



# Southern Lehigh School District

## Board of School Directors Meeting

February 11, 2013

The first regular monthly meeting of the Board of School Directors of the School District of Southern Lehigh was held at 7:30 p.m. on the above date (February 11, 2013) at Southern Lehigh High School, Center Valley, PA.

PRESENT: Dimming, Gunkle, Hayes, McLoughlin, Stelts, Mohr, Lindsay, Lycett,  
ABSENT: Quigley  
OTHERS: Christman, Melber, Millman, Lewis, Bartholomew, Schlegel, Kennedy, Buchman, Davidson, Farris, Limpar, Bergey, Rich (PATCH), Petty (Express Times), Peterson (Morning Call), and approximately 10 other members of the community.

### **OPENING PROCEDURES**

Mr. Dimmig led the Board and others attending the meeting in the Pledge of Allegiance to the Flag.

The Board met in Executive Session prior to this meeting to discuss personnel and legal matters.

January was PSBA School Board Recognition Month and Mrs. Christman recognized the Board and thanked them for their dedication. Books will be placed in each of the libraries in honor of Board members.

### **VISITORS**

Mr. Dimmig recognized Mr. Kenneth Mohr who was available for any questions regarding the LCCC budget.

### **APPROVAL OF MINUTES**

**MOVED BY** Gunkle and **2<sup>ND</sup> BY** Stelts to approve the minutes of the January 14, 2013 meeting as distributed to all Board members.

**VOICE VOTE: "YES" – Unanimous – Motion Carried**  
**ABSENT: Quigley**

### **CONSENT AGENDA**

**MOVED BY** Lycett and **2<sup>ND</sup> BY** Gunkle to approve the **CONSENT AGENDA** items as follows -

Approve the bills list dated February 11, 2013 showing paid bills in the amount of \$641,578.93 and bills to be paid in the amount of \$660,317.85 for a total amount of \$1,301,896.78 for the General Fund;

Approve the Treasurer's Report and Investment Report for the month of December, 2012;

Approve the following substitute teacher for the 2012-2013 school year-

Joseph Assise, Technology Ed K-12

Andrew Oswald, General Science; Biology; Environmental

Caitlyn Rockel, Health/Physical Education K-12;

Approve 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 Masters Equivalency

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

Approve FMLA leave of the following staff-

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

Approve 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;

Approve the appointment of following non-certificated staff-

Agnès 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*;

Approve the appointment of the following substitute for the 2012-2013 school year (pending receipt of required documentation)-

Brenda Shelly, Substitute Cafeteria Worker, an hourly rate of \$9.06;

Approve the appointment of Stacey Page, Supplemental Licensed Nurse, an hourly rate of \$18.00 for the 2012-2013 school year (pending receipt of required documentation);

Approve 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;

Approve intermittent FMLA of the following staff-

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

Approve 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*;

Approve 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;

Approve 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;

Approve the appointment 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;

Approve the appointment of the following new volunteer coach for the 2012-2013 school year-

Robert Fluck                              Baseball;

Approve the appointment 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**
<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;	

Approve 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

**VOICE VOTE: "YES" – Unanimous – Motion Carried**

**ABSENT: Quigley**

### **CURRICULUM/STUDENT AND STAFF ACTIVITIES**

Mr. Davidson, Mrs. Farris and Ms. Limpar reported on student and staff activities at the High School, Middle School, Intermediate School and the elementary schools.

#### **High School report –**

Mrs. Siegfried was unable to attend and submitted the following report:

- The high school students have been completing their course selections for next school year. Counselors have met with students to discuss offerings and students are in the process of inputting their selections into Sapphire.
- Students attended an assembly on the new laws with regards to sexting on January 23.
- Students are rehearsing for the upcoming musical "42nd Street" and looking forward to opening the show with the Senior Citizens Dinner on Feb. 27.

#### **Middle School report –**

- MathCounts is a national middle school math competition. The MS MathCounts team came in 2nd out of 30.

The first place team moves on to state, and then there are 2 wild card teams out of the 22 regions in PA. The team will find out in early March if they will be able to compete as a wild card.

Two students received scholarships that can be used their senior year of high school to take a class at a local college.

### Academic

- 1/25 - Report Cards mailed
- 1/29 - HS Counselors visited MS (course selection)
- 2/14 - Chinese New Year Assembly
- 2/19 - Severe Weather Drill
- 2/22 - Progress Reports notification, Play Try-outs (High School Musical Jr.)
- 2/25 - Readiness course begins
- 2/27 - Academic Showcase, 5:00-7:00PM

### Social

- MS Dance will be rescheduled in April

### Intermediate School report –

- PSSA ELA Writing Field Test with 4th and 5th grade students completed last week.
- For the third year in a row, the IS Homework Club has started again. This program is supported entirely by volunteer teachers and staff members.
- Still waiting for a prototype of a wooden cut out/painted representation of the IS Building which will be available for purchase in support of the Joseph P. Liberati Memorial Scholarship fund.
- In the process of exploring the start-up of a school store.
- School Board members are invited to visit JPLIS on February 20 (February 27 snow date) from 1:30-3:30 to watch instruction in progress.

### Elementary schools –

- 1/25 - Second marking period report cards were sent home.
- K-3 Teachers have completed mid-year progress-monitoring, including DIBELS and ELA assessments, and have met as Data Teams to review student progress and progress toward team goals.
- In the continued work in the area of Common Cores, elementary teams are attending a Discovery Ed Common Cores workshop at DeSales. These teams are rolling out information to teachers through in-services, team meetings and faculty meetings.
- Hopewell recently had a CARES assembly, Bully-proofed 4 life, about how to stay courageous in the face of conflict.
- All third graders piloted the PSSA writing field test last week (reportedly it was very difficult for our students, questions included details outside of grade 3 curriculum)
- All elementary principals attended an E direct training for administration of the online PSSA assessment in order for our students to practice taking an online assessment.
- 2/7 - Students celebrated the 100<sup>th</sup> day of school with various math activities relating to the number 100.

**MOVED BY** Gunkle and **2<sup>ND</sup> BY** Stelts to approve 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.

**VOICE VOTE: "YES" – Unanimous – Motion Carried**  
**ABSENT: Quigley**

**MOVED BY** Stelts and **2<sup>ND</sup> BY** Gunkle to approve Independent Study for Student #021301 through the end of the 2012-2013 school year.

**VOICE VOTE: "YES" – Unanimous – Motion Carried**  
**ABSENT: Quigley**

**MOVED BY** Gunkle and **2<sup>ND</sup> BY** Stelts to approve 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.

**VOICE VOTE: "YES" – Unanimous – Motion Carried**  
**ABSENT: Quigley**

**MOVED BY** Gunkle and **2<sup>ND</sup> BY** Stelts to approve 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.

**VOICE VOTE: "YES" – Unanimous – Motion Carried**  
**ABSENT: Quigley**

**MOVED BY** Stelts and **2<sup>ND</sup> BY** Gunkle to approve 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.

**VOICE VOTE: "YES" – Unanimous – Motion Carried**  
**ABSENT: Quigley**

### **BUSINESS AND FINANCE**

**MOVED BY** Gunkle and **2<sup>ND</sup> BY** Stelts to approve the audit report for fiscal year 2011-2012 as prepared by the firm of France, Anderson, Basile and Company, P.C.

**VOICE VOTE: "YES" – Unanimous – Motion Carried**  
**ABSENT: Quigley**

**MOVED BY** Gunkle and **2<sup>ND</sup> BY** Stelts to approve the proposed Operating and Capital Budgets for Lehigh Carbon Community College for 2013-2014.

**VOICE VOTE: "YES" – Unanimous – Motion Carried**  
**ABSENT: Quigley**

**MOVED BY** Gunkle and **2<sup>ND</sup> BY** Stelts to approve the proposed General Budget for Carbon Lehigh Intermediate Unit #21 for 2013-2014.

**VOICE VOTE: “YES” – Unanimous – Motion Carried**  
**ABSENT: Quigley**

### Bond Refinancing

Mr. Melber presented the details and outcome of the two bond auctions that were held earlier in the day for the refinancing of the 2006 and 2008 municipal bonds. He said the district was projecting to save roughly \$2.5 million from the refinancing, and the Board set parameters to exceed savings of at least 6%. The outcome of the auction resulted in a savings of \$3,325,954.73, or 12.21%. Mr. Melber stated the Moody’s rating company affirmed the districts Aa2 rating. Mr. James Schlesinger from Concord Public Finance provided the Board with the executive summary of the auction results and told the board approximately 40 bids were received. Mr. David Twaddell from Rhoads and Sinon presented the Board with the bond resolution and congratulated the Board on the financial strength of the district. The total amount of bonds sold was 30,411,494, and purchased by RW Baird and Janney Montgomery.

**MOVED BY** Stelts and **2<sup>ND</sup> BY** Gunkle to approve the refinancing of the General Obligation Bonds, Series AA of 2006 and Series of 2008, Proposed Series A & AA of 2013.

**VOICE VOTE: “YES” – Unanimous – Motion Carried**  
**ABSENT: Quigley**

### SUPPORT SERVICES

**MOVED BY** Stelts and **2<sup>ND</sup> BY** Gunkle to approve 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. There was Board discussion.

**VOICE VOTE: “YES” – Unanimous – Motion Carried**  
**ABSENT: Quigley**

**MOVED BY** Stelts and **2<sup>ND</sup> BY** Gunkle to approve 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.

**VOICE VOTE: “YES” – Unanimous – Motion Carried**  
**ABSENT: Quigley**

**MOVED BY** Stelts and **2<sup>ND</sup> BY** Gunkle to accept Upper Saucon Township’s revised proposal for access to the proposed Curly Horse Park by Hopewell Elementary School as recommended by the Facilities Committee. There was Board discussion

**VOICE VOTE: “YES” – Unanimous – Motion Carried**  
**ABSENT: Quigley**

**MOVED BY** Stelts and **2<sup>ND</sup> BY** Gunkle to approve 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.

**VOICE VOTE: "YES" – Unanimous – Motion Carried**  
**ABSENT: Quigley**

**MOVED BY** Gunkle and **2<sup>ND</sup> BY** Stelts to approve the 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.

**VOICE VOTE: "YES" – Unanimous – Motion Carried**  
**ABSENT: Quigley**

## **PERSONNEL**

### **REPORTS**

#### **Superintendent's Report**

- Mrs. Christman requested permission to serve as an interviewer of Egyptian semi-finalist teachers with the Teachers of Critical Languages Program, sponsored by the United States Department of State.
- The Data Assessment report is planned for presentation at the next Board meeting. Board members were asked to review the report to be provided by the Curriculum Department and address any questions prior to the presentation.
- The Superintendent's Report is available on the district's website.

**MOVED BY** Gunkle and **2<sup>ND</sup> BY** Stelts to approve the request for Mrs. Christman to travel to Egypt on March 15 through 20, 2013 and participate with the Teachers of Critical Language Program.

**VOICE VOTE: "YES" – Unanimous – Motion Carried**  
**ABSENT: Quigley**

#### **Facilities Committee**

Dr. Stelts reported the following from the January 23, 2013 committee meeting:

- MS Chillers replacement and upgrades are being considered as an Act 129 project.
- MS Auditorium carpets need to be replaced and carpet squares are being considered.
- The purchase of a Ford F350 crew cab stake body truck is expected to be purchased at an approximate cost of \$40,000.
- Insurance claim submitted for storm damage at MS.
- MS locker rooms to be refurbished this summer.



Budget and Finance Committee

- Dr. McLoughlin reported the committee is scheduled to meet for discussion of the upcoming budget on February 21, 2013 at 4:30 PM at the Administration Building.

Lehigh Career & Technical Institute

- Dr. Stelts attended a tour of the welding lab at LCTI and reports that students in that program are involved in the manufacturing of pieces utilized by NASA.

CLIU #21

- Mrs. Mohr reported that Carbon Lehigh Intermediate Unit #21 was recently granted approval from the Pennsylvania Department of Education to offer Principal Certificate courses.

Strategic Plan/Middle States Report

- The Strategic Plan/Middle States Report is available on the district's website.

**OLD BUSINESS****NEW BUSINESS**

**MOVED BY** Gunkle and **2<sup>ND</sup> BY** Stelts to approve a first reading of the following new policies-

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*

**VOICE VOTE: "YES" – Unanimous – Motion Carried**  
**ABSENT: Quigley**

**MOVED BY** Gunkle and **2<sup>ND</sup> BY** Stelts to approve a first reading of the following revised policy-

Policy #618     Finances: *Student Activity Funds*

**VOICE VOTE: "YES" – Unanimous – Motion Carried**  
**ABSENT: Quigley**

There was Board discussion on the proposed 2013-2014 District Calendar.

The proposed 2013-2014 School District Calendar was tabled until the next school board meeting.

The proposed 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 agenda item was tabled until the next school board meeting.

The proposed resolution to identify Official Local School District holidays in accordance with PDE Basic Education Circular (BEC) agenda item was tabled until the next school board meeting.

**MOVED BY** Stelts and **2<sup>ND</sup> BY** Gunkle 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.

**VOICE VOTE: "YES" – Unanimous – Motion Carried**  
**ABSENT: Quigley**

### **COMMUNICATIONS**

A thank you note was received from Mrs. Ackerman, Hopewell Elementary School Librarian and read by Mr. Dimmig.

### **VISITORS**

Mrs. Vought addressed the Board to offer congratulations to the Southern Lehigh High School Competition Cheerleaders for their accomplishments this year. Mrs. Vought also suggested that the Board utilize microphones during school board meetings.

**MOVED BY** Gunkle and **2<sup>nd</sup> BY** McLoughlin to adjourn the meeting.

**VOICE VOTE: "YES" - Unanimous - Motion Carried**  
**ABSENT: Quigley**

The meeting was adjourned at 9:15 p.m.

**ATTEST:** \_\_\_\_\_ Board Secretary