

**NORTHERN LEHIGH SCHOOL DISTRICT**  
**Regular Meeting**  
**Board Minutes**

**Slatington, PA**  
**November 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 7:30 p.m. on Monday, November 12, 2018, in the Administration Office Board Room.

**ROLL CALL** Members present: Mr. Robin T. Distler, Mr. Mathias J. Green, Jr., Mrs. Michelle M. Heckman, Mr. Robert J. Keegan, Jr., Mrs. Donna M. Kulp, Mrs. Kristie D. Wilk and Mr. Gary S. Fedorcha (7)

Members absent: Mrs. Gale N.Husack (1)

Non-members present: Mr. Greg Derr, Mrs. Michele Dotta, Mrs. Rhonda Frantz, Mr. John Hrizuk, Ms. Madison Hoffman (Jr. Rep.), Mr. Paul Leonzi, Mr. Matthew Link, Mrs. Sherri Molitoris, Mr. Scott Pyne, Mrs. Tanya Simms, Attorney Keith Strohl (Solicitor's Office), and Mr. Robert Vlasaty.

**VISITORS** Approximately eleven visitors attended the meeting, in addition to Terry Ahner, reporter for The Times News.

**ADJOURN FOR EXECUTIVE SESSION** Mr. Distler made a motion, which was seconded by Mrs. Wilk to adjourn the meeting for a brief Executive Session.

YEA: Mr. Distler, Mr. Green, Mrs. Heckman, Mr. Keegan, Mrs. Kulp, Mrs. Wilk and Mr. Fedorcha (7)

NAY: None (0)

Motion carried.

Executive session lasted approximately five minutes. The meeting reconvened at 7:38 pm.

**VACANT BOARD MEMBER SEAT**

Nominations Mr. Fedorcha opened the floor for nominations.

Mrs. Kulp nominated Mrs. Michele Martineau for the open board seat, which was seconded by Mr. Keegan.

YEA: Mr. Distler, Mr. Green, Mrs. Heckman, Mr. Keegan, Mrs. Kulp, Mrs. Wilk and Mr. Fedorcha (7)

NAY: None (0)

Motion carried.

M. Martineau By unanimous vote, appoint Mrs. Michele Martineau for the open board seat.

Mr. Link thanked Mrs. Bower and Mr. Adams for considering the open board position and he asked for their continued support for the district.

**APPROVE MINUTES** Mr. Distler made a motion, which was seconded by Mrs. Wilk, that the minutes of the regular school board meeting held on October 8, 2018 be approved and ordered filed.

YEA: Mr. Distler, Mr. Green, Mrs. Heckman, Mr. Keegan, Mrs. Kulp, Mrs. Wilk and Mr. Fedorcha (7)

NAY: None (0)

**SPECIAL BOARD REPORTS**

Legislative Report - Mrs. Heckman reported that Governor Tom Wolf was re-elected on November 6<sup>th</sup>. Republicans will retain control of the State's general assembly. Fair and flexible High School graduation requirements under Senate Bill 1095 has been signed into law this week. Changes to the law will impact the current students in ninth grade. This law establishes a performance based system that provides assessment strategies under four options for students to show that they are ready to graduate. Measures of success are appropriately aligned to a student's career goals and reflect expectations, course work grades, activities and achievements earned. In addition to Keystone exams, alternative tests and other factors can be counted for graduation. Governor Wolf signed House bill 1386 which changes the grades spans of special education certification. All special education certificates issued after December, 2021, would cover Pre-K through 12 or up to age 21, with no additional certification required.

**SPECIAL  
BOARD  
REPORTS  
(cont.)**

Lehigh Carbon Community College – No report from the meeting. Mr. Green stated that he did have the pleasure of attending the Middle School 1:1 meeting in October. He thought the presentation was excellent and well attended by parents and students. Mr. Green thanked everyone for making that happen.

Committee Reports and/or Meetings

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

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

Minutes of the Technology/Buildings & Grounds Committee Meeting held on November 7, 2018, were distributed.

Minutes of the Finance Committee Meeting held on November 7, 2018, were distributed.

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 updated the board on Act 1078 which expands the Executive Session rules. The amendment allows the board to discuss matters pertaining to public safety, emergency preparedness planning, building improvements, or related matters in executive session. Mr. Fedorcha asked when it goes into effect. Attorney Strohl answered that it is currently in effect. Mr. Green asked if we could discuss arming teachers in executive session. Attorney Strohl replied, yes. The premise for this amendment is that you would not want to discuss in an open meeting what security measures you may be installing or worse where children will be routed in the event of an attack.

Business Manager's Report – Mrs. Molitoris reported that board members should have received an email from the Auditor General about our state audit. There were no findings. Mrs. Molitoris added that before they leave for the evening, each board member will have to sign a letter approving the audit. Mrs. Kulp thanked the business office for the great audit with no findings. A perfect audit speaks highly of the business managers. Mr. Fedorcha extended his thanks for the great job as well.

Superintendent's Report – Mr. Link announced that we received a donation of nine disc golf baskets valued at approximately \$3,000.00, from the Northern Lehigh Recreation Authority. The district plans to design a disc golf course on its property, with student input, and to include it as part of our health and wellness program.

Mr. Link announced that it is American Education Week. Mr. Link stated that we are grateful for our teaching and support staff that strive to give our students the best education possible. There will be a small token of appreciation from the board and administration delivered tomorrow morning to each building.

Mr. Link announced that the Board Dinner on Monday, December 3, 2018 will begin at 6:00 p.m. in the Middle School annex followed by the Reorganization Meeting at 7:15 p.m. and the regular meeting at 7:30 p.m. There will be no committee meetings in December.

Mr. Link introduced Mr. Jim Minninger and Mr. Jason Yoder from Integrated Security Systems. They presented to the board the services they can offer to the district as it relates to school safety and security e.g.:vulnerability threat assessment, assistance with updating and redeveloping our all hazards plan, and training for staff and students in the event of an emergency. Mr. Link announced that the PDE Safe Schools grant would fund this program. If approved, ISS will partner with administration and Officer Gnass to develop a model to keep our students and staff safe. The surrounding municipalities will also be involved.

Mr. Link introduced Mrs. Alyssa Wingenfield, Project Engineer and Account Executive from McClure, who updated the board on the High School science classroom project. The base scope of work approved by the board in May included four (4) classroom renovations. Mrs. Wingenfield presented alternate choices to the project which includes removal and relocation of locker banks. Other alternates included adding one (1) or two (2) extra science rooms. Mr. Link interjected that the two extra rooms are not labs, but classrooms, which would allow the space to be used for classes other than science. Mr. Green asked if the price included the locked cabinets under the window. Mrs. Wingenfield answered, yes, but if open

**SPECIAL  
BOARD  
REPORTS  
(cont.)**

shelves are chosen, there will be a reduction in price. Mrs. Heckman questioned what furniture would be included. Mrs. Wingenfield answered that the desks and chairs and additional upright movable locking cabinets are not included. Mrs. Wingenfield stated that the base scope of the project is approximately \$1.3 million. Alternate budgets will be presented in December for the locker relocation and adding one or two additional classrooms. Mr. Fedorcha stated that our decision will have to be made by the December meeting. Mr. Vlasaty stated that the additional two classrooms could be used for current teachers that do not have permanent classrooms; they float between rooms. Mr. Vlasaty added that relocating the lockers would increase the flow of the student body for dismissal. Mr. Fedorcha added that it seems that the additional classrooms would be essential. Mr. Green questioned that with declining enrollment, do we need extra classes? Mr. Vlasaty answered that over the years, we have increased the number of classes, approximately 5-8, and there will be additional classes and electives offered next year. Mr. Vlasaty stated that giving the students more selections will expand our educational experience for our students. Mr. Link added that we constantly monitor course offerings and section enrollment. Mr. Green stated that is exactly his concern, with declining enrollment, we should not have classes with 2-3 students. Mrs. Wingenfield summed up that at the December board meeting they will have final pricing for the alternate programs. They would like to start in January with pre-construction activities, such as ordering. Mr. Green asked if they are looking for a decision tonight in which direction we would like to proceed with the additional classrooms. Mrs. Wingenfield answered yes, along with the locker relocation. Mr. Fedorcha added that the locker relocation would be great because it is a safety issue.

Financial Item "K" McClure Science Room Renovations Mr. Green made a motion, which was seconded by Mr. Distler, that the Board of Education approves Financial Item "K":

The Board of Education approves the McClure Company to complete all necessary planning and cost projections for the renovation of four (4) high school science lab classrooms, removal and relocation of the 2<sup>nd</sup> floor locker banks to the 3<sup>rd</sup> floor, and the addition of two (2) traditional classrooms where the locker banks were originally housed.

Mr. Keegan asked what administration's recommendation was. Mr. Link answered that he would recommend that McClure return in December with the cost of two (2) additional classrooms, which is included in the above motion.

YEA: Mr. Distler, Mr. Green, Mrs. Heckman, Mr. Keegan, Mrs. Kulp, Mrs. Wilk and Mr. Fedorcha (7)  
NAY: None (0)

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

**PERSONNEL** Mrs. Kulp made a motion, which was seconded by Mrs. Heckman, that the Board of Education approves the following personnel and legal items:

Resignation/Retirement Accept the resignation of Charles Chamberlain from his position as High School Cafeteria Monitor, effective Wednesday, October 24, 2018.

Accept the resignation of Andrea Sicora from her position as Peters Elementary Emotional Support Paraprofessional, effective the end of the work day, Friday, December 21, 2018.

With regret, accept the retirement resignation of JoAnn Wasilkowski from her position as High School Math Teacher, effective January 23, 2019. Mrs. Wasilkowski will be retiring from the Northern Lehigh School District with 19 years of service.

Administrative Transfer Non-Instructional Judy VanHorn  
From: Slatington Elementary Cook's Helper  
To: Peters Elementary cook's Helper  
Salary: No change in salary  
Effective: November 12, 2018

Tifani Weber  
From: Peters Elementary Cook's Helper  
To: Slatington Elementary Cook's Helper  
Salary: No change in salary  
Effective: November 12, 2018

**PERSONNEL****(cont.)**

Appointment Jessica Walters\*  
 Non-Instructional Assignment: Slatington Elementary Classroom Paraprofessional  
 Salary: \$12.28 per hour; 5 ¾ Hours Per Day/5 days per week/180 days per year  
 Effective: November 5, 2018  
**\*60 Working Day Probationary period**

Kelly Nikisher\*  
 Assignment: Second Shift Custodian Slatington Elementary School  
 Salary: \$13.55 Per Hour 2:30 p.m. -11:00 p.m., 5 Days/Week  
 Effective: November 13, 2018  
**\*60 Working Day Probationary Period**

Family Medical Leave Approve the request of employee #3280 to take an intermittent family medical leave of absence to absence to care for a family member.

Brandywine Transportation Bus Drivers Motion to approve the following bus drivers from Brandywine Transportation to transport Northern Lehigh School District students for the 2018-2019 school year:

David Bilheimer	Denise Hoadley
Richard Bowman	Linda Neff
Schelene Fritzinger	Melissa Strohl

Substitute-Instructional Paraprofessional Motion to appoint the following individual as substitute instructional paraprofessional for the 2018-2019 school year at the 2018-2019 substitute rate as approved on the Supplemental Personnel the 2018-2019 substitute rate as approved on the Supplemental Personnel Salary Schedule:

Corrina Varilek

Co-Curricular Resignation Accept the resignation of Robert Hicks from his position as Head Softball Coach for the 2018-2019 season.

Co-Curricular Change of Status Approve the motion to change the status of Shelby Bailey, MS Student Council Advisor - \$1,373.00 which was originally approved at the August 13, 2018 board meeting, to MS Student Council Advisor - Shared Stipend - \$783.00 for the 2018-2019 school year.

Co-Curricular Appointments 2018-2019	Amanda Bariana	MS Student Council – Shared Stipend	\$590.00
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Co-Curricular Volunteers 2018-2019	Andrew Arnold	Assistant Wrestling Coach
	Marijo Whalen	Assistant MS Girls' Basketball Coach
	Frank Heffernan	Assistant Wrestling Coach

YEA: Mr. Distler, Mr. Green, Mrs. Heckman, Mr. Keegan, Mrs. Kulp, Mrs. Wilk and Mr. Fedorcha (7)  
 NAY: None (0)

**POLICY**

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

Board Policy First Reading Approve school board policy #006 – Local Board Procedures - Meetings, as presented after first reading.

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

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

**POLICY**  
**(cont.)**Initial App-  
lication  
Sons of  
Liberty Club

Approve the initial club/activity application for the Middle School Sons of Liberty Club. This club is a precursor to the High School Patriot Club. The club will promote patriotism and students will raise/lower flags at the Middle School. The club will meet twice per month from 2:15 p.m. – 3:00 p.m., or as needed. This club will adhere to the guidelines within Policy #122.

YEA: Mr. Distler, Mr. Green, Mrs. Heckman, Mr. Keegan, Mrs. Kulp, Mrs. Wilk and Mr. Fedorcha (7)  
NAY: None (0)

**CONFER-  
ENCES**

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

Bryan Geist – 52nd Annual Pennsylvania State Athletic Directors Association Conference – March 19-22, 2019 – Hershey Lodge, Hershey, PA – Registration: \$250.00, Lodging: \$399.60, Meals: \$115.00, Travel: \$86.11 – Total Approximate Cost: \$850.71 – Funding: Athletic Department Budget

YEA: Mr. Distler, Mr. Green, Mrs. Heckman, Mr. Keegan, Mrs. Kulp, Mrs. Wilk and Mr. Fedorcha (7)  
NAY: None (0)

**NEW  
BUSINESS**Wilkes  
University  
Agreement

Mrs. Wilk made a motion, which was seconded by Mr. Keegan, that the Board of Education approves the following new business item:

Approve to authorize proper officials to execute a five year Field Experience Agreement between the Northern Lehigh School District and Wilkes University for an Internship, Practicum, and Clinical experience program.

Mr. Keegan questioned if we do this with every university? Mr. Link answered, yes, to any university that approaches us for an agreement. The number of years was added to align with the recent approved agreement with Kutztown University. Mr. Keegan asked that if in the future a university outside the area would approach us, would we do the same? Mr. Link responded yes, he would recommend to the board that they approve the agreements. Mr. Link added that it sets the expectations for the district, student, and the university. Mr. Keegan added that it's nice to meet the people from the university, as well.

YEA: Mr. Distler, Mr. Green, Mrs. Heckman, Mr. Keegan, Mrs. Kulp, Mrs. Wilk and Mr. Fedorcha (7)  
NAY: None (0)

**FINANCIAL**

Mr. Green 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 month of June – October, 2018 (Audited)  
NLMS Student Activities Account month of October, 2018  
NLHS Student Activities Account month of October, 2018  
Cafeteria Fund months of June - October, 2018 (Audited)  
Capital Construction Fund months of June - October, 2018

List of  
Bills

Approve the Following List of Bills:  
General Fund months of October & November, 2018  
Cafeteria Fund months of October & November, 2018  
Capital Construction Fund month of October, 2018

Per Capita  
Abatements/  
Exonerations

Approve abatement/exoneration requests of per capita taxes, for the residents that fall within the guidelines, as presented.

Resolution  
NC Tax  
Claim Bureau

Approve the resolution directing Northampton County Tax Claim Bureau not to collect delinquent taxes on behalf of Northern Lehigh School District as presented.

Resolution  
LC Tax  
Claim Bureau

Approve the resolution directing Lehigh County Tax Claim Bureau not to collect delinquent taxes on behalf of Northern Lehigh School District as presented.

**FINANCIAL**  
**(cont.)**

PSBA Accident Insurance Admin. Approve to pay for PSBA twenty-four accident insurance for administrators at a cost of \$35.50 per administrator per year for the 2018-2019 school year, to be paid from the Superintendent's budget.

Use of Funds Agreement IDEA 611 Approve the use of funds agreement with CLIU#21 for IDEA Part B, Section 611 pass through funds for the 2018-2019 school year in the amount of \$277,884.93.

Use of Funds Agreement IDEA 619 Approve the use of funds agreement with CLIU#21 for IDEA Part B, Section 619 pass through funds for the 2018-2019 school year in the amount of \$3,068.00.

Westmoreland IU Agreement Fraud Check Services Approve to authorize proper officials to enter into an agreement between the Northern Lehigh School District and Westmoreland Intermediate Unit, for the purposes of providing compliance software and Fraud Check Services, which would meet all compliance requirements by PDE, at a yearly cost of \$1,000.00. The cost for November 1, 2018 – June 30, 2019, will be a prorated cost of \$500.00.

Integrated Security Systems Agreement Approve to authorize proper officials to enter into an agreement between the Northern Lehigh School District and Integrated Security Systems, for the purpose of providing a vulnerability assessment, training, and emergency operations plan at a cost of \$20,000.00, to be paid from the 2018-2019 PDE Safe Schools Program Grant.

PA Audit Report 2013-2017 Approve the Commonwealth of Pennsylvania Performance Audit Report for years beginning July 1, 2013 and ending June 30, 2017.

Fund Balance Designation June 30, 2018 Approve to designate Fund Balance ending June 30, 2018 as follows

<b>Committed Fund Balance For:</b>		
Health Insurance Premiums		\$ 1,508,773.00
PSERS Increase		\$ 2,148,178.00
<b>Total Committed:</b>		<b>\$ 3,656,951.00</b>
<b>Assigned Fund Balance</b>		
Assigned Current Year Usage		\$ 2,320,736.00
Technology		\$ 846,673.31
Replacement Equipment		\$ 940,067.00
Long Range Maintenance		\$ 2,283,183.00
<b>Total Assigned:</b>		<b>\$ 6,390,659.31</b>
Unassigned Fund Balance		<b>\$ 1,315,161.05</b>
<b>Restricted Fund Balance</b>		<b>\$ 1,199.74</b>
<b>Nonspendable</b>		<b>\$ 26,358.70</b>
<b>Total Fund Balance:</b>		<b>\$11,390,329.80</b>

Mr. Green questioned whether committed fund balance is restricted from investment. Mrs. Molitoris stated there was no restrictions.

YEA: Mr. Distler, Mr. Green, Mrs. Heckman, Mr. Keegan, Mrs. Kulp, Mrs. Wilk and Mr. Fedorcha (7)  
NAY: None (0)

**INFOR-  
MATION**

Minutes of the Carbon Lehigh Intermediate Unit 21 Board of Directors meeting held on September 17, 2018, were distributed.

Minutes of the Lehigh Carbon Community College Board of Trustees meetings held on September 6, 2018 and October 4, 2018.

Minutes of the Lehigh Career & Technical Institute Joint Operating Committee meeting held on September 26, 2018, were distributed.

**ADJOURN-  
MENT**

Mr. Keegan made a motion, which was seconded by Mr. Distler, that the regular meeting of the Northern Lehigh School District Board of School Directors is adjourned at 8:27 p.m.

YEA: Mr. Distler, Mr. Green, Mrs. Heckman, Mr. Keegan, Mrs. Kulp, Mrs. Wilk and Mr. Fedorcha (7)  
NAY: None (0)

Respectfully submitted,

Kristie D. Wilk  
Secretary

ATTEST: \_\_\_\_\_ President  
Gary S. Fedorcha