

NORTHERN LEHIGH SCHOOL DISTRICT
Regular School Board Meeting
Monday, June 2, 2008
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 May 5, 2008.
- B. Regular school board meeting held on May 12, 2008.

III. SPECIAL BOARD REPORTS

- A. Carbon Lehigh Intermediate Unit Mr. Bryan C. Dorshimer
- B. Lehigh Career and Technical Institute Mrs. Lori H. Geronikos
- 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 April 16, 2008. **(Attachment #1)**
- F. Student Representatives to the Board Report Ms. Rachael Parisi
Mr. Michael Showak
- G. Solicitor's Report Attorney Charles Stopp
- H. Federal and Other Programs Update Mrs. Lynne B. Fedorcha
- I. Business Manager's Report TBD
- J. Superintendent's Report Dr. Nicholas P. Sham, Sr.
 - Connect-Ed Survey Results
 - Finance Committee Meeting
 - Strategic Plan Extension Approval
- K. An executive session was held on May 19, 2008 at 7:30 p.m. in the board room at Slatington Elementary School to discuss personnel items.
- L. An executive session will be held at 6:30 p.m. in the Superintendent's Office.

IV. PERSONNEL**A. Appointments - Non-Instructional**

Maryann Lucykanish*

Assignment:

Slatington Elementary Second Shift Custodian replacing
Barry Edwards who was transferred to maintenance
\$8.25/Per Hour/8 Hours Per Day/5 Days Per Week
(2007-2008 ESPA Collective Bargaining Agreement)

Salary:

June 3, 2008

Effective:

*60 day probationary period ending on or about August 1, 2008

B. Substitute – Instructional

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

Sandra Utsch – Secondary English

Peggy Gallagher – Elementary Education

C. Non-Instructional

1. Approve the following individuals as substitute aides and secretaries for the 2007-2008 school year at the approved 2007-2008 Supplementary Personnel Salary Schedule substitute rates:

Kathy Yelinek

Christine Sigley

2. Approve the following individual as a substitute custodian for the 2007-2008 school year at the approved 2007-2008 Supplementary Personnel Salary Schedule substitute rates:

Rebecca Herring

3. Approve the following individual as a substitute cafeteria worker for the 2007-2008 school year at the approved 2007-2008 Supplementary Personnel Salary Schedule substitute rates:

Christine Sigley

D. Resignations/Retirement

1. Accept the resignation of Peggy A. Gallagher from her position as 3rd Grade Teacher at Slatington Elementary, effective June 16, 2008. At this time she will begin her retirement form the Northern Lehigh School District after 35 years of service.
2. Accept the resignation of David J. Papay from his position as Middle School Principal, effective September 3, 2008. At this time he will begin his retirement form the Northern Lehigh School District after 34 years of service.

- E. Approve the appointment of Douglas Reynolds as Assistant Athletic Director for the 2008-2009 school year at a stipend of \$3,500. He will assist the Athletic Director in all Athletic Director duties and responsibilities and will be responsible for athletic fund raising activities.

F. Unpaid Leave of Absence

1. Approve the request of Wendy Shirk, Middle School cook's helper, to take an unpaid leave of absence from May 7 – 19, 2008. During this time she will be taking 3 funeral days and using her two remaining sick days. Upon exhaustion of those days she is requesting an unpaid leave for the remainder of the time. She is planning to return to work May 20, 2008.
2. Approve the request of Kimberly Filipovits, Middle School teacher, to take an unpaid leave of absence beginning on or about May 21, 2008. She will be using her accumulated sick and personal days and upon exhaustion of those days is requesting an unpaid leave for medical reasons. She plans to return to work on or about June 16, 2008, pending release from her doctor.

V. **CONFERENCES**VI. **POLICY**A. Board Policy – First Reading

1. Approve new school board policy #006.1 – Local Board Procedures – Use Of Teleconferencing, as presented after first reading. (Attachment #2)
2. Approve new PSBA school board policy #335 – Administrative Employees – Family and Medical Leaves, as presented after first reading. (Attachment #3)
3. Approve PSBA recommended administrative regulations #335-AR, #335-AR-1, #335-AR-2 and #335-AR-3, as presented after first reading. (Attachment #4)
4. Approve new PSBA school board policy #435 – Professional Employees – Family and Medical Leaves, as presented after first reading. (Attachment #5)
5. Approve PSBA recommended administrative regulations #435-AR, #435-AR-1, #435-AR-2 and #435-AR-3, as presented after first reading. (Attachment #6)
6. Approve new PSBA school board policy #535 – Administrative Employees – Family and Medical Leaves, as presented after first reading. (Attachment #7)
7. Approve PSBA recommended administrative regulations #535-AR, #535-AR-1, #535-AR-2 and #535-AR-3, as presented after first reading. (Attachment #8)
8. Approve school board policy #815 – Operations – Acceptable Use of Internet and Information Systems, as presented after first reading. (Attachment #9)

- B. Approve to adopt the Carbon Lehigh Intermediate Unit's **Notice Of Adoption Of Policies, Procedures and Use of Funds By School District** for submission with the 2008-2009 IDEA B, Section 611 project application, as presented. (Attachment #10)

C. Homebound Instruction

It is recommended that the Board of Education grant homebound instruction for an 11th grade student, Student No. 936600, for five hours per week, effective May 28, 2008 and continuing for the remainder of the 2007-2008 school year.

VII. CURRICULUM AND INSTRUCTION

A. Title I, Title II, Title V and Drug-Free Schools & Communities Act – 2008-2009

Approve to authorize proper officials to execute contracts for Title I, Title II and Drug-Free Schools and Communities Acts for the 2008-2009 school year.

VIII. OLD BUSINESS
IX. NEW BUSINESS
X. FINANCIAL

A. Authorize administration to advertise for solicitation of bids for microscopes and other science related equipment to be purchased with the EITC money donated by the Northern Lehigh Education Foundation.

B. Appoint Hilb, Rogal and Hamilton Company (HRH) Palley Simon Associates as the district insurance broker for Property, Casualty, Liability and Worker's Compensation insurance for the 2008-2009 school year.

C. Approve a maintenance agreement for the 2008-2009 school year with Allentown Sewing Machine Outlet. The agreement covers sewing machines located as follows:

Middle School – 14 machines at \$30.00 per machine plus parts and a one time \$10.00 fuel charge = \$430.00

D. Award insurance coverage for the 2008-2009 school year to the following companies:

1. Commercial Package and Automobile (Vehicle Liability, General Liability Property Insurance and Boiler and Machinery) Graphic Arts (UTICA) National Insurance Company - \$56,998.00. The premium is an increase of \$120.00 over last year's rate.

2. Commercial Umbrella Liability Insurance – North River Insurance Company - \$15,504.00. The premium is an increase of \$204.00 over last year's rate.

3. School Leaders Error and Omissions Liability – National Union Fire Insurance Company - \$13,231.00. The premium is a decrease of \$696.00 over last year's rates.

4. Workers' Compensation Coverage – School Boards Insurance Company – estimated premium of \$73,437.00, approximately a \$4,549.00 increase. This amount is an estimated total, final cost based on actual payroll figures.

E. 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 2008-2009 school year.

Commerce Bank of Pennsylvania
Wachovia National Bank
East Penn Bank

Prudential-Bache Government Securities Trust
Pennsylvania Local Government Investment Trust (PLGIT)

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- F. Approve to grant permission to the business office to pay construction, insurance, and utility bills that are scheduled for payment during the month of July as required by contract. There is no scheduled board meeting in July.
- G. Approve the appointment of Statewide Tax Recovery as the delinquent per capita tax collector for the 2008-2009 school year.
- H. Approve Remco, Inc as a preventative maintenance service provider for the cafeteria equipment in all four buildings at a cost of \$3,795. This is an increase of \$545 over last year. **(Attachment #11)**
- I. Appoint Mid-Penn Insurance Associates as the 2008-2009 Student Accident and Athletic Insurance Carriers. The renewal rate is \$6,165.00, an increase of \$120.00 over last year, to include all interscholastic sports, band and cheerleading. Voluntary school coverage is \$22.00 for the school time rate and \$88.00 for the 24-hour rate, no increase in rate from 2007-2008.
- J. Approve to renew the following expiring bonds for the 2008-2009 fiscal year through HRH Pally Simon Associates:
1. A \$50,000 Board Secretary Bond for the term of July 1, 2008 to July 1, 2009 at an annual premium of \$175.00.
 2. A \$50,000 Board Treasurer Bond for the period July 1, 2008 to July 1, 2009 at an annual premium cost of \$269.00.

XI. LEGAL

XII. CORRESPONDENCE

XIII. INFORMATION

- A. Minutes of the Lehigh Career and Technical Institute Joint Operating Committee Meeting held on April 23, 2008 and the LCTI Director's Report for May 2008.
- B. Minutes of the Carbon Lehigh Intermediate Unit 21 Board of Directors meeting held on April 21, 2008.

XIV. RECOGNITION OF GUESTS

XV. ADOPTION OF 2008-2009 NORTHERN LEHIGH SCHOOL DISTRICT BUDGET

- A. It is recommended that the Board of Education adopts a budget for the Northern Lehigh School District for the 2008-2009 school year in the amount of \$28,929,030.
1. A 62.273 mill (or \$6.2273 per \$100 of assessed valuation) tax on Real Estate for both Lehigh and Northampton Counties. An increase of 1.984 mills over 2007-2008.
 2. A \$5.00 Resident Per Capita Tax, taxable on 18 year olds and over based on Section 679 of the School Code of 1949. No change from 2007-2008.
 3. Taxes under Act 511 with no changes from 2007-2008:

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- a. A 1% Earned Income Tax shared equally with coterminous municipalities.
 - b. A Realty Transfer Tax shared equally with the coterminous municipalities.
 - c. A \$5.00 Resident Per Capita Tax taxable on residents age 18 and over.
 - d. A \$5.00 Local Service Tax (formerly Emergency and Municipal Services Tax)

RECOMMENDATION That the Board of Education adopts the 2008-2009 Northern Lehigh School District Budget.

XVI. ADJOURNMENT