

NORTHERN LEHIGH SCHOOL DISTRICT
Regular Meeting
Board Minutes

Slatington, PA
December 3, 2018

PURPOSE The regular meeting of the Northern Lehigh Board of School Directors was called to order by the President, Mr. Gary S. Fedorcha, at 7:30 p.m. on Monday, December 3, 2018, in the Administration Office Board Room.

ROLL CALL PRESENT DIRECTORS Members present: Mr. Robin T. Distler, Mrs. Michelle M. Heckman, Mrs. Gale Husack, Mr. Robert Keegan, Jr., Mrs. Donna M. Kulp, Mrs. Michele Martineau, Mrs. Kristie D. Wilk, and Mr. Gary S. Fedorcha (8)

Members absent: Mr. Mathias J. Green (1)

Non-members present: Mrs. Jill Chamberlain, Mr. Greg Derr, Mrs. Rhonda Frantz, Ms. Madison Hoffman (Jr. Rep.), Mr. John Hrizuk, Mr. Preston Kemery (Sr. Rep.), Mr. Paul Leonzi, Mr. Matthew Link, Mr. Eugene Marks, Mrs. Sherri Molitoris, Mr. Scott Pyne, Mrs. Tanya Simms, Dr. Tania Stoker, Attorney Keith Strohl (Solicitor's Office), and Mr. Robert Vlasaty.

VISITORS Approximately eight visitors attended the meeting.

APPROVE MINUTES Mr. Keegan made a motion, which was seconded by Mr. Distler, that the minutes of the regular and special board meetings held on November 12, 2018, be approved and ordered filed.

YEA: Mr. Distler, Mrs. Heckman, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mrs. Martineau, Mrs. Wilk, and Mr. Fedorcha (8)

NAY: None (0)

SPECIAL BOARD REPORTS Carbon Lehigh Intermediate Unit - Mrs. Husack reported that at the last meeting the CLIU budget was approved. Northern Lehigh's budget remains unchanged for 2019-2020. The districts should be receiving the budget booklets shortly.

Lehigh Career and Technical Institute – Mr. Fedorcha reported that there was no meeting in November but the committee of the whole reviewed their audit. The audit was excellent. They are also working on the 2019-2020 budget.

Committee Reports and/or Meetings

Committee Meeting Calendar 2019 Mrs. Kulp made a motion, which was seconded by Mrs. Heckman, that the Board of Education approves the School Board Committee Meeting Calendar for 2019, as presented.

YEA: Mr. Distler, Mrs. Heckman, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mrs. Martineau, Mrs. Wilk, and Mr. Fedorcha (8)

NAY: None (0)

Student Representatives to the Board Report –Ms. Madison Hoffman and Mr. Preston Kemery distributed their written student representative report and verbally reported on its contents.

Solicitor's Report – Attorney Strohl reported that the manual audit letter was provided to the local auditors for the financial year ending June 30, 2018.

Assistant to the Superintendent – Dr. Stoker directed everyone's attention to the back of the board room where student art work is being showcased. The board room is utilized for many meetings and whenever possible, we need to spread the word about the good things happening at Northern Lehigh. Dr. Stoker turned over her report to Mrs. Mary Frank, Art teacher at the Middle School. Mrs. Frank stated that part of the mission statement in the comprehensive plan is to have appreciation for the arts. The Art departments of the district came up with a rotating display showcasing student's artwork. This month the artwork is from the High School. Mr. Vlasaty presented Nathan Kenyon, one of the students with artwork displayed, with a certificate, as well as to Dr. Stoker whose idea it was to have art displayed in the board room.

**SPECIAL
BOARD
REPORTS**

Business Manager's Report –Mrs. Molitoris reported that on the agenda for approval is the Act 1 tax resolution which states that we will not raise taxes over the adjusted index, which is 3.0%. Mrs. Frantz reported that Pennsylvania ranks 46th in the nation for education funding. PA Schools Work is a coalition comprised of board members, administrators, parents and community members to try and change that. The goal is to inform legislators that we need a commitment from them to fund public education more fully. We will be reaching out to legislators inviting them in the buildings to see the good things happening in the district. Mrs. Frantz also stated that the board will have to decide if they want to adopt the resolution supporting PA Schools Work, which was sent in Mr. Link's last update, included on the January board agenda. Mr. Fedorcha asked what the rate was now for state reimbursement. Mrs. Frantz answered 38%. Mr. Fedorcha stated that at one time the state was funding districts at 50%, which is contributing to property tax increases. Mr. Fedorcha recognized that our governor has been very supportive of public education.

Superintendent's Report - Mr. Link announced that this is the last school board meeting for the calendar year. Mr. Link wished everyone Happy Holidays and soon to be Happy New Year. Mr. Link stated that he is looking forward to continuing the important work we do for the students and community. Mr. Link introduced Alyssa Wingenfield who gave an update on the science lab project. Mrs. Wingenfield noted that the base scope of work includes one exhaust fume hood for Chemistry. Mr. Link stated that currently we have two exhaust fume hoods and administration is recommending two hoods. Mrs. Wingenfield explained the three (3) alternates which include different size classrooms and removal and relocation of lockers. Floor plans were shared, which include the existing and alternate designs. She went over the timeline for the project and the amendments needed, if approved, to the Guaranteed Energy Savings Agreement. Mr. Link stated that the board will need to make a decision as to which alternates they approve, which will affect Financial items C,D and E. Currently, Financial Item C is for \$11,951,474 which includes one hood. Mr. Fedorcha asked for discussion on the number of hoods for the chemistry room. Mr. Distler recommended that we include two hoods. Mr. Fedorcha stated that we had a good discussion last month on these issues. Mrs. Kulp questioned whether the amount budgeted for asbestos was accurate. Mrs. Wingenfield stated that they have been working with the asbestos removal company on the cost. Mrs. Husack questioned where the additional money is coming from to fund the alternate projects. Mrs. Molitoris answered that 1) bond revenue that was not going to be utilized until next year was invested which is netting an additional \$43,000; 2) general fund monies have been invested and is anticipated to net \$170,000 over revenues that are currently budgeted; 3) \$59,000 that was targeted for the Read 180 program from general fund will now be funded with Medical Access fund which leaves \$550,000 outstanding. Last year \$2,784,000 was earmarked to be spent from fund balance and only \$979,000 was spent. Mrs. Molitoris is recommending that the remaining \$550,000 be budgeted in the 2019-2020 school year and be spent from the general fund. Mr. Link agreed that will still leave us ahead of what was originally projected. Mr. Fedorcha added that technically no tax increase would be necessary to pay for the renovations. Mrs. Husack asked what projects are planned for the next five years. Mr. Link stated that the next items would be furniture replacement throughout the buildings. In the summer we will be doing the 1:1 laptop replacements for the High School which is already budgeted. Other projects are removing carpet in the classrooms and replace with tile, server upgrades district wide, replace maintenance equipment and maintenance shop, none of which are big ticket items. We are also expecting lower expenditures on fixing old equipment, as well as on utilities due to the energy savings project. Mrs. Kulp asked what the end date was for the debt. Mrs. Molitoris answered 2028. Mrs. Wilk asked if we would need fund balance to balance the budget for the added positions. Mrs. Molitoris added that we are still waiting for all of the costs to make that determination.

**FINANCIAL
ITEMS C & D
MCCLURE
AMENDMENT**

Mr. Keegan recommended doing both classrooms and the second hood. Mr. Fedorcha added that having two classrooms will make it easier for the teachers and students. Mrs. Wilk thanked Mr. Vlasaty for the tour and explaining the needs and concerns. Mrs. Husack thanked the business office for crunching the numbers which help the board make an educated decision for the students, while considering the financial concerns of the community. Mr. Fedorcha thanked Mr. Derr as well.

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

Financial Item "C" will be changed to read "The Board of Education approves to amend Financial Item M from the May 14, 2018 school board meeting to read; Per the recommendation of the Buildings and Grounds Committee, the Board of Education approves the McClure Company to complete all necessary planning and work for Option C with the addition of the Middle School Drop Ceiling and High School Science Labs, at a cost not to exceed **\$11,978,125.**

**FINANCIAL
ITEMS C & D
MCCLURE
AMENDMENT
(cont.)**

Financial Item "D" will be changed to read: Recommend to approve alternate one (1) and two (2) at a cost of \$586,216.00, as an addendum to the Guaranteed Energy Savings Agreement dated May 14, 2018, with the McClure Company. Additional cost will be funded from additional investment earnings during the 2018-2019 school year and fund balance during the 2019-2020 school year.

In addition, Financial item "E" will be removed from the agenda.

Roll call.

YEA: Mr. Distler, Mrs. Heckman, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mrs. Martineau, Mrs. Wilk, and Mr. Fedorcha (8)

NAY: None (0)

Motion carried

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

PERSONNEL

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

Rescind
Resignation
A. Sicora

Approve to rescind the resignation of Andrea Sicora from her position as Peters Elementary Emotional Support Paraprofessional that was originally approved at the November 12, 2018, board meeting.

Resignation
E. Doll

Accept the resignation of Elizabeth Doll from her position as Middle School cook's Helper and High School Detention Monitor, effective November 23, 2018.

Detention
Supervisors

Approve to appoint the following list of people as Secondary Detention Monitors for the Senior High School for the 2018-2019 school year. Work will be on an as needed basis and compensation will be at a salary of \$20.00 per hour worked.

Eric DeAntonis

Stephen Reimert

Family Medical
Leave

Approve the request of employee #3845 to take a medical leave of absence beginning on or about February 23, 2019 for the birth of a child. Employee is requesting to use accumulated sick and personal days. Upon exhaustion of eligible days, employee is requesting a twelve week family medical leave. Employee plans to return to her teaching position at the beginning of the 2019-2020 school year.

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:

Amanda Bariana

Co-Curricular
Appointments
2018-2019

Motion to renew the appointment of the following Co-Curricular positions for the 2018-2019 school year:

Katherine Farber

Head Softball Coach

\$5,062.00

Co-Curricular
Volunteers
Resignation

Accept the resignation of Jeffrey Check from his position as volunteer Assistant Wrestling Coach.

Co-Curricular
Volunteers
2018-2019

Cody Bowman

Assistant Wrestling Coach

Devin Glose

Assistant Boys' Basketball Coach

YEA: Mr. Distler, Mrs. Heckman, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mrs. Martineau, Mrs. Wilk,

and Mr. Fedorcha (8)

NAY: None (0)

POLICY

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

Board Policy
Second
Reading

Approve school board policy #006 – Local Board Procedures - Meetings, as presented after second reading.

Approve school board policy #303 – Employees - Nepotism, as presented after second reading.

Approve school board policy #806 – Operations - Child Abuse, as presented after second reading.

YEA: Mr. Distler, Mrs. Heckman, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mrs. Martineau, Mrs. Wilk, and Mr. Fedorcha (8)

NAY: None (0)

**NEW
BUSINESS**
ERIP
2018-2019

Mr. Keegan made a motion, which was seconded by Mrs. Husack, that the Board of Education approve to develop an Early Retirement Incentive Plan, for all eligible professional employees, on a voluntary basis, for the 2018-2019 school year:

Mr. Keegan announced that in the past, the board has not approved these types of programs. Mr. Keegan strongly suggests that the board approves the development of a plan that is both beneficial for the employee and our taxpayers. Mrs. Kulp questioned that if voting yes tonight means we are definitely offering a plan. Mr. Fedorcha stated that this is to approve to develop a plan. A motion for approval of an actual plan will be on an agenda at a later date. Mr. Fedorcha added that he agrees with Mr. Keegan that it's been quite a while since we had a plan and there may be financial benefits to doing it again.

YEA: Mr. Distler, Mrs. Heckman, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mrs. Martineau, Mrs. Wilk, and Mr. Fedorcha (8)

NAY: None (0)

FINANCIAL

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

List of
Bills

Approve the Following List of Bills:
General Fund months of November & December, 2018
Cafeteria Fund months of November & December, 2018

Act 1 Tax Levy
Resolution
2019-2020

**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;

WHEREAS, the Northern Lehigh School District index for the 2019-2020 fiscal year is 3.0%;

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 2019-2020 fiscal year by more than its index.

FINANCIAL
(cont.)

AND NOW, on this ___3rd___ day of December, 2018, 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 2019-2020 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 2019-2020 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 2019-2020 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, Mrs. Heckman, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mrs. Martineau, Mrs. Wilk, and Mr. Fedorcha (8)

NAY: None (0)

LEGAL

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

Steckel &
Stopp
Retainer &
Hourly Rates
2019

Approve to appoint the law firm of Steckel & Stopp as solicitors for the Northern Lehigh School District for 2019. The hourly rate will be \$132.00 per hour for general services, litigation related services will be \$150.00 per hour, and the hourly rate for staff will be \$103.00 per hour. All rates represent a \$3.00 per hour increase over last year's rates. Further approve the retainer fee for 2019 at \$2,050.00. There is no increase over last year's rate.

YEA: Mr. Distler, Mrs. Heckman, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mrs. Martineau, Mrs. Wilk, and Mr. Fedorcha (8)

NAY: None (0)

**INFOR-
MATION**

Minutes of the Carbon Lehigh Intermediate Unit #21 Board of Directors meeting held on October 15, 2018 were distributed.

Mrs. Martineau thanked everyone for welcoming her to the board. She looks forward to serving the board, the district, and the community and working on the education/policy committee. Mr. Fedorcha thanked her and welcomed her to the board.

Mr. Fedorcha wished everyone a Happy Hanukkah, Merry Christmas and a very Happy New Year!

**ADJOURN-
MENT**

Mr. Distler made a motion, which was seconded by Mrs. Martineau, that the regular meeting of the Northern Lehigh School District Board of School Directors is adjourned at 8:22 p.m.

YEA: Mr. Distler, Mrs. Heckman, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mrs. Martineau, Mrs. Wilk, and Mr. Fedorcha (8)

NAY: None (0)

Respectfully submitted,

Secretary

ATTEST: _____ President
Gary S. Fedorcha