

NORTHERN LEHIGH SCHOOL DISTRICT
Regular School Board Meeting
Monday, January 12, 2015
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. Reorganization school board meeting held on December 2, 2014.
- B. Regular school board meeting held on December 2, 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 January 5, 2015 (Attachment #1)
 - Minutes of the Technology/Buildings and Grounds Committee Meeting held on January 7, 2015 (Attachment #2)
 - Minutes of the Finance Committee Meeting held on January 7, 2015 (Attachment #3)
- F. Student Representatives to the Board Report Ms. Emily Bevans
Mr. Gavin Kemery
- G. Solicitor's Report Attorney Charles Stopp
- H. Federal and Other Programs Update Mrs. Karen A. Nicholas
 - High School Program of Studies
 - Keystone Exams

- I. Business Office Report Mrs. Sherri Molitoris
Mrs. Rhonda Frantz
 - Distribution of Single Audit Report for Fiscal Year Ending June 30, 2014
 - Post Issuance Compliance
 - Act 1 Tax Levy Resolution

- J. Superintendent’s Report Mr. Michael W. Michaels
 - School Board Recognition Month
 - Ethics Forms

- K. An executive session will be held at 7:00 p.m. in the Administration Office Conference Room.

IV. PERSONNEL

A. Appointment -Non-Instructional

- 1. Angela Henninger
Assignment: Slatington Elementary School Cook’s Helper replacing Connie Andrews who retired.
Salary: \$9.00 Per Hour/3.0 Hours Per Day/5 Days Per Week up to 180 Student Days per year plus additional cleaning days as needed (2013-2017 Educational Support Personnel CBA)
Effective: January 13, 2015
***60 Day probationary period ending March 13, 2015**

B. Co-Curricular Appointment 2014-2015

Jonathan DeFrain	Assistant Softball Coach	\$3,020.00
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C. Co-Curricular Volunteers 2014-2015

Christopher Hamm*	Musical Vocal Coach
Tyler Svetik*	Assistant Boy’s Basketball Coach

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

D. Co-Curricular Volunteers 2015-2016

Terry Bowman	Assistant Football Coach
Derek Long	Assistant Football Coach
Sarah Arndt	Assistant Field Hockey Coach
Jaclyn Follweiler	Assistant Field Hockey Coach
Amy Zeiser	Assistant Cross Country Coach
Adam Merkle	Assistant Girl’s Soccer Coach

E. Substitute

1. Instructional

Approve the following substitute teachers for the 2014-2015 school year at the 2014-2015 substitute teacher rates as approved on the Supplementary Personnel Salary Schedule:

James Fisher – Social Studies
Anthony Thomas – Elementary K-4

2. Non-Instructional

Approve the following individual as a substitute instructional aide for the 2014-2015 school year at the 2014-2015 substitute rate as approved on the Supplementary Personnel Salary Schedule:

Dawn Martinez

V. POLICY

A. Board Governance Standards/Code of Conduct

Approve to reaffirm the school board governance standards and code of conduct referenced in school board policy #011 – Local Board Procedures – Board Governance Standards/Code of Conduct as recommended by the Pennsylvania School Board Association. (Attachment #4)

B. Northern Lehigh Patriot Club

Approve the request of the Senior High Administration to create a Patriot Club. This club will promote patriotism and students will raise/lower flags at the High School. The club will meet during homeroom and after school and there will be no cost to the district. (Attachment #5)

C. Non-Resident Students

Approve the request of the parent of a senior student at the High School, who is moving out of the school district, to allow their student to finish the 2014-2015 school year in Northern Lehigh School District in accordance with school board policy #202

VI. CONFERENCES

- A. Bryan Geist – 48th Pennsylvania State Athletic Directors Association Conference – March 17-20, 2015 – Hershey Lodge, Hershey, PA – Registration: \$225.00, Lodging: \$529.47 – Total Approximate Cost: \$754.47 – Funding: Athletic Department Budget (Attachment #6)

VII. CURRICULUM AND INSTRUCTION

- A. Approve the High School Program of Studies Book for 2015-2016 school year as presented and recommended by Administration. (Distributed to Board Members Only).

VIII. OLD BUSINESS

IX. NEW BUSINESS

A. Northern Lehigh School District Emergency Operations Plan

Approve changes to the Northern Lehigh School District Emergency Operations Plan, as presented. (Attachment #7)

B. Resolution for School Board Director Recognition Month – January 2015

WHEREAS, the role of locally elected school officials has served the Commonwealth of Pennsylvania and local communities in meeting the needs of public education since the passage of the Free School Act in 1834; and

WHEREAS, these local boards have discharged their responsibilities to public education in a manner which has placed public education in the forefront of our educational systems; and

WHEREAS, locally elected officials have distinguished themselves and their communities in this non-paid, volunteer public service commitment; and

WHEREAS, the contributions of these men and women who serve on the Northern Lehigh Board of School Directors:

Robin T. Distler
Gary S. Fedorcha
Raymond J. Follweiler, Jr.
Mathias J. Green, Jr.
Natalie J. Green
Edward E. Hartman
Robert J. Keegan, Jr.
Donna M. Kulp
Gregory S. Williams

should be recognized and appreciated by those who benefit from the workings of our public school system;

NOW THEREFORE BE IT RESOLVED that the Board of Directors of the Pennsylvania School Boards Association hereby proclaims the month of January as School Director Recognition Month in this commonwealth; and

FURTHER RESOLVE that this proclamation be communicated to all school districts, school officials and local communities in a planned program which brings visibility and awareness of the role of locally elected school officials to the citizenry of this commonwealth.

- C. Approve the resolution from Lehigh Carbon Community College seeking 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. (Attachment #8)

X. FINANCIAL

- A. Approve the Following Financial Reports:
1. General Fund Account month of November
 2. NLMS Student Activities Account month of November
 3. NLHS Student Activities and Scholarship Account month of November
- B. Approve the Following List of Bills:
1. General Fund months of December and January
 2. Refreshment Stand month of December
 3. Cafeteria Fund month of December
- C. Approve the contract with PSBA to merge the employee sections of the policy manual in order to facilitate efficient identification of policies and streamline the policy review and updating process. There is a one-time cost of \$1,500 for this service. (Attachment #9)
- D. Approve the request of the senior high school to close the Musical Activities account. This account has a \$0.00 balance and has been dormant for the past five years.

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- E. Approve abatement/exoneration requests of per capita taxes, for the residents that fall within the guidelines, as presented. (**Attachment #10**)
- F. Authorize Administration to purchase the delinquent county tax liens for the property owned by Venture LLC located on Route 873 in Slatington. This action would be taken to prevent the property from being sold "free and clear" at the county upset sale.
- G. Authorize Administration to participate in a buyback program for one hundred thirty-three (133) obsolete High School Science Department MacBooks in accordance with Policy 706.1.
- H. Act 1 Tax Levy Resolution

**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 2015-2016 fiscal year is 2.6%;

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 School District for the 2015-2016 fiscal year by more than its index.

AND NOW, on this 12th day of January, 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 2015-2016 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 2015-2016 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 2015-2016 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:
 - (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.

XI. LEGAL

Approve to appoint the law firm of Steckel & Stopp as solicitors for the Northern Lehigh School District for 2015. The hourly rate will be \$124.00 per hour for general services and \$144.00 per hour for litigation related services. The hourly rate for staff will be \$96.00 per hour. These rates represent a \$2/hour increase over last year's rates. Further approve the retainer fee for the 2014-2015 school year at \$2,000.00. This represents an increase of \$1,000 over last year's adjusted rates.

XII. CORRESPONDENCE**XIII. INFORMATION**

- A. Minutes of the Lehigh Carbon Community College Board of Trustees meetings held on November 6, 2014.
- B. Minutes of the Lehigh Career & Technical Institute Joint Operating Committee meeting held on October 22, 2014.
- C. Minutes of the Carbon Lehigh Intermediate Unit 21 Board of Directors meeting held on November 17, 2014.

XIV. RECOGNITION OF GUESTS**XV. ADJOURNMENT**