	\$104,964.18
<u>Nathan Davidson</u>	MS Asst. Principal	\$87,634.85
<u>Mary Farris</u>	JPLIS Principal	\$109,396.86** plus an additional stipend of \$1,640.95

**** same 2011-2012 salary**

<u>Sean McGinty</u>	JPLIS Asst. Principal	\$85,696
<u>Lori Limpar</u>	HPW Elem. Principal	\$101,887.61
<u>Carol Mickley</u>	LM Elem. Principal	\$101,526.82
<u>Samuel Hafner</u>	LB Elem. Principal	\$98,187.39
<u>Todd Bergey</u>	Dir. of Support Services	\$93,519.72
<u>Susan Knoll</u>	Coordinator of Support Services	\$53,488.89
<u>Deanna Kubat</u>	Payroll, HRIS Supervisor	\$55,938.96
<u>Andrea Scherzberg</u>	Accountant	\$55,058.22

D. 2012-2013 Independent Administrative Salaries

The School Board will set the salaries of the following administrators for the 2012-13 school year, effective July 1, 2012:

<u>Leah Christman</u>, Superintendent	\$138,000
<u>Jeremy Melber</u>, Director of Business Services	\$112,000 plus an additional stipend of \$3,000
<u>William Kennedy</u>, Human Resources Admin.	\$93,035

E. 2012-2013 Independent School Employees Group Salaries

The Superintendent recommends the approval of the following salaries of the Independent School Employees Group, effective July 1, 2012:

<u>Kate Miller</u>, Coordinator of Athletics	\$51,850
<u>Gregory Martin</u>, Food Services Manager	\$57,950

XII. COMMUNICATIONS

Letters to the Board are included in the Board materials as they are received in the district.

XIII. FOR INFORMATION ONLY

A. Conference Request

The requests for professional conferences are listed in the Board materials by name, conference, location, dates of absence, and cost. (XIII, A)

B. Curriculum Writing

The curriculum writing agreements are listed in the Board materials by name, elected compensation, amount and anticipated date of completion. (XIII, B)

XIV. VISITORS' COMMENTS

XV. EXECUTIVE SESSION

XVI. OPEN SESSION

XVII. ADJOURNMENT