

NORTHERN LEHIGH SCHOOL DISTRICT
Regular School Board Meeting
Monday, February 13, 2023
Northern Lehigh Administration Building Board Room
7:00 P.M.



Civility and Decorum – District officials and members of the public are expected to conduct themselves with civility and to afford each other a measure of dignity and respect. Shouting, personal insults, and attacks or any conduct that disrupts the flow of business is considered to be out of order. Members of the public are to direct their comments to the Board in its entirety, cannot single out Board Members for response, nor can a member of the public address specific issues with other members of the community who may be present at the meeting or who are virtually present if it is a virtual or hybrid meeting. In addition, members of the community shall not bring signs or placards to the meeting and shall not applaud or engage in any actions that would impede another community member’s right to make comments at the meeting. At the discretion of the Board/Board President, individuals who are disruptive shall be subject to removal from the venue of the Board meeting, unless the disruptive individual agrees to maintain civility and decorum.

- 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 January 9, 2023. ([Minutes](#))

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. Michelle M. Heckman
- D. Lehigh Carbon Community College Mr. Mathias J. Green, Jr.
- E. Committee Reports and/or Meetings
 - Minutes of the Technology/Buildings & Grounds Committee Meeting held on February 6, 2023. ([Attachment #1](#))
 - Minutes of the Education Committee Meeting held on February 6, 2023. ([Attachment #2](#))
 - Minutes of the Policy Committee Meeting held on February 6, 2023. ([Attachment #3](#))
 - Minutes of the Finance Committee Meeting held on February 6, 2023. ([Attachment #4](#))
 - Minutes of the Community Relations Committee Meeting held on February 6, 2023. ([Attachment #5](#))

- F. Student Representatives to the Board Report Ms. Danielle Dougherty
Ms. Victoria Hanna
- G. Solicitor’s Report Attorney Kristine Roddick
- H. Business Manager’s Report Mrs. Sherri Molitoris
 - 2023-2024 LCCC Operating, Debt Services, and Capital Expenditures Budgets
 - 2023-2024 CLIU #21 Operational and Programs Services Budget
 - 2023-2024 LCTI General Fund and Academic Center Budgets
- I. Assistant Superintendent’s ReportDr. Tania Stoker
 - ESSER Grant Update
 - 22-23 Middle School Curriculum Guide and High School Program of Study
- J. Superintendent’s ReportMr. Matthew Link
 - Linda Brown Retiree Recognition
 - National School Counselors Appreciation Week – February 6-10, 2023
 - Food Service Workers Appreciation Week - February 6-10, 2023
 - School Police Officer Appreciation Day - February 15, 2023
 - Education Foundation Grant
- K. An executive session will be held at 6:00 p.m. at the Northern Lehigh Administration Building Board Conference Room.

IV. PERSONNEL

A. Resignation/Retirement

1. With regret, accept the retirement resignation of Larry Meixsell, Jr. from his position as Science Teacher at Northern Lehigh Middle School, effective the end of the last working day for the 2022-2023 school year. Mr. Meixsell will be retiring from the Northern Lehigh School District after 33 years of service.
2. With regret, accept the retirement resignation of Shelly Pender from her position as District Wide Substitute Teacher Caller, effective the end of the last working day for the 2022-2023 school year. Mrs. Pender will be retiring from the Northern Lehigh School District after 16 years of service.

B. Appointment - Non-Instructional

1. Leanne Devito
 - Assignment: Cook’s Helper
 - Salary: \$13.75/hour/5.5 hours
 - Effective: On or about February 13, 2023
 - *60 Working Day Probationary Period
2. Brianna Sell
 - Assignment: Cook’s Helper
 - Salary: \$13.75/hour/5.5 hours
 - Effective: On or about February 13, 2023
 - *60 Working Day Probationary Period

C. Family Medical Leave

1. Approve the request of employee #7449 to take a medical leave of absence for the birth of a child, beginning on or about March 10, 2023. Employee is requesting to use available vacation and personal days as well as twelve (12) accumulated sick days. Upon exhaustion of eligible days, employee is requesting a family medical leave. Employee plans to return to their position on or about May 30, 2023.
2. Approve the request of employee #7370 to take a medical leave of absence to care for a family member, beginning on March 13, 2023. Employee plans to return to their position on or about April 11, 2023.
3. Approve the request of employee #1140 to take a medical leave of absence for their own medical procedure, beginning on April 17, 2023. Employee is requesting to use available sick days. Upon exhaustion of sick days, employee is requesting FMLA leave. Employee plans to return to their position effective at the start of the 2023-2024 school year.
4. Approve the request of employee # 2840 to take a medical leave of absence for their own medical procedure, beginning on or about Tuesday, February 21, 2023. Employee is requesting to use available sick and personal days. Upon exhaustion of sick and personal days, employee is requesting FMLA leave. Employee plans to return to their position effective at the start of 2023-2024 school year.

D. Unpaid Leave of Absence

1. Approve the request of employee # 7492 to take a medical leave of absence for the birth of a child, beginning on or about March 3, 2023. Employee is requesting to use sick and personal days and then their unpaid leave of absence.

E. Rescind Co-Curricular Appointments

1. Rescind the motion appointing Gail Lafferty as the Math 24 Club that was approved at the August 8, 2022, school board meeting.

F. Co-Curricular Appointments 2022-2023

Bradley Rutz	Asst. Baseball Coach	\$3,335
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G. Co-Curricular Volunteers 2022-2023

Tamir Cousins	Play/Musical Assistant
Jerry Hadinger	Baseball Coach
Marcell McKenzie	Play/Musical Assistant
Kori Mosser	Cheer Coach
Drake Pristash	Asst. Track & Field Coach
Gabryella Wilder	Asst. Softball Coach
Jenna Worrell	Play/Musical Assistant

H. Brandywine Transportation Bus Drivers and Aides

Motion to approve the following bus drivers and aides from Brandywine Transportation to transport Northern Lehigh School District students for the 2022-2023 school year:

Scott Rudolph
Daisy Dubois

I. After-School Program Positions - Funding through Title III for Adult Evening ESL Classes

Robin Blocker	Paraprofessional	Hourly Rate
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J. Permanent Substitutes

Approve the following individual as District Wide permanent substitute teacher for the 2022-2023 school year. They will be paid a daily per diem rate of \$150.00.

Drake Pristash

K. Substitute

1. Non- Instructional

Motion to appoint the following clerical substitute for the 2022-2023 school year at the 2022-2023 substitute non-instructional rates as approved on the Supplemental Personnel Salary Schedule:

Melissa Wagner

L. Salary Adjustments

Acknowledge the following teacher who has completed the requirements per the Collective Bargaining Agreement that would entitle them to a mid-year salary increase for the remainder of the 2022-2023 school year:

Katlyn Kocis
From: Step 3B
To: Step 3B+24

V. POLICY

A. Board Policy First Reading

1. Approve school board policy #236.1 - Threat Assessment - Pupils, as presented after the first reading. ([Attachment #6](#))
2. Approve school board policy #805 - Emergency Preparedness and Response - Operations, as presented after the first reading. ([Attachment #7](#))

3. Approve school board policy #805.2 - School Security Personnel - Operations, as presented after the first reading. ([Attachment #8](#))

B. Board Policy Second Reading

1. Approve school board policy #011 - Principles for Governance and Leadership - Local Board Procedures, as presented after the second reading. ([Attachment #9](#)), ([Attachment #10](#)), and ([Attachment #11](#))
2. Approve school board policy #718.1 - Therapy Dogs/Therapy Animals in Schools - Property, as presented after the second reading. ([Attachment #12](#))
3. Approve school board policy #808 - Food Services - Operations, as presented after the second reading. ([Attachment #13](#))

C. Non-Resident Students

Per the recommendation of the administration, approve the request of a parent of a 10th grade student #2590237 at Northern Lehigh High School and a 6th grade student #2990195 at Slatington Elementary School, who are moving out of the district, to allow their students to finish the 2022-2023 school year in the Northern Lehigh School District using Bulldog Academy, in accordance with student policy #202.

D. Homebound Instruction

It is recommended that the Board of Education grant homebound instruction for a 10th grade student, Student # 2490102, for five hours per week, effective February 9, 2023 and continuing until approximately March 10, 2023.

VI. CONFERENCES

1. Bryan Geist - 55th Annual PA State Athletic Director's Association (PSADA) Conference - March 22-24, 2023 - Hershey, PA - Registration: \$325.00; Lodging: \$398.00; Travel: \$102.84; Meals: \$0 - Total Approximate Cost: \$825.84 - Funding: Athletic Budget ([Attachment #14](#))
2. Nicole Nightlinger - Pennsylvania Department of Education Conference - March 1-3, 2023 - Hershey, PA - Registration \$235.00; Lodging: \$143.00; Travel: \$104.80; Meals: \$80.00 - Total Approximate Cost: \$562.80 - Funding: Special Education Budget ([Attachment #15](#))

VII. CURRICULUM AND INSTRUCTION

- A. As per the recommendation of the administration and Education Committee, approve the Middle School Curriculum Guide for the 2023-2024 school year, as presented. ([Attachment #16](#))

- B. As per the recommendation of the administration and Education Committee, approve the High School Program of Study for the 2023-2024 school year, as presented. ([Attachment #17](#))

VIII. OLD BUSINESS

IX. NEW BUSINESS

A. Memorandum of Understanding

Approve the Memorandum of Understanding between the Northern Lehigh School District and the Educational Support Personnel Association. ([Attachment #18](#))

X. FINANCIAL

A. Approve the Following Financial [Reports](#):

1. NLSD Investments for the month of January 2023
2. General Fund Account month of January 2023
3. Cafeteria Fund Account month of January 2023
4. NLHS Student Scholarship Account month of January 2023
5. NLHS Student Activities/Clubs Account month of January 2023
6. NLMS Student Activities/Clubs Accounts month of January 2023

B. Approve the Following List of [Bills](#):

1. General Fund months of January and February, 2023
2. Cafeteria Fund months of January and February, 2023

C. As per the recommendation of the administration, approve the transportation contract, retroactive to January 23, 2023, at the IRS reimbursement rate with the grandparent of Student #3190178.

D. Lehigh Carbon Community College 2023-2024 [Budget](#)

Approve a resolution regarding the 2023-2024 Lehigh Carbon Community College Sponsor Contribution Budget. Total expenditures equal \$59,889,555 which represents an increase of \$1,223,766 or 2.1% over the 2022-2023 budget. Northern Lehigh's share of the total budget is \$171,379, a decrease of \$2,001 or -.1.2%. A copy of the budget was distributed at the January 9, 2023 Board meeting.

E. Carbon Lehigh Intermediate Unit 2023-2024 [Budget](#)

Approve a resolution regarding the 2023-2024 Carbon Lehigh Intermediate Unit Operational and Program Services budget. Total expenditures equal \$3,499,871 an increase of \$123,301 over the 2022-2023 budget. Northern Lehigh's share is proposed to be \$17,658, a decrease of \$357 from the 2022-2023 budget. A copy of the budget was distributed at the January 9, 2023 Board meeting.

F. Lehigh Career & Technical Institute 2023-2024 Budget

Approve a resolution regarding the Lehigh Career & Technical Institute general fund budget and Academic Center expenditures for the 2023-2024 school year. The general fund budget total is \$30,704,013.00 an increase of \$924,173. Northern Lehigh School District's portion of the 2023-2024 general fund budget is \$1,366,611.46, an increase of \$1,637.46. The expenditures for the Academic Center budget for the period of July 1, 2022 through June 30, 2023 total \$2,330,789.00 an increase of \$166,689.

G. Accept the 2021-2022 audit and management report for the single audit ending June 30, 2022. A copy of the audit was distributed at the January 9, 2023 school board meeting.

H. Per the recommendation of administration, approve the purchase and installation of a fence around the bulldog statue in the stadium per the attached quote. The project will be funded through the athletic fund budget. ([Attachment #19](#))

I. As per the recommendation from the administration and the Technology/Buildings and Grounds Committee, approve the purchase of FlySense at a cost of \$8,338.00, funding through the PCCD Safety and Security Grant and Building Level Budgets. ([Attachment #20](#))

J. As per the recommendation from the administration and the Finance Committee, approve to enter into an agreement with Gorman & Associates, for auditing services for the years ending June 30, 2023, 2024 and 2025. ([Attachment #21](#))

K. As per the recommendation from the administration and the Finance Committee, approve to enter into an agreement with Arbiter Sports, for a 5-year unlimited subscription for services rendered. The yearly subscription fee is in lieu of a \$3.00 per transaction fee currently being charged. ([Attachment #22](#))

L. As per the recommendation from administration and the Education Committee, approve to enter into an agreement with PowerSchool, for a 14-month subscription from April 1, 2023 to June 30, 2024 for Enrollment Express and eCollect, online registration tools, at a cost of 17,767.50. ([Attachment #23](#))

M. Per the recommendation from administration, approve the Athletic Training/Sports Medicine Services Agreement between St. Luke's University Health Network and the Northern Lehigh School District, as presented and pending legal review. ([Attachment #24](#))

N. Per the recommendation of administration and the Technology/Buildings and Grounds Committee, approve the Professional Services Agreement with ELA Group Inc. to provide design, engineering, and permitting services for renovation and new construction of the district baseball and softball complex, with a Basic Services Lump Sum Fee of \$80,000.00 with an optional Additional Services Lump Fee of \$4,500 for design of the softball outfield renovations. The total Project Costs, including all construction, professional services fees, contingency, and other soft costs shall not exceed \$2,033,000 for the Basic Base Scope of Work or at a cost not to exceed \$2,170,000 with the optional softball outfield renovation as part of the final Construction Contract, as presented and pending legal review. ([Attachment #25](#) and [Attachment #26](#))

- O. The Board of School Directors of the Northern Lehigh School District does hereby authorize the Administration to work with PFM Financial Advisors LLC as Financial Advisor, Rayond James as Underwriter, and King Spry as Bond Counsel and Solicitor to proceed with the issuance of General Obligation Bonds, Series of 2023 to currently refund its outstanding General Obligation Bonds, Series A of 2018 to achieve net debt service savings. ([Attachment #27](#))

XI. LEGAL

A. Expulsion Hearing Waiver Approval

The Board agrees to expulsion hearing waiver for Student #2690195 . Student and guardian have agreed to waive their right to a formal expulsion hearing in front of the School Board and have also agreed to disciplinary action outlined in the waiver.

XII. CORRESPONDENCE

XIII. INFORMATION

- A. Minutes of the Lehigh Carbon Community College Board of Trustees meeting held on [December 1, 2022](#).
- B. Minutes of the Carbon Lehigh Intermediate Unit 21 Board of Directors meeting held on [December 22, 2022](#).
- C. Minutes of the Lehigh Career & Technical Institute Joint Operating Committee meetings held on [November 21, 2022](#), [December 14, 2022](#) and Reorganization Meeting held on [December 14, 2022](#).

XIV. RECOGNITION OF GUESTS

XV. ADJOURNMENT