

**Northwestern Lehigh School District**  
**6493 RT 309, New Tripoli PA 18066**  
**WORKSHOP MEETING**  
**District Board Room**  
**Wednesday, September 5, 2018, 6:30 PM**

**1. Opening Procedures**

**1.01 Call to Order**

The September 5, 2018 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	PR	Phil Toll
PR	Joseph Fatzinger	PR	Marci Piescienski	PR	James Warfel

*\*\* T. Leiser in attendance via Telephone Conference*

Also Present:

Kevin Clause, Alan Fornwalt, Janet Morillo, Scott Shearer, LeAnn Stitzel, Arthur Oakes, Leslie Frisbie, Josh Ziatyk, Jennifer Holman and Janine Partenio.

**1.04 Approval of Agenda with 5.01 moved up before policy.**

Moved: J. Fatzinger

Seconded: T. Hernandez

Vote: 8 Aye, 0 Nay

**1.05 President welcomed guests**

**1.06 Courtesy of the Floor**

J. Morillo explained to the Board how she had purchased a property in New Tripoli, on June 6, 2018. She said it was a HUD home and it needed structural work. Her structural engineer mentioned she would not be able to live in the home for two to three weeks and she was originally looking to work something out for transportation of her children to Northwestern Lehigh School District. She said she was told that transportation would not be available since she was not residing in the District at the time. She believed her children were registered for school as of June 19, 2018 based on a pre-residency agreement which she submitted. She explained how she received a phone call from J. Ziatyk on Friday, August 24, 2018 that the students could not begin school on August 27, 2018 because of the residency situation. She stated it was a painful situation since her children were going to be transitioning from private school to public school. W. Dellicker explained that Policy 202 addresses the eligibility of non-resident students at the District. He mentioned the Board could revisit the policy; however, it would take at least two weeks to review the policy in order to make a decision and it would not be able to remedy the situation she was currently in. She suggested that something be put in place for future reference since it was not practice for making a new resident feel welcomed. W. Dellicker said he would discuss with the Board to see what could be done about the policy.

**2. Curriculum/Building Issues**

**2.01 Curriculum/Building Informational Updates Not Requiring Board Action**

None at the time.

**3. Policy**

**3.01 First Reading**

[218 - Student Discipline](#)

J. Ziatyk mentioned this policy had only minor updates.

#### 516 - School Security

J. Ziatyk said this policy was updated based on the shift of some responsibility from the contracted security to the school police force. P. Toll had some reservations about the changes based on the possibility of the public's perception that this policy may have been intended for the school police force. T. Hernandez asked if there was a policy for school police. J. Ziatyk explained there is a procedure being put in place. J. Fatzinger felt there should be a whole new policy specifically for the school police. J. Holman explained the Board just recently approved policy 345 for School Police and mentioned it may be updated and brought back to the Board. T. Hernandez mentioned that Policy 345 does address the piece that was from Policy 516. He and J. Holman suggested updating policy 516 to read "Contracted Security."

#### 705.1 - Persons Authorized to use Weapons

J. Ziatyk stated this was a brand new policy dealing with the police force and use and storage of weapons as explained in the policy.

#### 805.1 - Relations with Law Enforcement Agencies (previously Policy 225)

J. Ziatyk explained this policy was previously Policy 225 and would be updated to coincide with PSBA's Policy Manual, along with some applicable content updates.

#### 906 - Public Complaints

L. Stitzel mentioned the Board annually reviews policy 906.1 – Federal Programs; however, it is practically identical to policy 906. She believed the two policies should be merged and the new 906 reflects both policies. The Board will rescind 906.1 in October.

#### 918 - Title I Parent and Family Engagement

L. Stitzel mentioned the policy has been updated based on recommendations by PSBA.

#### 008 - Organizational Chart

L. Stitzel said this policy had minor changes and the attachment needed updates to reflect current practice as well as the addition of the police force.

#### 137 - Homeschool Programs

L. Stitzel stated this policy reflects changes made to school code and revisions to the homeschool evaluation process. A. Rex suggested updates for two typographical errors in the policy.

#### 202 – Eligibility of Nonresident Students

W. Dellicker asked the Board if they wished to review the policy for possible changes. P. Toll and J. Fatzinger suggested bringing it back at the October Workshop Meeting.

The Board agreed to move the policies discussed to the September 19, 2018 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 High School Modernization Update

A. Oakes gave the following update on the work completed with the High School Modernization Project:

- Exterior concrete sidewalks, ramps, and stairs are complete
- Exterior sod was installed along the south of the building
- Exterior lights and interior corridor lights are all operational on their respective programs
- Terrazzo was completed in the 100 corridor and lobby 120
- VCT was installed in classrooms, 500 corridor and 700 corridor
- Casework was installed in classrooms and the trainer's room
- Interior electrical and mechanical devices were installed
- Mechanical systems were balanced and placed in automatic operation
- Wall coverings in the classrooms and the 120 lobby were completed
- Walk off mats were installed in vestibules 140, 120, and C102
- New courtyard window trims and caulking was completed
- Classroom furniture was placed in the new classrooms
- Parking lot and bus loop line striping was completed
- Final punch list items are on-going

A. Oakes explained the High School is currently on a temporary occupancy permit with minor punch list items to be completed. He said the Codemaster would then need to come out and sign off on the completed items. He stated there were some change orders that were being brought to the Board and that \$200,000 would be held until the punch list items are completed. W. Dellicker asked when the temporary occupancy expired. A. Oakes said the 21<sup>st</sup>; however, there is a 4-6 week lead on the permanent handrails for the auditorium, so an extension must be filed. L. Frisbie reviewed the Estimated Construction Cost sheet, as of August 2018.

### 4.02 HS Modernization Project Change Orders

A. Oakes recommended the Board approve the following change orders for the HS Modernization Project:

1. Approval of **GORDON H BAVER, INC. (GENERAL CONTRACTOR)** change orders as listed below:

Change Order Number	Description	Amount	Reason
GC-CO #010	Denied		
GC-CO #011	Denied		
GC-CO #012	Eliminate all remaining work for wood gym floor (Settlement & Release)	(12,500.00)	
GC-CO #013	Aluminum storefront windows in Classrooms 402 & 505	16,771.21	EO
GC-CO #014	Seal coating & line striping in parking lot	48,450.88	ORC
	Subtotal	52,722.09	
	Cumulative Total	381,723.39	
	% Total Contract	6.38%	

2. Approval of **DEWALT PLUMBING, INC. (PLUMBING CONTRACTOR)** change orders as listed below:

Change Order Number	Description	Amount	Reason
PC-CO #001	Unused alt 8a & 8b, water storage tanks	(98,900.00)	ORC
	Subtotal	(\$98,900.00)	
	Cumulative Total	(\$98,900.00)	
	% Total Contract	n/a	

3. Approval of **MASTER MECHANICAL CORP (HVAC CONTRACTOR)** change orders as listed below:

Change Order Number	Description	Amount	Reason
	Subtotal		
	Cumulative Total	8,918.10	
	% Total Contract	.8%	

4. Approval of **ALBARELL ELECTRIC, INC. (ELECTRICAL CONTRACTOR)** change orders as listed below:

Change Order Number	Description	Amount	Reason
	Subtotal		
	Cumulative Total	\$10,133.98	
	% Total Contract	.44%	

SC= Site Condition, OM=Omission, C=Code Requirement, ORC=Owner Requested Change, VE=Value Engineering

The Board agreed to move the change orders to the September 19, 2018 Board Meeting for action.

#### **4.03 Operational Informational Updates Not Requiring Board Action**

##### *1. Mold Remediation Update*

A. Oakes explained the mold remediation process going on at the Middle School. He stated it was mainly the lower floor and some of the upper level. He mentioned Envirohealth and Safeway were handling the remediation by wiping down all items with a sporicide and using air scrubbers. He said 14 rooms still need to be tested and they were following the recommended process.

J. Holman stated the Middle School students began school on the Tuesday after labor day. She said the 4 days they missed the first week would not have to be made up and will be added to their Act 80 Professional Development days. She said 8<sup>th</sup> grade students were attending the High School for classes and 6<sup>th</sup> and 7<sup>th</sup> grade students were going to Weisenberg for classes. She said the week had gone very smoothly and the parents were glad to have students back to school. She stated the teachers were very flexible and she was hoping to relocate back to the Middle School as soon as it is safe to do so. P. Toll thanked A. Oakes and J. Holman for the updates. He said the parents seemed very positive with the situation. He suggested creating a process in order to try and prevent this in the future. A. Oakes said it was a multi-faceted scenario dealing with Air Conditioning and dehumidification. He explained that the air conditioners are not dehumidifiers and most systems intake air from the ground by groundwater. He said dehumidifiers can be put in classrooms and put the air conditioners on during part of the summer; however, it would cost more in energy.

P. Toll questioned how much the remediation cost. A. Oakes said there were items rented as well as hourly wages involved. J. Holman added that the contract was also per test, per room. She said there was difficulty in keeping up with the humidity in many buildings, this year. A. Oakes said the Middle School has a different heating and cooling system than the other buildings. He said modifications could be added, but not to the systems at Weisenberg, Northwestern Elementary or the High School, due to the old controls. He said it would be expensive to fix the unified controls.

J. Warfel understood that it would be difficult to itemize, at the time; however, he would like to see it after completion. He mentioned the appreciation of the custodians by the teachers about transporting their belongings.

T. Leiser asked how many hours per day the remediation was. A. Oakes said there is a lag of 48 hours of air scrubbing after the sporicide is used and there are only so many air scrubbers available in Northeastern PA.

J. Warfel asked if there was any idea of when the classes would be moving back. J. Holman the tentative time to move back would be Next Friday and was hoping to hit that target. W. Dellicker thanked the custodians for all of their work.

## **5. District Finances**

### **5.01 GOB 2014 Refi Opportunity**

Scott Shearer, Public Financial Management (PFM), presented a refunding opportunity to generate savings on the GOB 2014 bonds. He explained there was \$8,295,000 of principal outstanding with a February 15, 2019 call date. He said the current coupons range from 2.00% to 4.00% and current estimated net savings are approximately 2% or \$135,000. He explained the Maximum Parameters Resolutions would have flexibility in the pricing date so that bonds are priced during favorable market conditions. He said it eliminates the need to time the pricing of bonds with a Board meeting date. He stated the resolution establishes "parameters", or boundaries, under which the ultimate financing must fall. These include the minimum net savings threshold (for refundings), the maximum principal amount, the maximum interest rate and the maturity dates. He recommended the total size of parameters resolution to be higher than the amount of bonds planned to be issued, in order to provide the flexibility on a maturity by the maturity basis to size the bonds appropriately to meet the District's goals. He mentioned ultimate approval would be immediately after pricing and would be required from Board President/Vice President & Board Secretary, but would not require an additional Board Meeting.

W. Dellicker asked about the timeline and wondered if there would be an advantage to expedite the process. S. Shearer said the advantage would be in the potential of the interest rate, but was not looking to rush the Board. P. Toll questioned if the Board should use cash toward the refunding. L. Frisbie said the District had used General Fund budget dollars to pay for the financing costs in the past. J. Warfel questioned what costs would be associated with the potential refunding. S. Shearer said the advertisement would be about \$1,000 and the credit rating agency would charge approximately \$7,000 for the bond rating call; however, PFM and the Bond Council does not charge anything if the transaction does not go through. The Board agreed to move the Parameters Resolution to the September 19, 2018 Board Meeting for action. S. Shearer said Kevin Reid would be attending the September 19, 2018 Board Meeting with the Parameters Resolution.

### **5.02 Police Force Update**

J. Ziatyk recommended the District purchase a 2018 Police Interceptor Sport Utility from Whitmoyer Ford, Inc. through the COSTARS purchasing contract, which would not exceed \$34,000, to serve as one of two police vehicles for the District Police Force. P. Toll questioned if the District would be able to purchase a smaller sport utility vehicle or cruiser with all-wheel drive in order to reduce the capital costs and if there are additional costs to outfit this vehicle. J. Ziatyk explained it was cost inclusive of the vehicle and all items needed, to be fully functional as a police vehicle. He stated the second police vehicle could be a smaller vehicle. A. Oakes recommended having the larger vehicle for use during the winter season, since it is an all-wheel drive vehicle.

P. Toll asked if the Chief of Police planned on keeping this vehicle on site overnight. J. Ziatyk said the plan is to keep the vehicle on site, since the Chief of Police does not have plans on keeping it at his residence.

P. Toll asked if the second vehicle would be used or new. J. Ziatyk stated they would prefer to purchase the second vehicle new since it would be a better investment. He said used police vehicles usually have high mileage and possible transmission issues from their hard use. He explained how grants for equipment have been applied for and they are still awaiting the approval. L. Frisbie stated it would be most appropriate for the first vehicle to be paid out of General Fund and have the second one paid out of Capital Reserve. P. Toll questioned if there were any other "big ticket" items to purchase. J. Ziatyk said he did not see any other "big ticket" items coming.

P. Toll questioned an option of Leasing versus purchasing. L. Frisbie said they received special pricing through Costars for purchasing the vehicle and was not sure of any special financing for a lease through Costars. J. Holman said they did not want to pay financing fees unnecessarily. A. Oakes said Costars offered a discount of \$7,000 off of the top of the purchase price. The Board agreed to move this item to the September 19, 2018 Board Meeting for action.

### **5.03 ASCD Agreement**

L. Stitzel recommended retroactively approving the agreement with ASCD for an Onsite Professional Learning Day at the High School on October 8, 2018 in the amount of \$6,000 to be paid from Title II. She explained how she wanted to book this early, in order to have the trainer on site for October 8, 2018. This includes online access to books and future access to online Professional Development. J. Warfel asked what the topic of training was. L. Stitzel said Grading Practices for the High School. The Board agreed to move this item to the September 19, 2018 Board Meeting for action.

### **5.04 Student Activity Contracts**

L. Frisbie recommended the following contracts to be paid from the Student Activities Fund at the September 19, 2018 Board Meeting:

1. Smooth Entertainment, Philadelphia, PA for DJ Services at the Homecoming Dance on October 6, 2018 in the amount of \$500.
2. Smooth Entertainment, Philadelphia, PA for DJ Services at the Class of 2019 Prom on May 26, 2019 in the amount of \$550.
3. Civic Theater of Allentown, Allentown, PA for performance of A Christmas Carol for Weisenberg Elementary 4th Grade on Wednesday December 12, 2018, in the amount of \$640.

The Board agreed to move the Student Activity Contracts to the September 19, 2018 Board Meeting for action.

### **5.05 Reports**

L. Frisbie recommended receiving the following Reports for July at the September 19, 2018 Board Meeting.

1. Budget Report
2. Revenues Report
3. Treasurer's Report
  - Fund 10 General Fund
  - Fund 22 Capital Reserve Fund
  - Fund 36 Capital Projects
  - Fund 37 Capital Projects
  - Fund 50 Food Service Fund
4. EIT Report
5. Activity Fund Report
6. Comparison of Prior Year to Current Year Budget to Actual Expenditures by Object Report

L. Frisbie explained Real Estate collections are about \$695,000 ahead of the prior year collections. She said she will continue to monitor the collections as the 2% discount period ends in August. She mentioned salaries shown as \$354,000 for payroll only reflects 12-month staff because CSIU automatically books salaries for teachers to the 2017-2018 school year. P. Toll questioned EIT. L. Frisbie stated it was too early to report on EIT yet.

### **5.06 Financial Informational Updates Not Requiring Board Action**

1. 2019-20 Fuel Bid with CSIU 16

L. Frisbie explained the District had previously utilized the CSIU 16 Fuel Bid in some manner. She recommended the District continue to do so. She said only notification is needed at this time to participate with the CSIU 16 Fuel Bid and actual quantities come at a later date. The Board agreed to participate in the CSIU 16 Fuel Bid.

2. Investment Update- CD with New Tripoli Bank

L. Frisbie stated, in August, a \$1 M CD came due. She said New Tripoli Bank offered an 18-month CD for 2.5% interest rate. She said the funds were rolled into that CD. She mentioned as more CD's come due they will be assessed and would look to try and maximize their earnings.

## **6. Old Business**

### **6.01 \* 2018 PSBA Delegate Assembly**

W. Dellicker recommended the appointment of Dr. James Warfel and Mr. Willard Dellicker, as voting delegates, to the Delegate Assembly on Friday, October 19, 2018 at the PASA-PSBA School Leadership Conference in Hershey, PA. The Board agreed to move this item to the September 19, 2018 Board Meeting for action.

### **6.02 \* PSBA Elected Positions**

W. Dellicker recommended the Board Secretary cast votes on behalf of the Northwestern Lehigh School District Board of Directors for the following PSBA Candidates:

Eric Wolfgang - President Elect

Art Levinowitz - Vice President

Amy Goldman - Section 8 Advisor

Nathan Maines - Insurance Trust Trustee until December 31, 2021

William S. LaCoff - Insurance Trust Trustee until December 31, 2021

Richard Frerichs - Insurance Trust Trustee until December 31, 2021

The Board agreed to move this item to the September 19, 2018 Board Meeting for action.

### **6.03 Turf Project**

W. Dellicker asked that the Board keep the Turf Project in focus and proposed that Terry DeGroot attend a meeting to give the progress of the design, especially for the storm water run-off. A. Oakes mentioned there had been infiltration testing done in the grass area and they are awaiting the results. He said this is a key component on the design and would bring information back at the next Workshop Meeting. W. Dellicker asked for an update on the EPA study on the crumb rubber, which was to be released at a future date. He also requested an update on the schedule needed to get the fields completed and ready for the next season. A. Oakes said, ideally, documents would be going out in December and January would be utilized to review everything. He said it would be brought to the Board in February and construction could begin in March, unless the ground is still frozen.

### **6.04 Extracurricular Procedures**

J. Warfel recommended an update be brought to the Board in regards to the revision of the Extracurricular Procedures and Athletic Honor Code. J. Holman said she would check with Jason Zimmerman on the status. She believes there was parent involvement in that process.

## **7. New Business**

### **7.01 LCTI JOC Allocation**

P. Toll requested an update on the LCTI JOC allocation based on the email that was sent from J. Holman. J. Holman explained she received information from LCTI that there was a shift in the numbers of JOC allocations based on new calculations. She said it did not directly affect our District; however, she felt it was important information for the Board, specifically A. Rex, to know was happening. She recommended the Board give their opinions on this subject to A. Rex to bring back to LCTI. She explained that the bylaws would be re-written to recalculate how the JOC members are generated. She said some members felt it should be based on enrollment and not market value, which would shift the JOC membership differently. She said our District only has one representative, so it does not have much impact on us; however, it would have a greater impact on districts with more than one member. L. Frisbie added that our District's contribution to Capital Projects are also tied with market value. A lower value will have a lower percentage tied to their debt. A. Rex believed if there are more students enrolled at LCTI from one district, that district should have more responsibility to the institute and their debt.

## **8. Communications**

### **8.01 Courtesy of the Floor**

None at the time.

## **9. Adjournment**

Upon motion by P. Toll, seconded by A. Rex, the meeting was adjourned at 8:23 PM.

Respectfully submitted,

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John Casciano, Secretary  
By J. Partenio, Assistant Secretary