

SALISBURY TOWNSHIP SCHOOL DISTRICT
Minutes of Board of School Directors Meeting

March 13, 2013

A regular meeting of the Board of School Directors of the Salisbury Township School District was called to order by Mr. Mantz at 7:36 p.m. on Wednesday, March 13, 2013, in the Administration Building, 1140 Salisbury Road, Allentown, PA.

Board Members Present: Mr. Bobeck, Mr. DeFrank, Mrs. Fischer, Mr. Gatanis, Mr. Mantz, and Mrs. Ziegler

Board Members Absent: Mr. Frankenfield, Mr. Giordano and Mr. Moyer

Also Present: Mr. Bruchak, Mrs. Fuini-Hetten, Ms. Morningstar, Mrs. Nickischer, Mr. Parlman, Mrs. Perron-Jones, Mr. Roth, Mrs. Samide, Mr. Smith, Dr. Ziegenfuss and Attorney Roddick

Also Absent: Mr. Brackett, Mr. Cassidy, Mrs. Hartman & Ms. Morningstar

Student Representative Report Model UN held its biggest fundraiser, Winter ball dance, and has completed all activities. Debate team has four representative are competing in a series of four steps and are tied for first place. PJAS, has 36 students participating ranging from grades 7-11 have earned 1st place in the Easton regional competition. No Place for Hate will be honored tonight. Winter sports have wrapped up. The boys' basketball team lost in the first round of states. Girls' basketball team made districts. In wrestling, Anthony Dee made it to regionals and reached his 100 win at Districts. There are currently 11 swimmers at state competition. Eric Tatum is looking to for a state win for the second year. For Spring sports, baseball team is strong as well as the softball team who has seen an increase in numbers since soccer moved to the Fall season. The girls' track team has also seen an increase in participation number. Two high school students placed in the LCTI digital photo competition. Three high school band members were asked to take part in the Lehigh County band, Alan Mendez, John Leiderman and Erin Kloss. Course selections are wrapping up. Tomorrow the first ever SGA sponsored dodge ball tournament will be played. The Superintendent, Michael Roth, will be participating. The Senior class is planning a trip to Baltimore. Key club is planning for their annual Easter egg hunt.

Special Recognitions/ Presentations Mr. Roth introduced Peter Oyler, from Apple, who will recognize TL2014 and will present the district with an Apple Distinguished Program banner. Mr. Oyler commended the staff, students, administrators and board for their efforts toward the success of the program between the district and Apple. Mr. Oyler stated, "This is recognition of the program not just a school." Salisbury Township School District scored the highest in all of the categories on the application. In the country there are fewer than 200 schools who received this distinction. This has been accomplished in two schools not just one. There are five best practices that are part of the evaluation--is visionary leadership (leadership in the classroom is an essential piece), innovative learning and teaching, ongoing professional development, compelling evidence of success, and flexible learning environment. Mr. Oyler presented Mr. Roth and Mr. Mantz with a plaque and banner. Mr. Roth wanted to include the following in the acceptance of the banner and plaque: Robin Burns, HS library media teacher, Ms. Laura Dos Santos, HS teacher, Mrs. Kennington's son (Ryan) because without parent and student support the district would be unable to do so,

Mr. Dovico, HS Assistant Principal, Mr. Parlman, and Mr. Chris Smith-Coordinator of Technology all who have contributed and represent others who have as well. Mr. Oyler stated the challenge he is laying down is to repeat. Mr. Roth thanked the Board for their visionary leadership in what they want to accomplish for the students. "You have made it possible for us." Mr. Mantz thanked the Apple Corporation for all they have done to get the district through the process. Next, Mr. Roth stated that about three years ago the high school population was changing and becoming a bit more diversity. A committee was established to see how this diversity could be supported. They identified a No Place for Hate program and created a model. There is a team of over 25 students, led by Ms. Dos Santos, who meet during falcon period and who have all signed a resolution of respect. They have held three or more school wide activities promoting respect. This program is designed to celebrate diversity and encourage a sense of community. It is sponsored by the anti-defamation league. The Salisbury High School received a banner for their successful participation in the program and will be identified as a No Place for Hate school next year.

Changes or Additions to the Agenda None.

Approval of Agenda Motion by Ziegler, seconded by Bobeck, to approve the regular agenda:

VOTE:	YES	--	<u>6</u>
	NO	--	<u>0</u>
	ABSTENTIONS	--	<u>0</u>
	ABSENT	--	<u>3</u>

Motion carried.

Citizens' Inquiries & Comments Pertaining to Agenda Items None.

Approval of Minutes Motion by DeFrank, seconded by Bobeck, to approve the following minutes:

- A. Operation Committee Meeting, January 30, 2013
- B. Regular Board Meeting, February 13, 2013

VOTE:	YES	--	<u>6</u>
	NO	--	<u>0</u>
	ABSTENTIONS	--	<u>0</u>
	ABSENT	--	<u>3</u>

Motion carried.

Presentation of Bills Motion by Ziegler, seconded by Bobeck, to approve the following expenditures:

- 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

VOTE:	YES	--	<u>6</u>
	NO	--	<u>0</u>
	ABSTENTIONS	--	<u>0</u>
	ABSENT	--	<u>3</u>

Motion carried.

Treasurer's Report

Motion by DeFrank, seconded by Bobeck, to approve the February treasurer's reports.

VOTE:	YES	--	<u>6</u>
	NO	--	<u>0</u>
	ABSTENTIONS	--	<u>0</u>
	ABSENT	--	<u>3</u>

Motion carried.

Secretary of Board Report

Mr. Bruchak stated he will be out of the office next week attending the PASBO annual conference with Dawn Nickischer. Mr. Bruchak will be the moderator for one of the presentations "The Demotion Process."

Mr. Bruchak has been attending several seminars gearing up for all the changes that are coming down the pike. Legislation that will affect the District are the Healthcare Affordability Act, Title IX, and the possible pension reform. Title IX will have new reporting requirements that will be effective this October. Yesterday, Mr. Bruchak sat in on a web forum concerning the Governor's Pension Reform Proposal. The webinar was presented by PASBO and PASA and the main presenter was Charles Zogby.

The districts food service operation recently received a clean report with all regulations being adhered to. There were no issues.

A. Curriculum & Technology Committee

Mrs. Ziegler stated that a last meeting was held on February 25 and was hosted by WSE. A presentation was given in regards to the Common Core Standards vs. PA Standards. All grade levels were represented. Every state in the country except eight are teaching the Common Core Standards. A preliminary kindergarten update was presentation by Mr. Roth for pre-K counts. There was also a TL2014 update, a VAST update (currently has 13 students with a cost avoidance of \$103,000) and a decision was made for the curriculum meeting dates for next year.

Mr. Roth further explained Item A-5, a collaborative agreement between the district and Community Services for Children to operate a pre-K counts certified program

at Harry S Truman Elementary School at no cost to the district. Mrs. Margraf, Executive vice President, stated that with the School Board's approval of use of the space Community Services for Children would be able to apply for a grant for this program to prepare students for kindergarten. This program would be available for 3 and 4 year olds. She stated that it is a wonderful opportunity for transition between pre-kindergarten and kindergarten. Mr. Roth commented that the district solicitor has reviewed the agreement and there are no issues or concerns. The district is not running the program we are providing the space and a little bit of administrative support, such as nurses and food services. If the funding is granted the program can begin this Fall. Mrs. Margraf thanked the board for their consideration. There are students who may apply who do not qualify because they do not fall in the criteria in terms of poverty level. Mr. Mantz asked if this is the first year to be found eligible. Mrs. Margraf responded that this is the first year for expansion. Mr. Mantz stated he is impressed by the program and is grateful they can bring the service to so many of our children. It will be a five hours a day program.

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

- A-1. 2013-2014 Curriculum Meeting Dates approve the attached Curriculum & Technology Committee meeting schedule for the 2013-2014 school term. **(Board Information Item 1)**
- A-2. Kutztown Student Teacher, 2012-2013 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
- A-3. Homebound Instruction, Student J approve homebound instruction for Student J for a length of time designated by the student's physician. **(Board Information Item 2)**
- A-4. Homebound Instruction, Student K approve homebound instruction for Student K for a length of time designated by the student's physician. **(Board Information Item 3)**
- A-5. Community Services for Children Agreement/Contract 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)**

VOTE:	YES	--	<u>6</u>
	NO	--	<u>0</u>
	ABSTENTIONS	--	<u>0</u>
	ABSENT	--	<u>3</u>

Motion carried.

- B. Operations Committee Mr. Gatanis stated at the operations meeting held on March 6 items some items discussed were securing HST and WSE in terms of their entrances. Various options for the high school sign on Emmaus Avenue. The fire alarm at the administration building was also discussed along with the local audit report. Mr. Bruchak gave a presentation on next year's budget and the operation meeting dates for the

upcoming year were discussed.

Mr. Roth commented on Item B-3f. The Lehigh County Elections will be using the middle school for voting on November 5 which is a scheduled professional development day. May 21 is a primary election which is not that heavily attended of an election. Mr. Brackett has security in place. The polling event will operate in a safe manner in protection of students and staff.

Motion by Gatanis, seconded by Bobeck to approve Items B-1 and B-3g on the regular agenda:

B-1. Local Audit
Report Ending
June 30, 2012

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.

B-2. 2013-2014
Operations Committee
Meeting Dates

approve the Operations Committee meeting schedule for the 2013-2014 school term. **(Board Information Item 5)**

B-3. 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. 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.

VOTE: YES -- 6
 NO -- 0
 ABSTENTIONS -- 0
 ABSENT -- 3

Motion carried.

C. Personnel Committee Motion by Fischer, seconded by Ziegler to approve Item C-1 to C-13 on the regular agenda:

- C-1. Fisher accept with regret the resignation of Jenna Fisher as an assistant track coach
 Resignation effective February 19, 2013. (**Board Information Item 6**)
- C-2. Quigg, accept with regret the resignation, due to retirement, of Susan Quigg, English
 Retirement teacher at Salisbury Middle School effective at the end of the 2012-2013 school
 year. (**Board Information Item 22**)
- C-3. Saeger, approve the request of Debra Saeger, teacher at Western Salisbury Elementary
 FMLA Request 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.
- C-4. Schillinger, employ Amilee Schillinger, Fogelsville, PA, pending completion of requirements,
 Employment 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]

C-5. STSD, approve the attached Salisbury Township School District organizational chart.
 Organizational Chart (**Board Information Item 7**)

C-6. Job Descriptions 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

C-7. Teachers for employ the following teachers to provide homebound instruction for Student J:
 Homebound Instruction,
 Student J

Meredith Castagna – Algebra
Susan Quigg – English
Eden Alden – Spanish
Margaret Scholl – Social Studies & Science

- C-8. Teachers for Homebound Instruction, Student K employ the following teacher to provide homebound instruction for Student K:

Kara Bellis – Reading & Language Arts, Mathematics, Science & Social Studies

- C-9. Zaborowski, Volunteer Asst Boys' Tennis Coach 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.

- C-10. Goletz, Volunteer MS Softball Coach approve John Goletz, Allentown, PA, as a volunteer middle school softball coach for the 2012-2013 school term without pay and/or benefits.

- C-11. Rogers, Volunteer MS Softball Coach approve Susan Rogers, Allentown, PA, as a volunteer middle school softball coach for the 2012-2013 school term without pay and/or benefits.

- C-12. Utsch, Volunteer Asst Varsity Softball Coach 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.

- C.13. Substitute Additions approve the attached list of additions to the following substitute lists:

Teachers **(Board Information Item 9)**

VOTE:	YES	-- <u>6</u>
	NO	-- <u>0</u>
	ABSTENTIONS	-- <u>0</u>
	ABSENT	-- <u>3</u>

Motion carried.

D. Policy Committee None.

E. Student Activities None.

Reports

A. Allentown Public Library None.

B. Carbon Lehigh Intermediate Unit Mrs. Ziegler stated did not have a February meeting. Next meeting Monday 18.

C. Lehigh Carbon Community College Mr. Mantz meeting last week. Board attachments.

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

C-1. LCCC & STSD Concurrent Enrollment Agreement 2013-2014 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. Roth stated the LCTI budget is showing a 2.1% increase over the 2012-2013 budget with a member decrease of 1.8%. Salisbury's portion is \$694,476.74, which is a 1.9% decrease from last year based on enrollment.

D-1. 2013-2014 LCTI Budget Motion by Gatani, seconded by DeFrank to approve Item D-1 on the regular agenda:

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

The Senate Rules Committee may amend and move SB 1115, a special education funding bill that was amended and passed by the House last June to include a charter school expansion proposal supported by the governor. (Following House passage, SB 1115 is now back in the Senate for concurrence.) SB 1115 as passed by the House included, among things, plans for: a statewide authorizer for charter schools; establishment of a charter direct pay system; creation of a funding commission to examine cyber/charter school funding; conversion of existing public school buildings to charter schools; lessening of the Right to Know law requirements for charter school vendors, provisions for regional charter schools (when five or more school districts are involved) and multiple charter organizations.

SB 1309, would eliminate the right of school districts and municipalities to challenge assessments when a residential or commercial property is under-assessed. SB 1309 would prohibit a taxing district from appealing the assessment of property based on the sale of the property. It also would permit a taxable person who lost a reverse assessment appeal to have the property's new assessed value restored to the base year. The challenge process is known as "reverse appeals" and is used when a property is under-assessed, most beneficial to school boards regarding the assessment of commercial properties.

HB 135, sponsored by Rep. Dan Truitt (R-Chester), proposes to restore the general mandate waiver program that expired in 2010. The program, originally part of the Education Empowerment Act, gave school districts the ability to apply to the Pennsylvania Department of Education (PDE) for a waiver of certain mandates within the Public School Code and education regulations. Like the prior program, HB 135 would allow PDE to waive certain mandates for school districts that justified the need for the waiver by providing information about the benefits of the mandate relief sought and developed an evaluation procedure to examine the impact of the waiver on their district. Also like the prior program, school districts would be required to submit a report to PDE to evaluate the impact of the waiver.

On HB 618, sponsored by Rep. Joe Emrick (R-Northampton), and HB 759, sponsored by Rep. Mike Reese (R-Westmoreland). Both of these bills address the cyber charter school funding formula, and cyber charter school advocates are coming out in strong opposition to these proposals.

PSBA Position on HB 618: The bill allows school districts to deduct 100% of their employer contributions to the Public School Employees Retirement System from the cyber charter school tuition calculation. This proposal will save school districts valuable dollars and will remedy an inherent lack of fairness in the current formula. These additional deductions include a school district's costs for student health services, food services, and library services, as well as half of a district's extracurricular activities costs and half of a district's cost of any cyber education programs they offer, including the cost of a cyber-education program offered in

conjunction with an intermediate unit.

HB 759 also requires direct payment of charter tuition via a deduction by PDE from a school district's subsidy. Under this proposal, a school district would not receive documentation from the charter or cyber charter school regarding the resident students enrolled each month. This lack of documentation is problematic because the proposed language also places the burden of proof and production on the school district to show that there is an inaccuracy in the deduction made by PDE.

F. Solicitor

None.

G. Superintendent

Mr. Dovico stated the high school team is getting ready to do the master student schedules for next year. Haley Nguyen received a gold medal for her role playing in principles of business administration and management in DECA conference in Hershey. Mr. Parlman reported that six students will be participating on the 18th in the IU Computer Fair. The History Day competition is this Saturday at Jim Thorpe. Students will be taking the writing portion of the PSSAs this week. The Dance-A-Thon will be held March 23. Mrs. Samide reported that WSE and HSE hosted the second grade parents' lunch. WSE currently has 32 children registered for Kindergarten next year. The fourth grade concluded their measurement unit by organizing a collection of blankets for the needy. Leadership assemblies will be held every other week as part of the Leader In Me initiative. The next step is the Lighthouse team training at both buildings. Fifth grade is taking the writing PSSA tests. Mrs. Fuini-Hetten stated that a survey was sent to the staff regarding possible summer academy offerings. 118 staff replied indicating sessions they are interested in attending. Dr. Ziegenfuss stated that Salisbury is a Project Red Signature district along with Quakertown and Southern Lehigh giving opportunities to collaborate with each other possibly this summer. Yesterday Mr. Roth and Dr. Ziegenfuss attended the Apple Leadership Summit to tell other districts about what Salisbury is doing as an Apple Distinguished school district. On April 3 an Apple sponsor site visit will be held at the middle school. Other leaders in the area are welcome to attend. The results for the Keystone exams given at the high school will be analyzed and the Board will be informed in the near future. The SalisburySD.US site is up and running. There are a variety of posts including a student post that was launched yesterday. The forum is really the Salisbury experience. Mrs. Perron-Jones stated that the local PAGE (PA Association for Gifted Education) group will be hosting a panel and open discussion on the college application and admission process from 7:00 p.m. to 8:30 p.m. on April 24 at the middle school.

Mr. Roth congratulated the middle school and high school twirlers who competed at the Blue Mountain competitions and won. Mr. Roth also thanked the PJAS coaches, Megan Basile from the middle school and Ruth Smith at the high school. The district has been asked to partner with Discovery Education to offer the Lehigh Education Summit to see what Salisbury is doing regarding TL2014. Mr. Roth invited the Board members to attend. Mr. Roth also commented that graduation is scheduled for 6:00 p.m. June 6 at Allentown Symphony Hall.

Mr. Gatanis expressed his pride of the administration, staff and students for all their accomplishments.

New Business

None.

Citizens' Inquiries and
Comments (General)

None.

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

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

Adjournment

Motion by Mantz, seconded by DeFrank, to adjourn the meeting. The meeting was
adjourned by at 9:00 p.m.

VOTE:	YES	--	<u>6</u>
	NO	--	<u>0</u>
	ABSTENTIONS	--	<u>0</u>
	ABSENT	--	<u>3</u>

Motion carried.

Robert P. Bruchak
Board Secretary

Jennifer A. Kirk
Recording Secretary