

SALISBURY TOWNSHIP SCHOOL DISTRICT  
Minutes of Board of School Directors Meeting

December 5, 2012

A regular meeting of the Board of School Directors of the Salisbury Township School District was called to order by Mr. Giordano at 8:57 p.m. on Wednesday, December 5, 2012, in the Administration Building, 1140 Salisbury Road, Allentown, PA.

Board Members Present: Mr. Bobeck, Mrs. Fischer, Mr. Frankenfield, Mr. Gatani, Mr. Giordano, Mr. Mantz, Mr. Moyer and Mrs. Ziegler

Board Members Absent: Mr. DeFrank

Also Present: Mr. Brackett, Mr. Bruchak, Mrs. Nickischer, Mrs. Perron-Jones, Mr. Roth, Dr. Ziegenfuss and Attorney Roddick

Student Representative Report Given at the Operations Committee meeting prior to this meeting.

Special Recognitions/ Presentations None.

Changes or Additions to the Agenda Motion to approve Option A for Item B-1 under Operations.

Approval of Agenda Motion by Frankenfield, seconded by Ziegler, 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 Frankenfield, seconded by Ziegler, to approve the following minutes:

- A. Operation Committee Meeting, November 12, 2012
- B. Regular Board Meeting, November 14, 2012

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 Ziegler, to approve the following expenditures:

- A. Total General Fund Expenditures— November 19, 2012 through December 7, 2012--\$592,062.92
- B. Total Athletic Expenditures— November 17, 2012 through December 7, 2012 --\$4,672.41
- C. Total Capital Improvement Fund Expenditures— November 15, 2012 through December 5, 2012 --\$10,866.43
- D. Total GOB 2010 Project Expenditures— November 15, 2012 through December 5, 2012 -- \$0
- E. STSD Laptop Account— November 18, 2012 through December 7, 2012 --\$4,009.25
- F. G.E.S.P. Monthly Expenses— November 15, 2012 through December 5, 2012 -- \$0

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

Motion carried.

Treasurer's Report

None.

Secretary of Board Report

Mr. Bruchak stated the Business Office is busy gearing up for the end of the fiscal year. The staff is getting ready to issue W-2's and 1099's. The Health Care Affordability Act will require health care benefits be reported on this year's W-2 form. Nancy Spadt and Mr. Bruchak have attended several training sessions with the Health Care Consortium to make sure we are in compliance with this legislation.

The Act 1 deadline to file our certification of Sterling Tax credits by December 15 has been met. This data was provided by our current EIT collector. This is regarding taxpayers that work in Philadelphia but do not reside there.

The County of Lehigh Office of Assessment has released the Certified Taxable Assessment, which is \$1,327,247,000. They have projected the District's revenue neutral millage amount to be 16.48803. I will be reviewing this information with our solicitor's office to make sure we are in compliance.

A. Curriculum & Technology Committee

Mrs. Ziegler stated the next meeting will be held December 11 at Harry S Truman Elementary School.

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

A-1. Waiver of Expulsion Hearing,

approve the "Waiver of Expulsion Hearing: Admission of Fact" between the Salisbury Township School District administration and Student D and the student's

Student D parent under the terms of which the student is being expelled through the end of the 2012-2013 school year. **(Board Information Item 1)**

A-2. KidsPeace Hospital Tutorial Program, approve the KidsPeace Hospital Tutorial Program for the provision of educational services for Student E.  
Student E

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

Motion carried.

B. Operations Motion by Frankenfield, seconded by Fischer to approve Items B-1 through B6b on the regular agenda:  
Committee

B-1. Commit and/or based on the completed 2011-12 single audit, commit and/or assign portions of the Assigned Portions of June 30, 2012 fund balance for the following purposes:  
Fund Balance

Non-spendable Fund Balance	\$80,977 (comprised of \$50,000 inventory value and \$30,977 prepaid expenses)
Committed Fund Balance	\$1,067,964 (compensated absence liability)
Assigned Fund Balance	\$1,214,577 (comprised of \$325,813 to balance the 2011-12 budget, \$218,764 OPEB liability, \$195,000 Capital Projects, \$475,000 PSERS Stabilization)
Total "Assigned"	\$2,363,518
Total "Unassigned"	\$2,450,172 (8.0% Percent of Budget)
Total Fund Balance	<u>\$4,813,690</u>
<b>Total 2012-13 Budget</b>	<b>\$30,635,119</b>

B-2. Parameters approve the parameters resolution to solicit proposal for the refunding/refinancing of the 2008 Bonds.  
Resolution for 2008 Bonds

B-3. 2011-2012 Final approve the attached 2011-2012 final budget transfers for the fiscal year ending June 30, 2012. **(Board Information Item 2)**  
Final Budget Transfers

B-4. 2012-2013 approve the attached list of additions to the district's 2012-2013 school per capita additions tax list in the amount of \$1,065.00. **(Board Information Item 3)**  
School Per Capita

B-5. Paragon Transit approve the Paragon Transit trip rates as follows:  
Trip Rates

YEAR	DRIVE TIME	% Increase	LAYOVER TIME	% Increase
2011/12	33.34		21.44	
2012/13	34.00	2.0%	21.90	2.1%
2013/14	34.70	2.1%	22.35	2.1%
2014/15	35.40	2.0%	22.80	2.0%
2015/16	36.10	2.0%	23.25	2.0%
2016/17	36.80	1.9%	23.70	1.9%
2017/18	37.50	1.9%	24.20	2.1%
2018/19	38.25	2.0%	24.70	2.1%
2019/20	39.00	2.0%	25.20	2.0%
2020/21	39.80	2.1%	25.70	2.0%
2021/22	40.60	2.0%	26.20	1.9%

VOTE: YES -- 7  
 NO -- 1 (J. Moyer)  
 ABSTENTIONS -- 0  
 ABSENT -- 1

Motion carried.

**B-6. 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. PA Interscholastic Athletic Association to use the stadium (with and without lights) at Salisbury High School on November 10, 2012, from 12:00 p.m. to 5:00 p.m. and on November 13, 2012, from 4:00 p.m. to 8:30 p.m. for District XI/PIAA soccer. Class E—\$550 for stadium rental on November 10 and \$580 for stadium rental on November 13.
- b. Liverpool High School Band to use the stadium (no lights) at Salisbury High School on November 9, 2012, from 11:15 a.m. to 4:15 p.m. for a marching band rehearsal. Class E—\$150 for first hour & \$100 each additional hour—Stadium.

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

Motion carried.

**C. Personnel Committee**

Motion by Fischer, seconded by Ziegler to approve Item C-1 to C-16 on the regular agenda:

**C-1. Veszpremi, Resignation**

accept the resignation of Stephen Veszpremi as a part-time evening custodian at Salisbury Middle School effective retroactive to November 20, 2012. **(Board Information Item 4)**

- C-2. Hensinger, Resignation accept with regret the resignation of Shannan Hensinger as an assistant varsity track coach effective retroactive to November 27, 2012. **(Board Information Item 5)**
- C-3. Linn, Employment employ Stephanie Linn, Allentown, PA, as a part-time 4 hours a day one-to-one instructional assistant at Harry S Truman Elementary School effective retroactive to November 27, 2012 at the first step of the 2012-2013 support staff salary schedule for instructional assistants (\$14.84/hour).
- [Current District Employee: Day-to-day Instructional Asst. Substitute;
- Replaces: M. Smolick, transferred to Learning Support Instructional Asst.]
- C-4. Lessel, Employment employ Kari Lessel, Fogelsville, PA, pending completion of requirements, as a 3.25 hours a day one-to-one instructional assistant at Salisbury Middle School effective December 5, 2012, at the first step of the 2012-2013 support staff salary schedule for instructional assistants (\$14.84/hour)
- [Replaces: J. Zellin, transferred to 12 mo. guidance secretary position]
- C-5. Peckelun, Resolution adopt the resolution recognizing Linda A. Peckelun on the occasion of her retirement. **(Board Information Item 6)**
- C-6. Prokesch, MS Educational Liaison approve Beth Prokesch as the middle school educational liaison for the 2012-2013 school term at the 2012-2013 contractual stipend of \$1,500 (prorated).
- C-7. Agnew, FMLA Request approve the request of Mary Agnew, teacher at Salisbury High School, for a FMLA leave for up to 60 days effective tentatively December 14, 2012, as outlined in the Salisbury Township School District's FMLA Policy #435.1.
- C-8. Marth, FMLA Request approve the request of Pamela Marth, 12 month secretary at Western Salisbury Elementary School, for a FMLA for up to 60 days of leave effective December 21, 2012, as outlined in the Salisbury Township School District's FMLA Policy #535.1.
- C-9. Busolits, Re-assignment approve the temporary re-assignment of Sherri Busolits, instructional assistant at Western Salisbury Elementary, to the 12 month secretary position at Western Salisbury Elementary effective December 19, 2012, until the return of Pamela Marth to the position of WSE 12 month secretary at the first step of the 2012-2013 support staff salary schedule for secretaries (\$18.53/hour).
- C-10. Benson, Employment employ Robert Benson, Walnutport, PA, as the junior varsity boys' tennis coach for the 2012-2013 school year at the 2012-2013 contractual rate of pay for this position (\$1,738).
- C-11. Sikalias & Erwin, Employment employ Peter Sikalias, Bethlehem, PA, and William Erwin, Hellertown, PA, as the high school play directors (Spring) for the 2012-2013 school year at the 2012-2013 contractual rate of pay to be split equally for this position (\$3,336).
- C-12. Sperring, Employment employ Laurey Sperry, Coopersburg, PA, pending completion of requirements, as a 4 hours a day part-time one-to-one instructional assistant at Salisbury Middle School effective December 10, 2012, at the first step of the 2012-2013 support staff salary schedule for instructional assistants (\$14.84/hour).

[Replaces: M. Bartel, resigned]

C-13. Hensinger, approve Shannan Hensinger, Allentown, PA, as a volunteer assistant varsity track  
 Volunteer Asst Varsity coach for the 2012-2013 school term without pay and/or benefits.  
Track Coach

C-14. Newhard, approve Devin Newhard, Allentown, PA, as a volunteer assistant boys' basketball  
 Volunteer Asst. Boys' coach for the 2012-2013 school term without pay and/or benefits.  
Basketball Coach

C-15. Substitute approve the attached list of additions to the following substitute lists:  
Additions

Teachers	<b>(Board Information Item 7)</b>
Cafeteria Helpers	<b>(Board Information Item 8)</b>
Instructional Assistants	<b>(Board Information Item 9)</b>

C-16. Substitute approve the attached list of deletions to the following substitute lists:  
Deletions

Teachers	<b>(Board Information Item 10)</b>
Guest Teachers	<b>(Board Information Item 11)</b>
Cafeteria Helpers	<b>(Board Information Item 12)</b>

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

Motion carried.

D. Policy Committee None.

E. Student Activities Mrs. Fischer expressed concerned that this is the first time parents can audition for adult roles in the spring play production. Mrs. Fischer is concerned that parents or community members may be getting roles that should be going to the students. If we need extra people then it is ok to open it up to the public. Mr. Roth stated that the director sent an email to all staff to audition for the adult roles to try to put together the whole them of "us versus them" in Romeo and Juliet. Mr. Roth does not believe he was trying to take anything away from the students.

### Reports

A. Allentown Public Library None.

B. Carbon Lehigh Intermediate Unit Mrs. Ziegler stated that at the last meeting the budget was presented. It was approved. The General Operating budget is the portion that is not student related. It is about 2%.

C. Lehigh Carbon Community College Mr. Mantz stated the meeting is tomorrow night.

D. Lehigh Career and Technical Institute Mr. Frankenfield stated their meeting was also regarding the budget. It came below index. The next meeting is December 11.

E. PSBA Legislative Policy Council None.

F. Solicitor None.

G. Superintendent Mr. Roth recognized two guests in the audience who are working on their practicum hours toward their principalship. Mr. Roth attended the National Honor Society Induction. Twenty-eight Juniors and eight Seniors were inducted. Mr. Roth wished success to the winter sports that are beginning. Holiday concerts will begin across the district. This past Friday was the first Superintendent Student Advisory Committee at the High School, about 30 students participated. Mr. Roth along with some administrators and board members attended a tour of the Lehigh Valley Arts Academy. Mr. Roth mentioned the PA School Performance Profile, where all public schools will receive a grade based on a 100 point scale. Mr. Roth attended the TedX event where eight of our students put on a TedX speeches about sustaining innovations.

New Business Mr. Moyer inquired about the difference in class size between Harry S Truman and Western Salisbury Elementary. Mr. Giordano commented that it is driven by under enrollment.

Citizens' Inquiries and Comments (General) None.

Announcements

Curriculum & Technology Meeting – Tuesday, December 11, 2012 – 7:00 p.m. –  
Harry S Truman Elementary School

Operations Committee Meeting – Wednesday, January 9, 2013 – 7:00 p.m. –  
Administration Building

Executive Session – Wednesday, January 23, 2013 – 6:30 p.m. –  
Administration Building

Regular Board Meeting – Wednesday, January 23, 2013 – 7:30 p.m.  
Administration Building

Curriculum & Technology Meeting – Monday, January 28, 2012 – 7:00 p.m. –  
Salisbury Middle School

Board Information

1. Waiver of Expulsion Hearing, Student D
2. 2011-2012 Final Budget Transfers
3. Per Capita, 2012-2013
4. Letter dated November 20, 2012, from Mr. Veszpremi
5. Letter dated November 27, 2012, to Ms. Deeb from Ms. Hensinger
6. Resolution, Peckelun
7. Additions to Substitute Teachers' List
8. Additions to Substitute Cafeteria Workers' List
9. Additions to Substitute Instructional Assistants' List
10. Deletions List, Substitute Teachers' List
11. Deletions List, Substitute Guest Teachers' List
12. Deletions List, Substitute Cafeteria Workers' List
13. Enrollment Reports: SHS, SMS, HST, WSE
14. CLIU Minutes, October 15, 2012
15. CLIU Agenda, November 19, 2012

16. LCCC Sponsoring School District Update, November 2012

Adjournment

Motion by Giordano, seconded by Frankenfield, to adjourn the meeting. The meeting was adjourned by at 9:45 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