



# Southern Lehigh School District

## Board of School Directors Meeting

August 8, 2011

The first regular monthly meeting of the Board of School Directors of the School District of Southern Lehigh was held at 7:05 p.m. on the above date (August 8, 2011) at Southern Lehigh High School, Center Valley, PA.

PRESENT: Eddinger, Dimmig, Gunkle, Hayes, Mohr, Miracle

ABSENT: Stelts, Quigley, McLoughlin

OTHERS: Liberati, Christman, Melber, Knoll, Kennedy, Takacs, Lewis, Bergey, Jordan, Siegfried, Davidson, Farris, Limpar, Ryan, Rizzo (Morning Call), Rich (Patch.com), and approximately 2 other members of the community.

### **OPENING PROCEDURES**

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

### **APPROVAL OF MINUTES**

**MOVED BY** Miracle and **2<sup>ND</sup> BY** Gunkle to approve the minutes of the July 11, 2011 meeting as copied and distributed to all Board members.

Minutes of  
7/11/2011

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

### **VISITORS**

None

### **CONSENT AGENDA**

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

Approve the bills list dated August 8, 2011 showing paid bills in the amount of \$504,967.31 and bills to be paid in the amount of \$805,820.26 for a total amount of \$1,310,787.57 for the General Fund, and paid bills in the amount of \$220.00 and bills to be paid in the amount of \$3,489.25 for a total amount of \$3,709.25 for the Construction Fund, and bills to be paid in the amount of \$47,763.23 for the Capital Reserve Sinking Fund;

Approval of  
Bills

Approve the Treasurer's Report and the Investment Report for the month of June, 2011;

Approve  
Treasurer's  
Report and  
Investment  
Report

The Administration recommends accepting the resignation of the following staff:

James Fullerton, Social Studies Teacher, Southern Lehigh Middle School, effective June 22, 2011, at the end of the business day.

Accept  
resignation-  
Fullerton,  
Taylor

Tessa Taylor, Long-term Substitute School Psychologist, effective June 22, 2011, at the end of the business day.

The Administration recommends approval of the following mentors at a stipend of \$700.00 for the 2011-2012 school year:

Approve  
mentors for  
the 2011-2012  
school year-  
Strong,  
Castagnera-  
Westwood

Cotie Strong as a mentor for *Erica Rich*

Danielle Castagnera-Westwood as a mentor for *Edward Williams, III*

The Administration recommends accepting the resignation of John Zuk, High School Assistant Principal, effective no later than 60 days after the resignation letter dated August 2, 2011.

Accept  
resignation-  
Zuk

The Administration recommends accepting the retirement of Donald Harakal, Director of Athletics, effective October 1, 2011. Mr. Harakal has been employed by Southern Lehigh School District for more than 35 years.

Accept  
retirement-  
Harakal

The Administration recommends accepting the resignation of the following staff:

Matthew Decker, Seasonal Employee, effective July 7, 2011, at the end of the business day.

Accept  
resignation-  
Decker

Accept resignation-  
Leshko

The Administration recommends accepting the resignation of Kelly Leshko, Middle School Field Hockey Assistant Coach, effective July 28, 2011.

Approve coaches for the 2011-2012 school year- Pfistner, Kernick, Sroka, Swartz

The Administration recommends approval of the following coaches for the 2011-2012 school year: (VIII, C-2)

Juliann Pfistner+ HS Assistant Cheerleading \$1,590.67\*\*

+*Pending receipt of required documentation for new coach.*

*\*\*This amount represents 2/3 of the stipend of \$2,386 which will be shared with Kara Kernick.*

Kara Kernick HS Assistant Cheerleading \$795.33\*\*

*\*\*This amount represents 1/3 of the stipend of \$2,386 which will be shared with new coach, Juliann Pfistner.*

Stanley Sroka MS Assistant Football \$2,899

Jessica Swartz HS Dance \$2,756

Approve fitness center staff for the 2011-2012 school year-K. Binkley, Souerwine, Harakal, Kovacs, McPeek, Martin

The Administration recommends approval of the following Fitness Center Staff for the 2011-2012 school year: (VIII, C-3)

Keith Binkley, Fitness Center Monitor, at \$14.03 per hour

Brian Souerwine, Fitness Center Monitor, at \$14.03 per hour

Donald Harakal, Fitness Center Monitor Substitute, at \$14.03 per hour

Lynn Kovacs, Fitness Center Monitor Substitute, at \$14.03 per hour

Allison McPeek, Fitness Center Monitor Substitute, at \$14.03 per hour

Stefanie Martin, Fitness Center Program Specialist, at \$26.99 per hour

Approve volunteer coaches for the 2011-2012 school year- Blum, Flynn, Kahler, Madiara, Nemeth, Zitarelli, Weedling, Cassidy, Rockel, Troxell

The Administration recommends approval of the following Volunteer Coaches for the 2011-2012 school year: (VIII, C-4)

Ricky Blum Ice Hockey

James Flynn Ice Hockey

Jeffrey Kahler Ice Hockey

Paul Madiara Ice Hockey

Michael Nemeth Ice Hockey

Joseph Zitarelli Ice Hockey

Derek Weedling Football

Joseph Cassidy\*\* Football

Alan Rockel Volleyball

Cara Troxell\*\* Cross Country

*\*\*Pending receipt of required documentation*

Approve extracurricular activity advisors for the 2011-2012 school year- Pauling, Walter, Ruch, Quartuch, Donald, Beaupre, Long Spritzer, Kelly, Westbrooks, Frasch

The Administration recommends approval of the following Extracurricular Activity Advisors for the 2011-2012 school year:

Michael Pauling AV & Stage, MS \$ 776.50\*\*

Tara Walter AV & Stage, MS \$ 776.50\*\*

Troy Ruch Student Senate Advisor, HS \$2,364

Katie Quartuch Class Advisor, Freshman \$ 976

Troy Ruch Class Advisor, Sophomore \$1,072

Stephanie Donald Class Advisor, Junior \$1,758

Thomas Beaupre Class Advisor, Senior \$2,017

David Long Debate \$2,364

Marlo Spritzer Newspaper \$1,905

Lynne Kelly Honor Society \$ 534.50\*\*

Tamme Westbrooks Honor Society \$ 534.50\*\*

Lorraine Frasch Junior Honor Society \$1,069

<u>Matthew Wehr</u>	Drama	\$2,231
<u>Lee Zeisloft</u>	Varsity	\$1,733
<u>Patricia Smiley</u>	Scholastic Scrimmage	\$ 755.50**
<u>Joan Ligon</u>	Scholastic Scrimmage	\$ 755.50**
<u>Bonnie Organski</u>	FBLA	\$1,580
<u>Robert Gaugler</u>	Robotics	\$2,231
<u>Thomas Beaupre</u>	Key Club	\$2,076
<u>Douglas Roncolato</u>	SADD	\$1,487
<u>Edward Sinkler</u>	Ecology	\$1,276
<u>Matthew Wehr</u>	Broadway Musical	\$3,151
<u>Linda Gross</u>	Teen Counseling	\$ 995**
<u>Amy Bausher</u>	Teen Counseling	\$ 995**
<u>Jessica Gordon</u>	Yearbook	\$3,273

Cont. approve extracurricular activity advisors for the 2011-2012 school year- Wehr, Zeisloft, Smiley, Ligon, Organski, Gaugler, Roncolato, Sinkler, Gross, Bausher, Gordon

\*\*Shared position and stipend.

Act on the expulsion of Student #10297

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

**CURRICULUM/STUDENT AND STAFF ACTIVITIES**

Mrs. Siegfried, 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.

Approve the investment of funds for the general budget

High School report –

- 8/4 - Two SL students attended the Production U camp at PBS 39 and I was invited to attend the closing ceremonies to see their culminating production. It was a wonderful experience for these two students.
- 8/8 - Teen Counselors received training for the upcoming school year and will assist with Freshman Orientation again this year.
- 8/12 - Student Schedules will be mailed home for the 2011-2012 school year.
- 8/25 - Freshman Orientation for incoming 9th graders and new students to the district will occur on 8/25.

Approve no change in the prices for school lunches and milk purchases for the 2011-12 year

Middle School report –

Academic

- Schedules and welcome back letters to families will be sent on 8/12/11 or 8/15/11.
- New Student orientation – 8/25/11 from 9:00-10:30
- Welcome back letters have already been sent to returning faculty members
- Open House 9/20/11 at 7:00
- Picture Day 9/07/11
- Patriot Day 9/12/11

Approve continuation of the District's practice of allowing all residents, all District employees, and all Emergency Services Personnel that serve the SL community to use the Fitness Center free of charge

Building

- Looks great – maintenance has done an outstanding job getting the building ready for the opening of school.

Approve Medical Services Agreement with Coopersburg Family Practice (10/1/2011 – 9/30/2012)

Intermediate School report –

- The summer staff at SLIS has been fully involved with materials inventory, building preparations and staffing. Job postings for the Intermediate School closed on July 25th and 26th. Interviews for potential new staff commenced on July 28, 29, Aug. 1 and 3rd. The names of successful candidates from building level interviews were shared with Human Resources on Aug. 3rd. At this time, the IS is not yet fully staffed. We are still hopeful to have new staff in place for New Teacher induction and District In-service 2011.
- Student scheduling is nearing completion in Sapphire. We are hoping to have ready parent/student mailings by the end of the week.
- Curriculum and committee work has continued throughout the summer, specifically including Science teachers and the SLIS Positive School Wide Behavior committee.

Approve the memoranda of understanding with local law enforcement authorities (Borough of Coopersburg, Township of Lower Milford, Township of Upper Saucon) for a two-year period beginning 9/1/2011

Elementary schools –

- Buildings are being manicured inside and out. A huge thank you to our support services, custodians and summer workers for working around our summer camps, ESY and teacher academies.
- We are finalizing class lists, distributing supplies and curriculum materials and finishing up interviews for the .6 librarian at LB this week.
- Many of our teachers have been in prepping their classrooms and are scheduled to attend academies this week on technology and behavior management.

Introduction and welcome of Leiyin Guo, Chinese Scholar BCIU Teacher and Alshimaa Salama, Arabic TCLP Teacher.

**MOVED BY** Miracle and **2<sup>ND</sup> BY** Gunkle to act on the expulsion of Student #10297, subject to the terms and conditions of a letter signed by the Student and Student's parents, waiving the Student's rights to a formal expulsion hearing.

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

**BUSINESS AND FINANCE**

**MOVED BY** Miracle and **2<sup>ND</sup> BY** Gunkle to approve the investment of funds for the general budget.

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

**MOVED BY** Miracle and **2<sup>ND</sup> BY** Gunkle to approve no change in the prices for school lunches and milk purchases for the 2011-12 year. The Food Service Program operated at a profit in 2010-11 and is once again able to reimburse the General Fund for two years of benefit costs for the cafeteria staff. This enables the Food Service Fund to begin the new school year with only one year's benefit costs outstanding and represents the best financial status for the fund in nearly a decade. Prices will remain as follows: Milk - \$.55; Elementary Students (including IS) - \$2.35; Secondary Students - \$2.65; and Staff/Adult Lunches - \$4.00.

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

**MOVED BY** Miracle and **2<sup>ND</sup> BY** Gunkle to approve the continuation of the District's practice of allowing all residents, all District employees, and all Emergency Services Personnel that serve the Southern Lehigh community to use the Fitness Center free of charge, subject to any other eligibility and enrollment rules and policies of the District.

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

**MOVED BY** Miracle and **2<sup>ND</sup> BY** Gunkle to approve the Medical Services Agreement with Coopersburg Family Practice of 101 South Main St, Coopersburg, PA for medical services for the period of October 1, 2011 through September 30, 2012.

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

**MOVED BY** Miracle and **2<sup>ND</sup> BY** Gunkle to approve the following memoranda of understanding with local law enforcement authorities for the two-year period beginning September 1, 2011:

Borough of Coopersburg  
 Township of Lower Milford  
 Township of Upper Saucon

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

**MOVED BY** Miracle and **2<sup>ND</sup> BY** Gunkle to approve the exoneration of the Lehigh County Tax Claim Bureau from the collection of the following delinquent school real estate taxes,

Approve  
 exoneration of the  
 Lehigh County Tax  
 Claim Bureau from  
 the collection of  
 the delinquent  
 school real estate

for the reason identified in enclosed letters dates July 22, 2011 from the County Assessment Office, from James Jenner (c/o Agnes Jenner), PIN 64147777876 5:

2008-09: \$ 2.60  
2009-10: \$326.16

Cont. approve  
staff for the  
2011-2012  
school year-  
Williams, Rich,  
Slay

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

**MOVED BY** Miracle and **2<sup>ND</sup> BY** Gunkle to approve to purchase the existing driver education vehicle, a Pontiac G6, which was leased three years ago from Star Buick GMC in Easton, and to execute all paperwork in connection with this purchase. The price, including taxes and fees, is \$7,383.11. It has become economically attractive to purchase the vehicle as a result of the substantial number of excess miles that have accumulated on the vehicle beyond the terms of the lease agreement. If the District did not purchase the car, an excess mileage charge of close to \$4,000 would be due to Star.

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

**MOVED BY** Miracle and **2<sup>ND</sup> BY** Gunkle to approve the attached response to an observation made by the Department of the Auditor General when they completed the most recent state audit. The observation was included in the Performance Audit Report dated July 2010.

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

### **SUPPORT SERVICES**

**MOVED BY** Miracle and **2<sup>ND</sup> BY** Gunkle to approve the Primary Student Transportation Program for the 2011-2012 school year, provided by:

First Student Inc.  
600 Vine Street, Suite 1400  
Cincinnati, OH 45202

in accordance with 22 PA Code 23.4 et.al. Documentation includes the following:

- Bus routes
- Bus stop listing
- Student alpha roster
- Vehicle listing for First Student Transit
- First Student driver listing and required certifications

Individual contracted carrier contracts for specialized transportation will be submitted for Board approval as contracts are completed.

The administration has the authority to make such adjustments throughout the year to routes, students or vehicle assignments or to bus stops as necessary to accommodate changes in student or school program assignment, residence changes, system improvements, safety concerns or system efficiency.

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

### **PERSONNEL**

**MOVED BY** Miracle and **2<sup>ND</sup> BY** Gunkle to approve the following staff for the 2011-2012 school year:

John McDonald, Long-Term Substitute Technology Education Teacher (Category E), Southern Lehigh Middle School, at a salary of 45,185, Bachelors, Step 13, effective August 16, 2011. Mr. McDonald will again fill the vacancy of a teacher on leave.

Edward Williams, III, Special Education Teacher, Southern Lehigh Middle School, at a salary of \$47,489, Bachelors +15, Step 11, effective August 16, 2011. Mr. Williams replaces *Timothy Jansen*.

Erica Rich, Long-Term Substitute School Psychologist (Category E), Southern Lehigh Middle School, at a salary of \$57,379, Masters +30, step 14, effective

Approve  
Memorandum  
of  
Understanding  
concerning  
District cyber  
option (VLN)  
effective  
7/1/2011 –  
6/30/2012

August 16, 2011 *pending receipt of required documentation*. Ms. Rich will fill the position during the childrearing leave of *Rebecca Harries*.

Peter Slay, Long-Term Substitute Elementary School Psychologist (Category E), Liberty Bell Elementary School, effective August 16, 2011. The salary of \$58,173, Masters +30, Step 12, will be pro-rated to \$46,538.40 annually. Mr. Slay will fill .8 of the position of *Michelle Conrad* during childrearing leave. The District will fill the remaining .2 position in another manner.

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

**REPORTS**

Lehigh Career & Technical Institute

No Report

Carbon Lehigh Intermediate Unit

No Report

Policy Committee

No Report

Education Committee

Elementary Handbooks and Secondary field trips were discussed and will come to the board for vote next meeting.

Facilities Committee

There was a meeting on July 20<sup>th</sup>. Tennis courts are proceeding as planned. The brick work at the Intermediate School has been completed.

Budget & Finance Committee

The committee is planning to begin the process for the 2012-2013 school year.

Superintendent's Report

The district calendar is at the printers and should be ready soon. We can no longer bulk mail through our local post office. As a cost saving measure the administration recommends making these calendars available through distribution at schools to students and staff and available to the public at the schools and local library. The board would like to have further discussion and learn information on the actual cost of doing the bulk mailing.

Transportation has worked to contain costs through reducing a bus from the fleet.

The Food Service department, led by Gina Giarratana has done a great job making changes to the program and producing a profit for the second year in a row.

Facilities Report

No Report

**NEW BUSINESS**

**MOVED BY** Miracle and **2<sup>ND</sup> BY** Gunkle to approve the Memorandum of Understanding concerning District cyber option (VLN) effective July 1, 2011 through June 30, 2012.

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

**MOVED BY** Miracle and **2<sup>ND</sup> BY** Gunkle to approve the Memorandum of Understanding concerning the Revised Bargaining Unit Pay Structure and Compensation Schedule effective August 16, 2011 through August 24, 2012.

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

**VISITORS**

Approve  
 Memorandum of  
 Understanding  
 concerning the  
 Revised  
 Bargaining Unit  
 Pay Structure &  
 Compensation  
 Schedule  
 effective 8/16/11  
 – 8/24/12

None

**ADJOURNMENT**

**MOVED BY** Miracle and **2<sup>ND</sup> BY** Gunkle to adjourn the meeting.

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

The meeting was adjourned at 8:21 p.m.

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