

NORTHERN LEHIGH SCHOOL DISTRICT
Regular Meeting
Board Minutes

Slatington, PA
October 9, 2017

PURPOSE The regular meeting of the Northern Lehigh Board of School Directors was called to order by the President, Mr. Gary S. Fedorcha, at 7:31 p.m. on Monday, October 9, 2017, in the Gymnasium of the Slatington Elementary School.

**NOMI-
NATIONS
ACTING
SECRETARY** Mr. Fedorcha asked for a motion to nominate an acting secretary for the meeting due to the absence of Mrs. Kristie Wilk.

Nomination For Acting Secretary Mrs. Husack made a motion, which was seconded by Mr. Keegan, to nominate Mr. Gregory Williams as acting secretary for the October 9, 2017 school board meeting.

YEA: Mrs. Bower, Mr. Distler, Mr. Green, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mr. Williams, and Mr. Fedorcha (8)

NAY: None (0)

ROLL CALL Members present: Mrs. Debra Bower, Mr. Robin T. Distler, Mr. Mathias J. Green, Jr., Mrs. Gale N. Husack, Mr. Robert J. Keegan, Jr., Mrs. Donna M. Kulp, Mr. Gregory S. Williams, and Mr. Gary S. Fedorcha (8)

Members absent: Mrs. Kristie D. Wilk (1)

Non-members present: Mr. Jeffrey Bachman, Mrs. Susan Bahnick, Mrs. Jill Chamberlain, Mr. John Corby, Mr. Greg Derr, Mrs. Michele Dotta, Mrs. Rhonda Frantz, Mr. John Hrizuk, Mr. Preston Kemery (Jr. Rep.), Mr. Paul Leonzi, Mr. Eugene Marks, Mrs. Sherri Molitoris, Mrs. Karen Nicholas, Mr. Scott Pyne, Mrs. Tanya Simms, and Attorney Keith Strohl (Solicitor's Office).

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

**APPROVE
MINUTES** Mrs. Kulp made a motion, which was seconded by Mrs. Bower, that the minutes of the regular school board meeting held on September 11, 2017 be approved and ordered filed.

YEA: Mrs. Bower, Mr. Distler, Mr. Green, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mr. Williams, and Mr. Fedorcha (8)

NAY: None (0)

**SPECIAL
BOARD
REPORTS** Carbon Lehigh Intermediate Unit - Mrs. Husack expressed sympathy to the family of Mr. Michael Huber, Jim Thorpe school board representative, who passed away. A resolution honoring his service was presented at the September IU meeting.

Mrs. Husack announced that the transportation department of the IU has been approved as a third party contractor to provide driver's licenses for bus drivers. They hope to have the program implemented by September, 2018.

Legislative Report - Mrs. Bower reported that this year's 2017 PSSA scores in English/ Language Arts and Mathematics saw slight increases over last year, with consistent gains in English/ Language Arts for each of the past three years among third grade scores.

In November, voters will be asked whether the state legislature should move to allow school districts to completely replace property tax. The ballot question asks voters whether the Constitution should be amended to allow the homestead exemption from property taxes to be used to cover the entire property tax bill.

Lehigh Carbon Community College – Mr. Green stated that starting at community college saves students money and 68% leave with no debt. Mr. Green recounted a story of two sisters who went two different educational routes. The one who went to a prestigious school has \$150,000.00 debt and earns \$37,500.00 while the one that started at a community college is making \$395,000.00 and no college debt.

**SPECIAL
BOARD
REPORTS
(cont.)**

Committee Reports and/or Meetings

Minutes of the Technology/Buildings & Grounds Committee Meeting held on October 4, 2017, were distributed.

Minutes of the Finance Committee Meeting held on October 4, 2017, were distributed.

Student Representatives to the Board Report –Mr. Preston Kemery distributed the written student representative report and verbally reported on its contents.

Solicitor’s Report – Attorney Strohl reported that as a result of Act 73 of 2013, which adopted the Revised Uniform Law on Notarial Acts, states that any person administering an oath is deemed to be acting as a notarial officer performing a notarial act, even if not a commissioned notary public. Section 402 of the school code allows the temporary president at a reorganizational meeting to administer the oath of office to school directors who have not already been sworn. Also, PSBA has provided the new oath certificate to be utilized going forward.

Business Manager’s Report – Mrs. Molitoris reported that state democrats and republicans are fighting over how to fund the revenue side of the budget. They are on recess until October 16, 2017. To date, we are receiving all of our state subsidies. The governor has stated that he does not want any new revenue package to hurt education.

Superintendent’s Report – Mr. Corby thanked everyone for coming out tonight. The change in venue was to comfortably accommodate everyone. Mr. Corby thanked everyone who helped with getting the gym ready for tonight’s meeting as well as the reception. Next month we will recognize Mr. Williams for his years of service to the board as he will be leaving the board effective December 4, 2017. Mr. Green and Mr. Fedorcha will be recognized for their years of service in January during board recognition month. Mr. Corby reported that we have offered retirees the choice of the traditional apple paperweight or the cost of the apple can be donated to either the Slatington Public Library or the Northern Lehigh Education Foundation. This year, Mrs. Kathy Walter requested the apple paperweight. Mrs. Babette Guss and Mrs. Catherine Grega requested their donation be made to the Slatington Public Library. Mrs. Kris Ahner and Mrs. Deborah Geiger requested their donation be made to the Northern Lehigh Education Foundation. Mr. Michael Michaels ask that his donation be split equally between each group.

Mr. Fedorcha reported that an executive session was held prior to tonight’s meeting to discuss personnel issues.

Mr. Fedorcha announced that before accepting a motion for personnel items, the board is accepting the retirement resignation of Mrs. Karen Nicholas with regrets. Mrs. Nicholas will be recognized in December.

PERSONNEL

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

Retirement
Resignation
K. Nicholas

With regret, accept the retirement resignation of Karen A. Nicholas from her position as Assistant Superintendent of the Northern Lehigh School District, effective February 12, 2018. Mrs. Nicholas will retire on February 12, 2018, after 18 years of service at Northern Lehigh School District. She requests that all applicable benefits to which she is entitled be granted upon the implementation of her retirement.

Appointment
Instructional

Elizabeth Gustus-Hannon*
Assignment:

Temporary Professional Employee
Senior High School Social Studies Teacher replacing
Jonathan DeFrain who resigned.

Salary:

\$56,175.00 prorated (Step 1 Masters on the 2017-2018
CBA Salary Schedule)

Effective:

September 28, 2017

*Pending Verification of Missing Personnel File Items

<u>PERSONNEL</u> <u>(cont.)</u>	Thomas Battista	Temporary Vacancy Replacement
	Assignment:	Senior High School Chemistry Teacher replacing an employee who is on a leave of absence.
	Salary:	Substitute Teacher Rate Days 1-30; Day 31 and beyond \$47,750.00 prorated (Step 1 Bachelors on the 2017-2018 CBA Salary Schedule)
	Effective:	August 24, 2017
	Termination Date:	Upon return of full time teacher
Permanent Substitute Teacher	Approve the following individual as a District-Wide permanent substitute teacher for the 2017-2018 school year. He will be paid a daily per diem rate of \$120 and will receive district health benefits according to the Affordable Care Act regulations with co-payment amounts equivalent to that of district personnel.	
	Raymond Ross*	
	*Pending Verification of Missing Personnel File Items	
Appointment Non-Instructional	Patricia Utsch*	
	Assignment:	Senior High School Cook's Helper replacing Kimberly Ruland who replaced Wendy Shirk who retired.
	Salary:	\$12.00 per hour Monday-Friday, 5 Hours Per Day up to 180 student days a school year plus additional cleaning days as needed (2017-2021 Educational Support Personnel CBA)
	Effective:	October 10, 2017
	*Pending Verification of Missing Personnel File Items	
	*60 Day probationary period ending January 17, 2018	
Asst. Director Fall Play/Musical	Approve John Andreadis* as Assistant Director for the Fall Play/Spring Musical for the NLHS Student Theatre Group. Stipend for the Assistant Director will be \$500.00 and be paid out of the General Fund High School Student Activities Fund.	
	*Pending Verification of Missing Personnel File Items	
Family Medical Leave	Approve the request of employee #1200 to take a Family Medical Leave of absence beginning on September 20, 2017 until December 8, 2017. Employee is requesting to use accumulated sick and vacation days while on his family medical leave.	
Substitute-Instructional	Approve the following substitute teacher for the 2017-2018 school year at the 2017-2018 substitute teacher rates as approved on the Supplementary Personnel Salary Schedule:	
	Jenna Martin –Elementary	
Non-Instructional Aide	Motion to renew the appointment of the following individual as substitute instructional aide for the 2017-2018 school year at the 2017-2018 substitute rate as approved on the Supplementary Personnel Salary Schedule:	
	Kelsey Follweiler	
Custodians	Motion to renew the appointment of the following individual as substitute custodians for the 2017-2018 school year at the 2017-2018 substitute rate as approved on the Supplementary Personnel Salary Schedule:	
	Ann Marie Belo	Eric Schaner
Co-Curricular Volunteers 2017-2018	Katherine Farber	Assistant Softball Coach
	YEA: Mrs. Bower, Mr. Distler, Mr. Green, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mr. Williams, and Mr. Fedorcha (8)	
	NAY: None (0)	

CONFERENCE

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

Jamie Farber – A/CAPA Fall Workshop – November 1-3, 2017 – Hershey, PA – Registration: \$295.00, Lodging: \$306.00, Meals: \$25.00 - Total Approximate Cost: \$626.00 – Funding: Business Office Budget

Registration:

Rhonda Frantz – A/CAPA Fall Workshop – November 1-3, 2017 – Hershey, PA –
\$295.00, Lodging: \$306.00, Meals: \$25.00, Travel: \$81.00 - Total Approximate Cost: \$707.00 – Funding: Business Office Budget

Scott Gerould – PSAHPERD State Convention - November 16-17, 2017 – Valley Forge, PA – Registration: 145.00, Lodging: \$132.00, - Total Approximate Cost: \$277.00 – Funding: High School Budget.

YEA: Mrs. Bower, Mr. Distler, Mr. Green, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mr. Williams, and Mr. Fedorcha (8)

NAY: None (0)

POLICY

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

Board Policy
Second
Reading

Approve school board policy #011 – Local Board Procedures – Board of Governance Standards/Code of Conduct, as presented after second reading.

Approve school board policy #123 – Programs – Interscholastic Athletics, as presented after second reading.

Approve school board policy #801 – Operations – Public Records, as presented after second reading.

YEA: Mrs. Bower, Mr. Distler, Mr. Green, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mr. Williams, and Mr. Fedorcha (8)

NAY: None (0)

CURRICULUM AND INSTRUCTION

Induction
Program

Mrs. Kulp made a motion, which was seconded by Mr. Green, that the Board of Education approves the following curriculum and instruction item:

Approve the following teacher as a helping teacher in the Northern Lehigh School District Induction Program for the 2017-2018 school year:

Helping Teacher	Inductee	Stipend
Nicholas Sander	Elizabeth Gustus-Hannon	\$800.00

YEA: Mrs. Bower, Mr. Distler, Mr. Green, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mr. Williams, and Mr. Fedorcha (8)

NAY: None (0)

NEW BUSINESS

District
Goals
2017-2018

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

Approve the Northern Lehigh School District Goals for the 2017-2018 school year.

**NEW
BUSINESS
(cont.)**

Asst. to the
Food Services
Director
Agreement
2017-2021

Approve the new agreement between the Northern Lehigh School District and Mrs. Donna Marks, Food Service Assistant to the Food Service Director, per the terms and conditions therein

YEA: Mrs. Bower, Mr. Distler, Mr. Green, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mr. Williams, and Mr. Fedorcha (8)

NAY: None (0)

Mrs. Kulp thanked Mr. Corby for the district goals and she is excited for what is planned going forward. Mr. Corby credited the administrative staff. Mr. Fedorcha complimented the administrative staff on their achievable goals.

**NEW
BUSINESS
(cont.)**

Election of
Superintenden-
dent
M. Link
2018-2021

Mr. Keegan made a motion, which was seconded by Mrs. Husack, that the Board of Education approves the following new business item:

Appoint Matthew J. Link as Superintendent of the Northern Lehigh School District, for a term beginning on January 1, 2018, and ending on June 30, 2021, pursuant to the terms of the superintendent employment agreement (The Agreement), and in accordance with the school code, and further, that the board president and secretary be authorized to sign the agreement.

Roll call.

YEA: Mrs. Bower, Mr. Distler, Mr. Green, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mr. Williams, and Mr. Fedorcha (8)

NAY: None (0)

Motion carried.

Mr. Link thanked everyone who participated in the search process and expressed his excitement in meeting all of the students and the staff. Mr. Link introduced his wife and children.

FINANCIAL

Mr. Keegan made a motion, which was seconded by Mrs. Husack, that the Board of Education approves the following financial items:

Financial
Reports

Approve the following financial reports:
General Fund Account months of June, July, August, 2017
NLMS Student Activities Account months of July and August, 2017.
NLHS Student Activities and Scholarship Account months of July and August, 2017

List of
Bills

Approve the Following List of Bills:
General Fund months of September & October, 2017
Cafeteria Fund months of September & October, 2017
Refreshment Stand month of September, 2017

Portnoff
Agreement
Delinquent
Tax Collector

RESOLVED, 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 2016 tax year.

Statewide Tax
Recovery

Approve the appointment of Statewide Tax Recovery as the delinquent per capita tax collector for the 2017-2018 tax year.

Per Capita
Abatements/
Exonerations

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

Electricity
Purchase

Authorize administration to sign and enter into an agreement to purchase electricity for the district from July 1, 2019 through June 30, 2021, in the event that future year early purchasing is favorable for the district and time does not allow for a board meeting to take place.

FINANCIAL

(cont.)

District
Financial
Institutions

Authorize the following financial institutions to act as approved depositories for school district funds and or temporary investments. The Northern Lehigh School Board further authorizes the following financial institutions to transfer funds on deposit to any other bank for the credit of the Northern Lehigh School District. The Board further authorizes the Business Manager and/or Superintendent to enter into agreements, supplements or amendments to agreements to implement the foregoing operations for the 2017-2018 school year.

Key Bank Capital Markets

YEA: Mrs. Bower, Mr. Distler, Mr. Green, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mr. Williams, and Mr. Fedorcha (8)

NAY: None (0)

LEGAL

Trust Agree-
ment Health
Benefits
Consortium

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

The Northern Lehigh School District Board of Directors, recognizing that it has been a participating member of the Health Benefits Consortium that was formed by the Members for the purposes of maximizing the benefits and reducing costs of Member group medical and prescription insurance, approves the Trust Agreement of the Health Benefits Consortium as presented, effective January 1, 2018.

Trustee for
Health Benefits
Consortium

The Northern Lehigh School District Board of Directors hereby designates the Co-Director of Business Affairs/Payroll and Benefits, as the Trustee on behalf of the Northern Lehigh School District and in the Co-Director of Business Affairs/Payroll and Benefits absence, the Co-Director of Business Affairs/ Human Resources, shall be designated as the alternate Trustee for the Health Benefits Consortium.

YEA: Mrs. Bower, Mr. Distler, Mr. Green, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mr. Williams, and Mr. Fedorcha (8)

NAY: None (0)

**INFOR-
MATION**

Minutes of the Carbon Lehigh Intermediate Unit 21 Board of Directors meeting held on August 21, 2017, were distributed.

Minutes of the Lehigh Carbon Community College Board of Trustees meeting held on August 3, 2017, June 1, 2017 and July 6, 2017.

Minutes of the Lehigh Career & Technical Institute Joint Operating Committee meeting held on August 23, 2017, were distributed.

**ADJOURN-
MENT**

Mr. Keegan made a motion, which was seconded by Mr. Williams, that the regular meeting of the Northern Lehigh School District Board of School Directors is adjourned at 7:52 p.m.

YEA: Mrs. Bower, Mr. Distler, Mr. Green, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mr. Williams, and Mr. Fedorcha (8)

NAY: None (0)

Respectfully submitted,

Gregory S. Williams
Temporary Secretary

ATTEST: _____ President
Gary S. Fedorcha