

**NORTHERN LEHIGH SCHOOL DISTRICT**  
**Regular School Board Meeting**  
**Monday, June 13, 2016**  
**Northern Lehigh Administration Building**  
**Board Room**  
**7:30 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 May 9, 2016.

**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 ..... Mr. Gregory S. Williams
- 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 6, 2016 (Attachment #1)
  - Minutes of the Technology/Buildings and Grounds Committee Meeting held on June 8, 2016 (Attachment #2)
  - Minutes of the Finance Committee Meeting held on June 8, 2016 (Attachment #3)
- F. Student Representatives to the Board Report ..... Mr. Gavin Kemery  
 Ms. Karlyna Kemery
- G. Solicitor's Report ..... Attorney Charles Stopp
- H. Federal and Other Programs Update ..... Mrs. Karen A. Nicholas
- I. Business Office Report ..... Mrs. Sherri Molitoris  
 Mrs. Rhonda Frantz
- J. Superintendent's Report ..... Mr. Michael W. Michaels
  - Recognition of Gavin Kemery – Student Representative to the Board
- K. An executive session will be held at 7:00 p.m. in the Administration Office Conference Room.

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**IV. PERSONNEL**

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**A. Resignation**

Accept the resignation of Kristin Hubbs from her position as 6<sup>th</sup> Grade Teacher at Slatington Elementary School effective the end of the work day June 10, 2016. Mrs. Hubbs has accepted a position in another district.

**B. Administrative Transfer - Instructional****1. Jeremy Battista**

From: 6<sup>th</sup> Grade Science Teacher Slatington Elementary School  
To: 7<sup>th</sup> Grade Life Science Teacher Middle School  
Salary: No change in salary  
Effective: August 22, 2016

**2. Elizabeth Case**

From: 8<sup>th</sup> Grade Learning Support Teacher Middle School  
To: 6<sup>th</sup> Grade Emotional Support Teacher Slatington Elementary School  
Salary: No change in salary  
Effective: August 22, 2016

**3. Kayla Perkowski**

From: Middle School Emotional Support Teacher  
To: K-2 Life Skills Support Teacher – Peters Elementary School  
Salary: No change in salary  
Effective: August 22, 2016

**4. Amy Zeiser**

From: Learning Support Teacher Senior High School  
To: 6<sup>th</sup> Grade Learning Support  
Salary: No change in salary  
Effective: August 22, 2016

**C. Family Medical Leave**

Approve the request of employee #1510 to take a Family Medical Leave beginning on June 10, 2016, for her own medical reasons. Employee is requesting to use accumulated sick days and upon exhaustion of sick days, she is requesting a family medical leave. Employee plans to return to her current position upon release from her physician.

**D. Unpaid Leave**

Approve an eight week unpaid medical leave of absence for employee #7116 on or about October 20, 2016 for the birth of a child. She plans to return to her current position upon release from her attending physician.

**E. Non-Instructional**

Approve the following individual as substitute secretary/aide for the 2016-2017 school year at the 2016-2017 substitute rate as approved on the Supplementary Personnel Salary Schedule:

Judith DeBias

**F. Detention Supervisors**

Approve to appoint the following list of people as Secondary Detention Monitors for the Senior High School for the 2016-2017 school year. Work will be on an as needed basis and compensation will be at a salary of \$20.00 per hour worked:

Elizabeth Doll      Patricia Ingles

G. Substitute Detention Supervisor

Approve to appoint the following person as Substitute Secondary Detention Monitor for the Senior High School for the 2016-2017 school year. Work will be on an as needed basis and compensation will be at a salary of \$20.00 per hour worked.

Connie Check

H. Middle School Administrative Detention Supervisor

Approve to appoint Debra Knerr and Dawn Tulio 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. Tulio will cover the Wednesday detentions from 2:20 pm to 3:20 p.m. They will work throughout the 2016-2017 school year on Mondays and Wednesdays that warrant detention coverage. Salary will be \$20.00 per hour worked.

I. Co-Curricular Appointment 2016-2017

|                     |                                     |            |
|---------------------|-------------------------------------|------------|
| Colette Bourdreaux* | Senior High Fall Play Director      | \$1,556.00 |
| Colette Bourdreaux* | Senior High Spring Musical Director | \$2,930.00 |

\*Pending Verification of Missing Personnel File Items

J. Co-Curricular Volunteers 2016-2017

|                   |                              |
|-------------------|------------------------------|
| Britani Pristash* | Assistant Field Hockey Coach |
| Shawn Wanamaker   | Assistant Field Hockey Coach |

\*Pending Verification of Missing Personnel File Items

V. POLICY

A. Board Policy First Reading

1. Approve school board policy #212 – Pupils – Reporting Student Progress, as presented after first reading. (Attachment #4)
2. Approve school board policy #222 – Pupils – Tobacco Use, as presented after first reading. (Attachment #5)
3. Approve school board policy #808 – Operations – Food Services, as presented after first reading. (Attachment #6)
4. Approve school board policy #823 – Operations - Naloxone, as presented after first reading. (Attachment #7)

- B. Board Policy First Reading – Approval to waive the second reading of the following policies in order to meet the federal requirements in a timely manner:

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1. Approve and adopt school board policy #626 – Finances – Federal Fiscal Compliance plus attachments as presented. (Attachment #8)
  2. Approve and adopt school board policy #626.1 – Finances – Travel Reimbursement – Federal Programs, as presented. (Attachment #9)
  3. Approve and adopt school board policy #827 – Operations – Conflict of Interest, as presented. (Attachment #10)

C. Non-Resident Student

1. Approve the request of the parent of a senior student at the High School, who is moving out of the school district, to allow their student to finish the 2015-2016 school year in Northern Lehigh School District in accordance with school board policy #202.
2. Approve the request of the parent of a third grade student at Slatington Elementary School, who is moving out of the school district, to allow their student to finish the 2015-2016 school year in Northern Lehigh School District in accordance with school board policy #202.

D. Homebound Instruction

It is recommended that the Board of Education grant homebound instruction for a 12<sup>th</sup> grade student, Student No. 1690035 for five hours per week, effective May 9, 2016 and continuing until the end of the 2015-2016 school year.

- E. In accordance with School Board Policy #707, approve the list of organizations and their appropriate group designation as presented by the Director of Support Services. (Attachment #11)

F. Student Representative to the Board

Approve Tori Csanadi as Student Representative to the Board for the 2016-2017 school year. Tori has been appointed as the junior representative to the board and will serve from September 2016 through June 2017. Karlyna Kemery will serve as the senior student representative to the board until June 2017.

- G. Grant permission, according to Board Policy #707, for the Delaware and Lehigh National Heritage Corridor to use the High School gym and district's parking lot facilities on Sunday, November 6, 2016 for the Delaware & Lehigh Heritage Half Marathon Run and Walk. They anticipate participants will begin arriving by 5:30 AM and the event will conclude around 4:00 PM.

H. Field Trips

Senior High Yearbook Club – Yearbook Educational Camp – Gettysburg College, Gettysburg, PA, July 24-26, 2016 – Registration and lodging for three students - \$900.00; and one advisor \$250.00; Travel - \$133.49 for one advisor; Total Approximate Cost: \$1,283.49; Funding: Senior High Yearbook Club.

**VI. CONFERENCES**

Susan Bahnick – PA School Nutrition Programs Conference, July 31 – August 3, 2016 – The Hershey Lodge – Hershey, PA –Travel: - \$65.61; Meals - \$70.00, Total Approximate Cost: \$135.61 – Funding: Food Services Budget. (Attachment #12)

**VII. CURRICULUM AND INSTRUCTION**

A. Title I & Title IIA – 2016-2017

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Approve to authorize proper officials to execute contracts for Title I and Title IIA for the 2016-2017 school year.

- B. Approve to conduct an Extended School Year Program for special education students in our district. Approve to employ teachers Ryan Stillwell and Everly Kesack, at a rate of \$30.00 per hour, four hours per day. Approve to employ Instructional Assistants Andrea Thomson at a rate of \$14.48 per hour; Stephanie Stillwell and Kathryn Showak at a rate of \$13.78 per hour; Amanda Grozier at a rate of \$11.79 per hour; Heather Kuntz at a rate of \$12.82 per hour; and Tara Hengst at a rate of \$13.90 per hour, for three hours per day, from July 11 – July 28, 2016. Approve to employ Nurse Tracy Hoffman at a rate of \$30.00 per hour, three hours per day, from July 11-15, July 20-21, and July 25-28, 2016. Approve to employ Nurse Dawn Tulio at a rate of \$20.66 per hour, three hours per day, July 18-19, 2016.
- C. Approve administration to enter into a partnership agreement with Lehigh Carbon Community College in order to provide our students with greater options to earn concurrent high school/college credit. The term of the Dual Enrollment Partnership Proposal between Northern Lehigh School District and Lehigh Carbon Community College will be from August 19, 2016 – June 30, 2017. (Attachment #13)
- D. Approve the final agreement with CLIU #21 for Title I Services for the 2015-2016 school year in the amount of \$4,162.00. (Attachment #14)
- E. Authorize administration to renew a contract with the Carbon-Lehigh Intermediate Unit #21 for the eLearn 21 Virtual Learning Program partnership beginning July 1, 2016 through June 30, 2018. (Attachment #15)
- F. 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, 2016 through June 30, 2017. (Attachment #16)

**VIII. OLD BUSINESS**

**IX. NEW BUSINESS**

**X. FINANCIAL**

- A. Approve the Following Financial Reports:
  - 1. General Fund Account month of May
  - 2. NLMS Student Activities Account month of May
  - 3. NLHS Student Activities and Scholarship Account month of May
- B. Approve the Following List of Bills:
  - 1. General Fund months of May and June
  - 2. Refreshment Stand month of May
  - 3. Cafeteria Fund month of May and June
- C. Allow business office to complete budgetary transfers for the 2015-2016 end of year audit.
- D. Appoint Willis of Pennsylvania, Inc. as the district insurance broker for Property, Casualty, & Liability insurance for the 2016-2017 school year.
- E. Award insurance coverage for the 2016-2017 school year to the following companies:

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1. Commercial Package and Automobile (Vehicle Liability, General Liability Property Insurance and Boiler and Machinery) Graphic Arts (UTICA) National Insurance Company - \$79,076.00. The premium is an increase of \$1,631.00 over last year's rate.
  2. Commercial Umbrella Liability Insurance – North River Insurance Company - \$17,848.00. The premium is an increase of \$530.00 over last year's rate.
  3. School Leaders Error and Omissions Liability – National Union Fire Insurance Company - \$30,598.00. There is no premium increase from last year's rates.
- F. Appoint School District's Insurance Consortium as the district's Workers' Compensation carrier for the 2016-2017 school year at an estimated premium of \$79,119.00, approximately a reduction of \$12,474.00. This amount is an estimated total, final cost is based on actual payroll figures.
- G. 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 2016-2017 school year.
- |                           |                                                        |
|---------------------------|--------------------------------------------------------|
| First Niagara             | Prudential-Bache Government Securities Trust           |
| Wells Fargo National Bank | Pennsylvania Local Government Investment Trust (PLGIT) |
| TD Wealth                 | Embassy Bank                                           |
- H. 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.
- I. Approve to authorize proper officials to enter into an agreement between the Northern Lehigh School District and esped.com, Inc. for the purpose of providing web-based applications for planning, reporting, monitoring and archiving student data in compliance with federal and state mandated regulations. The cost for these services will be \$11,200.00 for the 2016-2017 school year and \$2,800 per year for the 2017-2018 and 2018-2019 school years. **(Attachment #17)**
- J. Approve to authorize proper officials to enter into an agreement between the Northern Lehigh School District and KRE Security/Investigations, Inc., for the purpose of providing security-related professional services on an as needed basis for sporting events for the 2016-2017 school year. **(Attachment #18)**
- K. Approve to renew the following expiring bonds for the 2016-2017 fiscal year through Willis of Pennsylvania, Inc.:
1. A \$50,000 Board Secretary Bond for the term of July 1, 2016 to July 1, 2017 at an annual premium of \$175.00.
  2. A \$50,000 Board Treasurer Bond for the period July 1, 2016 to July 1, 2017 at an annual premium cost of \$269.00.
- L. Upon final approval of the General Fund 2016-2017 budget, approve the lease from California First Leasing Corporation 18201 Von Karman Avenue, Suite 800 Irvine, CA 92612 for \$50,000 per year with a lease term of 36 months and a one (\$1) dollar buyout option at end of the lease

agreement. The lease will be used to purchase replacement laptop computers for two (2) Middle School math laptop carts; replace laptops in a High School laptop cart; replace a color printer in the High School Library; replace projectors in the High School; and replace laptops with Chromebooks in First and Second Grades in Peters Elementary.

- M. Approve to commit and/or assign portions of the June 30, 2016 fund balance for the following purposes (actual amounts to be determined after completion of the 2015-2016 end of year audit):

|                           |                        |
|---------------------------|------------------------|
| PSERS Increase            | Replacement Equipment  |
| Health Insurance Premiums | Long Range Maintenance |
| Technology                |                        |

- N. Allow administration to sign the agreement for the CLIU Overdrive Consortium for the 2016-2017 school year to provide e-books, audiobooks and other digital content at a cost of \$2,166.66. (Attachment #19)
- O. Approve the Supplemental Personnel Salary Schedule for the 2016-2017 school year as presented. (Attachment #20)
- P. Approve the awarding of bid on the replacement of three roof top units on the Peter's Elementary gym roof to J.B.M. Mechanical, Inc. as recommended by Snyder Hoffman Associates, Inc., at a cost of \$149,000.00. This project is budgeted in the 2016-2017 general fund budget.
- Q. Allow administration to continue the agreement with Blackboard Connect for a School to Parent communication system at a yearly cost of \$2,736.00. There is no increase over last year's cost.
- R. Approve the following Homestead/Farmstead Resolution, as presented.

### **NORTHERN LEHIGH SCHOOL DISTRICT**

#### **2016 Homestead and Farmstead Exclusion Resolution**

**RESOLVED**, by the Board of School Directors of the Northern Lehigh School District, that homestead and farmstead exclusion real estate tax assessment reductions are authorized for the school year beginning July 1, 2016, under the provisions of the Homestead Property Exclusion Program Act (part of Act 50 of 1998) and the Taxpayer Relief Act (Act 1 of 2006), as follows:

1. **Aggregate amount available for homestead and farmstead real estate tax reduction.**  
The following amounts are available for homestead and farmstead real estate tax reduction for the school year beginning July 1, 2016:
  - a. **Gambling tax funds.** The Pennsylvania Department of Education (PDE) has notified the School District that PDE will pay to the School District during the school year pursuant to Act 1, 53 P.S. § 6926.505(b), as a property tax reduction allocation funded by gambling tax funds, the amount of \$946,069.51 plus an additional \$99, which was undistributed school year beginning July 1, 2015, for a total amount of \$946,168.51.
  - b. **Philadelphia tax credit reimbursement funds.** PDE has notified the School District that PDE will pay to the School District during the school year pursuant to Act 1, 53 P.S.

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§ 6926.324(3), as reimbursement for Philadelphia tax credits claimed against the School District earned income tax by School District resident taxpayers, the amount of \$6,477.98.

- c. **Aggregate amount available.** Adding these amounts, the aggregate amount available during the school year for real estate tax reduction is \$952,646.49.
2. **Homestead/farmstead numbers.** Pursuant to Act 50, 54 Pa. C.S. § 8584(i), and Act P.S. § 6926.341(g)(3), the County has provided the School District with a certified report listing approved homesteads and approved farmsteads as follows:
  - a. **Homestead property number.** The number of approved homesteads within the School District is 3,672.
  - b. **Farmstead property number.** The number of approved farmsteads within the School District is 26.
  - c. **Homestead/farmstead combined number.** Adding these numbers, the aggregate number of approved homesteads and approved farmsteads is 3,698.
3. **Real estate tax reduction calculation.** The school board has decided that the homestead exclusion amount and the farmstead exclusion amount shall be equal. Dividing the paragraph 1(c) aggregate amount available during the school year for real estate tax reduction of \$952,646.49 by the paragraph 2(c) aggregate number of approved homesteads and approved farmsteads of 3,698 (before considering the assessed value of approved homesteads and approved farmsteads having an assessed value below the preliminary calculation of the maximum real estate assessed value reduction amount to be established as the homestead and farmstead exclusion amount), the preliminary calculation of the maximum real estate tax reduction amount applicable to each approved homestead and to each approved farmstead is \$257.61.

Based on calculations provided by the School District Business Office from the best available information and carefully evaluated by the School Board, considering the assessed value of approved homesteads and approved farmsteads having an assessed value below the preliminary calculation of the maximum real estate assessed value reduction amount to be established as the homestead exclusion and the farmstead exclusion amount, an additional aggregate amount of \$21,278.17 will be available during the school year for real estate tax reduction applicable to approximately 3,504 homesteads and farmsteads, resulting in an additional real estate tax reduction amount available for each homestead and farmstead of \$6.06. Adding this additional amount to the preliminary calculation of the maximum real estate tax reduction amount of \$257.61, the final maximum real estate tax reduction amount applicable to each approved homestead and to each approved farmstead is \$263.67.

4. **Homestead exclusion calculation.** Dividing the paragraph 3 maximum real estate tax reduction amount of \$263.67 by the School District real estate tax rate of 21.2688 mills (.0212688) for Lehigh County and 63.2237 mills (.0632237) for Northampton County, the maximum real estate assessed value reduction to be reflected on tax notices as a homestead exclusion for each approved homestead is \$12,397 for Lehigh County or \$4,170 for Northampton County, and the maximum real estate assessed value reduction to be reflected on tax notices as a farmstead exclusion for each approved farmstead is \$12,397 for Lehigh County or \$4,170 for Northampton County.
5. **Homestead/farmstead exclusion authorization – July 1 tax bills.** The tax notice issued to the owner of each approved homestead within the School District shall reflect a homestead exclusion real estate assessed value reduction equal to the lesser of: (a) the County-



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established assessed value of the homestead, or (b) the paragraph 4 maximum real estate assessed value reduction of \$12,397 for Lehigh County or \$4,170 for Northampton County. The tax notice issued to the owner of each approved farmstead within the School District shall reflect an additional farmstead exclusion real estate assessed value reduction equal to the lesser of: (a) the County-established assessed value of the farmstead, or (b) the paragraph 4 maximum real estate assessed value reduction of \$12,397 for Lehigh County or \$4,170 for Northampton County. For purposes of this Resolution, "approved homestead" and "approved farmstead" shall mean homesteads and farmsteads listed in the report referred to in paragraph 2 above and received by the School District from the County Assessment Office on or before May 1 pursuant to Act 1, 53 P.S. § 6926.341(g)(3), based on homestead/farmstead applications filed with the County Assessment Office on or before March 1. This paragraph 5 will apply to tax notices issued based on the initial tax duplicate used in issuing initial real estate tax notices for the school year, which will be issued on or promptly after July 1, and will not apply to interim real estate tax bills.

**XI. LEGAL**

**XII. CORRESPONDENCE**

**XIII. INFORMATION**

- A. Minutes of the Carbon Lehigh Intermediate Unit 21 Board of Directors meeting held on April 18, 2016.
- B. Minutes of the Lehigh Carbon Community College Board of Trustees meetings held on April 7, 2016 and May 5, 2016.
- C. Minutes of the Lehigh Career & Technical Institute Joint Operating Committee meeting held on April 27, 2016.

**XIV. ADOPTION OF GENERAL FUND FINAL BUDGET FOR 2016-2017**

- A. It is recommended that the Board of Education adopts the general fund final budget of the Northern Lehigh School District for the 2016-2017 school year in the amount of \$32,223,817.00.
  - 1. A 21.2688 millage rate for Lehigh County and a 63.2237 millage rate for Northampton County.
  - 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 2015-2016.
  - 3. Taxes under Act 511 with no changes from 2015-2016:
    - a. A 1% Earned Income Tax shared equally with coterminous municipalities.
    - b. A Realty Transfer Tax shared equally with the coterminous municipalities.
    - c. A \$5.00 Resident Per Capita Tax taxable on residents age 18 and over.
    - d. A \$5.00 Local Service Tax (formerly Emergency and Municipal Services Tax)

**RECOMMENDATION ..... That the Board of Education adopts the 2016-2017 Northern Lehigh School District Budget.**

**XV. RECOGNITION OF GUESTS**

**XVI. ADJOURNMENT**