

AGENDA



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

REGULAR SCHOOL BOARD MEETING

**Monday, June 11, 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
6:30 PM**

**NORTHERN LEHIGH SCHOOL DISTRICT
 Regular School Board Meeting
 Monday, June 11, 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 May 14, 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. Michelle M. Heckman
- 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 4, 2018 (Attachment #1)
 - Minutes of the Community Relations Committee Meeting held on June 4, 2018 (Attachment #2)
 - Minutes of the Technology/Buildings and Grounds Committee Meeting held on June 6, 2018 (Attachment #3)
 - Minutes of the Finance Committee Meeting held on June 6, 2018 (Attachment #4)
- F. Student Representatives to the Board Report Mr. Preston Kemery
- G. Solicitor's Report Attorney Keith Strohl
- H. Assistant to the Superintendent Dr. Tania Stoker
 - STEAM Camp Preview
- I. Business Manager's Report Mrs. Sherri Molitoris
 Mrs. Rhonda Frantz
- J. Superintendent's Report..... Mr. Matthew J. Link

- Donation - Slate Bench from Class of 1968
- Senior Awards
- Graduation Ceremony

K. An executive session will be held at 6:30 p.m. in the Administration Office Conference Room.

IV. PERSONNEL

A. Administrative Transfer - Non-Instructional

1. Sheila Steier

From:	Part-time Cook's Helper
To:	Full-time Second Shift Custodian
Salary:	\$13.07 per Hour; 2:30 pm - 11:00 pm; 5 Days per Week
Effective:	June 4, 2018

*60 Working Day Probationary Period

B. Resignation/Retirement

Accept the resignation of Shelly Pender from her position as Middle School Cafeteria/Hall Monitor, effective the end of the 2017-2018 school year.

C. Appointment - Non-instructional

1. Dawn DeWalt*

Assignment:	Second Shift Custodian
Salary:	\$13.07 per Hour; 2:30 pm - 11:00 pm; 5 Days per Week
Effective:	June 4, 2018

*Pending Verification of Missing Personnel File Items

*60 Working Day Probationary Period

D. Family Medical Leave

1. Approve the request of employee #7092 to take a Family Medical Leave beginning on August 21, 2018, for the birth of a child. Employee is requesting to use accumulated sick days. Upon exhaustion of sick days, employee is requesting a two week family medical leave. Employee plans to return to her teaching position on or about September 25, 2018.
2. Approve the request of employee #6793 to take a two week Family Medical Leave beginning on or about September 6, 2018, for the birth of a child. Employee is requesting to use ten (10) accumulated sick days in conjunction with the family medical leave. Employee plans to return to his teaching position on or about September 20, 2018.

E. Detention Supervisors

Approve to appoint the following list of people as Secondary Detention Monitors for the Senior High School for the 2018-2019 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

F. Substitute Detention Supervisor

Approve to appoint the following person as Substitute Secondary Detention Monitor for the Senior High School for the 2018-2019 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

G. Co-Curricular Appointment 2018-2019

Lori-Beth Guelcher*	Assistant Cross Country Coach	\$2,957.00
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*Pending Verification of Missing Personnel File Items

H. Motion to renew the appointment of the following Co-Curricular positions for the 2018-2019 school year.

Michelle Raber	MS Fall Intramural Net Sports	\$ 888.00
Michelle Raber	MS Winter Intramural Net Sports	\$ 888.00
Michelle Raber	MS Spring Intramural Net Sports	\$ 888.00
Randall Utsch	Majorette/Band Advisor	\$2,284.00

I. Summertime Maintenance/Custodial Supervisor

Motion to approve the following individual as the Supervisor for the Summertime Maintenance/Custodial helpers for the summer of 2018 at a salary of \$15.00 per hour:

Individual to be approved retroactively, if necessary

J. Summertime Maintenance/Custodial Helpers

Motion to approve the following individuals as Summertime Maintenance/Custodial helpers for the summer of 2018 at a salary of \$10.00 per hour:

Bryce Allen*

Jacob Bachman*

Jennifer Haas

Cory Hammond*

Two individuals to be approved retroactively, if necessary

*Pending Verification of Missing Personnel File Items

K. High School Summertime Helper Supervisor

Motion to approve the following individual as the Supervisor for the High School Summertime Helpers for the summer of 2018 at a salary of \$15.00 per hour to be paid from the High School budget:

Stephen Shuey

L. High School Summertime Helpers

Motion to approve the following individuals as High School Summertime helpers for the summer of 2018 at a salary of \$7.25 per hour to be paid from the High School budget:

Cole Hankee*
 John Kline*
 Samantha Papay*
 Courtney Trumbore*

*Pending Verification of Missing Personnel File Items

M. Co-Curricular Resignation

Accept the resignation of Mark Lavine from his position as Assistant Football Coach – \$4,936.00 for the 2018-2019 school year which was originally approved at the December 4, 2017 board meeting.

N. Co-Curricular Volunteers 2018-2019

Tina Bilheimer	Band Advisor
James Corle	Band Advisor
Kim Corle	Band Advisor
Rebecca Hamm	Band Advisor
Jason Steigerwalt	Band Advisor
Shawn Frame	Assistant Football Coach
Adam Merkle*	Assistant Girls' Soccer Coach
Candace Wood*	Assistant Cheerleading Coach

*Pending Verification of Missing Personnel File Items

V. **POLICY**

A. Board Policy First Reading

1. Approve school board policy #209.1 – Pupils – Pediculosis, as presented after first reading. (Attachment #5)

B. Board Policy Second Reading

1. Approve school board policy #105 - Programs - Curriculum, as presented after second reading. (Attachment #6)
2. Approve school board policy #138 - Programs - Language Instruction Educational Program for English, as presented after second reading. (Attachment #7)
3. Approve school board policy #202.1 - Pupils - Foreign Exchange Students, as presented after second reading. (Attachment #8)
4. Approve school board policy #204 - Pupils - Attendance, as presented after second reading. (Attachment #9)
5. Approve school board policy #239 - Pupils - Student Excusal, as presented after second reading. (Attachment #10)
6. Approve school board policy #308 - Employees - Employment Contract/Board Resolution, as presented after second reading. (Attachment #11)

7. Approve school board policy #826 – Operations – HIPAA Compliance, as presented after second reading. (Attachment #12)

C. Student Representative to the Board

Approve Madison Hoffman as Student Representative to the Board for the 2018-2019 school year. Madison has been appointed as the junior representative to the board and will serve from September 2018 through June 2019. Preston Kemery will serve as the senior student representative to the board until June 2019.

D. Homebound Instruction

It is recommended that the Board of Education grant homebound instruction for a 6th grade student, Student No. 2490215 for five hours per week, effective May 18, 2018 and continuing until approximately September, 2018.

VI. CONFERENCES

- A. Jon Prive - AP Language and Composition - College Board of Drew University Summer Institute - August 6-9, 2018 –Madison, NJ – Registration - \$895.00; Lodging - \$445.00; Travel - \$64.50; – Total Approximate Cost: \$1,405.40 – Funding: High School Professional Development Budget (Attachment #13)
- B. Michelle Raber – 97th Annual PA State Association for Health, PE, Recreation & Dance Convention - November 9-10, 2018 – Seven Springs, PA – Registration - \$110.00; Lodging \$314.00; Travel - \$249.61 – Total Approximate Cost: \$673.61 – Funding: Middle School Professional Development Budget (Attachment #14)
- C. Krystle Tiedeman - American Library Association Leadership Institute - August 5-9, 2018 - \$1,650.00 includes Registration, Lodging and Meals - Funding: High School Professional Development Budget.(Attachment #15)

VII. CURRICULUM AND INSTRUCTION

A. Title I, Title IIA, Title III, & Title IV – 2018-2019

Approve to authorize proper officials to execute contracts for Title I, Title IIA, Title III, and Title IV for the 2018-2019 school year.

- B. Approve the final agreement with CLIU #21 for Title I Services for the 2017-2018 school year in the amount of \$2,684.00.

- C. Approve the final agreement with IU #29 for Title IIA Services for the 2017-2018 school year in the amount of \$114.36.

VIII. OLD BUSINESS

IX. NEW BUSINESS

- A. Approve the new Salary and Benefit Agreement between the Northern Lehigh School District and the School Police Officer dated August 20, 2018 - July 31, 2021. (Distributed to Board Members only)

- B. Approve authorize proper officials to execute a five year Field Experience Agreement between Northern Lehigh School District and Indiana University of Pennsylvania for an Internship, Practicum, and Clinical experience program. (Attachment #16)

X. FINANCIAL

- A. Approve the Following Financial Reports:
1. General Fund Account month of May, 2018
 2. NLMS Student Activities Account month of May, 2018
 3. NLHS Student Activities and Scholarship Account month of May, 2018
 4. Cafeteria Fund month of May, 2018
 5. Refreshment Stand month of May, 2018
- B. Approve the Following List of Bills:
1. General Fund months of May and June, 2018
 2. Refreshment Stand month of May, 2018
 3. Cafeteria Fund month of May and June, 2018
- C. Allow business office to complete budgetary transfers, as presented, and additional budgetary transfers for the 2017-2018 end of year audit. (Attachment #17)
- D. Appoint Willis Towers Watson as the district insurance broker for Property, Casualty, & Liability insurance for the 2018-2019 school year.
- E. Award insurance coverage for the 2018-2019 school year to the following companies:
1. Commercial Package and Automobile (Vehicle Liability, General Liability Property Insurance and Boiler and Machinery) Utica Mutual Insurance Company - \$82,369.00. The premium is an increase of \$395.00 over last year's rate.
 2. Commercial Umbrella Liability Insurance – Utica National Group - \$17,978.00. The premium is a decrease of \$13.00 over last year's rate.
 3. School Leaders Error and Omissions Liability – American International Group, Inc. - \$29,712.00. There is no change over last year's rates.
- F. Appoint School District's Insurance Consortium as the district's Workers' Compensation carrier for the 2018-2019 school year at an estimated premium of \$62,813.00, approximately a reduction of \$11,154.00. 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 2018-2019 school year.

Key Bank
Wells Fargo National Bank
TD Wealth
Key Bank Capital Markets

Prudential-Bache Government Securities Trust
Pennsylvania Local Government Investment Trust (PLGIT)
Embassy Bank

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- 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 renew the following expiring bonds for the 2018-2019 fiscal year through Willis of Pennsylvania, Inc.:
1. A \$50,000 Board Secretary Bond for the term of July 1, 2018 to July 1, 2019 at an annual premium of \$175.00.
 2. A \$50,000 Board Treasurer Bond for the period July 1, 2018 to July 1, 2019 at an annual premium cost of \$269.00.
- J. Upon final approval of the 2018-2019 Budget, approve a lease from California First National Bank 28 Executive Park, Suite 200, 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 Chromebooks and charging stations for the Middle School and to replace interactive projectors in Slatington Elementary School.
- K. Approve to commit and/or assign portions of the June 30, 2018 fund balance for the following purposes (actual amounts to be determined after completion of the 2017-2018 end of year audit):
- | | |
|---------------------------|------------------------|
| PSERS Increase | Replacement Equipment |
| Health Insurance Premiums | Long Range Maintenance |
| Technology | |
- L. Authorize administration to enter into an agreement with EduLink Inc. for software to manage the educator evaluation process for professional staff and appropriate administrators at a cost of \$7,024.00 for the licensing fee. (Attachment #18)
- M. School Dentist
- Approve to appoint Dr. Harry Shleifer of Broadway Family Dentistry as the school dentist for the 2018-2019 school year at the quoted fee of \$1.00 per dental exam needed.
- N. School Physician
- Approve to appoint Dr. Nicole Sully and Dr. Amy Gourniak of Parkland Family Health Center as school physicians for the 2018-2019 school year. The fee for grade level physicals will be \$20.00 per physical needed. Consultant services will be provided at no charge.
- O. Grant permission to dispose of unusable wood shop equipment and accept sealed bids for the sale of wood shop equipment with a value over \$100.00. Any equipment not sold will be disposed of in accordance with Policy 706.1.
- P. Award bid for a 2018 Chevrolet Silverado 2500 truck with plow to Rentschler Chevrolet, at a cost of \$36,120.00.

- Q. Approve Amendment No. 1 for Middle School ceiling work to the final contract with the McClure Company for the Guaranteed Energy Savings Project. The amendment does not increase the original cost approved at the May 14, 2018 board meeting. **(Distributed to Board Members Only)**
- R. Authorize administration to enter into an agreement with Sargent Enterprises, Inc. for asbestos removal as part of the High School roofing project, at a cost of \$7,500.00, to be paid from the Buildings & Grounds budget. **(Attachment #19)**
- S. Approve the following Homestead/Farmstead Resolution, as presented.

NORTHERN LEHIGH SCHOOL DISTRICT

2018 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, 2018, 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, 2018:
 - 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 \$946,015.80 plus an additional \$0, which was undistributed school year beginning July 1, 2018, for a total amount of \$946,015.80.
 - 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. § 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 \$6,353.05.
 - c. **Aggregate amount available.** Adding these amounts, the aggregate amount available during the school year for real estate tax reduction is \$952,368.85.
2. **Homestead/farmstead numbers.** Pursuant to Act 50, 54 Pa. C.S. § 8584(i), and Act 1, 53 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 3,609.
 - b. **Farmstead property number.** The number of approved farmsteads within the School District is 23.
 - c. **Homestead/farmstead combined number.** Adding these numbers, the aggregate number of approved homesteads and approved farmsteads is 3,632.

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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 \$952,368.85 by the paragraph 2(c) aggregate number of approved homesteads and approved farmsteads of 3,632 (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 \$262.21.

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 \$27,273.61 will be available during the school year for real estate tax reduction applicable to approximately 3,440 homesteads and farmsteads, resulting in an additional real estate tax reduction amount available for each homestead and farmstead of \$6.16. Adding this additional amount to the preliminary calculation of the maximum real estate tax reduction amount of \$262.21, the final maximum real estate tax reduction amount applicable to each approved homestead and to each approved farmstead is \$268.37.

4. **Homestead exclusion calculation.** Dividing the paragraph 3 maximum real estate tax reduction amount of \$268.37 by the School District real estate tax rate of 21.9612 mills (.0219612) for Lehigh County and 63.9276 mills (.0639276) 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 \$12,220 for Lehigh County or \$4,198 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 \$12,220 for Lehigh County or \$4,198 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-established assessed value of the homestead, or (b) the paragraph 4 maximum real estate assessed value reduction of \$12,220 for Lehigh County or \$4,198 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 \$12,220 for Lehigh County or \$4,198 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**A. Expulsion Hearing Waiver Approval**

The Board agrees to expulsion hearing waiver for Student #1990011. Student and guardian have agreed to waive their right to a formal expulsion hearing in front of the School Board and have also agreed to disciplinary action outlined in the waiver.

XII. CORRESPONDENCE**XIII. INFORMATION**

- A. Minutes of the Carbon Lehigh Intermediate Unit 21 Board of Directors meeting held on April 16, 2018.
- B. Minutes of the Lehigh Carbon Community College Board of Trustees meetings held on May 3, 2018.
- C. Minutes of the Lehigh Career & Technical Institute Joint Operating Committee meeting held on April 25, 2018.

XIV. ADOPTION OF GENERAL FUND FINAL BUDGET FOR 2018-2019

- A. It is recommended that the Board of Education adopts the general fund final budget of the Northern Lehigh School District for the 2018-2019 school year in the amount of \$34,474,274.00.
 - 1. A 21.9612 millage rate for Lehigh County and a 63.9276 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 2017-2018.
 - 3. Taxes under Act 511 with no changes from 2017-2018:
 - 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 2018-2019 Northern Lehigh School District Budget.

XV. RECOGNITION OF GUESTS**XVI. ADJOURNMENT**