

**NORTHERN LEHIGH SCHOOL DISTRICT**

**Regular School Board Meeting  
Monday, August 4, 2003  
Slatington Elementary Boardroom  
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 ..... Mr. Jason M. Newhard
- 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 ..... Attorney Charles Stopp
- F. Legislative Report ..... Mrs. Lori H. Geronikos
- G. Federal and Other Programs Update..... Mrs. Lynne B. Fedorcha
- H. Superintendent’s Report ..... Dr. Nicholas P. Sham, Sr.

- September 8 School Board meeting will be held in the middle school auditorium.
- Community Relations Committee meeting will be held in the high school library beginning at 7:00 p.m.

- I. An Executive Session will be held beginning at 7:00 p.m. in the Superintendent’s Office.

**III. PERSONNEL****A. Nominations For Appointment****1. Instructional**

- a. Carleen V. Binder  
Assignment: Temporary Professional Employee  
Grade 3 teacher in Slatington Elementary School,  
replacing Denise Plotsko, who retired.  
Salary: \$35,800 (Step 1 – Bachelors on the 2003-2004 CBA  
Salary Schedule)  
Effective Date: August 26, 2003
- b. Kristin L. Helfrich  
Assignment: Temporary Professional Employee  
Grade 8/Earth & Space Science & Algebra teacher in the  
middle school, replacing Charles Siarkowski, who retired.  
Salary: \$35,800 (Step 1 – Bachelors on the 2003-2004 CBA  
Salary Schedule)  
Effective Date: August 26, 2003
- c. Jaime M. Martin  
Assignment: Temporary Professional Employee  
Fulltime Family & Consumer Science teacher in the high  
school, ½ new position and ½ replacing Janet Ginder,  
who resigned.  
Salary: \$37,500 (Step 1 – Masters on the 2003-2004 CBA  
Salary Schedule)  
Effective Date: August 26, 2003
- d. Michael D. Lehtonen  
Assignment: Temporary Professional Employee  
New Position  
Mathematics teacher in the senior high school.  
Salary: \$35,900 (Step 2 – Bachelors on the 2003-2004 CBA  
Salary Schedule)  
Effective Date: August 26, 2003
- e. Philip J. Sams  
Assignment: Temporary Professional Employee  
Wellness and Fitness teacher in the senior high  
school, replacing Jim Waite, who retired.  
Salary: \$35,900 (Step 2 – Bachelors on the 2003-2004 CBA  
Salary Schedule)  
Effective Date: August 26, 2003

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f. Lisa Schael  
Assignment: Temporary Professional Employee  
Half-Time chemistry teacher in senior high school,  
replacing Julia Witmer, who resigned.  
Salary: \$17,900 (One half of \$35,800) (Step 1 – Bachelors on  
the 2003-2004 CBA Salary Schedule)  
Effective Date: August 26, 2003

2. Non-Instructional

a. Donna A. Ondrasik\*

Assignment: Lunchroom Aide in the senior high school.  
New Position  
Salary: \$8.90 Per Hour/3 Hours Per Day/5 Days Per Week  
Effective Date: August 25, 2003

b. Shirley Beil\*

Assignment: Lunchroom Aide in the senior high school.  
New Position  
Salary: \$8.90 Per Hour/3 Hours Per Day/5 Days Per Week  
Effective Date: August 25, 2003

c. Veronica M. Gabovitz\*

Assignment: Lunchroom Aide in the senior high school.  
New Position  
Salary: \$8.90 Per Hour/3 Hours Per Day/5 Days Per Week  
Effective Date: August 25, 2003

d. Donna M. Hinkle\*

Assignment: Lunchroom Aide in the senior high school.  
New Position  
Salary: \$8.90 Per Hour/3 Hours Per Day/5 Days Per Week  
Effective Date: August 25, 2003

e. Dawn C. Krupa\*

Assignment : Study Hall Monitor in the senior high school.  
New Position  
Salary: \$8.90 Per Hour/6 ½ Hours Per Day/5 Days Per Week  
Effective Date: August 25, 2003

f. Robin L. Miller\*

Assignment : Study Hall Monitor in the senior high school.  
New Position  
Salary: \$8.90 Per Hour/6 ½ Hours Per Day/5 Days Per Week  
Effective Date: August 25, 2003

g. Brenda L. Cermak\*  
 Assignment : Study Hall Monitor in the senior high school.  
 New Position  
 Salary: \$8.90 Per Hour/6 ½ Hours Per Day/5 Days Per Week  
 Effective Date: August 25, 2003

h. Tina A. Williams\*  
 Assignment: Special Education Aide – Life Skills Class  
 Peters Elementary School  
 New Position  
 Salary: \$8.90 Per Hour/6 ½ Hours Per Day/5 Days Per Week  
 Effective Date: September 2, 2003

\*60-Day Probationary Period

B. In accordance Item 16 of the 2002-2005 Clerical Salary and Benefit Agreement between the Northern Lehigh School District and the Northern Lehigh Clerical Staff, “In recognition of service to the Northern Lehigh School District, non-instructional office and supervisory personnel with more than twenty (20) years of service in the Northern Lehigh School District shall receive a salary increment of \$500.00 in excess of their job rate during the employee’s last year of service prior to his/her retirement. The payment of this Five Hundred Dollar (\$500.00) salary increment is contingent upon the employee giving the district notice of his/her intention to retire at least twelve and one-half (12 ½ ) months prior to the employee’s retirement date”. The Superintendent’s Office was notified on July 10, 2003 that Carol Miller plans to retire from her position of clerk/stenographer in the senior high guidance office. Mrs. Miller has been employed in the district since 1971. Her last day of employment will be August 3, 2004.

C. Request To Extend Child Rearing Leave

Susanne Hegedus, Slatington Elementary kindergarten teacher, was granted a child rearing leave of absence during the 2002-2003 school year. On December 3, 2002 she began using her sick days and on January 21, 2003 she began her child rearing leave of absence through the end of the 2002-2003 school year. It is recommended that the Board of Education approve her request for an extension of her child rearing leave beginning August 29, 2003 and continuing until December 1, 2003. She will return to work on December 2, 2003.

D. Unpaid Volunteers

1. Approve to appoint Ryan Van Norman as an unpaid Volunteer Football Coach for the 2003 football season.
2. Approve to appoint Scott Vrablic as an unpaid Volunteer Football Coach for the 2003 football season. (Pending Verification of Clearances)

E. Co-Curricular Appointments for 2003-2004

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Head Baseball Coach – Francis Carazo -- \$4082.44  
Assistant Baseball Coach – Larry Meixsell --\$2654.30  
Assistant Baseball Coach – Erv Prutzman -- \$2654.30  
Head Track Coach – Bryan Geist -- \$4082.44  
Assistant Track Coach – Michael Bonner -- \$2654.30  
Assistant Track Coach – David Oertner -- \$2654.30  
Assistant Track Coach – Richard Snell -- \$2654.30  
Assistant Track Coach – James Waite -- \$2654.30  
Head Softball Coach – Maureen Leaswitch -- \$4082.44  
Assistant Softball Coach – James Herman -- \$2654.30  
Assistant Football Coach – Chad Henritz (replacing Joe Tout – Sharing a stipend of \$4086.52 with Manuel Guedes)  
Senior High Yearbook – Babette Guss -- \$2192.19  
Senior High Student Council – Robert Kern -- \$1890.25  
Senior High Band – David Carroll -- \$4307.88  
Senior High Chorus – Matthew Wehr -- \$1576.05  
Audio Visual Advisor – Jason Reinhard -- \$2523.73  
Senior High Musical Director – Matthew Wehr -- \$2523.73  
Senior Class Advisor – Brian Pflingstl -- \$577.38  
Senior Class Advisor – Sandra Michalik -- \$577.38  
Junior Class Advisor – Christine Leslie -- \$577.38  
Junior Class Advisor – Robert Kern -- \$577.38  
Sophomore Class Advisor – Babette Guss -- \$577.38  
Sophomore Class Advisor – Ellen Yenser -- \$577.38  
Freshman Class Advisor – Patricia Jones -- \$571.66  
Freshman Class Advisor – Renee Evans -- \$571.66  
Sr. High Spring Intramurals – Weightlifting – James Tkach -- \$736.51  
Sr. High Spring Intramurals – Weightlifting – Todd Herzog -- \$736.51  
Sr. High Spring Intramurals – Tennis – Renee Evans -- \$736.51  
National Honor Society Advisor – Stephen Zong -- \$449.86  
German Exchange Club Advisor – Lana Schmidt -- \$695.71  
Future Business Leaders of America Advisor – Bobbi Shupp -- \$505.00  
Middle School Band – David Carroll -- \$630.42  
Middle School Chorus – Matthew Wehr -- \$630.42  
Middle School Student Council Advisor – Beth Case -- \$1137.41  
Middle School Newspaper Advisor – Catherine Farole -- \$416.20  
Middle School Yearbook Advisor – Susan Bowser -- \$736.51  
Middle School Junior National Honor Society Advisor – Jason Graver -- \$378.75  
Middle School Fall Intramural – Volleyball/Tennis – Michelle Raber -- \$736.51  
Middle School Winter Intramural – CPR – Michelle Raber -- \$736.51  
Middle School Spring Intramural – Volleyball/Tennis – Michelle Raber -- \$736.51  
Middle School Spring Intramural – Weightlifting – Stephen Hluschak -- \$736.51  
Middle School MathCounts Advisor – Hali Kuntz -- \$368.65  
Middle School Web Page Design Advisor – Donna Marushak -- \$368.65  
Elementary Subject Coordinator – English – Kori Dibilio -- \$1414.00  
Elementary Subject Coordinator – Social Studies – Christine Koder -- \$1414.00  
Elementary Subject Coordinator – Mathematics – Shawn Green -- \$1414.00  
Elementary Subject Coordinator – Science – Debra Siglin & Sue Mendes – Share Stipend of \$1414.00

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Secondary Department Head – English – Renee Evans -- \$1818.00  
Secondary Department Head – Mathematics – Bryan Geist -- \$1818.00  
Secondary Department Head – Science – Larry Meixsell -- \$1818.00  
Secondary Department Head – Social Studies – Richard Snell -- \$1818.00  
Secondary Department Head – Business/Computer Science/Technology – Erv Prutzman -- \$1818.00  
Secondary Department Head – Wellness/Fitness/Nurse – Michelle Raber -- \$1818.00  
Secondary Department Head – Foreign Language – Sandra Vajda -- \$1818.00  
Secondary Department Head – Library – Jane Englert -- \$1818.00  
Secondary Department Head – Fine Arts – Mary Ann S.-Mattiola -- \$1818.00  
Secondary Department Head – Related & Applied Arts – Steve Drake -- \$1818.00  
Peters Elementary Electronic Learning Facilitator (ELF) – Amanda Glassic -- \$2711.85  
Slatington Elementary Electronic Learning Facilitator (ELF) – Jane Kutney -- \$2711.85  
Middle School Electronic Learning Facilitator (ELF) – Robert Hicks -- \$2711.85  
Senior High Electronic Learning Facilitator (ELF) – Nevin Ranck & Erv Prutzman – Share stipend of \$2711.85  
Elementary Band Advisor – Terry Jenkins -- \$718.15  
Elementary Chorus Advisor – Lora Krum -- \$538.61  
Elementary AV Director – Eric Wassum -- \$1180.26

F. Middle School Co-Curricular Interscholastic Positions

Middle School Girls' Field Hockey Coach – Kelly Follweiler -- \$2400.00  
Middle School Girls' Basketball Coach – Eugene Roberts -- \$4006.00

G. Resignations

1. Non-Instructional

Accept the resignation of Donna Barone, special education aide in the middle school, effective July 30, 2003.

2. Co-Curricular

Accept the resignation of Richard Snell from his position of Assistant Football Coach for the 2003-2004 school year.

H. Change of Status – Co-Curricular Position

Approve to change the co-curricular status of Joseph Tout from a half stipend to a full stipend Assistant Football Coach for the 2003-2004 school year. Joseph will receive the full stipend of \$4086.52 and will replace Richard Snell, who resigned.

I. Approve to appoint Jonathan DeFrain as the Interact Club Advisor in the senior high school for the 2003-2004 school year. The Slatington Rotary Club will pay Jonathan's \$500.00 stipend.

- J. Approve to the adjust the salary, retroactive to July 1, 2002, of Deborah Dieter, Slatington Elementary special education aide in accordance with Item # 2 of the Additional Compensation portion of the Memorandum of Understanding Regarding Educational Support Staff (Aides) for 2002-2005. Mrs. Dieter holds an Associates Degree in Applied Science in Early Childhood Education from Northampton County Area Community College since 1986 and falls under the Educational Support Staff Instructional II Aides job description adopted by the Board of Education on July 14, 2003 which entitles her to an additional \$1.00 per hour. (Attachment #1)

K. Student-Parent Handbook Changes

Approve the changes to the Northern Lehigh Middle School, Slatington/Peters Elementary School, and Northern Lehigh Senior High School Student Parent Handbooks as per **attachment #2**.

L. Substitutes

1. Instructional

Approve to employ 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:

Gail Barilla – Elementary  
Robert Bold – Industrial Arts  
Margaret Conrad – Elementary  
Jonathan DeFrain – Social Studies  
George Diehl, Jr. – Health & Physical Education  
Deborah Fartuch – Elementary  
Nicole Gottlieb – Elementary  
Bernice Hicks – German  
Danielle LaBarge – Elementary  
Cathy Minnich – Mathematics – Homebound Only  
Beverly Overholt – Elementary  
Erica Ritter – Elementary  
Joanne Solga – Elementary  
Marsha Stricker – Elementary  
Jane Wessner – Elementary

2. Non-Instructional

- a. Approve to employ the following substitute instructional aides/secretaries for the 2003-2004 school year at the substitute rate of \$7.25 per hour:

Lora Burridge – Instructional Aide/Secretary  
Dorothea Curran – Instructional Aide  
Charlotte Hallman – Instructional Aide  
LeeAnn Harwi – Instructional Aide  
Donna Ondrasik – Instructional Aide  
Matthew Rabenold – Instructional Aide  
Kay Rau – Instructional Aide/Secretary  
Grace Reppert – Instructional Aide/Secretary  
Angela Shoemaker – Instructional Aide  
Ann Stoss – Instructional Aide/Secretary

- b. Approve to employ the following substitute cafeteria workers for the 2003-2004 school year at the substitute rate of \$7.25 per hour:

Juanita Benner  
Lora Burridge  
Dorothea Curran  
Nancy Frantz  
Charlotte Hallman  
Nancy Montrom  
Kay Rau  
Romaine Remaley  
Grace Reppert  
Dianna Stettler  
Ann Stoss  
Sarah Unger  
Jennifer Wentz

- c. Approve to employ the following substitute custodians for the 2003 2004 school year at the substitute rate of \$7.25 per hour:

Norman Daniel  
Barry Edwards  
Wendy Green  
Dianna Stettler  
Franklin Zamadics

M. School Dentist

Appoint Dr. Harry Shleifer of Professional Dental Associates as the school dentist for the 2003-2004 school year at the quoted fee of \$1.00 per student.

N. School Physician

Appoint Dr. Sally Ann Rex as school physician for the 2003-2004 school year at the same quoted rates as the 2002-2003 school year. It is also recommended that Allentown Sports



Medicine be employed as athletic sports physical doctors to assist with possible conflicts that may arise in scheduling athletic physicals. (Attachment #3)

O. Football Physician

Appoint Allentown Sports Medicine & Human Performance Center to provide football game physicians for the 2003-2004 school year at a quoted fee of \$70.00 per game.

P. Middle School Administrative Detention Supervisor

Approve to appoint Lewis Kern as the Administrative Detention Supervisor in the middle school. He will work Monday and Wednesday from 2:30 p.m. to 3:30 p.m. throughout the 2003-2004 school calendar year that warrants detention coverage. Salary will be \$16.00 for each day worked.

Q. Senior High Administrative Detention Supervisor

Approve to appoint Lewis Kern as the Administrative Detention Supervisor in the senior high school. He will work Tuesday and Thursday from 2:30 p.m. to 4:00 p.m. throughout the 2003-2004 school calendar year that warrants detention coverage. Salary will be \$24.50 for each day worked.

R. Saturday Detention Monitor

Approve to appoint Patricia Eby-Manescu as Secondary Saturday Detention Monitor for the middle and senior high schools for the 2003-2004 school year, working every Saturday from 8:30 a.m. to 11:30 a.m. throughout the 2003-2004 school year that warrant's detention coverage. Salary will be \$50.00 for each Saturday worked.

**IV. POLICY**

A. Conferences

Approve the request of Ronald Klevenhagen, Earned Income Tax Officer, to attend the annual PEITOAC Association conference in York, PA on September 8, 2003. Expenses for this conference include \$120.00 for registration, \$35.00 for annual member fee, for a total cost of \$155.00.

B. Grant approval to the Northern Lehigh Youth Athletic Association to use Bulldog Stadium for the 2003 football season on October 18 and 25, 2003, pending field conditions. Due to scheduling conflicts on September 13 and October 4, 2003, games will need to be played on the football practice fields. Fees to be charged in accordance

with NLSD Policy #707 dated July 14, 2003. NLYAA must provide proof of security for each event.

C. Approve to appoint Mrs. Lynne B. Fedorcha, Director of Curriculum and Instruction, as the Title IX, Section 504 and Title VI Compliance Officer for the Northern Lehigh School District for the 2003-2004 school year.

D. Agreement of Sponsorship

Approve the Agreement of Sponsorship To Attend Another Pennsylvania Community College for Nathanael Horvath, in accordance with the guidelines established under Policy #912. Beginning in the fall of 2003 he will be a fulltime student at Northampton Community College to pursue his course of study in Funeral Science Education. (Attachment #4)

V. CURRICULUM AND INSTRUCTION

A. Authorize proper officials to ratify a contractual agreement between the Northern Lehigh School District and the Carbon Lehigh Intermediate Unit #21 to continue the Driver Education Program in our district, effective July 1, 2003 through June 30, 2004. (Attachment #5)

VI. OLD BUSINESS

VII. NEW BUSINESS

VIII. FINANCIAL

- A. Approve abatement of per capita taxes for the residents that fall within the guidelines as listed in **attachment #6**.
- B. Approve payment of bills from the Construction Account, as presented in **attachment #7**.
- C. Approve the Arthurs Lestrange Cash Management Portfolio for the month of June 2003. (Attachment #8)
- D. Approve the Northern Lehigh Middle School Student Activities Fund Statement for the month of June 2003. (Attachment #9)
- E. Approve a real estate tax refund for the 2002-2003 tax year in the amount of \$954.92 to Danny Ehrich and Jacqueline Lebrun, 123 Second Street, Slatington. The refund is due because the assessed value was reduced from \$51,500 to \$32,500 on February 1, 2002. (Attachment #10)

IX. LEGAL

X. CORRESPONDENCE

XI. INFORMATION

- A. Minutes of the Carbon Lehigh Intermediate Unit Board of Directors meeting held on June 16, 2003.
  
- B. Notification has been received from the PA Department of Education of their approval of PlanCon Part I, Interim Reporting, for Change Order G-15 for the middle school additions and alterations. A copy of this document and appended materials will be entered into the official minutes of this meeting. (**Attachment #11**)

**XII. RECOGNITION OF GUESTS****XIII. ADJOURNMENT**