

NORTHERN LEHIGH SCHOOL DISTRICT
Regular School Board Meeting
Monday, September 12, 2016
Northern Lehigh Administration Building
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. Moment of Silence for 9/11 Remembrance
- E. Roll Call.
- F. Public Comment -- Restricted to Agenda Items.

II. REVIEW AND APPROVAL OF THE MINUTES OF THE PRECEDING MEETINGS

- A. Regular School Board Meeting held on August 8, 2016.

III. SPECIAL BOARD REPORTS

- A. Carbon Lehigh Intermediate Unit Mrs. Gale Husack
- B. Lehigh Career and Technical Institute Mr. Gary S. Fedorcha
- C. Legislative Report Mrs. Debra Bower
- D. Lehigh Carbon Community College Mr. Mathias J. Green, Jr.
- E. Committee Reports and/or Meetings
 - Minutes of the Education/Policy Committee Meeting held on September 6, 2016 (Attachment #1)
- F. Student Representatives to the Board Report..... Ms. Karlyna Kemery
Ms. Tori Csanadi
- G. Solicitor's Report Attorney Keith Strohl
- H. Business Manager's Report Mrs. Rhonda Frantz
Mrs. Sherri Molitoris
- I. Federal and Other Programs Update Mrs. Karen A. Nicholas
 - EL Population
- J. Superintendent's Report Mr. Michael W. Michaels
 - Welcome – Ceremonial Oath Tori Csanadi (Jr. Rep)
 - Third Day Enrollment
- K. An executive session will be held at 6:50 p.m. in the Administration Office Conference Room.

IV. PERSONNEL

A. Resignation/Retirement

1. Accept the resignation of Janice Herzog from her position as Emotional Support Paraprofessional at the Middle School effective August 29, 2016.
2. Accept the resignation of Connie Zellner from her position as Slatington Elementary Cook's helper effective August 30, 2016.

B. Appointment1. Instructional

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| a. Dylan Hofmann* | Temporary Professional Employee
Half Time Family Consumer Science Teacher at the Middle School replacing Sue Bowser who retired.
Salary: \$23,437.50 (Step 1 Bachelor's +24 on the 2016-2017 CBA Salary Schedule)
Effective: August 22, 2016
*Pending Verification of Missing Personnel File Items |
| b. Jenna Hoffert | Professional Employee
High School Spanish Teacher replacing Ashlie Eckert who resigned.
Salary: \$56,800 (Step 5 Masters on the 2016-2017 CBA Salary Schedule)
Effective: August 22, 2016 |
| c. Shelby Bailey | Temporary Vacancy Replacement
Middle School English Teacher replacing a teacher on medical leave.
Salary: Substitute Teacher Rate Days 1-30; Day 31 and beyond: \$46,875 (Step 1 Bachelors on the 2016-2017 CBA Salary Schedule)
Effective: August 23, 2016
Termination Date: Upon return of full time teacher |
| d. Sarah Fink | Temporary Vacancy Replacement
Slatington Elementary School 5 th Grade Teacher replacing a teacher on family medical leave.
Salary: Substitute Teacher Rate Days 1-30; Day 31 and beyond: \$46,875 (Step 1 Bachelors on the 2016-2017 CBA Salary Schedule)
Effective: September 12, 2016
Termination Date: November 2, 2016 |
| e. Christina Oertner* | Temporary Vacancy Replacement
Slatington Elementary School 4 th Grade Teacher replacing a teacher on family medical leave.
Salary: Substitute Teacher Rate Days 1-30; Day 31 and beyond: \$46,875 (Step 1 Bachelors on the 2016-2017 CBA Salary Schedule)
Effective: September 12, 2016
Termination Date: January 30, 2017
*Pending Verification of Missing Personnel File Items |

2. Approve the following individuals as District Wide permanent substitute teachers for the

2016-2017 school year. They will be paid a daily per diem rate of \$120 and will receive district health benefits according to the Affordable Care Act regulations with co-payment amounts equivalent to that of district personnel.

Shelby Bailey	Sarah Fink
Michelle McCormick	Stephen Reimert

C. Administrative Transfer – Non-Instructional

Vicky Papay	
From:	Paraprofessional at Peters Elementary School
To:	PCA for Student #2990104 at Peters Elementary School
Salary:	No change in salary
Effective:	September 13, 2016

D. Family Medical Leave

1. Approve the request of employee #3845 to take a Family Medical Leave beginning on or about October 25, 2016, for the birth of her second child. Employee is requesting to use 5 personal days and 21 sick days. Upon exhaustion of eligible sick days, she is requesting a twelve week family medical leave. At the end of the family medical leave, employee is requesting an unpaid leave of absence. Employee plans to return to her current teaching position at the beginning of the fourth marking period, on or about March 31, 2016.
2. Approve the request of employee #6664 to take a medical leave of absence for the birth of her first child, beginning on or about October 26, 2016. Employee is requesting to use accumulated sick days. Employee plans to return to her current teaching position upon release of attending physician.
3. Approve the request of employee #3700 to take a Family Medical leave beginning on August 22, 2016. Employee is requesting to use 34.5 accumulated sick days. Upon exhaustion of sick days, she is requesting a twelve week family medical leave. Employee plans to return to her current teaching position upon release of attending physician.

E. Rescind Co-Curricular Appointment 2016-2017

Rescind the appointment of Jeremy Battista in the amount of \$854 from his position as Middle School Yearbook Advisor for the 2016-2017 school year which was originally approved at the August 8, 2016 school board meeting.

F. Motion to renew the appointment of the following Co-Curricular positions for the 2016-2017 school year.

Kelly Follweiler	Senior Class Advisor	\$ 671.00
Patricia Jones	Senior Class Advisor	\$ 671.00
Steven Jonkman	Elementary Chorus Advisor	\$ 625.00
Steven Jonkman	Elementary Band Advisor	\$ 833.00
Michael Lehtonen	Scholastic Scrimmage Advisor – HS	\$ 854.00
Christine Leslie	Debate Advisor	\$1,463.00
Andrea Meyers	Sophomore Class Advisor	\$ 671.00

G. Co-Curricular Appointment 2016-2017

Jaclyn Follweiler*	MS Girls' Basketball Coach	\$4,650.00
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Mary Frank	MS Yearbook Advisor	\$ 854.00
Sarah Hill	SADD Advisor	\$ 587.00
Tracy Karpowich	Sophomore Class Advisor	\$ 671.00
Nicholas Sander	Newspaper Advisor – HS	\$1,922.00

*Pending Verification of Missing Personnel File Items

H. Salary Adjustments

Acknowledge the following teacher who has completed the requirements per the Collective Bargaining Agreement that would entitle them to a salary increase for the 2016-2017 school year.

Sara Shimer

From: Step 2B+24

To: Step 2M

I. Co-Curricular Volunteers 2016-2017

Kelsey Follweiler*	Assistant MS Girls' Basketball Coach
Alex Lerch*	Assistant Boys' Basketball Coach
James Corle	Band Advisor
Kim Corle	Band Advisor
Rebecca Hamm*	Band Advisor
Ryan Kern	Assistant Wrestling Coach
Matt Newhard*	Band Advisor
Christina Oertner*	Band Advisor
Channing Shiffert*	Assistant Girls' Soccer Coach
Jason Steigerwalt	Band Advisor

*Pending Verification of Missing Personnel File Items

J. Webpage Maintenance

1. Approve a stipend in the amount of \$500.00 for Mr. Andrew Kern for High School website maintenance and working with students during the 2016-2017 school year. Mr. Kern has constant contact with teachers, secretaries, and administrators in an effort to update the website on a daily basis with the latest information, handouts, and scheduled events. Stipend to be funded by the General Fund High School Student Activities Fund.
2. Approve a stipend in the amount of \$1,000.00 for Mr. Andrew Kern for maintenance and updates of the district website during the 2016-2017 school year. Stipend to be funded by superintendent's budget.
3. Approve a stipend in the amount of \$500.00 for Ms. Janet Bashore for maintenance and updates of the Peters Elementary website during the 2016-2017 school year. Stipend to be funded by Peters Elementary principal's discretionary account.
4. Approve a stipend in the amount of \$500.00 for Ms. Kori Dibilio for maintenance and updates of the Slatington Elementary website during the 2016-2017 school year. Stipend to be funded by Slatington Elementary principal's discretionary account.

K. Artistic Director for the Fall Play/Spring Musical

Approve Stephen Shuey as Artistic Director for the Fall Play/Spring Musical for the NLHS Student Theater Group. Stipend for the Artistic Director will be \$2,000 to be paid out of the

General Fund High School Student Activities Fund The Artistic Director will be responsible for and overseeing all persons involved with set design and construction, costuming, lighting, sound, etc. as determined by the HS Principal and Production Director.

L. Substitute

1. Instructional

Approve the following substitute teachers for the 2016-2017 school year at the 2016-2017 substitute teacher rates as approved on the Supplementary Personnel Salary Schedule:

Scott Valentine* – Social Studies; Mid-level Science

Lori King – Elementary

Christina Oertner* - Elementary PK-4

*Pending Verification of Missing Personnel File Items

2. Non-Instructional

a. Approve the following individuals as substitute secretaries/aides for the 2016-2017 school year at the 2016-2017 substitute rate as approved on the Supplementary Personnel Salary Schedule:

Tami Herman*

Janice Herzog

Amanda Trelease

Patricia Bortz

*Pending Verification of Missing Personnel File Items

b. Approve the following individuals as substitute cafeteria workers for the 2016-2017 school year at the 2016-2017 substitute rate as approved on the Supplementary Personnel Salary Schedule:

Tami Herman*

Amanda Trelease

*Pending Verification of Missing Documents

c. Approve the following individual as substitute custodian for the 2016-2017 school year at the 2016-2017 substitute rate as approved on the Supplementary Personnel Salary Schedule:

Lori Vernon*

*Pending Verification of Missing Documents

M. Unpaid Volunteers

1. Approve the following unpaid volunteer aides in the Peters and/or Slatington Elementary school, and Middle School for the 2016-2017 school year.

Margaret Blose

Janet McKelvey

Karen Haberen

Patricia Bollinger

Joanne Perich

Sharon Karpiszin

Susan Bowser

Gina Serfass

Nancy Wagner

Andrea Fella

JoAnne Sipos

Sheila White

Dixie Gross

Erica Szwest

2. Approve the following unpaid volunteer to assist in the Technology Department as needed:

Kristina Quay*

*Pending Verification of Missing Documents

V. CONFERENCES

- A. Rhonda Frantz – A/CAPA Fall Workshop – November 3-4, 2016 – Hershey, PA – Registration: \$255.00, Lodging: \$256.00, Meals: \$10.00, Travel: \$81.00 - Total Approximate Cost: \$602.00 – Funding: Business Office Budget (**Attachment #2**)
- B. Karen Nicholas – WIDA 2016 National Conference – October 12-14, 2016 – Philadelphia, PA – Registration: \$595.00, Lodging: \$482.79, Meals: \$91.00, Travel: \$166.68 – Total Approximate Cost: \$1335.47 – Funding: Title III Funds - \$1,077.79; Curriculum & Instruction Budget - \$257.68 (**Attachment #3**)
- C. Alice Lieberman – WIDA 2016 National Conference – October 12-14, 2016 – Philadelphia, PA – Registration: \$595.00, Lodging: \$482.79, Meals: \$91.00, Travel: \$166.68 – Total Approximate Cost: \$1335.47 – Funding: Title III Funds - \$1,077.79; Curriculum & Instruction Budget - \$257.68 (**Attachment #4**)

VI. POLICY**A. Board Policy First Reading**

1. Approve school board policy #104 – Programs – Nondiscrimination in Employment/Contract Practices, as presented after first reading. (**Attachment #5**)
2. Approve school board policy #247 – Pupils – Hazing, as presented after first reading. (**Attachment #6**)
3. Approve school board policy #317.1 – Employees – Educator Misconduct, as presented after first reading. (**Attachment #7**)
4. Approve school board policy #622 – Finances – GASB Statement 34, as presented after first reading. (**Attachment #8**)

B. Homebound Instruction

It is recommended that the Board of Education grant homebound instruction for a 12th grade student, Student No.1790202 for five hours per week, effective August 29, 2016 and continuing until approximately October 17, 2016.

VII. OLD BUSINESS**VIII. NEW BUSINESS**

- A. Approve to designate and authorize the following administrators to sign summary offense notices for district students for the 2016-2017 school year:

Mr. Frank Gnas – School Police Officer
Mr. Paul Leonzi – Peters Elementary School Principal
Mr. Scott Pyne – Slatington Elementary School Principal
Mrs. Jill Chamberlain – Middle School Principal
Mr. Robert Vlasaty – High School Principal
Ms. Tanya Simms – High School Assistant Principal

B. Election of PSBA Officers

RECOMMEND That the Board of Education elects the following candidates as officers for the Pennsylvania School Boards Association, effective January 1, 2017 through December 31, 2017.

President-elect _____

Vice President _____

At-Large Representative _____

- C. Approve the Northern Lehigh School District Goals for the 2016-2017 school year.
(Distributed to Board Members)

IX. FINANCIAL

- A. Approve the Following List of Bills:
1. General Fund month of August & September, 2016
 2. Cafeteria Fund month of August & September, 2016
 3. Refreshment Stand month of August, 2016
- B. Approve abatement/exoneration requests of per capita taxes, for the residents that fall within the guidelines, as presented. (Attachment #9)
- C. Approve the request of the senior high school to close the Class of 2016 account in accordance with the Student Activities Fund guidelines. The account balance is \$486.24 and the funds will be transferred to the Student Council account.

X. LEGAL

XI. CORRESPONDENCE

XII. INFORMATION

- A. Minutes of the Carbon Lehigh Intermediate Unit #21 Board of Directors meeting held on July 18, 2016.
- B. Minutes of the Lehigh Carbon Community College Board of Trustees meeting held on July 7, 2016 and August 4, 2016.
- C. Minutes of the Lehigh Career & Technical Institute Joint Operating Committee meeting held on June 22, 2016.

XIII. RECOGNITION OF GUESTS

XIV. ADJOURNMENT