

**Northwestern Lehigh School District
6493 Rt. 309, New Tripoli PA 18066
WORKSHOP MEETING
District Board Room
Wednesday, June 6, 2018, 7:00 PM**

1. Opening Procedures

1.01 Call to Order

The June 6, 2018 Workshop Meeting of the Northwestern Lehigh School District Board of Directors was called to order at 6:32 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

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

*** J. Casciano present at 6:35 PM via Telephone Conference*

Also Present:

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

1.04 Approval of Agenda

Moved: P. Toll

Seconded: A. Rex

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 Federal Grant Opportunities

L. Stitzel recommended the approval to apply for the Title I, Title IIA, and Title IV Federal Grant opportunities at the June 20, 2018 Board Meeting. She mentioned this was an annual item and would be due by July 1, 2018. She explained how the purpose of the Title I grant is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and state academic assessments. The allocation is based on free and reduced lunch recipient numbers and Title I funds are used to help students that are identified as being academically at-risk. She said the District also services non-public schools with this money through the same identification process. For 2018-19, there is yet to be a determination made in the amount we receive. In 2017-18, we received \$162,471 which was a decrease of \$5,358 from the 2016-17 amount of \$167,829.

L. Stitzel explained the purpose of the Title II A program is to increase academic achievement by improving teacher and principal quality. This program is carried out by: increasing the number of highly qualified teachers in classrooms; increasing the number of highly qualified principals and assistant principals in schools; and increasing the effectiveness of teachers and principals by holding LEAs and schools accountable for improvements in student academic achievement, primarily through induction and professional development programs. She said for 2018-19, there is yet to be a determination made in the amount we receive. In 2017-18, the district was awarded \$46,093 which was an increase of \$12,492 from the 2016-17 amount of \$33,601

L. Stitzel explained the purpose of Title IV is to provide all students access to a well-rounded education, improve school conditions for student learning, and improve the use of technology to improve the academic achievement and digital literacy of all students. However, schools are limited in spending only 15% of the funds on technology, but, the majority of the schools transfer this funding into Title I or Title II. For 2018-19, we were told by PDE to anticipate a slight increase to the amount of \$10,000 we received in 2017-18. The Board agreed to move this item for action at the June 20, 2018 Board Meeting.

2.02 Title III

L. Stitzel recommended the approval to reject Title III funding for the 2018/2019 school year at the June 20, 2018 Board Meeting. She explained the purpose of Title III is to ensure that limited English proficient (LEP) students, including immigrant children and youth, develop English proficiency and meet the same academic content and academic achievement standards that other children are expected to meet. Schools use Title III funds to implement language instruction educational programs designed to help LEP students achieve these standards. Districts receiving less than \$10,000 must apply for this as part of a consortium. Districts may also refuse the money, if they so choose. She stated the District does not plan to apply for these funds for 2018-19. Since 2011-12, the District has refused the Title III due to the IU consortium's failure to collectively meet the annual measurable achievement targets of LEP students. For 2017-18, we were awarded \$1,950 and expect approximately the same amount for the 2018-19 school year. The Board agreed to move this item for action at the June 20, 2018 Board Meeting.

2.03 Safe Schools Grant

J. Holman recommended the approval to apply for the Safe Schools Grant for the 2018-2019 year, at the June 20, 2018 Board Meeting. She explained the documentation would be available before June 20th and it would be for the school police position. She mentioned there are grants available based on statistics. She believed this would help offset the costs. J. Warfel asked how much would be available. J. Holman said up to \$40,000 for the first year and up to \$20,000 the next year. The Board agreed to move this item to the June 20, 2018 Board Meeting for action.

2.04 Curriculum/Building Informational Updates Not Requiring Board Action

None at the time

3. Policy

3.01 Discussion of the following policies for First Reading at the June 20, 2018 Board Meeting:

[105 - Curriculum](#)

[239 - Foreign Exchange Students](#)

L. Stitzel explained PSBA recommended changes to these policies based on ESSA (Every Student Succeeds Act) language.

[138 - Language Instruction Educational Program for English Learners](#)

L. Stitzel stated the PSBA recommended changes were so different for this policy that she decided to replace the old Policy 138 with the new suggested policy.

[808 - Food Services](#)

A. Madochick said the updated policy addresses food shaming of students and includes updates based on the new regulations.

[316 - School Police Officer](#)

J. Holman explained this is a new policy that should be added for the school police program. She said she was looking to enact this for the beginning of the new school year. P. Toll had questions regarding the purpose of the policy. J. Holman explained the District was looking to make every attempt at keeping a safe and secure environment for students, staff and community members.

The Board agreed to move these policies to the June 20, 2018 Board Meeting for First Reading.

3.02 Second Reading and Final Approval

[819 - Suicide Awareness, Prevention and Response](#)

J. Holman stated there were no questions or concerns on this policy since first reading and recommended moving the policy for Second Reading and Final Approval at the June 20, 2018 Board Meeting. The Board agreed to move this policy to the 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 High School Modernization Update

A. Oakes stated the construction project was moving along nicely. W. Dellicker asked if they still need 6-month inspections. A. Oakes said yes. The Board discussed the gym floor being re-done and the errors and omissions from the architect. L. Frisbie reminded the Board that the firewall was included in the total cost of the errors and omissions \$436,442.

W. Dellicker asked about the terrazzo floor. A. Oakes and Mike Sander explained it would be delivered Friday and would be one of the last things to be done. They explained the contractor installs it 9,000 sq. ft. at a time.

4.02 MOU for Facility Usage

J. Holman recommended the approval of the Memorandum of Understanding Agreements for Facility Usage at the June 20, 2018 Board Meeting. She explained the MOU's are with various facilities if the District should need to evacuate off of the property. She said these have been in existence but needed updated information. P. Toll and J. Warfel recommended having a designated administrator in charge. J. Holman mentioned there is information listed in the District's Emergency Manual and would be situational.

P. Toll questioned if insurance would reimburse for costs incurred at the facilities. L. Frisbie said it would be situational. J. Holman clarified that this would be for short term use and not used as an educational facility. The Board agreed to move this item to the June 20, 2018 Board Meeting for action.

4.03 Lunch Prices

A. Madochick recommended the approval of the following 2018-2019 lunch prices, with no increase, at the June 20, 2018 Board Meeting:

Recommended Prices for 2018-19

Elementary- \$2.75

Middle School- \$2.90

High School- \$3.15

Breakfast- \$1.80

Adult pricing is A La Carte

A. Madochick expressed her concerns about raising the costs too high above what other districts are charging and losing customers. The Board agreed to move this item to the June 20, 2018 Board Meeting for action.

4.04 Fire Protection

A. Oakes recommended approving Johnson Controls Fire Protection LP to annually inspect the fire systems District-wide and semi-annual inspections of the Kitchen Hoods in the Districts' three kitchens. He said the Cost would be \$11,774.00 per year effective to February 28, 2021 as per state contract #4400015469. The Board agreed to move this item to the June 20, 2018 Board Meeting for action.

4.05 Biohaz

A. Oakes recommended approving BIO-HAZ for the District's medical waste solutions at \$65.00 per container. He said this was an annual contract. The Board agreed to move this item to the June 20, 2018 Board Meeting for action.

4.06 Bleacher Inspections

A. Oakes recommended approving C.M. Eichenlaub CO. to perform the District's annual inspection of bleacher systems District-wide. He said this was a routine item but a new company and on a State Contract. He said the cost would be \$4,773.00 as per the COSTARS contract 014-090. The Board agreed to move this item to the June 20, 2018 Board Meeting for action.

4.07 Districtwide Telephone System Electrical Work Bid

A. Oakes recommended the approval of the bidding documentation for the electrical work required for the Districtwide phone system. He said documents were shared with the Board via Google Docs. He said they are still determining which vendor to utilize and would like to bid and come back in September, October and November to do the work. He explained the window to do work over the summer had been lost so they are looking to have second shift as a base bid and an alternate of day shift. P. Toll asked if there were specific documents to review. He felt the documents were overwhelming. The Board stated any specific documentation like that did not need to be shared with all of them, unless there is someone who understands the business it is linked to, it may be shared with that specific Board Member. J. Warfel questioned if there would be a cost difference for a second shift position. A. Oakes said yes. A. Rex believed the cost difference would be about 4%.

J. Holman mentioned the insurance claim is still open due to the lightning strike on the District last August. She said she was hopeful of some reimbursement with the insurance claim. A. Rex questioned the alternates with a generator and fiber. A. Oakes stated the generator is on the Master Facility Plan (MFP) and fiber would be utilized in the future for the fieldhouse. The Board agreed to move this item to the June 20, 2018 Board Meeting for action.

4.08 Operational Informational Updates Not Requiring Board Action

A. Oakes announced that the Administration Building and the High School would have their power down on July 2 through July 6, 2018. J. Holman said schedules have been adjusted or staff members would be relocated to accommodate the power outage.

5. District Finances

5.01 2018-2019 Final Budget

L. Frisbie recommended the approval of the 2018-2019 Final General Fund Budget and supporting tax levies for Northwestern Lehigh School District as follows and as presented on the PDE-2028:

a. Budget Expenditures	\$47,256,640
b. Local tax levies	
Real Estate Tax	16.2403 mills (0.2772 mill
increase)	
Earned Income Tax	1% (net .5%)
Real Estate Transfer Tax, Act 511	½% for each of 4 townships
Local Services Tax	\$10

P. Toll questioned how the District lost 106 properties. L. Frisbie explained the District did not lose the properties from the tax base, but those properties were removed from Homestead/Farmstead. The Board agreed to move the 2018-2019 Budget to the June 20, 2018 Board Meeting for action.

5.02 2018-2019 Use of Committed Fund Balance

L. Frisbie recommended the approval to utilize Committed Fund Balance for the 2018-2019 budget. She explained Board action is required to use committed fund balance for OPEB Stabilization, PSERS Stabilization, Emmaus Bond Pool Rate Stabilization and Millage Stabilization which is presented as use of fund balance in the Final Budget.

5.03 Homestead/Farmstead

L. Frisbie recommended the approval of the 2018-2019 Homestead Farmstead Resolution. The Board agreed to move this item to the June 20, 2018 Board Meeting for action.

5.04 Fund Balance Resolution June 30, 2018

L. Frisbie recommended the approval of the Fund Balance Resolution by June 30, 2018. She mentioned approval of Committed Fund Balance categories is required under GASB 54 by June 30, 2018 and the actual amounts will be determined upon completion of the audit. The Board agreed to move this item to the June 20, 2018 Board Meeting for action.

5.05 2018-2019 District Depositories

L. Frisbie recommended the approval to appoint New Tripoli Bank, Pennsylvania Local Government Investment Trust (PLGIT), PA School District Liquid Asset Fund (PASDLAF), and PNC Bank as district depositories for 2018-2019. She stated annual approval of District depositories is a requirement in school code. The Board agreed to move this item to the June 20, 2018 Board Meeting for action.

5.06 2018-2019 Insurance Renewal

L. Frisbie recommended the approval of 2018-2019 insurance package as follows:

ANNUAL PREMIUMS	*	*	*	**	**	***	***	***	***	%
	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	Change
Property, Liability, Boiler & Machinery, Builders Risk and Automobile	\$110,202	\$105,715	\$111,091	\$125,124	\$141,962	\$151,699	\$141,708	\$141,736	\$147,537	4.1%
Police Professional Liability	n/a	n/a	n/a	n/a	\$3,440	n/a	n/a	n/a		
School Leaders Legal Liability	\$10,847	\$10,918	\$13,477	\$15,501	\$15,220	\$15,474	\$14,291	\$13,866	\$13,689	-1.3%
Educators Excess Liability	\$11,840	\$11,840	\$11,840	\$13,024	\$13,024	\$12,235	\$12,187	\$11,068	\$10,958	-1.0%
Cyber Liability	\$0	\$0	\$0	\$0	\$0	\$14,081	\$14,081	\$14,081	\$14,081	0.0%
Student Accident Insurance	\$11,436	\$14,900	\$14,900	\$23,900	\$27,000	\$27,000	\$28,890	\$33,235	\$36,558	10.0%
	\$144,325	\$143,373	\$151,308	\$177,549	\$200,646	\$220,489	\$211,157	\$213,986	\$222,823	4.1%
Workers' Compensation	\$95,202	\$125,150	\$149,795	\$189,883	\$226,466	\$177,744	\$173,794	\$155,861	\$159,625	2.4%
Total Insurance Premiums	\$239,527	\$268,523	\$301,103	\$367,432	\$427,112	\$398,233	\$384,951	\$369,847	\$382,448	3.4%

* Brokerage Firm-Macolino Risk Management

** Brokerage Firm- Willis Group

*** Brokerage Firm-Engle-Hambright & Davies (EHD)

L. Frisbie explained there were are no recommended changes in carriers. She mentioned upon implementation of the District police force, an additional premium will be due to increase coverages for the force. That amount would be determined once the force is in place. The Board agreed to move this item to the June 20, 2018 Board Meeting for action.

5.07 2017-2018 Capital Reserve Transfer

L. Frisbie recommended the approval to transfer \$458,356 to Capital Reserve per the 2017-2018 General Fund budget plan. She said the following was the planned Capital Reserve Transfer which was budgeted in 2017-18:

- \$204,000 Refinancing Savings
- \$154,356 Planned Transfer
- \$100,000 Roof Replacement planned transfer
- \$458,356 Total Planned Transfer

L. Frisbie said the total planned transfer was budgeted in 2017-2018. The Board agreed to move this item to the June 20, 2018 Board Meeting for action.

5.08 Capital Reserve Transfer for Fleet Replacements

L. Frisbie recommended transferring \$130,000 of budgeted funds for bus and van replacements to Capital Reserve due to anticipated timing of delivery subsequent to June 30, 2018. She said the proposed transfer of 2017-2018 budgeted funds is for one van and one bus replacement. She explained the delivery of the vehicles will not occur prior to June 30, 2018 therefore we are proposing the funds be transferred and then payment subsequently made from Capital Reserve to fund the planned purchases. The board agreed to move the Capital Reserve Transfer for Fleet Replacement to the June 20, 2018 Board Meeting for action.

5.09 Payment of Bills June 30, 2018

L. Frisbie recommended the approval for the Business Office to perform a check run on/around June 30, 2018 to close out the 2017-2018 fiscal year's outstanding invoices. She explained it was a routine item that allows the Business Office to pay outstanding invoices associated with the 2017-2018 fiscal year by June 30th to help close the year. Any payments made will be included on the August check registers. The Board agreed to move this item to the June 20, 2018 Board Meeting for action.

5.10 Payment of Bills July 2018

L. Frisbie recommended the approval for the Business Office to perform a check run during the month of July 2018. She said due to the board not holding a July board meeting, board approval is being requested to pay outstanding invoices due prior to the August 15, 2018 board meeting to avoid late fees and penalties. Any payments made will be included on the August check registers. The Board agreed to move this item to the June 20, 2018 Board Meeting for action.

5.11 Annual Investment Report

L. Frisbie explained the report would be brought to the Board for the June 20, 2018 Board Meeting. She said the report outlines all CD's with New Tripoli Bank. She explained the most recent CD for \$1M at 2% was a 90-day CD. She said she is looking at options and is thinking of lock into another 90-day CD again. The Board agreed to move this report to the June 20, 2018 Board meeting for receipt.

5.12 PSBA Membership

Dr. Wright recommended the renewal of the PSBA Membership with the All Access Package, for a total of \$13,818.85, at the June 20, 2018 Board Meeting. She said the All-Access Package offers discounts on Board Development, Services on Policies and Membership. The Board agreed to move this item to the June 20, 2018 Board Meeting for action.

5.13 Sapphire Agreement

J. Holman recommended the approval of a 1-year Sapphire agreement at the June 20, 2018 Board Meeting. She explained this is the student management system utilized at the District. She said they are a local vendor which had been utilized for many years and the District is now looking to utilize the Sapphire Notification System to do call outs from the District. She said the parents would be able to update their information in the Parent Portal and the information would flow through to the Notification system without any staff notifications and uploads. They discussed the price and J. Warfel asked if the District was looking at switching to Powerschool. J. Holman said they were not looking right now but have in the past. She said it may be a possibility in the future but it would require a long transition and would need to run two systems simultaneously to retain information. The Board agreed to move this item to the June 20, 2018 Board Meeting for action.

5.14 Overnight Fieldtrip for Indoor Twirlers

L. Frisbie recommended the approval for Indoor Twirlers to attend the National Competition at Notre Dame University in South Bend, IN from July 23-July 27, 2018 at the June 20, 2018 Board Meeting. She said the trip will occur only if the sufficient funds are raised to support the trip and the Indoor Twirlers' Student Activity account can pay for the expenses. The Board agreed to move this item to the June 20, 2018 Board Meeting for action.

5.15 Student Activity Contracts

L. Frisbie recommended approving the following contracts to be paid from the Student Activities Fund at the June 20, 2018 Board Meeting:

1. Iron Lakes Country Club, Allentown, PA for Class of 2019 Prom on May 26, 2019 at a cost not to exceed \$10,000.

The Board agreed to move the Student Activity Contracts to the Board Meeting for action.

5.16 Reports

L. Frisbie recommended receiving the following Reports for April Recommendation to receive the reports listed below on June 20, 2018

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

Fund 10 General Fund with a beginning balance of \$26,056,505.77, receipts of \$1,506,276.18, and disbursements of \$53,008,412.25, leaving a balance of \$24,554,369.70.

Fund 22 Capital Reserve Fund with a beginning balance of \$1,673,759.33, receipts of \$1,412.37, disbursements of \$8,312.50, leaving a balance of \$1,666,859.20.

Fund 36 Capital Projects with a beginning balance of \$8,650.74 receipts of \$2.20, disbursements of \$0.00, leaving a balance of \$8,652.94.

Fund 37 Capital Projects with a beginning balance of \$6,322,023.42, receipts of \$5,052.11, disbursements of \$895,158.02, leaving a balance of \$5,431,917.51.

Fund 50 Food Service Fund with a beginning balance of -\$33,806.52, receipts of \$83,161.23, disbursements of \$48,693.86, leaving a balance of \$660.85.

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

5.17 Financial Informational Updates Not Requiring Board Action

None at the time

6. Old Business

None at the time

7. New Business

7.01 CLIU Board Members - Ballot

J. Partenio asked the Board Members to fill out ballots and vote for seven Carbon Lehigh Intermediate Unit Board Members. The Board Members in attendance filled out ballots and were collected by J. Partenio.

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 7:42 PM.

Respectfully submitted,

John Casciano, Secretary
By J. Partenio, Assistant Secretary