

**SOUTHERN LEHIGH SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS MEETING
Southern Lehigh Middle School Auditorium
March 27, 2017
7:00 p.m.
Agenda**



I. OPENING PROCEDURES

- A. *Call to Order*
- B. *Recording of Attendance by the Secretary*
- C. *Pledge of Allegiance*
- D. *Student Recognition-Middle School (Scholastic Awards, Math Counts) and Girls High School Basketball Team*

II. APPROVAL OF MINUTES OF FEBRUARY 27, 2017

III. VISITORS

IV. STUDENT REPRESENTATIVE REPORTS

V. SUPERINTENDENT'S REPORT

VI. CURRICULUM

A. *Program of Studies Handbook-High School*

The Administration recommends revisions to the 2017-2018 High School Programs of Studies Book. The requested change is to the prerequisite for Honors Chemistry. (VI, A)

B. *Full day Kindergarten*

The Administration recommends that the district change the full day kindergarten program from a one-year pilot to an ongoing program that operates with the same entry criteria with one classroom each at Hopewell and Liberty Bell Elementary Schools.

C. *Research Study*

The Administration recommends approval of the participation of the High School Music Department in a research study being conducted by the Arts and Mind Lab at Boston College. The study examines the alignment and potential misalignment among teachers, principals and arts chairs, students, and parents in terms of the benefits of ensemble music education.

D. *Textbook Recommendation*

The Administration recommends final approval of new textbooks recommended for the 2017-2018 school year. Textbooks have been on display in the Administration Building since the March 13, 2017 Committee of the Whole Board meeting. (VI, D)

E. *Letter of Agreement-Title 1 Allocation*

The Administration recommends approval of the agreement with Carbon Lehigh Intermediate Unit #21 for remedial instructional services to students in Non Public School in accordance with Federal Title I allocations per funding adjustments in the approximate amount of \$26,778.88 for the 2016-2017 school year. (VI, E)

VII. SPECIAL EDUCATION AND STUDENT SERVICES

A. *Special Education Services Agreement*

The Administration recommends approval of the Carbon Lehigh Intermediate Unit Agreement for Special Education Services for the 2017-2018 school year. (VII, A)

B. *Special Education Waiver Agreement*

The Administration recommends approval of a waiver agreement for student #031701.

VIII. BUSINESS AND FINANCE

A. *Accounts Payable*

The Administration recommends approval of the bills list to be paid as of March 27, 2017. (VIII, A)

B. *Treasurer's Report and Investment Report for the month of December and January*

The Administration recommends approval of the Treasurer's Report and Investment Report for the month of December, 2016 and **January, 2017**. (VIII, B)

C. *Letter of Agreement (National School Lunch Program)*

The Administration recommends approval of the Letter of Agreement dated March 1, 2017 between Southern Lehigh School District and Lehigh Career & Technical Institute clarifying responsibilities in connection with the National School Lunch program for our students who attend Lehigh Career & Technical Institute. (VIII, C)

D. *Le-Nor-Co Joint Purchase Agreement*

The Administration recommends approval of the Le-Nor-Co Purchasing Cooperative Joint Purchase Agreement designating the Food Service Director as the primary representative and the Business Manager as the alternate representative. (VIII, D)

IX. SUPPORT SERVICES

A. *Lower Milford Elementary School Property Discussion*

The Board will make a motion to authorize the Administration to take necessary steps to prepare a sale of Lower Milford Elementary School and property located at 7350 Elementary Road, Coopersburg, PA 18036.

B. *Allowance Adjustment-Lobar, Inc.*

The Administration recommends an allowance adjustment increase for Lobar, Inc., One Mill Rd., Dillsburg, PA 17019, in the amount of \$8699.92 to the Hopewell Elementary School Playground Budget approved November 14, 2016, that was not to exceed \$70,000. Additional costs relate to the need for an ADA sidewalk at \$6118 and unanticipated grading costs. (IX, B)

C. *Allowance Adjustment-JBM Mechanical, Inc.*

The Administration recommends an allowance adjustment for JBM Mechanical, Inc., 3273 Gun Club Rd., Nazareth, PA 18064, in the amount of \$18,569.10 to add intake and discharge sensors for 38 heat pumps at Hopewell Elementary School. The sensors are required for diagnosis, maintenance and enhanced efficiency of the building's heating and cooling.

X. PERSONNEL

A. *Certificated Staff*

1. *FMLA Leave (Intermittent)*

The Administration recommends approval of Intermittent FMLA leave of Karen Ryan, Teacher, Joseph P. Liberati Intermediate School, for up to 12 weeks effective March 14, 2017 through March 13, 2018.

2. *Act 93 Retirements*

The Administration recommends accepting the retirements of the following Act 93 Administrators:

Kristen Lewis, Assistant to the Superintendent, effective the end of business day June 30, 2017. Mrs. Lewis has been a district employee for twelve years having served as Liberty Bell Principal, Lower Milford Principal and Director of Elementary Education during her tenure.

Joan Takacs, Director of K-12 Curriculum, effective the end of business day June 30, 2017. Mrs. Takacs has been a district employee for nine years.

3. *Long-Term Substitute*

The Administration recommends approval of Melissa Tesche, Long-Term Substitute Teacher, Joseph P. Liberati Intermediate School, Bachelors, Step 1, a salary of \$48,805 (pro-rated), effective January 10, 2017 through the last teacher day. Ms. Tesche will fill the position due to the leave of Nicole Ott.

4. *Childrearing Leave*

The Administration recommends approval of first period of childrearing leave of Chelsea Lilly, Special Education Teacher, tentatively effective April 4, 2017 through the end of the 2016-2017 school year.

5. *2016-2017 Substitute Teachers*

The Administration recommends approval of the following substitute teachers for the 2016-2017 school year:

Abigail Fleming Grades PK-4

Ashley Jacobs Grades 4-8

Taylor Mudri Grades PK-4

Kim Reybitz Grades PK-12

B. *Noncertificated Staff*

1. *Unpaid Leave*

The Administration recommends approval of unpaid leave of the following staff:

Amy Kimball, Instructional Assistant, Joseph P. Liberati Intermediate School, May 4 and 5, 2017

Ann Higgins, Instructional Assistant, Southern Lehigh Middle School, May 17 through May 24, 2017

Anastasia Benner, Instructional Assistant, Liberty Bell Elementary School, May 17 through 19, 2017

Laura DeMars, Instructional Assistant (Special Ed), Southern Lehigh High School, May 15, 16, 17, 2017

Kelly Fitzmaurice, Instructional Assistant (RTII), Liberty Bell Elementary School, April 13, 2017

Jennifer Ricci, Instructional Assistant (RTII), Joseph P. Liberati Intermediate School, May 5, 2017

2. *FMLA Leave*

The Administration recommends the Intermittent FMLA leave of Jana Brown, Instructional Assistant, Southern Lehigh High School, for up to 12 weeks effective March 7, 2017 through March 6, 2018.

3. *2016-2017 Substitute Staff*

The Administration recommends approval of the following substitute staff for the 2016-2017 school year:

Kim Reybitz, Substitute Instructional Assistant, an hourly rate of \$16.45

4. *Externship*

The Administration recommends approval of the 90 hour unpaid externship of Nicholas Goldberg, Lincoln Technical Institute student, effective March 27, 2017 through April 14, 2017. Mr. Goldberg will be under the supervision of Mr. Erik Malmberg, Coordinator of Network and Information Services.

C. *Extra-Curricular Activities*

1. *Kindergarten Registration Staff*

The Administration recommends the following staff to assist with evening Kindergarten Registration, an hourly rate of \$44.53:

Sara Hovis

Brooke Ruch

Megan Valley

Janet Miltenberger

2. *Kindergarten Registration Nursing Staff*

a. The Administration recommends the following nurses who may be necessary to assist with evening Kindergarten Registration, an hourly rate of \$44.53:

Nicole Castetter

Lori Kern

b. The Administration recommends the following nursing support staff that may be necessary to assist with evening Kindergarten Registration, an hourly rate of \$21.49:

Judith Miller

Kathy Allwein

Audrey Barton

3. *Kindergarten Summer Camp-Support*

The Administration recommends the following Instructional Assistant for Kindergarten Summer Camp, held July 10-21, 2017, an hourly rate of \$18.76:

Marie Matsinger

4. *Title I Parent Workshop Staff*

The Administration recommends the following Title I staff to work evening hours for parent workshops in May, 2017:

Eric Miller, an hourly rate of \$44.53

Colleen West-Slotter, an hourly rate of \$44.53

Luciann Gavin, an hourly rate of \$18.76

D. *Athletics*

1. *2016-2017 Volunteer Coaches*

The Administration recommends the following volunteer coaches for the 2016-2017 school year:

Lynn Glueck

MS Track

Martin Matsumura MS Track

Timothy Bauder Boys Club Volleyball

2. *Event Workers*

The Administration recommends the following event workers for the 2016-2017 school year:

Alison Bauer

Andrew Green

XI. BOARD POLICY

A. Rescission of Policy

The Administration recommends that the following policy be rescinded:

#826 Operations: *Crisis Policy* (covered in Policy #819 Operations: *Suicide Awareness, Prevention and Response*)

B. First Reading of New Policy

The Administration recommends a first reading of the following new policy with no changes:

#620 Finances: *Fund Balance*

C. New Policies

The Administration recommends a first reading of the following new policies with recommended changes:

#827 Operations: *Conflict of Interest*

#806 Operations: *Child Abuse*

#716 Property: *Integrated Pest Management*

#801.2 Operations: *Record Destruction Policy*

XII. NEW BUSINESS

A. AMENDED 2016-2017 SCHOOL CALENDAR

The Administration recommends amending the 2016-2017 District Calendar due to inclement weather days and adding April 13, 2017 and June 8, 2017 as regular school days for staff and students, June 9, 2017 (1/2 day for students) as the last student day, June 12, 2017 as a Teacher In-Service (Act 80) day, June 13, 2017 as the last teacher day and June 14, 15, 16 as Teacher Academy Days.

XIII. BOARD REPORTS

XIV. COMMUNICATIONS

Letters to the Board are included in the Board materials as they are received in the district.

XV. FOR INFORMATION ONLY

A. Conference Request

The requests for professional conferences are listed in the Board materials by name, conference, location, dates of absence, and cost. (XV, A)

B. Graduate Study

The requests for graduate study are listed in the Board materials by name, course/program, institution, reimbursement eligibility and pre-approval date. (XV, B)

- XVI. VISITORS' COMMENTS
- XVII. EXECUTIVE SESSION
- XVIII. OPEN SESSION
- XIX. ADJOURNMENT