

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

High School Board Room

February 9, 2015

7:30 p.m.

Agenda



I. OPENING PROCEDURES

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

II. APPROVAL OF MINUTES OF JANUARY 12, 2015

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. *Building Updates*

Southern Lehigh High School.....Mrs. Beth Guarriello

B. *Student Trip Request*

The Administration recommends approval of the following student trip requests:

1. ***Southern Lehigh High School Social Studies Department*** to participate in an educational trip to the South Pacific: New Zealand, Australia and Fiji, from July 15 through July 25, 2016. (V, B-1)
2. ***Southern Lehigh High School Mandarin/High School*** students to participate in an educational trip to China, from June 13 through June 22, 2015. (V, B-2)
3. ***Southern Lehigh High School Competition Cheerleading Club*** to participate in the PIAA State Cheerleading Competition, Hershey, PA, from January 23 and 24, 2015. (V, B-3)
4. ***Southern Lehigh High School Future Business Leaders of America*** to participate in the FBLA State Leadership Conference, Hershey, PA, from April 12 through April 15, 2015. (V, B-4)
5. ***Southern Lehigh High School Concert Band and String Orchestra*** to participate in the 2015 Dixie Classic Festival, Richmond, VA, from April 17 through 19, 2015. (V, B-5)

C. *Chinese Language Camp*

The Administration recommends approval of a summer Chinese language/culture camp for Southern Lehigh District students entering 2nd and 3rd grade from June 22 through 26, 2015.

D. *Graduation Date and Venue*

The Administration recommends approval of the agreement with Lehigh University Sports and Event Venues, 124 Goodman Drive, Bethlehem, PA to hold graduation on June 8, 2015 at Stabler Arena, Bethlehem, PA. (V, D)

E. *Homebound Instruction*

*The Administration recommends approval of Homebound Instruction for student #21501.

VI. BUSINESS AND FINANCE

A. *Accounts Payable*

*The Administration recommends approval of the bills to be paid as of February 9, 2015. (VI, A)

B. *Audit Report for School District for 2013-2014*

The Administration recommends approval of the audit report for fiscal year 2013-2014 as prepared by the firm of France, Anderson, Basile and Company, P.C. (VI, B-Financial Statement) (VI, B-Audit Findings)

C. *2015-2016 Lehigh Carbon Community College Proposed Budgets*

The Administration recommends approval of the proposed Operating and Capital Budget for Lehigh Carbon Community College for 2015-2016. (Board Handout)

D. *2015-2016 Carbon Lehigh Intermediate Unit #21 Proposed Budget*

The Administration recommends approval of the proposed General Operating Budget for Carbon Lehigh Intermediate Unit #21 for 2015-2016. (Board Handout)

E. *Apple, Inc. Lease Agreement*

The Administration recommends approval of the Apple Lease for laptop computers. (VI, E)

VII. SUPPORT SERVICES

A. *Demand Response Program Renewal*

The Administration recommends re-enrollment in the Demand Response Program with Direct Energy Business, One Hess Plaza, NJ 07095. This is a three year agreement for the period June 1, 2015 through May 31, 2018. Public Utility Commission changes requiring 30 minute curtailment has reduced District participation of prior years by approximately 75%. Total curtailment reimbursement to the District for the period June 1, 2015 to May 31, 2015 is anticipated to be \$24,000. (VII, A)

B. *Air Balancing Engineers, Inc.*

The Administration recommends award (*pending solicitor's review*) of the New Elementary School Commissioning and Balancing Services as required by LEED to Air Balancing Engineers, Inc., 1175 North Vine Street, Berwick, PA 18603 in the amount of \$62,150. Air Balancing Engineers will be consulting on HVAC design, verifying contractor performance, responsibility for proper balancing of the building and review of energy saving performance. The base services will be followed by a 10 month warrantee review. (VII, B)

VIII. PERSONNEL

A. *Certificated Staff*1. *Substitutes*

*The Administration recommends approval of the following substitute teachers for the 2014-2015 school year:

Paul Sabino, History 7-12

Kenneth Stanley, Social Studies 7-12; English 7-12

Christine Sterner, Elementary K-6; Math 7-9

Casey Cooperman, Elementary 4-6; Math 7-8

Monica Thomas, Elementary K-6; Special Ed K-8

Adrienne Moore, Emergency Permit 06

Marie K. Sargent, Emergency Permit 06

Sean McDermott, Emergency Permit 06

2. *Resignation*

*The Administration recommends accepting the resignation of the following certificated staff:

Lisa Lessig, .5 Family Consumer Science Teacher, Southern Lehigh High School, effective February 5, 2015

3. *Retirement*

*The Administration recommends approval of the retirement of the following teacher:

(Don) Phillip Markley, Grade 2 Teacher, Liberty Bell Elementary School, effective June 5, 2015. Mr. Markley has been an employee of the district for 42 years.

B. *Noncertificated Staff*1. *2014-2015 Substitutes*

*The Administration recommends approval of the following substitute staff for the 2014-2015 school year.

Maria Ault, Substitute Cafeteria Worker, an hourly rate of \$9.42

Jennifer Reynolds, Substitute Cafeteria Worker, an hourly rate of \$9.42

Paul Sabino, Substitute Instructional Assistant, an hourly rate of \$15.62

Kenneth Stanley, Substitute Instructional Assistant, an hourly rate of \$15.62

Christine Sterner, Substitute Instructional Assistant, an hourly rate of \$15.62

Casey Cooperman, Substitute Instructional Assistant, an hourly rate of \$15.62

Patricia Brook Caruso, Substitute Instructional Assistant, an hourly rate of \$15.62

Marie K. Sargent, Substitute Instructional Assistant, an hourly rate of \$15.62

Alison Sanford, Substitute Instructional Assistant, an hourly rate of \$15.62

Adrienne Moore, Substitute Instructional Assistant, an hourly rate of \$15.62

Sean McDermott, Substitute Instructional Assistant, an hourly rate of \$15.62

Monica Thomas, Substitute Instructional Assistant, an hourly rate of \$15.62

Patricia Seiger, Substitute Nurse, an hourly rate of \$20.40

Katherine Weron, Substitute Nurse, an hourly rate of \$20.40

Marion Beck, Substitute Custodian, an hourly rate of \$14.70

2. *Unpaid Leave*

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

Barbara Elsner, Instructional Assistant, Hopewell Elementary School, February 20 and 23, 2015

Stephanie Kauffman, Instructional Assistant, Southern Lehigh Middle School, March 9 through 13, 2015

Laura DeMars, Instructional Assistant, Southern Lehigh High School, February 6, 9, 10, and 11, 2015

Ann Lamb, Health Paraprofessional, Southern Lehigh High School, March 16 through 20, 2015

3. *Retirement*

*The Administration recommends approval of the retirement of the following staff:

Patricia Moffe, Instructional Assistant, Lower Milford Elementary School, effective March 13, 2015. Ms. Moffe has been a district employee for 21 years.

4. *Resignation*

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

Michele Albanese, Instructional Assistant, Southern Lehigh High School, effective January 30, 2015

Melissa Thoet, Instructional Assistant, Joseph P. Liberati Intermediate School, effective February 6, 2015

Spencer Cameron, Instructional Assistant, Southern Lehigh High School, effective February 6, 2015

Kyle Wentz, Custodian, Southern Lehigh Middle School, effective February 2, 2015

5. *Change of Hours*

*The Administration recommends approval of the following change of hours of the following staff:

Laura DeMars, Instructional Assistant, Southern Lehigh High School, from 4 hours/day to 5.75 hours/day, effective January 30, 2015. This change is due to the resignation of *Michelle Albanese*.

Katie Steele, Instructional Assistant, Southern Lehigh High School, from 4 hours/day to 5.75 hours/day, effective February 4, 2015. This change is due to the resignation of *Spencer Cameron*.

Lisa Dickinson, Instructional Assistant, Joseph P. Liberati Intermediate School, from 3 hours/day to 29 hours/week, effective February 6, 2015. Ms. Dickinson will fill the vacant position due to the resignation of *Melissa Thoet*.

Irene Tyson, Instructional Assistant, Joseph P. Liberati Intermediate School, from 3 hours/day to 4.5 hours/day, effective February 6, 2015. Ms. Tyson will fill the position due to the reassignment of *Lisa Dickinson*.

Sara Kimble, Instructional Assistant, Joseph P. Liberati Intermediate School, from 3 hours/day to 4.5 hours/day, effective February 6, 2015. Ms. Kimble will fill the position due to the reassignment of *Lisa Dickinson*.

6. *Temporary Position*

*The Administration recommends approval of Jane Jones (currently a substitute teacher) to fill a temporary Title I Instructional Assistant position, a rate of \$17.81, Southern Lehigh Middle School, 5.75 hours per day for a period of approximately 40 days. This position will be paid for by Title 1 funding.

7. *Temporary Change of Hours*

*The Administration recommends approval to temporarily increase the hours of George Mitakos, Instructional Assistant, Joseph P. Liberati Intermediate School, from 4 hours/day to 5.75 hours/day for approximately 72 days. This will be paid for by Title 1 funding.

C. *Extra-Compensatory Positions*

1. *Coaches*

*The Administration recommends approval of the following coaches for the 2014-2015 school year:

<u>Todd Miller</u>	Head Baseball	\$7684
<u>Matthew Greenawald</u>	Asst. Baseball	\$4611
<u>Alexander David</u>	Asst. Baseball	\$1152.75**

**25% of the total stipend to be shared with a coach to be named

<u>Brian Neefe</u>	Head Softball	\$7684
<u>Rosemary Grube</u>	Asst. Softball	\$4611
<u>Devon Hagy</u>	Asst. Softball	\$4611
<u>Brian Souerwine</u>	Head Track & Field	\$7684
<u>Cotie Strong</u>	Asst. Track & Field	\$4611
<u>Joseph Breisch</u>	Asst. Track & Field	\$4611
<u>Brenton Ditchcreek</u>	Asst. Track & Field	\$4611
<u>Jennifer Shields</u>	Head Girls Lacrosse	\$3053**

**50% of the total stipend to be shared with Kimberly Checkeye

<u>Kimberly Checkeye</u>	Asst. Girls Lacrosse	\$3053**
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**50% of the total stipend to be shared with Jennifer Shields

<u>Samantha Lavin</u>	Asst. Girls Lacrosse	\$2381**
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**65% of the total stipend to be shared with a coach to be named

<u>Andraea Drabenstott</u>	Head Boys Tennis	\$5263
<u>Stephen Lick***</u>	Asst. Boys Lacrosse	\$1831.50**

**50% of the total stipend to be shared with a coach to be named

***Pending receipt of required documentation.

2. *Boys Club Volleyball*

*The Administration recommends approval of the following Boys Club Volleyball coaches for the 2014-2015 school year:

Donald West, Jr.

Donald West, Sr.

Jonathan Geitz

Alan Rockel

Christa Burke Paul

Michael Pauling

3. *Middle School Track & Field Club*

*The Administration recommends approval of the following Middle School Track & Field Club coaches for the 2014-2015 school year:

Justin Kocis

Michael Duane

Beverly Marant

Roxanne Kylish

Laurence Gray

Christi Gray

Martin Matsumura

Kimberly Sargant

Frank Rochon

4. *Volunteer Coaches*

*The Administration recommends approval of the following volunteer coaches for the 2014-2015 school year:

<u>Spencer Cameron</u>	Baseball
<u>Robert Trexler</u>	Softball
<u>Frank Rochon</u>	Track & Field
<u>(Lori) Michelle Schumaker</u>	Track & Field
<u>Brian McLaughlin</u>	Track & Field
<u>David Loew</u>	Track & Field
<u>James Weedling</u>	Track & Field
<u>Eric Stemple</u>	Boys Lacrosse
<u>Matthew Edwards</u>	Baseball
<u>Theodore Sabram</u>	MS Club Girls Lacrosse
<u>Elizabeth Tomlinson</u>	Girls Lacrosse

IX. REPORTS

A. Committee Report

LCCC

The minutes of the Lehigh Carbon Community College Board of Trustees meeting of December 4, 2014 and January 8, 2015 are attached. (IX-LCCC) ([President's Desk Newsletter](#))

CLIU

The minutes of the December 15, 2014 Carbon Lehigh Intermediate Unit Board of Directors meeting are attached. (IX-CLIU)

B. Superintendent's Report.....Dr. Christman

X. OLD BUSINESS

A. Second and Final Reading of Revised Policies

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

#217 Pupils: *Graduation*

#405 Professional Employees: *Employment of Substitute Professional Employees*

XI. NEW BUSINESS

A. First Reading of Revised Policy

The following revised policy is presented for a first reading: (XI, A)

#200.1 Pupils: *Admission of Students to Spanish Immersion Program*

B. Revision to the 2014-2015 District Calendar

The Administration recommends approval to revise the 2014-2015 District Calendar as follows:

- **Schools will be in session all day on Thursday, February 12, 2015**
- **Change the Act 80 (early dismissal) in-service day for teachers that was previously scheduled for February 12, 2015 to Friday, February 13, 2015**

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. 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, B)

C. Curriculum Writing

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

- XIV. VISITORS' COMMENTS
- XV. EXECUTIVE SESSION
- XVI. OPEN SESSION
- XVII. ADJOURNMENT