

NORTHERN LEHIGH SCHOOL DISTRICT
Regular School Board Meeting
Monday, June 12, 2017
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 MEETING

- A. Regular school board meeting held on May 8, 2017.

III. SPECIAL BOARD REPORTS

- A. Carbon Lehigh Intermediate Unit Mrs. Gale N. Husack
- B. Lehigh Career and Technical Institute Mr. Gary S. Fedorcha
- C. Legislative Report Mrs. Debra L. Bower
- 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 5, 2017 (Attachment #1)
 - Minutes of the Technology/Buildings and Grounds Committee Meeting held on June 7, 2017 (Attachment #2)
 - Minutes of the Finance Committee Meeting held on June 7, 2017 (Attachment #3)
- F. Student Representatives to the Board Report Ms. Karlyna Kemery
Ms. Tori Csanadi
- G. Solicitor’s Report Attorney Keith Strohl
- H. Federal and Other Programs Update Mrs. Karen A. Nicholas
 - Wonders 2017 K-5 ELA Program
 - Recognition of Karlyna Kemery – Student Representative to the Board
- I. Business Office Report Mrs. Sherri Molitoris
Mrs. Rhonda Frantz
- J. An executive session was held at 12:00 p.m. on Saturday, June 3, 2017, in the Administration Office Conference Room.
- K. An executive session will be held at 5:30 p.m. in the Administration Office Conference Room.

IV. PERSONNEL**A. Resignation**

1. Accept the resignation of Kelly Bechtel from her position as Lunch Room Monitor at Peters Elementary, effective immediately.
2. Accept the resignation of Debi Hollenbach from her position as Administrative Secretary to the Assistant Superintendent, effective June 29, 2017.
3. Accept the resignation of Andrea Meyers from her position as Physics Teacher at the Senior High School effective June 13, 2017. Mrs. Meyers has accepted a position in another district.
4. Accept the resignation of Rachel Reiter from her position as Choral/Music Teacher at the Senior High School effective June 30, 2017. Mrs. Reiter is moving out of the district.
5. Accept the resignation of Veronica Scheffler from her position as Cafeteria/Hall Monitor, effective the end of the work day June 8, 2017.

B. Appointment -Instructional

Rajeev Gupta*
 Assignment: Temporary Professional Employee
 Physics Teacher at the Senior High School replacing
 Andrea Meyers who resigned.
 Salary: \$52,975 (Step 1B+24 on the 2017-2018 CBA Salary
 Schedule)
 Effective: August 21, 2017

*Pending Verification of Missing Personnel File Items

C. Administrative Transfer - Instructional

Christina McShane
 From: 4th Grade Teacher Slatington Elementary School
 To: Kindergarten Teacher Peters Elementary School
 replacing Deborah Geiger who retired.
 Salary: No change in salary
 Effective: August 21, 2017

D. Change of Status - Non-Instructional

Kimberly Ruland
 From: 5 Hours per Day High School Cook's Helper
 To: 5.5 Hours per Day High School Cook's Helper
 Salary: No Change in Salary
 Effective: August 23, 2017

E. Change of Classification - Non-Instructional

Jamie Farber
 From: 11 Month Clerk Typist
 To: 12 Month Clerk Typist
 Effective: July 1, 2017

Diane Lengel
From: 11 Month Clerk Typist
To: 12 Month Clerk Typist
Effective: July 1, 2017

F. Temporary Vacancy Replacement

Authorize administration to hire a Temporary Vacancy Replacement Administrative Secretary to the Assistant Superintendent effective immediately until September 1, 2017, at a rate of \$15.00 per hour.

G. Family Medical Leave

Approve the request of employee #6666 to take a Family Medical Leave for the birth of a child. Employee is requesting to use accumulated sick and personal days while unable to work. Upon exhaustion of sick days and personal days, she is requesting a two week family medical leave. Employee plans to return to her current position upon release from her physician, on or about October 2, 2017.

H. Unpaid Leave

1. Approve an unpaid medical leave of absence for employee #7149 for the second semester of the 2016-2017 school year for her own medical reasons. Employee plans to return to her current position upon release from her attending physician.
2. Approve an unpaid medical leave of absence for employee #1510 for the first semester of the 2017-2018 school year for her own medical reasons. Employee plans to return to her current position upon release from her attending physician.

I. Non-Instructional

Approve the following individual as substitute secretary/ instructional aide for the 2017-2018 school year at the 2017-2018 substitute rate as approved on the Supplementary Personnel Salary Schedule:

Kelly Bechtel

J. Detention Supervisors

Approve to appoint the following list of people as Secondary Detention Monitors for the Senior High School for the 2017-2018 school year. Work will be on an as needed basis and compensation will be at a salary of \$20.00 per hour worked:

Elizabeth Doll Patricia Ingles

K. Substitute Detention Supervisor

Approve to appoint the following person as Substitute Secondary Detention Monitor for the Senior High School for the 2017-2018 school year. Work will be on an as needed basis and compensation will be at a salary of \$20.00 per hour worked.

Connie Check

L. Middle School Administrative Detention Supervisor

Approve to appoint Debra Knerr and Dawn Tulio as Administrative Detention Supervisors in the Middle School. Mrs. Knerr will cover the Monday detentions from 2:20 p.m. to 3:20 p.m. and Mrs. Tulio will cover the Wednesday detentions from 2:20 pm to 3:20 p.m. They will work throughout the 2017-2018 school year on Mondays and Wednesdays that warrant detention coverage. Salary will be \$20.00 per hour worked.

M. Co-Curricular Change of Status

1. Approve the motion to change the status of Tracy Karpowich from Sophomore Advisor – \$671.00, that was originally approved at the September 12, 2016 school board meeting, to a stipend of \$503.00 for the 2016-2017 school year.
2. Approve the motion to change the status of Britani Pristash* from Volunteer Assistant Field Hockey Coach which was approved at the December 5, 2016 board meeting, to full time Middle School Field Hockey Coach at a stipend of \$2,842.00 for the 2017-2018 school year.

*Pending Verification of Missing Personnel File Items

N. Co-Curricular Appointment 2016-2017

Allison Chruscial	Sophomore Class Advisor	\$ 168.00
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O. Co-Curricular Appointment 2017-2018

Shauna Poling*	Assistant Field Hockey Coach	\$2,990.00
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*Pending Verification of Missing Personnel File Items

V. **POLICY**

A. Board Policy First Reading

1. Approve school board policy #203 – Pupils – Communicable Diseases and Immunizations, as presented after first reading. (Attachment #4)
2. Approve school board policy #204 – Pupils – Attendance, as presented after first reading. (Attachment #5)
3. Approve school board policy #209.2 – Pupils – Diabetes Management, as presented after first reading. (Attachment #6)
4. Approve school board policy #808 – Operations – Food Services, as presented after first reading. (Attachment #7)
5. Approve school board policy #824 – Operations – Maintaining Professional Adult/Student Boundaries, as presented after first reading. (Attachment #8)

B. Board Policy First Reading – Approval to waive the second reading of the following policies in order to meet the federal requirements in a timely manner:

1. Approve and adopt school board policy #246 – Pupils – School Wellness, as presented. (Attachment #9)
2. Approve and adopt school board policy #626 Attachment – Procurement, as presented. (Attachment #10)

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- 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 #11)
 - D. Student Representative to the Board

Approve Preston Kemery as Student Representative to the Board for the 2017-2018 school year. Preston has been appointed as the junior representative to the board and will serve from September 2017 through June 2018. Tori Csanadi will serve as the senior student representative to the board until June 2018.

VI. CONFERENCES

- A. Susan Bahnick – PA School Nutrition Programs Conference, August 7 – August 10, 2017 – The Kalahari Resort – Pocono Manor, PA – Lodging: - \$597.00; Travel: - \$51.90; Meals – \$71.00, Total Approximate Cost: \$719.90 – Funding: Food Services Budget. (Attachment #12)
- B. EdithAnn Fella – 2017 Governor's Institute: P-3 Collaboration: Working Together for Student Success – July 11-13, 2017 – Skytop Lodge, Skytop, PA – Meals - \$99.00 – Total Approximate Cost: \$99.00 – Funding: Curriculum & Instruction Budget (Attachment #13)
- C. Susanne Hegedus – 2017 Governor's Institute: P-3 Collaboration: Working Together for Student Success – July 11-13, 2017 – Skytop Lodge, Skytop, PA – Meals - \$99.00 – Total Approximate Cost: \$99.00 – Funding: Curriculum & Instruction Budget (Attachment #14)
- D. Janet Hofelich – 2017 Governor's Institute: P-3 Collaboration: Working Together for Student Success – July 11-13, 2017 – Skytop Lodge, Skytop, PA – Meals - \$99.00 – Total Approximate Cost: \$99.00 – Funding: Curriculum & Instruction Budget (Attachment #15)
- E. Paul Leonzi – 2017 Governor's Institute: P-3 Collaboration: Working Together for Student Success – July 11-13, 2017 – Skytop Lodge, Skytop, PA – Meals - \$99.00 – Total Approximate Cost: \$99.00 – Funding: Curriculum & Instruction Budget (Attachment #16)
- F. Kara Richardson – 2017 Governor's Institute: P-3 Collaboration: Working Together for Student Success – July 11-13, 2017 – Skytop Lodge, Skytop, PA – Meals - \$99.00 – Total Approximate Cost: \$99.00 – Funding: Curriculum & Instruction Budget (Attachment #17)
- G. Diane Saeger – 2017 Governor's Institute: P-3 Collaboration: Working Together for Student Success – July 11-13, 2017 – Skytop Lodge, Skytop, PA – Meals - \$99.00 – Total Approximate Cost: \$99.00 – Funding: Curriculum & Instruction Budget (Attachment #18)

VII. CURRICULUM AND INSTRUCTION

- A. Title I & Title IIA – 2017-2018

Approve to authorize proper officials to execute contracts for Title I and Title IIA for the 2017-2018 school year.

- B. Approve to conduct an Extended School Year Program from July 10-27, 2017, for special education students in our district. Approve to employ three teachers for four hours per day, one nurse, and five instructional assistants for three hours per day.
- C. Approve the final agreement with CLIU #21 for Title I Services for the 2016-2017 school year in the amount of \$4,716.97. (Attachment #19)
- D. Approve the purchase of a K-5 English Language Arts curriculum: Wonders 2017: McGraw Hill, at a cost not to exceed \$146,000.00. This program is included in the 2017-2018 budget.

VIII. OLD BUSINESS
IX. NEW BUSINESS

- A. Approve the new Salary and Benefit Agreement between the Northern Lehigh School District and the Confidential Secretary to the Superintendent. (**Distributed to Board Members only**)
- B. Approve the new Salary and Benefit Agreement between the Northern Lehigh School District and the School Police Officer. (**Distributed to Board Members only**)

X. FINANCIAL

- A. Approve the Following Financial Reports:
 - 1. General Fund Account month of May, 2017
 - 2. NLMS Student Activities Account month of May, 2017
 - 3. NLHS Student Activities and Scholarship Account month of May, 2017
- B. Approve the Following List of Bills:
 - 1. General Fund months of May and June, 2017
 - 2. Refreshment Stand month of May, 2017
 - 3. Cafeteria Fund month of May and June, 2017
- C. Allow business office to complete budgetary transfers for the 2016-2017 end of year audit.
- D. Appoint Willis of Pennsylvania, Inc. as the district insurance broker for Property, Casualty, & Liability insurance for the 2017-2018 school year.
- E. Award insurance coverage for the 2017-2018 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 - \$81,974.00. The premium is an increase of \$2,898.00 over last year's rate.
 - 2. Commercial Umbrella Liability Insurance – North River Insurance Company - \$17,991.00. The premium is an increase of \$143.00 over last year's rate.
 - 3. School Leaders Error and Omissions Liability – National Union Fire Insurance Company - \$29,712.00. The premium is a decrease of \$886.00 over last year's rates.
- F. Appoint School District's Insurance Consortium as the district's Workers' Compensation carrier for the 2017-2018 school year at an estimated premium of \$73,967.00, approximately a reduction of \$5,152.00. 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 2017-2018 school year.

Key Bank	Prudential-Bache Government Securities Trust
Wells Fargo National Bank	Pennsylvania Local Government Investment Trust (PLGIT)
TD Wealth	Embassy Bank

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- H. Approve the addition of a MIS Track & Field program to begin during the 2017-2018 school year. Cost for this program will include one coaching position, supplies, transportation, officials and game workers. Estimated cost during the 2017-2018 school year will not exceed \$5,500.
- I. 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.
- J. Approve to renew the following expiring bonds for the 2017-2018 fiscal year through Willis of Pennsylvania, Inc.:
1. A \$50,000 Board Secretary Bond for the term of July 1, 2017 to July 1, 2018 at an annual premium of \$175.00.
 2. A \$50,000 Board Treasurer Bond for the period July 1, 2017 to July 1, 2018 at an annual premium cost of \$269.00.
- K. Upon final approval of the General Fund 2017-2018 budget, approve the lease 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. The lease will be used to purchase Chromebooks and charging stations for Slatington Elementary School, laptops for the Slatington Elementary and High School faculty, replacement interactive projectors (10) for the High School and a replacement projector for the Middle School auditorium.
- L. Approve to commit and/or assign portions of the June 30, 2017 fund balance for the following purposes (actual amounts to be determined after completion of the 2016-2017 end of year audit):
- | | |
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| PSERS Increase
Health Insurance Premiums
Technology | Replacement Equipment
Long Range Maintenance |
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- M. Approve the Supplemental Personnel Salary Schedule for the 2017-2018 school year as presented. (Attachment #20)
- N. Allow administration to continue the agreement with Blackboard Connect for a School to Parent communication system at a yearly cost of \$2,736.00. There is no increase over last year's cost.
- O. Approve to authorize proper officials to enter into an agreement between the Northern Lehigh School District and Epic Health Services, Inc., for the purpose of providing Behavior Analytic Services for the 2017-2018 school year at a cost of \$95/hour for Master's Level Services. (Attachment #21)
- P. Approve the awarding bid of the High School Auditorium and Stage renovations to Center Stage Lighting & Rigging, Inc., at a cost of \$137,100, upon review and approval of specs, bids and proposals, by the district solicitor.
- Q. Approve the change order for the track renovation project to include a Javelin Runway in the amount of \$11,180.00. (Attachment #22)
- R. Summer Youth Work Program Supervisor

Approve to employ Stephen Shuey as the Supervisor for the Summer Youth Work Program through Lehigh Career and Technical Institute and the Lehigh Valley Workforce Development Board, at a stipend of \$7,400.00 and supplies at a cost not to exceed \$2,000.00, to be paid from the Superintendent's budget. Approximately four students will work 30 hours per week, from July 3 – August 11, 2017 at a rate of \$8.50 per hour which is paid by Lehigh Valley Workforce Development. The students will be doing projects such as painting classroom placards, touching-up chipped paint, and murals, which will be supervised by Mr. Shuey. (Attachment #23)

- S. Approve the following Homestead/Farmstead Resolution, as presented.

NORTHERN LEHIGH SCHOOL DISTRICT

2017 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, 2017, 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, 2017:
 - 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 \$946,008.58 plus an additional \$64, which was undistributed school year beginning July 1, 2017, for a total amount of \$946,072.58.
 - 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 \$8,684.65.
 - c. **Aggregate amount available.** Adding these amounts, the aggregate amount available during the school year for real estate tax reduction is \$954,757.23.
2. **Homestead/farmstead numbers.** Pursuant to Act 50, 54 Pa. C.S. § 8584(i), and Act 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 3,618.
 - b. **Farmstead property number.** The number of approved farmsteads within the School District is 23.

c. **Homestead/farmstead combined number.** Adding these numbers, the aggregate number of approved homesteads and approved farmsteads is 3,641.

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 \$954,757.23 by the paragraph 2(c) aggregate number of approved homesteads and approved farmsteads of 3,641 (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 \$262.22.

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 \$21,847.42 will be available during the school year for real estate tax reduction applicable to approximately 3,446 homesteads and farmsteads, resulting in an additional real estate tax reduction amount available for each homestead and farmstead of \$6.33. Adding this additional amount to the preliminary calculation of the maximum real estate tax reduction amount of \$262.22, the final maximum real estate tax reduction amount applicable to each approved homestead and to each approved farmstead is \$268.55.

4. **Homestead exclusion calculation.** Dividing the paragraph 3 maximum real estate tax reduction amount of \$268.55 by the School District real estate tax rate of 21.3422 mills (.0213422) for Lehigh County and 61.8110 mills (.0618110) 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 \$12,583 for Lehigh County or \$4,345 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 \$12,583 for Lehigh County or \$4,345 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 \$12,583 for Lehigh County or \$4,345 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 \$12,583 for Lehigh County or \$4,345 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 Carbon Lehigh Intermediate Unit 21 Board of Directors meeting held on April 27, 2017.
- B. Minutes of the Lehigh Carbon Community College Board of Trustees meetings held on April 6, 2017.
- C. Minutes of the Lehigh Career & Technical Institute Joint Operating Committee meeting held on April 26, 2017.

XIV. ADOPTION OF GENERAL FUND FINAL BUDGET FOR 2017-2018

- A. It is recommended that the Board of Education adopts the general fund final budget of the Northern Lehigh School District for the 2017-2018 school year in the amount of \$34,059,577.00.
 - 1. A 21.3422 millage rate for Lehigh County and a 61.8110 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 2016-2017.
 - 3. Taxes under Act 511 with no changes from 2016-2017:
 - 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 2017-2018 Northern Lehigh School District Budget.

XV. RECOGNITION OF GUESTS**XVI. ADJOURNMENT**