

**NORTHERN LEHIGH SCHOOL DISTRICT**  
**Regular Meeting**  
**Board Minutes**

**Slatington, PA**  
**November 10, 2008**

**PURPOSE**

The regular meeting of the Northern Lehigh Board of School Directors was called to order by the President, Mr. Edward E. Hartman, at 7:30 p.m. on Monday, November 10, 2008 in the boardroom located in the Slatington Elementary School.

**ROLL CALL**

Members present: Mr. Donald H. Dengler, Mr. Raymond J. Follweiler, Jr., Mrs. Lauren A. Ganser, Mr. Mathias J. Green, Jr. (7:34 p.m.), Mrs. Donna M. Kulp, Mr. Gregory S. Williams, Mrs. Sandi L. Young, Mr. Edward E. Hartman (8)

Members absent: Mrs. Lori H. Geronikos (1)

Non-members present: Mr. Donald Allen, Mr. Jeffrey Bachman, Mrs. Jill Chamberlain, Mr. Greg Derr, Mrs. Lynne B. Fedorcha, Mr. John Hrizuk, Dr. Linda Marcincin, Mr. Jeremy Melber, Mr. Michael Michaels, Mrs. Laurie Newman-Mankos, Mrs. Karen Nicholas, Mrs. Heather Rehrig, Mr. Michael Showak (Student Rep.), Ms. Taylor Trapp (Student Rep.), Mrs. Aileen Yadush and Mrs. Sherri A. Molitoris.

**VISITORS**

Approximately four visitors attended the meeting in addition to Terry Ahner reporter for The Times News.

**SPECIAL  
BOARD  
REPORTS**  
procedure

Legislative Report – Mr. Gregory S. Williams reported on new legislation from the US Department of Transportation concerning the idling of diesel school buses and new school bus equipment requirements when purchasing new buses. He also talked about the new for on-line verification of the FBI Finger Print Clearance.

Lehigh Carbon Community College – Mr. Mathias J. Green, Jr. reported that LCCC is working on the budget and finalizing of numbers. LCCC is going to hold under the rate of inflation, looking at probably a 3% overall budget increase. The capital side is looking at a little more of an increase.

Committee Reports and/or Meetings

Minutes of the Technology Building and Grounds Committee Meeting held on November 5, 2008 was distributed.

Minutes of the Finance Committee Meeting held on November 5, 2008 was distributed.

Student Representatives to the Board Report

Mr. Michael Showak and Ms. Taylor Trapp distributed their written student representative report and verbally reported on its contents.

Federal and Other Programs Update - Mrs. Lynne B. Fedorcha distributed the standards and assessments report for the strategic plan. The plan is available on our website [www.nlisd.org](http://www.nlisd.org). She introduced the committee chairs to talk briefly about their strategic plan reports. Mrs. Karen Nicholas talked about the Teacher Induction Plan, Mrs. Aileen Yadush talked about the Professional Development Plan, Mrs. Lynne Fedorcha talked about the Student Services Plan, Mr. John Hrizuk talked about the Educational Technology Plan and Mrs. Jill Chamberlain talked about the Standards and Assessments Report. There will be further discussion about the strategic plan at the Policy Committee meeting on Wednesday night.

Business Manager's Report – Mr. Jeremy G. Melber distributed the letter to all board members received from the school district tax collectors. He talked about the 403B Plan Document Resolution that is on the agenda for approval this evening. This plan document deals with the new 403B IRS rules that take effect January 1, 2009. He also talked about the Act I Tax Levy Resolution that is also on the agenda for approval. If this resolution passes, the district will notify the state that Northern Lehigh School District does not plan to exceed the 5.6% index for the 2009-2010 school year.

**SPECIAL BOARD REPORTS**  
**(cont.)**  
for

Superintendent's Report – Mr. Michael W. Michaels thanked Mrs. Fedorcha for her outstanding job with the strategic plan.

Mr. Michaels asked Mrs. Fedorcha to distribute the Keystone Awards to the building principals meeting AYP. He thanked Mrs. Fedorcha and the building principal for their work on curriculum and instruction and meeting AYP.

school

Mr. Michaels introduced Mrs. Aileen Yadush, high school principal, Mr. Donald Allen, high assistant principal and Mrs. Jill Chamberlain, middle school principal to give a presentation on the need to fill the current vacant position of the high school/middle school transition principal. Mrs. Chamberlain addressed the concerns middle school staff members have if a situation arises when Mrs. Chamberlain is not in the building. Mrs. Yadush gave a detailed power point presentation, created by her and Mr. Allen, outlining the duties of the transition assistant principal, duties of the principal and assistant principal, long range initiatives for the high school and the need for the transition assistant principal to help facilitate these new initiatives and to assist with programs, such as the high school graduation project, already in place.

Mr. Williams made a motion, which was seconded by Mr. Follweiler, directing Mr. Michaels to develop an alternative plan if the board does not hire a transition assistant principal with other alternatives we have to help with the duties that need to take place.

**ROLL CALL:**

YEA: Mr. Williams (1)

NAY: Mr. Dengler, Mr. Follweiler, Mrs. Ganser, Mr. Green, Mrs. Kulp, Mrs. Young, Mr. Hartman (7)

Motion Defeated.

**PERSONNEL**

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

Substitute Instructional

Approve the following substitute teachers for the 2008-2009 school year at the 2008-2009 substitute teacher rates as approved on the Supplementary Personnel Salary Schedule:

- Janet Brostedt – CLIU Guest Teacher
- Kathryn McKeon – CLIU Guest Teacher
- Seth McLaughlin – CLIU Guest Teacher
- Michele Nesfeder – CLIU Guest Teacher
- Michael Roth – CLIU Guest Teacher
- Daniel Shea – CLIU Guest Teacher
- Keith Strohl – CLIU Guest Teacher
- Alicia Trinkle – CLIU Guest Teacher
- Nina Weiss – Elementary

Unpaid Volunteers

Approve the following unpaid volunteer aides in the Slatington Elementary School for the 2008-2009 school year: Chris Bennett, Lisa Bomgardner, Rachel Hillegas, Barbara Rejician, John Rejician\*, and Charles Uhler.

**\*Pending Verification of Clearances**

Resignations  
D. Wadsworth

Accept the resignation of Dawn Wadsworth from her position as School Psychologist effective November 7, 2008. She will be released from her position at the end of the work day on January 5, 2009 or as soon as a replacement can be found.

Appointments  
Non Reese  
Instructional

Lindsay Hoppes  
Assignment: Peters Elementary Office Aide, replacing Kathleen who resigned

Salary: \$10.00/Hour/6 ½ Hours Per Day/5 Days Per Week

Effective Date: November 14, 2008

YEA: Mr. Dengler, Mr. Follweiler, Mrs. Ganser, Mr. Green, Mrs. Kulp, Mrs. Young,

Mr. Williams, Mr. Hartman (8)

NAY: None (0)

**CONFERENCE**

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

Mary Smith – 53<sup>rd</sup> Annual Pennsylvania School Counselors Association Conference – April 15-18, 2009 – Milton Hershey School, Hershey, PA – Registration: \$285.00, Travel: \$44.00, Lodging: \$144.00 – Total Approximate Cost: \$473.00 – Funding: High School Curriculum and Instruction Budget

Sheila Lanshe – 53<sup>rd</sup> Annual Pennsylvania School Counselors Association Conference – April 15-18, 2009 – Milton Hershey School, Hershey, PA – Registration: \$285.00, Travel: \$44.00, Lodging: \$144.00 – Total Approximate Cost: \$473.00 – Funding: High School Curriculum and Instruction Budget

YEA: Mr. Dengler, Mr. Follweiler, Mrs. Ganser, Mr. Green, Mrs. Kulp, Mrs. Young, Mr. Williams, Mr. Hartman (8)

NAY: None (0)

**POLICY**

Mr. Williams 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 #140 – Programs – Charter Schools, as presented after first reading.

Approve school board policy #206 – Pupils – Assignment Within District, as presented after first reading.

Approve school board policy #216.1 – Pupils – Supplemental Discipline Records, as presented after first reading.

Approve school board policy #615 – Finances – Payroll Deductions, as presented after first reading.

after Approve school board policy #818 – Operations – Contracted Services, as presented first reading.

Homebound Instruction It is recommended that the Board of Education grant homebound instruction for a 10<sup>th</sup> grade student, Student No. 1110200, for five hours per week, effective November 24, 2008 and continuing until approximately January 5, 2009.

YEA: Mr. Dengler, Mr. Follweiler, Mrs. Ganser, Mr. Green, Mrs. Kulp, Mrs. Young, Mr. Williams, Mr. Hartman (8)

NAY: None (0)

**NEW BUSINESS**

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

Reciprocal Agreements Emergency Operations Plan Approve to authorize the superintendent to update the Reciprocal Agreement with other educational institutions for the purpose of large-scale evacuations and disasters as prescribed in the “Northern Lehigh School District Emergency Operations Plan”. Original agreements were signed March 10, 2003.

YEA: Mr. Dengler, Mr. Follweiler, Mrs. Ganser, Mr. Green, Mrs. Kulp, Mrs. Young, Mr. Williams, Mr. Hartman (8)

NAY: None (0)

Mr. Hartman stated that the Board of Education will be holding an executive session after this evening’s board meeting to discuss contract negotiation issues.

**FINANCIAL**  
Education

Mr. Williams made a motion, which was seconded by Mr. Dengler , that the Board of approves the following financial items:

Bill  
Payment

Approve the Following List of Bills:  
General Fund month of October  
Cafeteria Fund month of October  
Athletic Fund month of October  
Refreshment Stand Fund month of October

Provident  
Energy

Authorize Administration to enter into an agreement with Provident Energy for consulting services for reduced energy costs.

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;

is

**WHEREAS**, the Northern Lehigh School District index for the 2009-2010 fiscal year is 5.6%;

Lehigh School

**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 District for the 2009-2010 fiscal year by more than its index.

"Board")

**AND NOW**, on this 10<sup>th</sup> day of November , 2008, it is hereby **RESOLVED** by the Northern Lehigh School District (hereinafter "District") Board of Directors (hereinafter the following:

1. The Board certifies that it will not increase any school district tax for the 2009-2010 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 2009-2010 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.

**FINANCIAL**  
**(cont)**

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 2009-2010 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.

**(Attachment)**

403b Tax  
Sheltered  
Annuity  
Resolution

**RESOLUTION**  
**Adopting a 403(b) Plan Document**

In response to recently released IRS regulations establishing a requirement for written documentation of the 403(b) tax sheltered annuity program offered to employees of Northern Lehigh School District (the "District"), the District wishes to adopt the plan document, consisting of the 403(b) Plan Document For Public Education Organizations and the Adoption Agreement For 403(b) Plan Document For Public Education Organizations (both of which are referred to hereinafter as the "Plan Document"), a copy of which is attached to this resolution. The Plan Document is based on model language released by the IRS for such purpose.

**RESOLVED**, that the Board does hereby adopt the Plan Document which will, at all times, conform to the requirements of Section 403(b) of the Internal Revenue Code and applicable regulations.

**FURTHER RESOLVED** that it is the intention of the Board that the 403(b) program will conform with all federal and state statutory and regulatory requirements applicable to 403(b) plans, except that the program set forth above shall not be subject to the requirements of Title I of ERISA because the employer is exempted from such requirements.

**FURTHER RESOLVED** that the Board authorizes Secretary of the Board to act on the Board's behalf with respect to this plan, and to take any and all actions necessary or desirable to implement, maintain and administer the plan set forth above in accordance with the Board's intentions, and all applicable state and federal laws.

**ADOPTED** at a meeting of the Board of School Directors of the Northern Lehigh School District this 10<sup>th</sup> day of December 2008.

**(Attachment)**

YEA: Mr. Dengler, Mr. Follweiler, Mrs. Ganser, Mr. Green, Mrs. Kulp, Mrs. Young, Mr. Williams, Mr. Hartman (8)

NAY: None (0)

**FINANCIAL**

**(cont.)**

Support  
Services  
Department  
Cell Phones

Mr. Williams made a motion, which was seconded by Mrs. Ganser, that the Board of Education authorize the technology department to apply for an E-rate and to further purchase two cell phones for the director of support services to be used by the lead maintenance and lead grounds men.

have

Mr. Dengler stated that every month the district finds a new need for someone to a cell phone. He does not agree with this and does not feel that the tax payers in this community should be paying for someone's cell phone.

ROLL CALL:

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

NAY: Mr. Dengler (1)

Motion Carried.

**INFOR-**  
**MATION**

Minutes of the Lehigh Carbon Community College Board of Trustees meeting held on October 1, 2008 was distributed.

**ADJOURN-**  
**MENT**

Mrs. Ganser made a motion, which was seconded by Mr. Williams, that the regular meeting of the Northern Lehigh School District Board of School Directors is adjourned at 8:38 p.m.

YEA: Mr. Dengler, Mr. Follweiler, Mrs. Ganser, Mr. Green, Mrs. Kulp, Mrs. Young, Mr. Williams, Mr. Hartman (8)

NAY: None (0)

Respectfully submitted,

Gregory S. Williams  
Secretary

ATTEST: \_\_\_\_\_ President

Edward E. Hartman