

SALISBURY TOWNSHIP SCHOOL DISTRICT

Board of School Directors
Regular Meeting
Administration Building

Wednesday, March 13, 2013

AGENDA (tentative)

- I. Call to Order by Board President
- II. Pledge of Allegiance
- III. Roll Call
- IV. Student Representatives' Report: Ian Carey, Junior
Luke Chassard, Junior
Meagan Greenberg, Senior
Samantha Heiserman, Junior
- V. Special Recognitions/Presentations
 - Apple Distinguished Program Presentation – Mr. Peter Oyler
 - No Place for Hate Banner Presentation – Mr. Michael Roth
- 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, January 30, 2013
 - B. Regular Board Meeting, February 13, 2013
- X. Motion to Approve the Payment of Bills from the Following Funds:
 - A. Total General Fund Expenditures—February 18, 2013 through March 15, 2013
--\$1,374,389.19
 - B. Total Athletic Expenditures—February 16, 2013 through March 15, 2013--\$29,014.62
 - C. Total Capital Improvement Fund Expenditures—February 14 through
March 15, 2013 --\$0
 - D. Total GOB 2010 Project Expenditures—February 14, 2013 through March 15, 2013
-- \$0
 - E. STSD Laptop Account—February 16, 2013 through March 15, 2013--\$4,406.95

XI. Motion to approve the February 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 attached Curriculum & Technology Committee meeting schedule for the 2013-2014 school term. **(Board Information Item 1)**
- *2. approve the following student teacher from Kutztown University at Salisbury Middle School beginning March 25, 2013 through May 16, 2013 of the 2012-2013 school term:
- Kara Schwenk with Cynthia Mugavero, Mathematics
- *3. approve homebound instruction for Student J for a length of time designated by the student's physician. **(Board Information Item 2)**
- *4. approve homebound instruction for Student K for a length of time designated by the student's physician. **(Board Information Item 3)**
- *5. approve the Collaborative Agreement/Contract for Services between Salisbury Township School District and Community Services for Children to operate a Pre-K Counts certified program at Harry S. Truman, pending grant approval and review of documentation by the school district solicitor.. **(Board Information Item 4)**

- 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. accept the district's local audit report for the fiscal year ended June 30, 2012, as prepared by local auditors France, Anderson, Basile and Company.
- ***2. approve the Operations Committee meeting schedule for the 2013-2014 school term.. **(Board Information Item 5)**

XIII. Unfinished Business Committee Reports and Action Items

B. *Operations Committee* (continued):

- *3. 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. SYA to use the gymnasium, athletic field and parking lot at Salisbury High School on March 16, 2013 (gymnasium), from 1:00 p.m. to 3:00 p.m. and on April 7, 2013 (baseball field), from 2:00 p.m. to 4:00 p.m. for clinics. Class B—No charge for facility.
 - b. Arts Academy Charter School to use a classroom, auditorium and parking lot at Salisbury High School on April 15 & 16, 2013, from 3:00 p.m. to 5:00 p.m., and April 19, 2013, from 3:00 p.m. to 9:00 p.m., for the musical revue tech rehearsal. Class E—\$300/day—Auditorium; \$50/each/per day—Classroom; \$100/day—Parking Lot.
 - c. Swim Booster Club to use the cafeteria at Salisbury High School on April 28, 2013, from 3:00 p.m. to 7:00 p.m., for a banquet. Class B—No charge for facility.
 - d. National Judges Association to use the cafeteria, kitchen, auditorium and two classrooms at Salisbury High School on August 3, 2013, from 8:00 a.m. to 5:00 p.m. and on August 4, 2013, from 10:00 a.m. to 4:00 p.m. for judges clinic and rules congress. Class E—\$50/each/per day—Classroom; \$125/day—Cafeteria w/ kitchen; \$300/day--Auditorium.
 - e. Sky Hawks Lacrosse to use the athletic field at Salisbury Middle School on March 10, 24, April 7, 21 and May 12, 2013, from 4:00 p.m. to 5:30 p.m., for team practice. Class E—\$100/day—Designated Grounds.
 - f. Lehigh County Elections to use the parking lot and a classroom at Salisbury Middle School on May 21 and November 5, 2013, from 6:00 a.m. to 11:00 p.m., for voting. Class B—No charge for facility.
 - g. SYA to use the cafeteria, parking lot and gymnasium at Harry S Truman Elementary School on April 6, 2013, from 8:00 a.m. to 2:30 p.m. for baseball and softball pictures. 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 Jenna Fisher as an assistant track coach effective February 19, 2013. (**Board Information Item 6**)

XIII. Unfinished Business Committee Reports and Action Items

C. Personnel Committee: (continued):

- *2. accept with regret the resignation, due to retirement, of Susan Quigg, English teacher at Salisbury Middle School effective at the end of the 2012-2013 school year. **(Board Information Item 22)**
- *3. approve the request of Debra Saeger, teacher at Western Salisbury Elementary School, for a FMLA leave for up to 60 days effective tentatively January 31, 2013, as outlined in the Salisbury Township School District's FMLA Policy #435.1.
- *4. employ Amilee Schillinger, Fogelsville, PA, pending completion of requirements, as a part-time 4 hours a day instructional assistant at Salisbury Middle School effective retroactive to March 4, 2013, at the first step of the 2012-2013 support staff salary schedule for instructional assistants (\$14.84/hour).

[Replaces: S. Bonaskiewich, transferred position to FT custodian]
- *5. approve the attached Salisbury Township School District organizational chart. **(Board Information Item 7)**
- *6. approve the following job descriptions**(Board Information Item 8)** :

Assistant Superintendent for Teaching and Learning
Supervisor of Instructional Practice
Coordinator of Technology
Supervisor of Special Education
- *7. employ the following teachers to provide homebound instruction for Student J:

Meredith Castagna – Algebra
Susan Quigg – English
Eden Alden – Spanish
Margaret Scholl – Social Studies & Science
- *8. employ the following teacher to provide homebound instruction for Student K:

Kara Bellis – Reading & Language Arts, Mathematics, Science & Social Studies
- *9. approve Timothy Zaborowski, Allentown, PA, pending completion of requirements, as a volunteer assistant boys' tennis coach for the 2012-2013 school term without pay and/or benefits.
- *10. approve John Goletz, Allentown, PA, as a volunteer middle school softball coach for the 2012-2013 school term without pay and/or benefits.
- *11. approve Susan Rogers, Allentown, PA, as a volunteer middle school softball coach for the 2012-2013 school term without pay and/or benefits.

XIII. Unfinished Business Committee Reports and Action Items

C. Personnel Committee: (continued):

- *12. approve Christina Utsch, Allentown, PA, pending completion of requirements, as a volunteer assistant varsity softball coach for the 2012-2013 school term without pay and/or benefits.
- *13. approve the attached list of additions to the following substitute lists:

Teachers **(Board Information Item 9)**

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

It is recommended that the Board:

- *1. approve the concurrent enrollment agreement effective August 15, 2013 through June 30, 2014 between Lehigh Carbon Community College and the Salisbury Township School District. **(Board Information Item 10)**

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

It is recommended that the Board:

- *1. approve the 2013-2014 Lehigh Career and Technical Institute Budget as recommended by the LCTI Joint Operating Committee on January 23, 2013, in the amount of \$23,598,900. Salisbury's portion of this budget is \$694,476.74. **(Board Information Item 11)**

- 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:

Curriculum & Technology Meeting – Monday, March 25, 2013 – 7:00 p.m. –
Salisbury High School

Operations Committee Meeting – Wednesday, April 10, 2013 – 7:00 p.m. –
Administration Building

Executive Session – Wednesday, April 17, 2013 – 6:30 p.m. –
Administration Building

Regular Board Meeting – Wednesday, April 17, 2013 – 7:30 p.m.
Administration Building

Curriculum & Technology Meeting – Monday, April 29, 2013 – 7:00 p.m. –
Administration Building

XVIII. Board Information

1. Curriculum & Technology Committee 2013-2014 Meeting Schedule
2. Homebound Instruction, Student J
3. Homebound Instruction, Student K
4. Letter of intent to Apply for Pre-Kindergarten Count Grant with Community Services for Children
5. Operations Committee 2013-2014 Meeting Schedule
6. E-mail dated February 19, 2013, to Ms. Deeb from Ms. Fisher
7. STSD Organization Chart
8. Job Descriptions: Asst Supt, Supervisor of Instructional Practice, Coordinator of Technology & Supervisor of Special Education
9. Additions to Substitute Teachers' List
10. Concurrent Enrollment Agreement between LCCC & STSD, 2013-2014
11. 2013-2014 Lehigh Career and Technical Institute Budget
12. Enrollment Reports: SHS, SMS, HST, WSE
13. CLIU Board Briefs, January 30, 2013
14. LCCC President's Desk, March 2013
15. LCCC Minutes, February 7, 2013
16. LCCC Sponsoring School District Update, March 2013
17. LCTI Joint Operating Committee Minutes, January 23, 2013
18. LCTI Joint Operating Committee Agenda, February, 2013
19. LCTI Director's Report, February 2013
20. March Newsletter, HST
21. March Newsletter, WSE
22. Letter dated March 5, 2013, to Mr. Roth from Mrs. Quigg

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