

NORTHERN LEHIGH SCHOOL DISTRICT
Regular Meeting
Board Minutes

Slatington, PA
February 12, 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 7:35 p.m. on Monday, February 12, 2018, in the Administration Office Board Room.

ROLL CALL Members present: Mrs. Debra L. Bower, Mr. Robin T. Distler, Mr. Mathias J. Green, Jr., Mrs. Michelle M. Heckman, Mrs. Gale N. Husack, Mr. Robert J. Keegan, Jr., Mrs. Donna M. Kulp, Mrs. Kristie D. Wilk and Mr. Gary S. Fedorcha (9)

Members absent: (0)

Non-members present: Mrs. Susan Bahnick, Mrs. Jill Chamberlain, Ms. Tori Csanadi (Sr. Rep.), Mr. Greg Derr, Mrs. Michele Dotta, Mrs. Rhonda Frantz, Mr. John Hrizuk, Mr. Preston Kemery (Jr. 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 fourteen visitors attended the meeting, in addition to Terry Ahner, reporter for The Times News.

APPROVE MINUTES Mrs. Kulp made a motion, which was seconded by Mr. Distler, that the minutes of the regular school board meeting held on January 9, 2018, be approved and ordered filed.

YEA: Mrs. Bower, Mr. Distler, Mr. Green, Mrs. Heckman, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mrs. Wilk, and Mr. Fedorcha (9)

NAY: None (0)

SPECIAL BOARD REPORTS Carbon Lehigh Intermediate Unit - Mrs. Husack reported that the CLIU had a successful audit. On the agenda this evening is the approval of the 2018-2019 budget. Northern Lehigh's portion has decreased over last year's budget.

Lehigh Career and Technical Institute – Mr. Fedorcha reported that they are currently interviewing for principal for the Academic Center. The budget is on the agenda tonight for approval. There is an increase in the budget, but that is because our portion is based on the enrollment for the last five years.

Legislative Report - Mrs. Bower reported that Governor Wolfe's proposed budget for 2018-2019 is \$32.9 billion, which is an increase of \$989.8 million over last year. Governor Wolfe emphasized the need to keep education a top priority, including the need to increase the state's investment in career and technical education and workforce development initiatives. Governor Wolfe did not propose any broad-based tax increases. PSBA believes the governors' proposed budget is a positive move for the commonwealth and public schools.

Lehigh Carbon Community College – Mr. Green reported that the LCCC budget is on the agenda tonight for approval. Mr. Green stated that our district's portion is less than last year. Tuition has been raised but it is still one of the least expensive colleges to attend in Pennsylvania. Mr. Green announced that the college did receive a \$1 million/five-year grant to help financially unable students participate in programs.

Committee Reports and/or Meetings

Minutes of the Education/Policy Committee Meeting held on February 5, 2018, were distributed.

Minutes of the Community Relations Committee Meeting held on February 5, 2018, were distributed.

Minutes of the Technology/Buildings & Grounds Committee Meeting held on February 8, 2018, were distributed.

Minutes of the Finance Committee Meeting held on February 8, 2018, were distributed.

**SPECIAL
BOARD
REPORTS
(cont.)**
agenda

Solicitor's Report – Attorney Strohl reported that he will be attending the PSBA Legal Roundup on March 21, 2018 at LCCC. Attorney Strohl will share information from the seminar with the board.

Business Manager's Report – Mrs. Frantz reported that approval of the audit report is on the this evening, as well as the budgets for the CLIU, LCCC and LCTI.

Mrs. Molitoris reported that they recently listened to PSBA's webinar on the governor's budget. The state budget is just under \$33 billion. The governor is trying to restore the cuts made to education funding before he was governor. If the budget stays as is, we will see an increase of \$25,000 for special education, and \$78,000 increase in basic education funding. The Ready to Learn block grant is staying level funded.

Federal and Other Programs Update – Dr. Tania Stoker reported that two teacher in-service days were held on January 15 and 22, 2018. On the 15th, Dr. Stoker presented the Future Ready PA Index which contains a piece about college and career readiness. We will be attending various workshops with the CLIU as well as partnering with some businesses in Allentown. Dr. Stoker then turned it over to the building principals who discussed the professional development that was held in their buildings during the last two in-service days.

Superintendent's Report - Mr. Link introduced teachers Mrs. Mary Frank and Mrs. Krystle Tiedeman. The students officially announced that they won the MakerSpace competition. Mrs. Frank elaborated that they were one of two schools to win the competition. Mrs. Frank distributed a pamphlet and noted that a few of the items are on display in the lobby. Mr. Link congratulated everyone for their hard work in earning this win.

Mr. Link announced that last week was National School Counselors week. The school counselors district-wide do a great job with our students by setting them up for success academically, socially and emotionally.

Mr. Link thanked Mrs. Bahnick and the food service staff for the Valentine treats at the table.

Mr. Link reminded everyone that Friday, February 16th and Thursday, March 29, 2018 are school make-up days.

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

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

Resignation
C. Bilheimer Remove Christina Bilheimer from our substitute teacher list. Mrs. Bilheimer has accepted a permanent teaching position in another district.

Resignation
R. Wetzel Accept the resignation of Robert Wetzel from his position of Second Shift Custodian, Floating position, effective February 16, 2018.

Appointment
Non-Instructional Joshua Reimer*
Assignment: Second Shift Custodian Slatington Elementary School replacing Rha-Keith Crosby who resigned.
Salary: \$13.07 per hour, 2:30 p.m. – 11:00 p.m., 5 Days/week
Effective: February 13, 2018
*Pending Verification of Missing Personnel File Items
*60 Day probationary period ending May 9, 2018

Family Medical Leave Approve the request of employee #110 to take a three week family medical leave of absence beginning on or about April 5, 2018, for the birth of a child. Employee is requesting to use fifteen (15) sick days in conjunction with the family medical leave.

Unpaid Leave of Absence Approve the request of employee #7155 to take an unpaid leave of absence for her own medical reasons, beginning January 3, 2018. Employee is requesting to use five (5) sick and three (3) personal days. Upon exhaustion of paid days, employee is requesting an unpaid

medical leave of absence. Employee plans to return to her current position upon release from her attending physician.

PERSONNEL

(cont.)

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 2017-2018 school year:

Ryan Stilwell

From: Step 3B+24
To: Step 3M

Game Workers judges, 2017-2018 Approve the following people as Game Workers for the 2017-2018 school year. Game workers consist of ticket sellers and takers, game announcers, scoreboard operators, timers, field and scorekeepers. Rate of pay is consistent with the rates approved on the 2017-2018 Supplementary Personnel Salary Schedule.

Elizabeth Hannon
Jeff Miller

Co-Curricular Volunteers 2017-2018 Elizabeth Hannon Assistant Track Coach

Kulp,

YEA: Mrs. Bower, Mr. Distler, Mr. Green, Mrs. Heckman, Mrs. Husack, Mr. Keegan, Mrs. Mrs. Wilk, and Mr. Fedorcha (9)
NAY: None (0)

POLICY

Mrs. Kulp made a motion, which was seconded by Mrs. Bower, that the Board of Education approves the following policy items:

Mr. Green questioned the Food Service policy on what constitutes a "low balance." Mrs. Bahnick stated that they look at accounts on an individual basis. Some families may be new and need the child nutrition program and some families may have just forgotten to add money to the account. Mrs. Bahnick explained that letters are sent and phone calls are made and then the principals get involved if there is no response. Mr. Green asked if automated calls could be generated. Mrs. Bahnick stated that she would prefer to make personal phone calls because it shows that we are more responsive and responsible to the needs of the families. Mr. Link suggested that after the second reading of the policy, an administrative regulation could be drafted outlining the procedure.

Field Trips Spanish Club – High School – New York City, NY – May 11, 2018 – This trip is fully funded by Spanish Club Students.

Senior Class Trip – High School – Hershey Park – Hershey, PA – May 25, 2018 – This trip is fully funded by the students of the Class of 2018.

Board Policy First Reading Approve school board policy #339 – Employees – Uncompensated Leave, as presented after first reading.

Approve school board policy #808 - Operations – Food Services, as presented after first reading.

Kulp,

YEA: Mrs. Bower, Mr. Distler, Mr. Green, Mrs. Heckman, Mrs. Husack, Mr. Keegan, Mrs. Mrs. Wilk, and Mr. Fedorcha (9)
NAY: None (0)

CONFER- ENCES

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

Shawn Green – Pennsylvania School Librarians Association Annual Conference – May

3-5, 2018, – Hershey Lodge & Convention Center – Hershey, PA – Registration: \$175.00; Lodging: \$388.50; Travel: \$85.35 – Total Approximate Cost: \$648.85 – Funding: Slatington Elementary Instructional Staff Development Budget

Krystle-Dawn Tiedeman – Pennsylvania School Librarians Association Annual Conference – May 3-5, 2018– Hershey Lodge & Convention Center – Hershey, PA – Registration: \$245.00; Lodging: \$388.50; Travel: \$85.35 – Total Approximate Cost: \$718.85 – Funding: High School Instructional Staff Development Budget

CONFERENCE
(cont.)

Tania Stoker – PAFPC 2018 Annual Conference - April 29, 2018 - May 2, 2018 – Hershey Lodge & Convention Center - Hershey, PA – Registration: \$395.00; Lodging: \$596.07; Travel: \$86.11, Meals: \$75.00 – Total Approximate Cost: \$1,152.18 – Funding: Assistant to the Superintendent's Budget

Susan Bahnick – National Legislative Action Conference - March 4-6, 2018 - J.W. Marriott Hotel - Washington, D.C. All costs associated with this conference will be paid by the School Nutrition Association; there is no cost to the district.

Kulp,

YEA: Mrs. Bower, Mr. Distler, Mr. Green, Mrs. Heckman, Mrs. Husack, Mr. Keegan, Mrs.

Mrs. Wilk, and Mr. Fedorcha (9)

NAY: None (0)

CURRICULUM AND INSTRUCTION

Mr. Distler made a motion, which was seconded by Mrs. Bower, that the Board of Education approves the following curriculum and instruction items:

Dr. Stoker noted that two items had been changed since the Education/Policy meeting: 1) remove the increase in pre-requisite requirements for Integrated Science; and 2) the additional language offerings of German and French included the sentence – Beginning with the 2018-2019 school year, Northern Lehigh High School will also offer German and French to all students through Bulldog Academy, our online program, *while the district continues to look into other methods for delivering these courses.*

High School Program of Studies 2018-2019

Approve the High School Program of Studies Book for the 2018-2019 school year as presented and recommended by Administration.

Middle School Program of Studies 2018-2019

Approve the Middle School Program of Studies Book for the 2018-2019 school year as presented and recommended by Administration.

YEA: Mrs. Bower, Mr. Distler, Mr. Green, Mrs. Heckman, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mrs. Wilk, and Mr. Fedorcha (9)

NAY: None (0)

NEW BUSINESS

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

NLEA MOU Tuition Reimbursement

Approve the Memorandum of Understanding updating the language in Appendix B, Section 5 of the Northern Lehigh Education Association Collective Bargaining Agreement. The language clarifies tuition reimbursement language as Masters level reimbursement and Doctorate level reimbursement.

YEA: Mrs. Bower, Mr. Distler, Mr. Green, Mrs. Heckman, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mrs. Wilk, and Mr. Fedorcha (9)

NAY: None (0)

FINANCIAL

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

Financial Reports

Approve the Following Financial Reports:
General Fund Account months of December and January
NLMS Student Activities Account month of December
NLHS Student Activities and Scholarship Account month of December

Refreshment Stand months of December and January
Cafeteria Fund months of December and January

List of Bills Approve the Following List of Bills:
General Fund months of January and February
Cafeteria Fund months of January and February
Refreshment Stand month of January

FINANCIAL

(cont.)

Lehigh Carbon Community College 2018-2019	Approve a resolution regarding the 2018-2019 Lehigh Carbon Community College Sponsor contribution Budget. Total expenditures equal \$6,186,337.00 which represents no change over the 2017-2018 budget. Northern Lehigh's share of the total budget is \$186,314.00, a decrease of \$10,882.00 or (-5.5%). A copy of the budget was distributed electronically February 9, 2018.
Carbon-Lehigh Intermediate Unit 2018-2019 Budget	Approve a resolution regarding the 2018-2019 Carbon Lehigh Intermediate Unit Operational and Program Services budget. Total expenditures equal \$3,040,282.00, a decrease of \$172,360.00 over the 2017-2018 budget. Northern Lehigh's share is proposed to be \$19,457.00 a decrease of \$326.00 from the 2017-2018 budget. A copy of the budget was distributed electronically on February 1, 2018.
Lehigh Career & Technical Institute 2018-2019 Budget	Approve a resolution regarding the Lehigh Career & Technical Institute general fund budget and Academic Center expenditures for the 2018-2019 school year. The general fund budget total is \$26,602,200.00, an increase of \$343,100.00. Northern Lehigh School District's portion of the 2018-2019 general fund budget is \$1,045,629.00, an increase of \$140,740.00. The expenditures for the Academic Center budget for the period of July 1, 2018 through June 30, 2019 total \$1,819,400.00, an increase of \$73,100.00. There is no cost to Northern Lehigh School for the Academic Center budget. A copy of the budget was distributed to board members electronically February 1, 2018.
Single Audit 2016-2017	Accept the 2016-2017 audit and management report for the single audit ending June 30, 2017. A copy of the audit was distributed at the January 9, 2018 school board meeting.
Pennsylvania Trust Agreement	Authorize administration to enter into an agreement with Pennsylvania Trust for the provision of GASB 45 Valuation Services. The valuation will be performed by Conrad Siegel Actuaries at a cost not to exceed \$7,225.00.
CSIU Employee Portal Software	Allow administration to enter into a contract with CSIU for the employee portal software which gives us the ability to make our employees' paycheck information available electronically, reducing printing, supplies cost, and labor. The cost of the service will be \$750.00 annually.
IntegraOne Wireless Network	Motion to approve the awarding of the PEPPM Mini-Bid proposal from IntegraOne for \$192,979.80 to upgrade our wireless network infrastructure, district-wide, contingent upon receiving E-Rate funding. The additional cost over the E-rate funding will be paid from the 2018-2019 Assigned Technology Fund Balance.
Peters Stage Curtain K&H Custom Window Treatments	Authorize administration to purchase curtains for the Peters Elementary stage from K&H Custom Window Treatment at a total cost of \$7,100.00 to be paid from the 2018-2019 Assigned Long Range Maintenance Fund Balance.
Middle School Carpet/Tile Shaw Indust.	Authorize administration to enter into an agreement with Shaw Industries, Inc. to replace hallway tile and office carpet at the Middle School at a cost of \$128,475.45 to be paid from the 2018-2019 Assigned Long Range Maintenance Fund Balance.
HS Lockers & Bathroom Partitions, Degler-Whiting	Authorize administration to enter into an agreement with Degler-Whiting, Inc. to replace lockers and bathroom partitions in the High School boys' locker room at a cost of \$18,490.00, to be paid from the 2018-2019 Assigned Long Range Maintenance Fund Balance.
SPO Liability Insurance 3/14/18-6/30/19	Approve Greenwich Insurance Company as the district's carrier for the School Police Officer Liability Insurance at a cost of \$2,208.00 for a fifteen (15) month policy from March 14, 2018 to June 30, 2019.

- Per Capita Abatements/ Exonerations Approve abatement/exoneration requests of per capita taxes, for the residents that fall within the guidelines, as presented.
- YEA: Mrs. Bower, Mr. Distler, Mr. Green, Mrs. Heckman, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mrs. Wilk, and Mr. Fedorcha (9)
- NAY: None (0)
- LEGAL**
Conciliation Agreement Approve the conciliation agreement by and between employee #260 and the Northern Lehigh School District, therefore, intending to be legally bound hereby, it is agreed by and between employee #260 that the matter shall be settled and compromised in accordance with the terms and conditions set forth in the attached conciliation agreement.
- King Spry Herman Freund & Faul LLC Agreement Approve to appoint King Spry Herman Freund & Faul, LLC as special counsel for the 2017-2018 school year for services as outlined in the agreement. The hourly rate will be \$200.00 per hour for partners, \$170.00 per hour for associates, and \$95.00 per hour for paralegals.
- INFORMATION**
Minutes of the Carbon Lehigh Intermediate Unit #21 Board of Directors meeting held on December 18, 2017 were distributed.
- Minutes of the Lehigh Carbon Community College Board of Trustees meetings held on December 7, 2017.
- RECOGNITION OF GUESTS**
Ms. Megan Filchner, Cheerleading advisor, stated that cheerleader uniforms were issued in 2016, but have been deemed inappropriate to wear in school because of the dress code. The former coach, Tanya Ahner, was informed of this on September 8, 2017 by the Athletic Director. Since then, Ms. Ahner has resigned, and coaches Shauna Rausch and Christine Quattrocchi are also coaches. Ms. Filchner stated that she spoke to Mr. Geist about the uniforms and discussed the \$1,000 budget and if that could be spent on uniforms. She added that there has been more interest in cheering and they would like to form a competition squad in the fall to show more school spirit. If a new squad was added or even with the increased interest in cheering, there would not be enough uniforms even if they used the old uniforms, and most of those are coming apart. Mr. Fedorcha asked how many uniforms were needed. Ms. Filchner responded twenty-five (25). Mr. Fedorcha asked how much each uniform would cost. Ms. Filchner stated that they would like to purchase polyester uniforms as they would be more durable at a cost between \$70.00 and \$80.00 apiece. Ms. Filchner added that she understands that the uniforms were just purchased 1 ½ years ago, and there is a certain rotation, but would like to use this rotation and skip a few years in order to get appropriate uniforms for everyone interested and that they can wear in school. They would also like to purchase under armor for the football season. Mr. Fedorcha stated that it was a reasonable request due to the fact they can't be worn in school. Mr. Fedorcha asked that Ms. Filchner speak with the athletic director and principal about the cost to see if it's in the budget and either she or administration should bring it back to the board. Mr. Green encouraged Mr. Link to review the request. Mr. Link told Ms. Filchner it will be addressed at a budget meeting with Mr. Geist and Mr. Vlasaty. Ms. Filchner offered to bring in the uniforms to show that they are stained, fraying, and ill-fitting. Mrs. Wilk added that other sports need new uniforms as well. Mr. Fedorcha added that the most important thing is that they are approved to wear in school. Ms. Filchner said that she would not be opposed to purchasing longer length skirts so they are school approved.
- ADJOURNMENT**
Mr. Distler made a motion, which was seconded by Mrs. Kulp, that the regular meeting of the Northern Lehigh School District Board of School Directors is adjourned at 8:06 p.m.
- YEA: Mrs. Bower, Mr. Distler, Mr. Green, Mrs. Heckman, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mrs. Wilk, and Mr. Fedorcha (9)
- NAY: None (0)

Respectfully submitted,

Kristie D. Wilk
Secretary

ATTEST: _____ President
Gary S. Fedorcha