

**NORTHERN LEHIGH SCHOOL DISTRICT**  
**Regular Meeting**  
**Board Minutes**

**Slatington, PA**  
**September 9, 2013**

- PURPOSE** The regular meeting of the Northern Lehigh Board of School Directors was called to order by the President, Mr. Edward E. Hartman, at 7:30 p.m. on Monday, September 9, 2013, in the Administration Office Board Room.
- ROLL CALL** Members present: Mr. Robin T. Distler, Mr. Gary S. Fedorcha, Mr. Raymond J. Follweiler, Jr., Mrs. Natalie J. Green, Mrs. Donna M. Kulp, Mr. Gregory S. Williams, and Mr. Edward E. Hartman (7)
- Members absent: Mrs. Lauren A. Ganser, Mr. Mathias J. Green (2)
- Non-members present: Mrs. Susan Bahnick, Ms. Emily Bevans (Jr. Rep.), Mrs. Jill Chamberlain, Mr. Greg Derr, Mrs. Michele Dotta, Mrs. Rhonda Frantz, Mr. John Hrizuk, Mr. Michael Michaels, Mrs. Karen Nicholas, Mr. Scott Pyne, Mr. Paul Rearden, Jr., Mrs. Tanya Simms, Mrs. Sharon Sherman, and Attorney Charles Stopp (District Solicitor).
- VISITORS** Approximately four visitors attended the meeting, in addition to Terry Ahner, reporter for The Times News, and Channel 13 News.
- APPROVE MINUTES** Mr. Follweiler made a motion, which was seconded by Mr. Fedorcha that the minutes of the regular school board meeting held on August 12, 2013 be approved and ordered filed.
- YEA: Mr. Distler, Mr. Fedorcha, Mr. Follweiler, Mrs. Green, Mrs. Kulp, Mr. Williams, Mr. Hartman (7)
- NAY: None (0)
- SPECIAL BOARD REPORTS** Carbon Lehigh Intermediate Unit - Mr. Follweiler reported that a new Director of Transportation has been hired.
- Also, on behalf of the Lions Club, a slate plaque was presented to Mrs. Jill Chamberlain for her and Mr. Scott Hankee's help during the Lions Club's Annual Car Show.
- Legislative Reports – Mr. Williams reported that at the last Finance Committee meeting, Mrs. Frantz briefed everyone about the latest bills regarding the elimination of property taxes. From the district's perspective, there are many issues and catches with these bills so they will be closely monitored.
- Attorney Charles Stopp swore in new student representative, Emily Bevans.
- Student Representatives to the Board Report – Ms. Emily Bevans and Mr. Nathaniel Czarnecki distributed their written student representative report and verbally reported on its contents.
- Solicitor's Report – Attorney Stopp advised the board of a recent ruling in Carbon County, regarding a board member who did not honor the confidentiality of executive session. The court ruled that the board member could not be excluded from executive session, but if that member violated confidentiality, there could be contempt findings and fines. Attorney Stopp reminded the board that executive session discussions need to be kept confidential.
- Federal and Other Programs Update – Mrs. Karen A. Nicholas reported that we no longer have Adequate Yearly Progress (AYP) but instead the Pennsylvania Profile System. In the near future, there will be a public site where every school in Pennsylvania will receive a percentage rating. Mrs. Nicholas reported on the results of the Keystone Exams in the High School and Middle School. At the Middle School, the Keystone Exams were taken in Algebra I. Last year, there was one class that was a pilot study for a brand new curriculum based on the common core standards. All of the students passed the exam except for two, and they only missed passing the test by two questions. This year in the Middle School, the periods have been lengthened from 45 minutes to 55 minutes. There are two new pilot studies in the district: Math and Health & Wellness. Both curriculums are digital.

**SPECIAL  
BOARD  
REPORTS  
(cont.)**

**Business Manager's Report** - Mrs. Frantz reported that the local auditors will be here September 9-13, 2013, to complete the 2012-2013 audit.

Mrs. Frantz announced there are three bills addressing property tax elimination. They are all currently in Finance committee. If passed, they may go into effect June, 2014.

**Superintendent's Report**

Mr. Michaels announced that members of the management team and members of the safety committee will be attending an evening training session on Wednesday, September 11, 2013, sponsored by D'Huy Construction, on Door Security Solutions.

Third day enrollment numbers are declining. Our class sizes are in great shape. After reviewing these numbers, it appears that not filling staff vacancies due to attrition was the right decision. The only area where we are having an influx is Special Education.

Mr. Michaels announced that he, Mrs. Dotta, Mrs. Nicholas, and Mr. Marks met with the Special Education Department of the Carbon Lehigh IU #21 to discuss our concerns. Mr. Michaels requested that Northern Lehigh School District be back on the Cost Containment Committee. Mr. Michaels asked Mr. Follweiler to make sure he shares that with the IU as well.

Mr. Michaels and Mr. Hartman recognized and presented a gift to Mrs. Sharon Williams who retired from the Northern Lehigh School District.

An executive session was held at 7:00 p.m. in the Administration Office Conference Room to discuss personnel issues.

**PERSONNEL**

Mr. Fedorcha made a motion, which was seconded by Mr. Follweiler, that the Board of Education approves the following personnel items:

Resignation D. Hoffman	Accept the resignation of Denise Hoffman from her position as instructional aide at Peters Elementary School effective August 19, 2013.	
Resignation M. Pelletier	Accept the resignation of Madeline Pelletier from her position as High School Cook's Helper, effective August 28, 2013.	
Resignation R. Wetzel	Accept the resignation of Robert Wetzel from his position as Middle School Cook's Helper, September 4, 2013.	
Administrative Transfer Instructional	Jason Reinhard From: To:  Salary: Effective:	Middle School Health & Physical Education Teacher Half Time Middle School, Half Time High School Health & Physical Education Teacher  No change in salary August 19, 2013
Appointment Non-Instructional J. Farber	Jamie Farber Assignment:  Salary:  Effective:	High School Guidance Secretary replacing Kathleen Reese who was administratively transferred \$28,000 (Eleven Month Position - prorated) (2013-2017 Clerical Salary & Benefit Agreement) August 20, 2013 * 60 Day Probationary Period ending October 18, 2013
PCA A.Grozier	Amanda Grozier Assignment:  Salary:  Effective:	PCA for Student #2690019 at Peters Elementary School replacing Denise Hoffman who resigned. \$11.40 Per Hour Monday-Friday, 11:20-3:50 up to 180 Student Days a school year plus additional 20 hours for Staff Development according to language in MOU. Upon Receipt of Clearances

**PERSONNEL****(cont.)**

HS Cook D.Hanna	Dima Hanna Assignment: Salary:  Effective: <b>* 60 Day Probationary Period ending November 8, 2013</b>	High School Cook replacing Sheila German who retired. \$8.50 Per Hour/3.0 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) September 10, 2013	
HS Cook J. Kuhns	Jamie Kuhns Assignment: Salary:  Effective: <b>*60 Day probationary period ending November 8, 2013</b>	High School Cook replacing Madeline Pelletier who resigned \$8.50 Per Hour/4.0 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) September 10, 2013	
PCA A.Rosario	Andrea Rosario Assignment:  Salary:  Effective:	PCA for Student #2590017 at Peters Elementary School replacing Kayla Perkowski who was administratively transferred \$11.40 Per Hour Monday-Friday, 11:20-3:50 up to 180 Student Days a school year plus additional 20 hours for Staff Development according to language in MOU. Upon Receipt of New Clearances	
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 2013-2014 school year:		
	Stephen Shuey	From: Step 6B To: Step 6B+24	
Rescind Co-Curricular Appointment	Rescind the appointment of Amy Zeiser in the amount of \$1,281.47 from her position as Middle School Student Council Advisor for the 2013-2014 school year which was originally approved at the August 12, 2013 school board meeting.		
Co-Curricular Appointments 2013-2014	Elizabeth Case Mark Hoffman Katrina Wehr	Middle School Student Council Advisor Assistant Softball Coach Assistant Track Coach	\$1,281.47 \$2,990.49 \$2,990.49
Co-Curricular Volunteers 2013-2014	Michelle Bellesfield* Jamie Farber Maureen Fleischmann* Alex Haberern* Aaron Harding Rick Moser*	Refreshment Stand Volunteer Refreshment Stand Volunteer Refreshment Stand Volunteer Assistant Boy's Soccer Coach Assistant Boy's Soccer Coach Refreshment Stand Volunteer	
	<b>*Pending Verification of Missing Documents</b>		
Rescind Game Worker J. Tout	Rescind the approval of Joseph Tout as a game worker for the 2013-2014 school year which was originally approved at the August 12, 2013 school board meeting.		
Unpaid Volunteers	Margaret Blose Sharon Boyesen Nancy Wagner	Lori Beth Guelcher Joanne Perich Sheila White	JoAnne Sipos Erica Szwest
Artistic Dir. Fall Play Spring Musical S.Shuey	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 Fund. The Artistic Director will be responsible for and overseeing all persons involved with set design and construction, costuming, lighting, sound, etc., determined by the HS Principal and Production Director.		

**PERSONNEL****(cont.)**

Substitute-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:

Amberly Drey – Elementary  
 Andrea Fella – Elementary  
 James Fisher\* – Social Studies  
 Karen Haberern - Elementary  
 Michelle Hock\* – English 7-12  
 Caitlin Makoul\* - Elementary  
 Erwin Prutzman – Business & Technology

**\*Pending Verification of Missing Personnel File Items**

YEA: Mr. Distler, Mr. Fedorcha, Mr. Follweiler, Mrs. Green, Mrs. Kulp, Mr. Williams,  
 Mr. Hartman (7)  
 NAY: None (0)

**POLICY**

Mr. Distler made a motion, which was seconded by Mrs. Kulp, that the Board of Education approves the following policy items:

Board Policy First Reading Approve school board policy #113.2 – Programs – Behavior Support, as presented after first reading.

Approve school board policy #113.4 – Programs – Confidentiality of Special Education Student Information, as presented after first reading.

Approve school board policy #334 – Administrative Employees – Sick Leave, as presented after first reading.

Approve school board policy #434 – Professional Employees – Sick Leave, as presented after first reading.

Approve school board policy #534 Classified Employees – Sick Leave, as presented after first reading.

Special Education Agreement Palmerton S.D. Approve to authorize proper officials to enter into an agreement for one Northern Lehigh School District special education student to attend Palmerton Area School District in accordance with the promises and covenants contained in the agreement. This agreement is effective August 26, 2013 through June 10, 2014.

YEA: Mr. Distler, Mr. Fedorcha, Mr. Follweiler, Mrs. Green, Mrs. Kulp, Mr. Williams,  
 Mr. Hartman (7)  
 NAY: None (0)

**NEW BUSINESS**

Salary and Benefit Agreement Conf. Secretary to Superintendent

Mr. Williams made a motion, which was seconded by Mr. Follweiler, that the Board of Education approves the following new business items

Approve the new Salary and Benefit Agreement between the Northern Lehigh School District and the Confidential Secretary to the Superintendent.

Summary Offense Notices Approve to designate and authorize the following administrators to sign summary offense notices for district students for the 2013-2014 school year:

Mr. Paul Rearden, Jr. – 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

YEA: Mr. Distler, Mr. Fedorcha, Mr. Follweiler, Mrs. Green, Mrs. Kulp, Mr. Williams,  
 Mr. Hartman (7)  
 NAY: None (0)

**NEW**  
**BUSINESS**  
**(cont.)**

Mr. Williams made a motion, which was seconded by Mr. Follweiler, that the Board of Education approve the following nominations for PSBA officers:

PSBA Officers President-elect  
**RECOMMEND** .... That the Board of Education elects William LaCoff as President-elect of the Pennsylvania School Boards Association, effective January 1, 2014 through December 31, 2014.

V.President  
**RECOMMEND** .... That the Board of Education elects Charles Ballard as Vice President of the Pennsylvania School Boards Association, effective January 1, 2014 through December 31, 2014.

Treasurer  
**RECOMMEND** .... That the Board of Education elects Otto Voit III as Treasurer of the Pennsylvania School Boards Association, effective January 1, 2014 through December 31, 2014.

At Large Representative  
**RECOMMEND** .... That the Board of Education elects Robert Schwartz At Large Representative of the Pennsylvania School Boards Association, effective January 1, 2014 through December 31, 2014.

YEA: Mr. Distler, Mr. Fedorcha, Mr. Follweiler, Mrs. Green, Mrs. Kulp, Mr. Williams, Mr. Hartman (7)

NAY: None (0)

**FINANCIAL**

Mr. Follweiler made a motion, which was seconded by Mr. Fedorcha, that the Board of Education approves the following financial items:

List of Bills  
 Approve the Following List of Bills:  
 General Fund months of August & September 2013  
 Cafeteria Fund month of August 2013  
 Refreshment Stand month of August 2013

Rescind Closing the Class of 2013 Acct.  
 Rescind the following motion that was originally approved at the August 12, 2013 school board meeting.

Approve the request of the senior high school to close the Class of 2013 account in accordance with the Student Activities Account guidelines. The account balance is \$492.66 and the Class of 2013 is recommending that the funds be split equally and transferred to the Class of 2014, Class of 2015 and Class of 2016.

Class of 2014 - \$164.22  
 Class of 2015 - \$164.22  
 Class of 2016 - \$164.22

Close Class of 2013 Account  
 Approve the request of the senior high school to close the Class of 2013 account in accordance with the Student Activities Fund guidelines. The account balance is \$194.97 and the Class of 2013 is recommending that the funds be split equally and transferred to the Class of 2014, Class of 2015 and Class of 2016.

Class of 2014 - \$64.99  
 Class of 2015 - \$64.99  
 Class of 2016 - \$64.99

CLIU Technology Pool Agreement  
 Allow administration to sign the CLIU Technology Pool Consortium Agreement for the 2013-2014 school year.

Addendum to OAA Athletic Training Services Contract  
 Approve the addendum to the Athletic Training Services contract between OAA Orthopedic Specialists and the Northern Lehigh School District.

**FINANCIAL**  
**(cont.)**

Per Capita Abatements/  
Exonerations      Approve abatement/exoneration requests of per capita taxes, for the residents that fall within the guidelines, as presented.

YEA:    Mr. Distler, Mr. Fedorcha, Mr. Follweiler, Mrs. Green, Mrs. Kulp, Mr. Williams,  
              Mr. Hartman (7)  
NAY:    None (0)

**INFOR-**  
**MATION**

Minutes of the Lehigh Career & Technical Institute Joint Operating Committee meeting held on June 26, 2013 were distributed.

Minutes of the Carbon Lehigh Intermediate Unit #21 Board of Directors meeting held on July 15, 2013 were distributed.

**RECOG-**  
**NITION OF**  
**GUESTS**

Mrs. Bahnick introduced Connie Smith, dietetic intern, from Cedar Crest College. She is here for five weeks and she is currently working on developing a salad bar at the High School.

**ADJOURN-**  
**MENT**

Mr. Follweiler made a motion, which was seconded by Mr. Fedorcha, that the regular meeting of the Northern Lehigh School District Board of School Directors is adjourned at 8:00p.m.

YEA:    Mr. Distler, Mr. Fedorcha, Mr. Follweiler, Mrs. Green, Mrs. Kulp, Mr. Williams,  
              Mr. Hartman (7)  
NAY:    None (0)

Respectfully submitted,

Gregory S. Williams  
Secretary

ATTEST: \_\_\_\_\_ President  
                  Edward E. Hartman