

NORTHERN LEHIGH SCHOOL DISTRICT
Regular Meeting
Board Minutes

Slatington, PA
May 8, 2017

PURPOSE The regular meeting of the Northern Lehigh Board of School Directors was called to order by the President, Mr. Gary S. Fedorcha, at 7:32 p.m. on Monday, May 8, 2017, in the Administration Office Board Room.

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

Members absent: (0)

Non-members present: Mrs. Susan Bahnick, Mrs. Jill Chamberlain, Ms. Tori Csanadi (Jr. Rep.), Mr. Greg Derr, Mrs. Michele Dotta, Mrs. Rhonda Frantz, Mr. John Hrizuk, Ms. Karlyna Kemery (Sr. Rep.), Mr. Paul Leonzi, Mr. Michael Michaels, Mrs. Sherri Molitoris, Mrs. Karen Nicholas, Mr. Scott Pyne, Mrs. Tanya Simms, Attorney Keith Strohl (Solicitor's Office), and Mr. Robert Vlasaty.

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

APPROVE MINUTES Mr. Distler made a motion, which was seconded by Mrs. Kulp, that the minutes of the special school board and regular school board meeting held on April 10, 2017 be approved and ordered filed.

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

NAY: None (0)

SPECIAL BOARD REPORTS Carbon Lehigh Intermediate Unit - Mrs. Husack reported that this year's Student Forum at the IU focused on a fundraising project called Angel 34. Mrs. Husack thanked our students who participated as the forum raised just over \$10,000 which is staying in the Lehigh Valley to support the fight against childhood cancer.

Lehigh Career and Technical Institute – Mr. Fedorcha reported that at the last meeting students were recognized for their accomplishments. The following students were recognized from Northern Lehigh: What's So Cool About Manufacturing? – Tyler Bandle, Jordan Cordero; Skills USA – Dylan Berger, Justin Frable, Hunter Oberle, Zion Schellenberg; DECA – Samantha Lambert, Krystal Torres; FBLA – Devin Slack; and HOSA – Monica Mankos.

Legislative Report – Mrs. Bower reported that Senate bill 383 was introduced allowing teachers to carry a firearm. Your opinion on the matter can be sent to Harrisburg. The budget is due June 30, 2017 and it may only be about two weeks late.

Lehigh Carbon Community College – Mr. Green reported that the minutes of the meeting are attached. The president of the college, Dr. Ann Bieber, once again had an outstanding performance rating.

Committee Reports and/or Meetings

Minutes of the Technology/Buildings & Grounds Committee Meeting held on May 3, 2017, were distributed.

Minutes of the Finance Committee Meeting held on May 3, 2017, were distributed.

Student Representatives to the Board Report – Ms. Karlyna Kemery and Ms. Tori Csanadi distributed the written student representative report and verbally reported on its contents.

Federal and Other Programs Update – Mrs. Nicholas reported that once again, Northern Lehigh has been selected to attend the Governor's Institute this summer. A team of teachers and Mr. Leonzi will be attending. The Governor's Institute asks that you partner with a childcare center in the community. We were awarded a \$4,000.00 grant last year and Mr. Leonzi presented a slideshow on how those funds were utilized. The students had a great time raising their insects and we are putting out a positive vibe in the community.

**SPECIAL
BOARD
REPORTS
(cont.)**

Business Manager's Report – Mrs. Molitoris reported that on the agenda for approval this evening is the proposed final budget for 2017-2018. The budget includes: four retiree's salaries; a 6 percent decrease in medical costs, a 2.54 percent increase in the Public School Employees' Retirement System; and \$1,750,000 of fund balance will be used for a one-time purchase of equipment and maintenance repairs and upgrades. In addition, \$1,033,000 of fund balance will be used to offset any tax increase. Even though there is a 0 mill increase, because of the State Tax Equalization Board issue, Northampton county residents will see a decrease in their tax bill, while residents of Lehigh County will see an increase. The final budget will be approved at the June 12, 2017 meeting.

Superintendent's Report – Mr. Michaels introduced Mr. Jonathan DeFrain, who along with the student council representatives, distributed gifts for teacher appreciation week. Mr. DeFrain thanked the board for their hard work. Mr. Michaels announced that this week is National Teacher Appreciation Week. Graduation will be Friday, June 9, 2017. Mr. Greg Derr reported that the track project vendor said they will work with us in any way possible to have graduation in the stadium. Mr. Michaels stated that we want to have it in the stadium if at all possible, but it will be dependent on the weather and the condition of the track.

Solicitor's Report – Attorney Stopp reported that when a right to know request is received, it requires the administrative staff and legal staff to go through the request to determine the validity of the request and it can become a large expense for the district. There is legislation that has been proposed that targets individuals who are just looking for mass amounts of data while still serving the legitimate requests. Attorney Stopp also suggested we review our policy as it deals with third parties. Attorney Stopp will forward his recommendation for wording of the policy.

Mr. Fedorcha and the board recognized our teachers during teacher appreciation week and acknowledged the great job they with our students.

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 Mr. Distler that the Board of Education approves the following personnel items:

Retirement Resignation K. Walter	With regret, accept the retirement resignation of Kathy Walter from her position as Reading teacher at the Middle School, effective June 30, 2017. At this time she will begin her retirement from the Northern Lehigh School District after 16 years of service.	
Retirement Resignation D. Geiger	With regret, accept the retirement resignation of Deborah Geiger from her position as Kindergarten teacher at Peters Elementary School, effective the end of the work day on June 13, 2017. At this time she will begin her retirement from the Northern Lehigh School District after 37 years of service.	
Appointment Instructional	Katherine Farber* Assignment: Salary: Effective: * Pending Verification of Missing Personnel File Items	Professional Employee Senior High School Learning Support/Life Skills Support Teacher replacing Kris Ahner who resigned. Substitute Teacher Rate Days 1-30; Day 31 and beyond \$57,375.00 (Step 5 Masters on the 2017-2018 CBA Salary Schedule) August 21, 2017
Unpaid Leave Leave	Approve the request of employee #6877 to take a twelve week unpaid leave of absence beginning April 21, 2017, for her own medical reasons. Employee plans to return to her current position upon release from her physician.	
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 2016-2017 school year: Rajeev Gupta From: Step 1B To: Step 1B+24	

PERSONNEL**(cont)**

Co-Curricular Appointments 2017-2018 Motion to renew the appointment of the following Co-Curricular positions for the 2017-2018 school year:

Tanya Ahner	Cheerleading Advisor – Shared Stipend	\$1,645.50
Megan Filchner	Cheerleading Advisor – Shared Stipend	\$1,645.50
Jeffrey Miller	Head Boys' Basketball Coach	\$7,445.00
Ken Shankweiler	Head Girls' Basketball Coach	\$7,445.00
Sarah Arndt	Assistant Girls' Basketball Coach	\$4,839.00
Anna Leigh Conway	Assistant Girls' Basketball Coach (JH)	\$4,743.00
Scott Snyder	Head Wrestling Coach	\$7,445.00
Nick Hosford	Assistant Wrestling Coach	\$4,839.00
Alfred Ortiz, Jr.	Assistant Wrestling Coach (JH)	\$4,839.00
Stephen Hluschak	Sr. High Winter Intramurals – Weightlifting	\$ 871.00
Michael Lehtonen	Sr. High Winter Intramurals – Winter Track	\$ 871.00
Joseph Tout	Sr. High Spring Intramurals – Weightlifting	\$ 871.00

Co-Curricular Appointment 2017-2018 David Oertner Assistant Boys' Basketball Coach (JH) \$4,839.00

Co-Curricular Volunteers 2017-2018

Kyle Baumann	Assistant Wrestling Coach
Adam Hluschak	Assistant Wrestling Coach
Ryan Kern	Assistant Wrestling Coach
Justin Hampton	Assistant Boys' Basketball Coach
Joseph Krempasky	Assistant Boys' Basketball Coach
Richard Roberts	Assistant Boys' Basketball Coach
Tyler Svetik	Assistant Boys' Basketball Coach

Game Workers 2016-2017 Motion to appoint the following people as Game Workers for the 2016-2017 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 2016-2017 Supplementary Personnel Salary Schedule.

Eric DeAntonis
Stephen Reimert

Substitute-Instructional Approve the following substitute teachers for the 2016-2017 school year at the 2016-2017 substitute teacher rates as approved on the Supplementary Personnel Salary Schedule:

Kyrsten Montinero* – Elementary PK-4 & ESL
Jessica Rodriguez* - Elementary PK-4 & ESL
* Pending Verification of Missing Personnel File Items

Substitute Non-Instructional Approve the following individuals as substitute custodians for the 2016-2017 school year at the 2016-2017 substitute rate as approved on the Supplemental Personnel Salary Schedule:

Holly Carlson
Elizabeth Doll

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

NAY: None (0)

Mr. Fedorcha recognized the two retirees, Mrs. Geiger and Mrs. Walter and thanked them for their service and added that they will be greatly missed by the students.

POLICY

Mr. Williams made a motion, which was seconded by Mr. Keegan, that the Board of Education approve the following policy items:

Board Policy
Second
Reading

Approve the School Police Officer Policy and Procedure Manual, as presented after second reading.
Approve school board policy #122 – Programs – Extra Curricular Activities, as presented after second reading.

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

**CONFER-
ENCES**

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

Susanne Hegedus – Positive Behavioral Interventions and Supports Implementers’ Forum - May 16-17, 2017 – Hershey, PA – Registration - \$75.00; Lodging - \$71.60; Travel - \$41.20; Meals - \$64.00 – Total Approximate Cost: \$251.80 – Funding: Curriculum & Instruction Budget

Everly Kesack – Positive Behavioral Interventions and Supports Implementers’ Forum - May 16-17, 2017 – Hershey, PA – Registration - \$75.00; Lodging - \$71.60; Meals - \$64.00 – Total Approximate Cost: \$210.60 – Funding: Curriculum & Instruction Budget

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

**CURRIC-
ULUM AND
INSTRUC-
TION**

Act 80 Day

Mr. Kulp made a motion, which was seconded by Mrs. Husack, that the Board of Education approves the following curriculum and instruction item:

Approve to authorize the Superintendent to apply for an Act 80 Waiver for the 2016-2017 school year for one full day to conduct additional in-service for staff development on August 23, 2016.

Mr. Williams asked for clarification. Mrs. Frantz explained that there are only certain days that qualify to be used to meet the correct number of days.

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

**NEW
BUSINESS**

Educational
Support
Staff CBA
(2017-2021)

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

Approve the Collective Bargaining Agreement between the Northern Lehigh School District and Northern Lehigh Educational Support Personnel Association.

Mr. Green stated that two language clarifications were made. The starting salaries were increased and the benefits and increases were along the lines of the other contracts.

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

**NEW
BUSINESS**

Administrative
Assistants
Agreement
(2017-2022)

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

Approve the new Salary and Benefit Agreement between the Northern Lehigh School District and the Northern Lehigh Administrative Assistants.

YEA: Mrs. Bower, Mr. Distler, Mr. Green, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mrs. Wilk,

Mr. Williams, and Mr. Fedorcha (9)

NAY: None (0)

Mr. Fedorcha thanked the board members who were instrumental in settling these contracts.

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

FINANCIAL

- | | |
|--|---|
| Financial Reports | Approve the following financial reports:
General Fund Account month of April, 2017
NLMS Student Activities Account month of April, 2017
NLHS Student Activities and Scholarship Account month of April, 2017 |
| List of Bills | Approve the Following List of Bills:
General Fund months of April & May, 2017
Cafeteria Fund months of April & May, 2017
Refreshment Stand month of April, 2017 |
| Sports Physicals Co-payment | Approve the co-payment amount for student athletes receiving a sports physical from St. Luke's Sports Medicine during the 2017-2018 school year at a cost of \$15.00 per student in accordance with school board policy #122. |
| CLIU Technology Pool Agreement | Allow administration to sign the CLIU Technology Pool Consortium Agreement for the 2017-2018 school year. |
| Fuel Bids 2017-2018 | Approve the awarding of fuel bids to the following companies with a contract period of July 1, 2017 to June 30, 2018:

<u>UNLEADED GASOLINE TANK WAGON DELIVERY</u> – Awarded to Talley Petroleum Enterprises, Inc. at <ul style="list-style-type: none"> o a fixed price of \$1.9467 per gallon (item #16 on bid summary) <u>#2 GRADE FUEL OIL TANK TRANSPORT DELIVERY</u> – Awarded to Petroleum Traders at <ul style="list-style-type: none"> o a fixed price of \$1. 6796 per gallon (item #3 on bid summary) <u>#2 GRADE FUEL OIL TANK WAGON DELIVERY</u> – Awarded to Talley Petroleum, Enterprises, Inc. at <ul style="list-style-type: none"> o a fixed price of \$2.2815 per gallon (item #4 on bid summary) <u>BIO DIESEL FUEL TANK WAGON DELIVERY</u> – Awarded to Talley Petroleum Enterprises, Inc. at <ul style="list-style-type: none"> o a fixed price of \$2.0021 per gallon and an additional \$.0300 (winterization additive) per gallon (item #8 and 18 on bid summary) |
| Summer Band Camp | Approve a tuition fee of \$30.00 per student for a one week elementary summer band program and also approve a stipend for summer band program director, Steven Jonkman. Mr. Jonkman's stipend will be equal to the amount collected for student participation but will not exceed \$1,000.00. The summer band program will run Monday, August 14, 2017 until Friday, August 18, 2017. |
| CLIU Driver Education Agreement | 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, 2017 through June 30, 2018. |
| CMG of Easton HS & Peters Secure Entrances | Approve the awarding of bid on the Peters Elementary and High School secure entrance projects to CMG of Easton, as recommended by KCBA Architects, at a cost of \$221,800.00. This project is budgeted in the 2017-2018 general fund budget. |
| Derstine Co. Waste Water Lift Station | Approve the awarding of bid on the waste water lift station replacement at the High School to Derstine Company, as recommended by Snyder Hoffman Associates, Inc., at a cost of \$48,500.00. This project is budgeted in the 2017-2018 general fund budget. |

FINANCIAL**(cont.)**

J.B.M. Mechanical, Inc Oil Tank Replacement MS & HS Approve the awarding of bid on the Middle School and High School oil tank replacement projects to J.B.M. Mechanical, Inc., as recommended by Snyder Hoffman Associates, Inc., at a cost of \$486,000.00. This project is budgeted in the 2017-2018 general fund budget.

CMG of Easton HS Door Upgrade Approve the awarding of bid on the High School door upgrade project to CMG of Easton, at a cost of \$70,000.00. This project is budgeted in the 2017-2018 general fund budget.

Warming Unit Convection Oven Cafeteria Budget Approve the purchase of a warming unit for the High School cafeteria and a convection oven for the Middle School cafeteria at a total cost not to exceed \$12,000.00 to be paid from the 2017-2018 cafeteria budget.

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

NAY: None (0)

FINANCIAL**(cont.)**

Treasurer Nominations Mr. Distler nominated Mrs. Donna Kulp for Treasurer.

Close Nominations Mr. Green made a motion to close the nominations, which was seconded by Mr. Williams.

Election Of Board Treasurer Donna Kulp Election of a Treasurer for the 2017-2018 fiscal year, as required by Section 404 of the Pennsylvania School Code of 1949, as amended. **RECOMMEND** That the Board of Education elects Mrs. Donna M. Kulp as Treasurer for the 2017-2018 Fiscal year, effective July 1, 2017 through June 30, 2018.

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

NAY: None (0)

Secretary Nominations Mr. Williams nominated Mrs. Kristie Wilk for Secretary.

Close Nominations Mr. Distler made a motion to close the nominations, which was seconded by Mrs. Kulp.

Election Of Board Secretary Kristie Wilk Election of a Secretary for a four (4) year term, as required by Section 404 of the Pennsylvania School Code of 1949, as amended. **RECOMMEND** That the Board of Education elects Mrs. Kristie D. Wilk as Secretary for a four (4) year term, effective July 1, 2017 through June 30, 2021.

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

NAY: None (0)

INFOR-
MATION

Minutes of the Carbon Lehigh Intermediate Unit 21 Board of Directors meeting held on January 26, 2017 and March 20, 2017 were distributed.

Minutes of the Lehigh Carbon Community College Board of Trustees meeting held on March 2, 2017 were distributed.

Minutes of the Lehigh Career & Technical Institute Joint Operating Committee meeting held on

March 22, 2017, were distributed.

**ADOPTION
OF
PROPOSED.
FINAL
BUDGET
FOR
2017-2018**

Mr. Distler made a motion, which was seconded by Mr. Keegan, that the Board of Education approves the proposed final budget and:

It is recommended that the Board of Education adopts the proposed general fund final budget of the Northern Lehigh School District for the 2017-2018 school year in the amount of \$34,059,557.00. The preliminary budget is adopted with a 21.3422 millage rate for Lehigh County and a 61.8111 millage rate for Northampton County.

Mr. Keegan stated that two years ago, STEB made major mistakes in school district calculations for the millage rate and he asked who checks them. Mrs. Molitoris stated that she did not know if the independent financial office reviews it or not. The information is uploaded into PDE and it is all based on the sales of the properties within the counties and their formula based on five year averages. Mrs. Molitoris stated that she will call and make sure the information is correct.

Mr. Green stated that he will approve the budget preliminarily, but he still has concerns about not having a one to one laptop program. Mr. Green urged that be included in the final budget. Mrs. Molitoris responded that all of the core subjects in the High School will have them this year. The reason they are rolled out over a period of three years is so they are not all breaking down at the same time.

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

**LEGAL
NOTICE PER
CAPITA TAX
2017-2018**

Mrs. Kulp made a motion, which was seconded by Mrs. Bower, that the Board of Education approve the following legal notice for per capita taxes for 2017-2018:

Authorize the Secretary to publish a Legal Advertisement notifying every resident or inhabitant within the territorial limits of the school district of Northern Lehigh attaining eighteen (18) years of age, and every resident or inhabitant in said school district to notify the proper Per Capita Tax Enumerator 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 June 16, 1972, Act 138. The assessors to contact are as follows:

**LEGAL
NOTICE PER
CAPITA TAX
2017-2018
(cont.)**

- BOROUGH OF WALNUTPORT** Annette Lacko – Borough Secretary
Walnutport Borough Building
417 Lincoln Ave. Walnutport, PA 18088
610-767-1322
- WASHINGTON TOWNSHIP** Diane Conklin – Township EIT Officer
Washington Township Municipal Building
7951 Center St., Emerald, PA 18080
610-767-8108
- BOROUGH OF SLATINGTON** Karen Gill – Assistant Secretary
125 South Walnut Street
Slatington, PA 18080
610-767-2131

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

Mr. Fedorcha reminded everyone that the municipal primaries are this month and he encouraged everyone to get out and vote.

**ADJOURN-
MENT**

Mr. Keegan made a motion, which was seconded by Mrs. Husack, that the regular meeting of the Northern Lehigh School District Board of School Directors is adjourned at 8:14 p.m.

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

NAY: None (0)

Respectfully submitted,

Gregory S. Williams
Secretary

ATTEST: _____ President
Gary S. Fedorcha