

**NORTHERN LEHIGH SCHOOL DISTRICT  
 Regular School Board Meeting  
 Monday, October 14, 2013  
 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 September 9, 2013.

**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 October 7, 2013 (**Attachment #1**)
  - Minutes of the Technology/Buildings and Grounds Committee Meeting held on October 9, 2013 (**Attachment #2**)
  - Minutes of the Finance Committee Meeting held on October 9, 2013 (**Attachment #3**)
- F. Student Representatives to the Board Report..... Ms. Emily Bevans  
 Mr. Nathaniel Czarnecki  
 Ms. Alexandra Abruzzi
- G. Solicitor’s Report ..... Attorney Charles Stopp
- H. Federal and Other Programs Update ..... Mrs. Karen A. Nicholas
  - PA School Performance Profile
- I. Business Manager’s Report ..... Mrs. Rhonda Frantz  
 Mrs. Sherri Molitoris
- J. Superintendent’s Report ..... Mr. Michael W. Michaels
  - Radios
  - District Goals
  - Recognition of Retiree
    - Donna Marushak

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

IV. **PERSONNEL**

A. Appointment – Instructional

1. Samantha Sontag  
Assignment: Temporary Vacancy Replacement  
Senior High School Integrated Science Teacher  
replacing an employee on family medical leave  
Salary: Substitute Teacher Rate Days 1-30; Day 31 and beyond  
\$45,200 prorated (Step 1 Bachelors on the 2013-2014  
CBA Salary Schedule)  
Effective: On or about October 15, 2013  
Termination Date: Upon return of Full Time Teacher
2. Michelle Krill  
Assignment: Temporary Vacancy Replacement  
Half Time Kindergarten Music/Library/Technology  
Education Teacher at Peters Elementary School  
replacing an employee on family medical leave.  
Salary: Substitute Teacher Rate Days 1-30; Day 31 and beyond  
\$22,600\* prorated (Step 1 Bachelors on the 2013-2014  
CBA Salary Schedule)  
Effective: August 21, 2013  
Termination Date: On or about November 4, 2013

\*This amount is half of the Step 1B Salary on the CBA Salary Schedule which is \$45,200

B. Appointment – Non-Instructional

1. Melanie Mohr  
Assignment: Middle School Cook's Helper replacing Robert Wetzel  
who resigned  
Salary: \$9.00 Per Hour/2.5 Hours Per Day/5 Days Per Week  
up to 180 Student Days per year plus additional cleaning  
days as needed (2013-2017 Educational Support Personnel  
CBA)  
Effective: October 15, 2013  
**\*60 Day probationary period ending December 13, 2013**
2. Debi Hollenbach  
Assignment: Administrative Secretary to Assistant Superintendent and  
Director of Special Education replacing Kathy Tschudy  
who retired.  
Salary: \$30,000 (prorated for the 2013-2014 school year)  
Effective: October 7, 2013  
**\*60 Day probationary period ending December 5, 2013**

C. Change of Status - Non-Instructional

Alice Christman  
From: Part Time Middle School Cook's Helper  
To: Full Time Middle School Cook's Helper  
Salary: No Change in Salary  
Effective: September 10, 2013

D. Administrative Transfer - Non-Instructional

Diana Beltran

From:	Middle School Office Aide
To:	Slatington Elementary Office Aide replacing Debi Hollenbach
Salary:	No change in salary
Effective:	October 7, 2013

E. Family Medical Leave

1. Approve the request of employee #6666 to extend her Family Medical Leave. She is requesting five more weeks beginning on September 30, 2013 and ending on Friday, November 1, 2013. Employee plans to return to her current teaching position on or about November 4, 2013.
2. Approve the request of employee #6908 to take a Family Medical Leave beginning on or about December 9, 2013, for the birth of his first child. Employee will be using ten (10) accumulated sick days. Employee plans to return to his current teaching position on or about January 6, 2014.
3. Approve the request of employee #6882 to take a Family Medical Leave beginning on or about October 15, 2013 for the birth of her child. Employee will be using thirty one accumulated sick days in conjunction with her family medical leave. Employee plans to return to her current teaching position on or about January 20, 2014.

F. Salary Adjustments

1. Approve a salary increase of \$750.00 for Shelly Pender substitute teacher caller for the district effective for the 2013-2014 school year. Mrs. Pender has been employed as the substitute teacher caller since August 2007 and has not received an increase in salary since 2008. She has also had to assume additional responsibilities associated with the new health care law and tracking of information. Her new salary will be \$8,750 per year.
2. Approve the following individuals for salary increases from \$8.50 per Hour to \$9.00 per Hour effective September 10, 2013 in accordance with the 2013-2017 Educational Support Personnel Collective Bargaining Agreement:

Dima Hanna  
Jamie Kuhns

G. Co-Curricular Appointments 2013-2014

Ashlie Eckert	SADD Advisor	\$ 568.97
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H. Co-Curricular Volunteers 2013-2014

Nicole Chirico	Assistant Softball Coach
Melissa DeFrain	Assistant Softball Coach
Kaitlyn Hoch*	Assistant Cheering Coach
Brian Schell	Assistant Softball Coach
Gary Warmkessel	Assistant Softball Coach

\* Pending Verification of Missing Personnel File Items

I. Unpaid Volunteers

Approve the following unpaid volunteer aides in the Peters and/or Slatington Elementary school for the 2013-2014 school year.

Carolyn Ann Klutzaritz\*

Janet McKelvey\*

\* Pending Verification of Missing Personnel File Items

J. Substitute1. Instructional

Approve the following substitute teachers for the 2013-2014 school year at the 2013-2014 substitute teacher rates as approved on the Supplementary Personnel Salary Schedule:

Rachel Carson\* - Elementary

Lindsey Rae Graybill\* – Elementary

\*Pending Verification of Missing Personnel File Items

2. Non-Instructional

Approve the following individual as a substitute custodian, aide and cafeteria worker for the 2013-2014 school year at the 2013-2014 substitute rate as approved on the Supplementary Personnel Salary Schedule:

Lisa Gassler\*

Approve the following individual as a substitute secretary/aide and cafeteria worker for the 2013-2014 school year at the 2013-2014 substitute rate as approved on the Supplementary Personnel Salary Schedule:

Tammy Meckes\*

Approve the following individual as a substitute aide and cafeteria worker for the 2013-2014 school year at the 2013-2014 substitute rate as approved on the Supplementary Personnel Salary Schedule:

Kimberly Ruland\*

Approve the following individual as a substitute custodian and maintenance worker for the 2013-2014 school year at the 2013-2014 substitute rate as approved on the Supplementary Personnel Salary Schedule:

Eric Schaner\*

\*Pending Verification of Missing Personnel File Items

V. CONFERENCES

- A. Jennifer Butz – Lock Haven University - Integrating Standards: Forwarding Health Education Workshop – November 14-15, 2013 – Lock Haven, PA – Lodging, Meals, Travel Expenses, and Substitute Teacher Reimbursement to be paid from grant obtained by Lock Haven University. There is no expense to the district. **(Attachment #4)**

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- B. Michelle Raber – Lock Haven University - Integrating Standards: Forwarding Health Education Workshop – November 14-15, 2013 – Lock Haven, PA – Lodging, Meals, Travel Expenses, and Substitute Teacher Reimbursement to be paid from grant obtained by Lock Haven University. There is no expense to the district. **(Attachment #5)**

## **VI. POLICY**

### **A. Board Policy – Second Reading**

1. Approve school board policy #113.2 – Programs – Behavior Support, as presented after second reading. **(Attachment #6)**
2. Approve school board policy #113.4 – Programs – Confidentiality of Special Education Student Information, as presented after second reading. **(Attachment #7)**
3. Approve school board policy #334 – Administrative Employees – Sick Leave, as presented after second reading. **(Attachment #8)**
4. Approve school board policy #434 – Professional Employees – Sick Leave, as presented after second reading. **(Attachment #9)**
5. Approve school board policy #534 Classified Employees – Sick Leave, as presented after second reading. **(Attachment #10)**

- B. Grant permission, according to Board Policy #707, for the Northern Lehigh Marching Band to host the Chapter 2 Tournament of Bands Competition at the district stadium on Sunday, October 20, 2013. They anticipate participants will begin arriving by 8:00AM and the event will conclude around 8:00PM.

- C. Grant permission, according to Board Policy #707, for the Delaware and Lehigh National Heritage Corridor to use the district's parking lot facilities on Sunday, November 3, 2013 for the Delaware & Lehigh Heritage Marathon and Half Marathon. They anticipate participants will begin arriving by 6:00AM and the event will conclude around 2:30PM.

### **D. Homebound Instruction**

It is recommended that the Board of Education grant homebound instruction for a 12<sup>th</sup> grade student, Student No.1490095 for five hours per week, effective September 17, 2013 and continuing until approximately October 29, 2013.

## **VII. CURRICULUM AND INSTRUCTION**

## **VIII. OLD BUSINESS**

## **IX. NEW BUSINESS**

## **X. FINANCIAL**

### **A. Approve the Following List of Bills:**

1. General Fund month of September & October 2013
2. Capital Projects month of September 2013
3. Food Service month of September 2013
4. Refreshment Stand month of September 2013

- B. Approve the appointment of Statewide Tax Recovery as the delinquent per capita tax collector for the 2013-2014 school year.

- C. Approve abatement/exoneration requests of per capita taxes, for the residents that fall within the guidelines, as presented. (Attachment #11)
- D. Approve to designate Fund Balance ending June 30, 2013 as follows:

<b>1. Committed Fund Balance For:</b>	
a. Health Insurance Premiums	\$1,398,000.00
b. PSERS Increase	\$3,156,934.00
<b>Total Committed:</b>	<b>\$4,554,934.00</b>
<b>2. Assigned Fund Balance:</b>	
Assigned Current Year Usage	\$ 347,000.00
Technology	\$ 184,599.00
Replacement Equipment	\$1,000,747.00
Long Range Maintenance	\$ 318,650.00
<b>Total Assigned:</b>	<b>\$1,850,996.00</b>
<b>3. Unassigned Fund Balance</b>	<b>\$2,207,342.55</b>
<b>4. Nonspendable</b>	<b>\$ 49,165.25</b>
<b>5. Total Fund Balance</b>	<b>\$8,662,437.80</b>

**XI. LEGAL**

**XII. CORRESPONDENCE**

**XIII. INFORMATION**

- A. Minutes of the Lehigh Career & Technical Institute Joint Operating Committee meeting held on August 28, 2013.
- B. Minutes of the Carbon Lehigh Intermediate Unit #21 Board of Directors meeting held on August 19, 2013.
- C. Minutes of the Lehigh Carbon Community College Board of Trustees meeting held on August 1, 2013 and September 5, 2013.

**XIV. RECOGNITION OF GUESTS**

**XV. ADJOURNMENT**