

**NORTHERN LEHIGH SCHOOL DISTRICT**  
**Regular School Board Meeting**  
**Monday, October 12, 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 September 14, 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 October 5, 2015 (Attachment #1)
  - Minutes of the Technology/Buildings & Grounds Committee Meeting held on October 7, 2015 (Attachment #2)
  - Minutes of the Finance Committee Meeting held on October 7, 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
  - Education Connections with Local Preschools & Childcare Centers
- J. Superintendent's Report ..... Mr. Michael W. Michaels
- K. An executive session will be held at 7:00 p.m. in the Administration Office Conference Room.

#### IV. PERSONNEL

##### A. Appointment

###### 1. Instructional

Ryan Stillwell  
 Assignment: Temporary Vacancy Replacement  
 Slatington Elementary School Special Education  
 Teacher replacing an employee on family medical leave.  
 Salary: Substitute Teacher Rate Days 1-30; Day 31 and beyond  
 \$46,200. (Step 1 Bachelors on the 2015-2016 CBA  
 Salary Schedule)  
 Effective: October 2, 2015  
 Termination Date: Upon return of full time teacher

###### 2. Non-Instructional

###### a. Connie Graaf

Assignment: Cook's Helper Peters Elementary School replacing Judy  
 VanHorn who was transferred to Slatington Elementary  
 Salary: \$9.00 Per Hour Monday-Friday, 2.5 Hours Per Day/180  
 Student Days a school year plus additional cleaning  
 days as needed (2013-2017 Educational Support Personnel  
 CBA)  
 Effective: October 13, 2015  
 \* Pending Verification of Missing Personnel File Items  
 \*60 Day probationary period ending December 11, 2015

###### b. Janice Herzog

Assignment: Emotional Support Aide Peters Elementary School  
 replacing Emotional Support Aide who was transferred to  
 PCA for student #2390092  
 Salary: \$11.40 Per Hour Monday-Friday, 11:15-3:45 pm up to  
 180 Student Days a school year plus additional 20 Hrs  
 for Staff Development according to language in MOU  
 Effective: September 21, 2015  
 \* Pending Verification of Missing Personnel File Items  
 \*60 Day probationary period ending November 19, 2015

###### c. Jennifer Kuhns\*

Assignment: Lunch Room Monitor Slatington Elementary School  
 Salary: \$10.40 Per Hour/ 2 Hours per day on an as needed  
 basis  
 Effective: October 13, 2015  
 \* Pending Verification of Missing Personnel File Items  
 \*60 Day probationary period ending December 11, 2015

##### B. Family Medical Leave

1. Approve the request of employee #6895 to take a Family Medical Leave beginning on or about January 8, 2016, for the birth of her first child. Employee will be using accumulated sick days. Upon exhaustion of sick days, she is requesting a twelve week family medical leave. At the end of the family medical leave, employee is requesting an unpaid leave of absence for the remainder of the 2015-2016 school year. Employee plans to return to her current teaching position at the beginning of the 2016-2017 school year.
2. Approve the request of employee #1410 to take a Family Medical Leave beginning on or

about September 18, 2015 for her own medical reasons. Employee will be using five (5) personal days and fifty-three (53) sick days. Upon exhaustion of sick days, employee is requesting a twelve week family medical leave. Employee plans to return to her current teaching position upon the release from her attending physician.

3. Approve the request of employee #4600 to take a Family Medical Leave beginning on or about December 2, 2015 for her own medical reasons. Employee will be using accumulated sick days. If needed, upon exhaustion of sick days, employee is requesting a twelve week family medical leave. Employee plans to return to her current teaching position upon the release from her attending physician on or about February 23, 2016.

C. Unpaid Leave

Approve a four week unpaid medical leave of absence for employee #7057 effective September 30, 2015. She plans to return to her current position upon release from her attending physician.

D. Co-Curricular Resignation

Accept the resignation of Brandon Hibbler from his position as Assistant Girls' Basketball Coach – Shared Stipend - \$2,348.50 for the 2015-2016 school year. Mr. Hibbler has accepted a head coaching position at another district.

E. Rescind Co-Curricular Appointment 2015-2016

Rescind the appointment of Jason Reinhard in the amount of \$2,730.00 from his position as Middle School Co-ed Soccer Coach for the 2015-2016 school year which was originally approved at the August 10, 2015 school board meeting.

F. Co-Curricular Change of Status

Due to the resignation of Brandon Hibbler, approve the motion to change the status of Ken Shankweiler, Assistant Girls' Basketball Coach -Shared stipend - \$2,348.50 to full time Assistant Girls' Basketball Coach at a stipend of \$4,697.00 for the 2015-2016 school year.

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

|                  |                          |            |
|------------------|--------------------------|------------|
| Jonathan DeFrain | Assistant Softball Coach | \$3,050.00 |
|------------------|--------------------------|------------|

H. Co-Curricular Appointment 2015-2016

|               |                                |           |
|---------------|--------------------------------|-----------|
| Michelle Hock | National Honor Society Advisor | \$ 517.00 |
|---------------|--------------------------------|-----------|

\*Pending Verification of Missing Personnel File Items

I. Co-Curricular Volunteers 2015-2016

|                 |                 |
|-----------------|-----------------|
| John Weremedic* | Little Leo Club |
|-----------------|-----------------|

\*Pending Verification of Missing Personnel File Items

J. Substitute

1. 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:

Bronwyn Cseh – Health & Physical Education  
 Mary Frank – Art K-12 & ESL

Cynthia Fritzingler - Elementary  
Samantha Lilly – Elementary & Special Education  
Stephen Reimert – Social Studies  
Linda Sarver – Art K-12  
Patricia Sottolano – CLIU Guest Teacher

2. Non-Instructional

- a. Approve the following individual as substitute secretary/aide for the 2015-2016 school year at the 2015-2016 substitute rate as approved on the Supplementary Personnel Salary Schedule:

Shelly Pender

K. Unpaid Volunteers

Lori-Beth Guelcher\*                      Anna Mary Milot\*  
JoAnne Sipos\*                              Janet McKelvey\*  
Debbie Siglin

\* Pending Verification of Missing Personnel File Items

V. CONFERENCES

VI. POLICY

A. Board Policy First Reading

1. Approve school board policy #137 – Programs – Home Education Programs, as presented after first reading. **(Attachment #4)**
2. Approve school board policy #138 – Programs – English as a Second Language/Bilingual Education Programs, as presented after first reading. **(Attachment #5)**
3. Approve school board policy #304.1 – Merged Employee Section – Conflict of Interest, as presented after first reading. **(Attachment #6)**
4. Approve school board policy #311 – Merged Employee Section – Suspensions and Furloughs, as presented after first reading. **(Attachment #7)**
5. Approve school board policy #318 – Merged Employee Section – Penalties for Tardiness, as presented after first reading. **(Attachment #8)**
6. Approve school board policy #319 – Merged Employee Section – Outside Activities, as presented after first reading. **(Attachment #9)**
7. Approve school board policy #320 – Merged Employee Section – Freedom of Speech In Non-school Settings, as presented after first reading. **(Attachment #10)**
8. Approve school board policy #321 – Merged Employee Section – Political Activities, as presented after first reading. **(Attachment #11)**
9. Approve school board policy #322 – Merged Employee Section – Gifts, as presented after first reading. **(Attachment #12)**
10. Approve school board policy #323 – Merged Employee Section – Tobacco Use, as presented after first reading. **(Attachment #13)**
11. Approve school board policy #325 – Merged Employee Section – Dress and Grooming, as

Presented after first reading. (Attachment #14)

12. Approve school board policy #326 – Merged Employee Section – Complaint Process, as presented after first reading. (Attachment #15)
13. Approve school board policy #328 – Merged Employee Section – Compensation Plans/Salary Schedules, as presented after first reading. (Attachment #16)
14. Approve school board policy #334 – Merged Employee Section – Sick Leave, as presented after first reading. (Attachment #17)
15. Approve school board policy #335 – Merged Employee Section – Family and Medical Leaves, as presented after first reading. (Attachment #18)
16. Approve school board policy #338.1 – Merged Employee Section – Compensated Professional Leaves, as presented after first reading. (Attachment #19)
17. Approve school board policy #339 – Merged Employee Section – Uncompensated Leave, as presented after first reading. (Attachment #20)
18. Approve school board policy #342 – Merged Employee Section – Jury Duty, as presented after first reading. (Attachment #21)
19. Approve school board policy #343 – Merged Employee Section – Paid Holidays, as presented after first reading. (Attachment #22)
20. Approve school board policy #349 – Merged Employee Section – Early Retirement Incentive (ERI), as presented after first reading. (Attachment #23)
21. Approve school board policy #918 – Community – Title I Parent Involvement, as presented after first reading. (Attachment #24)

B. Board Policy Second Reading

1. Approve school board policy #246 – Pupils – Student Wellness, as presented after second reading. (Attachment #25)
2. Approve school board policy #249 – Pupils – Bullying/Cyberbullying, as presented after second reading. (Attachment #26)
3. Approve school board policy #301 – Employees – Creating a Position, as presented after second reading. (Attachment #27)

C. Homebound Instruction

It is recommended that the Board of Education grant homebound instruction for a 12<sup>th</sup> grade student, Student No.160100 for five hours per week, effective September 22, 2015 and continuing until approximately November 22, 2015.

VII. CURRICULUM AND INSTRUCTION

VIII. OLD BUSINESS

IX. NEW BUSINESS

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Northern Lehigh School District Emergency Operations Plan

Approve changes to the Northern Lehigh School District Emergency Operations Plan, as presented. (Attachment #28)

**X. (a) FINANCIAL**

A. Approve the Following Financial Reports:

1. General Fund month of June

B. Following List of Bills:

1. General Fund months of September & October, 2015
2. Cafeteria Fund months of September & October 2015
3. Capital Projects month of October, 2015
4. Refreshment Stand month of September, 2015

C. RESOLVED, the Board of Education approves the addendum to the agreement with Portnoff Law Associates, Ltd. to be the delinquent real estate tax collector for the 2015 tax year. (Attachment #29)

D. Approve abatement/exoneration requests of per capita taxes, for the residents that fall within the guidelines, as presented. (Attachment #30)

**X.(b) FINANCIAL**

A. Authorize administration to contract with ELA Sport for Option \_\_\_\_\_ at a cost not to exceed \$\_\_\_\_\_ for the stadium track resurfacing project. (Attachment #31)

**XI. LEGAL****XII. CORRESPONDENCE****XIII. INFORMATION**

A. Minutes of the Carbon Lehigh Intermediate Unit #21 Board of Directors meeting held on August 17, 2015.

B. Minutes of the Lehigh Carbon Community College Board of Trustees meeting held on September 3, 2015.

C. Minutes of the Lehigh Career & Technical Institute Joint Operating Committee meeting held on August 26, 2015.

**XIV. RECOGNITION OF GUESTS****XV. ADJOURNMENT**