

AGENDA



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

REGULAR SCHOOL BOARD MEETING

**Monday, June 10, 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
6:00 PM**

NORTHERN LEHIGH SCHOOL DISTRICT
Regular School Board Meeting
Monday, June 10, 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. REVIEW AND APPROVAL OF THE MINUTES OF THE PRECEDING MEETING

- A. Regular school board meeting held on May 13, 2019.

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 June 3, 2019 (Attachment #1)
 - Minutes of the Community Relations Committee Meeting held on June 3, 2019 (Attachment #2)
 - Minutes of the Technology/Buildings and Grounds Committee Meeting held on June 5, 2019 (Attachment #3)
 - Minutes of the Finance Committee Meeting held on June 5, 2019 (Attachment #4)
- F. Student Representatives to the Board Report Mr. Preston Kemery
Ms. Madison Hoffman
- G. Solicitor's Report Attorney Keith Strohl
- H. Assistant to the Superintendent Dr. Tania Stoker
- I. Business Manager's Report Mrs. Sherri Molitoris
Mrs. Rhonda Frantz

- J. Superintendent's Report..... Mr. Matthew J. Link
 - Recognition of Preston Kemery - Student Representative to the Board
 - Graduation Ceremony

- K. An executive session will be held at 6:00 p.m. in the Administration Office Conference Room.

IV. PERSONNEL

A. Administrative Transfer - Instructional

- 1. Amanda Bariana
 - From: High School/Middle School Mathematics Teacher
 - To: Middle School Mathematics Teacher
 - Salary: No change in salary
 - Effective: August 20, 2019

- 2. Lauri McWilliams
 - From: Slatington Elementary School 4th Grade Teacher
 - To: Peters Elementary School 1st Grade Teacher
 - Salary: No change in salary
 - Effective: August 20, 2019

- 3. Raymond Ross
 - From: Peters Elementary School Kindergarten Teacher
 - To: Slatington Elementary School 4th Grade Teacher
 - Salary: No change in salary
 - Effective: August 20, 2019

- 4. Sara Shimer
 - From: Slatington Elementary School 4th Grade Teacher
 - To: Peters Elementary School Kindergarten Teacher
 - Salary: No change in salary
 - Effective: August 20, 2019

B. Appointment Instructional

- 1. Raquel Hoffert*
 - Assignment: Temporary Professional Employee
Secondary School Counselor
 - Salary: \$58,475 (Step 2 Masters on the 2019-2020 CBA Salary Schedule)
 - Effective: Upon release from current school district
 - *Pending Verification of Missing Personnel File Items

- 2. Derrick Reinert*
 - Assignment: Temporary Professional Employee
High School/Middle School Mathematics Teacher
 - Salary: \$49,750 (Step 1 Bachelors on the 2019-2020 CBA Salary Schedule)
 - Effective: August 20, 2019
 - *Pending Verification of Missing Personnel File Items

-
-
- | | |
|---------------|--|
| 3. Sarah Fink | Temporary Professional Employee |
| Assignment | Slatington Elementary School 4th Grade Teacher |
| Salary: | \$49,850 (Step 2 Bachelors on the 2019-2020 CBA Salary Schedule) |
| Effective: | August 20, 2019 |

C. Resignation

Accept the resignation of Tanya Simms from her position as Assistant High School Principal, effective August 16, 2019.

D. Appointment - Non-instructional

- | | |
|-------------------------------------|--|
| 1. Cheryl Moser | |
| Assignment: | Middle School Cook's Helper |
| Salary: | \$12.00 per Hour; 3 Hours per day; 5 Days per Week/up to 180 Student Days per year plus additional cleaning days as needed (2017-2021 Educational Support Personnel CBA) |
| Effective: | August 20, 2019 |
| *60 Working Day Probationary Period | |

- | | |
|-------------------------------------|--|
| 2. Patricia Bortz | |
| Assignment: | Middle School Cook's Helper |
| Salary: | \$12.00 per Hour; 3 Hours per day; 5 Days per Week/up to 180 Student Days per year plus additional cleaning days as needed (2017-2021 Educational Support Personnel CBA) |
| Effective: | August 20, 2019 |
| *60 Working Day Probationary Period | |

E. Family Medical Leave

Approve the request of employee #6929 to take an intermittent family medical leave of absence on or about July 30, 2019 to September 3, 2019, for the birth of his son. Employee is requesting to use accumulated sick days.

F. Detention Supervisors

Approve to appoint the following person as Secondary Detention Monitor for the Senior High School for the 2019-2020 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

G. Substitute Detention Supervisor

Approve to appoint the following person as Substitute Secondary Detention Monitor for the Senior High School for the 2019-2020 school year. Work will be on an as needed basis and compensation will be at a salary of \$20.00 per hour worked.

Julie Everett

H. Middle School Administrative Detention Supervisor

Approve to appoint Debra Knerr and Jacqueline Schuck as Administrative Detention Supervisors in the Middle School. Mrs. Knerr will cover the Monday detentions from 2:20 p.m. to 3:20 p.m. and Mrs. Schuck will cover the Wednesday detentions from 2:20 p.m. to 3:20 p.m. They will work throughout the 2019-2020 school year on Mondays and Wednesdays that warrant detention coverage. Salary will be \$20.00 per hour worked.

I. Rescind the renewal of appointment of Jennifer Haas as Summertime Maintenance/Custodial Helper for the summer of 2019 at a salary of \$10.00 per hour, that was approved at the May 13, 2019 school board meeting.

J. Summertime Maintenance/Custodial Supervisor

Motion to approve the following individual as the Supervisor for the Summertime Maintenance/Custodial helpers for the summer of 2019 at a salary of \$15.00 per hour:

Jennifer Haas

K. Summertime Maintenance/Custodial Helpers

Motion to renew the appointment of the following individual as Summertime Maintenance/Custodial helper for the summer of 2019 at a salary of \$10.00 per hour:

John Kline

L. Summertime Maintenance/Custodial Helpers

Motion to approve the following individuals as Summertime Maintenance/Custodial helpers for the summer of 2019 at a salary of \$10.00 per hour:

Christian Staskowski*
Ivan Zheng*

*Pending Verification of Missing Personnel File Items

V. POLICY

A. Board Policy First Reading

Approve school board policy #246 – Pupils – Student Wellness, as presented after first reading. (Attachment #5)

B. Board Policy Second Reading

1. Approve school board policy #108 – Programs – Adoption of Textbooks, as presented after second reading. (Attachment #6)
2. Approve school board policy #704 – Property – Maintenance, after second reading. (Attachment #7)
3. Approve school board policy #918 – Community – Title I Parent and Family Engagement, after second reading. (Attachment #8)

C. Student Representative to the Board

Approve Aidan Williams as Student Representative to the Board for the 2019-2020 school year. Aidan has been appointed as the junior representative to the board and will serve from September 2019 through June 2021. Madison Hoffman will serve as the senior student representative to the board until June 2020.

D. Non-Resident Students

Approve the request of a parent of a senior at the High School and a seventh grade student at the Middle School, who are moving out of the district, to allow their students to finish the 2018-2019 school year in Northern Lehigh School District in accordance with student policy #202.

VI. CONFERENCES

- A. Susan Bahnick - School Nutrition Association of PA Annual Conference - July 28-31, 2019 – Hershey, PA – Registration - \$104.00; Lodging - \$615.00; Meals - \$140.00; Travel - \$93.26; – Total Approximate Cost: \$952.26 – Funding: Food Service Budget (Attachment #9)
- B. Michelle Raber – International Society for Technology in Education - EdTech Conference 2019 - June 23-25, 2019 – Philadelphia, PA – Travel - \$81.78 – Total Approximate Cost: \$81.78 – Funding: Middle School Professional Development Budget (Attachment #10)

VII. CURRICULUM AND INSTRUCTION

A. Title I, Title IIA, Title III, & Title IV – 2019-2020

Approve to authorize proper officials to execute contracts for Title I, Title IIA, Title III, and Title IV for the 2019-2020 school year.

- B. Approve the final agreement with CLIU #21 for Title I Services for the 2018-2019 school year in the amount of \$7,045.00.
- C. 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 August 27, 2019 and terminates on June 5, 2020. (Attachment #11)
- D. Approve to authorize proper officials to enter into an agreement with AccessIt! for a Library software package including licenses for all four schools at a cost of \$9,310.00 to be paid over the next three (3) years at a cost of \$3,103 per year, and an additional annual cost of \$2,420 per year for updates, hosting, backups, storage and support. (Attachment #12)
- E. Allow administration to participate in the PAYS survey at no cost to the District. PAYS is an anonymous, confidential survey that is administered to youth in grades 6, 8, 10, and 12 throughout Pennsylvania that collects information on mental health and youth attitudes and behaviors towards Alcohol, Tobacco, and Other Drug (ATOD) use, and other problem behaviors.

F. Induction Program

Approve the following teachers as helping teachers in the Northern Lehigh School District Induction Program for the 2019-2020 school year:

Helping Teacher	Inductee	Stipend
Allison Chruscial	Raquel Hoffert	\$800.00
Eric DeAntonis	Derrick Reinert	\$800.00
Amanda Bariana	Derrick Reinert	\$200.00
Lori Middaugh	Sarah Fink	\$800.00

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

Approve a title change for Dr. Tania Stoker from Assistant to the Superintendent to Assistant Superintendent with no salary change. Further, approve a three year agreement for Dr. Stoker, effective July 1, 2019 - June 30, 2022, as presented. **(Distributed to Board Members Only)**

X. FINANCIAL**A. Approve the Following Financial Reports:**

1. General Fund Account month of May, 2019
2. NLMS Student Activities Account month of May, 2019
3. NLHS Student Activities and Scholarship Account month of May, 2019
4. Cafeteria Fund month of May, 2019
5. Capital Projects month of May, 2019

B. Approve the Following List of Bills:

1. General Fund months of May and June, 2019
2. Cafeteria Fund months of May and June, 2019
3. Capital Projects month of June, 2019

C. Allow business office to complete additional budgetary transfers for the 2018-2019 end of year audit.**D. Appoint Willis Towers Watson as the district insurance broker for Property, Casualty, & Liability insurance for the 2019-2020 school year.****E. Award insurance coverage for the 2019-2020 school year to the following companies:**

1. Commercial Package and Automobile (Vehicle Liability, General Liability Property Insurance and Boiler and Machinery) Utica Mutual Insurance Company - \$86,839.00. The premium is an increase of \$4,470.00 over last year's rate.
2. Commercial Umbrella Liability Insurance – Crum & Forster - \$18,874.00. The premium is an increase of \$896.00 over last year's rate.
3. School Leaders Error and Omissions Liability – American International Group, Inc. - \$30,524.00. The premium is an increase of \$812.00 over last year's rates.

- 4. Law Enforcement Liability for School Police Officers – Greenwich Insurance Company - \$2,389.00. The premium is an increase of \$108.00 over last year's rates.
- 5. Cyber Security Liability – American International Group, Inc. - \$7,538.00. The premium is a decrease of \$420.00 over last year's rates.
- F. Appoint School District's Insurance Consortium as the district's Workers' Compensation carrier for the 2019-2020 school year at an estimated premium of \$62,699.00, approximately a reduction of \$114.00. This amount is an estimated total, final cost is based on actual payroll figures.
- G. Authorize the following financial institutions to act as approved depositories for school district funds and/or temporary investments. The Northern Lehigh School Board further authorizes the following financial institutions to transfer funds on deposit to any other bank for the credit of the Northern Lehigh School District. The Board further authorizes the Business Manager and/or Superintendent to enter into agreements, supplements or amendments to agreements to implement the foregoing operations for the 2019-2020 school year.

Key Bank	Prudential-Bache Government Securities Trust
Wells Fargo National Bank	Pennsylvania Local Government Investment Trust (PLGIT)
TD Wealth	Embassy Bank
Key Bank Capital Markets	

- H. Approve to grant permission to the business office to pay general fund and capital projects bills that are scheduled for payment during the month of July as required by contract. There is no scheduled board meeting in July.
- I. Approve to renew the following expiring bonds for the 2019-2020 fiscal year through Willis of Pennsylvania, Inc.:
 - 1. A \$50,000 Board Secretary Bond for the term of July 1, 2019 to July 1, 2020 at an annual premium of \$175.00.
 - 2. A \$50,000 Board Treasurer Bond for the period July 1, 2019 to July 1, 2020 at an annual premium cost of \$269.00.
- J. Upon final approval of the 2019-2020 Budget, approve a lease from California First National Bank 28 Executive Park, Suite 200, Irvine, CA 92612 for \$50,000 per year with a lease term of 36 months and a one (\$1) dollar buyout option at end of the lease agreement. The lease will be used to purchase administrative laptop and desktop computers district-wide, interactive projectors and Extron wall vault (audio/video) systems for the High School Science Classrooms.
- K. Approve to commit and/or assign portions of the June 30, 2019 fund balance for the following purposes (actual amounts to be determined after completion of the 2018-2019 end of year audit):

PSERS Increase	Replacement Equipment
Health Insurance Premiums	Long Range Maintenance
Technology	

L. School Dentist

Approve to appoint Dr. Harry Shleifer of Broadway Family Dentistry as the school dentist for the 2019-2020 school year at the quoted fee of \$1.00 per dental exam needed.

M. School Physician

Approve to appoint Dr. Nicole Sully and Dr. Amy Gourniak of Parkland Family Health Center as school physicians for the 2019-2020 school year. The fee for grade level physicals will be \$20.00 per physical needed. Consultant services will be provided at no charge.

N. Approve renewal of a five year service agreement (July 1, 2019– June 30, 2024) with Johnson Controls for monitoring of fire alarm systems at all 4 district school buildings, the maintenance garage and field house in the amount of \$2,275.00 per year. Further approve Johnson Controls for annual inspections of fire alarm systems at the 4 district school buildings, the maintenance garage and field house in the amount of \$10,450.00 per year. (Attachment #13)

O. Approve Preferred EAP as the district’s employee assistance plan administrator at an estimated cost of \$1,500.00 This amount is an estimated total; final cost is based on total number of eligible employees.

P. Authorize superintendent to enter into a contract with Blackboard Connect for website hosting, if e-rate funding is received by June 30, 2019.

Q. Authorize administration to enter into a new four (4) year lease agreement with Topp Business Solutions for the purchasing of fifteen (15) new Ricoh copiers and print management software. The monthly cost for leasing of these machines will be \$5,123.02. (Attachment #14)

R. Approve the following Homestead/Farmstead Resolution, as presented.

NORTHERN LEHIGH SCHOOL DISTRICT

2019 Homestead and Farmstead Exclusion Resolution

RESOLVED, by the Board of School Directors of the Northern Lehigh School District, that homestead and farmstead exclusion real estate tax assessment reductions are authorized for the school year beginning July 1, 2019, under the provisions of the Homestead Property Exclusion Program Act (part of Act 50 of 1998) and the Taxpayer Relief Act (Act 1 of 2006), as follows:

1. Aggregate amount available for homestead and farmstead real estate tax reduction.

The following amounts are available for homestead and farmstead real estate tax reduction for the school year beginning July 1, 2019:

a. **Gambling tax funds.** The Pennsylvania Department of Education (PDE) has notified the School District that PDE will pay to the School District during the school year pursuant to Act 1, 53 P.S. § 6926.505(b), as a property tax reduction allocation funded by gambling tax funds, the amount of \$945,981.71 plus an additional \$42, which was undistributed school year beginning July 1, 2018, for a total amount of \$946,023.71.

b. **Philadelphia tax credit reimbursement funds.** PDE has notified the School District that PDE will pay to the School District during the school year pursuant to Act 1, 53 P.S. § 6926.324(3), as reimbursement for Philadelphia tax credits claimed against the School District earned income tax by School District resident taxpayers, the amount of \$5,364.29.

c. **Aggregate amount available.** Adding these amounts, the aggregate amount available during the school year for real estate tax reduction is \$951,388.

2. **Homestead/farmstead numbers.** Pursuant to Act 50, 54 Pa. C.S. § 8584(i), and Act 1, 53 P.S. § 6926.341(g)(3), the County has provided the School District with a certified report listing approved homesteads and approved farmsteads as follows:

a. **Homestead property number.** The number of approved homesteads within the School District is 3,590.

b. **Farmstead property number.** The number of approved farmsteads within the School District is 22.

c. **Homestead/farmstead combined number.** Adding these numbers, the aggregate number of approved homesteads and approved farmsteads is 3,612.

3. **Real estate tax reduction calculation.** The school board has decided that the homestead exclusion amount and the farmstead exclusion amount shall be equal. Dividing the paragraph 1(c) aggregate amount available during the school year for real estate tax reduction of \$951,355 by the paragraph 2(c) aggregate number of approved homesteads and approved farmsteads of 3,612 (before considering the assessed value of approved homesteads and approved farmsteads having an assessed value below the preliminary calculation of the maximum real estate assessed value reduction amount to be established as the homestead and farmstead exclusion amount), the preliminary calculation of the maximum real estate tax reduction amount applicable to each approved homestead and to each approved farmstead is \$263.40.

Based on calculations provided by the School District Business Office from the best available information and carefully evaluated by the School Board, considering the assessed value of approved homesteads and approved farmsteads having an assessed value below the preliminary calculation of the maximum real estate assessed value reduction amount to be established as the homestead exclusion and the farmstead exclusion amount, an additional aggregate amount of \$28,811.04 will be available during the school year for real estate tax reduction applicable to approximately 3,436 homesteads and farmsteads, resulting in an additional real estate tax reduction amount available for each homestead and farmstead of \$5.10. Adding this additional amount to the preliminary calculation of the maximum real estate tax reduction amount of \$263.40, the final maximum real estate tax reduction amount applicable to each approved homestead and to each approved farmstead is \$268.50.

4. **Homestead exclusion calculation.** Dividing the paragraph 3 maximum real estate tax reduction amount of \$268.50 by the School District real estate tax rate of 22.5139 mills (.0225139) for Lehigh County and 66.0122 mills (.0660122) for Northampton County, the maximum real estate assessed value reduction to be reflected on tax notices as a homestead exclusion for each approved homestead is \$11,926 for Lehigh County or \$4,067 for Northampton County, and the maximum real estate assessed value reduction

to be reflected on tax notices as a farmstead exclusion for each approved farmstead is \$11,926 for Lehigh County or \$4,067 for Northampton County.

- 5. **Homestead/farmstead exclusion authorization – July 1 tax bills.** The tax notice issued to the owner of each approved homestead within the School District shall reflect a homestead exclusion real estate assessed value reduction equal to the lesser of: (a) the County-established assessed value of the homestead, or (b) the paragraph 4 maximum real estate assessed value reduction of \$11,926 for Lehigh County or \$4,067 for Northampton County. The tax notice issued to the owner of each approved farmstead within the School District shall reflect an additional farmstead exclusion real estate assessed value reduction equal to the lesser of: (a) the County-established assessed value of the farmstead, or (b) the paragraph 4 maximum real estate assessed value reduction of \$11,926 for Lehigh County or \$4,067 for Northampton County. For purposes of this Resolution, “approved homestead” and “approved farmstead” shall mean homesteads and farmsteads listed in the report referred to in paragraph 2 above and received by the School District from the County Assessment Office on or before May 1 pursuant to Act 1, 53 P.S. § 6926.341(g)(3), based on homestead/farmstead applications filed with the County Assessment Office on or before March 1. This paragraph 5 will apply to tax notices issued based on the initial tax duplicate used in issuing initial real estate tax notices for the school year, which will be issued on or promptly after July 1, and will not apply to interim real estate tax bills.

XI. LEGAL

Approve to appoint King Spry Herman Freund & Faul, LLC as special counsel for the 2019-2020 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. There is no change from last year’s rates.

XII. CORRESPONDENCE

XIII. INFORMATION

- A. Minutes of the Carbon Lehigh Intermediate Unit 21 Board of Directors meeting held on April 15, 2019.
- B. Minutes of the Lehigh Carbon Community College Board of Trustees meetings held on May 2, 2019.
- C. Minutes of the Lehigh Career & Technical Institute Joint Operating Committee meeting held on April 24, 2019.

XIV. ADOPTION OF GENERAL FUND FINAL BUDGET FOR 2019-2020

- A. It is recommended that the Board of Education adopts the general fund final budget of the Northern Lehigh School District for the 2019-2020 school year in the amount of \$35,714,360.
 - 1. A 22.5139 millage rate for Lehigh County and a 66.0122 millage rate for Northampton County.
 - 2. A \$5.00 Resident Per Capita Tax, taxable on 18 year olds and over based on Section 679 of the School Code of 1949. No change from 2018-2019.

3. Taxes under Act 511 with no changes from 2018-2019:
 - a. A 1% Earned Income Tax shared equally with coterminous municipalities.
 - b. A Realty Transfer Tax shared equally with the coterminous municipalities.
 - c. A \$5.00 Resident Per Capita Tax taxable on residents age 18 and over.
 - d. A \$5.00 Local Service Tax (formerly Emergency and Municipal Services Tax)

RECOMMENDATION That the Board of Education adopts the 2019-2020 Northern Lehigh School District Budget.

XV. RECOGNITION OF GUESTS

XVI. ADJOURNMENT