

**NORTHERN LEHIGH SCHOOL DISTRICT**  
**Regular School Board Meeting**  
**Monday, November 14, 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 October 10, 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 ..... Mrs. Debra L. Bower
- 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 November 7, 2016 (Attachment #1)
  - Minutes of the Technology/Buildings & Grounds Committee Meeting held on November 9, 2016 (Attachment #2)
  - Minutes of the Finance Committee Meeting held on November 9, 2016 (Attachment #3)
- F. Student Representatives to the Board Report..... Ms. Karlyna Kemery  
Ms. Tori Csanadi
- G. Solicitor's Report ..... Attorney Charles Stopp
- H. Business Manager's Report ..... Mrs. Rhonda Frantz  
Mrs. Sherri Molitoris
- I. Federal and Other Programs Update ..... Mrs. Karen A. Nicholas
- J. Superintendent's Report ..... Mr. Michael W. Michaels
  - Student Council Yearly Board Presentation
  - American Education Week – November 14-18, 2016
  - **Announcement:** Holiday Dinner – Monday, December 5, 2016 at 6:00 PM in Middle School Annex
  - **Reminder:** December 5, 2016 School Board Reorganization Meeting at 7:15 PM – Regular School Board Meeting at 7:30 PM – No December Committee meetings

**IV. PERSONNEL**

A. Resignation/Retirement

Accept the retirement resignation of Cathleen Rowlands from her position as High School Cafeteria Worker effective the end of the work day, November 30, 2017. Contract language states that cafeteria workers who have worked for the district more than 20 years and give notice to the district of retirement 12 ½ months prior to retirement date shall receive an additional \$500.00 upon retirement. Mrs. Rowlands will retire in November, 2017 after 28 years of service at Northern Lehigh.

B. Appointment - Instructional

Dakota Miller	Temporary Vacancy Replacement
Assignment:	Slatington Elementary School Sixth Grade Teacher replacing an employee on family medical leave.
Salary:	Substitute Teacher Rate Days 1-30; Day 31 and beyond \$46,875 prorated (Step 1 Bachelors on the 2016-2017 CBA Salary Schedule)
Effective:	October 24, 2016
Termination Date:	Upon return of full time teacher

C. Co-Curricular Change of Status

Due to the resignation of Ashlie Eckert approved at the August 8, 2016 board meeting, approve the motion to change the status of Drake Pristash\* from volunteer Assistant Track Coach, which was approved at the August 8, 2016 board meeting, to full time Assistant Track Coach at a stipend of \$3,081.00 for the 2016-2017 school year.

\*Pending Verification of Missing Documents

D. Co-Curricular Appointment 2016-2017

Anna Leigh Conway*	MS Girls' Basketball Coach	\$4,650.00
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\*Pending Verification of Missing Documents

E. Co-Curricular Volunteers 2016-2017

Adam Hluschak	Assistant Wrestling Coach
Fred Folland	Little Leo Club
John Weremedic	Little Leo Club
Randall Utsch	Play/Musical Lighting and Sound

F. 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:

Dakota Miller – Elementary  
 Mary Frank - Art K-12 & ESL  
 Katie Slater\* - Elementary PK-4; Special Education K-8  
 Matthew Allen – CLIU Guest Teacher  
 Brianna McMichael – CLIU Guest Teacher  
 April Mujevic – CLIU Guest Teacher  
 Jacqueline Schwartz – CLIU Guest Teacher  
 Patricia Sottolano – CLIU Guest Teacher  
 Dawn Turitto – CLIU Guest Teacher  
 Rev. Robert Zweifel – CLIU Guest Teacher

\*Pending Verification of Missing Documents

G. Unpaid Volunteers

Approve the following unpaid volunteer aide in the Peters and/or Slatington Elementary School, and Middle School for the 2016-2017 school year.

Lori-Beth Guelcher

## V. CONFERENCES

- A. Julie Everett – Pennsylvania Science Teachers Association Conference – December 1, 2016 – Hershey, PA – Registration: \$100.00, Lodging: \$62.93; Meals: \$20.00; Travel: \$171.72 - Total Approximate Cost: \$354.65 – Funding: Northern Lehigh Education Foundation Grant (Attachment #4)
- B. Deanna Quay – Pennsylvania Science Teachers Association Conference – December 1, 2016 – Hershey, PA – Registration: \$100.00, Lodging: \$62.93; Meals: \$20.00; - Total Approximate Cost: \$182.93 – Funding: Northern Lehigh Education Foundation Grant (Attachment #5)
- C. Theresa Cinicola – Pennsylvania Science Teachers Association Conference – December 2, 2016 – Hershey, PA – Registration: \$100.00, Lodging: \$62.93; Meals: \$20.00; Travel: \$171.72 - Total Approximate Cost: \$354.65 – Funding: Northern Lehigh Education Foundation Grant (Attachment #6)
- D. Christine Leslie – Pennsylvania Science Teachers Association Conference – December 2, 2016 – Hershey, PA – Registration: \$100.00, Lodging: \$62.93; Meals: \$20.00; - Total Approximate Cost: \$182.93 – Funding: Northern Lehigh Education Foundation Grant (Attachment #7)
- E. Shawn Green – PA Educational Technology Expo & Conference – February 12-15, 2017 – Hershey, PA – Registration: \$242.00, Lodging: \$161.00, Total Approximate Cost: \$403.00 – Funding: Slatington Elementary Professional Development Budget (Attachment #8)
- F. Karen Nicholas – SAS Institute – Personalized Learning: Empowering Teachers and Learners Conference – December 4-6, 2016 – Hershey, PA – Registration: \$100.00, Lodging: \$317.88, Meals: \$33.00, Travel: \$75.60 – Total Approximate Cost: \$526.48 – Funding: Curriculum & Instruction Budget (Attachment #9)

## VI. POLICY

### A. Board Policy First Reading

- 1. Approve school board policy #007 – Local Board Procedures – Distribution, as presented after second reading. (Attachment #10)
- 2. Approve school board policy #334.1 – Employees – Benevolence Sick Leave, as presented after first reading. (Attachment #11)
- 3. Approve school board policy #336 – Employees – Personal Necessity Leave, as presented after first reading. (Attachment #12)
- 4. Approve school board policy #339 – Employees – Uncompensated Leave, as presented after first reading. (Attachment #13)
- 5. Approve school board policy #810.2 – Transportation – Video/Audio Recording, as presented after first reading. (Attachment #14)
- 6. Approve school board policy #827 – Operations – Conflict of Interest, as presented after first reading. (Attachment #15)

### B. Homebound Instruction

It is recommended that the Board of Education grant homebound instruction for a 10<sup>th</sup> grade student, Student No.1990050 for five hours per week, effective November 1, 2016 and continuing until approximately January 2, 2017.

**VII. CURRICULUM AND INSTRUCTION**

Approve to authorize proper officials to enter into an agreement between the Northern Lehigh School District and The Meadows for the purpose of furnishing regular education or special education services for students for the 2016-2017 school year. (Attachment #16)

**VIII. OLD BUSINESS**

**IX. (a) NEW BUSINESS**

Early Retirement Incentive Plan for 2016-2017

Approve to adopt an Early Retirement Incentive Plan, for all eligible professional employees, on a voluntary basis, for the 2016-2017 school year.

**IX. (b) NEW BUSINESS**

Northern Lehigh School District Emergency Operations Plan

Approve changes to the Northern Lehigh School District Emergency Operations Plan, as presented. (Attachment #17)

**IX. (c) NEW BUSINESS**

In accordance with the Articles of Agreement of the Lehigh Career & Technical Institute (LCTI), it is hereby moved that the Northern Lehigh School District approves LCTI's financing plan in the maximum amount of \$49,000,000, for the purposes set forth in the attached resolution, as presented. Pursuant to the Articles of Agreement, each Board member must individually cast a vote. (Attachment #18)

**X. FINANCIAL**

A. Approve the Following Financial Reports:

1. General Fund months of July, August, September & October, 2016
2. NLMS Student Activities Account months of July, August & September, 2016
3. NLHS Student Activities and Scholarship Account months of July, August & September, 2016

B. Following List of Bills:

1. General Fund months of October & November, 2016
2. Cafeteria Fund months of October & November, 2016
3. Refreshment Stand month of October, 2016

C. Authorize administration to enter into a new three year lease agreement with Topp Business Solutions for the purchasing of 7 new Ricoh copiers. The copiers will be placed in each school building office, middle school library and 2 in central administration. The copiers currently in these areas had a lease agreement date that expired in October. Monthly cost for leasing of these machines will be \$2,176.51.

D. Approve the resolution directing Northampton County Tax Claim Bureau not to collect delinquent taxes on behalf of Northern Lehigh School District as presented. (Attachment #19)

- E. Approve the resolution directing Lehigh County Tax Claim Bureau not to collect delinquent taxes on behalf of Northern Lehigh School District as presented. **(Attachment #20)**
- F. Approve abatement/exoneration requests of per capita taxes, for the residents that fall within the guidelines, as presented. **(Attachment #21)**
- G. Approve to designate Fund Balance ending June 30, 2016 as follows:

<b>1. Committed Fund Balance For:</b>	
a. Health Insurance Premiums	\$1,508,773.00
b. PSERS Increase	\$3,125,321.00
<b>Total Committed:</b>	<b>\$4,634,094.00</b>
<b>2. Assigned Fund Balance:</b>	
Assigned Current Year Usage	\$1,459,391.00
Technology	\$1,245,735.00
Replacement Equipment	\$ 715,067.00
Long Range Maintenance	\$1,995,350.00
<b>Total Assigned:</b>	<b>\$5,415,543.00</b>
<b>3. Unassigned Fund Balance</b>	<b>\$1,705,031.01</b>
<b>4. Nonspendable</b>	<b>\$ 26,644.14</b>
<b>5. Total Fund Balance</b>	<b>\$11,781,312.15</b>

**XI. LEGAL**

**XII. CORRESPONDENCE**

**XIII. INFORMATION**

- A. Minutes of the Carbon Lehigh Intermediate Unit #21 Board of Directors meeting held on September 19, 2016.
- B. Minutes of the Lehigh Carbon Community College Board of Trustees meeting held on September 1, 2016 and October 6, 2016.
- C. Minutes of the Lehigh Career & Technical Institute Joint Operating Committee meeting held on September 28, 2016.

**XIV. RECOGNITION OF GUESTS**

**XV. ADJOURNMENT**