

NORTHERN LEHIGH SCHOOL DISTRICT
Regular Meeting
Board Minutes

Slatington, PA
May 13, 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, May 13, 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, Mr. Mathias J. Green, Jr., Mrs. Natalie J. Green, Mrs. Donna M. Kulp, Mr. Gregory S. Williams, and Mr. Edward E. Hartman (9)

Members absent: (0)

Non-members present: Mr. Jeffrey Bachman, Ms. Courtney Blocker (Senior Rep.), Mrs. Jill Chamberlain, Mr. Nathaniel Czarnecki (Jr. Rep.), Mr. Greg Derr, Mr. Scot Engler, Mrs. Rhonda Frantz, Mr. John Hrizuk, 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 two visitors attended the meeting, in addition to Terry Ahner, reporter for The Times News.

APPROVE MINUTES Mr. Follweiler made a motion, which was seconded by Mr. Fedorcha that the minutes of the regular school board meeting held on April 8, 2013 be approved and ordered filed.

YEA: Mr. Distler, Mr. Fedorcha, Mr. Follweiler, Mrs. Ganser, Mr. Green, Mrs. Green, Mrs. Kulp, Mr. Williams, Mr. Hartman (9)
NAY: None (0)

SPECIAL BOARD REPORTS Lehigh Career and Technical Institute – Mr. Fedorcha reported that the minutes are attached to the agenda.

Lehigh Carbon Community College – Mr. Green clarified the LCCC fund balance issue that has recently been questioned by other districts. The college is supposed to be funded one third by the students, one third by the state, and one third by the sponsoring school districts. In the budget that we passed two months ago, our portion as a sponsoring district was between 10-11% which is far below the one third that could be charged. The money that the college receives comes from a variety of sources such as the foundation, gifts and endowments, and non-credit courses. The latter contributes significantly to the fund balance. Mr. Fedorcha questioned whether that revenue can be seen in the budget that is distributed to the districts so it doesn't seem as if the college is trying to hide it. Mr. Green said it is in the treasurer's report that he receives and that he would be willing to share that report with the board.

Committee Reports and/or Meetings

Minutes of the Education/Policy committee meeting held on May 6, 2013 were distributed.

Minutes of the Technology/Buildings and Grounds committee meeting held on May 8, 2013 were distributed.

Minutes of the Finance committee meetings held on May 8, 2013 were distributed.

Student Representatives to the Board Report – Ms. Courtney Blocker and Mr. Nathaniel Czarnecki distributed the written student representative report and verbally reported on its contents.

Solicitor's Report – Attorney Stopp reported on cases in Wayne and Pike Counties where summer camps that are being used for religious teaching purposes were not given property tax exemption status.

**SPECIAL
BOARD
REPORTS
(cont.)**

Attorney Stopp stated that their firm is going back through their archives and among the files discovered are historical documents dating back when our district was known as the Blue Valley School District. Mr. Michaels agreed that they are important and Mr. Eric Schmidt, High School librarian, will include them in our library.

Federal and Other Programs Update – Mrs. Karen A. Nicholas reported that the Lehigh Career and Technical Institute has donated a total of 523 books worth \$5,758 to the school district which have been placed in K-12 classrooms and libraries. Northern Lehigh students, Anthony Wagner, counted, sorted, and labeled the books for distribution; and Amber Treadwell used the forklift to unload First Book trucks when they arrive to LCTI. Mrs. Nicholas thanked Mrs. Edith Fella and Mr. Eric Schmidt for their help in sorting and distributing the books and a big thank you to LCTI for their generous donation.

Business Manager's Report – Mrs. Molitoris reported that the 2013-2014 budget is on the agenda tonight for approval. Expenditures total \$28,509,357 and revenues total \$28,162,357 which leaves a shortfall of \$347,000. The recommendation is to use fund balance to offset the retirement increase in order to balance the budget.

Mrs. Molitoris reminded the board that due to the Lehigh County reassessment, the value of the mill has increased. On the agenda for approval tonight is the resolution designating millage rates.

Mrs. Frantz stated that beginning in January, 2014, there will be some major issues concerning healthcare involving PPACA and the Cadillac tax. The board will be kept informed as more information is received.

Mr. Green stated that he recently had the opportunity to meet with the school district auditor who praised Mrs. Molitoris and Mrs. Frantz. He went on to say how great they are to work with and the outstanding job they are doing. Mr. Green thanked both Mrs. Molitoris and Mrs. Frantz for their work. Mr. Green also stated that the auditor spoke highly of Mr. Michaels and he felt that the auditor was impressed with the operations of the district and Mr. Green thanked Mr. Michaels for that as well.

Superintendent's Report - Mr. Michaels announced that National Teacher Appreciation week was May 6-10 and he thanked the teachers for the wonderful job they do with our students.

Mr. Michaels announced that Baccalaureate is June 6, 2013 at 7PM and graduation is scheduled for June 7, 2013 at 7PM in the stadium, weather permitting.

Mr. Michaels asked Mr. Greg Derr and Mr. Jeffrey Bachman to report on the recent School Safety Task Force meeting. Mr. Derr announced that the meeting was held last Wednesday and was well attended. This summer NIMS training will be held and both the Slatington Police and Fire departments will also be doing some training in the district. Trooper Mark Allen from the Bethlehem State Police barracks would also like to come back for training. Mr. Bachman stated that he would encourage more parents to attend the meetings because it would give us a different perspective. The next meeting is tentatively scheduled for October.

Mr. Michaels announced that on the board agenda this evening is the resignation of Mr. Scot Engler who has accepted the position of superintendent in the Palmerton Area School District. Mr. Engler will be greatly missed and we wish him well in his new role.

Mr. Michaels stated that he has also heard the positive feedback from Mr. Gorman regarding Mrs. Molitoris and Mrs. Frantz. They have done a tremendous job and as a district it is important to take into account what the taxpayer can afford to pay.

Mr. Michaels announced that with the personnel moves on the agenda for approval tonight, we will be saving the district in excess of \$228,000.00. Mr. Michaels introduced Mrs. Dotta, Mr. Pyne and Mrs. Simms. With these moves, two teaching positions will not be replaced and we are gaining three great administrators. In addition, the present administrative team has saved millions of dollars for the taxpayers over the last several years.

Mr. Williams added that being able to promote from within does not happen overnight and he thanked Mr. Michaels for nurturing an environment where we can benefit from the fruits of our

**SPECIAL
BOARD
REPORTS
(cont.)**

labor which is also evidenced by the promotion of our business managers. As part of our culture, we are in an excellent position to have employees who are capable of stepping into administrative roles. Mrs. Kulp also echoed Mr. Williams comments and thanked Mr. Michaels and the administrative team for their efforts and for not just looking at the budget as a numbers game but keeping in mind there are real people involved.

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

PERSONNEL

Mrs. Ganser made a motion, which was seconded by Mr. Williams, that the Board of Education approves the following personnel items with the correction of Scot Engler's resignation effective date as June 30th instead of June 10, 2013.

- | | |
|---|---|
| Retirement/
Resignation
G. Barilla | Accept the retirement resignation of Gail Barilla from her position as High School Special Education teacher effective June 10, 2013. Mrs. Barilla will be retiring from the Northern Lehigh School District after 20 years of service. |
| Retirement/
Resignation
S. Williams | Accept the retirement resignation of Sharon Williams from her position as Elementary School Librarian effective June 11, 2013. Mrs. Williams will be retiring from the Northern Lehigh School District after 32 years of service. |
| Retirement/
Resignation
S. Wetzel | Accept the retirement resignation of Scott Wetzel from his position as Slatington Elementary Custodian, effective the end of the work day June 30, 2014. Contract language states that custodial/maintenance employees 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. Mr. Wetzel will retire June, 2014 after 32 years of service. |
| Resignation
S. Engler | Accept the resignation of Scot Engler from his position as Director of Special Education, effective June 30, 2013. Mr. Engler has taken a position in another school district. |
| Administrative
Transfers | <p>Michele Dotta
Assignment: Director of Special Education, replacing Scot Engler who has resigned
Salary: \$92,500 (prorated 2013-2014 school year)
Effective: On or about August 1, 2013</p> <p>Scott Pyne
Assignment: Slatington Elementary School Principal, replacing Linda Marcincin who has retired
Salary: \$92,000
Effective Date: July 1, 2013</p> <p>Tanya Simms
Assignment: High School Assistant Principal, replacing Scott Pyne who was administratively transferred
Salary: \$80,000 (prorated 2013-2014 school year)
Effective Date: August 1, 2013</p> |
| Rescind Co-
Curricular
Appointment
2012-2013 | Rescind the appointment of Angela Shoemaker from her position as Senior Class Advisor in the amount of \$640.89 for the 2012-2013 school year which was originally approved at the August 13, 2012 board meeting. |
| Co-Curricular
Appointments
2012-2013 | <p>Approve Angela Shoemaker for Senior Class Advisor for the period July, 2012 – December, 2012 in the amount of \$320.45.</p> <p>Approve Candice Saville for Senior Class Advisor for the period January, 2013 – June, 2013, in the amount of \$320.45.</p> |

PERSONNEL**(cont.)**

Co-Curricular	Scott Snyder*	Assistant Wrestling Coach	\$4,604.11
Appointments	Christopher Lallik*	Assistant Wrestling Coach(JH)	\$4,604.11
2013-2014	*Pending verification of Missing Documents		

Co-Curricular	Andrew Arnold*	Assistant Wrestling Coach
Volunteers	Adam Hluschak*	Assistant Wrestling Coach
2013-2014	Brett Martinez	Assistant Wrestling Coach
	*Pending verification of Missing Documents	

Game Workers 2012-2013 Approve the following person as a Game Worker for the 2012-2013 school year. Game Workers consist of ticket sellers and takers, game announcers, scoreboard operators, timers, field judges, scorekeepers. Rate of pay is consistent with the rates approved on the 2012-2013 Supplementary Personnel Salary Schedule: Vonda Lorson

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:
 Carol Fella* – Music
 Caitlin Makoul* - Elementary & ESL
 Stephanie Mohler - Elementary
***Pending verification of Missing Documents**

Substitute Non-Instructional Approve the following individual as a substitute cafeteria worker, custodian and teacher's aide for the 2012-2013 school year at the 2012-2013 substitute rates as approved on the Supplementary Personnel Salary Schedule: Rosetta Strohl

Approve the following individual as a substitute cafeteria worker and teacher's aide for the 2012-2013 school year at the 2012-2013 substitute rates as approved on the Supplementary Personnel Salary Schedule: Dima Hanna

YEA: Mr. Distler, Mr. Fedorcha, Mr. Follweiler, Mrs. Ganser, Mr. Green, Mrs. Green, Mrs. Kulp, Mr. Williams, Mr. Hartman (9)
 NAY: None (0)

POLICY

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

Board Policy First Reading Approve school board policy #334.1 – Professional Employees – Benevolence Sick Leave, as presented after first reading.

Approve school board policy #806 – Operations – Child/Student Abuse, as presented after first reading.

Homebound Instruction It is recommended that the Board of Education grant homebound instruction for a 10th grade student, Student No. 1515600, for five hours per week, effective April 15, 2013 and continuing until approximately September 1, 2013.

YEA: Mr. Distler, Mr. Fedorcha, Mr. Follweiler, Mrs. Ganser, Mr. Green, Mrs. Green, Mrs. Kulp, Mr. Williams, Mr. Hartman (9)
 NAY: None (0)

CONFERENCE

Mr. Fedorcha made a motion, which was seconded by Mrs. Ganser, that the Board of Education approve the following conferences:

Susan Bahnick – PA School Nutrition Programs Conference, Healthy School Meals – June 9-10, 2013 – The Penn Stater Hotel – State College, PA – Lodging - \$213.84, Meals - \$50.00, Travel - \$182.91. Total Approximate Cost: \$446.75 – Funding: Food Services Budget.

YEA: Mr. Distler, Mr. Fedorcha, Mr. Follweiler, Mrs. Ganser, Mr. Green, Mrs. Green, Mrs. Kulp, Mr. Williams, Mr. Hartman (9)
 NAY: None (0)

**CURRIC-
ULUM AND
INSTRUC-
TION**

Mr. Follweiler made a motion, which was seconded by Mr. Distler, that the Board of Education approve the following curriculum and instruction items:

Art Feinberg
Contracted
Psychologist

Approve to contract with Art Feinberg as an independent contractor school psychologist for the 2013-2014 school year. Mr. Feinberg will be employed on an as needed basis to assist the Special Education Department with student psychological services. Rate of pay will be \$350.00 per day.

ESY Pogram
2013

Approve to employ the following teachers: Susan Beil, Courtney Seremula and Elizabeth Vasquez, at a rate of \$27.00 per hour and instructional aide, Stephanie Stillwell, at a rate of \$13.10 per hour to conduct an Extended School Year Program for special education students in our district. The program will be for four hours a day and take place from July 9 – August 1, 2013 on Tuesday, Wednesday and Thursday mornings and August 5 – 15, 2013, on Monday, Tuesday, Wednesday and Thursday mornings.

Pediatric
Therapeutic
Services
Agreement

Authorize administration to enter into an agreement with Pediatric Therapeutic Services to provide contracted speech therapists on an as needed basis at a cost of \$68.00 per hour for the 2013-2014 school year.

Around the
Clock Nursing
Agreement
2013-2014

Approve to authorize proper officials to enter into an agreement between the Northern Lehigh School District and Around the Clock Nursing, Inc. for the purpose of providing in-school nursing care for Student No. 1390061 for the 2013-2014 school year at a cost of \$25 per day or \$40 per day when student is on a field trip and not on school premises.

YEA: Mr. Distler, Mr. Fedorcha, Mr. Follweiler, Mrs. Ganser, Mr. Green, Mrs. Green, Mrs. Kulp, Mr. Williams, Mr. Hartman (9)

NAY: None (0)

**NEW
BUSINESS**

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

Contract
For
Superintendent

Approve the contract for the Superintendent of Schools, Mr. Michael W. Michaels. (Copies distributed to all Board Members)

YEA: Mr. Distler, Mr. Fedorcha, Mr. Follweiler, Mrs. Ganser, Mr. Green, Mrs. Green, Mrs. Kulp, Mr. Williams, Mr. Hartman (9)

NAY: None (0)

FINANCIAL

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

Financial
Reports

Approve the Following Financial Reports:
General Fund month of April
NLMS Student Activities Account months of March and April
NLHS Student Activities and Scholarship Account months of March and April

List of Bills

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

Supplemental
Salary
Schedule

Approve the Supplemental Personnel Salary Schedule for the 2013-2014 school year as presented.

FINANCIAL**(cont.)**

- Sports Physicals Co-payment Approve the co-payment amount for student athletes receiving a sports physical from OAA during the 2013-2014 school year at a cost of \$5.00 per student in accordance with school board policy #122.
- Fuel Bid Approve the awarding of fuel bids to the following companies with a contract period of July 1, 2013 to June 30, 2014:
- DIESEL FUEL** – Awarded to Papco, Inc. at a cost of \$.3170 (normal blend) per gallon over rack rate on date of delivery and an additional \$.0495 (winterization additive) per gallon over rack rate on date of delivery.
- #2 GRADE FUEL OIL TRANSPORT DELIVERY** – Awarded to Petroleum Traders at a cost of \$.0280 per gallon over rack rate on date of delivery.
- #2 GRADE FUEL OIL TANKWAGON DELIVERY** – Awarded to Papco, Inc. at a cost of \$.4241 per gallon over rack rate on date of delivery.
- UNLEADED GASOLINE** – Awarded to Papco, Inc. at a cost of \$.3547 per gallon over rack rate on date of delivery.
- Resolution Designating Millage Rates Approve the Resolution Designating Millage Rates Following County-Wide Reassessment of Real Estate Values effective July 1, 2013 as presented. Designating of the millage rates is a result of the current reassessment for Lehigh County.
- PlanCon Part J Submission Approve submission of PlanCon Part J “Project Accounting Based on Final Costs” to PDE for Slatington Elementary School Project #3532. The PlanCon Part J document has been audited by Gorman & Associates, PC and submission of same will establish a permanent reimbursement rate for these projects.
- PlanCon Part K Submission Approve the submission of PlanCon Part K for Northern Lehigh School District’s General Obligation Bonds, Series 2012. PlanCon K is a required form for bond re-financing.
- Summer Band Camp Approve a tuition fee of \$30.00 per student for a six-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 on Monday and Wednesday mornings from June 24, 2013 through July 31, 2013
- Stadium Parking Lot Paving Project Authorize Administration to enter into contracts with successful bidder for the paving project at the Stadium Parking Lot with a not to exceed amount of \$250,000 to be paid from the Capital projects account.
- Middle School Door Replacement Project Authorize Administration to enter into contracts with successful bidder for the Middle School Door Replacement project with a not to exceed amount of \$57,320 to be paid from the Capital projects account.
- YEA: Mr. Distler, Mr. Fedorcha, Mr. Follweiler, Mrs. Ganser, Mr. Green, Mrs. Green, Mrs. Kulp, Mr. Williams, Mr. Hartman (9)
- NAY: None (0)
- FINANCIAL**
(cont.)
- Treasurer Nominations Mr. Fedorcha nominated Donna Kulp for Treasurer which was seconded by Mrs. Ganser.
- Close Nominations Mr. Green made a motion, which was seconded by Mrs. Ganser to close nominations for Treasurer.

FINANCIAL**(cont.)**

Secretary Nominations Mr. Fedorcha nominated Gregory Williams for Secretary which was seconded by Mrs. Ganser.

Close Nominations Mr. Green made a motion, which was seconded by Mrs. Ganser to close nominations for Secretary.

Vote on Closing Nominations
 YEA: Mr. Distler, Mr. Fedorcha, Mr. Follweiler, Mrs. Ganser, Mr. Green, Mrs. Green, Mrs. Kulp, Mr. Williams, Mr. Hartman (9)
 NAY: None (0)

Election Of Board Treasurer
 D. Kulp Election of a Treasurer for the 2013-2014 fiscal year, as required by Section 404 of the Pennsylvania School Code of 1949, as amended.
 Mrs. Donna M. Kulp was unanimously declared duly elected Treasurer for the 2013-2014 Fiscal year, effective July 1, 2013 through June 30, 2014.

Election of Board Secretary
 G. Williams Election of a Secretary for a four (4) year term, as required by Section 404 of the Pennsylvania School Code of 1949, as amended.

Mr. Gregory S. Williams was unanimously declared duly elected Secretary for a four (4) year term, effective July 1, 2013 through June 30, 2017.

LEGAL

Mr. Williams made a motion, which was seconded by Mr. Follweiler, that the Board of Education approve the following legal item:

Sweet, Stevens, Williams & Katz, LLP Approve to appoint Sweet, Stevens, Williams & Katz, LLP as special counsel for the 2013-2014 school year. The hourly rate for non-routine matters will be \$185.00 per hour. The rate for routine or general advice will be \$140.00 per hour. The hourly rate for legal assistants for routine and non-routine matters will be \$115.00 per hour. There is no increase over last year's rates.

YEA: Mr. Distler, Mr. Fedorcha, Mr. Follweiler, Mrs. Ganser, Mr. Green, Mrs. Green, Mrs. Kulp, Mr. Williams, Mr. Hartman (9)
 NAY: None (0)

CORRESPONDENCE

Mr. Williams stated that Board members received information on the Senior Awards Night and Graduation.

INFORMATION

Minutes of the Lehigh Career & Technical Institute Joint Operating Committee meeting held on March 27, 2013 were distributed.

Minutes of the Lehigh Carbon Community College Board of Trustees meetings held on March 7, 2013 and April 4, 2013 were distributed.

Minutes of the Carbon Lehigh Intermediate Unit 21 Board of Directors meeting held on March 18, 2013 were distributed.

ADOPTION OF PROPOSED FINAL BUDGET FOR 2013-2014

Mr. Distler made a motion, which was seconded by Mr. Follweiler, that the Board of Education approves the proposed final budget and legal notices as presented:

It is recommended that the Board of Education adopts the proposed general fund final budget of the Northern Lehigh School District for the 2013-2014 school year in the amount of \$28,509,357.00. This is an increase of \$402,575.00 or 1.4% over last year's figures.

The preliminary budget is adopted with a 20.1681 millage rate for Lehigh County and a 57.3059 millage rate for Northampton County.

**ADOPTION
OF
PROPOSED
BUDGET
FOR
2013-2014
(cont.)**

Legal Notice

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:

BOROUGH OF WALNUTPORT

Annette Lacko – Borough Secretary
Walnutport Borough Building
417 Lincoln Ave. Walnutport, PA 18088
610-767-1322

WASHINGTON TOWNSHIP

Joann Ahner – Township Secretary
Washington Township Municipal Building
PO Box 27, Slatedale, PA 18079
610-767-8108

BOROUGH OF SLATINGTON

Joan Cheesbrough – Assistant Secretary
125 South Walnut Street
Slatington, PA 18080
610-767-2131

Mr. Fedorcha stated that Joan Cheesbrough will be retiring soon and questioned whether the new person should be named instead. Mrs. Molitoris stated that she will call and find out who the new person is before it is advertised.

YEA: Mr. Distler, Mr. Fedorcha, Mr. Follweiler, Mrs. Ganser, Mr. Green, Mrs. Green, Mrs. Kulp, Mr. Williams, Mr. Hartman (9)
NAY: None (0)

**RECOGNITION
OF GUESTS**

Mr. Williams congratulated the three new administrators and wished them continued success. Mr. Hartman wished Mr. Engler well and thanked him for his services. Mr. Engler thanked the Board and the Administration and praised Mr. Michaels for being a great leader and allowing him to grow in his role.

ADJOURNMENT

Mr. Follweiler made a motion, which was seconded by Mrs. Kulp, that the regular meeting of the Northern Lehigh School District Board of School Directors is adjourned at 8:11 p.m.

YEA: Mr. Distler, Mr. Fedorcha, Mr. Follweiler, Mrs. Ganser, Mr. Green, Mrs. Green, Mrs. Kulp, Mr. Williams, Mr. Hartman (9)
NAY: None (0)

Respectfully submitted,

Gregory S. Williams
Secretary

ATTEST: _____ President
Edward E. Hartman