

SALISBURY TOWNSHIP SCHOOL DISTRICT
Minutes of Board of School Directors Meeting

February 12, 2014

A regular meeting of the Board of School Directors of the Salisbury Township School District was called to order by Mr. Giordano at 7:46 p.m. on Wednesday, February 12, 2014, in the Administration Building, 1140 Salisbury Road, Allentown, PA.

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

Board Members Absent: Mr. Gatanis

Also Present: Mr. Brackett, Mr. Bruchak, Mrs. Hartman, Ms. Morningstar, Mrs. Nickischer, Mr. Roth and Attorney Herman

Also Absent: Mr. Cassidy, Mr. Dovico, Mrs. Fuini-Hetten, Ms. Morningstar, Mr. Parlman, Mrs. Perron-Jones, Mrs. Samide and Dr. Ziegenfuss

Student Representative Report

The student representatives stated the debate team's regular season has ended and they finished 2nd overall in their league. Ian Carey and Sarah Kim and Sinjon Bartel represented the district in semi-playoffs. Model UN just came back from the Baltimore conference. Two freshmen, Cassie Laudadio and Jacob Glenister received honorable mentions. The Spring production will run March 7, 8 and 9. The production will be Shakespeare's Midsummers Night Dream. Girls' basketball is looking forward to districts. The following were named as 2013-2014 Colonial League All-Stars: for the boys' team Justin Aungst on 1st team, Eddie Sanchez on 2nd Team and Austin Uhl for honorable mention; on the girls' team Meagan Eripret on 1st Team, Lindsay Bauer and Kelly Gonoude for honorable mention. The boys' swimming team had its first official undefeated season. For those who did not qualify for districts there will be last chance met on Saturday. Wrestling had their senior night last night. The rifle team sent Samantha Heiserman and Adam Frick to the All-Star match. The course selection meeting for the high school has been rescheduled for February 18. Some students from Mrs. Brinson's class attended the PETE & C conference in Hershey. There students did a presentation regarding challenge base learning to other teachers. The music department held county chorus.

Special Recognitions/
Presentations

None.

Changes or Additions to
the Agenda

There is a supplemental agenda added to tonight's agenda.

Approval of Agenda

Motion by Ziegler, seconded by Fischer, to approve the regular and supplemental agendas:

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

None.

Approval of Minutes

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

- A. Operations Committee Meeting, January 6, 2014
- B. Curriculum & Technology Committee Meeting, January 13, 2014
- C. Regular Board Meeting, January 15, 2014
- D. Special Operations/Budget Meeting, January 20, 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 Fischer, seconded by Mantz, to approve the following expenditures:

- A. Total General Fund Expenditures— January 21, 2014 through February 14, 2014 -- \$2,108,136.45
- B. Total Athletic Expenditures— January 18, 2014 through February 14, 2014 --\$13,252.81
- C. Total Capital Improvement Fund Expenditures— January 16, 2014 through February 12, 2014 --\$1,190.24
- D. Total GOB 2010 Project Expenditures— January 16, 2014 through February 12, 2014 -- \$34,153.54
- E. STSD Laptop Account— January 19, 2014 through February 14, 2014 --\$2,690.90

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

Motion carried.

Treasurer's Report

Motion by Mantz, seconded by DeFrank, to approve the January treasurer's reports.

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

Motion carried.

Secretary of Board
Report

Mr. Giordano inquired about some percentages on the revenue side listed on the third page. Mrs. Nickischer replied that the total is the blended percentage.

Mr. Bruchak stated the Business Office has been busy wrapping up the end of the calendar year. All W-2's and 1099's are out.

One of the items on the agenda this evening is the approval of the 2014-15 Preliminary Budget. The total expenditures on the preliminary budget are \$33,263,837. The preliminary budget was presented at the last operations committee meeting. Administration is recommending the Board approve the preliminary budget that includes the Act 1 Index and to apply for exceptions that the district may qualify for.

Another item on the agenda is the approval of the 2014-15 LCCC budget. Their total operating budget is \$6,186,337, which is a 4.7% decrease. The capital debt service and lease budget is \$2,046,257. Salisbury's share of the budget is \$213,937, which is a decrease of \$18,391 or decrease of 7.9%. These numbers are in the preliminary budget.

A. Curriculum &
Technology Committee

Mrs. Ziegler stated the last curriculum meeting was held Monday evening. It was hosted by Western Salisbury Elementary. They had students share their community projects with the school board in the gymnasium. There are a few revisions to the district calendar for approval tonight. Graduation has been moved to June 11. Another item discussed at the meeting was Policy 121 field trip/ educational tour. The discussion was not completed because more historical information was needed. Also discussed was TL2014, a vast update was given, and an Apple briefing perspective was given by Mary Ziegler. On the agenda tonight are two field trip overnight requests. Next month's meeting will be held at the high school.

Mr. Roth spoke of Item A-1, revisions to the 2013-2014 school calendar. April 16 is now a make-up day with an early dismissal scheduled at 12:15 p.m. for secondary students and 1:00 p.m. for elementary students. Lunch will be served. April 17 is also a make-up day with early dismissal for staff and students. Elementary students will dismiss at 11:45 a.m. and secondary students will dismiss at 11:00 a.m. No lunch will be served on April 17. June 9, 10, 11, 12, 13, 16 are also snow make-up days and June 17 will be 9th snow make up day for tomorrow, February 13. We are also recommending June 18, 19 and 20 as additional snow make up days in case of more inclement weather. The amount of money loss for graduation in subsidy. Just on 12th grade we would receive a reduction in basic education subsidy of \$1100 per day, it becomes sort of a cost benefit weighing out. Mr. Bruchak state the media reports some districts will be petitioning PDE for some exceptions. Mr. Roth responded that it is a general practice but does not know what has changed very much but recalls in 1993 - 94 in which the governor closed the state for a week, there was no dispensation or waiver. If there is any way to request for forgiveness we will pursue those options. The other question Mr. Roth was asked is if the district could have school Friday and Monday. It would be difficult to schedule school for students Monday because parents, students, staff, teachers and bus drivers may have scheduled time off. We have used nine snow days. Two of those days were built into the calendar with the others added to the end of the calendar. June 17 is currently the last day of school because of tomorrow's closed day.

Motion by Ziegler, seconded by Fischer, to approve Item A-1 through A-3 on the regular agenda:

A-1. Changes to STSD
2013-2014 School
Calendar

approved the attached changes to the Salisbury Township School District 2013-2014 school calendar. **(Board Information Item 1)**

A-2. Overnight Extra-
Curricular Trip, FBLA

approve an overnight extra-curricular trip for FBLA to go to Hershey, PA, from April 6 to April 9, 2014, to participate in the state leadership conference.

A-3. Overnight Extra-
Curricular Trip,
Twirling Team

approve an overnight extra-curricular trip for the middle school and high school twirling team to go to Wildwood, NJ, from May 1 to May 3, 2014, to participate in an indoor twirling event.

VOTE:	YES	--	<u>8</u>
	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 Monday following the curriculum mtg. One item discussed was the clean-up of the high school sprinkler incident. The Board has made some decision about what direction to go. A budget update was also given.

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

B-1. 2014-2015
Proposed Preliminary
General Fund Budget

approve the attached 2014-2015 proposed preliminary general fund budget reflecting total expenditures in the amount of \$33,263,837 requiring a real estate tax levy of 18.0003 mills and authorize the administration to apply for all referendum exceptions for which the district may qualify.

ROLL CALL:

Samuel P. DeFrank	<u>YES</u>
Robert M. Fischer	<u>YES</u>
Frank R. Frankenfield	<u>YES</u>
Audrey H. Frick	<u>YES</u>
George J. Gatanis	<u>ABSENT</u>
Russell R. Giordano	<u>YES</u>
Thomas F. Mantz	<u>YES</u>
Christopher J. Spedaliere	<u>YES</u>
Mary L. Ziegler	<u>YES</u>

Motion by Frankenfield, seconded by DeFrank, to approve Item B-2 through B-6 on the regular agenda and supplemental agenda:

The supplemental agenda item submitted for approval is in regards to a tax appeal. Mr. Giordano inquired why we must pass a resolution allowing the tax collector to process interims for the township. Mrs. Nickischer replied that the county sends the

complete file whether it is a one cent change, the township is setting a threshold of \$10 to keep consistency.

B-2. 2013 School Real
Estate Tax
Refund Parcels

approve the attached 2013 school real estate tax refund on tax parcels (**Board Information Item 2**):

#549504354232-1	#640578485099-1
#549509807709-1	#640578492636-1
#549519972606-1	#640578652512-1
#549564905973-1	#640597630221-1
#549574033420-1	#641606814844-1
#549620855501-1	#641672746257-1
#549643884873-1	#641688064802-1

B-3. Salisbury Township
Tax Collector
Resolution

approve the attached resolution authorizing the Salisbury Township Tax Collector to process interim billings and refunds and to set refund and interim billing thresholds. (**Board Information Item 3**)

B-4. J. Kirk Authorized
User of District
Procurement Card

approve Jennifer A. Kirk as an authorized user of the district procurement card.

B-5. 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. Western Salisbury Elementary PTA to use the cafeteria and kitchen/preparing at Salisbury Middle School on March 2, 2014, from 10:00 a.m. to 6:00 p.m. for purse bingo. Class B—No charge for facility.
- b. Kim's Tae Kwon Do School to use the cafeteria, parking lot, chairs, tables and indoor concession stand at Salisbury High School on April 26, 2014, from 8:30 a.m. to 6:00 p.m. for a karate event. Class E—concession stand--\$80/day; café without kitchen--\$100/day; gymnasium--\$350/day; chairs--\$10 per dozen; tables--\$5 each.
- c. Drum Corps International to use the gymnasium, stadium (no lights), 3-5 classrooms, cafeteria(possibly), parking lot and designated grounds at Salisbury Middle School on July 31, 2014 at 3:00 a.m. through August 1, 2014, at 9:00 a.m. Drum and Bugle Corps lodging and rehearsal. Class E—Charges: parking lot--\$100/day; gymnasium--\$350/day; cafeteria (w/o kitchen)--\$100/day; 3-5 classrooms--\$50/each/day; designated grounds--\$100/day.
- d. Drum Corps International to use the gymnasium, stadium (no lights), 3-5 classrooms, cafeteria(possibly), parking lot and designated grounds at Salisbury High School on August 1, 2014 at 12:01 a.m. through August 2, 2014, at 6:00 p.m. Drum and Bugle Corps lodging and rehearsal. Class E—Charges: parking lot--\$100/day; gymnasium--\$350/day; stadium w/o lights--\$150/ first hour & \$100/additional hours per day;

cafeteria (w/o kitchen)-- \$100/day; 3-5 classrooms--\$50/each/day;
designated grounds--\$100/day.

B-6. Stipulation of Counsel on Tax Parcel accept the stipulation of counsel on tax parcel ID # 548566986061 with a decrease of \$1,467,900.00 in assessed property value.

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

Motion carried.

C. Personnel Committee Motion by Giordano, seconded by Ziegler, to approve Item C-1 to C-8 on regular agenda:

C-1. Keller, Employment employ Constance Keller, Emmaus, PA, pending completion of requirements, as a part-time 4 hours a day one-to-one instructional assistant at Western Salisbury Elementary School effective retroactive to February 4, 2014, at the first step of the 2013-2014 support staff salary schedule for instructional assistants (\$15.21/hour).

[New Position]

C-2. Mentors for Induction Program, 2013-2014 approve the following mentors in the district Induction Program for the 2013-2014 school term for 5 hours each at the 2013-2014 contractual rate:

Cathy Rae (5 hours) and Marilyn Nocerino (5 hours) for Wanda Rousenberger

C-3. Makoul & Csicsek Co-Coach Employment employ Meredith Makoul (returning coach) Allentown, PA and Ashlee Csicsek (new coach), Easton, PA, pending completion of requirements, as the middle school softball coaches for the 2013-2014 school year at the 2013-2014 shared contractual rate of pay for this position (\$3,058).

C-4. Hrebik, Volunteer Asst. Varsity Girls' Basketball Coach approve Caitlin Hrebik, Allentown, PA, as a volunteer assistant varsity girls' basketball coach for the 2013-2014 school term without pay and/or benefits effective retroactive to January 20, 2014. (new volunteer)

C-5. Bottitta, Volunteer Asst. Boys' Tennis Coach approve Louis Bottitta, Allentown, PA, as a volunteer assistant varsity boys' tennis coach for the 2013-2014 school term without pay and/or benefits . (returning volunteer)

C-6. Bleam, Volunteer Asst. Boys' Tennis Coach approve Brian Bleam, Allentown, PA, as a volunteer assistant boys' tennis coach for the 2013-2014 school term without pay and/or benefits. (new volunteer)

C-7. Volunteer Asst. Twirling Coaches approve the following individuals as volunteer assistant twirling coaches for the 2013-2014 school term without pay and/or benefits (all returning volunteers):

Robert Tocci	Julie Sentz
Lynn Unger	Becky Gilbert

C-8. Substitute Additions approve the attached list of additions to the following substitute lists:

Teachers

(Board Information Item 4)

Instructional Assistants

(Board Information Item 5)

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 on Monday there was a recommendation from the administration to open discussion on Policy 121 on Field trips/educational tours. It will be moving in the information gathering stage. Once reviewed the policy committee will present it for to the board for comment. It will then be presented for two readings and a final reading/adoption. The committee is also looking at Policy 202.

E. Student Activities

None.

ReportsA. Allentown Public Library

None.

B. Carbon Lehigh Intermediate Unit

Mrs. Ziegler stated the IU is receiving a \$500,000 grant and how the program PROJECT entails. The general operations budget was presented to local superintendents. With this budget the only portions to be voted on are curriculum and instructional and building and maintenance. The entire district contribution was 0% for all 14 districts. Only one increase that is significant is PSERS the second most is the benefits. Page 7 of the budget book shows the schedule of each school district contributions for 2013-14 is \$35,799 and what is projected for 2014-2015 is \$35,677 which is a reduction of \$122 for 2014-15. The first student counts show 135 students are receiving services. The counts will be shared with the board each month. There is no meeting in February.

Motion by Ziegler, seconded by Fischer, to approve Item B-1 on regular agenda:

B-1. CLIU #21
Proposed General
Operation Budget,
2014-2015

approve the attached Carbon Lehigh Intermediate Unit #21 Proposed General Operating Budget for 2014-2015. **(Board Information Item 6)**

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. Roth met with the interim president. They spoke of Science in Motion, a mobile lab is made available to teachers. Dr. Bieber offered Dr. Connelly-Weida to be a member of the student achievement subcommittee in our strategic planning committee.

Motion by Mantz, seconded by Ziegler, to approve Item C-1 on regular agenda:

C-1. LCCC 2014-2015
Operating, Debt Service

approve the LCCC 2014-2015 Operating, Debt Service and Capital Expenditures Budget as authorized by the Board of Trustees in the amount of \$6,186,337.00.

& Capital Expenditures
Budget

Salisbury's portion of this budget is \$213,937.00. **(Board Information Item 7 will be distributed at the meeting)**

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 the budget updates were discussed at their monthly meeting where they voted to send the budget to business administrators. The LCTI administration team is willing to come down to present the budget to the LCTI. Received a grant for a SRO. The grant will cover the security officer for about a year and a half. The officer cannot be a hire with PSERs it has to be an independent contractor. Currently serviced by the Fogelsville state police but the SRO will not come from the state police. There were four students from Salisbury who participated in Skills USA who did very well.

E. PSBA Legislative
Policy Council

Mr. Bruchak stated Gov. Tom Corbett presented his fourth budget proposal to the General Assembly, a \$29.4 billion state spending plan for 2014-15, which is a 3.5% increase over 2013-14. Basic education funding remains level funded at \$5.5 billion. Special education is increasing by \$20 million. This is the first increase in six years. Corbett's budget plan also calls for a Ready To Learn Block Grant of \$240 million dollars. The governor also called for major changes to the pension systems for state and school employees. He is asking that the collars be reset, reducing the existing collar of 4.5% to 2.25%. Additionally Governor Corbett is asking for a one time transfer of \$225 million from the Tobacco Settlement Fund and the Health Venture Investment Fund to cover part of the state's contribution. The Governor is also requesting that the state's portion of the double dip payment to charter schools be eliminated. This would save the state \$62.7 million. This would only save the state's portion of the charter school's payment; it would not help out school districts at all.

Audiotaping on School Vehicles, Senate Bill 57 (Rep. Alloway, R-Franklin), now Act 9 of 2014, amends the Wiretap and Electronic Surveillance Act to permit audio recording on school buses and school vehicles. As amended by the House, the bill extends the use of audio/video recording by police officers. Audiotaping on school buses and vehicles may be used for disciplinary or security purposes if: 1.) The school board has adopted a policy permitting the interception; 2.) The school board must annually notify students and parents of the use of audio surveillance; and 3.) The school board posts a clearly visible notice on each school bus or vehicle that students may be audiotaped. The use of audiotaping is prohibited if the school bus or school vehicle is utilized for purposes that are not school related. PSBA extends thanks to Rep. Bryan Cutler (R-Lancaster) for making remarks on the House floor noting that the legislation serves to clarify the legal authority that school districts have had in regards to audio recording for such purposes and that the permissions under Senate Bill 57 are not new.

Mr. Giordano asked how the governor's proposal helps us. It does next to nothing for us but does well for the state. Mr. Roth stated that we receive roughly an

additional \$5,000 in Basic Education Funding and approximately \$4,000 in Special Education.

F. Solicitor

None.

G. Superintendent

Ms. Morningstar reported that Ian Carey will be recognized as a national merit finalist and has a 1 in 2 chance of receiving the national merit scholarship. The dual enrollment agreement with Seton Hall is going well. Currently there are 21 students taking 30 classes. Will be adding some classes next year. Mrs. Hartman stated PBS taped a segment for their show TEMPO regarding the Leader in Me initiative from both elementary schools. The segment aired this past Friday. WSE leadership day will be held on June 10. Both elementary schools had their valentine's parties scheduled for tomorrow but will be rescheduled for Tuesday. Both schools will celebrate 100 days of school sometime before the end of February. Mr. Roth did attend the PETE & C conference for two days and Salisbury was incredibly represented by both staff and students. The keynote speaker was Dean Shareski. His keynote was on joy and have we lost joy in teaching and learning. Kelly Wetherhold and Robin Burns gave a presentation regarding the five hacks of digital storytelling which was the highest rated and their room was packed some attendees were turned away. Mr. Roth quoted Josh Ship who said, "every kid is one caring adult away from being a success story."

New Business

Mr. Fischer spoke of Policy 810.1 and complemented the board for their foresight to add audio in there if need be to amend the policy for new the Act. Mr. Roth commented a review of the policy will be done by the solicitor as well to see if there is anything that needs to be added so that it may be brought to the policy committee.

Citizens' Inquiries and
Comments (General)

Stacey Brobst, 1090 Debbie Ln, Allentown, PA, is the treasurer of WSE PTA. She has children in Kindergarten, third and fifth grade and spoke of her concerns regarding the pushback of the discussion for Policy 121. The current policy is dated 2006 and states that elementary students will have the opportunity for one (1) general budget (district) sponsored field trip in the content areas of language arts, math, science or social studies. Mrs. Brobst stated that as we know in December 2009 the decision was made to no longer fund field trips, however that is not how the policy reads. That means for four years the policy has not been followed. According to the rules of Policy 003 policies shall be adopted, amended or repealed by a majority vote of the full Board, provided that each Board member shall have been furnished a copy of the proposed amendment at least one (1) week in advance. The adoption, modification, repeal or suspension of a Board procedure or policy shall be recorded in the minutes of the Board. All current procedures and policies shall be printed in the Board policy manual. Recommendation that the board will revisit the policy on field trips.

Announcements

Operations Committee Meeting – Monday, March 3, 2014 – 7:00 p.m.–
Administration Building

Curriculum & Technology Meeting – Monday, March 10, 2014 – 7:00 p.m. –
Salisbury High School

Executive Session – Wednesday, March 19, 2014 – 6:30 p.m. –
Administration Building

Regular Board Meeting – Wednesday, March 19, 2014 – 7:30 p.m.

Administration Building

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

Board Information

1. Changes to the STSD 2013-2014 School Calendar
2. 2013 School Real Estate Tax Refund on Tax Parcels
3. Salisbury Township Tax Collector Resolution
4. Additions to Substitute Teachers' List
5. Additions to Substitute Instructional Assistants' List
6. CLIU #21 Proposed General Operating Budget for 2014-2015
7. LCCC 2014-2015 Operating, Debt Service & Capital Expenditures Budget
8. Enrollment Reports: SHS, SMS, HST, WSE
9. CLIU Minutes, December 16, 2013
10. CLIU Agenda, January 29, 2014
11. LCCC Minutes, January 9, 2014
12. LCTI Joint Operating Committee Minutes, December 11, 2013
13. LCTI Joint Operating Committee Agenda, January 22, 2014
14. February Newsletter, WSE

Adjournment

Motion by Giordano, seconded by Mantz, to adjourn the meeting. The meeting was adjourned by at 8:53 p.m.

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

Motion carried.

Robert P. Bruchak
Board Secretary

Jennifer A. Kirk
Recording Secretary