

NORTHERN LEHIGH SCHOOL DISTRICT
Regular School Board Meeting
Monday, September 14, 2015
Northern Lehigh Administration Building
Board Room
7:30 P.M.



- 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. REVIEW AND APPROVAL OF THE MINUTES OF THE PRECEDING MEETINGS

- A. Regular School Board Meeting held on August 10, 2015.

III. SPECIAL BOARD REPORTS

- A. Carbon Lehigh Intermediate Unit Mr. Edward Hartman
- B. Lehigh Career and Technical Institute Mr. Gary S. Fedorcha
- C. Legislative Report Mr. Gregory S. Williams
- D. Lehigh Carbon Community College Mr. Mathias J. Green, Jr.
- E. Committee Reports and/or Meetings
 - Minutes of the Education/Policy Committee Meeting held on September 8, 2015 (Attachment #1)
 - Minutes of the Technology/Buildings & Grounds Committee Meeting held on September 9, 2015 (Attachment #2)
 - Minutes of the Finance Committee Meeting held on September 9, 2015 (Attachment #3)
- F. Student Representatives to the Board Report..... Mr. Gavin Kemery
Ms. Karlyna Kemery
- G. Solicitor's Report Attorney Charles Stopp
- H. Business Manager's Report Mrs. Rhonda Frantz
Mrs. Sherri Molitoris
- I. Federal and Other Programs Update Mrs. Karen A. Nicholas
 - Merger of Employee Sections of Policy Manual
- J. Superintendent's Report Mr. Michael W. Michaels
 - Third Day Enrollment
- K. An executive session will be held at 7:00 p.m. in the Administration Office Conference Room.

IV. PERSONNEL**A. Resignation/Retirement**

1. Accept the retirement resignation of Beverly Rupert from her position as Slatington Elementary custodian effective November 30, 2015. Mrs. Rupert will begin her retirement from the district after 17 years of service.
2. Accept the resignation of Erwin Prutzman as game worker and volunteer baseball coach for the 2015-2016 school year. Mr. Prutzman has dedicated 40 years to the sports programs at Northern Lehigh.
3. Accept the resignation of Richard Jones as game worker for the 2015-2016 school year. Mr. Jones has dedicated 51 years to the sports programs at Northern Lehigh.

B. Appointment**1. Non-Instructional****a. Donna Marks***

Assignment: Assistant to the Food Service Director replacing Kim Keiser who resigned.
Salary: \$15.00 Per Hour Monday-Friday, 5 Hours Per Day/180 Student Days a school year plus additional 10 days needed to insure that the school district cafeteria operates effectively
Effective: August 12, 2015
*** Pending Verification of Missing Personnel File Items**
***60 Day probationary period ending October 12, 2015**

b. Kellie Bechtel*

Assignment: Lunch Room Monitor Peters Elementary School
Salary: \$10.40 Per Hour Monday-Friday, 2 Hours Per Day/180 Student Days a school year
Effective: August 31, 2015
*** Pending Verification of Missing Personnel File Items**
***60 Day probationary period ending October 29, 2015**

c. Patricia Bortz*

Assignment: Lunch Room Monitor Peters Elementary School
Salary: \$10.40 Per Hour Monday-Friday, 2 Hours Per Day/180 Student Days a school year
Effective: August 31, 2015
*** Pending Verification of Missing Personnel File Items**
***60 Day probationary period ending October 29, 2015**

d. Julie Senefeld*

Assignment: Lunch Room Monitor Slatington Elementary School
Salary: \$10.40 Per Hour Monday-Friday, 2 Hours Per Day/180 Student Days a school year
Effective: August 31, 2015
*** Pending Verification of Missing Personnel File Items**
***60 Day probationary period ending October 29, 2015**

- e. Heather VanBlargan*
 Assignment: Lunch Room Monitor Slatington Elementary School
 Salary: \$10.40 Per Hour Monday-Friday, 2 Hours Per Day/180 Student Days a school year
 Effective: August 31, 2015
 * Pending Verification of Missing Personnel File Items
 *60 Day probationary period ending October 29, 2015

C. Family Medical Leave

Approve the request of employee #6908 to take a Family Medical Leave beginning on or about November 4, 2015, for the birth of his second child. Employee will be using ten (10) accumulated sick days. Employee plans to return to his current teaching position on or about November 18, 2015.

D. Rescind Co-Curricular Appointment 2015-2016

Rescind the appointment of Andrea Wasilkowski in the amount of \$2,902 from her position as Assistant Field Hockey Coach for the 2015-2016 school year which was originally approved at the August 10, 2015 school board meeting.

- E. Motion to renew the appointment of the following Co-Curricular positions for the 2015-2016 school year.

| | | |
|-------------|---------------------------|------------|
| Ray Lenhart | MS Boys' Basketball Coach | \$4,604.00 |
|-------------|---------------------------|------------|

F. Co-Curricular Change of Status

1. Due to the resignation of Kate Pluchinsky approved at the August 10, 2015 board meeting, approve the motion to change the status of Maria Van Norman from Cheerleading Advisor – Shared stipend - \$1,597.00 to full time Cheerleading Advisor at a stipend of \$3,194.00 for the 2015-2016 school year.
2. Approve the motion to change the status of Brandon Hibbler, Assistant Girls' Basketball coach from full stipend of \$4,697.00 to shared stipend of \$2,348.50.

G. Co-Curricular Appointment 2015-2016

| | | |
|----------------------|--|------------|
| Amanda Dietz* | Assistant Field Hockey Coach | \$2,902.00 |
| Michelle Hock | Freshman Class Advisor | \$ 658.00 |
| Andrea Meyers | Freshman Class Advisor | \$ 658.00 |
| Kenneth Shankweiler* | Asst. Girls' Basketball Coach-Shared Stipend | \$2,348.50 |

*Pending Verification of Missing Personnel File Items

H. Co-Curricular Volunteers 2015-2016

| | |
|---------------------|----------------------------------|
| Andrew Arnold* | Assistant Wrestling Coach |
| Diane Folland* | Little Leo Club |
| Fred Folland* | Little Leo Club |
| Jaclyn Follweiler* | Assistant MS Basketball Coach |
| Christopher Hamm* | Musical Voice Coach |
| Marcus Hardiman* | Assistant Wrestling Coach |
| Nicholas Hosford* | Assistant Wrestling Coach |
| Sherilyn Jones* | Musical Choreographer |
| Dennis Rehrig | Assistant Boys' Basketball Coach |
| Joseph Seremula* | Assistant Boys' Basketball Coach |
| Michael Steigerwalt | Assistant Boys' Basketball Coach |
| Tyler Svetik | Assistant Boys' Basketball Coach |

| | |
|-----------------------|---------------------------------|
| Randall Utsch | Play/Musical Lighting and Sound |
| Allison Belfonti* | Refreshment Stand Volunteer |
| Michelle Bellesfield* | Refreshment Stand Volunteer |
| Joleene Evangelist* | Refreshment Stand Volunteer |
| Jamie Farber | Refreshment Stand Volunteer |
| Stacey Olewine* | Refreshment Stand Volunteer |
| Missy Williams* | Refreshment Stand Volunteer |

*Pending Verification of Missing Personnel File Items

I. Webpage Maintenance

1. Approve a stipend in the amount of \$500.00 for Mr. Andrew Kern for High School website maintenance and working with students during the 2015-2016 school year. Mr. Kern has constant contact with teachers, secretaries, and administrators in an effort to update the website on a daily basis with the latest information, handouts, and scheduled events. Stipend to be funded by the General Fund High School Student Activities Fund.
2. Approve a stipend in the amount of \$1,000.00 for Mr. Andrew Kern for maintenance and updates of the district website during the 2015-2016 school year. Stipend to be funded by superintendent's budget.
3. Approve a stipend in the amount of \$500.00 for Ms. Janet Bashore for maintenance and updates of the Peters Elementary website during the 2015-2016 school year. Stipend to be funded by Peters Elementary principal's discretionary account.
4. Approve a stipend in the amount of \$500.00 for Ms. Kori Dibilio for maintenance and updates of the Slatington Elementary website during the 2015-2016 school year. Stipend to be funded by Slatington Elementary principal's discretionary account.

J. Artistic Director for the Fall Play/Spring Musical

Approve Emily Buss as Artistic Director for the Fall Play/Spring Musical for the NLHS Student Theater Group. Stipend for the Artistic Director will be \$2,000 to be paid out of the General Fund High School Student Activities Fund. The Artistic Director will be responsible for and overseeing all persons involved with set design and construction, costuming, lighting, sound, etc. as determined by the HS Principal and Production Director.

K. Assistant Director for the Fall Play/Spring Musical

Approve Krystle Willing-Tiedeman as Assistant Director for the Fall Play/Spring Musical for the NLHS Student Theater Group. Stipend for the Assistant Director will be \$500.00 and be paid out of the General Fund High School Student Activities Fund.

L. Detention Supervisors

Approve to appoint the following list of people as Secondary Detention Monitors for the Senior High School for the 2015-2016 school year. Work will be on an as needed basis and compensation will be at a salary of \$20.00 per hour worked:

Elizabeth Doll Patricia Ingles

M. Substitute Detention Supervisor

Approve to appoint the following person as Substitute Secondary Detention Monitor for the Senior High School for the 2015-2016 school year. Work will be on an as needed basis and compensation will be at a salary of \$20.00 per hour worked.

Elizabeth Case

Connie Check

Amy Zeiser

N. Salary Adjustments

Acknowledge the following teacher who has completed the requirements per the Collective Bargaining Agreement that would entitle them to a salary increase for the 2015-2016 school year.

Amber Kuntz

From: Step 5B
To: Step 5B+24

O. Substitute1. Instructional

Approve the following substitute teachers for the 2015-2016 school year at the 2015-2016 substitute teacher rates as approved on the Supplementary Personnel Salary Schedule:

Janet Brostedt – Elementary K-6

JoLynn Gazo – Social Studies, Family Consumer Sciences, & Library Science

Christopher Hamm* – Music K-12

Elena Krupa – Special Education – N-12

Ryan Stillwell* – Elementary PK-4; Special Education PK-8

Kristin Wessner - Elementary PK-4; Special Education PK-8

*Pending Verification of Missing Personnel File Items

2. Non-Instructional

- a. Approve the following individuals as substitute secretaries/aides for the 2015-2016 school year at the 2015-2016 substitute rate as approved on the Supplementary Personnel Salary Schedule:

Janice Wasilkowski

- b. Approve the following individuals as substitute cafeteria workers for the 2015-2016 school year at the 2015-2016 substitute rate as approved on the Supplementary Personnel Salary Schedule:

Eric Kindrew*

Janice Wasilkowski

*Pending Verification of Missing Documents

- c. Approve the following individuals as substitute custodians for the 2015-2016 school year at the 2015-2016 substitute rate as approved on the Supplementary Personnel Salary Schedule:

Patricia Bortz*

Eric Kindrew*

*Pending Verification of Missing Documents

P. Unpaid Volunteers

Margaret Blöse*

Dixie Gross*

Sharon Karpiszin

Erica Szwest*

Nancy Wagner

* Pending Verification of Missing Personnel File Items

V. CONFERENCES

VI. POLICY

A. Board Policy First Reading

- 1. Approve school board policy #246 – Pupils – Student Wellness, as presented after first reading. (Attachment #4)
- 2. Approve school board policy #249 – Pupils – Bullying/Cyberbullying, as presented after first reading. (Attachment #5)
- 3. Approve school board policy #301 – Employees – Creating a Position, as presented after first reading. (Attachment #6)

B. Approve to authorize proper officials to enter into an agreement for two Northern Lehigh School District special education students to attend Whitehall-Coplay School District in accordance with the promises and covenants contained in the agreement. This agreement is effective for the 2015-2016 school year. (Attachment #7)

VII. CURRICULUM AND INSTRUCTION

A. Approve to authorize the Superintendent to execute a letter of agreement for the 2015-2016 academic year with the Center for Humanistic Change, Inc. to provide Student Assistance Program (SAP) Liaison services. The Student Assistance Teams in our school district will use these services. (Attachment #8)

VIII. OLD BUSINESS

IX. NEW BUSINESS

A. Approve to designate and authorize the following administrators to sign summary offense notices for district students for the 2015-2016 school year:

- Mr. Paul Leonzi – Peters Elementary School Principal
- Mr. Scott Pyne – Slatington Elementary School Principal
- Mrs. Jill Chamberlain – Middle School Principal
- Mr. Robert Vlasaty – High School Principal
- Ms. Tanya Simms – High School Assistant Principal

B. Election of PSBA Officers

RECOMMEND That the Board of Education elects the following candidates as officers for the Pennsylvania School Boards Association, effective January 1, 2016 through December 31, 2016.

President-elect _____

Vice President _____

At-Large Representative _____

C. Approve the Northern Lehigh School District Goals for the 2015-2016 school year. (Distributed to Board Members)

D. RESOLVED, the Board of Education approves the Resolution in Recognition of Lehigh

Carbon Community College's 50th Anniversary, as presented. (Attachment #9)

X. FINANCIAL

A. Approve the Following List of Bills:

1. General Fund month of August & September 2015
2. Cafeteria Fund month of August & September 2015

B. Authorize the following financial institutions to act as approved depositories for school district funds and/or temporary investments. The Northern Lehigh School Board further authorizes the following financial institutions to transfer funds on deposit to any other bank for the credit of the Northern Lehigh School District. The Board further authorizes the Business Manager and/or Superintendent to enter into agreements, supplements or amendments to agreements to implement the foregoing operations for the 2015-2016 school year.

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|------------------|---------------|
| Embassy Bank | National Penn |
| New Tripoli Bank | Firsttrust |
| PNC | TD Bank |
| Santander | Wells Fargo |
| American Bank | |

C. Grant permission to dispose of unusable weight room equipment and accept sealed bids for the sale of weight room equipment with a value over \$100.00. Any equipment not sold will be disposed of in accordance with Policy 706.1.

D. Approve abatement/exoneration requests of per capita taxes, for the residents that fall within the guidelines, as presented. (Attachment #10)

E. Approve the renewal of our contract with TSA Consulting Group, Inc. for administrative services for our 403(b) plan. We will be moving to the "vendor pay" plan saving the District approximately \$1600 annually. This is a three (3) year agreement.

XI. LEGAL

XII. CORRESPONDENCE

XIII. INFORMATION

- A. Minutes of the Lehigh Career & Technical Institute Joint Operating Committee meeting held on June 24, 2015.
- B. Minutes of the Carbon Lehigh Intermediate Unit #21 Board of Directors meeting held on July 20, 2015.
- C. Minutes of the Lehigh Carbon Community College Board of Trustees meeting held on August 6, 2015.

XIV. RECOGNITION OF GUESTS

XV. ADJOURNMENT