

# NORTHERN LEHIGH SCHOOL DISTRICT

Regular School Board Meeting  
Monday, October 7, 2002  
Lehigh Career and Technical Institute  
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 Finance Committee meeting held on August 20, 2002. (Attachment #1)
- 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.
- J. An Executive Session will be held prior to the meeting beginning at 6:30 p.m. at the Lehigh Career & Technical Institute.

### III. PERSONNEL

#### A. Nominations for Appointment

##### 1. Instructional

- a. Jon Prive Temporary Professional Employee  
 Assignment: English, replacing Ann Weaver, who resigned.  
 Salary: \$35,200\* (Pro-Rated) (Appendix A – Step 1 Bachelors on the 2001-2002 Collective Bargaining Agreement Salary Schedule)  
 Effective Date: September 25, 2002

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

- b. Carlene Binder Temporary Vacancy Replacement Teacher  
 Assignment: Kindergarten – Slatington Elementary School  
 Replacing Susanne Hegedus, who was granted a Child Rearing Leave of Absence.  
 Salary: \$35,200\* (Pro-Rated) (Appendix A – Step 1 Bachelors on the 2001-2002 Collective Bargaining Agreement Salary Schedule)  
 Effective Date: On or about December 3, 2002  
 Termination Date: On or about June 16, 2003

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

#### B. 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:

Jon Prive – English (Effective 9/23/02)  
 Lujean Baab – All Subject Areas\*  
 Camille Bieber – All Subject Areas\*  
 Thomas Billowitch – All Subject Areas\*  
 Robert Boyle – All Subject Areas\*  
 Kelly Boyle – All Subject Areas\*  
 Marcia Cunningham – All Subject Areas\*  
 James Depew, Jr. – All Subject Areas\*  
 Dean Flinchbaugh – All Subject Areas\*

Nicole McQuilken – All Subject Areas\*  
 Diana O'Brien – All Subject Areas\*  
 Patricia Passick – All Subject Areas (Certification Received)  
 Dennis Pearson – All Subject Areas\*  
 Thiep Pham – All Subject Areas\*  
 Russell Samilo – All Subject Areas\*  
 Dennis Semmel – All Subject Areas\*  
 Daniel Shea – All Subject Areas\*  
 William Stibrany – All Subject Areas\*  
 Kristin Stuby – All Subject Areas\*  
 Lucy Vazquez-Zodel – All Subject Areas\*  
 Joseph Verenna – All Subject Areas\*

\*Pending Receipt of Emergency Certificate

2. Non-Instructional

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

Juanita Benner

C. Salary Adjustment

Acknowledge the following teachers who have completed the requirements per the Collective Bargaining Agreement that would entitle them to a salary increase for the 2002-2003 school year:

Claire Heim

From: 13B+24      \$42,300.00\*

To: 13M            \$45,400.00\*

Timothy Weaber

From: 5B            \$35,900.00\*

To: 5B+24         \$37,000.00\*

\*2001-2002 salary to be adjusted when a new Collective Bargaining Agreement is ratified.

- D. Approve to allow Debra Blake to work as a Curriculum and Instruction Intern in the Administration Office, effective September 5, 2002 and ending on May 15, 2003. This is an unpaid position.

E. After School Tutoring Program Tutors

1. Approve to employ Denise Turoscy as an after school tutor for students in grades 7-12 who might need homework support or help to review for a test. She will work for one hour a day on a Monday and a Wednesday at a stipend of \$16.00 per hour. This stipend will be funded through Title V.
2. Approve to employ Eric DeAntonis as an after school tutor for students in grades 7-12 who might need homework support or help to review for a test. He will work for one hour a day on a Tuesday and a Thursday at a stipend of \$16.00 per hour. This stipend will be funded through Title V.

F. Co-Curricular Appointment for 2002-2003\*

Debate Advisor – Henry Distler  
Senior High Newspaper Advisor – Jon Prive

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

G. Unpaid Volunteer Advisors

1. Approve to appoint Donna Marushak and Kelly Follweiler as unpaid volunteer dance team advisors in the senior high school for the 2002-2003 school year.
2. Approve to appoint Jane Englert as an unpaid volunteer library club advisor in the senior high school for the 2002-2003 school year.

H. Resignation

Accept the resignation of Theresa Kokinda from her position as Web Page Advisor for the middle school for the 2002-2003 school year.

**IV. POLICY**

A. Board Policy

1. Policy #449 Early Retirement Incentive Policy -- First Reading

Approve to revise Policy #449 – Early Retirement Incentive Policy, as presented after first reading. (Attachment #2)

B. Conferences

1. Approve the request of Laurie Newman, Director of Special Education, to attend an Eastern PA Special Education Administrator's Conference sponsored by the Carbon Lehigh Intermediate Unit at Pocono Manor on October 24 and 25, 2002. Registration is paid by CLIU, other expenses include \$169.00 for lodging, \$18.00 for travel, for a total cost of \$187.00 and will be paid for through IDEA funds.
2. Approve the request of Laurie Newman and Dawn Wadsworth, School Psychologist, to attend a Pennsylvania Counsel of Administrators of Special Education Conference in Harrisburg on November 6, 2002. Expenses for this conference entitle "Imagine the Possibilities" include \$109.00 each for registration for a total cost of \$218.00 and will be paid for through IDEA funds.
3. Approve the request of Dawn Wadsworth to attend a PaTTAN (Pennsylvania Training and Technical Assistance Network) conference in King of Prussia on October 3, December 12, 2002 and April 2, 2003. Expenses for this conference include \$108.00 for travel and will be paid for through IDEA funds.
4. Approve the request of James Waite and Patricia Jones, high school Wellness and Fitness teachers, to attend a Bureau of Education & Research Conference in Philadelphia on November 19, 2002. Expenses for this conference, entitled "Strengthening Your Physical Education Program with Innovative Fitness Strategies and Activities" include \$165.00 each for registration, \$30.00 for travel for a total cost of \$360.00 plus the cost of two substitute teachers for one day and has been approved by the district's Professional Development Committee.
5. Approve the request of Robert Hicks, middle school Tech Ed teacher, to attend the 2002 Technology Education Association of Pennsylvania conference in Camp Hill on November 7 and 8, 2002. Expenses for this conference include \$30.00 for registration, \$60.00 for meals, \$60.00 for travel, \$54.00 for lodging for a total cost of \$204.00 plus the cost of a substitute teacher for two days and has been approved by the Professional Development Committee.
6. Approve the request of Michelle Raber, middle school Health and Phys. Ed teacher, to attend the Pennsylvania State Association of Health, Phys. Ed., Recreation, and Dance annual conference at Seven Springs in Champion, PA on October 25 and 26, 2002. Expenses for this conference include \$50.00 for registration, \$30.00 for meals, \$147.00 for travel for a total cost of \$227.00 plus the cost of a substitute for one day and has been approved by the Professional Development Committee.
7. Approve the request of Dr. Linda Marcincin to attend a School Leadership Conference at Lehigh University on November 22, 2002. Expenses for this

conference, entitled “The Evolving Responsibilities of School Administrators” include \$115.00 for registration and was included in the 2002-2003 district budget.

- 8. Approve the request of Philip Bertolino to attend the Principal’s Technology Leadership Academy sponsored by the Carbon Lehigh Intermediate Unit on October 17, 2002 and January 14, 21, 23, 28, 2003. Expenses for this conference include \$200.00 for registration (to be reimbursed by CLIU after attending all conference dates), \$50.00 travel, for a total cost of \$250.00 and will be paid for through Title IID funds.
- 9. Approve the request of Amanda Glassic (Gr. 5), Janet Bashore (Gr. 4), and Julie Fehnel (Gr. 4), Peters Elementary teachers, to attend a Bureau of Education & Research conference in Breinigsville on November 18, 2002. Expenses for this conference, entitled “Using Guided Reading and Literacy Centers to Help Your Students Become Better Readers” include \$165.00 each for registration, for a total cost of \$495.00 plus the cost of three substitute teachers for one day and will be paid for through Title I Funds.

C. Approve the Northern Lehigh High School Student Activities Account Statement for the month of September 2002. (Attachment #3)

D. Homebound Instruction

The homebound instruction program is provided to children of school age who cannot attend school. It is recommended that the Board of Education grant homebound instruction for a 9<sup>th</sup> grade student, Student No. 06-39600, for five hours per week, effective October 8, 2002 and ending on or about January 14, 2003.

E. Agreement with Lehigh Valley Drug & Alcohol Intake Unit

Approve to authorize the Superintendent to execute a letter of agreement for the 2002-2003 academic year with the Lehigh Valley Drug & Alcohol Intake Unit. These services will be used by the Student Assistance Teams in our school district. (Attachment #4)

V. CURRICULUM AND INSTRUCTION

A. Induction Program

Approve the following teacher as a helping teacher in the Northern Lehigh School District Induction Program for the 2002-2003 school year:

<u>Helping Teacher</u>	<u>Inductee</u>	<u>Stipend</u>
Renee Evans	Jon Prive	\$750.00

B. Approve to authorize proper officials to execute an agreement between the Northern Lehigh School District and the Carbon Lehigh Intermediate Unit to provide services for special education for the 2002-2003 school year as outlined in **attachment #5**.

**VI. OLD BUSINESS****VII. NEW BUSINESS****A. Project Fit America Proclamation**

Approve to adopt the following Proclamation:

**WHEREAS**, in 2002 MESH Community Initiatives of Lehigh Valley Hospital, in partnership with the Health and Community Service Task Force of Future Focus, became the official sponsor for Project Fit America; and

**WHEREAS**, Project Fit America is a non-profit organization whose mission is to administer academic programs to schools to get children physically fit; and

**WHEREAS**, the program is now in 369 schools, 272 cities and 40 states; and

**WHEREAS**, the faculties of Northern Lehigh School District and Northern Lehigh Middle School have diligently worked with the curriculum, assuring the students would reap maximum benefits; and

**WHEREAS**, studies show that children who exercise on a regular basis perform higher academically because they are keener, less tired, and in better control of aggression; and

**WHEREAS**, a well exercised child will not only become fit, but be far more inclined to embrace academics,

**NOW, THEREFORE, I**, Gary Fedorcha, President of the Northern Lehigh School Board, do hereby proclaim October 9, 2002 as

**“PROJECT FIT AMERICA DAY”**

in Slatington, Pennsylvania, and urge residents to support and commend the efforts of Project Fit America.

**IN WITNESS THEREOF**, I have hereunto set my hand and caused the Official Seal affixed this 7<sup>th</sup> day of October, 2002. (Attachment #6)

**VIII. FINANCIAL**

- A. Approve abatement of per capita taxes, for the residents that fall within the guidelines, as listed in **attachment #7**.

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- B. Approve payment of bills from the Construction Account, as presented in **attachment #8**.
- C. Approve payment of bills from the Extended Construction Account, as presented in **attachment #9**.
- D. Approve the Arthurs Lestrage Cash Management Portfolio for the month of August 2002. (Attachment #10)
- E. Approve to authorize the administration to enter into an agreement to allow the Carbon Lehigh Intermediate Unit to proceed in completing the necessary documents for the Northern Lehigh School District to participate in the CLIU Internet Consortium for the 2003-2004 school year. (Attachment #11)
- F. Approve to award the contract for New Door Hardware and Electric Release Systems required to work with the new Door Access Control System to Morris Black & Sons, Inc. of Allentown, PA at a cost of \$36,390.00. It is further recommended that the Board of Education approve to award "Alternate A" for inspection and adjustments to all exterior doors to insure proper door alignment and function as specified at a cost of \$4,439.00. Total cost for the project is \$40,929.00. Funding for this will come from CTC's original proposal, Part II Additional Technologies. (Attachment #12)
- G. Approve an \$877.61 real estate tax refund to Jeffrey Heintzelman, Jr., 319 East Washington Street, Slatington, PA 18080. Mr. Heintzelman is due a refund because both he and his mortgage company incorrectly paid the 2002-2003 real estate tax bill. (Attachment #13)
- H. Approve a \$321.30 real estate tax refund to Anna M. Fenstermaker Et. Al., 2539 Welshtown Road, Slatington, PA 18080-3448. The Fenstermakers are due a refund on their 2001-2002 taxes because their assessed value was decreased from \$34,050 to \$26,550 prior to July 1, 2001. (Attachment # 14)
- I. Approve a \$288.23 real estate tax refund to Daniel R. Evans, 14 New Street, Walnutport, PA 18088. Mr. Evans is entitled to a refund because his building was razed on December 1, 2001, and the assessed value was decreased from \$35,850 to \$24,250. The assessed value was revised per Lehigh County calculations from \$35,850 to an average assessed value of \$29,122 for the entire 2001-2002 school year. (Attachment #15)
- J. Approve the Northern Lehigh School District Earned Income Tax Office and the Occupational Privilege Tax Office audit reports for fiscal year ended June 30, 2002. The deficiency of uninsured deposits, as noted in the audit report, will be corrected by opening accounts in three separate banks or obtaining a separate collateral agreement for all funds on deposit with our current depository.
- K. Approve increased collection procedures for the attached parcels listed by Portnoff Law Associates as being unable to effectuate service of the *writ of scire facias*. The parcel owners have not responded to partial payment procedures, therefore increased collection procedures are warranted. Increased procedures include reissuing a *writ of scire facias*,



filing a motion for alternative services, default judgment, and if necessary, sale of the property. (Attachment #16)

- L. Approve the budgetary transfers as listed on **attachment #17**.
- M. Approve the transfer of \$1,706.36 from the inactive Middle School Ninth Grade Play Account to the Middle School Student Activity Account. The Ninth Grade Play Account has been inactive for years, and the transfer is in line with the new "Student Activity Funds Guide".

#### **IX. LEGAL**

- A. In accordance with School Board Policy #233: Pupils: Suspension and Expulsion, approve the Agreement and Memorandum of Understanding regarding removal of a third grade student at Peters Elementary School from the attendance rolls and all school-related activities for forty-five school days. (Attachment #18 -- Board Members Only)
- B. In accordance with School Board Policy #233: Pupils: Suspension and Expulsion, approve the Agreement and Memorandum of Understanding regarding removal of a tenth grade student from the attendance rolls and all school-related activities for one calendar year, effective September 16, 2002 and ending on September 16, 2003. (Attachment #19 -- Board Members Only)

#### **X. CORRESPONDENCE**

#### **XI. INFORMATION**

- A. Minutes of the Carbon Lehigh Intermediate Unit Board of Directors meeting held on 8/19/02
- B. Notification has been received from the PA Department of Education of their approval of PlanCon Part I, Interim Reporting, for Change Orders G-6, G-9, and P-3. Copies of this document and appended materials will be entered into the official minutes of this meeting. (Attachment #20)

#### **XII. RECOGNITION OF GUESTS**

#### **XIV. ADJOURNMENT**