

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

High School Board Room

July 16, 2012

7:30 p.m.

Agenda



IN PURSUIT OF EXCELLENCE

I. OPENING PROCEDURES

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

II. APPROVAL OF MINUTES OF JUNE 4, 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 SchoolMr. Mark Covelle
Middle School.....Mr. Nathan Davidson
Intermediate SchoolMrs. Mary Farris
Elementary Schools.....Ms. Lori Limpar**

B. *Independent Contract Agreement*

The Administration recommends the approval of the Independent Contractor Agreement between Dr. Richard Shillabeer, an independent contractor, state, and nationally certified school psychologist, and the Southern Lehigh School District for a comprehensive school-based educational neuropsychological evaluation for student #061202. The District will compensate Dr. Shillabeer at a fee up to \$4,000 to complete a comprehensive school-based educational neuropsychological evaluation report. (V, B)

C. *Notice of Adoption of Policies, Procedures and Use of Funds*

The Administration recommends approval for the “Notice of Adoption Policies, Procedures, and Use of Funds” by the Southern Lehigh School District for the Carbon Lehigh Intermediate Unit’s policies and procedures manual under the federal requirement of 34 CFR Part 300. (V, C)

D. *Title III Funds*

The Administration recommends declining Title III funding based upon regulations that must be followed in order to expend \$5703 the grant provides for the 2012-2013 school year.

E. *Independent Transportation Agreement*

The Administration recommends approval of the Contract for the Transportation of School Pupils for SarCare, Inc. for summer 2012 ESY services (July 9, 2012 through August 3, 2012) for student #061201 at the rate of \$30/day for transportation and \$20/hour for personal care assistance. The total amount to be paid shall not exceed \$1780. (V, E)

F. *eLearn21 Agreement*

The Administration recommends approval of the agreement to participate in eLearn 21 between the Carbon Lehigh Intermediate Unit and the Southern Lehigh School District for web based online learning system. The term of the Agreement is July 1, 2012 through June 30, 2014. (V, F)

G. *Title I Parent Workshop*

The Administration recommends the approval of two teachers and two instructional assistants to be paid at their appropriate rates in order to conduct Title I parent workshops in the evening throughout the 2012-2013 school year. Payment will be made through Title I funds.

VI. BUSINESS AND FINANCE

A. *Accounts Payable*

*The Administration recommends approval of the bills to be paid as of July 16, 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 May, 2012. (VI, B)

C. *Approval of Various Insurance Policies*

The Administration recommends renewal of the following existing insurance policies for 2012-2013, as follows:

- **Package Policy (Property and Fire, General Liability, EDP, Inland Marine, Contractors Equipment, Crime, Boiler & Machinery, etc.) – Ohio Casualty Insurance Company at an annual premium of \$67,594 (an increase of 17.4%).**
- **School Leaders Errors and Omissions Policy (Employer's Liability for Directors, Employees, and Volunteers) – Old Republic Insurance Company at an annual premium of \$19,153 (an increase of 38.2%).**
- **Umbrella Liability Policy (Excess Coverage above Underlying Policies) – PSBA/Old Republic Insurance Company at an annual premium of \$14,443 (unchanged).**
- **Blanket Policy for PTA's, PTO's, Booster Clubs, etc. – Ohio Casualty Insurance Company at an annual premium of \$501 (unchanged).**

D. *Student Accident and Athletic Insurance*

The Administration recommends renewing the District's existing student accident and athletic insurance for 2012-2013 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. (VI, D)

- **Interscholastic Sports, Intramurals, and Club Sports – Annual premium of \$7,061, paid by the School District, represents a \$336 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**

E. *Approval of Depositories and Investment of District Funds*

The Administration recommends approval of the attached resolution concerning the designation of depositories and the investment of District funds. (VI, E)

F. *Approval of Budgetary Transfers for 2011-2012*

The Administration requests permission to make all necessary budgetary transfers to properly reflect 2011-12 transactions and auditor adjusting entries and to close out the accounting records for the fiscal year.

G. *Appointment of Solicitor*

The Administration recommends the reappointment of Attorney James Bartholomew (Fitzpatrick, Lentz & Bubba, P.C.) as school solicitor for the 2012-2013 school year. (VI, G)

H. *Appointment of Tax Assessment Solicitor*

The Administration recommends approval of the Nagy Law Offices to handle any tax assessment appeals that are in conflict with the district's solicitor or the solicitor's firm for the 2012-2013 school year. (VI, H)

I. *Approval of Fund Balance Designations*

The Administration recommends approval of the Fund Balance Designations for the Fiscal Year July 1, 2012 – June 30, 2013. (VI, I)

J. *High School Art and Science Bid Awards*

The Administration recommends approval of the bid awards for High School art supplies and High School science supplies. (VI, J-Art) (VI, J-Science)

K. *Election of Treasurer*

Historically, the Board has asked the Treasurer who was elected in the previous December to continue to serve in that capacity until the next election of board offices in the subsequent December. Mrs. Corinne Gunkle currently serves as School Board Treasurer.

L. *Approve Bonding of Board Officers*

The Administration recommends the continuation of bonding of the Board Treasurer and Board Secretary at the current level of \$50,000.

M. *Harris School Solutions Agreement*

The Administration recommends the approval of the attached Harris School Solutions agreement (*pending review by the Solicitor*), to upgrade the Point of Sale system for the Food Services Department. Upgrades include an improved operating system, 6 touch screen registers at the Middle and High schools, installation, and on-site training. The total cost of \$19,886.50 includes annual support and subscription fees. (VI, M)

VII. SUPPORT SERVICES

A. *Trash and Recycling Service Agreement*

The Administration recommends award of Trash and Recycling Service to Chrin Hauling, Inc., 635 Industrial Drive, Easton, PA 18042. The three year contract reflects an annual cost of \$27,862 for the period of July 1, 2012 to June 30, 2015. (VII, A)

B. *2012-2013 Primary Student Transportation Cards*

The Administration requests the authority to mail 2012-2013 student transportation cards prior to the School Board's approval of routes at the August School Board meeting. The approved routes from 2011/2012 will adjusted to address new students, changes in school or student program assignment, grade change, residence changes, system improvements, safety concerns or system efficiency. Brandywine Lehigh Transportation will review bus routes for safety and efficiency prior to the mailing.

In accordance with 22 PA Code 23.4 et.al, all required transportation documentation will be brought to the School Board for approval at the August 13, 2012 School Board Meeting.

VIII. PERSONNEL

A. *Certificated Staff*

1. *2012-2013 Substitute Teacher*

*The Administration recommends approval of the following substitute teachers, effective the last teacher day of the 2011-2012 school year through the 2012-13 school year:

Joan Himmelberger, Special Ed, Elementary, Elementary School Counselor

Diane Marmor, Art

Joan Ligon, French

Pamela Phillipe, Elementary

2. *Retirement Date Change*

*The Administration recommends approval to change the effective retirement date for Ann Greenzweig from September 25, 2012 (*approved at the May 21, 2012 Board meeting*) to September 27, 2012.

3. *Childrearing Leave*

*The Administration recommends approval of childrearing leave of Rochelle Hufgard, Teacher, Joseph P. Liberati Intermediate School, for the 2012-2013 school year.

4. *Unpaid Leave*

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

Erin Bromfield, Mathematics Teacher, Southern Lehigh High School, October 1, 2012 through October 5, 2012, October 8 and 9, 2012, and March 26, 2013.

5. *Retirement*

The Administration recommends accepting the retirement of the following staff:

Mary Stauffer, Grade 2 Teacher, Hopewell Elementary School, effective June 25, 2012. Mrs. Stauffer has been an employee of the district for 8 years.

6. *Student Teachers*

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

Nicole Cruts, Health and Physical Education, West Chester University, with Megan Dellegrotti, Southern Lehigh High School, from August 28, 2012 to October 19, 2012 and Gretchen Hoff, Lower Milford and Liberty Bell Elementary Schools, from October 22, 2012 to December 13, 2012.

Zacharia Garcia, Health and Physical Education, West Chester University, with Gretchen Hoff, Lower Milford and Liberty Bell Elementary Schools, from August 28, 2012 to October 19, 2012 and Megan Dellegrotti, Southern Lehigh High School, from October 22, 2012 to December 13, 2012.

7. *Increment Requests*

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

Gregory Collins, Masters to Masters +15

Tara Collins, Masters to Masters +15

Stephanie Donald, Masters +15 to Masters +30

Stephen Schrader, Masters to Masters +15

Charise Trilling, Bachelors to Bachelors +15

8. *Appointment*

The Administration recommends approval of the following certificated staff: (VIII, A-8)

Erica Rich, School Psychologist, Southern Lehigh Middle School, at Masters +30, Step 10, an annual salary of \$59,220, effective August 21, 2012. The salary listed is for the 2011-2012 school year and the 2012-2013 salary will be determined after the school year begins. Ms. Rich will fill the position created with the resignation of *Rebecca Harries*.

9. *Long-term Substitute Teacher*

The Administration recommends approval of the appointment of Amanda Ruth, Long-Term Substitute Teacher, Joseph P. Liberati Intermediate School, at B, Step 13, an annual salary of \$45,185, for the 2012-2013 school year. The salary listed is for the 2011-2012 school year and the 2012-2013 salary will be determined after the school year begins. This appointment is the result of a teacher transfer to fill in during the childrearing leave of *Rochelle Hufgard*. (VIII, A-9)

10. *Sabbatical Leave*

The Administration recommends approval of sabbatical leave for Jennifer Jaen, Spanish Teacher, Southern Lehigh High School, for the 2012-2013 school year.

B. *Noncertificated Staff*

1. *2012-2013 Substitute Staff*

*The Administration recommends approval of the following substitute staff, effective June 5, 2012 through the 2012-13 school year:

Patricia Grabus, Substitute Instructional Assistant

Nicole Castetter, Substitute Secretary

2. *Retirement*

The Administration recommends accepting the retirement of the following staff:

Deborah Hufgard, Instructional Assistant, Joseph P. Liberati Intermediate School, effective July 8, 2012. Ms. Hufgard has been an employee of the district for 19 years.

Barbara Reifinger, Cafeteria Worker, Southern Lehigh Middle School, effective June 5, 2012. Ms. Reifinger has been an employee of the district for 13 years.

3. *Appointment*

*The Administration recommends approval of the following staff: (VIII, B-3)

Kristine Melnick, Long-term Substitute Instructional Assistant, Joseph P. Liberati Intermediate School, at an hourly rate of \$17.12, for the 2012-2013 school year. Ms. Melnick will fill the position for *Amanda Ruth* due to the childrearing leave of *Rochelle Hufgard*.

Josh Ludwig, Systems Technician, at an annual salary of \$37,500 (pro-rated) effective July 17, 2012 (*pending receipt of required documentation*). This is a new position.

4. *Unpaid Leave*

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

Jane White, Cafeteria Worker, Lower Milford Elementary School, for September 20 and 21, 2012.

Ellen Gehris, Cafeteria Worker, Southern Lehigh Middle School, for October 22, 2012 through November 2, 2012.

C. *Extra-Compensatory Positions*

1. *2012-2013 Health Services Leader*

*The Administration recommends approval of Donna Atkinson as Health Services Leader for the 2012-2013 school year at a stipend of \$2371.

2. *2012-2013 Guidance Leader*

*The Administration recommends approval of Tamme Westbrooks as Guidance Leader for the 2012-2013 school year at a stipend of \$2371.

3. *2012-2013 Special Education Leaders*

*The Administration recommends approval of the following Special Education Leaders for the 2012-2013 school year:

<u>Brooke Ruch</u>	Special Ed Leader K-6	\$1067**
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<u>Cynthia Sterrett</u>	Special Ed Leader K-6	\$1067**
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** *Shared position and stipend.*

<u>Patricia Schultheis</u>	Special Ed Leader 7-8	\$2134
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<u>Caryn Bronfenbrenner</u>	Special Ed Leader 9-12	\$2845
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4. *2012 High School Prep Program Teachers*

*The Administration recommends approval of Linda Gross and Stephanie Donald as teachers for the 2012 High School Prep Program at an hourly rate of \$38.82.

5. *2012-2013 SAT Prep Teachers*

*The Administration recommends approval of Ryan Haupt and Janet Miltenberger as teachers for the SAT Prep Fall and Spring classes for the 2012-2013 school year at an hourly rate of \$38.82 until August 30, 2012. The hourly rate for 2012-2013 will be determined after the 2012-2013 school year begins.

6. *2011-2012 Homebound Instructor*

*The Administration recommends approval of the following staff to provide homebound instruction for the 2011-2012 school year at an hourly rate of \$38.82:

Sara Hovis

Patricia Brown

Jamie O'Donnell

7. *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>Pamela Kuntzman</u>	Elem Language Arts	\$1600.50**
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<u>Donna Gaugler</u>	Elem Language Arts	\$1600.50**
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** *Shared position and total stipend of \$3201.*

<u>Heather Toto</u>	MS Language Arts	\$2770
<u>Jeffrey Hershey</u>	HS Language Arts	\$3201
<u>Danielle DeAngelo</u>	Elem Mathematics	\$1600.50**
<u>Joseph Deutsch</u>	Elem Mathematics	\$1600.50**

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

<u>Christopher Strobl</u>	MS Mathematics	\$2770
<u>Ryan Haupt</u>	HS Mathematics	\$1600.50**
<u>Justina Viola</u>	HS Mathematics	\$1600.50**

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

<u>Maria Ramunni</u>	Elem Social Studies	\$2770
<u>Anita Benedix</u>	MS Social Studies	\$2232
<u>Thomas Beaupre</u>	HS Social Studies	\$2770
<u>David Kohler</u>	Elem Science	\$1385**
<u>Nicholas Weaver</u>	Elem Science	\$1385**

*** Shared position and total stipend of \$2770.*

<u>David Marchek</u>	MS Science	\$2232
<u>Patricia Smiley</u>	HS Science	\$1600.50 plus \$250**
<u>Joseph Helinski</u>	HS Science	\$1600.50 plus \$250**

*** Shared position and total stipend of \$3201, plus \$500.*

<u>Megan Dellegrotti</u>	Health/Phys Ed	\$3201
<u>Robert Gaugler</u>	Technology Ed	\$3201
<u>Heidi Schiavone</u>	Library Science	\$2232
<u>Linda Gross</u>	Family Consumer Science	\$1385**
<u>Anne Snell</u>	Family Consumer Science	\$1385**

*** Shared position and total stipend of \$2770.*

<u>Bonnie Organski</u>	Business/Computers/Information Technology	\$1600.50**
<u>JoAnn Peralta</u>	Business/Computers/Information Technology	\$1600.50**

*** Shared position and stipend.*

<u>Douglas Bolasky</u>	Music	\$3201
<u>Joan Imms-Geiser</u>	World Language	\$3201

8. *Pennsylvania Career Link Work Experience*

*The Administration recommends approval of a thirteen-week worksite experience for the following participant through the Lehigh Valley Workforce Investment Board of Pennsylvania Career Link Lehigh Valley:

Ruth Kugelman, Administration Building, will be under the supervision of Mrs. Kristen Lewis, Assistant to the Superintendent (*pending receipt of required documentation*).

D. *Coaching Staff*

1. *Resignations*

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

Jayme Baker, Head MS Field Hockey, effective June 6, 2012

Terri Baker, Asst. MS Field Hockey, effective June 4, 2012

2. *2012-2013 Coaching Appointments*

*The Administration recommends approval of the following coaches for the 2012-2013 school year. The stipend amounts represent the appropriate stipend amount for 2011-2012. The 2012-2013 stipend amounts will be determined after the 2012-2013 school year begins. (VIII, D-2)

<u>Joshua Miller</u>	Assistant Football	\$5218.20
<u>Derek Weedling</u>	Assistant Football	\$1159.60
<u>David Loew</u>	Boys' Assistant Soccer	\$4233**
<u>Mark Evans</u>	Head Boys' Soccer	\$7054**

**Pending receipt of required documentation.

3. *2012-2013 Returning Coaches*

*The Administration recommends approval of the following returning coaches for the 2012-2013 school year. The stipend amounts represent the appropriate stipend amount for 2011-2012. The 2012-2013 stipend amounts will be determined after the 2012-2013 school year begins.

<u>Rodney Koch</u>	Boys' Assistant Soccer	\$2116.50**
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**Shared position with coach to be named and total stipend of \$4233.

<u>Kara Kernick</u>	Assistant Cheerleading (Fall)	\$397.67**
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** Shared position (33/67% split) with Melissa Ganter.

<u>Colleen Iannetta</u>	Head Cheerleading (Fall)	\$1989
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<u>Colleen Iannetta</u>	Competition Cheerleading (Fall)	\$1245.67**
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** Shared position (67/33% split) with Kara Kernick

<u>Kara Kernick</u>	Competition Cheerleading (Fall)	\$622.84**
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** Shared position (33/67% split) with Colleen Iannetta.

<u>Megan Herstine</u>	MS Cheerleading (MS)	\$1193
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<u>Randy Latza</u>	Head Cross Country	\$5605
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<u>Cotie Strong</u>	Assistant Cross Country	\$3363
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<u>Andraea Drabenstott</u>	Girls' Tennis	\$4832
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<u>Adrienne Searfoss</u>	Head Field Hockey	\$6796
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<u>Ian Beitler</u>	Assistant Field Hockey	\$4078
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<u>Natalie Deacon</u>	Assistant Field Hockey	\$4078
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<u>John Toman</u>	Head Football	\$8697.60
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<u>Derek Bleiler</u>	Assistant Football	\$5218.20
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<u>Michael Feifel</u>	Assistant Football	\$5218.20
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<u>Adam Legath</u>	Assistant Football	\$5218.20
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<u>Stephen Schrader</u>	Assistant Football	\$5218.20
<u>Stanley Sroka</u>	Assistant Football	\$1159.60
<u>Joseph Glassic</u>	MS Football Head	\$4349
<u>Thomas Seidenberger</u>	MS Football Assistant	\$2899
<u>Matthew Greenawald</u>	Golf	\$4832
<u>Douglas Roncolato</u>	Head Girls' Soccer	\$7054
<u>Richard Dreves</u>	Girls' Assistant Soccer	\$4233
<u>John Kukitz</u>	Girls' Assistant Soccer	\$4233
<u>Donald West</u>	Volleyball Head	\$5605
<u>Donald West, Sr.</u>	Volleyball Assistant	\$2242**
<i>** Shared position (67%/33 split) with Kristin Linhart.</i>		
<u>Kristin Linhart</u>	Volleyball Assistant	\$1121**
<i>** Shared position (33%/67 split) with Donald West, Sr.</i>		
<u>Paulette Elstner</u>	MS Volleyball Head	\$2522
<u>Jodie Elstner</u>	MS Volleyball Assistant	\$1681

4. *Assistant to the Coordinator of Athletics (Fall)*

*The Administration recommends approval of Robert Clark, Assistant to the Coordinator of Athletics, at a stipend of \$1666.66 (*50% of stipend to be shared with individual to be named*) for the 2012-2013 fall sports season.

5. *2012-2013 Volunteer Coaches*

*The Administration recommends approval of the following volunteer coaches for the 2012-2013 school year: (VIII, D-5)

<u>Terrence Nevill</u>	Boys' Soccer
<u>Anne Cooper</u>	HS Cheerleading
<u>Eugene Legath</u>	Football

6. *Stipend Change*

*The Administration recommends approval to change the stipend (*approved at the May 21, 2012 Board meeting*) for Melissa Ganter, Competition Cheerleading (Fall), to \$795.34. This reflects a 67/33% split stipend with Kara Kernick.

IX. REPORTS

A. Committee Reports

The minutes of the Lehigh Carbon Community College Board of Trustees of June 7, 2012 meeting are attached, as well as, the link to the [June 2012 issue of the President's Desk newsletter](#).

B. Superintendent's Report... .. Mrs. Christman (IX, A) (IX, A1) (IX, A2)

C. Strategic Plan/Middle States Report..... Mrs. Lewis (IX, C)

X. OLD BUSINESS

XI. NEW BUSINESS

A. First Reading of New Policies

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

B. Rescinded Policies

The Administration recommends that the following policies be rescinded: (XI, B)

Policy #013 Local Board Procedures: *Relationship of the District Superintendent to Staff*

Policy #225 Pupils: *Police Intervention*

Policy #231 Pupils: *Social Events*

C. Radiological Emergency Response Plan

The Administration recommends the approval of the annual renewal of the agreement between the Southern Lehigh School District and Pottsgrove School District for the purpose of the Radiological Emergency Response Plan for incidents at the Limerick Generating Station.

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)

C. Graduate Study Pre-approval

The requests for graduate study are listed in the Board materials by name, course/program, institution, reimbursement eligibility and pre-approval date. (XIII, C)

XIV. VISITORS' COMMENTS

XV. EXECUTIVE SESSION

XVI. OPEN SESSION

XVII. ADJOURNMENT