

NORTHERN LEHIGH SCHOOL DISTRICT

Regular School Board Meeting

Monday, April 5, 2004

Middle School Auditorium

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 Mrs. Lori H. Geronikos
- B. Carbon-Lehigh Intermediate Unit Mr. Bryan C. Dorshimer
- C. Lehigh Carbon Community CollegeMr. Mathias J. Green, Jr.
- D. Committee Reports and/or Meetings
 - 1. Minutes of the Finance Committee meeting held on February 23, 2004.
(Attachment #1)
 - 2. Minutes of the Finance Committee meeting held on March 22, 2004. (Attachment #2)
 - 3. Minutes of the Technology/Buildings and Grounds Committee meeting held
on March 3, 2004. (Attachment #3)
 - 4. Minutes of the Policy/Education Committee meeting held on March 15, 2004.
(Attachment #4)
- E. Student Representatives To The Board Report Ms. Amberly Gable
Ms. Ashley Kunkle
- F. Solicitor's Report Attorney Charles Stopp
- G. Legislative Report Mrs. Lori H. Geronikos
- H. Federal and Other Programs Update Mrs. Lynne B. Fedorcha

- I. Superintendent’s Report Dr. Nicholas P. Sham, Sr.
 - Wildlife Information Center’s 2004 Student Ecologist Award
 - 2003 School Board In-service Education Award
 - School Psychologist’s Day – April 2, 2004
 - Special Education Data Report
 - National Junior Honor Society Presentation

J. An Executive Session will be held at 7:00 p.m. in the Middle School Main Office Conference Room.

III. PERSONNEL

A. Nomination for Appointment

1. Instructional

a.	Diane Saeger	Temporary Vacancy Replacement Teacher
	Assignment:	Peters Elementary – Grade 2 Replacing Jennifer Hilbert who is on a sabbatical leave of absence.
	Salary:	\$35,800 (Pro-Rated) (Step 1 Bachelors on the 2003-2004 CBA Salary Schedule.)
	Effective Date:	January 19, 2004
	Termination Date:	On or About June 16, 2004

b.	Gail Barilla	Temporary Vacancy Replacement Teacher
	Assignment:	Special Education Learning Support – Grade 10 Senior High Replacing Andrea Edmonds who resigned.
	Salary:	\$37,500 (Pro-Rated) (Step 1 Masters on the 2003-2004 CBA Salary Schedule.)
	Effective Date:	March 22, 2004
	Termination Date:	On or About June 16, 2004

2. Non-Instructional

a.	Heather Tift	Temporary Vacancy Replacement
	Assignment:	Clerk/Receptionist – District Office Replacing Judy Mack who is absent due to medical reasons.
	Salary:	\$28,439 (Pro-Rated)
	Effective Date:	March 11, 2004
	Termination Date:	May 7, 2004

B. Request for an Unpaid Leave

Approve the request of Catherine Grega, Developmental Reading Teacher in the Middle School, to take a two-day leave, without pay, on May 24 & 25, 2004. This day will be used in conjunction with her 3 personal days to attend the graduation of her son from the United States Naval Academy. Her request will not be considered precedent for future requests per correspondence received from the Northern Lehigh Education Association.

C. Request of Extension of Uncompensated Childrearing Leave of Absence

1. Approve the request of Tammy Fristick, Middle School Special Education Teacher, to be granted an extension of her unpaid childrearing leave of absence. After taking a family medical leave during a portion of the 2003-2004 school year, she was granted an unpaid childrearing leave of absence for the remainder of the school year. She currently is requesting an extension of her uncompensated leave for the first semester of the 2004-2005 school year.
2. Approve the request of Debra Bealer, administrative secretary in the central administration office, to be granted an extension of her unpaid childrearing leave of absence. Mrs. Bealer's original date to return to work was May 3, 2004. She currently is requesting an extension of her uncompensated leave until May 10, 2004.

D. Resignation – Instructional

Accept the resignation of Jane Englert from her position of High School Librarian, effective as soon as a replacement can be found for her.

E. Resignation – Non-Instructional

Accept the resignation of Jacqueline Lebrun, Ehrich from her position as a one to one aide in the special education department at the high school effective Thursday April 8, 2004.

F. Substitutes

1. Non- Instructional

- a. Approve the following substitute aide for the 2003-2004 school year at the substitute rate of \$7.25 per hour: Dorothy E. Weber
- b. Approve the following substitute custodian for the 2003-2004 school year at the substitute rate of \$7.25 per hour: Dorothy E. Weber

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- c. Approve the following substitute cafeteria worker for the 2003-2004 school year at the substitute rate of \$7.25 per hour: Dorothy E. Weber

- G. Approve to employ twelve (12) regular and two (2) alternate summer custodial/maintenance employees to work from June 7, 2004 through September 5, 2004. Rate per hour is \$5.50 for first time employees and \$5.75 for returning employees. (Attachment #5)

H. Middle School Intramural Co-Curricular Coaching Position for 2003-2004 School Year

At the March 1, 2004 school board meeting of Northern Lehigh School District Mr. Eugene Roberts was hired as the middle school girls intramural basketball coach. Mr. Roberts will not be physically able to begin his coaching duties but intends to return as soon as possible. Mrs. Rene Evans has agreed to assume Mr. Roberts responsibilities and will remain with the program until its completion. Requesting approval of Mrs. Evans to be hired as an additional coach for the middle school girls intramural basketball program with the provision that the stipend of \$1,010.00 is equitably divided between Mr. Roberts and Mrs. Evans based on hours each worked.

I. Middle School Substitute Administrative Detention Supervisor

Approve to appoint Jonathon DeFrain as the substitute 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 on an as needed basis. Salary will be \$16.00 for each day worked.

J. Senior High School Substitute Administrative Detention Supervisor

Approve to appoint Sandra Michalik as the substitute administrative detention supervisor in the senior high school. She 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 on an as needed basis. Salary will be \$24.50 for each day worked.

K. Unpaid Volunteers

Approve the following individuals as unpaid volunteers for the 2003-2004 school year:

Peter Konek – Girls Softball

Michele Roth – Aide - Peters Elementary School

IV. POLICY

A. Conferences

1. Approve the request of Dr. Maura Roberts, School Psychologist, to attend a Teaching and Learning Consortium conference from April 29, 2004 to May 1, 2004 in Philadelphia, PA. Expenses for this conference, entitled "Building Leadership Capacity: Using Data to Guide Instructional Decisions" includes \$389.00 for registration, \$90.00 for meals, \$410.00 for Lodging and approximately \$25.90 for travel for a total cost of \$914.90 and will be funded through Psychology Department Funds. Room and registration reflects a discount because Dr. Roberts is being registered as an affiliate with Lehigh University. (Attachment #6)
2. Approve the request of Laurie Newman, Director of Special Education, to attend a Lorman Education Services conference on April 30, 2004 in Bethlehem, PA. Expenses for this conference, entitled "Section 504 vs. The IDEA In PA" includes \$279.00 for registration and approximately \$10.00 for meals and \$15.00 for travel for a total cost of \$304.00 and will be funded through Special Education Department Funds. (Attachment #7)

B. Board Policy – Second Reading

1. Approve new board policy #135: Programs – Parental Permission For Research Involving Students, as amended after second reading. (Attachment #8)
2. Approve revisions to existing school board policy #333 – Administrative Employees—Professional Education, as presented after second reading. (Attachment #9)
3. Approve revisions to existing school board policy #433 – Professional Employees – Professional Education, as presented after second reading. (Attachment #10)

C. Field Trip Request

1. Approve Slatington Elementary 5th Grade Students to take a class field trip to the State Museum of Pa in Harrisburg, PA on May 14, 2004. They will be leaving Slatington Elementary at 7:30 am and will return at 2:30 pm. Costs of this trip will be paid for by the PTO.
2. Approve Peters Elementary 5th Grade Students to take a class field trip to the Philadelphia Zoo in Philadelphia, PA on June 2, 2004 with a rain date of June 3, 2004. They will be leaving Peters Elementary at 8:00 am and will return at 4:00 pm. Costs of this trip will be paid for by the PTO.

- D. Approve to designate and authorize the following administrators to sign student summary offense notices for district students for the 2003-2004 school year:

Mrs. Karen Nicholas, Peters Elementary Principal
Dr. Linda Marcincin, Slatington Elementary Principal
Mr. Robert Mack, Middle School Principal
Mr. Philip Bertolino, High School Principal
Mr. David Papay, High School/Middle School Assistant Principal

V. CURRICULUM AND INSTRUCTION

A. Approve to authorize proper officials to enter into an agreement with Bethesda Day Treatment Center and the Northern Lehigh School District for the purpose of furnishing educational services for disruptive youth for the 2004-2005 school year. (Attachment #11)

B. Approve to adopt new textbooks for the middle school for the 2003-2004 school year:

Title	Course	Publisher/Copyright	Qty	Amt. \$
Timeless Voices, Timeless Themes, <i>Bronze and Silver Levels</i> (Anthologies)	English and Reading – Grades 7 and 8	Prentice Hall, 2002	200 copies per grade	\$22,188.00
<i>Validation:</i>	Through our Language Arts Curriculum Committee, we have selected the Prentice Hall Literature series, <i>Timeless Voices, Timeless Themes</i> . This textbook replaces a variety of texts that have been used by the English Department to teach reading, including <i>Bright Glory</i> , Houghton Mifflin, 1993.			
Writing and Grammar Book, <i>Bronze and Silver Levels</i>	English – Grades 7 and 8	Prentice Hall, 2002	200 copies per grade	\$8,000.00*
<i>Validation:</i>	Through our Language Arts Curriculum Committee, we have selected the Prentice Hall writing and grammar series that is correlated with the anthology <i>Timeless Voices, Timeless Themes</i> . This textbook replaces the current grammar book <i>Wariners English Grammar & Composition</i> , published by Harcourt 1986.			

*Your approval is being requested for this purchase, however grade 7 and half of the grade 8 materials (\$6,000) will not be ordered until the next budget year.

VI. OLD BUSINESS

A. Approve to allow the district to administer the MESH developed nutrition survey to all district students per **attachment #12**.

VII. NEW BUSINESS

VIII. FINANCIAL

- A. Approve abatement and exonerations of per capita taxes, for the residents that fall within the guidelines, as listed in **attachment #13**.
- B. Approve payment of bills from the Construction Account, as presented in **attachment #14**.
- C. Approve payment of bills from the Extended Construction Account, as presented in **attachment #15**.
- D. Approve the Arthurs Lestrage Cash Management Portfolio for the month of February 2004. (**Attachment #16**)
- E. Approve the Student Transportation contract with _____ for the school years 2004-2005, 2005-2006, and 2006-2007 at the proposed rates. (See the RFP's spread sheet at the board table.)
- F. Approve the submission of PLANCON PART K for Northern Lehigh School District's General Obligation Bonds, Series A and AA 2004. PLANCON K is a required form for bond re-financing. (**Attachment #17**)
- G. Approve to authorize the Northern Lehigh administration to authorize Portnoff Law Associates, Ltd. to issue liens against 2003 delinquent real estate taxes as warranted.
- H. Approve the following real estate refund due to duplicate or overpayment during the discount period:
1. USDA Rural Housing Service in the amount of \$1,494.64 for the following property:
 - a. 3907 East Grant Street, Washington Township
- I. Approve the following real estate refund due to reassessment:
1. Randy & Lillian Bird in the amount of \$595.05 due to reduction in taxable assessment from 13,500 to 800 effective July 1, 2003 on the following property:
 - a. 7802 Center Street, Washington Township. (**Attachment #18**)
- J. Authorize the appropriate district officials to file application to participate in PA SBAP (School Based ACCESS Program) beginning with the 2004-05 school year. (**Attachment #19**)
- K. Approve the local Certified Public Accountant auditing proposal provided by Hutchinson, Gorman & Freeh, P.C. for the 2004-05 through 2006-07 school year audits with the following fees:
- | | | |
|----------------|----------------|----------------|
| <u>2004-05</u> | <u>2005-06</u> | <u>2006-07</u> |
|----------------|----------------|----------------|

Base Fee- standard audit		18,450	18,925	19,400
Earned Income/OPT Tax Office Audit	1,275		1,300	1,360
Single Audit Fee		2,300	2,350	2,400
Hourly fee for additional work	68		70	72

IX. LEGAL**XIV. CORRESPONDENCE****XV. INFORMATION**

- A. Minutes of the Carbon Lehigh Intermediate Unit Board of Directors meeting held on February 19, 2004.
- B. Minutes of Lehigh Carbon Community College Board of Trustees meeting held on March 4, 2004. (Attachment #20)
- C. Minutes of the Lehigh Career & Technical Institute JOC meeting held on February 25, 2004. (Attachment #21)

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