

**Northwestern Lehigh School District
6493 Rt. 309, New Tripoli PA 18066
WORKSHOP MEETING
District Board Room
Wednesday, August 7, 2019, 6:30 PM**

1. Opening Procedures

1.01 Call to Order

The August 7, 2019 Workshop Meeting of the Northwestern Lehigh School District Board of Directors was called to order at 6:31 PM by President Willard Dellicker.

1.02 Opening exercises included the Pledge of Allegiance and a moment of silence

1.03 Roll Call

PR/AB

AB	John Casciano	PR	Todd Hernandez	PR	Alan Rex
PR	Willard Dellicker	PR	Todd Leiser	AB**	Phil Toll
PR	Joseph Fatzinger	AB	Marci Piescienski	PR	James Warfel

*** P. Toll arrived at 6:41 PM*

Also Present:

Arthur Oakes, Jason Zimmerman, LeAnn Stitzel, Andrea Edmonds, Luann Matika, Leslie Frisbie, Jennifer Holman and Janine Partenio

1.04 Approval of Agenda

Moved: A. Rex

Seconded: J. Warfel

Vote: 5 Aye, 0 Nay

1.05 President welcomed guests

1.06 Courtesy of the Floor

None at the time

2. Curriculum/Building Issues

2.01 Exploring - Career Interest Survey

L. Stitzel recommended the Board approve the participation with Exploring.org to administer an annual, online career interest survey to high school students at the August 21, 2019 Board Meeting. She said per Policy 235, the Board is required to approve the administration of a survey created by a third party prior to administration of the survey. Exploring is a national, co-ed, practical worksite-based vocation program for youth that provides hands-on real world career experiences. Local community organizations and businesses partner with Exploring to establish "career posts" where students can meet once or twice a month to participate in career-based activities. Career areas addressed through the program include engineering, law enforcement, health care, information technology, manufacturing, etc. Exploring has been established in the Lehigh Valley for over 40 years, and current career posts are held at PPL, Victaulic, Lutron, Whitehall Police Department, Air Products, St. Luke's, and Wildlands Conservancy, to name a few. If we agree to participate in this program, we will be one of over a dozen local school districts already involved.

L. Stitzel explained there is no cost to the District to participate in the Exploring program; however, in order to find out in what careers students are interested, a voluntary online Exploring Survey is administered to students. She said based on the survey responses, students are matched with career areas and local businesses. If students decide to pursue participation in the program, they would be asked to pay a small annual fee to participate in after-school career-based activities. Students have the ability to select multiple career interest areas and various businesses throughout the year if they choose to do so.

The online survey can be found at www.exploringyourcareer.com. High School parents and/or guardians will be informed about the survey administration and have the right to inspect all related materials and to opt their child out of participation.

W. Dellicker asked if there was any follow up. L. Stitzel said there are different reports showing their results and where students went. J. Warfel said it is a wonderful program. The Board agreed to move this item to the August 21, 2019 Board Meeting for action.

2.02 Community Education

L. Stitzel recommended the approval of the Following Contracts for Community Education Classes for Fall 2019, at the August 21, 2019 Board Meeting:

Instructor	Class	Contract Amount	Dates
Sharon Schnyder	Yoga -Session 1 (MONDAY) Yoga- Session 2 (MONDAY)	240.00 210.00	September 16 – October 28, 2019 November 4 – December 16, 2019
Cathy Brasten	Knitting	\$300.00	September 18- November 6, 2019
Deb Zvanut	Basketweaving 1 Basketweaving 2	\$150.00 \$157.50	October 8, 2019 December 3, 2019
Julie Jarrah	Yoga- Session 1 (Tuesday)	\$300.00	October 1- November 26, 2019

J. Holman said it would be at no cost to the District. The Board agreed to move this item to the August 21, 2019 Board Meeting for action.

2.03 Center for Humanistic Change

J. Holman recommended the Board approve the Agreement for Student Assistance Program Liaison Services for the 2019-2020 School Year. She said it is an annual renewal.

2.04 Nulton School Based Mental Health Services Agreement

A. Edmonds recommended the Board approve the MOU with Nulton Diagnostic and Treatment Center for services provided in our schools as described in the attached MOU at the August 21, 2019 Board Meeting. She said Nulton has behavioral health providers and could provide services, at no cost to the District, if we could allow space for them in the District. The Board agreed to move this item to the August 21, 2019 Board Meeting for action.

2.05 Foster Care Youth MOU

J. Holman recommended the Board approve the Memorandum of Understanding between Northwestern Lehigh School District and Lehigh County Children and Youth for transportation related provisions for foster care youth, at the August 21, 2019 Board Meeting. She said an arrangement had been made with Children and Youth regarding foster care students and transportation. She stated that the MOU would be required based on regulations contained with Every Student Succeeds Act. The Board agreed to move this item to the August 21, 2019 Board Meeting for action.

2.06 Curriculum /Building Informational Updates Not Requiring Board Action

None at the time

3. Policy

3.01 First Reading

None at the time

3.02 Second Reading and Final Approval

L. Matika recommended the Board move the following policies for Second Reading and Final Approval at the August 21, 2019 Board Meeting:

[249 - Bullying](#)

L. Matika stated that the Policy was discussed at the June 5, 2019 Workshop Meeting and had recently received a few edits from our Solicitor in July. The Board agreed to move this item to the August 21, 2019 Board Meeting for action.

3.03 Rescind Policies

None at the time

3.04 Policy Informational Updates Not Requiring Board Action

None at the time

4. Operations

4.01 2019-2020 Bus Stops

A. Oakes recommended the Board approve the bus stops for the 2019-2020 School Year at the August 21, 2019 Board Meeting. He said this is an annual review and the Bus Stops will not be listed publicly for security reasons. The Board agreed to move this item to the August 21, 2019 Board Meeting for action.

4.02 Stadium Improvements Change Orders

A. Oakes recommended the Board approve the change orders for the Stadium Improvements Project per the following Change Order Log, at the August 21, 2019 Board Meeting:

1. Approval of THE LANDTEK GROUP INC change orders as listed below:

Change Order Number	Description	Amount	Reason
GC-002	Timeline changes	\$ -	FC
GC-003	Delete EPDM infill	\$ (125,000.00)	ORC
	Add Cryogenic Coated Crumb Rubber	\$ 52,800.00	
	Subtotal	\$ (72,200.00)	
	Cumulative Total	\$ (24,200.00)	
	% Total Contract	-1 %	

The Board agreed to move this item to the August 21, 2019 Board Meeting for action.

4.03 Middle School Abatement Bid

A. Oakes recommended the Board retroactively accept the Middle School Abatement Bid, per the bid tabulation, at the August 21, 2019 Board Meeting:

Contractor	Base Bid
Nueber Environmental Services, Inc. Gilbertsville, PA	\$243,375.00
Prism Response, LLC Drums, PA	\$90,838.00
Sargent Enterprises, Inc. Jim Thorpe, PA	\$96,500.00

The Board agreed to move this item to the August 21, 2019 Board Meeting for action.

4.04 Master Facility Plan Recommendation

L. Frisbie gave an overview of the Master Facilities Plan (MFP). She recapped the recent Capital Projects and presented the Board with the following revised capital projects for 2019-2020:

Planned 2019-20	Revised 2019-20	Est. Cost
MS Auditorium Lighting	Stadium Improvements	\$3,467,352
MS Auditorium Upgrades	Infrastructure Project	616,011
MS Gym Upgrades	MS Gym/Abatement	456,838
MS ADA Improvements	HS Modernization Project	310,000
MS Fire Alarm System	Water Tank	269,895
MB Fire & CO System	Phones	194,186
Stadium Renovations	Sewer Project	161,185
Stadium Fence Replacement	DW Building Envelop	100,000
	Total Estimated Costs	\$5,575,467
Total Estimated Costs \$2,224,080		

J. Warfel asked what the MS gym/Abatement is for. L. Frisbie said it was to remove and replace the flooring. A. Oakes said the auxiliary gym concrete flooring had been tested and came back clean. He said the gym concrete flooring test results should be back next week. W. Dellicker asked L. Frisbie to clarify the High School Modernization Project amount of \$310,000. L. Frisbie explained it was left over bond funds or Capital improvement dollars and would show how it flows through later in the presentation.

L. Frisbie proposed the following Capital Projects for 2020-2021:

- MS-HVAC - 5,800,000
- MS-Auditorium - 1,317,225
- MS-Site work - 850,200
- Elem Reconfiguration (depending on option) - 582,000
- MS-Reconfiguration LGI rooms - 443,300
- DW Building Envelope - 100,000
- MS-Sprinkler- 50,000
- Operations Building Reno (toilets) - 40,000
- **Total Estimated Costs - \$9,182,725**

W. Dellicker asked for clarification on the Districtwide Envelope cost of \$100,000. L. Frisbie explained it would be utilized for outside maintenance or repairs and the District would set aside an allowance of \$100,000 per year.

J. Warfel was surprised at the cost for the Middle School LGI room. P. Toll asked if they could do away with the LGI and just use the auditorium. J. Holman explained that W. Dovico felt it would be a valuable item for staff development. A. Oakes mentioned how the cost would come down once the scope is more defined and that D'Huy provided the general cost. J. Holman explained that the Auditorium is not conducive for a meeting space for staff. W. Dellicker asked if the Cafeteria could be utilized. J. Holman said they currently utilize the library. W. Dellicker would like to see the cafeteria be utilized. T. Leiser said the library could be used also.

P. Toll was surprised that D'Huy was doing the pricing and wondered why Alloy 5 was not pricing the projects. A. Oakes stated that D'Huy was hired across the board as a construction manager and Alloy 5 would just reach out to an estimator. He said Alloy 5 usually develops the scope to get a more accurate estimate. J. Warfel asked when the point would be where the Board decides on the projects. A. Oakes said anything can be added as an alternate and then could be accepted or rejected from the bid.

L. Frisbie proposed the following Capital Projects for 2021-2022:

- High School Cafeteria - \$1,149,850
- DW Building Envelope - 100,000
- MB- Diesel Pump - 100,000
- **Total Estimated Costs - \$1,349,850**

L. Frisbie proposed the following Capital Projects for 2022-2023:

- MS Roof - \$2,445,000
- DW Building Envelope - 100,000
- **Total Estimated Costs - \$2,545,000**

L. Frisbie proposed the following Capital Projects for 2023-2024:

- DW Building Envelope - \$100,000

L. Frisbie reviewed the following Roof Management Plan:

Year	Funding	Expenditure	Location
Previous Funding	\$300,000	n/a	n/a
19-20	300,000	0	n/a
20-21	300,000	134,000	Misc
21-22	300,000	1,325,000	HS/NW
22-23	300,000	1,245,000	*MS
23-24	<u>300,000</u>	<u>1,200,000</u>	<u>*MS</u>
Cumulative Total	\$1,800,000	\$3,904,000	
Minus MS Roof		<u>(2,445,000)</u>	
Revised Funding Required		\$1,815,000	

* If MS roof replacements are built into a MS project (alternatively funded), then the required funding would be \$1,815,000, and the current funding plan would fully fund the replacements assuming some timing changes for the replacements.

A. Oakes recommended that the flat roof be reassessed in 21-22 and could possibly get a new warranty or re-coating, which could have the potential to be a lot less, for another 10-15 years.

L. Frisbie proposed a financing plan to the Board showing an in depth usage of Capital Reserve/Capital Projects/Available Fund Balance and a new Borrowing in 2020-2021 to fund MFP Projects through 2023-2024. She explained that available funds from the general fund balance came from Millage Stabilization, Energy Stabilization and unassigned fund balance. P. Toll questioned how much the District receives from Lehigh Valley Health Network for the field. L. Frisbie said \$32,500 per year plus the cost of a trainer. She also mentioned that the project estimates included soft costs. P. Toll asked if this would lead to a budget shortfall. L. Frisbie said yes; however, it has no tax impact because it has budgeted funds included.

L. Frisbie reviewed the following next steps:

July / August:

Develop priority list and revise project totals Finalize MS gym project scope/commence work

September / October:

Finalize priority list of capital improvements at the Middle School
Elementary reconfiguration decision

November / December:

Review & finalize Alloy 5 design documents for MS project

Winter:

Bid Summer 2020 projects

J. Warfel asked if A. Oakes could provide a rationale of the HVAC repairs and the costs and benefits along with the project. W. Dellicker asked when Alloy 5 would need designs completed. A. Oakes said no later than November or December for a bid in January. W. Dellicker asked how long would the process take them up until December. A. Oakes said the drawings would be brought in October for a final in December and then go to bid.

T. Leiser questioned a new borrowing schedule. L. Frisbie said it could be phased in over two fiscal years depending on when we do the borrowing and how it would be structured. J. Holman said the June 12th MFP meeting had financial information included from S. Shearer from PFM. L. Frisbie said a \$10 million borrowing results in \$400,000 in debt service.

P. Toll asked if McClure has the same time frame for the HVAC systems. A. Oakes said yes and that he is working to get a refined number. P. Toll asked if it is a 2-year project. A. Oakes said no it was a one summer project.

J. Warfel expressed his concern with upcoming budgets. L. Frisbie explained how the district utilizes the wrap structure for borrowing. She asked if the Board was comfortable with the format of the MFP Presentation. The Board said yes.

4.05 Concession Stand Agreement

L. Frisbie recommended the Board approve the Concession Stand Agreement. She explained the Booster clubs would sign off on the agreement in profit sharing models with 80/20 profit. She said the District would maintain 20% for equipment maintenance especially since it would be the first year implementing this. She said there would be appropriate procedures for safe food handling and insurance would be required as well as a checking account. She mentioned the only exception to this agreement would be the Friday night football games.

L. Frisbie stated that Booster Clubs would provide concession stand volunteers and no outside food would be permitted. J. Zimmerman mentioned if the Booster Club is unwilling to provide the volunteers or if they do not have the man power available, they could offer the opening to another booster club to assist. He stated that he has had received good feedback from some and did not receive any feedback from others.

L. Frisbie said a formal document would be provided for the August 21, 2019 Board Meeting and then formal notification would go out and procedures would be created and implemented. T. Leiser questioned which part would not apply to Varsity Football. J. Zimmerman said the same rules would apply and no outside food would be permitted for varsity football either. L. Frisbie said there were no booster clubs available for Boys or Girls Lacrosse at this time.

4.06 Operational Informational Updates Not Requiring Board Action

A. Oakes gave an update on Summer Projects:

- Infrastructure has 95% of wires pulled and finalizing today and tomorrow.
- New phones in offices and classes with a changeover expected Friday.
- Internet is up and working.
- Sewer project almost completed and grass is to be addressed next week.
- Stadium on track and turf laid with numbers sewn in. Infill will then be added.
- Paving the track Friday, August 23rd without track surface.
- Details of water tank removal being worked on – testing of water is good.
- New well installed and water is up and running.
- Gym is abated and expected to be completed for basketball season. Auxiliary gym is completed.

W. Dellicker thanked A. Oakes for his work on projects and his oversight.

5. District Finances

5.01 PLANCON K

L. Frisbie recommended the Board approve the PLANCON K documents for submittal to PDE at the Board Meeting on August 21, 2019. She stated this is a required PLANCON submittal associated with the Bond Refinancing from the spring. The Board agreed to move this item to the August 21, 2019 Board Meeting for action.

5.02 Behavioral Health Associates

L. Frisbie recommended the Board approve the agreement with Behavioral Health Associates, Lehigh, PA to provide Alternative General Education Programming/Special Education Programming on an as needed basis for the 2019-2020 school year at the August 21, 2019 Board Meeting. She said this is a routine item. The Board agreed to move this item to the August 21, 2019 Board Meeting for action.

5.03 Whitehall-Coplay Agreement

L. Frisbie recommended the Board approve the agreement with Whitehall-Coplay School District for Special Education Services for the 2019-2020 school year, at the August 21, 2019 Board Meeting. She said this is a routine item and student specific. The Board agreed to move this item to the August 21, 2019 Board Meeting for action.

5.04 Penn State University for Professional Development

L. Frisbie recommended the Board approve the agreement with Penn State University for Professional Development for Northwestern and Weisenberg Elementary teachers in the amount of \$9,800 to be paid from Title II funds at the August 21, 2019 Board Meeting. The Board agreed to move this item to the August 21, 2019 Board Meeting for action.

5.05 LCCC Dual Enrollment Agreement

L. Frisbie recommended the Board approve the agreement with Lehigh Carbon Community College for Dual Enrollment courses for High School students at no cost to the District at the August 21, 2019 Board Meeting. She stated this was a routine item. The Board agreed to move this item to the August 21, 2019 Board Meeting for action.

5.06 Dental Agreement

L. Frisbie recommended the Board approve the Dental Agreement with Dr. Snyder for student dental exams for the 2019-2020 School Year at a cost to the District of \$5.00 per exam, at the August 21, 2019 Board Meeting. She said this is an annual requirement and the second or third year with Dr. Snyder performing services for the District. The Board agreed to move this item to the August 21, 2019 Board Meeting for action.

5.07 Reports

L. Frisbie recommended the Board receive the following Reports for May and June at the August 21, 2019 Board Meeting:

May 2019

1. Budget Report
2. Revenues Report
3. Treasurer's Report
 - Fund 10 General Fund with a beginning balance of \$22,267,864.15, receipts of \$5,559,571.28, and disbursements of \$3,922,915.89, leaving a balance of \$23,904,519.54.
 - Fund 22 Capital Reserve Fund with a beginning balance of \$2,086,477.34, receipts of \$3,440.76, and disbursements of \$82,191.60, leaving a balance of \$2,007,726.50.
 - Fund 37 Capital Projects with a beginning balance of \$2,106,153.73, receipts of \$3,305.47, and disbursements of \$276,114.13, leaving a balance of \$1,833,345.07.
 - Fund 50 Food Service Fund with a beginning balance of \$141.76, receipts of \$69,100.27, and disbursements of \$68,581.28, leaving a balance of \$660.75.
4. EIT Report
5. Activity Fund Report
6. Comparison of Prior Year to Current Year Budget to Actual Expenditures by Object Report

June 2019

1. Budget Report
2. Revenues Report
3. Treasurer's Report
 - Fund 10 General Fund with a beginning balance of \$23,904,519.54, receipts of \$6,697,266.32, and disbursements of \$13,180,570.24, leaving a balance of \$17,421,215.62.
 - Fund 22 Capital Reserve Fund with a beginning balance of \$2,007,726.50, receipts of \$2,904,026.53, and disbursements of \$284,883.05, leaving a balance of \$4,626,869.98.
 - Fund 37 Capital Projects with a beginning balance of \$1,833,345.07, receipts of \$2,787.17, and disbursements of \$0.00, leaving a balance of \$1,836,132.24.
 - Fund 50 Food Service Fund with a beginning balance of \$660.75, receipts of \$237,763.53, and disbursements of \$246,402.18, leaving a balance of \$7,977.90.
4. EIT Report
5. Activity Fund Report
6. Comparison of Prior Year to Current Year Budget to Actual Expenditures by Object Report

The Board agreed to move this item to the August 21, 2019 Board Meeting for action.

5.08 Financial Informational Updates Not Requiring Board Action

None at the time

6. Old Business

None at the time

7. New Business

7.01 PSBA Delegate Assembly

J. Holman recommended the Board approve two Board Members to represent the District as voting delegates for the Annual Delegate Assembly Meeting held in October 2019 in conjunction with the School Leadership Conference, at the August 21, 2019 Board Meeting. J. Partenio said the Delegate Assembly Meeting should be held on October 18, 2019. The Board agreed to move this item to the August 21, 2019 Board Meeting for action.

7.02 Senate Bill 700

J. Holman shared that PSBA is pleased to report that the Senate concurred with House amendments to [Senate Bill 700](#) (Sen. Browne, R-Lehigh) modernizes the state approval process for reimbursement for school construction and renovation projects (known as PlanCon). Senate Bill 700 will now go to Gov. Wolf, and we urge him to sign the bill. This bill incorporates the recommendations of the State Public School Building Construction and Reconstruction Advisory Committee by: 1) simplifying the administrative process; 2) recognizing high-performance building standards; 3) creating a program for smaller maintenance and modernization projects that include a special set-aside for school safety needs, and; 4) establishing a new reimbursement formula. The PA Department of Education must issue guidelines by March 31, 2020.

J. Holman said she would like to send a Thank You to Senator Browne for standing with public education. L. Frisbie mentioned that there is no state funding for this at this time.

8. Communications

8.01 Courtesy of the Floor

None at the time.

9. Adjournment

Upon motion by A. Rex, seconded by T. Leiser, the meeting was adjourned at 8:20 PM.

Respectfully submitted,

John Casciano, Secretary
By J. Partenio, Assistant Secretary