

**SOUTHERN LEHIGH SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
High School Board Room
June 9, 2008
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 MAY 19, 2008.

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 School Mrs. Siegfried
Middle School Dr. Donahue
Elementary Schools Mrs. Farris**

- B. *Team Travel*

**The Administration recommends approval of the following student team travel request:
The Southern Lehigh High School Girls' Basketball Team to attend Keystone State Girls Basketball Team Camp, Albright College, Reading, PA from Thursday, July 31, 2008 through Monday, August 4, 2008. (V, B)**

- C. *Completion of School Year*

The Administration recommends approval of the request from the parents of student #165880 and student #174060 to complete the 2007-2008 school year.

- D. *Mini-Grant Approval*

The Administration recommends approval of the 2008-2009 Mini-Grants. (V, D)

VI. BUSINESS AND FINANCE

- A. *Accounts Payable*

***The Administration recommends approval of the bills to be paid as of June 9, 2008. (VI, A)**

- B. *Final Adoption of 2008-2009 General Fund Budget*

The Administration will provide additional information regarding projections for 2007-2008 revenues and expenditures, summarize the changes in the 2008-

2009 budget that is being recommended for final adoption as compared to the proposed final budget that was adopted in April, and make a brief presentation in support of the 2008-2009 budget before asking the Board to take the following actions: (VI, B)

- 1. Final Adoption of Budget**
- 2. Approval of Fund Balance Designations**
- 3. Levying of Millage**
- 4. Motion to Repeal Per Capita Taxes**
- 5. Levying of Various Act 511 Taxes**
- 6. Adoption of Homestead/Farmstead Exclusion Resolution**

C. *Approval of Budgetary Transfers*

The Administration requests permission to make the necessary budgetary transfers to reflect 2007-2008 transactions and auditor's adjusting entries and close out the accounting records for the fiscal year.

D. *Standing Orders for the School Nurses for the 2008-2009 School Year*

The Administration recommends approval of the Standing Orders for the School Nurses for the 2008-2009 school year. The Standing Orders have been pre-approved by Dr. Shoenberger and are included with board materials. (VI, D)

VII. SUPPORT SERVICES

A. *Appointments*

1. *Existing Employees*

*The Administration recommends approval of the following existing district staff for seasonal employment from June 1, 2008 through May 31, 2009: (VII, A-1)

Janice Kovacs
Lori Michael
Shirley Parker
Cathleen Ragsdale
Robert Werley
Lynn Yost

2. *Returning Seasonal Staff*

*The Administration recommends approval of the following returning seasonal staff from June 1, 2008 through May 31, 2009: (VII, A-2)

Nathaniel Bell
Rebecca Bell
Kamille Freske
Jennifer Krastin
Abbie Sneckenburg
Katelyn Chando
Lucy Malone
Christopher Yost

3. *New Seasonal Staff*

*The Administration recommends approval of the following new seasonal staff from June 1, 2008 through May 31, 2009 (*pending completion of required documentation*): (VII, A-3)

Kristin Arnold
Brandon Beck
Spencer Cameron

Jocelynn Dorney
Robert Godown
Jeffrey Grove
Elizabeth Kaplan
Keith Kassel
Stephen Kennedy
Stephen McCarthy
Cory Miller
Kelly Senters

4. *Telecommunications Maintenance Services*

The Administration recommends acceptance of the proposal for Telecommunication Maintenance Services to the lowest responsible respondent, Communications Systems Inc., 415 North Third Street, Allentown, PA 18102, in the amount of \$4,880.00 for a one year agreement and \$95.00 per hour for mechanical contracting services. (VII, A-4)

5. *High School Science Conversion Bid*

The Administration recommends award of the Science Classroom Conversion to the following Contractors:

General Contractor-Michael Serfass Construction, 1710 Lotus Drive, Orefield, PA 18069 in the amount of \$21,420.00

Electical-Landmark Services, 924 Marcon Blvd., Allentown, PA 18109 in the amount of \$9,990.00

HVAC -Landmark Services, 924 Marcon Blvd., Allentown, PA 18109 in the amount of \$60,000.00

Plumbing- Landmark Services Services, 924 Marcon Blvd., Allentown, PA 18109 in the amount of \$36,000.00

6. *Change Order*

The Administration recommends approval of Change Order/C.O.R. #15 to Penn Builders in the amount of \$73,923.00 for the removal and reconstruction of the main entrance from Preston Lane to the north radius of the new Intermediate School road.

VIII. PERSONNEL

A. *Certificated Staff*

1. *Transfer*

The Administration recommends approval to transfer the assignment of the following staff: (VIII, A-1)

Brian Keating, Learning Support Teacher, High School, to Social Studies Teacher, High School, effective the 2008-2009 school year with no salary change. Mr. Keating will fill the position for one year during the Childrearing Leave of *Jennifer Wlodek-Evans*.

Karen Fairclough, .5 Learning Support Teacher and .5 Special Education Facilitator, High School, to Full-Time Special Education Facilitator, effective the 2008-2009 school year, at M+15, Step 6, \$54,549, plus a \$5,000.00 stipend. This is a new full-time position. (For the 2006-2007 and 2007-2008 school years, the Special Education Facilitator was a .5 position. *Janelle Rush*, who held the .5 position in 2007-2008, will return to the position of Special Education teacher in 2008-2009 at M+15, Step 8, an annual salary of \$56,787.)

Mark Covelle, Dean of Students, High School, to Assistant High School Principal, at a salary to be determined by the School Board of Directors (pending documentation) and effective date to be determined. Mr. Covelle will fill the vacant position created with the transfer of *Dr. Edward Donahue*.

2. *Substitute Teachers*

*The Administration recommends approval of the following substitute teachers:
(VIII, A-2)

Cynthia Heffley, Elementary/Special Education

3. *Appointment*

The Administration recommends approval of the following staff for the 2008-2009 school year: (VIII, A-3)

Cynthia Heffley, Long-Term (Category E) Elementary Learning Support Substitute Teacher, Liberty Bell Elementary School, at B, Step 1, an annual salary of \$41,456.00. Ms. Heffley will fill the position created by the leave of absence of Rebekah Dech from the beginning of the 2008-2009 school year through March 6, 2009.

4. *2008-2009 Mentor*

*The Administration recommends approval of the appointment of the following mentor at a stipend not to exceed \$700.00:

Timothy Gill as a mentor for *Cynthia Heffley*

5. *Increment Request*

*The Administration recommends approval of the following salary step adjustment for the following staff, effective September 1, 2008:

David Kohler, Bachelor's to Bachelor's +15

Dana Kleppinger, Bachelor's +15 to Master's

Adrienne Searfoss, Master's +15 to Master's +30

6. *FMLA Leave*

*The Administration recommends approval of the following FMLA Leave for the following staff:

Adrienne Searfoss, Science Teacher, High School, from June 5, 2008 through June 16, 2008.

Rebecca Bauer, 5th grade Teacher, Hopewell Elementary, from May 21, 2008 through June 13, 2008.

Lisa Moser, Physical Education Teacher, Hopewell Elementary, from May 19, 2008 through June 13, 2008.

7. *Administrative Staff Resignation*

*The Administration recommends accepting the resignation of Patrice Turner, Assistant Principal, Southern Lehigh Middle School, with a tentative effective date of June 30, 2008.

8. *Administrative Appointments*

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

Nathan Davidson, Assistant Principal, Southern Lehigh Middle School, or Assistant High School Principal (failing the transfer of Mark Covelle) at a salary to be determined by the School Board of Directors (*pending completion of required documentation*) and effective date to be determined.

B. *Noncertificated Staff*1. *Resignation*

*The Administration recommends accepting the resignation of the following staff effective June 2, 2008:

Jessica Bickel, Substitute Custodian

2. *Unpaid Leave*

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

Karen Himmelsbach, Part-Time Cafeteria Worker, High School, Monday, October 6 through Friday, October 10, 2008.

Francine Klucsarits, 3 hour Instructional Assistant, Hopewell Elementary School, September 2, through September 5, 2008.

3. *Appointments*

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

Cynthia Llewellyn, Substitute Secretary, at an hourly rate of \$12.16.

Jordan Herman, 7-hour Instructional Assistant, High School, at an hourly rate of \$14.74, effective August 26, 2008. This position created with the resignation of *Lisa Collins*.

Denise Walkowicz, Substitute Instructional Assistant, at an hourly rate of \$14.18.

Cynthia Llewellyn, Substitute Instructional Assistant, at an hourly rate of \$14.18.

4. *Resignation Date Change*

*The Administration recommends accepting the change of date of resignation (*approved at the May 19, 2008 board meeting*) for Ella Dusome from June 16, 2008 to June 12, 2008.

5. *Promotion*

The Administration recommends the promotion of Jeremy Stoneback, Custodian, Hopewell Elementary School, to Head Custodian, Hopewell Elementary School, at an hourly rate of \$20.07, effective June 10, 2008. (VIII, B-5)

C. *Extra-Compensatory Positions*1. *High School Summer Math Lab*

*The Administration recommends approval of the appointment of the following High School Summer Math Lab teachers at an hourly rate of \$33.26 plus an additional amount of \$350.00 for curriculum planning:

Paul Malik and Erin Bromfield (*enrollment up to 24 students*)

Joseph Breisch and Ryan Haupt (*if enrollment numbers over 24 students*)

2. *Summer Learning Academy for Math (SLAM)*
 *The Administration recommends approval of the appointment of the following Middle School math teacher for the Summer Learning Academy for Math at an hourly rate of \$33.26:
Colleen West-Slotter
3. *High School Fall Play Director*
 *The Administration recommends approval of the appointment of Matthew Wehr, Music Teacher, High School for the 2008 High School Fall Play Director at a stipend of \$1,994.00. (VIII, D-4)
4. *Extended School Year (ESY) Tutors 2007-2008*
 *The Administration recommends approval of the following staff to tutor Special Education students during the summer 2008 at an hourly rate of \$33.26. (*This expense is funded by the IDEA program*):
Theresa Ware
Beth Roba
Rebekah Dech
Lisa Lowry
Brian Hines
Leanora Kline
Julie Vogl
Robert Werley
Robert Fluck
Janet Miltenberger
Susan Shimer
5. *PSSA Prep Class*
 *The Administration recommends approval of Ryan Haupt, Math Teacher, High School, to instruct PSSA preparation classes at an hourly rate of \$33.26.

IX. REPORTS

A. Committee Reports

The minutes of the Carbon Lehigh Intermediate Unit Board of Directors meeting of April 21, 2008 are included in the Board materials.

B. Superintendent's Report.....Mr. Liberati

C. Facilities Report.....Mr. Liberati

X. OLD BUSINESS

XI. NEW BUSINESS

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 Agreements

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