

SALISBURY TOWNSHIP SCHOOL DISTRICT
Minutes of Board of School Directors Meeting

January 15, 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, January 15, 2014, in the Administration Building, 1140 Salisbury Road, Allentown, PA.

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

Board Members Absent: Mr. DeFrank

Also Present: Mr. Brackett, Mr. Bruchak, Mr. Dovico, Mrs. Fuini-Hetten, Mrs. Hartman, Mrs. Nickischer, Mr. Parlman, Mrs. Samide and Attorney Gilsbach

Also Absent: Mr. Cassidy, Ms. Morningstar, Mrs. Perron-Jones and Dr. Ziegenfuss

Student Representative Report

The student representatives thanked the board for their service and for allowing the district to be such a reputable district. The debate team has had several matches rescheduled due to weather. They hope to continue their success in semifinals and finals. Model U.N leaves for the John Hopkins conference February 6. The Winter Ball dance will be held from 7:00 p.m. to 10:00 p.m. on Saturday and will be followed by a pancake breakfast from 8:00 a.m. to noon. On February 8 scholastic scrimmage will be heading to Phillipsburg. A wrestling match is currently going on at Green Pond. Senior night for the wrestling team is February 5. The swimming team's senior night is February 4. Staff appreciation night is January 29. Diver Danny Bonner broke the pool record at Blue Mountain and broke the pool and school records at Salisbury. He won the title this year and broke 2 records. The girls' had their first team win. The boys' basketball team's senior night is February 4 and the girls' basketball team is February 6. In girls' basketball Meagan Eripret scored her 1000th career point on January 11. The rifle team has a got a new coach last year, he is a police officer in Salisbury. Skills USA will be held January 29 from 10:00 a.m. to 3:00 p.m., where LCTI students compete in their respective majors against others students in the area. A Midsummer Night's Dream auditions are occurring. The show will open March 7 until 9. On February 28 through March 1 a 12 hour dance-a-thon will be held at the middle school.

Special Recognitions/ Presentations

Taken out of turn. January is School Directors' Recognition Month. Mr. Roth introduced the lighthouse team from the Leader in Me program at Harry S Truman. PBS was recently at HST making a documentary about this team which will be shown on Focus Now. The team came to thank the board for their support for the Leader in Me program and their school. They presented the board with a book entitle "Got Leaders" which they wrote to show their gratitude. They also presented each board member with a PSBA recognition certificate. Mrs. Hartman presented a slide show demonstrating the students' and parents' appreciation of the school board. Mrs. DeBona, a teacher at Western Salisbury Elementary, discussed the reality of their role as school board members. The children at WSE were asked to research historical figures and make placemats which will be donated to a nursing facility they also made placemats for the board. Mrs. DeBona commented, "In recognizing leaders in history you are leaders in Salisbury. Mr. Matthew DeFazio,

parent of a WSE student, thanked the board for hiring such excellent teachers in a district with such a reputation. His daughters adore their teachers past and present. They are phenomenal professionals. He also thanked them for balancing the technology and traditional resources. Mrs. Carla Jones, president of WSE PTA, thanked the board for all that they do. Mrs. Jones said, "What you are doing is work. First thing that comes to mind for Salisbury is the focus on the individual child. It is idealistic as a school district." Mr. Roth said the theme for school director recognition month is celebrating our everyday heroes. The board all serve as volunteers without pay. We know the board works very quietly, judiciously and consciously. On behalf of Salisbury Township School District we thank you for your service.

Changes or Additions to
the Agenda

None.

Approval of Agenda

Motion by Frankenfield, seconded by Mantz, 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

None.

Approval of Minutes

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

- A. Operations Committee Meeting, December 4, 2013
- B. Regular Board Meeting, December 18, 2013

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

Motion carried.

Presentation of Bills

Motion by Mantz, seconded by Fischer, to approve the following expenditures:

- A. Total General Fund Expenditures— December 23, 2013 through
January 17, 2014--\$993,763.18
- B. Total Athletic Expenditures— December 21, 2013 through January 17, 2014
--\$8,301.78
- C. Total Capital Improvement Fund Expenditures— December 19, 2013 through
January 15, 2014 --\$0
- D. Total GOB 2010 Project Expenditures— December 19, 2013 through
January 15, 2014 -- \$39,992.91

E. STSD Laptop Account— December 21, 2013 through January 18, 2014
--\$1,598.70

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

Motion carried.

Treasurer's Report

Motion by Ziegler, seconded by Frankenfield, to approve the December 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. Bruchak stated Mrs. Spadt, Payroll and Benefits Specialist, has been extremely busy getting the W-2 form completed to send out to the staff. The forms also contain the information that is required under the Health Care Affordability Act regarding health care benefits. Additionally the Business Office is also busy completing the 1099 forms.

The Business Office has worked closely with our local auditor to complete the 2012-13 audit. The audit was completed on December 23rd. I'm happy to report that we did have a clean audit. New reporting dates have been bumped up to report annual financial information on the Electronic Municipal Electronic Access (known as EMMA). This reporting is required to stay in compliance with the continuing disclosure of the District's bond issues, which is required by the Securities Exchange Commission. The 2012-13 audited financial statement report needed to be reported to EMMA by December 27, 2013. I submitted the audited financial statements on December 23rd, to keep the district in compliance and meet the new required deadline.

A. Curriculum & Technology Committee

Mrs. Ziegler stated the last curriculum meeting was held Monday evening. The meeting was hosted by the middle school which was spotlighted. Also discussed was the principal effectiveness evaluation that will be utilized next year and the high school program of studies. A strategic planning meeting will be held tomorrow night. In response to a question asked at the meeting regarding the budget for Model U.N.'s overnight trip, they have \$367 for transportation and \$5,000 for the conference. FBLA has \$73 for transportation and \$5,000 for conference costs. There has been no increase in those line items for the last few years.

Motion by Ziegler, seconded by Gatanis, to approve Item A-1 through A-2 on the regular agenda:

A-1. Model U.N.
Extra-Curricular Trip

approve an overnight extra-curricular trip for Model U.N. to go to Baltimore, MD, from February 6 to February 9, 2014, to participate in the John Hopkins Model U.N.

Conference.

A-2. 2014-2015 SHS
Program of Studies

approve the 2014-2015 Salisbury High School Program of Studies.

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 January 6. Items discussed were the Model U.N. Booster Club, the German Club's request for a new account, the athletic trainer agreement which will be continued for one more year with Lehigh Valley Hospital. A budget update was also given. A budget meeting/special operations meeting will be held Monday January 20. Mr. Gatanis inquired about the insurances listed in B-3 and if the district has ever considered combining them with one company to get some kind of discount. Mr. Bruchak replied that the district does receive different quotes from multiple companies, but not all companies want to take on all of these insurances. There are only a few insurance companies who want to insure school districts. PSBA is doing the underwriting and outsourcing.

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

B-1. Establishment of
Model U.N.
Booster Club

approve the request to establish a Salisbury Township School District Model U.N. booster club.

B-2. Establishment of
German Club Student
Activity Fund

approve the establishment of the student activity fund – German Club.

B-3. District Insurance
Coverage Jan 7, 2014-
Jan 7, 2015

approve the renewal of the District's insurance coverage effective January 7, 2014 through January 7, 2015, as presented by Willis of PA, Inc. agent, as follows:

<u>COVERAGE</u>	<u>COMPANY</u>	<u>PREMIUM</u>
Package Policy	Indemnity Co. of N.A. (PSBA)	\$82,687
Property	Old Republic Insurance Co. (PSBA)	\$22,531
Automobile	Indemnity Co. of N.A.	\$8,467
Boiler & Machinery	Hartford Steam Boiler	\$7,761
School Board Legal	National Union (Chartis)	\$48,583
Umbrella	Old Republic Insurance Co. (PSBA)	\$22,006

B-4. Student Activity
Fund Report,
December 31, 2013

approve the attached student activity fund report (un-audited) ending cash balance in the amount of \$115,974.42 as of December 31, 2013. **(Board Information Item 1)**

B-5. Cafeteria Account
Quarterly Report,
December 31, 2013

approve the attached cafeteria account quarterly profit and loss report (un-audited) ending December 31, 2013. **(Board Information Item 2)**

B-6. Athletic Trainer

approve the Athletic Trainer Services Agreement between Orthopedic Specialists

Services Agreement (“Assignor”), Lehigh Valley Hospital, Inc. (“Assignee”) and the Salisbury Township School District for school years 2013-2014 and 2014-2015.

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. Bangor High School to use the athletic/turf field at Salisbury High School on October 19, 2013, from 10:00 a.m. to 12:00 p.m. for field hockey practice. Class D—\$100 for the first hour; \$50 for each additional hour.
- b. Southern Lehigh to use the athletic/turf field (with lights) at Salisbury High School on November 7, 2013, from 3:30 pm. to 6:00 p.m. Class D—\$100 for the first hour; \$50 for each additional hour plus \$20/hr when lights are in use.

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

Motion carried.

Mr. Roth stated that last week a sprinkler head went off in the electrical room at Western Salisbury Elementary on Sunday night which resulted in a minor damage and the building was able to operate as normal on Monday. There are some issues that need to be checked out with a surge protector but there is no cause for alarm. The building may need to shut down all systems to do so and they are looking at a springtime schedule. On Monday, Western Salisbury Elementary School lost heat but business ran as usual. On Wednesday morning the sprinkler system in vestibule area of the high school next to the old gym burst. When the fire department responded about a foot and a half of water had accumulated in the vestibule area. Mr. Brackett and his staff along with the high school principals were there and were able to clean up. Luckily the district had a 2 hour delay due to the weather. They have been dehumidifying, replacing drywall, etc. The major issue is that we did lose the gym floor in the old gym. Mr. Brackett stated that the insurance company has been out to assess the damage. The floor needs to be replaced and the district is waiting to hear from insurance company to go to next step. Replacement options such as putting ventilation underneath the floor will be presented to the board at the next operations meeting. A reasonable alternative is to look at installing a rubberized floor which has a similar cost to wood floors. It is looking like a 2 month turnaround at best case scenario. The sprinkler system in the foyer froze and broke and released water for about 45 minutes to an hour. Mr. Fisher asked if this was the second occurrence to this portion of the building. Recently the gym floor sustained some damage due to water in the air not because of the cold.

C. Personnel Committee

Motion by Gatanis, seconded by Ziegler, to approve Item C-1 to C-4 on regular agenda:

C-1. Reinecke,
Extra-Curricular

employ Rachel Reinecke as the jazz band director for the 2013-2014 school term at the 2013-2014 contractual rate of pay for this position of \$1,831.

Employment

- C-2. Amato, Increased Position increase the position of Mario Amato to a full-time learning support teacher at Western Salisbury Elementary School effective January 21, 2014, at the 2013-2014 teachers' salary schedule.

[Current District Employee: PT Learning Support Teacher (49%), WSE]

- C-3. Substitute Additions approve the attached list of additions to the following substitute lists:

Instructional Assistants **(Board Information Item 3)**

- C-4. Kappes, Winter & Spring Strength Coach employ Mark Kappes, Allentown, PA, as the winter and spring strength coach for the 2013-2014 school term at the 2013-2014 contractual rate of pay for each position of \$510. (Returning Coach)

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

Motion carried.

Mr. Roth introduced Mr. Amato who was in the audience.

- D. Policy Committee Mr. Fischer stated that at last week's PSBA meeting an attorney mentioned Policy 006 and Robert's Rules of Order, which has been revised since the district's policy was adopted. Mr. Fischer feels that the board needs to discuss if the policy should be modified with the latest addition of section 9, 10 and 11 which are rather extensive. Our policy does not go into details about Robert's Rules of Order. Attorney Gilsbach stated the board probably does not follow Robert's Rules of Order to the letter so we can modify that language, but the board probably follows a more truncated version of that.

- E. Student Activities None.

Reports

- A. Allentown Public Library None.

- B. Carbon Lehigh Intermediate Unit Mrs. Ziegler stated she has not had a meeting since the Board met. The next meeting will be held January 29.

- C. Lehigh Carbon Community College None.

- D. Lehigh Career and Technical Institute Mr. Frankenfield stated the board will meet on January 22. Skills USA will be held January 29 and if any board member wishes to attend to please contact him.

- E. PSBA Legislative Policy Council Mr. Bruchak stated that the state House passed a pair of bills Monday that would increase transparency in school funding across Pennsylvania. One bill, 1411, would set up SchoolWATCH, a statewide website to track expenses in school districts across the state. It's sponsor Rep. Jim Christiana, R-Beaver, said the bill is based on PennWATCH, which tracks state spending.

Bill, 1741, would require school districts to notify the public 48 hours before voting on a union contract. Opponents complained the bill would force an unfunded mandate on school districts, since districts would need to buy more legal advertisements.

On Tuesday, February 4, Gov. Tom Corbett will be presenting his 2014-15 state budget proposal before a joint meeting of the Senate and House of Representatives.

F. Solicitor

None.

G. Superintendent

Mrs. Fuini-Hetten explained that new teachers are required to attend six 1 hour face to face sessions. At this past Monday's session they spoke of instructional practice. Mr. Parlman stated the wrestling team just won a match 37-30. This was their first win in seven years. There are a few more days left for the Interact Club's clothing drive which is donating to the Allentown School District's community closet. Interact is hosting a dance-a-thon again this year. Mr. Dovico stated the high school is in the middle of Keystone exams and thanked all the staff for their flexibility through all the weather delays, exam rescheduling and facility issues. They are looking to complete testing Tuesday. Mrs. Samide stated the elementary school faculties are working on common core and will begin looking at testing procedure with PSSA. Mr. Roth stated that Mr. Brackett and his staff have been tremendous over the last few weeks which has been very much appreciated by all of us and thanked the community for their understanding. The strategic planning committee is doing something different this year by doing some collaboration online. They have created an edmodo page. Posts are presented to the whole group and people can respond to those comments in a secure environment within each committee. Eventually the group is looking to take this information and place it in formal documents to be submitted to PDE. Mr. Dovico has posted the safety report and asked others to provide feedback. Currently the last school day will be June 10.

New Business

None.

Citizens' Inquiries and
Comments (General)

None.

Announcements

Special Operations/Budget Committee Meeting – Monday, January 20, 2014 – 7:00 p.m.–

Administration Building

Operations Committee Meeting – Monday, February 3, 2014 – 7:00 p.m.–

Administration Building

Curriculum & Technology Meeting – Monday, February 10, 2014 – 7:00 p.m. –

Western Salisbury Elementary School

Executive Session – Wednesday, February 12, 2014 – 6:30 p.m. –

Administration Building

Regular Board Meeting – Wednesday, February 12, 2014 – 7:30 p.m.

Administration Building

Mr. Fischer inquired about moving the operations meeting to February 5 since the

governor will be discussing the budget on February 3 or 4. This may give more time to assess the impact. Mr. Roth recommended to keep the date as is since this is the preliminary budget. There will be increases in PSERS and FICA but other than that it should remain flat/level.

Board Information

1. Student Activity Fund Treasurer's Report (un-audited) December 31, 2013
2. Cafeteria Account Quarterly Treasurer's Report (un-audited) December 31, 2013
3. Additions to Substitute Instructional Assistants' List
4. Enrollment Reports: SHS, SMS, HST, WSE
5. CLIU Minutes, November 18, 2013
6. CLIU Agenda, December 16, 2013
7. LCCC Minutes, December 5, 2013
8. LCCC Sponsoring School District Update, January 2014
9. January Newsletter, WSE

Adjournment

Motion by Giordano, seconded by Fischer, to adjourn the meeting. The meeting was adjourned by at 9:12 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