

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

**Slatington, PA**  
**November 14, 2016**

- PURPOSE** The regular meeting of the Northern Lehigh Board of School Directors was called to order by the President, Mr. Edward E. Hartman, at 7:30 p.m. on Monday, November 14, 2016, in the Administration Office Board Room.
- ROLL CALL** Members present: Mr. Robin T. Distler, Mr. Gary S. Fedorcha, Mr. Mathias J. Green, Jr, Mrs. Gale Husack, Mr. Robert J. Keegan, Jr., Mrs. Donna M. Kulp, and Mr. Edward E. Hartman (7)
- Members absent: Mrs. Debra L. Bower, Mr. Gregory S. Williams (2)
- Non-members present: Mr. Jeffrey Bachman, Mrs. Susan Bahnick, Ms. Tori Csanadi (Jr. Rep.), Mrs. Michele Dotta, Mrs. Rhonda Frantz, Mr. John Hrizuk, Ms. Karlyna Kemery (Sr. Rep.), Mr. Paul Leonzi, Mr. Michael Michaels, Mrs. Sherri Molitoris, Mrs. Karen Nicholas, Ms. Tanya Simms, Attorney Keith Strohl (Solicitor's Office), and Mr. Robert Vlasaty.
- VISITORS** Approximately twelve visitors attended the meeting in addition to Terry Ahner, reporter for The Times News.
- APPROVE MINUTES** Mrs. Kulp made a motion, which was seconded by Mr. Keegan, that the minutes of the regular school board meeting held on October 10, 2016 be approved and ordered filed.
- YEA: Mr. Distler, Mr. Fedorcha, Mr. Green, Mrs. Husack, Mr. Keegan, Mrs. Kulp, and Mr. Hartman (7)  
NAY: None (0)
- SPECIAL BOARD REPORTS**
- Carbon Lehigh Intermediate Unit - Mrs. Husack reported that Wendy Fenstermacher, a Supervisor in the Special Programs & Services Department, passed away this morning. Please keep her family in your prayers.
- Lehigh Career and Technical Institute – Mr. Fedorcha reported that the bond refinancing is on the agenda for approval this evening.
- Lehigh Carbon Community College – Mr. Green reported that only minor infractions were found in their recent audit. The Finance committee had a budget workshop and he is optimistic that an acceptable budget will be presented to all districts while maintaining the second lowest tuition rate of all community colleges in the State of Pennsylvania.
- Committee Reports and/or Meetings  
Minutes of the Education/Policy Committee Meeting held on November 7, 2016 were distributed.
- Minutes of the Technology/Buildings & Grounds Committee Meeting held on November 9, 2016 were distributed.
- Minutes of the Finance Committee Meeting held on November 9, 2016 were distributed.
- Student Representatives to the Board Report –Ms. Tori Csanadi and Ms. Karlyna Kemery distributed the written student representative report and verbally reported on its contents.
- Solicitor's Report – Attorney Strohl reported that the Department of Health will be issuing regulations regarding the new medical marijuana statute, but until then they have issued a safe harbor letter. Mr. Michaels added that the Secretary of Education advised superintendents not to move forward with the safe harbor letter. Attorney Strohl agreed that in order to receive federal funds, we cannot violate federal statutes regardless if they are legal under state statutes. Attorney Strohl reported that the Right to Know request for school employee home addresses has been settled by the State Supreme Court. Federal employees do have a constitutional right to privacy and there has to be a governmental interest that would supersede an individual's right to privacy. Any future requests for personal information should be directed to the solicitor's office.
- Business Manager's Report – Mrs. Molitoris reported that everything that was discussed at the Finance Committee meeting is on the board agenda.

**SPECIAL  
BOARD  
REPORTS  
(cont.)**

**Federal and Other Programs Update** – Mrs. Karen Nicholas reported that the Education/Policy Committee has decided that for 2017 they will meet every other month, beginning February 6, 2017. Should a meeting be needed on a month that it is not scheduled; a special meeting will be called.

**Superintendent's Report** - Mr. Michaels reported that American Education Week is being celebrated this week with cakes in every building. Mr. Michaels introduced Mr. Jonathan DeFrain, High School Student Council Advisor. Mr. DeFrain thanked the board for allowing them to attend this evening and he introduced Student Council president, Jennifer Knerr, who gave a brief overview of events they held and that are planned for the rest of the school year.

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

Retirement Resignation C. Rowlands Accept the retirement resignation of Cathleen Rowlands from her position as High School Cafeteria Worker effective the end of the work day, November 30, 2017. Contract language states that cafeteria workers who have worked for the district more than 20 years and give notice to the district of retirement 12 ½ months prior to retirement date shall receive an additional \$500.00 upon retirement. Mrs. Rowlands will retire in November, 2017 after 28 years of service at Northern Lehigh.

Appointment Instructional	Dakota Miller Assignment:	Temporary Vacancy Replacement Slatington Elementary School Sixth Grade Teacher replacing an employee on family medical leave.
	Salary:	Substitute Teacher Rate Days 1-30; Day 31 and beyond: \$46,875 prorated (Step 1 Bachelors on the 2016-2017 CBA Salary Schedule)
	Effective:	October 24, 2016
	Termination Date:	Upon return of full time teacher

Co-Curricular Change of Status Due to the resignation of Ashlie Eckert approved at the August 8, 2016 board meeting, approve the motion to change the status of Drake Pristash\* from Volunteer Assistant Track Coach, which was approved at the August 8, 2016 board meeting, to full time Assistant Track Coach at a stipend of \$3,081.00 for the 2016-2017 school year.

\* Pending Verification of Missing Personnel File Items

Co-Curricular Appointment 2016-2017	Anna Leigh Conway*	MS Girls' Basketball Coach	\$4,650.00
	* Pending Verification of Missing Personnel File Items		

Co-Curricular Volunteers 2016-2017	Adam Hluschak Fred Folland John Weremedic Randall Utsch	Assistant Wrestling Coach Little Leo Club Little Leo Club Play/Musical Lighting and Sound
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Substitute-Instructional Approve the following substitute teacher for the 2016-2017 school year at the 2016-2017 substitute teacher rates as approved on the Supplementary Personnel Salary Schedule:

Dakota Miller – Elementary  
Mary Frank - Art K-12 & ESL  
Katie Slater\* - Elementary PK-4; Special Education K-8  
Matthew Allen – CLIU Guest Teacher  
Brianna McMichael – CLIU Guest Teacher  
April Mujevic – CLIU Guest Teacher  
Jacqueline Schwartz – CLIU Guest Teacher  
Patricia Sottolano – CLIU Guest Teacher  
Dawn Turitto – CLIU Guest Teacher  
Rev. Robert Zweifel – CLIU Guest Teacher

\*Pending Verification of Missing Documents

Unpaid Vol. Approve the following unpaid volunteer aide in the Peters and/or Slatington Elementary School, and Middle School for the 2016-2017 school year: Lori-Beth Guelcher

YEA: Mr. Distler, Mr. Fedorcha, Mr. Green, Mrs. Husack, Mr. Keegan, Mrs. Kulp, and Mr. Hartman (7)

NAY: None (0)

**CONFER-  
ENCES**

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

Julie Everett – Pennsylvania Science Teachers Association Conference – December 1, 2016 – Hershey, PA – Registration: \$100.00, Lodging: \$62.93; Meals: \$20.00; Travel: \$171.72 - Total Approximate Cost: \$354.65 – Funding: Northern Lehigh Education Foundation Grant

Deanna Quay – Pennsylvania Science Teachers Association Conference – December 1, 2016 – Hershey, PA – Registration: \$100.00, Lodging: \$62.93; Meals: \$20.00; - Total Approximate Cost: \$182.93 – Funding: Northern Lehigh Education Foundation Grant

Theresa Cinicola – Pennsylvania Science Teachers Association Conference – December 2, 2016 - Hershey, PA – Registration: \$100.00, Lodging: \$62.93; Meals: \$20.00; Travel: \$171.72 - Total Approximate Cost: \$354.65 – Funding: Northern Lehigh Education Foundation Grant

Christine Leslie – Pennsylvania Science Teachers Association Conference – December 2, 2016

Hershey, PA – Registration: \$100.00, Lodging: \$62.93; Meals: \$20.00; - Total Approximate Cost: \$182.93 – Funding: Northern Lehigh Education Foundation Grant

Shawn Green – PA Educational Technology Expo & Conference – February 12-15, 2017 – Hershey, PA – Registration: \$242.00, Lodging: \$161.00, Total Approximate Cost: \$403.00 – Funding: Slatington Elementary Professional Development Budget

Karen Nicholas – SAS Institute – Personalized Learning: Empowering Teachers and Learners Conference – December 4-6, 2016 – Hershey, PA – Registration: \$100.00, Lodging: \$317.88, Meals: \$33.00, Travel: \$75.60 – Total Approximate Cost: \$526.48 – Funding: Curriculum & Instruction Budget

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

**POLICY**

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

Board Policy First Reading Approve school board policy #007 – Local Board Procedures – Distribution, as presented after first reading.

Approve school board policy #334.1 – Employees – Benevolence Sick Leave, as presented after first reading.

Approve school board policy #336 – Employees – Personal Necessity Leave, as presented after first reading.

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

Approve school board policy #810.2 – Transportation – Video/Audio Recording, as presented after first reading.

Homebound Instruction Approve school board policy #827 – Operations – Conflict of Interest, as presented after first reading. It is recommended that the Board of Education grant homebound instruction for a 10<sup>th</sup> grade student, Student No. 1990050 for five hours per week, effective November 1, 2016 and continuing until approximately January 2, 2017.

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

**CURRIC-  
ULUM AND  
INSTRUC-  
TION**

The Meadows  
Agreement  
2016-2017

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

Approve to authorize proper officials to enter into an agreement between the Northern Lehigh School District and The Meadows for the purpose of furnishing regular education or special education services for students for the 2016-2017 school year.

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

Mr. Michaels stated that he is opposed to the ERIP not from a monetary standpoint, but because we lose the best and brightest veteran teachers.

**NEW  
BUSINESS**  
ERIP  
2016-2017

Mrs. Kulp made a motion that the Board of Education approves to adopt an Early Retirement Incentive Plan, for all eligible professional employees, on a voluntary basis, for the 2016-2017 school year:

Roll call.  
YEA: Mr. Keegan (1)  
NAY: Mr. Distler, Mr. Fedorcha, Mr. Green, Mrs. Husack, Mrs. Kulp, and Mr. Hartman (6)  
Motion defeated.

Mr. Fedorcha stated that although he voted no, he would like administration to please consider offering some sort of incentive in the future, especially when it may save the district money. Young teachers are looking for jobs and can't get them because veteran teachers would like to retire but cannot. Mr. Michaels agreed and suggested that other alternatives and avenues be discussed during teacher negotiations.

**NEW  
BUSINESS**

Emergency  
Operations  
Plan

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

Approve changes to the Northern Lehigh School District Emergency Operations Plan as presented.

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

**NEW  
BUSINESS**

Mr. Fedorcha made a motion, which was seconded by Mrs. Kulp, that the Board of Education approves the following policy item:

In accordance with the Articles of Agreement of the Lehigh Career & Technical Institute (LCTI), it is hereby moved that the Northern Lehigh School District approves LCTI's financing plan in the maximum amount of \$49,000,000, for the purposes set forth in the attached resolution, as presented. Pursuant to the Articles of Agreement, each Board member must individually cast a vote.

Mr. Fedorcha explained that this bond issue has been explained to the superintendents and business managers. Mr. Fedorcha added that LCTI is growing at a fast pace and two of the labs need to be updated and expanded. Thanks to B. Braun, emerging technology is needed to fill jobs in the Lehigh Valley. Mr. Green asked that in the future, it would be helpful to have financial information about the bonds such as type of bond, length of bond, and interest rate.

Roll call.  
YEA: Mr. Distler, Mr. Fedorcha, Mr. Green, Mrs. Husack, Mr. Keegan, Mrs. Kulp, and Mr. Hartman (7)  
NAY: None (0)  
Motion carried.

Mrs. Molitoris asked each board member to cast their vote on the ballot at their board seat and return to Mrs. Molitoris by the end of the meeting.

**FINANCIAL**

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

## Financial Reports

Approve the following financial reports:  
 General Fund Account months of July, August, September & October, 2016  
 NLMS Student Activities Account months of July, August & September, 2016  
 NLHS Student Activities and Scholarship Account months of July, August & September, 2016

## List of Bills

Approve the Following List of Bills:  
 General Fund months of October & November, 2016  
 Cafeteria Fund months of October & November, 2016  
 Refreshment Stand month of October, 2016

Topp Business Agreement  
Three year  
7 Copiers

Authorize administration to enter into a new three year lease agreement with Topp Business Solutions for the purchasing of 7 new Ricoh copiers. The copiers will be placed in each school building office, middle school library and 2 in central administration. The copiers currently in these areas had a lease agreement date that expired in October. Monthly cost for leasing of these Machines will be \$2,176.51.

Resolution  
NC Tax  
Claim Bureau

Approve the resolution directing Northampton County Tax Claim Bureau not to collect delinquent taxes on behalf of Northern Lehigh School District as presented.

Resolution  
LC Tax  
Claim Bureau

Approve the resolution directing Lehigh County Tax Claim Bureau not to collect delinquent taxes on behalf of Northern Lehigh School District as presented.

Per Capita  
Abatements/  
Exonerations

Approve abatement/exoneration requests of per capita taxes, for the residents that fall within the guidelines, as presented.

Fund Balance  
Designation

Approve to designate Fund Balance ending June 30, 2016 as follows

## June 30, 2016

Committed Fund Balance For:

Health Insurance Premiums \$ 1,508,773.00

PSERS Increase \$ 3,125,321.00

**Total Committed: \$ 4,634,094.00**

Assigned Fund Balance

Assigned Current Year Usage \$ 1,459,391.00

Technology \$ 1,245,735.00

Replacement Equipment \$ 715,067.00

Long Range Maintenance \$ 1,995,350.00

**Total Assigned: \$ 5,415,543.00**

Unassigned Fund Balance

**\$ 1,705,031.01**

**Nonspendable**

**\$ 26,644.14**

**Total Fund Balance:**

**\$11,781,312.15**

YEA: Mr. Distler, Mr. Fedorcha, Mr. Green, Mrs. Husack, Mr. Keegan, Mrs. Kulp, and Mr. Hartman (7)

NAY: None (0)

**INFOR-  
MATION**

Minutes of the Carbon Lehigh Intermediate Unit #21 Board of Directors meeting held on September 19, 2016 were distributed.

Minutes of the Lehigh Carbon Community College Board of Trustees meeting held on September 1, 2016 were distributed.

Minutes of the Lehigh Career & Technical Institute Joint Operating Committee meeting held on September 28, 2016, were distributed.

**ADJOURN-  
MENT**

Mr. Fedorcha made a motion, which was seconded by Mrs. Kulp, that the regular meeting of the Northern Lehigh School District Board of School Directors is adjourned at 7:58 p.m.

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

Respectfully submitted,

Robin T. Distler  
Acting Secretary

ATTEST: \_\_\_\_\_ President  
Edward E. Hartman