

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

**Slatington, PA**  
**December 3, 2019**

**PURPOSE** The regular meeting of the Northern Lehigh Board of School Directors was called to order by the Vice President, Mr. Robin T. Distler, at 7:03 p.m. on Tuesday, December 3, 2019, in the Auditorium of the Middle School.

**ROLL CALL**  
**PRESENT**  
**DIRECTORS** Members present: Mr. Robin T. Distler, Mr. Mathias J. Green, Mrs. Michelle M. Heckman, Mrs. Gale N. Husack, Mr. Robert Keegan, Jr., Mrs. Donna M. Kulp, and Mrs. Michele L. Martineau. (7)

Members absent: Mr. Gary S. Fedorcha, Mr. Robert L. Kern, Jr. (2)

Non-members present: Mrs. Jill Chamberlain, Mr. Greg Derr, Mrs. Michele Dotta, Mrs. Rhonda Frantz, Ms. Madison Hoffman (Jr. Rep.), Mr. Eric Hill, Mr. Matthew Link, Mr. Eugene Marks, Mrs. Sherri Molitoris, Mr. Scott Pyne, Mr. James Schnyderite, Dr. Tania Stoker, Attorney Keith Strohl (Solicitor's Office), and Mr. Aidan Williams (Jr. Rep).

**VISITORS** Approximately three visitors attended the meeting.

**APPROVE**  
**MINUTES** Mrs. Martineau made a motion, which was seconded by Mrs. Heckman, that the minutes of the regular board meeting held on November 11, 2019, be approved and ordered filed.

YEA: Mr. Distler, Mr. Green, Mrs. Heckman, Mrs. Husack, Mr. Keegan, Mrs. Kulp, and Mrs. Martineau (7)

NAY: None (0)

**SPECIAL**  
**BOARD**  
**REPORTS**

Nomination  
LCTI Rep  
G.Fedorcha

Lehigh Career and Technical Institute

Mr. Green made a motion, which was seconded by Mrs. Husack, to nominate Mr. Gary Fedorcha for LCTI Representative for the term December 2019 – December 2022.

YEA: Mr. Distler, Mr. Green, Mrs. Heckman, Mrs. Husack, Mr. Keegan, Mrs. Kulp, and Mrs. Martineau (7)

NAY: None (0)

Legislative Report - Mrs. Heckman reported that Act 91 was signed by the Governor. This bill reinstates school police officers full arrest power but does not give this authority to private third party vendors who serve in that role temporarily. This bill also extends the deadline School Police Officers and School Resource Officers have to receive NASRO training until the beginning of the 2020-2021 school year. Act 93 was also signed by the governor which amends the definition of tobacco products to include electronic nicotine delivery systems and prohibits the sale to minors and requires school boards to adopt a policy to enforce the prohibition regarding the use of tobacco products and notify students, parents and employees. Lastly, Act 94 was passed which amends the PA election code which now requires only ten (10) signatures on a petition to run for school director.

Lehigh Carbon Community College - Mr. Green reported that the 2020-2021 LCCC budget has been distributed to districts. Northern Lehigh's share is about the same as last year. Mr. Green reported that dual enrollment classes at LCCC are \$55 a credit hour. These credits are transferable to any college. This is a great way for students to be ahead of the game in college at a much lower rate than a typical college credit.

Student Representatives to the Board Report –Ms. Madison Hoffman and Mr. Aidan Williams distributed their written student representative report and verbally reported on its contents.

Solicitor's Report – Attorney Strohl reported that the one change to Act 93 requires that school districts have a policy regarding tobacco. Act 93 amends the definition of tobacco and expands the authority to possibly implement rules and penalties for the use of tobacco products at school related events that happen off campus.

Assistant Superintendent – Dr. Stoker reminded the board that there will be a district data presentation at the January 13, 2020 board meeting.

**SPECIAL  
BOARD  
REPORTS**

Business Manager's Report –Mrs. Molitoris reported that on the agenda for approval is the Act 1 tax resolution which states that we will not raise taxes over the adjusted index, which is 3.5%.

Superintendent's Report - Mr. Link reported that this is the last school board meeting for the month, calendar year, and decade. Mr. Link thanked the school board members for their hard work this year and also the support staff, staff, and administration. Mr. Link wished everyone a Happy and Healthy Holiday season and he is looking forward to continuing the important work we do for the students and community.

Mr. Distler reported that an executive session will be held immediately following tonight's meeting to discuss legal items.

**PERSONNEL**

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

Retirement Resignation T. Hall With regret, accept the retirement resignation of Theresa Hall from her position as Slatington Elementary School Cook's Helper, effective November 19, 2019.

Resignation J. Nalesnik Accept the resignation of Jacen Nalesnik from his position as district-wide permanent substitute teacher, effective December 6, 2019.

Appointment Non-Instructional Anthony Staivecki\*  
Assignment: High School Cafeteria/Hall Monitor  
Salary: \$11.48 per hour; 4 hours per day; 180 days per year.  
Effective: December 4, 2019  
**\*60 Working Day Probationary Period**  
**\*Pending Verification of Personnel Items**

Family Medical Leave Approve the request of employee #5100 to take a medical leave of absence beginning on or about December 4, 2019 until the end of the first semester of the 2019-2020 school year.

Sabbatical Leave Approve the request of employee #5100 to take a Compensated Sabbatical Leave for the second half of the 2019-2020 school year.

Brandywine Transportation Bus Drivers Motion to approve the following bus drivers from Brandywine Transportation to transport Northern Lehigh School District students for the 2019-2020 school year: Amy Shrout

Game Workers New 2019-2020 Motion to appoint the following individual as a Game Workers for the 2019-2020 school year. Game workers consist of ticket sellers and takers, game announcers, scoreboard operators, timers, field judges and scorekeepers. Rate of pay is consistent with the rates approved on the 2019-2020 Supplemental Personnel Salary Schedule: Brent Herzog

Co-Curricular Appointment 2019-2020 Jacob Schneck MS Boys' Basketball Coach \$4,935.00

Co-Curricular Volunteers Chad Groover Assistant Wrestling Coach  
Tim Whalen Assistant Wrestling Coach  
Jason Schneck\* Assistant Boys' Basketball Coach (MS)  
**\*Pending Verification of Personnel Items**

YEA: Mr. Distler, Mr. Green, Mrs. Heckman, Mrs. Husack, Mr. Keegan, Mrs. Kulp, and Mrs. Martineau (7)

NAY: None (0)

**POLICY**

Mrs. Kulp made a motion, which was seconded by Mrs. Martineau, that the Board of Education Approves the following policy items:

Board Policy  
Second  
Reading

Approve school board policy #709 – Property - Building Security, as presented after second reading.

YEA: Mr. Distler, Mr. Green, Mrs. Heckman, Mrs. Husack, Mr. Keegan, Mrs. Kulp, and Mrs. Martineau (7)  
NAY: None (0)

**CONFERENCE**

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

Sherri Molitoris – 34th Annual PASPA Conference – February 26 - February 28, 2020 – Harrisburg-Hershey Sheraton Hotel – Harrisburg, PA – Registration: \$495.00; Lodging: \$210.00; Meals: \$75.00; Travel: \$97.44 – Total Approximate Cost: \$877.44 - Business Office & Human Resources Budget

YEA: Mr. Distler, Mr. Green, Mrs. Heckman, Mrs. Husack, Mr. Keegan, Mrs. Kulp, and Mrs. Martineau (7)  
NAY: None (0)

**CURRICULUM AND INSTRUCTION**

United Way  
Agreement

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

Authorize administration to enter into an agreement with the United Way of the Greater Lehigh Valley to provide trauma-informed care training to selected Northern Lehigh School District staff to create a more resilient community. The project is funded through a PCCD grant through the United Way of the Greater Lehigh Valley.

East Strouds-  
burg Agree-  
ment

Approve to authorize proper officials to execute an Affiliation Agreement between Northern Lehigh School District and East Stroudsburg University for a teacher preparation program. This program allows students at East Stroudsburg University to student teach in our district in order for them to complete their practicum hours needed for graduation. This agreement will commence on December, 2019 and will end December, 2024.

YEA: Mr. Distler, Mr. Green, Mrs. Heckman, Mrs. Husack, Mr. Keegan, Mrs. Kulp, and Mrs. Martineau (7)  
NAY: None (0)

**NEW BUSINESS**  
ERIP  
2019-2020

Mrs. Kulp made a motion, which was seconded by Mrs. Heckman, that the Board of Education approve to develop an Early Retirement Incentive Plan, for all eligible professional employees, on a voluntary basis, for the 2019-2020 school year:

YEA: None (0)  
NAY: Mr. Distler, Mr. Green, Mrs. Heckman, Mrs. Husack, Mr. Keegan, Mrs. Kulp, and Mrs. Martineau (7)  
Motion carried.

**FINANCIAL**

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

List of  
Bills

Approve the Following List of Bills:  
General Fund months of November & December, 2019  
Cafeteria Fund months of November & December, 2019

**FINANCIAL**  
**(cont.)**

- Per Capita Abatements/ Exonerations      Approve abatement/exoneration requests of per capita taxes, for the residents that fall within the guidelines, as presented.
  
- Terminate K12 Services Agreement      Approve to terminate the agreement for third party procurement services for the procurement of school food service commercial and commodity foods and supplies between the Northern Lehigh School District and K12 Services, Inc., that was originally signed at the February 13, 2017 board meeting, effective December 31, 2019.
  
- Clearvu School Services Agreement      Authorize administration to enter into a one year agreement with Clearvu School Services, LCC, for third party procurement specialist services for the procurement of school food service commercial and commodity foods and supplies in accordance with the Le-Nor-Co Purchasing Cooperative Request for Proposals, effective January 1, 2020.
  
- WGL Energy Services Inc.      Authorize administration to enter into an agreement with WGL Energy Services, Inc., for the sale and delivery of electricity at a fixed rate of .03192/kwh for the term July 2021 to July, 2023.
  
- PSBA Accident Insurance Admin.      Approve to pay for PSBA twenty-four accident insurance for administrators at a cost of \$26.50 per administrator for the year 2020, to be paid from the Superintendent’s budget. This is a decrease of \$9.00 per administrator over last year’s rates.

Act 1 Tax Levy Resolution 2019-2020

**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 2020-2021 fiscal year is 3.5%;

**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 2020-2021 fiscal year by more than its index.

**AND NOW**, on this 3rd day of December, 2019, 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 2020-2021 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.

**FINANCIAL**  
**(cont.)**

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 2020-2021 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 the tax rate by more than the index as established for the 2020-2021 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.

YEA: Mr. Distler, Mr. Green, Mrs. Heckman, Mrs. Husack, Mr. Keegan, Mrs. Kulp, and Mrs. Martineau (7)  
 NAY: None (0)

**LEGAL**

Mr. Keegan made a motion, which was seconded by Mr. Green, that the Board of Education approves the following legal item:

Steckel &  
Stopp  
Retainer &  
Hourly Rates  
2020

Approve to appoint the law firm of Steckel & Stopp as solicitors for the Northern Lehigh School District for 2020. The hourly rate will be \$135.00 per hour for general services, litigation related services will be \$153.00 per hour, and the hourly rate for staff will be \$105.00 per hour. General service and litigation rates represent a \$3.00 per hour increase over last year's rates and staff hourly rates represent a \$2.00 per hour increase over last year's rates. Further approve the retainer fee for 2020 at \$2,050.00. There is no increase over last year's rate.

YEA: Mr. Distler, Mr. Green, Mrs. Heckman, Mrs. Husack, Mr. Keegan, Mrs. Kulp, and Mrs. Martineau (7)  
 NAY: None (0)

**INFOR-**  
**MATION**

Minutes of the Carbon Lehigh Intermediate Unit #21 Board of Directors meeting held on October 21, 2019 were distributed.

**ADJOURN-  
MENT**

Mr. Keegan made a motion, which was seconded by Mrs. Husack, that the regular meeting of the Northern Lehigh School District Board of School Directors is adjourned at 7:16 p.m.

YEA: Mr. Distler, Mr. Green, Mrs. Heckman, Mrs. Husack, Mr. Keegan, Mrs. Kulp, and Mrs. Martineau (7)

NAY: None (0)

Respectfully submitted,

Gale N. Husack  
Secretary

ATTEST: \_\_\_\_\_ Vice President  
Robin T. Distler