

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

**Southern Lehigh High School Library**

**March 13, 2017**

**7:00 p.m.**

**Committee-of-the-Whole Agenda**



I. OPENING PROCEDURES

A. *Call to Order*

Comments from visitors will be allowed at the end of the meeting and will be limited to three minutes per speaker.

B. *Recording of Attendance by the Secretary*

C. *Pledge of Allegiance*

II. CURRICULUM

A. *Program of Studies Handbook-High School*

The Administration recommends revisions to the 2017-2018 High School Programs of Studies Book. The requested change is to the prerequisite for Honors Chemistry.

B. *Full day Kindergarten Pilot Update*

The Administration recommends that the district change the full day kindergarten program from a one-year pilot to an ongoing program that operates with the same entry criteria with one classroom each at Hopewell and Liberty Bell Elementary Schools.

C. *Research Study*

The Administration recommends approval of the participation of the High School Music Department in a research study being conducted by the Arts and Mind Lab at Boston College. The study examines the alignment and potential misalignment among teachers, principals and arts chairs, students, and parents in terms of the benefits of ensemble music education.

D. *Textbook Recommendation*

The Administration recommends approval of new textbooks recommended for the 2017-2018 school year. Textbooks will be on display in the Administration Building for two weeks. Final adoption will be at the March 27, 2017 Board meeting. (II, D)

E. *Letter of Agreement-Title 1 Allocation*

The Administration recommends approval of the agreement with Carbon Lehigh Intermediate Unit #21 for remedial instructional services to students in Non Public School in accordance with Federal Title I allocations per funding adjustments in the approximate amount of \$26,778.88 for the 2016-2017 school year. (II, E)

III. SPECIAL EDUCATION AND STUDENT SERVICES

A. *Special Education Services Agreement*

The Administration recommends approval of the Carbon Lehigh Intermediate Unit Agreement for Special Education Services for the 2017-2018 school year. (III, A)

IV. BUSINESS AND FINANCE

A. *Accounts Payable*

The Administration recommends approval of the bills list to be paid as of March 13, 2017. (IV, A)

B. *Treasurer's Report and Investment Report for the month of December*

The Administration recommends approval of the Treasurer's Report and Investment Report for the month of December, 2016. (IV, B)

C. *Letter of Agreement (National School Lunch Program)*

The Administration recommends approval of the Letter of Agreement dated March 1, 2017 between Southern Lehigh School District and Lehigh Career & Technical Institute clarifying responsibilities in connection with the National School Lunch program for our students who attend Lehigh Career & Technical Institute. (IV, C)

D. *Le-Nor-Co Joint Purchase Agreement*

The Administration recommends approval of the Le-Nor-Co Purchasing Cooperative Joint Purchase Agreement designating the Food Service Director as the primary representative and the Business Manager as the alternate representative. (IV, D)

E. *Proposed Tax Legislation Update*

Mr. Jeremy Melber, Director of Business Services to provide an update on the proposed property tax elimination legislation.

V. SUPPORT SERVICES

A. *Lower Milford Elementary School Property Discussion*

The Board will continue discussion on options for use and possible sale of Lower Milford Elementary School property.

B. *Allowance Adjustment-Lobar, Inc.*

The Administration recommends an allowance adjustment increase for Lobar, Inc., One Mill Rd., Dillsburg, PA 17019, in the amount of \$8699.92 to the Hopewell Elementary School Playground Budget approved November 14, 2016, that was not to exceed \$70,000. Additional costs relate to the need for an ADA sidewalk at \$6118 and unanticipated grading costs. (V, B)

C. *Allowance Adjustment-JBM Mechanical, Inc.*

The Administration recommends an allowance adjustment for JBM Mechanical, Inc., 3273 Gun Club Rd., Nazareth, PA 18064, in the amount of \$18,569.10 to add intake and discharge sensors for 38 heat pumps at Hopewell Elementary School. The sensors are required for diagnosis, maintenance and enhanced efficiency of the building's heating and cooling.

VI. PERSONNEL

A. *Certificated Staff*

1. *FMLA Leave (Intermittent)*

The Administration recommends approval of Intermittent FMLA leave of Karen Ryan, Teacher, Joseph P. Liberati Intermediate School, for up to 12 weeks effective March 14, 2017 through March 13, 2018.

2. *Retirement*

The Administration recommends accepting the retirement of Kristen Lewis, Assistant to the Superintendent, effective the end of business day June 30, 2017. Mrs. Lewis has been a district employee for twelve years having served as Liberty Bell Principal, Lower Milford Principal and Director of Elementary Education during her tenure.

3. *Long-Term Substitute*

The Administration recommends approval of Melissa Tesche, Long-Term Substitute Teacher, Joseph P. Liberati Intermediate School, Bachelors, Step 1, a salary of \$48,805 (pro-rated), effective January 10, 2016 through June 7, 2017. Ms. Tesche will fill the position due to the leave of Nicole Ott.

B. *Noncertificated Staff*

1. *Unpaid Leave*

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

Amy Kimball, Instructional Assistant, Joseph P. Liberati Intermediate School, May 4 and 5, 2017

Ann Higgins, Instructional Assistant, Southern Lehigh Middle School, May 17 through May 24, 2017

Anastasia Benner, Instructional Assistant, Liberty Bell Elementary School, May 17 through 19, 2017

2. *FMLA Leave*

The Administration recommends the Intermittent FMLA leave of Jana Brown, Instructional Assistant, Southern Lehigh High School, for up to 12 weeks effective March 7, 2017 through March 6, 2018.

C. *Extra-Curricular Activities*

1. *Kindergarten Registration Staff*

The Administration recommends the following staff to assist with evening Kindergarten Registration, an hourly rate of \$44.53:

Sara Hovis

Brooke Ruch

Megan Valley

Janet Miltenberger

2. *Kindergarten Registration Nursing Staff*

a. The Administration recommends the following nurses who may be necessary to assist with evening Kindergarten Registration, an hourly rate of \$44.53:

Nicole Castetter

Lori Kern

b. The Administration recommends the following nursing support staff that may be necessary to assist with evening Kindergarten Registration, an hourly rate of \$21.49:

Judith Miller

Kathy Allwein

Audrey Barton

3. *Kindergarten Summer Camp-Support*

The Administration recommends the following Instructional Assistant for Kindergarten Summer Camp, held July 10-21, 2017, an hourly rate of \$18.76

Marie Matsinger

D. *Athletics*

1. *2016-2017 Volunteer Coaches*

The Administration recommends the following volunteer coaches for the 2016-2017 school year:

Lynn Glueck

MS Track

Martin Matsumura MS Track

Timothy Bauder Boys Club Volleyball

2. *Event Workers*

The Administration recommends the following event workers for the 2016-2017 school year:

Alison Bauer

Andrew Green

VII. BOARD POLICY

A. Rescission of Policy

The Administration recommends that the following policy be rescinded:

#826 Operations: *Crisis Policy* (covered in Policy #819 Operations: *Suicide Awareness, Prevention and Response*)

B. New Policies (No Changes)

The Administration recommends the following new policies with no changes:

#620 Finances: *Fund Balance*

#815.1 Operations: *Web Site Development*

C. New Policies

The Administration recommends a first reading of the following new policies with recommended changes:

#827 Operations: *Conflict of Interest*

#806 Operations: *Child Abuse*

#716 Property: *Integrated Pest Management*

#801.2 Operations: *Record Destruction Policy*

VIII. COMMUNICATIONS

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

IX. 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. (IX, A)

B. Graduate Study

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

X. VISITORS' COMMENTS

XI. EXECUTIVE SESSION

XII. OPEN SESSION

XIII. ADJOURNMENT