

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

**High School Board Room**

**August 26, 2013**

**7:30 p.m.**

**Agenda**



**I. OPENING PROCEDURES**

- A. *Call to Order*
- B. *Recording of Attendance by the Secretary*
- C. *Pledge of Allegiance*
- D. *Recognition - Attorney James A. Bartholomew, School District Solicitor*

**II. APPROVAL OF MINUTES OF AUGUST 12, 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 .....Mrs. Mary Farris  
Elementary Schools.....Mrs. Carol Mickley**

**VI. BUSINESS AND FINANCE**

- A. *Accounts Payable*

**\*The Administration recommends approval of the bills to be paid as of August 26, 2013. (VI, A)**

- B. *Treasurer's Report*

**The Administration recommends approval of the Treasurer's Report and Investment Report for the month of July, 2013. (VI, B)**

**VII. SUPPORT SERVICES**

**VIII. PERSONNEL**

- A. *Certificated Staff*

- 1. *Resignation*

**\*The Administration recommends accepting the resignation of the following staff:  
Melinda Watkins, .5 Kindergarten Teacher, Liberty Bell Elementary School. Ms. Watkins was appointed to this position at the August 12, 2013 board meeting and is being recommended on this agenda for the Grade 3 Teacher position.**

2. *Appointments*

The Administration recommends approval of the following certificated staff, effective August 16, 2013 (*pending receipt of required documentation*): (VIII, A-2)

**Melinda Watkins, Grade 3 Teacher, Liberty Bell Elementary School, at Masters, Step 9, an annual salary of \$57,753\*\*. This is a new position.**

**Susan Bryan, .5 Kindergarten Teacher, Liberty Bell Elementary School, at Masters, Step 10, an annual salary of \$28,573.50\*\*. This is a new position previously filled by *Melinda Watkins*.**

*\*\*The salary listed is for the 2012-2013 school year and the 2013-2014 salary will be determined after the school year begins.*

3. *Tenure Acknowledgement*

Acknowledge attainment of tenure at the completion of the 2012-2013 school year of the following staff:

Jessica Swartz

Blaze Meyers

4. *2013-2014 Substitute Teachers*

\*The Administration recommends approval of the following Substitute Teachers for the 2013-2014 school year. (VIII, A-4)

Melissa Clarke Elementary Ed K-6; ESL; Middle Level Citizenship 7-9; Middle Level English 7-9

Rachel Kletzel Elementary Ed K-6; Middle Level English 7-9; Middle Level Mathematics

Amanda Labs Elementary Ed K-6; Special Ed N-12; Middle Level Mathematics 7-9

Meaghan Lyons Elementary Ed K-6; ESL

Jill Melchior Elementary Ed K-6; Special Ed N-12

Georgios Mitakos Elementary Ed K-6

B. *Noncertificated Staff*1. *Resignations*

\*The Administration recommends accepting the resignations of the following staff:

Michelle Davis, Instructional Assistant, Southern Lehigh High School, effective August 16, 2013.

Melinda Watkins, Instructional Assistant, Liberty Bell Elementary School, effective August 16, 2013.

Sharon Neders, Instructional Assistant, Liberty Bell Elementary School, effective August 7, 2013.

Stacey Kuntzman, Instructional Assistant, Joseph P. Liberati Intermediate School, effective August 19, 2013.

2. *Appointments*

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

Donna Reffle, Instructional Assistant (3 hour), Hopewell Elementary School, an hourly rate of \$17.46, effective August 26, 2013.

Linda Wentling, Instructional Assistant (3 hour), Hopewell Elementary School, an hourly rate of \$17.46, effective August 26, 2013.

Anastasia Benner, 1:1 Instructional Assistant (5.75 hour), Liberty Bell Elementary School, an hourly rate of \$17.46, effective August 26, 2013. Ms. Benner will fill the position due to the resignation of *Sharon Neders*.

Mara Lambert, Tech Facilitator (27 hours/week), Lower Milford Elementary School, an hourly rate of \$20.15, effective August 21, 2013. This is a new position.

Stephanie Weihs-Hespell, Instructional Assistant (3 hour), Lower Milford Elementary School, an hourly rate of \$17.46, effective August 26, 2013.

Amanda Anderson, Tech Facilitator (29 hours/week), Joseph P. Liberati Intermediate School, an hourly rate of \$20.15, effective August 22, 2013. Ms. Lambert will fill the position due to the resignation of *Elizabeth Tate*.

Tracy Hammond, Instructional Assistant (29 hours/week), Joseph P. Liberati Intermediate School, an hourly rate of \$17.46, effective August 20, 2013. Ms. Hammond will replace *Stacey Kuntzman*.

Judith Lynch, Instructional Assistant (29 hour/week), Joseph P. Liberati Intermediate School, an hourly rate of \$17.46, effective August 20, 2013. Ms. Lynch will replace *Melinda Watkins*.

Lisa Dickinson, Instructional Assistant (3 hour), Joseph P, Liberati Intermediate School, an hourly rate of \$17.46, effective August 26, 2013. Ms. Dickinson will fill the position due to the transfer of *Judith Lynch*.

Georgios Mitakos, RtII Instructional Assistant (3 hour), Joseph P. Liberati Intermediate School, an hourly rate of \$17.46, effective August 26, 2013. Mr. Mitakos will fill the position due to the transfer of *Mara Lambert*.

Angela Hagenbuch, Instructional Assistant (20 hours/week), Southern Lehigh Middle School, an hourly rate of \$17.46, effective August 26, 2013

Susan Huber, Instructional Assistant (4 hour), Southern Lehigh Middle School, an hourly rate of \$17.46, effective August 26, 2013.

Joanne Gottier, Instructional Assistant (4 hour), Southern Lehigh Middle School, an hourly rate of \$17.46, effective August 26, 2013.

Michelle Albanese, Instructional Assistant (4 hour), Southern Lehigh High School, an hourly rate of \$17.46, effective August 26, 2013.

Cathleen Hendrzak, Instructional Assistant (5.75 hour), Southern Lehigh High School, an hourly rate of \$17.46. effective August 26, 2013.

Jennifer McLaughlin, Instructional Assistant (5.75 hour), Southern Lehigh High School, an hourly rate of \$17.46, effective August 21, 2013.

3. *Long-Term Substitute Instructional Assistant*

\*The Administration recommends approval of Stephanie Hutzayluk, Long-Term Substitute Instructional Assistant (29 hour/week), Joseph P. Liberati Intermediate School, an hourly rate of \$17.46, effective August 26, 2013. Ms. Hutzayluk will fill the position during the reassignment of *Amanda Ruth*. (VIII, B-3)

4. *Substitute Licensed Health Room Nurse*

\*The Administration recommends approval of Nicole Castetter, Substitute Licensed Health Room Nurse, Hopewell Elementary School, for the 2013-2014 school year, an hourly rate of \$20.00, effective August 20, 2013. Mrs. Castetter will fill the position during the unpaid leave of *Judith Miller*. (VIII, B-4)

5. *2013-2014 Substitute Instructional Assistants*

\*The Administration recommends approval of the following Substitute Instructional Assistants, an hourly rate of \$15.31, for the 2013-2014 school year:  
Georgios Mitakos  
Stephanie Hutzayluk

C. *Extra-Compensatory Positions*

1. *Mentors*

\*The Administration recommends approval of the following mentors for the 2013-2014 school year:

Carol Horvath, mentor for *Susan Bryan*, .5 Kindergarten Teacher, at a stipend of \$700.

Colleen Smith, mentor for *Melinda Watkins*, Grade 3 Teacher, at a stipend of \$700.

2. *Summer Duties*

\*The Administration recommends approval of the following staff for additional summer duties, at the homebound rate of \$40.09 per hour:

Joseph Helinski

Carol Horvath

IX. REPORTS

A. Committee Reports

B. Superintendent's Report... .. Mrs. Christman

X. OLD BUSINESS

XI. NEW BUSINESS

A. **Memoranda of Understanding with Local Law Enforcement Agencies**

**The Administration recommends approval of the following memoranda of understanding with local law enforcement authorities for the two-year period beginning September 1, 2013:**

**Borough of Coopersburg**

**Township of Lower Milford**

**Township of Upper Saucon**

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