

# AGENDA



**Northern Lehigh School District  
Board of  
School Directors**

## **REGULAR SCHOOL BOARD MEETING**

**Monday, September 10, 2018  
7:30 P.M.**

**Northern Lehigh School District  
Administration Office Board Room  
1201 Shadow Oaks Lane  
Slatington, PA 18080**

**Executive Session  
Administration Office Conference Room  
7:00 PM**

**NORTHERN LEHIGH SCHOOL DISTRICT  
 Regular School Board Meeting  
 Monday, September 10, 2018  
 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. Moment of Silence for 9/11 Remembrance.
- E. Roll Call
- F. Public Comment -- Restricted to Agenda Items.

**II. REVIEW AND APPROVAL OF THE MINUTES OF THE PRECEDING MEETING**

- A. Regular school board meeting held on August 13, 2018.

**III. SPECIAL BOARD REPORTS**

- A. Carbon Lehigh Intermediate Unit ..... Mrs. Gale N. Husack
- B. Lehigh Career and Technical Institute ..... Mr. Gary S. Fedorcha
- C. Legislative Report ..... Mrs. Michelle M. Heckman
- 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 September 4, 2018 (Attachment #1)
  - > Minutes of the Community Relations Committee Meeting held on September 4, 2018 (Attachment #2)
  - > Minutes of the Technology/Buildings and Grounds Committee Meeting held on September 5, 2018 (Attachment #3)
  - > Minutes of the Finance Committee Meeting held on September 5, 2018 (Attachment #4)
- F. Student Representatives to the Board Report..... Mr. Preston Kemery  
 Ms. Madison Hoffman
- G. Solicitor's Report ..... Attorney Keith Strohl

- H. Assistant to the Superintendent ..... Dr. Tania Stoker
  - Book Donations from Peters Elementary
  - STEAM Camp Wrap-up
  
- I. Business Manager’s Report ..... Mrs. Sherri Molitoris  
Mrs. Rhonda Frantz
  
- J. Superintendent's Report..... Mr. Matthew J. Link
  - Welcome – Ceremonial Oath Madison Hoffman (Jr. Rep)
  - Opening of Schools
  - Third Day Enrollment
  - Donation of School Supplies - Christ U.C.C., Walnutport
  - Recognition of Frank Gnas - Regional Exceptional Service Award
  - Recognition of Retiree - Christine Leslie - 41 Years of Service
  - District Level Goals
  
- K. An executive session will be held at 7:00 p.m. in the Administration Office Conference Room.

**IV. PERSONNEL**

**A. Administrative Transfer - Non-Instructional**

Joan DeSousa  
 From: Slatington Elementary Life Skills Paraprofessional  
 To: Peters Elementary PCA  
 Salary: No change in salary  
 Effective: August 21, 2018

**B. Resignation/Retirement**

1. Accept the resignation of Lisa Wentz from her position as Slatington Elementary Custodian, effective August 8, 2018.
2. Accept the resignation of Diane Gannon from her position as Slatington Elementary classroom paraprofessional effective September 7, 2018.
3. Remove Schelene Fritizinger from our substitute secretary/aide and cafeteria worker lists.

**C. Appointment**

**1. Instructional**

a. Katie Cappuccino  
 Assignment: Temporary Vacancy Replacement  
 Chemistry Teacher replacing an employee who is on a leave of absence.  
 Salary: Substitute Teacher Rate Days 1-30; Day 31 and beyond: \$48,750 (Step 1 Bachelors on the 2018-2019 CBA Salary Schedule)  
 Effective: August 21, 2018  
 Termination Date: Upon return of full time teacher

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| b. | Kimberly Bayer<br>Assignment:<br><br>Salary:<br><br>Effective:<br>Termination Date: | Temporary Vacancy Replacement<br>Secondary Math Teacher replacing a new employee who has not been released by her current district.<br>Substitute Teacher Rate Days 1-30; Day 31 and beyond: \$48,750 (Step 1 Bachelors on the 2018-2019 CBA Salary Schedule)<br>August 21, 2018<br>Upon release of full time teacher |
| c. | Alyssia Wechsler<br>Assignment:<br>Salary:<br><br>Effective:                        | Professional Employee<br>Half Time Family Consumer Science Teacher<br>\$30,688 (Step 11 Masters on the 2018-2019 CBA Salary Schedule)<br>August 21, 2018  |

## 2. Appointment - Non-instructional

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| a. | Charles Chamberlain*<br>Assignment:<br>Salary:<br><br>Effective:<br>*Pending Verification of Missing Personnel File Items<br>*60 Working Day Probationary Period | High School Cafeteria Monitor<br>\$11.20 per Hour; 4 Hours per day;<br>5 Days per Week/180 Days per year<br>August 23, 2018  |
| b. | Kimberly Deprill*<br>Assignment:<br>Salary:<br><br>Effective:<br>*60 Working Day Probationary Period   | Peters Elementary Cafeteria Aide<br>\$11.20 per Hour; 2 Hours per day;<br>5 Days per Week/180 days per year<br>August 21, 2018   |
| c. | Brittany Keyser*<br>Assignment:<br>Salary:<br><br>Effective:<br>*60 Working Day Probationary Period  | Slatington Elementary Cook's Helper<br>\$12.00 per Hour; 5 Hours per day;<br>5 Days per Week/up to 180 Student Days per year plus additional cleaning days as needed<br>(2017-2021 Educational Support Personnel CBA)<br>August 23, 2018 |
| d. | Michelle Paul*<br>Assignment:<br>Salary:<br><br>Effective:<br>*60 Working Day Probationary Period  | Middle School Cafeteria/Hall Monitor<br>\$11.20 per Hour; 3 ¼ Hours per day;<br>5 Days per Week/180 days per year<br>August 21, 2018   |
| e. | Corinna Varilek*<br>Assignment:<br>Salary:<br><br>Effective:<br>*60 Working Day Probationary Period  | Peters Elementary Cafeteria Aide<br>\$11.20 per Hour; 2 Hours per day;<br>5 Days per Week/180 days per year<br>August 21, 2018   |

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- D. Approve the following individual as District Wide permanent substitute teacher for the 2018-2019 school year. He will be paid a daily per diem rate of \$120 and will receive district health benefits according to the Affordable Care Act regulations with co-payment amounts equivalent to that of district personnel.

Jacen Nalesnik\*

\*Pending Verification of Missing Personnel File Items

E. Middle School Administrative Detention Supervisor

Approve to appoint Jacqueline Schuck Administrative Detention Supervisor in the Middle School. Mrs. Schuck will cover the Wednesday detentions from 2:20 p.m. to 3:20 p.m. She will work throughout the 2018-2019 school year on Wednesdays that warrant detention coverage. Salary will be \$20.00 per hour worked.

F. Family Medical Leave

Approve the request of employee #6927 to take a leave of absence beginning on or about November 22, 2018, for the birth of a child. Employee is requesting to use up to eight weeks of accumulated sick days. Upon exhaustion of medical leave, employee is requesting a six week family medical leave. Employee plans to return to her teaching position upon exhaustion of family medical leave.

G. Medical Leave Of Absence

Approve the request of employee #1650 to take a medical leave of absence. Employee is requesting to use accumulated sick days. Employee plans to return to his position upon release from his physician.

H. Rescind Appointment

Rescind the appointment of Jeremy Battista as Helping Teacher for Elizabeth Fleming - \$200.00, which was approved on the August 13, 2018 board agenda.

- I. Motion to renew the appointment of the following Co-Curricular positions for the 2018-2019 school year.

Beth Case	Middle School Track Coach	\$2,899.00
Henry Ojeda	Middle School Coed Soccer Coach	\$2,868.00

J. Co-Curricular Change of Status

1. Approve the motion to change the status of Cody Bowman, Volunteer Assistant Football coach which was originally approved at the December 4, 2017 board meeting, to Assistant Football Coach – Shared stipend - \$2,468.00 for the 2018-2019 school year.
2. Approve the motion to change the status of Dylan Hofmann, Assistant Football coach – Shared Stipend - \$2,468.00 which was originally approved at the December 4, 2017 board meeting, to Assistant Football Coach – \$4,936.00 for the 2018-2019 school year

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**K. Salary Adjustments**

Acknowledge the following teacher who has completed the requirements per the Collective Bargaining Agreement that would entitle them to a salary increase for the 2018-2019 school year:

Lauren Schuster

From: Step 10B+24

To: Step 10M

**L. Webpage Maintenance**

1. Approve a stipend in the amount of \$500.00 for Mr. Andrew Kern for High School website maintenance and working with students during the 2018-2019 school year. Mr. Kern has constant contact with teachers, secretaries, and administrators in an effort to update the website on a daily basis with the latest information, handouts, and scheduled events. Stipend to be funded by the General Fund High School Student Activities Fund.
2. Approve a stipend in the amount of \$1,000.00 for Mr. Andrew Kern for maintenance and updates of the district website during the 2018-2019 school year. Stipend to be funded by the superintendent's budget.
3. Approve a stipend in the amount of \$500.00 for Ms. Janet Bashore for maintenance and updates of the Peters Elementary website during the 2018-2019 school year. Stipend to be funded by Peters Elementary principal's discretionary account.
4. Approve a stipend in the amount of \$500.00 for Ms. Kori Dibilio for maintenance and updates of the Slatington Elementary website during the 2018-2019 school year. Stipend to be funded by Slatington Elementary principal's discretionary account.

**M. Artistic Director for the Fall Play/Spring Musical**

Approve Stephen Shuey as Artistic Director for the Fall Play/Spring Musical for the NLHS Student Theater Group. Stipend for the Artistic Director will be \$2,000, to be paid out of the General Fund High School Student Activities Fund. The Artistic Director will be responsible for overseeing all persons involved with set design and construction, costuming, lighting, sound, etc. as determined by the HS Principal and Production Director.

**N. Game Workers 2018-2019**

Motion to renew the appointment of the following list of people as Game Workers for the 2018-2019 school year. Game workers consist of ticket sellers and takers, game announcers, scoreboard operators, timers, field judges, scorekeepers. Rate of pay is consistent with the rates approved on the 2018-2019 Supplemental Personnel Salary Schedule:

Dennis Rehrig

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O. Substitute

1. Instructional

Motion to renew the appointment of the following substitute teachers for the 2018-2019 school year at the 2018-2019 substitute teacher rates as approved on the Supplemental Personnel Salary Schedule:

Katie Cappuccino - Chemistry  
 Derrick Reinert - Secondary Math  
 Alyssia Wechsler - Family Consumer Sciences, Special Education

2. Non-Instructional

- a. Motion to renew the appointment of the following individuals as substitute secretaries/aides for the 2018-2019 school year at the 2018-2019 substitute rate as approved on the Supplemental Personnel Salary Schedule:

Shelly Pender  
 Christine Sigley

- b. Motion to renew the appointment of the following individuals as substitute custodians workers for the 2018-2019 school year at the 2018-2019 substitute rate as approved on the Supplemental Personnel Salary Schedule:

Holly Carlson

- c. Motion to renew the appointment of the following individuals as substitute cafeteria workers for the 2018-2019 school year at the 2018-2019 substitute rate as approved on the Supplemental Personnel Salary Schedule:

Holly Carlson  
 Christine Sigley

P. Co-Curricular Volunteers 2018-2019

Dylan Hoffman                      Assistant Wrestling Coach

Q. Unpaid Volunteers

Approve the following unpaid volunteer aides in the Peters and/or Slatington Elementary school, and Middle School for the 2018-2019 school year.

Margaret Blose	Lori-Beth Guelcher	Gina Serfass
Patricia Bollinger	Karen Haberen	Erica Szwest
Susan Bowser	Sharon Karpiszin	Elizabeth Vasquez
Andrea Fella	Dawn Mayer	Nancy Wagner
Deborah Geiger	Janet McKelvey	
Dixie Gross	Joanne Perich	

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**V. POLICY****A. Board Policy First Reading**

1. Approve school board policy #815.1 – Operations - Social Media, as presented after first reading. (Attachment #5)
2. Approve school board policy #828 – Operations - Fraud, as presented after first reading. (Attachment #6)

**B. Board Policy Second Reading**

1. Approve school board policy #302 – Employees – Employment of Superintendent/ Assistant Superintendent, as presented after second reading. (Attachment #7)
2. Approve school board policy #312 – Employees – Performance Assessment of Superintendent/Assistant Superintendent, as presented after second reading. (Attachment #8)
3. Approve school board policy #815 – Operations – Acceptable Use of Internet and District Technology Resources, as presented after second reading. (Attachment #9)
4. Approve school board policy #915.1 – Community – Relations with School Affiliated Organizations, as presented after second reading. (Attachment #10)

**VI. CONFERENCES**

- A. Jennifer Butz - International Association of Sport & Play for Young Children: First World Congress - October 26-28, 2018 – Springfield, MA; There is no cost to the district for this conference. (Attachment #11)
- B. Jennifer Butz - 97th Annual PA State Association of Health, PE, Recreation & Dance - November 9-11, 2018 – Seven Springs, PA; Registration - \$110.00; Travel - \$249.61; Lodging - \$314.00; – Total Approximate Cost: \$673.61 –Funding: Slatington Elementary Professional Development Budget (Attachment #12)
- C. Theresa Cinicola - PA Science Teacher Association Conference - September 30 - October 1, 2018 – State College, PA; Membership - \$20.00; Registration - \$155.00; Lodging - \$119.00 – Total Approximate Cost: \$294.00 – Funding: High School Professional Development Budget (Attachment #13)
- D. Julie Everett - PA Science Teacher Association Conference - September 30 - October 1, 2018 – State College, PA; Membership - \$20.00 Registration - \$155.00; – Total Approximate Cost: \$175.00 – Funding: High School Professional Development Budget (Attachment #14)



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**VII. CURRICULUM AND INSTRUCTION**
**A. Induction Program**

Approve the following teachers as helping teachers in the Northern Lehigh School District Induction Program for the 2018-2019 school year:

Helping Teacher	Inductee	Stipend
Linda Brown	Alyssia Weschler	\$200.00
Larry Meixsell	Elizabeth Fleming	\$200.00

**VIII. OLD BUSINESS**
**IX. (A) NEW BUSINESS**

- A. Approve to designate and authorize the following to sign summary offense notices for district students for the 2018-2019 school year, after consultation with the superintendent:

Mr. Frank Gnas – School Police Officer  
 Mr. Paul Leonzi – Peters Elementary School Principal  
 Mr. Scott Pyne – Slatington Elementary School Principal  
 Mrs. Jill Chamberlain – Middle School Principal  
 Mr. Robert Vlasaty – High School Principal  
 Ms. Tanya Simms – High School Assistant Principal

**IX. (B) NEW BUSINESS**
**A. Election of PSBA Officers**

**RECOMMEND** .... That the Board of Education elects the following candidates as officers for the Pennsylvania School Boards Association, effective January 1, 2019 through December 31, 2019.

President-elect: Eric Wolfgang

Vice President: Art Levinowitz

At-Large Representative: Maura Buri

Section 8 Advisor: Amy Goldman

Insurance Trust Trustee (3 year term): Richard Frerichs; William LaCoff; Nathan Mains

**IX. (C) NEW BUSINESS**

Per the recommendation of the Education/Policy Committee and Administration, the Northern Lehigh School Board approves the formation of an extra and co-curricular committee.

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**X. FINANCIAL**

- A. Approve the Following Financial Reports:
1. General Fund Account months of June, July, & August, 2018 (Unaudited)
  2. NLMS Student Activities Account months of June, July & August, 2018 (Unaudited)
  3. NLHS Student Activities Account months of June, July & August, 2018 (Unaudited)
  4. NLHS Scholarship Accounts months of June & July, 2018 (Unaudited)
  5. Capital Construction months of June, July, & August, 2018 (Unaudited)
  6. Cafeteria Fund months of June, July, & August, 2018 (Unaudited)
  7. Refreshment Stand months of June, July, & August, 2018 (Unaudited)
- B. Approve the Following List of Bills:
1. General Fund months of August & September, 2018
  2. Cafeteria Fund months of August & September, 2018
  3. Capital Construction month of September, 2018
  4. Refreshment Stand month of August, 2018
- C. Approve abatement/exoneration requests of per capita taxes, for the residents that fall within the guidelines, as presented. (Attachment #15)
- D. Authorize administration to purchase a Network Security Insurance policy at a cost not to exceed \$8,000.00 which would cover cyber activity including notification and credit monitoring for all those compromised, as well as remediation.

**XI. LEGAL****XII. CORRESPONDENCE****XIII. INFORMATION**

- A. Minutes of the Carbon Lehigh Intermediate Unit 21 Board of Directors meeting held on July 16, 2018.
- B. Minutes of the Lehigh Carbon Community College Board of Trustees meetings held on June 7, 2018 and July 5, 2018.
- C. Minutes of the Lehigh Career & Technical Institute Joint Operating Committee meeting held on June 27, 2018.

**XIV. RECOGNITION OF GUESTS****XV. ADJOURNMENT**