

**Northwestern Lehigh School District
6493 Rt. 309, New Tripoli PA 18066
WORKSHOP MEETING
District Board Room
Wednesday, September 4, 2019, 7:00 PM**

1. Opening Procedures

1.01 Call to Order

The September 4, 2019 Workshop Meeting of the Northwestern Lehigh School District Board of Directors was called to order at 6:30 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	AB**	Todd Hernandez	PR	Alan Rex
PR	Willard Dellicker	AB**	Todd Leiser	PR	Phil Toll
AB	Joseph Fatzinger	PR	Marci Piescienski	PR	James Warfel

** T. Hernandez arrived at 6:02 pm

** T. Leiser arrived at 6:39 pm

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 Participation in the PAYS survey for Grade 8

J. Holman recommended the approval to participate in the PAYS survey for Grade 8 and 10 at the September 18, 2019 Board Meeting. She stated, Per Policy 235, the Board would need to approve the administration of a survey created by a third party prior to administration of the survey. She explained it is a county wide drug & alcohol survey that will be administered online and is one 40-minute window for each 8th grade and 10th grade student between September 9 - November 20, 2019. She said the Pennsylvania Youth Survey (PAYS) is a biennial survey administered to youth in grades 6, 8, 10, and 12 and helps to assess student perspectives of their school and community environments, as well as student behaviors, attitudes, and knowledge concerning alcohol, tobacco, other drugs, violence, and other problem behaviors. She explained how the survey is voluntary and student responses will remain anonymous and confidential and no individual student information can be obtained from the data. She also stated that PAYS is provided at no cost to the District as a result of combined financial contributions from the Pennsylvania Department of Education (PDE), Pennsylvania Department of Drug and Alcohol Programs (DDAP), and the Pennsylvania Commission on Crime and Delinquency (PCCD).

J. Holman mentioned, in 2017, over 265,000 students across 417 School Districts participated in the PAYS survey. Parents and/or guardians of students in grades 8 and 10 will be informed about the survey administration and have the right to inspect all related materials and to opt their child out of participation. She said the 2017 questions have been added to the agenda for the Board's review. She explained the survey was administered two years ago to grade 8 and decided to add grade 10 in order to track the students.

W. Dellicker asked if any information was received from the survey that would help guide the SAP teams. J. Holman said yes. P. Toll asked if the survey is administered during school hours. J. Holman said yes.

2.02 Approval of Partial Reimbursement for Dual Enrollment Courses

L. Frisbie recommended the approval to reimburse \$25 per course for any student who enrolls in a 2019-20 approved dual enrollment course at the Board Meeting on September 18, 2019. She stated this is the 3rd year for a partial reimbursement to help offset the cost for parents for LCCC or other dual enrollment institutions. She explained that last year the reimbursement amount was \$30 per course and before that \$40 per course. She recommended \$25 per course in order to stay within the \$7,500 reimbursement budget.

J. Warfel asked what the price is per course. L. Frisbie said it is about \$100 per credit at LCCC and most likely a 3-credit course. L. Stitzel added that some dual enrollment courses may be taught by Northwestern Lehigh Teachers at \$40 per credit. J. Warfel questioned if there was any financial aid available for dual enrollment. L. Frisbie was unsure. W. Dellicker stated he would find out at the next meeting. A. Rex questioned if the cost per credit is trending upward. L. Frisbie said it varies by course and institution but could bring back a historical tuition for LCCC.

J. Warfel mentioned increasing the dual enrollment reimbursement as incentive for students. P. Toll asked if the reimbursement amount could be increased. L. Frisbie explained she was recommending the \$25 per course to stay within the budget. T. Hernandez reminded the Board that the fund was set up to offset costs for parents; however, the budgeted amount of \$7,500 was set aside due to the difference of a decrease in budgeted costs for LCCC. L. Frisbie said the budget could be increased in the future, if it was the will of the Board. W. Dellicker asked how many courses are dual enrollment. L. Frisbie said the High School expected about 280. The Board agreed to move this item to the September 18, 2019 Board Meeting for action.

2.03 Curriculum / Building Informational Updates Not Requiring Board Action

1. Kindergarten Presentation at the 9.18.19 Board Meeting

L. Stitzel stated the Elementary Principals and some Kindergarten Teachers would be coming to the September Board Meeting to give an update and results on the Full Day Kindergarten program.

3. Policy

3.01 First Reading

[Policy 150 - Title I Comparability of Services](#)

T. Sosnovik said this policy has been updated to include a statement articulating the method of determination for school entities to demonstrate compliance.

[Policy 906 - Public Complaints](#)

T. Sosnovik explained this policy must be reviewed annually and has been updated to reflect the correct title of Director of Curriculum and Instruction and also remove one section of matters regarding employee, due to redundancy within the policy.

[Policy 918 - Title I Parent and Family Engagement](#)

T. Sosnovik stated this policy must be reviewed annually and has no recommended changes. A. Rex questioned #5 under authority saying it does not reflect parents "and family" like the others do. T. Sosnovik said he would review it to see if it should be added and make any necessary changes for the Board Meeting.

The Board agreed to move these policies to the September Board Meeting for First Reading.

3.02 Second Reading and Final Approval

None at the time

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 Purchase of Used Truck with Plow

L. Frisbie recommended the approval to purchase a used pick-up truck with a plow at a price not to exceed \$4,000. She said A. Oakes located a 2003 Ford 250 which has a plow with new equipment. She believed the price was well worth it for the plow equipment. She said it is well under the quoting threshold and would be paid out of the Buildings and Grounds budget. The Board agreed to move this item to the September 18, 2019 Board Meeting for action.

4.02 HS Modernization Project Change Order Log

L. Frisbie recommended the approval of the Change Order Log for the High School Modernization Project. She said this is for a credit to Bayer for landscape work, since it was decided to fix the landscaping in-house. A. Rex asked if it is being fixed in-house because Bayer is not doing the work. L. Frisbie said it had not been fixed to their satisfaction and Bayer offered to give a credit. J. Holman said the area was also ripped up to do the sewage project and needed to be done again. The Board agreed to move this item to the September 18, 2019 Board Meeting for action.

4.03 Operational Informational Updates Not Requiring Board Action

None at the time

5. District Finances

5.01 Young Audiences Art for Learning Agreement

L. Frisbie recommended the approval of Agreement with Young Audiences Art for Learning, Princeton NJ, for Artist in Residency Program at Weisenberg Elementary during February 2020 in the amount of \$5011.50 anticipated to be paid from NWLEF contributed funds at the September 18, 2019 Board Meeting. W. Dellicker asked if this is a recurring item. L. Frisbie said the Artist in Residency program has been done in the past; however, this is a new agreement.

T. Leiser asked if there is anything on the agreement to make sure they have their clearances. J. Holman explained that the Artist is escorted throughout the building and is not in care and control of the children on a regular basis, thus not required to have clearances. T. Leiser asked if a statement could be added to the agreement that they will be escorted in the building. J. Holman said she could find out about adjusting the agreement. The Board agreed to move this item to the September 18, 2019 Board Meeting for action.

5.02 2020-2021 Fuel Bid

L. Frisbie asked the Board if they were interested in committing to CSIU for the fuel bid. She said it is just an initial commitment to participate and actual gallon amounts would come at a later date. She said there was always better pricing through CSIU and recommended moving forward with it. The Board had consensus to commit to participate in the CSIU Fuel Bid.

5.03 Reports

L. Frisbie recommended the Board receive the following Reports for July at the September 18, 2019 Board Meeting:

1. Budget Report
2. Revenues Report
3. Treasurer's Report

Fund 10 General Fund with a beginning balance of \$17,421,215.62, receipts of \$5,535,718.55, and disbursements of \$2,619,647.16, leaving a balance of \$20,337,287.01.

Fund 32 Capital Reserve Fund with a beginning balance of \$4,626,869.98, receipts of \$8,134.25, disbursements of \$361,677.89, leaving a balance of \$4,273,326.34

Fund 37 Capital Projects with a beginning balance of \$1,836,132.24 receipts of \$3,167.30, disbursements of \$283,358.63, leaving a balance of \$1,555,940.91.

Fund 51 Food Service Fund with a beginning balance of -\$7,977.90, receipts of \$13,668.94, disbursements of \$5,901.38, leaving a balance of -\$210.34.

4. EIT Report
5. Activity Fund Report
6. Comparison of Prior Year to Current Year Budget to Actual Expenditures by Object Report

L. Frisbie stated the EIT is really low and Real Estate collections started to come in, in July. She said the other spending and Revenues were typical. She reviewed the salaries and benefits costs on the report.

5.04 Financial Informational Updates Not Requiring Board Action

None at the time

6. Old Business

Action: 6.01 PSBA Delegate Assembly

J. Holman recommended the approval of two Board Members to represent the District as Voting Delegates for the Annual Delegate Assembly Meeting held in October of 2019 in conjunction with the School Leadership Conference. The information is as follows:

Oct 18, 2019 • 2:00 pm - 3:30 pm

The PSBA Delegate Assembly is an annual, association-wide business meeting that includes Legislative Platform and bylaws consideration, financial update and leadership election results. This is an opportunity for members to have a voice in important aspects of your professional association.

Voting Delegates

The governing body of each PSBA-member entity may appoint at least one voting delegate to represent and vote on your behalf of the entity. Only school directors, school board secretaries, and members and secretaries of the governing bodies of other PSBA-member entities are eligible to serve as delegates. Each spring, school board secretaries or administrative assistants at these member entities receive information from PSBA outlining procedures for naming and submitting their delegates.

Location

The 2019 Delegate Assembly will start at 2:00 p.m. on Friday, Oct. 18 at the Hershey Lodge & Convention Center in Hershey, PA, immediately following the PASA-PSBA School Leadership Conference. The meeting will be held at the Hershey Lodge in the Blue Room, which is part of the Great American Hall. (All exhibits will be moved out on Thursday afternoon.) Registration will open at 12:30 p.m. and lunch is on your own.

Please note: anyone who wishes to attend the [PASA-PSBA School Leadership Conference](#) (Oct. 16-18, 2019) will need to register separately for that event, at the applicable rate.

Cost

There is no registration fee to participate in the Delegate Assembly. An observation area will be open to any member who is not a voting delegate.

W. Dellicker said it could be discussed on September 18th. J. Holman stated she had inquiries from J. Warfel, J. Fatzinger and J. Casciano. The Board agreed to move this item to the September 18, 2019 Board Meeting for action.

6.02 Backhoe purchase

A. Rex asked if the backhoe was ever purchased. L. Frisbie said yes, it was on the June monthly recap for a purchase price of \$25,000.

7. New Business

7.01 PSBA Elected Positions

J. Holman recommended approval for the Board Secretary to cast votes on behalf of the Northwestern Lehigh School District Board of Directors for the following PSBA Candidates:

Art Levinowitz - President Elect

David Hein - Vice President

Kathy Swope - Insurance Trust Trustee until December 31, 2022

Mark B. Miller - Insurance Trust Trustee until December 31, 2022

and three out of four of the Candidates for the School Board Secretaries Forum Steering Committee:

Bethanne Zeigler

Crystal Mance

Jaime Lynn Zimerofsky

Jennifer Davidson

The Board agreed to choose Bethanne Ziegler, Jaime Lynn Zimerofsky and Jennifer Davidson for the Forum Steering Committee.

8. Communications

8.01 Courtesy of the Floor

None at the time

9. Adjournment

Upon motion by A. Rex, seconded by M. Piescienski, the meeting was adjourned at 7:11 PM.

Respectfully submitted,

John Casciano, Secretary
By J. Partenio, Assistant Secretary