

**NORTHERN LEHIGH SCHOOL DISTRICT**  
**Regular School Board Meeting**  
**Tentative Agenda**  
**Monday, August 14, 2023**  
**Northern Lehigh Administration Building Board Room**  
**7:00 P.M.**



**Civility and Decorum** – District officials and members of the public are expected to conduct themselves with civility and to afford each other a measure of dignity and respect. Shouting, personal insults, and attacks or any conduct that disrupts the flow of business is considered to be out of order. Members of the public are to direct their comments to the Board in its entirety, cannot single out Board Members for response, nor can a member of the public address specific issues with other members of the community who may be present at the meeting or who are virtually present if it is a virtual or hybrid meeting. In addition, members of the community shall not bring signs or placards to the meeting and shall not applaud or engage in any actions that would impede another community member’s right to make comments at the meeting. At the discretion of the Board/Board President, individuals who are disruptive shall be subject to removal from the venue of the Board meeting, unless the disruptive individual agrees to maintain civility and decorum.

- 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 MEETING**

- A. Regular school board meeting held on June 12, 2023. ([Minutes](#))

**III. SPECIAL BOARD REPORTS**

- A. Carbon Lehigh Intermediate Unit ..... Mrs. Gale N. Husack
- B. Lehigh Career and Technical Institute ..... Mr. Gary S. Fedorcha
- C. Legislative Report ..... Mrs. Natalie Snyder
- D. Lehigh Carbon Community College ..... Mr. Mathias J. Green, Jr.
- E. Committee Reports and/or Meetings
  - Minutes of the Education Committee Meeting held on August 7, 2023 ([Attachment #1](#))
  - Minutes of Policy Committee Meeting held on August 7, 2023 ([Attachment #2](#))
  - Minutes of the Technology/Buildings & Grounds Committee Meeting held on August 7, 2023 ([Attachment #3](#))
  - Minutes of the Finance Committee Meeting held on August 7, 2023 ([Attachment #4](#))
  - Minutes of the Extra and Co-Curricular Committee Meeting held on August 7, 2023 ([Attachment #5](#))
- F. Solicitor’s Report ..... Attorney Kristine Roddick

- G. Assistant Superintendent ..... Dr. Tania Stoker
  - ESSER Grants Update
  
- H. Business Manager’s Report ..... Mrs. Sherri Molitoris
  - State Budget Update
  
- I. Superintendent’s Report..... Dr. Matthew J. Link
  - Health and Safety Plan Update
  - PSBA Honor Roll Service Certificates
    - Mrs. Husack and Mr. Distler
  
- J. Executive sessions were held on Monday, July 10th and Monday, August 14th for personnel and Legal reasons and will be held at 6:00 p.m in the Northern Lehigh Administration Building Board Room.

**IV. PERSONNEL**

**A. Resignation/Retirement**

1. With regret, accept the retirement resignation of Nina Green from her position as Special Education Teacher at Slatington Elementary School, effective August 7, 2023. Mrs. Green will be retiring from the Northern Lehigh School District after 33 years of service.
  
2. Accept the resignation of Lisa Hairston from her position as 2nd Grade Teacher at Peters Elementary School, effective June 21, 2023.
  
3. Accept the resignation of Amanda Grozier from her position as Special Education Paraprofessional, effective July 19, 2023.
  
4. Accept the resignation of Lindsey Hassay from her position as Cook’s Helper at Slatington Elementary School, effective at the end of the day on June 2, 2023.
  
5. Accept the resignation of Jose Batista Cardena from his position as a Student Summer Worker, effective at the end of the day on June 22, 2023.
  
6. Accept the resignation of Shelly Frantz from her position as Cook’s Helper, effective at the end of the day on August 8, 2023.
  
7. Accept the resignation of Drake Pristash from his position as District Wide Substitute Teacher, effective at the end of the day on August 1, 2023.
  
8. Accept the resignation of Gabrielle Werkheiser from her position as Secondary Biology Teacher at the High School, no later than the end of the work day on October 6, 2023, or upon release.

**B. Termination**

1. The board hereby terminates employee #7441, effective August 14, 2023.
  
2. The board hereby terminates employee #7509, effective August 14, 2023.

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**C. Rescind Motion**

1. Rescind the motion appointing Pricilla Martell as a full-time Custodian on the June 12, 2023 Board Agenda.
2. Rescind the motion appointing Gabryelle Wilder as Assistant Field Hockey Coach on the June 12, 2023 Board Agenda.
3. Rescind the motion appointing Allison Chruscial as Middle School Field Hockey Coach - Shared Stipend on the June 12, 2023 Board Agenda.
4. Rescind the motion appointing Shannon Jones as Middle School Field Hockey Coach - Shared Stipend on the June 12, 2023 Board Agenda.

**D. Administrative Transfer - Instructional**

## 1. Kara Richardson

From: 1st Grade Teacher Peters Elementary School  
To: Reading Specialist Peters Elementary School  
Salary: No change in salary  
Effective: August 22, 2023

**E. Appointment - Instructional**

1. Kristi Yordy Temporary Professional Employee  
Assignment: 2nd Grade Peters Elementary  
Salary: \$60,975 (Step 7 Bachelors+24 on the 2023-2024 CBA Salary Schedule)  
Effective: August 22, 2023
2. Jonathan Potynski Temporary Professional Employee  
Assignment: Secondary Math - High School  
Salary: \$54,650 (Step 2 Bachelors on the 2023-2024 CBA Salary Schedule)  
Effective: August 22, 2023

**F. Appointment - Non-Instructional**

1. April Bachert\*  
Assignment: Slatington Elementary Custodian  
Salary: \$17.20/hour/8 hours per day  
Effective: July 5, 2023  
\*60 Working Day Probationary Period
2. Scott Prebosnyak\* \*\*  
Assignment: School Police Office Full-time 190-Days  
Salary: \$40,280 annually  
Effective: July 31, 2023  
\*60 Working Day Probationary Period  
\*\*Pending Verification of Missing Personnel File Items
3. Jenelle Conklin\*  
Assignment: Cook's Helper  
Salary: \$14.00/hour  
Effective: August 22, 2023  
\*60 Working Day Probationary Period

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4. Misty Christman\*  
Assignment: Part-time Cook's Helper  
Salary: \$14.00/hour  
Effective: August 22, 2023  
\*60 Working Day Probationary Period

5. Lisa Palmer\*  
Assignment: Cafeteria Monitor  
Salary: \$14.72/hour  
Effective: August 22, 2023  
\*60 Working Day Probationary Period

G. Summertime Maintenance/Custodial Helpers

Motion to approve the following individual as a Summertime Maintenance/Custodial helper for the summer of 2023 at a rate of \$12.50 per hour:

Isaiah Simmons

H. Administrative Transfer - Non-Instructional

1. Ingrid Duran  
From: Slatington Elementary Cafeteria Monitor  
To: Slatington Elementary Instructional Paraprofessional  
Salary: \$16.39/hour  
Effective: August 22, 2023
2. Jennifer Vasquez  
From: Peters Elementary Cafeteria Monitor  
To: Peters Elementary Instructional Paraprofessional  
Salary: \$16.39/hour  
Effective: August 22, 2023

I. Family Medical Leave of Absence

Approve the request of employee #7419 to take a family medical leave of absence for the birth of a child, effective September 5, 2023. Employee is requesting to use all sick, personal and vacation days and upon exhaustion of such days, the employee is requesting a family medical leave of absence until released to return to work by their attending physician.

J. Middle School Administrative Detention Supervisors

Approve to appoint Debra Knerr as Administrative Detention Supervisors in the Middle School. Salary will be \$20.00 per hour worked.

K. Substitute Detention Monitor

Approve to appoint the following person as Substitute Secondary Detention Monitor for the Senior High School for the 2023-2024 school year. Work will be on an as needed basis and compensation will be at a salary of \$20.00 per hour worked.

Tina Yocum

L. Substitute - Instructional

Motion to renew the appointment of the following individuals as substitute teachers for the 2023-2024 school year at the 2023-2024 substitute rate as approved on the Supplemental Personnel Salary Schedule:

Ricky Guth - Secondary  
 Lexi Meckes - Elementary  
 Martin Koeller - Guest Teacher  
 Douglas Turrell - Guest Teacher  
 Mary Ann Cadden - Guest Teacher  
 Brian Skrapits - Guest Teacher

M. Substitute - Non-Instructional

- a. Motion to renew the appointment of the following individuals as substitute custodian workers for the 2023-2024 school year at the 2023-2024 substitute rate as approved on the Supplemental Personnel Salary Schedule:

Cole Hankee  
 Kay O'Donnell

- b. Motion to renew the appointment of the following individuals as substitute secretary and/or substitute paraprofessionals for the 2023-2024 school year at the 2023-2024 substitute rate as approved on the Supplemental Personnel Salary Schedule:

Joan DeSousa  
 Autumn Fink  
 Brenda Hahn  
 Lisa Hunt  
 Erika Katona  
 Kay O'Donnell  
 Dawn Tulio

N. Co-Curricular Appointments 2023-2024

Allison Chruscial	MS Field Hockey Coach
Shannon Jones	MS Field Hockey Coach
Jacob Waylen	JH Asst. Boys Basketball
Mike Zambo	MS Summer Intramurals Weightlifting

O. Renew Co-Curricular Appointments 2023-2024

Susan Bachman	Elementary Scholastic Scrimmage
Shelby Bailey	MS Student Council - Shared Stipend
Jennifer Balliet	Decorating Club
Amanda Bariana	MS Student Council - Shared Stipend
Amanda Bariana	Math Counts
Amanda Bariana	Math 24 - MS
Christopher Barnes	Sr. High Newspaper Advisor
Christopher Barnes	Sr. High Yearbook Advisor
Michelle Brown	SE Yearbook Advisor - Shared Stipend

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David Carroll	Sr. High Band Director
David Carroll	MS Band Director
Matthew Davis	Academic Challenge Eight Advisor
Kayla Driscoll	Sr. High Spring Musical Director
Kayla Driscoll	Sr. High Fall Play Director
Blasia Dunham	MS Jr. Nat'l Honor Society Advisor - Shared
Blasia Dunham	MS Foreign Language Club
Blasia Dunham	MS Newspaper Advisor
Blasia Dunham	Senior Class Advisor
Mary Frank	What's So Cool About Manufacturing
Mary Frank	MS Yearbook Advisor
Scott Gerould	HS Patriot Club
Manuel Gonzalez	Spanish Club
Manuel Gonzalez	Junior Class Advisor
Jason Graver	MS Jr. Nat'l Honor Society Advisor - Shared
Steven Jonkman	Elementary Band Advisor
Sarah Kunkel	SADD Advisor
Gail Lafferty	Math 24
Mike Lehtonen	Sr. High Scholastic Scrimmage Advisor
Skye March	Sophomore Class Advisor
Chris McCarty	Jr. Class Advisor
Susan Mendes	Garden Club
Nicole Nightlinger	MS Aevidum
Jon Prive	HS Chess Club
Jason Reinhard	MS Winter Intramurals - CPR Advisor
Paige Schmidt	Sophomore Class Advisor
Amy Shonk	Sr. High Student Council Advisor
Stephen Shuey	HS Art Club
Stephen Shuey	Artistic Director Fall/Spring Musical
Tamara Stubits	Girls on the Run
Randy Utsch	Majorette/Band Advisor
Gabryella Wilder	Sr. Class Advisor
Zachary Williams	MS Fall Intramurals Net Sports
Krystle Willing-Teidman	Debate Advisor
Krystle Willing-Teidman	HS Library Club
Krystle Willing-Teidman	HS Aevidum Club

P. Co-Curricular Volunteer 2023-2024

Samuel Yadush	Asst. Football Coach
Jamie Kunhs	Asst. Cheer Coach

Q. Kris Transportation, Inc. Bus Drivers and Aides

Motion to approve the following bus drivers and aides from Brandywine Transportation to transport Northern Lehigh School District students for the 2023-2024 school year:

Lauren Agnew	Michael Hamm	
Anna Bauer	Nikki Kibbler	Marilyn Rippy
Tina Beltz	Michael Knauss	Scott Rudolph
Kathleen Bentzoni	Annette Kopicz	Eric Shaner

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Patricia(Parrish) Bortz	Jean Kutchera	Gertrude Schwarz
Marie Christen	Sandy Larrison	Julie Senefeld
Misty Christman	William Larrison	Natasha Shimko
Kathryn Coniglio	Earl Loch	Gayle Solderitz
David Dries	Tammy Marsh	Barbara Stankovic
Daisy Dubois	Marian May	Melissa Strohl
Dawn Fritzingler	Brent Meinhart	Lawrence Trimble
Schelene Fritzingler	Lisa Neff	Donna VanHorn
Brian Geiger	Tristyna Neff	Laura White
Michele Graver	Kathy Oswald	Charlie Young
George Grossman	JoAnn Papay	Lynne Ziegler
Gerald Hadinger	Melody Petri	Bruce Zimmerman
	Sheryl Rex	

R. Assistant Athletic Director

Approve to continue the employment of Joseph Tout as Assistant Athletic Director for the 2023-2024 school year at a stipend of \$3,500.00. He will assist the Athletic Director in all Athletic Director duties and responsibilities and will be responsible for athletic fundraising activities.

S. Clerical/Classroom Volunteers

Approve the following unpaid volunteer district-wide for the 2023-2024 school year.

Katja Bender  
 Magaret Blose  
 Autumn Fink  
 Rebekah Heeres  
 Corinne Hoffman  
 Sharon Karpiszin  
 Michelle Kookan  
 Catherine Muniz  
 Ashley Reinik  
 Robin Yurgartis

T. Approve the following individuals as District Wide permanent substitute teacher for the 2023-2024 school year. They will be paid a daily per diem rate of \$150.00 and will receive district health benefits according to the Affordable Care Act regulations with co-payment amounts equivalent to that of district personnel.

Megan Fink  
 Jessica Jackovitz

U. Game Workers 2023-2024

Motion to appoint the following individuals as a Game Worker for the 2023-2024 school year. Game workers consist of ticket sellers and takers, game announcers, scoreboard operators, timers, field judges and scorekeepers. Rate of pay is consistent with the rates approved on the 2023-2024 Supplemental Personnel Salary Schedule:

Amanda Bariana

Patricia Jones

Joseph Tout

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Chris Baumann	Andrew Kern	Patrick Wanamaker
Christopher Bennett	Greg King	Shawn Wanamaker
Jennifer Butz	Mike Lehtonen	James Yadush
Elizabeth Case	Derek Long	Michael Zambo
Allison Chruscial	Christopher Mann	
Ryan Cunningham	Steve Martinez	
Matthew Davis	Matthew Newhard	
Gregory Dieter	Kathy Nowlin	
Julie Everett	Dennis Rehrig	
Megan Farkas	Derrick Reinert	
Shawn Frame	Jason Reinhard	
Jessica Frew	Scott Rothrock	
Scott Gerould	Nicholas Sander	
Mike Hammond	Paige Schmidt	
Brent Herzog	Shelley Smith	
Katherine Herzog	Tamara Stubits	
Dylan Hofmann		

- V. Per the recommendation of administration, approve Sue Bahnick as a substitute Director of Food Services on or about August 31, 2023 through on or about November 20, 2023 at a rate of \$70.00 per hour. Healthcare, dental and vision benefits will not be offered to Mrs. Bahnick.

## V. POLICY

### A. Board Policy First Reading

1. Approve school board policy #707 - Use of School Facilities - Property, as presented after first reading. ([Attachment #6](#))

### B. Board Policy Second Reading

1. Approve school board policy #117 - Homebound Instruction - Programs, as presented after the second reading. ([Attachment #7](#))
2. Approve school board policy #251 - Students Experiencing Homelessness, Foster Care and Other Educational Instability - Pupils, as presented after the second reading. ([Attachment #8](#))
3. Approve school board policy #830 - Breach of Computerized Personal Information - Operations, as presented after the second reading. ([Attachment #9](#))

### C. Nature's Preservers Initial Application

Approve the initial club/activity application for the Northern Lehigh High School Nature's Preservers Club. The Northern Lehigh Education Association recommended stipend for the advisors of this club, Joe Tout and Nick Sander, is \$200.00 (shared stipend) beginning with the 2023-2024 school year. Upon approval by the Board, the approved stipend will be added to the Collective Bargaining Agreement, as per policy #122. ([Attachment #10](#))



D. Middle School Aevium Final Application

Approve the final club/activity application for the Northern Lehigh Middle School Aevium Club. The Northern Lehigh Education Association recommended stipend for the advisor of this club, Nicole Nightlinger, is \$1,500.00 beginning with the 2023-2024 school year. Upon approval by the Board, the approved stipend will be added to the Collective Bargaining Agreement, as per policy #122. ([Attachment #11](#))

VI. CONFERENCES

1. Matthew Link - AASA National Conference on Education - February 14-17, 2024 - San Diego, CA - Registration: \$755 - Travel: \$1,290 - Lodging: \$1,320 - Meals: \$175. Total Approximate Cost: \$3,540 - Funding: Superintendent's Budget ([Attachment #12](#))

VII. CURRICULUM AND INSTRUCTION

- A. Approve to authorize the Superintendent to execute a letter of agreement for the 2023-2024 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 #13](#))

B. Induction Program

Approve the following teachers as helping teachers in the Northern Lehigh School District Induction Program for the 2023-2024 school year:

Helping Teacher	Inductee	Stipend
Janet Bashore	Kristi Yorby	\$200.00
Greg King	Jonathan Potynski	\$800.00

C. Mentor for Administrative Support Staff

Approve the following support staff assistants as mentors in accordance with the Northern Lehigh School District Administrative Support Staff Agreement:

Mentor	New Employee	Stipend
Mark Nicosia	Scott Prebosnyak	\$100.00
Zachary Wargula	Scott Prebosnyak	\$100.00

- D. Approve to authorize proper officials to enter into an agreement between the Northern Lehigh School District and Lehigh Learning Academy for the purpose of furnishing regular education or special education programs for the students for the 2023-2024 school year. ([Attachment #14](#))
- E. As per the recommendation of the administration, approve the renewal of Character Strong for Middle School SEL Lessons at a cost of \$699.00 for the 2023-2024 school year to be funded through the Middle School building budget. ([Attachment #15](#))

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- F. Approve to authorize proper officials to execute the Intergovernmental Agreement for Title I Equitable Services between the Northern Lehigh School District and Carbon Lehigh Intermediate Unit #21 for remedial instructional services for the 2023-2024 school year. ([Attachment #16](#))
- G. As per the recommendation of the administration and the Education Committee, approve the purchase of HealthSmart for use as elementary health education curriculum materials for a total cost of \$2,757.37 to be funded through the Peters Elementary and Slatington Elementary building budgets. ([Attachment #17](#))

## VIII. OLD BUSINESS

## IX. NEW BUSINESS

- A. As per the recommendation of the administration, approve the attached Memorandums of Understanding for Administrative Support Staff, Confidential Administrative Assistant to the Superintendent, and HR Generalist for health care premium share amounts. ([Attachments #18, #19, and #20](#))
- B. As per the recommendation of the administration, approve the School District Letter of Agreement with Lehigh Carbon Community College SHINE. ([Attachment #21](#))
- C. As per the recommendation of the administration, approve the revised Second Addendum to the transportation award with Krise Transportation, Inc. ([Attachment #22](#))

## X. FINANCIAL

- A. Approve the Following Financial [Reports](#):
1. NLSD Investments for the month of June 2023
  2. General Fund Account months of June and July, 2023 (Unaudited)
  3. Cafeteria Fund Account months of June and July 2023 (Unaudited)
  4. NLHS Scholarship Account months of June and July, 2023 (Unaudited)
  5. NLHS Student Activities/Clubs Account months of May, June and July, 2023 (Unaudited)
  6. NLMS Student Activities/Clubs Account months of May, June and July, 2023 (Unaudited)
- B. Approve the Following List of [Bills](#):
1. General Fund months of June & July, 2023
  2. Cafeteria Fund months of June & July, 2023
- C. Approve abatement/exoneration requests of per capita taxes, for the residents that fall within the guidelines, as presented. ([Attachment #23](#))
- D. School Lunch Prices - 2023-2024

As per the recommendation of the administration and the Finance Committee, effective August 28, 2023 breakfast and lunch meal prices will be as follows:

Elementary	Breakfast \$1.60 (no increase over 2022-2023 school year)
	Lunch \$2.80 (no increase over 2022-2023 school year)

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Secondary	Breakfast \$2.10 (no increase over 2022-2023 school year) Lunch \$3.10 (no increase over 2022-2023 school year)
Adult	Breakfast \$2.40 (no increase over 2022-2023 school year) Lunch from \$4.10 to \$4.25

- E. As per the recommendation of administration, approve a 2-year renewal of Pupils' Attitudes toward School and Self (PASS) at a cost of \$19,200. Funding will be from Assistant Superintendent, ESSER 3 Learning Loss and Building Budgets. ([Attachment #24](#))
- F. As per the recommendation of the administration and the Finance Committee, approve the Supplemental Personnel Salary Schedule for the 2023-2024 school year as presented. ([Attachment #25](#))
- G. As per the recommendation of the administration, authorize administration to sign the Pediatric Therapeutic Services Agreement Addendum to extend services for a Licensed Practical Nurse starting September 1, 2023. ([Attachment #26](#))
- H. As per the recommendation of the administration and the Technology/Buildings and Grounds Committee, approve the contract by Bartush Signs to fabricate and install signage at a total cost of \$42,897.83, funded through the Buildings and Grounds budget. ([Attachment #27](#))
- I. SHINE Program
- As per the recommendation of the administration, approve the sponsor to sponsor agreement for meal services for the after school SHINE program between Lehigh Carbon Community College and Northern Lehigh School District at no cost to the district from October 1, 2023 through September 30, 2024. ([Attachment #28](#))
- J. As per the recommendation of the administration and the Technology/Buildings and Grounds Committee, approve a five-year agreement with Finalsity for website conversion, Finalsity Composer Content Manager System, Weglot Pro Language Translation Addon, and Mass Notifications Community Outreach System. ([Attachment #29](#))

## XI. LEGAL

- A. Per the recommendation of the administration and upon legal review, approve the separation agreement for Employee I.D. 4995.

## XII. CORRESPONDENCE

## XIII. INFORMATION

- A. Minutes of the Carbon Lehigh Intermediate Unit 21 Board of Directors meetings held on [June 19, 2023](#).
- B. Minutes of the Lehigh Carbon Community College Board of Trustees meetings held on [May 4, 2023](#) and [June 1, 2023](#).

C. Minutes of the Lehigh Career & Technical Institute Joint Operating Committee meeting held on [May 24, 2023](#).

**XIV. RECOGNITION OF GUESTS**

**XV. ADJOURNMENT**