

SALISBURY TOWNSHIP SCHOOL DISTRICT
Minutes of Board of School Directors Meeting

December 18, 2013

A regular meeting of the Board of School Directors of the Salisbury Township School District was called to order by Mr. Giordano at 7:38 p.m. on Wednesday, December 18, 2013, 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. Bruchak, Mr. Cassidy, Mr. Dovico, Mrs. Fuini-Hetten, Mrs. Hartman, Mrs. Perron-Jones, Mr. Roth, Dr. Ziegenfuss and Attorney Roddick

Also Absent: Mr. Brackett, Ms. Morningstar, Mrs. Nickischer, Mr. Parlman and Mrs. Samide

Student Representative Report
The student representatives welcomed the newly elected board members. They spoke of the recently hosted Ted X event held at the High School. Links regarding the event are posted on the school's website. Graduation projects occurred last week and the High School Winter concert was held last Thursday. The Salisbury Angels was a district wide event held over last month which collected toys, clothes, etc. to be donated for 80 Salisbury Township children. SGA filled 20 baskets with home goods and food for families in need as well. Boys' basketball was not able to hold on for the win but grabbed a win against Saucon Valley. The rifle team's first match was today. The swimming team rescheduled two meets but the first was successful against Moravian. Wrestling not able to have a team victory but did have individual team member success. Debate is leading LVIDA. Model U.N. first action at Wyomissing and was the best success they had in years. The following honors were received: Honorable Mention: Austin Watson; Outstanding Delegate: Luke Chassard, Ian Carey, Sarah Kim, and Jacob Glenister; Best Delegate (or 1st place in his committee) Sinjon Bartel. FBLA had an award ceremony at LCCC. Keyclub baked cookies for men and women overseas. An ugly sweater contest will be held tomorrow at high school and SGA will hold its annual staff appreciation breakfast at 7:00 a.m.

Special Recognitions/Presentations
Mr. Roth introduced Mr. Dovico who presented Ian Carey with the High School Leadership Plaque from Widener University and a certificate for qualifying as a National Merit Semifinalist. Ian is also a board member for No Place for Hate. The plaque will be display his name and award at the high school. Mr. Roth stated Ian is not only a leader but also a scholar.

Changes or Additions to the Agenda
None.

Approval of Agenda
Motion by Mantz, seconded by Gatanis, 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

Mrs. Joyce Gibbs, 2061 Lehigh Parkway N, Allentown, PA 18103, former school board member and Salisbury resident sought clarification on the committed fund balance for compensated absence liability. Mr. Bruchak stated this is all of the absences for all staff that have not been taken. That is a liability that we must show on our financial statements and it is a liability that shows against the fund balance as well. Mrs. Gibbs inquired if the excess funds are in the assigned funds. Mr. Bruchak replied it is in the fund balance, the excess flows to the fund balance. Mrs. Gibbs confirmed that a district is not permitted to have more than 8% assigned. Mr. Bruchak commented that any excess over the 8% is assigned somewhere. The OPEB should be assigned if you want to be financially responsible and is.

Approval of Minutes

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

- A. Operations Committee Meeting, November 6, 2013
- B. Regular Board Meeting, November 13, 2013
- C. Reorganization Meeting, December 4, 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 Frankenfield, seconded by Fischer, to approve the following expenditures:

- 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

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

Motion carried.

Treasurer's Report

Motion by Gatanis, seconded by Frankenfield, to approve the November 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 that December brings a closure to the majority of the mandated reporting requirements for the 2012-13 fiscal year with the submission of our Annual Financial Report which is due by October 31 each year. 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. By December 29, PDE must also certify to districts which fiscal year information will be applicable to the application for exceptions. 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 Business Office has also been busy working with our local auditor to finish up the audit. New reporting dates have been bumped up to report annual financial information on the Electronic Municipal Electronic Access (known as EMMA). Most of this information has already been reported. 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.

A. Curriculum & Technology Committee

Mrs. Ziegler stated the last curriculum meeting was held Dec 9 at HST. New math curr docs presented. Elect for 2014-2015. One of electives was for textile course request by students. How children use their own notebooks for tracking their behavior. Element report card update. Vast update and TL2014. Strategic Plan update. Overnight field trip request from wrestling team annual request. District testing summary will be discussed at the January meeting.

Motion by Ziegler, seconded by Gatanis, to approve Item A-1 through A-5 on the regular agenda:

A-1. HS Wrestling Team Extra-Curricular Trip

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.

A-2. Mathematics Curriculum Adoption

approve the adoption of the Mathematics curriculum for Salisbury Middle School and Salisbury High School. **(Board Information Item 1)**

A-3. Bucks County IU #22 Tutorial Service, Student D

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.

A-4. Cedar Crest College Student Teacher, 2013-2014

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

A-5. Kutztown University Student Teacher, 2013-2014 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

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 December 4 after the reorganization meeting. Highlights discussed included the gym floor and mediation on that, repairs are complete and the refinishing will be completed in the near future. Also a presentation regarding the Apple Inc. service provider agreement was given and Mr. Bruchak spoke of some assignments and updates for the fund balance budget along with audit updates.

Motion by Frankenfield, seconded by Mantz, to approve Item B-1 through B-5b on the regular agenda:

B-1. Apple Inc. Limited Service Provider Agreement approve the Apple, Inc. Limited Service Provider agreement between Salisbury Township School District and Apple, Inc. effective upon board approval. **(Board Information 2)**

B-2. 2012-2013 Fund Balance, June 30, 2013 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: \$262,506 to balance the 2013-14 budget, \$218,764 OPEB liability, \$348,000 Capital Projects \$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

B-3. 2013-2014 Jostens Contract Awarded award the contract for caps, gowns and diplomas to Jostens for the 2013-2014, school year. **(Board Information 3)**

B-4. 2013-2014 School Per Capita Tax List approve the attached list of additions to the district's 2013-2014 school per capita tax list. **(Board Information Item 4)**

B-5. 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. 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.
- b. 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.

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

Motion carried.

C. Personnel Committee

Motion by Giordano, seconded by Ziegler, to approve Item C-1 to C-12 on regular agenda:

C-1. Ott, Extended
General Leave
of Absence

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.

C-2. M. Cerco, LTS
Employment Extension

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]

C-3. Nadraws, Increase
of Hours

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.

C-4. Walbert,
Building Transfer

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.

C-5. Moyer, Sabbatical
Leave Request

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.

C-6. Hippauf, FMLA
Request

approve the request of Michaele 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.

C-7. Yurconic, FMLA Request 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.

C-8. Induction Program Mentor, 2013-2014 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

C-9. Garrigan, Volunteer Asst. Girls' Basketball Coach 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)

C-10. Eripret, Volunteer Asst. Girls' Basketball Coach 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)

C-11. Substitute Additions approve the attached list of additions to the following substitute lists:

Teachers

(Board Information Item 5)

C-12. Substitute Deletions approve the attached list of deletions to the following substitute lists:

Cafeteria Workers

(Board Information Item 6)

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 None.

Reports

A. Allentown Public Library Mrs. Cusik sent some information to the Board earlier for the board to review.

B. Carbon Lehigh Intermediate Unit Mrs. Ziegler stated their holiday board meeting was held on Monday evening. The Intermediate Unit is the recipient of a federal grant for the next four years and will receive \$500,000 per year. It is one of three Intermediate Units/School Districts across the state to receive the funds. The IU was chosen for this grant, a substance abuse and mental health grant for behavioral initiatives. The IU was told it will serve as a model program for the entire United States. The 2014-2015 budget will show a decrease in medical and prescription benefits by 15% and little bit of decrease for PSERs from the initial number that was projected. They shared there is a \$0 dollar change for district contribution. Our 2013-2014 district contribution \$35,799 and for the 2014-2015 school year the district's contribution will be \$35,677.

C. Lehigh Carbon
Community College

Mr. Mantz stated the last meeting was held on December 5. The college passed middle states evaluation. There was a presentation on the partnership between Parkland and LCCC Special Education department funded by a grant. They voted on designation of funds for the budget. They have a reserve for the charter, which is a flat rate not a percentage of the budget. The Board is still looking for a replacement for Mr. Mantz as a district representative for LCCC. Mr. Giordano thanked him for representing the district for the last eight years at LCCC.

D. Lehigh Career and
Technical Institute

Mr. Frankenfield stated LCTI had their reorganization meeting last Wednesday and welcomed a few new board new members. They went over the budget. One trigger point budget was health care which is reducing. Also applied for the Safe School Grant and are opting for the RSO option. LCCC is governed by state police. The SRO can be a retired policeman and be sworn in to issue certain task like a campus police. Skills USA will be held January 29 at Agriculture Hall in Allentown Fairgrounds between 10 a.m. to 3:00 p.m.

E. PSBA Legislative
Policy Council

Mr. Bruchak stated HB 1722 would amend the Public School Code to allow districts to furlough for economic reasons that require a reduction in professional employees. Districts would be permitted to base furlough decisions first upon performance evaluation within the employee's areas of certification, then by seniority. HB 1722 would also increase the time it takes for a teacher to receive tenure from three years to five years.

HB 1735 would amend the Public School Code to allow districts to furlough for economic reasons as part of a plan to reduce or control school district costs. Educators rated as "distinguished" in their most recent performance evaluation under the new teacher evaluation tool would be the last to be considered when furloughing and the first to be considered when reinstating. HB 1735 would not take effect until July 2015 when the new evaluation system is fully implemented.

HB 779 would amend the Public School Code to allow districts to furlough for economic reasons based upon educational program needs, the employee's professional certifications, or performance evaluations within the affected program area. Reinstatement would also be based upon multiple factors and qualifications.

The House of Representatives passed Senate Bill 34, legislation that amends the Professional Educator Discipline Act to establish a comprehensive system to be used to investigate and discipline professional educators for misconduct. The bill expands the bases for discipline to include founded and indicated reports of child abuse as well as "grooming" behaviors such as sending a student sexually explicit text messages; shortens the time period for reporting to PDE; requires an educator arrested, indicted for, or convicted of certain crimes to report the action to the employing school within 72 hours; prohibits schools from entering into confidential settlement agreements that interfere with the entity's mandatory reporting; and eliminates the current statute of limitations for the filing of misconduct complaints. SB1085 would create an 18-member Charter School Funding Advisory Commission, consisting of the secretary of education; six legislators, four of them from the majority party; and, appointed by the governor, 11 representatives of charters, school districts, and a university.the commission is not bipartisan. Sixteen of the 18 members come from, or will be appointed by, the majority party." "It also removes language allowing charters and districts to negotiate enrollment

caps, an aspect that has drawn criticism from traditional education advocates. They argue it will allow unfettered expansion.

F. Solicitor

None.

G. Superintendent

Mr. Cassidy stated there are 120 students combined in band and chorus at the middle school. Many of them will be performing at ABE airport on Friday. Madison Jewell and Nathan Caraballo for winning the Lions Club's International Peace Poster Contest Award. The following students in Mrs. Prokesch's classes recently had their work published in the "Letters to the Editor" of the East Penn Press and Salisbury Press in their October and November issues. The guidance department in reorganization mode in terms of the state requirements plan called Guidance Plan 339 in which local districts are asked to revise guidance programs for career education. Mrs. Hartman stated that the elementary PTA and PTO are busy running events for children. HST PTO had skate night. PTA had movie with Santa night. Western's winter concert was held last Wednesday. Harry S Truman's concert will be held at 1:45 p.m. tomorrow. A notice has been sent to parents. HST hosted a leadership day December 4 and Western was involved in two community giving projects and sent 10 lbs of food to Second Harvest food bank. Paragon transit provided delivery of the food collection free of charge. Mr. Dovico stated the SADD group was awarded a \$1000 grant to fund activities that empower students to make drug free choices. That activity has been entered in the next level of completion for \$10,000. Two students have been appointed to service academies-- West Point and the Naval Academy. Mrs. Fuini-Hetten stated that the PETE & C conference will be held soon and that there will be multiple presenters from the district speaking at the conference. Vast currently has 10 students. Dr. Ziegenfuss stated that three years ago the district participated in an Apple Executive briefing. A two day briefing will be held with one day to focus on the elementary levels and the other to focus on the middle school and high school. The board is welcome to join the briefing conference. Mrs. Perron-Jones said professional developments have been held targeting support staff, in particular the instructional assistants, initiative unique to students and different strategies. The elementary special education staff is working on the Reading and Math programs. Mr. Roth commented that he attended the Standard Aligned System conference last week and also learned more regarding the principal effectiveness model. A strategic planning committee meeting will be held tomorrow night at 7:00 p.m. The middle school, eighth grade, is part of the Skill-Up Grant. The purpose of the Grant is to address the lack of skilled workers available today for the mid-high level skilled jobs available in Advanced Manufacturing across the Lehigh Valley. Student groups will be paired with participating manufacturing companies to produce short videos showing the cool things about manufacturing careers. The middle school team along with Mr. Recke has partnered with IQE in Bethlehem. They will be making semi-conductor wafers. Excited about work the middle school is doing and was contacted by the organization who want to expand their partnership with the district. Mr. Roth thanked the custodial and transportation staff for the efforts over the past two days. Mr. Roth has been asked to do a presentation for eSchool News online for the district's work on digital textbooks. We are piloting digital textbooks in 6th grade this year. Mr. Roth recommended that a special budget meeting be held on January 22 to meet deadlines.

New Business

None.

Citizens' Inquiries and Comments (General)

Mrs. Joyce Gibbs, 2061 Lehigh Parkway N, Allentown, PA 18103, came to the meeting as a concerned citizen of Salisbury regarding school taxes being raised. Mrs. Gibbs is a former school board member who served on the board for eight years and was head of the budget committee. Mrs. Gibbs stated there are three things never change that are the biggest cost to a district's budget: PSERS (Public School Employees' Retirement System), charter schools and health care. One thing she says she never asked as a member is if we know we have a deficit for PSER and have excess in the fund can we use that to reduce our debt to PSERS. The average family health care plan was \$1400 a month. Deduction of \$15000 for a new person coming in, if we are adding another teacher we have to think about what the cost is we are trying to save and what we are picking up. Can PSERS be funded more? We are going to be bond rated. We were fourth from the bottom for tax rate. We are a district that cannot grow, the burden of the taxes are on the taxpayer not businesses. We are land locked. Mrs. Gibbs concluded by stated that Salisbury tax payers are paying attention and many are upset about what is going on in the district.

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

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, 1st 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

Adjournment

Motion by Giordano, seconded by Fischer, to adjourn the meeting. The meeting was adjourned by at 8:58 p.m.

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

ABSENT

-- 1

Motion carried.

Robert P. Bruchak
Board Secretary

Jennifer A. Kirk
Recording Secretary