

NORTHERN LEHIGH SCHOOL DISTRICT

Regular School Board Meeting
Monday, September 9, 2002
Slatington Elementary School Boardroom
7:30 P.M.

AGENDA

- I. A. By notice of the President, Board Members are advised that all financial matters shall be regarded as roll call votes. The minutes should also note that Public Notice was given for this meeting in accordance with Act 84 of 1986.
- B. School Board Meeting shall proceed in accordance with School Board Policy.
- C. Pledge of Allegiance.
- D. Roll Call.
- E. Public Comment -- Restricted to Agenda Items.

II. SPECIAL BOARD REPORTS

- A. Lehigh Career and Technical Institute Mrs. Sheryl A. Giles
- B. Carbon-Lehigh Intermediate Unit Mr. Bryan C. Dorshimer
- C. Committee Reports and/or Meetings
 1. Minutes of the Technology/Buildings and Grounds Committee meeting held on August 7, 2002. (Attachment #1)
 2. Minutes of the Policy/Education Committee meeting held on August 19, 2002. (Attachment #2)
 3. Minutes of the Community Relations/Volunteerism Committee meeting held on August 21, 2002. (Attachment #3)
- D. Student Representatives To The Board Report Mr. Nicholas Sander
Ms. Amberly Gable
- E. Solicitor's Report Attorney Charles Stopp
- F. Legislative Report Mrs. Lori H. Geronikos
- G. Federal and Other Programs Update Mrs. Lynne B. Fedorcha
- H. Superintendent's Report Dr. Nicholas P. Sham, Sr.
 - Welcome/Ceremonial Oath for Amberly Gable
 - Distribution/Discussion of Northern Lehigh School District Final Goal Report for the 2001-2002 School Year.
 - Third day enrollment report.

- I. Executive Session for personnel issues will be held prior to the meeting beginning at 7:00 p.m. in the superintendent's office.

III. PERSONNEL

A. Nominations for Appointment

1. Instructional

- a. Julie Fehnel Temporary Professional Employee
Assignment: Grade 4 – Peters Elementary School
 Replacing Sue Beil who was administratively
 transferred to Grade 6 Learning Support at Peters Elementary.
Salary: \$35,200* (Appendix A – Step 1 Bachelors on the
 2001-2002 Collective Bargaining Agreement Salary Schedule)
Effective Date: August 26, 2002

*Salary will be adjusted to reflect the terms and conditions of the new collective bargaining agreement when reached.

2. Non-Instructional

- a. Lee G. Mack*
Assignment: Custodian – 3:00 p.m. to 11:30 p.m.
 Slatington Elementary School, replacing Dennis Foberg, who
 replaced Todd Green, who was administratively transferred to
 Peters Elementary School, as a result of the retirement of
 Marvin Mantz.
Salary: \$8.25 Per Hour/8Hours Per Day/5 Days Per Week
Effective Date: September 11, 2002

*He will serve a 60-day probationary period.

- b. Donna Meixsell
Assignment: Special Education Aide
 Peters Elementary School, replacing Evonne Blocker, who
 resigned.
Salary: \$8.64 Per Hour/6 ½ Hours Per Day/5 Days Per Week
Effective Date: September 3, 2002

*She will serve a 60-day probationary period.

- c. Connie Kistler
Assignment: Special Education Emotional Support Aide
Senior High School – New Position – IDEA Funded
Salary: \$8.64 Per Hour/6 ½ Hours Per Day/5 Days Per Week
Effective Date: September 3, 2002

*She will serve a 60-day probationary period.

- B. Approve to appoint James Tkach as an Assistant Athletic Director for the 2002-2003 school year at a stipend of \$6000. He will assist the Athletic Director in all Athletic Director duties and responsibilities and will be responsible for the Refreshment Stand Account and athletic fund raising activities.

C. Resignations

1. Instructional

- a. Accept the resignation of Ann Weaver, English teacher in the senior high school, effective when a suitable replacement has been found. She has accepted a position in another school district.

2. Non-Instructional

- a. Accept the resignation of Dennis Foberg, custodian in the Slatington Elementary School, effective August 20, 2002.
- b. Accept the resignation of Rebecca Schock from her position as special education aide in the senior high school, effective at the end of the 2001-2002 school year.

3. Co-Curricular

Accept the resignation of Lisa Snell Kern from her position as cheerleading coach for the 2002-2003 school year.

D. Co-Curricular Appointments for 2002-2003*

Head Baseball Coach – Frank Carazo
Assistant Baseball Coach – Erv Prutzman
Assistant Baseball Coach – Larry Meixsell
Head Track Coach – Bryan Geist
Assistant Track Coach – Michael Bonner
Assistant Track Coach – David Oertner
Assistant Track Coach – Richard Snell
Assistant Track Coach – James Waite
Head Softball Coach – Maureen Leaswitch

Assistant Softball Coach – James Herman

Assistant Softball Coach – James Yadush
Senior High Yearbook – Babette Guss
Senior High Student Council – Robert Kern
Senior High Band – David Carroll
Senior High Chorus – Matthew Wehr
Audio Visual Advisor – Jason Reinhard
Senior High Musical Director – Matthew Wehr
Senior Class Advisor – Kris Ahner
Senior Class Advisor – Sharon Hunsicker
Junior Class Advisor – Scott DeLong
Junior Class Advisor – Sandra Michalik
Sophomore Class Advisor – Christine Leslie
Sophomore Class Advisor – Robert Kern
Freshman Class Advisor – Babette Guss
Senior High Spring Intramural – James Tkach – Weightlifting
Senior High Spring Intramural – Todd Herzog – Weightlifting
Senior High Spring Intramural – Renee Evans – Tennis
German Exchange Club – Lana Schmidt
Senior Class Play – Matthew Wehr
Majorette/Band Front – Lauren Zielenski
National Honor Society Advisor – Steven Zong
Cheerleading Advisor – Kathi Neff (Shared Stipend with Lil Borger)
Middle School Band/Chorus – David Carroll/Matthew Wehr (Shared Stipend)
Elementary Chorus – Lora Krum
Elementary Band – Terry Jenkins
Elementary AV Director – Eric Wassum

**The stipend will be determined when a new Collective Bargaining Agreement is approved.*

E. Substitutes

1. Instructional

Approve the following substitute teachers for the 2002-2003 school year at the substitute teacher rates of \$70.00 for 1-10 non-consecutive days; \$80.00 for 11-20 non-consecutive days; and \$90.00 for 21+ non-consecutive days:

Jonathan DeFrain – Social Studies
Thomas Supp – Biology
Margaret Conrad – Elementary
Bernice Hicks – Foreign Language
Stan Luckenbill – Health & Physical Education

2. Non-Instructional

- a. Approve to employ the following substitute aides/secretaries for the 2002-2003 school year at the substitute rate of \$7.25 per hour:

Angela Shoemaker – Instructional Aide
Crystal Benninger – Instructional Aide/Secretary
Kimberly Wagner – Instructional Aide/Secretary

- b. Approve to employ the following substitute cafeteria workers for the 2002-2003 school year at the substitute rate of \$7.25 per hour:

Crystal Benninger
Kimberly Wagner

- c. Approve to employ the following substitute custodians for the 2002-2003 school year at the substitute rate of \$7.25 per hour:

Lee Mack – Effective September 9, 2002

F. Unpaid Volunteer Soccer Coach

Approve to appoint Tim Nickisher as an unpaid volunteer soccer coach, pending verification of clearances, for the 2002 fall soccer season.

G. Electronic Learning Facilitators

Approve the following individuals as Electronic Learning Facilitators (E.L.F.'s) for the 2002-2003 school year and on an as-needed basis during summer vacation. Compensation for elementary and secondary E.L.F.'s is \$2685.00 per school year.

Nevin Ranck/Erv Prutzman – Senior High School – Will Share Stipend

H. Appoint Future Business Leaders of America Advisor

Approve to appoint Bobbi Shupp as the Future Business Leaders of America advisor for the 2002-2003 school year. The stipend for this position is \$500.00 and is included in the 2002-2003 budget.

I. Professional Contracts

According to Article II-1108, subsection (b) of the School Code: "A temporary professional employee, initially employed by a school district on or after June 30, 1996, whose work has been certified by the district superintendent to the secretary of the school district, during the last four (4) months of the third year of such service, as being satisfactory, shall thereafter be a "professional employee" within the meaning of this article." Therefore, it is recommended to approve "professional employee" status as per the school code for the following teachers, who have satisfactorily completed three years of service to Northern Lehigh School District:

Sandra Becker
 Janet Bashore
 Timothy Weaber
 Kori Dibilio
 Christine Koder
 Susan Strubinger
 JoAnn Wasilkowski

J. Request for Leave Without Pay

Approve the request of Linda Thompson, Peters Elementary guidance counselor, to take a two-day leave of absence, without pay, on September 5 and 6, 2002. She plans to use these days in conjunction with her two personal days. Her request will not be considered a precedent for future requests per correspondence received from the Northern Lehigh Education Association.

K. Salary Adjustment

Acknowledge the following teachers who have completed the requirements per the Collective Bargaining Agreement that would entitle them to a salary increase for the 2002-2003 school year:

Jason Reinhard
 From : 5B \$35,900.00*
 To: 5B+24 \$37,000.00*

Theresa Kokinda
 From: 5B+24 \$37,000.00*
 To: 5M \$38,200.00*

*2001-2002 salary to be adjusted when a new Collective Bargaining Agreement is ratified.

L. Approve the appointment of the following individuals as Special Area Contacts (Elementary Level) and Department Chairpersons (Secondary Level) for the 2002-2003 school year:

<i>Position</i>	<i>Name</i>	<i>Stipend</i>
Special Area Contact Person Language Arts	Kori Dibilio	\$1200.00
Special Area Contact Person Mathematics	Shawn Green	\$1200.00
Mathematics Department Chairperson	Bryan Geist	\$1800.00
English Department Chairperson	Renee Evans	\$1800.00
Social Studies Department Chairperson	Richard Snell	\$1800.00
Business/Computer Science/Technology Department Chairperson	Erv Prutzman	\$1800.00
Library Department Chairperson	Jane Englert	\$1800.00
Related and Applied Arts (Family & consumer Science, Shop Department Chairperson	Steve Drake	\$1800.00
Science Department Chairperson	Larry Meixsell	\$1800.00
Foreign Language Department Chairperson	Sandra Vajda	\$1800.00
Fine Arts Department Chairperson	Mary Ann S.-Mattiola	\$1800.00

M. Contracted Services for 2002-2003 School Year

Approve the employment of the following marching band staff for the 2002-2003 school year:

Scott Wolfinger – Percussion Instructor/Arranger -- \$2000.00

James Corle – Drill Design (Marching) -- \$2000.00

N. Child Rearing/FMLA Leave

Approve the request of Michele Dotta, Slatington Elementary special education teacher, to take a Child Rearing Leave of Absence during the 2002-2003 school year. Beginning on or about October 18, 2002, she plans on utilizing her 29 accumulated sick days and on or about December 3, 2002 she requests that she be granted a 12-week Family Medical Leave, which includes district-paid coverage until on or about

February 25, 2003. She will be responsible for contributing co-pay contributions for dependent medical benefits during the FMLA leave. Her unpaid leave will begin on or about February 26, 2003. She plans to return to teaching on or about April 11, 2003.

IV. POLICY**A. New Board Policy****1. Waive First Reading**

Accept the recommendation of the Policy/Education Committee and waive the first reading and approve new board policy #138 – English As a Second Language/Bilingual Program, as presented. (Attachment #4)

B. Conferences

1. Approve the request of Ronald Klevenhagen, Earned Income Tax Officer, to attend the annual PEITOAC Association conference in Wilkes-Barre, PA on September 9, 2002. Expenses for the conference include \$120.00 for registration, \$35.00 for annual member fee, for a total cost of \$155.00.
2. Approve the request of Dr. Linda Marcincin to attend a conference co-sponsored by Derry Township Public Schools and Best Practice Resources, Inc. in Hershey, PA from September 27-29, 2002. Expenses for this conference, entitled “Best Practices in New Teacher Mentoring & Induction”, include \$180.00 for registration and will be paid for through Title II funds.
3. Approve the request of Steven Drake, high school Technology Education teacher, to attend the Technology Education Association of PA annual conference in Camp Hill, PA on November 7 and 8, 2002. Expenses for this conference include \$30.00 for registration, \$60.00 for meals, \$60.00 for travel, \$54.00 for lodging, for a total cost of \$204.00 and will be paid for through Title II-D funds plus the cost of a substitute for two days.
4. Approve the request of Lynne Fedorcha to attend a “No Child Left Behind” conference sponsored by the PaTTAN (PA Training and Technical Assistance Network) in Harrisburg on September 17, 18, and 19, 2002. There is no registration fee. Additional expenses for this conference include \$137.80 for lodging, \$36.72 for travel, for a total cost of \$174.52 and will be paid for through Title II-D funds.
5. Approve the request of Bernard Rockovich to attend a PA Association of School Business Officials conference on September 18, 2002 in Hershey, PA. Expenses for this conference include \$115.00 for registration, \$36.00 for travel for a total cost of \$151.00 and was included in the 2002-2003 budget.

C. Approve the Northern Lehigh Middle School Student Activities Account Statement for the month of July 2002. (Attachment #5)**D. Approve the request of the Northern Lehigh High School to close the Football Club account, which is part of the Northern Lehigh High School Activities Fund. The**

money remaining in this account will be turned over to the Northern Lehigh High School Athletic Fund Raising Account.

E. Use of Facilities

Grant approval to the Northern Lehigh Youth Athletic Association to use Bulldog Stadium for the 2003 football season on September 7, September 22, September 28, and October 27, 2002. **Rental fee is to be determined by the Board of Education.** Seven and one-half hours of custodian/maintenance fees will be billed for each use. NLYAA must provide proof of security for each event.

V. CURRICULUM AND INSTRUCTION

- A. Approve to adopt the following textbook for the 2002-2003 school year. (Sample on Display In Boardroom). This textbook was approved as part of the 2002-2003 senior high school budget:

<u>Name of Textbook</u>	<u>Publisher & Copyright</u>	<u>Course</u>
Prentice Hall Literature: Timeless Voices, Timeless Themes	Prentice Hall 2002	12 th Grade English

B. Induction Program

Approve the following teachers as helping teachers in the Northern Lehigh School District Induction Program for the 2002-2003 school year:

<u>Helping Teacher</u>	<u>Inductee</u>	<u>Stipend</u>
Linda Brown	Brenda Booz	\$750.00
Jason Graver	Lynn Haab	\$750.00
Erv Prutzman	Anthony Jordan	\$750.00
David Carroll	Matthew Wehr	\$750.00

C. After School Tutoring Program

Approve to authorize the administration to initiate an after school tutoring program for students in grades 7-12 who might need homework support or help to review for a test for one hour a day, Monday through Thursday. It is further recommended that the board of education authorize the administration to advertise to hire tutors for this program at a stipend of \$16.00 per hour. This stipend will be funded through Title V.

VI. OLD BUSINESS

VII. NEW BUSINESS

- A. Approve to authorize the superintendent to execute a letter of agreement for the 2002-2003 academic year with KidsPeace National Centers, Inc. and Lehigh County

Mental Health-Mental Retardation to cooperate in the ongoing functioning of the Student Assistance Program in our district. (Attachment #6)

VIII. FINANCIAL

- A. Approve abatement of per capita taxes for the residents that fall within the guidelines as listed in **attachment #7**.
- B. Approve payment of bills from the Construction Account, as presented in **attachment #8**.
- C. Approve payment of bills from the Extended Construction Account, as presented in **attachment #9**.
- D. Approve to payment of bills from the Capital Reserve #1 Account, as presented in **attachment #10**.
- E. Approve the Arthurs Lestrage Cash Management Portfolio for the month of July 2002. (Attachment #11)
- E. Approve a \$16,043.88 real estate tax refund for the 2001-2002 school year to Stanwood Mills, Lcida C-o John A. Shulman, T/a Jas Realty, PO Box 195, Slatington, PA 18080-0195. Tax parcel ID 18-02-B06SE3B-011-001. Stanwood Mills incorrectly paid real estate tax for the 2001-2002 school year even though they were awarded KOZ status and should not have paid. As a result of the KOZ Program, the assessed value of the property is reduced from \$382,150 to \$-0-. (Attachment #12)

IX. LEGAL

X. CORRESPONDENCE

- A. Minutes of the Carbon Lehigh Intermediate Unit Board of Directors meeting held on July 15, 2002.
- B. Minutes of the Lehigh Carbon Community College meeting held on July 11, 2002.
- C. Minutes of the Washington Township Board of Supervisors meeting held on July 16, 2002. (Attachment #13)

XI. INFORMATION

- A. Northern Lehigh School District Athletic Budget Summary for the 2001-2002 school year. (Attachment #14)

XII. RECOGNITION OF GUESTS

XIV. ADJOURNMENT

**NORTHERN LEHIGH SCHOOL DISTRICT
REGULAR SCHOOL BOARD MEETING
Monday September 9, 2002
ADDENDUM**

IV. POLICY

F. Request for Continuation of German Exchange Program

Mrs. Lana Schmidt, high school German teacher, has submitted a request for the continuation of the Student Exchange Program between interested students from the Northern Lehigh School District and the Eduard Spraenger Gymnasium in Landau, Germany. German students will be arriving at Northern Lehigh School District on Wednesday, September 25, 2002 and will depart for Germany on Saturday, October 5, 2002. Expected expenses to the district will be substitute coverage for the hosting teacher as deemed necessary and bus expenses for day trips as budgeted. Northern Lehigh students will travel to Germany at the end of the 2002-2003 school year, at a time that will coincide with the school year in the Rheinland-Platinat, preferably during the summer months. Trip participants will be responsible for all expenses; however, they do request liability insurance coverage for the entire group, as has been granted since their first exchange trip in 1984.

VIII. FINANCIAL

G. Approve payment of additional bills from the Construction Account in the amount of \$33,909.25 to Metro Electrical Installations Company. (**Addendum Attachment #1**)