

NORTHERN LEHIGH SCHOOL DISTRICT
Regular Meeting
Board Minutes

Slatington, PA
January 9, 2018

- PURPOSE** The regular meeting of the Northern Lehigh Board of School Directors was called to order by the President, Mr. Gary S. Fedorcha, at 7:34 p.m. on Tuesday, January 9, 2018, in the Administration Office Board Room.
- ROLL CALL** Members present: Mr. Robin T. Distler, Mr. Mathias J. Green, Jr., Mrs. Michelle M. Heckman, Mrs. Gale N. Husack, Mr. Robert J. Keegan, Jr., Mrs. Donna M. Kulp, Mrs. Kristie D. Wilk and Mr. Gary S. Fedorcha (8)
- Members absent: Mrs. Debra L. Bower (1)
- Non-members present: Mr. Jeffrey Bachman, Mrs. Susan Bahnick, Mrs. Jill Chamberlain, Mr. John Corby, Mr. Greg Derr, Mrs. Michele Dotta, Mrs. Rhonda Frantz, Mr. John Hrizuk, Mr. Paul Leonzi, Mr. Matthew Link, Mr. Eugene Marks, Mrs. Sherri Molitoris, Mr. Scott Pyne, Mrs. Tanya Simms, and Attorney Keith Strohl (Solicitor's Office)
- VISITORS** Approximately four visitors attended the meeting, in addition to Terry Ahner, reporter for The Times News.
- APPROVE MINUTES** Mr. Distler made a motion, which was seconded by Mrs. Kulp, that the minutes of the reorganization and regular school board meetings held on December 4, 2017, be approved and ordered filed.
- YEA: Mr. Distler, Mr. Green, Mrs. Heckman, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mrs. Wilk, and Mr. Fedorcha (8)
- NAY: None (0)
- SPECIAL BOARD REPORTS** Lehigh Career and Technical Institute – Mr. Fedorcha reported that the LCTI budget has been sent to business managers and superintendents for review. Mr. Fedorcha stated that the budget will probably be higher than last year because it is done on a five year structure of student attendance and we have increased our enrollment by 50 students. Mr. Fedorcha announced that for the first time ever, Northern Lehigh has an officer on the LCTI board, as he was elected Vice Chairperson.
- Lehigh Carbon Community College – Mr. Green reported that there was no meeting due to the weather. Mr. Green stated that on the agenda this evening for approval, is the resolution for the real estate transfer of the Donley building (approximately 49, 000 square feet) for approximately 69, 000 square feet of the vacated Morning Call building in Allentown. There is very little cost to the district with no capital outlay.
- Solicitor's Report – Attorney Strohl reported that the office of Steckel and Stopp has brought on Attorney Erin Gilsbach. She is formerly of King Spry where she primarily worked in special education. She is also the president of PSBA's solicitors association.
- Attorney Strohl announced that our long time bond counsel Rhoads & Sinon is closing, but the entire bond department has been integrated into their new firm, Eckert Seamans.
- Business Manager's Report – Mrs. Frantz reported that at the board seat is a copy of the audit report for the fiscal year ending June 30, 2017. Mrs. Frantz reported that there were no deficiencies and three recommendations. First, we were not receiving commission information from Berkheimer for the LST tax. Effective January 1st, they will be providing us with that information. Secondly, in the middle of the 2016-2017 school year, the state stopped using certain object codes. For the second half of the year, we stopped using the code and continue to be in compliance. Finally, as an informational note, beginning in 2019-2020, the student activities accounts are to be reported on the computerized accounting software package. We are making the switch for the 2018-2019 school year so the buildings have an opportunity to work with it for a year.
- Mrs. Molitoris reported that as required, the reports were filed prior to the due date for the post issuance compliance procedures,

**SPECIAL
BOARD
REPORTS
(cont.)**

Mr. Green congratulated and thanked Mrs. Frantz and Mrs. Molitoris for another great job.

Mr. Fedorcha welcomed Dr. Stoker to her first board meeting.

Federal and Other Programs Update – Dr. Tania Stoker thanked everyone for being so welcoming. Dr. Stoker thanked the administration and building administrators for their support. Dr. Stoker updated the board on how federal funds are utilized. Title I funds are used for our early intervention strategies for students in K-6. Students are assessed using the STAR and DIBELS exams which are currently being administered. Title IIA funds are used for class size reduction in order to maintain the student/teacher ratio in first grade. Title IV funds are utilized to support our Schoolwide Positive Support program. Dr. Stoker thanked Mrs. Sherman and Mrs. Nicholas for submitting the performance goals that were due January 5, 2018. The performance goals were met for grades K-6 by meeting the spring benchmarks. Dr. Stoker thanked the staff working with our students to meet those goals. Title III funds are used for English Language Learners. We have eleven students in the district receiving services in three different languages. Mrs. Alice Lieberman is the English Language Learner teacher for the entire district. She will be giving the WIDA assessment January 22 – February 22, 2018. Dr. Stoker announced that she was able to see the kickoff of the winter Keystone exams, with 120 students being tested. Dr. Stoker commended administration, guidance, and faculty for how the keystone exams are being administered.

Mr. Fedorcha welcomed Mr. Matthew Link to his first meeting as superintendent.

Superintendent's Report - Mr. Link announced that as part of school board recognition month, two board members are being honored for their years of service. First, Mr. Gary Fedorcha, school board president, was recognized with a certificate for twenty-one (21) years of service. Secondly, a plaque was given to Mr. Mathias Green, Jr., for serving as a Northern Lehigh School Board Director for forty (40) years. Mr. Link thanked them both for their dedication and support for public school education and in particular, the Northern Lehigh School District.

Mr. Link reminded the school board directors to turn in their ethics form to Mrs. Molitoris.

Mr. Link thanked the board, the teachers, support staff, administration and students that have taken the time to make him feel welcome. Mr. Link thanked Mr. Jack Corby for his direct support as he transitions into the district. His time as interim superintendent had a huge, positive impact for the start of the 2017-2018 school year. His guidance has been invaluable. Mr. Link stated that he looks forward to the days and weeks to come as he meets more people.

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

PERSONNEL

Mr. Keegan made a motion, which was seconded by Mrs. Kulp, that the Board of Education approves the following personnel items:

Resignation R. Crosby Accept the resignation of Rhakeith Crosby from his position as Slatington Elementary Custodian, effective December 11, 2017.

| | | |
|--------------------------------------------|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Administrative Transfer Non- Instructional | Lori Paules From: To: Salary: | Emotional Support Paraprofessional Slatington Elementary School Emotional Support Paraprofessional Peters Elementary School No change in salary |
| | Amanda Grozier From: To: Salary: | Paraprofessional PCA for Student #2790003 at Peters Elementary School Paraprofessional PCA for Student #2790003 at Slatington Elementary School No change in salary |

PERSONNEL**(cont.)**

Appointment Non-Instructional Crystal Buck
 Assignment: Senior High School Cook's Helper replacing Cathleen Rowlands who retired.
 Salary: \$12.00 per hour, Monday-Friday, 5 Hours Per Day up to 180 student days a school year plus additional cleaning days as needed (2017-2021 Educational Support Personnel CBA)
 Effective: January 10, 2018
***60 Day probationary period ending April 12, 2018**

Family Medical Leave Approve the request of employee #6929 to amend the family medical leave of absence motion approved on November 20, 2017, to take a three week intermittent family medical leave of absence beginning on January 2, 2018, for the birth of a child. Employee is requesting to use accumulated sick days in conjunction with the intermittent family medical leave. Employee plans to return to his current position, on January 23, 2018.

Approve the request of employee #1015 to amend the family medical leave motion approved on November 13, 2017, to utilize fifteen (15) accumulated sick days due to the birth of a child. Employee is requesting to use these days in conjunction with the family medical leave.

Approve the request of employee #6714 to take a Family Medical Leave of absence for the birth of a child, beginning on or about March 15, 2018. Employee is requesting to use accumulated sick days. Upon exhaustion of sick days, employee is requesting a family medical leave for the remainder of the 2017-2018 school year. Employee plans to return to her current teaching position upon release of her physician for the start of the 2018-2019 school year.

Unpaid Leave of Absence Approve the request of employee #5270 to take an unpaid leave of absence beginning January 15, 2018, until the end of the 2017-2018 school year. Employee plans to return to his current position upon release from his attending physician.

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|-------------------------------------|--------------------------------------------------------------|---------------------------------------------|------------|
| Co-Curricular Appointment 2017-2018 | Jeff Handwerk* | MS Boys' Basketball Coach | \$4,743.00 |
| | Shauna Rausch | Cheerleading Advisor – Shared Stipend Coach | \$1,097.00 |
| | *Pending Verification of Missing Personnel File Items | | |

| | | |
|------------------------------------|--------------------------------------------------------------|-------------------------------|
| Co-Curricular Volunteers 2017-2018 | Darby Pender | Assistant Track Coach |
| | Tyra Wentz* | Assistant MS Basketball Coach |
| | *Pending Verification of Missing Personnel File Items | |

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| Co-Curricular Volunteers 2018-2019 | Shelby Bailey | Assistant Girls' Soccer Coach |
|------------------------------------|---------------|-------------------------------|

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:

| | |
|---------------|-------------|
| Lisa Hairston | |
| From: | Step 10B+24 |
| To: | Step 10M |

Substitute-Instructional Approve the following substitute teacher for the 2017-2018 school year at the 2017-2018 substitute teacher rates as approved on the Supplementary Personnel Salary Schedule:

Shannon Jones – K-12

YEA: Mr. Distler, Mr. Green, Mrs. Heckman, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mrs. Wilk, and Mr. Fedorcha (8)
 NAY: None (0)

POLICY

Mr. Distler made a motion, which was seconded by Mrs. Husack, that the Board of Education Approves the following policy item:

Homebound Instruction

It is recommended that the Board of Education grant homebound instruction for a 12th grade student, Student No. 1890280 for five hours per week, effective December 11, 2017 and continuing until approximately January 12, 2018.

YEA: Mr. Distler, Mr. Green, Mrs. Heckman, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mrs. Wilk, and Mr. Fedorcha (8)

NAY: None (0)

**CONFER-
ENCES**

Mr. Distler made a motion, which was seconded by Mr. Green, that the Board of Education approves the following conferences:

Michele Dotta – PDE Conference 2018 Making a Difference: Educational Practices that Work! – February 26-28, 2018 – Hershey Lodge & Convention Center – Hershey, PA – Registration: \$159.00; Lodging: \$258.00; Meals: \$64.00, Travel: \$85.60 – Total Approximate Cost: \$566.60 – Funding: Special Education Budget.

Bryan Geist – 51st Annual Pennsylvania State Athletic Directors Association Conference – March 21-23, 2018 – Hershey Lodge, Hershey, PA – Registration: \$250.00, Lodging: \$386.28, Meals: \$80.00, Travel: \$85.60 – Total Approximate Cost: \$801.88 – Funding: Athletic Department Budget

YEA: Mr. Distler, Mr. Green, Mrs. Heckman, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mrs. Wilk, and Mr. Fedorcha (8)

NAY: None (0)

**CURRIC-
ULUM AND
INSTRUC-
TION**

E-Signature Agreement

Mr. Keegan made a motion, which was seconded by Mrs. Husack, that the Board of Education approves the following curriculum and instruction item:

Approve the resolution to allow Matthew J. Link to sign on behalf of the Northern Lehigh School District with the Pennsylvania Department of Education's e-signature program which will allow us to enter into any and all contracts, agreements, grants, and/or licenses with the Pennsylvania Department of Education using an electronic signature, thereby saving on paper and postage.

YEA: Mr. Distler, Mr. Green, Mrs. Heckman, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mrs. Wilk, and Mr. Fedorcha (8)

NAY: None (0)

**OLD
BUSINESS**

Mrs. Kulp made a motion, which was seconded by Mrs. Husack, that the Board of Education approves the following old business items:

Remove from Table Co-Curricular appointments 2018-2019

Remove from the table the motion to approve the Co-curricular positions for the 2018-2019 school year that was tabled at the December 4, 2017 school board meeting.

Co-Curricular Appointments 2018-2019

Motion to renew the appointment of the following Co-Curricular positions for the 2018-2019 school year at the salaries per the current negotiated Collective Bargaining Agreement:

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|------------------|-----------------------------------------|------------|
| Joseph Tout | Head Football Coach | \$7,594.00 |
| Stephen Hluschak | Assistant Football Coach | \$4,936.00 |
| Mark Lavine | Assistant Football Coach | \$4,936.00 |
| Ryan Van Norman | Assistant Football Coach | \$4,936.00 |
| Terry Bowman | Assistant Football Coach | \$4,936.00 |
| Matthew Davis | Assistant Football Coach | \$4,936.00 |
| Dylan Hofmann | Assistant Football Coach-Shared Stipend | \$2,468.00 |

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|------------------------|-------------------|-------------------------------------------|------------|
| | Derek Long | Assistant Football Coach-Shared Stipend | \$2,468.00 |
| | Jessica Frew | Head Field Hockey Coach | \$5,490.00 |
| | Mikayla Ninos | Assistant Field Hockey Coach | \$3,050.00 |
| <u>OLD</u> | Brittani Pristash | Middle School Field Hockey Coach | \$2,899.00 |
| <u>BUSINESS</u> | David Oertner | Head Cross Country Coach | \$4,549.00 |
| <u>(cont.)</u> | Jason Ruch | Head Boys' Soccer Coach | \$5,490.00 |
| | Jeremy Battista | Assistant Boys' Soccer Coach | \$3,050.00 |
| | Jason Reinhard | Head Girls' Soccer Coach | \$5,490.00 |
| | Henry Ojeda | Assistant Girls' Soccer Coach | \$3,050.00 |
| | Jeff Miller | Sr. High Fall Intramurals – Basketball | \$ 888.00 |
| | Todd Herzog | Sr. High Fall Intramurals – Weightlifting | \$ 888.00 |
| | Robert Hicks | Sr. High Fall Intramurals – Softball | \$ 888.00 |

YEA: Mr. Distler, Mr. Green, Mrs. Heckman, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mrs. Wilk, and Mr. Fedorcha (8)

NAY: None (0)

NEW
BUSINESS

Mr. Link took this opportunity to thank the school board for their many volunteer hours committed to ensuring that the students and staff of the Northern Lehigh School District have a safe and supportive environment in which they can thrive and succeed. Mr. Link stated on behalf of the whole district, he would like to thank the board and appreciates their dedication to the Northern Lehigh School District. Mr. Link read the Resolution for School Board Director Recognition Month.

Mrs. Kulp made a motion, which was seconded by Mr. Green, that the Board of Education approves the following New Business Item:

Resolution
for School
Board Director
Recognition
Month -
January 2018

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:

Debra L. Bower
Robin T. Distler
Gary S. Fedorcha
Mathias J. Green, Jr.
Michelle M. Heckman
Gale N. Husack
Robert J. Keegan, Jr.
Donna M. Kulp
Kristie D. Wilk

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.

YEA: Mr. Distler, Mr. Green, Mrs. Heckman, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mrs. Wilk, and

Mr. Fedorcha (8)
NAY: None (0)

NEW BUSINESS

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

LCCC Real Estate Exchange Resolution

Approve the resolution from Lehigh Carbon Community College allowing the college to enter into an exchange transaction with City Center Investment Corp. to transfer by deed to Five City Center OP, LP the Donley Center, comprising of real estate as per the attached resolution, at no cost to the college other than applicable closing costs.

Roll call.

YEA: Mr. Distler, Mr. Green, Mrs. Heckman, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mrs. Wilk, and Mr. Fedorcha (8)

NAY: None (0)

Motion carried.

FINANCIAL

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

Financial Reports

Approve the Following Financial Reports:
General Fund Account month of November, 2017
NLMS Student Activities Account month of November, 2017
NLHS Student Activities and Scholarship Account month of November, 2017
Refreshment Stand month of November, 2017
Cafeteria Fund month of November, 2017

List of Bills

Approve the Following List of Bills:
General Fund months of December, 2017 & January, 2018
Cafeteria Fund months of December, 2017
Refreshment Stand month of December, 2017

Per Capita Abatements/ Exonerations

Approve abatement/exoneration requests of per capita taxes, for the residents that fall within the guidelines, as presented.

YEA: Mr. Distler, Mr. Green, Mrs. Heckman, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mrs. Wilk, and Mr. Fedorcha (8)

NAY: None (0)

INFORMATION

Minutes of the Carbon Lehigh Intermediate Unit #21 Board of Directors meeting held on November 20, 2017 were distributed.

Minutes of the Lehigh Carbon Community College Board of Trustees meetings held on November 2, 2017.

Minutes of the Lehigh Career & Technical Institute Joint Operating Committee held on October 25, 2017.

ADJOURNMENT

Mr. Distler 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 7:58 p.m.

YEA: Mr. Distler, Mr. Green, Mrs. Heckman, Mrs. Husack, Mr. Keegan, Mrs. Kulp, Mrs. Wilk, and Mr. Fedorcha (8)

NAY: None (0)

Respectfully submitted,

Kristie D. Wilk
Secretary

ATTEST: _____ President
Gary S. Fedorcha