

**Northwestern Lehigh School District
6493 Rt. 309, New Tripoli PA 18066
WORKSHOP MEETING
District Board Room
Wednesday, November 1, 2017, 6:30 PM**

1. Opening Procedures

1.01 Opening Exercises

The November 1, 2017 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 Roll Call

PR/AB

| | | | | | |
|----|-------------------|------|----------------|----|----------------|
| AB | John Casciano | PR | Paul Fisher | PR | Darryl Schafer |
| PR | Willard Dellicker | PR | Todd Hernandez | PR | Phil Toll |
| PR | Joseph Fatzinger | AB** | Todd Leiser | PR | James Warfel |

*** T. Leiser arrived at 6:37 PM*

Also Present:

LeAnn Stitzel, Andrea Edmonds, Arthur Oakes, Mike Sander, Luann Matika, Leslie Frisbie, Jennifer Holman, Mary Anne Wright and Janine Partenio

1.03 Approval of Agenda

W. Dellicker reminded the Board that the items tonight will have action at the November 15, 2017 Board Meeting as well as the items from the October 11, 2017 Board Meeting, which was cancelled due to lack of quorum.

Moved: J. Fatzinger

Seconded: P. Fisher

Vote: 7 Aye, 0 Nay

1.04 President welcomed guests

1.05 Courtesy of the Floor

None at the time

2. Curriculum/Building Issues

2.01 Curriculum/Building Informational Updates Not Requiring Board Action

1. Curriculum Council Meeting-December 11th at 1:00pm
2. Full-day Kindergarten Update

Dr. Wright explained this item is to be held until the November 15, 2017 Board Meeting, to be included with a data presentation.

3. Policy

3.01 First Reading

Discussion of the following policies:

[607 - Tuition Income](#)

L. Frisbie explained the District does not accept tuition students except for mainstreaming Intermediate Unit Students within the school building.

[623 - Indebtedness](#)

L. Frisbie explained the addition of this policy will add one more level of debt management procedures.

[710 - Use of Facilities by Staff](#)

L. Frisbie explained this policy was updated to show current procedures utilized when facilities are being used within the District.

824 - Maintaining Professional Adult/Student Boundaries

L. Matika said there should be one minor change to the last word under authority. She said it should read "policy" not "employee."

T. Leiser questioned the usage of the word adults and students who may be 18 or older. Dr. Wright explained the intent is for adults working or volunteering in the District.

J. Warfel asked if the policy prohibits staff contact through social media. J. Holman said there is a separate policy 815.5 which is an acceptable use of technology and social media policy which addresses that. J. Warfel asked if it could be cross referenced in the policy. J. Holman said yes.

826 - Privacy of Individually Identifiable Health Information

P. Toll had some questions regarding the Collection of Protected Health Information (PHI). He asked how many business office and human resources staff would have access to PHI and if all the business office staff needed to have access as part of their job responsibilities. L. Frisbie said the PHI that the District maintains is limited to the vision and medical reimbursement plans. She explained all information pertaining to benefits is maintained by the business office and the Accounts Payable Specialist is responsible for reviewing the requests from staff and ensuring appropriate documentation is received for the reimbursement. She said she reviews the requests as part of invoice/payment review and in the absence of the Accounts Payable Specialist, the Accounting Specialist would process the reimbursement requests. While the other business office staff have access to the filing cabinets, no one reviews or accesses the reimbursements unless they would be pulled as part of an audit review.

P. Toll said HIPAA requires that there needs to be a response within 60 days when there is a request to amend medical information. He asked if it is important that employees know this. L. Frisbie replied saying this is included in the District's HIPAA notice which is posted on the online benefits enrollment system. She explained the information that the District maintains is usually a copy of the receipt proving the service was performed. For example, an employee may provide an itemized receipt showing an eye exam was performed and proof of payment for the service. She mentioned all employee information comes directly from the employee as proof of service and payment to qualify for the reimbursement and anything beyond an itemized receipt showing the cost for each service performed, is not required.

P. Toll said the policy states that employees should file complaints to the Privacy officer. He asked if the District's Notice of Privacy Practices state that if an employee has a complaint that they can also file a complaint to the Office of Civil Rights. L. Frisbie said yes, the District uses the standard HIPAA Notice which includes the contact information for the Office of Civil Rights

P. Toll questioned the Mitigation of Wrongful Disclosures section. He said the sentence "the Health Programs "may request" return of any written PHI that was improperly disclosed" should be changed to "will request." He said when PHI is accidentally disclosed every effort should be made to show that the District attempted to recover the PHI. L. Frisbie agreed to make the revision for second reading of the policy.

912.1 - Relations with Community College

914 - Relations with Intermediate Unit

L. Frisbie stated the last two policies outline the relationship with each entity.

J. Holman reminded the Board there will be four policies from October's Workshop Meeting that will be moving along with these policies to November's Meeting. W. Dellicker noted the exceptional competence that the staff has and his confidence in the staff. The Board agreed to move these policies for First Reading at the November 15, 2017 Board Meeting.

3.02 Second Reading and Final Approval

J. Holman stated there are no policies to move from November; however there are four from October's Workshop Meeting that will be moving to the November 15, 2017 Board Meeting for action. The Board agreed.

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. Oaked explained he would like to set up a Construction Committee Meeting to discuss the Auditorium Ceiling and some window issues. W. Dellicker recommended setting up a date for the Construction Committee Meeting tonight.

M. Sander gave an update on the work completed with the High School Modernization Project:

- Phase 1A work was completed and punch list work is on-going.
- Exterior brick work along new vestibule entrances was completed.
- Fire wall assemblies were completed in phase 1A areas.
- Fire wall assemblies are nearing completion in phase 2 areas.
- Backfill of infiltration bed B was completed and awaiting top soil.
- Remaining cast in place.
- Concrete piers were completed.
- New EPDM roof over 100 corridor and termination into auditorium wall is complete.
- Auditorium light wiring is nearing completion.
- Infiltration basin A is nearing completion.
- Structural steel beams and columns installation is nearing completion.
- New roof joists and deck is nearing completion over new addition.
- Underground plumbing for the new addition is nearing completion.

W. Dellicker asked when we will be under roof. M. Sanders said it will hopefully be completed within the next couple of weeks.

T. Leiser questioned if an Eagle Scout Project was moved. A. Oakes said it was and is currently in storage at the Bus Garage until it can be put back in. Dr. Wright said there was a discussion with the family and it will be moved to a new location. J. Holman explained there are also tree memorials that will be moved to a new location.

A. Oakes reviewed the current allowance adjustments/change orders from last month. He explained they were listed in grey on the log attached to the agenda.

4.02 High School Firewall Update

A. Oakes explained conditional occupancy was granted in October and conditions are being completed with fire dampers being installed. He said there are no final costs at this time. W. Dellicker said they still need to investigate if it was designed correctly and built to design. Dr. Wright explained if there is a possibility of fault somewhere, it will not be discussed publicly because it may be a legal issue.

4.03 Operational Informational Updates Not Requiring Board Action

1. Used Maintenance Truck Purchase

A. Oakes mentioned he had an opportunity to purchase a freightliner dump truck from North Whitehall Township. He said it has an 11' plow and salt spreader for \$12,000. He said the municipality can sell directly to the District. He said it is a bargain and it is in budget. P. Fisher asked how they get around disposal. A. Oakes said the Township explained it may go to another governmental entity without bid. L. Frisbie agreed that it is considered an intergovernmental bid.

2. Phone System Update

A. Oakes said he is working with telephone companies and vendors to look at modified hybrid lines for the District. P. Toll asked if the District can use internet lines. A. Oakes said he is looking into it but concerned about bogging down the internet lines. J. Holman said they are trying to see if they can segregate off the IU lines. She explained there is a meeting scheduled tomorrow between Ironton Telephone and the IU. Dr. Wright said there is consideration of a T-1 line from Weisenberg. J. Holman said it is estimated 100KB per phone call and would need to segregate that off because if the internet is lost then the phone lines are lost. A. Oakes said there is a possibility to keep 60 pots lines. He said he is trying to balance the options and get the best service possible since the investment into a new telephone system would be costly and it would need the correct service to function properly.

5. District Finances

5.01 Banking Fraud Protection Program

L. Frisbie mentioned she discussed working with New Tripoli Bank to implement a Positive Pay program for banking fraud protection. She explained this is an automated software fraud protection tool that validates information. She felt this software is important because business banking does not have the same security as credit cards. She said there is currently less than a 24-hour window to identify fraudulent activity. New Tripoli Bank does not currently have this in place but is looking to implement it and researching different software options.

L. Frisbie said New Tripoli Bank will pay the implementation fees but the District will be responsible for the monthly fees, which are about \$50 per month, per account. She felt this would be an extra layer of protection since there had been fraudulent checks discovered at a local district. P. Toll questioned what the turn-around time was. L. Frisbie said she was not sure. D. Schafer asked if it should be included with the food service account if there is already debt incurred. L. Frisbie said it could go to the general fund to absorb the cost or assign it to food service, however the Board would like to address it. The Board agreed to move this item to the November 15, 2017 Board Meeting for action.

5.02 Student Activity Contracts

Recommended Action: Recommendation to approve the following contracts to be paid from the Student Activities Fund at the November 15, 2017 Board Meeting:

1. Caryn Lin, Chalfont, PA for "The Science of Sound" assembly programs at Weisenberg Elementary on March 8, 2018 in the amount of \$1000.
2. Lehigh Valley Iron Pigs, Allentown, PA for Middle School on May 2, 2018 in the amount of \$3085.

L. Frisbie said the contract for the Lehigh Valley Pigs was added today. She apologized for the late add but explained they were in need of a deposit before the November 15, 2017 Board Meeting. The Board agreed to the deposit and to move this item for action at the November 15, 2017 Board Meeting.

5.03 Reports

L. Frisbie recommended receiving the following Reports for September at the November 15, 2017 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 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 stated this was a routine item and this month had strong Real Estate Tax Collections, being \$400,000 ahead for year to date collections. The Board agreed to move this item to the November 15, 2017 Board Meeting for action.

5.04 Financial Informational Updates Not Requiring Board Action

1. Electricity Procurement Update

L. Frisbie explained the Provident Electric pricing came back good and savings would be about \$4,300 to the District.

2. Tax Collection Committee (TCC) Update

L. Frisbie explained the District participates with Countywide EIT Collection. She said the contract with Berkheimer was reviewed and found that the rate is tied with the Montgomery County Rate, so if the Montgomery rate drops, the District's will drop also. She explained the rate would be decreasing from 1.35% to 1.3% for the next two years. She said it is \$1,250 savings in fees and that the countywide collection has really benefitted the District.

3. Ballot Referendum

Dr. Wright asked L. Frisbie to give an update on the Webinar that was held yesterday on the ballot referendum. L. Frisbie said it is looking to change the reduction to Homestead/Farmstead from 50% to 100%. She said there is a misconception that people will be thinking if they vote on this they will not have to pay taxes. She said for the state to give 100% it would equal \$6-\$7 Billion per year and \$3.5 Billion for 50%. She felt it was a good step in the long term but there is really no money to do that at this time. P. Fisher said legislators are using this as a witness step to get it to the next level. W. Dellicker said the state has no money and they just keep spending.

6. Old Business

None at the time

7. New Business

7.01 Board Meeting Dates

Dr. Wright reviewed the proposed dates for next years' meetings which mirrored this years' schedule. She said the October Board Meeting will be held the second week of October due to the PSBA Conference. She asked the Board if they would like to have a Board Meeting at LCTI next year. She recommended not having it in winter. She explained how she loves to showcase LCTI and the students who attend, but setting up for a meeting off location is truly an inconvenience with technology and live streaming/audio recording. She questioned if there was an alternative way to have the Board visit with LCTI. T. Leiser asked if there were ramifications if we cannot livestream. Dr. Wright said some people depend on it and it has been an expectation. W. Dellicker recommended having a seminar at LCTI and an informational tour. Dr. Wright said a seminar is ok but if it is held on a Saturday, students and staff would need to be brought in. The Board decided to look into having the October 11, 2017 Board Meeting at LCTI and post that there will be no live streaming. Dr. Wright explained action will be taken on the final dates at the reorganization meeting.

Dr. Wright explained there will be an opening on the CLIU 21 Board as well as two LCTI members on the Joint Operating Committee. She said the three-year term ends on November 30, 2017. She stated the LCCC trustee does not need to be a seated member and any other committee representatives may remain or change as desired. She ask that anyone interested relay their interest to W. Dellicker. She explained all action will be taken at the reorganization meeting in December.

8. Communications

8.01 Courtesy of the Floor

None at the time

9. Adjournment

Upon motion by P. Toll, seconded by J. Fatzinger, the meeting was adjourned at 7:39 PM.

Respectfully submitted,

Todd Hernandez, Secretary
By J. Partenio, Assistant Secretary