

**NORTHERN LEHIGH SCHOOL DISTRICT**

**Regular School Board Meeting**

**Monday, May 5, 2003**

**Middle School Auditorium**

**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 ..... Mr. Jason M. Newhard
- B. Carbon-Lehigh Intermediate Unit ..... Mr. Bryan C. Dorshimer
  - Election of CLIU Board Members (**Attachment #1**) (**VOTING BALLOTS TO BE DISTRIBUTED AT BOARD MEETING**)
- C. Lehigh Carbon Community College ..... Mr. Mathias J. Green, Jr.
- D. Committee Reports and/or Meetings
  - Minutes of the Finance Committee meeting held on April 28, 2003. (**Attachment #2**)
- E. Student Representatives To The Board Report ..... Mr. Nicholas Sander  
Ms. Amberly Gable
- 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.
  - Recognition of Sixth Sense Team – Ms. Simock
  - Prevailing Wage Act Legislation
  - May 6 Town Meeting
  - Budget
- J. An Executive Session will be held beginning at 7:00 p.m. in the middle school main office conference room.

**III. PERSONNEL****A. Nominations for Appointment**Non-Instructional

Ellen Kiss

Assignment: Special Education Aide  
Senior High School – replacing Karen Haas, who resigned.

Salary: \$8.64 Per Hour/6 ½ Hours Per Day/5 Days Per Week

Effective Date: April 22, 2003

*\*She will serve a 60-Day Probationary Period***B. Child Rearing Leave**

Approve the request of Tammy Fristick, middle school special education teacher, to take a child rearing leave of absence. She is expecting the birth of her second child on or about June 6, 2003. Barring any unforeseen complications, she is requesting permission to begin using her 14 ½ remaining sick days and one personal day on June 6, 2003 (1/2 day) which would take her to the end of the 2002-2003 school year. She is requesting a 12-week family medical leave for the beginning of the 2003-2004 school year. At the conclusion of the family medical leave; she is requesting an unpaid childrearing leave of absence for the remainder of the 2003-2004 school year. She plans to return to teaching for the 2004-2005 school year.

**C. Substitutes**Instructional

Approve the following substitute teacher(s) at the 2002-2003 substitute teacher rates of \$70.00 for 1-10 non-consecutive days, \$80.00 for 11-20 non-consecutive days, \$90.00 for 21+ non-consecutive days:

Nicole Gottlieb -- Elementary

**D. Request for Inclusion in the 2002-2003 Early Retirement Incentive Plan**

1. Approve the inclusion of Francis Carazo, high school English teacher, in the Northern Lehigh School District's 2002-2003 Early Retirement Incentive Plan adopted by the Board of Education on November 4, 2002.

**E. Resignations – Instructional**

1. Accept the resignation of Francis Carazo from the Northern Lehigh School District, provided that the Board of Education approves his inclusion in the 2002-2003 Early Retirement Incentive Plan, effective as of the 191<sup>st</sup> day of the 2002-2003 school year. Mr. Carazo has been employed in education for thirty-two years.

**IV. POLICY****A. Conferences**

1. Approve the request of Phil Bertolino and Karen Nicholas to attend a Carbon Lehigh Intermediate Unit conference on May 2, 2003. Expenses for this conference, entitled "Enhancing Professional Practice: Teacher Evaluation That Works" include \$100.00 each for registration and will be funded through building level budgets.
2. Approve the request of Sandra Michalik, high school special education teacher, to attend an Applebaum Training Institute conference in Allentown on May 14, 2003. Expenses for this conference include \$140.00 for registration and have been approved by the district's Continuing Professional Development Committee.

**B. Attendance of a Non-Resident Student**

Approve the request of an 11<sup>th</sup> grade student attending Northern Lehigh High School to remain in attendance for the remainder of the 2002-2003 school year. This student is an adjudicated dependent child with Carbon County Children and Youth Services and has been released into her mother's custody on April 23, 2003. Her mother resides in another school district.

**C. NLSD Emergency Operations Plan Revised**

Approve to authorize proper officials to sign a resolution to promulgate a revised Northern Lehigh School District Emergency Operations Plan for all emergencies and disasters occurring within the school district. This plan, initially adopted on June 2, 1997, is designed to comply with all applicable Federal and State regulations and provides the policies and procedures to be followed in dealing with emergency conditions. This plan supersedes all previously developed emergency plans of the Northern Lehigh School District and meets the two-year compliance rule. Additions include reciprocal agreements secured with Lehigh Carbon Community College, Northampton Area School District, Lehigh Career and Technical Institute and Palmerton Area School District. (Attachment #3)

**D. Summer Band Camp**

Approve a tuition fee of \$25.00 per student for a six-week elementary summer band program and also approve a stipend of \$900 for summer band program director Lora Krum for the summer of 2003. (Attachment #4)

**V. CURRICULUM AND INSTRUCTION****VI. OLD BUSINESS****VII. NEW BUSINESS**

**VIII. FINANCIAL**

- A. Approve the local Certified Public Accountant auditing proposal provided by Hutchinson, Gorman & Freeh, P.C. for the 2002-2003 school year audit. The base fee is \$13,000 and the Federal Single Audit will cost an additional \$2,250. The base fee for last year was \$11,900 and the single audit cost was \$2,150. This is a total increase of \$1200 or 8.5%. Reasons cited for the increase include GASB 34, two new bond issues and new construction accounts that were added in 2001-2002. (Attachment #5)
- B. Approve the local Certified Public Accountant auditing proposal provided by Hutchinson, Gorman & Freeh, P.C. for the 2002-2003 Earned Income Tax Office yearly audit. The base fee is \$1,250. The base fee for last year was \$1,200. This is an increase of \$50 or 4.1%. (Attachment #5)
- C. Approve payment of bills from the Construction Account, as presented in **attachment #6**.
- D. Approve payment of bills from the Extended Construction Account, as presented in **attachment #7**.
- E. Approve the Arthurs Lestrage Cash Management Portfolio for the month of March 2003. (Attachment #8)
- F. Approve abatement of per capita taxes for all active military personnel as presented in **attachment #9**. This exception to the December 31<sup>st</sup> filing deadline will be for the 2002-2003 tax year only.
- G. Distribution of the 2003-2004 Lehigh Career and Technical Institute School Budget.

**IX. LEGAL****X. CORRESPONDENCE****XI. INFORMATION**

- A. Minutes of the Carbon Lehigh Intermediate Unit Board of Directors meeting held on March 17, 2003.
- B. Minutes of the Lehigh Career and Technical Institute Joint Operating committee meeting held on April 3, 2003.

**XII. RECOGNITION OF GUESTS****XIII. ADJOURNMENT**