

SALISBURY TOWNSHIP SCHOOL DISTRICT

Board of School Directors  
Regular Meeting  
Administration Building

Wednesday, December 18, 2013

---

AGENDA (tentative)

- I. Call to Order by Board President
- II. Pledge of Allegiance
- III. Roll Call
- IV. Student Representatives' Report: Ian Carey, Senior  
Luke Chassard, Senior  
Samantha Heiserman, Senior  
Hannah Kahn, Junior
- V. Special Recognitions/Presentations  
  
Ian Carey, National Merit Semifinalist & Widener University High School Leadership Award
- 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, November 6, 2013
  - B. Regular Board Meeting, November 13, 2013
  - C. Reorganization Meeting, December 4, 2013
- X. Motion to Approve the Payment of Bills from the Following Funds:
  - A. Total General Fund Expenditures—November 19, 2013 through December 20, 2013  
--\$944,432.13
  - B. Total Athletic Expenditures—November 16, 2013 through December 20, 2013--\$37,489.97
  - C. Total Capital Improvement Fund Expenditures—November 14, 2013 through  
December 18, 2013 --\$1,953.27
  - D. Total GOB 2010 Project Expenditures—November 14, 2013 through December 18, 2013  
-- \$14,069.00
  - E. STSD Laptop Account—November 16, 2013 through December 20, 2013--\$3,012.30

XI. Motion to approve the November 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 an overnight extra-curricular trip for the high school wrestling team to go to Selingsgrove, PA, from December 27 to December 28, 2013, to participate in a wrestling tournament.
- \*\*\*2. approve the adoption of the Mathematics curriculum for Salisbury Middle School and Salisbury High School. **(Board Information Item 1)**
- \*3. approve the tutorial agreement between the Salisbury Township School District and Bucks County Intermediate Unit #22 to provide tutorial service for the Acute Partial Hospitalization Program for the provision of educational services for Student D.
- \*4. approve the following student teacher from Cedar Crest College at Salisbury Middle School beginning January 14, 2014 through March 5, 2014 during the 2013-2014 school term:

Blake Unis with Beth Prokesch, English Teacher

- \*5. approve the following student teacher from Kutztown University at Salisbury High School beginning March 17, 2014 through May 8, 2014 during the 2013-2014 school term:

Cory Kercher with Tanya Kennedy, Social Studies Teacher

- 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. approve the Apple, Inc. Limited Service Provider agreement between Salisbury Township School District and Apple, Inc. effective upon board approval. **(Board Information 2)**

- \*\*\*2. based on the completed 2012-13 single audit, commit and/or assign portions of the June 30, 2013 fund balance for the following purposes:

|                            |   |
|----------------------------|---|
| Non-spendable Fund Balance | \$80,354 (comprised of \$50,000 inventory value and \$30,354 prepaid expense)   |
| Committed Fund Balance     | \$1,066,575 (compensated absence liability)   |
| Assigned Fund Balance      | \$1,404,270 (comprised of:<br>\$262,506 to balance the 2013-14 budget,<br>\$218,764 OPEB liability,<br>\$348,000 Capital Projects<br>\$575,000 PSERS Stabilization) |
| Total "Assigned"           | \$2,551,199   |
| Total "Unassigned"         | \$2,522,930 (8.0% Percent of Budget)  |
| Total Fund Balance         | \$5,074,129   |
| Total 2013-14 Budget       | \$31,548,872  |

- \*3. award the contract for caps, gowns and diplomas to Jostens for the 2013-2014, school year. **(Board Information 3)**
- \*4. approve the attached list of additions to the district's 2013-2014 school per capita tax list. **(Board Information Item 4)**
- \*5. 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:
- Century High School to use the stadium (with lights) at Salisbury High School on November 9, 2013, for rehearsal for the US Bands show. Class E—\$150 for the first hour; \$120 for each additional hour.
  - Salisbury Youth Association Wrestling to use the gymnasiums and cafeteria at Salisbury High School November 30, 2013, from 2:00 p.m. to 5:00 p.m. for a tournament. Class B—No charge for facility.

C. **Personnel Committee:** Mr. Russell R. Giordano, Chair  
TBD, Vice Chair

*It is recommended that the Board:*

- \*1. approve the request of Meghan Ott, teacher at Harry S Truman Elementary School, for an extended general leave of absence without pay and/or benefits through the end of the 2013-2014 school year as outlined in the agreement between the Salisbury Township School District and the Salisbury Education Association.

- \*2. extend the employment of Melissa Cerco, Schnecksville, PA, as a full-time long-term substitute teacher at Harry S Truman Elementary School through the remainder of the 2013-2014 at the 1Bachelors step of the 2013-2014 teachers' salary schedule (\$47,826-prorated).  
  
[Current District Employment: LTS previously approved through mid-January 2014 for M. Ott; Day-to Day Substitute Teacher]
- \*3. approve the increase of hours for Mona Nadraws from a 4.0 hours a day part-time custodian at the Administration Building to a 4.75 hours a day part-time custodian at Salisbury High School and the Administration Building effective retroactive to October 1, 2013.
- \*4. approve the building transfer of Diane Walbert, 4.5 hours a day part-time one-to-one instructional assistant at Salisbury Middle School, to a 4.5 hours a day part-time one-to-one instructional assistant at Salisbury High School effective retroactive to December 16, 2013.
- \*5. approve the request of Allison Moyer, teacher at Western Salisbury Elementary School, for a sabbatical leave for professional development for the first semester of the 2014-2015 school term (August through January), as outlined in the Salisbury Township School District's Sabbatical Leave Policy #438.
- \*6. approve the request of Michael Hippauf, teacher at Western Salisbury Elementary School, for a FMLA leave for up to 60 days effective November 25, 2013, as outlined in the Salisbury Township School District's FMLA Policy #435.1.
- \*7. approve the request of Catherine Yurconic, teacher at Salisbury Middle School, for a FMLA leave for up to 60 days effective January 3, 2014, as outlined in the Salisbury Township School District's FMLA Policy #435.1.
- \*8. approve the following mentor in the district Induction Program for the 2013-2014 school term at the 2013-2014 contractual rate of \$35 per hour:  
  
Ruth Smith (15 hours) for Sarah Wascura
- \*9. approve Michael Garrigan, Allentown, PA, as a volunteer assistant girls' basketball coach for the 2013-2014 school term without pay and/or benefits. (returning volunteer)
- \*10. approve Marc Eripret, Allentown, PA, as a volunteer assistant girls' basketball coach for the 2013-2014 school term without pay and/or benefits. (returning volunteer)
- \*11. approve the attached list of additions to the following substitute lists:

Teachers

**(Board Information Item 5)**

- \*12. approve the attached list of deletions to the following substitute lists:

## Cafeteria Workers

**(Board Information Item 6)**

- |    |                           |                            |
|----|---------------------------|----------------------------|
| D. | <i>Policy Committee</i>   | TBD, Chair                 |
| E. | <i>Student Activities</i> | Mr. Thomas F. Mantz, Chair |

## XIV. Reports

- |    |  |  |
|----|--|--|
| A. | <i>Allentown Public Library</i>              | Mrs. Norma A. Cusick<br>(Non-Board Member) |
| B. | <i>Carbon Lehigh Intermediate Unit</i>       | Mrs. Mary L. Ziegler                       |
| C. | <i>Lehigh Carbon Community College</i>       | Mr. Thomas F. Mantz                        |
| 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:

Operations Committee Meeting – Monday, January 6, 2014 – 7:00 p.m.–  
Administration Building

Curriculum & Technology Meeting – Monday, January 13, 2014 – 7:00 p.m. –  
Salisbury Middle School

Executive Session – Wednesday, January 15, 2014 – 6:30 p.m. –  
Administration Building

Regular Board Meeting – Wednesday, January 15, 2014 – 7:30 p.m.  
Administration Building

## XVIII. Board Information

1. Mathematics Curriculum Adoption for SMS & SHS
2. Apple Inc. Limited Service Provider Agreement
3. Jostens Contract for Caps, Gowns & Diplomas
4. 2013-2014 School Per Capita Changes
5. Additions to Substitute Teachers' List

6. Deletions to Substitute Cafeteria Workers' List
7. SHS Honor Roll & Percentage Lists, 1<sup>st</sup> Marking Period 2013-2014
8. Enrollment Reports: SHS, SMS, HST, WSE
9. CLIU Minutes, October 21, 2013
10. CLIU Agenda, November 18, 2013
11. LCCC President's Desk, December 2013
12. LCCC Minutes, November 7, 2013
13. LCCC Sponsoring School District Update, December 2013
14. LCTI Joint Operating Committee Minutes, October 23, 2013
15. LCTI Joint Operating Committee Agenda, December 11, 2013
16. December 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**