

NORTHERN LEHIGH SCHOOL DISTRICT
Regular School Board Meeting
Monday, June 8, 2009
Slatington Elementary School
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 May 11, 2009.
- B. Special school board meeting held on May 28, 2009.

III. SPECIAL BOARD REPORTS

- A. Carbon Lehigh Intermediate Unit Mr. Donald H. Dengler
- B. Lehigh Career and Technical Institute Mrs. Lori H. Geronikos
- 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 Policy/Education Committee Meeting held on June 1, 2009. **(Attachment #1)**
 - Minutes of the Technology Buildings and Grounds Committee Meeting held on June 3, 2009. **(Attachment #2)**
 - Minutes of the Finance Committee Meetings held on June 3, 2009. **(Attachment #3)**
- F. Student Representatives to the Board Report Mr. Michael Showak
Ms. Taylor Trapp
- G. Solicitor's Report Attorney Charles Stopp
- H. Federal and Other Programs Update Mrs. Lynne B. Fedorcha
- I. Business Manager's Report Mr. Jeremy G. Melber
- J. Superintendent's Report Mr. Michael W. Michaels
 - Recognition of Michael Showak – Student Representative to the Board
 - Sixth Sense Team Recognition
- K. An executive session will be held at 6:30 p.m. in the Superintendent's Office.

IV. PERSONNEL

A. Change of Status

Stephen Shuey
From: Half Time Art Teach – Senior High School
To: Full Time Art Teacher – Senior High School
Salary: \$41,700 (Step 2 Bachelors on the 2009-2010 CBA,
Salary Schedule)
Effective: August 26, 2009

B. Appointments**1. Administrative**

Susan Bahnick
Assignment: Food Service Director
Salary: \$47,000
Effective: July 1, 2009

C. Substitute Non-Instructional

Approve the following individual as a substitute aide for the 2008-2009 school year at the 2008-2009 substitute rate as approved on the Supplementary Personnel Salary Schedule:

Ryan Mayberry

D. Approve to incorporate the position of Computer Technician into the Clerical Salary and Benefit Agreement effective July 1, 2009. Mr. Haas petitioned the Board in January 2009 to be apart of the Clerical Agreement according to language in the current Computer Technicians Agreement.

V. CONFERENCES**VI. POLICY****A. Board Policy – First Reading**

1. Approve school board policy #248 – Pupils – Unlawful Harassment, as presented after first reading. **(Attachment #4)**
2. Approve school board policy #249 – Pupils – Bullying/Cyberbullying, as presented after first reading. **(Attachment #5)**
3. Approve school board policy #348 – Administrative Employees – Unlawful Harassment, as presented after first reading. **(Attachment #6)**
4. Approve school board policy #448 – Professional Employees – Unlawful Harassment, as presented after first reading. **(Attachment #7)**
5. Approve school board policy #548 – Classified Employees – Unlawful Harassment, as presented after first reading. **(Attachment #8)**
6. Approve new Faculty Laptop Policy, as presented after first reading. **(Attachment #9)**

B. Student Representative to the Board

Approve Justin Molitoris as Student Representative to the Board for the 2009-2010 school year. Justin has been appointed as the junior representative to the board and will serve from September 2009 through June 2010. Taylor Trapp will serve as the senior representative to the board until June 2010.

- C. In accordance with School Board Policy #707, approve the list of organizations and their appropriate group designation as presented by the Director of Support Services. **(Attachment #10)**
- D. It is recommended that the Board of Education grant homebound instruction for a 2nd grade student, Student No. 1990179, for five hours per week, effective June 2, 2009 and continuing for the remainder of the 2008-2009 school year.
- E. Student-Parent Handbook Changes
1. Approve the changes to the Elementary School Student-Parent Handbook as presented. **(Attachment #11)**
 2. Approve the changes to the Northern Lehigh High School Student-Parent Handbook as presented. **(Attachment #12)**
 3. Approve the changes to the Northern Lehigh Middle School Student-Parent Handbook as presented. **(Attachment #13)**

VII. CURRICULUM AND INSTRUCTION

- A. Approve to authorize the administration to employ nine elementary teachers at a stipend of \$1,800 per teacher (approximate total \$16,200) and one Reading Specialist Supervisor at a stipend of \$1,500, to conduct a Title I Summer Reading Camp for Title I eligible K-2 students based on data and teacher recommendation. The Reading Camp will be conducted in the Slatington Elementary School from 9:00 a.m. to 12:00 p.m. Monday through Friday from July 20 to August 7, 2009. Expenses for this program will be paid for through the ACT portion of the PA-Pact Grant.
- B. Approve the purchase of *MS Office 2007* textbooks to replace *MS Office 2003 textbooks*. We will now be instructing our students in Office 2007 in which previously hard-to-find features are now easier to explore. We already have the Office 2007 software and the Technology Department will be installing this in the HS Computer labs. We will continue to use *Microsoft Office 2003* for non-instructional purposes. The cost of 225 books is \$18,668.75. This is part of the 2009-2010 Curriculum and Instruction budget.
- C. Approve the purchase of Accounting textbooks - *Century 21 Accounting Advanced* and *Century 21 Accounting Multicolumn Journal*. Both books are published by South-Western/Cengage Learning, 2008 copyright. These texts will replace worn out accounting books by the same publisher with a 2000 copyright. The total cost of 42 books with software support is \$4917 plus shipping and handling. (Exam view and lesson view software is being provided without charge.) This purchase is part of the 2008-2009 Curriculum and Instruction budget.
- D. Approve the purchase of Consumer Life Skills text *Manage Your Personal Finances* authored by Joan Ryan, published by South-Western/Cengage Learning, 2008

copyright. The book replaces *Introduction to Business*, also published by South-Western in 1997. The cost of 60 textbooks is \$3,795 plus shipping and handling and is part of the 2008-2009 Curriculum and Instruction budget.

- E. Appoint the following list of people as members of the Northern Lehigh Professional Development Committee:

Jennifer Ortiz and Deb Bower – Parent Representatives
Lori Vernon – Business Representative
Lynne Fedorcha – Community Representative

- F. Title I, Title II, Title V and Drug-Free Schools & Communities Act – 2009-2010

Approve to authorize proper officials to execute contracts for Title I, Title II and Drug-Free Schools and Communities Acts for the 2009-2010 school year.

VIII. OLD BUSINESS

IX. NEW BUSINESS

X. FINANCIAL

- A. Approve the Following List of Bills:

1. General Fund month of May
2. Athletic Fund month of May
3. Refreshment Stand Fund month of May
4. Cafeteria Fund month of May

- B. Approve the Following Financial Reports:

1. General Fund months of May
2. NLMS Student Activities Account month of May
3. NLHS Student Activities and Scholarship Account for the month of April

- C. Appoint Hilb, Rogal and Hamilton Company (HRH) Palley Simon Associates as the district insurance broker for Property, Casualty, Liability and Worker's Compensation insurance for the 2009-2010 school year.

- D. Approve a maintenance agreement for the 2009-2010 school year with Allentown Sewing Machine Outlet. The agreement covers sewing machines located as follows:

Middle School – 14 machines at \$30.00 per machine plus parts and a one time \$10.00 fuel charge = \$430.00

- E. Award insurance coverage for the 2009-2010 school year to the following companies:

1. Commercial Package and Automobile (Vehicle Liability, General Liability Property Insurance and Boiler and Machinery) Graphic Arts (UTICA) National Insurance Company - \$59,492. The premium is an increase of \$2,494 over last year's rate.
2. Commercial Umbrella Liability Insurance – North River Insurance Company - \$15,504.00. There is no increase over last year's rate.
3. School Leaders Error and Omissions Liability – National Union Fire Insurance Company - \$12,569. The premium is a decrease of \$662.00 over last year's rates.

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4. Workers' Compensation Coverage – School Boards Insurance Company – estimated premium of \$84,379, approximately a \$10,942 increase. This amount is an estimated total, final cost based on actual payroll figures.
- F. 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 2009-2010 school year.
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| Commerce Bank of Pennsylvania | Prudential-Bache Government Securities Trust |
| Wachovia National Bank | Pennsylvania Local Government Investment Trust (PLGIT) |
| East Penn Bank | |
- G. Approve to grant permission to the business office to pay construction, insurance, and utility bills that are scheduled for payment during the month of July as required by contract. There is no scheduled board meeting in July.
- H. Approve the appointment of Statewide Tax Recovery as the delinquent per capita tax collector for the 2009-2010 school year.
- I. Approve Remco, Inc as a preventative maintenance service provider for the cafeteria equipment in all four buildings at a cost of \$3,965.75. This is an increase of \$170.75 over last year. **(Attachment #14)**
- J. Appoint Mid-Penn Insurance Associates as the 2009-2010 Student Accident and Athletic Insurance Carriers. The renewal rate is \$6,904, an increase of \$739 over last year, to include all interscholastic sports, band and cheerleading. Voluntary school coverage is \$22.00 for the school time rate and \$88.00 for the 24-hour rate, no increase in rate from 2008-2009.
- K. Approve to renew the following expiring bonds for the 2009-2010 fiscal year through HRH Pally Simon Associates:
1. A \$50,000 Board Secretary Bond for the term of July 1, 2009 to July 1, 2010 at an annual premium of \$175.00.
 2. A \$50,000 Board Treasurer Bond for the period July 1, 2009 to July 1, 2010 at an annual premium cost of \$269.00.
- L. Upon final approval of the Proposed Final 2009-2010 Budget as presented at the May 11, 2009 board meeting, approve the lease of the following items from California First Leasing Corporation 18201 Von Karman Ave, Suite 800, Irvine CA 92612 for \$45,000.00 per year with a lease term of 36 months and a one dollar (\$1) buyout option at end of the lease agreement:
- Laptops, Carts and Data Projectors for Middle School
Laptops and Data Projectors for High School
Interactive White Boards and Data Projectors for Peters Elementary
- M. Award the Peters Elementary Paving Project bid to Grand Prix Excavation at a cost of \$185,408.00. **(Attachment #15)**

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- N. Award Provident Energy's recommendation to appoint CM3 Building Solutions for the Guaranteed Energy Savings Project under the Guaranteed Energy Savings Act, pending solicitor's review of proposal. **(Attachment #16)**
- O. School Dentist
Approve to appoint Dr. Harry Schleifer of Professional Dental Associates as the school dentist for the 2009-2010 school year at the quoted fee of \$1.00 per dental exam needed.
- P. School Physician
Approve to appoint Dr. Nicole Sully and Dr. Amy Steigerwalt of Parkland Family Health Center as school physicians for the 2009-2010 school year. The fee for grade level physicals will be \$20.00 per physical needed. Consultant services will be provided at no charge.
- Q. Football Game Physician

Approve to appoint OAA Orthopedic Specialists to provide football game physicians for the 2009-2010 school year at a quoted fee of \$75.00 per regular season game and 85.00 per post-season game. There is no increase over last year's fee.
- R. Rescind the motion awarding fuel bids of Ultra Low Sulfur Diesel and No. 2 Heating Oil Transport Delivery to CHH Inc.
- S. Approve the awarding of fuel bids to the following companies with a contract period of July 1, 2009 to June 30, 2010: **(Attachment #17)**

DIESEL FUEL – Awarded to Petroleum Traders at a cost of .0974 (normal blend) per gallon over rack rate on date of delivery and .05 (winterization additive) per gallon over rack rate on date of delivery.

#2 GRADE FUEL OIL TRANSPORT DELIVERY – Awarded to Petroleum Traders at a cost of .0777 per gallon over rack rate on date of delivery.
- T. Approve the following Homestead/Farmstead Resolution, as presented.

NORTHERN LEHIGH SCHOOL DISTRICT

2009 Homestead and Farmstead Exclusion Resolution

RESOLVED, by the Board of School Directors of the Northern Lehigh School District, that homestead and farmstead exclusion real estate tax assessment reductions are authorized for the school year beginning July 1, 2009, under the provisions of the Homestead Property Exclusion Program Act (part of Act 50 of 1998) and the Taxpayer Relief Act (Act 1 of 2006), as follows:

1. **Aggregate amount available for homestead and farmstead real estate tax reduction.**
The following amounts are available for homestead and farmstead real estate tax reduction for the school year beginning July 1, 2009:

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- a. **Gambling tax funds.** The Pennsylvania Department of Education (PDE) has notified the School District that PDE will pay to the School District during the school year pursuant to Act 1, 53 P.S. § 6926.505(b), as a property tax reduction allocation funded by gambling tax funds, the amount of \$945,932.98.
 - b. **Philadelphia tax credit reimbursement funds.** PDE has notified the School District that PDE will pay to the School District during the school year pursuant to Act 1, 53 P.S. § 6926.324(3), as reimbursement for Philadelphia tax credits claimed against the School District earned income tax by School District resident taxpayers, the amount of \$2,996.13.
 - c. **Aggregate amount available.** Adding these amounts, the aggregate amount available during the school year for real estate tax reduction is \$948,929.11.
2. **Homestead/farmstead numbers.** Pursuant to Act 50, 54 Pa. C.S. § 8584(i), and Act 1, 53 P.S. § 6926.341(g)(3), the County has provided the School District with a certified report listing approved homesteads and approved farmsteads as follows:
 - a. **Homestead property number.** The number of approved homesteads within the School District is 3,836.
 - b. **Farmstead property number.** The number of approved farmsteads within the School District is 36.
 - c. **Homestead/farmstead combined number.** Adding these numbers, the aggregate number of approved homesteads and approved farmsteads is 3,872.
 3. **Real estate tax reduction calculation.** The school board has decided that the homestead exclusion amount and the farmstead exclusion amount shall be equal. Dividing the paragraph 1(e) aggregate amount available during the school year for real estate tax reduction of \$948,929.11 by the paragraph 2(c) aggregate number of approved homesteads and approved farmsteads of 3,872 (before considering the assessed value of approved homesteads and approved farmsteads having an assessed value below the preliminary calculation of the maximum real estate assessed value reduction amount to be established as the homestead and farmstead exclusion amount), the preliminary calculation of the maximum real estate tax reduction amount applicable to each approved homestead and to each approved farmstead is \$245.07.

Based on calculations provided by the School District Business Office from the best available information and carefully evaluated by the School Board, considering the assessed value of approved homesteads and approved farmsteads having an assessed value below the preliminary calculation of the maximum real estate assessed value reduction amount to be established as the homestead exclusion and the farmstead exclusion amount, an additional aggregate amount of \$3,571.20 will be available during the school year for real estate tax reduction applicable to approximately 3,840 homesteads and farmsteads, resulting in an additional real estate tax reduction amount available for each homestead and farmstead of \$0.93. Adding this additional amount to the preliminary calculation of the maximum real estate tax reduction amount of \$245.07, the final maximum real estate tax reduction amount applicable to each approved homestead and to each approved farmstead is \$246.00.

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4. **Homestead exclusion calculation.** Dividing the paragraph 3 maximum real estate tax reduction amount of \$246.00 by the School District real estate tax rate of 62.873 mills (.062873), the maximum real estate assessed value reduction to be reflected on tax notices as a homestead exclusion for each approved homestead is \$3,912.65, and the maximum real estate assessed value reduction to be reflected on tax notices as a farmstead exclusion for each approved farmstead is \$3,912.65.
 5. **Homestead/farmstead exclusion authorization – July 1 tax bills.** The tax notice issued to the owner of each approved homestead within the School District shall reflect a homestead exclusion real estate assessed value reduction equal to the lesser of: (a) the County-established assessed value of the homestead, or (b) the paragraph 4 maximum real estate assessed value reduction of \$3,912.65. The tax notice issued to the owner of each approved farmstead within the School District shall reflect an additional farmstead exclusion real estate assessed value reduction equal to the lesser of: (a) the County-established assessed value of the farmstead, or (b) the paragraph 4 maximum real estate assessed value reduction of \$3,912.65. For purposes of this Resolution, “approved homestead” and “approved farmstead” shall mean homesteads and farmsteads listed in the report referred to in paragraph 2 above and received by the School District from the County Assessment Office on or before May 1 pursuant to Act 1, 53 P.S. § 6926.341(g)(3), based on homestead/farmstead applications filed with the County Assessment Office on or before March 1. This paragraph 5 will apply to tax notices issued based on the initial tax duplicate used in issuing initial real estate tax notices for the school year, which will be issued on or promptly after July 1, and will not apply to interim real estate tax bills.

XI. LEGAL

XII. CORRESPONDENCE

XIII. INFORMATION

- A. Minutes of the Lehigh Carbon Community College Board of Trustees meeting held on April 2, 2009.
- B. Minutes of the Lehigh Career & Technical Institute Joint Operating Committee meeting held on April 22, 2009 and the LCTI Director’s Report for May 2009.
- C. Minutes of the Carbon Lehigh Intermediate Unit 21 Board of Directors meeting held on April 20, 2009.

XIV. RECOGNITION OF GUESTS

XV. ADOPTION OF 2009-2010 NORTHERN LEHIGH SCHOOL DISTRICT BUDGET

- A. It is recommended that the Board of Education adopts a budget for the Northern Lehigh School District for the 2009-2010 school year in the amount of \$28,958,961.00.
1. A 62.873 mill (or \$6.2873 per \$100 of assessed valuation) tax on Real Estate for both Lehigh and Northampton Counties. An increase of .6 mills over 2008-2009.
 2. A \$5.00 Resident Per Capita Tax, taxable on 18 year olds and over based on Section 679 of the School Code of 1949. No change from 2008-2009.
 3. Taxes under Act 511 with no changes from 2008-2009:
 - a. A 1% Earned Income Tax shared equally with coterminous municipalities.
 - b. A Realty Transfer Tax shared equally with the coterminous municipalities.
 - c. A \$5.00 Resident Per Capita Tax taxable on residents age 18 and over.
 - d. A \$5.00 Local Service Tax (formerly Emergency and Municipal Services Tax)

RECOMMENDATION That the Board of Education adopts the 2009-2010 Northern Lehigh School District Budget.

XVI. ADJOURNMENT