

NORTHERN LEHIGH SCHOOL DISTRICT
Regular Meeting
Board Minutes

Slatington, PA
February 11, 2013

PURPOSE

The regular meeting of the Northern Lehigh Board of School Directors was called to order by the President, Mr. Edward E. Hartman, at 7:30 p.m. on Monday, February 11, 2013, in the Administration Office Board Room.

ROLL CALL

Members present: Mr. Robin T. Distler, Mr. Gary S. Fedorcha, Mr. Raymond J. Follweiler, Jr., Mrs. Lauren A. Ganser, Mrs. Natalie J. Green, Mrs. Donna M. Kulp, Mr. Gregory S. Williams, and Mr. Edward E. Hartman (8)

Members absent: Mr. Mathias J. Green, Jr. (1)

Non-members present: Mr. Jeffrey Bachman, Mrs. Susan Bahnick, Mrs. Jill Chamberlain, Mr. Nathaniel Czarnecki (Jr. Rep.), Mr. Greg Derr, Mr. Scot Engler, Mrs. Rhonda Frantz, Mr. John Hrizuk, Dr. Linda Marcincin, Mr. Michael Michaels, Mrs. Sherri Molitoris, Mrs. Karen Nicholas, Mr. Scott Pyne, Mr. Paul Rearden, Jr., Attorney Charles Stopp (District Solicitor), and Mr. Robert Vlasaty.

VISITORS

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

APPROVE MINUTES

Mr. Fedorcha made a motion, which was seconded by Mrs. Green that the minutes of the regular school board meeting held on January 14, 2013 be approved and ordered filed.

YEA: Mr. Distler, Mr. Fedorcha, Mr. Follweiler, Mrs. Ganser, Mrs. Green, Mrs. Kulp, Mr. Williams, Mr. Hartman (8)

NAY: None (0)

SPECIAL BOARD REPORTS

Carbon Lehigh Intermediate Unit – Mr. Follweiler reported that the IU purchased three buses. The lowest bid was not accepted due to a lack of a complete bid packet.

Lehigh Career and Technical Institute – Mr. Fedorcha reported that the minutes are attached to the agenda. The Secretary of Education visited the LCTI and was very impressed. He announced that LCTI will be receiving a grant to purchase equipment. Mr. Fedorcha announced that the LCTI board of directors passed their budget. Mr. Fedorcha would like to meet with Mr. Michaels and the Business Office regarding the budget and have it on next month's agenda for approval.

Legislative Report – Mr. Williams briefly discussed highlights of the governor's budget. The basic education subsidy statewide has a modest increase of 1.7% and part of the budget does include a 26% increase in retirement costs. Accountability Block Grant will be level funded. Special Education is level funded again for the sixth straight year. There is \$56 million set aside for assessment dealing with Keystone and PSSA exams. Career and Technical Education is again level funded. There is \$6.6 million set aside for teacher and principal evaluations. There is a slight increase in Pre-K Count programs. There is a provision for mandate relief which would allow school districts to exempt themselves from certain items of the school code. The governor is also considering the sale of the state liquor system which he would then use that money for Passport for Learning block grants. If that were to happen, the money could be used for school safety training, Ready by Three (early education programs), individualized learning programs, or STEM programs. The governor has unveiled a proposal for pension reform which would move new employees to a defined contribution plan taking new hires away from the traditional pension plan. It would also change the formula for people who are in the system right now and limiting the amount the Commonwealth's employer contribution rate can be increased.

Student Representatives to the Board Report – Mr. Nathaniel Czarnecki distributed the written student representative report and verbally reported on its contents. Mrs. Molitoris added that the High School Musical, Little Shop of Horrors, will be March 15,16, and 17. If you need tickets, please see Mrs. Molitoris.

**SPECIAL
BOARD
REPORTS
(cont.)**

Solicitor's Report – Attorney Stopp reported on a case regarding the Veterans Preference Act. Attorney Stopp reminded administration to continue to follow our policies since this case is prominent in the media right now.

Business Manager's Report – Mrs. Molitoris reported that at the board seats is the LCCC operating budget for 2013-2014 that will be on the agenda for approval next month. On the agenda this evening for approval is the Carbon-Lehigh Intermediate Unit budget, the performance report for the state audit for years ending June, 2009 and June, 2010, and the single audit report for 2011-2012. The LCTI budget is forthcoming and will be distributed to board members so that it can be on the board agenda for approval next month.

Mrs. Frantz reported that a preliminary budget should be available for the next Finance Committee Meeting. We are currently waiting on the latest health insurance and liability insurance costs.

Superintendent's Report

Mr. Michaels announced that last week was National School Counselors Week. The school Counselors, district wide, are hard working and do a great job with our students and it is a honor to work with them.

A reminder to the Board of Education, the annual CLIU School Board Conference will be held on April 30, 2013 at the Community Services Center at LCCC.

Mr. Michaels asked Mr. Scot Engler and Mr. Greg Derr to report on the School Safety Task Force Meeting that was held on February 6, 2013. Mr. Engler acknowledged that Mr. Michaels is the expert on Emergency Management and it was unfortunate that he was not able to attend the meeting; however, he does an excellent job in exposing his administration to a wide array of emergency management opportunities in which he thanked him. Mr. Engler reported that the first meeting was fairly well attended. The community very respectfully and appropriately brought forth their concerns that will be shared administratively and will be discussed again at the next meeting on March 6, 2013 at 6:45 p.m. Representatives from law enforcement attended the meeting and Corporal Long from the PA State Police, Bethlehem barracks, offered to have the Bethlehem State Police do training activities at our facilities at no cost. Sargent Alercia from the Slatington Police also attended with Sgt. Palmer from Emmaus, who serve on the Lehigh County Municipal Emergency Response Team. Mr. Engler reported that with regard to Policy #218.2, which was discussed at the last board meeting and at the recent Policy Committee meeting, a very minor change was made and he added it is always very clearly delineated who to go to if Mr. Michaels is not here. Even though it is a minor policy change, it is a practice that has already been in place. Mr. Derr added that NIMS training is planned for this summer and representatives from FEMA, who were not able to attend the February meeting, will be attending the meeting in March. Mr. Michaels noted that NIMS is the National Incident Management System of which all administration is trained. The terrorism task force is regional and they offered to do table top exercises with our administrative team. Also, our plans are reviewed yearly by the Lehigh County Emergency Management team. The local fire departments have had training in our new Slatington Elementary building. We want our first responders very familiar with our buildings. Mr. Michaels reminded everyone that not everything can be made public about our emergency plans due to security reasons.

Mr. Michaels asked Mr. Vlasaty to explain how he handled a recent situation at the High School. Mr. Vlasaty related a situation at the high school that started over a rumor soon after the Connecticut shootings. At that point, he alerted Mr. Michaels and Mrs. Nicholas, as well as the Slatington Police Department, and it was discovered, with the help of students, that it was not a valid threat.

Mr. Michaels reported that our administration meets monthly to prepare and plan for any situation. Mr. Michaels noted that we do not "toot our horn" enough on how well we deal with these types of situations. He added that redundancy is the key to our success and it allows the district to run smoothly because all of administration has been trained. Mr. Michaels went on record to say that for the most part, he is very proud of the administrative team and Mrs. Dotta as teacher's union president. Mrs. Chamberlain ran a highly successful mock drill at her building a few weeks ago. Mr. Rearden is in constant communication with Mr. Michaels and Mr. Pyne has been very helpful with filling in when we have been shorthanded.

SPECIAL BOARD REPORTS (cont.)

Mr. Michaels announced that the tentative graduation date is Friday, June 7, 2013. Currently our last student day is June 5, 2013. The last teacher day is Monday, June 10, 2013. Mr. Vlasaty reminded the board that we have a great bunch of parents that volunteer their time for the post graduation all-night party which is now being sponsored by SADD.

Mr. Michaels announced that last week he and Mrs. Nicholas met with Student Council at the High School and the students felt that things were going very well.

Mr. Michaels reported that even though he had been out of town most of last week, he was confident knowing that Mrs. Nicholas and Mr. Engler would keep the district moving forward. He went on to say there is no "I" in team.

Mrs. Kulp thanked Mr. Michaels for taking the steps in forming the Safety Task Force. Anything we can do to alleviate fear and continue communication with parents is essential. She went on to say that she feels we are in great shape with Mr. Michaels' experience and leadership and she feels proud of our efforts and feels that our kids are safe. Mr. Michaels added he hopes we never have to use any of the training, but it is better to be prepared than not.

Mr. Raymond Follweiler voiced his support for Mr. Michaels. As a life long resident of the district, he feels that the district has never run this smooth and he personally thanked him for doing an outstanding job. Mr. Michaels added that once again, it is a team effort.

Mr. Hartman reported that an executive session was held prior to tonight's meeting to discuss personnel and legal issues.

PERSONNEL

Mr. Fedorcha made a motion, which was seconded by Mrs. Kulp, that the Board of Education approves the following personnel items:

Appointment Instructional	Michelle Krill Assignment	Temporary Vacancy Replacement Peters Elementary First Grade Teacher replacing an employee on family medical leave.
	Salary:	Substitute Teacher Rate Days 1-30; Day 31 and beyond \$44,000 prorated (Step 1 Bachelors on the 2012-2013 CBA Salary Schedule)
	Effective:	December 7, 2012
	Termination Date:	On or about April 26, 2013

Kayla Perkowski Assignment:	Temporary Vacancy Replacement Peters Elementary First Grade Teacher replacing an employee on family medical leave
Salary:	Substitute Teacher Rate Days 1-30; Day 31 and beyond \$44,000 prorated (Step 1 Bachelors on the 2012-2013 CBA Salary Schedule)
Effective:	January 15, 2013
Termination Date:	On or about April 5, 2013

Family Medical Leave Approve the request of employee #21 to take a six week maternity leave beginning on January 15, 2013. She is requesting to use 28 accumulated sick days. At the conclusion of her six week maternity leave, she is requesting a six week Family Medical Leave. She plans to return to her current teaching position on or about April 8, 2013.

Unpaid Leave Of Absence L. Krum Approve the request of employee #1260 to take an unpaid leave of absence effective January 15, 2013 for the remainder of the 2012-2013 school year. Employee was previously granted a twelve week Family Medical Leave. She plans to return to her current position at the beginning of the 2013-2014 school year.

Co-Curricular Volunteers 2012-2013 Brian Schell Assistant Softball Coach

PERSONNEL
(cont.)
 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 2012-2013 school year:

Everly Kesack
 From: Step 4B
 To: Step 4B+24

Unpaid
 Volunteers

Approve the following unpaid volunteer aide in the Peters and/or Slatington Elementary Schools for the 2012-2013 school year: Erica Szwast*
***Pending Verification of Missing Documents**

Musical Chor-
 eographer
 Spring
 Musical

Approve Jackie Ngo* as Musical Choreographer for the Spring Musical for the NLHS Student Theatre Group. Stipend for this position will be \$1,000.00 to be paid out of the HS Student Activities Fund. The Musical Choreographer will be responsible for overseeing all persons involved with musical numbers/ responsibilities (pit band, choral arrangements, choral preparation), stage blocking, dance numbers, scheduling etc. as determined by the HS Principal and Production Director.
*** Pending Verification of Missing Documents**

Substitute
 Detention
 Supervisor

Approve to appoint the following as Substitute Secondary Detention Monitor for the senior high school for the 2012-2013 school year. Work will be on an as needed basis and compensation will be at a salary of \$20.00 per hour worked: Ellen Yenser

Substitute-
 Instructional

Approve the following substitute teachers for the 2012-2013 school year at the 2012-2013 substitute teacher rates as approved on the Supplementary Personnel Salary Schedule:

Coleen Satkowski* - Social Studies/Reading Specialist/ESL
 Michael Fay* – Social Studies
 Jonathon Harris* - Special Education
*** Pending Verification of Missing Documents**

YEA: Mr. Distler, Mr. Fedorcha, Mr. Follweiler, Mrs. Ganser, Mrs. Green, Mrs. Kulp,
 Mr. Williams, Mr. Hartman (8)
 NAY: None (0)

POLICY

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

Board Policy
 First
 Reading

Approve school board policy #217 – Pupils– Graduation Requirements, as presented after first reading.

Approve school board policy #218.2 – Pupils – Terroristic Threats/Acts, as presented after first reading.

YEA: Mr. Distler, Mr. Fedorcha, Mr. Follweiler, Mrs. Ganser, Mrs. Green, Mrs. Kulp,
 Mr. Williams, Mr. Hartman (8)
 NAY: None (0)

FINANCIAL

Mrs. Ganser asked that the Carbon Lehigh Intermediate Unit budget be voted on separately as she is abstaining because she is an employee. Mrs. Green made a motion, which was seconded by Mr. Williams, that the Board of Education approve the following financial items:

Financial
 Reports

Approve the Following Financial Reports:
 General Fund months of December and January
 NLHS Student Activities and Scholarship Acct month of January

List of Bills

Approve the Following List of Bills:
 General Fund months of January and February
 Refreshment Stand month of January
 Cafeteria Fund month of January
 Capital Construction month of February

FINANCIAL
(cont.)

PA Performance Audit Years ending 2009 & 2010	Accept the Commonwealth of Pennsylvania Performance Audit Report for years ending June 30, 2009 and June 30, 2010. A copy was distributed at the January 14, 2013 school board meeting.												
Single Audit 2011-2012	Accept the 2011-2012 audit and management report for the single audit ending June 30, 2012. A copy of the audit was distributed at the January 14, 2013 school board meeting.												
Per Capita Exonerations	Approve exonerations requests of per capita taxes, for the residents that fall within the guidelines, as presented.												
Fund Balance Designation	Approve to designate Fund Balance ending June 30, 2012 as follows: <ol style="list-style-type: none"> 1. Committed Fund Balance For: <table border="0" style="margin-left: 40px;"> <tr> <td>a. Health Insurance Premiums</td> <td style="text-align: right;">\$ 810,000.00</td> </tr> <tr> <td>b. PSERS Increase</td> <td style="text-align: right;">\$ 2,590,886.00</td> </tr> </table> 2. Assigned Fund Balance <table border="0" style="margin-left: 40px;"> <tr> <td>a. Assigned for Current School Year Usage</td> <td style="text-align: right;">\$ 715,000.00</td> </tr> <tr> <td>b. Technology</td> <td style="text-align: right;">\$ 84,599.00</td> </tr> <tr> <td>c. Replacement Equipment</td> <td style="text-align: right;">\$ 1,000,747.00</td> </tr> <tr> <td>d. Long Range Maintenance</td> <td style="text-align: right;">\$ 218,650.00</td> </tr> </table> 3. Unassigned Fund Balance \$ 2,207,341.85 <p style="margin-left: 40px;">Fund Balance Total: \$ 7,627,223.85</p> <p>YEA: Mr. Distler, Mr. Fedorcha, Mr. Follweiler, Mrs. Ganser, Mrs. Green, Mrs. Kulp, Mr. Williams, Mr. Hartman (8) NAY: None (0)</p>	a. Health Insurance Premiums	\$ 810,000.00	b. PSERS Increase	\$ 2,590,886.00	a. Assigned for Current School Year Usage	\$ 715,000.00	b. Technology	\$ 84,599.00	c. Replacement Equipment	\$ 1,000,747.00	d. Long Range Maintenance	\$ 218,650.00
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c. Replacement Equipment	\$ 1,000,747.00												
d. Long Range Maintenance	\$ 218,650.00												

FINANCIAL
(cont.)

Carbon-Lehigh Intermediate Unit 2013-2014 Budget	Mr. Williams made a motion, which was seconded by Mr. Follweiler, that the Board of Education approve the following financial item: Approve a resolution regarding the 2013-2014 Carbon Lehigh Intermediate Unit Operational and Program Services budget. Total expenditures equal \$2,266,051.00 an increase of \$138,133.00 (6.5%) over the 2012-2013 budget. Northern Lehigh's share is proposed to be \$19,947.00 an increase of \$373.00 from the 2012-2013 budget. A copy of the budget was distributed at the January 14, 2013 school board meeting. YEA: Mr. Fedorcha, Mr. Follweiler, Mrs. Green, Mrs. Kulp, Mr. Williams, Mr. Hartman (6) NAY: None (0) ABS: Mr. Distler, Mrs. Ganser (2)
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INFORMATION

Minutes of the Lehigh Career & Technical Institute Joint Operating Committee meeting held on December 12, 2012 were distributed.

Minutes of the Carbon Lehigh Intermediate Unit 21 Board of Directors meeting held on December 17, 2012 were distributed.

RECOGNITION OF GUESTS

Mrs. Ganser acknowledged the two young boys in the audience who were from Boy Scout Troop 66.

**ADJOURN-
MENT**

Mr. Follweiler made a motion, which was seconded by Mr. Fedorcha, that the regular meeting of the Northern Lehigh School District Board of School Directors is adjourned at 8:12 p.m.

YEA: Mr. Distler, Mr. Fedorcha, Mr. Follweiler, Mrs. Ganser, Mrs. Green, Mrs. Kulp,
Mr. Williams, Mr. Hartman (8)

NAY: None (0)

Respectfully submitted,

Gregory S. Williams
Secretary

ATTEST: _____ President
Edward E. Hartman