

**NORTHERN LEHIGH SCHOOL DISTRICT**  
**Regular School Board Meeting**  
**Monday, December 7, 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. Regular School Board Meeting held on November 9, 2015.

**III. SPECIAL BOARD REPORTS**

- A. Carbon Lehigh Intermediate Unit ..... Mr. Edward Hartman
- 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. Student Representatives to the Board Report..... Mr. Gavin Kemery  
Ms. Karlyna Kemery
- F. Solicitor's Report ..... Attorney Charles Stopp
- G. Superintendent's Report ..... Mr. Michael W. Michaels
  - Introduce Dr. Tim Rushton, Executive Director LCTI
- H. Federal and Other Programs Update ..... Mrs. Karen A. Nicholas
  - Bulldog Block Update
- I. Business Manager's Report ..... Mrs. Rhonda Frantz  
Mrs. Sherri Molitoris
  - Act 1 Tax Levy Resolution

**IV. PERSONNEL**

A. Rescind Appointment – Instructional

Rescind the appointment of Jo Leigh Sponsler as District Wide permanent substitute teacher for the 2015-2016 school year that was originally approved at the November 9, 2015 school board meeting. Ms. Sponsler has accepted a full time position at another school district.



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Jason Ruch	Head Boys' Soccer Coach	\$5,276.00
Jeremy Battista	Assistant Boys' Soccer Coach	\$2,931.00
Jason Reinhard	Head Girls' Soccer Coach	\$5,276.00
Patricia Jones	Assistant Girls' Soccer Coach	\$2,931.00
Todd Herzog	Sr. High Fall Intramurals – Weightlifting	\$ 854.00
Robert Hicks	Sr. High Fall Intramurals – Softball	\$ 854.00

G. Game Workers 2015-2016

Approve the following list of people as Game Workers for the 2015-2016 school year. Game Workers consist of ticket sellers and takers, game announcers, scoreboard operators, timers, field judges, scorekeepers. Rate of pay is consistent with the rates approved on the 2015-2016 Supplementary Personnel Salary Schedule:

Jacqueline Miller\*

\*Pending Verification of Missing Personnel File Items

H. Co-Curricular Volunteers 2015-2016

Kyle Baumann Assistant Wrestling Coach  
Justin Hampton\* Assistant Boys' Basketball Coach

\*Pending Verification of Missing Personnel File Items

I. Co-Curricular Volunteers 2016-2017

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

J. Substitute

1. Instructional

Approve the following substitute teachers for the 2015-2016 school year at the 2015-2016 substitute teacher rates as approved at the October 12, 2015 board meeting:

Lisa Cox – English, Special Education, Library & Art

Ricky Guth – Citizenship

Andrew Marth\* - Physics & Mathematics

Helene McGuire-Hein – School Nurse

Tina Rothenberger\* – Elementary & Special Education

\*Pending Verification of Missing Personnel File Items

2. Non-Instructional

Approve the following individuals as substitute custodians for the 2015-2016 school year at the 2015-2016 substitute rate as approved on the Supplementary Personnel Salary Schedule:

Susan Perl\*

\*Pending Verification of Missing Personnel File Items

**K. Unpaid Volunteers**

Approve the following unpaid volunteer aide in the Peters and Slatington Elementary Schools for the 2015-2016 school year:

Gina Serfass\*

\* Pending Verification of Missing Personnel File Items

**V. CONFERENCES**

- A. Rhonda Frantz – 61st Annual PASBO Conference – March 8-11, 2016 – Hershey Lodge and Convention Center – Hershey, PA – Registration: \$299.00, Lodging: \$317.00, Meals: \$50.00 – Total Approximate Cost: \$666.00 – Funding: Business Office Budget (**Attachment #1**)
- B. Sherri Molitoris – 61<sup>st</sup> Annual PASBO Conference – March 8-11, 2016 – Hershey Lodge and Convention Center – Hershey, PA – Registration: \$299.00, Travel: \$115.00, Meals: \$50.00 – Total Approximate Cost: \$464.00 – Funding: Business Office Budget. (**Attachment #2**)

**VI. POLICY****A. Board Policy Second Reading**

1. Approve school board policy #304 – Merged Employee Section – Employment of District Staff, as presented after second reading. (**Attachment #3**)
2. Approve school board policy #317 – Merged Employee Section – Disciplinary Procedures, as presented after second reading. (**Attachment #4**)
3. Approve school board policy #324 – Merged Employee Section – Personnel Files, as presented after second reading. (**Attachment #5**)
4. Approve school board policy #331 – Merged Employee Section – Job Related Expenses, as presented after second reading. (**Attachment #6**)
5. Approve school board policy #332 – Merged Employee Section – Working Periods, as presented after second reading. (**Attachment #7**)
6. Approve school board policy #333 – Merged Employee Section – Professional Development, as presented after second reading. (**Attachment #8**)
7. Approve school board policy #336 – Merged Employee Section – Personal Necessity Leave, as presented after second reading. (**Attachment #9**)
8. Approve school board policy #337 – Merged Employee Section – Vacation, as presented after second reading. (**Attachment #10**)
9. Approve school board policy #338 – Merged Employee Section – Sabbatical Leave, as presented after second reading. (**Attachment #11**)
10. Approve school board policy #341 – Merged Employee Section – Benefits for Part-Time Employees, as presented after second reading. (**Attachment #12**)
11. Approve school board policy #346 – Merged Employee Section – Workers' Compensation, as presented after second reading. (**Attachment #13**)

**VII. CURRICULUM AND INSTRUCTION****VIII. OLD BUSINESS****IX. NEW BUSINESS**

- A. Approve the resolution from Lehigh Carbon Community College seeking an extension of the 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 #14)**

**X. FINANCIAL**

- A. Approve the Following Financial Reports:  
1. General Fund month of November, 2015
- B. Approve the Following List of Bills:  
1. General Fund months of November & December 2015  
2. Cafeteria Fund month of December, 2015  
3. Refreshment Stand month of November 2015
- C. Authorize administration to enter into an agreement with FieldTurf USA, Inc. for the stadium track resurfacing project at a cost of \$668,820.00. **(Attachment #15)**
- D. Authorize the purchases of the following equipment and software for the security camera software system at the high school. One Hewlett Packard MSA1040 Network storage chassis and 8 1 TB drives for the recording camera images from the new IP security camera system at a cost of \$13,967.00 per attached quote. AXIS Camera Station software and license packs to cover the total number of cameras installed as part of the entire project at a cost of \$5,662.00 per attached quote. Authorize the use of 2 days of professional services from integraONE at a cost of \$1,200.00 per day as needed during the install and configuration of the cameras system. The total cost at this time is \$22,029.00. **(Attachment #16)**
- E. Approve abatement/exoneration requests of per capita taxes, for the residents that fall within the guidelines, as presented. **(Attachment #17)**
- F. Approve to designate Fund Balance ending June 30, 2015 as follows:

<b>1. Committed Fund Balance For:</b>	
a. Health Insurance Premiums	\$1,601,500.00
b. PSERS Increase	\$3,428,165.00
<b>Total Committed:</b>	<b>\$5,029,665.00</b>
<b>2. Assigned Fund Balance:</b>	
Assigned Current Year Usage	\$ 993,299.00
Technology	\$ 645,735.00
Replacement Equipment	\$ 915,067.00
Long Range Maintenance	\$1,307,990.00
<b>Total Assigned:</b>	<b>\$3,862,091.00</b>
<b>3. Unassigned Fund Balance</b>	<b>\$2,105,030.23</b>
<b>4. Nonspendable</b>	<b>\$ 34,108.72</b>
<b>5. Total Fund Balance</b>	<b>\$11,030,894.95</b>

G. Act 1 Tax Levy ResolutionNORTHERN LEHIGH SCHOOL DISTRICT  
BOARD OF DIRECTORSRESOLUTION

**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 2016-2017 fiscal year is 3.2%;

**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 2016-2017 fiscal year by more than its index.

**AND NOW**, on this 7th day of December, 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 2016-2017 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 2016-2017 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 2016-2017 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 2016. The hourly rate will be \$125.00 per hour for general services and \$145.00 per hour for litigation related services. These rates represent a \$1/hour increase over last year's rates. The hourly rate for staff will be \$98.00 per hour. These rates represent a \$2/hour increase over last year's rates. Further approve the retainer fee for 2016 at \$2,050.00. This represents an increase of \$50.00 over last year's rates.

#### **XII. CORRESPONDENCE**

#### **XIII. INFORMATION**

- A. Minutes of the Carbon Lehigh Intermediate Unit #21 Board of Directors meeting held on October 19, 2015.
- B. Minutes of the Lehigh Carbon Community College Board of Trustees meeting held on October 1, 2015.

#### **XIV. RECOGNITION OF GUESTS**

#### **XV. ADJOURNMENT**