

SALISBURY TOWNSHIP SCHOOL DISTRICT

Board of School Directors
Regular Meeting
Administration Building

Wednesday, June 19, 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
 - Laurie A. Ehrlacher, Retiring Instructional Assistant, WSE
 - Richard W. Marsico, Retiring English Teacher, SHS
 - *Susan Quigg, Retiring English Teacher, SMS
 - *Mary D. Roeding, Retiring Instructional Support Teacher, HST
- 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. Special Board Meeting, April 29, 2013
 - B. Operation Committee Meeting, May 1, 2013
 - C. Regular Board Meeting, May 15, 2013
 - D. Curriculum & Technology Meeting, May 20, 2013
 - E. Operations Committee Meeting, June 5, 2013
- X. Motion to Approve the Payment of Bills from the Following Funds:
 - A. Total General Fund Expenditures—May 18, 2013 through June 21, 2013
--\$1,193,473.53
 - B. Total Athletic Expenditures—May 18, 2013 through June 21, 2013--\$9,958.03
 - C. Total Capital Improvement Fund Expenditures—May 16, 2013 through
June 19, 2013 --\$717.20
 - D. Total GOB 2010 Project Expenditures—May 16, 2013 through June 19, 2013
-- \$1,858.89

E. STSD Laptop Account—May 18, 2013 through June 22, 2013--\$6,372.10

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 students on the attached list for graduation from the Salisbury High School on June 6, 2013, provided they have met all District and State requirements for graduation and are properly certified by Principal Morningstar.
- ***2. approve the student handbooks for the 2013-2014 school term:
- | | |
|-------------------------|-------------------------------------|
| Salisbury High School | Harry S. Truman Elementary School |
| Salisbury Middle School | Western Salisbury Elementary School |
- ***3. approve the educational placement of AO for the 2013-2014 academic year.
- ***4. approve the following student teachers from Kutztown University at Salisbury High School beginning October 21, 2013 through December 12, 2013 of the 2013-2014 school term:
- Gwen Fisher with Robin Burns, Library Media Teacher
- *5. approve homebound instruction for Student O for a length of time designated by the student's physician. **(Board Information Item 1)**
- *6. approve homebound instruction for Student P for a length of time designated by the student's physician. **(Board Information Item 2)**

- 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 2013-2014 general fund operating budget reflecting total expenditures in the amount of \$31,548,872 requiring a total real estate tax levy of 16.8708 mills.
- ***2. approve the 2013 Homestead and Farmstead Exclusion Resolution in the amount of \$7,052. **(Board Information Item 3)**

XIII. Unfinished Business Committee Reports and Action Items

B. *Operations Committee* (continued):

- ***3. commit and/or assign portions of the June 30, 2013 fund balance for the following purposes (actual amounts to be determined after completion of the 2012-2013 audit):
- Compensated Absences (estimated \$1,067,964)
 - PSERS Stabilization (\$450,000)
 - OPEB [retiree health insurance] (estimated \$218,764)
 - Special Needs Transportation (estimated \$54,478)
 - Contingency (\$150,000)
- ***4. approve the renewal of the district's sports and student accident insurance with ACE American Insurance for an annual premium of \$16,333.00.
- ***5. approve the appointment of King, Spry, Herman, Freund & Faul, LLC, as Solicitors for the 2013-2014 school year at a fee of \$135 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 retainer (litigation)--\$160 per hour; \$130 per hour for non-adversary or instructional services.
- ***6. approve the 2013-2014 foodservice fund budget as attached. **(Board Information Item 4)**
- ***7. exonerate Berkheimer from the collection of 2012-2013 school per capita taxes from 819 individuals subject to future audits as summarized on the attachment. **(Board Information Item 5)**
- ***8. authorize the business administrator to turn over 2, 712 delinquent 2012-2013 school per capita tax names to Berkheimer in the gross amount of \$40,680.
- ***9. certify the district's 2013-2014 school per capita list with 11,383 names at the \$15.00/per name or a total assessment of \$170,745.
- ***10. approve France, Anderson, Basile and company, P.C. to perform the annual local audit for the year ended June 30, 2013 not to exceed \$18,300.
- ***11. approve the Act 32 voting delegate resolution appointing Robert Bruchak as the primary voting delegate and Dawn Nickischer as the alternate voting delegate as attached. **(Board Information Item 6)**
- *12. authorize the administration to make payment as necessary for invoices due and owing prior to the regularly scheduled August, 2013 board meeting, in the event a July, 2013 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, 2013 bill listing.

XIII. Unfinished Business Committee Reports and Action Items

B. *Operations Committee* (continued):

- *13. authorize the administration to make additional budget transfers for the 2012-2013 fiscal year with major functions and objects as necessary for audit compliance.
- *14. 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 Bruchak as the Trustee on behalf of the District.
- *15. approve Robert Bruchak as the Board Secretary for the Salisbury Township School District for the term of July 1, 2013, through June 30, 2014.
- *16. appoint Dawn M. Nickischer as treasurer for the Salisbury Township School District effective July 1, 2013 through June 30, 2014.
- *17. approve a 1-year contract—July 1, 2013 through June 30, 2014, 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 Provisions of Act 30/316. (**Board Information Item 7**)
- *18. approve the agreement with Dr. Michele D. Jones for medical services provided as athletic and school physician in the amount of \$8,762.45 for the 2013-2014 school year. (**Board Information Item 8**)
- *19. Approve the agreement with Dr. Michele D. Jones for medical services School Based ACCESS Program (SBAP) in the amount of \$56 per hour for the 2013-2014 school year. (**Board Information Item 9**)
- *20. 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. Fountain Hill Borough to use the stadium/track (no lights) at Salisbury High School on June 15, 2013, from 2:30 p.m. to 5:30 p.m. for a physical agility test for patrol officer candidates. Class B—No charge for facility.
 - b. Salisbury Twirlers to use the cafeteria, kitchen/preparing, kitchen/serving, auditorium, gymnasium, classroom and new gymnasium at Salisbury High School on January 25 & April 12, 2014, from 9:00 a.m. to 9:00 p.m. for a twirling show. Class A—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. adopt the resolutions recognizing the following individuals on the occasion of their retirement: **(Board Information Item 10)**

Laurie A. Ehrlacher	Susan Quigg
Richard W. Marsico	Mary D. Roeding

- *2. accept with regret the resignation of Jason Reinhard as swimming coach and winter strength coach effective May 16, 2013. **(Board Information Item 11)**

- *3. approve the transfer of Margaret Scholl from a full-time Title Reading Specialist Teacher at Salisbury Middle School to a full-time English teacher at Salisbury Middle School effective August 20, 2013.

[Replaces: S. Quigg, retiring teacher, SMS]

- *4. recall Suzanne VanEmburch as a full-time English teacher at Salisbury Middle School effective August 20, 2013, at the appropriate step of the 2013-2014 teachers' salary schedule.

[Current District Employee: Demoted to PT English Teacher, SMS

Replaces: M. Scholl, position transfer]

- *5. approve the transfer of Theresa Bruns from a full-time Learning Support Teacher at Salisbury High School & Western Salisbury Elementary to a full-time Special Education teacher at Salisbury High School effective August 20, 2013.

[Position reassigned from WSE]

- *6. approve the transfer of Diane Kasaczun from a full-time Learning Support Teacher at Harry S Truman Elementary to a full-time Instructional Support Teacher at Harry S Truman Elementary effective August 20, 2013.

[Replaces: M. Roeding, retiring teacher, HST]

- *7. approve 5 % additional salary for Shannon Stokes' for working 2 additional weeks during the 2013-2014 school upon recommendation of the superintendent and as outlined in section VI, page 9, as per the SEA Collective Bargaining Agreement.

- *8. employ Shannon Rooney, Allentown, PA, as a 12-month secretary at Harry S Truman effective August 12, 2013, at the first step of the 2013-2014 support staff salary schedule for 12 month secretaries (\$18.99/hour).

[Current District Employment: Part-Time Instructional Assistant, HST
Replaces: C. Grejda, retiring 12 month secretary, HST]

XIII. Unfinished Business Committee Reports and Action Items

C. Personnel Committee: (continued):

- *9. employ Angela Mosley, Slatington, PA, as the middle school chorus director for the 2012-2013 school term at the 2012-2013 contractual rate of pay for this position of \$2,312.
- *10. approve the following individuals as department chairpersons for the 2013-2014 school term at the 2013-2014 contractual stipend of \$3,000:
- | | | |
|-------------------|----|-----------------------------------|
| Robyn Balsai | -- | English/Reading |
| Mary Kate Agnew | -- | Social Studies |
| Sherry Wetherhold | -- | Family Consumer Sciences/Business |
| Cathie Meholic | -- | Mathematics |
| Ruth Smith | -- | Science/Technology Education |
| Rachel Reinecke | -- | Arts |
| Laura Dos Santos | -- | World Languages |
- *11. approve the following educational liaisons for the 2013-2014 school term at the 2013-2014 contractual stipend of \$1,500:
- | | | |
|------------------|---|------------------------------|
| Diane Kasaczun | - | Harry S Truman Elementary |
| Cathy Rae | - | Harry S Truman Elementary |
| Michaele Hippauf | - | Western Salisbury Elementary |
| Marilyn Nocerino | - | Western Salisbury Elementary |
| Beth Prokesch | - | Salisbury Middle School |
| Michael Posch | - | Salisbury Middle School |
- *12. employ the following teachers to provide homebound instruction for Student O:
- Megan Basile – Science
Peggy Scholl – Social Studies
Michelle DeOliveira– Language Arts & Reading
Meredith Castagna – Pre-Algebra
- *13. employ the following teachers to provide homebound instruction for Student P:
- Peggy Scholl – Social Studies & Reading
Michelle DeOliveira– Language Arts
Meredith Castagna – Pre-Algebra
Megan Basile – Science
- *14. employ Justin Nothstein for the 2013 summer help program effective June 3, 2013, at the hourly rate of \$8.00.
- *15. employ Tyler Black for the 2013 summer help program effective June 3, 2013, at the hourly rate of \$8.00.

XIII. Unfinished Business Committee Reports and Action Items

C. Personnel Committee: (continued):

- *16. employ Brett Spencer for the 2013 summer help program effective June 17, 2013, at the hourly rate of \$8.00.
- *17. approve the request of Wayne Covely, utility maintenance worker at Harry S Truman Elementary School, for a FMLA leave for up to 60 days effective May 13, 2013, as outlined in the Salisbury Township School District's FMLA Policy #535.1.
- *18. approve the request of Rachael Legath, Behavior Interventionist at Salisbury High School, for a FMLA leave for up to 60 days effective tentatively September 3, 2013, through December 3, 2013, as outlined in the Salisbury Township School District's FMLA Policy #435.1.
- *19. approve the request of Wayne Kucsan, utility maintenance worker at Salisbury High School, for a FMLA leave for up to 60 days effective June 10, 2013, as outlined in the Salisbury Township School District's FMLA Policy #535.1.
- *20. approve the following job descriptions:

School Psychologist	(Board Information Item 12)
Instructional Assistant	(Board Information Item 13)
- *21. approve the individuals on the attached extracurricular activities position list for the 2013-2014 school term (pending completion of requirements) at a contractual rate of pay. **(Board Information Item 14)**
- *22. approve the attached substitute rates (unchanged) for the 2013-2014 school term **(Board Information Item 15)**
- *23. approve the attached list of additions to the following substitute lists:

Teachers	(Board Information Item 16)
Nurse	(Board Information Item 17)
Nurse Assistants	(Board Information Item 18)
Secretarial	(Board Information Item 19)
- *24. approve the attached list of deletions to the following substitute lists:

Teachers	(Board Information Item 20)
Custodial	(Board Information Item 21)

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. adopt the Carbon Lehigh Intermediate Unit policies, procedures and use of funds by the Salisbury Township School District. (**Board Information Item 22**)

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

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 – Wednesday, July 17, 2013 – 6:30 p.m. – (if needed)
Administration Building

Regular Board Meeting – Wednesday, July 17, 2013 – 7:30 p.m. (if needed)
Administration Building

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

Executive Session – Wednesday, August 14, 2013 – 6:30 p.m. –
Administration Building

Regular Board Meeting – Wednesday, August 14, 2013 – 7:30 p.m.
Administration Building

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

XVIII. Board Information

- 1. Homebound Instruction, Student O
- 2. Homebound Instruction, Student P

3. 2013 Homestead and Farmstead Exclusion Resolution
4. 2013-2014 Foodservice Fund Budget
5. 2012-2013 School Per Capita Tax Exonerations
6. Act 32 Voting Delegate Resolution
7. 2013-2014 KidsPeace Contract
8. Agreement, Dr. Jones, 2013-2014
9. Agreement School Based ACCESS Program, Dr. Jones, 2013-2014
10. Resolutions: Ehrlacher, Marsico, Quigg & Roeding
11. Letter dated May 16, 2013, to Ms. Deeb from Mr. Reinhard
12. School Psychologist Job Description
13. Instructional Assistant Job Description
14. Extracurricular Activities Positions List, 2013-2014
15. Substitute Rates, 2013-2014
16. Additions to Substitute Teachers' List
17. Additions to Substitute Nurses' List
18. Additions to Substitute Nurse Assistants' List
19. Additions to Substitute Secretarial List
20. Deletions to Substitute Teachers' List
21. Deletions to Substitute Custodial List
22. CLIU #21 Policies, Procedures and Use of Funds by STSD
23. Enrollment Reports: SHS, SMS, HST, WSE
24. CLIU #21 Student Totals as of May 15, 2013
25. CLIU Minutes, April 15, 2013
26. CLIU Minutes, April 23, 2013
27. CLIU Agenda, May 20, 2013
28. LCCC President's Desk, June 2013
29. LCCC Minutes, May 2, 2013
30. LCTI Joint Operating Committee Minutes, April 24, 2013
31. LCTI Joint Operating Committee Agenda, May 22, 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**