

**NORTHERN LEHIGH SCHOOL DISTRICT
 Regular School Board Meeting
 Monday, May 11, 2015
 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. Roll Call.
- E. Public Comment -- Restricted to Agenda Items.

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

- A. Regular school board meeting held on April 13, 2015.

III. SPECIAL BOARD REPORTS

- A. Carbon Lehigh Intermediate Unit Mr. Raymond J. Follweiler, Jr.
- B. Lehigh Career and Technical Institute Mr. Gary S. Fedorcha
- 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 Technology/Buildings and Grounds Committee Meeting held on May 6, 2015 (Attachment #1)
 - Minutes of the Finance Committee Meeting held on May 6, 2015 (Attachment #2)
- F. Student Representatives to the Board Report Ms. Emily Bevans
Mr. Gavin Kemery
- G. Solicitor's Report Attorney Charles Stopp
- H. Federal and Other Programs Update Mrs. Karen A. Nicholas
- I. Business Office Report Mrs. Sherri Molitoris
Mrs. Rhonda Frantz
- J. Superintendent's Report Mr. Michael W. Michaels
 - National Teacher Appreciation Week – May 4-8, 2015
 - Baccalaureate Thursday, June 11, 2015 at 7PM – High School Auditorium
 - Graduation – Friday, June 12, 2015 at 7PM
- K. An executive session will be held at 7:00 p.m. in the Administration Office Conference Room.

IV. PERSONNEL

A. Appointment

1. Administrative

Sidney Snyder	
Assignment:	School Psychologist
Salary:	\$54,350.00 190 Days & additional days at per diem will be budgeted for summer work
Effective:	July 1, 2015

B. Retirement/Resignation

1. Accept the retirement resignation of Barry Edwards from his position as District Wide Maintenance worker effective August 19, 2015. Mr. Edwards will retire in August, 2015 after 11 years of service.
2. With regret, accept the retirement resignation of Mary Smith from her position as Middle School Guidance Counselor effective August 21, 2015. At this time she will begin her retirement from the Northern Lehigh School District after 12 years of service.
3. With regret, accept the retirement resignation of Denise Turoscy from her position as High School English Teacher effective the end of the work day, June 15, 2015. At this time she will begin her retirement from the Northern Lehigh School District after 34 years of service.

C. Family Medical Leave

Approve the request of employee #6666 to take a Family Medical Leave beginning on August 24, 2015, for the birth of her second child. Employee will be using four (4) personal days and accumulated sick days (if applicable) and upon exhaustion of sick days and personal days, she is requesting a twelve week family medical leave. Employee plans to return to her current teaching position on November 23, 2015.

D. Motion to approve the following Co-Curricular Appointment for the 2015-2016 school year:

Jason Ruch*	Head Varsity Boys' Soccer Coach	\$5,224.00
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*Pending Verification of Missing Personnel File Items

E. Motion to renew the appointment of the following Co-Curricular positions for the 2015-2016 school year:

Sarah Arndt	MS Girls' Basketball Coach	\$4,604.00
David Carroll	Senior High Band Advisor	\$4,951.00
David Carroll	MS Band Director	\$ 724.00
Elizabeth Case	MS Student Council Advisor (Shared \$1,307.00)	\$ 653.50
Theresa Cinicola	Senior Class Advisor	\$ 664.00
Julie Everett	Senior Class Advisor	\$ 664.00
Kelly Follweiler	Junior Class Advisor	\$ 664.00
Todd Herzog	Sr. High Fall Intramural – Weightlifting	\$ 846.00
Brandon Hibbler	Assistant Girls' Basketball Coach	\$4,697.00
Stephen Hluschak	Sr. High Winter Intramurals – Weightlifting	\$ 846.00
Stephen Hluschak, Jr.	Head Wrestling Coach	\$7,227.00
Patricia Jones	Junior Class Advisor	\$ 664.00

Michael Lehtonen	Sophomore Class Advisor	\$ 664.00
Brett Martinez	Assistant Wrestling Coach	\$4,697.00
Jeffrey Miller	Head Boys' Basketball Coach	\$7,227.00
Trevor Miller	Assistant Boys' Basketball Coach	\$4,697.00
Gina Orr	MS Student Council Advisor (Shared \$1,307.00)	\$ 653.50
Michelle Raber	MS Fall Intramural Net Sports	\$ 846.00
Michelle Raber	MS Spring Intramural Net Sports	\$ 846.00
Michelle Raber	MS Winter Intramural CPR	\$ 846.00
Rachel Reiter	MS Chorus Advisor	\$ 724.00
Rachel Reiter	Senior High Chorus Advisor	\$1,811.00
Richard Roberts	Assistant Boys' Basketball Coach (JH)	\$4,697.00
Scott Snyder	Assistant Wrestling Coach	\$4,697.00
Anthony Thomas	Head Girls' Basketball Coach	\$7,227.00
Amy Zeiser	Sophomore Class Advisor	\$ 664.00

V. POLICY

A. Board Policy Second Reading

Approve school board policy #218.3 – Pupils – Student Restraint, as presented after second reading. (Attachment #3)

VI. CONFERENCES

- A. Susan Bahnick – PA School Nutrition Programs Conference, August 2-5, 2015 – The Gettysburg Eisenhower Hotel – Gettysburg, PA – Lodging - \$362.97, Meals - \$120.00, Travel - \$150.65. Total Approximate Cost: \$633.62 – Funding: Food Services Budget. (Attachment #4)

VII. CURRICULUM AND INSTRUCTION

- A. Approve to adopt the Carbon Lehigh Intermediate Unit's Notice of Adoption of Policies, Procedures and Use of Funds by School District for submission with the 2015-2016 IDEA B, Section 611 project application, as presented. (Attachment #5)
- B. Approve to adopt the Memorandum of Understanding between Northern Lehigh School District and Lehigh County Department of Human Services in collaboration with the Carbon Lehigh Intermediate Unit #21, for the purpose of taking a public health approach to the promotion and implementation of Youth Mental Health First Aid through the training of staff members to be certified instructors. These instructors will provide the training to school district employees, parents, and members of the community. This memorandum of understanding will be in effect for three school years effective July 1, 2015 through June 30, 2018. (Attachment #6)
- C. Approve Sidney Snyder to receive a stipend in the amount of \$284.47 per day to attend the five day Mental Health First Aid Instructor training June 8-12, 2015.
- D. Approve to conduct an Extended School Year Program for special education students in our district. Approve to employ teachers Elizabeth Vasquez and Everly Kesack, at a rate of \$29.00 per hour, four hours per day and instructional aide Stephanie Stillwell at a rate of \$13.55 per hour, for three hours per day, from July 20 – July 31, 2015 Approve to employ teacher Susan Beil at a rate of \$29.00 per hour, four hours per day and Personal Care Assistant, Tara Hengst, at a rate of \$13.67 per hour, for three hours per day, from August 3 – 13, 2015. Approve to employ Tracy Hoffman at a rate of \$29.00 per hour, three hours per day, from July 20-July 27, 2015 and August 3-13 and Dawn Tulio at a rate of \$20.31 per hour, from July 28-July 31, 2015.

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- E. Approve administration to enter into a partnership agreement with Lehigh Carbon Community College in order to provide our students with greater options to earn concurrent high school/college credit. The term of the Dual Enrollment Partnership Proposal between Northern Lehigh School District and Lehigh Carbon Community College will be from August 19, 2015 – June 30, 2016. (Attachment #7)

VIII. **OLD BUSINESS**

IX. **NEW BUSINESS**

X. **FINANCIAL**

- A. Approve the Following Financial Reports:
1. General Fund Account month of April
 2. NLHS Student Activities and Scholarship Account month of March and April
 3. NLMS Student Activities Account month of March and April
- B. Approve the Following List of Bills:
1. General Fund months of April and May
 2. Refreshment Stand month of April
 3. Cafeteria Fund month of April
 4. Capital Projects month of April
- C. Approve the co-payment amount for student athletes receiving a sports physical from OAA during the 2015-2016 school year at a cost of \$10.00 per student in accordance with school board policy #122.
- D. Approve the awarding of fuel bids to the following companies with a contract period of July 1, 2015 to June 30, 2016: (Attachment #8)

UNLEADED GASOLINE TANK WAGON DELIVERY – Awarded to Talley Petroleum Enterprises, Inc. at

- o a fixed price of \$2.2888 per gallon (item #16 on bid summary)

#2 GRADE FUEL OIL TANK TRANSPORT DELIVERY – Awarded to Talley Petroleum Enterprises, Inc. at

- o a fixed price of \$2.0383 per gallon (item #3 on bid summary)

BIO DIESEL FUEL TANK WAGON DELIVERY – Awarded to Talley Petroleum Enterprises, Inc. at

- o a fixed price of \$2.4333 per gallon (item #8 and 18 on bid summary)

- E. Approve the Supplemental Personnel Salary Schedule for the 2015-2016 school year as presented. (Attachment #9)
- F. **Summer Band Camp**

Approve a tuition fee of \$30.00 per student for a one-week elementary summer band program and also approve a stipend for summer band program director, Steven Jonkman. Mr. Jonkman's stipend will be equal to the amount collected for student participation but will not exceed \$1,000.00. The summer band program will run Monday, August 10, 2015 until Friday, August 14, 2015.

- G. Award the bid to replace the cooling tower and boilers at Peters Elementary to Elliott-Lewis Corporation at a cost of \$218,790.00 to be paid from the long range maintenance fund balance as budgeted in the 2015-2016 general fund budget. (Attachment #10)
- H. Allow administration to sign the CLIU Technology Pool Consortium Agreement for the 2015-2016 school year. (Attachment #11)
- I. Approve a three-year contract for local and long-distance telephone service with Level 3 Communications via two Primary Rate Interfaces at a monthly recurring cost of \$1,048.18 per month plus regulatory fees and actual monthly usage charges.
- J. Election of Treasurer
 - 1. Election of a Treasurer for the 2015-2016 fiscal year, as required by Section 404 of the Pennsylvania School Code of 1949, as amended.

RECOMMEND That the Board of Education elects _____ as Treasurer for the 2015-2016 fiscal year, effective July 1, 2015 through June 30, 2016.

XI. LEGAL

- A. Approve to appoint Sweet, Stevens, Williams & Katz, LLP as special counsel for the 2015-2016 school year. The hourly rate for non-routine matters will be \$195.00 per hour. The rate for routine or general advice will be \$150.00 per hour. The hourly rate for legal assistants for routine and non-routine matters will be \$125.00 per hour. This reflects a \$10.00 increase over the previous year's fees.
- B. Approve to appoint Sweet, Stevens, Katz & Williams, LLP as special counsel for the 2015-2016 school year for special education consultations and student services as outlined in the attached agreement. The cost of these services will be \$6,300.00 for the 2015-2016 school year and is a part of the Special Education budget. There is no increase over last year's rate. (Attachment #12)

XII. CORRESPONDENCE

XIII. INFORMATION

- A. Minutes of the Lehigh Carbon Community College Board of Trustees meetings held on March 12, 2015.
- B. Minutes of the Lehigh Career & Technical Institute Joint Operating Committee meeting held on March 25, 2015.
- C. Minutes of the Carbon Lehigh Intermediate Unit 21 Board of Directors meeting held on March 16, 2015.

XIV. ADOPTION OF PROPOSED FINAL BUDGET FOR 2015-2016

- A. It is recommended that the Board of Education adopts the proposed general fund final budget of the Northern Lehigh School District for the 2015-2016 school year in the amount of \$30,828,379.00. The preliminary budget is adopted with a _____ millage rate for Lehigh County and a _____ millage rate for Northampton County.

XV. ADOPTION OF LEGAL NOTICES FOR PER CAPITA TAXES FOR 2015-2016

A. Legal Notice

Authorize the Secretary to publish a Legal Advertisement notifying every resident or inhabitant within the territorial limits of the school district of Northern Lehigh attaining eighteen (18) years of age, and every resident or inhabitant in said school district to notify the proper Per Capita Tax Enumerator within twelve (12) months of his or her becoming a resident or inhabitant, in accordance with the School Laws of Pennsylvania, Section 680, as amended June 16, 1972, Act 138. The assessors to contact are as follows:

BOROUGH OF WALNUTPORT

Annette Lacko – Borough Secretary
Walnutport Borough Building
417 Lincoln Ave. Walnutport, PA 18088
610-767-1322

WASHINGTON TOWNSHIP

Joann Ahner – Township Secretary
Washington Township Municipal Building
PO Box 27, Slatedale, PA 18079
610-767-8108

BOROUGH OF SLATINGTON

Karen Gill – Assistant Secretary
125 South Walnut Street
Slatington, PA 18080
610-767-2131

XVI. RECOGNITION OF GUESTS**XVII. ADJOURNMENT**