

# AGENDA



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

## **REGULAR SCHOOL BOARD MEETING**

**Monday, May 14, 2018  
7:30 P.M.**

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

**Executive Session  
Administration Office Conference Room  
6:45 PM**

**NORTHERN LEHIGH SCHOOL DISTRICT**  
**Regular School Board Meeting**  
**Monday, May 14, 2018**  
**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 April 9, 2018.

**III. 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 May 7, 2018. (Attachment #1)
  - Minutes of the Technology/Buildings & Grounds Committee Meeting held on May 9, 2018. (Attachment #2)
  - Minutes of the Finance Committee Meeting held on May 9, 2018. (Attachment #3)
- F. Student Representatives to the Board Report ..... Ms. Tori Csanadi  
 Mr. Preston Kemery
- G. Solicitor's Report ..... Attorney Keith Strohl
- H. Assistant to the Superintendent ..... Dr. Tania Stoker
  - AED Trainer Donation
  - Barnes & Noble STEAM Donation
  - Schoolwide Positive Behavior Support System in our school buildings
- I. Business Manager's Report ..... Mrs. Sherri Molitoris  
 Mrs. Rhonda Frantz

J. Superintendent's Report ..... Mr. Matthew J. Link

- National Teacher and School Nurse Appreciation Week – May 7-11, 2018
- Graduation – Friday, June 8, 2018 at 7:00 PM
- Recognition of Tori Csanadi - Student Representative to the Board
- Bond Counsel - Jens Damgaard
- Financial Advisors/Underwriters - Ken Phillips, Brad Remig, Scott Kramer

K. An executive session will be held at 6:45 p.m. in the Administration Office Conference Room.

**IV. PERSONNEL**

A. Administrative Transfer - Non-Instructional

- a. Scott Hankee
  - From: First Shift Custodian
  - To: First Shift Maintenance Position
  - Salary: \$27.12/hour
  - Effective: April 16, 2018
  
- b. William Marks
  - From: Second Shift Custodian
  - To: First Shift Maintenance Position
  - Salary: \$15.52/hour
  - Effective: On or about May 29, 2018
  
- c. Jennifer Wentz
  - From: Second Shift Custodian
  - To: First Shift Custodian
  - Salary: No change in salary
  - Effective: May 15, 2018

B. Resignation/Retirement

1. With regret, accept the retirement resignation of Christine Leslie from her position as High School Science Teacher, effective June 30, 2018. Mrs. Leslie will be retiring from the Northern Lehigh School District with 41 years of service.
  
2. With regret, accept the retirement resignation of Edward Hollenbach from his position as Maintenance worker, effective June 30, 2018. Mr. Hollenbach will be retiring from the Northern Lehigh School District with 26 years of service.

C. Appointment Non-Instructional

1. Tina Erkinger\*
  - Assignment: Administrative Secretary to the Director of Support Services
  - Salary: \$30,000.00 prorated
  - Effective: On or about May 21, 2018
  - \*60 Working Day probationary period
  - \*Pending Verification of Missing Personnel File Items

## 2. Shelly Smith\*

Assignment: Clerk/Typist High School Guidance

Salary: \$28,000.00 prorated

Effective: On or about May 30, 2018

\*60 Working Day probationary period

\*Pending Verification of Missing Personnel File Items

## D. Motion to renew the appointments of the following Co-Curricular positions for the 2018-2019 school year:

Megan Filchner	Cheerleading Advisor – Shared Stipend	\$1,678.50
Shauna Rausch	Cheerleading Advisor – Shared Stipend	\$1,678.50
Jeffrey Miller	Head Boys' Basketball Coach	\$7,594.00
Alex Lerch	Assistant Boys' Basketball Coach	\$4,936.00
David Oertner	Assistant Boys' Basketball Coach	\$4,936.00
Ken Shankweiler	Head Girls' Basketball Coach	\$7,594.00
Sarah Arndt	Assistant Girls' Basketball Coach	\$4,936.00
Anna Leigh Conway	Assistant Girls' Basketball Coach (JH)	\$4,838.00
Scott Snyder	Head Wrestling Coach	\$7,594.00
Nick Hosford	Assistant Wrestling Coach	\$4,936.00
Alfred Ortiz, Jr.	Assistant Wrestling Coach (JH)	\$4,936.00
Stephen Hluschak	Sr. High Winter Intramurals – Weightlifting	\$ 888.00
Michael Lehtonen	Sr. High Winter Intramurals – Winter Track	\$ 888.00
Joseph Tout	Sr. High Spring Intramurals – Weightlifting	\$ 888.00

E. Co-Curricular Volunteers 2018-2019

Jeff Check	Assistant Wrestling Coach
Adam Hluschak	Assistant Wrestling Coach
Ryan Kern	Assistant Wrestling Coach
Joseph Krempasky	Assistant Boys' Basketball Coach
Tyler Svetik	Assistant Boys' Basketball Coach
Christine Quattrocchi	Assistant Cheerleading Coach

V. POLICYA. Board Policy First Reading

1. Approve school board policy #105 – Programs – Curriculum, as presented after first reading. (Attachment #4)
2. Approve school board policy #138 – Programs – Language Instruction Educational Program for English, after first reading. (Attachment #5)
3. Approve school board policy #202.1 – Pupils – Foreign Exchange Students, after first reading. (Attachment #6)
4. Approve school board policy #204 – Pupils – Attendance, after first reading. (Attachment #7)
5. Approve school board policy #239 – Pupils – Student Excusal, after first reading. (Attachment #8)

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6. Approve school board policy #308 – Employees – Employment Contract/Board Resolution, after first reading. (Attachment #9)
  7. Approve school board policy #826 – Operations – HIPAA Compliance, after first reading. (Attachment #10)

B. Board Policy Second Reading

1. Approve school board policy #103 – Programs – Nondiscrimination in School and Classroom practices, as presented after second reading. (Attachment #11)
2. Approve school board policy #103.1 - Programs – Nondiscrimination - Qualified Students with Disabilities, as presented after second reading. (Attachment #12)
3. Approve school board policy #104 - Programs – Nondiscrimination in Employment/Contract Practices, as presented after second reading. (Attachment #13)
4. Approve school board policy #918 - Community - Title I Parental Involvement, as presented after second reading. (Attachment #14)
5. Approve to rescind and retire Policy #248 - Pupils - Unlawful Harassment, as a result of merging the harassment and nondiscrimination policy language. (Attachment #15)
6. Approve to rescind and retire Policy #348 - Employees - Unlawful Harassment, as a result of merging the harassment and nondiscrimination policy language. (Attachment #16)

C. Field Trips

High School National Honor Society - National Historic Sites, Philadelphia, PA – May 16, 2018.  
This trip is fully funded by the National Honor Society students.

D. Slatington Elementary Decorating Club

Approve the request for the creation of a Decorating Club at Slatington Elementary School for the 2018-2019 school year. This club will decorate the halls with pictures, words of encouragement, upcoming events, and resources for students to utilize. The club will meet after school twice a month for 1.25 hours. This club will adhere to the guidelines within Policy #122. (Attachment #17)

E. Slatington Elementary Garden Club

Approve the request for the creation of a Garden Club. This club allows students to take part in gardening activities that are hands on and related to science standards. They learn how to grow and care for plants they can harvest and eat. The students test soil and soil moisture and have the opportunity to participate in the Bonnie Cabbage national growing competition. The club will meet after school once a month on Monday for grades 3 and 4 and on Tuesdays for grades 5 and 6. This club will adhere to the guidelines within Policy #122. (Attachment #18)

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**F. Reading Olympics Final Application**

Approve the final club/activity application for the Northern Lehigh Reading Olympics Club. This club has enjoyed success in its first year and will be adding age groups next year. The Northern Lehigh Education Association recommended stipend for the advisor of this club is \$481.00 beginning with the 2018-2019 school year. Upon approval by the Board, the approved stipend will be added to the Collective Bargaining Agreement, as per policy #122. (Attachment #19)

**VI. CONFERENCES**

- A. Sara Shimer – Eureka Great Minds Institute - August 1-3, 2018 – New York, NY – Registration - \$600.00; Lodging - \$300; Travel - \$60.00; Meals - \$105.00 – Total Approximate Cost: \$1,065.00 – Funding: Slatington Elementary Professional Development Budget (Attachment #20)
- B. Anthony Tulio – Eureka Great Minds Institute - August 1-3, 2018 – New York, NY – Registration - \$600.00; Lodging - \$300; Travel - \$60.00; Meals - \$105.00 – Total Approximate Cost: \$1,065.00 – Funding: Slatington Elementary Professional Development Budget (Attachment #21)
- C. Regina Wehr – Eureka Great Minds Institute - August 1-3, 2018 – New York, NY – Registration - \$600.00; Lodging - \$300; Travel - \$60.00; Meals - \$105.00 – Total Approximate Cost: \$1,065.00 – Funding: Slatington Elementary Professional Development Budget (Attachment #22)

**VII. CURRICULUM AND INSTRUCTION**

Approve to conduct an Extended School Year Program for students with special needs from July 9-26, 2018, at Slatington Elementary School. The program will run Monday-Thursday from 9:00 a.m. - 12:00 p.m. Approve to employ Everly Kesack, Kayla Perkowski, and Ryan Stilwell for four hours per day at the Teacher Collective Bargaining Agreement amount of \$30 per hour. Further, approve to employ, paraprofessionals, Joan DeSousa, Tara Hengst, Heather Kuntz, Andrea Rosario, and Stephanie Stilwell for three hours per day at their agreed upon 2018-2019 hourly rate. Approve to employ a school nurse, Tracy Hoffman and substitute nurse, Dawn Tulio at the Teacher Collective Bargaining Agreement amount of \$30 per hour.

**VIII. OLD BUSINESS****IX. NEW BUSINESS****A. Verizon Land Lease Agreement**

Approve the land lease agreement with Verizon wireless to install, maintain and operate communications equipment at Bulldog Stadium, per the terms and conditions of the attached agreement. (Distributed to Board Members Only)

- B. Approve an additional Memorandum of Understanding with the Northern Lehigh Educational Support Personnel Association effective June 11, 2018, with regards to the four day work week for the summer of 2018, as presented. (Distributed to Board Members Only)

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**X. (a) FINANCIAL****A. Approve the Following Financial Reports:**

1. General Fund Account month of April, 2018
2. NLMS Student Activities Account month of April, 2018
3. NLHS Student Activities and Scholarship Account month of April, 2018
4. Cafeteria Fund month of April, 2018
5. Refreshment Stand month of April, 2018

**B. Approve the Following List of Bills:**

1. General Fund months of April and May, 2018
2. Refreshment Stand month of April, 2018
3. Cafeteria Fund months of April and May, 2018

**C. School Lunch Prices – 2018-2019**

Approve the recommendation of the administration that, effective August 27, 2018, school breakfast and lunch prices be increased as follows:

Elementary Schools - Lunch from \$2.55 to \$2.65

Middle School & High School – Lunch from \$2.80 to \$2.90

- D. Authorize administration to sign the CSIU eService Rates contract for Accounting, Payroll and Personnel software services for the 2018-2019 school year. (Attachment #23)**
- E. Approve the co-payment amount for student athletes receiving a sports physical from St. Luke's Sports Medicine during the 2018-2019 school year at a cost of \$5.00 per student in accordance with school board policy #122.**
- F. Allow administration to sign the CLIU Technology Pool Consortium Agreement for the 2018-2019 school year. (Attachment #24)**
- G. Approve the awarding of fuel bids to the following companies with a contract period of July 1, 2018 to June 30, 2019: (Attachment #25)**

**UNLEADED GASOLINE TANK WAGON DELIVERY** – Awarded to Talley Petroleum Enterprises, Inc. at

- a fixed price of \$2.6281 per gallon (item #16 on bid summary)

**#2 GRADE FUEL OIL TANK TRANSPORT DELIVERY** – Awarded to Talley Petroleum Enterprises, Inc. at

- a fixed price of \$2.1450 per gallon (item #3 on bid summary)

**#2 GRADE FUEL OIL TANK WAGON DELIVERY** – Awarded to Talley Petroleum, Enterprises, Inc. at

- a fixed price of \$2.8538 per gallon (item #4 on bid summary)

**BIO DIESEL FUEL TANK WAGON DELIVERY** – Awarded to Talley Petroleum Enterprises, Inc. at

- a fixed price of \$2.6890 per gallon and an additional \$.0400 (winterization additive) per gallon (item #8 and 18 on bid summary)

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#### H. Summer Band Camp

Approve a tuition fee of \$30.00 per student for a one-week elementary summer band program and also approve a stipend for summer band program director, Steven Jonkman. Mr. Jonkman's stipend will be equal to the amount collected for student participation but will not exceed \$1,000.00. The summer band program will run Monday, August 13, 2018 until Friday, August 17, 2018.

- I. 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, 2018 through June 30, 2019. (Attachment #26)
- J. Approve the purchase of a 2003 Chevrolet Van from Brandywine Transportation to be utilized by Lead Maintenance personnel at cost not to exceed \$2,000.00.
- K. As recommended by the Buildings & Grounds committee, authorize administration to enter into a contract with PA Window Tint, Inc. to install safety film on the entrances of all of the school buildings as an added safety measure at a cost of \$40,832.00 (Attachment #27)
- L. As recommended by the Buildings & Grounds committee, authorize administration to purchase door hardware to secure the vestibules at Slatington Elementary, District Office and the Middle School at a cost of \$11,216 as per the attached quotes. (Attachment #28)
- M. Approve to amend Financial motion item G approved at the April 9, 2018 Board of Education 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 \$11,740,000.
- N. Allow administration to sign the CLIU TransPerfect Agreement to provide language interpreting related services as needed for the 2018-2019 school year. (Attachment #29)
- O. Approve the final contract with the McClure Company for the Guaranteed Energy Savings Project at a cost not to exceed \$11,740,000. (Distributed to Board Members Only)

#### X. (b) FINANCIAL

##### Election of Treasurer

Election of a Treasurer for the 2018-2019 fiscal year, as required by Section 404 of the Pennsylvania School Code of 1949, as amended.

**RECOMMEND** .... That the Board of Education elects \_\_\_\_\_ as Treasurer for the 2018-2019 fiscal year, effective July 1, 2018 through June 30, 2019.

#### X. (c) FINANCIAL (Roll call vote)

**MOTION**, to adopt a maximum borrowing parameters resolution, in the form presented, authorizing up to \$15,500,000 of general obligation notes to fund various capital projects identified, and to be identified, by the School Board. (Distributed to Board Members Only)



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**X. (d) FINANCIAL** (Roll call vote)

**MOTION**, to adopt a reimbursement resolution, in the form presented, evidencing the board's intent to reimburse the School District's General Fund for project costs paid on a temporary basis, from the proceeds of a borrowing. **(Distributed to Board Members Only)**

**XI. LEGAL**

Approve to appoint King Spry Herman Freund & Faul, LLC as special counsel for the 2018-2019 school year for services as outlined in the agreement. The hourly rate will be \$185.00 per hour for partners and associates, and \$95.00 per hour for paralegals.

**XII. CORRESPONDENCE****XIII. INFORMATION**

- A. Minutes of the Carbon Lehigh Intermediate Unit #21 Board of Directors meeting held on March 19, 2018.
- B. Minutes of the Lehigh Carbon Community College Board of Trustees meeting held on April 5, 2018.
- C. Minutes of the Lehigh Career & Technical Institute Joint Operating Committee meeting held on March 28, 2018.

**XIV. ADOPTION OF PROPOSED FINAL BUDGET FOR 2018-2019**

It is recommended that the Board of Education adopts the proposed general fund final budget of the Northern Lehigh School District for the 2018-2019 school year in the amount of \$34,474,274.00. The preliminary budget is adopted with a 21.9612 millage rate for Lehigh County and a 63.9276 millage rate for Northampton County.

**XV. ADOPTION OF LEGAL NOTICES FOR PER CAPITA TAXES FOR 2018-2019****Legal Notice**

Authorize the Secretary to publish a Legal Advertisement notifying every resident or inhabitant within the territorial limits of the school district of Northern Lehigh attaining eighteen (18) years of age, and every resident or inhabitant in said school district to notify the proper Per Capita Tax Enumerator within twelve (12) months of his or her becoming a resident or inhabitant, in accordance with the School Laws of Pennsylvania, Section 680, as amended June 16, 1972, Act 138. The assessors to contact are as follows:

**BOROUGH OF WALNUTPORT** Annette Lacko – Borough Secretary  
Walnutport Borough Building  
417 Lincoln Ave. Walnutport, PA 18088  
610-767-1322

**WASHINGTON TOWNSHIP**

Erin Stenger-Guth – Township Secretary  
Washington Township Municipal Building  
7951 Center St., Emerald, PA 18080  
610-767-8108

**BOROUGH OF SLATINGTON**

Colleen Bresnak - Assistant Secretary/Treasurer  
125 South Walnut Street  
Slatington, PA 18080  
610-767-2131

**XVI. RECOGNITION OF GUESTS**

**XVII. ADJOURNMENT**