

**NORTHERN LEHIGH SCHOOL DISTRICT**  
**Regular School Board Meeting**  
**Monday, June 8, 2020**  
**NLSD Media YouTube Channel**  
**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 11, 2020.

**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 1, 2020 (**Attachment #1**)
  - Minutes of the Community Relations Committee Meeting held on June 1, 2020 (**Attachment #2**)
  - Minutes of the Technology/Buildings and Grounds Committee Meeting held on June 3, 2020 (**Attachment #3**)
  - Minutes of the Finance Committee Meeting held on June 3, 2020 (**Attachment #4**)
- F. Student Representatives to the Board Report ..... Ms. Madison Hoffman  
Mr. Aidan Williams
- G. Solicitor's Report ..... Attorney Keith Strohl
- H. Assistant Superintendent ..... Dr. Tania Stoker
  - ESSER Grant
  - 2020-2021 Student-Parent Handbooks
- I. Business Manager's Report ..... Mrs. Sherri Molitoris  
Mrs. Rhonda Frantz
  - 2020-2021 Budget

- J. Superintendent's Report..... Mr. Matthew J. Link
  - Recognition of Madison Hoffman - Student Representative to the Board
  - Donations - Education Foundation, Tri County Team Wear, Giant, Diamond Fire Company & Diamond Fire Company Ladies Auxiliary, Ballietsville Auto Service, Mr. & Mrs. James Oncheck, Old Post Inn Group
  - Graduation - July 24, 2020

K. An executive session will be held at 6:00 p.m. via Google Meet.

**IV. PERSONNEL**

A. Administrative Transfer - Instructional

Janet Bashore

From:	Peters Elementary School 1st Grade Teacher
To:	Peters Elementary School 2nd Grade Teacher
Salary:	No change in salary
Effective:	August 25, 2020

B. Retirement/Resignation

1. With regret, accept the retirement resignation of Connie Graaf from her position as Cook's Helper at Peters Elementary School, effective June 5, 2020. Ms. Graaf will be retiring from the Northern Lehigh School District after 4 years of service
2. Accept the resignation of Jessica Ortiz from her position as Slatington Elementary School paraprofessional, effective June 5, 2020.

C. Family Medical Leave

Approve the request of employee #7146 to take a family medical leave of absence for the birth of a child, beginning on August 25, 2020. Employee is requesting to use accumulated sick days. Upon exhaustion of eligible days, employee is requesting a twelve week family medical leave. Upon exhaustion of family medical leave, and in accordance with Appendix D of the 2017-2021 NLEA Collective Bargaining Agreement, employee is requesting a child-rearing leave of absence. Employee plans to return to her teaching position at the beginning of the second semester of the 2020-2021 school year, on or about January 26, 2021.

D. Detention Supervisors

Approve to appoint the following person as Secondary Detention Monitor for the Senior High School for the 2020-2021 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

E. 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 2020-2021 school year on Mondays and Wednesdays that warrant detention coverage. Salary will be \$20.00 per hour worked.

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F. Co-Curricular Change of Status

Approve the motion to change the status of Jenna Hoffert, Spanish Club Advisor - \$600.00, which was originally approved at the October 14, 2019 school board meeting, to Jenna Hoffert, Spanish Club Advisor - Shared Stipend - \$300.00.

G. Co-Curricular Appointment 2019-2020

Sarah Kunkle	Spanish Club - Shared Stipend	\$300.00
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H. Co-Curricular Appointment 2020-2021

Megan Leadbetter	Assistant Field Hockey Coach	\$3,173.00
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I. Co-Curricular Volunteer 2020-2021

Janelle Morales	MS Cheerleading Coach
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J. Amend Middle School Foreign Language Club Final Application

Approve to amend the motion for the Middle School Foreign Language Club Final Application, which was approved on May 11, 2020, to read the Northern Lehigh Education Association has recommended a stipend for Blasia Dunham of \$1,000.00 for the 2020-2021 school year. Per Policy #122, the stipend for the first year of a club, 2019-2020, is \$200.00.

**V. POLICY**

A. Board Policy First Reading

1. Approve school board policy #216 – Pupils – Student Records, as presented after first reading. **(Attachment #5)**
2. Approve school board policy #237 – Pupils – Electronic Devices, as presented after first reading. **(Attachment #6)**
3. Approve school board policy #335 – Employees – Family and Medical Leaves, as presented after first reading. **(Attachment #7)**
4. Approve school board policy #805 - Operations - Emergency Preparedness, as presented after first reading. **(Attachment #8)**
5. Approve school board policy #805.1 - Operations - Relations with Law Enforcement Agencies, as presented after first reading. **(Attachment #9)**

B. Board Policy Second Reading

1. Approve school board policy #214 – Pupils – Class Rank, as presented after second reading. **(Attachment #10)**
2. Approve school board policy #626 – Finances – Federal Fiscal Compliance, after second reading. **(Attachment #11)**

3. Approve school board policy #705 – Property – Facilities and Workplace Safety, after second reading. (Attachment #12)

C. Student Representative to the Board

Approve Paige Craddock as Student Representative to the Board for the 2020-2021 school year. Paige has been appointed as the junior representative to the board and will serve from September 2020 through June 2022. Aidan Williams will serve as the senior student representative to the board until June 2021.

D. Student-Parent Handbook Changes

1. Approve the changes to the Elementary School Student-Parent Handbook as presented. (Attachment #13)
2. Approve the changes to the Middle School Student-Parent Handbook as presented. (Attachment #14)
3. Approve the changes to the High School Student-Parent Handbook as presented. (Attachment #15)

**VI. CONFERENCES**

**VII. CURRICULUM AND INSTRUCTION**

A. Title I, Title IIA, Title III, & Title IV – 2020-2021

Approve to authorize proper officials to execute contracts for Title I, Title IIA, Title III, and Title IV for the 2020-2021 school year.

- B. Approve the final agreement with CLIU #21 for Title I Services for the 2019-2020 school year in the amount of \$6,895.00.
- 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 26, 2020 and terminates on June 4, 2021. (Attachment #16)
- D. 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, Extended School Year Services, in accordance with the promises and covenants contained in the agreement. This agreement is effective July 6, 2020 and terminates on August 7, 2020. (Attachment #17)
- E. Allow administration to sign the agreement for the CLIU Overdrive Consortium for the 2020-2021 school year to provide e-books, audiobooks and other digital content at a cost of \$2,000.00. (Attachment #18)

- F. Approve to conduct an Extended School Year Program virtually for students with special needs from July 6-23, 2020. The planned instruction will follow the Continuity of Education Plan developed due to COVID 19 pandemic. Approve to employ Katherine Farber, Everly Kesack, Kayla Perkowski, and Ryan Stilwell for four hours per day at the Teacher Collective Bargaining Agreement amount of \$30 per hour.
- G. Allow administration to sign the CLIU TransPerfect Agreement to provide language interpreting related services as needed for the 2020-2021 school year. **(Attachment #19)**
- H. Authorize Community Services for Children to operate the Head Start Pre-K program at Peters Elementary School from August, 2020 through July, 2021. The only obligation to the district is to provide one classroom. **(Attachment #20)**

### **VIII. OLD BUSINESS**

### **IX. NEW BUSINESS**

- A. Approve to extend the contracts for one year with no changes between the Northern Lehigh School District and the Co-Director of Business Affairs/Human Resources and Co-Director of Business Affairs/ Payroll & Employee Benefits.
- B. Approve the agreement between the Northern Lehigh School District and Northwestern Lehigh School District to assign a food service supervisor on an hourly basis from July 1, 2020 until June 30, 2021, as per the attached agreement. **(Distributed to Board Members Only)**
- C. Motion to set the graduation date for the 2019-2020 school year for July 24, 2020, to be held either virtually or in person based on guidance from the governor's office and the Pennsylvania Department of Education.

### **X. FINANCIAL**

- A. Approve the Following Financial Reports:
  - 1. General Fund Account month of May, 2020
  - 2. NLHS Scholarship Account months of April & May, 202
  - 3. PE, NLMS, NLSH Student Activities/Clubs Account months of April & May, 2020
  - 4. SE Student Activities/Clubs Account months of March-May, 2020
  - 5. Cafeteria Fund month of May, 2020
- B. Approve the Following List of Bills:
  - 1. General Fund months of May and June, 2020
  - 2. Cafeteria Fund months of May and June, 2020
- C. Allow business office to complete additional budgetary transfers for the 2019-2020 end of year audit.

- D. Approve a five (5) year service agreement with J.P. Mascaro and Sons for trash removal and recycling collection beginning July 1, 2020 at a total cost of \$150,112.20. (Attachment #21)

<u>YEAR</u>	<u>COST PER YEAR</u>
2020-2021	\$27,068.40
2021-2022	\$28,428.00
2022-2023	\$29,973.00
2023-2024	\$31,518.00
2024-2025	\$33,124.80

- E. Appoint Willis Towers Watson as the district insurance broker for Property, Casualty, & Liability insurance for the 2019-2020 school year.

- F. Award insurance coverage for the 2020-2021 school year to the following companies:

1. Commercial Package and Automobile (Vehicle Liability, General Liability Property Insurance and Boiler and Machinery) Graphic Arts Mutual (Utica) Insurance Company - \$90,717.00. The premium is an increase of \$3,878.00 over last year's rate.
2. Commercial Umbrella Liability Insurance – Crum & Forster - 19,578.00. The premium is an increase of \$704.00 over last year's rate.
3. School Leaders Error and Omissions Liability – American International Group, Inc. - \$30,524.00. There is no increase over last year's rates.
4. Law Enforcement Liability for School Police Officers – Greenwich Insurance Company - \$2,754.00. The premium is an increase of \$365.00 over last year's rates.
5. Cyber Security Liability – American International Group, Inc. - \$8,075.00. The premium is an increase of \$537.00 over last year's rates.

- G. Approve to renew the following expiring bonds for the 2020-2021 fiscal year through Willis of Pennsylvania, Inc.:

1. A \$50,000 Board Secretary Bond for the term of July 1, 2020 to July 1, 2021 at an annual premium of \$175.00.
2. A \$50,000 Board Treasurer Bond for the period July 1, 2020 to July 1, 2021 at an annual premium cost of \$269.00.

- H. Appoint Axis Insurance Company as the 2020-2021 Student Accident and Athletic Insurance Carrier beginning August 5, 2020. The renewal rate is \$25,250.00, 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. There is no increase over last year's rate.

- I. 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 2020-2021 school year.

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

- J. 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.
- K. Approve to commit and/or assign portions of the June 30, 2020 fund balance for the following purposes (actual amounts to be determined after completion of the 2019-2020 end of year audit):

PSERS Increase	Replacement Equipment
Health Insurance Premiums	Long Range Maintenance
Technology	

- L. School Physician

Approve to appoint Dr. Nicole Sully and Dr. Amy Gourniak of Parkland Family Health Center as school physicians for the 2020-2021 school year. The fee for grade level physicals will be \$20.00 per physical needed. Consultant services will be provided at no charge.

- M. Approve the addendum to the Brandywine Transportation Contract for the 2019-2020 school year due to the mandatory closure of schools due to COVID-19 pandemic, and in accordance with Act 13 of 2020. (Attachment #22)

## XI. LEGAL

- A. Approve to appoint King Spry Herman Freund & Faul, LLC as special counsel for the 2020-2021 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.
- B. Approve the Settlement Agreement and Release in regards to student #2490068. (Copies distributed to board members only)

## XII. CORRESPONDENCE

## XIII. INFORMATION

- A. Minutes of the Carbon Lehigh Intermediate Unit 21 Board of Directors meeting held on April 20, 2020.

- B. Minutes of the Lehigh Carbon Community College Board of Trustees meetings held on March 5, 2020.
- C. Minutes of the Lehigh Career & Technical Institute Joint Operating Committee meeting held on April 22, 2020.

**XIV. RECOGNITION OF GUESTS****XV. ADJOURNMENT**