

**NORTHERN LEHIGH SCHOOL DISTRICT  
 Regular School Board Meeting  
 Monday, December 4, 2023  
 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 November 13, 2023. ([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. Lehigh Carbon Community College ..... Mr. Mathias J. Green, Jr.
- D. Legislative Report ..... Mrs. Natalie Snyder
- E. Student Representatives to the Board Report..... Ms. Victoria Hanna  
 Ms. Jalah Cook
- D. Solicitor’s Report ..... Attorney Kristine Roddick
- E. Assistant Superintendent ..... Dr. Tania Stoker
  - Announcement of Annual Data Presentation
- F. Business Manager’s Report ..... Mrs. Sherri Molitoris
  - Audit Update

G. Superintendent’s Report..... Dr. Matthew J. Link  
 > LVECU Donation

H. An executive session will be held at 6:25 p.m. at the Northern Lehigh Administration Building Board Conference Room.

**IV. PERSONNEL**

A. Appointment - Instructional

1. Brian Skrapits                      Temporary Professional Employee  
     Assignment:                      Secondary Math Teacher  
     Salary:                              \$62, 975 (Step 1 Masters on the 2023-2024 CBA  
    Salary Schedule)  
     Effective:                              December 11, 2023

B. Appointment - Non-Instructional

1. Robert Long, Jr.\* \*\*  
     Assignment:                      Skilled Maintenance  
     Salary:                              \$32.70/hour (+ additional \$1.06/hour for skilled maintenance)  
     Effective:                              January 9, 2024  
     \*60 Working Day Probationary Period  
     \*\*Pending Verification of Missing Personnel File Items

2. Heidi Eckhart\*  
     Assignment:                      Special Education Paraprofessional  
     Salary:                              \$16.39/hour  
     Effective:                              November 21, 2023  
     \*60 Working Day Probationary Period

3. Janelle Taylor\*  
     Assignment:                      Life Skills Paraprofessional  
     Salary:                              \$16.39/hour  
     Effective:                              November 29, 2023  
     \*60 Working Day Probationary Period

C. Child-rearing Leave of Absence

Approve a child-rearing leave for employee #7473, in accordance with Appendix D in the Northern Lehigh Education Association Collective Bargaining Agreement, for the remainder of the 2023-2024 school year. Employee intends to return at the beginning of the 2024-2025 school year.

D. Family Medical Leave of Absence

Approve the request of employee #7478 to take a family medical leave of absence, effective on November 9, 2023. The employee is requesting to use 12.5 paid sick days and 3 vacation days then requesting a family medical leave of absence and will return on a date not to exceed twelve weeks after the exhaustion of available paid time off.

E. Substitutes

Non-Instructional

1. Motion to appointment the following individuals as substitute custodian workers for the 2023-2024 school year at the 2023-2024 substitute rate as approved on the Supplemental Personnel Salary Schedule:

Jennifer Wentz

F. Co-Curricular Resignation

1. Accept the resignation of Katherine Farber from her position as Head Softball Coach approved on the October 9, 2023 board agenda, effective November 21, 2023.
2. Accept the resignation of Zachary Williams from his position as Fall Intramurals Net Sports approved on the August 14, 2023 board agenda, effective August 17, 2023.
3. Accept the resignation of Tamara Stubits from her position as Girls on the Run Advisor approved on the August 14, 2023 board agenda, effective November 30, 2023.

G. Co-Curricular Appointments 2023-2024

Matt Durich	Assistant Baseball Coach - Shared Stipend	\$1,717.50
Bobby Fahler	Assistant Boys Basketball Coach	\$5,136
Robert Fahler, Jr.	Senior High Fall Intramurals	\$1,000
Robert Fahler, Jr.	Senior High Spring Intramurals	\$1,000

H. Co-Curricular Volunteers 2023-2024

Cadence Peters      Assistant Girls Basketball Coach

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:

Shannon Jones

J. Krise Transportation Bus Drivers and Aides

Motion to approve the following bus drivers and aides from Krise Transportation to transport Northern Lehigh School District students for the 2023-2024 school year:

Stephanie Gaffney

- K. Approve the Superintendent to appoint qualified personnel to vacant positions during the period of time from December 5, 2023 through the next regularly scheduled board meeting.

V. **POLICY**

Board Policy Second Reading

1. Approve school board policy #819 - Suicide Awareness, Prevention and Response - Operations, as presented after the second reading. ([Attachment #1](#))

**VI. CONFERENCES**

1. Blasia Dunham - PETE&C - February 5-6, 2024 - Hershey Lodge - Hershey, PA - Registration: \$210 - Lodging: \$160 - Travel: \$98.25 - Meals: \$70 - Total Approximate Cost: \$538.25 - Funding: Assistant Superintendent's Professional Development Budget.
2. Nichole Fink - PASBO Food Service Bootcamp - December 12, 2023 - Harrisburg, PA - Registration: \$130 - Lodging: \$0 - Travel: \$106.11 - Meals: \$0 - Total Approximate Cost: \$236.11 - Funding: Food Services Budget.
3. Mark Nicosia - Municipal Police Officer Firearm Instructor - January 8-12, 2024 - Pennsylvania State Police Troop P Headquarters - Wilkes Barre, PA - Registration:\$ 500 - Lodging: \$0 - Travel: \$548.23 - Meals: \$125 - Other: \$294.37- Total Approximate Cost: \$1467.60 - Funding: School Police Budget.

**VII. CURRICULUM AND INSTRUCTION**

A. Induction Program

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

Helping Teacher	Inductee	Stipend
Amanda Barianna	Brian Skrapits	\$800.00
Gabryella Wilder	Brian Skrapits	\$200.00

B. Mentor for Administrative Support Staff

Approve the following support staff assistants as mentors in accordance with the Northern Lehigh School District Administrative Support Staff Agreement:

Mentor	New Employee	Stipend
Mark Nicosia	Mark Thomas	\$100.00
Scott Prebosnyak	Mark Thomas	\$100.00
Karen Beltz	Monica Stoeckel	\$200.00
Tricia Waylen	Tina Yocum	\$200.00

- C. Approve to authorize proper officials to execute an Affiliation Agreement between Northern Lehigh School District and DeSales University for a teacher preparation program. This program allows students at DeSales University to student teach in our district in order for them to complete their practicum hours needed for graduation. The agreement will cover the period of November 20, 2023 through November 19, 2028. ([Attachment #2](#))

**VIII. OLD BUSINESS**

**IX. NEW BUSINESS**

- A. Per the recommendation of administration, approve the Memorandum of Understanding with the Slatington Borough Police Department for additional monitoring of school district buildings and grounds for safety and security purposes.

**X. FINANCIAL**

- A. Approve the Following Financial [Reports](#):
  - 1. NLSD Investments for the month of November, 2023
  - 2. General Fund Account audited reports for the months of July - November, 2023
  - 3. Cafeteria Fund Account audited reports for the months of July -November, 2023
  - 4. NLHS Student Activities Account month of November, 2023
  - 5. NLMS Student Activities/Clubs Accounts month of November, 2023
  
- B. Approve the Following List of [Bills](#):
  - 1. General Fund months of November & December, 2023
  - 2. Cafeteria Fund months of November & December, 2023
  - 3. Capital Construction month of November, 2023
  
- C. Approve abatement/exoneration requests of per capita taxes, for the residents that fall within the guidelines, as presented. ([Attachment #3](#))
  
- D. As per the recommendation of the administration and the Technology/Buildings and Grounds Committee, approve the purchase of wireless microphones for the Northern Lehigh High School auditorium per the attached. ([Attachment #4](#))
  
- E. As per the recommendation of the administration, approve a contract with berkone for Act 80 reporting at a cost of \$860.00 for the 2024 submission. ([Attachment #5](#))
  
- F. Approve to pay for PSBA twenty-four hour accident insurance for administrators at a cost of \$26.50 per administrator for 2024, to be paid from the Superintendent’s budget.
  
- G. As per the recommendation of administration, the Board of Education approves the addendum to the agreement with Portnoff Law Associates, Ltd. to be the delinquent real estate tax collector for the 2023 tax year. ([Attachment #6](#))
  
- H. Act 1 Tax Levy Resolution

Approve the Act 1 Tax Levy Resolution indicating the district will not increase real estate taxes above the adjusted index for the 2024-2025 fiscal year which is 7.1%. ([Attachment #7](#))

- I. Approve to designate Fund Balance ending June 30, 2023 as follows:

**1. Committed Fund Balance:**

Health Insurance	\$ 509,128.00
PSERS Increases	\$ 1,854,115.00
<b>Total Committed:</b>	<b>\$ 2,363,243.00</b>

**2. Assigned Fund Balance:**

Assigned Current Yr Usage	\$ 850,619.00
Technology	\$ 1,500,311.00
1:1 Computer Laptop Ins	\$ 75,000.00
Replacement Equipment	\$ 3,250,100.00
Long Range Maintenance	\$ 2,786,468.76
Future Debt Service Payments	\$ 2,600,000.00
Slatington Elementary SA	\$ 9,501.25
Peters Elementary SA	\$ 30,470.38
Refreshment Stand:	\$ 53,731.58
<b>Total Assigned:</b>	<b>\$ 11,156,201.97</b>

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<b>3. Unassigned Fund Balance:</b>	<b>\$ 2,295,624.91</b>
<b>4. Restricted Fund Balances:</b>	
High School Scholarship:	\$ 168,655.88
Slatington Elementary Student Actv:	\$
<b>Total Restricted Fund Balances:</b>	<b>\$ 140,390.43</b>
<b>5. Nonspendable:</b>	<b>\$ 63,815.91</b>
<b>6. Total Fund Balance:</b>	<b>\$16,047,541.67</b>

**XI. LEGAL****XII. CORRESPONDENCE****XIII. INFORMATION**

- A. Minutes of the Carbon Lehigh Intermediate Unit 21 Board of Directors meetings held on [October 16, 2023](#).
- B. Minutes of the Lehigh Carbon Community College Board of Trustees meeting held on [October 5, 2023](#).
- C. Minutes of the Lehigh Career & Technical Institute Joint Operating Committee meeting held on [September 27, 2023](#).

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