

NORTHERN LEHIGH SCHOOL DISTRICT
Regular School Board Meeting
Monday, January 9, 2023
Northern Lehigh Administration Building Board Room
7:00 P.M.



Civility and Decorum – District officials and members of the public are expected to conduct themselves with civility and to afford each other a measure of dignity and respect. Shouting, personal insults, and attacks or any conduct that disrupts the flow of business is considered to be out of order. Members of the public are to direct their comments to the Board in its entirety, cannot single out Board Members for response, nor can a member of the public address specific issues with other members of the community who may be present at the meeting or who are virtually present if it is a virtual or hybrid meeting. In addition, members of the community shall not bring signs or placards to the meeting and shall not applaud or engage in any actions that would impede another community member’s right to make comments at the meeting. At the discretion of the Board/Board President, individuals who are disruptive shall be subject to removal from the venue of the Board meeting, unless the disruptive individual agrees to maintain civility and decorum.

- 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. Athletic Report Mr. Bryan Geist
 - Recognition of NLHS Football Team
- F. Public Comment -- Restricted to Agenda Items.

II. REVIEW AND APPROVAL OF THE MINUTES OF THE PRECEDING MEETING

- A. Reorganization School Board Meeting held on December 5, 2022. ([Minutes](#))
- B. Regular School Board Meeting held on December 5, 2022. ([Minutes](#))

III. SPECIAL BOARD REPORTS

- A. Carbon Lehigh Intermediate Unit Mrs. Gale N. Husack
- B. Lehigh Career and Technical Institute Mr. Gary S. Fedorcha
 - Appoint Gary S. Fedorcha as LCTI Joint Operating Committee representative for the term December 2022 – December 2025
- 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 Committee Meeting held on January 3, 2023. ([Attachment #1](#))
 - Minutes of the Policy Committee Meeting held on January 3, 2023. ([Attachment #2](#))
 - Minutes of the Technology/Buildings and Grounds Committee Meeting held on January 3, 2023. ([Attachment #3](#))
 - Minutes of the Finance Committee Meeting held on January 3, 2023. ([Attachment #4](#))
 - Minutes of the Extra & Co-Curricular Committee Meeting held on January 3, 2023. ([Attachment #5](#))

- F. Student Representatives to the Board Report Ms. Danielle Dougherty
Ms. Victoria Hanna
- G. Solicitor’s Report Attorney Kristine Roddick
- H. Business Manager’s Report Mrs. Sherri Molitoris
 - Distribution of Single Audit Report for Fiscal Year Ending June 30, 2022
 - Post Issuance Compliance
 - Act 1 Resolution
- I. Assistant Superintendent Dr. Tania Stoker
 - Book Donation in honor of School Board Recognition Month
 - Annual Data Presentation
- J. Superintendent’s Report Mr. Matthew J. Link
 - LVECU Donation
 - Ethics Form Reminder
- K. An executive session will be held at 6:30 p.m. at the Northern Lehigh Administration Building Board Conference Room.

IV. PERSONNEL

A. Resignation/Retirement

- 1. With regret, accept the retirement resignation of Tracy Karpowich from her position as Special Education Teacher, effective at the end of the day on December 22, 2022. Ms. Karpowich will be retiring from the Northern Lehigh School District after 6 years of service.
- 2. Accept the resignation of Jessica Eckroth from her position as Cafeteria/Hall Monitor at Slatington Elementary, effective December 22, 2022.
- 3. Accept the resignation of Lisa Hunt from her position as Cafeteria/Hall Monitor at Slatington Elementary, effective December 22, 2022.
- 4. Accept the resignation of Kayla Micklos from her position as Computer Technician - Districtwide, effective January 18, 2023.

B. Appointment - Non-Instructional

- 1. Linsey Hassay
 - Assignment: Cook’s Helper
 - Salary: \$13.75/hour/5.5 hours
 - Effective: January 9, 2023
 - *60 Working Day Probationary Period

C. Family Medical Leave

- 1. Approve the request of employee #135 to take a family medical leave of absence beginning on January 9, 2023, to care for a family member. Employee plans to return to their position following the end of the family medical leave.

D. Substitute**1. Instructional**

- a. Motion to approve the appointment of the following substitute teachers for the 2022-2023 school year at the 2022-2023 substitute teacher rates as approved on the Supplemental Personnel Salary Schedule:

Martin Koeller - Guest Teacher
 Jennifer Leshner - Guest Teacher
 Jan Llewellyn - Guest Teacher
 Samuel Lux - Guest Teacher
 Madeline Ziegenfus - Guest Teacher

Lexi Meckes

E. Co-Curricular Appointment 2022-2023

Jake Waylen	Asst. Track Coach	\$3,335
Dylan Hofmann	Asst. Track Coach	\$3,335

V. POLICY**A. Board Policy First Reading**

1. Approve school board policy #011 - Principles for Governance and Leadership - Local Board Procedures, as presented after the first reading. ([Attachment #6](#))
2. Approve school board policy #718.1 - Therapy Dogs/Therapy Animals in Schools - Property, as presented after the first reading. ([Attachment #7](#))
3. Approve school board policy #808 - Food Services - Operations, as presented after the first reading. ([Attachment #8](#))

VI. CONFERENCES

1. Krystle Tiedeman - Pennsylvania School Librarians Association (PSLA) Annual Conference - March 30 to April 1, 2023 - Harrisburg, PA - Registration: \$200.00; Lodging: \$375.18; Travel: \$109.25; Meals: \$90.00 - Total Approximate Cost: \$774.43 - Funding: High School Budget ([Attachment #9](#))
2. Shawn Green - Pennsylvania School Librarians Association (PSLA) Annual Conference - March 30 to April 1, 2023 - Harrisburg, PA - Registration \$250.00; Lodging: \$375.18; Travel: \$115.94; Meals: \$100.00 - Total Approximate Cost: \$841.12 - Funding: Peters/Slatington Elementary Budget ([Attachment #10](#))
3. Michele Dotta - Pennsylvania Department of Education Conference - March 1-3, 2023 - Hershey, PA - Registration \$235.00; Lodging: \$358.00; Travel: \$101.92; Meals: \$100.00 - Total Approximate Cost: \$794.92 - Funding: Special Education Budget ([Attachment #11](#))

VII. CURRICULUM AND INSTRUCTION**VIII. OLD BUSINESS**

IX. (a) NEW BUSINESSResolution for School Board Director Recognition Month – January 2023

WHEREAS, the role of locally elected school officials has served the Commonwealth of Pennsylvania and local communities in meeting the needs of public education since the passage of the Free School Act in 1834; and

WHEREAS, these local boards have discharged their responsibilities to public education in a manner which has placed public education in the forefront of our educational systems; and

WHEREAS, locally elected officials have distinguished themselves and their communities in this non-paid, volunteer public service commitment; and

WHEREAS, the contributions of these men and women who serve on the Northern Lehigh Board of School Directors:

Chad Christman
 Robin T. Distler
 Gary S. Fedorcha
 Rhonda L. Frantz
 Mathias J. Green, Jr.
 Michelle M. Heckman
 Gale N. Husack
 Robert L. Kern, Jr.
 Donna M. Kulp

should be recognized and appreciated by those who benefit from the workings of our public school system;

NOW THEREFORE BE IT RESOLVED that the Board of Directors of the Pennsylvania School Boards Association hereby proclaims the month of January as School Director Recognition Month in this commonwealth; and

FURTHER RESOLVE that this proclamation be communicated to all school districts, school officials and local communities in a planned program which brings visibility and awareness of the role of locally elected school officials to the citizenry of this commonwealth.

(b) NEW BUSINESSA. Early Retirement Incentive Plan for 2022-2023

Approve to develop an Early Retirement Incentive Plan, for all eligible professional employees, on a voluntary basis, for the 2022-2023 school year.

X. FINANCIALA. Approve the Following Financial Reports:

1. NLSD Investments for the month of December, 2022
2. General Fund Account months of December 2022
3. Cafeteria Fund Account months of July through December 2022 (Audited)
4. NLHS Student Scholarship Account month of December 2022
5. NLHS Student Activities/Clubs Account month of December 2022
6. NLMS Student Activities/Clubs Accounts months of November and December, 2022

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- B. Approve the Following List of [Bills](#):
1. General Fund months of December 2022 and January 2023
 2. Cafeteria Fund months of December 2022 and January 2023
 3. Capital Construction month of January 2023
- C. Approve abatement/exoneration requests of per capita taxes, for the residents that fall within the guidelines, as presented. ([Attachment #12](#))
- D. Per the recommendation of administration, approve the purchase and installation of a fence around the bulldog statue in the stadium per the attached quote. The project will be funded through the athletic fund budget. ([Attachment #13](#))
- E. As per the recommendation from the administration and Technology/Buildings and Grounds Committee, approve a lease from California First National Bank, 28 Executive Park, Suite 200, Irvine, CA 92612 for \$138,811.31 per year with a lease term of 48 months and a one (\$1) dollar buyout option at the end of the lease agreement. The lease will be used to purchase chromebooks, laptops, and accessories. ([Attachment #14](#) and [Attachment #15](#))
- F. As per the recommendation of the administration, approve to enter into a contract with Shanti Project for the 2023 calendar year at a cost of \$31,200, funded through ESSER 3. ([Attachment #16](#))
- G. As per the recommendation of the administration and the Education Committee, approve the attached amended agreement with IXL to include subscriptions for the high school, from September 2023, through September 2025 as an instructional and assessment tool, at a cost of \$21,420 funded through the middle school and high school budgets equitably. ([Attachment #17](#))
- H. As per the recommendation of administration and the Finance Committee, approve the attached resolution appointing Sherri Molitoris as liaison between Northern Lehigh School District and Berkheimer for the express purpose of sharing confidential tax information with the district for official purposes. ([Attachment #18](#))
- I. As per the recommendation of administration and the Finance Committee, the Board of Education approves the addendum to the agreement with Portnoff Law Associates, Ltd. to be the delinquent real estate tax collector for the 2022 tax year. ([Attachment #19](#))
- J. Act 1 Tax Levy Resolution

**NORTHERN LEHIGH SCHOOL DISTRICT
BOARD OF DIRECTORS**

RESOLUTION

WHEREAS, on June 27, 2006, the Pennsylvania legislature passed Act 1 of Special Session 2006, entitled the "Taxpayer Relief Act" (hereinafter "Act 1");

WHEREAS, Act 1 requires school districts to limit tax increases to the level set by an inflation index unless the tax increase is approved by voters in a referendum or the school district obtains from the Department of Education or a court of common pleas certain referendum exceptions;

WHEREAS, Act 1 does, however, allow a board of school directors to elect to adopt a resolution indicating that it will not raise the rate of any tax for the support of the public schools for the following

fiscal year by more than its index, provided this resolution must be adopted no later than 110 days prior to the date of the election immediately preceding the upcoming fiscal year;

WHEREAS, the Northern Lehigh School District index for the 2023-2024 fiscal year is 5.5%;

WHEREAS, the Northern Lehigh School District Board of Directors has made the decision that it shall not raise the rate of any tax for the support of the Northern Lehigh School District for the 2023-2024 fiscal year by more than its index.

AND NOW, on this 9th day of January 2023, it is hereby **RESOLVED** by the Northern Lehigh School District (hereinafter "District") Board of Directors (hereinafter "Board") the following:

1. The Board certifies that it will not increase any school district tax for the 2023-2024 school year at a rate that exceeds the index as calculated by the Pennsylvania Department of Education.
2. The Board certifies that it will comply with the procedures set forth in Section 687, of the Pennsylvania Public School Code (hereinafter "School Code"), 24 P.S. §6-687, for the adoption of its proposed and final budget.
3. The Board certifies that increasing any tax at a rate less than or equal to the index will be sufficient to balance its final budget of the 2023-2024 fiscal year.
4. The Administration of the District will submit the District's information on a proposed increase in the rate of a tax levied for the support of the District to the Pennsylvania Department of Education on the uniform form prepared by the Pennsylvania Department of Education no later than five days after the Board's adoption of this Resolution.
5. The Administration of the District will send a copy of this Resolution to the Pennsylvania Department of Education no later than five days after the Board's adoption of this Resolution.
6. The Board understands and agrees that by passing this Resolution it is not eligible to seek referendum exceptions under Section 333(f) of Act 1 and is not eligible to request approval from the voters through a referendum to increase a tax rate by more than the index as established for the 2023-2024 fiscal year.
7. Once this Resolution is passed, the Administration of the District is not required to comply with the preliminary budget requirements set forth in paragraphs (a) and (c) of Section 311 of Act 1. Provided, however:
 - (a) The Board understands and agrees that, upon receipt of the information submitted by the District as set forth in paragraphs 4 and 5 above, the Pennsylvania Department of Education shall compare the District's proposed percentage increase in the rate of the tax with the index.
 - (b) Within ten days of the receipt of this information, the Pennsylvania Department of Education shall inform the District whether its proposed tax rate increase is less than or equal to the index.
 - (c) If the Pennsylvania Department of Education determines that the District's proposed increase in the rate of the District's tax exceeds the index, the District is subject to the preliminary budget requirements as set forth in paragraph (a) and (c) of Section 311 of Act 1.

XI. LEGAL

XII. CORRESPONDENCE

XIII. INFORMATION

- A. Minutes of the Carbon Lehigh Intermediate Unit 21 Board of Directors meetings held on [October 17, 2022](#) and [November 21, 2022](#).

- B. Minutes of the Lehigh Carbon Community College Board of Trustees meeting held on [November 3, 2022](#).
- C. Minutes of the Lehigh Career & Technical Institute Joint Operating Committee meeting held on [October 26, 2022](#).

XIV. RECOGNITION OF GUESTS

XV. ADJOURNMENT