

# AGENDA



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

## **REGULAR SCHOOL BOARD MEETING**

**Monday, March 9, 2020  
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  
6:30 PM**

**NORTHERN LEHIGH SCHOOL DISTRICT**  
**Regular School Board Meeting**  
**Monday, March 9, 2020**  
**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 MEETINGS**

- A. Regular school board meeting held on February 10, 2020. (Minutes)

**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 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 March 2, 2020  
(Attachment #1)
  - Minutes of the Extra and Co-Curricular Committee Meeting held on March 2, 2020  
(Attachment #2)
  - Minutes of the Technology/Buildings & Grounds Committee Meeting held on March 4, 2020 (Attachment #3)
  - Minutes of the Finance Committee Meeting held on March 4, 2020 (Attachment #4)
- F. Student Representatives to the Board Report ..... Ms. Madison Hoffman  
Mr. Aidan Williams
- G. Solicitor's Report ..... Attorney Keith Strohl
- H. Business Managers' Report ..... Mrs. Sherri Molitoris  
Mrs. Rhonda Frantz

- I. Assistant Superintendent's Report ..... Dr. Tania Stoker
  - Targeted Support and Improvement (TSI) Plan
  - Wellness Committee
  
- J. Superintendent's Report ..... Mr. Matthew J. Link
  - NLSD Coronavirus Action Plan
  - Reminder: Next board meeting is Tuesday, April 14, 2020
  
- K. An executive session will be held at 6:30 p.m. in the Administration Office Conference Room.

**IV. PERSONNEL**

A. Resignation Retirement

With regret, accept the retirement resignation of Michelle Gass from her position as Health & Physical Education Teacher at the Middle School and Slatington Elementary, effective the last day of the 2019-2020 school year. Mrs. Gass will be retiring from the Northern Lehigh School District after 29 years of service.

B. Appointment -Non-instructional

Christopher McCarty\*

Assignment:	High School Cafeteria Monitor
Salary:	\$11.48 per Hour; 4 Hours per day; 5 Days per Week/up to 180 Student Days per year
Effective:	TBD pending verification of missing personnel file items

\*60 Working Day Probationary Period  
 \* Pending Verification of Missing Personnel File Items

C. Game Workers 2019-2020

Motion to appoint the following list of people as Game Workers for the 2019-2020 school year. Game workers consist of ticket sellers and takers, game announcers, scoreboard operators, timers, field judges and scorekeepers. Rate of pay is consistent with the rates approved on the 2019-2020 Supplemental Personnel Salary Schedule:

Therese Cinicola	Scott Snyder
Derrick Reinert	

D. Brandywine Transportation Bus Drivers

Motion to approve the following bus driver from Brandywine Transportation to transport Northern Lehigh School District students for the 2019-2020 school year:

Bruce Zimmerman

**E. Substitute - Non-Instructional**

1. Motion to approve the appointment of the following individual as substitute custodian for the 2019-2020 school year at the 2019-2020 substitute rate as approved on the Supplemental Personnel Salary Schedule:

Sara Duncan\*

\* Pending Verification of Missing Personnel File Items

2. Motion to approve the appointment of the following individual as substitute paraprofessional for the 2019-2020 school year at the 2019-2020 substitute rate as approved on the Supplemental Personnel Salary Schedule:

Sara Duncan\*

\* Pending Verification of Missing Personnel File Items

**V. POLICY****A. Board Policy First Reading**

Approve school board policy #623 - Finances - Credit Cards, as presented after first reading. (Attachment #5)

**B. Board Policy Second Reading**

1. Approve school board policy #209 – Pupils – Health Examinations/Screenings, as presented after second reading. (Attachment #6)
2. Approve school board policy #913 – Community – Nonschool Organizations/Groups/ Individuals, as presented after second reading. (Attachment #7)

**C. Non-Resident Students**

1. Approve the request of a parent of a senior student #2090245 at the High School, who is moving out of the district, to allow their student to finish the 2019-2020 school year in the Northern Lehigh School District in accordance with student policy #202.
2. Approve the request of a parent of a second grade student #3090135 at Peters Elementary, who is moving out of the district, to allow their student to finish the 2019-2020 school year in Northern Lehigh School District Bulldog Academy in accordance with student policy #202.

**VI. CONFERENCES**

Jill Chamberlain - PDE 2020 Data Summit - March 16-17, 2020 - Hershey Lodge - Hershey, PA - Registration: \$375.00 - Travel: \$82.80 - Total Approximate Cost: \$457.80 – Funding: Assistant Superintendent Professional Development Budget. (Attachment #8)

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**VII. CURRICULUM AND INSTRUCTION**

- A. Approve to adopt the Carbon Lehigh Intermediate Unit's Notice of Adoption of Policies and Procedures and Use of Funds by School District for submission with the 2020-2021 IDEA B, Section 611 project application, as presented. (Attachment #9)
- B. Approve to authorize the superintendent to execute an agreement between the Northern Lehigh School District and the Carbon Lehigh Intermediate Unit #21 to provide special education services for the 2020-2021 school year. (Attachment #10)
- C. Approve the 2020-2021 Northern Lehigh School District Calendar, allowing administration to post the calendar upon receipt of the CLIU new teacher instruction days. (Attachment #11)
- D. Approve the resolution to identify Official Local School District Holidays (OLSDH) in accordance with PA School Code Section 1502. (Attachment #12)
- E. Approve the Targeted Support and Improvement (TSI) Plan for the 2019-2020 school year, as presented. (Distributed to Board Members Only)

**VIII. OLD BUSINESS****IX. (a)NEW BUSINESS**

Per the recommendation of the Buildings & Grounds committee, approve to allow Drum Corps International to utilize the High School, Fields, Field House, and Stadium Complex, on Thursday, July 30, Friday, July 31 and departing the afternoon of Saturday, August 1, 2020, for practice and the preparation of the world champion Santa Clara Vanguard for their competition in Allentown the evening of August 1, 2020. Their rehearsal in Bulldog Stadium is open to the local community at no cost to spectators.

**IX. (b)NEW BUSINESS**

Motion to make the Part-time School Police Officer position a Full-time position to be funded through the Title IV, PCCD Meritorious, and PCCD Competitive grants.

**X. FINANCIAL**

- A. Approve the Following Financial Reports:
  - 1. General Fund Account month of February, 2020
  - 2. NLHS Scholarship Account month of February, 2020
  - 3. SE, PE, NLMS & NLHS Student Activities/Clubs Account month of February, 2020
  - 4. Capital Construction Fund month of February, 2020
  - 5. Cafeteria Fund month of February, 2020
- B. Approve the Following List of Bills:
  - 1. General Fund months of February & March, 2020
  - 2. Cafeteria Fund months of February & March, 2020
  - 3. Capital Construction Fund month of February, 2020
- C. Approve budgetary transfers for the 2019-2020 school year, as presented. (Attachment #13)

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- D. Approve to allow administration to advertise and hire six (6) summer workers and one (1) supervisor. The rate for summer workers will not exceed \$10.00 per hour and the rate for the supervisor will not exceed \$15.00 per hour.
- E. Approve and appoint the following individual as required by House Bill 1590, deputy tax collector be appointed in the event the tax collector becomes incapacitated.

**BOROUGH OF SLATINGTON:** Kimberly Hankee

- F. Approve to allow administration to enter into an agreement with Acteon Networks, LLC, for software assurance for NEC SV9100 phone system. The software assurance agreement covers software releases, patches, and manufacturer technical support for our NEC SV9100 phone system from May 27, 2020 to June 30, 2021 at a cost of \$1,104.90 to be paid from the 2019-2020 Technology budget. (Attachment #14)
- G. 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, 2020 through June 30, 2021. (Attachment #15)
- H. Approve to enter into an agreement with Gorman & Associates, for auditing services for the years ending June 30, 2020, 2021 and 2022. (Attachment #16)
- I. Authorize administration to sign the CSIU eService Rates contract for Accounting, Payroll and Personnel software services for the 2020-2021 school year. (Attachment #17)
- J. Per the recommendation of the Extra and Co-Curricular Committee, approve the one year pilot program of a Middle School Cheerleading team to begin during the 2020-2021 school year. The cost for this program in the 2020-2021 school year will be \$500.00 for start-up expenses. The program will be run by volunteer coaches.
- K. In accordance with School Board Policy 706.1 Disposal of Surplus Property, Obsolete Equipment, and Real Estate, grant permission to sell to Sycamore International Incorporated, obsolete technology equipment (computers) with a combined value over \$100.00, and to sell to CXTEC, obsolete network equipment with a combined value over \$100.00.

**XI. LEGAL**

Expulsion Hearing Waiver Approval

The Board agrees to expulsion hearing waiver for Student #2190237. Student and guardian have agreed to waive their right to a formal expulsion hearing in front of the School Board and have also agreed to disciplinary action outlined in the waiver.

**XII. CORRESPONDENCE**

**XIII. INFORMATION**

1. Minutes of the Lehigh Carbon Community College Board of Trustees meetings held on February 6, 2020.
  
2. Minutes of the Lehigh Career & Technical Institute Joint Operating Committee meeting held on January 22, 2020.

**XIV. RECOGNITION OF GUESTS**

**XV ADJOURNMENT**

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

**Slatington, PA**  
**February 10, 2020**

**PURPOSE** The regular meeting of the Northern Lehigh Board of School Directors was called to order by the President, Mr. Gary S. Fedorcha, at 7:05 p.m. on Monday, February 10, 2020, in the Administration Office Board Room.

**ROLL CALL** Members present: Mr. Robin T. Distler, Mr. Mathias J. Green, Jr., Mrs. Michelle M. Heckman, Mrs. Gale N. Husack, Mr. Robert J. Keegan, Jr., Mr. Robert L. Kern, Jr., Mrs. Donna M. Kulp, Mrs. Michele L. Martineau, and Mr. Gary S. Fedorcha (9)

Members absent: (0)

Non-members present: Mrs. Susan Bahnick, Mrs. Jill Chamberlain, Mr. Greg Derr, Mrs. Michele Dotta, Mrs. Rhonda Frantz, Mr. Bryan Geist, Mr. David Hauser, Mr. Eric Hill, Mr. Matthew Link, Mr. Eugene Marks, Mrs. Sherri Molitoris, Mr. Scott Pyne, Mr. James Schnyderite, Dr. Tania Stoker, Attorney Keith Strohl (Solicitor's Office), Mr. Robert Vlasaty and Mr. Aidan Williams (Jr. Rep.).

**VISITORS** Approximately four visitors attended the meeting.

**APPROVE MINUTES** Mr. Distler made a motion, which was seconded by Mrs. Heckman, that the minutes of the regular school board meeting held on January 13, 2020, be approved and ordered filed.

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

NAY: None (0)

**SPECIAL BOARD REPORTS** Carbon Lehigh Intermediate Unit –Mrs. Husack reported that at the January CLIU meeting, there was a presentation involving some of the Northern Lehigh students, which is always a highlight. The CLIU audit was very favorable with no issues. The CLIU budget for 2020-2021 is on the agenda this evening for approval. The budget has a slight decrease. There is no CLIU meeting in February.

Lehigh Career and Technical Institute – Mr. Fedorcha reported that the LCTI budget is on the agenda this evening for approval. Northern Lehigh has seen an increase in enrollment and therefore an increase in the budget. The opening of the welding lab was held last week. Northern Lehigh had four students place in the SkillsUSA competition. First place winners were: Matthew Peters and Andrew Mosko; Second Place Winners were: Ty Moffitt and Rebecca Weist.

Legislative Report – Mrs. Heckman reported that the House passed bill 283, which allows school districts to charge reasonable fees for compiling records that are requested for commercial Right to Know purposes. This bill is currently awaiting senate consideration. Last week Governor Wolf proposed his budget. Some of the highlights include: expansion of universal, low cost full day kindergarten; a minimum teacher salary; \$1 billion to rehabilitate toxic school buildings mainly due to asbestos and lead; \$100 million increase in Basic Education Funding; \$25 million for special education funding; and continue efforts to change the charter school funding laws. If the budget would pass as stands, Northern Lehigh School District would gain an additional \$32,000 for basic education funding and \$27,000 for special education funding. This budget contains extensive charter school reform proposals. Mrs. Heckman reminded everyone that March 23, 2020, is Advocacy Day in Harrisburg. This is a great opportunity to lobby our representatives in the House and Senate on issues that matter in public education. Mrs. Heckman will be attending and if anyone else is interested in attending, please let her know.



- PERSONNEL** Mr. Keegan made a motion, which was seconded by Mrs. Heckman, that the Board of Education the approves the following personnel items:
- Resignation J. Jackovitz Accept the resignation of Jessica Jackovitz from her position as Slatington Elementary cafeteria monitor, effective the end of the business day, February 13, 2020.
- J. Jones Accept the resignation of Joan Jones from her position as High School Cafeteria/Hall Monitor, effective February 7, 2020.
- J. Staskowski Accept the resignation of Julianne Staskowski from her position as High School Cafeteria/Hall Monitor, effective the end of the business day, February 19, 2020.
- T. Jones Accept the resignation of Tifani Jones from her position as Slatington Elementary School Cook's Helper, effective the end of the business day, February 13, 2020.
- Administrative Transfer Stephanie Beers  
 From: Peters Elementary School Cook's Helper  
 To: Slatington Elementary School Cook's Helper  
 Salary: No change in salary  
 Effective: February 18, 2020
- Appointment Non-Instructional Amy Hower\*  
 Assignment: Slatington Elementary Cook's Helper  
 Salary: \$12.00 Per Hour; 5 ½ 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: February 11, 2020  
 \*60 Working Day Probationary Period
- Denise Minnich\*  
 Assignment: Slatington Elementary Cafeteria Monitor  
 Salary: \$11.48 per Hour; 2 ¼ Hours per day; 5 Days per Week/up to 180 Student Days per year  
 Effective: February 18, 2020  
 \*60 Working Day Probationary Period  
 \* Pending Verification of Missing Personnel File Items
- Allison Rosene\*  
 Assignment: High School Cafeteria/Hall Monitor  
 Salary: \$11.48 per Hour; 4 Hours per day; 5 Days per Week/up to 180 Student Days per year on or about February 21, 2020  
 Effective: February 21, 2020  
 \*60 Working Day Probationary Period  
 \* Pending Verification of Missing Personnel File Items
- Family Medical Leave Approve the request of employee #2915 to take a three week family medical leave of absence beginning on or about May 20, 2020, for the birth of a child. Employee is requesting to use accumulated sick and personal days. Employee plans to return to her position for the start of the 2020-2021 school year.
- Unpaid Medical Leave Approve the request of employee #3715 to take an unpaid leave of absence for her own medical reasons beginning on or about April 21, 2020. Employee will use accumulated sick/personal days and then begin an unpaid leave of absence on or about May 7, 2020. Employee plans to return to her position upon release from her physician on or about June 2, 2020.

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

Secretary/ Paraprofessional Motion to approve the appointment of the following individuals as substitute secretary and/or paraprofessional for the 2019-2020 school year at the 2019-2020 substitute rate as approved on the Supplemental Personnel Salary Schedule:

Carley Andrejack\*

Jessica Jackovitz

Joan Jones

\* Pending Verification of Missing Personnel File Items

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

NAY: None (0)

**POLICY**

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

Board Policy First Reading Approve school board policy #209 – Pupils – Health Examinations/Screenings, as presented after first reading.

Approve school board policy #913 – Community – Nonschool Organizations/Groups/Individuals, as presented after first reading.

Board Policy Second Reading Approve school board policy #220 – Pupils – Student Expression/Distribution and Posting of Materials, as presented after second reading.

Approve school board policy #333 – Employees – Professional Development, as presented after second reading.

Board Governance Standards/ Code of Conduct Approve to reaffirm the school board governance standards and code of conduct referenced in school board policy #011 – Local Board Procedures - Board Governance Standards/Code of Conduct as recommended by the Pennsylvania School Board Association.

YEA: Mr. Distler, Mr. Green, Mrs. Heckman, Mrs. Husack, Mr. Keegan, Mr. Kern, Mrs. Kulp, Mrs. Martineau, 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:

Michele Dotta - PAPSA: Welcome to the Major Leagues Conference - April 1-3, 2020 - The Genetti Hotel & Suites - Williamsport, PA –Registration: \$295.00 - Lodging: \$197.58; Travel: \$65.55 – Meals: \$65.00 - Total Approximate Cost: \$623.13 – Funding: Special Education Budget

Matthew Link – AASA-PASA 2021 PA Cohort National Superintendent Certification Program – March 19-20, 2020 – PASA Offices – Harrisburg, PA – Lodging: \$140.97; Travel: \$87.96 – Total Approximate Cost: \$228.93 – Funding: Superintendent’s Budget

Bryan Geist – 53rd Annual Pennsylvania State Athletic Directors Association Conference – March 25-27, 2020 – Hershey Lodge, Hershey, PA – Registration: \$250.00, Lodging: \$412.92, Meals: \$125.00, Travel: \$92.00 – Total Approximate Cost: \$879.92 – Funding: Athletic Department Budget

Shawn Green - Pennsylvania School Librarians Association Annual Conference - April 30 - May 2, 2020 – Hershey Lodge & Convention Center – Hershey, PA – Registration: \$250.00; Lodging: \$397.38; Travel: \$90.05; Meals – \$55.00; Total Approximate Cost: \$792.43 – Funding: Slatington Elementary School Staff Development Budget

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

- Lehigh Carbon Community College 2020-2021  
 Approve a resolution regarding the 2020-2021 Lehigh Carbon Community College Sponsor contribution Budget. Total expenditures equal \$43,858,473 which represents an increase of \$1,999,883 or 4.8% over the 2019-2020 budget. Northern Lehigh's share of the total budget is \$180,523.00, a decrease of \$5,227 or (-2.8%). A copy of the budget was distributed electronically January 13, 2020.
- Carbon-Lehigh Intermediate Unit 2020-2021 Budget  
 Approve a resolution regarding the 2020-2021 Carbon Lehigh Intermediate Unit Operational and Program Services budget. Total expenditures equal \$3,182,360.00, an increase of \$77,765.00 over the 2019-2020 budget. Northern Lehigh's share is proposed to be \$19,551.00 an increase of \$758.00 from the 2019-2020 budget. A copy of the budget was distributed electronically on January 13, 2020.
- Lehigh Career & Technical Institute 2020-2021 Budget  
 Approve a resolution regarding the Lehigh Career & Technical Institute general fund budget and Academic Center expenditures for the 2020-2021 school year. The general fund budget total is \$28,407,230, an increase of \$741,230. Northern Lehigh School District's portion of the 2020-2021 general fund budget is \$1,190,627.30, an increase of \$41,113.74. The expenditures for the Academic Center budget for the period of July 1, 2020 through June 30, 2021 total \$1,840,400.00, a decrease of \$19,600.00. 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 7, 2020.
- Single Audit 2018-2019  
 Accept the 2018-2019 audit and management report for the single audit ending June 30, 2019. A copy of the audit was distributed at the January 13, 2020 school board meeting.
- Budgetary Transfers  
 Approve budgetary transfers for the 2019-2020 school year, as presented.
- LV Chamber of Commerce 2020  
 Approve to allow administration to continue membership in the Greater Lehigh Valley Chamber of Commerce at a fee of \$424.00, for the 2020-2021 school year, to be paid from the Superintendent's budget.
- PEPPM Mini-Bid Award Power Supply  
 Motion to approve the awarding of the PEPPM Mini-Bid proposal from eplus Technology, Inc., for \$34,354.34 (NLSD share \$13,741.74; E-rate share \$20,612.60), to replace our existing uninterruptible power supplies in all school buildings, contingent upon receiving E-rate funding.
- Richardson Athletics Batting Cages  
 Per the recommendation of the Extra and Co-Curricular Committee, approve to allow administration to enter into a contract with Richardson Athletics to purchase a batting cage for softball at a cost of \$2,946.98, to be paid from the 2019-2020 Athletic budget.

Mrs. Kulp read from the audit and management report for the single audit ending June 30, 2019. The report reads: The Northern Lehigh School District continues to reflect a district suffering from significant financial plight. It remains a district with almost no industrial base from which to draw taxes forcing local property owners/taxpayers to bear the brunt of funding a quality educational program. So even though the district suffers from an incredible financial burden, it offers one of the best educational programs K-12, and envisions an even brighter educational future. Mrs. Kulp added that with the great leadership, staff, and teachers, we are certainly on track to make that happen and move forward. In addition, there is no requirement or advance notice given to the district for cyber charter school enrollment which makes it impossible to budget properly. Hopefully, Governor Wolf's proposed changes will allow for more reasonable costs. Mrs. Kulp also shared that the district's debt service will be paid in full by 2029. Mrs. Kulp thanked everyone for keeping the costs under control.

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

NAY: None (0)