

# NORTHERN LEHIGH SCHOOL DISTRICT

Regular School Board Meeting  
Tuesday, September 2, 2003  
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. Lehigh Carbon Community College ..... Mr. Mathias J. Green, Jr.
- D. Committee Reports and/or Meetings
  - 1. Minutes of the Technology/Buildings and Grounds Committee meeting held on August 6, 2003. (Attachment #1)
  - 2. Minutes of the Policy/Education Committee meeting held on August 18, 2003. (Attachment #2)
  - 3. Minutes of the Finance Committee meeting held on August 25, 2003. (Attachment #3)
- E. Student Representatives To The Board Report ..... Ms. Amberly Gable  
Ms. Ashley Kunkle
- F. Solicitor's Report ..... Attorney Charles Stopp
- G. Legislative Report ..... Mrs. Lori H. Geronikos
- H. Federal and Other Programs Update ..... Mrs. Lynne B. Fedorcha
- I. Superintendent's Report ..... Dr. Nicholas P. Sham, Sr.
  - Welcome/Ceremonial Oath For Ashley Kunkle

- ❑ Recognition Of Retirees
  - \* Harriet Akelaitis                      \* Sandra Hopkins                      \*James Waite
  - \* Michael Bonner                      \* Jean Madea
  - \* Francis Carazo                      \* Edith Moore
  - \* Regina Freeburn                      \* Charles Siarkowski
- ❑ Northern Lehigh School District 2002-2003 Final Goal Report (*Attachment #4*)
- ❑ Reconfiguration of Elementary Schools – Discussion
- ❑ Reminder: September 8 school board meeting will be held in the middle school auditorium beginning at 7:30 p.m.

J. 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. Resignation

##### 1. Instructional

Accept the resignation of Darrin Evans from his position as high school English teacher effective August 8, 2003. He has accepted a position in another district.

##### 2. Non-Instructional

Accept the resignation of Christine Craig from her position as building aide for the Peters Elementary School, effective August 15, 2003.

#### B. Nominations for Appointment

##### 1. Instructional

- a. Laurie Nissen-Mott      Temporary Professional Employee  
 Assignment:              Grade 2 – Peters Elementary School  
                                  Replacing Sandra Hopkins, who retired.  
 Salary:                      \$35,800 (Appendix A – Step 1 Bachelors on the 2003-  
                                  2004 Collective Bargaining Agreement Salary Schedule)  
 Effective Date:              August 26, 2003
  
- b. Candice L. Saville      Temporary Professional Employee  
 Assignment:              English teacher in the senior high school, replacing  
                                  Darrin Evans who resigned. Darrin Evans was  
                                  previously hired to replace Francis Carazo who retired  
                                  from teaching.  
 Salary:                      \$35,800 (Appendix A – Step 1 Bachelors on the 2003-  
                                  2004 Collective Bargaining Agreement Salary Schedule)  
 Effective Date:              August 26, 2003

2. Non-Instructional

## a. Nancy J. DeFrain

Assignment: Special Education Learning Support Aide in the middle school, replacing Donna Barone, who resigned.

Salary: \$8.90 Per Hour – 6 ½ Hours Per Day/5 Days Per Week

Effective Date: September 2, 2003

\*60-Day Probationary Period

C. Salary Adjustment

Acknowledge the following teachers who has completed the requirements per the Collective Bargaining Agreement that would entitle them to a salary increase for the 2003-2004 school year:

## 1. Susan Strubinger

From: 5B \$36,400

To: 5B+24 \$37,700

## 2. Joanne Wasilkowski

From: 6B \$36,600

To: 6B+24 \$38,200

D. 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:

Tammy Fristick

Shawn Green

Kristie Croll

Andrea Edmonds

E. Substitutes1. 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:

Denise Plotsko – Elementary  
Roxanne Sagala – Art  
Scott DeLong – Social Studies  
Susan Hazard – Elementary, Mentally &/or Physically Handicapped, Reading Specialist  
Lujean Baab – All Subject Areas\*  
Thomas Billowitch – All Subject Areas\*  
Robert Boyle – All Subject Areas\*  
Marcia Cunningham – All Subject Areas\*  
James Depew, Jr. – All Subject Areas\*  
Patricia Passick – All Subject Areas\*  
Dennis Pearson – All Subject Areas\*  
Daniel Shea – All Subject Areas\*  
John Sitaras – All Subject Areas\*  
Luther Smith, Jr. – All Subject Areas\*  
Kristin Stuby – All Subject Areas\*  
Joseph Verenna, Jr.\*  
\*CLIU Guest Teacher Program

2. Non-Instructional

Approve to employ the following substitute aide for the 2003-2004 school year at the substitute aide rate of \$7.25 per hour:

Sherry Bishop

F. Request For Child Rearing Leave

Approve the request of Debra Bealer, administrative secretary in the central administration office, to take a child rearing leave of absence. She is expecting her third child on or about December 22, 2003. Mrs. Bealer is requesting permission to use two personal days on December 11 and December 12, 2003 followed by five vacation days from December 15-19, 2003. She will then utilize the remainder of her sick days.

G. Request For Family Medical Leave

1. Approve the request of Debra Bealer to take a 12-week Family Medical Leave of Absence. Upon the exhaustion the 12 unused sick days she will be using for her child rearing leave of absence, and barring any unforeseen circumstances, she will begin her FMLA leave on or about January 20, 2004. Her leave will end on or about April 14, 2004. She understands that she will be responsible for contributing a \$14.00 co-payment per month for dependent medical benefits during her FMLA Leave. She plans to return from her leave on May 3, 2004.

2. Approve the request of Thomas Trimble, maintenance employee, to take a Family Medical Leave of Absence effective July 18, 2003 and continuing until October 10, 2003, or until released by his physician, whichever comes first. He understands that he will be responsible for contributing a \$15.00 co-payment per month for dependent medical benefits during his FMLA leave.

#### H. Request For Unpaid Leave

Approve the request of Connie Andrews, cooks helper in the Slatington Elementary School, to take an unpaid leave of absence from her cafeteria duties for health reasons. She is requesting this leave to begin September 2, 2003 and continue until September 29, 2003 and possibly up to six months, depending upon a medical release from her doctor. This request is made in accordance with Article X – Section 1 of the Northern Lehigh Educational Support Personnel Association Collective Bargaining Agreement.

- I. Approve merit increases for school administrators, as recommended by the Superintendent for the 2003-2004 school year, to concur with the current Act 93 Administrative Compensation Plan. These increases will be retroactive to July 1, 2003. **(Attachment #5 For Board Members Only)**
- J. Approve a merit increase for Paul Horner, as recommended by the Superintendent, for the 2003-2004 school year, to concur with the contract between the Northern Lehigh School District and Mr. Horner. This increase will be retroactive to July 1, 2003. **(Attachment #6 For Board Members Only)**
- K. Approve the following aide assignment changes at the Peters Elementary School as a result of the resignation of office aide, Christine Craig:  
  
Carol Sell – From Library Aide to Office Aide  
Holly Fiske – From Special Education Aide to Library Aide  
Robin Schultz – From One-on-One Special Education Aide to Special Education Learning Support Aide
- L. Unpaid Volunteers

Approve to appoint Richard C. Kulp III as a volunteer football coach for the 2003 football season, pending verification of clearances.

## IV. POLICY

### A. Conferences

1. Approve the request of Michael Anderson, high school guidance counselor, to attend a Student Assistance Program sponsored by Project Care from November 11-14, 2003. Total cost of this conference is \$375.00 which includes registration fee, cost of travel and cost of meals and will be paid for through the Safe and Drug Free Schools Grant.

**B. Permission To Close An Account**

Approve the request of the senior high school to close the Class of 2003 account in accordance with the Student Activity Fund Policy. This class has graduated and has cleared their account. (Attachment #7)

**C. Approve the Northern Lehigh High School Student Activities Account Statement for the month of July 2003. (Attachment #8)****V. CURRICULUM AND INSTRUCTION****Induction Program**

Approve the following teachers as helping teachers in the Northern Lehigh School District Induction Program for the 2003-2004 school year:

<u>Helping Teacher</u>	<u>Inductee</u>	<u>Stipend</u>
Mary Ann Shafer	Kristin Helfrich	\$750.00
Rose Lee Goldberg	Tammy Brown	\$750.00
Suzanne Gower	Regina Hartsell	\$750.00
Janet Hofelich	Laurie Nissen-Mott	\$750.00
Ralph Williams	Michael Mengel	\$750.00
Janet Bashore	Laurie Ramsey	\$750.00
Kori Dibilio	Carleen Binder	\$750.00
Deborah Geiger	D. Michelle Fleck	\$750.00
Linda Thompson	Suzanne Mengel	\$750.00
Gail Lafferty	Bonita Treadway	\$750.00
Linda Brown	Jaime Martin	\$750.00
Patricia Jones	Mark Mielnik, Jr.	\$750.00
Christine Leslie	Lisa Schael	\$750.00
Sheila Lanshe	Michael Anderson	\$750.00
Paul Leonzi	Melissa DeSocio	\$750.00
Denise Turoscy	Candice Saville	\$750.00

**VI. OLD BUSINESS****VII. NEW BUSINESS**

A. Approve to authorize the superintendent to execute a letter of agreement for the 2003-2004 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 #9)

- B. Approve to authorize the Superintendent to execute a letter of agreement for the 2003-2004 academic year with the Lehigh Valley Drug & Alcohol Intake Unit. The Student Assistance Teams in our school district will use these services. (**Attachment #10**)
- C. Approve the Northern Lehigh School District Goal Areas and Action Plans for the 2003-2004 school year as presented.

### **VIII. FINANCIAL**

- A. Approve abatement of per capita taxes, for the residents that fall within the guidelines, as listed in **attachment #11**.
- B. Approve payment of bills from the Construction Account, as presented in **attachment #12**.
- C. Approve payment of bills from the Extended Construction Account, as presented in **attachment #13**.
- D. Approve the Arthurs Lestrange Cash Management Portfolio for the month of July 2003. (**Attachment #14**)
- E. Authorize to enter into an initial three-year contract with Tenex Systems, Inc. to provide Budgetary Accounting, Payroll, Human Resources, and Requisition software. The cost for the first year is \$24,500.00 plus an additional cost of \$19,250.00 for implementation and client licensing, for a total cost of \$43,750.00. Each year thereafter the annual cost will increase approximately 3-5%. After the initial three-year term, the contract will renew at one-year intervals automatically unless either party takes action.
- F. Approve year-end budgetary transfers as listed on **attachment #15**. Most transfers are within the 100 accounts (salary), 200 accounts (benefits) and 560 accounts (tuition) and are due to the mid-year collective bargaining agreement settlements and tuition for charter school and special student placements during the 2002-03 school year.
- G. The district pollution policy was scheduled for renewal on 8/23/2003. The quoted premium for this policy indicated an increase from \$8,250 to \$72,592 for a 3-year policy. We were not notified about this increase until 8/18/2003. The district insurance broker (HRH – Palley Simon Associates) is negotiating with other insurance carriers to obtain a better premium for this coverage, but they recommend we take an extension on our current policy to allow them sufficient time to obtain price quotations.

Approve the \$1,000,000 pollution legal liability policy with AIG Environmental which expired on 8/23/2003 be extended to 9/30/2003 for an additional premium of \$860.00.

### **IX. LEGAL**

**X. CORRESPONDENCE**

A. Minutes of the Carbon Lehigh Intermediate Unit Board of Directors meeting held on July 21, 2003.

B. Minutes of the Lehigh Career & Technical Institute JOC meeting held on June 25, 2005.

C. Minutes of the Washington Township Board of Supervisors meeting held on July 8, 2003.

**XI. INFORMATION**

**XII. RECOGNITION OF GUESTS**

**XIV. ADJOURNMENT**