

NORTHERN LEHIGH SCHOOL DISTRICT

Board Minutes

Slatington, PA
September 2, 2003

PURPOSE The regular meeting of the Northern Lehigh Board of School Directors was called to order by the President, Mr. Gary S. Fedorcha, at 7:40 p.m. on Tuesday, September 2, 2003 in the boardroom located in the Slatington Elementary School. Public notice was given for this meeting in accordance with Act 84 of 1986.

ROLL CALL Members present: Mr. Robert J. Cox, Mr. Bryan C. Dorshimer, Mrs. Jane J. Escott, Mrs. Lauren A. Ganser, Mrs. Lori H. Geronikos, Mr. Mathias J. Green, Jr., Mr. Gary S. Fedorcha (7)

Members absent: Mrs. Sheryl A. Giles, Mr. Jason M. Newhard (2)

Non-members present: Dr. Nicholas P. Sham, Sr., Mrs. Lynne B. Fedorcha, Mr. Philip C. Bertolino, Mr. Christopher Iacobelli, Dr. Linda Marcincin, Mrs. Karen Nicholas, Mr. John Hrizuk, Mr. David Papay, Mr. Robert Mack, Mr. Brian Geiger, Ms. Christine Stafford, Attorney Charles Stopp (Solicitor), Mr. Jeffrey Bachman, Ms. Laurie Newman, Ms. Amberly Gable, Ms. Ashley Kunkle, and Mrs. Doneta Merkle

VISITORS Approximately ten visitors attended the meeting.

SPECIAL BOARD REPORTS Carbon-Lehigh Intermediate Unit -- Mr. Bryan C. Dorshimer
Mr. Dorshimer highlighted the contents of the Board Brief, which was distributed to all board members.

Lehigh Carbon Community College -- Mr. Mathias J. Green, Jr.
Mr. Green reported that enrollment continues to increase at LCCC. He also reported that the district should be receiving a check for approximately \$30,000.00 as a refund from last year's allocation paid to the college.

Committee Reports and/or Meetings A copy of the following minutes were distributed to all board members:

1. Minutes of the Technology/Buildings and Grounds Committee meeting held on August 6, 2003.
2. Minutes of the Policy/Education Committee meeting held on August 18, 2003.
3. Minutes of the Finance Committee meeting held on August 25, 2003.

Solicitor's Report -- Attorney Charles Stopp
Attorney Stopp reported that the district recently received a Praeceptum for summons. The individual in this case did not file a formal Complaint in a timely manner and therefore the case has been dismissed.

Federal and Other Programs Update -- Mrs. Lynne B. Fedorcha
Mrs. Fedorcha distributed a written Curriculum & Instruction Report and highlighted its contents. A copy of the elementary math curriculum was distributed to all board members for their perusal.

Mr. Dorshimer made a motion, with a second made by Mrs. Geronikos, that the Board of Education advertise to hire an English As A Second Language teacher at the secondary level.

After some discussion as to the way the district would be able to schedule this person's time, Mr. Dorshimer and Mrs. Geronikos both agreed to withdraw the motion until next meeting to allow for further investigation.

Superintendent's Report -- Dr. Nicholas P. Sham, Sr.
Dr. Sham's report included the following:

Student Representative To The Board Oath Ceremonial Oath of Office For Ashley Kunkle
Attorney Stopp administered the Oath of Office for Ceremonial Purposes to newly appointed student representative, Ashley Kunkle.

Superintendent Report (Con't.) Dr. Sham recognized the following individuals who retired from teaching in the district at the end of the 2003-2004 school year: Harriet Akelaitis, Sandra Hopkins, James Waite, Michael Bonner, Jean Madea, Francis Carazo, Edith Moore, Regina Freeburn, and Charles Siarkowski.

The Northern Lehigh School District 2002-2003 Final Goal Report was distributed.

Dr. Sham informed to board that the Northern Lehigh Educational Foundation was embarking on a Capital Campaign. He wanted to know if the board was in favor of allowing the Foundation to designate a "Feature Wall" in the senior high school, directly across from the main office, where campaign donors could be recognized by a slate plaque. Dr. Sham said he would ask Ed Newcome, who is in charge of the Capital Campaign, to attend the next board meeting to explain this concept in more detail.

Dr. Sham read a request from Food Services Director, Paul Horner, asking the board to consider raising the cost of student lunches by \$.05. Dr. Sham said this item would be placed on the agenda for approval next week.

Dr. Sham led a discussion with regard to reconfiguring the elementary schools. He indicated that there was a significant increase in population in our kindergarten class for the 2003-2004 school year. As a result of this, the district would most likely be able to make it through the 2004-2005 school year, but there was some concern that if the district experiences the same kind of population increase next year, we would be out of space at the Peters Elementary School to house Kindergarten through Grade 3 students. The reconfiguration steering committee has recommended that we continue with the reconfiguration process, however, make Slatington Elementary a Kindergarten through Grade 3 building and Peters Elementary a Grade 4-5-6 building. Without reconfiguring our elementary schools the district would have to fund a Title I reading program at Peters Elementary. Dr. Sham asked the board to consider this concept until next week when a motion to change the structure of the reconfiguration will be placed on the board agenda for a vote.

Executive Session An Executive Session for personnel issues was held prior to the meeting beginning at 7:00 p.m. in the superintendent's office.

RECESS President Fedorcha called for a short recess at 9:15 p.m. The board reconvened at 9:25. p.m.

PERSONNEL A motion was made by Mrs. Ganser, with a second made by Mr. Dorshimer, that the Board of Education approve all personnel items with the exception of Item I, administrative merit increases and Item J, which was a percentage increase for the Food Services Director.

Resignations Instructional Accept the resignation of Darrin Evans from his position as high school English teacher effective August 8, 2003. He has accepted a position in another district.

Non-Instructional Accept the resignation of Christine Craig from her position as building aide for the Peters Elementary School, effective August 15, 2003.

Appointments Instructional	Laurie Nissen-Mott Assignment:	Temporary Professional Employee Grade 2 – Peters Elementary School Replacing Sandra Hopkins, who retired.
	Salary:	\$35,800 (Appendix A – Step 1 Bachelors on the 2003-2004 Collective Bargaining Agreement Salary Schedule)
	Effective Date:	August 26, 2003
	Candice L. Saville Assignment:	Temporary Professional Employee English teacher in the senior high school, replacing Darrin Evans who resigned. Darrin Evans was previously hired to replace Francis Carazo who retired from teaching.
	Salary:	\$35,800 (Appendix A – Step 1 Bachelors on the 2003-2004 Collective Bargaining Agreement Salary Schedule)
	Effective Date:	August 26, 2003

PERSONNEL

(Con't.)

Non-Instructional Nancy J. DeFrain*
 Assignment: Special Education Learning Support Aide in the middle school, replacing Donna Barone, who resigned.
 Salary: \$8.90 Per Hour – 6 ½ Hours Per Day/5 Days Per Week
 Effective Date: September 2, 2003
 *60-Day Probationary Period

Salary Adjustments Acknowledge the following teachers who have completed the requirements per the Collective Bargaining Agreement that would entitle them to a salary increase for the 2003-2004 school year:

Susan Strubinger
 From: 5B \$36,400
 To: 5B+24 \$37,700

Joanne Wasilkowski
 From: 6B \$36,600
 To: 6B+24 \$38,200

Professional Employee Status According to Article II-1108, subsection (b) of the School Code: “A temporary professional employee, initially employed by a school district on or after June 30, 1996, whose work has been certified by the district superintendent to the secretary of the school district, during the last four (4) months of the third year of such service, as being satisfactory, shall thereafter be a “professional employee” within the meaning of this article.” Therefore, it is recommended to approve “professional employee” status as per the school code for the following teachers, who have satisfactorily completed three years of service to Northern Lehigh School District:

Tammy Fristick
 Shawn Green
 Kristie Croll
 Andrea Edmonds

Substitutes Instructional Approve the following substitute teachers for the 2003-2004 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:

Denise Plotsko – Elementary
 Roxanne Sagala – Art
 Scott DeLong – Social Studies
 Susan Hazard – Elementary, Mentally &/or Physically Handicapped, Reading Specialist
 Lujean Baab – All Subject Areas*
 Thomas Billowitch – All Subject Areas*
 Robert Boyle – All Subject Areas*
 Marcia Cunningham – All Subject Areas*
 James Depew, Jr. – All Subject Areas*
 Patricia Passick – All Subject Areas*
 Dennis Pearson – All Subject Areas*
 Daniel Shea – All Subject Areas*
 John Sitaras – All Subject Areas*
 Luther Smith, Jr. – All Subject Areas*
 Kristin Stuby – All Subject Areas*
 Joseph Verenna, Jr.*
 *CLIU Guest Teacher Program

PERSONNEL
(Con't.)

- Non-Instructional Approve to employ the following substitute aide for the 2003-2004 school year at the substitute aide rate of \$7.25 per hour: Sherry Bishop
- Child Rearing Leave Approve the request of Debra Bealer, administrative secretary in the central administration office, to take a child rearing leave of absence. She is expecting her third child on or about December 22, 2003. Mrs. Bealer is requesting permission to use two personal days on December 11 and December 12, 2003 followed by five vacation days from December 15-19, 2003. She will then utilize the remainder of her sick days.
- Family Medical Leaves Approve the request of Debra Bealer to take a 12-week Family Medical Leave of Absence. Upon the exhaustion the 12 unused sick days she will be using for her child rearing leave of absence, and barring any unforeseen circumstances, she will begin her FMLA leave on or about January 20, 2004. Her leave will end on or about April 14, 2004. She understands that she will be responsible for contributing a - \$14.00 co-payment per month for dependent medical benefits during her FMLA Leave. She plans to return from her leave on May 3, 2004.
- Approve the request of Thomas Trimble, maintenance employee, to take a Family Medical Leave of Absence effective July 18, 2003 and continuing until October 10, 2003, or until released by his physician, whichever comes first. He understands that he will be responsible for contributing a \$15.00 co-payment per month for dependent medical benefits during his FMLA leave.
- Unpaid Leave Approve the request of Connie Andrews, cooks helper in the Slatington Elementary School, to take an unpaid leave of absence from her cafeteria duties for health reasons. She is requesting this leave to begin September 2, 2003 and continue until September 29, 2003 and possibly up to six months, depending upon a medical release from her doctor. This request is made in accordance with Article X – Section 1 of the Northern Lehigh Educational Support Personnel Association Collective Bargaining Agreement.
- Change In Aide Assignments Approve the following aide assignment changes at the Peters Elementary School as a result of the resignation of office aide, Christine Craig:
- Carol Sell – From Library Aide to Office Aide
 Holly Fiske – From Special Education Aide to Library Aide
 Robin Schultz – From One-on-One Special Education Aide to Special Education Learning Support Aide
- Unpaid Volunteers Approve to appoint Richard C. Kulp III as a volunteer football coach for the 2003 football season, pending verification of clearances.
- YEA: Mr. Cox, Mr. Dorshimer, Mrs. Escott, Mrs. Ganser, Mrs. Geronikos, Mr. Green, Mr. Fedorcha (7)
 NAY: None (0)
- Merit Increases For 2003-2004 School Year For Administrators A motion was made by Mrs. Geronikos, with a second made by Mrs. Escott, that the Board of Education approve merit increases for school administrators, as recommended by the Superintendent for the 2003-2004 school year, to concur with the current Act 93 Administrative Compensation Plan. These increases will be retroactive to July 1, 2003.
- ROLL CALL: YEA: Mr. Cox, Mrs. Escott, Mrs. Geronikos (3)
 NAY: Mr. Dorshimer, Mrs. Ganser, Mr. Green (3)
 ABSTENTION: Mr. Fedorcha (1) (Conflict of Interest)
- Motion failed.

PERSONNEL (Con't.)

- Percentage Increase For A motion was made by Mrs. Geronikos, with a second made by Mrs. Escott, that the Board of Education approve a percentage increase for Paul Horner, as recommended by the Superintendent, for the 2003-2004

Paul Horner For school year, to concur with the contract between the Northern Lehigh School District and Mr. Horner. This increase will be retroactive to July 1, 2003.
2003-2004
School Year

ROLL CALL: YEA: Mr. Green, Mr. Cox, Mr. Fedorcha (3)
NAY: Mr. Dorshimer, Mrs. Escott, Mrs. Ganser, Mrs. Geronikos (4)
Motion failed.

POLICY

A motion was made by Mr. Dorshimer, with a second made by Mrs. Ganser, that the Board of Education approve the following items listed under Policy:

Conferences Approve the request of Michael Anderson to attend a Student Assistance Program sponsored by Project Care from November 11-14, 2003. Total cost of this conference is \$375.00, which includes registration fee, cost of travel and cost of meals and will be paid for through the Safe and Drug Free Schools Grant.

Close An Account Approve the request of the senior high school to close the Class of 2003 account in accordance with the Student Activity Fund Policy. This class has graduated and has cleared their account.

NLHS Student Activities Acct. Approve the Northern Lehigh High School Student Activities Account Statement for the month of July 2003.

ROLL CALL: YEA: Mrs. Escott, Mrs. Geronikos, Mr. Green, Mr. Cox, Mr. Dorshimer, Mr. Fedorcha (6)
NAY: Mrs. Ganser (1)
Motion carried.

**CURRICU-
LUM AND
INSTRUCT-
ION**

A motion was made by Mr. Dorshimer, with a second made by Mrs. Escott, that the Board of Education approve the following teachers as helping teachers in the Northern Lehigh School District Induction Program for the 2003-2004 school year:

<u>Helping Teacher</u>	<u>Inductee</u>	<u>Stipend</u>
Mary Ann Shafer	Kristin Helfrich	\$750.00
Rose Lee Goldberg	Tammy Brown	\$750.00
Suzanne Gower	Regina Hartsell	\$750.00
Janet Hofelich	Laurie Nissen-Mott	\$750.00
Ralph Williams	Michael Mengel	\$750.00
Janet Bashore	Laurie Ramsey	\$750.00
Kori Dibilio	Carleen Binder	\$750.00
Deborah Geiger	D. Michelle Fleck	\$750.00
Linda Thompson	Suzanne Mengel	\$750.00
Gail Lafferty	Bonita Treadway	\$750.00
Linda Brown	Jaime Martin	\$750.00
Patricia Jones	Mark Mielnik, Jr.	\$750.00
Christine Leslie	Lisa Schael	\$750.00
Sheila Lanshe	Michael Anderson	\$750.00
Paul Leonzi	Melissa DeSocio	\$750.00
Denise Turoscy	Candice Saville	\$750.00

ROLL CALL: YEA: Mr. Cox, Mr. Dorshimer, Mrs. Escott, Mrs. Ganser, Mrs. Geronikos, Mr. Green (6)
NAY: None (0)
ABSTENSION: Mr. Fedorcha (1) Conflict of Interest
Motion carried.

**OLD
BUSINESS**

Mr. Dorshimer stated that he didn't find a goal for the 2003-2004 school year to have the district stay financially sound. He stated that there is no long term spending plan for the district. Dr. Sham suggested that the Finance Committee develop a goal that could be added to this year's goals.

Mr. Cox suggested that it would be a good investment for our district to offer to prospective new board members the ability to attend the 2003 PSBA School Leadership Conference, which will be held in October 2003. After some discussion, it was decided that the October conference should not be offered to them, however, there is a Fast Track Weekend offered in December. It was suggested that we offer them the opportunity to attend these weekend conferences instead.

**NEW
BUSINESS**

A motion was made by Mr. Dorshimer, with a second made by Mr. Cox, that the Board of Education approve the following items listed under New Business:

KidsPeace/
MHMR
Agreement

Approve to authorize the superintendent to execute a letter of agreement for the 2003-2004 academic year with KidsPeace National Centers, Inc. and Lehigh County Mental Health-Mental Retardation to cooperate in the ongoing functioning of the Student Assistance Program in our district.

Lehigh Valley
Drug & Alcohol
Intake Unit
Agreement

Approve to authorize the Superintendent to execute a letter of agreement for the 2003-2004 academic year with the Lehigh Valley Drug & Alcohol Intake Unit. The Student Assistance Teams in our school district will use these services.

NLSD Goal
Areas And
Action Plans
For 2003-2004

Approve the Northern Lehigh School District Goal Areas and Action Plans for the 2003-2004 school year as presented.

ROLL CALL: YEA: Mrs. Ganser, Mrs. Geronikos, Mr. Cox, Mrs. Escott, Mr. Fedorcha (5)
NAY: Mr. Green, Mr. Dorshimer (2)
Motion carried.

FINANCIAL

A motion was made by Mr. Cox, with a second made by Mrs. Geronikos, that the Board of Education approve the following financial items:

PC Abatements

Approve abatement of per capita taxes, for the residents that fall within the guidelines, as presented.

Construction
Account Bills

Approve payment of bills from the Construction Account, as presented.

Extended
Construction
Account Bills

Approve payment of bills from the Extended Construction Account, as presented.

Cash Manage-
ment Portfolio

Approve the Arthurs Lestrange Cash Management Portfolio for the month of July 2003.

Tenex Systems
Contract

Authorize to enter into an initial three-year contract with Tenex Systems, Inc. to provide Budgetary Accounting, Payroll, Human Resources, and Requisition software. The cost for the first year is \$24,500.00 plus an additional cost of \$19,250.00 for implementation and client licensing, for a total cost of \$43,750.00. Each year thereafter the annual cost will increase approximately 3-5%. After the initial three-year term, the contract will renew at one-year intervals automatically unless either party takes action.

Year End
Budgetary
Transfers

Approve year-end budgetary transfers. Most transfers are within the 100 accounts (salary), 200 accounts (benefits) and 560 accounts (tuition) and are due to the mid-year collective bargaining agreement settlements and tuition for charter school and special student placements during the 2002-03 school year. (See Attached)

FINANCIAL (Con't.)

AIG Environ-
mental Agree-
ment Extension

The district pollution policy was scheduled for renewal on 8/23/2003. The quoted premium for this policy indicated an increase from \$8,250 to \$72,592 for a 3-year policy. We were not notified about this increase until 8/18/2003. The district insurance broker (HRH – Palley Simon Associates) is negotiating with other insurance

carriers to obtain a better premium for this coverage, but they recommend we take an extension on our current policy to allow them sufficient time to obtain price quotations.

Approve the \$1,000,000 pollution legal liability policy with AIG Environmental which expired on 8/23/2003 be extended to 9/30/2003 for an additional premium of \$860.00.

YEA: Mr. Cox, Mr. Dorshimer, Mrs. Escott, Mrs. Ganser, Mrs. Geronikos, Mr. Green, Mr. Fedorcha (7)
NAY: None (0)

CORRESPONDENCE All board members received copies of the minutes of the following meetings:

1. Minutes of the Carbon Lehigh Intermediate Unit Board of Directors meeting held on July 21, 2003.
2. Minutes of the Lehigh Career & Technical Institute JOC meeting held on June 25, 2005.
3. Minutes of the Washington Township Board of Supervisors meeting held on July 8, 2003.

ADJOURNMENT A motion was made by Mr. Dorshimer, with a second made by Mrs. Ganser, that the regular meeting of the Northern Lehigh Board of School Directors be adjourned at 9:45 p.m.

YEA: Mr. Cox, Mr. Dorshimer, Mrs. Escott, Mrs. Ganser, Mrs. Geronikos, Mr. Green, Mr. Fedorcha (7)
NAY: None (0)

Sincerely yours,

Jane J. Escott
Secretary

ATTEST: _____ President
Gary S. Fedorcha