

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

High School Board Room

February 11, 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 SchoolMrs. Christine Siegfried
Middle School.....Mr. Nathan Davidson
Intermediate SchoolMrs. Mary Farris
Elementary Schools.....Ms. Lori Limpar**

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 #021301 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 February 11, 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)

D. *2013-2014 Lehigh Carbon Community College Proposed Budgets*

The Administration recommends approval of the proposed Operating and Capital Budgets for Lehigh Carbon Community College for 2013-2014.

E. *2013-2014 Carbon Lehigh Intermediate Unit #21 Proposed Budget*

The Administration recommends approval of the proposed General Budget for Carbon Lehigh Intermediate Unit #21 for 2013-2014.

F. *Board Refinancing Discussion*

There will be a Bond refinancing discussion with Mr. Jeremy Melber, Director of Business Services and Mr. Christopher Gibbons, Concord Public Financial Advisors, Inc.

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 Curly 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.

E. *Demand Response Program*

The Administration recommends re-enrollment in the Demand Response Program with Hess Corporation, One Hess Plaza, Woodbridge, NJ 07095. This is the second year of a three year contract approved March, 26, 2012, with a reimbursement of approximately \$75,000 anticipated for the period of June 1, 2013 to May 31, 2014. (VII, E)

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)

Joseph Assise, Technology Ed K-12

Andrew Oswald, General Science; Biology; Environmental

Caitlyn Rockel, Health/Physical Education K-12

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*

Joy Rice, Grade 1 Teacher, Lower Milford Elementary School, from Masters +30 to Masters +45

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. *2012-2013 Substitute*

*The Administration recommends approval of the following substitute for the 2012-2013 school year (*pending receipt of required documentation*): (VII, B-3)

Brenda Shelly, Substitute Cafeteria Worker, an hourly rate of \$8.41 for the 2012-2013 school year.

4. *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-4)

5. *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.

Lindsay Miller, Instructional Assistant, Southern Lehigh Middle School, on March 6 (3/4 day), March 7, 8 and 11, 2013.

Judith Miller, Health Paraprofessional, Hopewell Elementary School, on March 7, 8, and 11, 2013.

Barbara Elsner, Instructional Assistant (3 hour), Hopewell Elementary School, on February 28, 2013, March 1, 4 and 5, 2013.

Deborah Zweifel, Instructional Assistant, Joseph P. Liberati Intermediate School, on April 23 (1/4 day) and April 24, 2013.

6. *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.

7. *Transfers*

*The Administration recommends approval of the transfer of the following Joseph P. Liberati Intermediate School staff, effective February 6, 2013:

Judith Browne, 6 hour LTS Instructional Assistant, transfer back to her regular 3 hour Instructional Assistant position.

Mara Lambert, 3 hour LTS Instructional Assistant, transfer to a 6 hour LTS Instructional Assistant to replace *Judith Browne*.

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.

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.

2. *2012-2013 Assistants to Coordinator of Athletic Services (Spring)*

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

Thomas Seidenberger \$1666.66**

Michael Feifel \$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>Alexander 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 |
| <u>Benjamin Snyder</u> | Asst. Lacrosse |
| <u>Robert Trexler</u> | Softball |

4. *New Volunteer Coach*

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

Robert Fluck Baseball

5. *2012-2013 Coaching Appointments*

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

Todd Miller Head Baseball \$7285

Matthew Greenawald Asst. Baseball \$4372

| | | |
|--|-------------------------|----------|
| <u>Michael Mihalik</u> | Asst. Baseball | \$2186** |
| <u>Jeremy Haas</u> | Asst. Baseball | \$2186** |
| <i>**This is a 50/50% shared position and stipend.</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>Matthew Murray</u> | Asst. Track | \$4372 |
| <u>Jennifer Edwards</u> | Head Girls Lacrosse | \$5789 |
| <u>Eric Stemple</u> | Asst. Lacrosse | \$3473 |
| <u>Matthew Murray</u> | MS Track and Field Club | |

6. *Swim Coaches Stipend Adjustment*

*The Administration recommends adjusting the stipends of the following swim coaches appointed for the 2012-2013 school year:

| | |
|------------------------------------|-----------|
| <u>Kimberly (Broughal) Moncman</u> | \$2839.45 |
| <u>Kevin Moyer</u> | \$1532.55 |

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*

C. Proposed 2013-2014 District Calendar

The Administration recommends approval of the proposed 2013-2014 School District Calendar. (XI, C)

D. Act 80 Days (2013-2014)

The Administration recommends the approval of Act 80 Days for November 18-22, 2013 and April 7-11, 2014 for elementary school conferences, November 19-22, 2013 for middle school conferences, November 21, 2013 for high school conferences and early dismissal on November 1, 2013, January 17, 2014, March 28, 2014 and May 23, 2014 for teacher in-service and half-day early dismissal for students on the last day of school.

E. Official Local School District Holidays (2013-2014)

The Administration recommends approval of the attached resolution to identify Official Local School District holidays in accordance with PDE Basic Education Circular (BEC). (XI, E)

F. Revision to 2012-2013 District Calendar

The Administration recommends approval to add March 27, 2013 as a Teacher In-service Act 80 Day (1/2 day for students) on the 2012-2013 District Calendar to make-up for the scheduled January 28, 2013 Teacher In-service Act 80 Day when school was closed due to inclement weather.

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