

**SALISBURY TOWNSHIP SCHOOL DISTRICT**  
Minutes of Board of School Directors Meeting

May 9, 2007

A regular meeting of the Board of School Directors of the Salisbury Township School District was called to order by Mr. Giordano at 7:43 p.m. on Wednesday, May 9, 2007, in the Administration Building, 1140 Salisbury Road, Allentown, PA.

Pledge of Allegiance

Board Members Present: Mrs. Feinberg, Mr. Gatanis, Mr. Giordano, Mrs. Heffelfinger, Mrs. Miller, Mr. Pauloski, Mr. Reinsmith, and Mrs. Ziegler

Board Members Absent: Mr. Mantz

Also Present: Dr. Beauchemin, Mrs. Famularo, Dr. Wright, and Attorney Freund

Also Absent: Mrs. Homiak

Student Representative Report

Ms. Baumert reported that the student government would be hosting a blood drive May 16. Currently Juniors and Seniors are filling our paper work for student government next year. Student Fitness Day will be May 18. Tickets are on sale for the Prom, which will be held May 26 at Bear Creek. Mr. Holzer reported that the Key Club Special Olympics went well. PTA meetings will be held May 14 and June 4.

Mr. Pauloski thanked all three students for their services.

Special Recognitions/ Presentations

Dr. Wright introduced Officer Sabo, school resource officer, Ms. Morningstar, high school assistant principal and Mr. Cole, middle school assistant principal. A presentation was given on the program in all buildings for this school year. Officer Sabo reported that incidents are classified in 2 categories, activities and police incidents. Activities reports may involve peer mediation, classroom activities, DARE programs and school safety inspections. Police incidents require a filing of an official police report. Officer Sabo then responded to questions by the Board.

At the end of the school year Officer Sabo will send a binder to the administration building with all the incidents he was called on for the entire year.

Mr. Cole stated he is working with officer Sabo on the Emergency Response and Safety program. Mr. Cole reported that the 2 digital cameras are very useful in catching vandalism, theft, and hallway misbehavior. Digital is a much faster

Special Recognitions/Presentation (continued)

system. He asked that consideration be given to keep officer Sabo working with the district when the grant expires in two years.

Ms. Morningstar recognizes officer Sabo as a resource officer not only for the schools but for the parents as well. The students respect him and Ms. Morningstar considers him an asset to Salisbury Township School District.

Mr. Giordano asked officer Sabo how many years he has been with STSD. Office Sabo stated this is his second year here. His chief is putting in for an extension. The 3<sup>rd</sup> year will be paid for by the federal government. The 4<sup>th</sup> year will be paid by the township. The 5<sup>th</sup> year is when a decision has to be made. The township has already committed to 50% for the 5<sup>th</sup> year.

The board thanked officer Sabo for all his services. Dr. Wright asked the board if they would like her to send a letter on their behalf to chief Stiles and the township thanking them for initiating the program. The board approved.

Mrs. Feinberg suggested we articulate the benefits of a resource officer and try to get more funding.

Citizen's Inquiries  
And Comments  
Regarding Agenda Items

None

Approval of Minutes

Motion by Mr. Pauloski, seconded by Mr. Reinsmith to approve the minutes of:

April 18, 2007 Board Meeting  
April 21, 2007 Budget Meeting

VOTE:	YES	-- <u>8</u>
	NO	-- <u>0</u>
	ABSTENTIONS	-- <u>0</u>
	ABSENT	-- <u>1</u>

Motion carried.

Approval of Agenda

Motion by Mrs. Miller, seconded by Mrs. Heffelfinger to approve agenda:

VOTE:	YES	-- <u>8</u>
	NO	-- <u>0</u>
	ABSTENTIONS	-- <u>0</u>
	ABSENT	-- <u>1</u>

Motion carried.

Presentation of Bills

Motion by Mr. Reinsmith, seconded by Mrs. Ziegler to approve the following expenditures:

Total Expenditures 4/01/07 through 4/30/07 - \$3,087,919.42

Total Athletic Fund Expenditures 4/01/07 through 4/30/07 - \$21,861.95

Total Capital Improvement Fund Expenditures 4/19/07 through 5/9/07 - \$0

Total GOB Project Expenditures 4/19/07 through 5/9/07 - \$3,551.16

**VOTE on General,  
Athletic, Capital  
Improvement &  
GOB Expenditures**

VOTE:	YES	-- <u>8</u>
	NO	-- <u>0</u>
	ABSTENTIONS	-- <u>0</u>
	ABSENT	-- <u>1</u>

Motion carried.

Treasure's Report

Motion by Mr. Reinsmith, seconded by Mrs. Heffelfinger, to approve the April Treasurer's Report:

VOTE:	YES	-- <u>8</u>
	NO	-- <u>0</u>
	ABSTENTIONS	-- <u>0</u>
	ABSENT	-- <u>1</u>

Motion carried.

Secretary of Board Report

Mrs. Famularo, business administrator, presented Item B-1 on the agenda the Installment Tax Payment Resolution. The installment plan will have three equal installment dates: August 10, October 10, and December 10. There will be no penalty available to the taxpayer for late payment of the first installment as once that date passes, the installment plan is no longer available to the taxpayer for that year. Payment instructions will be mailed out with the first installment coupon July 1. The installment payments will be paid to the elected tax collector, Linda Minger and the remaining two coupons will then be mailed to them. There will be a 10% penalty for late payments on the second and third payments. All installments must be received by the Tax collector by the due date. Postmarks will not be honored for installment payments. Linda Minger is the only authorized party to collect the installment payments.

Once the tax payer elects to participate in the installment plan they can not pay the remaining balance in a lump sum in the discount period. The discount is lost by choosing to pay in installments, this is State Code.

Secretary of Board Report (continued)

Mrs. Famularo also stated that the cost of Self-Certification for the floor covering replacements that were approved at the March 13 meeting is in excess of \$10,000. Anything over \$10,000 needs to have a Self-Certification Form. This is currently being bid. The bid opening is scheduled for May 15 and the award will be placed on the June 13 regular board meeting agenda for approval.

Mrs. Famularo distributed a report summarizing the assessment changes that were approved by the board. The changes provided a net increase in assessed value of \$321,700. This produces a net increase in real estate revenue of \$13,000.

As of May 1, Lehigh County released its list of approved homesteads and farmsteads according to the requirements of Act 1. There are 4,115 approved parcels and the median assessed value of a homestead is \$58,050. This information will be used to calculate the reduction in assessed value if the question shifting a portion of property taxes to earned income taxes is approved by taxpayers in the May 15 primary.

On April 13, the Secretary of the Budget certified the projected balance in the Property Tax Relief Fund. The current balance in the fund as of April 15 was \$115 million. The Fund is projected to have a balance of \$447 million by October 15. It was noted that this projection is contingent upon the State Supreme Court ruling on various licensing appeals. As per Act 1 property tax relief funds may be distributed when the Property Tax Relief Fund has a balance of at least \$570 million. As a result, there are no property tax relief funds to distribute for the 2007-2008 year. School districts receive no benefit from the property tax relief fund.

Mr. Pauloski asked what the total assessed value of all the properties in the school district is. Mrs. Famularo stated it is about \$430 million. Mr. Giordano asked Mrs. Famularo to explain the number of approved homesteads and farmstead. Mrs. Famularo said that number reflects the number of homesteads and farmsteads that were approved by the county. The potential is about 4,500. We have a 92% return rate. These are people who filled out forms for rebates, and got approved by the county.

A. Education Committee

Motion by Mrs. Miller, seconded by Mr. Reinsmith, to approve Items A-1 to A-4 on the regular agenda.

A-1. Field Trip for Twirlers

approve an overnight field trip for the MS & HS Twirlers to go to Wildwood, New Jersey from May 4 to May 6, 2007, to compete in the T.I.A. All-Chapter Championships.

UNFINISHED BUSINESS (continued)

A-2. Tutorial Agreement for Student A approve a tutorial agreement between Salisbury Township School District and KidsPeace National Hospital Tutorial Program for the provision of educational services for Student A.

A-3. Tutorial Agreement for Student B approve a tutorial agreement between Salisbury Township School District and KidsPeace National Hospital Tutorial Program for the provision of educational services for Student B.

A-4. Homebound Instruction approve the continuation of homebound instruction for Student C for the length of time designated by the student's physician. **(Board Information Item 1)**

VOTE:	YES	-- <u>8</u>
	NO	-- <u>0</u>
	ABSTENTIONS	-- <u>0</u>
	ABSENT	-- <u>1</u>

Motion carried.

Curriculum Mrs. Miller reported that the next meeting is May 29 and the primary agenda item is Technology. The District Technology Plan will discussed.

Technology No Report.

Student Activities Mr. Pauloski stated the subcommittee met last on April 23 and next meeting is June 11.

B. Finance Committee Motion by Mr. Pauloski, seconded by Mrs. Heffelfinger, to approve Items B1-B12d on the regular agenda and B12e- B12f on the supplemental agenda:

B-1. Property Tax Installment approve the attached resolution authorizing the collection and payment of school real property taxes in installments. **(Board Information Item 2)**

B-2. May Interim School Taxes approve the list of May interim school taxes in the gross amount of \$26,191.36. **(Board Information Item 3)**

B-3. Cafeteria Treasury Quarterly Report approve the attached cafeteria account quarterly treasurer's report reflecting an ending cash balance in the amount of \$95,638.41 for the period ending March 31, 2007. **(Board Information Item 4)**

B-4. Student Activity Fund Financial Report approve the attached student activity fund financial report reflecting an ending cash balance in the amount of \$149,635.17 as of March 31, 2007. **(Board Information Item 5)**

UNFINISHED BUSINESS (continued)

- B-5. Memorandum of Understanding approve the attached Memorandum of Understanding between the Salisbury Township School District and the Salisbury Educational Support Personnel Association regarding part-time employees. **(Board Information Item 6)**
- B-6. Self-Certification Application approve the attached Self-Certification Application for Non-Reimbursable Construction for the Western Elementary, Harry S Truman Elementary, and Middle School flooring repair/replacement. **(Board Information Item 7)**
- B-7. KidsPeace Interdistrict Agreement approve the Interdistrict Agreement with KidsPeace. **(Board Information Item 8)**
- B-8. Trainer Services Agreement approve the attached Trainer Services Agreement between Orthopedic Specialists (OAA) and Salisbury Township School district for school years 2007-2008, 2008-2009, 2009-2010, and 2010-2011. **(Board Information Item 9)**
- B-9. Art Supply Bid approve the district's art supply bid for 2007-2008 in the total amount of \$6,750.53. **(Board Information Item 10)**
- B-10. District Copier Bid approve the 2007-2008 district copier paper bid through the CSIU Joint Purchasing Council in the amount of \$16,211.76.
- B-11. Real Estate Duplicate approve the attached list of changes to the district's 2007-2008 real estate tax duplicate reflecting a net decrease in assessed value totaling \$337,350. **(Board Information Item 11)**
- B-12. 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. High School Basketball Coaches and Salisbury Boys' Basketball Booster Club to use the library at the Salisbury High School on April 17, 2007, from 7:00 to 9:00 p.m. for a meeting. Class B—No charge for facility.
  - b. Salisbury Youth Association to use the gymnasium at the Salisbury Middle School on Mondays through Thursdays, April 16 to May 31, 2007, from 6:00 to 7:30 p.m., as scheduled with the building principal for basketball team practices. Class B—No charge for facility.
  - c. Salisbury Twirlers to use the cafeteria and parking lot at the Salisbury Middle School on May 17, 2007, from 6:00 to 9:00 p.m. for an awards dinner. Class B—No charge for facility.

UNFINISHED BUSINESS (continued)

- d. Salisbury Police to use the Truman Elementary School on April 28, 2007, from 8:00 a.m. to 12:00 noon for a security survey/police action training and a pre-plan of building. Class B—No charge for facility.
- e. Hamilton Park to use the athletic field at the Salisbury Middle School on Sundays and Mondays beginning May 6, 2007, as scheduled with the building principal from 6:00 to 7:30 p.m. Class B—No charge for facility.

VOTE	YES	-- <u>8</u>
	NO	-- <u>0</u>
	ABSTENTIONS	-- <u>0</u>
	ABSENT	-- <u>1</u>

Motion carried.

Building & Grounds

Mr. Gatanis stated the next meeting is May 21. It will mainly be a finance meeting.

Mr. Giordano inquired about the D'Huy engineer study. Dr. Wright stated an overview will be given at the May meeting. The plan is to bring it back full force at the September Buildings & Grounds meeting.

C. Personnel Committee

Motion by Mrs. Miller, seconded by Mr. Pauloski, to approve items C1-C9 on the regular agenda and C10-C11 on the supplemental agenda:

C-1. Procurement Cards Policy

approve the proposed Procurement Cards Policy. **(Board Information Item 12)**

C-2. Maciag Resignation

accept with regret the resignation, due to retirement, of Stephanie Maciag as a teacher at the Salisbury High School effective August 1, 2007. **(Board Information Item 13)**

C-3. Laible Resignation

accept with regret the resignation, due to retirement, of Carrie L. Laible as head cook at the Western Salisbury Elementary School effective at the end of the 2006-2007 school term. **(Board Information Item 14)**

C-4. Director of Facilities Job Description

approve the proposed job description for Director of Facilities. **(Board Information Item 15)**

UNFINISHED BUSINESS (continued)C-5. Viscuso Salary Adjustment

approve the attached agreement adjusting the salary for Linda Viscuso. **(Board Information Item 16)**

UNFINISHED BUSINESS (continued)

C-6. Homebound Instructors continue to employ the following teachers to provide homebound instruction for Student C:

Jennifer Kowalski – Science, Math  
Peg Smith – English, Social Studies

C-7. Covely Employment employ Brian Covely, 560 E. Federal Street, Allentown, PA 18103, as the JV softball coach for the 2006-2007 school term at the contractual rate of pay for this position (\$2,811).

C-8. Delaney Employment approve Jeff Delaney, 1904 Irene Court, Pottstown, PA 19464, pending completion of requirements, as a volunteer assistant football coach.

C-9. Addendum Substitute Teachers' List approve the attached addendum dated May 9, 2007, to the substitute teachers' list for the 2006-2007 school term. **(Board Information Item 17)**

C-10. Holler Employment employ Nancy Holler, 1717 Crownwood Street, Allentown, PA 18103, as a non-instructional assistant at the Salisbury High School for 3 hours/day, 5 days/week effective May 10, 2007, at the 4<sup>th</sup> step of the 2006-2007 new hires' salary schedule for non-instructional assistants (\$10.56/hr).

C-11. Addendum Student Teachers approve the attached list of student teachers from Muhlenberg College for the 2007-2008 school term. **(Board Information Item 35)**

VOTE	YES	-- <u>8</u>
	NO	-- <u>0</u>
	ABSTENTIONS	-- <u>0</u>
	ABSENT	-- <u>1</u>

Motion carried.

D. Allentown Public Library No Report.

E. Carbon Lehigh Intermediate Unit Mrs. Ziegler stated that everyone should have received a voting envelope for board member elections. Next Wednesday May 16 CLIU will host an open house for their new facility.

F. Lehigh Carbon Community College No report.

UNFINISHED BUSINESS (continued)

Motion by Mrs. Ziegler, seconded by Mrs. Miller, to approve F-1 on the agenda:

F-1. Beck Agreement  
of Sponsorship

approve the Agreement of Sponsorship for Matthew Beck, 841 Nantucket Circle, Bethlehem, PA 18015, to attend Northampton Community College in the Automotive Technology Program beginning Fall, 2007. **(Board Information Item 18)**

VOTE	YES	-- <u>8</u>
	NO	-- <u>0</u>
	ABSTENTIONS	-- <u>0</u>
	ABSENT	-- <u>1</u>

Motion carried.

G. Lehigh Career and  
Technical Institute

Mr. Reinsmith reported that at LCTI, the administrators are attempting to hone in where they will be with faculty, administration, and what budget impacts will have on that with regard to the Academic Center. They are nearing about 250 students for the academic center next year, which is an increase. Full capacity is 1,600.

H. PSBA Legislative  
Policy Council

Mrs. Miller reported that she and Dr. Beauchemin attended the legislative breakfast at Parkland. Much of the discussion was about the House Bill 446, which is the Cyber Charter School. Mrs. Miller asks that the board support the bill. Dr. Wright stated that at the next Buildings & Grounds Finance meeting there will be a resolution to support the bill. Also today May 9 was the hearing on the Labor Bill about starting school after Labor Day. The budget hearings will start in one week in house. The senate hearings on the budget will start in June. Mrs. Miller wanted to bring the PSBA legislative platforms to the board's attention. They give direction to PSBA on what we want lobbyist and our legislative wing to focus on. Salisbury has never sent a proposal. Mrs. Miller has been encouraged to write a proposal about the impact of the tax appeals on the school districts budget. The board approved support of writing the proposal.

Solicitor's Report

No report.

Superintendent's Report

Dr. Wright reported the Grade Configuration update. At the April 29 Curriculum Committee the board received financial information to complete the grade configuration presentation. The presentation suggested that there is little financial benefit at this time for reconfiguration of the elementary schools. The Board was reminded that several years ago a potential savings of four to six teachers was discussed as a possible significant savings if the district reconfigured. The

UNFINISHED BUSINESS (continued)

reconfiguration research did not show one specific configuration as the best one. The research showed pros and cons of all configurations dealing with grades K-8. The board concluded that since the research did not show overwhelming reasons to reconfigure and that there was no strong financial reason to reconfigure, they could not support reconfiguring the Elementary programs at this time. Dr. Wright stated that the Board did support continued data collection about cost for the addition to the high school and transportation cost associated with bringing 9<sup>th</sup> grade to the High School. The research supported that 9<sup>th</sup> grade students belong with other students in a high school setting. Information for mileage impact for financing an addition and cost implications for transportation will be presented at the May 21 Building, Grounds, & Finance Meeting.

Dr. Wright also reported that the National Merit Scholarship was awarded to Nick Marze. He received the National Merit Mary E. Beyerly scholarship. He plans to major in Chemical Engineering.

Dr. Wright stated that CLIU will hold an open house at their new facility at 5:30 p.m. May 16. Academic awards for seniors will take place May 23 at the high school at 7 p.m. LCTI academic awards for Salisbury LCTI seniors will take place at Parkland High School auditorium on May 24 at 7 p.m. Salisbury High School graduation will take place at Kutztown University on June 12 at 7:30 p.m., tickets are required.

Transportation to and from graduation will be provided to those students who request it.

New Business

Motion by Mrs. Feinberg, seconded by Mr. Reinsmith to approve 1 & 2 under New Business:

1. appoint James S. Pauloski as treasurer for the Salisbury Township School District effective July 1, 2007 until June 30, 2008.
2. appoint Susan H. Famularo as the Board secretary for the Salisbury Township School District effective July 1, 2007 until June 30, 2011.

VOTE	YES	-- <u>8</u>
	NO	-- <u>0</u>
	ABSTENTIONS	-- <u>0</u>
	ABSENT	-- <u>1</u>

Motion carried.

Citizen's Inquiries  
And Comments

None.

Announcements

Dr. Wright stated there would not be a July Board Meeting as long as there are no significant hirings.

Building, Grounds & Transportation Meeting – Monday, May 21, 2007 –  
7:00 p.m. – Administration Building

Curriculum Subcommittee Meeting – Tuesday, May 29, 2007 – 7:00 p.m. –  
Administration Building

Student Activities Subcommittee Meeting – Monday, June 11, 2007 – 7:00 p.m. –  
Administration Building

Graduation – Tuesday, June 12, 2007 – 7:30 p.m. – Kutztown University

Executive Session – Wednesday, June 13, 2007 – 6:45 p.m. –  
Administration Building (to discuss personnel issues)

Date of Regular Meeting – Wednesday, June 13, 2007 – 7:30 p.m. –  
Administration Building

Board Information

1. Homebound Instruction, Student C
2. Resolution, Taxes
3. List of Interim Taxes
4. Cafeteria Account Quarterly Treasurer's Report, March 31, 2007
5. Student Activity Fund Quarterly Financial Report, March 31, 2007
6. Memorandum of Understanding, Beck and Jacobs
7. Self-Certification Application, WSE, HST, SMS
8. KidsPeace Interdistrict Agreement
9. Athletic Trainer Services Agreement
10. Bid List, Art
11. Summary of Changes in Assessed Valuation
12. Proposed Procurement Cards Policy
13. Letter dated March 17, 2007, to Dr. Wright from Mrs. Maciag
14. Letter to Dr. Wright from Mrs. Laible
15. Proposed Job Description for Director of Facilities
16. Agreement, Viscuso
17. Addendum, Substitute Teachers' List, 2006-2007
18. Agreement of Sponsorship, Beck
19. Summary Budget Report, April 30, 2007
20. Revenue Budget Report, April 30, 2007

- 21. SHS, SMS, HST, WSE Enrollment Report, March 2007
- 22. Letter dated April 24, 2007, to Dr. Wright from Mr. Dufton
- 23. Letter dated April 18, 2007, to Dr. Wright from Dr. Zahorchak
- 24. Letter dated April 15, 2007, to Dr. Wright from Mr. Fisher
- 25. CLIU Minutes, March 19, 2007
- 26. CLIU Update, April 2007
- 27. CLIU Board Briefs, April 16, 2007
- 28. LCCC President's Desk, March 2007
- 29. LCCC High School Connections
- 30. HST Newsletter, May 2007
- 31. WSE Newsletter, May 2007
- 32. The Falcon Focus, Spring 2007
- 33. The Falcon Courier, Vol. 27, No. 3
- 34. Honor Roll Lists, SHS, Third Marking Period, 2006-2007

Adjournment

Motion by Mr. Giordano to adjourn at 8:53 p.m.

VOTE	YES	-- <u>8</u>
	NO	-- <u>0</u>
	ABSTENTIONS	-- <u>0</u>
	ABSENT	-- <u>1</u>

Motion carried.

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Susan H. Famularo  
Board Secretary

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Jennifer A. Kirk  
Recording Secretary