

NORTHERN LEHIGH SCHOOL DISTRICT

Regular School Board Meeting
Monday, June 7, 2004
Senior High School Auditorium
7:30 P.M.

AGENDA

- 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.SPECIAL BOARD REPORTS

- A. Carbon Lehigh Intermediate Unit Mr. Bryan C. Dorshimer
- B. Lehigh Career and Technical Institute Mrs. Lori H. Geronikos
- C. Legislative Report Mrs. Lori H. Geronikos
- D. Lehigh Carbon Community CollegeMr. Mathias J. Green, Jr.
- E. Committee Reports and/or Meetings
- Minutes of the Technology/Buildings & Grounds Committee meeting held on May 5, 2004. (Attachment #1)
 - Minutes of the Policy/Education/Staffing Committee meeting held on May 17, 2004. (Attachment #2)
 - Minutes of the Finance Committee meeting held on May 24, 2004. (Attachment #3)
- F. Student Representatives To The Board Report Ms. Amberly Gable
Ms. Ashley Kunkle
- G. Solicitor's Report Attorney Charles Stopp
- H. Federal and Other Programs Update Mrs. Lynne B. Fedorcha
- I. Superintendent's Report Dr. Nicholas P. Sham, Sr.
- Present Resolution and Recognize the 2004 Northern Lehigh High School Track & Field Team
- J. An Executive Session will be held at 6:45 p.m. in the boardroom.

III. PERSONNEL**A. Resignation/Retirement****1. Instructional**

Rose Lee Goldberg, Title I Reading Teacher, has submitted her letter of resignation, effective June 28, 2004 at which time she will begin her retirement from the Northern Lehigh School District after 15 years of service in the district.

2. Non-Instructional

- a. Judith Mack, Administrative Secretary in the Central Administration Office, has submitted her letter of resignation, effective August 4, 2004 at which time she will begin her retirement from the Northern Lehigh School District after 18 years of service in the district.

B. In accordance with Article XXB – Section 3G of the Northern Lehigh Educational Support Personnel Association Collective Bargaining Agreement which states “in recognition of service to the Northern Lehigh School District, a bargaining unit employee with more than twenty (20) years of service in the Northern Lehigh School District shall receive a salary increment of \$500.00 in excess of the job rate during that employee’s last year of service prior to his retirement. Payment of this \$500 salary increment is contingent upon the employee giving the District notice of her intention to retire at least twelve and one half (12 ½) months prior to the employees retirement. Joanne Parry, cook’s helper in the Slatington Elementary School, is informing the Board of Education of her intent to retire at the end of the 2004-2005 school year. She has been employed in the district since October 1, 1979.

C. In accordance with Item 16 of the 2002-2005 Clerical Salary and Benefit Agreement between the Northern Lehigh School District and the Northern Lehigh Clerical Staff, “In recognition of service to the Northern Lehigh School District, non-instructional office and supervisory personnel with more than twenty (20) years of service in the Northern Lehigh School District shall receive a salary increment of \$500.00 in excess of their job rate during the employee’s last year of service prior to their retirement. The payment of the Five Hundred Dollar (\$500.00) salary increment is contingent upon the employee giving the district notice of their intention to retire at least twelve and one-half (12 ½) months prior to the employee’s retirement date”. The Superintendent’s Office was notified on May 12, 2004 that Patricia Gilbert plans to retire from her position as Administrative Secretary to the Director of Curriculum and Instruction in the Central Administration Office. Mrs. Gilbert has been employed in the district since 1975 and in her position since 1983. She plans to retire in July 2005.

- D. Rescind the previous motion made on May 3, 2004 to approve the employment of Kristen Lapatchak as a substitute instructional aide for the 2003-2004 school year.

E. Substitutes

1. Instructional

Approve the following substitute teacher for the 2003-2004 school year at the substitute teacher rates of \$70.00 for 1-10 non-consecutive days; \$80.00 for 11-20 non-consecutive days; and \$90.00 for 21+ non-consecutive days:

Christina Dieter – Mentally &/or Physically Handicapped and Elementary K-8

2. Non-Instructional

Approve the following substitute secretary/instructional aide for the 2003-2004 school year at the 2003-2004 substitute rate of \$7.25 per hour:

Dawn Wehr

F. Middle School Co-Curricular Appointments for 2004-2005

Middle School Girls Field Hockey Coach – Kelly Follweiler -- \$2424.00

Middle School Birls Basketball Coach – Eugene Roberts -- \$4046.00

Middle School Boys Basketball Coach – George Weaver -- \$2778.00

G. Request for an Unpaid Leave

Approve the request of Grace Reppert, Special Education Life Skills Aide in the afternoon at Peters Elementary School, to take an unpaid leave of absence from her duties for personal reasons. The requested leave is effective May 11, 2004 and continues for the remainder of the 2003-2004 school year. Approval or denial of this request shall not be deemed as precedent setting.

IV. POLICY

A. Conferences

1. Approve the request of Ellen Yenser, high school special education teacher, to attend the PaTTAN conference on July 14, 15 and 16, 2004 in State College, PA. Expenses for this conference include \$118.36 for travel, \$322.25 for lodging for a total cost of \$440.61 and will be funded through IDEA funds. (Attachment #4)

2. Approve the request of Suzanne Gower, Peters Elementary 6th grade teacher, to attend the C.E.S.T.A. (Continuing Excellence in Science Teaching Alliance) conference from July 18-21, 2004 at Messiah College. Expenses for this conference include \$145.00 for registration and will be funded through Title IIA funds. (Attachment #5)
3. Approve the request of Elizabeth Vasquez, Peters Elementary special education teacher, to attend a CLIU conference on August 9, 2004. Expenses for this conference, entitled "Handwriting Without Tears for Early Intervention" include \$150.00 for registration and will be funded through IDEA funds. (Attachment #6)
4. Approve the request of Elizabeth Vasquez, Peters Elementary special education teacher, to attend a CLIU conference on August 27, 2004. Expenses for this conference, entitled "Handwriting Without Tears" include \$150.00 for registration and will be funded through IDEA funds. (Attachment #7)
5. Approve the request of Tracy Hoffman, elementary school nurse, to attend Student Assistance Program Training sponsored by Project Care in Bethlehem, PA from June 15-18, 2004. Expenses for conference include \$375.00 for registration and will be funded through Drug Free funds. (Attachment #8)
6. Approve the request of Theresa Lobach, Peters Elementary special education teacher, to attend a Wilson Reading System Two-Day Overview conference in Allentown on June 29 and 30, 2004. Expenses for this conference include \$225.00 for registration and will be funded through IDEA funds. (Attachment 9)

B. Student Representative To The Board

Approve Jessica Fidler as a Student Representative to the Board for the 2004-2005 school year. Jessica has been elected as the junior representative to the board and will serve from September 2004 through June 2005. Ashley Kunkle will serve as a student representative to the board as the senior representative until June 2005.

C. Homebound Instruction

The homebound instruction program is provided to children of school age who cannot attend school. It is recommended that the Board of Education grant homebound instruction for a 10th grade student, student #06-55000, effective May 17, 2004 through September 2004.

D. Board Policy

1. Revisions To Existing Policy

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- a. Second Reading
Approve revisions to existing school board policy #217 – Pupils – Graduation Requirements, after first second. (Attachment #10)
 - b. First Reading
Approve revisions to existing school board policy #826 – Operations – HIPAA Compliance, after first reading. (Attachment #11)

2. New Policy – First Reading

- a. Approve new school board policy #915 – Community – Concession Stand Operation, as presented after first reading. (Attachment #12)

V. CURRICULUM AND INSTRUCTION

A. Title I, Title VI, Title II & Drug-Free Schools & Communities Act – 2004-2005

Approve to authorize proper officials to execute contracts for Title I, Title VI, Title II, and Drug-Free Schools and Communities Acts for the 2004-2005 school year.

- B. Approve a five-year “Affiliation Agreement For Use of A Facility As An Internship Site” with East Stroudsburg University in the area of Movement Studies/Physical Education/Exercise Science/Athletic Training beginning with the 2003-2004 school year. (Attachment #13)

- C. 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 Driver Education Program in our district, effective July 1, 2004 through June 30, 2005. (Attachment #14)

- D. Approve to authorize the administration to employ a total of up to six elementary teachers at a stipend of \$1404.00 per teacher (\$8424.00 total) to conduct a Title I Summer Reading Camp for selected K-3 students based on teacher recommendation. The Reading Camp will be conducted in the Slatington Elementary School from 9:00 a.m. to 12:00 p.m. Monday through Thursday from July 19 through August 12, 2004. Expenses for this program will be paid for through Title I funds.

VI. OLD BUSINESS

VII. NEW BUSINESS

VIII. FINANCIAL

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- A. Approve abatement and exonerations of per capita taxes, for the residents that fall within the guidelines, as listed in **attachment #15**.
- B. Approve payment of bills from the Extended Construction Account, as presented in **attachment #16**.
- C. Approve the Arthurs Lestrage Cash Management Portfolio for the month of April 2004. (Attachment #17)
- D. Approve Christine Stafford, Business Manager and Les Bear, Financial Consultant with Arthurs LeStrange to solicit proposals from financial institutions for the purpose of borrowing funds in the form of a Tax and Revenue Anticipation Note during the 2004-05 fiscal year. The purpose of the TRAN is to provide financing for uncompleted capital projects.
- E. Approve a real estate refund in the amount of \$33.70 to Vincent & Brenda Morris, Walnutport Borough, due to an assessment reduction from \$42,600 to \$37,800 effective April 1, 2004.
- F. Approve to renew the following expiring bonds for the 2004-2005 fiscal year through HRH Palley Simon Associates:
1. A \$50,000 Board Secretary Bond for the term July 1, 2004 to July 1, 2005 at an annual premium cost of \$175.00.
 2. A \$50,000 Board Treasurer Bond for the period July 1, 2004 to July 1, 2005 at an annual premium cost of \$269.00.
- G. Approve the recommendation of the administration to renew a \$3000.00 expenditure for the Public Relations Consortium at the Lehigh Career and Technical Institute. This figure was not included in the member District Cost Calculation figures in the 2004-2005 LCTI budget document.
- H. Authorize the Secretary to publish a legal advertisement notifying every resident or inhabitant within the territorial limits of the Northern Lehigh School District attaining eighteen (18) years of age, and every resident or inhabitant in said school district to notify the proper assessor 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 August 16, 1972, Act 138. The assessors to contact are as follows:

BOROUGH OF WALNUTPORT

Christine Simock – Borough Secretary
Walnutport Borough Building
417 Lincoln Avenue, Walnutport, PA 18088
610-767-1322

WASHINGTON TOWNSHIP

Diane Frantz – Township Secretary
 Washington Township Municipal Building
 PO Box 27, Slatedale, PA 18078
 610-767-8108

BOROUGH OF SLATINGTON

Ronald Klevenhagen
 Northern Lehigh School District
 Earned Income Tax Office
 125 S. Walnut Street, Slatington, PA 18080
 610-767-9845

I. Appoint Mid-Penn Insurance Associates as the 2004-2005 Student Accident and Athletic Insurance carriers. The renewal rate is \$6015.00 an increase of \$285.00 over last year, to include all interscholastic sports, band, and cheerleading. Voluntary school coverage is \$22.00 for the school time rate and \$88.00 for the 24-hour rate, which is a reduction from \$27.00 and \$98.00 last year.

J. 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 2004-2005 school year:

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| AllFirst Trust | Prudential-Bache Government |
| Citizens National Bank | Securities Trust |
| Patriot Bank | Wachovia National Bank |
| Pennsylvania Local Government | Neff's National Bank |
| Commerce Bank of Pennsylvania | Investment Trust |

K. Appoint Mr. Ronald Klevenhagen as Earned Income Tax Collector, Delinquent Earned Income Tax Collector, Occupational Privilege Tax Collector, and Real Estate and Per Capita Tax Collector for the 2004-2005 school year. It is further recommended that proper officials be authorized to secure, on behalf of the above named individual, a \$250,000.00 bond for the fiscal year July 1, 2004 through June 30, 2005.

L. Approve the Northern Lehigh Middle School Student Activities Account fund statement for the month of April 2004. (Attachment #18)

M. Appoint Hilb, Rogal and Hamilton Company (HRH) Palley Simon Associates as the district insurance broker for Property, Casualty, Liability and Workers' Compensation Insurance for the 2004-2005 school year.

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- N. Approve the appointment of Statewide Tax Recovery as the delinquent per capita tax collector and delinquent earned income tax collector for the district for the 2004-2005 school year.
- O. Approve the awarding of bids for general supplies, art supplies, and lumber supplies as listed in **attachment #19**.
- P. Approve to give PPL the Right of Way to install underground cabling and transformer on district property for the field house project.
- Q. Approve the request from Verizon for a Right of Way to place a pole and cabinet on the property at Peters Elementary School. Verizon will pay the district \$100.00 for the placement of the pole.
- R. Approve replacement of the bus garage roof using the Pennsylvania Education Joint Purchasing Council. Replacement of the roof would be done through TREMCO. Cost for this project is estimated to be \$160,000.00.
- S. Approve to remove Alternate G-3 from the Field House Project. Alternate G-3 was for the general contractor to provide only the scheduled block filler and /or primer on all interior wall surfaces thus using volunteers to do the painting. Original cost for the alternate was -\$13,000. By removing this alternate we will be adding back into the contract \$13,000.
- T. Approve to purchase 220 locker room lockers from the Pennsylvania Correctional Industries under state contract #03-0391M at a cost of \$207.57 per unit for a total cost of \$45,665.40. These lockers will be used in the four locker rooms of the field house.
- U. Approve to authorize proper officials to solicit bids for the replacement of the high school auditorium sound system.
- V. Approve the purchase of equipment, software, and labor from Eastern Telephone and Telecommunications, Inc. for \$19,938.00 (Pennsylvania ITQ) to upgrade the telephone system in the Slatington Elementary Main Wiring Closet to support VOIP (voice over IP) and provide voice services to the Field House and Press Box as presented to the Technology/Buildings and Grounds Committee at the June 2, 2004 meeting. This upgrade will also allow us to use VOIP within the District Office, Slatington Elementary and the High School. Funds to be taken from the 2001AA bond. (**Attachment #20**)
- W. Approve the purchase of cable, equipment and installation of voice and data cabling from Eastern Telephone and Telecommunications, Inc. for \$18,980.00 (State of Pennsylvania Small Key Contract #5805-55) for the Field House and Press Box. This project will include all the data and voice wiring within the Field House and Press Box. It will also include the installation and termination of fiber optic cable between Slatington Elementary's Main Wiring Closet and

Field House and the Field House and Press Box. Funds to be taken from the 2001AA bond. (Attachment #21)

- X. Approve the purchase of the network electronics from Corporate Networking, Inc. for \$5,065.40 (PEPPM bid list pricing) for the Field House and Press Box. These are the network switches needed to provide connectivity to our data network and telephone system. Funds to be taken from the 2001AA bond. (Attachment #22)
- Y. Approve the purchase of a rackmount UPS (uninterruptible power supply) from ePlus Technology of PA for \$1085.54 (PEPPM bid list pricing). This is a UPS for the Field House to keep the network equipment and telephones working in the event of a power failure. Funds to be taken from the 2001AA bond.
- Z. Approve to grant permission to the business office to pay construction bills that are scheduled for payment during the month of July as required by contract. There is no scheduled board meeting in July.

AA. Approve budgetary transfers for fiscal year 2003-2004 as presented in **attachment #23**.

IX. LEGAL

X. CORRESPONDENCE

XI. INFORMATION

- A. Minutes of the Carbon Lehigh Intermediate Unit Board of Directors meeting held on April 19, 2004.
- B. Minutes of Washington Township Board of Supervisors meeting held on April 13, 2004. (Attachment #24)
- C. Minutes and LCTI Director's report for the Lehigh Career & Technical Institute Joint Operating Committee meeting held on April 28, 2004. (Attachment #25)

XII. BUDGET DISCUSSION

XIII. ADOPTION OF THE 2004-2005 NORTHERN LEHIGH SCHOOL DISTRICT BUDGET

It is recommended that the Board of Education adopts the budget of the Northern Lehigh School District for the 2004-2005 school year in the amount of \$_____.

- 1. A _____ mill (or \$_____ per \$100 of assessed valuation) tax on Real Estate for Lehigh County and a _____ mill (or \$_____ per \$100 of assessed valuation) tax on Real Estate for Northampton County. An increase of _____ mills over 2003-2004.

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 2003-2004.
3. Taxes under Act 511 with no changes from 2003-2004:
 - a. A 1% Earned Income Tax shared equally with coterminous municipalities.
 - b. A 1% Realty Transfer Tax shared equally with the coterminous municipalities.
 - c. A \$5.00 Per Capita Tax, taxable on residents age 18 and over.
 - d. A \$10.00 Occupational Privilege Tax.

RECOMMENDATION That the Board of Education adopts the 2004-2005 Northern Lehigh School District Budget.

XIV. RECOGNITION OF GUESTS

XV. ADJOURNMENT