

**NORTHERN LEHIGH SCHOOL DISTRICT**  
**Regular School Board Meeting**  
**Monday, September 16, 2002**  
**Slatington Elementary Boardroom**  
**7:30 p.m.**  
**AGENDA**

**I. ROLL CALL**

- A. By notice of the President, Board Members are advised that all votes on 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. REVIEW AND APPROVAL OF THE MINUTES OF THE PRECEDING MEETINGS**

- A. Regular school board meeting held on August 5, 2002.
- B. Regular school board meeting held on August 12, 2002.
- C. Special school board meeting held on July 24, 2002.

**III. SPECIAL BOARD REPORTS**

- A. Lehigh Career & 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
- E. Solicitor's Report ..... Atty. Charles Stopp
- F. Legislative Report ..... Mrs. Lori H. Geronikos
- G. Federal and Other Programs ..... Mrs. Lynne B. Fedorcha
- H. Superintendent's Report ..... Dr. Nicholas P. Sham, Sr.

- October 7 School Board Meeting – Lehigh Career and Technical Institute
- Distribution of Third Day Enrollment Report For 2002-2003

- Review of Goal Areas and Action Plans for 2002-2003 school year.

- I. An Executive Work Session will be held at 7:00 p.m. preceding the meeting to discuss personnel and negotiations issues.

#### IV. PERSONNEL

- A. Approve the request of Theresa Kokinda, middle school math teacher, to take a Child Rearing Leave of Absence during the 2002-2003 school. Barring any unforeseen complications, she is requesting permission to begin using 48 of her 52 sick days on or about November 15, 2002 and return to her teaching assignment on or about February 5, 2003.

- B. Salary Adjustment

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

Jason Graver

From: 4B           \$35,800.00\*

To: 4B+24       \$36,400.00\*

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

- C. Approve to appoint Michelle Raber as the Wellness/Fitness/Nurse Department Chairperson for the 2002-2003 school year at a stipend of \$1800.00.

- D. 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:

Erica Ritter – Elementary

Michael Mengel – Elementary

Dana Phipps – All Subject Areas (CLIU Guest Teacher Program)

- 2. Non-Instructional

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

Grace Reppert – Instructional Aide/Secretary

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

Grace Reppert  
Hazel Miller

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

Hazel Miller

E. Middle School Administrative Detention Supervisor

Approve to appoint Lewis Kern as the Administrative Detention Supervisor in the middle school. He will work two days a week from 2:30 p.m. to 3:30 p.m. throughout the 2002-2003 school calendar year that warrants detention coverage. Salary will be \$16.00 for each day worked.

F. Senior High Administrative Detention Supervisor

Approve to appoint Lewis Kern as the Administrative Detention Supervisor in the senior high school, effective September 10, 2002. He will work two days a week (Tuesday and Thursday) from 2:30 p.m. to 4:00 p.m. throughout the 2002-2003 school calendar year that warrants detention coverage. Salary will be \$24.00 for each day worked.

G. Substitute Saturday Detention Supervisor

Approve to appoint Frank Dibilio as the Substitute Saturday Detention Supervisor for the middle school and senior high school. He will work as needed; working Saturdays from 8:30 a.m. until 11:30 a.m. throughout the 2002-2003 school calendar year at a salary of \$50.00 for each Saturday worked.

**V. POLICY**

A. Conferences

1. Approve the request of Robert Cox to attend the PASA/PSBA "School Leadership Conference 2002" in Hershey, PA from October 1-4, 2002. Expenses include \$255.00 for registration, \$43.00 for meals, \$329.85 for lodging for a total cost of \$627.85.
2. Approve the request of Dawn Mayer, Title I Reading teacher, to attend

the Keystone State Reading Association's Annual Conference at Seven Springs from October 20-22, 2002. Expenses include \$130.00 for registration, \$25.00 for meals, \$136.00 for travel, \$246.00 for lodging for a total cost of \$537.00 and will be funded through Title I funds.

3. Approve the request of Rose Lee Goldberg, Title I Reading teacher, to attend the Keystone State Reading Association's Annual Conference at Seven Springs from October 20-22, 2002. Expenses include \$130.00 for registration, \$25.00 for meals, \$10.00 for miscellaneous fees, \$246.00 for lodging for a total cost of \$411.00 and will be funded through Title I funds.
4. Approve the request of Brian Geiger, to attend a PA Association of School Business Officials Transportation Conference in Grantville on October 24 and 25, 2002. Expenses include \$220.00 for registration, \$94.00 for lodging, \$54.50 for travel for a total cost of \$368.40 and was included in the 2002-2003 budget.
5. Approve the request of Debra Bealer, to attend a PA Association of School Business Officials Transportation Conference in Grantville on October 24 and 25, 2002. Expenses include \$250.00 for registration, \$94.00 for lodging for a total cost of \$344.00 and was included in the 2002-2003 budget.
6. Approve the request of Bernard Rockovich, to attend a PA Association of School Business Officials Elements of School Finance Conference in Allentown on September 25, 2002. Expenses include \$115.00 for registration, \$27.00 for travel for a total cost of \$142.00 and was included in the 2002-2003 budget.
7. Approve the request of Bernard Rockovich, to attend a PA Association of School Business Officials Hands On Look At The AFR Conference in Grantville on November 22, 2002. Expenses include \$115.00 for registration, \$30.00 for travel for a total cost of \$145.00 and was included in the 2002-2003 budget.
8. Approve the request of Bernard Rockovich, to attend a PA Association of School Business Officials Negotiations For Business Officials Conference in Grantville on December 11, 2002. Expenses include \$115.00 for registration, \$27.00 for travel for a total cost of \$142.00 and was included in the 2002-2003 budget.
9. Approve the request of Bernard Rockovich, to attend a PA Association of School Business Officials Benefits Administration Conference in Grantville on November 13, 2002. Expenses include \$115.00 for registration, \$30.00 for travel for a total cost of \$145.00 and was included in the 2002-2003 budget.

B. Field Trips

Approve to authorize the following field trip:

1. October 4, 2002 -- Slatington Elementary 6<sup>th</sup> Grade Students – Franklin Institute – Philadelphia, PA

- C. Approve the Northern Lehigh Middle School Student Activities Account Fund Statement for the month of August 2002. (Attachment #1)
- D. Approve the request of the Northern Lehigh High School Marching Band to travel to Florida and perform at Disney World in the spring from April 14, 2003 through April 19, 2003. There will be no cost to the district for this trip. (Attachment #2)

## **VI. CURRICULUM AND INSTRUCTION**

### **VII. OLD BUSINESS**

### **VIII. NEW BUSINESS**

- A. Approve the Northern Lehigh School District Goal Areas and Action Plans for the 2002-2003 school year as presented.

### **IX. FINANCIAL**

- A. Approve payment of General Fund bills for the month of August 2002.
- B. Approve middle school change orders G-6, G-7, G-8 and G-9 in the amount of \$22,991.19 for Hollenbach Construction, Inc., and change order P-3 in the amount of \$8,902.36 for JBM Plumbing, Inc. and enter into contract for these change orders upon approval of PA Department of Education PLANCON I. (Attachment #3)
- C. Authorize the Secretary to publish a legal advertisement notifying every resident or inhabitant within the territorial limits of the Northern Lehigh School District attaining eighteen (18) years of age, and every resident or inhabitant in said school district to notify the proper assessor within twelve (12) months of his or her becoming a resident or inhabitant, in accordance with the School Laws of Pennsylvania, Section 680, as amended August 16, 1972, Act 138. The assessors to contact are as follows:

#### **Borough of Walnutport**

Christine Simock – Borough Secretary  
Walnutport Borough Building  
417 Lincoln Avenue  
Walnutport, PA 18088  
(610) 767-1322

#### **Washington Township**

Dianne Frantz – Township Secretary  
Washington Township Municipal Building  
P.O. Box 27  
Slatedale, PA 18079

(610) 767-8108

**Slatington Borough**

Ronald Klevenhagen  
NLSD Earned Income Tax Office  
125 South Walnut Street  
Slatington, PA 18080  
(610) 767-9845

- D. Adopt the amended delinquent tax collection agreement with Statewide Tax Recovery to include the collection of delinquent earned income tax. This contract will now include the collection of delinquent per capita, occupational taxes, and earned income taxes. There are no additional costs or fees to the district for this service. The collection fee schedule and the burden of payment remains the same as in the previous agreement. Please note that Statewide Tax Recovery will be utilized to effect payment from chronic non-payers who continually ignore repeated verbal and written notices from the Northern Lehigh School District Tax Office. (Attachment #4)
- E. Approve the Northern Lehigh School District audit report for the Earned Income Tax Office and the Occupational Privilege Tax Office for fiscal year ended June 30, 2002.
- F. Approve a \$27.00 2002-03 real estate tax refund to Robert P. Buffton, 422 2<sup>nd</sup> Street, Slatington, PA 18080. Mr. Buffton is due a refund because he incorrectly paid the gross amount of the tax due when the payment was in fact made within the discount period. (Attachment #5)
- G. Approve a \$1,381.35 refund to William Hude, 3480 Main Street, Slatington, PA 18080. Mr. Hude is due a refund because he and his mortgage escrow company both incorrectly paid the same bill. (Attachment #6)
- H. Approve a \$3,315.67 refund to Hometown Abstract Inc., 3021 College Heights Blvd., Allentown, PA 18104. Hometown Abstract is due a refund because they and First American Real Estate both incorrectly paid the real estate tax bill for the year. (Attachment #7)
- I. Approve a \$2,592.54 refund to Carl D. & Cynthia A. Moyer, 6118 Oakwood Lane, Slatington, PA 18080. The Moyer's are due a refund because they and their mortgage company both incorrectly paid the real estate tax bill for the year. (Attachment #8)

**X. LEGAL**

**XI. CORRESPONDENCE**

**XII. INFORMATION**

- A. Minutes of the Lehigh Carbon Community College Board of Trustees meeting held on August 1, 2002.

**XIII. RECOGNITION OF GUESTS**

**XIV. ADJOURNMENT**