

**NORTHERN LEHIGH SCHOOL DISTRICT  
Regular School Board Meeting  
Monday, November 12, 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 October 8, 2012

**III. SPECIAL BOARD REPORTS**

- A. Carbon Lehigh Intermediate Unit . . . . . Mr. Raymond J. Follweiler, Jr.
- 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 November 5, 2012.  
(Attachment #1)
- F. Student Representatives to the Board Report . . . . . Ms. Courtney Blocker  
Mr. Nathaniel Czarnecki
- G. Solicitor's Report . . . . . Attorney Charles Stopp
- H. Federal and Other Programs Update . . . . . Mrs. Karen A. Nicholas
- I. Business Office Report . . . . . Mrs. Sherri Molitoris  
Mrs. Rhonda Frantz
  - Presentation Refinancing of Bond . Audrey Baer, Robert W. Baird & Co.  
- Jens Damgaard, Rhoads & Sinon LLP
- J. Superintendent's Report . . . . . Mr. Michael W. Michaels
  - American Education Week . November 12-16, 2012
  - **Announcement:** Holiday Dinner . December 3, 2012 at 5:30 p.m. in the Middle School.

➤ **Reminder:** December 3, 2012 . School Board Reorganization Meeting at 7:15PM . Regular School Board Meeting at 7:30PM . No December committee meetings.

K. An executive session will be held at 7:00 p.m. in the Administration Office Conference Room.

**IV. PERSONNEL**

A. Resignation

Accept the resignation of Schelene Fritzinger from her position as Part Time Middle School Cook\$ Helper effective October 10, 2012.

B. Rescind Co-Curricular Appointment 2012-2013

Rescind the appointment of Richard Roberts IV from the position of Middle School Boys\$ Basketball Coach for the 2012-2013 school year which was originally approved at the May 14, 2012 board meeting.

C. Co-Curricular Appointments 2012-2013

Trevor Miller	MS Boys Basketball Coach	\$3,053.31
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D. Appointments

1. Non-Instructional

a. Dawn Martinez

Assignment:	Middle School Cook\$ Helper replacing Schelene Fritzinger who resigned.
Salary:	\$8.50 Per Hour/2 Hours Per Day/180 Student Days per year plus additional cleaning days as needed (2009-2013 Educational Support Personnel Association CBA)
Effective Date:	November 13, 2012

b. Robert Wetzel

Assignment:	Middle School Cook\$ Helper replacing Jennifer Sheridan
Salary:	who was moved to the High School. \$8.50 Per Hour/3 Hours Per Day/180 Student Days per year plus additional cleaning days as needed (2009-2013 Educational Support Personnel Association CBA)
Effective Date:	November 13, 2012

E. Substitute

1. Instructional

Approve the following substitute teachers for the 2012-2013 school year at the 2012-2013 substitute teacher rates as approved on the Supplementary Personnel Salary Schedule:

- Erin Charnick\* . Elementary & Special Education
- Ricky Guth . Citizenship
- Sarah Miller\* . Art

**\*Pending Verification of Missing Documents**

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 2. Non-Instructional

- a. Approve the following individual as a substitute custodian, teachers aide, and cafeteria worker for the 2012-2013 school year at the 2012-2013 substitute rate as approved on the Supplementary Personnel Salary Schedule: Joseph Heyer\*
- b. Approve the following individual as a substitute custodian, teachers aide, secretary and cafeteria worker for the 2012-2013 school year at the 2012-2013 substitute rate as approved on the Supplementary Personnel Salary Schedule: Terry Bowman  
\*Pending Verification of Missing Documents

**V. POLICY**
**A. Homebound Instruction**

It is recommended that the Board of Education grant homebound instruction for a 9th grade student, Student No. 1690074, for five hours per week, effective November 5, 2012 and continuing until approximately February 18, 2013.

**B. Board Policy . First Reading**

1. Approve school board policy #707 . Property . Use of School Facilities and Equipment, as presented after first reading. (**Attachment #2**)
2. Approve new school board policy. Operations . Electronic Records/Signatures, as presented after first reading. (**Attachment #3**)
3. Approve new school board policy. Professional Employees . Benevolence Sick Leave, as presented after first reading. (**Attachment #4**)

**VI. CONFERENCES**

- A. Rhonda Frantz - 58<sup>th</sup> Annual PASBO Conference . March 19-22, 2013 . David L. Lawrence Convention Center, Pittsburgh, PA . Registration - \$284.05, Meals: \$100.00 . Total Approximate Cost: \$384.05 . Funding: Business Office Budget (**Attachment #5**)
- B. Sherri Molitoris . 58<sup>th</sup> Annual PASBO Conference . March 19-22, 2013 . David L. Lawrence Convention Center, Pittsburgh, PA . Registration - \$284.05, Lodging: \$547.20, Travel: \$316.35, Meals: \$100.00 . Total Approximate Cost: \$1247.60 . Funding: Business Office Budget (**Attachment #6**)
- C. Approve two people to attend the 2012 SAS Institute: Leadership in Times of Reform Conference - December 2-5, 2012 . Hershey Lodge . Hershey, PA. Cost not to exceed \$1,460 and to be paid from the Curriculum and Instruction Budget. (**Attachment #7**)

**VII. CURRICULUM AND INSTRUCTION**
**VIII. OLD BUSINESS**
**IX. NEW BUSINESS**

- A. Early Retirement Incentive Plan for 2012-2013

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Approve to adopt an Early Retirement Incentive Plan, for all eligible professional employees, on a voluntary basis, for the 2012-2013 school year.

B. Northern Lehigh School District Emergency Operations Plan

Approve changes to the Northern Lehigh School District Emergency Operations Plan as presented. **(Attachment #8)**

X. FINANCIAL

A. Approve the Following Financial Reports:

1. General Fund June, July, and August
2. NLMS Student Activities Account months of June, July and August
3. NLHS Student Activities and Scholarship Acct months of June, July and August

B. Approve the Following List of Bills:

1. General Fund month of October & November
2. Cafeteria Fund month of October
3. Refreshment Stand month of October
4. Capital Projects month of November

C. Approve abatement/exoneration requests of per capita taxes, for the residents that fall within the guidelines, as presented. **(Attachment #9)**

D. RESOLVED, the Board of Education approves the addendum to the agreement with Portnoff Law Associates, Ltd. to be the delinquent real estate tax collector for the 2012 tax year. **(Attachment #10)**

E. Approve the resolution directing Northampton County Tax Claim Bureau not to collect delinquent taxes on behalf of Northern Lehigh School District as presented. **(Attachment #11)**

F. Approve the resolution directing Lehigh County Tax Claim Bureau not to collect delinquent taxes on behalf of Northern Lehigh School District as presented. **(Attachment #12)**

G. Approve the 2012-2013 Northern Lehigh District Salary Schedule as presented. **(Distributed to Board and Administration only)**

H. Authorize administration to execute an Investment Management Agreement with Robert W. Baird & Co. to provide advice and supervision for the future refinancing of the 2009, 2010 and 2011 bonds. **(Distributed to Board and Administration only)**

I. Recommend that the Board of Education adopt a resolution presented by Bond Counsel Rhoads & Sinon LLP for future nonelectoral debt for the refinancing of the 2009, 2010 and 2011 bonds. **(Distributed to Board and Administration only)**

XI. LEGAL

XII. CORRESPONDENCE

XIII. INFORMATION

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- A. Minutes of the Lehigh Career & Technical Institute Joint Operating Committee meeting held on September 26, 2012.
  - B. Minutes of the Carbon Lehigh Intermediate Unit 21 Board of Directors meeting held on September 17, 2012.
  - C. Minutes of the Lehigh Carbon Community College Board of Trustees meeting held on September 6, 2012 and October 4, 2012.

**XIV. RECOGNITION OF GUESTS**

**XV. ADJOURNMENT**