

NORTHERN LEHIGH SCHOOL DISTRICT
Regular School Board Meeting
Monday, June 11, 2012
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 May 14, 2012.

III. SPECIAL BOARD REPORTS

- A. Carbon Lehigh Intermediate Unit Mrs. Donna M. Kulp
 - Appoint new CLIU Representative – Mr. Raymond Follweiler, Jr.
- 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. Committee Reports and/or Meetings
 - Minutes of the Technology/Buildings and Grounds Committee Meeting held on June 6, 2012. **(Attachment #1)**
 - Minutes of the Finance Committee Meeting held on June 6, 2012. **(Attachment #2)**
- F. Student Representatives to the Board Report Ms. Heather Heiney
Mr. Anthony Connell
- G. Solicitor’s Report Attorney Charles Stopp
- H. Federal and Other Programs Update Mrs. Karen A. Nicholas
 - Tech Wizards
- I. Business Manager’s Report Mrs. Rhonda Frantz
Mrs. Sherri Molitoris
- J. Superintendent’s Report Mr. Michael W. Michaels
- K. An executive session will be held at 7:10 p.m. in the Administration Office Conference Room.

IV. PERSONNEL**A. Resignation**

1. Accept the resignation of Kimberly Jones from her position as High School Technology/Business Education Teacher, effective June 7, 2012.
2. Accept the resignation of Julie Diehl from her position as Slatington Elementary fourth grade teacher, effective June 7, 2012.

B. Appointment-Non-Instructional

Richard Nichol
 Assignment: Second Shift Maintenance Position
 Salary: \$9.00/Hour – 2:30 PM – 11:00 PM – 5 Days/Week
 Effective June 18, 2012

C. Unpaid Leave of Absence

Approve the request of Lynn Haab, Middle School Special Education Teacher, to take an unpaid day on May 30, 2012 for the birth of her grandchild. Her request will not be considered a precedent for future requests per correspondence received from the Northern Lehigh Education Association.

D. Co-Curricular Appointments 2012-2013

Erin Ruppell*	Asst. Girl's Basketball Coach – Shared Stipend	\$2,268.04
Brandon Hibbler*	Asst. Girl's Basketball Coach – Shared Stipend	\$2,268.04
Sarah Arndt*	MS Girl's Basketball Coach	\$4,446.13

*Pending verification of missing personnel file items

E. Co-Curricular Volunteers 2012-2013

Mike Hofmann	Assistant Girl's Basketball Coach
Jaclyn Follweiler	Assistant MS Girl's Basketball Coach
Michael Strohl	Assistant MS Football Coach

- F. Approve the appointment of Joseph Tout as Assistant Athletic Director for the 2012-2013 school year at a stipend of \$3,500.00. He will assist the Athletic Director in all Athletic Director duties and responsibilities and will be responsible for athletic fund raising activities.

V. CONFERENCES**VI. POLICY****A. Board Policy – Second Reading**

1. Approve school board policy #201 – Pupils – Admission of Students, as presented after second reading. (Attachment #3)
2. Approve school board policy #815 – Operations – Acceptable Use of Internet and Information Systems, as presented after second reading. (Attachment #4)

B. Student Representative to the Board

Approve Nathaniel Czarnecki as Student Representative to the Board for the 2012-2013 school year. Nathaniel has been appointed as the junior representative to the board and will serve from September 2012 through June 2013.

C. Agreement of Sponsorship

Approve the Agreement of Sponsorship To Attend Another Pennsylvania Community College for Allie Fritzing, in accordance with the guidelines established under Policy #912. Beginning in the Fall of 2012, she will be a fulltime student at Northampton Community College to pursue her course of study in General Studies with a Funeral Service Education Degree intent. **(Attachment #5)**

D. School Breakfast Prices – 2012-2013

Approve the recommendation of the administration that, effective August 27, 2012, school breakfast prices be increased as follows:

Elementary Schools – from \$.75 to \$1.25

Middle School & High School – from \$1.00 to \$1.50

E. 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 #6)****F. Student-Parent Handbook Changes**

1. Approve the changes to the High School Student-Parent Handbook as presented. **(Attachment #7)**

2. Approve the changes to the Elementary School Student-Parent Handbook as presented. **(Attachment #8)**

3. Approve the changes to the Middle School Student-Parent Handbook as presented. **(Attachment #9)**

VII. CURRICULUM AND INSTRUCTION**A. Title I & Title IIA – 2012-2013**

Approve to authorize proper officials to execute contracts for Title I and Title IIA for the 2012-2013 school year.

B. Approve to adopt the Carbon Lehigh Intermediate Unit's Notice of Adoption of Policies, Procedures and Use of Funds by School District for submission with the 2012-2013 IDEA B, Section 611 project application, as presented. **(Attachment #10)****C. Approve to authorize proper officials to enter into an agreement with the Carbon-Lehigh Intermediate Unit #21 to provide instructional technology related services through the Archipelago Learning Program for a three year agreement commencing on July 1, 2012. **(Attachment #11)****

-
-
- D. Approve to authorize proper officials to ratify a contractual agreement between the Northern Lehigh School District and the Carbon Lehigh Intermediate Unit #21 to continue the Driver Education Program in our district at a cost of \$2,000.00, a decrease of \$200.00 over last year, effective July 1, 2012 through June 30, 2013. (Attachment #12)

VIII. OLD BUSINESS

IX. NEW BUSINESS

X. FINANCIAL

A. Approve the Following Financial Reports:

1. General Fund month of April & May
2. NLMS Student Activities Account month of May
3. NLHS Student Activities and Scholarship Acct for the month of May

B. Approve the Following List of Bills:

1. General Fund month of May & June 2012
2. Cafeteria Fund month of May 2012
3. Refreshment Stand month of May 2012
4. Capital Construction month of May 2012
5. Capital Projects month of May, 2012

C. Summer Band Camp

Approve a tuition fee of \$30.00 per student for a six-week elementary summer band program and also approve a stipend for summer band program director, Camille Vernarr. Ms. Vernarr's stipend will be equal to the amount collected for student participation but will not exceed \$1,000.00. The fee is the same as last year. The summer band program will run on Tuesday and Thursday mornings from June 26, 2012 to July 12, 2012 and then from July 24, 2012 to August 9, 2012.

D. Allow business office to complete budgetary transfers for the 2011-2012 end of year audit.

E. Appoint Willis of Pennsylvania, Inc. as the district insurance broker for Property, Casualty, & Liability insurance for the 2012-2013 school year.

F. Award insurance coverage for the 2012-2013 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 - \$62,226.00. The premium is an increase of \$3,378.00 over last year's rate.
2. Commercial Umbrella Liability Insurance – North River Insurance Company - \$14,645.00. The premium is a decrease of \$1,165 from last year's rate.
3. School Leaders Error and Omissions Liability – National Union Fire Insurance Company - \$19,416.00. The premium is an increase of \$6,907.00 over last year's rates.

G. Appoint School District's Insurance Consortium as the district's Workers' Compensation carrier for the 2012-2013 school year at an estimated premium of \$62,862.00, approximately a \$1,725.00 increase. This amount is an estimated total, final cost is based on actual payroll figures.

H. 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 2012-2013 school year.

First Niagra	Prudential-Bache Government Securities Trust
Wells Fargo National Bank	Pennsylvania Local Government Investment Trust (PLGIT)
Commerce Bank of Pennsylvania	TD Wealth

- I. Approve to grant permission to the business office to pay construction, insurance, and utility 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 the appointment of Statewide Tax Recovery as the delinquent per capita tax collector for the 2012-2013 school year.
- K. Appoint First National Insurance Agency, LLC as the 2012-2013 Student Accident and Athletic Insurance Carriers. The renewal rate is \$14,242.00, to include all interscholastic sports, band and cheerleading. Voluntary school coverage is \$22.00 for the school time rate and \$88.00 for the 24-hour rate.
- L. Approve to renew the following expiring bonds for the 2012-2013 fiscal year through Willis of Pennsylvania, Inc.:
 1. A \$50,000 Board Secretary Bond for the term of July 1, 2012 to July 1, 2013 at an annual premium of \$175.00.
 2. A \$50,000 Board Treasurer Bond for the period July 1, 2012 to July 1, 2013 at an annual premium cost of \$269.00.
- M. Upon final approval of the Proposed Final 2012-2013 Budget as presented at the April 10, 2012 board meeting, approve the lease of laptops, laptop carts, desktop computers and interactive whiteboards for the Middle School and High School from California First Leasing Corporation 18201 Von Karman Ave, Suite 800, Irvine CA 92612 for \$50,000.00 per year with a lease term of 36 months and a one dollar (\$1) buyout option at end of the lease agreement.
- N. Approve to commit and/or assign portions of the June 30, 2012 fund balance for the following purposes (actual amounts to be determined after completion of the 2011-2012 audit):

PSERS Increase	Replacement Equipment
Health Insurance Premiums	Long Range Maintenance
Technology	

O. School Dentist

Approve to appoint Dr. Harry Shleifer of Professional Dental Associates as the school dentist for the 2012-2013 school year at the quoted fee of \$1.00 per dental exam needed.

P. School Physician

Approve to appoint Dr. Nicole Sully and Dr. Amy Steigerwait of Parkland Family Health Center as school physicians for the 2012-2013 school year. The fee for grade level physicals will be \$20.00 per physical needed. Consultant services will be provided at no charge.

Q. Football Game Physician

Approve to appoint OAA Orthopedic Specialists to provide football game physicians for the 2012-2013 school year at a quoted fee of \$100.00 per regular season game and \$125.00 per post-season game. There is no increase over last year's rates.

R. Ticket Prices for Athletic Events at Bulldog Stadium 2012-2013

Approve the following ticket prices for all athletic events held at Bulldog Stadium effective with the 2012-2013 school year, as presented:

<u>Event</u>	<u>Start Time</u>	<u>Prices</u>
Varsity Football*	N/A	\$5.00/Adults & \$3.00/Students & Sr. Citizens
JV/Middle School Football*	N/A	\$3.00/Adults & \$2.00/Students/Sr. Citizens
<i>*No change in price from prior year</i>		
<u>Varsity & JV Combined Events</u>	<u>Varsity Start Time</u>	<u>Prices</u>
Soccer – Boys & Girls	6PM or Later Prior to 6PM	\$5.00/Adults & \$3.00/Students/Sr. Citizens \$3.00/Adults & \$2.00/Students/Sr. Citizens
Field Hockey	6PM or Later Prior to 6PM	\$5.00/Adults & \$3.00/Students & Sr. Citizens \$3.00/Adults & \$2.00/Students/Sr. Citizens
<u>Middle School Events</u>	<u>Start Time</u>	<u>Prices</u>
Field Hockey	6PM or Later Prior to 6PM	\$3.00/Adults & \$2.00/Students & Sr. Citizens \$2.00/Adults & \$1.00/Students/Sr. Citizens

S. Authorize Administration to enter into contracts with successful bidder for the repaving project at Slatington Elementary with a not to exceed amount of \$275,000 to be paid from the remaining money in the construction bonds and additional funds from the Capital projects account, as needed.

T. Approve the following Homestead/Farmstead Resolution, as presented.

NORTHERN LEHIGH SCHOOL DISTRICT

2012 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, 2012, 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, 2012:

-
-
- 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 \$945,914.81.
 - 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 \$3,273.78.
 - c. **Aggregate amount available.** Adding these amounts, the aggregate amount available during the school year for real estate tax reduction is \$949,188.59.
2. **Homestead/farmstead numbers.** Pursuant to Act 50, 54 Pa. C.S. § 8584(i), and Act 1, 53 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 3,792.
 - b. **Farmstead property number.** The number of approved farmsteads within the School District is 32.
 - c. **Homestead/farmstead combined number.** Adding these numbers, the aggregate number of approved homesteads and approved farmsteads is 3,824.
 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(e) aggregate amount available during the school year for real estate tax reduction of \$949,188.59 by the paragraph 2(c) aggregate number of approved homesteads and approved farmsteads of 3,824 (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 \$248.22.

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 \$3,773.35 will be available during the school year for real estate tax reduction applicable to approximately 3,796 homesteads and farmsteads, resulting in an additional real estate tax reduction amount available for each homestead and farmstead of \$0.97. Adding this additional amount to the preliminary calculation of the maximum real estate tax reduction amount of \$248.22, the final maximum real estate tax reduction amount applicable to each approved homestead and to each approved farmstead is \$249.19.

4. **Homestead exclusion calculation.** Dividing the paragraph 3 maximum real estate tax reduction amount of \$249.19 by the School District real estate tax rate of 64.373 mills (.064373), the maximum real estate assessed value reduction to be reflected on tax

notices as a homestead exclusion for each approved homestead is \$3,871.00, and the maximum real estate assessed value reduction to be reflected on tax notices as a farmstead exclusion for each approved farmstead is \$3,871.00.

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 \$3,871.00. 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 \$3,871.00. 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 Lehigh Career & Technical Institute Joint Operating Committee meeting held on April 25, 2012.
- B. Minutes of the Carbon Lehigh Intermediate Unit #21 Board of Directors meeting held on April 16, 2012.

XIV. ADOPTION OF GENERAL FUND FINAL BUDGET FOR 2012-2013

- A. It is recommended that the Board of Education adopts the general fund final budget of the Northern Lehigh School District for the 2012-2013 school year in the amount of \$28,106,782.00.
1. A 64.373 mill (or \$6.4373 per \$100 of assessed valuation) tax on Real Estate for both Lehigh and Northampton Counties. No increase of mills over 2011-2012.
 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 2011-2012.
 3. Taxes under Act 511 with no changes from 2011-2012:
 - 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 2012-2013 Northern Lehigh School District Budget.

XV. RECOGNITION OF GUESTS

XVI. ADJOURNMENT