

SALISBURY TOWNSHIP SCHOOL DISTRICT  
Minutes of Board of School Directors Meeting

April 23, 2014

A regular meeting of the Board of School Directors of the Salisbury Township School District was called to order by Mr. Mantz at 7:37 p.m. on Wednesday, April 23, 2014, in the Administration Building, 1140 Salisbury Road, Allentown, PA.

Board Members Present: Mr. DeFrank, Mr. Fischer, Mr. Frankenfield, Mrs. Frick, Mr. Gatanis, Mr. Mantz, Mr. Spedaliere and Mrs. Ziegler

Board Members Absent: Mr. Giordano

Also Present: Mr. Brackett, Mr. Bruchak, Mr. Dovico, Mrs. Fuini-Hetten, Mrs. Hartman, Mrs. Nickischer, Mrs. Perron-Jones, Mr. Parlman, Mr. Roth, Dr. Ziegenfuss and Attorney Freund

Also Absent: Mr. Cassidy, Ms. Morningstar and Mrs. Samide

Student Representative Report The student representatives stated the second annual dodge ball tournament fundraiser for SGA was held. The talent show was held April 3. No Place for Hate sent students to Western Salisbury Elementary to talk about issues about bullying. Film festival is currently taking place at the high school with 30-40 participants. The theme is unstable minds. Model UN was at Kutztown last week for a conference. Scholastic scrimmage team placed 7<sup>th</sup> among 16 teams. Tomorrow a breakfast for colonial academic league will be held in honor of the All Stars Ian Carey and Kelly Garrigan. They are measured on a 60% academic and 40% athletic rubric. The Mister Salisbury competition was held two weeks ago. Sinjon Bartel placed third, Luke Chassard placed second and Zach Young won first place. Key Club will be holding a flower fundraiser. The 5K Color Run will be held Saturday at Lehigh Parkway from 10 a.m.- 2 p.m. and Special Olympics will held May 2 at Whitehall. Track team has won three meets and the girls' team won five meets. Baseball Senior night is May 5. They had a 9-3 record post season run. Softball Senior night is May 6. They hold a record of 7-6. SGA is selling spirit cards for 50% off. Mr. Roth attended the Donnelly award where Luke Chassard received the award. Mr. Roth stated Luke represented us very well.

Special Recognitions/ Presentations None.

Changes or Additions to the Agenda Mr. Gatanis stated that item C-7, under personnel, should be removed from the agenda.

Approval of Agenda Motion by Ziegler, seconded by Frankenfield, to approve the regular agenda:

VOTE:	YES	--	<u>8</u>
	NO	--	<u>0</u>
	ABSTENTIONS	--	<u>0</u>
	ABSENT	--	<u>1</u>

Motion carried.

Citizens' Inquiries &  
Comments Pertaining to  
Agenda Items

Mrs. Norma Cusik asked if board motion B-1 is for residents. The Red Cross representative stated it is an agreement between the district and the Red Cross. If needed Red Cross will call on the school district for two buildings to use for shelters. Generally they like to put people up in hotels. In situation where will call the district for shelter in this township for disaster for example, if there was a fire that wipes out a block of houses, the Red Cross will try to get a shelter that is as close as possible to their home. They cannot turn people away. If there was an mass disaster or emergency for people who not residents emergency management would activate the shelter. The Red Cross would activate a shelter for a Level 1 disaster. Mrs. Cusik referred to the hurricane Sandy where people were without electricity for a week or more. If there was a wide spread power outage the Red Cross is not in charge of the situation. The schools currently have generators with limited capacity. Mrs. Cusik asked how the community would be notified which buildings will be utilized for disasters. The community would be notified through WFMZ. Mr. Roth stated that the schools' generators are not powerful to operate for full capacity, only enough to get people out for emergency situations with the use of emergency lighting only.

Approval of Minutes

Motion by DeFrank, seconded by Gatanis, to approve the following minutes:

- A. Operations Committee Meeting, April 7, 2014
- B. Curriculum & Technology Committee Meeting, February 10, 2014
- C. Regular Board Meeting, March 19, 2014

VOTE:	YES	--	<u>8</u>
	NO	--	<u>0</u>
	ABSTENTIONS	--	<u>0</u>
	ABSENT	--	<u>1</u>

Motion carried.

Presentation of Bills

Motion by Gatanis, seconded by Ziegler, to approve the following expenditures:

- A. Total General Fund Expenditures— March 24, 2014 through April 25, 2014 -- \$1,205,935.58
- B. Total Athletic Expenditures— March 22, 2014 through April 25, 2014 --\$5,977.34
- C. Total Capital Improvement Fund Expenditures— March 20, 2014 through April 23, 2014 --\$0
- D. Total GOB 2010 Project Expenditures— March 20, 2014 through April 23, 2014 -- \$13,076.72
- E. STSD Laptop Account— March 22, 2014 through April 25, 2014 --\$3,154.24

VOTE:	YES	--	<u>8</u>
	NO	--	<u>0</u>
	ABSTENTIONS	--	<u>0</u>

ABSENT -- 1

Motion carried.

Treasurer's Report

Motion by Frankenfield, seconded by Spedaliere, to approve the March treasurer's reports.

VOTE: YES -- 8  
 NO -- 0  
 ABSTENTIONS -- 0  
 ABSENT -- 1

Motion carried.

Secretary of Board Report

Mr. Bruchak stated the district's public budget discussion for 2014-15 budget will take place on Wednesday evening, May 5th beginning at 7:00 p.m. in this room. A number of items still need to be resolved to provide more solid budget projections, amongst these are fuel bid results which we anticipate receiving in early May, the state budget, and the contract with Kids Peace.

He was contacted earlier this month by the Pennsylvania Department of the Auditor General that they will begin their routine mandated audit for fiscal years 2010-11 and 2011-12. John Zelwalk is the field auditor and he began the state audit on April 15<sup>th</sup>. So far I'm happy to report that the audit is going smoothly.

A. Curriculum & Technology Committee

Mrs. Ziegler stated the last curriculum meeting was held April 14. A presentation was given by Head Start. Topics discussed were the 2014-2015 calendar and graduation project requirements. The Class of 2017 will not be required to have a graduation project. Also discussed were the second reading of Policy 202, eligibility of non-resident students, the Special Education Plan report and an overnight field trip for PJAS.

Motion by Ziegler, seconded by DeFrank, to approve Item A-1 through A-5 on the regular agenda:

A-1. 2014-2015 District Calendar

approve the attached proposed Salisbury Township School District calendar for the 2014-2015 school term. **(Board Information Item 1)**

A-2. STSD Local Holidays Resolution, 2014-2015

approve the attached Salisbury Township School District Local Holidays Resolution for the 2014-2015 school term. **(Board Information Item 2)**

A-3. STSD Special Education Plan Report, July 1, 2014 – June 30, 2017

approve the Salisbury Township School District Special Education Plan Report beginning July 1, 2014 through June 30, 2017. **(Board Information Item 3)**

A-4. PJAS Overnight Education Trip

approve an overnight educational trip for PJAS to go to State College, PA, from May 18 to May 20, 2014, to participate in a state competition.

A-5. Homebound Instruction, Student E

approve homebound instruction for Student E for a length of time designated by the student's physician. **(Board Information Item 4)**

VOTE: YES -- 8

NO	--	<u>0</u>
ABSTENTIONS	--	<u>0</u>
ABSENT	--	<u>1</u>

Motion carried.

B. Operations  
Committee

Mr. Frankenfield stated that an operations meeting was held April 7. Topics included demonstration on new software for maintenance, rubberized floor for the high school floor, updates to the administration building's security system, the Red Cross shelter agreement, Policy 202 and the cell tower. Dr. Spedalieri asked about the sentence in the Red Cross agreement that states, "upon request and if feasible", how is feasibility defined can students still attend school or if there is a disaster can the Red Cross interrupt school. He was told that if it does interrupt school the Red Cross would look at if this is the best place. They may also look at a church as well and will not risk disrupting the school. If there is a big emergency that we need space for a dormitory the Red Cross will not be the one activating it.

Motion by Frankenfield, seconded by Frick, to approve Item B-1 through B-7g on the regular agenda:

B-1. American Red  
Cross Agreement

approve the attached agreement with the American Red Cross to use Harry S Truman Elementary School and Salisbury High School as an emergency shelter during a disaster. **(Board Information Item 5)**

B-2. Miller Flooring  
Company Install, SHS

approve Miller Flooring Company to install a Mondo Advanced Rubber Floor with an Everlay Layer and pole standards for a total cost of \$150,610 in the old gymnasium at Salisbury High School. The cost to the district will be \$36,110 from Capital Projects Fund and the insurance will cover the balance.

B-3. eWorkOrder.com  
Quote

approve the quote from eWorkOrder.com for a work order module with an annual cost of \$3,600.

B-4. Stanley Convergent  
Security Solutions, Inc.  
Proposal

approve the proposal from Stanley Convergent Security Solutions, Inc. for the administration building access and intrusion integration in the amount of \$5,600.

B-5. 2013-2014 School  
Per Capita Additions

approve the attached list of additions to the district's 2013-2014 school per capita additions tax list in the amount of \$1,065.00. **(Board Information Item 6)**

B-6. Pointe North  
Psychology  
Group Agreement

approve the attached agreement between Salisbury Township School District and Pointe North Psychology Group to provide psychological services through August 31, 2014. **(Board Information Item 7)**

B-7. Use of Facilities

approve the request(s) for the use of District facilities as listed below with the district to charge for cook, police, guarding, and/or custodial services as may be required or requested:

- a. Lehigh Christian Academy to use a designated area at Salisbury High School on March 25, April 1 and April 8, 2014, from 3:30 p.m. to 5:30 p.m. and on May 6, 2014, from 3:30 p.m. to 5:30 p.m. for track practice. Class E—\$100/day—Designated Grounds.
- b. Western Lehigh United Soccer Club to use the stadium (no lights) at Salisbury High School on March 29, 2014, from 10:00 a.m. to 1:00

p.m. for soccer training. Class E—\$150 for the first hour and \$100 for each additional hour —Stadium without lights.

- c. Lehigh Valley United to use the stadium (no lights) at Salisbury High School on April 6, 2014, from 12:30 p.m. to 3:30 p.m. for a soccer game. Class E—\$150 for the first hour and \$100 for each additional hour —Stadium without lights.
- d. St. Thomas More Soccer Club to use the stadium (no lights) at Salisbury High School on April 5, 2014, from 11:30 a.m. to 1:30 p.m. for a league soccer game. Class E—\$150 for the first hour and \$100 for each additional hour —Stadium without lights.
- e. Jaffery Sports Club to use the stadium (no lights) at Salisbury High School on April 27, 2014, from 10:00 a.m. to 3:00 p.m. for a mini soccer tournament. Class E—\$150 for the first hour and \$100 for each additional hour —Stadium without lights.
- f. Umoja Games to use the cafeteria, stadium (no lights), 1-2 classrooms, athletic field, new gymnasium and stadium (with lights) at Salisbury High School May 17-18, 2014, from 7:00 a.m. to 9:30 p.m. for a community sporting (soccer) event. Class E—\$100/day—Cafeteria; \$150 for the first hour and \$100 for each additional hour/day —Stadium without lights; \$50 each/day--Classrooms; \$100/day—Designated Grounds; \$350/day—Gymnasium; \$150 for the first hour and \$120 for each additional hour —Stadium with lights.
- g. Umoja Games to use the designated grounds at Salisbury Middle School May 17-18, 2014, from 8:00 a.m. to 6:00 p.m. for a community sporting (soccer) event. Class E—\$100/day—Designated Grounds.

VOTE:	YES	-- <u>8</u>
	NO	-- <u>0</u>
	ABSTENTIONS	-- <u>0</u>
	ABSENT	-- <u>1</u>

Motion carried.

C. Personnel Committee Motion by Gatanis, seconded by Frick, to approve Item C-1 to C-6 and C-8 to 11 on the regular agenda with the suggested changes:

C-1. Klinger,  
Retirement accept with regret the resignation, due to retirement, of Carol A. Klinger as a sixth grade teacher at Salisbury Middle School effective on the last day of the 2013-2014 school year. **(Board Information Item 8)**

C-2. Skoutelas,  
Retirement accept with regret the resignation, due to retirement, of Elsie Skoutelas as a part-time cafeteria worker at Salisbury Middle School effective on the last day of the 2013-2014 school year. **(Board Information Item 9)**

C-3. Saltsman,  
Retirement accept with regret the resignation, due to retirement, of Janice Saltsman as a part-time instructional assistant at Harry S Truman Elementary School effective June 30,

2014. **(Board Information Item 10)**C-4. Moeser, General  
Leave of Absence

approve the request of Erin Moeser, school psychologist at Salisbury Middle School and Salisbury High School, for a general leave of absence without pay and/or benefits commencing at the start of the 2014-2015 school year until one week prior to the start of the second semester of the 2014-2015 school year (tentatively January 12, 2015) as outlined in the agreement between the Salisbury Township School District and the Salisbury Education Association.

C-5. Marth,  
Resignation

accept the resignation of Pamela Marth as a full-time 12 month secretary at Western Salisbury Elementary School effective at a date to be determined. **(Board Information Item 11)**

C-6. Marth,  
Employment

employ Pamela Marth, Allentown, PA, as a 4 hours a day part-time instructional assistant pending upon the effective resignation date as a 12 month secretary, at the third step of the 2013-2014 support staff salary schedule for instructional assistants (\$16.90/hour).

[Current District Employment: 12 month secretary, Western Salisbury Elementary  
Replaces: K. Rideout, resigned]

~~C-7. Morgan,  
Employment~~

~~employ Amy Morgan, Allentown, PA, as a 4 hours a day part time one to one instructional assistant at Salisbury Middle School effective May 2, 2014, at the first step of the 2013-2014 support staff salary schedule for instructional assistants (\$15.21/hour).~~

~~[Current District Employment: Day to Day Instructional Assistant Substitute]~~

C-8. Dupre,  
Employment

employ Lisa Dupre, Allentown, PA, pending completion of requirements, as a 4 hours a day part-time one-to-one instructional assistant at Salisbury Middle School effective May 2, 2014, at the first step of the 2013-2014 support staff salary schedule for instructional assistants (\$15.21/hour).

C-9. Teachers for  
Homebound Instruction,  
Student E

employ the following teachers to provide homebound instruction for Student E:

Robyn Balsai – English 9  
Karen McGuinness – German II  
Margaret McGinty – American Cultures I & Algebra/Geometry I  
Ruth Smith – Intro to Biology

C-10. Gilligan,  
Volunteer MS Softball  
Coach, 2013-2014

approve John Gilligan, Allentown, PA, pending completion of requirements, as a middle school softball coach for the 2013-2014 school term without pay and/or benefits. (new volunteer)

C-11. Substitute  
Additions

approve the attached list of additions to the following substitute lists:

## Teachers

**(Board Information Item 12)**

VOTE:	YES	-- <u>8</u>
	NO	-- <u>0</u>
	ABSTENTIONS	-- <u>0</u>
	ABSENT	-- <u>1</u>

Motion carried.

D. Policy Committee

Mr. Fischer stated this is the final reading and approval of Policy 202.  
Motion by Fischer, seconded by Ziegler, to approve Item D-1 on the regular agenda:

D-1. Policy #202  
Adoption

approve the final reading and adoption of the attached eligibility of nonresident students policy, #202. **(Board Information Item 13)**

E. Student Activities

None.

ReportsA. Allentown Public  
Library

Mrs. Cusik gave the board handouts prior to the meeting. The library is now distributing museum passes and it is free of cost. Children services story time will end mid-April. The library is starting to work on their summer reading program. The fourth annual "A Novel Affair Gala" raised \$16,562 for the library. QNB bank is sponsoring the Lehigh Valley Iron Pigs and as part of that sponsorship, will also be donating money for the library. Through the Batting for Books campaign, QNB will donate \$25 to APL for every double hit by the Iron Pigs. Last year the library received \$3,000. There are 4,012 registered Salisbury borrowers.

B. Carbon Lehigh  
Intermediate Unit

Mrs. Ziegler stated a meeting has not been held since the last meeting and the next meeting has been scheduled for next Wednesday night.

Motion by Zielger, seconded by Frankenfield, to approve Item B-1 on regular agenda:

B-1. 2014-2015,  
CLIU #21 Facilities  
Plan Committee  
Report & Resolution

approve the CLIU #21 2014-2015 Facilities Plan Committee Report and School Board Resolution. **(Board Information Item 14)**

Motion by DeFrank, seconded by Gatanis, to approve Item B-2 on regular agenda:

B-2. Ziegler CLIU #21  
Representative,  
July 1, 2015 through  
June 30, 2017

appoint Mary L. Ziegler as the Board representative to the Carbon Lehigh Intermediate Unit #21 board from July 1, 2015 through June 30, 2017.

VOTE:	YES	--	<u>8</u>
	NO	--	<u>0</u>
	ABSTENTIONS	--	<u>0</u>
	ABSENT	--	<u>1</u>

Motion carried.

C. Lehigh Carbon  
Community College

Mr. DeFrank stated the search for a president has begun and he will be attending meetings next week.

Motion by DeFrank, seconded by Gatanis, to approve Item C-1 on regular agenda:

C-1. LCCC Concurrent  
Enrollment Agreement  
August 23, 2014 to  
June 30, 2015

approve the concurrent enrollment agreement effective August 23, 2014 through June 30, 2015 between Lehigh Carbon Community College and the Salisbury Township School District. **(Board Information Item 15)**

VOTE:	YES	--	<u>8</u>
	NO	--	<u>0</u>
	ABSTENTIONS	--	<u>0</u>
	ABSENT	--	<u>1</u>

Motion carried.

D. Lehigh Career and  
Technical Institute

Mr. Frankenfield stated there was a meeting conflict but at the last meeting a Skills USA presentation was held to recognize five students from Salisbury.

E. PSBA Legislative  
Policy Council

Mr. Bruchak stated Senate Bill 1316 (Sen. Pat Browne)-Amends the Public School Code to implement the recommendations of the Special Education Funding Commission. The bill provides a formula for the distribution of new special education dollars, makes changes to the special education charter school tuition calculation, modifies the Special Education Contingency Fund and allows approved private schools to recoup money appropriated but not used in the prior year. This bill is identical to House bill 2138.

House Bill 1738 (Rep. Bernie O'Neill)-Amends the Public School Code to create a Basic Education Funding Commission to examine current basic education funding and make recommendations on a new formula for the distribution of basic education funding. The Commission's recommendations must be provided within one year of the effective date of the bill.

This week state Budget Secretary Charles Zogby announced that more than \$779 million in gaming revenue will be available for property tax relief in 2014. The average statewide property tax reduction for each household is expected to be about \$200 this year. Final figures will be provided in early May, when counties report the number of homeowners who have signed up for their share of property tax relief.

The Senate Finance Committee is tentatively scheduled to conduct a public hearing on Senate Bill 76 (Sen. Argall, R-Schuylkill), a proposal to eliminate property taxes and shift a significant burden of funding public schools onto various other state and local taxing mechanisms.

House Bill 2063 (Rep. Maloney, R-Berks) requires all school entities and independent contractors of school entities to conduct detailed employment history reviews prior to offering employment to any applicant for a position involving direct contact with children.

F. Solicitor

None.

G. Superintendent

MR. Dovico stated the Keystone AP testing are approaching and the high school is wrapping up dual enrollment. They have 41 students receiving over 300 college credits this year. Keystones will take place mid-May. Mr. Parlman stated the middle school is finishing PSSA Math, Reading and Writing. Last week World Languages put on a world language fair for 7<sup>th</sup> grade students. Harry S Truman Elementary students traveled to Harrisburg to see the government in action. Western Salisbury Elementary's fifth grade will be going to Philadelphia. PTA will be holding a book fair at Barnes and Noble this Friday. WSE and HST's leadership days are in June. No Place for Hate visited WSE to discuss responsible use of social media and bullying. Mrs. Hartman said it is more powerful when older student talk to fifth graders. Mrs. Hartman stated the district should be really proud of the high school students who visited WSE. Both elementary schools finished report card conferences and both schools were visited by the SATORI music chamber, who demonstrated instruments and brought an artist who is drew an illustration of barges on the river. Mrs. Fuini-Hetten stated the district will be completing highly



qualifying Instructional Assistants and there are currently 10 students in VAST. She is beginning to look at summer academy and 113 staff completed assessment as to what they want to learn this summer. Dr. Ziegenfuss stated the last sets of surveys are coming to an end for TL2014. Next vision is TL2020 which will be shared at the operations meeting May 5. May 12 is the next curriculum meeting. That week is also social media week. PENSPRA recognized the district for excellent social media. State initiatives still have some work and teachers preparing for student learning objectives. The district is in the process of training teachers for PVAS verification process. Mrs. Perron-Jones stated teachers had to present IEPs and are currently making corrections and resubmitting. Interviewing all students leaving public schools by way of graduation or age of 21. Data is kept by PDE. Teachers working on summaries of performance. Next week the special education office is preparing for the transition audit. She will be attending a two day PAGE/ Gifted conference tomorrow and Friday. Early intervention students transitioning in welcoming into Salisbury within next the six weeks. Mr. Roth did have a strategic planning and Superintendent Parent Advisory Committee meeting planned for tomorrow but the meetings have been canceled. May 1 the state will release requirements for plans of strategic plans. Recognize this time of year begins to get difficult. There are a lot of connections that help to support a district such as the Allentown Public Library, Lehigh Valley Child Care, Paragon Transportation, St. Luke's/St. Christopher, Salisbury Education Foundation, District Solicitor, KidsPeace, Salisbury Township, Salisbury Township Police Department, Salisbury Press, EduSummit, PTAs, Booster Clubs, Community Services for Children, LCTI, LCCC, CLIU, and the other school districts that we partner with. Mrs. Ziegler added under student activities that the high school hosted the indoor percussion/twirling show. There were 46 schools/groups in attendance. She thanked the high school the cafeteria staff and the custodial staff who all worked hard.

New BusinessCitizens' Inquiries and  
Comments (General)

None.

Announcements

Operations Committee Meeting – Monday, May 5, 2014 – 7:00 p.m.–  
Administration Building

Curriculum & Technology Meeting – Monday, May 12, 2014 – 7:00 p.m. –  
Administration Building

Executive Session – Wednesday, May 14, 2014 – 6:30 p.m. –  
Administration Building

Regular Board Meeting – Wednesday, May 14, 2014 – 7:30 p.m.  
Administration Building

Operations Committee Meeting – Monday, June 2, 2014 – 7:00 p.m.–  
Administration Building

Curriculum & Technology Meeting – Monday, June 9, 2014 – 7:00 p.m. –  
Administration Building

Board Information

1. 2014-2015 Salisbury Township School District Calendar

2. 2014-2015 Salisbury Township School District Local Holidays Resolution
3. Special Education Plan Report, July 1, 2014 through June 30, 2017
4. Homebound Instruction, Student E
5. American Red Cross Emergency Shelter Agreement
6. Per Capita Additions, 2013-2014
7. Michelle Koch, Ed.S., LPC Agreement for Psychological Services
8. Letter Dated March 24, 2014 to Mr. Roth from Mrs. Klinger
9. Letter Dated April 3, 2014 to Mrs. Steiger from Mrs. Skoutelas
10. Letter Dated April 8, 2014 to Mr. Roth from Mrs. Saltsman
11. Letter Dated April 16, 2014 to Mr. Roth from Mrs. Marth
12. Additions to Substitute Teachers' List
13. Policy 202, Eligibility of Nonresident Students
14. CLIU #21 2014-2015 Facilities Plan Committee Report & School Board Resolution
15. Concurrent Enrollment Agreement between LCCC & STSD, 2014-2015
16. Enrollment Reports: SHS, SMS, HST, WSE
17. SMS Honor & High Honor Lists, 3<sup>rd</sup> Marking Period
18. CLIU #21 Student Count
19. CLIU Minutes, January 29, 2014
20. CLIU Agenda, March 17, 2014
21. LCCC President's Desk, March 2014
22. LCCC President's Desk, April 2014
23. LCCC Minutes, March 6, 2014
24. LCCC Sponsoring School District Update, April 2014
25. LCTI Joint Operating Committee Minutes, February 26, 2014
26. LCTI Joint Operating Committee Agenda, March 26, 2014
27. April Newsletter, WSE

Adjournment

Motion by Mantz, seconded by Frankenfield, to adjourn the meeting. The meeting was adjourned by at 8:55 p.m.

VOTE:	YES	--	<u>8</u>
	NO	--	<u>0</u>
	ABSTENTIONS	--	<u>0</u>
	ABSENT	--	<u>1</u>

Motion carried.

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Robert P. Bruchak  
Board Secretary

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Jennifer A. Kirk  
Recording Secretary