

NORTHERN LEHIGH SCHOOL DISTRICT
Regular School Board Meeting
Monday, June 10, 2013
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 May 13, 2013

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 Education/Policy Committee Meeting held on June 3, 2013 (**Attachment #1**)
- F. Solicitor's Report Attorney Charles Stopp
- G. Federal and Other Programs Update Mrs. Karen A. Nicholas
- H. Business Office Report Mrs. Sherri Molitoris
Mrs. Rhonda Frantz
- I. Superintendent's Report Mr. Michael W. Michaels
 - School Wide Positive Behavior Support Program
 - PDE Monitoring Keystone Exams – Middle School

IV. PERSONNEL

A. Retirements/Resignations

Accept the retirement resignation of Sheila German from her position as High School Cook's Helper effective June 1, 2013. Mrs. German will be retiring from the Northern Lehigh School District after 16 years of service.

 B. Appointment-Non-Instructional

Carol Snyder
 Assignment: Second Shift Custodian Position replacing James Dotter who retired
 Salary: \$9.00/Hour – 2:30 PM – 11:00 PM – 5 Days/Week
 Effective July 1, 2013

C. Uncompensated Leave of Absence

Approve to continue the uncompensated leave of absence for employee #1260 for the first semester of the 2013-2014 school year for personal reasons. Employee plans to return to her current teaching position on the first day of the second semester, January 22, 2014.

D. Co-Curricular Appointments 2013-2014

Robert Hicks	Head Softball Coach	\$4,723.23
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V. POLICYA. Board Policy – Second Reading

1. Approve school board policy #334.1 – Professional Employees – Benevolence Sick Leave, as presented after second reading. **(Attachment #2)**
2. Approve school board policy #806 – Operations – Child/Student Abuse, as presented after second reading. **(Attachment #3)**

B. Student Representative to the Board

Approve Emily Bevans as Student Representative to the Board for the 2013-2014 school year. Emily has been appointed as the junior representative to the board and will serve from September 2013 through June 2014. Nathaniel Czarnecki will serve as the senior student representative to the board until June 2014.

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 #4)**D. Student-Parent Handbook Changes

1. Approve the changes to the Elementary School Student-Parent Handbook as presented. **(Attachment #5)**
2. Approve the changes to the Middle School Student-Parent Handbook as presented. **(Attachment #6)**
3. Approve the changes to the High School Student-Parent Handbook as presented. **(Attachment #7)**

VI. CONFERENCES

- A. Karen Nicholas – The Common Core Standards – Summer Leadership Training – August 7-8, 2013 – Sheraton Valley Forge, King of Prussia, PA – Lodging: \$151.00; Travel - \$57.63, Meals: \$25.00 – Total Approximate Cost: \$233.63 – Funding: Assistant Superintendent 2013-2014 Budget **(Attachment #8)**

VII. CURRICULUM AND INSTRUCTION

- A. 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, 2013 – June 30, 2014. **(Attachment #9)**
- B. Approve a revision to the agreement between the Northern Lehigh School District and the Carbon Lehigh Intermediate Unit #21 for the Driver Education Program. The original agreement was approved at the April 8, 2013 board meeting and the Carbon Lehigh Intermediate Unit #21 has since revised the agreement to include additional language providing assurances of the insurance liability provided by the Carbon Lehigh Intermediate Unit #21. **(Attachment #10)**
- C. Title I & Title IIA – 2013-2014

Approve to authorize proper officials to execute contracts for Title I and Title IIA for the 2013-2014 school year.

VIII. OLD BUSINESS**IX. NEW BUSINESS**

- A. Approve the new Salary and Benefit Agreement between the Northern Lehigh School District and the Northern Lehigh Clerical Staff. **(Distributed to Board Members Only)**
- B. Approve the Memorandum of Understanding updating the language in item #2 of the Act 93 agreement. The language is being aligned with language that is in all other negotiating groups' agreements. **(Distributed to Board Members Only)**

X. FINANCIAL

- A. Approve the Following Financial Reports:
 - 1. General Fund month of May
- B. Approve the Following List of Bills:
 - 1. General Fund months of May and June
 - 2. Refreshment Stand month of May
 - 3. Cafeteria Fund month of May
- C. Allow business office to complete budgetary transfers for the 2012-2013 end of year audit.
- D. Appoint Willis of Pennsylvania, Inc. as the district insurance broker for Property, Casualty, & Liability insurance for the 2013-2014 school year.
- E. Award insurance coverage for the 2013-2014 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 - \$67,555.00. The premium is an increase of \$5,329.00 over last year's rate.
 - 2. Commercial Umbrella Liability Insurance – North River Insurance Company - \$16,288.00. The premium is an increase of \$1,643 from last year's rate.

3. School Leaders Error and Omissions Liability – National Union Fire Insurance Company - \$25,768.00. The premium is an increase of \$6,352.00 over last year's rates.

F. Appoint School District's Insurance Consortium as the district's Workers' Compensation carrier for the 2013-2014 school year at an estimated premium of \$79,783.00, approximately a \$16,921.00 increase. This amount is an estimated total, final cost is based on actual payroll figures.

G. 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 2013-2014 school year.

First Niagara

Wells Fargo National Bank
TD Wealth

Prudential-Bache Government Securities Trust

Pennsylvania Local Government Investment Trust (PLGIT)

H. Approve to grant permission to the business office to pay general fund and capital projects bills that are scheduled for payment during the month of July as required by contract. There is no scheduled board meeting in July.

I. Appoint First National Insurance Agency, LLC as the 2013-2014 Student Accident and Athletic Insurance Carriers. The renewal rate is \$16,494.00, 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.

J. Approve to renew the following expiring bonds for the 2013-2014 fiscal year through Willis of Pennsylvania, Inc.:

1. A \$50,000 Board Secretary Bond for the term of July 1, 2013 to July 1, 2014 at an annual premium of \$175.00.

2. A \$50,000 Board Treasurer Bond for the period July 1, 2013 to July 1, 2014 at an annual premium cost of \$269.00.

K. Upon final approval of the Proposed Final 2013-2014 budget, approve the lease of desktop computers for the High School and desktop and laptop computers for the Administrative Staff from California First Leasing Corporation 18201 Von Karman Ave, Suite 800, Irvine CA 92612 for \$50,000.00 per year with a lease term of 36 months and a one dollar (\$1) buyout option at end of the lease agreement.

L. Approve to commit and/or assign portions of the June 30, 2013 fund balance for the following purposes (actual amounts to be determined after completion of the 2012-2013 end of year audit):

PSERS Increase
Health Insurance Premiums
Technology

Replacement Equipment
Long Range Maintenance

M. School Dentist

Approve to appoint Dr. Harry Shleifer of Broadway Family Dentistry as the school dentist for the 2013-2014 school year at the quoted fee of \$1.00 per dental exam needed.

N. School Physician

Approve to appoint Dr. Nicole Sully and Dr. Amy Steigerwalt of Parkland Family Health Center as school physicians for the 2013-2014 school year. The fee for grade level physicals will be \$20.00 per physical needed. Consultant services will be provided at no charge.

O. Football Game Physician

Approve to appoint OAA Orthopedic Specialists to provide football game physicians for the 2013-2014 school year at a quoted fee of \$150.00 per regular season game and \$175.00 per post-season game. There is no increase over last year's rates.

P. Blackboard Communication System

Approve entering into a three (3) year contract with Blackboard for a School to Parent communication system at a yearly cost of \$2,736.00. This is a decrease of \$2,275.00 over last year's cost.

Q. Approve the following Homestead/Farmstead Resolution, as presented.**NORTHERN LEHIGH SCHOOL DISTRICT****2013 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, 2013, 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, 2013:

- 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 \$946,067.89 plus an additional \$87, which was undistributed school year beginning July 1, 2012, for a total amount of \$946,154.89.
- 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 \$3,179.87.

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- c. **Aggregate amount available.** Adding these amounts, the aggregate amount available during the school year for real estate tax reduction is \$949,334.76.
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 3,772.
- b. **Farmstead property number.** The number of approved farmsteads within the School District is 31.
- c. **Homestead/farmstead combined number.** Adding these numbers, the aggregate number of approved homesteads and approved farmsteads is 3,803.
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(c) aggregate amount available during the school year for real estate tax reduction of \$949,334.76 by the paragraph 2(c) aggregate number of approved homesteads and approved farmsteads of 3,803 (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 \$249.63.

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 \$20,379.39 will be available during the school year for real estate tax reduction applicable to approximately 3,620 homesteads and farmsteads, resulting in an additional real estate tax reduction amount available for each homestead and farmstead of \$5.63. Adding this additional amount to the preliminary calculation of the maximum real estate tax reduction amount of \$249.63, the final maximum real estate tax reduction amount applicable to each approved homestead and to each approved farmstead is \$255.26.

4. **Homestead exclusion calculation.** Dividing the paragraph 3 maximum real estate tax reduction amount of \$255.26 by the School District real estate tax rate of 20.1681 mills (.0201681) for Lehigh County and 57.3059 mills (.0573059) for Northampton County, the maximum real estate assessed value reduction to be reflected on tax notices as a homestead exclusion for each approved homestead is \$12,656 for Lehigh County or \$4,454 for Northampton County, and the maximum real estate assessed value reduction to be reflected on tax notices as a farmstead exclusion for each approved farmstead is \$12,656 for Lehigh County or \$4,454 for Northampton County.
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 \$12,656 for Lehigh County or \$4,454 for Northampton County. 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 \$12,656 for Lehigh County or \$4,454 for Northampton County. 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 Career & Technical Institute Joint Operating Committee meeting held on April 24, 2013.
- B. Minutes of the Carbon Lehigh Intermediate Unit 21 Board of Directors meeting held on April 15, 2013.

XIV. ADOPTION OF GENERAL FUND FINAL BUDGET FOR 2013-2014

- A. It is recommended that the Board of Education adopts the proposed general fund final budget of the Northern Lehigh School District for the 2013-2014 school year in the amount of \$28,509,357.00. This is an increase of \$402,575.00 or 1.4% over last year's figures.

The preliminary budget is adopted with a 20.1681 millage rate for Lehigh County and a 57.3059 millage rate for Northampton County.

- 1. 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 2012-2013.
- 2. Taxes under Act 511 with no changes from 2012-2013:
 - 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 2013-2014 Northern Lehigh School District Budget.

XV. RECOGNITION OF GUESTS

XVI. ADJOURNMENT