

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

**High School Board Room**

**January 28, 2013**

**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*
- D. *School Directors Recognition*

II. APPROVAL OF MINUTES OF JANUARY 14, 2013

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 .....Mr. Mark Covelle  
Middle School.....Dr. Edward Donahue  
Intermediate School .....Mr. Sean McGinty  
Elementary Schools.....Mrs. Carol Mickley**

B. *Student Trip Request*

**The Administration recommends approval of the following student trip request:**

***Southern Lehigh High School Future Business Leaders of America* advisor and qualifying student members to attend the FBLA State Leadership Conference and Competition in Hershey, PA on April 14, 2013 through April 17, 2013. (V, A)**

C. *Independent Study*

**The Administration recommends approval of Independent Study for Student #011301 through the end of the 2012-2013 school year.**

D. *Gaggle.Net, Inc. Renewal Agreement*

**The Administration recommends approval of the renewal agreement with Gaggle.Net for filtered student email service at an annual cost of \$2475.00 for the term July 1, 2013 through June 30, 2014. (V, D)**

E. *School World Renewal Agreement*

**The Administration recommends approval of the renewal agreement with School World for website hosting services at an annual cost of \$10,804.48 for the term July 1, 2013 and ending June 30, 2014. (V, E)**

F. *Liberty Trails Summer Program*

**The Administration recommends approval to schedule the Liberty Trail summer program for June 17 through July 3, 2013. The program will be held at Lower Milford Elementary School. The program will run for 12 days over three weeks. The Liberty Trail program is a summer environmental awareness program for students finishing grades two through five.**

VI. BUSINESS AND FINANCE

A. *Accounts Payable*

\*The Administration recommends approval of the bills to be paid list as of January 28, 2013. (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 December, 2012. (VI, B)

C. *Audit Report for School District for 2011-2012*

**The Administration recommends approval of the audit report for fiscal year 2011-2012 as prepared by the firm of France, Anderson, Basile and Company, P.C. (VI, C)**

VII. SUPPORT SERVICES

A. *Demographic Study Proposal*

**The Administration recommends approval of the demographic study proposal from Dejong Healy, LLC, 5685 Tynecastle Loop, Dublin, OH 43016 in the amount of \$7,750. The Administration plans to use Skype for communication and presentation. If personal attendance is required there would be additional costs of \$1500 per day and \$1000 per trip. (VII, A)**

B. *Liberty Bell Playground*

**The Administration recommends approval of a Liberty Bell playground replacement in an amount not to exceed \$45,000. The Liberty Bell PTA will provide approximately \$21,250 toward the total project cost with the remainder not to exceed \$23,750 being paid by district funds.**

C. *Upper Saucon Township Curly Horse Park Access Revised Proposal*

**The Facilities Committee recommends acceptance of Upper Saucon Township's revised proposal for access to the proposed Curley Horse Park by Hopewell Elementary School. (VII, C)**

D. *Diesel Fuel Joint Purchase Agreement*

**The Administration recommends a one year extension of the joint purchase of vehicle fuels with the Lehigh Valley Cooperative Purchasing Council. Both Contractors, Isobunkers, LLC of Aston, PA and Mansfield Oil Co. of Gainesville, Inc., Gainesville, GA have agreed to hold all diesel and gasoline margins. The contract approved at the April 23, 2012 Board Meeting will be extended for the period May 1, 2013 to April 30, 2014.**

## VIII. PERSONNEL

A. *Certificated Staff*1. *Substitute Teacher*

\*The Administration recommends approval of the following substitute teacher for the 2012-2013 school year: (VIII, A-1)

Andrew Oswald, General Science; Biology; Environmental

2. *Salary Step Adjustment*

\*The Administration recommends approval of a salary step adjustment for the following staff, effective February 1, 2013:

Anthony Italiani, Learning Support Teacher, Southern Lehigh High School, from Bachelors +15 to *Bachelors +30*

Heather Helfrich-Freed, Grade 1 Teacher, Hopewell Elementary School, from Bachelors +15 to *Master's Equivalency*

3. *FMLA Leave*

\*The Administration recommends approval of FMLA leave of the following staff:

Cherise Kocis, Behavior Specialist, Southern Lehigh High School, effective November 8, 2012 through January 18, 2013.

B. *Noncertificated Staff*1. *DeSales University Student Internship*

\*The Administration recommends approval of an unpaid internship for Michael Gallagher as a Community Liaison Intern under the supervision of Mrs. Leah Christman (*pending receipt of required documentation.*) This internship will be for the spring semester.

2. *Appointment*

\*The Administration recommends approval of the following non-certificated staff: (VII, B-2)

Agnes Hacker, 3-1/4 hour Cafeteria Worker, Joseph P. Liberati Intermediate School, an hourly rate of \$14.73, effective January 29, 2013. Ms. Hacker will fill the position created with the transfer of *Cheryl Schaedler*.

3. *Supplemental Licensed Nurse*

\*The Administration recommends approval of Stacey Page, Supplemental Licensed Nurse, an hourly rate of \$18.00 for the 2012-2013 school year (*pending receipt of required documentation.*) (VIII, B-3)

4. *Unpaid Leave*

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

Ann Lamb, Health Paraprofessional, Southern Lehigh High School, on February 25, 2013.

Juan De Los Santos, Custodian, Liberty Bell Elementary School, beginning March 25 through 27, 2013.

Margaret Treacy, Instructional Assistant, Joseph P. Liberati Intermediate School, on April 1, 2013.

5. *Intermittent FMLA Leave*

\*The Administration recommends approval of intermittent FMLA of the following staff:

Jana Brown, Instructional Assistant, Southern Lehigh High School, beginning January 27, 2013 through January 26, 2014.

C. *Extra-Compensatory Positions*

1. *Mentors*

\*The Administration recommends approval of the following mentors as follows:

Holly Walker, as a mentor for *Kimberly Halloran*, effective August 16, 2012 through March 11, 2013, at an amount of \$466.69.

Megan Dellegrotti, as a mentor for *Sarah Oswald*, effective September 13, 2012, for a term of up to one calendar year, at a stipend not to exceed \$700 (pro-rated).

David LeBourgeois, as a mentor for *Melinda Watkins*, effective October 29, 2012, for a term of up to one calendar year, at a stipend not to exceed \$700 (pro-rated).

2. *Assistants to Coordinator of Athletic Services*

\*The Administration recommends approval of the following staff as Assistants to Coordinator of Athletic Services for the spring season:

<u>Thomas Seidenberger</u>	\$1666.66**
<u>Michael Feifel</u>	\$1666.66**

\*\* *This is a 50/50 shared position and stipend.*

3. *Returning Volunteer Coaches*

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

<u>Ronald Barndt</u>	Baseball
<u>Anthony David</u>	Baseball
<u>Spencer Cameron</u>	Baseball
<u>Troy Repyneck</u>	Baseball
<u>John Blazusiak</u>	Baseball
<u>Jennifer Shields</u>	Girls Lacrosse
<u>Samantha Lavin</u>	Girls Lacrosse
<u>Elizabeth Tomlinson-Boyle</u>	Girls Lacrosse
<u>Cynthia Ashworth</u>	Boys Tennis

4. *New Volunteer Coach*

\*The Administration recommends approval of the following new volunteer coach for the 2012-2013 school year: (VIII, C-4)

<u>Robert Fluck</u>	Baseball
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5. 2012-2013 Coaching Appointments

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

<u>Todd Miller</u>	Head Baseball	\$7285
<u>Matthew Greenawald</u>	Asst. Baseball	\$4372
<u>Michael Mihalik</u>	Asst. Baseball	\$2186**
<i>**This is a 50/50 shared position and stipend with a coach to be named.</i>		
<u>Brian Neefe</u>	Head Softball	\$7285
<u>Rosemary Grube</u>	Asst. Softball	\$4372
<u>Andraea Drabenstott</u>	Head Boys Tennis	\$4990
<u>Brian Souerwine</u>	Head Track	\$7285
<u>Brenton Ditchcreek</u>	Asst. Track	\$4372
<u>Cotie Strong</u>	Asst. Track	\$4372
<u>Jennifer Edwards</u>	Head Girls Lacrosse	\$5789

IX. REPORTS

- A. Committee Reports
- B. Superintendent's Report... Mrs. Christman (IX, B)
- C. Strategic Plan and Middle States Report..... Mrs. Lewis (IX, C)

X. OLD BUSINESS

XI. NEW BUSINESS

A. First Reading on New Policies

**The Administration recommends a first reading of the following new policies: (XI, A)**  
**Policy #360 Administrative Employees: *Employee Driver Qualifications and Records***  
**Policy #460 Professional Employees: *Employee Driver Qualifications and Records***  
**Policy 560 Classified Employees: *Employee Driver Qualifications and Records***  
**Policy 916.1 Community: *Volunteer Driver Qualifications and Records***

B. First Reading on Revised Policy

**The Administration recommends a first reading of the following revised policy: (XI, B)**  
**Policy #618 Finances: *Student Activity Funds***

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)

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