

NORTHERN LEHIGH SCHOOL DISTRICT
Regular School Board Meeting
Monday, February 12, 2024
Northern Lehigh Administration Building Board Room
7:00 P.M.



Civility and Decorum – District officials and members of the public are expected to conduct themselves with civility and to afford each other a measure of dignity and respect. Shouting, personal insults, and attacks or any conduct that disrupts the flow of business is considered to be out of order. Members of the public are to direct their comments to the Board in its entirety, cannot single out Board Members for response, nor can a member of the public address specific issues with other members of the community who may be present at the meeting or who are virtually present if it is a virtual or hybrid meeting. In addition, members of the community shall not bring signs or placards to the meeting and shall not applaud or engage in any actions that would impede another community member’s right to make comments at the meeting. At the discretion of the Board/Board President, individuals who are disruptive shall be subject to removal from the venue of the Board meeting, unless the disruptive individual agrees to maintain civility and decorum.

- 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 MEETING

- A. Regular School Board Meeting held on January 8, 2024. ([Minutes](#))

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. Natalie Snyder
- D. Lehigh Carbon Community College Mr. Mathias J. Green, Jr.
- E. Committee Reports and/or Meetings
 - Minutes of the Technology/Buildings & Grounds Committee Meeting held on February 5, 2024. ([Attachment #1](#))
 - Minutes of the Education Committee Meeting held on February 5, 2024. ([Attachment #2](#))
 - Minutes of the Policy Committee Meeting held on February 5, 2024. ([Attachment #3](#))
 - Minutes of the Finance Committee Meeting held on February 5, 2024. ([Attachment #4](#))
 - Minutes of the Community Relations Committee Meeting held on February 5, 2024. ([Attachment #5](#))

- F. Student Representatives to the Board Report Ms. Victoria Hanna
Ms. Jalah Cook
- G. Solicitor’s Report Attorney Kristine Roddick
- H. Business Manager’s Report Mrs. Sherri Molitoris
 - 2024-2025 Governor Shapiro’s Budget
- I. Assistant Superintendent’s Report Dr. Tania Stoker
 - ESSER Grant Update
 - 24-25 Middle School Curriculum Guide and High School Program of Study
- J. Superintendent’s Report Dr. Matthew Link
 - National School Counselors Appreciation Week – February 5-9, 2024
 - Food Service Workers Appreciation Week - February 5-9, 2024
 - School Police Officer Appreciation Day - February 15, 2024
 - 65th Annual Lehigh County Honors Band
 - GNLCC Meeting
- K. An executive session will be held at 6:00 p.m. at the Northern Lehigh Administration Building Board Conference Room.

IV. PERSONNEL

A. Resignation/Retirement

1. Accept the resignation of Beth Dietrich from her position as Cook’s Helper at Peters Elementary School, effective at the end of the work day on January 25, 2024.
2. Accept the resignation of Tina Beltz from her position as Cafeteria Hall Monitor at Northern Lehigh High School, effective at the end of the day January 31, 2024.
3. Accept the resignation of Amy Hower from her position as Cook’s Helper at Slatington Elementary School, effective at the end of the day February 6, 2024.
4. Accept the resignation of Janelle Taylor from her position as Paraprofessional at Northern Lehigh High School, effective at the end of the day on January 11, 2024.
5. Accept the resignation of Crystal Schaller from her position as Cook’s Helper at Northern Lehigh Middle School, effective at the end of the day February 8, 2024.

B. Appointment - Instructional

- | | |
|---------------------|--|
| 1. Maisha Utterbach | Professional Employee |
| Assignment: | Secondary Special Education Teacher |
| Salary: | \$63,875 (Step 4 Masters on the 2023-2024 CBA Salary Schedule) |
| Effective: | Upon release from current employer |

C. Appointment - Non- Instructional

1. Crystal Schaller *
Assignment: High School Office Paraprofessional
Salary: \$14.72/hour
Effective: February 9, 2024
***60 Working Day Probationary Period**

2. Rose McDaniel *
Assignment: Cook's Helper
Salary: \$14.00/hour
Effective: February 9, 2024
***60 Working Day Probationary Period**

3. Debbie Smith *
Assignment: Cook's Helper
Salary: \$14.00/hour
Effective: February 12, 2024
***60 Working Day Probationary Period**

4. Brandi Lee *
Assignment: Cook's Helper
Salary: \$14.00/hour
Effective: February 19, 2024
***60 Working Day Probationary Period**

5. Elizabeth Sabo *
Assignment: Cook's Helper
Salary: \$14.00/hour
Effective: On or about February 19, 2024
***60 Working Day Probationary Period**

6. Michelle Schramel *
Assignment: Special Education Paraprofessional
Salary: \$16.39/hour - 5.75 hours
Effective: February 12, 2024
***60 Working Day Probationary Period**

7. Autumn Fink *
Assignment: Special Education Paraprofessional
Salary: \$16.39/hour - 5.75 hours
Effective: 2023-2024 School Year
***60 Working Day Probationary Period**

C. Administrative Transfer - Non-Instructional

1. Josh Reimer
From: Custodian Second Shift
Assignment: Custodian Dayshift
Salary: No change in salary
Effective: February 13, 2024

D. Family Medical Leave of Absence

1. Approve the request of employee #7390 to continue their family medical leave of absence for the birth of a child, from February 21, 2024 until March 22, 2024. Employee plans to return to their position on or about March 25, 2024.

E. Rescind Co-Curricular Appointments

1. Rescind the motion appointing Ryan Fegley as the Asst. Baseball Coach that was approved at the November 13, 2023, school board meeting.

F. Rescind Game Worker

1. Rescind the motion appointing James Yadush as a Game Worker that was approved at the August 14, 2023, school board meeting.

G. Co-Curricular Appointments 2023-2024

| | | |
|------------------|-------------------------------|---------|
| Zachary Williams | Spring Intramurals Net Sports | \$1,000 |
| Daniel Caruso | Head Softball Coach | \$5,608 |
| Jason Reinhard | Asst. Softball Coach | \$3,435 |

H. Co-Curricular Volunteers 2023-2024

| | |
|-----------------------------|----------------------------------|
| Alexandra Powell-Rentschler | Asst. Middle School Soccer Coach |
| James Yadush | Game Worker |

I. Game Workers 2023-2024

Motion to appoint the following individuals as a Game Worker for the 2023-2024 school year. Game workers consist of ticket sellers and takers, game announcers, scoreboard operators, timers, field judges and scorekeepers. Rate of pay is consistent with the rates approved on the 2023-2024 Supplemental Personnel Salary Schedule:

Sam Yasush

J. Substitute

1. Non- Instructional

Motion to appointment of the following individuals as substitute secretary and/or substitute paraprofessionals for the 2023-2024 school year at the 2023-2024 substitute rate as approved on the Supplemental Personnel Salary Schedule:

Tina Beltz

2. Instructional

Motion to renew the appointment of the following individuals as substitute teachers for the 2023-2024 school year at the 2023-2024 substitute rate as approved on the Supplemental Personnel Salary Schedule:

Darla Stewart - Guest Teacher
 John Sipko - Guest Teacher
 Tanya Williams - Health and Physical Education

K. Approve the Superintendent to appoint qualified personnel to vacant positions during the period of time from February 13, 2024 through the next regularly scheduled board Meeting.

L. Salary Adjustments

Acknowledge the following teacher who has completed the requirements per the Collective Bargaining Agreement that would entitle them to a mid-year salary increase for the remainder of the 2023-2024 school year:

Shannon Jones
From: Step 4B+24
To: Step 4M

V. POLICY

A. Board Policy Second Reading

1. Approve school board policy #116 - Tutoring - Programs, as presented after the second reading. ([Attachment #6](#))
2. Approve school board policy #815 - Acceptable Use of Internet, Computers and Network Resources - Operations, as presented after the second reading. ([Attachment #7](#))

VI. CONFERENCES

- A. Michele Dotta - PDE Annual Conference - February 28-March 1, 2024 - Hershey, PA- Registration: \$265- Lodging: \$221.44 - Travel: \$105.86 - Meals: \$100- Total Approximate Cost: \$692.30 - Funding: Special Education Budget. ([Attachment #8](#))
- B. Shawn Green - PSLA Annual Conference - April 11-13,2024- Pocono Manor, PA- Registration: \$250- Lodging: \$344- Travel: \$60.30- Meals: \$140- Total Approximate Cost: \$794.30 - Funding: Peters/Slatington Elementary Budget. ([Attachment #9](#))
- C. David Hauser - PA SAP Annual Conference - February 25-26, 2024- State College, PA- Registration: \$235- Lodging:\$187- Travel: \$223.78- Meals: \$0- Total Approximate Cost: \$645.78 - Funding: Middle School Budget. ([Attachment #10](#))
- D. Tim Weaver - PA SAP Annual Conference - February 25. 2024 - State College, PA - Registration: \$0 - Lodging:\$0 - Travel: \$213.06 - Meals: \$ - Total Approximate Cost: \$213.06 - Funding: Middle School Budget. ([Attachment #11](#))
- E. Krystle Tiedeman - PSLA Annual Conference - April 11-13, 2024- Pocono Manor, PA- Registration: \$225- Lodging: \$516- Travel: \$57.21- Meals: \$0- Total Approximate Cost: \$1798.21 - Funding: High School Budget. ([Attachment #12](#))

- F. Gabryella Wilder - 2024 National Science Association Conference - March 20-24, 2024- Colorado Convention Center - Denver, Colorado- Registration: \$0 - Lodging: \$772 Travel: \$0 - Meals: \$190 - Other: \$723 - Total Approximate Cost: \$1685 - Funding: Assistant Superintendent's Professional Development Budget. ([Attachment #13](#))

VII. CURRICULUM AND INSTRUCTION

- A. As per the recommendation of the administration and Education Committee, approve the Middle School Curriculum Guide for the 2024-2025 school year, as presented. ([Attachment #14](#))
- B. As per the recommendation of the administration and Education Committee, approve the High School Program of Study for the 2024-2025 school year, as presented. ([Attachment #15](#))
- C. As per the recommendation of the administration, approve the service contract between the Northern Lehigh School District and the Colonial Intermediate Unit 20 to provide one-on-one teacher services through the end of the 2023-2024 school year, at a cost not to exceed \$31,343.93. ([Attachment #16](#))
- D. Approve to authorize proper officials to execute an Affiliation Agreement between Northern Lehigh School District and Lehigh University for a teacher preparation program. This program allows students at Lehigh University to student teach in our district in order for them to complete their practicum hours needed for graduation. ([Attachment #17](#))
- E. Induction Program

Approve the following teachers as helping teachers in the Northern Lehigh School District Induction Program for the 2023-2024 school year:

| <u>Helping Teacher</u> | <u>Inductee</u> | <u>Stipend</u> |
|------------------------|------------------|----------------|
| Megan Starnier | Maisha Utterbach | \$200.00 |

VIII. OLD BUSINESS

IX. NEW BUSINESS

- A. Motion to restructure committee meetings as follows:

| Committee | Chair | Co-Chair | Administrative Liaison |
|-----------------------|-----------------|-----------------|--|
| Finance | Donna Kulp | Natalie Snyder | Director of Business Affairs & Human Resources |
| Technology | Rhonda Frantz | Chad Christman | Director of Technology |
| Buildings & Grounds | Gary Fedorcha | Rhonda Frantz | Director of Operations |
| Education | Robert Kern | Gary Fedorcha | Assistant Superintendent |
| Policy | Gale Husack | Angela Williams | Assistant Superintendent |
| Community Relations | Angela Williams | Donna Kulp | Superintendent |
| Extra & Co-Curricular | Chad Christman | Gale Husack | Athletic Director |
| Curriculum | Natalie Snyder | Robert Kern | Director of Educational Technology, Curriculum & Instruction |

X. FINANCIAL**A. Approve the Following Financial Reports:**

1. NLSD Investments for the month of January 2024
2. General Fund Account for the month of January 2024
3. Cafeteria Fund Account for the month of January 2024
4. NLHS Student Scholarship Account for the month of January 2024
5. NLHS Student Activities/Clubs Account for the month of January 2024
6. NLMS Student Activities/Clubs Account for the month of January 2024

B. Approve the Following List of Bills:

1. General Fund months of January and February, 2024
2. Cafeteria Fund months of January and February, 2024
3. Capital Construction months of January and February, 2024

C. Lehigh Carbon Community College 2024-2025 Budget

Approve a resolution regarding the 2024-2025 Lehigh Carbon Community College Sponsor Contribution Budget. Total expenditures equal \$61,548,781 which represents an increase of \$1,649,226 or 2.8% over the 2023-2024 budget. Northern Lehigh's share of the total budget is \$166,703, a decrease of \$4,676 or -.27%.

D. Carbon Lehigh Intermediate Unit 2024-2025 Budget

Approve a resolution regarding the 2024-2025 Carbon Lehigh Intermediate Unit Operational and Program Services budget. Total expenditures equal \$3,619,735 an increase of \$119,864 over the 2023-2024 budget. Northern Lehigh's share is proposed to be \$17,554, a decrease of \$104 from the 2023-2024 budget.

E. Lehigh Career & Technical Institute 2024-2025 Budget

Approve a resolution regarding the Lehigh Career & Technical Institute general fund budget Academic Center expenditures for the 2024-2025 school year. The general fund budget total is \$31,964,195.00 an increase of \$1,260,182. Northern Lehigh School District's portion of the 2024-2025 general fund budget is \$1,393,281, an increase of \$26,671. The expenditures for the Academic Center budget for the period of July 1, 2024 through June 30, 2025 total \$2,525,433, an increase of \$194,644. Northern Lehigh School District's portion of the 2024-2025 Academic Center budget is \$23,327. This amount represents the first year payment based on a 5 year rolling average of student enrollment beginning with the 2023-2024 school year.

F. Approve to allow administration to continue membership in the Greater Lehigh Valley Chamber of Commerce at a fee of \$464.00 for the 2024-2025 school year, to be paid from the Superintendent's budget.**G. Accept the 2022-2023 audit and management report for the single audit ending June 30, 2023. A copy of the audit was distributed to all board members prior to this evening's meeting.**

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- H. Per the recommendation of administration and the Technology/Buildings and Grounds Committee, approve the extended contract with NRG for software and firmware updates and repairs, at a one time cost of \$6,703, funding through the Buildings and Grounds Department budget. ([Attachment #18](#))
 - I. As per the recommendation of administration and the Technology/Building and Grounds Committee, approve awarding the PEPPM Mini-Bid proposal from IntegraOne for \$213,133.00 to replace and upgrade our district-wide wireless network infrastructure, contingent upon receiving E-Rate funding. Additional cost over the E-Rate funding will be funded from Assigned Technology Fund Balance.
 - J. As per the recommendation of administration and the Technology/Building and Grounds Committee, approve awarding the PEPPM Mini-Bid proposal from IntegraOne for \$66,209.00 to replace and upgrade our network security firewall, contingent upon receiving E-Rate funding. Additional cost over the E-Rate funding will be funded from Assigned Technology Fund Balance.
 - K. Approve the resolution to appoint Ashley Wilk as Washington Township Tax Collector, effective February 1, 2024 due to the resignation of Sally Mantz.
 - L. As per the recommendation of administration, approve Preferred EAP as the district's employee assistance benefit plan administrator at a cost of \$6.15 per employee. ([Attachment #19](#))
 - M. As per the recommendation of administration and the Technology/Building and Grounds Committee, approve the T-Mobile Project 10Million agreement to provide Internet hotspots for sixty months funded through the Technology Department budget. ([Attachment #20](#))
 - N. As per the recommendation of administration and the Education Committee, approve the Powerschool Special Programs agreement per the attached quote, funded through the Special Education Department budget. ([Attachment #21](#))

XI. LEGAL

A. Expulsion Hearing Waiver Approval

The Board agrees to expulsion hearing waiver for Student #2390268. Student and guardian have agreed to waive their right to a formal expulsion hearing in front of the School Board and have also agreed to disciplinary action outlined in the waiver.

B. Expulsion Hearing Waiver Approval

The Board agrees to expulsion hearing waiver for Student #2990158. Student and guardian have agreed to waive their right to a formal expulsion hearing in front of the School Board and have also agreed to disciplinary action outlined in the waiver.

XII. CORRESPONDENCE

- A. Slatington Public Library Report ([Attachment #22](#))
- B. Lehigh Carbon Community College Board of Trustees nominations for the Trustee At-Large. ([Attachment #23](#))

XIII. INFORMATION

- A. Minutes of the Lehigh Carbon Community College Board of Trustees meetings held on [November 2, 2023](#) and [December 7, 2023](#).
- B. Minutes of the Carbon Lehigh Intermediate Unit 21 Board of Directors meeting held on [December 18, 2023](#).
- C. Minutes of the Lehigh Career & Technical Institute Joint Operating Committee meeting held on [December 13, 2023](#) and Reorganization Meeting held on [December 13, 2023](#).

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