

NORTHERN LEHIGH SCHOOL DISTRICT
Regular School Board Meeting
Monday, June 10, 2024
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. 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 13, 2024. ([Minutes](#))

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. Natalie Snyder
- D. Lehigh Carbon Community College Mr. Mathias J. Green, Jr.
- E. Committee Reports and/or Meetings
 - Minutes of the Technology Committee Meeting held on June 3, 2024 ([Attachment #1](#))
 - Minutes of the Buildings and Grounds Committee Meeting held on June 3, 2024 ([Attachment #2](#))
 - Minutes of the Finance Committee Meeting held on June 3, 2024 ([Attachment #3](#))
 - Minutes of the Education Committee Meeting held on June 3, 2024 ([Attachment #4](#))
 - Minutes of the Policy Committee Meeting held on June 3, 2024 ([Attachment #5](#))
 - Minutes of the Community Relations Committee Meeting held on June 3, 2024 ([Attachment #6](#))

- F. Student Representatives to the Board Report Ms. Victoria Hanna
Ms. Jalah Cook
- G. Solicitor’s Report Attorney Kristine Roddick
- H. Assistant Superintendent Dr. Tania Stoker
 - ESSER Grant Presentation
 - End of Year (EOY) Local Data Presentation
- I. Superintendent’s Report..... Dr. Matthew J. Link
 - Act 35 Test Acknowledgments
 - End of Year
- J. Business Manager’s Report Mrs. Sherri Molitoris
 - 2024-2025 Budget Discussion
- K. An executive session will be held at 6:00 p.m. in the Northern Lehigh Administration Building Conference Room.

VI. PERSONNEL

A. Resignation

1. Accept the resignation of Brenda Rudolph from her position as Lunchroom Monitor at Peters Elementary School, effective at the end of the work day on June 5, 2024.
2. Accept the resignation of Elivonne Nehmeh from her position as Confidential Administrative Assistant to the Superintendent at the Administration Office, effective at the end of the work day on June 7, 2024.
3. Accept the resignation of Katherine Farber from her position as High School Special Education Life Skills Teacher, effective at the end of the work day on June 7, 2024.

B. Appointment - Instructional

1. Matthew Klipple* Temporary Professional Employee
 Assignment: Elementary Special Education Teacher
 Salary: \$56,350 (Step 1 Bachelors on the 2024-2025 CBA Salary Schedule)
 Effective: August 20, 2024
 *Pending Verification of Missing Personnel File Items

C. Appointment - Non-Instructional

1. Emma Thomson*
 Assignment: High School Office Paraprofessional
 Salary: \$14.72 per hour/5.5 hours per day/180 student days
 Effective: On or about August 20, 2024
 *Pending Verification of Missing Personnel File Items

D. Termination

The board hereby terminates employee #7579, effective April 16, 2024.

E. Rescind 2023-2024 Co-Curricular Appointments

Rescind the motion appointing Christopher Heery as the High School Spring Intramural for Girls Basketball that was approved at the October 9, 2023 board meeting.

F. Co-Curricular Appointment 2023-2024

Motion to appointment the following Co-Curricular positions for the 2023-2024 school year:

Winterford “Jay” Ohland	High School Spring Intramural Girls Basketball	\$1,000
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G. Co-Curricular Appointment 2024-2025

Motion to appointment the following Co-Curricular positions for the 2024-2025 school year:

Kelly Kunkel	Assistant Field Hockey Coach	\$3,301
Winterford “Jay” Ohland	Boys Assistant Soccer Coach	\$3,301

H. Co-Curricular Volunteers 2024-2025

Cadence Peters	Assistant Girls Basketball Coach
Joe Fiorito	Assistant Girls Basketball Coach
Josh Schaffer	Assistant Wrestling Coach

I. Summer Program Positions - Funding through ESSER III Grant

Motion to approve to employ the following individual to the listed position for the Bulldog Academy Summer School program:

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Completion Prog. Prem. Pay</u>
Tim Weaber	Bulldog Academy Facilitator	CBA Curr Rate/Hr	Up to \$1000

J. KinderQuest Program Positions - Funding through ESSER III Grant

Motion to approve to employ the following individuals to the listed position for the summer KinderQuest Program:

<u>Name</u>	<u>Position</u>	<u>Rate</u>
Marshelle George	Teacher	CBA Curr Rate/Hr
Susanne Hegedus	Teacher	CBA Curr Rate/Hr
Michelle Siesko	Teacher	CBA Curr Rate/Hr
Tracy Hoffman	Nurse	CBA Curr Rate/Hr
Kelly Kromer	Counselor	CBA Curr Rate/Hr
Michelle Horn-Schramel	Paraprofessional	Hourly Rate
Sheila White	Paraprofessional	Hourly Rate

K. Assistant Athletic Director

Approve to continue the employment of Joseph Tout as Assistant Athletic Director for the 2024-2025 school year at a stipend of \$4,500.00 an increase of \$1,000. He will assist the Athletic Director in all Athletic Director duties and responsibilities and will be responsible for athletic fundraising activities. The Assistant Athletic Director during the years of July 2025 through June 2027 will receive a salary increase equal to the approved percentage listed in the approved Collective Bargaining Agreement Article X - Supplemental Contracts.

L. 2024 Summertime Maintenance/Custodial Supervisor

Motion to approve Dale Wanamaker as the Supervisor for the Summertime Maintenance/Custodial helpers at a salary of \$15.00 per hour:

M. Professional Contracts

According to Article II – 1108, subsection (b) of the School Code: “a temporary professional employee, initially employed by a school district on or after June 30, 1996, whose work has been certified by the district superintendent to the secretary’s of the school district, during the last four (4) months of the third year of such service, as being satisfactory, shall thereafter be a professional employee” within the meaning of this article.” Therefore, it is recommended to approve “professional employee” status as per the school code for the following teacher, who has satisfactorily completed three years of service to the Northern Lehigh School District:

Charles George
Manuel Gonzalez
Katelyn Hugo

Samantha Lilly
Amy Shonk
Kay Solderitch

Gabryella Wilder

N. 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 2024-2025 school year:

1. Amanda Bariana
From: Step 8 Bachelors +24
To: Step 8 Masters
2. Sarah Fink
From: Step 7 Bachelors +24
To: Step 7 Masters
3. Amber Zion
From: Step 3 Bachelors +24
To: Step 3 Masters

- O. Approve the Superintendent to appoint qualified personnel to vacant positions during the period of time from June 11, 2024 through the next regularly scheduled board Meeting.

VI. POLICY

A. Board Policy First Reading

1. Approve school board policy #004.1 - Student Representative to Board - Local Board Procedures, as presented after the first reading. ([Attachment #7](#))
2. Approve school board policy #103 - Discrimination Affecting Students - Programs, as presented after the first reading. ([Attachment #8](#))
3. Approve school board policy #104 - Discrimination Affecting Staff - Programs, as presented after the first reading. ([Attachment #9](#))

4. Approve school board policy #302 - Employment of Superintendent/Assistant Superintendent - Employees, as presented after the first reading. ([Attachment #10](#))
 5. Approve school board policy #304 - Employment of District Staff - Employees, as presented after the first reading. ([Attachment #11](#))
 6. Approve school board policy #305 - Employment of Substitutes - Employees, as presented after the first reading. ([Attachment #12](#))
 7. Approve school board policy #306 - Employment of Summer School Staff - Employees, as presented after the first reading. ([Attachment #13](#))
 8. Approve school board policy #808.1 - Free/Reduced-Price Meals and Free Milk - Operations, as presented after the first reading. ([Attachment #14](#))
 9. Approve school board policy #815.3 - Use of Generative Artificial Intelligence in Education - Operations, as presented after the first reading. ([Attachment #15](#))
- B. Student-Parent Handbook Changes
1. Approve the changes to the Elementary School Student-Parent Handbook as presented. ([Attachment #16](#))
 2. Approve the changes to the Middle School Student-Parent Handbook as presented. ([Attachment #17](#))
 3. Approve the changes to the Middle School Curriculum Guide as presented. ([Attachment #18](#))
 4. Approve the changes to the High School Student-Parent Handbook as presented. ([Attachment #19](#))

VII. CONFERENCES

- A. Matthew Link - ERDI Research and Development Summer Institute - July 9-12, 2024 - Salt Lake City, Utah - Registration: \$0 - Lodging: \$0 - Travel: \$0 - Meals: \$180 - Other: \$50- Total Approximate Cost: \$230 - Funding: Superintendent Budget. ([Attachment #20](#))
- B. David Hauser - CFES Global Conference - November 18-19, 2024 - Burlington, Vermont - Registration: \$0- Lodging: \$0- Travel: \$229.81- Meals: \$0-Total Approximate Cost: \$229.81- Funding: Northern Lehigh Middle School Building Budget. ([Attachment #21](#))

VIII. CURRICULUM AND INSTRUCTION

- A. Approve administration to purchase Amplify DIBELS-8 mCLASS universal screener and intervention system for three years, including professional development at a cost of \$49,026 with cost of the screener and intervention to be divided equally between Peters Elementary and Slatington Elementary building budgets and professional development to be funded through the Curriculum and Instruction budget. ([Attachment #22](#))

- B. Approve the administration to purchase Miller-Levine Biology and Miller-Levine Environmental Science from SAVAAS publishing to be used for High School Biology and High School Environmental Science courses respectively to be funded through the Curriculum & Instruction Budget for year 1 and through the high school building budget thereafter.

[\(Attachment #23 & Attachment #24\)](#)

C. Induction and/or New Teacher Program

Approve the following teachers as helping teachers in the Northern Lehigh School District Induction Program for the 2024-2025 school year:

<u>Helping Teacher</u>	<u>Inductee or New Teacher</u>	<u>Stipend</u>
Missy Bowers	Matthew Klipple (Year 1 and 2)	\$800/year
Matthew Davis	Abigail Merkle (Year 2)	\$800
Tammy Fristick	Samuel Yadush (Year 2)	\$800
Greg King	Jonathan Potynski (Year 2)	\$800
Lauren Schuster	Lexi Meckes (Year 2)	\$800
Amanda Bariana	Brian Skrapits (Year 2)	\$800

D. Mentor for Administrative Support Staff

Approve the following support staff assistants as mentors in accordance with the Northern Lehigh School District Administrative Support Staff Agreement:

<u>Mentor</u>	<u>New Employee</u>	<u>Stipend</u>
Karen Beltz	Janna Seip	\$200.00 (corrected)

- E. Approve the administration to purchase three years of School AI for online AI tutoring licenses and the associated professional development for \$10,480 funded through ESSER III-B. [\(Attachment #25\)](#)

- F. Approve the administration to purchase Mystery Science for Peters Elementary School, an addition to our existing use of the platforms for science instruction at Slatington Elementary School for a cost not to exceed \$3,350 to be paid for equally from the Peters Elementary School and Slatington Elementary School building budgets. [\(Attachment #26\)](#)

IX. OLD BUSINESS

X. NEW BUSINESS (a)

- A. As per the recommendation from the administration, approve to allow administration to enter into a revised Contract for transportation services between Krise Transportation, Inc. and the Northern Lehigh School District. [\(Attachment #27\)](#)
- B. As per the recommendation of administration and the Buildings and Grounds Committee, approve to enter into a 5 year agreement with Bus Patrol at a cost not to exceed \$20,000, funded through the 2024-2025 transportation budget. [\(Attachment #28\)](#)
- C. Appoint _____ as the Northern Lehigh School District School Board Representative to the Northern Lehigh Education Foundation.

XI. NEW BUSINESS (b)

- A. Approve a Memorandum of Understanding (MOU) with the Northern Lehigh Education Association for the High School Lunch and Learn Program, as attached. ([Attachment #29](#))

XII. NEW BUSINESS (c)

- A. Approve a Memorandum of Understanding (MOU) with the Northern Lehigh Education Association for Personal Days, as attached. ([Attachment #30](#))

XIII. FINANCIAL

- A. Approve the Following Financial [Reports](#):
1. NLSD Investments for the month of May 2024
 2. General Fund Account month of May, 2024
 3. NLHS Scholarship Account month of May 2024
 4. NLHS Student Activities Account month of May 2024
 5. NLMS Student Activities Account month of May 2024
- B. Approve the Following List of [Bills](#):
1. General Fund months of May and June, 2024
 2. Cafeteria Fund months of May and June, 2024
 3. Capital Construction Fund month of May 2024
- C. Allow business office to complete additional budgetary transfers for the 2023-2024 end of year audit.
- D. Approve to grant permission to the business office to pay general fund bills that are scheduled for payment during the month of July as required by contract. There is no scheduled board meeting in July.
- E. Appoint Willis Towers Watson as the district insurance broker for Property, Casualty, & Liability insurance for the 2024-2025 school year.
- F. Award insurance coverage for the 2024-2025 school year to the following companies:
1. Commercial Package and Automobile (Vehicle Liability, Law Enforcement Liability, General Liability Property Insurance and Boiler and Machinery) - Graphic Arts Mutual (Utica) Insurance Company - \$110,365. The premium is an increase of \$12,274 over last year's rate.
 2. Commercial Automobile - Graphic Arts Mutual (Utica) Insurance Company - \$14,986. The premium is an increase of \$707 over last year's premium.
 3. School Leaders Directors and Omissions Liability – American International Group, Inc - \$30,750.00. No change in cost over prior year.
 4. Commercial Umbrella Liability Insurance – Republic Franklin Insurance (Utica) - \$25,014. The premium is an increase of \$1,864 over last year's rate.
 5. Cyber Security Liability – Chubb (ACE American) - \$14,100.00. The premium is a decrease in the amount of \$611 from last year's rates.

- G. Approve to renew the following expiring bonds for the 2024-2025 fiscal year through Willis of Pennsylvania, Inc., there is no increase over last year's rates:
1. A \$50,000 Board Secretary Bond for the term of July 1, 2024 to July 1, 2025 at an annual premium of \$175.00.
 2. A \$50,000 Board Treasurer Bond for the period July 1, 2024 to July 1, 2025 at an annual premium cost of \$269.00.
- H. 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 2024-2025 school year:
- | | |
|--|--|
| Neffs National Bank | Prudential-Bache Government Securities Trust |
| TD Wealth | Pennsylvania Local Government Investment Trust (PLGIT) |
| Pennsylvania School District Liquid Asset Fund | |
- I. Approve to commit and/or assign portions of the June 30, 2024 fund balance for the following purposes (actual amounts to be determined after completion of the 2023-2024 end of year audit):
- | | |
|---------------------------|------------------------|
| PSERS Increase | Replacement Equipment |
| Health Insurance Premiums | Long Range Maintenance |
| Technology | Debt Service Payments |
| Curriculum Purchases | |
- J. School Physicians
- Approve to appoint Dr. Nicole Sully and Dr. Amy Gourniak of Parkland Family Health Center as school physicians for the 2024-2025 school year. The fee for grade level physicals will be \$20.00 per physical needed. Consultant services will be provided at no charge.
- K. School Dentist
- Approve to appoint Dr. Karen Lehman, DDS of Walnutport Dental Center as the school dentist for the 2024-2025 school year at the quoted fee of \$2.00 per dental exam needed.
- L. Approve to authorize the renewal of PNC Benefit Plus as the Flexible Spending Account Administrator for medical and dependent care expenses, effective July 1, 2024, at a cost of \$3.50 per month per participant for a single plan and \$3.95 per month per participant for both plans.
- M. Appoint School District's Insurance Consortium as the district's Workers' Compensation carrier for the 2024-2025 school year at an estimated premium of \$117,515, approximate increase of \$31,683. This amount is an estimated total, final cost is based on actual payroll figures.

XIV. LEGAL**A. Expulsion Hearing Waiver Approval**

The Board agrees to expulsion hearing waiver for Student #2790173. 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.

XV. CORRESPONDENCE**XVI. INFORMATION**

A. Minutes of the Carbon Lehigh Intermediate Unit 21 Board of Directors meeting held on [March 18, 2024](#).

B. Minutes of the Lehigh Carbon Community College Board of Trustees meetings held on [April 4, 2024](#).

C. Minutes of the Lehigh Career & Technical Institute Joint Operating Committee meeting held on [April 24, 2024](#).

XVII. RECOGNITION OF GUESTS**XVIII. ADJOURNMENT**