

AGENDA



**Northern Lehigh School District
Board of
School Directors**

REGULAR SCHOOL BOARD MEETING

**Monday, February 11, 2019
7:00 P.M.**

**Northern Lehigh School District
Administration Office Board Room
1201 Shadow Oaks Lane
Slatington, PA 18080**

**Executive Session
Administration Office Conference Room
6:30 PM**

NORTHERN LEHIGH SCHOOL DISTRICT
Regular School Board Meeting
Monday, February 11, 2019
Northern Lehigh Administration Building
Board Room
7:00 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. VACANT BOARD MEMBER SEAT

- A. Interviews, Discussion, Nominations and Possible Appointment.

III. REVIEW AND APPROVAL OF THE MINUTES OF THE PRECEDING MEETING

- A. Regular school board meeting held on January 14, 2019. Minutes

IV. 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 Education/Policy Committee Meeting held on February 4, 2019
(Attachment #1)
 - Minutes of the Community Relations Committee Meeting held on February 4, 2019
(Attachment #2)
 - Minutes of the Technology/Buildings & Grounds Committee Meeting held on
February 6, 2019 (Attachment #3)
 - Minutes of the Finance Committee Meeting held on February 6, 2019 (Attachment #4)
- F. Student Representatives to the Board Report Mr. Preston Kemery
Ms. Madison Hoffman

- G. Solicitor’s ReportAttorney Keith Strohl
- H. Business Manager’s Report Mrs. Sherri Molitoris
Mrs. Rhonda Frantz
 - 2019-2020 LCCC Operating, Debt Services, and Capital Expenditures Budgets
 - 2019-2020 CLIU #21 Operational and Programs Services Budget
 - 2019-2020 LCTI General Fund and Academic Center Budgets
 - Governor’s Budget
- I. Assistant to the Superintendent’s ReportDr. Tania Stoker
 - Curriculum Guides/Programs of Study
- J. Superintendent’s ReportMr. Matthew Link
 - Family Support Committee
 - National School Counselors Week – February 4-8, 2019
- K. An executive session will be held at 6:30 p.m. in the Administration Office Conference Room.

V. PERSONNEL

A. Resignation

- 1. Accept the resignation of Stephen Reimert from his position as permanent substitute teacher, effective January 25, 2019.

B. Appointment - Administrative

Eric Hill*

Assignment:	Director of Technology
Salary:	\$88,000 (prorated for the remainder of the 2018-2019 school year)
Effective:	On or about March 11, 2019

*** Pending Verification of Missing Personnel File Items**

C. Appointment -Non-instructional

Kyle Kromer

Assignment:	Part-time School Police Officer
Salary:	\$18.00 Per Hour plus life insurance benefit
Effective:	February 12, 2019

D. Family Medical Leave

1. Approve the request of employee #6754 to take a three week family medical leave of absence beginning on or about March 31, 2019 for the birth of a child. Employee is requesting to use accumulated sick days. Employee plans to return to his position on or about April 23, 2019.
2. Approve the request of employee #7096 to take a twelve week family medical leave of absence beginning on January 28, 2019 for her own medical reasons. Employee plans to return to her position upon release from her physician.

E. Professional Contracts

According to Article II – 1108, subsection (b) of the School Code: “a temporary professional employee, initially employed by a school district on or after June 30, 1996, whose work has been certified by the district superintendent to the secretary of the school district, during the last four (4) months of the third year of such service, as being satisfactory, shall thereafter be a professional employee” within the meaning of this article.” Therefore, it is recommended to approve “professional employee” status as per the school code for the following teachers, who have satisfactorily completed three years of service to the Northern Lehigh School District:

Ryan Stilwell

F. Salary Adjustments

Acknowledge the following teacher who has completed the requirements per the Collective Bargaining Agreement that would entitle them to a salary increase for the second half of the 2018-2019 school year.

Kayla Perkowski

From: Step 6B+24
To: Step 6M

Tamara Stubits

From: Step 2B+24
To: Step 2M

G. Assistant Director for the Fall Play/Spring Musical

Approve Ryan Cook as Assistant Director for the Fall Play/Spring Musical for the NLHS Student Theater Group. Stipend for the Assistant Director will be \$500.00 and be paid out of the General Fund High School Student Activities Fund.

H. Game Workers 2018-2019

Approve the following list of people as Game Workers for the 2018-2019 school year. Game Workers consist of ticket sellers and takers, game announcers, scoreboard operators, timers, field judges, scorekeepers. Rate of pay is consistent with the rates approved on the 2018-2019 Supplementary Personnel Salary Schedule.

Harold Greene

I. Motion to renew the appointment of the following Co-Curricular positions for the 2019-2020 school year.

Mikayla Ninos	Assistant Field Hockey Coach	\$3,111.00
Brittani Pristash	Assistant Field Hockey Coach (MS)	\$2,957.00

J. Co-Curricular Appointment 2019-2020

Katherine Farber	Sr. High Fall Intramurals - Softball - ½ Salary	\$ 453.00
Gregory King	Sr. High Fall Intramurals – Baseball - ½ Salary	\$ 453.00

K. Co-Curricular Volunteers 2018-2019

Shannon Jones	Assistant Softball Coach
Shawn Wanamaker	Assistant Field Hockey Coach

L. Substitute1. Instructional

Approve the appointment of the following substitute teacher for the 2018-2019 school year at the 2018-2019 substitute teacher rates as approved on the Supplemental Personnel Salary Schedule:

Melissa Miller* - English
Morgan Kemmerer - PK-4

* Pending Verification of Missing Personnel File Items

2. Non-Instructional

- a. Motion to approve the appointment of the following individual as substitute cafeteria worker for the 2018-2019 school year at the 2018-2019 substitute rate as approved on the Supplemental Personnel Salary Schedule:

Andrew Bahnick
Rebecca Edwards
Julie Niebell

- b. Motion to approve the appointment of the following individual as substitute custodian for the 2018-2019 school year at the 2018-2019 substitute rate as approved on the Supplemental Personnel Salary Schedule:

Andrew Bahnick

VI. POLICY

A. Field Trips

1. Spanish Club – High School – New York City, NY – May 17, 2019 – This trip is fully funded by Spanish Club students.

B. Board Policy First Reading

1. Approve school board policy #122 – Programs – Extracurricular Activities, as presented after first reading. (Attachment #5)
2. Approve school board policy #210.1 – Pupils – Possession/Administration Of Asthma Inhalers/Epinephrine Auto-Injectors, as presented after first reading. (Attachment #6)
3. Approve school board policy #808 – Operations - Food Services, as presented after first reading. (Attachment #7)

C. Board Policy Second Reading

1. Approve school board policy #008 – Local Board Procedures - Organizational Chart, as presented after second reading. (Attachment #8)
2. Approve school board policy #311 – Employees - Reduction of Staff, as presented after second reading. (Attachment #9)
3. Approve school board policy #707 – Property - Use of School Facilities and Equipment, as presented after second reading. (Attachment #10)
4. Approve school board policy #818 – Operations - Contracted Services, as presented after second reading. (Attachment #11)

D. Open Records Officer

Appoint Mr. Matthew Link, Superintendent of Schools, as the Open Records Officer for the district. He will be responsible for all public record requests and his assistant will be Sharon Sherman.

- E. Approve to authorize proper officials to sign an agreement between the Northern Lehigh School District and Bucks County Intermediate Unit #22 affirming the roles and responsibilities relating to Pennsylvania's Education for Children and Youth Experiencing Homelessness (ECYEH) Program. (Attachment #12)

VII. CONFERENCES

- A. Matthew Link - Leading the Future of Public Education: Bold Leaders Breaking Barriers - Pennsylvania Association of School Administrators - March 17-18, 2019, - Hilton Hotel - Harrisburg, PA - Registration: \$299.00; Lodging: \$187.59; Travel: \$99.18; Meals - \$25.00 – Total Approximate Cost: \$610.77 – Funding: Superintendent's Budget (Attachment #13)

VIII. CURRICULUM AND INSTRUCTION

- A. Approve the High School Program of Studies Book for the 2019-2020 school year as presented and recommended by Administration. (Distributed to Board Members Only)
- B. Approve the Middle School Program of Studies Book for the 2019-2020 school year as presented and recommended by Administration. (Distributed to Board Members Only)
- C. 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 Student Driver Education Program at no cost to the district, effective July 1, 2019 - June 30, 2020.(Attachment #14)
- D. Approve to authorize proper officials to enter into an agreement for one Northern Lehigh School District student with special needs to attend Hogan Learning Academy LLC in accordance with the promises and covenants contained in the agreement. This agreement is effective January 16, 2019 and terminates on June 6, 2019. (Attachment #15)

IX. OLD BUSINESS**X. NEW BUSINESS**

Approve the Memorandum of Understanding to the Northern Lehigh School District Middle Management Team's Administrator Compensation Plan to incorporate the position of the Full Time School Police Officer (SPO). (Distributed to Board Members Only)

XI. FINANCIAL

- A. Approve the Following Financial Reports:
1. General Fund Account month of January, 2019
 2. NLMS Student Activities Account month of January, 2019
 3. NLHS Student Activities and Scholarship Account month of January, 2019
 4. Capital Construction month of January, 2019
 5. Cafeteria Fund month of January, 2019

B. Approve the Following List of Bills:

1. General Fund months of January and February, 2019
2. Cafeteria Fund months of January and February, 2019

C. Lehigh Carbon Community College 2019-2020 Budget

Approve a resolution regarding the 2019-2020 Lehigh Carbon Community College Sponsor contribution Budget. Total expenditures equal \$6,186,337.00 which represents no change over the 2018-2019 budget. Northern Lehigh's share of the total budget is \$185,750.00, a decrease of \$564.00 or (-.3%). A copy of the budget was distributed electronically February 8, 2019.

D. Carbon Lehigh Intermediate Unit 2019-2020 Budget

Approve a resolution regarding the 2019-2020 Carbon Lehigh Intermediate Unit Operational and Program Services budget. Total expenditures equal \$3,104,595.00 an increase of \$64,313.00 over the 2018-2019 budget. Northern Lehigh's share is proposed to be \$18,793.00 a decrease of \$663.00 from the 2018-2019 budget. A copy of the budget was distributed electronically February 8, 2019.

E. Lehigh Career & Technical Institute 2019-2020 Budget

Approve a resolution regarding the Lehigh Career & Technical Institute general fund budget and Academic Center expenditures for the 2019-2020 school year. The general fund budget total is \$27,666,000.00 an increase of \$1,063,800. Northern Lehigh School District's portion of the 2019-2020 general fund budget is \$1,149,513.56 an increase of \$103,884.21. The expenditures for the Academic Center budget for the period of July 1, 2019 through June 30, 2020 total \$1,860,000.00 an increase of \$40,600.00. There is no cost to Northern Lehigh School District for the Academic Center budget. A copy of the budget was distributed to board members electronically February 8, 2019.

F. Accept the 2017-2018 audit and management report for the single audit ending June 30, 2018. A copy of the audit was distributed at the January 14, 2019 school board meeting.**G. Approve to authorize proper officials to enter into a three year agreement between the Northern Lehigh School District and Lifetouch for the purpose of providing school portraits and school services per the attached agreement. (Attachment #16)****H. Approve budgetary transfers for the 2018-2019 school year, as presented. (Attachment #17)****XII. LEGAL****XIII. CORRESPONDENCE**

XIV. INFORMATION

- A. Minutes of the Carbon Lehigh Intermediate Unit 21 Board of Directors meeting held on December 17, 2018.
- B. Minutes of the Lehigh Carbon Community College Board of Trustees meetings held on December 6, 2018.
- C. Minutes of the Lehigh Career & Technical Institute Joint Operating Committee meetings held on December 12, 2018.

XV. RECOGNITION OF GUESTS**XVI. ADJOURNMENT**