

**NORTHERN LEHIGH SCHOOL DISTRICT**  
**Regular School Board Meeting**  
**Monday, September 12, 2011**  
**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 911 Remembrance.
- E. Roll Call.
- F. Public Comment -- Restricted to Agenda Items.

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

- A. Regular school board meeting held on August 8, 2011.

**III. SPECIAL BOARD REPORTS**

- A. Carbon Lehigh Intermediate Unit ..... Mr. Gary S. Fedorcha
- B. Lehigh Career and Technical Institute ..... Mrs. Lori H. Geronikos
- 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 Policy/Education Committee Meeting held on September 6, 2011. **(Attachment #1)**
  - Minutes of the Technology Buildings and Grounds Committee Meetings held on September 7, 2011. **(Attachment #2)**
  - Minutes of the Finance Committee Meetings held on September 7, 2011. **(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
- I. Business Manager's Report ..... TBD

- J. Superintendent's Report ..... Mr. Michael W. Michaels
  - Welcome – Ceremonial Oath Anthony Connell
  - Budget Timeline
  - Applying for 2 emergency days – Hurricane Irene
  - Donation from Northern Lehigh Little Theater to purchase curtains for the auditorium - \$
  - Third Day Enrollment Report (Will be distributed at meeting)
  - Recognition of Retirees
    - Andrea Fella
    - Barbara Mantz
    - Diane McMullen
    - Denise Papay
    - Joanne Perich
    - Erwin Prutzman
    - Suzanne Tobing
    - Ralph Williams

K. An executive session will be held at 6:30 p.m. in the Administration Office Conference Room.

**IV(a). PERSONNEL**

A. Appointment Administrative

1. Rhonda Frantz  
 Assignment: Co-Director of Business Affairs/Employee Payroll & Benefits, replacing Jeremy Melber who has resigned  
 Salary: \$65,000 (prorated 2011-2012 school year)  
 Effective Date: September 13, 2011
  
2. Sherri Molitoris  
 Assignment: Co-Director of Business Affairs/Human Resources, replacing Jeremy Melber who has resigned  
 Salary: \$65,000 (prorated 2011-2012 school year)  
 Effective Date: September 13, 2011

**IV(b). PERSONNEL**

A. Resignation

Accept the resignation of Grace Reppert, Middle School Special Education Aide, effective immediately. Mrs. Reppert is resigning to finish her own educational obligations.

B. Co-Curricular Resignation

1. Approve the resignation of John Sitaras from his position of High School Boys Soccer Coach effective August 20, 2011. Mr. Sitaras resigned due to family issues.
  
2. Approve the resignation of Jackie Leslie from her position as Assistant Girl's Basketball Coach effective September 1, 2011. Ms. Leslie resigned due to work issues.

C. Co-Curricular Appointments 2011-2012

Patricia Jones	Assistant Girls Soccer Coach	\$2,761.35
Chris Sander	Assistant Boy's Soccer Coach (Shared Stipend)	\$1,380.68
Eric Schmidt	Assistant Boy's Soccer Coach (Shared Stipend)	\$1,380.68

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D. Co-Curricular Volunteers 2011-2012

Gary Warmkessel	Assistant Softball Coach
Niccole Chirico	Assistant Softball Coach
Michael Hofmann	Assistant Girls Basketball Coach
Jamie Farber	Refreshment Stand Volunteer
Paula Seiler	Refreshment Stand Volunteer
Austin Danish	Assistant Cross Country Coach
Patrice Arnold	HS Dance Team Advisor
LeAnn Hoch	HS Dance Team Advisor

E. Game Workers 2011-2012

Approve the following person as a Game Worker for the 2011-2012 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 2011-2012 Supplementary Personnel Salary Schedule.

Andy Kern

- F. 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 \$1,500 to be paid out of the HS Student Activities Account. The Artistic Director will be responsible for and overseeing all persons involved with set design and construction, costuming, lighting, sound, etc. as determined by the HS Principal and Production Director.

- G. Approve a stipend in the amount of \$500 for Mr. Andrew Kern for High School website maintenance and working with students during the 2011-2012 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 student activities fund.

H. Salary Adjustments

Acknowledge the following teachers who have completed the requirements per the Collective Bargaining Agreement that would entitle them to a salary increase for the 2011-2012 school year:

Christopher Bennett

From: Step 3B  
To: Step 3B+24

Kathy Walter

From: Step 11B+24  
To: Step 11M

Thomas Mertus

From: Step 10B+24  
To: Step 10M

I. Unpaid Volunteers

Approve the following unpaid volunteer aides in the Peters and/or Slatington Elementary Schools for the 2011-2012 school year: Joanne Perich and Barbara Mantz

J. 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:

Kaitlyn Andrews\* – Elementary  
Heather MacCorkle Edick\* – English  
Elizabeth Elstner – Elementary  
Carol Fella – Music  
Carol Judd – Elementary & Special Education  
Lori King – Elementary  
Edward Anderson – CLIU Guest Teacher  
Donna Bauer – CLIU Guest Teacher  
Nika Belcastro-Albanese – CLIU Guest Teacher  
Annette Benedetto – CLIU Guest Teacher  
Shannon Burky – CLIU Guest Teacher  
Jamie Farber – CLIU Guest Teacher  
Katie Fluke – CLIU Guest Teacher  
Jo Lynn Gazo – CLIU Guest Teacher  
Ines Heuser – CLIU Guest Teacher  
Melissa Lawson – CLIU Guest Teacher  
Asimo Tsilikoudis Long – CLIU Guest Teacher  
Roderick Lowe – CLIU Guest Teacher  
Seth McLaughlin – CLIU Guest Teacher  
Theresa Oliveira – CLIU Guest Teacher  
Patricia Passick – CLIU Guest Teacher  
Michael Roth – CLIU Guest Teacher  
Roobhenn Smith – CLIU Guest Teacher  
Patricia Sottolano – CLIU Guest Teacher  
Randall Utsch – CLIU Guest Teacher  
Jeanine Villano-George – CLIU Guest Teacher  
**\*Pending Verification of Missing Documents**

2. Non-Instructional

- a. Approve the following individual as a substitute secretary worker for the 2011-2012 school year at the 2011-2012 substitute rate as approved on the Supplementary Personnel Salary Schedule:

Corinne Hoffman

- b. Approve the following individual as a substitute cafeteria worker for the 2011-2012 school year at the 2011-2012 substitute rate as approved on the Supplementary Personnel Salary Schedule:

Alice Christman

- c. Approve the following individuals as substitute custodians for the 2011-2012 school year at the 2011-2012 substitute rate as approved on the Supplementary Personnel Salary Schedule:

Steven Andrews  
Alice Christman

V. CONFERENCES

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- A. Michele Dotta – American Speech, Language and Hearing Association, Social Thinking Workshop – October 6&7, 2011 – Harrisburg, PA – Registration: \$315.00, Travel: \$56.00, Lodging: \$239.00 – Total Approximate Cost: \$610.00 – Funding: Special Education Budget (**Attachment #4**)
  - B. Everly Kesack – American Speech, Language and Hearing Association, Social Thinking Workshop – October 6&7, 2011 – Harrisburg, PA – Registration: \$315.00, Travel and Lodging: Traveling and Sharing a room with M. Dotta – Total Approximate Cost: \$315.00 – Funding: Special Education Budget (**Attachment #5**)

## **VI. POLICY**

- A. Approve to authorize proper officials to enter into an agreement for one Northern Lehigh School District special education student to attend Parkland School District in accordance with the promises and covenants contained in the agreement. This agreement is effective for the 2011-2012 school year.

## **VII. CURRICULUM AND INSTRUCTION**

- A. Approve to authorize the superintendent to execute a letter of agreement for the 2011-2012 academic year with the Center for Humanistic Change. Inc. to provide Student Assistance Program (SAP) Liaison services. The Student Assistance Teams in our school district will use these services. (**Attachment#6**)
- B. Approve to authorize proper officials to enter into an agreement between the Northern Lehigh School District and New Story Schools for the purpose of furnishing regular education or special education programs for students for the 2011-2012 school year. (**Attachment #7**)

## **VIII. OLD BUSINESS**

## **IX. NEW BUSINESS**

- A. Approve to designate and authorize the following administrators to sign summary offense notices for district students for the 2011-2012 school year:

Mr. Paul Rearden, Jr. – Peters Elementary School Principal  
Dr. Linda Marcincin – Slatington Elementary School Principal  
Mrs. Jill Chamberlain – Middle School Principal  
Mr. Robert Vlasaty – High School Principal  
Mr. Scott Pyne – High School Assistant Principal

## **X. FINANCIAL**

- A. Approve the Following List of Bills:
  - 1. General Fund months of August & September
  - 2. Cafeteria Fund month of August
  - 3. Construction Fund month of August& September
  - 4. Athletic Fund months of August
- B. Approve abatement/exoneration requests of per capita taxes, for the residents that fall within the guidelines, as presented. (**Attachment #8**)
- C. Approve the Resolution Re-adopting, Restating and Amending It's Earned Income Tax Resolution (Originally enacted in June 14, 1965) To Establish Conformity With The Local Tax Enabling Act as Amended by Act 32 of July 2, 2008, as presented. (**Attachment #9**)

- D. Approve the resolution stating Northern Lehigh School District hereby certifies that Sherri A. Molitoris and Rhonda L. Frantz are hereby authorized and empowered to take such actions and to execute and deliver such documents as may be necessary to discharge the School District's obligations with respect to the appointment of the Bank as Custodian and with respect to issuing instructions to enable the Bank to discharge its obligations as Custodian of the School District's assets. **(Attachment #10)**

**XI. LEGAL**

- A. Appoint Rhonda Frantz and Sherri Molitoris, Co-Directors of Business Affairs, as alternate Act 32 Tax Collection Committee Representatives for Northern Lehigh School District. Mrs. Frantz and Mrs. Molitoris will act as voting delegates on the committee in the absence of appointed district voting delegate, Mr. Edward Hartman.

**XII. CORRESPONDENCE**

**XIII. INFORMATION**

- A. Minutes of the Lehigh Carbon Community College Board of Trustees meeting held on July 7, 2011 and August 4, 2011.
- B. Minutes of the Carbon Lehigh Intermediate Unit 21 Board of Directors meeting held on July 18, 2011.
- C. Minutes of the Lehigh Career & Technical Institute Joint Operating Committee meeting held on June 22, 2011.

**XIV. RECOGNITION OF GUESTS**

**XV. ADJOURNMENT**