

NORTHERN LEHIGH SCHOOL DISTRICT
Regular Meeting
Board Minutes

Slatington, PA
June 10, 2013

- PURPOSE** The regular meeting of the Northern Lehigh Board of School Directors was called to order by the President, Mr. Edward E. Hartman, at 7:32 p.m. on Monday, June 10, 2013, in the Administration Office Board Room.
- ROLL CALL** Members present: Mr. Gary S. Fedorcha, Mr. Raymond J. Follweiler, Jr., Mr. Mathias J. Green, Jr., Mrs. Donna M. Kulp, Mr. Gregory S. Williams, and Mr. Edward E. Hartman (6)
- Members absent: Mr. Robin T. Distler, Mrs. Lauren A. Ganser, Mrs. Natalie J. Green (3)
- Non-members present: Mrs. Susan Bahnick, Mrs. Jill Chamberlain, Mr. Nathaniel Czarnecki (Jr. Rep.), Mr. Greg Derr, Mrs. Rhonda Frantz, Mr. John Hrizuk, Mr. Michael Michaels, Mrs. Sherri Molitoris, Mr. Scott Pyne, Attorney Charles Stopp (District Solicitor), and Mr. Robert Vlasaty.
- VISITORS** Approximately six visitors attended the meeting, in addition to Terry Ahner, reporter for The Times News, and Channel 13 News.
- APPROVE MINUTES** Mr. Follweiler made a motion, which was seconded by Mr. Fedorcha that the minutes of the regular school board meeting held on May 13, 2013 be approved and ordered filed.
- YEA: Mr. Fedorcha, Mr. Follweiler, Mr. Green, Mrs. Kulp, Mr. Williams, Mr. Hartman (6)
NAY: None (0)
- SPECIAL BOARD REPORTS** Carbon Lehigh Intermediate Unit – Mr. Michaels asked Mr. Follweiler to inform the IU that one week notice for items requiring school board approval is not acceptable. Our board agenda was already mailed when we received the notice to adopt policies and procedures for use of funds that had to be returned to the IU no later than June 15, 2013. Mr. Michaels asked the board how they wanted to handle this item. Mr. Fedorcha questioned whether it was just a procedural item. Mr. Michaels acknowledged it was just procedural so that the IU can submit for IDEA funds. Mr. Fedorcha agreed to make a motion to approve; however, he agreed that the IU needs to give more notice when board approval is needed.
- CLIU #21 Notice of Adoption of Policies, Procedures & Use of Funds Mr. Fedorcha made a motion, which was seconded by Mr. Follweiler, to approve to adopt the Carbon Lehigh Intermediate Unit's Notice of Adoption of Policies, Procedures and Use of Funds by School District for submission with the 2013-2014 IDEA B, Section 611 project application.
- YEA: Mr. Fedorcha, Mr. Follweiler, Mr. Green, Mrs. Kulp, Mr. Williams, Mr. Hartman (6)
NAY: None (0)
- Lehigh Career and Technical Institute – Mr. Fedorcha reported that the minutes are attached to the agenda.
- Board member Mrs. Lauren A. Ganser arrived at 7:35 p.m.
- Lehigh Carbon Community College – Mr. Green reported that parental reviews and College Open House nights were discussed at a recent meeting. Attendance at the open houses is up considerably from last year and more dates are being added for next year.
- Committee Reports and/or Meetings
- Minutes of the Education/Policy committee meeting held on June 3, 2013 were distributed.
- Business Manager's Report – Mrs. Frantz reported that they are working on complying with the guidelines for PPACA, which will be effective January, 2014.
- Mrs. Molitoris reported that on the agenda this evening is the approval of the final budget. We are back to having two different millage rates for Lehigh and Northampton counties due to the Lehigh County reassessment.

**SPECIAL
BOARD
REPORTS
(cont.)**

Superintendent's Report – Mr. Michaels called on Mr. Nathaniel Czarnecki who distributed the written student representative report and verbally reported on its contents.

Mr. Michaels acknowledged Ms. Heather Heiney, former student board representative who was in attendance.

Mr. Michaels asked Mrs. Suzanne Mengel to report on the School Wide Positive Behavior Support Program which will be implemented at the Middle School and Peters Elementary next year. Mrs. Mengel gave an overview on how the program works and reported on its success. Mr. Michaels added that we will be trending toward disciplining students with dignity.

Mr. Michaels reported that the Pennsylvania Department of Education recently monitored the Keystone exams at the Middle School. The letter received from PDE acknowledging compliance in all areas was distributed to all board members.

Mr. Michaels thanked Mr. Vlasaty, Mr. Pyne and Mrs. Simms for a very successful graduation ceremony. Mr. Michaels added that people in the community were happy the ceremony was indoors because it was more personable. Mr. Fedorcha added that he was impressed with how quickly everything moved along and the respect shown by our students.

Mr. Michaels announced that he is very proud of the collaborative effort between administration, the Board of Education, PSEA, NLEA and the secretaries group. We are constantly striving to improve Northern Lehigh for the community, our students and our employees. Mr. Michaels stated that during his tenure, the collaborative approach with former NLEA Presidents, Mrs. Sharon Williams and Mrs. Michele Dotta, has proved successful and he thanked everybody involved for the success of Northern Lehigh School District.

PERSONNEL

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

Retirement/
Resignation
S. German Accept the retirement resignation of Sheila German from her position as High School Cook's Helper effective June 1, 2013. Mrs. German will be retiring from the Northern Lehigh School District after 16 years of service.

Appointment
Non-Instructional
C.Snyder Carol Snyder
Assignment: Second Shift Custodian Position replacing James Dotter who resigned
Salary: \$9.00/Hour – 2:30 PM – 11:00 PM – 5 Days/Week
Effective July 1, 2013

Uncompensated Leave
of Absence Approve to continue the uncompensated leave of absence for employee #1260 for the first semester of the 2013-2014 school year for personal reasons. Employee plans to return to her current teaching position on the first day of the second semester, January 22, 2014.

Co-Curricular
Appointments
2013-2014 Robert Hicks Head Softball Coach \$4,723.23

YEA: Mr. Fedorcha, Mr. Follweiler, Mrs. Ganser, Mr. Green, Mrs. Kulp, Mr. Williams, Mr. Hartman (7)

NAY: None (0)

POLICY

Mr. Fedorcha made a motion, which was seconded by Mrs. Ganser, that the Board of Education approves the following policy items:

Board Policy
Second
Reading Approve school board policy #334.1 – Professional Employees – Benevolence Sick Leave, as presented after second reading.

Approve school board policy #806 – Operations – Child/Student Abuse, as presented after second reading.

POLICY**(cont.)**

Student Board Representative Approve Emily Bevans as Student Representative to the Board for the 2013-2014 school year. Emily has been appointed as the junior representative to the board and will serve from September 2013 through June 2014. Nathaniel Czarencki will serve as the senior student representative to the board until June, 2014.

List of Organizations In accordance with School Board Policy #707, approve the list of organizations and their appropriate group designation as presented by the Director of Support Services.

Student-Parent Handbook Changes Approve the changes to the Elementary School Student-Parent Handbook as presented.

Approve the changes to the Middle School Student-Parent Handbook as presented.

Approve the changes to the High School Student-Parent Handbook as presented.

YEA: Mr. Fedorcha, Mr. Follweiler, Mrs. Ganser, Mr. Green, Mrs. Kulp, Mr. Williams, Mr. Hartman (7)

NAY: None (0)

**CONF-
ERENCES**

Mr. Follweiler made a motion, which was seconded by Mr. Fedorcha, that the Board of Education approve the following conference:

Karen Nicholas – The Common Core Standards – Summer Leadership Training – August 7-8, 2013 – Sheraton Valley Forge, King of Prussia, PA – Lodging: \$151.00; Travel - \$57.63, Meals: \$25.00 – Total Approximate Cost: \$233.63 – Funding: Assistant Superintendent 2013-2014 Budget

YEA: Mr. Fedorcha, Mr. Follweiler, Mrs. Ganser, Mr. Green, Mrs. Kulp, Mr. Williams, Mr. Hartman (7)

NAY: None (0)

**CURRIC-
ULUM AND
INSTRUC-
TION**

Dual Enrollment Agreement 2013-2014

Mr. Williams made a motion, which was seconded by Mrs. Ganser, that the Board of Education approve the following curriculum and instruction items:

Approve administration to enter into a partnership agreement with Lehigh Carbon Community College in order to provide our students with greater options to earn concurrent high school/college credit. The term of the Dual Enrollment Partnership Proposal between Northern Lehigh School District and Lehigh Carbon Community College will be from August 19, 2013 – June 30, 2014

CLIU Driver Education Program

Approve a revision to the agreement between the Northern Lehigh School District and the Carbon Lehigh Intermediate Unit #21 for the Driver Education Program. The original agreement was approved at the April 8, 2013 board meeting and the Carbon Lehigh Intermediate Unit #21 has since revised the agreement to include additional language providing assurances of the insurance liability provided by the Carbon Lehigh Intermediate Unit #21.

Title I & Title IIA- 2013-2014

Approve to authorize proper officials to execute contracts for Title I and Title IIA for the 2013-2014 school year.

YEA: Mr. Fedorcha, Mr. Follweiler, Mrs. Ganser, Mr. Green, Mrs. Kulp, Mr. Williams, Mr. Hartman (7)

NAY: None (0)

**NEW
BUSINESS**

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

Clerical Agreement

Approve the new Salary and Benefit Agreement between the Northern Lehigh School District and the Northern Lehigh Clerical Staff.

NEW**BUSINESS****(cont.)**

Memorandum
Of Under-
standing
Act 93

Approve the Memorandum of Understanding updating the language in item #2 of the Act 93 agreement. The language is being aligned with language that is in all other negotiating groups' agreements.

Mr. Green questioned why the language in the clerical agreement page 1 item 5 regarding eye examination reimbursement, was being tied to an Administrator compensation package rather than one of the other negotiated agreements. Mrs. Molitoris noted that at this time, the clerical staff and administrators have the same reimbursement amount which is different than the other groups.

YEA: Mr. Fedorcha, Mr. Follweiler, Mrs. Ganser, Mr. Green, Mrs. Kulp, Mr. Williams,
Mr. Hartman (7)

NAY: None (0)

FINANCIAL

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

Financial
Reports

Approve the Following Financial Reports:
General Fund month of May

List of Bills

Approve the Following List of Bills:
General Fund months of May and June
Refreshment Stand month of May
Cafeteria Fund month of May

Budgetary
Transfers

Allow business office to complete budgetary transfers for the 2012-2013 end of year audit

Willis of
Pennsylvania
Ins.Broker

Appoint Willis of Pennsylvania, Inc. as the district insurance broker for Property, Casualty, & Liability insurance for the 2013-2014 school year.

District
Insurances

Award insurance coverage for the 2013-2014 school year to the following companies:

Commercial Package and Automobile (Vehicle Liability, General Liability Property Insurance and Boiler and Machinery) Graphic Arts (UTICA) National Insurance Company - \$67,555.00. The premium is an increase of \$5,329.00 over last year's rate.

Commercial Umbrella Liability Insurance – North River Insurance Company - \$16,288.00. The premium is an increase of \$1,643 from last year's rate.

School Leaders Error and Omissions Liability – National Union Fire Insurance Company - \$25,768.00. The premium is an increase of \$6,352 over last year's rate.

Worker's
Compensation
School District
Insurance
Consortium

Appoint School District's Insurance Consortium as the district's Workers' Compensation carrier for the 2013-2014 school year at an estimated premium of \$79,783.00, approximately a \$16,921.00 increase. This amount is an estimated total, final cost is based on actual payroll figures.

District
Financial
Institutions

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 2013-2014 school year.

First Niagra
Wells Fargo National Bank
TD Wealth

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

FINANCIAL
(cont.)

Payment of Bills In July 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.

Student Accident & Athletic Insurance Carrier Appoint First National Insurance Agency, LLC as the 2013-2014 Student Accident and Athletic Insurance Carriers. The renewal rate is \$16,494.00, to include all interscholastic sports, band and cheerleading. Voluntary school coverage is \$22.00 for the school time rate and \$88.00 for the 24-hour rate.

Board Secretary & Treasurer Bonds 2013-2014 Approve to renew the following expiring bonds for the 2013-2014 fiscal year through Willis of Pennsylvania, Inc.

A \$50,000 Board Secretary Bond for the term of July 1, 2013 to July 1, 2014 at an annual premium of \$175.00.

A \$50,000 Board Treasurer Bond for the period July 1, 2013 to July 1, 2014 at an annual premium cost of \$269.00.

California First Leasing Corporation Computer Leasing Upon final approval of the Proposed Final 2013-2014 budget, approve the lease of desktop computers for the High School and desktop and laptop computers for the Administrative Staff from California First Leasing Corporation 18201 Von Karman Ave, Suite 800, Irvine CA 92612 for \$50,000.00 per year with a lease term of 36 months and a one dollar (\$1) buyout option at end of the lease agreement.

Commit Assign Fund Balance Approve to commit and/or assign portions of the June 30, 2013 fund balance for the following purposes (actual amounts to be determined after completion of the 2012-2013 audit):

- | | |
|---------------------------|------------------------|
| PSERS Increase | Replacement Equipment |
| Health Insurance Premiums | Long Range Maintenance |
| Technology | |

School Dentist Approve to appoint Dr. Harry Shleifer of Broadway Family Dentistry as the school dentist for the 2013-2014 school year at the quoted fee of \$1.00 per dental exam needed.

School Physician Approve to appoint Dr. Nicole Sully and Dr. Amy Steigerwalt of Parkland Family Health Center as school physicians for the 2013-2014 school year. The fee for grade level physicals will be \$20.00 per physical needed. Consultant services will be provided at no charge.

Football Game Physician Approve to appoint OAA Orthopedic Specialists to provide football game physicians for the 2013-2014 school year at a quoted fee of \$150.00 per regular season game and \$175.00 per post-season game.

Blackboard Communication Agreement Approve entering into a three (3) year contract with Blackboard, Inc. for a school to parent communication system at a yearly cost of \$2,736.00. This is a decrease of \$2,275.00 over last year's cost.

Homestead/Farmstead Resolution Approve the following Homestead/Farmstead Resolution, as presented.

NORTHERN LEHIGH SCHOOL DISTRICT
2013 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, 2013, under the provisions of the Homestead Property

FINANCIAL
(cont.)

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, 2013:
 - 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 \$946,067.89 plus an additional \$87, which was undistributed school year beginning July 1, 2012, for a total amount of \$946,154.89.
 - 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 \$3,179.87.
 - c. **Aggregate amount available.** Adding these amounts, the aggregate amount available during the school year for real estate tax reduction is \$949,334.76.
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 3,772.
 - b. **Farmstead property number.** The number of approved farmsteads within the School District is 31.
 - c. **Homestead/farmstead combined number.** Adding these numbers, the aggregate number of approved homesteads and approved farmsteads is 3,803.
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 \$949,334.76 by the paragraph 2(c) aggregate number of approved homesteads and approved farmsteads of 3,803 (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 \$249.63.

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 \$20,379.39 will be available during the school year for real estate tax reduction applicable to approximately 3,620 homesteads and farmsteads, resulting in an additional real estate tax reduction amount available for each homestead and farmstead of \$5.63. Adding this additional amount to the preliminary calculation of the maximum real estate tax reduction amount of \$249.63, the final maximum real estate tax reduction amount applicable to each approved homestead and to each approved farmstead is \$255.26.

4. **Homestead exclusion calculation.** Dividing the paragraph 3 maximum real estate tax reduction amount of \$255.26 by the School District real estate tax rate of 20.1681 mills

FINANCIAL
(cont.)

(.0201681) for Lehigh County and 57.3059 mills (.0573059) 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 \$12,656 for Lehigh County or \$4,454 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 \$12,656 for Lehigh County or \$4,454 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 \$12,656 for Lehigh County or \$4,454 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 \$12,656 for Lehigh County or \$4,454 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.

YEA: Mr. Fedorcha, Mr. Follweiler, Mrs. Ganser, Mr. Green, Mrs. Kulp, Mr. Williams, Mr. Hartman (7)
NAY: None (0)

INFORMATION

Minutes of the Lehigh Career & Technical Institute Joint Operating Committee meeting held on April 24, 2013 were distributed.

Minutes of the Carbon Lehigh Intermediate Unit 21 Board of Directors meeting held on April 15, 2013 were distributed.

ADOPTION OF FINAL BUDGET FOR 2013-2014

Mrs. Kulp made a motion, which was seconded by Mr. Fedorcha, that the Board of Education adopts the general fund final budget of the Northern Lehigh School District for the 2013-2014 school year in the amount of \$28,509,357.00. This is an increase of \$402,575.00 or 1.4% over last year’s figures.

The budget is adopted with a 20.1681 millage rate for Lehigh County and a 57.3059 millage rate for Northampton County.

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 2012-2013.

- 1. Taxes under Act 511 with no changes from 2012-2013:
 - 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 2013-2014 Northern Lehigh School District Budget.

YEA: Mr. Fedorcha, Mr. Follweiler, Mrs. Ganser, Mr. Green, Mrs. Kulp, Mr. Williams, Mr. Hartman (7)
NAY: None (0)

RECOGNITION OF GUESTS

Mr. Jack Bechtel, representing the Slatington Public Library, thanked the board for its continued support. He distributed a flyer outlining the programs the library provides as well as the costs of operating the library. He stated that members of the library board are visiting each of the boroughs and Washington Township in order to gain community support and to maintain relationships. Mr. Michaels informed the group that October would be the best time to make a presentation because that is when the budget for the following year is prepared. He noted that at least during his tenure, the school district has donated \$2,000 a year. He asked that when requesting funds, to keep in mind that the school district is getting less funds from the state and to differentiate between wants and needs. Mr. Bechtel acknowledged that the library, too, is getting half as much funding from the state as it had in the last five years. In addition, Mr. Michaels noted that many community organizations are supporting the library like the Lions Club; however, Walnutport has not been able to donate due to budget constraints. Mr. Michaels stated that he would like to see the Library host a future Finance Committee Meeting. Mr. Bechtel welcomed the community to utilize the library. Mr. Hartman encouraged the library to reach out to the state and local representatives for support as well. Mr. Bechtel noted that the second grade will be visiting the library again next year. Mr. Bechtel also invited all of our teachers, especially in the primary grades, to see what the library has to offer. Mr. Fedorcha commented that he has seen the number of our students utilizing the library and the people utilizing the computers that are set up in the library as well. He stated that it would be devastaing to education to lose the library and he complimented the library for their efforts and to there service to the community. Mr. Michaels added that we are not an adversary but rather an avid supporter. Mr. Bechtel welcomed the entire community. Mrs. Ganser questioned whether the community mailing for support was successful. Mr. Bechtel noted that community support is pretty good but they did fall short of the budgeted number this year. Mr. Michaels added that he looks forward to seeing him in the fall.

Mrs. Middaugh commended Mr. Vlasaty, Mr. Pyne and Mrs. Simms for the outstanding job that they did on graduation. Mr. Hartman added that for him, graduation is the highlight of the year.

ADJOURNMENT

Mr. Fedorcha made a motion, which was seconded by Mr. Follweiler, that the regular meeting of the Northern Lehigh School District Board of School Directors is adjourned at 8:10 p.m.

- YEA: Mr. Fedorcha, Mr. Follweiler, Mrs. Ganser, Mr. Green, Mrs. Kulp, Mr. Williams, Mr. Hartman (7)
- NAY: None (0)

Respectfully submitted,

Gregory S. Williams
Secretary

ATTEST: _____ President
Edward E. Hartman