

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

1. Opening Procedures

1.01 Call to Order

The December 4, 2019 Board Meeting of the Northwestern Lehigh School District Board of Directors was called to order at 7:12 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	PR	Rachael Scheffler
PR	Joseph Fatzinger	PR	Marci Piescienski	PR	James Warfel

Also Present:

Mary Anne Wright, David Wright, Jay Scheffler, Bailey Scheffler, Gracie Scheffler, Elsa Kerschner, Donald Allen, Amy Stauffenberg, Maria Pulli, Jill Berlet, LeAnn Stitzel, Andrea Edmonds, Jonathan Nederostek, Arthur Oakes, Luann Matika, Leslie Frisbie, Troy Sosnovik, Jennifer Holman and Janine Partenio.

1.04 Approval of Agenda with a new agenda item of 5.01

Moved: A. Rex

Seconded: J. Fatzinger

Vote: 8 Aye, 0 Nay

1.05 President welcomed guests

1.06 Courtesy of the Floor

None at the time

1.07 Approval of Minutes from the November 20, 2019 Board Meeting

Moved: J. Fatzinger

Seconded: M. Piescienski

Vote: 8 Aye, 0 Nay

1.08 Recognition / Presentations

None at the time

1.09 Board President's Report

W. Dellicker thanked everyone for allowing him the privilege of presiding over the Board Meetings for another year and look forward to working together to reach the best decisions for our community. He appreciated that each member brings a unique and valuable personal perspective from their educational and life experiences. He also commended the administration, teachers and support staff for their help in making the children of Northwestern Lehigh the best they can be.

1.10 Superintendent's Report

J. Holman welcomed everyone to a New Year and congratulated the re-elected Board Members and R. Scheffler for being elected as a new Member on the Board. She stated she is looking forward to a new and exciting year.

2. Personnel Action

2.01 Approval is requested for the following personnel items:

A. RETIREMENTS/RESIGNATIONS:

1. Recommendation to accept the resignation of Christine Ascani as a substitute Teacher, effective December 3, 2019.
2. Recommendation to accept the resignation of Brenda Brannan as a substitute Instructional Assistant, effective November 26, 2019.
3. Recommendation to accept the resignation of Jila Talebi as a substitute Teacher, effective November 26, 2019.
4. Recommendation to accept the resignation of Amy Vaughn as a substitute Teacher, effective November 26, 2019.
5. Recommendation to accept the resignation of the following substitute Custodians, effective December 3, 2019 due to no response to communication:
 - Salvatore Crivellaro
 - Archangelo DeVino
 - L. Caitlin Rehrig

B. APPOINTMENTS/NEW EMPLOYEES:

1. Recommendation to approve Ashley Benner as Speech & Language Therapist, effective December 3, 2019 at a prorated salary of MS Step 3 (\$53,422). Ashley received her Master's Degree from East Stroudsburg University and comes to us with experience from both East Penn School District and IU20.

C. OTHER ACTIONS:

1. Recommendation to approve Anthony Moser as a substitute Custodian, effective December 3, 2019 at \$12.23/hr.
2. Recommendation to approve unpaid days for employee #784 for January 27-31, 2020.

A. Edmonds introduced A. Benner as the new Speech and Language Pathologist. A. Benner said she was honored and very happy to be at the District. W. Dellicker welcomed A. Benner.

A. Rex stated he must abstain from the Personnel vote due to a personal conflict.

Moved: J. Fatzinger

Seconded: T. Hernandez

Vote: 7 Aye, 0 Nay, 1 Abs

3. Curriculum/Building Issues

3.01 Safe School Report

T. Sosnovik presented the Board with an annual report which is a mandatory submission to PDE. He said there was a significant change in the 2018/2019 report with a spike of police involvement due to the established police force in the District. W. Dellicker stated he would like to see a comparison to other schools or to other years to see trends.

4. Policy

None at the time

5. Operations

5.01 Approval for a three-year term with Verizon for PRI lines associated with the incoming/outgoing District phone lines at a cost of \$1,302.10 / month, plus a one-time fee of \$113.50 per price quote

A. Oakes said this was for an upgrade to the phone system in order to complete the project from six months ago. He explained the price remained the same and the contract has the same terms and conditions but would be for three years. He asked for approval to proceed with Verizon once the proper documentation is available.

Moved: T. Leiser

Seconded: J. Fatzinger

Vote: 8 Aye, 0 Nay

6. District Finances

6.01 Approval of 2020-2021 Proposed Preliminary Budget per PDE 2028, and authorization to display and advertise the Proposed Preliminary Budget

a. Budget Expenditures	\$48,468,049
b. Local Tax Levies	
Real Estate Tax	17.5624 mills (0.9486 mill increase)
Earned Income Tax	1% (net .5%)
Real Estate Transfer Tax, Act 511	½% for each of 4 townships
Local Services Tax	\$10

L. Frisbie explained the Board would be opting to pass a Preliminary Budget in accordance with Act 1 with the intent of applying for the Act 1 exceptions. She said this would allow the district to apply for the Act 1 exceptions for PDE's approval. She stated how it is the first step for the 2020/2021 budget process. The tax increase reflected in the Preliminary Budget is an estimate based on allowable exceptions and does not reflect the actual millage increase, which will be approved in June 2020. J. Warfel mentioned that the 2020/2021 Preliminary Budget included funds for a potential borrowing for Middle School Renovations. He is concerned about implications to future budgets and would like to see what the commitment would be for upcoming years. J. Holman said there was \$200,000 built into the budget plus an additional \$200,000 with debt service. She mentioned that January would have a discussion and determination of Middle School Renovations for bids. L. Frisbie stated the debt service included is assuming the full borrowing and may be reduced. She said she could present the Board with a 5-year projection. The Board agreed.

Moved: T. Leiser

Seconded: T. Hernandez

Vote: 8 Aye, 0 Nay

6.02 Approval of Resolution authorizing Proposed Preliminary Budget display and advertising per Resolution

Moved: A. Rex

Seconded: J. Fatzinger

Vote: 8 Aye, 0 Nay

6.03 Approval of agreement with Whitehall-Coplay School District for Special Education Services for the 2019-2020 school year.

A. Edmonds stated this was a student-specific contract and was a typical contracted utilized by Whitehall-Coplay.

Moved: J. Warfel

Seconded: M. Piescienski

Vote: 8 Aye, 0 Nay

Consent Agenda utilized for items 6.04 and 6.05

6.04 Retroactive approval of Agreement with Constellation NewEnergy, Inc. for electricity supply starting July 2021 through July 2023 for the district's MetEd accounts at an energy price of \$0.03224/kWh

L. Frisbie stated the current contract is until 2021 and this would extend the contract for generation and distribution of electricity. She said the District is split between MetEd and PPL. She stated this is only one piece of the electric bills and pricing has decreased.

6.05 Retroactive approval of Agreement with WGL Energy Services, Inc. for electricity supply starting July 2021 through July 2023 for the district's PPL accounts at an energy price of \$0.03192/kWh

Moved: J. Fatzinger

Seconded: T. Hernandez

Vote: 8 Aye, 0 Nay

6.06 Recommendation to approve the following contracts to be paid from the Student Activities Fund:

1. Quiet Valley Living Historical Farm, Stroudsburg, PA for Weisenberg Elementary 4th Grade field trip on May 8, 2020 in the amount of \$474

Moved: J. Fatzinger

Seconded: R. Scheffler

Vote: 8 Aye, 0 Nay

6.07 Receive the following Reports for October:

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

Fund 10 General Fund with a beginning balance of \$34,545,131.67, receipts of \$3,093,110.48, and disbursements of \$3,782,602.47, leaving a balance of \$33,855,639.68.

Fund 32 Capital Reserve Fund with a beginning balance of \$3,796,357.64, receipts of \$4,715.96, disbursements of \$1,344,040.07, leaving a balance of \$2,457,033.53.

Fund 37 Capital Projects with a beginning balance of \$853,349.24, receipts of \$625.58, disbursements of \$84,149.60, leaving a balance of \$769,825.22.

Fund 51 Food Service Fund with a beginning balance of -\$1,258.70, receipts of \$85,367.53, disbursements of \$84,438.62, leaving a balance of -\$329.79.

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

L. Frisbie discussed how the real estate collections are strong and remaining real estate taxes would be going to Portnoff for delinquent collections.

Moved: T. Hernandez

Seconded: J. Fatzinger

Vote: 8 Aye, 0 Nay

6.08 Treasurer's Report Format

L. Frisbie asked the Board, with the addition of the new Funds, if they would prefer a consolidation of treasurer's report into one format. The Board agreed.

Consent Agenda utilized for items 6.09 and 6.10

6.09 Approval of the following bills as listed for payment:

1. Fund 10 General Fund check # 00083676 through 00083795 including electronic payments
2. Fund 51 Food Service Fund check # 00007297 through 00007310
3. Fund 58 Tiger Concession check # 00001453
4. Procurement Card purchases totaling \$18,769.02

L. Frisbie stated there was a check showing \$0.00 in Fund 10 because it was voided due to a jam in the printer.

6.10 Approval to pay bills as of December 20, 2019

L. Frisbie noted this would be to close out the 2019 year.

Moved: A. Rex

Seconded: J. Warfel

Vote: 8 Aye, 0 Nay

7. Other Reports

7.01 Foundation Report

L. Stitzel said there was a Foundation Sponsored appreciation event on November 20, 2019. She said they recently approved almost \$10,000 in teacher min-grants and a second round of min-grants would be coming in Spring. She said there was an annual report for each Board Member at their setting. W. Dellicker felt the report was very informative and believes the District is very blessed to have the Foundation.

7.02 Committee Reports as follows:

- Intermediate Unit

None at the time

- Lehigh Career & Technical Institute

A. Rex stated there was a committee of the whole meeting on November 25, 2019.

- Lehigh Carbon Community College

None at the time

- Recreation Commission

None at the time

8. Old Business

None at the time

9. New Business

None at the time

10. Communications

10.01 Courtesy of the Floor

M. Wright stated it was a year and a half since she had spoken in the Board Room. She believed all of the right people are in all of the right seats on this Board and looked forward to what is to come to fruition in the future. She congratulated all the Board Members on their elections and thanked everyone for all of their hard work.

10.02 Communications / Notes for the Board from John Casciano, Secretary

None at the time

10.03 Administrative / Building Sharing

Administrators gave updates on happenings in the buildings. They congratulated the Board Members, welcomed R. Scheffler to the Board and wished everyone Happy Holidays.

10.04 Board Member Sharing

Board Members congratulated the Members on their elections, welcomed R. Scheffler to the Board, sent their appreciations to all the Board Members and wished everyone happy holidays.

10.05 Meeting Announcements

Executive Session for a Student Discipline Issue was held before the Board Meeting on November 20, 2019 in the Board Room.

Board Meeting was held on November 20, 2019 at 7:00 PM in the Board Room.

Executive Session for Personnel was held prior to the December 4, 2019 Reorganization/Board Meeting at 6:30 PM in the Conference Room

Workshop Meeting will be on January 8, 2020 at 7:00 PM in the Board Room

Executive Session for Personnel will be on January 8, 2020 after the Workshop Meeting in the Board Room

Board Meeting will be January 15, 2020 at 7:00 PM in the Board Room.

11. Adjournment

Upon motion by J. Fatzinger, seconded by M. Piescienski, the meeting was adjourned at 7:55 PM.

Respectfully submitted,

John Casciano, Secretary
By J. Partenio, Assistant Secretary