

NORTHERN LEHIGH SCHOOL DISTRICT
Regular Meeting
Board Minutes

Slatington, PA
December 7, 2015

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, December 7, 2015, in the Administration Office Board Room.

ROLL CALL Members present: Mr. Robin T. Distler, Mr. Gary S. Fedorcha, Mr. Mathias J. Green, Jr., Mrs. Gale Husack, Mrs. Donna M. Kulp, Mr. Gregory S. Williams and Mr. Edward E. Hartman (7)

Members absent: Mrs. Natalie J. Green, Mr. Robert J. Keegan, Jr. (2)

Non-members present: Mr. Jeffrey Bachman, Mrs. Jill Chamberlain, Mr. Greg Derr, Mrs. Michele Dotta, Mrs. Rhonda Frantz, Mr. John Hrizuk, Mr. Gavin Kemery (Sr. Rep.), Ms. Karlyna Kemery (Jr. Rep.), Mr. Paul Leonzi, Mr. Eugene Marks, Mr. Michael Michaels, Mrs. Sherri Molitoris, Mrs. Karen Nicholas, Mr. Scott Pyne, Mrs. Tanya Simms, Attorney Keith Strohl (Solicitor's Office), and Mr. Robert Vlasaty.

VISITORS Approximately eighteen visitors attended the meeting, in addition to Terry Ahner, reporter for The Times News.

APPROVE MINUTES Mr. Fedorcha made a motion, which was seconded by Mr. Distler, that the minutes of the regular school board meeting held on November 9, 2015 be approved and ordered filed.

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

NAY: None (0)

SPECIAL BOARD REPORTS Carbon Lehigh Intermediate Unit – Mr. Hartman announced that a four year contract was approved for staff personnel at a 2.25% increase in salary per year. The general budget was also approved for 2016-2017 and Northern Lehigh School District will see a savings of \$133.00.

Lehigh Career and Technical Institute – Mr. Fedorcha announced that Dr. Tim Rushton, new Executive Director, attended the dinner earlier this evening. A special board meeting was held for the audit and LCTI did a great job and is in good shape.

Legislative Report – Mr. Williams quoted the latest PASBO legislative report. The budget isn't going well. It was a long weekend in Harrisburg with a lot more downs than ups and we are now going into the week with more questions and uncertainty than anyone expected. House Republicans are now introducing their own proposal going their own way. At this point, things are a mess. Instead of coming out of the weekend two steps closer to a final agreement, we came out with two separate and very different budget proposals. The House and Senate are going in two separate directions and it is not immediately clear how or when they will reconcile their efforts to pass a budget. Stay tuned for more, this is changing very quickly.

Lehigh Carbon Community College – Mr. Green reported that LCCC hosted their budget meeting last week. There will be no increase to the local school districts. There is a slight increase in tuition. Mr. Green announced that LCCC received several honors in November. The college received a lifetime achievement award from the Spanish Chamber of Commerce from the Greater Lehigh Valley for their work with Hispanic students. LCCC was also recognized for its commitment to veterans. The college was named a 2016 Military Friendly School. LCCC was also the recipient of \$500,000.00 from the Poole Foundation.

Student Representatives to the Board Report – Mr. Gavin Kemery and Ms. Karlyna Kemery distributed their written student representative report and verbally reported on its contents. Mr. Hartman thanked the students from the High School and especially the Wrestling team for setting up the Lions Club Xmas tree sale stand at the Trailhead.

Solicitor's Report – Attorney Strohl reported that there were some issues recently and administration inquired if the Northern Lehigh logo could be trademarked. Attorney Strohl provided options to administration and the overall cost. Decisions will be made in the coming months.

**SPECIAL
BOARD
REPORTS
(cont.)**

Superintendent's Report - Mr. Michaels stated that we are concerned about the logo being used in various forms of media. In order for it to be taken off of a website, we need to have ownership of that trademark, so that is why we are looking into trademarking the logo.

Mr. Michaels reported that Mrs. Nicholas will be going into greater detail, but the Bulldog Block has been a pilot program from the day of its inception. He emphasized that sometimes pilot programs have bugs but that is exactly why they are pilot programs. We have several pilot programs in the district right now. Sometimes they are good and sometimes changes need to be made. As educators, we need to be on the cutting edge on ways to improve our test scores which may include new programs. Our goal is to meet the needs of every child that comes through the door.

Federal and Other Programs Update – Mrs. Karen A. Nicholas briefly explained the Bulldog Block and explained the concerns that were raised. A survey was administered to students, teachers and parents. Based on the data from the surveys, we will be discontinuing the Bulldog Block for next semester. Also, based on the Chapter 4 regulations, we will not have any students that will need remediation since they did it in the first semester. Mr. Vlasaty will make the announcement tomorrow and send a letter home to parents.

Business Manager's Report - Mrs. Molitoris reported that the Act 1 Tax Levy is on the agenda this evening for approval. By approving the resolution, we are stating that we will not raise taxes above the index which is 3.2% for the 2016-2017 school year.

Mr. Michaels added that it is very difficult to build a school budget when there is no state budget. Mrs. Molitoris and Mrs. Frantz have done an excellent job managing the budget. Mr. Michaels recommended that anyone nearing retirement should pay close attention to the state budget.

PERSONNEL

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

Rescind Appointment Instructional Rescind the appointment of Jo Lehigh Sponsler as District Wide permanent substitute teacher for the 2015-2016 school year that was originally approved at the November 9, 2015 school board meeting. Ms. Sponsler has accepted a full time position at another school district.

Appointment Instructional benefits Approve the following individual as District Wide permanent substitute teacher for the 2015-2016 school year. She will be paid a daily per diem rate of \$120 and will receive district health according to the Affordable Care Act regulations with co-payment amounts equivalent to that of district personnel.

Jennifer Balliet

Appointment Non-Instructional Tifani Weber*
Assignment: Lunch Room Monitor Peters Elementary School
Salary: \$10.40 Per Hour/ 2 Hours per day on an as needed basis
Effective: December 3, 2015
* Pending Verification of Missing Personnel File Items
* 60 Day probationary period ending January 31, 2016

Rescind Co-Curricular Appointment Rescind the appointment of Ray Lenhart in the amount of \$4,604.00 from his position as Middle School Boys' Basketball Coach for the 2015-2016 school year which was originally approved at the September 14, 2015 school board meeting.

Resignation Co-Curricular Accept the resignation of Maria Van Norman from her position as Cheerleading Advisor effective at the end of the 2015-2016 football season. Stipend to be paid will be \$1,064.67.

Co-Curricular Appointment 2015-2016 Michael Hammond MS Boys' Basketball Coach - Shared Stipend \$2,302.00
Joseph Krempasky* MS Boys' Basketball Coach - Shared Stipend \$2,302.00
*Pending Verification of Missing Personnel File Items

PERSONNEL Motion to renew the appointment of the following Co-Curricular positions for the 2016-2017 school year:
(cont.)

Co-Curricular Appointment 2016-2017	Joseph Tout	Head Football Coach	\$7,299.00
	Stephen Hluschak	Assistant Football Coach	\$4,744.00
	Mark Lavine	Assistant Football Coach	\$4,744.00
	Manny Guedes	Assistant Football Coach	\$4,744.00
	Alden Farber	Assistant Football Coach-Shared Stipend	\$2,372.00
	Michael Strohl	Assistant Football Coach-Shared Stipend	\$2,372.00
	Jessica Frew	Head Field Hockey Coach	\$5,276.00
	Amanda Dietz	Assistant Field Hockey Coach	\$2,931.00
	Kelly Follweiler	MS Field Hockey Coach	\$2,786.00
	David Oertner	Head Cross Country Coach	\$4,373.00
	Elizabeth Case	Assistant Cross Country Coach	\$2,842.00
	Jason Ruch	Head Boys' Soccer Coach	\$5,276.00
	Jeremy Battista	Assistant Boys' Soccer Coach	\$2,931.00
	Jason Reinhard	Head Girls' Soccer Coach	\$5,276.00
	Patricia Jones	Assistant Girls' Soccer Coach	\$2,931.00
	Todd Herzog	Sr. High Fall Intramurals – Weightlifting	\$ 854.00
	Robert Hicks	Sr. High Fall Intramurals – Softball	\$ 854.00

Game Workers 2015-2016 Motion to appointment the following person as a Game Worker for the 2015-2016 school year. Game Workers consist of ticket sellers and takers, game announcers, scoreboard operators, timers, field judges, scorekeepers. Rate of pay is consistent with the rates approved on the 2015-2016 Supplementary Personnel Salary Schedule
Jacqueline Miller*

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

Co-Curricular Volunteers 2015-2016	Kyle Baumann	Assistant Wrestling Coach
	Justin Hampton*	Assistant Boys' Basketball Coach

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

Co-Curricular Volunteers 2016-2017	Sarah Arndt	Assistant Field Hockey Coach
	Terry Bowman	Assistant Football Coach
	Jaclyn Follweiler	Assistant Field Hockey Coach
	Derek Long	Assistant Football Coach
	Adam Merkle	Assistant Girls' Soccer Coach
	Amy Zeiser	Assistant Cross Country Coach

Substitute-Instructional Approve the following substitute teachers for the 2015-2016 school year at the 2015-2016 substitute teacher rates as approved at the October 12, 2015 board meeting.

Lisa Cox – English, Special Education, Library & Art
Ricky Guth – Citizenship
Andrew Marth* - Physics & Mathematics
Helene McGuire-Hein – School Nurse
Tina Rothenberger* – Elementary & Special Education
***Pending Verification of Missing Personnel File Items**

Substitute-Non-Instructional Custodian Approve the following individual as substitute custodian for the 2015-2016 school year at the 2015-2016 substitute rate as approved on the Supplementary Personnel Salary Schedule:
Susan Perl*
***Pending Verification of Missing Personnel File Items**

Unpaid Volunteers Approve the following unpaid volunteer aide in the Peters and Slatington Elementary Schools for the 2015-2016 school year:
Gina Serfass*
***Pending Verification of Missing Documents**

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

NAY: None (0)

**CONFER-
ENCES**

Mr. Distler made a motion, which was seconded by Mr. Green, that the Board of Education approves the following conferences:

Rhonda Frantz – 61st Annual PASBO Conference – March 8-11, 2016 – Hershey Lodge and Convention Center – Hershey, PA – Registration: \$299.00, Lodging: \$317.00, Meals: \$50.00 – Total Approximate Cost: \$666.00 – Funding: Business Office Budget.

Sherri Molitoris -61st Annual PASBO Conference – March 8-11, 2016 – Hershey Lodge and Convention Center – Hershey, PA – Registration: \$299.00, Travel: \$115.00, Meals: \$50.00 – Total Approximate Cost: \$464.00 – Funding: Business Office Budget

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

NAY: None (0)

POLICY

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

Board Policy
Second
Reading

Approve school board policy #304 – Programs – Merged Employee Section – Employment of District Staff, as presented after second reading.

Approve school board policy #317 – Merged Employee Section – Disciplinary Procedures, as presented after second reading.

Approve school board policy #324 – Merged Employee Section – Personnel Files, as presented after second reading

Approve school board policy #331 – Merged Employee Section – Job Related Expenses, as presented after second reading.

Approve school board policy #332 – Merged Employee Section – Working Periods, as presented after second reading.

Approve school board policy #333 – Merged Employee Section – Professional Development, as presented after second reading.

Approve school board policy #336 – Merged Employee Section – Personal Necessity Leave, as presented after second reading.

Approve school board policy #337 – Merged Employee Section – Vacation, as presented after second reading.

Approve school board policy #338 – Merged Employee Section – Sabbatical Leave, as presented after second reading.

Approve school board policy #341 – Merged Employee Section – Benefits for Part-Time Employees, as presented after second reading.

Approve school board policy #346 – Merged Employee Section – Workers' Compensation, as presented after second reading.

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

NAY: None (0)

**NEW
BUSINESS**
LCCC Real
Estate Pre-
Approval
Resolution
Extension

Mr. Green made a motion, which was seconded by Mr. Williams, that the Board of Education approves the following New Business Item:
Approve the resolution from Lehigh Carbon Community College seeking an extension of the school district preapproval for the college to acquire real estate in accordance with section 2.2 of the Rules, Regulations and Procedures for Lehigh Carbon Community College, as presented.

Mr. Fedorcha asked if they had found a property. Mr. Green explained no, that this resolution was merely an extension of the resolution that was passed last year. The college is still looking for property in downtown Allentown and in Carbon County.

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

NAY: None (0)

FINANCIAL

Mr. Green asked that there be further discussion on Item F at the next Finance meeting. Mr. Distler made a motion, which was seconded by Mrs. Kulp, that the Board of Education approves the following financial items:

Financial
Reports

Approve the following financial reports:
General Fund Account month of November, 2015

List of
Bills

Approve the Following List of Bills:
General Fund months of November & December, 2015
Cafeteria Fund month of December, 2015
Refreshment Stand month of November, 2015

Field Turf
Schedule
2015-2016

Authorize administration to enter into an agreement with FieldTurf USA, Inc. for the stadium track resurfacing project at a cost of \$668,820.00.

Security
Camera
Software
High School
packs

Authorize the purchases of the following equipment and software for the security camera software system at the high school. One Hewlett Packard MSA1040 Network storage chassis and eight (8) 1 TB drives for the recording camera images from the new IP security camera system at a cost of \$13,967.00 per attached quote. AXIS Camera Station software and license to cover the total number of cameras installed as part of the entire project at a cost of \$5,662.00 per attached quote. Authorize the use of 2 days of professional services from integraONE at a cost of \$1,200.00 per day as needed during the install and configuration of the camera system. The total cost at this time is \$22,029.00.

Per Capita
Abatements/
Exonerations

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

Fund Balance
Designation
June 30, 2015

Approve to designate Fund Balance ending June 30, 2015 as follows

Committed Fund Balance For:	
Health Insurance Premiums	\$ 1,601,500.00
PSERS Increase	\$ 3,428,165.00
Total Committed:	\$ 5,029,665.00

Assigned Fund Balance	
Assigned Current Year Usage	\$ 993,299.00
Technology	\$ 645,735.00
Replacement Equipment	\$ 915,067.00
Long Range Maintenance	\$ 1,307,990.00
Total Assigned:	\$ 3,862,091.00

Unassigned Fund Balance	\$ 2,105,030.23
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Nonspendable	\$ 34,108.72
Total Fund Balance:	\$11,030,894.95

FINANCIAL
(cont.)

Act 1 Tax Levy
Resolution
2016-2017

NORTHERN LEHIGH SCHOOL DISTRICT
BOARD OF DIRECTORS

RESOLUTION

WHEREAS, on June 27, 2006, the Pennsylvania legislature passed Act 1 of Special Session 2006, entitled the "Taxpayer Relief Act" (hereinafter "Act 1");

WHEREAS, Act 1 requires school districts to limit tax increases to the level set by an inflation index unless the tax increase is approved by voters in a referendum or the school district obtains from the Department of Education or a court of common pleas certain referendum exceptions;

WHEREAS, Act 1 does, however, allow a board of school directors to elect to adopt a resolution indicating that it will not raise the rate of any tax for the support of the public schools for the following fiscal year by more than its index, provided this resolution must be adopted no later than 110 days prior to the date of the election immediately preceding the upcoming fiscal year;

WHEREAS, the Northern Lehigh School District index for the 2016-2017 fiscal year is 3.2%;

WHEREAS, the Northern Lehigh School District Board of Directors has made the decision that it shall not raise the rate of any tax for the support of the Northern Lehigh District for the 2016-2017 fiscal year by more than its index.

School

AND NOW, on this 7th day of December, 2015, it is hereby **RESOLVED** by the Northern Lehigh School District (hereinafter "District") Board of Directors (hereinafter "Board") the following:

1. The Board certifies that it will not increase any school district tax for the 2016-2017 school year at a rate that exceeds the index as calculated by the Pennsylvania Department of Education.
2. The Board certifies that it will comply with the procedures set forth in Section 687, of the Pennsylvania Public School Code (hereinafter "School Code"), 24 P.S. §6-687, for the adoption of its proposed and final budget.
3. The Board certifies that increasing any tax at a rate less than or equal to the index will be sufficient to balance its final budget of the 2016-2017 fiscal year.
4. The Administration of the District will submit the District's information on a proposed increase in the rate of a tax levied for the support of the District to the Pennsylvania Department of Education on the uniform form prepared by the Pennsylvania Department of Education no later than five days after the Board's adoption of this Resolution.
5. The Administration of the District will send a copy of this Resolution to the Pennsylvania Department of Education no later than five days after the Board's adoption of this Resolution.
6. The Board understands and agrees that by passing this Resolution it is not eligible to seek referendum exceptions under Section 333(f) of Act 1 and is not eligible to request approval from the voters through a referendum to increase a tax rate by more than the index as established for the 2016-2017 fiscal year.

7. Once this Resolution is passed, the Administration of the District is not required to comply with the preliminary budget requirements set forth in paragraphs (a) and (c) of Section 311 of Act 1. Provided, however:

FINANCIAL
(cont.)

- (a) The Board understands and agrees that, upon receipt of the information submitted by the District as set forth in paragraphs 4 and 5 above, the Pennsylvania Department of Education shall compare the District's proposed percentage increase in the rate of the tax with the index.
- (b) Within ten days of the receipt of this information, the Pennsylvania Department of Education shall inform the District whether its proposed tax rate increase is less than or equal to the index.
- (c) If the Pennsylvania Department of Education determines that the District's proposed increase in the rate of the District's tax exceeds the index, the District is subject to the preliminary budget requirements as set forth in paragraph (a) and (c) of Section 311 of Act 1.

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

NAY: None (0)

LEGAL

Mr. Fedorcha made a motion, which was seconded by Mr. Green, that the Board of Education approves the following legal item:

Steckel &
Stopp
Retainer &
Hourly Rates

2016

Approve to appoint the law firm of Steckel & Stopp as solicitors for the Northern Lehigh School District for 2016. The hourly rate will be \$125.00 per hour for general services and \$145.00 per hour for litigation related services. These rates represent a \$1/hour increase over last year's rates. The hourly rate for staff will be \$98.00 per hour. These rates represent a \$2/hour increase over last year's rates. Further approve the retainer fee for 2016 at \$2,050.00. This represents an increase of \$50.00 over last year's rates.

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

NAY: None (0)

INFOR-
MATION

Minutes of the Carbon Lehigh Intermediate Unit 21 Board of Directors meetings held on October 19, 2015 were distributed.

Minutes of the Lehigh Carbon Community College Board of Trustees meeting held on October 1, 2015 were distributed.

Mr. Hartman wished everyone a Merry Christmas and a Happy New Year.

ADJOURN-
MENT

Mr. Distler made a motion, which was seconded by Mrs. Green, that the regular meeting of the Northern Lehigh School District Board of School Directors is adjourned at 7:59 p.m.

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

NAY: None (0)

Respectfully submitted,

Gregory S. Williams
Secretary

ATTEST: _____ President
Edward E. Hartman