

## **MEMORANDUM**

**December 6, 2013**

**TO: BOARD OF SCHOOL DIRECTORS**

**FROM: STACY M. GOBER, BOARD SECRETARY**

**SUBJECT: REGULAR MONTHLY MEETING – December 9, 2013**

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The Regular Monthly Meeting of the Board of School Directors of the Bethlehem Area School District will be held on *Monday, December 9, 2013, at 7:00 p.m. in the Auditorium of East Hills Middle School, 2005 Chester Avenue, Bethlehem, PA 18020.* The agenda is attached.

SMG:bac  
Attachments  
pc: Dr. Roy

**BETHLEHEM AREA SCHOOL DISTRICT**  
**Bethlehem, Pennsylvania**

**MISSION STATEMENT**

*The Bethlehem Area School District, in partnership with the home and community, is committed to providing a safe and supportive environment in which each student will attain the knowledge, skills, and attitudes necessary to become a productive citizen and lifelong learner in our technologically demanding and culturally diverse society.*

**A G E N D A**  
**REGULAR MEETING – December 9, 2013**

1. Roll Call
2. Pledge of Allegiance
3. Silent Meditation
4. Student Recognition
5. Courtesy of the Floor to Visitors (30 minutes allowed)
6. Reports of Student Representatives
7. Approval of Minutes
  - November 18, 2013 – Regular Board Meeting Minutes*
  - December 2, 2013 – Reorganization Meeting Minutes*
  - December 2, 2013 – Board Interview Meeting Minutes*
8. Approval of Committee Minutes
  - December 2, 2013 – Board Combined Committee Meeting*
9. Financial Report/Payment of Bills
  - Budgetary Transfers – Page 16*
  - Monthly Bills – Page 17*
10. President's Communication/Special Meetings
11. Superintendent's Report/Federal Program Update
12. Unfinished Business – *Appointment to Fill Board Vacancy and Swearing in of New Board Member*
13. Recommendations of the Administration
14. Reports of Committees
15. New and Miscellaneous Business
16. Courtesy of the Floor to Visitors (30 minutes allowed)
17. Open Forum
18. Adjournment

## **UNFINISHED BUSINESS – December 9, 2013**

### ***Appointment to Fill Board Vacancy***

#### **INFORMATION:**

At the December 2, 2013, Board Reorganization Meeting, a Board vacancy occurred as Director Patrick had won both the At Large seat and the Region 2 seat in the recent elections held on November 5, 2013. Director Patrick announced that she would take the At Large seat on the Board, which opened up a vacancy for the Region 2 seat.

On November 12, 2013, a Notice was advertised in the local newspapers indicating that the Board of School Directors for the Bethlehem Area School District was seeking applicants for an “anticipated” vacancy on the Board for Region 2 (consisting of Bethlehem City, Northampton County Wards 7, 8, 9-1, 9-2, 9-3, 14-1, 15-1, Lehigh County Wards 11, 12-1, 12-2, 13-2, 13-3, 13-4, 13-5, 13-6, 13-7, 13-8, and Hanover Township).

On December 2, 2013, following the Board Reorganization Meeting and Combined Board Committee Meeting, public interviews were conducted. The following four (4) candidates were interviewed:

1. Russell D’Entrone
2. Jason Fetterman
3. Craig Neiman
4. Randolph Toman

#### **RECOMMENDATION:**

That the Board of School Directors appoints \_\_\_\_\_ as the School Director for Region 2 and serve until the term ends the first Monday in December 2015.

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**December 9, 2013**

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**1.     *Waivers***

**INFORMATION:**

The Board of School Directors of the Bethlehem Area School District have received and reviewed the following Waivers of Expulsion Hearing and Stipulation regarding misconduct by students in violation of District Policy 233.

**RECOMMENDATION:**

That the Board of School of School Directors adopts the waivers relating to Student Numbers 0969344, 1009983, and 1017290.

### RECOMMENDATION:

|    |                                                           |                                                                                                                                           |        |
|----|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1. | Andrew Lynn<br>Mike Moran<br>Assistant Principal TBA      | April 16-19, 2014<br>(100 Freedom High School Students)<br>FHS Trip to Boston Symphony<br>Boston, Massachusetts                           | \$0.00 |
|    |                                                           | All expenses will be fundraised.                                                                                                          |        |
| 2. | Christy Davis<br>Amy Fields<br>Mike Moran<br>Mark Sawicki | May 9-10, 2014<br>(177 East Hills Middle School Students)<br>East Hills Band and Orchestra Trip to Pittsburgh<br>Pittsburgh, Pennsylvania | \$0.00 |
|    |                                                           | All expenses will be fundraised.                                                                                                          |        |
| 3. | Andrew Sak<br>Jennifer Volpato                            | May 9-11, 2014<br>(98 Freedom High School Students)<br>FHS Choir Trip to Washington D.C.<br>Washington, D.C.                              | \$0.00 |
|    |                                                           | All expenses will be fundraised.                                                                                                          |        |

**3. *Colonial Intermediate Unit 20 Board of School Director Appointment***

**INFORMATION:**

The Bethlehem Area School District is entitled to have a School Director representative on the Colonial Intermediate Unit (CIU) 20 Board of School Directors for a three-year term.

Irene Follweiler's term on the CIU 20 Board of School Directors expires June 30, 2014, and is now vacant. Director Eugene McKeon has agreed to fill this vacancy effective December 2013 through June 30, 2014.

This information was reviewed with the Board at the December 2, 2013, Combined Board Committee Meeting.

**RECOMMENDATION:**

That the Board of School Directors appoints Director Eugene McKeon to fill the unexpired term on the Colonial Intermediate Unit 20 Board of School Directors effective immediately through June 30, 2014.

**4. *Bethlehem Area Vocational-Technical School Joint Committee Appointment***

**INFORMATION:**

The Bethlehem Area School District is entitled to five representatives to serve on the Joint Committee of the Bethlehem Area Vocational-Technical School for a three-year term.

Michele Cann's term expires at the end of December 2013 and Aurea Ortiz's term expires at the end of December 2014. Michele Cann has agreed to remain on the Joint Committee and Sudantha Vidanage has agreed to fill the vacancy of Mrs. Ortiz.

**RECOMMENDATION:**

That the Board of School Directors:

- A. Appoints Michele T. Cann to the Bethlehem Area Vocational-Technical School Joint Committee for a three-year term which will expire at the end of December 2016.
- B. Appoints Sudantha Vidanage to fill the unexpired term on the Bethlehem Area Vocational-Technical School Joint Committee effective immediately through the end of December 2014.

**5. *Bethlehem Area School District Employee Benefit Trust Appointment***

**INFORMATION:**

On November 21, 2011, the District created the Employee Benefit Trust for the purpose of self-insuring medical benefits and acquiring catastrophic insurance coverage comprised of Trustees from the School Board, Administration and employee groups.

William Burkhardt's Trustee position for the Board of School Directors is vacant, and Director Eugene McKeon is currently the Alternate Trustee for the Board of School Directors. Director Michele Cann has agreed to fill the vacancy effective immediately.

This information was reviewed with the Board at the December 2, 2013, Combined Board Committee Meeting.

**RECOMMENDATION:**

That the Board of School Directors appoints Director Michele Cann as the Trustee for the Board of School Directors to the Bethlehem Area School District Employee Benefit Trust effective immediately.

**6.     *Bethlehem Recreation Commission Appointment***

**INFORMATION:**

The Bethlehem Area School District is entitled to have a School Director representative on the City of Bethlehem Recreation Commission for a five-year term *who resides in the City of Bethlehem limits*.

Irene Follweiler's term on the Bethlehem Recreation Commission expires January 2014 and is now vacant. Director Sudantha Vidanage has agreed to fill this vacancy effective December 2013 through January 2019 for a five-year term.

This information was reviewed with the Board at the December 2, 2013, Combined Board Committee Meeting.

**RECOMMENDATION:**

That the Board of School Directors appoints Director Sudantha Vidanage to fill the unexpired term on the Bethlehem Recreation Commission for a five-year term effective immediately through January 2019.

## **7. *Commitment of Fund Balance***

### **INFORMATION:**

The District's local auditors, Gorman and Associates, have concluded their audit of the 2012-2013 fiscal year which results in an ending surplus of approximately \$4.7 million resulting primarily from \$1.6 million excess mercantile tax attributed to the 2011-2012 fiscal year audit adjustment from the City of Bethlehem, \$1.1 million in increased EIT collections and the JP Morgan swap settlement of \$1.4 million. It is anticipated that the Audit Report will be reviewed by Mr. Gorman at the January Finance Committee.

At the June 24, 2013, Regular Board Meeting, the Board approved designating a portion of any operating surplus as a commitment of fund balance for the fiscal year ending June 30, 2013. As follow through on this Board action and upon conclusion of the audit but prior to finalization of the financial statements, the Administration recommends approving the designation of \$2 million for transfer to Capital Reserve. Part A of the recommendation below addresses this designation as part of the Audit Report.

Additionally, the Administration recommends approving the designation of \$1 million to be assigned for Self Insurance Fund reserves.

Part B of the recommendation below formally authorizes the actual transfer of \$2 million from the General Fund to the Capital Reserve Fund, and \$1 million from the General Fund to the Self Insurance Fund.

Finally, the Administration recommends the following assignments be designated from the June 30, 2013, fund balance: \$1 million in the General Fund for PSERS Rate Stabilization, \$2,127,445 used as revenue to balance the 2013-2014 Budget, \$85,027 to refund Earned Income Taxes to Hanover Township, and \$77,334 for the pending Alternative Education subsidy deduct for 2007 and 2008 on appeal to PDE.

This information was reviewed with the Board at the December 2, 2013, Combined Board Committee Meeting.

### **RECOMMENDATION:**

- A. That the Board of School Directors approves the fund balance commitment of \$2 million to the Capital Reserve Fund for future capital improvements.
- B. That the Board of School Directors authorizes the transfer from the General Fund of \$2 million to the Capital Reserve Fund and \$1 million to the Self Insurance Fund in accordance with the June 30, 2013, audited financial statements.
- C. That the Board of School Directors assigns \$1 million of General Fund balance for PSERS Rate Stabilization, \$2,127,445 used as revenue to balance the 2013-2014 Budget, \$85,027 to refund Hanover Township Earned Income Taxes and \$77,334 for the pending Alternative Education subsidy deduct for 2007 and 2008 on appeal to PDE.

**8. *Colonial Intermediate Unit 20 Fixed Percentage Catalog Discount Cooperative Purchasing Bid***

**INFORMATION:**

The Colonial Intermediate Unit 20 Joint Purchasing Board has bid fixed percentage discounts from various vendors for the 2014 calendar year. Attached is the listing of vendors and their applicable discounts.

This information was reviewed with the Board at the December 2, 2013, Combined Board Committee Meeting.

**RECOMMENDATION:**

That the Board of School Directors authorizes participation in the Colonial Intermediate Unit 20 Cooperative Purchasing Bid for fixed catalog discounts for the calendar year 2014.

## ***Catalog Fixed Discount Program - 2014***

### **Company Information**

### **Discount Information**

### **Products Offered**

ACCO Brands USA LLC (GBC)

4 Corporate Drive

Lincolnshire IL 60047

Contact: Gina Faso

VP Marketing Analytics

847-796-4569

847-793-9005 FAX

[directbid@acco.com](mailto:directbid@acco.com)

[www.gbconnect.com](http://www.gbconnect.com)

Calico Industries, Inc.

9045 Junction Drive

Annapolis Junction MD 20701-2005

Contact: Michael L. Heverly

Sr Director of Bids/Contracts

800-638-0828

301-575-0131 FAX

[bids@calicoindustries.com](mailto:bids@calicoindustries.com)

Cascade School Supplies

1 Brown St

North Adams MA 01247

Contact: Todd E. Shafer

Vice President

800-628-5078

866-298-6578 FAX

[kasi@cascadeschoolsupplies.com](mailto:kasi@cascadeschoolsupplies.com)

Central Poly Corp.

2400 Bedle Place

Linden NJ 07036

Contact: Andrew Hoffer

President

908-862-7570

908-862-9019 FAX

[bids@centralpoly.com](mailto:bids@centralpoly.com)

40% Discount on Latest Catalog dated July 2012

Discount excludes furniture, electronics & sale catalogs

Discount excludes customer made/made to order items,

sourced equipment, large format laminators and film,

shredders, parts/service and any newly developed product.

List price is subject to change; however discount percentage

remains firm through duration of contract period.

20% Discount on soft goods and smallwares (Current Catalog)

Equipment priced at time of sale

Food Bars and Acrylic Food Boxes priced in catalog

Minimum for prepaid freight - \$350

35% Discount from the #81 & #82 Catalog

Discount does not include Furniture, Office Machines,

or Sale Catalogs

Discount does include Electronics (Varies), Office Machines

Free Shipping over \$50 Order

Drop Ship items are excluded from discount

5% Discount off 11/21/13 Catalog

Minimum Order - \$500.00

Binding/Laminating Solutions

Food Service Equipment & Supplies

Classroom/School Supplies

Bags/Trash Can Liners

Janitorial Supplies

## ***Catalog Fixed Discount Program - 2014***

### **Company Information**

DEMCO, Inc.  
4810 Forest Run Rd  
Madison WI 53704  
**Discount Code: C11101**  
Contact: Kristopher L Snow  
Contract Administrator  
888-211-3072  
888-320-0288 FAX  
[contracts@demco.com](mailto:contracts@demco.com)  
[kriss@demco.com](mailto:kriss@demco.com)  
[www.demco.com](http://www.demco.com)

EAI Education  
PO Box 7046  
Oakland NJ 07442  
**BID# LEA2014**  
Contact: Annelies Guglberger  
Corporate Secretary  
800-770-8010  
201-891-5689 FAX  
[bidsquotes@eaiusa.com](mailto:bidsquotes@eaiusa.com)

ETA/hand2mind  
500 Greenview Court  
Vernon Hills IL 60061  
Contact: Carolyn Vanco  
Coordinator Contract & Bids  
800-445-5985, ext. 5177  
888-333-9588 FAX  
[cvanco@hand2mind.com](mailto:cvanco@hand2mind.com)  
[www.hand2mind.com](http://www.hand2mind.com)

### **Discount Information**

12% Discount off the Jan 1st - Dec 31st 2014 Catalog  
Minimum Order \$50  
Discount does not include Catalog Supplements  
5% Discount on Furniture & Equipment (non-consumable)  
5% Discount on Learning Materials  
Discount does not include Security products, Custom Order Products, Periodicals & Subscription Program Products, Licensed Products  
For orders over \$1,000 email [quote@demco.com](mailto:quote@demco.com)

15% Discount with exceptions (including furniture)  
Discount not included on Calculators & Peripherals, CBLs, CBRs, probes, Navigator Systems, Software, Stopwatches/Timers. Storage products or batteries.  
Minimum Orders/Shipping: EAI has no minimum. Shipping on order over \$100 is Free; under \$100 add \$7.00 for shipping. Actual shipping charges do apply to calculators, storage products, oversize & drop shipped items from factory.

15% Discount on 2014 ETA hand2mind catalog  
All item numbers with the letter "P" in the 3rd position of the item number (i.e. XXP-XXXX) are excluded from catalog discount  
Discount includes Furniture & Electronics  
Discount does not include custom kits, PD, sale items  
  
No minimum order required.

### **Products Offered**

Furniture & Equipment  
Library & School Supplies

Classroom Learning Materials

Classroom Learning Materials

## ***Catalog Fixed Discount Program - 2014***

### **Company Information**

Henry Schein, Inc.  
135 Duryea Road E270  
Melville NY 11747  
Contact: Joanne Viggiano  
Bid Supervisor  
800-851-0400  
866-738-8999 FAX

[biddept@henryschein.com](mailto:biddept@henryschein.com)

[joanne.viggiano@henryschein.com](mailto:joanne.viggiano@henryschein.com)

[www.henryschein.com](http://www.henryschein.com)

Kurtz Bros.  
400 Reed St.  
PO Box 392  
Clearfield PA 16830  
Contact: Ryan Mackay  
267-923-5114  
[rmackay@kurtzbro.com](mailto:rmackay@kurtzbro.com)  
Customer Service Dept -  
800-252-3811

### **Discount Information**

15% Discount  
Discount does not include Gatorade Hydration Packages,  
Mueller M-Pack Packages, Power Play Kits & Accessories  
Discount includes furniture  
\$150 minimum for free freight

25% Discount plus FREE S/H, Minimum order \$50  
Catalog 2014 - Pages 2-623 (Classroom Supplies)  
For quotes on furniture and equipment items, contact  
the furniture department at 800-252-3811 ext. 2241 or 2242

### **Products Offered**

Sports Medicine & Student Health Supplies

School Supplies  
Furniture & Equipment

## ***Catalog Fixed Discount Program - 2014***

### **Company Information**

NASCO  
901 Janesville Ave  
P.O. Box 901  
Fort Atkinson WI 53538-0901  
**Reference: Quotation No. 67943**  
Contact: Dave Johnson  
Manager of Contract Sales  
800-558-9595  
920-563-8296 FAX  
[quotes@enasco.com](mailto:quotes@enasco.com)  
[info@eNASCO.com](mailto:info@eNASCO.com)  
[www.eNASCO.com](http://www.eNASCO.com)

Pyramid School Products  
6510 North 54th Street  
Tampa FL 33610-1908  
**Bid Reference Number: #112912**  
Contact: Larry Miller  
President  
800-792-2644 ext. 240  
813-621-7688 FAX  
[bids@pyramidsp.com](mailto:bids@pyramidsp.com)

Quill Corporation  
100 Schelter Road  
Lincolnshire IL 60069-3621  
**Quill Bid Number: 13-7575**  
Contact: Kenneth M. Wnek  
Vice President of Sales  
1-800-634-4809  
1-800-789-2016 FAX  
[bid@quill.com](mailto:bid@quill.com)

### **Discount Information**

10% Agricultural Sciences  
20% Arts & Crafts (5% on "Z" items)  
15% Early Learning, Elementary Education, Geometry/Algebra  
Math, Reading Resources, Science, Special Education  
10% Family & Consumer Sciences, Hands-on-Health,  
Physical Education & Team Sports  
Sale Catalogs are not discounted  
\$50 Minimum Order Requirement  
Shipping charges apply to items with an LM prefix or a  
truck logo

10% Discount on 2014-2015 Catalog  
Discount includes Furniture, Sale Catalogs & Catalog  
Supplements  
\$95.00 minimum for free freight on supply orders only  
All furniture and equipment is FOB Factory

15% Discount from 2013 & 2014 School Ref. Guide  
Discount does not apply to Dell Ink & Toner, Computer  
Peripherals (digital cameras, scanners, PDAs and software),  
ereaders, desktop, laptop, netbook and tablet computers,  
electronic office machines, printers, multifunction machines,  
office communications equipment, food, beverages, breakroom,  
vending and gumball machines, refurbished and closeout  
merchandise, taxes or freight charges  
Discount does not apply to furniture  
Discounts do not apply to any item that is identified as  
Special Order or that begins with the prefix SPW or UNI  
Technology Exclusions apply

### **Products Offered**

Classroom Learning Materials

Arts & Crafts  
Classroom & Office Supplies  
General Building/Cafeteria  
Janitorial Supplies  
Physical Education  
Audio-Visual  
Furniture & Equipment  
Teachers Resources/Curriculum Aids/Early Childhood

Office/Classroom Supplies

## ***Catalog Fixed Discount Program - 2014***

### **Company Information**

Really Good Stuff  
448 Pepper St.  
Monroe CT 06468  
Contact: Kelly O'Connell  
203-261-1920 ext. 246  
203-268-1796 FAX

[koconnell@reallygoodstuff.com](mailto:koconnell@reallygoodstuff.com)

S&S Worldwide  
75 Mill Street  
Colchester CT 06415

**Reference Bid #18045-14%**

Contact: Rachel Long  
Bid Analyst  
800-642-7354  
800-432-2842 FAX

[bids@ssww.com](mailto:bids@ssww.com)

Sam Tell & Son Inc  
300 Smith Street  
Farmingdale NY 11735  
Contact: Marc Tell  
President  
631-501-9700  
631-501-9709 FAX

[fsmilow@samtell.com](mailto:fsmilow@samtell.com)

Scholastic Inc.  
557 Broadway  
New York NY 10012  
Contact: Teresa Connelly  
Assistant Corporate Secretary  
800-357-1437  
888-757-5110 FAX

[Perhart@scholastic.com](mailto:Perhart@scholastic.com)

### **Discount Information**

"Volume Discount" Prices range from 3-15% off any 2013-2014 Catalog including Electronics & Sale Catalogs  
\$30 Minimum Order  
Prices do not include shipping and handling charges. Prices are as stated in our catalog or website with shipping and handling charges added to the subtotal of each order.

16% Discount on 2014 S&S Education Catalog  
Not to be combined with Sale Prices, Offer codes, Internet Specials or Quantity Breaks  
Discount does not apply to Catalog Supplements  
Free Freight does not apply to drop ship items in catalog  
Installations not Included

Discount does not include Office Machines or Sale Catalogs

59% Discount on 11/20/13 Stanton Catalog

25% Discount on Scholastic Teaching Resources Catalog  
Discount includes catalog supplements  
Use Promotion Code PVM on purchase orders  
(Titles)

### **Products Offered**

Teaching Tools  
Classroom Supplies

Learning Resources

Food Service Smallware

Classroom & Community Resources

## ***Catalog Fixed Discount Program - 2014***

### **Company Information**

Scholastic Library Publishing, Inc.  
90 Old Sherman Turnpike  
Danbury CT 06816  
Contact: Kathy Brown  
Bids & Contracts Coordinator  
800-621-1115 Option 6  
203-797-3478 FAX  
[kbrown@scholasticlibrary.com](mailto:kbrown@scholasticlibrary.com)

School Outfitters  
3736 Regent Ave  
Cincinnati OH 45212-3724  
Contact: Angela Webb  
Director of Sales  
800-260-2776  
800-494-1036 FAX  
[contracts@schooloutfitters.com](mailto:contracts@schooloutfitters.com)  
[www.schooloutfitters.com](http://www.schooloutfitters.com)

School Specialty  
140 Marble Drive  
Lancaster PA 17601  
**Reference Bid #7775321434**  
Contact: Donna Hutchison  
Assistant Secretary  
610-392-4529  
419-520-4076 FAX  
[bidnotices@schoolspecialty.com](mailto:bidnotices@schoolspecialty.com)  
[jamie.kline@schoolspecialty.com](mailto:jamie.kline@schoolspecialty.com)

### **Discount Information**

30% Discount on Reinforced Library Binding (Children's Press, Franklin Watts, Selected Scholastic Titles)  
40% Discount on Trade Binding (Selected Scholastic Titles)  
0% discount on Grolier Online/TrueFlix/FreedomFlix  
0-15% on Weston Woods/Scholastic Audio  
30% plus 5% shipping & handling on Paperback Binding (Children's Press & Franklin Watts)  
Shipping/Handling is Free of charge on purchases of \$1,000 or more - 5% Shipping/handling for paperback binding

2% Discount  
Discount includes Furniture, Electronics, Office Machines, Sale Catalogs & Catalog Supplements  
Shipping charges do apply  
Volume discounts may apply

30% Discount off 2014 Catalog - 9 prefix items  
Discount does not include catalog supplements  
Discount does not include Office Machines or Sale Catalogs  
Discount does not include Furniture & Electronics  
Free Shipping supply orders over \$49

### **Products Offered**

Library Resources/Publishing

School Furniture & Equipment

School & Office Supplies  
Arts Education  
Early Childhood  
Physical Education & Health

## ***Catalog Fixed Discount Program - 2014***

### **Company Information**

Triarco Arts & Crafts LLC  
9909 S Shore Dr.  
Suite 1015  
Plymouth MN 55441-5037

**Contract #Z4820DF**

Contact: Jennifer Foster  
Bid Consultant  
800-328-3360  
877-727-2380 FAX  
[bids@etriarcoarts.com](mailto:bids@etriarcoarts.com)

W. B. Mason Co., Inc.  
754 Roble Road  
Allentown PA 18109  
Contact: Cathy Calcao  
Sales Representative  
484-725-8819  
610-266-0439 FAX  
[cathy.calcao@wbmason.com](mailto:cathy.calcao@wbmason.com)

Weston Woods Studios Inc  
90 Old Sherman Turnpike  
Danbury CT 06816  
Contact: Kimberly D. Grimm  
Assoc Business/Operations Manager  
203-797-3545  
203-797-3541 FAX  
[kgrimm@scholastic.com](mailto:kgrimm@scholastic.com)

### **Discount Information**

20% Discount on the "PRICES MARKED IN RED" in the 2014-15 Triarco Arts & Crafts Catalog (This excludes bid items, sale flyers and special web pricing) Products less than 20 lbs. shipped freight no charge - Products over 20 lbs. are discounted with shipping applied  
Orders must be marked with Contract #Z4820  
\$200 minimum order  
\*Triarco reserves the right to adjust pricing on items that experience dramatic price increases over the period of the contract.

50% Discount on 2013 Catalog  
35% Discount Furniture  
25% Discount Electronics, Office Machines  
15% Discount on Catalog Supplements

10% Discount on 2013-2014 Catalog

Discounts are not applicable to non-proprietary product, including but not limited to page 12 of the index in the Public Performance Catalog 2013-2014

### **Products Offered**

Arts & Crafts

School & Office Supplies

Instructional Materials

**9. *Bid Award - 2014 Oil, Grease, Transmission Fluid, and Gear Lube***

**INFORMATION:**

Bids were received and publicly opened at noon, Tuesday, November 19, 2013, for Oil, Grease, Transmission Fluid, and Gear Lube to service our transportation fleet. The bids have been tabulated and reviewed by the appropriate administrative and supervisory personnel. The recommendation of award is based upon the lowest responsible bidder meeting specifications. (The Tabulation of Bids is attached.)

This information was reviewed with the Board at the December 2, 2013, Combined Board Committee Meeting.

**RECOMMENDATION:**

That the Board of School Directors authorizes the Administration to award a one-year contract for the period January 1, 2014, through December 31, 2014, to the lowest responsible bidder meeting specifications as indicated on the attached Tabulation of Bids.

Oil, Grease, Transmission Fluid, and Gear Lube

Certified Laboratories  
Division of NCH Corporation  
2727 Chemsearch Boulevard  
Irving, Texas 75062

MacMillan Oil Company  
1715 East Tremont Street  
Allentown, Pennsylvania 18109

PPC Lubricants Inc.  
305 Micro Drive  
Jonestown, Pennsylvania 17038

**Account Code and Account Title: General Fund 2720-620 Transportation Oil/Diesel**  
**Account Balance: \$428,824**

BETHLEHEM AREA SCHOOL DISTRICT  
Bethlehem, Pennsylvania

Bid Opening: November 19, 2013

December 9, 2013

**TABULATION OF BIDS  
FOR  
OIL, GREASE, TRANSMISSION FLUID, AND GEAR LUBE**

|                                                  | <b>Certified Laboratories</b> | <b>MacMillan Oil Co.</b> | <b>PPC Lubricants Inc</b> | <b>Petro Choice**</b> |
|--------------------------------------------------|-------------------------------|--------------------------|---------------------------|-----------------------|
| 15W-40 Engine Motor Oil<br>Per gal.              | \$18.90                       | \$7.75                   | <b>\$7.14</b>             | \$7.25                |
| 5W-30 Engine Motor Oil -<br>DEXOS                | No Bid                        | \$59.00                  | <b>\$56.20</b>            | \$53.17               |
| Multi-purpose Automotive<br>Grease - 120 lb. keg | \$424.80                      | \$275.00                 | <b>\$217.20</b>           | \$292.92              |
| Synthetic Transmission Fluid<br>55 gal. drum     | No Bid                        | <b>\$1,250.00</b>        | \$1,481.70                | \$1,592.40            |
| Gear Lube 85W-140 API GL-5<br>55 gal. drum       | \$1,184.00                    | \$485.00                 | <b>\$473.00</b>           | \$549.48              |
| Prema Lube - 400 lb. drum                        | <b>\$1,520.00</b>             | No Bid                   | \$2,686.30*               | \$1,829.06            |

**BID AWARD**

4 specifications mailed  
4 bids received  
\*Bidding 415 lb. drum  
\*\*Submitted incomplete  
bid (disqualified)

**10. *Lehigh Valley Children's Health Care Alliance Data Use and Reciprocal Support Agreement (DURSA)***

**INFORMATION:**

A Memorandum of Understanding was approved by the Board at the June 25, 2012, Regular Board Meeting establishing a partnership through the Lehigh Valley Children's Health Care Alliance. Since then, the Alliance which includes the District, Allentown School District, and the major health care provider systems in the Lehigh Valley have developed a Data Use and Reciprocal Support Agreement (DURSA) to facilitate prompt and accurate exchange of information while ensuring compliance with all applicable privacy laws and regulations.

The District's solicitor reviewed this information with the Board in Executive Session on November 18, 2013.

**RECOMMENDATION:**

That the Board of School Directors approves the attached Data Use and Reciprocal Support Agreement (DURSA) with the Lehigh Valley Children's Health Care Alliance.

**11. *Real Estate Tax Assessment Appeal Settlement*****INFORMATION:**

The District has been notified that an Agreement has been reached with the property owner listed below to reduce the assessment of the property which will yield a refund to the property owner. The District Solicitor reviewed this stipulation, and the execution is recommended.

This information was reviewed with the Board in Executive Session on December 2, 2013.

**RECOMMENDATION:**

That the Board of School Directors approves the proposed Stipulation settling the real estate tax assessment appeal as noted below:

| <u><b>Tax Parcel ID</b></u> | <u><b>Address</b></u>      | <u><b>Municipality</b></u> | <u><b>County</b></u> |
|-----------------------------|----------------------------|----------------------------|----------------------|
| L7SW3-1-2 0205              | 3675 Manor Road, Bethlehem | Bethlehem Township         | Northampton          |

**12. Resignations****RECOMMENDATION:*****A. Noninstructional***

|    | NAME           | ASSIGNMENT | REASON     | EFFECTIVE         |
|----|----------------|------------|------------|-------------------|
| 1. | Emery, Charles | Bus Driver | Retirement | December 23, 2013 |

***B. Miscellaneous***

|    | NAME          | ASSIGNMENT                                   | REASON      | EFFECTIVE                |
|----|---------------|----------------------------------------------|-------------|--------------------------|
| 1. | Lewis, Gerald | Liberty<br>Assistant Girls Softball<br>Coach | Resignation | 2013-2014 school<br>year |

**13. Leaves of Absence****RECOMMENDATION:*****A. Noninstructional***

|    | NAME                   | ASSIGNMENT                           | REASON                             | EFFECTIVE                                                              |
|----|------------------------|--------------------------------------|------------------------------------|------------------------------------------------------------------------|
| 1. | Benner, Suzanne        | Thomas Jefferson,<br>Associate Nurse | Family Medical<br>Leave of Absence | December 3, 2013,<br>until the end of day on<br>January 13, 2014       |
| 2. | Berrios, Evelyn        | Broughal<br>General Kitchen<br>Help  | General Leave of<br>Absence        | November 20, 2013,<br>until the end of the day<br>on December 15, 2013 |
| 3. | Caldero, Nilda         | Broughal<br>General Kitchen<br>Help  | General Leave of<br>Absence        | November 21, 2013, until<br>the end of the day on<br>January 1, 2014   |
| 4. | Galarza, Emily         | Freemansburg<br>Teacher Assistant    | Family Medical<br>Leave of Absence | October 31, 2013, until<br>the end of the day on<br>February 27, 2014  |
| 5. | Repash,<br>Rosemary    | Broughal<br>Teacher Assistant        | Family Medical<br>Leave of Absence | October 8, 2013, until<br>the end of the day on<br>January 16, 2014    |
| 6. | Rutkowski,<br>Virginia | Nitschmann<br>Teacher Assistant      | Family Medical<br>Leave of Absence | December 4, 2013, until<br>the end of the day on<br>January 3, 2014    |

**14. Nominations****RECOMMENDATION:*****A. Noninstructional***

|    | NAME                                     | ASSIGNMENT                                           | SALARY                                                                   | EFFECTIVE                                            |
|----|------------------------------------------|------------------------------------------------------|--------------------------------------------------------------------------|------------------------------------------------------|
| 1. | Fischer, Jane                            | Human Resources Manager                              | \$87,514, prorated Noninstructional Meet and Discuss Category A, Step 15 | January 6, 2014                                      |
| 2. | Monelli, Jo Ann                          | Bookkeeper, Office of Grants and Development         | \$48,011, prorated Noninstructional Meet and Discuss Category G, Step 9  | December 10, 2013                                    |
| 3. | Rivera, Tammy                            | Liberty General Kitchen Help, 3.5 hours daily, lunch | \$12.93 per hour                                                         | December 10, 2013                                    |
| 4. | Goode, Annie<br>Schnettler,<br>Constance | Part-time Bus Drivers                                | \$17.27 per hour                                                         | To be determined upon completion of training/testing |

***B. Miscellaneous***

|    | NAME                                                | ASSIGNMENT                                                                                                         | SALARY                  |
|----|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-------------------------|
| 1. | Estevez, Sebastian<br>Perez, Angel                  | Broughal After School Program Helpers                                                                              | \$7.25 per hour         |
| 2. | VanAckeren, Trevor                                  | Liberty (.5) Assistant Boys Basketball Coach                                                                       | \$2,203                 |
| 3. | Arner, Nichole                                      | Liberty Assistant Girls Basketball Coach<br>(pending completion of paperwork)                                      | \$4,406                 |
| 4. | Lohenitz, Loretta<br>Nabavian, Ali<br>Moser, Thomas | Freedom Extracurricular Activity Advisors<br>Thon (.5)<br>Ultimate Frisbee Club (.3)<br>Ultimate Frisbee Club (.7) | \$175<br>\$116<br>\$232 |

**14. Nominations****RECOMMENDATION:*****B. Miscellaneous (continued)***

|    | NAME                                   | ASSIGNMENT                   | SALARY                                                                         |
|----|----------------------------------------|------------------------------|--------------------------------------------------------------------------------|
| 5. | Heptner, Donald                        | Substitute Bus Driver        | \$16.93 per hour                                                               |
| 6. | Pammer, Roseann                        | Substitute Bus Monitor       | \$12.02 per hour                                                               |
| 7. | Support Teacher:<br>Vincent, Elizabeth | Inductee:<br>Wynne, Nicholas | <i>Support Teacher<br/>Stipend for second<br/>semester, 2013-2014</i><br>\$328 |

***C. Substitutes***

| INSTRUCTIONAL  | NONINSTRUCTIONAL |
|----------------|------------------|
| Boge, David    | Guzzo, Tricia    |
| Nichols, Kelly |                  |

**15. Reassignments****RECOMMENDATION:*****A. Miscellaneous***

|    | NAME           | FROM/TO                                                                                                                               | SALARY | EFFECTIVE                |
|----|----------------|---------------------------------------------------------------------------------------------------------------------------------------|--------|--------------------------|
| 1. | Wallaesa, John | From:<br>Freedom<br>Extracurricular Activity<br>Advisor, Thon 1.0<br>To:<br>Freedom<br>Extracurricular Activity<br>Advisor, Thon (.5) | \$194  | 2013-2014 school<br>year |

**16.     *Salary Allowances for Additional Credits Under the Incentive Program***

**INFORMATION:**

In accordance with Article XV, “Advancement to Higher Classification,” of the Collective Bargaining Agreement between the Board of School Directors and the Bethlehem Education Association, the following teachers are certified by the superintendent of schools as having met all requirements for incentive increments as listed.

Salary adjustments will be in accordance with the Base Step Salary Schedule of the Collective Bargaining Agreement for all categories listed as approved by the Board of School Directors for the 2013-2014 school year.

**RECOMMENDATION:**

That the administration be authorized to place the following employees on the appropriate salary lane in accordance with the Collective Bargaining Agreement effective September 1, 2013:

**MASTER’S +30**

Sparks, William – East Hills Middle School

*Budgetary Transfers*

**RECOMMENDATION:**

That the administration be authorized to make budgetary transfers in the General Fund Budget as set forth in the attachment.

***Monthly Bills***

**RECOMMENDATION:**

That the bills, which have been reviewed as to correctness by the appropriate business office staff and verified by the Treasurer, be approved for payment. A copy of the bill list is available in the Business Office of the Education Center, 1516 Sycamore Street, Bethlehem, Pennsylvania, for review.