

SALISBURY TOWNSHIP SCHOOL DISTRICT

Board of School Directors
Regular Meeting
Administration Building

Wednesday, August 14, 2013

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
New Teacher Staff
- 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. Regular Board Meeting, June 19, 2013
- X. Motion to Approve the Payment of Bills from the Following Funds:
 - A. Total General Fund Expenditures—June 23, 2013 through June 30, 2013--\$442,032.92
July 1, 2013 through August 16, 2013--\$2,346,384.40
 - B. Total Athletic Expenditures—June 22, 2013 through June 30, 2013--\$10,253.96
July 1, 2013 through August 16, 2013--\$25,233.63
 - C. Total Capital Improvement Fund Expenditures—June 20, 2013 through
August 14, 2013 --\$12,550.68
 - D. Total GOB 2010 Project Expenditures—June 20, 2013 through August 14, 2013
-- \$14,644.25
 - E. STSD Laptop Account—July 1, 2013 through August 16, 2013--\$15,340.60
- XI. Motion to approve the June & July 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 educational placement of Student #14358 for the 2013-2014 academic year.
- ***2. approve Nicole Serman for graduation from the Salisbury High School on July 17, 2013, provided she has met all District and State requirements for graduation and are properly certified by Principal Morningstar.

- B. **Operations Committee**
(Finance, Facilities, Food Services and Transportation) Mr. Frank R. Frankenfield, Chair
Mr. George J. Gatani, Vice Chair

It is recommended that the Board:

- ***1. approve the attached agreement between Salisbury Township School District and the Center for Humanistic Change, Inc. to provide liaison services to support the Student Assistance Program for the 2013-2014 school term. **(Board Information Item 1)**
- ***2. approve the extension of the appointment of King, Spry, Herman, Freund & Faul, LLC, as Solicitors for the 2013-2014 school year at a fee of \$135 per hour for annual retainer; for services outside the retainer (non-litigation)--\$140 per hour for professional tasks and \$80 per hour for paraprofessional tasks; and for services outside the retainer (litigation)--\$160 per hour; \$130 per hour for non-adversary or instructional services.
- ***3. approve the attached criteria to establish the Class of 2013 Michelle Honochick Memorial Scholarship fund.
- ***4. approve the closing of the student activity fund – Class of 2013 account in the amount of \$4,184.79.
- *5. approve the attached student activity fund report (un-audited) ending cash balance in the amount of \$98,806.87 as of June 30, 2013. **(Board Information Item 2)**
- *6. approve the attached cafeteria account quarterly profit and loss report (un-audited) ending June 30, 2013. **(Board Information Item 3)**
- *7. approve the establishment of the student activity fund – Class of 2017.
- *8. approve the attached list of additions to the district's 2012-2013 school per capita additions tax list in the amount of \$1,965 and additions and changes to the district's 2013-2014 school per capita additions tax list in the amount of \$3,045 . **(Board Information Item 4)**

XIII. Unfinished Business Committee Reports and Action Items

B. *Operations Committee* (continued):

- *9. approve the attached 2012-2013 budget transfers. (**will upload early next week Board Information Item 5**)
- *10. 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. Drum Corps International to use the cafeteria, gymnasium, classrooms and the stadium (with lights) at the Salisbury High School on July 19, 2013, from 4:00 a.m. to 7:30 p.m.; July 21 from 4:00 a.m. to July 22 at 4:30 p.m.; and July 31, 2013, from 5:30 a.m. to 10:00 p.m. for lodging and rehearsal. Class E--\$350/day—Gymnasium; \$50/day/each—Classroom; \$100/day—Cafeteria; \$150/hr for the first hour--Stadium, \$100 each additional hour without lights and \$120 for each additional hour when lights are in use.
 - b. Salisbury Twirlers Booster Club to use the Salisbury Middle School on November 10, 2013, from 10:00 a.m. to 6:00 p.m. for basket bingo. Class B—No charge for facility.

C. *Personnel Committee:*

Mr. Russell R. Giordano, Chair
Mrs. Jane M. Fischer, Vice Chair

It is recommended that the Board:

- *1. accept with regret the resignation of Linda Scardigno as school psychologist at Western Salisbury Elementary School and Harry S Truman Elementary School effective August 31, 2013. (**Board Information Item 6**)
- *2. accept with regret the resignation, due to retirement, of Betty Kline as a part-time cafeteria worker at Harry S Truman Elementary School effective June 11, 2013. (**Board Information Item 7**)
- *3. accept with regret, the resignation of Lisa Emrick as part-time nurse assistant at Western Salisbury Elementary School and Harry S Truman Elementary School effective August 23, 2013. (**Board Information Item 8**)
- *4. accept with regret, the resignation of Geoffrey Laird as part-time business teacher at Salisbury High School effective July 31, 2013. (**Board Information Item 9**)
- *5. accept with regret, the resignation of Nancy Russo as part-time instructional assistant at Salisbury Middle School effective July 31, 2013. (**Board Information Item 10**)
- *6. accept with regret, the resignation of Amilee Schillinger as part-time instructional assistant at Salisbury Middle School effective August 5, 2013. (**Board Information Item 11**)

XIII. Unfinished Business Committee Reports and Action Items

C. Personnel Committee: (continued):

- *7. accept with regret, the resignation of Eric Saltsman as chorus advisor (elementary) for Harry S Truman Elementary School and Western Salisbury Elementary School effective July 10, 2013. **(Board Information Item 12)**
- *8. accept the regret, the resignation of Sharon Busolits as part-time instructional assistant at Western Salisbury Elementary School effective August 22, 2013. **(Board Information Item 13)**
- *9. approve the request of Jean Schey, teacher at Harry S Truman Elementary School, for a FMLA leave for up to 60 days effective August 20, 2013, as outlined in the Salisbury Township School District's FMLA Policy #435.1.
- *10. approve the request of Dana Sugra, a teacher at Harry S Truman Elementary, for an extension of her general leave of absence without pay and/or benefits until the beginning of the third marking period of the 2013-2014 school year (approximately March 31, 2014) except as outlined in the agreement between the Salisbury Township School District and the Salisbury Education Association.
- *11. employ Kaitlyn O'Dor, Bethlehem, PA, as a full-time long-term substitute teacher at Harry S Truman Elementary School effective August 20, 2013 through March 31, 2014 (tentatively) at the 1 Bachelors salary step of the 2013-2014 teachers' salary schedule (\$47,826).

[Long-Term Substitute Teacher for D. Sugra

Current District Employment: Day-to-day substitute teacher]

- *12. approve the transfer of Meghan Ott from a full-time learning support teacher at Salisbury Middle School to a full-time learning support teacher at Harry S Truman Elementary School effective August 20, 2013.
- [Replaces: D. Kasacazun, position transfer]
- *13. employ Erin Moeser, Perkasio, PA, pending completion of requirements, as a school psychologist at Salisbury High School and Harry S Truman Elementary School effective at a date to be determined at the 6M+30 salary step (pending receipt of appropriate documentation) of the 2013-2014 teachers' salary schedule (\$63,546).

[Replaces: L. Scardigno, resigned]

- *14. employ Kara Bellis, Allentown, PA, as a full-time learning support teacher at Salisbury Middle School effective August 20, 2013, at the 2 Bachelors salary step of the 2013-2014 teachers' salary schedule (\$48,138).

[Replaces: M. Ott, position transfer]

XIII. Unfinished Business Committee Reports and Action Items

C. Personnel Committee: (continued):

- *15. employ Aaron Yetter, Allentown, PA, as a full-time art teacher at Salisbury High School effective August 20, 2013, at the 2 Bachelors salary step of the 2013-2014 teachers' salary schedule (\$48,138).
[Replaces: S. Atiyeh, deceased]
- *16. employ Carla Pacitti, Tamaqua, PA, pending completion of requirements, as an English teacher at Salisbury High School effective August 20, 2013, at the 2 Masters salary step of the 2013-2014 teachers' salary schedule (\$56,412).
[Replaces: R. Marsico, retired]
- *17. employ Mario Amato, Easton, PA, pending completion of requirements, as a part-time learning support teacher (49%) at Western Salisbury Elementary School effective August 20, 2013, at the 1 Bachelors salary step of the 2013-2014 teachers' salary schedule (\$23,434.74).#

[Replaces: S. VanEmburch recall to FT, Position reassigned to WSE Spec Ed]
- *18. employ Kayla Jones, Easton, PA, as a 3.75 hours a day part-time instructional assistant at Western Salisbury Elementary School effective August 26, 2013, at the first step of the 2013-2014 support staff salary schedule for instructional assistants (\$15.21/hour).
[Replaces: L. Ebralcher, retired]
Current District Employment: Day-to-Day Substitute Teacher]
- *19. employ Casey Lily, Northampton, PA, pending completion of requirements, as a 4.0 hours a day part-time one-on-one instructional assistant at Western Salisbury Elementary School effective August 26, 2013, at the first step of the 2013-2014 support staff salary schedule for instructional assistants (\$15.21/hour).
[New Position created by new student]
- *20. employ Samantha Molchany, Whitehall, PA, pending completion of requirements, as a 4.0 hours a day part-time one-on-one instructional assistant at Western Salisbury Elementary School effective August 26, 2013, at the first step of the 2013-2014 support staff salary schedule for instructional assistants (\$15.21/hour).
[New Position created by new student]

XIII. Unfinished Business Committee Reports and Action Items

C. Personnel Committee: (continued):

- *21. approve the transfer of Vicky Bohning from a part-time 4.5 hours a day learning support instructional assistant at Salisbury High School to a part-time 4.5 hours a day one-on-one instructional assistant (with 4.0 hours in special education as a one-on-one and 30 minutes in regular education) at Western Salisbury Elementary School effective August 26, 2013.
- [New position created by new student]
- *22. approve the building transfer of Diane Walbert from a 4.5 hours a day part-time one-on-one instructional assistant at Western Salisbury Elementary School to a 4.5 hours a day part-time one-on-one instructional assistant at Salisbury Middle School effective August 26, 2013.
- *23. approve the building transfer of Timarie Kelhart from a 4 hours a day part-time one-on-one instructional assistant at Harry S Truman Elementary School to a 4 hours a day part-time one-on-one instructional assistant at Salisbury Middle School effective August 26, 2013.
- *24. approve the transfer and increase of hours for Sheri Mohry from a 3.0 hours a day part-time instructional assistant at Western Salisbury Elementary School to a 4.5 hours a day part-time instructional assistant (with 4.0 hours in special education as a one-on-one and 30 minutes in regular education) at Harry S Truman Elementary School effective August 26, 2013.
- *25. approve the increase of hours for Rebecca Foehrkolb from a 3.75 hours a day part-time one-to-one instructional assistant at Western Salisbury Elementary School to a 4.0 hours a day part-time one-to-one instructional assistant (with 3.75 hours in special education as a one-on-one and 15 minutes in regular education) at Western Salisbury Elementary School effective August 26, 2013.
- *26. approve the building transfer of Heiam Richie from a full-time custodian at Salisbury High School to a full-time custodian at Harry S Truman Elementary School effective July 9, 2013.
- *27. approve the building transfer of Shawn Judd from a full-time custodian at Harry S Truman Elementary School to a full-time custodian at Western Salisbury Elementary School effective July 9, 2013.
- *28. approve the building transfer of Michael Lewis from a full-time custodian at Western Salisbury Elementary School to a full-time custodian at Salisbury High School effective July 9, 2013.
- *29. employ Carla Pacitti, Tamaqua, PA, as newspaper advisor (High School) for the 2013-2014 school term at the 2013-2014 contractual rate of pay for this position of \$2,703.

XIII. Unfinished Business Committee Reports and Action Items

C. Personnel Committee: (continued):

- *30. employ Jason Mohring, Allentown, PA, pending completion of requirements, as the swimming coach for the 2013-2014 school term at the 2013-2014 contractual rate of pay for this position of \$5,102. (new hire)
- *31. employ Sukearia Powell, Allentown, PA, as assistant field hockey coach for the 2013-2014 school term at the 2013-2014 contractual rate of pay for this position of \$2,793. (Previously a volunteer)
- *32. employ Elyse Saeger, Center Valley, PA, pending completion of requirements, as the chorus advisor (elementary) for Harry S Truman Elementary School and as the chorus advisor (elementary) for Western Salisbury Elementary School for the 2013-2014 school term at the 2013-2014 contractual rate of pay for each position of \$905. (new hire)
- *33. employ Todd Mika, Bethlehem, PA, and David Haninchick, Allentown, PA, as co-junior varsity football coaches for the 2013-2014 school term at the 2013-2014 contractual rate of pay for this position of \$4,526 to be split equally between them. (new hires)
- *34. approve Kailey DeOliveira, Allentown, PA, as a volunteer assistant varsity girls' soccer coach for the 2013-2014 school term without pay and/or benefits. (current coach)
- *35. approve Aubrey Evans, Allentown, PA, as a volunteer assistant band director for the 2013-2014 school term without pay and/or benefits. (returning volunteer)
- *36. approve Brian Covely, Allentown, PA, as a volunteer assistant golf coach for the 2013-2014 school term without pay and/or benefits. (current employee)
- *37. approve Louis Bottitta, Allentown, PA, as a volunteer assistant girls' tennis coach for the 2013-2014 school term without pay and/or benefits. (returning volunteer)
- *38. approve Timothy Zaborowski, Allentown, PA, as a volunteer assistant girls' tennis coach for the 2013-2014 school term without pay and/or benefits.(returning volunteer)
- *39. approve Avery Markle, Allentown, PA, pending completion of requirements, as a volunteer assistant middle school field hockey coach for the 2013-2014 school term without pay and/or benefits. (new volunteer)
- *40. approve Arthur Weaver, Allentown, PA, pending completion of requirements, as a volunteer assistant varsity football coach for the 2013-2014 school term without pay and/or benefits. (new volunteer)

XIII. Unfinished Business Committee Reports and Action Items

C. Personnel Committee: (continued):

- *41. approve Austin Krajcic, Allentown, PA, as a volunteer assistant varsity football coach for the 2013-2014 school term without pay and/or benefits. (returning volunteer)
- *42. approve Shaheed Mitchell, Whitehall, PA, as a volunteer assistant varsity football coach for the 2013-2014 school term without pay and/or benefits. (new volunteer)
- *43. approve Susan Kelly, Allentown, PA, as a volunteer assistant varsity cheerleading coach for the 2013-2014 school term without pay and/or benefits. (new volunteer)
- *44. approve the following mentors in the district Induction Program for the 2013-2014 school term at the 2013-2014 contractual rate of \$35 per hour:

Debra Saeger (15 hours) for Mario Amato
 Catherine Yurconic (10 hours) and Michael Vacaro (5 hours) for Kara Bellis
 Robyn Balsai (10 hours) for Carla Pacitti
 Holly Borthwick (10 hours) for Aaron Yetter
 Christina Attar (20 hours) for Kaitlyn O'Dor

- *45. approve the attached list of additions to the following substitute lists:

Teachers	(Board Information Item 14)
Nurse	(Board Information Item 15)
Nurse Assistants	(Board Information Item 16)
Secretarial	(Board Information Item 17)
Instructional Assistants	(Board Information Item 18)
Cafeteria	(Board Information Item 19)

- *46. approve the attached list of deletions to the following substitute lists:

Teachers	(Board Information Item 20)
Cafeteria	(Board Information Item 21)
Instructional Assistants	(Board Information Item 22)
Secretarial	(Board Information Item 23)

D. *Policy Committee* Mrs. Jane M. Fischer, Chair

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

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 attached contract between the Carbon Lehigh Intermediate Unit #21 and Salisbury Township School District effective July 1, 2013 to June 30, 2014, for the driver education program. (**Board Information Item 24**)

- C. *Lehigh Carbon Community College* Mr. Thomas F. Mantz

- D. *Lehigh Career and Technical Institute* Mr. Frank Frankenfield

- E. *PSBA Legislative Policy Council* Mr. Robert P. Bruchak

It is recommended that the Board:

- *1. approve Robert P. Bruchak as voting delegate to the 2013 PSBA Legislative Policy Council.

- F. *Solicitor* Atty. John E. Freund, III

- G. *Superintendent* Mr. Michael Q. Roth

XV. New Business

XVI. Citizens' Inquiries and Comments (General)

XVII. Announcements:

Executive Session for Personnel – August 21, 2013 – 6:00 p.m. –
Administration Building

Curriculum & Technology Meeting – Monday, August 26, 2013 – 7:00 p.m. –
Administration Building

Operations Committee Meeting – Wednesday, September 11, 2013 – 7:00 p.m. –
Administration Building

Executive Session – Wednesday, September 18, 2013 – 6:30 p.m. –
Administration Building

Regular Board Meeting – Wednesday, September 18, 2013 – 7:30 p.m.
Administration Building

Curriculum & Technology Meeting – Monday, September 23, 2013 – 7:00 p.m. –
Administration Building

Operations Committee Meeting – Wednesday, October 2, 2013 – 7:00 p.m. –
Administration Building

Executive Session – Wednesday, October 9, 2013 – 6:30 p.m. –
Administration Building

Regular Board Meeting – Wednesday, October 9, 2013 – 7:30 p.m.
Administration Building

XVIII. Board Information

1. Center for Humanistic Change Agreement, 2013-2014
2. Student Activity Fund Treasurer's Report (un-audited) June 30, 2013
3. Cafeteria Account Quarterly Treasurer's Report (un-audited) June 30, 2013
4. School Per Capita, 2012-2013 Additions & 2013-2014 Additions and Changes
5. 2012-2013 Budget Transfers
6. Letter dated June 20, 2013, to Mr. Roth from Mrs. Scardigno
7. Letter dated June 30, 2013, to Mr. Roth from Mrs. Kline
8. Letter dated July 26, 2013, to Mr. Roth from Mrs. Emrick
9. Letter dated July 31, 2013, to Mr. Roth from Mr. Laird
10. Letter dated July 31, 2013, to Mr. Roth from Mrs. Russo
11. Letter dated August 5, 2013, to Mr. Cassidy from Mrs. Schillinger
12. Letter dated July 10, 2013, to Mrs. Samide & Mrs. Hartman from Mr. Saltsman
13. Letter dated August 8, 2013, to Mrs. Hartman from Mrs. Busolits
14. Additions to Substitute Teachers' List
15. Additions to Substitute Nurses' List
16. Additions to Substitute Nurse Assistants' List
17. Additions to Substitute Secretarial List
18. Additions to Substitute Instructional Assistants' List
19. Additions to Substitute Cafeteria List
20. Deletions to Substitute Teachers' List
21. Deletions to Substitute Cafeteria List
22. Deletions to Substitute Instructional Assistants' List
23. Deletions to Substitute Secretarial List
24. CLIU #21 Drivers Education Program Contract, 2013-2014
25. Enrollment Reports: SHS, SMS, HST, WSE
26. SHS Honor Roll Lists, 4th Marking Period 2012-2013
27. SHS Post High School Expectations
28. Out of School Suspensions, 2012-2013
29. CLIU Minutes, May 20, 2013
30. CLIU Agenda, June 17, 2013
31. CLIU Minutes, June 17, 2013
32. CLIU Agenda, July 15, 2013
33. LCCC President's Desk, July 2013
34. LCCC President's Desk, August 2013
35. LCCC Minutes, June 6, 2013
36. LCCC Minutes, July 11, 2013
37. LCCC Sponsoring School District Update, August 2013
38. LCTI Joint Operating Committee Minutes, May 22, 2013
39. LCTI Joint Operating Committee Agenda, June 26, 2013

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**