

**PALMERTON AREA SCHOOL DISTRICT**  
**REORGANIZATION MEETING OF THE BOARD OF SCHOOL DIRECTORS**  
**Tuesday, December 5, 2023**  
**Parkside Boardroom, 680 Fourth Street, Palmerton, PA**

**1. CALL TO ORDER: 5:30 P.M.: PLEDGE OF ALLEGIANCE**

**2. ROLL CALL:**

Ms. Connell	Ms. Haas	Ms. King	Mr. Mazepa	Mrs. Paules	Mr. Paules
Ms. Snyder	Dr. Frankelli	Mr. Kish	Atty. Lochinger		

**3. PUBLIC PARTICIPATION (POLICY #903):**

There shall be time available for public participation at the beginning and end of each board meeting. The beginning session is open for agenda items only and the ending session is open for any agenda times or issues relating to school district policies and operations. Informal requests shall be afforded five (5) minutes for presentation. Should the speaker find the five (5) minute time allotment to be insufficient for his/her presentation, a more detailed written presentation shall be an option. Please note that public interruption of the meeting will detract from the meeting.

**4. ELECTION OF TEMPORARY PRESIDENT:**

It is recommended that the Board of School Directors nominate \_\_\_\_\_ as Temporary President and close the nominations.

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
 Vote: Yes \_\_\_\_\_ No \_\_\_\_\_ Absent \_\_\_\_\_ Abstentions \_\_\_\_\_

**5. READ CERTIFICATES OF ELECTION**

**6. ADMINISTER OATH OF OFFICE**

**7. BOARD MEMBERSHIP LIST (enclosure)**

**8. ELECTIONS:**

A. President – One-Year Term

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to nominate \_\_\_\_\_ as President.

1) It is recommended that the Board of School Directors close the nominations for President.

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
 Vote: Yes \_\_\_\_\_ No \_\_\_\_\_ Absent \_\_\_\_\_ Abstentions \_\_\_\_\_

2) The vote for \_\_\_\_\_ for President for a one-year term.

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
 Vote: Yes \_\_\_\_\_ No \_\_\_\_\_ Absent \_\_\_\_\_ Abstentions \_\_\_\_\_

*Elected President takes charge of meeting.*

B. Vice President – One-Year Term

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to nominate \_\_\_\_\_ as Vice President.

- 1) It is recommended that the Board of School Directors close the nominations for Vice President.

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
Vote: Yes \_\_\_\_\_ No \_\_\_\_\_ Absent \_\_\_\_\_ Abstentions \_\_\_\_\_

- 2) The vote for \_\_\_\_\_ for Vice President for a one-year term.

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
Vote: Yes \_\_\_\_\_ No \_\_\_\_\_ Absent \_\_\_\_\_ Abstentions \_\_\_\_\_

**9. APPOINTMENTS:**

- A. PSBA Liaison for a one-year term \_\_\_\_\_
- B. CCTI Alternate Representative to the Joint Operating Committee for a one-year term \_\_\_\_\_
- C. Carbon County Area Vocational-Technical School (CCAVTS) Authority for a five-year term \_\_\_\_\_

**10. OTHER:**

- A. Motion for the Board of School Directors to accept the resignation of Sherry Haas as Treasurer of the Palmerton Area School Board effective December 5, 2023.

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
Vote: Yes \_\_\_\_\_ No \_\_\_\_\_ Absent \_\_\_\_\_ Abstentions \_\_\_\_\_

- B. Motion for the Board of School Directors to approve \_\_\_\_\_ as Treasurer of the Palmerton Area School Board effective December 6, 2023 through June 30, 2024 at the rate of \$400.00 per year prorated.

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
Vote: Yes \_\_\_\_\_ No \_\_\_\_\_ Absent \_\_\_\_\_ Abstentions \_\_\_\_\_

**11. APPROVAL OF BOARD MEETING CALENDAR:**

It is recommended that the Board of School Directors approve the 2024 calendar of regular monthly meetings and workshop meetings as presented (enclosure).

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
Vote: Yes \_\_\_\_\_ No \_\_\_\_\_ Absent \_\_\_\_\_ Abstentions \_\_\_\_\_

**12. PUBLIC PARTICIPATION:**

**13. FOR THE GOOD OF THE ORDER:**

**14. ADJOURNMENT:**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
Vote: Yes \_\_\_\_\_ No \_\_\_\_\_ Absent \_\_\_\_\_ Abstentions \_\_\_\_\_

**PALMERTON AREA SCHOOL DISTRICT**  
**REGULAR MEETING OF THE BOARD OF SCHOOL DIRECTORS**  
**Tuesday, December 5, 2023**  
**Parkside Boardroom, 680 Fourth Street, Palmerton, PA**

**1. CALL TO ORDER immediately following Reorganization Meeting**

**2. ROLL CALL:**

Ms. Connell	Ms. Haas	Ms. King	Ms. Krawchuk	Mr. Mazepa	Mrs. Paules
Mr. Paules	Ms. Schaible	Ms. Snyder	Dr. Frankelli	Mr. Kish	Atty. Lochinger

**3. STUDENT REPORT:**

**4. SUPERINTENDENT’S REPORT:**

**5. BUSINESS MANAGER’S REPORT:**

**6. BOARD MEMBER REPORTS:**

**7. OLD BUSINESS:**

**8. PUBLIC PARTICIPATION (POLICY #903):**

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**9. CONSENT AGENDA:**

A. Motion for the Board of School Directors to approve the attached consent agenda.

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
 Vote: Yes \_\_\_\_\_ No \_\_\_\_\_ Absent \_\_\_\_\_ Abstentions \_\_\_\_\_

**10. OTHER:**

A. Motion for the Board of School Directors to approve the revised drawing from ALLOY5, Bethlehem, PA, dated December 5, 2023 for the weight room renovation and rebidding of the project (enclosure).

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
 Vote: Yes \_\_\_\_\_ No \_\_\_\_\_ Absent \_\_\_\_\_ Abstentions \_\_\_\_\_

B. Motion for the Board of School Directors to approve the fee schedule from Crabtree Rohrbaugh & Associates, Mechanicsburg, PA, for the S. S. Palmer Elementary building renovation (enclosure).

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
 Vote: Yes \_\_\_\_\_ No \_\_\_\_\_ Absent \_\_\_\_\_ Abstentions \_\_\_\_\_

C. Motion for the Board of School Directors to approve the mechanical, electrical, and plumbing proposal from Crabtree Rohrbaugh & Associates, Mechanicsburg, PA, for the S. S. Palmer Elementary building renovation (enclosure).

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
 Vote: Yes \_\_\_\_\_ No \_\_\_\_\_ Absent \_\_\_\_\_ Abstentions \_\_\_\_\_

D. Motion for the Board of School Directors to approve the drawings dated December 5, 2023 from Crabtree Rohrbaugh & Associates, Mechanicsburg, PA, for the S. S. Palmer Elementary building renovation and bidding of the project (enclosure).

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
Vote: Yes \_\_\_\_\_ No \_\_\_\_\_ Absent \_\_\_\_\_ Abstentions \_\_\_\_\_

E. Motion for the Board of School Directors to approve the fee schedule from Keystone Consulting Engineers, Kresgeville, PA, for the S. S. Palmer Elementary ramp renovation (enclosure).

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
Vote: Yes \_\_\_\_\_ No \_\_\_\_\_ Absent \_\_\_\_\_ Abstentions \_\_\_\_\_

F. Motion for the Board of School Directors to approve the proposal from Keystone Consulting Engineers, Kresgeville, PA, for the S. S. Palmer Elementary ramp renovation and bidding of project (enclosure).

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
Vote: Yes \_\_\_\_\_ No \_\_\_\_\_ Absent \_\_\_\_\_ Abstentions \_\_\_\_\_

G. Motion for the Board of School Directors to rescind approval for Christopher Lantz of Cox, Stokes & Lantz to serve as special counsel for the Palmerton Area School District Board of School Directors.

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
Vote: Yes \_\_\_\_\_ No \_\_\_\_\_ Absent \_\_\_\_\_ Abstentions \_\_\_\_\_

**11. PUBLIC PARTICIPATION:**

**12. FOR THE GOOD OF THE ORDER:**

**13. ADJOURNMENT:**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
Vote: Yes \_\_\_\_\_ No \_\_\_\_\_ Absent \_\_\_\_\_ Abstentions \_\_\_\_\_

**PALMERTON AREA SCHOOL DISTRICT**  
**CONSENT AGENDA**  
**Tuesday, December 5, 2023**

**1. FISCAL:**

- A. Authorize the Superintendent and Business Manager to make and release payments for the remaining December Accounts Payable

**2. PERSONNEL:**

- A. Approve Kevin Wertz as High School Guidance Counselor Long-Term Substitute for the remainder of the 2023-2024 school year at Bachelor’s +24, Step 1, at an annual salary of \$48,243.00 prorated effective upon receipt of emergency certification and release from current assignment
- B. Approve George Kattner as Full-Time Custodian at Towamensing Elementary at an annual salary of \$26,765.00 prorated effective upon receipt of clearances
- C. Approve Courtney Gawrys as Instructional Assistant at a rate of \$17.41 per hour effective December 6, 2023
- D. Approve the following for Family & Medical Leave:

Employee #529	Extension of leave intermittently through June 30, 2024
Employee #7332	From January 2, 2024 through approximately February 23, 2024

- E. Approve the following Coaches for the 2023-2024 school year:

John Hard	Wrestling Assistant Coach	\$4,200.00 prorated	Effective December 6, 2023
Dennis Lombardi	Wrestling Volunteer Assistant Coach	--	Effective December 6, 2023
Aaron Suranofsky	Wrestling Volunteer Assistant Coach	--	Effective upon full receipt of clearances

- F. Approve the following Substitutes effective December 6, 2023:

Kelly Scott	Substitute Teacher	\$110.00 daily rate
Jo Lynn Gazo	Substitute Instructional Assistant	\$10.00 per hour

- G. Approve tuition reimbursements (enclosure)