

NORTHERN LEHIGH SCHOOL DISTRICT

Regular School Board Meeting
Monday, August 5, 2002
Slatington Elementary School Gymnasium
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. Committee Reports and/or Meetings

Due to scheduling conflicts the following committee meeting dates have been revised:

- Policy Education – From Monday, September 16 (Board Meeting) to Wednesday, September 18
- Finance – From Monday, December 23 to Thursday, December 19 (tentative)

- D. Solicitor's Report Attorney Charles Stopp
- E. Legislative Report Mrs. Lori H. Geronikos
- G. Federal and Other Programs Update Mrs. Lynne B. Fedorcha
- H. Superintendent's Report Dr. Nicholas P. Sham, Sr.
- I. 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. Nominations for Appointment

1. Instructional

- a. Tara Balliet Temporary Professional Employee
 Assignment: Grade 6 – Slatington Elementary School
 Replacing Jacqueline Sham, who resigned.
 Salary: \$35,300* (Appendix A – Step 2 Bachelors on the
 2001-2002 Collective Bargaining Agreement Salary Schedule)
 Effective Date: August 26, 2002
- b. Lynn Haab Temporary Professional Employee
 Assignment: Special Education Teacher – Grade 7, replacing Kelly
 Harkins, who resigned.
 Salary: \$37,300* (Appendix A – Step 2 Masters on the 2001-2002
 Collective Bargaining Agreement Salary Schedule)
 Effective Date: August 26, 2002
- c. Matthew Wehr Temporary Professional Employee
 Assignment: Vocal Music Teacher – Secondary Level – Replacing
 Rebecca Rhodes, who resigned.
 Salary: \$35,200* (Appendix A – Step 1 Bachelors on the
 2001-2002 Collective Bargaining Agreement Salary
 Schedule)
 Effective Date: August 26, 2002

*Salary will be adjusted to reflect the terms and conditions of the new collective bargaining agreement when reached.

2. Non-Instructional

- a. Karen Hluschak*
 Assignment: Cafeteria General Service/Cook Helper
 in the middle school – New Position
 Salary: \$7.50 Per Hour – 5 Hours Per Day
 Effective Date: September 3, 2002
 *60-Day Probationary Period
- b. Lewis Kern*
 Assignment: Cafeteria/Hall Monitor Aide in the middle school –
 New Position
 Salary: \$8.64 Per Hour – 3 Hours Per Day 10:00 a.m. to 1:00 p.m.
 5 Days Per Week
 Effective Date: September 3, 2002

B. Approve to appoint Mr. Philip C. Bertolino II as principal of Northern Lehigh High School, effective on or about August 16, 2002 at a salary of \$78,000.00. Mr. Bertolino will be a 12-month employee with benefits and expectations consistent with the current Act 93 Administrator Compensation Plan. He will also carry over all of his unused sick days from his previous district.

C. Administrative Transfer

1. Non-Instructional

- a. Andrea Thomson Special Education Aide
From: Special Education Aide in the Slatington Elementary School – position eliminated.
To: Special Education Aide in the Senior High School, replacing Rebecca Schock, who resigned.
Effective: 2002-2003 School Year
- b. Todd Green Custodian
From: Slatington Elementary School – PM Shift
To: Peters Elementary School – Day Shift, replacing Marvin Mantz, who resigned.
Effective Date: September 3, 2002

D. Change of Status

1. Instructional

- a. Steve Zong
From: Half-Time Temporary Professional Employee in the High School
To: Full-Time Temporary Professional Employee in the High School, teaching computer/keyboarding
Salary: \$35,300* (Appendix A – Step 2 Bachelors on the 2001-2002 Collective Bargaining Agreement Salary Schedule)
- b. Joanne Wasilkowski
From: Half-Time Temporary Professional Employee in the High School
To: Full-Time Temporary Professional Employee in the High School, teaching mathematics and replacing Kim Rohrbach, who resigned.
Salary: \$35,800* (Appendix A – Step 4 Bachelors on the 2001-2002 Collective Bargaining Agreement Salary Schedule)
- c. Sandra Becker
From: Half-Time Temporary Professional Employee in the Middle School
To: Full-Time Temporary Professional Employee in the Middle School, teaching science.
Salary: \$35,400* (Appendix A – Step 3 Bachelors on the 2001-2002 Collective Bargaining Agreement Salary Schedule)
- d. Kathy Walter

From:	Half-Time Temporary Professional Employee in the Middle School
To:	Full-Time Temporary Professional Employee in the Middle School, teaching reading.
Salary:	\$335,500* (Appendix A – Step 1 Bachelors +24 on the 2001-2002 Collective Bargaining Agreement Salary Schedule)

*Salary will be adjusted to reflect the terms and conditions of the new collective bargaining agreement when reached.

2. Non-Instructional

- a. It is recommended that the status of Carol Miller, Clerk/Stenographer in the senior high guidance office, be changed from 11 months to 12 months, effective July 1, 2002. This change was approved as part of the 2002-2003 budget.
 - b. It is recommended that the hourly status of Tamara Yesik, Cafeteria/Hall Monitor in the middle school, be increased from 3 ½ hours to 6 ½ hours for two of the six days in the middle school cycle.
- E. Approve to contract with Dr. Maura Roberts for psychological consulting services, effective August 29, 2002, at a per diem rate of \$327.23 (not to exceed 191 days) to be deducted from an annual stipend of \$62,500.00 in the event that Dr. Roberts is hired as a school psychologist for the Northern Lehigh School District for the 2002-2003 school year.
- F. Furlough Employee
- As a result of decreased enrollment, and in accordance with School Board Policy #511, approve to furlough Mr. Scott DeLong, part-time social studies teacher in the senior high school. As result of this furlough, the last day of employment for Mr. DeLong is June 17, 2002.
- G. Approve the employment of Glenn Rissmiller, effective August 6, 2002 as Athletic Director for the Northern Lehigh School District for a period of time not to exceed 95 days during the 2002-2003 school year at a salary of \$20,000. (NOTE: The employment of Glenn Rissmiller is considered to be of an emergency nature and falls under the “emergency” provision of Act 23 of August 5, 1991. Northern Lehigh School District does not have a trained or experienced Athletic Director. Upon approval of Glenn Rissmiller’s employment, the district will advertise for an assistant athletic director and Glenn Rissmiller will provide training and consultative services to this individual. Since no other qualified persons are available, the school district’s athletic programs would suffer a serious impairment of services to the students and sporting events without the services of Glenn Rissmiller).
- H. Approve the employment of Thomas Sheehan, effective July 1, 2002 as Guidance Counselor for the Northern Lehigh School District for a period of time not to exceed

95 days during the 2002-2003 school year at a salary of \$20,000. (NOTE: The employment of Thomas Sheehan is considered to be of an emergency nature and falls under the “emergency” provision of Act 23 of August 5, 1991. Northern Lehigh School District does not have a trained or experienced counselor capable to complete the master schedule at the senior high school. Thomas Sheehan will provide training and consultative services to Sheila Lanshe. Since no other qualified persons are available, the school district would suffer a serious impairment of services to the students and staff without the services of Thomas Sheehan).

I. Approve to amend the motion made on June 10, 2002 and adjust the effective retirement date of Thomas Sheehan from June 17, 2002 to June 28, 2002.

J. Resignations

1. Instructional

- a. Accept the resignation of Kelly Harkins, special education teacher in the middle school, effective August 31, 2002. She has accepted a position in another school district.
- b. Accept the resignation of Cassandra Frantz, special education teacher in the senior high school, effective August 31, 2002. She has accepted a position in another school district.

2. Non-Instructional

- a. Accept the resignation of Evonne Blocker, special education aide in the Peters Elementary School, effective July 25, 2002.

3. Co-Curricular

- a. Accept the resignation of Gregory Poremba from his position as Assistant Football Coach for the 2002-2003 school year.
- b. Accept the resignation of Cassandra Frantz from her position as Senior Class Advisor.

K. Appoint SADD Advisor

Approve the appointment of Sheila Lanshe as the SADD advisor for the 2002-2003 school year. The stipend of this position is \$500.00 and is included in the 2002-2003 budget.

L. Co-Curricular Appointments for 2002-2003*

Middle School Intramurals – Fall – Michelle Raber

Middle School Intramurals – Winter CPR – Michelle Raber
Middle School Intramurals – Spring – Michelle Raber
Middle School Intramurals – Spring – Weightlifting – Steve Hluschak
Middle School Newspaper – Catherine Farole
Middle School Yearbook – Susan Bowser
Academic Challenge Eight – Janet Kern
Middle School Student Council – Beth Case
Elementary Scholastic Scrimmage – Marlene Simock
Elementary Band – Terry Jenkins
Assistant Football Coach – Michael Lush (replacing Greg Poremba who resigned) –
(Shared Stipend)

**The stipend will be determined when a new Collective Bargaining Agreement is approved.*

M. Middle School Co-Curricular Appointments

National Junior Honor Society – Jason Graver – \$375.00
Web Page Advisor – Theresa Kokinda -- \$365.00

N. Substitutes

1. 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:

Gail Barilla – Elementary
Amy Barthol – Mentally &/or Physically Handicapped
Carlene Binder – Elementary
Linda Deurer – Mentally &/or Physically Handicapped
William Dimmich – English and Social Studies
Deborah Fartuch – Elementary
Julie Fehnel – Elementary
Marshelle George – Elementary
Audrey Hedash – Elementary/Early Childhood
Tracy Hoffman – School Nurse
Tracy Kimmel – Music
Allison Kuntz – Elementary K-6
Danielle LeBarge – Elementary
Cathy Minnich – Mathematics (Homebound Only)
Megan Owens – School Nurse

Joanne Solga – Elementary
Marsha Stricker – Elementary
Kimberly Teprovič – Health & Physical Education
Beth Trexler – School Nurse

Jane Wessner – Elementary
Kyle Yanders – Elementary

2. Non-Instructional

- a. Approve to employ the following substitute instructional aides for the 2002-2003 school year at the substitute rate of \$7.25 per hour:

Dorothea Curran
Charlotte Hallman
Patricia Ingles
Cheryl Mill
Romaine Remaley
Ann Stoss
Nancy Wagner
Tina Williams

- b. Approve to employ the following substitute secretaries for the 2002-2003 school year at the substitute rate of \$7.25 per hour:

Patricia Ingles
Ann Stoss
Tina Williams

- c. Approve to employ the following substitute cafeteria workers for the 2002-2003 school year at the substitute rate of \$7.25 per hour:

Dorothea Curran
Nancy Frantz
Charlotte Hallman
Romaine Remaley
Ann Stoss
Jennifer Wentz
Tina Williams

- d. Approve to employ the following substitute custodians for the 2002-2003 school year at the substitute rate of \$7.25 per hour:

Susan Bilheimer
Wendy Green
Donald Kleintop
Franklin Zamadics

O. School Dentist

Appoint Dr. Harry Shleifer of Professional Dental Associates as the school dentist for the 2002-2003 school year at the quoted fee of \$1.00 per student.

P. School Physician

Appoint Dr. Sally Ann Rex as school physician for the 2002-2003 school year at the same quoted rates as the 2001-2002 school year. It is also recommended that Allentown Sports Medicine be employed as athletic sports physical doctors to assist with possible conflicts that may arise in scheduling athletic physicals.

Q. Football Physician

Appoint Allentown Sports Medicine & Human Performance Center to provide football game physicians for the 2002-2003 school year at a quoted fee of \$70.00 per game.

IV. POLICY

A. Conferences

1. Approve the request of Sharon Williams, elementary librarian, to attend the ACCESS PA on September 26, 2002 in Allentown. Expenses include \$360.00 for project fees (\$180.00 for each elementary school). This request was included in the 2002-2003 Peters & Slatington Elementary School budgets.
2. Approve the request of Mary Anne Shafer and Lynn Haab, middle school teachers, to attend a Carbon Lehigh Intermediate Unit conference entitled "Reading and the High School Student: Strategies to Enhance Literacy" on August 12 and 13, 2002. Expenses for this conference include \$150.00 each for registration, \$18.00 each for travel, for a total cost of \$336.00 and will be paid for through Title IIA funds.
3. Approve the request of Dr. Linda Marcincin to attend the Pennsylvania Association of Elementary & Secondary School Principals conference in Reading on October 20-22, 2002. Expenses include \$250.00 for registration, \$32.40 for travel, \$170.00 for lodging for a total of \$452.40. Money for this conference was included in the 2002-2003 senior high school budget.
4. Approve the request of Christopher Iacobelli to attend a Lorman conference entitled "School Violence In Pennsylvania" in Bethlehem on September 26, 2002. Expenses include \$239.00 for registration, \$10.00 for meals, \$15.00 for travel for a total cost of \$264.00 and will be paid for through Drug Free & Safe Schools funds.

B. New Board Policy

1. Second Reading

Approve new board policy #917 – Parent/Family Involvement, as presented after first reading. (Attachment #1)

C. Student-Parent Handbook Changes

Approve the changes to the Northern Lehigh High School, Northern Lehigh Middle School, and Elementary School Student-Parent Handbooks as per **attachment #2**.

D. Permission To Open Accounts

1. Approve the request of the senior high school to open a "Northern Lehigh High School Class of 2006" account in accordance with the Student Activity Fund Policy. The purpose of this account is to raise funds for graduation, class trip, junior prom, senior farewell, etc. (**Attachment #3**)
2. Approve the request of the Northern Lehigh Athletic Department to open a "Sports Fund Raising Account" in accordance with the Student Activity Fund Policy. The purpose of this fund is to raise funds for all school sports. (**Attachment #4**)
3. Approve the request of the Northern Lehigh Athletic Department to open a "Refreshment Stand Account" in accordance with the Student Activity Fund Policy. The purpose of this fund is to account for refreshment stand income of all school sports. (**Attachment #5**)

E. Approve the Northern Lehigh Middle School Student Activities Account Statement for the month of June 2002. (**Attachment #6**)

F. Approve the Northern Lehigh High School Student Activities Account Statement for the month of June 2002. (**Attachment #7**)

V. CURRICULUM AND INSTRUCTION

- A. Authorize proper officials to ratify a contractual agreement between the Northern Lehigh School district and the Carbon Lehigh Intermediate Unit #21 to continue the Driver Education Program in our district, effective July 1, 2002 through June 30, 2003. (**Attachment #8**)

VI. OLD BUSINESS**VII. NEW BUSINESS****VIII. FINANCIAL**

- A. Approve abatement of per capita taxes for the residents that fall within the guidelines as listed in **attachment #9**.
- B. Approve payment of bills from the Construction Account, as presented in **attachment #10**.

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- C. Approve payment of bills from the Extended Construction Account, as presented in **attachment #11**.
- D. Approve the Arthurs Lestrage Cash Management Portfolio for the month of May and June 2002. (**Attachment #12**)
- F. Approve the purchase of furniture from Roberts & Meck, Inc. for the Middle School. Furniture will be purchased using PS Contract #7105-05 at a cost of \$7,181.50. Funding is to come from the Furniture and Equipment Fund of the Middle School PlanCon. (**Attachment #13**)
- G. Approve year-end budgetary transfers as listed on **attachment #14**.
- H. Information Only: **Attachment #15** consists of a copy of Capital Reserve #1 Fund Receipts, Expenditures, and Cash Balances.
- I. Information Only: **Attachment #16** consists of a copy of the estimated Unreserved General Fund Balance as of June 30, 2002.
- J. Information Only: **Attachment #17** consists of Extended Construction Account Bills paid during the month of July 2002.
- K. Approve to award insurance coverage for the 2002-2003 school year to the following companies:
1. School Leaders Errors and Omissions Liability - \$12,229 with AIG/National Union Program. The June agenda had listed the self-insured PSBA Insurance Trust as the Errors and Omissions provider for \$19,458, which was a \$7,179 increase from the previous year. Since June, our broker of record has recommended that we instead go with the fully insured AIG/National Union Program. In addition, we should purchase one year's Extended Reporting Period Coverage with our previous year provider, Genesis Insurance Company. The cost for this coverage is \$4,540. The total cost of the AIG program and the Genesis extended reporting period coverage is \$16,769, which is \$2,689 less than the PSBA program approved in June. (**Attachment #18**)
 2. Approve to renew the equipment maintenance program for the 2002-2003 school year with CNA Insurance Company at a yearly premium of \$35,038. The coverage is for the period August 1, 2002 through July 31, 2003. The renewal is an \$89 increase from last year. (**Attachment #18**)
- L. Approve to exonerate the Lehigh County Tax Claim Bureau from collecting \$480.15 of delinquent 2000 school district real estate taxes from Darlene Kocher, formerly of 7119, PA Route 873, Slatington, PA. The collection was turned over to tax claim bureau, and it was subsequently determined that the mobile home was removed from the site. (**Attachment #19**)
- M. Approve to exonerate the Lehigh County Tax Claim Bureau from collecting \$2,518.12 of delinquent 2000 school district real estate tax from the Fairview Cemetery Association, Fairview Avenue, Slatington, PA, C/O Bryon Reed. The Lehigh County Assessment

Office informed the Tax Claim Bureau that the property was tax exempted by the Board of Assessment Appeals effective January 1, 2000. (Attachment #20)

- N. Approve to notify Portnoff Law Associates that they will not collect \$2,824.46 of delinquent 2001 school district real estate tax from the Fairview Cemetery Association, Fairview Avenue, Slatington, PA, C/o Bryon Reed. The Lehigh County Assessment Office informed the Tax Claim Bureau that the property was tax exempted by the Board of Assessment Appeals effective January 1, 2000. (Attachment #20)

IX. LEGAL

X. CORRESPONDENCE

- A. Minutes of the Carbon Lehigh Intermediate Unit Board of Directors meeting held on June 17, 2002.
- B. Minutes of the Lehigh Carbon Community College meeting held on May 2, 2002 and June 6, 2002.
- C. Minutes of the Washington Township Board of Supervisors meeting held on May 14, 2002. (Attachment #21)
- D. Summary of middle school SAP State Report for the 2001-2002 school year. (Attachment #22)

XI. INFORMATION

- A. Correspondence regarding Einstein Academy/Charter School. (Attachment #23)
- B. Northern Lehigh Middle School summary of SAP state report for 2001-202 school year. (Attachment #24)
- C. Notification has been received from the Pennsylvania Department of Education of their approval of PlanCon Part I: Interim Reporting for Change Orders G-4, G-5, P-2, H-2, H-3 for the Northern Lehigh Middle School. Copies of these documents and appended materials will be entered into the official minutes of this meeting. (Attachment #25)

XII. RECOGNITION OF GUESTS

XIV. ADJOURNMENT