

SALISBURY TOWNSHIP SCHOOL DISTRICT

Board of School Directors
Regular Meeting
Administration Building

Wednesday, June 18, 2014

AGENDA (tentative)

- I. Call to Order by Board President
- II. Pledge of Allegiance
- III. Roll Call
- IV. Student Representatives' Report: None
- V. Special Recognitions/Presentations
 - *Betty E. Aungst, Retiring Second Cook, SHS (25 years)
 - *Robyn J. Balsai, Retiring English teacher, SHS (39 years)
 - *Carol A. Steinmann-Goodley, Retiring ESL teacher, SMS (13 years)
 - *Carol A. Klinger, Retiring 6th Grade teacher, SMS (31 years)
 - *Jennifer L. Piagesi, Retiring English teacher, SHS (34 years)
 - Janice G. Saltsman, Retiring Instructional Assistant, HST
 - *Elsie G. Skoutelas, Retiring Cafeteria Worker, SMS (9 years)
 - *Ruth D. Smith, Retiring Biology Teacher, SHS (40 years)
- VI. Any Changes or Additions to the Agenda
- VII. Motion to Approve the Agenda
- VIII. Citizens' Inquiries and Comments Pertaining to Agenda Items
- IX. Motion to Approve the Following Minutes:
 - A. Operation Committee Meeting, May 5, 2014
 - B. Curriculum & Technology Committee Meeting, May 12, 2014
 - C. Regular Board Meeting, May 14, 2014
 - D. Operation Committee Meeting, June 2, 2014
 - E. Special Board Meeting, June 2, 2014
 - F. Curriculum & Technology Committee Meeting, June 9, 2014
- X. Motion to Approve the Payment of Bills from the Following Funds:
 - A. Total General Fund Expenditures—May 19, 2014 through June 20, 2014--\$2,905,152.86
 - B. Total Athletic Expenditures—May 17, 2014 through June 20, 2014--\$25,937.82
 - C. Total Capital Improvement Fund Expenditures—May 15, 2014 through June 18, 2014
--\$2,515.90

D. Total GOB 2010 Project Expenditures—May 15, 2014 through June 18, 2014
-- \$9,549.55

E. STSD Laptop Account—May 17, 2014 through June 20, 2014--\$1,778.70

XI. Motion to approve the May Treasurer's Report

XII. Report of the Secretary of the Board

XIII. Unfinished Business Committee Reports and Action Items

A. ***Curriculum & Technology Committee*** Mrs. Mary Ziegler, Chair, Curriculum
Mr. Russell R. Giordano, Vice Chair, Curriculum

It is recommended that the Board:

***1. approve the attached Salisbury Township School District Act 80 schedule and General District Calendar for the 2014-2015 school term. **(Board Information Item 1)**

***2. approve the students on the attached list for graduation from the Salisbury High School on June 11, 2014, provided they have met all District and State requirements for graduation and are properly certified by Principal Morningstar. **(Board Information Item 2)**

***3. approve the attached enVision 2015 Math Common Core proposal in the amount of \$36,681.23 and the STAR Assessment Software Proposal in the amount of \$13,946.00 for implementation for the Fall 2014.

*4. approve the following student teacher from DeSales University at Western Salisbury Elementary School beginning September 2, 2014 through October 17, 2014 during the 2014-2015 school term:

Kristen Holaska with Michaelleen Reinhard, Elementary Teacher

*5. approve the following student teacher from Cedar Crest College at Harry S Truman Elementary School beginning October 20, 2014 through December 5, 2014 during the 2014-2015 school term:

Stacy Pursel with Steven Tremblay, Elementary Teacher

*6. approve homebound instruction for Student F for a length of time designated by the student's physician. **(Board Information Item 3)**

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

*8. approve the educational placement of AO for the 2014-2015 academic year.

B. Operations Committee(Finance, Facilities, Food Services and
Transportation)Mr. Frank R. Frankenfield, Chair
Mr. George J. Gatanis, Vice Chair*It is recommended that the Board:*

- ***1. formally approve the district's final 2014-2015 general fund operating budget reflecting total expenditures in the amount of \$33,450,885.00 requiring a total real estate tax levy of 17.4956 mills.
- ***2. approve the district's sports and student accident insurance with Weiss Schantz Agency, Inc. for an annual premium of \$31,800.
- ***3. approve the rooftop/air conditioner preventative maintenance contract with HAS Mechanical in the amount of \$5,800 for the 2014-2015 school year.
- ***4. approve the attached 2014-2015 Operation Committee meeting dates. **(Board Information Item 5)**
- ***5. approve the extension of the district's trash hauling contract with Chrin Hauling, Inc. for the 2014-2015, 2015-2016 and 2016-2017 school years.
- *6. approve the attached 2014 Homestead and Farmstead Exclusion Resolution in the amount of \$6,783.00. **(Board Information Item 6)**
- *7. commit and/or assign portions of the June 30, 2014, fund balance for the following purposes (actual amounts to be determined after completion of the 2013-2014 audit):
 - Assigned Fund Balance **\$1,148,565**
 - PSERS Stabilization \$475,000
 - OPEB Liability \$218,764
 - To Balance the 2014-2015 Budget \$454,804
 - Committed Fund Balance **\$1,067,964** (Compensated Absences)
 - Non-Spendable Fund Balance **\$80,165**
 - Total "Assigned" \$2,296,964**
- *8. approve the 2014-2015 foodservice fund budget as attached. **(Board Information Item 7)**
- *9. exonerate Berkheimer from the collection of the 2013-2014 school per capita taxes from 1,436 individuals subject to future audits as summarized on the attachment. **(Board Information Item 8)**
- *10. authorize the business administrator to turn over 2,799 delinquent 2013-2014 school per capita tax names to Berkheimer in the gross amount of \$41,985.00.
- *11. certify the district's 2014-2015 school per capita list with 11,113 names at \$15.00/per name or a total assessment of \$166,695.00.

XIII. Unfinished Business Committee Reports and Action Items

B. Operations Committee (continued):

- *12. approve France, Anderson, Basile and Company, P.C. to perform the annual local audit for the year ending June 30, 2014 not to exceed \$18,900.
- *13. approve the Act 32 voting delegate resolution appointing Robert P. Bruchak as the primary voting delegate and Dawn Nickischer as the alternate voting delegate as attached. **(Board Information Item 9)**
- *14. authorize the administration to make additional budget transfers for the 2013-2014 fiscal year with major functions and objects as necessary for audit compliance.
- *15. authorize the administration to make payments as necessary for invoices due and owing prior to the regularly scheduled August 13, 2014 board meeting, in the event a July 2014 meeting of the School Board is not convened. This authorization shall include invoices for utilities, contractual obligations and other items deemed appropriate by the business administrator. All such invoices paid during School Board recess shall be listed for ratification vote with the August 2014 bill listing.
- *16. approve the Salisbury Township School District's participation in the Lehigh Schools Consortium Trust, which will provide a self-insurance program for Dental Benefits; and appointment of Robert P. Bruchak as the Trustee on behalf of the District.
- *17. approve the 1-year contract, July 1, 2014 through June 30, 2015, with KidsPeace to have the District act as a Legal Education Agent for KidsPeace to receive funds to be used in support of its educational program for students under the Provision of Act 30/316. **(Board Information Item 10)**
- *18. approve the KidsPeace Administrative Services Compensation Agreement. **(Board Information Item 11 will be distributed the week of the meeting)**
- *19. approve the agreement with Dr. Michele D. Jones for medical services provided as athletic and school physician in the amount of \$8,959.61 for the 2014-2015 school year. **(Board Information Item 12)**
- *20. approve the agreement with Dr. Michele D. Jones for medical services School Based ACCESS Program (SBAP) in the amount of \$57 per hour for the 2014-2015 school year. **(Board Information Item 13)**
- *21. approve the attached 2013-2014 budget transfers. **(Board Information Item 14)**
- *22. approve the district's Long-Term Disability Insurance with Assurant (PSBA Trust) at a rate of \$0.26/\$100 for 2014-2015, 2015-2016 and 2016-2017.
- *23. approve the district's Life/AD&D Insurance with Assurant at a rate of \$0.17/0.02/\$1,000 for 2014-2015, 2015-2016 and 2016-2017.

XIII. Unfinished Business Committee Reports and Action Items

B. Operations Committee (continued):

- *24. approve the appointment of King, Spry, Herman, Freund & Faul, LLC, as Solicitors for 3 years beginning with the 2014-2015 school year at a fee of \$14,000 for 2014-2015, \$14,500 for 2015-2016 and \$15,000 for 2016-2017 for annual retainer, for services outside the retainer (non-litigation)--\$150.00 per hour for professional tasks and \$85.00 per hour for paraprofessional tasks; and for services outside retainer (litigation)--\$175.00 per hour; \$135.00 per hour for non-adversary or instructional services.
- *25. approve the attached schedule No. 2 dated July 15, 2014 to the master lease purchase agreement dated July 15, 2011 with Apple, Inc. for a term of four years beginning July 15, 2014. **(Board Information Item 15)**
- *26. 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 Valley Storm to use the stadium (without and with lights as needed) at Salisbury High School as scheduled with the building principal and director of student activities for football activities. Class E—\$150 for the first hour & \$120 each additional hour each day—Stadium with lights; \$150 for the first hour & \$100 each additional hour each day—Stadium without lights.
 - b. Drum Corps International to use the gymnasium, four classrooms and the stadium (without and with lights as needed) at the Salisbury High School July 20 to July 22, 2014, from 6:00 a.m. to 10:00 p.m. for lodging and rehearsal. Class E--\$350/day—Gymnasium; \$50/day/each—Classroom; \$150 for the first hour & \$120 each additional hour each day—Stadium with lights; \$150 for the first hour & \$100 each additional hour each day—Stadium without lights.

C. **Personnel Committee:**

Mr. Russell R. Giordano, Chair

Mr. George J. Gatanis, Vice Chair

It is recommended that the Board:

- *1. adopt the resolutions recognizing the following individuals on the occasion of their retirement: **(Board Information Item 16)**

| | |
|----------------------------|---------------------|
| Betty E. Aungst | Jennifer L. Piagesi |
| Robyn J. Balsai | Janice G. Saltsman |
| Carol A. Steinmann-Goodley | Elsie G. Skoutelas |
| Carol A. Klinger | Ruth D. Smith |
- *2. accept with regret the resignation of Ann M. Ruth as a part-time less than 12 month secretary at Salisbury High School effective at the end of the work day on June 13, 2014. **(Board Information Item 17)**

XIII. Unfinished Business Committee Reports and Action Items

C. Personnel Committee (continued):

- *3. recall Cheryl L. Criscuolo as a full-time Science teacher at Salisbury Middle School effective August 19, 2014, at the 15 M+15 step of the 2014-2015 teachers' salary schedule pending contract settlement.

[Suspended June 11, 2012;

Replaces: M. Basile, transferred]

- *4. increase the position of Kelly Butterbaugh to a full-time English teacher at Salisbury High School effective August 19, 2014, at the 2014-2015 teachers' salary schedule.

[Current District Employee: PT English Teacher (41%), SHS

Replaces: J. Piagesi, retiring]

- *5. employ Joseph Pacitti, Bethlehem, PA, pending completion of requirements, as a full-time English teacher at Salisbury High School effective August 19, 2014, at the 1 Bachelors+24 salary step of the 2014-2015 teachers' salary schedule pending contract settlement.

[Replaces: R. Balsai, retiring]

- *6. employ Anne Schneider, Northampton, PA, pending completion of requirements, as a part-time (41%) English teacher at Salisbury High School effective August 19, 2014, at the 4 Masters salary step of the 2014-2015 teachers' salary schedule pending contract settlement.

[Replaces: K. Butterbaugh, increased position to FT]

- *7. employ Melissa Cerco, Schnecksville, PA, as a full-time learning support teacher at Harry S Truman Elementary School effective August 19, 2014, at a salary step of the 2014-2015 teachers' salary schedule to be determined pending contract settlement.

[Current District Employee: Long-term Substitute Teacher, HST;

Replaces: M. Ott, resigned]

XIII. Unfinished Business Committee Reports and Action Items

C. Personnel Committee (continued):

- *8. employ Karen Vitalos, Allentown, PA, as a 4.5 hours a day part-time learning support instructional assistant at Harry S Truman Elementary School effective August 25, 2014, at the first step of the 2014-2015 support staff salary schedule for instructional assistants (\$15.52/hour).

[Current District Employment: Day-to-Day Instructional Asst. Substitute &
Cafeteria Helper Substitute

Replaces: B. Ebner, who replaced J. Saltsman, retiring]

- *9. acknowledge tenure status for Jill M. Williams as a result of 3 years of satisfactory service effective the first contractual day of the 2014-2015 school term.

- *10. employ Celeste Maldonado, Bethlehem, PA, pending completion of requirements, as a full-time long-term substitute psychologist at Salisbury High School and Salisbury Middle School effective August 19, 2014 for the first semester of the 2014-2015 school term at the 1Masters +30 salary step of the 2014-2015 teachers' salary schedule (prorated) pending contract settlement.

[Long-Term Substitute Teacher for E. Moeser, General Leave]

- *11. approve the request of Brian Pritchard, part-time custodian at Salisbury Middle School for a general leave of absence without pay and/or benefits commencing June 19, 2014 until a date to be determined as outlined in the agreement between the Salisbury Township School District and the Salisbury Educational Support Association.

- *12. increase the hours of Sheila Lash, Bethlehem, PA, from a 3 hours a day part-time cafeteria helper at Salisbury High School to a 4.5 hours a day part-time cafeteria helper at Salisbury High School effective August 25, 2014, at the third step of the 2014-2015 support staff salary schedule for cafeteria helpers (\$14.54/hour).

[Replaces: B. Aungst, retiring]

- *13. employ Jodi Bilger, Bethlehem, PA, as a 3 hours a day part-time cafeteria helper at Salisbury High School effective August 25, 2014, at the first step of the 2014-2015 support staff salary schedule for cafeteria helpers (\$13.09/hour).

[Current District Employment: Day-to-day cafeteria substitute;

Replaces: S. Lash, increase in hours]

XIII. Unfinished Business Committee Reports and Action Items

C. Personnel Committee (continued):

- *14. increase the hours of Rosemary Kichline, Allentown, PA, from a 4 hours a day part-time cafeteria helper at Salisbury Middle School to a 4.5 hours a day part-time cafeteria helper at Salisbury Middle School effective August 25, 2014, at the third step of the 2014-2015 support staff salary schedule for cafeteria helpers (\$14.54/hour).

[Replaces: E. Skoutelas, retiring]

- *15. increase the hours of Mary Dolan, Wescosville, PA, from a 2 hours a day part-time cafeteria helper at Salisbury Middle School to a 3 hours a day part-time cafeteria helper at Salisbury Middle School effective August 25, 2014, at the third step of the 2014-2015 support staff salary schedule for cafeteria helpers (\$14.54/hour).

[Replaces: R. Kichline, increase in hours, previously 4 hour position]

- *16. increase the hours of Adrienne Lombo, Allentown, PA, from a 2 hours a day part-time cafeteria helper at Salisbury Middle School to a 3 hours a day part-time cafeteria helper at Salisbury Middle School effective August 25, 2014, at the third step of the 2014-2015 support staff salary schedule for cafeteria helpers (\$14.54/hour).

[Replaces: R. Kichline, increase in hours, previously 4 hour position]

- *17. approve the following individuals as department chairpersons for the 2014-2015 school term at the 2014-2015 contractual stipend to be determined pending contract settlement:

| | | |
|-------------------|----|-----------------------------------|
| Carla Pacitti | -- | English/Reading |
| Jennifer Brinson | -- | Social Studies |
| Sherry Wetherhold | -- | Family Consumer Sciences/Business |
| Cathie Meholic | -- | Mathematics |
| Megan Basile | -- | Science/Technology Education |
| Rachel Reinecke | -- | Arts |
| Laura Dos Santos | -- | World Languages |

- *18. approve the following educational liaisons for the 2014-2015 school term at the 2014-2015 contractual stipend to be determined pending contract settlement:

| | | |
|------------------|---|------------------------------|
| Diane Kasaczun | - | Harry S Truman Elementary |
| Cathy Rae | - | Harry S Truman Elementary |
| Michael Hippauf | - | Western Salisbury Elementary |
| Marilyn Nocerino | - | Western Salisbury Elementary |
| Beth Prokesch | - | Salisbury Middle School |
| Michael Posch | - | Salisbury Middle School |

XIII. Unfinished Business Committee Reports and Action Items

C. Personnel Committee (continued):

- *19. employ the following teachers to provide homebound instruction for Student F:
- Rachel Belletiere – English
John Wagner – Calculus
Margaret McGinty– Environmental Science
Krista Spradlin – German IV
- *20. employ the following teachers to provide homebound instruction for Student G:
- Natalie Kriner – Intro. To Chemistry
Michael Barna – American Cultures
Richard Pearce – LifeSmarts & Algebra/Geometry II
Marie Shuey – English
- *21. employ Brett Spencer for the 2014 summer help program effective June 16, 2014, at the hourly rate of \$8.00.
- *22. employ Christopher Bishop for the 2014 summer help program effective June 16, 2014, at the hourly rate of \$8.00.
- **23. approve the establishment of 2 part-time 30 hours a week student summer help positions in the technology department at the hourly rate of \$8.00 for Summer 2014.
- *24. approve the individuals on the attached extracurricular activities position list for the 2014-2015 school term (pending completion of requirements) at a contractual rate of pay to be determined pending contract settlement. **(Board Information Item 18)**
- *25. approve Kailey DeOliveira, Allentown, PA, as a volunteer assistant varsity girls' soccer coach for the 2014-2015 school term without pay and/or benefits. (returning volunteer)
- *26. approve Susan Kelly, Allentown, PA, as a volunteer assistant varsity cheerleading coach for the 2014-2015 school term without pay and/or benefits. (returning volunteer)
- *27. approve the following individuals as volunteer assistant twirling coaches for the 2014-2015 school term without pay and/or benefits (returning volunteers):
- | | | |
|---------------|-------------|--------------|
| Julie Sentz | Lynn Unger | Robert Tocci |
| Becky Gilbert | Carly Brown | |
- *28. approve Brian Bleam, Allentown, PA, as a volunteer assistant varsity girls' tennis coach for the 2014-2015 school term without pay and/or benefits. (returning volunteer)

XIII. Unfinished Business Committee Reports and Action Items

C. Personnel Committee (continued):

- *29. approve Louis Bottitta, Allentown, PA, as a volunteer assistant varsity girls' tennis coach for the 2014-2015 school term without pay and/or benefits. (returning volunteer)
- *30. approve Brian Covely, Allentown, PA, as a volunteer golf coach for the 2014-2015 school term without pay and/or benefits. (returning volunteer)
- *31. approve the attached substitute rates (unchanged) for the 2014-2015 school term.
(Board Information Item 19)
- *32. approve the attached list of additions to the following substitute lists:

| | |
|----------|------------------------------------|
| Teachers | (Board Information Item 20) |
|----------|------------------------------------|
- *33. approve the attached list of deletions to the following substitute lists:

| | |
|--------------------------|------------------------------------|
| Teachers | (Board Information Item 21) |
| Custodial | (Board Information Item 22) |
| Instructional Assistants | (Board Information Item 23) |
| Secretarial | (Board Information Item 24) |

D. *Policy Committee* Mr. Robert Fischer, Chair

E. *Student Activities* Mr. Thomas F. Mantz, Chair

It is recommended that the Board:

- **1. authorize the administration to enter into a cooperative sponsorship agreement for the 2014-2015 and 2015-2016 school years with Central Catholic High School to allow Central Catholic High School students to participate in Junior Varsity and Varsity Field Hockey at Salisbury High School pending approval by PIAA and review of the agreement by the school solicitor.

XIV. Reports

A. *Allentown Public Library* Mrs. Norma A. Cusick
(Non-Board Member)

B. *Carbon Lehigh Intermediate Unit* Mrs. Mary L. Ziegler

It is recommended that the Board:

- ***1. approve the eLearn contract between Carbon Lehigh Intermediate Unit 21 and Salisbury Township School District for the 2014-2015 & 2015-2016 school years.
(Board Information Item 25)

- *2. adopt the Carbon Lehigh Intermediate Unit 21 policies, procedures and use of funds by the Salisbury Township School District. **(Board Information Item 26)**

| | | |
|----|--|---------------------------|
| C. | <i>Lehigh Carbon Community College</i> | Samuel P. DeFrank |
| D. | <i>Lehigh Career and Technical Institute</i> | Mr. Frank Frankenfield |
| E. | <i>PSBA Legislative Policy Council</i> | Mr. Robert P. Bruchak |
| F. | <i>Solicitor</i> | Atty. John E. Freund, III |
| G. | <i>Superintendent</i> | Mr. Michael Q. Roth |

XV. New Business

XVI. Citizens' Inquiries and Comments (General)

XVII. Announcements:

Executive Session – Wednesday, July 16 2014 – 6:30 p.m. – (if needed)
Administration Building

Regular Board Meeting – Wednesday, July 16, 2014 – 7:30 p.m. (if needed)
Administration Building

Operations Committee Meeting – Monday, August 4, 2014 – 7:00 p.m.–
Administration Building

Executive Session – Wednesday, August 13, 2014 – 6:30 p.m. –
Administration Building

Regular Board Meeting – Wednesday, August 13, 2014 – 7:30 p.m.
Administration Building

Operations Committee Meeting – Monday, September 8, 2014 – 7:00 p.m.–
Administration Building

XVIII. Board Information

1. 2014-2015 Act 80 Schedule and General District Calendar
2. Class of 2014 Graduation List
3. Homebound Instruction, Student F
4. Homebound Instruction, Student G
5. 2014-2015 Operation Committee Meeting Dates
6. 2014 Homestead and Farmstead Exclusion Resolution
7. 2014-2015 Foodservice Fund Budget
8. 2013-2014 School Per Capita Tax Exonerations
9. Act 32 Voting Delegation Resolution
10. 2014-2015 KidsPeace Act 30/316 Contract
11. 2014-2015 KidsPeace Administrative Services Compensation Agreement

12. Agreement with Dr. Jones, 2014-2015
13. Agreement School Based ACCESS Program, Dr. Jones, 2014-2015
14. 2013-2014 Budget Transfers
15. Apple, Inc. Finance Agreement
16. Retirement Resolutions
17. Letter dated June 2, 2014 to Ms. Deeb from Mrs. Ruth
18. Extracurricular Activities Positions List, 2014-2015
19. Substitute Rates (unchanged) 2014-2015
20. Additions to Substitute Teachers' List
21. Deletions to Substitute Teachers' List
22. Deletions to Substitute Custodial List
23. Deletions to Substitute Instructional Assistants' List
24. Deletions to Substitute Secretarial List
25. eLearn Contract between CLIU #21 and STSD, 2014-2015 & 2015-2016
26. CLIU #21 Policies, Procedures and Use of Funds by STSD, 2014-2015
27. Enrollment Reports: SHS, SMS, HST, WSE
28. CLIU #21 Student Count
29. CLIU Minutes, April 30, 2014
30. CLIU Agenda, May 19, 2014
31. LCCC Minutes, May 1, 2014
32. LCCC Sponsoring School District Update, June 2014
33. LCCC President's Desk, June 2014
34. LCTI Joint Operating Committee Minutes, April 23, 2014
35. LCTI Joint Operating Committee Agenda, May 28, 2014
36. June Newsletter, WSE

XIX. Motion to Adjourn the Meeting

- * ADMINISTRATIVE RECOMMENDATION, NO PRIOR BOARD KNOWLEDGE
- ** BOARD PRESIDENT OR COMMITTEE CHAIR AND ADMINISTRATIVE RECOMMENDATION
- *** BOARD COMMITTEE AND ADMINISTRATIVE RECOMMENDATION
- **** OTHER