

NORTHERN LEHIGH SCHOOL DISTRICT
Regular Meeting
Board Minutes

Slatington, PA
September 12, 2016

PURPOSE The regular meeting of the Northern Lehigh Board of School Directors was called to order by the President, Mr. Edward E. Hartman, at 7:30 p.m. on Monday, September 12, 2016, in the Administration Office Board Room.

ROLL CALL Members present: Mrs. Debra L. Bower, Mr. Robin T. Distler, Mr. Gary S. Fedorcha, Mrs. Gale Husack, Mr. Robert J. Keegan, Jr., Mrs. Donna M. Kulp, Mr. Gregory S. Williams and Mr. Edward E. Hartman (8)

Members absent: Mr. Mathias J. Green, Jr. (1)

Non-members present: Mr. Jeffrey Bachman, Mrs. Susan Bahnick, Mrs. Jill Chamberlain, Ms. Tori Csanadi (Jr. Rep.), Mr. Greg Derr, Mrs. Michele Dotta, Mrs. Rhonda Frantz, Mr. John Hrizuk, Ms. Karlyna Kemery (Sr. Rep.), Mr. Paul Leonzi, Mr. Michael Michaels, Mrs. Sherri Molitoris, Mrs. Karen Nicholas, Mr. Scott Pyne, Ms. Tanya Simms, Attorney Keith Strohl (Solicitor's Office), and Mr. Robert Vlasaty.

VISITORS Approximately fifteen visitors attended the meeting in addition to Terry Ahner, reporter for The Times News.

APPROVE MINUTES Mr. Keegan made a motion, which was seconded by Mr. Fedorcha, that the minutes of the regular school board meeting held on August 8, 2016 be approved and ordered filed.

YEA: Mrs. Bower, Mr. Distler, Mr. Fedorcha, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mr. Williams, and Mr. Hartman (8)

NAY: None (0)

SPECIAL BOARD REPORTS Carbon Lehigh Intermediate Unit -Mrs. Husack announced that although the meetings are quick, the IU puts on a great monthly presentation on the opportunities that are offered to their students to help them become successful. Mrs. Husack noted that school started for them on August 29, 2016.

Lehigh Career & Technical Institute – Mr. Fedorcha announced that LCTI is looking into debt refinancing. The business office and superintendent will be invited to a presentation on the subject.

Committee Reports and/or Meetings

Minutes of the Education/Policy Committee Meeting held on September 6, 2016 were distributed.

Student Representatives to the Board Report – Ms. Karlyna Kemery and Ms. Tori Csanadi distributed their written student representative report and verbally reported on its contents.

Solicitor's Report – Attorney Strohl swore in the junior student representative, Ms. Tori Csanadi.

Business Manager's Report – Mrs. Molitoris reported that the audit is complete, but no report is available at this time. Mrs. Molitoris added that the leases are up in October on the office copiers; options will be discussed at the next Finance committee meeting. Mr. Michaels added the auditor mentioned to him that our two co-business managers are doing an outstanding job and he does not foresee any problems with our audit. Mr. Michaels thanked Mrs. Frantz and Mrs. Molitoris for their hard work.

Federal and Other Programs Update – Mrs. Karen Nicholas reported that we currently have eleven EL (English Learner) students in the district. Mrs. Alice Lieberman is the sole EL teacher in the district. Mrs. Nicholas added that she and Mrs. Lieberman are asking to attend the national WIDA conference. The majority of the expense will be paid by the Title III federal grant. Mrs. Nicholas reported that we have two exciting reading programs available for parents. The first one is at Peters Elementary, "Raising Readers" on October 4th, 11th, and 18th. Parents who attend these meetings will receive free books. Slatington Elementary will host their program on October 6th "Reading Comprehension, Building a Reader at Home."

**SPECIAL
BOARD
REPORTS
(cont.)**

Superintendent's Report - Mr. Michaels reported that the third day enrollment numbers are part of the board packet.

Mr. Michaels announced that RCN will be here on Thursday, September 15, 2016, with a donation of school supplies for Peters and Slatington Elementary School.

Mr. Hartman reported that an executive session was held prior to tonight's meeting to discuss personnel issues.

Mr. Michaels introduced Mr. Damien Bower, son of Director Debra Bower, from Governor Wolf's office. Mr. Bower stated that he graduated from Northern Lehigh in 2012 and Temple University in May, 2016. During college, he went to Costa Rica for three weeks, interned with two state representatives, and interned for five months in Harrisburg on the Education Committee. He noted that he graduated in May and three days later started a job in Harrisburg. None of that would have been possible without the foundation he received here at Northern Lehigh and he wanted to pay his respects to the great teachers at Northern Lehigh. Mr. Michaels added that Mr. Bower is being promoted to a new position. Mr. Bower informed the board that he started in the Office of Constituent Services which is a brand new office. As a businessman, Governor Wolf wanted to expand the transparency of the executive branch and connect with the people he serves. Mr. Bower stated that he has been promoted and will begin working in the Office of Public Liaison.

PERSONNEL Mr. Distler made a motion, which was seconded by Mr. Fedorcha, that the Board of Education approves the following personnel items:

Resignation Accept the resignation of Janice Herzog from her position as Emotional Support Paraprofessional at the Middle School effective August 29, 2016.

Accept the resignation of Connie Zellner from her position as Slatington Elementary Cook's helper effective August 30, 2016.

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

PERSONNEL
(cont.)

Christina Oertner* Temporary Vacancy Replacement
 Assignment: Slatington Elementary School 4th Grade Teacher replacing a teacher on family medical leave.
 Salary: Substitute Teacher Rate Days 1-30; Day 31 and beyond: \$46,875 prorated (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

Permanent Substitute Teachers 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

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

Leave of Absence 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 position at the beginning of the fourth marking period, on or about March 31, 2017.

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.

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.

Rescind Co-Curricular Appointment Rescind the appointment of Jeremy Battista in the amount of \$854.00 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.

Co-Curricular Appointments Renewal 2016-2017 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

Co-Curricular Appointment 2016-2017	Jaclyn Follweiler*	MS Girls' Basketball Coach	\$4,650.00
	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

PERSONNEL**(cont.)**

Salary

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:

Adjustments

Sara Shimer

From: Step 2B+24

To: Step 2M

Co-Curricular
Volunteers

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**

HS Webpage
Maintenance
A.Kern

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 High School Student Activities Fund.

District Web
Maintenance
A. Kern

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.

Peters Web-
Site Maint-
enance
J. Bashore

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.

Slatington
Website
Maintenance
K. Dibilio

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.

Artistic Dir.
Fall Play/
Spring Musical
S. Shuey

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., determined by the HS Principal and Production Director.

Substitute-
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**

Substitute-
Non-
Instructional
Aide/
Secretary

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

Tami Herman*

Amanda Trelease

Janice Herzog

Patricia Bortz

***Pending Verification of Missing Personnel File Items**

PERSONNEL**(cont.)**

Cafeteria Workers 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 Personnel File Items**

Custodians Approve the following individuals 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**

Unpaid Volunteers 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 Szwast	

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

Kristina Quay*

***Pending Verification of Missing Documents**

YEA: Mrs. Bower, Mr. Distler, Mr. Fedorcha, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mr. Williams, and Mr. Hartman (8)

NAY: None (0)

CONFERENCE

Mr. Williams made a motion, which was seconded by Mrs. Husack, that the Board of Education approves the following conferences:

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.

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

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

Joseph Tout – University of Pittsburgh: College in High School Conference – September 15-16, 2016 - Pittsburgh, PA – Lodging - \$150.00; Travel - \$247.32 – Total Approximate Cost: \$397.32 – Funding: Curriculum & Instruction Budget.

YEA: Mrs. Bower, Mr. Distler, Mr. Fedorcha, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mr. Williams, and Mr. Hartman (8)

NAY: None (0)

POLICY

Mr. Fedorcha made a motion, which was seconded by Mrs. Husack, that the Board of Education approves the following policy items:

Board Policy Reading Approve school board policy #104 –Programs – Nondiscrimination in Employment/Contract Practices, as presented after first reading.

POLICY
(cont.)

Approve school board policy #247 – Pupils – Hazing, as presented after first reading.

Approve school board policy #317.1 – Employees – Educator Misconduct, as presented after first reading.

Approve school board policy #622 – Finances – GASB Statement 34, as presented after first reading.

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.

YEA: Mrs. Bower, Mr. Distler, Mr. Fedorcha, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mr. Williams, and Mr. Hartman (8)

NAY: None (0)

NEW
BUSINESS
PSBA

Mr. Williams made a motion, which was seconded by Mrs. Kulp, that the Board of Education approves the following new business items and to vote for all of the candidates on the ballot since they are running unopposed:

Summary
Offense
Notices

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

PSBA
Officers
31,
President-elect 2017.

RECOMMEND That the Board of Education votes for Michael Faccinetto as President-elect of the Pennsylvania School Boards Association, effective January 1, 2017 through December

V.President

RECOMMEND That the Board of Education votes for David Hutchinson as Vice President of the Pennsylvania School Boards Association, effective January 1, 2017 through December 31, 2017.

Trustees

RECOMMEND That the Board of Education votes for Marianne Neel, and Michael Faccinetto as Trustees with terms ending December 31, 2017; William LaCoff with a term ending December 31, 2018, and Kathy Swope and Mark Miller with terms ending December 31, 2019.

District
Goals
2016-2017

Approve the Northern Lehigh School District Goals for the 2016-2017 school year.

YEA: Mrs. Bower, Mr. Distler, Mr. Fedorcha, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mr. Williams, and Mr. Hartman (8)

NAY: None (0)

FINANCIAL

Mrs. Kulp made a motion, which was seconded by Mr. Fedorcha, that the Board of Education approves the following financial items:

List of
Bills

Approve the Following List of Bills:
General Fund months of August & September, 2016
Cafeteria Fund month of August & September, 2016
Refreshment Stand month of August, 2016

Per Capita Abatements/ Exonerations Approve abatement/exoneration requests of per capita taxes, for the residents that fall within the guidelines, as presented.

FINANCIAL (cont.)

Close Class of 2016 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.

YEA: Mrs. Bower, Mr. Distler, Mr. Fedorcha, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mr. Williams, and Mr. Hartman (8)

NAY: None (0)

INFORMATION

Minutes of the Carbon Lehigh Intermediate Unit #21 Board of Directors meeting held on July 18, 2016 were distributed.

Minutes of the Lehigh Carbon Community College Board of Trustees meeting held on July 7, 2016 and August 4, 2016 were distributed.

Minutes of the Lehigh Career & Technical Institute Joint Operating Committee meeting held on June 22, 2016, were distributed.

RECOGNITION OF GUESTS

Mr. Williams stated that it was nice to see the teachers from Peters Elementary in attendance. Mr. Michaels added they are great teachers. Mr. Hartman stated that he was proud of the presentation he received from the Patriot Club with the photos of their trip to Washington D.C. He added that he wished we had the resources to do more of those trips to honor our great country.

ADJOURNMENT

Mrs. Kulp made a motion, which was seconded by Mr. Fedorcha, that the regular meeting of the Northern Lehigh School District Board of School Directors is adjourned at 7:50 p.m.

YEA: Mrs. Bower, Mr. Distler, Mr. Fedorcha, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mr. Williams, and Mr. Hartman (8)

NAY: None (0)

Respectfully submitted,

Gregory S. Williams
Secretary

ATTEST: _____ President
Edward E. Hartman