

**NORTHERN LEHIGH SCHOOL DISTRICT
 Regular School Board Meeting
 Monday, June 9, 2014
 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 12, 2014.

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 2, 2014 (**Attachment #1**)
- F. Student Representatives to the Board Report Ms. Emily Bevans
 Mr. Nathaniel Czarnecki
- G. Solicitor’s Report Attorney Charles Stopp
- H. Federal and Other Programs Update Mrs. Karen A. Nicholas
 - Comprehensive Plan
- I. Business Office Report Mrs. Sherri Molitoris
 Mrs. Rhonda Frantz
- J. Superintendent’s Report Mr. Michael W. Michaels
 - Reminder: Baccalaureate Thursday at 7 PM and Graduation Friday at 7 PM
 - Recognition of Nathaniel Czarnecki – Student Representative to the Board

IV. PERSONNEL**A. Retirement/Resignation**

1. With regret, accept the retirement resignation of Hali Kuntz from her position as Middle School Mathematics Teacher effective the end of the work day of her contractual obligations for the 2013-2014 school year. At this time she will begin her retirement from the Northern Lehigh School District after 24 years of service.
2. Accept the retirement resignation of Jayne Hamm from her position as Slatington Elementary Head Cook effective June 30, 2015. Contract language states that any bargaining unit employee who has worked for the district more than 20 years and gives notice to the district of retirement 12 ½ months prior to retirement date shall receive an additional \$500.00 upon retirement. Mrs. Hamm will retire in June, 2015 after 30 years of service.

B. Substitute -Instructional

Approve the following substitute teachers for the 2013-2014 school year at the 2013-2014 substitute teacher rates as approved on the Supplementary Personnel Salary Schedule:

Rhiannon Brinker*	Grade 4-8 Math and English
Kacey Galasso*	Elementary K-4

*Pending Verification of Missing Personnel File Items

C. Unpaid Volunteers

Approve the following unpaid volunteer classroom aide in the Senior High School for the 2014-2015 school year:

Renee Evans

V. POLICY**A. Board Policy First Reading**

Approve school board policy #224 – Pupils – Care of School Property, as presented after first reading. (Attachment #2)

- B. 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 #3)

C. Non-Resident Students

Approve the request of the parents of a kindergarten student at Peters Elementary School, who are moving out of the school district, to allow their student to finish the 2013-2014 school year in Northern Lehigh School District in accordance with school board policy #202.

D. Student-Parent Handbook Changes

1. Approve the changes to the Elementary School Student-Parent Handbook as presented. (Attachment #4)
2. Approve the changes to the Middle School Student-Parent Handbook as presented. (Attachment #5)

VI. CONFERENCES

- A. Susan Bahnick – PA School Nutrition Programs Conference, July 28-30, 2014 – The Lancaster Host Resort – Lancaster, PA – Lodging - \$224.00, Meals - \$120.00, Travel - \$90.72. Total Approximate Cost: \$434.72 – Funding: Food Services Budget. (Attachment #6)

VII. CURRICULUM AND INSTRUCTION

- A. Approve to adopt the Carbon Lehigh Intermediate Unit's Notice of Adoption of Policies, Procedures and Use of Funds by School District for submission with the 2014-2015 IDEA B, Section 611 project application, as presented. (Attachment #7)
- B. Title I & Title IIA – 2014-2015
- Approve to authorize proper officials to execute contracts for Title I and Title IIA for the 2014-2015 school year.
- C. Authorize administration to enter into a three year agreement with Pediatric Therapeutic Services to provide contracted speech therapists on an as needed basis at a cost of \$69.00 per hour for the 2014-2015 school year and \$70.00 per hour for the 2015-2016 and 2016-2017 school years. (Attachment #8)
- D. Approve to authorize proper officials to enter into an agreement between the Northern Lehigh School District and the PATH PA Treatment & Healing Center for the purpose of furnishing educational services for disruptive students for the 2014-2015 school year. Daily tuition rate is \$58.78 and the Alternative Education for Disruptive Youth (AEDY) daily rate is \$63.78. (Attachment #9)

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

- A. Approve the Memorandum of Understanding between the Northern Lehigh School District and Clerical Group to include the position of Computer Technician into this agreement and to further set the appropriate salary for a new employee in this classification. (Copies distributed to all Board Members)
- B. Approve to move Stephen Haas, Computer Technician, into the Clerical agreement and set his salary for the 2014-2015 school year at \$40,000.00 for credit of prior years of service and educational certifications.
- C. Approve the new Administrator Compensation Plan between the Northern Lehigh School District and the Northern Lehigh Middle Level Management Team. (Copies distributed to all Board Members)
- D. Approve the Memorandum of Understanding updating the language in section #8 and adding new language for college tuition reimbursement for the Co-Director of Business Affairs/Human Resources and Co-Director of Business Affairs/Payroll and Benefits agreements. (Copies Distributed to all Board Members)

X. FINANCIAL

- A. Approve the Following Financial Reports:
1. General Fund Account month of May

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- 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 2013-2014 end of year audit.
- D. Approve to enter into an agreement with Gorman & Associates, for auditing services for the years ending June 30, 2014, 2015 and 2016. (Attachment #10)
- E. Appoint Willis of Pennsylvania, Inc. as the district insurance broker for Property, Casualty, & Liability insurance for the 2014-2015 school year.
- F. Award insurance coverage for the 2014-2015 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 - \$73,653.00. The premium is an increase of \$6,098.00 over last year's rate.
 2. Commercial Umbrella Liability Insurance – North River Insurance Company - \$17,318.00. The premium is an increase of \$1,030 from last year's rate.
 3. School Leaders Error and Omissions Liability – National Union Fire Insurance Company - \$29,707.00. The premium is an increase of \$3,939.00 over last year's rates.
 4. Appoint School District's Insurance Consortium as the district's Workers' Compensation carrier for the 2014-2015 school year at an estimated premium of \$86,187.00, approximately a \$6,404.00 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 2014-2015 school year.
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|---------------------------|--|
| First Niagara | Prudential-Bache Government Securities Trust |
| Wells Fargo National Bank | Pennsylvania Local Government Investment Trust (PLGIT) |
| TD Wealth | |
- 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 American Management Advisors, Inc. as the 2014-2015 Student Accident and Athletic Insurance Carriers. The renewal rate is \$19,912.00, 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.

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- J. Approve to renew the following expiring bonds for the 2014-2015 fiscal year through Willis of Pennsylvania, Inc.:
1. A \$50,000 Board Secretary Bond for the term of July 1, 2014 to July 1, 2015 at an annual premium of \$175.00.
 2. A \$50,000 Board Treasurer Bond for the period July 1, 2014 to July 1, 2015 at an annual premium cost of \$269.00.
- K. Upon final approval of the General Fund Final 2014-2015 budget, approve the lease of desktop computers for the High School Study Island Lab and Slatington Elementary Computer Lab (Rm 291); laptop computers for the High School Science Department laptop carts (130) and Faculty; interactive projectors for High School Rooms 221 and 102; and replacement printers for the Middle School Office, High School Guidance and Main Office from California First Leasing Corporation 18201 Von Karman Avenue, Suite 800 Irvine, CA 92612 for \$61,000 per year with a lease term of 36 months and a one (\$1) dollar buyout option at end of the lease agreement.
- L. Approve to commit and/or assign portions of the June 30, 2014 fund balance for the following purposes (actual amounts to be determined after completion of the 2013-2014 end of year audit):
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|---------------------------|------------------------|
| PSERS Increase | Replacement Equipment |
| Health Insurance Premiums | Long Range Maintenance |
| Technology | |
- M. School Dentist
- Approve to appoint Dr. Harry Shleifer of Broadway Family Dentistry as the school dentist for the 2014-2015 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 2014-2015 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 Lehigh Valley Health Network to provide football game physicians for the 2014-2015 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. Approve a five year service agreement (July 1, 2014 – June 30, 2019) with Western Pest Services for pest control service at all 4 buildings, the field house and the maintenance building, in the amount of \$268.00 per month for years one and two (\$3,216.00 per year), \$284.00 per month for years three and four (\$3,408.00) and \$295.00 per month for year five (\$3,540.00).

Q. Approve the following Homestead/Farmstead Resolution, as presented.

NORTHERN LEHIGH SCHOOL DISTRICT

2014 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, 2014, 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, 2014:
 - 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 \$946,070.29 plus an additional \$33, which was undistributed school year beginning July 1, 2013, for a total amount of \$946,103.29.
 - 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 \$5,048.68.
 - c. **Aggregate amount available.** Adding these amounts, the aggregate amount available during the school year for real estate tax reduction is \$951,151.97.
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 3,744.
 - b. **Farmstead property number.** The number of approved farmsteads within the School District is 29.
 - c. **Homestead/farmstead combined number.** Adding these numbers, the aggregate number of approved homesteads and approved farmsteads is 3,773.
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 \$951,151.97 by the paragraph 2(c) aggregate number of approved homesteads and approved farmsteads of 3,773 (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 \$252.10.

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 \$20,043.67 will be available during the school year for real estate tax reduction applicable to approximately 3,588 homesteads and farmsteads, resulting in an additional real estate tax reduction amount available for each homestead and farmstead of \$5.59. Adding this additional amount to the preliminary calculation of the maximum real estate tax reduction amount of \$252.10, the final maximum real estate tax reduction amount applicable to each approved homestead and to each approved farmstead is \$257.69.

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 20.7644 mills (.0207644) for Lehigh County and 57.8350 mills (.0578350) 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 \$12,410 for Lehigh County or \$4,455 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 \$12,410 for Lehigh County or \$4,455 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 \$12,410 for Lehigh County or \$4,455 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 \$12,410 for Lehigh County or \$4,455 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**

Approve to appoint Sweet, Stevens, Katz & Williams, LLP as special counsel for the 2014-2015 school year for special education consultations and student services as outlined in the attached agreement. The cost of these services will be \$6,300 for the 2014-2015 school year and is a part of the Special Education budget. This is an increase of \$300.00 over last year's rate. (Attachment #11)

XII. **CORRESPONDENCE**

XIII. **INFORMATION**

- A. Minutes of the Lehigh Career & Technical Institute Joint Operating Committee meeting held on April 23, 2014.

- B. Minutes of the Carbon Lehigh Intermediate Unit 21 Board of Directors meeting held on April 30, 2014.

XIV. ADOPTION OF GENERAL FUND FINAL BUDGET FOR 2014-2015

- A. It is recommended that the Board of Education adopts the general fund final budget of the Northern Lehigh School District for the 2014-2015 school year in the amount of \$29,132,905.00. This is an increase of \$623,548.00 or 2.1% over last year's figures.
1. A 20.7644 millage rate for Lehigh County and a 57.8350 millage rate for Northampton County.
 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 2013-2014.
 3. Taxes under Act 511 with no changes from 2013-2014:
 - 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 2014-2015 Northern Lehigh School District Budget.

XV. RECOGNITION OF GUESTS

XVI. ADJOURNMENT