

**NORTHERN LEHIGH SCHOOL DISTRICT
Regular Meeting
Board Minutes**

**Slatington, PA
March 12, 2018**

- PURPOSE** The regular meeting of the Northern Lehigh Board of School Directors was called to order by the President, Mr. Gary S. Fedorcha, at 7:30 p.m. on Monday, March 12, 2018, in the Administration Office Board Room.
- ACTING SECRETARY** Mr. Fedorcha stated that in the absence of Mrs. Wilk, Mr. Robin Distler will be acting Secretary for the meeting.
- ROLL CALL** Members present: Mr. Robin T. Distler, Mr. Mathias J. Green, Jr., Mrs. Michelle M. Heckman, Mr. Robert J. Keegan, Jr., Mrs. Donna M. Kulp, and Mr. Gary S. Fedorcha (6)
- Members absent: Mrs. Debra L. Bower, Mrs. Gale N. Husack, Mrs. Kristie D. Wilk (3)
- Non-members present: Mrs. Susan Bahnick, Ms. Tori Csanadi (Sr. Rep.), Mr. Greg Derr, Mrs. Michele Dotta, Mrs. Rhonda Frantz, Mr. John Hrizuk, Mr. Preston Kemery (Jr. Rep.), Mr. Paul Leonzi, Mr. Matthew Link, Mr. Eugene Marks, Mrs. Sherri Molitoris, Mr. Scott Pyne, Mrs. Tanya Simms, Dr. Tania Stoker, Attorney Keith Strohl (Solicitor's Office) and Mr. Robert Vlasaty.
- VISITORS** Approximately nine visitors attended the meeting, in addition to Terry Ahner, reporter for The Times News.
- BOARD MEMBER RESIGNATION** Mr. Keegan made a motion, which was seconded by Mrs. Kulp, that the Board of Education, with regret, accepts the resignation of Debra L. Bower from her position as board director.
- YEA: Mr. Distler, Mr. Green, Mrs. Heckman, Mr. Keegan, Mrs. Kulp, and Mr. Fedorcha (6)
NAY: None (0)
- APPROVE MINUTES** Mrs. Kulp made a motion, which was seconded by Mrs. Heckman, that the minutes of the regular school board meeting held on February 12, 2018, be approved and ordered filed.
- YEA: Mr. Distler, Mr. Green, Mrs. Heckman, Mr. Keegan, Mrs. Kulp, and Mr. Fedorcha (6)
NAY: None (0)
- SPECIAL BOARD REPORTS** Legislative Report – Mr. Fedorcha stated that he has named Mrs. Michelle Heckman as the new legislative liaison, replacing Mrs. Debra Bower, who resigned.
- Lehigh Carbon Community College – Mr. Green reported that LCCC is currently undergoing accreditation review from the middle states commission on higher education. Mr. Green reported that the preliminary results indicate little to no findings which is the best results since his tenure. He added that administration at the college deserves a lot of credit for those results.
- Committee Reports and/or Meetings
- Minutes of the Technology/Buildings & Grounds Committee Meeting held on March 5, 2018, were distributed.
- Minutes of the Finance Committee Meeting held on March 5, 2018, were distributed.
- NEW BUSINESS** Mr. Fedorcha announced that starting in April, the Education/Policy committee will again meet on a monthly basis. Mr. Green made a motion, which was seconded by Mrs. Heckman, that the Board of Education approves the following new business item:
- 2018 Revision Committee Meeting Dates Approve the revision of Committee Meeting Dates for 2018, as presented.
- Meeting Dates YEA: Mr. Distler, Mr. Green, Mrs. Heckman, Mr. Keegan, Mrs. Kulp, and Mr. Fedorcha (6)
NAY: None (0)

**SPECIAL
BOARD
REPORTS
(cont.)**

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

Solicitor's Report – Attorney Strohl distributed information on how to navigate issues of political free speech as it relates to students, while also providing protection for their safety and welfare .

Business Manager's Report – Mrs. Frantz thanked the board for allowing her and Mrs. Molitoris to attend the PASBO conference last week. It was very informative and beneficial.

Mrs. Molitoris also thanked the board for allowing them to attend the PASBO conference. Even though PDE did not attend because it was a state of emergency, they learned that Senator Argall is still trying to eliminate property taxes.

Assistant to the Superintendent's Report – Dr. Tania Stoker reported that she met with Mr. Tom Szoke, President of Szoke Brothers, Inc. National Engineers Week was February 18-24, 2018. On behalf of the American Institute of Steel Construction and Szoke Brothers, they donated a book to our elementary schools called *Rosie Revere Engineer*. The book supports the STEM program. Mr. Szoke will be a guest reader and he will explain how STEM is incorporated into his business. Dr. Stoker announced that the comprehensive plan is due on November 30, 2018. Preparation is underway to form a committee that will include teachers, administrators, community representatives and business leaders. If you are interested in serving on the committee, please contact Dr. Stoker.

Superintendent's Report - Mr. Link announced that we have been actively participating in STEM, and STEAM programs this year. Most recently, our Middle School students participated in the "What's so Cool About Manufacturing?" annual competition. This competition is a national and state competition where middle schools compete against surrounding districts to make the best video that showcases how appealing and in demand the field of manufacturing is today. Our middle school competed against 28 other schools in the Lehigh Valley. Our team partnered with Lehigh Valley Plastics which uses various types of plastics and acrylics to create parts used in construction, medical, and machinery parts. This year's participants were all eighth graders and their names are: Owen Levan-Uhler, Colby Jackovitz, Chase Jones, Ryan Lynch, Trinity Miller, Isaac Rosario, Colin Steel and Olivia Walters. Although we did not win any of the top prizes this year, we are very proud of the work and video that they created. Mrs. Frank and Mrs. Dunham were the teacher leaders. Dr. Stoker and Mr. Link attended the awards at the SteelStacks.

A short video was shown to the board members on STEAM (Science, Technology, Engineering, Arts, and Mathematics). Mr. Weaber announced that in cooperation with the Northern Lehigh Education Foundation, we have received a \$20,000.00 grant from Neff's National Bank to create a STEAM camp this summer to be held during the last two weeks in June. Registration is open now and available on our website. Ms. Jennifer Butz is going to be the Camp Coordinator. The goal is to have 50 students. Mr. Link thanked Mr. Weaber, Mr. Vlasaty and Ms. Butz, and also Neff's Bank for their generous donation.

Mr. Link reported that in response to the tragic events in Parkland, FI, and questions that arose at the last Buildings & Grounds committee meeting, the district will be looking to partner with a consultant to review our All Hazards Plan and response protocols. Our students may be participating in the walk out this Wednesday to voice their support for student/school safety and gun control. Mr. Link stated that we continually review our crisis response plan and protocols, and we have increased our communication with the local and state police. We continue to look at our communication plans as well. Dr. Stoker and Mr. Link have recently been certified in a public information officer course. Administratively, Mr. Link meets with our School Police Officer every morning to discuss safety and security of our students, staff and guests. We open our school buildings to police and other first-responders to train and so that they are familiar with layout of each building. Recently, a state trooper visited Peters Elementary to do a walk through to familiarize himself with the layout and our staff. Mr. Link stated that students learn best when they are in a safe and supportive environment and we are appreciative of all of the outside groups for their time and expertise to support us in that endeavor.

Mr. Link personally thanked Mrs. Debra Bower for her service to our district and stated that he would have liked to have gotten to know her better.

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

<u>PERSONNEL</u>	Mr. Keegan made a motion, which was seconded by Mrs. Kulp that the Board of Education approves the following personnel items:	
Resignation T. Herman	Accept the resignation of Tami Herman from her position as Peters Elementary Cafeteria Aide, effective February 14, 2018.	
Retirement Resignation D. Lengel	With regret, accept the retirement resignation of Diane Lengel from her position as Clerk Typist to the Director of Special Education, effective June 15, 2018. Mrs. Lengel will be retiring from the Northern Lehigh School District with 20 years of service.	
TVR Second Grade R. Ross	Raymond Ross Assignment: Salary: Effective: Termination Date:	Temporary Vacancy Replacement Peters Elementary School Second Grade Teacher replacing a teacher on a family medical leave of absence. Substitute Teacher Rate Days 1-30 at \$120/day; Day 31 and beyond \$47,750 prorated (Step 1 Bachelors on the 2017- 2018 CBA Salary Schedule) March 12, 2018 The end of the 2017-2018 school year
TVR Third Grade L. Hoever	Lisa Hoever Assignment: Salary: Effective: Termination Date:	Temporary Vacancy Replacement Slatington Elementary School Third Grade Teacher replacing a teacher on a family medical leave of absence. Substitute Teacher Rate Days 1-30 at \$120/day; Day 31 and beyond \$47,750 prorated (Step 1 Bachelors on the 2017- 2018 CBA Salary Schedule) February 23, 2018 The end of the 2017-2018 school year
Appointment Non-Instructional	Robert Bechtel* Assignment Salary Effective *Pending Verification of Missing Personnel File Items *60 Working Day probationary period	Second Shift Custodian \$13.07 per Hour; 2:30 pm – 11:00 pm; 5 Days per Week March 13, 2018
	Stephanie Sigley* Assignment Salary Effective *Pending Verification of Missing Personnel File Items *60 Working Day probationary period	Second Shift Custodian \$13.07 per Hour; 2:30 pm – 11:00 pm; 5 Days per Week March 13, 2018
	Angie Thomas Assignment Salary per Effective *60 Working Day probationary period	Lunch Room Monitor Peters Elementary School \$10.93 per Hour Monday - Friday; 2 Hours per day/5 days Week, up to 180 Student Days March 13, 2018
Family Medical Leave	Approve the request of employee #3360 to take a family medical leave of absence beginning on February 12, 2018, to care for a family member. Employee is requesting to use accumulated sick days. Upon exhaustion of sick days, employee is requesting a family medical leave. Employee plans to return to her teaching position at the beginning of the 2018-2019 school year.	
Co-Curricular Volunteers 2017-2018	Tyler Svetik	Assistant Baseball Coach
	YEA: Mr. Distler, Mr. Green, Mrs. Heckman, Mr. Keegan, Mrs. Kulp, and Mr. Fedorcha (6) NAY: None (0)	

POLICY

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

Board Policy
Second
Reading

Approve school board policy #339 – Employees – Uncompensated Leave, as presented after second reading.

Approve school board policy #808 - Operations – Food Services, as presented after second reading.

YEA: Mr. Distler, Mr. Green, Mrs. Heckman, Mr. Keegan, Mrs. Kulp, and Mr. Fedorcha (6)

NAY: None (0)

CONFERENCE

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

Matthew Link – PASA New Superintendents' Academy – Part 1 – Strategic & Cultural Leadership – July 12-13, 2018, – PASA Offices - Harrisburg, PA – Registration: \$229.00; Lodging: \$138.75; Travel: \$88.73 – Total Approximate Cost: \$456.48 – Funding: Superintendent's Budget

YEA: Mr. Distler, Mr. Green, Mrs. Heckman, Mr. Keegan, Mrs. Kulp, and Mr. Fedorcha (6)

NAY: None (0)

CURRICULUM AND INSTRUCTION

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

CLIU #21
Notice of
Adoption of
Policies,
Procedures &
Use of Funds

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 2018-2019 IDEA B, Section 611 project application, as presented.

CLIU Special
Education
Services
Agreement
2018-2019

Approve to authorize the superintendent to execute an agreement between the Northern Lehigh Lehigh School District and the Carbon Lehigh Intermediate Unit #21 to provide special education services for the 2018-2019 school year.

2018-2019
School
Calendar

Approve the 2018-2019 Northern Lehigh School District Calendar as presented.

OLSDH
Official Local
School District
Holidays

Approve the resolution to identify Official Local School District Holidays (OLSDH) in accordance with PA School Code Section 1502.

YEA: Mr. Distler, Mr. Green, Mrs. Heckman, Mr. Keegan, Mrs. Kulp, and Mr. Fedorcha (6)

NAY: None (0)

FINANCIAL

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

Financial
Reports

Approve the Following Financial Reports:

General Fund Account month of February, 2018

NLMS Student Activities Account months of January & February, 2018

NLHS Student Activities and Scholarship Account months of January & February, 2018

Refreshment Stand month of February, 2018

Cafeteria Fund month of February, 2018

List of
Bills

Approve the Following List of Bills:

General Fund months of February & March, 2018

Cafeteria Fund months of February & March, 2018
Refreshment Stand month of February, 2018

FINANCIAL
(cont.)

Webroot
Subscription
2018-2021

Authorize administration to enter into a three year agreement with IntegraOne for a software subscription for Webroot advanced threat protection which includes Continuum management software at a cost of \$3 per month, per desktop machine, and \$12 per month per server, billed on a monthly basis of actual usage.

McClure
Company

Approve the administration's and Building and Grounds Committee's recommendation of McClure Company as the District's Energy Services Company to develop an Investment Grade Audit report.

DeSales
Agreement

Approve to enter into an agreement with The DeSales Partners in Education Consortium which will afford professional staff the opportunity to take graduate courses at DeSales University at state approved tuition rates.

Add new
Position/Lead
Maintenance

Approve to allow administration to add a new Skilled Lead Maintenance position to the budget and further to immediately advertise and hire for that position. Position this year will be paid for from savings in custodial maintenance salaries and will be budgeted for in future years.

Summer
Help 2018

Approve to allow administration to advertise and hire six (6) summer workers and one (1) supervisor. The rate for summer workers will not exceed \$10.00 per hour and the rate for the supervisor will not exceed \$15.00 per hour.

Budgetary
Transfers

Approve budgetary transfers for the 2017-2018 school year, as presented.

Pavement
Maintenance
Contractors
MS/HS

Authorize administration to enter into an agreement with Pavement Maintenance Contractors, Inc. to crack seal and coat the Middle School and High School parking lots at a cost not to exceed \$50,000.00. Pavement Maintenance Contractors, Inc., is a member of the Pennsylvania State Contract Pricing – CoStars. This project will be paid from the Long Range Maintenance Fund Balance.

Disposal of
1981 Van
1994 Truck

Grant permission to dispose of the 1981 Chevrolet Van and 1984 Chevrolet Truck in accordance with Policy 706.1.

YEA: Mr. Distler, Mr. Green, Mrs. Heckman, Mr. Keegan, Mrs. Kulp, and Mr. Fedorcha (6)
NAY: None (0)

Mrs. Kulp thanked everyone who helped with the recent computer virus. It affected the district's operations and she knows how frustrating that can be. The amount of effort and time spent was greatly appreciated. Mr. Fedorcha echoed Mrs. Kulp's sentiments and stated that with the new software, the malware problem should not occur again.

INFOR-
MATION

Minutes of the Lehigh Carbon Community College Board of Trustees meeting held on February 1, 18, were distributed.

Minutes of the Lehigh Career & Technical Institute Joint Operating Committee meetings held on December 13, 2017 and January 24, 2018.

ADJOURN-
MENT

Mr. Keegan made a motion, which was seconded by Mr. Distler, that the regular meeting of the Northern Lehigh School District Board of School Directors is adjourned at 7:59 p.m.

YEA: Mr. Distler, Mr. Green, Mrs. Heckman, Mr. Keegan, Mrs. Kulp, and Mr. Fedorcha (6)
NAY: None (0)

Respectfully submitted,

Robin T. Distler
Acting Secretary

ATTEST: _____ President
Gary S. Fedorcha