

**NORTHERN LEHIGH SCHOOL DISTRICT**  
**Regular School Board Meeting**  
**Monday, August 6, 2007**  
**Slatington Elementary 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 June 4, 2007.
- B. Regular school board meeting held on June 11, 2007.
- C. Special school board meeting held on June 25, 2007.

**III. SPECIAL BOARD REPORTS**

- A. Carbon Lehigh Intermediate Unit ..... Mr. Bryan C. Dorshimer
- B. Lehigh Career and Technical Institute ..... Mrs. Sheryl A. Giles
- 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 Policy Committee Meeting held on June 20, 2007. **(Attachment #1)**
- G. Solicitor's Report ..... Attorney Charles Stopp
- H. Federal and Other Programs Update ..... Mrs. Lynne B. Fedorcha
  - AIMSWEB presentation Mrs. Dawn Wadsworth
- I. Business Manager's Report ..... Mrs. Lisa A. Blank
- J. Superintendent's Report ..... Dr. Nicholas P. Sham, Sr.
  - AP Courses
- K. An executive session will be held at 6:45 p.m. in the Superintendent's Office.

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 IV. PERSONNEL

## A. Rescind motion approved at the June 25, 2007 Special board meeting:

Christopher Barnes                      Temporary Professional Employee  
 Assignment:                              Middle School English Teacher, replacing Mary  
    Anne Shafer who has retired.  
 Salary:                                      \$41,700 (Step 1 Master on the 2007-2008 CBA  
    Salary Schedule)  
 Effective Date:                          August 22, 2007

B. Appointments1. Instructional

- a. Christopher Barnes                      Temporary Professional Employee  
 Assignment:                              Middle School English Teacher, replacing Mary  
    Anne Shafer who has retired.  
 Salary:                                      \$40,700 (Step 1 Bachelors+24 on the 2007-2008 CBA  
    Salary Schedule)  
 Effective Date:                          August 22, 2007
- b. Jennifer Butz                              Temporary Professional Employee  
 Assignment:                              Elementary Health & Physical Education Teacher  
    replacing Larry Parry who has retired.  
 Salary:                                      \$39,000 (Step 1 Bachelors on the 2007-2008 CBA  
    Salary Schedule)  
 Effective:                                      August 22, 2007

2. Non-Instructional

- a. Shelly Pender                              District Substitute Teacher caller  
 Assignment:                              \$7,500.00  
 Salary:                                      August 27, 2007  
 Effective:                                      August 27, 2007
- b. Connie Check\*                              High School Cook's Helper, replacing Susanne  
 Assignment:                              Christman who has retired.  
 Salary:                                      \$7.50/Per Hour/5 ½ Hours Per Day/ 5 Days Per Week  
    (2005-2009 ESPA Agreement)  
 Effective Date:                          September 4, 2007  
 \*60 Day Probationary Period

## C. Incorporate the position of Computer Technician into the Clerical Salary and Benefit Agreement for the years 2005-2009. This new position will be classified on the Clerical Salary Scale as Clerical.

## D. Approve to reclassify Stephen Haas, current Computer Technician, as the Computer Technician in the Clerical Salary and Benefit Agreement, effective July 1, 2007 at a Level I salary of 29,587.00.

E. Resignation/Retirement

1. Accept the resignation of Christina Dieter from her position as High School Learning Support Teacher, effective immediately. Ms. Dieter has accepted a position with the Nazareth Area School District.
2. Accept the resignation of Dr. Nicholas P. Sham, Superintendent of Northern Lehigh School District, upon expiration of his current contract, June 30, 2008, at which time he will begin his retirement from the Northern Lehigh School District after 19 years of service. He requests that all applicable benefits to which he is entitled be granted upon the implementation of his retirement.
3. Accept the resignation of Deborah Moreira, Administrative Secretary in the Middle School, effective the end of the working day on October 3, 2007 at which time she will initiate her retirement from the Northern Lehigh School District after 22 ½ years of service. She requests that all applicable benefits to which she is entitled be granted upon the implementation of her retirement.

F. Administrative Transfer

Tricia Waylen  
 From: Middle School Clerical  
 To: Middle School Administrative Secretary, replacing Deborah Moreira who has retired.  
 Salary: \$32,801 (Level 2 Admin Sec/Bookkeeper II classification on the 2007-2008 Clerical Salary and Benefit Agreement)  
 Effective: August 24, 2007

G. Co-Curricular Appointments 2007-2008

Stephen Hluschak	Assistant Baseball Coach	\$2,762.07
James Karabas	Assistant Girl's Soccer Coach	\$2,627.52
Greg King	Assistant Baseball Coach	\$2,762.07
Michael Lehtonen	Head Track Coach	\$4,362.47
Donna Marushak	Middle School Web Page Advisor	\$ 383.62
Hassan Mouahhid*	Assistant Boy's Soccer Coach	\$2,627.52
David Oertner	Assistant Track Coach	\$2,672.07
Erv Prutzman	Head Baseball Coach	\$4,362.47
Michelle Raber	Middle School Fall Intramural	\$ 766.42
Michelle Raber	Middle School Spring Intramural	\$ 766.42
Michelle Raber	Middle School Winter Intramural	\$ 766.42
Douglas Reynolds	Assistant Track Coach	\$2,762.07
John Rusbarsky	Head Girl's Soccer Coach	\$4,729.54
Brian Schell	Head Softball Coach	\$4,362.47
Tracy Zellner	Middle School Field Hockey Coach	\$2,497.20
Abby Bloss	Senior High Student Council	\$1,967.00
Abby Bloss	Sophomore Class Advisor	\$ 600.82
David Carroll	Senior High Band Advisor	\$4,482.80
Scott DeLong	Debate Advisor	\$1,312.04
Scott DeLong	Junior Class Advisor	\$ 600.82
Renee Evans	Sr. High Fall Intramurals – Tennis	\$ 766.42
Renee Evans	Sr. High Spring Intramurals – Tennis	\$ 766.42
Babette Guss	Senior High Yearbook	\$2,281.21
Michael Hammond	Senior Class Advisor	\$ 600.82

Co-Curricular Appointments 2007-2008 (cont.)

Todd Herzog	Sr. High Spring Intramurals - Weightlifting	\$ 766.42
Todd Herzog	Sr. High Fall Intramurals – Weightlifting	\$ 766.42
Stephen Hluschak	Sr. High Winter Intramurals – Weightlifting	\$ 766.42
Michael Lehtonen	Sr. High Winter Intramurals – Winter Track	\$ 766.42
Michael Lehtonen	Senior Class Advisor	\$ 600.82
Richard Oertner	Sr. High Fall Intramurals – Basketball	\$ 766.42
Julianne Palme*	Senior Class Play Advisor	\$1,395.89
Julianne Palme*	Senior High Musical Director	\$2,626.20
Candice Saville	Junior Class Advisor	\$ 600.82
Eric Schmidt	SADD Advisor	\$ 525.50
Lana Schmidt	German Exchange Club Advisor	\$ 723.95
Crystal Stehly	Majorette/Band Front Director	\$1,967.00
Joseph Tout	Sr. High Spring Intramurals – Weightlifting	\$ 766.42
Joseph Tout	Sr. High Winter Intramurals – Weightlifting	\$ 766.42
Megan Wentz	Senior High Chorus Advisor	\$1,640.05
Ellen Yenser	Sophomore Class Advisor	\$ 600.82

\*Pending Verification of Clearances.

#### H. Co-Curricular Volunteers 2007-2008

Candice Saville      Assistant Boys Soccer Coach

#### I. Senior High Administrative Detention Supervisor

Approve to appoint Diana Beltran as the Administrative Detention Supervisor in the senior high school. She will work Tuesday and Thursday from 2:30 p.m. to 4:00 p.m. throughout the 2007-2008 school year that warrants detention coverage. Salary will be \$20.00 per hour worked.

#### J. Middle School Administrative Detention Supervisor

Approve to appoint Lisa Martinez as the Administrative Detention Supervisor in the middle school. She will work Monday and Wednesday from 2:20 p.m. to 3:20 p.m. throughout the 2007-2008 school year that warrants detention coverage. Salary will be \$20.00 per hour worked.

#### K. Saturday Detention Monitor

Approve to appoint Patricia Eby-Manescu as the Secondary Saturday Detention Monitor for the middle school and senior high school for the 2007-2008 school year, working 3 hours every Saturday that warrants detention coverage. Salary will be \$20.00 per hour worked.

#### L. Substitute Saturday Detention Monitor

Approve to appoint Diana Beltran as the Substitute Secondary Saturday Detention Monitor for the middle school and senior high school for the 2007-2008 school year, working as a substitute for 3 hours every Saturday that warrants substitute detention coverage. Salary will be \$20.00 per hour worked.

#### M. Salary Adjustments

1. Establish salary for Donald Allen, Assistant High School Principal, at \$72,000.00, effective, July 1, 2007.
2. Establish salary for Greg Derr, Director of Support Services, at \$63,000.00, effective July 1, 2007.
3. Authorize an increase salary for Temporary Maintenance Employee, Barry Edwards at a rate of \$.25 per hour effective July 1, 2007. Mr. Edwards has served as a temporary replacement for maintenance since September 20, 2006 with no additional compensation for added responsibilities. The \$.25 is based on the additional stipend for Maintenance Employees per Article XX - Wages – Benefits, Letter A (i). This additional payment will terminate when Mr. Edward’s services as Temporary Maintenance Employee are no longer needed.
4. Acknowledge the following teachers who have completed the requirements per the Collective Bargaining Agreement that would entitle them to a salary increase for the 2007-2008 school year:

Mary Ann S. Mattiola

From:           Step 17B+24  
To:               Step 17M

- N. Approve the Supplemental Personnel Salary Schedule for the 2007-2008 school year as presented. **(Attachment #2)**

O. 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) month 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 the Northern Lehigh School District:

Gail Barilla	Jonathan DeFrain
Christina Dieter	Scott Gerould
Michael Hammond	Nicole Kovich
Vonda Lorson	Thomas Mertus
Douglas Reynolds	Roxanne Sagala

P. Substitute

1. Instructional

Approve the following substitute teachers for the 2007-2008 school year at the 2007-2008 substitute teacher rates as approved on the Supplementary Personnel Salary Schedule:

Robert Bold – Industrial Arts  
Sharon Collins – Elementary  
Kenneth Cressman – Accounting, Marketing, Distributive Ed

Chris Derhammer – Special Education  
Cynthia Fritzinger - Elementary  
Allison Garbe – Elementary

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Michele Harrison – Elementary  
 Lori King – Elementary  
 Martin Klesh – Mentally &/or Physically Handicapped  
 Meghan Krebs – Elementary\*  
 Kimberly Kuhns – Elementary  
 Danielle LaBarge – Elementary K-6  
 James Labosky – Elementary K-6  
 Cathy Minnich – Mathematics 7-12 (Homebound)  
 Robert Naugle – Secondary Mathematics  
 Michael Quigley – Social Studies  
 Justina Reph – Elementary & Special Education  
 Rhonda Russell – Elementary  
 Manfred Schmidt – Physics 7-12  
 Jennifer Silliman – Elementary (Homebound)\*  
 Joanne Solga – Elementary  
 JoLeigh Sponsler – Music K-12  
 Marissa Walters – Elementary & Special Education  
 Jane Wessner – Elementary  
 Tracy Zellner – Elementary (Homebound)  
 \*Pending Verification of Clearances.

2. Non-Instructional

- a. Approve the following individuals as substitute secretaries/aides for the 2007-2008 school year at the 2007-2008 substitute rate as approved on the Supplementary Personnel Salary Schedule:

Margaret Blose	Colleen Egan
Melissa Fritchman	Desaida Goss
Rachel Hillegas	Donna Lobach-Berger
Jessica Matyascik	Carol Oertner
Rhonda Russell	Mary Spalding
Judith VanHorn*	Claudia Young
Dorothy Weber	

\*Pending Verification of Clearances.

- b. Approve the following individuals as substitute cafeteria workers for the 2007-2008 school year at the 2007-2008 substitute rate as approved on the Supplementary Personnel Salary Schedule:

Colleen Egan	Nancy Frantz
Melissa Fritchman	Beth Gabovitz
Debra Heintzelman	Shirley Ort
Romaine Remaley	Mary Spalding
Sarah Unger	Judith VanHorn*
Caludia Young	Dorothy Weber

\*Pending Verification of Clearances.

- c. Approve the following individuals as substitute custodians for the 2007-2008 school year at the 2007-2008 substitute rate as approved on the Supplementary Personnel Salary Schedule:

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Steven Andrews	Leon Christman
Wendy Green	Richard Handwerk
Lamar Lauer	Randy Muniz
Richard Nichol	Gavin Oplinger*
Scott Reitz	Richard Sensinger
Franklin Zamadics	

\*Pending Verification of Clearances.

## V. CONFERENCES

- A. Dr. Nicholas Sham – Lehigh University School Study Council Study Tour: Developing Leaders of Leaders – October 30 – November 1, 2007 – Bank Street College of Education and Columbia Teachers College, New York – Registration: \$995.00 - Total Approximate Cost: \$995.00 – Funding: Superintendent’s Budget (**Attachment #3**)
- B. Laurie Newman-Mankos – Eastern PA Special Education Administrator’s Conference – October 24-26, 2007 - Hershey Lodge and Convention Center, Hershey, PA – Lodging: \$401.00, Travel: \$69.84 – Total Approximate Cost: \$470.84 – Funding: Special Education Department Budget (**Attachment #4**)
- C. Suzanne Mengel – Bullying Prevention Institute Empowering Change in Schools – October 4-5, 2007 – Hershey Lodge and Convention Center, Hershey, PA – Registration: \$35.00, Travel: \$46.87, Lodging: \$169.00 - Total Approximate Cost: \$250.87 – Funding: Curriculum and Instruction Budget (**Attachment #5**)

## VI. POLICY

### A. Board Policy – Second Reading

- 1. Approve new school board policy #207 – Pupils – Confidential Communications Of Students, as presented after second reading. (**Attachment #6**)
- 2. Approve revisions to school board policy #810 – Operations – Transportation, as presented after second reading. (**Attachment #7**)
- 3. Approve revisions to administrative regulation #810-AR – School Bus Transportation, as presented after second reading. (**Attachment #8**)
- 4. Approve revisions to school board policy #103 – Programs – Nondiscrimination in School and Classroom Practices, as presented after second reading. (**Attachment #9**)
- 5. Approve revisions to school board policy #433 – Professional Employees – Professional Education, as amended after second reading. (**Attachment #10**)
- 6. Approve new school board policy #146 – Programs – Student Services, as presented after second reading. (**Attachment #11**)
- 7. Approve new school board policy #830 – Operations – Breach Of Computerized Personal Information, as presented after second reading. (**Attachment #12**)
- 8. Approve revisions to school board policy #919 – Community – District/School Report Cards, as presented after second reading. (**Attachment #13**)
- 9. Approve revisions to school board policy #122 – Programs – Extra-curricular Activities, as presented after second reading. (**Attachment #14**)

### B. Student-Parent Handbook Changes

1. Approve the changes to the Elementary School Student-Parent Handbook as presented. **(Attachment #15)**
  2. Approve the changes to the Northern Lehigh High School Student-Parent Handbook as presented. **(Attachment #16)**
  3. Approve the changes to the Northern Lehigh Middle School Student-Parent Handbook as presented. **(Attachment #17)**
- C. Approve to authorize proper officials to enter into an agreement for one Northwestern Lehigh School District special education student to attend the Northern Lehigh School District in accordance with the promises and covenants contained in the agreement. This agreement is effective September 4, 2007 through June 30, 2008. **(Attachment #18)**

## **VII. CURRICULUM AND INSTRUCTION**

- A. Approve the daily tuition rates for the Bethesda Day Treatment Center, Inc. The Agreement of Service with Bethesda was previously approved for the 2007-2008 school year on April 10, 2007. **(Attachment #19)**
- B. Induction Program

Approve the following teachers as helping teachers in the Northern Lehigh School District Induction Program for the 2007-2008 school year:

Helping Teacher	Inductee	Stipend
Donna Marushak	Christopher Barnes	\$750.00
Kathy Walter	Melissa Binder	\$750.00
Elizabeth Case	Kimberly Filipovits	\$750.00
Debbie Geiger	Melissa DeFrain	\$750.00
Laura Krum	Camille Vernarr	\$750.00
Kristin Skinker	Kristin Hubbs	\$750.00
Debra Siglin	Lori Middaugh	\$750.00
Janet Millen	Jennifer Butz	\$750.00

## **VIII. OLD BUSINESS**

Approve to ratify the Confidential Secretary Compensation Agreement, which was approved on October 10, 2005. The original approved agreement did not specify salaries or board stipend amounts for the duration of the Confidential Secretary Compensation Agreement. Agreement language states, "In the initial year of employment the position of Confidential Secretary to the Superintendent shall receive base pay equal to the highest salary listed in the Clerical Salary and Benefit Agreement approved for the fiscal year." The agreement further states, "The base salary shall be adjusted for step increments where approved in the Clerical Salary and Benefit Agreement." When the Confidential Secretary Compensation Agreement was created the Clerical Salary and Benefit Agreement was not settled and therefore salaries could not be incorporated into that agreement.

## **IX. NEW BUSINESS**

## **X. FINANCIAL**



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- A. Approve the Arthurs Lestrangle Cash Management Portfolio for the months of June 2007. (Attachment #20)
  - B. Approve abatement/exoneration requests of per capita taxes, for the residents that fall within the guidelines, as presented. (Attachment #21)
  - C. Approve to award the bid for the High School Generator Project to Thomas L. Hoffman Co., Inc. for a base bid of \$124,000.00 and an alternate at a cost \$4,500.00 for the extended 5 year maintenance plan.
  - D. Authorize the board solicitor, Attorney Charles Stopp, Esquire, to sign The Court of Common Pleas of Northampton County, Pennsylvania Civil Action – Law American Nickeloid Co. Appellant vs. County of Northampton Revenue Appeals Board Appellee **Stipulation of Counsel** as presented. (Attachment #22)

XI. **LEGAL**

XII. **CORRESPONDENCE**

XIII. **INFORMATION**

- A. Minutes of the Lehigh Career & Technical Institute Joint Operating Committee meeting held on May 23, 2007 and the LCTI Director's Report for June 2007.
- B. Minutes of the Carbon Lehigh Intermediate Unit 21 Board of Directors meeting held on June 18, 2007.
- C. Minutes of the Lehigh Carbon Community College Board of Trustees meeting held on June 7 and July 5, 2007.

XIV. **RECOGNITION OF GUESTS**

XV. **ADJOURNMENT**