

AGENDA



**Northern Lehigh School District
Board of
School Directors**

REGULAR SCHOOL BOARD MEETING

**Monday, February 12, 2018
7:30 P.M.**

**Northern Lehigh School District
Administration Office Board Room
1201 Shadow Oaks Lane
Slatington, PA 18080**

**Executive Session
Administration Office Conference Room
6:45 PM**

NORTHERN LEHIGH SCHOOL DISTRICT
Regular School Board Meeting
Monday, February 12, 2018
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 MEETING

- A. Regular school board meeting held on January 9, 2018.

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 February 5, 2018
(Attachment #1)
 - Minutes of the Community Relations Committee Meeting held on February 5, 2018
(Attachment #2)
 - Minutes of the Technology/Buildings & Grounds Committee Meeting held on
February 8, 2018 (Attachment #3)
 - Minutes of the Finance Committee Meeting held on February 8, 2018 (Attachment #4)
- F. Student Representatives to the Board Report Ms. Tori Csanadi
Mr. Preston Kemery
- G. Solicitor's ReportAttorney Keith Strohl

- H. Business Manager’s Report Mrs. Sherri Molitoris
Mrs. Rhonda Frantz
 - 2018-2019 LCCC Operating, Debt Services, and Capital Expenditures Budgets
 - 2018-2019 CLIU #21 Operational and Programs Services Budget
 - 2018-2019 LCTI General Fund and Academic Center Budgets
 - Governor’s Budget

- I. Assistant to the Superintendent’s ReportDr. Tania Stoker
 - Professional Development

- J. Superintendent’s ReportMr. Matthew Link
 - MakerSpace - Mary Frank, Krystle Tiedeman
 - National School Counselors Week – February 5-9, 2018

- K. An executive session will be held at 6:45 p.m. in the Administration Office Conference Room.

IV. PERSONNEL

A. Resignation

1. Remove Christina Bilheimer from our substitute teacher list. Ms. Bilheimer has accepted a permanent teaching position in another district.

2. Accept the resignation of Robert Wetzel from his position of Second Shift Custodian, Floating Position, effective February 16, 2018.

B. Appointment -Non-instructional

1. Joshua Reimer*

Assignment:	Second Shift Custodian Slatington Elementary School replacing Rha-Keith Crosby who resigned.
Salary:	\$13.07 Per Hour 2:30 p.m. -11:00 p.m., 5 Days/Week
Effective:	February 13, 2018
* Pending Verification of Missing Personnel File Items	
*60 Day probationary period ending on or about May 9, 2018	

C. Family Medical Leave

Approve the request of employee #110 to take a three week family medical leave of absence beginning on or about April 5, 2018 for the birth of a child. Employee is requesting to use fifteen (15) sick days in conjunction with the family medical leave.

D. Unpaid Leave of Absence

Approve the request of employee #7155 to take an unpaid leave of absence for her own medical reasons, beginning January 3, 2018. Employee is requesting to use five (5) sick and three (3) personal days. Upon exhaustion of paid days, employee is requesting an unpaid medical leave of absence. Employee plans to return to her current position upon release from her attending physician.

E. 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 2017-2018 school year.

Ryan Stilwell

From: Step 3B+24
To: Step 3M

F. Game Workers 2017-2018

Approve the following list of people as Game Workers for the 2017-2018 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 2017-2018 Supplementary Personnel Salary Schedule.

Elizabeth Hannon
Jeff Miller

G. Co-Curricular Volunteers 2017-2018

Elizabeth Hannon Assistant Track Coach

V. POLICY**A. Field Trips**

1. Spanish Club – High School – New York City, NY – May 11, 2018 – This trip is fully funded by Spanish Club students.
2. Senior Class Trip – High School - Hershey Park – Hershey, PA – May 25, 2018 – This trip is fully funded by students of the Class of 2018.

B. Board Policy First Reading

1. Approve school board policy #339 – Employees – Uncompensated Leave, as presented after first reading. **(Attachment #5)**
2. Approve school board policy #808 – Operations – Food Services, as presented after first reading. **(Attachment #6)**

VI. CONFERENCES

- A. Shawn Green – Pennsylvania School Librarians Association Annual Conference – May 3-5, 2018, – Hershey Lodge & Convention Center – Hershey, PA – Registration: \$175.00; Lodging: \$388.50; Travel: \$85.35 – Total Approximate Cost: \$648.85 – Funding: Slatington Elementary Instructional Staff Development Budget **(Attachment #7)**
- B. Krystle-Dawn Tiedeman – Pennsylvania School Librarians Association Annual Conference – May 3-5, 2018– Hershey Lodge & Convention Center – Hershey, PA – Registration: \$245.00; Lodging: \$388.50; Travel: \$85.35 – Total Approximate Cost: \$718.85 – Funding: High School Instructional Staff Development Budget **(Attachment #8)**
- C. Tania Stoker – PAFPC 2018 Annual Conference - April 29, 2018 - May 2, 2018 – Hershey Lodge & Convention Center - Hershey, PA – Registration: \$395.00; Lodging: \$596.07; Travel: \$86.11, Meals: \$75.00 – Total Approximate Cost: \$1,152.18 – Funding: Assistant to the Superintendent’s Budget **(Attachment #9)**
- D. Susan Bahnick – National Legislative Action Conference - March 4-6, 2018 - J.W. Marriott Hotel - Washington, D.C. All costs associated with this conference will be paid by the School Nutrition Association; there is no cost to the district. **(Attachment #10)**

VII. CURRICULUM AND INSTRUCTION

- A. Approve the High School Program of Studies Book for the 2018-2019 school year as presented and recommended by Administration. **(Distributed to Board Members Only)**.
- B. Approve the Middle School Program of Studies Book for the 2018-2019 school year as presented and recommended by Administration. **(Distributed to Board Members Only)**.

VIII. OLD BUSINESS**IX. NEW BUSINESS**

- A. Approve the Memorandum of Understanding updating the language in Appendix B, Section 5 of the Northern Lehigh Education Association Collective Bargaining Agreement. The language clarifies tuition reimbursement language as Masters level reimbursement and Doctorate level reimbursement. **(Distributed to Board Members Only)**

X. FINANCIAL**A. Approve the Following Financial Reports:**

1. General Fund Account months of December and January
2. NLMS Student Activities Account month of December
3. NLHS Student Activities and Scholarship Account month of December
4. Refreshment Stand months of December and January
5. Cafeteria Fund months of December and January

B. Approve the Following List of Bills:

1. General Fund months of January and February
2. Refreshment Stand month of January
3. Cafeteria Fund months of January and February

C. Lehigh Carbon Community College 2018-2019 Budget

Approve a resolution regarding the 2018-2019 Lehigh Carbon Community College Sponsor contribution Budget. Total expenditures equal \$6,186,337.00 which represents no change over the 2017-2018 budget. Northern Lehigh's share of the total budget is \$186,314.00, a decrease of \$10,882.00 or (-5.5%). A copy of the budget was distributed electronically February 9, 2018.

D. Carbon Lehigh Intermediate Unit 2018-2019 Budget

Approve a resolution regarding the 2018-2019 Carbon Lehigh Intermediate Unit Operational and Program Services budget. Total expenditures equal \$3,040,282.00 a decrease of \$172,360.00 over the 2017-2018 budget. Northern Lehigh's share is proposed to be \$19,457.00 a decrease of \$326.00 from the 2017-2018 budget. A copy of the budget was distributed electronically February 1, 2018.

E. Lehigh Career & Technical Institute 2018-2019 Budget

Approve a resolution regarding the Lehigh Career & Technical Institute general fund budget and Academic Center expenditures for the 2018-2019 school year. The general fund budget total is \$26,602,200.00 an increase of \$343,100.00 Northern Lehigh School District's portion of the 2018-2019 general fund budget is \$1,045,629 an increase of \$140,740.00. The expenditures for the Academic Center budget for the period of July 1, 2018 through June 30, 2019 total \$1,819,400.00 an increase of \$73,100.00. There is no cost to Northern Lehigh School District for the Academic Center budget. A copy of the budget was distributed to board members electronically February 1, 2018.

F. Accept the 2016-2017 audit and management report for the single audit ending June 30, 2017. A copy of the audit was distributed at the January 9, 2018 school board meeting.

- G. Authorize administration to enter into an agreement with Pennsylvania Trust for the provision of GASB 45 Valuation Services. The valuation will be performed by Conrad Siegel Actuaries at a cost not to exceed \$7,225.00. **(Attachment #11)**
- H. Allow administration to enter into a contract with CSIU for the employee portal software which gives us the ability to make our employees' paycheck information available electronically, reducing printing, supplies cost, and labor. The cost of the service will be \$750.00 annually. **(Attachment #12)**
- I. Motion to approve the awarding of the PEPPM Mini-Bid proposal from IntegraOne for \$192,979.80 to upgrade our wireless network infrastructure, district-wide, contingent upon receiving E-Rate funding. The additional cost over the E-rate funding will be paid from the 2018-2019 Assigned Technology Fund Balance. **(Attachment #13)**
- J. Authorize administration to purchase curtains for the Peters Elementary stage from K&H Custom Window Treatments at a total cost of \$7,100.00 to be paid from the 2018-2019 Assigned Long range Maintenance Fund Balance. **(Attachment #14)**
- K. Authorize administration to enter into an agreement with Shaw Industries, Inc. to replace hallway tile and office carpet at the Middle School at a cost of \$128,475.45 to be paid from the 2018-2019 Assigned Long Range Maintenance Fund Balance. **(Attachment #15)**
- L. Authorize administration to enter into an agreement with Degler-Whiting, Inc. to replace lockers and bathroom partitions in the High School boys' locker room at a cost of \$18,490.00 to be paid from the 2018-2019 Assigned Long Range Maintenance Fund Balance. **(Attachment #16)**
- M. Appoint Greenwich Insurance Company as the district's carrier for the School Police Officer Liability Insurance at a cost of \$2,208.00 for a fifteen (15) month policy from March 14, 2018 to June 30, 2019.
- N. Approve abatement/exoneration requests of per capita taxes, for the residents that fall within the guidelines, as presented. **(Attachment #17)**

XI. LEGAL

- A. Approve the conciliation agreement by and between employee #260 and the Northern Lehigh School District, therefore, intending to be legally bound hereby, it is agreed by and between employee #260 that the matter shall be settled and compromised in accordance with the terms and conditions set forth in the attached conciliation agreement. **(Distributed to Board Members Only)**

- B. Approve to appoint King Spry Herman Freund & Faul, LLC as special counsel for the 2017-2018 school year for services as outlined in the agreement. The hourly rate will be \$200.00 per hour for partners, \$170.00 per hour for associates, and \$95.00 per hour for paralegals. (Attachment #18)

XII. CORRESPONDENCE

XIII. INFORMATION

- A. Minutes of the Carbon Lehigh Intermediate Unit 21 Board of Directors meeting held on December 18, 2017.
- B. Minutes of the Lehigh Carbon Community College Board of Trustees meetings held on December 7, 2017.

XIV. RECOGNITION OF GUESTS

XV. ADJOURNMENT