

**NORTHERN LEHIGH SCHOOL DISTRICT**  
**Regular School Board Meeting**  
**Monday, February 13, 2012**  
**Northern Lehigh Administration Building**  
**Board Room**  
**7:30 P.M.**



- 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. REVIEW AND APPROVAL OF THE MINUTES OF THE PRECEDING MEETINGS**

- A. Regular School Board Meeting held on January 9, 2012.

**III. SPECIAL BOARD REPORTS**

- A. Carbon Lehigh Intermediate Unit ..... Mrs. Donna Kulp
- B. Lehigh Career and Technical Institute ..... Mr. Gary S. Fedorcha
- C. Legislative Report ..... Mr. Gregory S. Williams
- D. Lehigh Carbon Community College ..... Mr. Mathias J. Green, Jr.
- E. Committee Reports and/or Meetings
  - Minutes of the Education/Policy Committee Meeting held on February 6, 2012 (**Attachment #1**)
  - Minutes of the Technology/Buildings and Grounds Committee Meeting held on February 8, 2012 (**Attachment #2**)
  - Minutes of the Finance Committee Meeting held on February 8, 2012 (**Attachment #3**)
- F. Student Representatives to the Board Report ..... Ms. Heather Heiney  
Mr. Anthony Connell
- G. Solicitor's Report ..... Attorney Charles Stopp
- H. Federal and Other Programs Update ..... Mrs. Karen A. Nicholas
  - GED Classes
  - Raising Readers
  - Book Swap
- I. Business Office Report ..... Mrs. Sherri Molitoris  
Mrs. Rhonda Frantz
  - 2012-2013 LCCC Operating, Debt Service, and Capital Expenditures Budgets
  - 2012-2013 CLIU #21 Operational and Programs Services Budget
  - 2012-2013 LCTI General Fund and Academic Center Budgets

- J. Superintendent's Report ..... Mr. Michael W. Michaels
  - National School Counseling Week – February 6-10, 2012
  - Annual CLIU School Board Conference – March 29, 2012 – Community Services Center at LCCC
- K. An executive session will be held at 7:00 p.m. in the Administration Office Conference Room.

**IV. PERSONNEL**

A. Uncompensated Leave

Approve the request of employee #1105 to take an uncompensated leave in accordance with School Board Policy #539 effective January 30, 2012 for approximately 4-6 weeks for her own medical reasons. Employee's intention is to return to their current position upon medical release from their attending physician.

B. Rescind Co-Curricular Appointment 2011-2012

1. Rescind the appointment of Candice Saville in the amount of \$631.41 from her position as Junior Class Advisor for the 2011-2012 school year which was originally approved at the August 8, 2011 board meeting.
2. Rescind the appointment of Mark Hoffman from the position as Middle School Spring Intramural Weightlifting Advisor for the 2011-2012 school year which was originally approved at the August 8, 2011 board meeting.

C. Co-Curricular Appointments 2011-2012

1. Approve Candice Saville for Junior Class Advisor for the period August, 2011 – January, 2012 in the amount of \$315.71.
2. Approve Tammy Fristick for Junior Class Advisor for the period January, 2012 – June, 2012, in the amount of \$315.71

D. Co-Curricular Appointments 2012-2013

Adam Stofko*	Assistant Boy's Soccer Coach - Shared Stipend	\$1,401.39
Eric Schmidt	Assistant Boy's Soccer Coach - Shared Stipend	\$1,401.39
*Pending Verification of Missing Documents		

E. Co-Curricular Volunteer 2011-2012

Michael T. Hofmann, Jr.                      Assistant Track & Field Coach

F. Unpaid Volunteers

1. Approve the following unpaid volunteer aide in the Middle School for the 2011-2012 school year: Robin Blocker.
2. Approve the following unpaid volunteer aide in Slatington Elementary for the 2011-2012 school year: Marlene Simock

G. Salary Adjustments

1. Acknowledge the following teacher who has completed the requirements per the Collective Bargaining Agreement that would entitle them to a salary increase for the second half of the 2011-2012 school year:

Christopher Bennett  
 From: Step 3B+24  
 To: Step 3M

#### H. Substitute

1. Instructional

Approve the following substitute teachers for the 2011-2012 school year at the 2011-2012 substitute teacher rates as approved on the Supplementary Personnel Salary Schedule:

Alexander Orr*	Social Studies
Justin Quinter	English
Krystallyn Reis*	Early Childhood Education

\*Pending Verification of Missing Documents

2. Non-Instructional

Approve the following substitute secretary, cafeteria worker and custodian for the 2011-2012 school year at the 2011-2012 substitute rates as approved on the Supplementary Personnel Salary Schedule:

Donna Missmer

3. Removal of Substitutes

Remove the following list of substitute employees from the current substitute list due to not filing the required Act 24 documentation by the December 27, 2011 deadline:

Donna Bauer	Andrew Drake
Adrian Bumbulsky	Anne Elstner
Shannon Burky	Jeanine Villano-George
Jacob Bushner	Corrine Hoffman
Timothy Chappellear	Kristy Kratzer
Ian Robert Dollman	

#### V. CONFERENCES

- A. Lora Krum – PA Music Educators Association Annual Conference – April 19-21, 2012 – Lancaster, PA – Registration: \$130.00, Lodging: \$321.90, Travel: \$48.00, Total Approximate Cost: \$499.90 – Funding: Slatington Elementary Music Department Budget (**Attachment #4**)
- B. Karen Nicholas – PA Association of Federal Program Coordinators Annual Conference – March 25-28, 2012 – Hershey, PA – Registration: \$360.00, Lodging: \$536.13, Travel: \$77.70, Cost of Meals: \$58.00, Total Approximate Cost - \$1,031.83 – Funding: Title I Funds (**Attachment #5**)

#### VI. POLICY

A. Homebound Instruction

It is recommended that the Board of Education grant homebound instruction for an 11th grade student, Student No. 1390059, for five hours per week, effective February 1, 2012 and continuing until approximately April 30, 2012.

B. Board Policy – First Reading

Approve school board policy #907 – Community - School Visitors, as presented after first reading. **(Attachment #6)**

C. Crochet Club

Approve the request of the Senior High Administration to create a Crochet Club. This club will teach students the art of crocheting, a craft that can be both fun and functional by creating a usable finished product. The club will meet every Tuesday from 2:10 – 3:30 p.m. There will be no cost to the district. **(Attachment #7)**

**VII. CURRICULUM AND INSTRUCTION**

A. Approve the resolution to identify Official Local School District Holidays (OLSDH) in accordance with PA School Code Section 1502. **(Attachment #8)**

B. Approve the 2012-2013 Northern Lehigh School District Calendar as presented. **(Attachment #9)**

**VIII. OLD BUSINESS**

Approve the contract for the Assistant Superintendent, Karen A. Nicholas, as presented. **(Distributed to Board Members Only)**

**IX. NEW BUSINESS****X. FINANCIAL**

A. Approve the Following Financial Reports:

1. General Fund month of December
1. NLMS Student Activities Account month of December & January
2. NLHS Student Activities and Scholarship Acct month of December & January

B. Approve the Following List of Bills:

1. General Fund month of January & February
2. Cafeteria Fund month of January
3. Refreshment Stand month of January
4. Capital Construction month of February

C. Accept the 2010-2011 audit and management report for the single audit ending June 30, 2011. A copy of the audit was distributed at the January 9, 2012 school board meeting.

D. Authorize Administration to transfer the following General Fund Certificate of Deposits (CDs) upon maturity date to the Capital Projects account for future District Capital Projects:

United Central Bank, Garland, TX	\$ 248,000.00	March 14, 2012
Sonabank, McLean, VA	\$ 248,000.00	March 14, 2012

1 <sup>st</sup> Federal Savings & Loans Assoc. Of Charleston, Charleston, SC	\$ 248,000.00	March 27, 2012
Privatebank & Trust Co., Chicago, IL	\$ 248,000.00	March 27, 2012
Pacific Commerce Bank, Los Angeles, CA	\$ 248,000.00	March 27, 2012
Security Bank & Trust Co., Paris, TN	\$ 248,000.00	March 27, 2012
<b>TOTAL</b>	<b>\$ 1,488,000.00</b>	

- E. Authorize Administration to enter into contracts with Field Turf to install an artificial surface in the Bulldog Athletic Stadium, Nevco to install a scoreboard in the Bulldog Athletic Stadium and a company to install a security camera system at a total cost of \$770,000.00 to be paid from the Capital Projects account.

**XI. LEGAL**

**XII. CORRESPONDENCE**

**XIII. INFORMATION**

- A. Minutes of the Lehigh Carbon Community College Board of Trustees meeting held on December 1, 2011 and January 5, 2012.
- B. Minutes of the Lehigh Career & Technical Institute Joint Operating Committee meeting held on December 14, 2011.
- C. Minutes of the Carbon Lehigh Intermediate Unit 21 Board of Directors meeting held on December 19, 2011.

**XIV. RECOGNITION OF GUESTS**

**XV. ADJOURNMENT**