

NORTHERN LEHIGH SCHOOL DISTRICT
Regular Meeting
Board Minutes

Slatington, PA
January 14, 2015

PURPOSE The regular meeting of the Northern Lehigh Board of School Directors was called to order by the President, Mr. Edward E. Hartman, at 7:38 p.m. on Wednesday, January 14, 2015, in the Administration Office Board Room.

ROLL CALL Members present: Mr. Robin T. Distler, Mr. Gary S. Fedorcha, Mr. Raymond J. Follweiler, Jr., Mr. Mathias J. Green, Jr., Mr. Robert J. Keegan, Jr., Mr. Gregory S. Williams and Mr. Edward E. Hartman (7)

Members absent: Mrs. Natalie J. Green, Mrs. Donna M. Kulp (2)

Non-members present: Mr. Jeffrey Bachman, Mrs. Susan Bahnick, Ms. Emily Bevans (Sr. Rep.), Mrs. Jill Chamberlain, Mr. Greg Derr, Mrs. Rhonda Frantz, Mr. John Hrizuk, Mr. Gavin Kemery (Jr. Rep.), Mr. Paul Leonzi, Mr. Michael Michaels, Mrs. Karen Nicholas, Mrs. Sharon Sherman, Mrs. Tanya Simms, Attorney Keith Strohl (Solicitor's Office), and Mr. Robert Vlasaty.

VISITORS Approximately nine visitors attended the meeting, in addition to Terry Ahner, reporter for The Times News.

APPROVE MINUTES Mr. Follweiler made a motion, which was seconded by Mr. Fedorcha that the minutes of the reorganization and regular school board meeting held on December 2, 2014 be approved and ordered filed.

YEA: Mr. Distler, Mr. Fedorcha, Mr. Follweiler, Mr. Green, Mr. Keegan, Mr. Williams, Mr. Hartman (7)

NAY: None (0)

SPECIAL BOARD REPORTS Lehigh Career and Technical Institute - Mr. Fedorcha reported that at their reorganization meeting, Mr. Kennedy from Parkland was elected as chair and Mr. Smith, from Allentown, was elected as co-chair. The board approved the tentative budget with an overall 1.79% increase which does not necessarily reflect our contribution since it is based on student population. Mr. Fedorcha stated he hopes to meet with Mrs. Frantz about the budget and have it on next month's agenda for approval.

Lehigh Carbon Community College - Mr. Green stated that the LCCC budget is at the board seats which reflects a 0% increase and Northern Lehigh's share decreased by approximately \$7,000. Mr. Green pointed out that on page 45, there is a projected long range designation of funds. Mr. Green stated that the budget will be on February's agenda for approval. If you have any questions on the budget, please contact Mr. Green. Mr. Green added that on the agenda for approval this evening is the resolution allowing LCCC to acquire real estate.

Committee Reports and/or Meetings

Minutes of the Education/Policy Committee Meeting held on January 5, 2015 were distributed.

Minutes of the Technology/Buildings and Grounds Committee Meeting held on January 7, 2015 were distributed.

Minutes of the Finance Committee Meeting held on January 7, 2015 were distributed.

Student Representatives to the Board Report – Ms. Emily Bevans and Mr. Gavin Kemery distributed their written student representative report and verbally reported on its contents.

Federal and Other Programs Update – Mrs. Karen A. Nicholas reported that on the board agenda this evening is the High School Program of Studies. One course is being added and some changes are being made to the math courses in order to give our students more opportunity to be successful in the Keystone exams. Mrs. Nicholas added that Keystone exams are in full swing and there is a window of time that we must give the exams and she thanked the students and teachers for being flexible and accommodating. Mr. Michaels added that the state tells us what to do and when tests

SPECIAL BOARD REPORTS (cont.)

are to be administered. Mr. Michaels stated that the safety of our students is paramount and our teachers need to be flexible because we only have a small window of time to administer the tests even though living in Northeastern PA, the weather does not cooperate.

Business Manager's Report – Mrs. Frantz reported that at the board seats is the LCCC budget, which reflects a reduction of \$7,200 over last year, the CLIU #21 budget, which is an increase of \$332 over last year, and the single audit report, in which there were no significant findings. All three items will be on next month's agenda for approval.

Mrs. Frantz reported that in regard to the post issuance compliance procedures, our areas of concern have been corrected and the reports were filed prior to the due date.

Mrs. Frantz added that on the agenda for approval this evening is the Act 1 tax resolution which states that we will not raise taxes over the index.

Superintendent's Report

Mr. Michaels asked Mrs. Bahnick to introduce her intern, Miss Maggie Lynch. Mr. Michaels added that U.S. Representative Charlie Dent will be visiting Northern Lehigh in February about our food service program.

Mr. Michaels stated that due to the regional flu and cold epidemic, we are encouraging students, teachers and staff to stay home if they are not feeling well. The custodians are disinfecting every desk every night, our buses are being sprayed and washed between runs and the nurses are encouraging good hand washing techniques.

Mr. Michaels announced that on the agenda this evening under Financial, H, is the Act 1 tax resolution. Due to the cancellation of the board meeting Monday night, the resolution will be corrected to read this 14th day of January.

Mr. Michaels announced that at 2:30 p.m. this afternoon, PP&L called to say they would be shutting the power off on Monday. The students are not in school, but it is a teacher in-service day. Mr. Derr reported that we only received a phone call, nothing in the mail. Mr. Derr asked PP&L if this could be done on a Saturday or Sunday. They replied that the district would be responsible to pay time-and-a half wages for them to work on the weekend. Mr. Derr asked if it could be done in the summer, but they replied not all transformers can be serviced in the summer and we just happen to be on the schedule at this time.

Mr. Michaels announced that January is School Board Recognition Month. Mr. Michaels thanked the board members for their service. Mr. Michaels stated that he is proud to work with the board since they care about the students, Northern Lehigh, and their legacy as board members in making this a great place for education to take place and allowing us to move forward. Northern Lehigh is the hidden gem of the region.

Ethics forms have been distributed and Board members should return them to Mrs. Sherman.

Mr. Hartman reported that an executive session was held prior to tonight's meeting to discuss personnel issues.

PERSONNEL

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

Appointment
Non-Instructional

Angela Henninger

Assignment:

Slatington Elementary School Cook's Helper replacing Connie Andrews who retired.

Salary:

\$9.00 Per Hour/3.0 Hours Per Day/5 Days Per Week up to 180 student days per year plus additional cleaning days as needed (2013-2017 Educational Support Personnel CBA)

Effective:

January 13, 2015

*60 day probationary period ending March 13, 2015

PERSONNEL**(cont.)**

Co-Curricular Appointments 2014-2015	Jonathan DeFrain	Assistant Softball Coach	\$3,020.00
Co-Curricular Volunteers 2014-2015	Christopher Hamm* Tyler Svetik*	Musical Vocal Coach Assistant Boys' Basketball Coach	
	* Pending Verification of Missing Personnel File Items		
Co-Curricular Volunteers 2015-2016	Terry Bowman Derek Long Sarah Arndt Jaclyn Follweiler Amy Zeiser Adam Merkle	Assistant Football Coach Assistant Football Coach Assistant Field Hockey Coach Assistant Field Hockey Coach Assistant Cross Country Coach Assistant Girls' Soccer Coach	
Substitute-Instructional	Approve the following substitute teachers for the 2014-2015 school year at the 2014-2015 substitute teacher rates as approved on the Supplementary Personnel Salary Schedule:		
	James Fisher – Social Studies Anthony Thomas – Elementary K-4		
Substitute-Non-Instructional	Approve the following individual as a substitute instructional aide for the 2014-2015 school year at the 2014-2015 substitute rate as approved on the Supplementary Personnel Salary Schedule: Dawn Martinez		
Unpaid Leave	Approve the request of Krystle-Dawn Willing-Tiedeman, High School Librarian, to take two unpaid days on January 29 and January 30, 2015. She is requesting to use these unpaid day in conjunction with three personal days on January 26, January 27, & January 28, 2015 so she can travel to California to produce a documentary. Correspondence received from the Education Association states that this request will not be considered as precedent setting for future requests.		
	YEA: Mr. Distler, Mr. Fedorcha, Mr. Follweiler, Mr. Green, Mr. Keegan, Mr. Williams, Mr. Hartman (7)		
	NAY: None (0)		
<u>POLICY</u>	Mr. Follweiler made a motion, which was seconded by Mr. Distler, that the Board of Education approves the following policy items:		
Board Governance Standards/Code of Conduct	Approve to reaffirm the school board governance standards and code of conduct referenced in school board policy #011 – Local Board Procedures – Board Governance Standards/Code of Conduct as recommended by the Pennsylvania School Board Association.		
Patriot Club	Approve the request of the Senior High Administration to create a Patriot Club. This club will promote patriotism and students will raise/lower flags at the High School. The club will meet during homeroom and after school and there will be no cost to the district.		
Non-Resident Students	Approve the request of the parent of a senior student at the High School, who is moving out of the district, to allow their student to finish the 2014-2015 school year in Northern Lehigh School District in accordance with school board policy #202.		
	YEA: Mr. Distler, Mr. Fedorcha, Mr. Follweiler, Mr. Green, Mr. Keegan, Mr. Williams, Mr. Hartman (7)		
	NAY: None (0)		

CONFERENCE

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

Bryan Geist – 48th Pennsylvania State Athletic Directors Association Conference – March 17-20, 2015 – Hershey Lodge, Hershey, PA – Registration: \$225.00, Lodging: \$529.47 – Total Approximate Cost: \$754.47 – Funding: Athletic Department Budget

YEA: Mr. Distler, Mr. Fedorcha, Mr. Follweiler, Mr. Green, Mr. Keegan, Mr. Williams, Mr. Hartman (7)

NAY: None (0)

CURRICULUM AND INSTRUCTION

High School Program of Studies 2015-2016

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

Approve the High School Program of Studies Book for 2015-2016 school year as presented and recommended by Administration.

YEA: Mr. Distler, Mr. Fedorcha, Mr. Follweiler, Mr. Green, Mr. Keegan, Mr. Williams, Mr. Hartman (7)

NAY: None (0)

NEW BUSINESS

Emergency Operations Plan

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

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

Resolution for School Board Director Recognition Month - January 2015

WHEREAS, the role of locally elected school officials has served the Commonwealth of Pennsylvania and local communities in meeting the needs of public education since the passage of the Free School Act in 1834; and

WHEREAS, these local boards have discharged their responsibilities to public education in a manner which has placed public education in the forefront of our educational systems; and

WHEREAS, locally elected officials have distinguished themselves and their communities in this non-paid, volunteer public service commitment; and

WHEREAS, the contributions of these men and women who serve on the Northern Lehigh Board of School Directors:

- Robin T. Distler
- Gary S. Fedorcha
- Raymond J. Follweiler, Jr.
- Mathias J. Green, Jr.
- Natalie J. Green
- Edward E. Hartman
- Robert J. Keegan, Jr.
- Donna M. Kulp
- Gregory S. Williams

should be recognized and appreciated by those who benefit from the workings of our public school system;

NOW THEREFORE BE IT RESOLVED that the Board of Directors of the Pennsylvania School Boards Association hereby proclaims the month of January as School Director Recognition Month in this commonwealth; and

NEW BUSINESS (cont.)

FURTHER RESOLVE that this proclamation be communicated to all school districts, school officials and local communities in a planned program which brings visibility and awareness of the role of locally elected school officials to the citizenry of this commonwealth.

LCCC Real Estate Pre-Approval Resolution

Approve the resolution from Lehigh Carbon Community College seeking 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.

YEA: Mr. Distler, Mr. Fedorcha, Mr. Follweiler, Mr. Green, Mr. Keegan, Mr. Williams, Mr. Hartman (7)
NAY: None (0)

FINANCIAL

Mr. Fedorcha made a motion, which was seconded by Mr. Williams, that the Board of Education approves the following financial items correcting item H to read and now on this 14th day of January:

Financial Reports

General Fund Account month of November
NLMS Student Activities Account month of November
NLHS Student Activities and Scholarship Account month of November

List of Bills

Approve the Following List of Bills:
General Fund months of December and January
Refreshment Stand month of December
Cafeteria Fund month of December

PSBA Policy Manual Contract

Approve the contract with PSBA to merge the employee sections of the policy manual in order to facilitate efficient identification of policies and streamline the policy review and updating process. There is a one-time cost of \$1,500 for this service.

Close Musical Activities Acct.

Approve the request of the senior high school to close the Musical Activities account. This account has a \$0.00 balance and has been dormant for the past five years.

Per Capita Abatements/Exonerations

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

Venture LLC Delinquent County Liens

Authorize Administration to purchase the delinquent county tax liens for the property owned by Venture LLC located on Route 873 in Slatington. This action would be taken to prevent the property from being sold "free and clear" at the county upset sale.

Buyback Program Mac-books

Authorize Administration to participate in a buyback program for one hundred thirty-three (133) obsolete High School Science Department MacBooks in accordance with Policy 706.1.

Act 1 Tax Levy Resolution 2015-2016

**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;

FINANCIAL
(cont.)

WHEREAS, the Northern Lehigh School District index for the 2015-2016 fiscal year is 2.6%;

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 2015-2016 fiscal year by more than its index.

AND NOW, on this 14th day of January, 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 2015-2016 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 2015-2016 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 2015-2016 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. Fedorcha, Mr. Follweiler, Mr. Green, Mr. Keegan, Mr. Williams, Mr. Hartman (7)

NAY: None (0)

LEGAL

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

Steckel &
Stopp
Retainer &
Hourly Rates
2015

Approve to appoint the law firm of Steckel & Stopp as solicitors for the Northern Lehigh School District for 2015. The hourly rate will be \$124.00 per hour for general services and \$144.00 per hour for litigation related services. The hourly rate for staff will be \$96.00 per hour. These rates represent a \$2/hour increase over last year's rates. Further approve the retainer fee for the 2014-2015 school year at \$2,000.00. This represents an increase of \$1,000 over last year's adjusted rates.

YEA: Mr. Distler, Mr. Fedorcha, Mr. Follweiler, Mr. Green, Mr. Keegan, Mr. Williams,
Mr. Hartman (7)

NAY: None (0)

**INFOR-
MATION**

Minutes of the Carbon Lehigh Intermediate Unit #21 Board of Directors meeting held on November 17, 2014 were distributed.

Minutes of the Lehigh Carbon Community College Board of Trustees meeting held on November 6, 2014 were distributed.

Minutes of the Lehigh Career & Technical Institute Joint Operating Committee meeting held on October 22, 2014 were distributed.

**ADJOURN-
ENT**

Mr. Follweiler made a motion, which was seconded by Mr. Fedorcha, that the regular meeting of the Northern Lehigh School District Board of School Directors is adjourned at 8:03 p.m.

YEA: Mr. Distler, Mr. Fedorcha, Mr. Follweiler, Mr. Green, Mr. Keegan, Mr. Williams,
Mr. Hartman (7)

NAY: None (0)

Respectfully submitted,

Gregory S. Williams
Secretary

ATTEST: _____ President
Edward E. Hartman