

NORTHERN LEHIGH SCHOOL DISTRICT
Regular School Board Meeting
Monday, November 13, 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. Public Comment -- Restricted to Agenda Items.

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

- A. Regular school board meeting held on October 9, 2023. ([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/Buildings and Grounds Committee Meeting held on November 6, 2023 ([Attachment #1](#))
 - Minutes of the Finance Committee Meeting held on November 6, 2023 ([Attachment #2](#))
 - Minutes of the Education Committee Meeting held on November 6, 2023 ([Attachment #3](#))
 - Minutes of the Policy Committee Meeting held on November 6, 2023 ([Attachment #4](#))
 - Minutes of the Community Relations Committee Meeting held on November 6, 2023 ([Attachment #5](#))
- 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 Grants Update
 - Future Ready PA Index

- I. Business Manager’s Report Mrs. Sherri Molitoris

- J. Superintendent’s Report..... Dr. Matthew J. Link
 - Jennifer Butz - (P.E.) Teacher of Year Award
 - NLHS Student Council
 - National School Psychologist Week
 - Monthly Data Report
 - **Announcement:** Holiday Dinner - Monday, December 4, 2023, at 5:30 p.m. - Slatington Elementary Annex Room
 - **Reminder:** December 4, 2023 School Board Reorganization Meeting at 6:45 p.m. - Regular School Board Meeting at 7:00 p.m. - No December Committee meetings

- K. An executive session will be held at 6:15 p.m. at the Northern Lehigh Administration Building Board Conference Room.

IV. PERSONNEL

A. Administrative Transfer- Non-Instructional

1. Heather Rehrig

From: Office Paraprofessional 10-month
 To: Office Paraprofessional 12-month
 Salary: No change in salary
 Effective: February 1, 2024

*60 Working Day Probationary Period

2. Matthew Stevens

From: Skilled Maintenance
 To: Lead Maintenance
 Salary: No change in hourly rate
 Increased Stipend Lead Maintenance: \$1.50/hour
 Effective: December 1, 2023

*60 Working Day Probationary Period

B. Appointment - Administration

1. Christopher Mann*

Assignment: Director of Operations
 Salary: \$95,000
 Effective: December 1, 2023

C. Retirement/Resignation

- 1. With regret, accept the retirement resignation of Katherine Nowlin from her position as Administrative Assistant at the Northern Lehigh High School, effective at the end of the work day on March 22, 2024. Ms. Nowlin will be retiring from the Northern Lehigh School District after 26 years of service.

2. Accept the resignation of Christopher Mann from his position as Lead Maintenance Electrician and Drinking Water Operator, effective at the end of the day on November 30, 2023.
3. Accept the resignation of Becky Adams from her position as Paraprofessional at Slatington Elementary School, effective at the end of the day on October 27, 2023.
4. Accept the resignation of Zachary Wargula from his position as School Police Officer, effective at the end of the day on October 27, 2023.
5. Accept the resignation of Katie Eberle from her position as Paraprofessional at the Northern Lehigh High School, effective at the end of the day on November 15, 2023.
6. Accept the resignation of Kassandra Beller from her position as Paraprofessional at Slatington Elementary School, effective at the end of the day on November 21, 2023.
7. Accept the resignation of Tina Yocum from her position as Office Paraprofessional at the Northern Lehigh High School, effective at the end of the day on January 31, 2024.
8. Accept the resignation of Maigan Sandt from her position as Cook's Helper at Peter's Elementary School, effective at the end of the day on October 27, 2023.

D. Appointment - Instructional

1. Peter Walker Temporary Professional Employee
 Assignment: First Grade Teacher Peters Elementary
 Salary: \$54,550 (Step 1 Bachelors on the 2023-2024 CBA Salary Schedule)
 Effective: November 20, 2023
2. Jamie Snyder Professional Employee
 Assignment: Reading Specialist Peters Elementary
 Salary: \$63,575 (Step 3 Masters on the 2023-2024 CBA Salary Schedule)
 Effective: November 20, 2023, or upon release from current school district
3. Matthew Jones Professional Employee
 Assignment: Secondary Science Teacher
 Salary: \$60,175 (Step 3 Bachelors +24 on the 2023-2024 CBA Salary Schedule)
 Effective: November 28, 2023

E. Appointment - Non-Instructional

1. Monica Stoeckel*
 Assignment: Administrative Assistant to Assistant Superintendent
 Salary: \$35,750
 Effective: November 13, 2023
 *60 Working Day Probationary Period

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2. Tina Yocum*
Assignment: Administrative Secretary - High School
Salary: \$35,750
Effective: February 1, 2024
*60 Working Day Probationary Period
 3. Beth Dietrich*
Assignment: Cafeteria Monitor - Peters Elementary School
Salary: \$14.72/hour
Effective: November 14, 2023
*60 Working Day Probationary Period
 4. Patricia Kurtz*
Assignment: Cook's Helper
Salary: \$14.00 /4.5hours
Effective: November 14, 2023
*60 Working Day Probationary Period
 5. Mark Thomas*
Assignment: School Police Officer
Salary: \$40,280
Effective: November 20, 2023
*60 Working Day Probationary Period
 6. Ruth Wackley
Assignment: Cafeteria Hall Monitor - High School
Salary: \$14.72/hour
Effective: November 6, 2023
*60 Working Day Probationary Period

F. Rescind Appointment

Rescind the motion appointing Mickayla Reinstein as Cook's Helper that was approved at the October 9, 2023, school board meeting.

G. Family Medical Leave of Absence

Approve the request of employee #7370 to take a family medical leave of absence, effective on December 6, 2023. The employee is requesting to use 30 sick days and then requesting a family medical leave of absence and will return on a date not to exceed twelve weeks after the exhaustion of available sick days.

- H. Approve the following individuals as District Wide permanent substitute teacher for the 2023-2024 school year. They will be paid a daily per diem rate of \$150.00 and will receive district health benefits according to the Affordable Care Act regulations with co-payment amounts equivalent to amounts indicated in the Northern Lehigh Education Association Collective Bargaining Agreement.

Nicole Kinney

I. Substitutes

Non-Instructional

1. Motion to appointment the following individuals as substitute custodian workers for the 2023-2024 school year at the 2023-2024 substitute rate as approved on the Supplemental Personnel Salary Schedule:

Patricia Kurtz

- 2. Motion to appointment of the following individuals as substitute secretary and/or substitute paraprofessionals for the 2023-2024 school year at the 2023-2024 substitute rate as approved on the Supplemental Personnel Salary Schedule:

Becky Adams
Beth Dietrich

J. Clerical/Classroom Volunteers

Approve the following unpaid volunteers for the 2023-2024 school year.

Jessica Freed - Peters Elementary

K. Co-Curricular Appointments 2023-2024

Anna Leigh Conway	MS Girls Basketball Coach	\$5,034
Ryan Fegley	Asst. Baseball Coach (Shared Stipend)	\$1,717.50
Paige Schmidt	Sophomore Class Advisor (Prorated Stipend)	\$235.76
Mark Nicosia	Sophomore Class Advisor	\$564.24

L. Co-Curricular Volunteer 2023-2024

Alexandra Powell-Rentschler	Asst. Girls Soccer Coach
Amber Cieri	Asst. Field Hockey Coach
Jenna Worrell	Play/Musical Assistant
Marcell McKenzie	Play/Musical Assistant
Tamie Cousins-Ali	Play/Musical Assistant
Doug Hunsicker	Play/Musical Assistant
Robert Ackerman	PE Yearbook

M. Krise Transportation Bus Drivers and Aides

Motion to approve the following bus drivers and aides from Krise Transportation to transport Northern Lehigh School District students for the 2023-2024 school year:

Brian Benton

N. Game Workers 2023-2024

Motion to appoint the following individuals as a Game Worker for the 2023-2024 school year. Game workers consist of ticket sellers and takers, game announcers, scoreboard operators, timers, field judges and scorekeepers. Rate of pay is consistent with the rates approved on the 2023-2024 Supplemental Personnel Salary Schedule:

Marshelle George

O. Request for Inclusion in the Administrative Retirement Incentive Plan

Approve the inclusion of Greg Derr, Director of Support Services, in the Administrators Retirement Plan (ARP) as stipulated in the Administrator Compensation Plan for the Northern Lehigh School District Middle Level Management Team adopted by the Board of Education on January 10, 2022.

V. POLICY

A. Board Policy First Reading

Approve school board policy #819 - Suicide Awareness, Prevention and Response - Operations, as presented after the first reading. ([Attachment #6](#))

B. Board Policy Second Reading

Approve school board policy #622 - GASB Statement 34 - Finances, as presented after the second reading. ([Attachment #7](#))

C. German Club Initial Application

Approve the initial club/activity application for the Northern Lehigh High School German Club. The Northern Lehigh Education Association recommended stipend for the advisors of this club, Janelle Sheckler and Deanna Quay, is \$200.00 (shared stipend) beginning with the 2023-2024 school year. Upon approval by the Board, the approved stipend will be added to the Collective Bargaining Agreement, as per policy #122. ([Attachment #8](#))

VI. CONFERENCES

A. Scott Pyne - ASCD Annual Conference - March 22-25, 2024 - Walter E. Washington Convention Center - Washington, D.C. - Registration: \$525 - Lodging: \$894 - Travel: \$273.70; Meals: \$150 - Total Approximate Cost: \$1842.70 Funding: Assistant Superintendent's Professional Development Budget.

B. Sherri Molitoris - 69th PASBO Annual Conference - March 5-8, 2024 - Hershey Lodge - Hershey, PA - Registration: \$349.00, Travel: \$127.73, Hotel: \$789.00, Meals: \$25.00 - Total Approximate Cost: \$1,290.73 - Funding: Business Office Budget.

VII. CURRICULUM AND INSTRUCTION

A. Induction Program

Approve the following teachers as helping teachers in the Northern Lehigh School District Induction Program for the 2023-2024 school year:

Helping Teacher	Inductee	Stipend
Kara Richardson	Peter Walker	\$200.00
Amanda Bashore	Jamie Snyder	\$200.00
Gabryella Wilder	Matthew Jones	\$200.00

B. As per the recommendation of the administration and the Education Committee, approve to authorize proper officials to enter into an agreement with edInsight at a cost of \$33,763.22 for curriculum and data warehousing and processing from 2024-2027, funding to be divided equitable among building budgets and the curriculum and instruction budget. ([Attachment #9](#))

VIII. OLD BUSINESS

IX. NEW BUSINESS

- A. Per the recommendation of the administration, approve the upgrade to the Navigate360 platform to include the Navigate360 Training Institute subscription service for the district to remain compliant with Act 55 training requirements at a cost of \$5,002.50, to be funded through ESSER Learning Loss. ([Attachment #10](#))
- B. Per the recommendation of the administration and the Technology/Buildings and Grounds Committee, approve the agreement with Assist Services, LLC on an as needed basis. ([Attachment #11](#))
- D. Registrar/Administrative Assistant for Child Accounting

Approve the new Salary and Benefit Agreement between the Northern Lehigh School District and the Registrar/Administrative Assistant for Child Accounting. ([Attachment #12](#))
- E. Motion to appoint Jamie Farber as Registrar/Administrative Assistant for Child Accounting, effective November 14, 2023.
- F. Salary Adjustment

Approve to adjust the payment for Jamie Farber Substitute Teacher Caller from \$10,000 per year to a rate of \$15.00 per hour. Her working hours for substitute teacher caller will be 2.5 hours per day for 190 teacher days.
- G. As per the recommendation from the administration, approve the Memorandum of Understanding (MOU) with the Administrative Support Staff, as of December 1, 2023. ([Attachment #13](#))
- H. Motion to appoint Shawn Wanamaker as Transportation Coordinator, effective December 1, 2023.
- I. Accept the resignation of Shawn Wanamaker from his position as Administrative Assistant to the Director of Support Services, effective at the end of the day on November 30, 2023.

X. FINANCIAL

- A. Approve the Following [Financial Reports](#):
1. NLSD Investments for the month of October, 2023
 2. General Fund Account month of October, 2023 (Unaudited)
 3. Cafeteria Fund Account month of October, 2023 (unaudited)
 4. NLHS Student Activities/Clubs Account month of October 2023 (Unaudited)
 5. NLHS Student Scholarship Account month of October 2023 (Unaudited)
 6. NLMS Student Activities/Clubs Accounts month of October, 2023 (Unaudited)
- B. Approve the Following [List of Bills](#):
1. General Fund months of October & November, 2023
 2. Cafeteria Fund months of October & November, 2023
 3. Capital Construction months of October & November, 2023

- C. Approve abatement/exoneration requests of per capita taxes, for the residents that fall within the guidelines, as presented. ([Attachment #14](#))
- D. The Board accepts the partnership donation of \$12,500 received from St. Luke's University Health Network and its transfer to the Capital Reserve Fund and further authorizes the transfer of \$32,500 budgeted for the cost of athletic trainers built into the 2023-2024 school budget to be transferred to the Capital Reserve Fund and all transferred funds to be used towards future district capital improvements.
- E. Approve to authorize proper officials to enter into a two year agreement between the Northern Lehigh School District and Lifetouch Portrait Agreement for school portraits and school services for 2024-2025 and 2025-2026 school years per the attached agreement. ([Attachment #15](#))
- F. As per the recommendation of the administration, approve the transportation contract at the IRS reimbursement rate with the parent of a student residing in Bethlehem and attending the Northern Lehigh School District, in accordance with the Every Student Succeeds Act. ([Attachment #16](#))
- G. As per the recommendation of administration and the Technology/Building and Grounds Committee, authorize administration to enter into an agreement with WGL Energy Services, INC. for the sale and delivery of electricity for account #6365728110 at a fixed rate of .05179/kwh for a term of July 1, 2024 through June 30, 2025. ([Attachment #17](#))

XI. LEGAL

- A. Expulsion Hearing Waiver Approval
 - 1. The Board agrees to expulsion hearing waiver for Student #2690111. 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.
 - 2. The Board agrees to expulsion hearing waiver for Student #2890183. 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 [September 18, 2023](#).
- B. Minutes of the Lehigh Carbon Community College Board of Trustees meeting held on [September 7, 2023](#).
- C. Minutes of the Lehigh Career & Technical Institute Joint Operating Committee meeting held on [September 27, 2023](#).

XIV. RECOGNITION OF GUESTS

XV. ADJOURNMENT