

NORTHERN LEHIGH SCHOOL DISTRICT
Regular School Board Meeting
Monday, January 14, 2013
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. Reorganization school board meeting held on December 3, 2012.
- B. Regular school board meeting held on December 3, 2012

III. SPECIAL BOARD REPORTS

- A. Carbon Lehigh Intermediate Unit Mr. Raymond J. 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 Education/Policy Committee Meeting held on January 7, 2013 (**Attachment #1**)
 - Minutes of the Technology/Buildings and Grounds Committee Meeting held on January 9, 2013 (**Attachment #2**)
 - Minutes of the Finance Committee Meeting held on January 9, 2013 (**Attachment #3**)
- F. Student Representatives to the Board Report Ms. Courtney Blocker
 Mr. Nathaniel Czarnecki
 Ms. Alexandra Abruzzi
- G. Solicitor's Report Attorney Charles Stopp
- H. Federal and Other Programs Update Mrs. Karen A. Nicholas
 - Keystone Exams
- I. Business Office Report Mrs. Sherri Molitoris
 Mrs. Rhonda Frantz
 - Distribution of Single Audit Report for Fiscal Year Ending June 30, 2012
 - Pennsylvania State Audit years ending June 30, 2009, & June 30, 2010
 - 2013-2014 CLIU#21 Operational and Programs Services Budget

- J. Superintendent's Report Mr. Michael W. Michaels
 - Student Council Yearly Board Presentation
 - School Board Recognition Month
 - School Safety Task Force Meeting
 - Ethics Forms

K. An executive session will be held at 7:00 p.m. in the Administration Office Conference Room.

IV. PERSONNEL

A. Retirement/Resignations

Accept the retirement resignation of Linda Bramich from her position as High School Cook's Helper effective December 31, 2012. Ms. Bramich will be retiring from the Northern Lehigh School District after 13 years of service.

B. Appointment – Non-Instructional

1. Sheila Steier

Assignment:	High School Cook's Helper replacing Linda Bramich who retired.
Salary:	\$8.50 Per Hour/5.5 Hours Per Day/5 Days Per Week/ up to 180 Student Days per year plus additional cleaning days as needed (2009-2013 Educational Support Personnel Association CBA)
Effective Date:	January 15, 2013

C. Family Medical Leave

1. Approve the request of employee #6790 to take an eight week maternity leave beginning on December 7, 2012, for the birth of her first child. She is requesting to use 23 accumulated sick days. At the conclusion of her eight week maternity leave, she is requesting a twelve week Family Medical Leave. She plans to return to her current teaching position on or about April 29, 2013.
2. Approve the request of employee #2143 to take up to a twelve week Family Medical Leave beginning on February 8, 2013. She plans to return to her current teaching position upon medical release from her physician on or about March 8, 2013.

D. Unpaid Leave

1. Approve the request of employee #4270 to take an unpaid leave of absence effective December 4, 2012. She plans to return to her current position upon medical release from her physician.
2. Approve the request of employee # 3845 to take an unpaid leave of absence beginning on January 28, 2013. Employee is currently on a Family Medical Leave and is requesting an unpaid leave of absence until the start of the fourth marking period. Employee plans to return to her current teaching position on March 28, 2013.

E. Co-Curricular Appointments 2013-2014

Joe Tout	Head Football Coach	\$7,084.32
Steve Hluschak	Asst. Football Coach	\$4,604.11
Mark Lavine	Asst. Football Coach	\$4,604.11
Andrew Lynn	Asst. Football Coach	\$4,604.11

Cory Hartsell	Asst. Football Coach	\$4,604.11
Manny Guedes	Asst. Football Coach	\$4,604.11
Terry Bowman	Asst. Football Coach-Shared Stipend	\$2,302.06
Alden Farber	Asst. Football Coach-Shared Stipend	\$2,302.06
Jessica Frew	Head Field Hockey Coach	\$4,244.38
Kelly Follweiler	Asst. Field Hockey Coach	\$2,758.34
Elizabeth Chunko	Middle School Field Hockey Coach	\$2,703.72
Dave Oertner	Head Cross Country Coach	\$4,244.38
Beth Case	Asst. Cross Country Coach	\$2,758.34
Richard J. Jones	Head Boy's Soccer Coach	\$5,120.65
Adam Stofko	Assistant Boy's Soccer Coach-Shared	\$1,422.41
Eric Schmidt	Assistant Boy's Soccer Coach-Shared	\$1,422.41
Jason Reinhard	Head Girl's Soccer Coach	\$5,120.65
Patricia Jones	Asst. Girl's Soccer Coach	\$2,844.82

F. Co-Curricular Volunteers 2012-2013

Emily Buss*	High School Musical
Nicole Chirico*	Assistant Softball Coach
Melissa Defrain	Assistant Softball Coach
Richard Roberts IV*	Assistant Boy's Basketball Coach
Joe Seremula*	Assistant Boy's Baseball Coach
Joe Seremula*	Assistant Boy's Basketball Coach
Gary Warmkessel*	Assistant Softball Coach
Katrina Wehr	Assistant Track & Field Coach

*Pending Verification of Missing Documents

G. Co-Curricular Volunteers 2013-2014

Sarah Arndt	Assistant Field Hockey Coach
Heather Chandler*	Assistant Field Hockey Coach
Jaclyn Follweiler*	Assistant Field Hockey Coach
Michael Strohl	Assistant MS Football Coach
Amber VanHorn*	Assistant Field Hockey Coach
Rachel Wagner*	Assistant Field Hockey Coach
Amy Zeiser	Assistant Cross Country Coach

*Pending Verification of Missing Documents

H. Substitute

1. Non-Instructional

Approve the following individual as a substitute teacher's aide for the 2012-2013 school year at the 2012-2013 substitute rate as approved on the Supplementary Personnel Salary Schedule: Andrea Rosario

V. POLICY

A. 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. (Attachment #4)

VI. CONFERENCES

- A. Bryan Geist – 46th Pennsylvania State Athletic Directors Association Conference – March 13-15, 2013 – Hershey Lodge, Hershey, PA – Registration: \$470.00, Lodging: \$330.00 – Total Approximate Cost: \$800.00 – Funding: Athletic Department Budget (**Attachment #5**)

VII. CURRICULUM AND INSTRUCTION

- A. Approve the High School Program of Studies Book for 2013-2014 school year as presented and recommended by Administration. (**Distributed to Board Members Only**).

B. Northern Lehigh Leo Club

Approve the request of the Senior High Administration to create a Leo Club. This club will allow students to develop and contribute individually and collectively as responsible members of the community and as part of the world's largest service club organization. The club will meet after school every two weeks and there will be no cost to the district. (**Attachment #6**)

- C. Approve the resolution to identify Official Local School District Holidays (OLSDH) in accordance with PA School Code Section 1502. (**Attachment #7**)

- D. Approve the 2013-2014 Northern Lehigh School District Calendar as presented. (**Attachment #8**)

VIII. OLD BUSINESS**IX. NEW BUSINESS**

- A. Resolution for School Board Director Recognition Month – January 2013

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 the men and women who serve on the Northern Lehigh Board of School Directors:

Robin T. Distler
Gary S. Fedorcha
Raymond J. Follweiler, Jr.
Lauren A. Ganser
Mathias J. Green, Jr.
Natalie J. Green
Edward E. Hartman
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 Director of the Pennsylvania School Boards Association hereby proclaims the month of January as School Director Recognition Month in this commonwealth; and

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.

X. FINANCIAL

- A. Approve the Following Financial Reports:
1. General Fund November
 2. NLMS Student Activities Account months of November and December
 3. NLHS Student Activities and Scholarship Account months of November and December
- B. Approve the Following List of Bills:
1. General Fund months of December and January
 2. Refreshment Stand month of December
 3. Cafeteria Fund months of November and December
 4. Capital Construction month of December
- C. Approve abatement/exoneration requests of per capita taxes, for the residents that fall within the guidelines, as presented. **(Attachment #9)**
- D. Authorize administration to renew an agreement through June 30, 2015 with Berks County Intermediate Unit for tax bill services related to the 2013 and 2014 tax years. **(Attachment #10)**
- E. Authorize administration to replace door hardware at Peters Elementary at a cost not to exceed \$16,500.00. Payment will be made from leftover funds in the construction account. Installation will be done in-house.
- F. Authorize administration to enter into a contract with MF Athletic to replace the high jump pit per their quote. Payment will be made from leftover funds in the construction account. **(Attachment #11)**
- G. Act 1 Tax Levy Resolution

**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 2013-2014 fiscal year is 2.3%;

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 2013-2014 fiscal year by more than its index.

AND NOW, on this 14th day of January, 2013, 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 2013-2014 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 2013-2014 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 2013-2014 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.

H. Per auditors recommendation, close the NLHS All Night Party Account and transfer the account balance of \$1,081.65 to the SADD Account.

XI. LEGAL

XII. CORRESPONDENCE

XIII. INFORMATION

A. Minutes of the Lehigh Carbon Community College Board of Trustees meetings held on November 1, 2012 and December 6, 2012.

B. Minutes of the Lehigh Career & Technical Institute Joint Operating Committee meeting held on October 24, 2012.

C. Minutes of the Carbon Lehigh Intermediate Unit 21 Board of Directors meeting held on November 19, 2012.

XIV. RECOGNITION OF GUESTS

XV. ADJOURNMENT