

Lehigh Area School District

Lehigh, Pennsylvania

Regular Meeting of School Board
Monday, August 26, 2013 at 7:00PM

Agenda

I. Pledge of Allegiance

II. Call to Order

III. Roll Call

	Present	Absent
Mr. John Finnegan, Member	☐	☐
Mr. William J. Hill, Jr., Member	☐	☐
Mr. Dave Krause, Member	☐	☐
Mr. Hal Resh, Vice-President	☐	☐
Mr. Larry Stern, Member	☐	☐
Mr. Wayne Wentz, Member	☐	☐
Mr. Andrew Yenser, Treasurer	☐	☐
Mr. Thomas Zimmerman, Member	☐	☐
Mr. Rocky Ahner, President	☐	☐
Mr. Michael Malay Jr., Business Manager	☐	☐
Mr. Jonathan Cleaver, Superintendent	☐	☐
Attorney William Schwab, Solicitor	☐	☐
Ms. Bonnie Cortese, Recording Board Secretary	☐	☐

IV. Public Comment on Agenda

V. Presentations

1. **EI Associates** - Schematic Designs to proceed with PlanCon Part D and Part E for East Penn and Mahoning Elementary Schools

VI. Communications

1. Superintendent's Report - *Mr. Cleaver*
2. Board President's Report - *Mr. Ahner*
3. Lehigh Memorial Library Report - *Mr. Finnegan*
4. Legislative Policy Committee of PSBA Report - *Mr. Resh*
5. Title I Advisory Committee Report - *Mr. Zimmerman*
6. CCTI Report - *Mr. Yenser*
7. CLIU Report - *Mr. Wentz*
8. Student Representative Report -
9. Solicitor's Report - *Attorney William Schwab*
10. Building/Grounds Report - *Mr. Wentz*
11. LCCC - *Mr. Stern*
12. Academic Affairs Committee Report - *Mr. Stern*

VII. Approval of Minutes

- A. MOTION by _____, SECONDED by _____ to approve the Minutes of the July 22, 2013, regular meeting. (Enc. 1 - White)
- VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

VIII. Financial Matter

- A. MOTION by _____, SECONDED by _____ to approve the Lehigh Area High School Activities Fund for July 2013. (Enc. 2 - Gold)
- VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- B. MOTION by _____, SECONDED by _____ to approve the Payment of Bills: (Enc. 3 - Blue)
- | | | |
|-------------------|----|------------------|
| General Fund | \$ | 547,018.38 |
| Benefits | \$ | _____ |
| Food Service Fund | \$ | _____ |
| Capital Reserve | \$ | _____ |
| Athletic Fund | \$ | <u>14,833.50</u> |
| Total | \$ | 561,851.88 |

Note: Members with questions or requesting a copy of any payment, please contact the Business Office prior to the scheduled meeting.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- C. MOTION by _____, SECONDED by _____ to approve the following reports:
- a. Revenue Report
 - b. Budget Report
 - c. Treasurer's Reports
 - 1. General Fund
 - 2. Capital Reserve Fund
 - 3. Food Service Fund

(Enc. 4 - Green)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- D. MOTION by _____, SECONDED by _____ to approve exemptions from Per Capita and/or Occupational Tax per the attached list.

(Enc. 5 - Green)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- E. MOTION by _____, SECONDED by _____ to approve a contract with Safeway Driving School.

(Enc. 6 - Green)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- F. MOTION by _____, SECONDED by _____ to approve the Agreement between the Lehigh Area School District and EduLink Inc. for PAETEP, an electronic teacher evaluation portal to be used by Lehigh Area School District to manage the teacher evaluation process for its teachers and supervisors. This agreement represents the licensing fee to access the system. The cost to the district would be \$3,998.00 for the 2013-2014 school year.

(Enc. 7 - Green)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- G. MOTION by _____, SECONDED by _____ to approve the Agreement between the Lehigh Area School District and Carbon Lehigh Intermediate Unit #21 to participate in the Technology Education Legal Pool Counsel consortium. The technology pool provides proactive strategies, training and policies designed to prevent digital-age problems that can lead to liability. The cost to the district would be no more than \$900.00 for the 2013-2014 school year.

(Enc. 8 - Green)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- H. MOTION by _____, SECONDED by _____ to approve Daniel Repsher, High School Assistant Principal, Aaron Sebelin, Elementary Principal, and Michael DeAngelo, Middle School Assistant Principal, to attend the 2013 PAESSP Conference, at The Penn Stater Conference Center Hotel, State College, PA, October 27-29, 2013, with a total cost of \$1,170.01 for registration, hotel, and mileage to be paid from the Curriculum Budget 2013-2014.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- I. MOTION by _____, SECONDED by _____ to accept the Schematic Designs and authorize the Architect (EI Associates) and the Administration to proceed and prepare PlanCon Part D, Project Accounting, and PlanCon Part E, Design Development for the projects known as Alterations and Additions to East Penn Elementary School and Alterations and Additions to Mahoning Elementary School.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- J. MOTION by _____, SECONDED by _____ to approve the contract with Alert Solutions (a fully-embedded communication suite for PowerSchool) for the following school dates: 11/1/2013 to 10/31/2014 (\$3,788.50), 11/1/2014 to 10/31/2015 (\$3,538.50), and 11/1/2015 to 10/31/2016 (\$3,538.50).

(Enc. 9 - Green)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- K. MOTION by _____, SECONDED by _____ to approve Barry Isett & Associates to complete the Site Feasibility Study for the proposed Multi-purpose Stadium site located at the current field hockey and track site. This will allow the stadium committee to bring a full proposal for the construction of the new stadium with budget and financial estimates for final ratification by the board as requested on September 12, 2012. (Enc. 10 - Green)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- L. MOTION by _____, SECONDED by _____ that the Lehigh Area School District does hereby designate Mr. Jonathan J. Cleaver, Superintendent, and Mr. J. Michael Malay, Jr., CPA, Business Administrator, as the official(s) to engage any required professional or investigative services required to facilitate the development of the projects known as Alterations and Additions to East Penn Elementary School and Alterations and Additions to Mahoning Elementary School.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- M. MOTION by _____, SECONDED by _____ that the Board approve the Compensation Plan for Administrators and Managers for July 1, 2013 to June 30, 2016.

Roll Call Vote:

	Yes	No	Absent	Abstention
Mr. John Finnegan, Member	☐	☐	☐	☐
Mr. William J. Hill, Jr., Member	☐	☐	☐	☐
Mr. Dave Krause, Member	☐	☐	☐	☐
Mr. Hal Resh, Vice-President	☐	☐	☐	☐
Mr. Larry Stern, Member	☐	☐	☐	☐
Mr. Wayne Wentz, Member	☐	☐	☐	☐
Mr. Andrew Yenser, Member	☐	☐	☐	☐
Mr. Thomas Zimmerman, Member	☐	☐	☐	☐
Mr. Rocky Ahner, President	☐	☐	☐	☐

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- N. MOTION by _____, SECONDED by _____ to approve the Building and Grounds Committee to coordinate asbestos removal project with JMSI in anticipation for asbestos removal at Franklin Elementary School. This approval is needed to begin the process of preparing bid documents for asbestos removal at Franklin Elementary School during the summer of 2014.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- O. MOTION by _____, SECONDED by _____ to approve an agreement between the Lehigh Area School District and Lehigh Law Enforcement Officers Assoc., Inc. for security services at athletic events, school dances, graduation, and homecoming for the 2013-2014 school year. (Enc. 11 - Green)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- P. MOTION by _____, SECONDED by _____ to approve a contract with Lehigh Carbon Community College for the District to supply meals to the 21st Century Grant (Carbon County Shine After-School Program) administered by Lehigh Carbon Community College held in the Shull-David Elementary School. The District will be reimbursed \$3.40 per meal served.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- Q. MOTION by _____, SECONDED by _____ to approve a contract with Lehigh Carbon Community College for the District to supply transportation to the 21st Century Grant (Carbon County Shine After-School Program) administered by Lehigh Carbon Community College held in the Shull-David Elementary School. The District will be reimbursed by the grant for the difference between the state transportation reimbursement amount and the actual cost of the transportation.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- R. MOTION by _____, SECONDED by _____ to renew the Retirement Plan Compliance and Administration Services Agreement with TSA Consulting Group, Inc. to be compliant with IRS regulations. (Enc. 12 – Green)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- S. MOTION by _____, SECONDED by _____ to approve a payment to Evergreen Fence, Inc. for the Athletic Field Fence Installation for Baseball and Softball Fields project in the amount of \$16, 620.00, this is the first and final payment on this project.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- T. MOTION by _____, SECONDED by _____ to approve the Xerox copier contracts. (Enc. 13 – Green)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- U. MOTION by _____, SECONDED by _____ to approve Occupational Tax Assessment Changes as per the attached list. (Enc. 14 – Green)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- V. MOTION by _____, SECONDED by _____ to refund Real Estate Tax for year 2012 in the amount of \$244.36 to Dorothy Wink as per the August 20, 2013 letter from the Carbon County Board of Assessment & Revision of Taxes Office.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

IX. Personnel

- A. MOTION by _____, SECONDED by _____ to approve the following requests for pre-approval of courses/Programs of Study for continuing education:
1. **Natasha Brown** - September 9 – December 8, 2013 / Integrating Technology in the Curriculum (Ed. Dev. & Strategies)
 2. **Melissa Geiser** - August 19 – October 20, 2013 / Fluency and Vocabulary Development K-3 (MS Early Childhood Literacy)
 3. **Melissa Geiser** - September 3 – December 8, 2013 / Differentiated Small Group Instruction K-1 (MS Early Childhood Literacy)
 4. **Melissa Geiser** - October 7 – December 8, 2013 / Developing Comprehension I (K-3) (MS Early Childhood Literacy)
 5. **Amber Konek** - September 9 – December 8, 2013 / Utilizing Emerging Technologies to Improve Learning (MS Classroom Technology)
 6. **Amber Konek** - September 9 – December 8, 2013 / Internet Literacy for Educators (MS Classroom Technology)
 7. **Joanna Kozyra-Barilla** - August 29 – December 9, 2013 / Research Design & Methodology
 8. **Craig Reichl** - August 26 – December 9, 2013 / School, Community & Public Relations (Superintendent Letter of Eligibility)
 9. **Jessica Scholl** - September 9 – November 25, 2013 / Issues, Laws, & Trends in Education (Ed. Development & Strategies)
 10. **Benjamin Tkach** - September 9 – December 2013 / Applied Behavioral Analysis & Autism (Autism Endorsement Program)
 11. **Drewann Troutman** - September 12 – December 5, 2013 / Curriculum & Instruction (MS Classroom Technology)
 12. **Melissa Volcskai** - August 29 – December 13, 2013 / Introduction to Educational Adm. (Principal's Certificate)
 13. **Amanda Yusella** - September 10 – December 3, 2013 / Authorizing Systems: Instructional Design (MS Classroom Technology)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- B. MOTION by _____, SECONDED by _____ to approve the attached list of candidates for the **2013-2014 Substitute** list pending clearances.

(Enc. 15- Purple)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- C. MOTION by _____, SECONDED by _____ to accept the following coaching resignations:

1. **Stephanie Booth** - Head Cheerleading Coach, effective August 5, 2013

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- D. MOTION by _____, SECONDED by _____ to approve the **Athletic/Extra-Curricular** hires for the **2013-2014** school year (per attachment).

(Enc. 16 - Purple)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- E. MOTION by _____, SECONDED by _____ to approve an uncompensated Parental Leave for the following employee:

1. **Emp. # 685** - September 23, 2013 to November 15, 2013 and April 1, 2014 to May 1, 2014

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- F. MOTION by _____, SECONDED by _____ to accept the notice of resignation for the following employees:

1. **Stephen Hluschak, Jr.** - HS Social Studies Teacher - effective August 9, 2013

2. **Sarah Beck** - HS Special Ed. Teacher - effective August 7, 2013

3. **Heather Solt** - MS Paraprofessional - effective August 7, 2013

4. **Jacob Marushak** - HS Technology Ed. Teacher - effective July 29, 2013

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- G. MOTION by _____, SECONDED by _____ to approve the recommendation to hire the following employees effective for the start of the 2013-2014 school year in accordance with the respective contracts, pending clearances:

1. **Kevin Bond** - HS Technology Education - Step 1 / Bachelors on the professional salary scale

2. **Megan Kibler** - Long-term Sub - Elementary Title I/Math - Step 2 / Bachelors on the professional salary scale

3. **Bobbi Jo Stehle** - Speech Therapist - Step 1 / Masters on the professional salary scale, pending emergency certification

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- H. MOTION by _____, SECONDED by _____ to approve the recommendation to hire the following mentors for the appropriate teacher (listed to the right of the mentor's name) for the **2013-2014** school year:
- Kevin Bond / Bernard Shea
 - Angela Harris / Laurel Zimmerman
 - Trevor Miller / Matthew Fisher
 - Diane Schnell / Katherine Decker
 - Joseph Zarelli / Patricia Ebbert

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- I. MOTION by _____, SECONDED by _____ to approve a sabbatical leave for professional **Employee # 84** for the first semester of the 2013-2014 school year for purposes of restoration of health.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

X. Miscellaneous

- A. MOTION by _____, SECONDED by _____ to approve a revision to the attached job description for the position of Assistant Supervisor of Special Services / District Assessment Coordinator.

(Enc. 17 – Peach)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- B. MOTION by _____, SECONDED by _____ to approve the following School Enrichment Journey requests:
1. **Elementary – Grade 3 (MA/SD)** – September 20, 2013 (9 a.m. – 2 p.m.) – to travel to the Lehigh Gap Nature Center as part of the 3rd grade science curriculum.
 2. **Elementary – Grade 3 (EP/FR)** – October 1, 2013 (9 a.m. – 2 p.m.) – to travel to the Lehigh Gap Nature Center as part of the 3rd grade science curriculum.
 3. **Elementary – Grade 4 (MA/SD)** – October 21, 2013 (9 a.m. – 2 p.m.) – to travel to the Lehigh Gap Nature Center as part of the 4th grade science curriculum.
 4. **Elementary – Grade 4 (EP/FR)** – October 22, 2013 (9 a.m. – 2 p.m.) – to travel to the Lehigh Gap Nature Center as part of the 4th grade science curriculum.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

XI. Programs

- A. MOTION by _____, SECONDED by _____ to approve Use of School Property for:
1. **LAHS Softball (Greg Porembo)** – December 1, 2013 – February 23, 2014 – Sundays (12:30 – 3:30 p.m.) to use the HS Gym for open gym softball practice.
 2. **Lehighon Boys' Basketball Parent Club (Dan Rossino)** – November 12, 2013 (8 a.m. – 3 p.m.) to use the High School gym and concession stand to hold a Craft/Vendor Show as a fundraiser.
 3. **HS Drama Club (Robert Barowski)** – February 28, March 1 & 2, 2014 – to host the Pocono Juggle Fest at the High School gym, auditorium, and concession stand.
 4. **CARE (Non-Profit Reading Org.) (Donna Moser, Sherry Hoffman)** – September 18, 2013 (4:30 – 6:30 p.m.) to use the Middle School Multi-Purpose Room for the purpose of Professional Development (Reading, Poetry & Character Education).
 5. **American Cancer Society (Caylan Chanwik)** – Various dates between October 15, 2013 and May 20, 2014 to use the MS cafeteria for Relay for Life Committee and Team Meetings.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- B. MOTION by _____, SECONDED by _____ to approve the **2nd reading and adoption** of the revisions of the following Lehighon Area School District Policies:
1. **#240.1** – Contests/Academic/Performance Competitions
 2. **#360** – Employee Driver Qualifications & Records

(Enc. 18 – Yellow)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

XII. Old Business for Discussion

XIII. New Business for Discussion

XIV. Courtesy of the floor / Public Comment

XIV. Adjournment

Next regular scheduled meeting is Monday, September 30, 2013.

A. MOTION by _____, SECONDED by _____ to adjourn the meeting.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

TIME: _____

LEHIGHTON AREA SCHOOL DISTRICT

Jonathan J. Cleaver, Superintendent
Timothy M. Tkach, Coordinator of Curriculum, Instruction and Grant Writing
1000 Union Street, Lehigh, Pennsylvania 18235
Telephone: 610-377-4490 Fax: 610-577-0032

"Partnering with students, families, and community to provide opportunities for life-long success through academic excellence and individual growth in a safe and supportive environment."

SUBSTITUTE CANDIDATES

August 26, 2013

2013-2014 School Year

Professionals:

ANDERSON-BAMFORD, SHERAL
BORGER, Shawn
DEVITT, Sarah
FOX, Melissa
HEINTZELMAN, Gina
HOCK, Michelle
KROMER, Kayla
LEWIS, Jamie
McCREARY, Glen
PARLIMAN, Kaitlin
REITZ, Michael
SCHECKLER, Janelle
SHELLY, Amy
VAN DEN ACRE, Alicia
WENTZ, Meagan

Support:

COSTENBADER-KOVACH, Kayla
DERHAMMER, Jerilynn
FOLEY, Brianna
IOVINO, Kristina
JURACKA, Ashtyn
PATERSON, Judy

Retired:

GILL, John

Guest Teachers:

BARTEL, Lisa
BAUER, Donna
FERGUSON, Russell
OBLAS, AnnMarie
PARANO, Frank
ROSAHAC, Marie
SEACHRIST, Cathryn

"Educating together to prepare our students for life's journey."

"Commitment to Excellence"

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2013-2014
EXTRA-CURRICULAR / ATHLETIC HIRES
August 26, 2013

Extra-Curricular:

Melissa Volcskai - SADD Advisor

Athletic:

Sarah Devitt – Head Cheerleading
Joseph Zarelli - Asst. Boys' Soccer
Brian Polaha - Head Baseball
Greg Poremba - Head Softball

"Educating together to prepare our students for life's journey."

"Commitment to Excellence"

Lehigh Area School District

Lehigh, Pennsylvania

Regular Meeting of School Board
Monday, August 26, 2013 at 7:00PM

ADDENDUM

Agenda

- A. MOTION by _____, SECONDED by _____ to approve the additional Payment of
Bills: (Enc. 1 - Blue)

General Fund	\$ 602,711.85
---Health Benefits	\$ 2,008.04
Food Service Fund	\$ 12,569.16
Capital Reserve	\$ -----
Athletic Fund	\$ <u>3,583.14</u>
Total	\$ 620,872.19

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- B. MOTION by _____, SECONDED by _____ to approve the recommendation to hire
Mr. Floyd Brown for the position of Assistant Supervisor of Special
Services/District Assessment Coordinator at the pro-rated salary of \$60,000, start
date to be determined.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- C. MOTION by _____, SECONDED by _____ to accept the following resignations:
1. **Lisa Krause** - Language Arts/Reading Teacher - effective August 20, 2013
 2. **Floyd Brown** - Special Education Teacher - effective date to be determined,
pending hiring as Asst. Supervisor of Sp. Services / District
Assessment Coordinator.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

D. MOTION by _____, SECONDED by _____ to approve the recommendation to hire the following teachers effective for the start of the 2013-2014 school year, in accordance with the LAEA contract, pending clearances:

1. **Laura Schiffer** - HS Social Studies Teacher - Step 1/Bachelors on the professional salary scale.
2. **Bobbi Jo Stehle** - Speech Therapist - Step 1/Masters on the professional salary scale.
3. **Samantha Kistler** - Special Education Teacher - Step 3/Bachelors on the professional salary scale.
4. **Alison Rheinhardt** - Long-term Substitute Special Education Teacher - Step 3/Bachelors on the professional scale.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

E. MOTION by _____, SECONDED by _____ to approve the recommendation to hire the following mentor for the appropriate teacher (listed to the right of the mentor's name) for the 2013-2014 school year:

Bobbi Jo Stehle / Patricia Ebbert

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____