

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

High School Board Room

November 21, 2011

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. *Recognition of Outgoing Board Members*

II. APPROVAL OF MINUTES OF NOVEMBER 7, 2011

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 SchoolMr. Mark Covelle
Middle School.....Dr. Edward Donahue
Intermediate SchoolMr. Sean McGinty
Elementary Schools.....Mr. Samuel Hafner**

- B. *Approval of Pediatric Therapeutic Services Agreement*

The Administration recommends approval of the agreement with Pediatric Therapeutic Services for school-based therapy services. (V, B)

VI. BUSINESS AND FINANCE

- A. *Accounts Payable*

***The Administration recommends approval of the bills to be paid as of November 21, 2011. (VI, A)**

- B. *Treasurer's Report*

The Administration recommends approval of the Treasurer's Report and Investment Report for the month of October 2011. (VI, B)

- C. *Approval of Proposal for Multi-Function and Copy Machines*

The Administration recommends approving a purchase agreement with Toshiba Business Solutions for the purchase of 11 new copier machines at a price of \$43,572.00, to be purchased from Capital Reserve, with a monthly service agreement of \$679.35.

D. *Reappointment of Sweet, Stevens, Katz & Williams, LLP*

The Administration recommends the reappointment of the firm of Sweet, Stevens, Katz & Williams, LLP as special counsel for labor relations and special education matters for the 2012-2013 school year. The July 1, 2010 hourly rates will remain in effect. (VI, D)

VII. SUPPORT SERVICES

VIII. PERSONNEL

A. *Certificated Staff*

1. *Substitute Teachers*

*The Administration recommends approval of the following Substitute Teachers for the 2011-2012 school year:

Stephen Berg, Health and Phys. Ed. K-12

Samantha Morgan, Social Studies

2. *Childrearing Leave*

*The Administration recommends approval of first period Childrearing Leaves for the following staff:

Wendy Bonsall, Learning Support Teacher, Lower Milford Elementary School for the remainder of the 2011-2012 school year with an anticipated effective date of December 5, 2011.

Jennifer Edwards, Health and Physical Education Teacher, Southern Lehigh High School for the remainder of the 2011-2012 school year with an effective date of December 2, 2011.

3. *Appointments*

The Administration recommends approval of the following staff: (VIII, A-3)

Stacey Kuntzman, Extended-term (Category E) Substitute Teacher, Lower Milford Elementary School, at a salary of \$44,788 (pro-rated), effective October 10, 2011. Ms. Kuntzman will fill the position created by the childrearing leave of *Wendy Bonsall*.

4. *Unpaid Leave*

*The Administration recommends approval of unpaid leave for Lorraine Frasch, Reading Teacher, Southern Lehigh Middle School, for December 8 and 9, 2011.

5. *Resignation of Director of Special Education*

*The Administration recommends accepting the resignation of Scot Engler, Director of Special Education, effective January 19, 2012.

6. *Special Education Consultant*

The Administration recommends approval of Morag Christie-Churm as Special Education Consultant, effective November 29, 2011 at a rate of \$65.00 per hour as needed for a maximum of 20 hours per week.

B. *Noncertificated Staff*

1. *Substitute Support Staff*

*The Administration recommends approval of the following substitute support staff for the 2011-2012 school year:

Brenda Shelly, Substitute Cafeteria Worker, \$7.73 per hour

Katherine Touzeau, Substitute Health Paraprofessional, \$14.14 per hour

Eileen Rupp, Substitute Cafeteria/Playground Monitor, \$9.45 per hour

Patty Lynn-Helmick, Substitute Cafeteria/Playground Monitor, \$9.45 per hour

2. *Appointment*

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

Heather Jani, Long-term Substitute Instructional Assistant (7 hour) Lower Milford Elementary School, for the remainder of the 2011-2012 school year at the hourly rate of \$16.50, effective October 10, 2011. Ms. Jani will fill the position of *Stacey Kuntzman* while she is in a long-term substitute teacher position.

Patty Lynn-Helmick, Cafeteria/Playground Monitor (1 day per week), Southern Lehigh Intermediate School, at the hourly rate of \$9.45, effective November 22, 2011. Ms. Lynn-Helmick will work one day per week while *Denise Walkowicz* continues to work 4 days per week. This one day was previously filled by *Susan Garofalo*.

3. *Unpaid Leave*

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

Judith Browne, Instructional Assistant, Southern Lehigh Intermediate School, from January 17 through 20, 2012.

4. *Resignation*

*The Administration recommends accepting the resignation of Cathleen Ragsdale, part-time Cafeteria Worker, Southern Lehigh High School, effective November 25, 2011.

5. *Combination of Instructional Assistant Positions*

*The Administration recommends the combination of one 3-hour Instructional Assistant position and one 4-hour Instructional Assistant Position at Hopewell Elementary School into one 7-hour Instructional Assistant position, effective August 23, 2011. Tammy Terlingo is the incumbent in both positions, and the hourly rate remains at \$16.50.

C. *Extra-Compensatory Positions*

1. *Ancillary Employee*

*The Administration recommends approval of William Neal as Dance Chaperone for the 2011-2012 school year at \$46.62 per event.

2. *Swim Bus Monitor*

*The Administration recommends approval of Karen Himmelsbach as Swim Bus Monitor for the 2011-2012 school year at \$10.80 per hour.

IX. REPORTS

- A. Committee Reports
- B. Superintendent's Report... Mr. Liberati
- C. Facilities Report... Mr. Liberati

X. OLD BUSINESS

XI. NEW BUSINESS

A. Substitute Superintendent

The Board will designate Leah Christman, Assistant Superintendent as Substitute Superintendent of the School District beginning December 10, 2011 with full authority to perform the duties of Superintendent during such periods of time when Joseph Liberati, Superintendent, may be absent from the District pending his anticipated retirement in March, 2012.

B. Act 93 Staff Changes

The Administration recommends as part of the restructuring plan the following changes to Act 93 Staff: (XI, B)

Kristen Lewis, Director of Elementary Education to Assistant to the Superintendent, at a salary of \$116,950.70 (prorated) effective November 22, 2011.

Susan Knoll, Logistics Support Technician to Coordinator of Support Services, at a salary of \$51,930.96 (prorated) effective November 22, 2011. The position of Logistics Support Technician will be eliminated.

Kenneth Jordan, Technology Coordinator to Director of Elementary Education and Instructional Technology, at a salary of \$101,000 (prorated) effective November 22, 2011. The position of Technology Coordinator will be eliminated.

C. First Reading on Revisions to Existing Policy

The Administration recommends a first reading of the following revised policy: (XI, C)

#210 Pupils: *Use of Medication*

D. Collective Bargaining Agreement

Possible discussion and action on new collective bargaining agreement.

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)

C. Curriculum Writing

The curriculum writing agreements are listed in the Board materials by name, elected compensation, amount and anticipated date of completion. (XIII, C)

- XIV. VISITORS' COMMENTS
- XV. EXECUTIVE SESSION
- XVI. OPEN SESSION
- XVII. ADJOURNMENT