

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

**High School Board Room**

**June 4, 2012**

**7:30 p.m.**

**Agenda**



I. OPENING PROCEDURES

- A. *Call to Order*
- B. *Recording of Attendance by the Secretary*
- C. *Pledge of Allegiance*
- D. *Welcome-Mr. Gary Bender, CFO, ABEC, Inc.*

II. APPROVAL OF MINUTES OF MAY 21, 2012

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 .....Dr. Edward Donahue  
Middle School.....Dr. Edward Donahue  
Intermediate School .....Mrs. Mary Farris  
Elementary Schools .....Mr. Samuel Hafner**

B. *2012-2013 District Mini Grants*

**The Administration recommends approval of the enclosed 2012-2013 District Mini Grants for a total amount of \$2,866. (V, B)**

C. *2012-2013 Sweet, Stevens, Katz & Williams Legal Services Agreement*

**The Administration recommends renewal of the enclosed agreement with Sweet, Stevens, Katz & Williams agreement for special education services for the 2012-2013 school year in the amount of \$7,500. (V, C)**

VI. BUSINESS AND FINANCE

A. *Accounts Payable*

**\*The Administration recommends approval of the bills to be paid as of June 4, 2012. (VI, A)**

B. *Appointment of Auditor for the School District for 2011-2012 Fiscal Year*

**The Administration recommends the appointment of France, Anderson, Basile and Company to perform the audit of the Southern Lehigh School District Office for the 2011-2012 fiscal year, pursuant to the attached engagement letter. (VI, B)**

C. *Renewal of Agreement with AssetWorks, Inc.*

**The Administration recommends renewal of the Application Service Provider Agreement between AssetWorks, Inc. and the District for operation, maintenance, and support of the District's fixed asset database for 2012-2012 at an annual fee of \$1,350. (VI, C)**

D. *Final Adoption of 2012-2013 General Fund Budget*

**The Administration will present the PDE-2028, Final General Fund Budget, for 2012-2013 and ask the Board to take the following actions:**

1. **Final Adoption of Budget (VI, D-1) (Budget Adoption)**
2. **Levying of Millage (VI, D-2)**
3. **Levying of Various Act 511 Taxes (VI, D-3)**

E. *Property Tax Refund*

**The Administration recommends permission to issue a school property tax refund as follows:**

**Wedgewood Golf Course, Parcel ID 22-641427797328 1, 2011-2012, \$1,548.47. (VI, E)**

VII. SUPPORT SERVICES

A. *Proposed Curly Horse Park*

**The Facilities Committee will provide a presentation of the proposed Curly Horse Park and recommend adoption of the Resolution of Intent to Participate with Upper Saucon Township in the creation of the Curly Horse Park. (VII, A)**

VIII. PERSONNEL

A. *Certificated Staff*

1. *2012-2013 Substitute Teacher*

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

Erica Rich School Psychologist

B. *Noncertificated Staff*

1. *Unpaid Leave*

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

Michelle Davis, Instructional Assistant, Southern Lehigh High School, anticipated from January 2, 2013 through June 1, 2013. Ms. Davis will be student teaching as part of her educational requirement.

C. *Extra-Compensatory Positions*

1. *2012 Liberty Trail Program Staff*

\*The Administration recommends approval of the following staff for the Liberty Trail Program scheduled from June 12 through June 29, 2012 at the stipends listed:

Kathleen Kale, Field Leader/Teacher Instructor, at a stipend of \$575.38 per week, plus an additional Field Leader stipend of \$809.64

Lisa Lowry, Field Leader/Teacher Instructor, at a stipend of \$575.38 per week, plus an additional Field Leader stipend of \$809.64

David LeBourgeois, Teacher Instructor, at a stipend of \$575.38 per week

Russell Tucker, Teacher Instructor, at a stipend of \$575.38 per week

2. *2011-2012 Extended School Year (ESY) Staff*

a. \*The Administration recommends approval of the following certificated teaching staff to provide extended school year services to Special Education students during the summer of 2012 at the hourly rate of \$38.82 and funded by the IDEA grant:

Caryn Bronfenbrenner

Janelle Chunko

Elissa Gruber

Heather Jani

Leanora Kline

Shannon Mauro

Thomas Seidenberger

Tammy Terlingo

Theresa Ware

Edward Williams

b. \*The Administration recommends approval of the following non-certificated instructional assistants to provide extended school year services to Special Education students during the summer of 2012 at the hourly rate of \$17.12 and funded by the IDEA grant:

Judith Browne

Michelle Davis

Yolanda Davis

Christina Jann

Stephanie Kauffman

Lindsay Miller

6. *Seasonal Employees (Existing District Staff)*

\*The Administration recommends approval of the following returning existing district staff as a Seasonal Employee for June 1, 2012 through May 31, 2013 at a rate of \$8.18 per hour:

Mark Zweifel

7. *East Stroudsburg University Student Internship*

\*The Administration recommends approval of an internship for Matthew Ramspacher under the supervision of Mrs. Kate Miller, Coordinator of Athletic Services (*pending receipt of required documentation*). Mr. Ramspacher will be completing requirements for the educational obligation for Sports Management through East Stroudsburg University from June 5, 2012 through August 10, 2012.

8. *Kutztown University Student Internship*

\*The Administration recommends approval of an internship for Tyler Harris, Kutztown University. Mr. Harris is currently studying Public Administration and will be under the supervision of Mr. Jeremy Melber, Director of Business Services (*pending receipt of required documentation*). This internship will be for the summer of 2012.

9. *Pennsylvania Career Link Work Experience*

\*The Administration recommends approval of a thirteen-week worksite experience for the following participants through the Lehigh Valley Workforce Investment Board of Pennsylvania Career Link Lehigh Valley:

Carolyn DeAngelo, Administration Building, will be under the supervision of Mrs. Kristen Lewis, Assistant to the Superintendent.

William Kruger, Technology Department, will be under the supervision of Mr. Ken Jordan, Director of Elementary Education and Instructional Technology (*pending receipt of required documentation*).

IX. REPORTS

- A. Committee Reports
- B. Superintendent's Report..... Mrs. Christman (IX, B)

X. OLD BUSINESS

- A. Second and Final Reading of Revised Policies  
**The Administration recommends a second and final reading of the following revised policies:**  
**#012 Local Board Procedures: *Relationship of the District Superintendent to the Board of School Directors***  
**#016 Local Board Procedures: *Communications***  
**#123.2 Programs: *Adding, Eliminating or Changing the Status of a School District-Sponsored Activity, District-Recognized Interscholastic PIAA Sports Team/Program or Club Sport***
- B. Second and Final Reading of New Policies  
**The Administration recommends a second and final reading of the following new policies:**  
**#336.1 Administrative Employees: *Military Duty and Leave***  
**#436.1 Professional Employees: *Military Duty and Leave***  
**#536.1 Classified Employees: *Military Duty and Leave***

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)

XIV. VISITORS' COMMENTS

XV. EXECUTIVE SESSION

XVI. OPEN SESSION

XVII. ADJOURNMENT