

**Northwestern Lehigh School District
6493 Rt. 309, New Tripoli PA 18066
SCHOOL BOARD MEETING
District Board Room
Wednesday, September 7, 2016, 6:30 PM**

1. Opening Procedures

1.01 Call to Order

The September 7, 2016 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

PR	John Casciano	AB	Paul Fisher	AB	Charlene D. Rauscher, Esq.
PR	Willard Dellicker	PR	Todd Hernandez	PR	Darryl Schafer
PR	Joseph Fatzinger	PR	Todd Leiser	PR	Phil Toll

Also Present:

Ron Morrison, Ray Nemeth, Sheryl Baran, Jarrod Emes, William Dovico, Arthur Oakes, Luann Matika, Leslie Frisbie, Jennifer Holman, Mary Anne Wright and Janine Partenio

1.04 Approval of Agenda

Moved: J. Casciano Seconded: J. Fatzinger Vote: 7 Aye, 0 Nay

1.05 President Welcomed Guests

1.06 The President offered courtesy of the floor for public comment

S. Baran said she is a "band and drama mom" and asked how the plans are coming with the High School Modernization Project. W. Dellicker said A. Oakes will have an update shortly in the agenda.

2. Curriculum / Building Issues

2.01 Community Education

L. Frisbie said this is a routine item and consists of a new class. She said there is a minimum of 10 to register in order to run the class. She recommended the approval of the following Community Education Class at the September 21, 2016 Board Meeting:

Zumba/Country Heat Live!

Instructor: Cathy Brasten

Cost: 300.00

Dates: Thurs, Oct. 6 - December 8, 2016

The Board was in agreement to move this item to the September 21, 2016 Board Meeting for action.

2.02 Curriculum / Building Informational Updates Not Requiring Board Action

Dr. Wright said there was none at this time but L. Stitzel plans to have a brief report on Chapter 4 and Graduation Requirements on September 21st at the Board Meeting.

3. Policy

3.01 First Reading

J. Holman recommended moving the following policies for First Reading on September 21, 2016:

216 - Education Records

J. Holman explained there were recommended changes added from legal services and if there were any additional questions to contact her. The Board was in agreement to move the policy to the September 21, 2016 Board Meeting for first reading.

3.02 Second Reading and Final Approval

None at this time

3.03 Rescind Policies

None at this time

3.04 Policy Informational Updates Not Requiring Board Action

1. Discuss Attorney Rauscher's request for the Board to consider adopting a Nepotism Policy-Tabled

W. Dellicker asked the Board if they would like to postpone the discussion since Atty. Rauscher was unavailable this evening. P. Toll said yes. J. Casciano asked if there was something in effect at the present time. W. Dellicker said he sent an email to the Board Members with policies to review but since Atty. Rauscher asked for this discussion, he would like to postpone it to the October Workshop Meeting.

Moved: P. Toll Seconded: D. Schafer Vote: 7 Aye, 0 Nay

4. Operations

4.01 Operational Informational Updates Not Requiring Board Action

A. Oakes gave a High School Modernization Project Update. He said on August 18th he met with athletic staff, music staff, administration, nurse and office staff. He said the design was reviewed and received input from the staff. He explained that he met with the Board's Construction Committee on August 30, 2016 and received input from the Board and found there is a constant need for storage. He would like to maximize the educational area and be creative with storage. He said the next workshop meeting he would like to have a review and is planning on meeting with the Construction Committee again, next week. He believes there is a good design in place with what input he has received.

Dr. Wright explained that wants and needs must be sorted through and a compromise must be made in order to get the best facilities for the students and programs at the best cost. W. Dellicker said he, P. Toll and J. Fatzinger attended the meeting. P. Toll questioned how much space the doorway added in guidance was taking from storage. A. Oakes said about half but the space would be repurposed for efficiency. P. Toll asked if the wall could be expanded. A. Oakes said they were looking to utilize the existing space but it could be looked at. He also said gym/athletic equipment is the most difficult for storage purposes.

5. District Finances

5.01 CLIU IDEA-B Use of Funds Agreement

L. Frisbie recommended the approval of the Agreement with CLIU for the use of IDEA-B funds at the September 21, 2016 Board Meeting. She explained that these are Federal funds received as pass-through for special education. She explained this is for use of professional and instructional assistant salaries. The Board was in agreement to move this item to the September 21, 2016 Board Meeting for action.

5.02 Student Activity Contracts

L. Frisbie recommended the approval of the following contracts to be paid from the Student Activities Fund at the September 21, 2016 board meeting: 1. Jostens, State College, PA for publication of the High School yearbook in 2016-2017, 2017-2018, and 2018-2019 at a cost of \$29,000 per school year. 2. Blue Mountain Resort, Palmerton, PA for Class of 2017 Senior Prom on May 28, 2017 cost not to exceed \$10,000. She explained these are routing items. T. Leiser asked if there was a benefit to have a 3-year contract with Jostens. L. Frisbie explained that the price is based off of the amount which are sold, so, this is an estimate off of 300 copies. The Board was in agreement to move this item to the September 21, 2016 Board Meeting for action.

5.03 Performance Audit

L. Frisbie recommended the approval to accept the Pennsylvania Auditor General's Performance Audit Report dated August 2016 at the September 21, 2016 Board Meeting. She explained the state audit was completed during the 2015-2016 year school year and the closing conference with the Auditors was held on July 11, 2016. She explained the areas audited were: Transportation, Procurement Cards, Contracting, Bus Driver Requirements and School Safety. She stated there was one finding in the audit report in Transportation resulting in \$5,000 additional state funding for Transportation. She explained corrective action is in place and the response was included in the audit. L. Frisbie explained that legal services are drafting a formal Board Resolution and two Board actions would be required at the next Board Meeting. One for the acceptance of the audit and the second for the PDE resolution. The Board was in agreement to move those items to the September 21, 2016 Board Meeting for action.

5.04 2017-2018 Diesel Fuel Bid Options

L. Frisbie reviewed bidding options for 2017-2018 for heating oil and diesel fuel and asked if the district wanted to participate with CSIU. She said a commit to bid is needed by September 8, 2016. She explained last year the District decided to bid 75% of the budgeted gallons and 25% through CSIU. She told the Board they need to discuss what to do for 100% of the District's diesel and 25% of heating oil, as they head into the 2017/2018 school year planning process. She said historically, bidding on our own has not done as well as the CSIU bid. Her recommendation was to participate with CSIU for heating oil. L. Frisbie explained that the commitment is only to participate and not amounts or specifics on the diesel or heating oil would be required. The Board was in agreement to commit to participate in the CSIU bid and move this item to the September 21, 2016 Board Meeting for action.

5.05 Reports

L. Frisbie recommended receiving the following Reports for July at the September 21, 2016 Board Meeting:

1. Budget Report
2. Revenues Report
3. Treasurer's Report
 - Fund 10 General Fund
 - Fund 22 Capital Reserve Fund
 - 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 there were strong real estate tax collections done and transfer tax is down since last year. She said this was due to the sale of the warehouse.

P. Toll asked for the figures on the Property Tax Rebate Program. L. Frisbie said applicants are able to submit until December 31st. She said she is unsure what it will be in December but not to the \$125,000 mark. She said she will follow up with current figures. The Board was in agreement to move this item to the September 21, 2016 Board Meeting for action.

5.06 Financial Informational Updates Not Requiring Board Action

None at this time

6. Old Business

None at this time

7. New Business

7.01 PSBA Officer Elections

D. Schafer stated the PSBA members seeking election to office for the association were required to submit a nomination form no later than April 30, 2016, to be considered. He said there was little interest to apply for the position, which is why there are not many candidates to choose from. He reviewed the Slate of Candidates:

President-Elect

- Michael Faccinetto, Bethlehem Area SD (Northampton Co.)

Vice President

- David Hutchinson, State College Area SD (Centre Co.)

D. Schafer reviewed the candidates for the PSBA Insurance Trust Trustees:

Trustee (term ends Dec. 31, 2018)

- William S. LaCoff (Owen J. Roberts SD), PSBA Immediate Past President

Trustee (term ends Dec. 31, 2019)

- Kathy K. Swope (Lewisburg SD), PSBA President
- Mark B. Miller (Centennial SD), PSBA President-Elect

Trustee (term ends Dec. 31, 2017)

- Marianne L. Neel (West Jefferson Hills SD), PSBA Past President
- Michael Faccinetto (Bethlehem Area SD), PSBA Vice President

He stated this is new for this year due to the sale of the insurance and the amount of finances that are involved. He said PSBA wanted to have Board Members overseeing the insurance trust. He recommended the Board vote to accept the candidates on September 21, 2016 at the Board Meeting. He stated the IU felt it was worthwhile to vote each year. The Board was in agreement to move this item to the September 21, 2016 Board Meeting for action.

7.02 PSP Donation

Dr. Wright recommended the acceptance of a donation of a variety of school supply items from the Pennsylvania State Police (Fogelsville) per Board Policy 702. She said the items are as follows:

28 Binders	18 ea. School Glue
16 Clorox Wipes	2 Pkgs. Index Cards
20 Tissue Boxes	5 Pencil Sharpeners
3 Big Hand Sanitizers	2 Scissors
24 Pencil Boxes	4 Staplers
30 Back Packs	2 Mini Staples
3 Binder Pouches	4 Pkg. Dry Erase Markers
38 Rulers	4 Pkg. Highlighters
46 Composition Books	7 Pkg. Pens
28 Pkgs. Note paper filler	17 Pkgs. Assorted Erasers
21 Notebooks	2 Pkgs. Pencil Grips
21 boxes of Pencils	24 Boxes of Crayons
11 Boxes Mechanical Pencils	31 Pkgs. Glue Sticks
4 Boxes Colored Markers	103 3-Prong Folders
10 boxes Colored Pencils	7 TI-30xa calculators
10 Storage boxes	3 scientific calculators

Dr. Wright said the PA State Police sent a letter in the beginning of August to share school supplies with families in need at Weisenberg and Northwestern Elementary. She said she and J. Holman picked up the donation and the trunk was full of amazing school supplies and backpacks. She said she was excited to bring this to the Board for acceptance. The Board was in agreement to move this item to the September 21, 2016 Board Meeting for action.

D. Schafer asked if a letter of thanks could be sent on the Board's behalf. Dr. Wright said she believe J. Holman had sent a letter but if she did not then we will send one.

W. Dellicker asked how it was distributed. Dr. Wright said through Community Resource Officer, Trooper Zena Knock.

7.03 Nestle Waters Stadium Scoreboard Donation

L. Frisbie recommended the approval to accept donations from Nestle Waters for the stadium sign at the September 21, 2016 Board Meeting. She stated in February of 2016 Nestle gave a donation to the District. She said Nestle has now donated the total amount of \$11,960 to Tiger Concessions to cover the cost of the stadium sign. She said Wright Electric also donated services, along with Northwestern Lehigh School District Maintenance in order to get the sign up and running. The Board was in agreement to move this item to the September 21, 2016 Board Meeting for action.

Dr. Wright announced the dedication of the new scoreboard inside Tiger Stadium will take place prior to the Varsity Football Game vs. Palisades on Friday, September 9, 2016. She said the ceremony will take place at the 50-yard line at approximately 6:30 pm once both teams vacate the field and just prior to the Palisades Marching Band performance. She invited the Board Members to participate in the dedication. W. Dellicker asked if the name is on the sign yet. Dr. Wright said the name should be on today or tomorrow.

8. Communications

8.01 The President offered courtesy of the floor for public comment

R. Morrison referenced the impending discussion about the Nepotism policy and asked the Board what policies are already in place that were referenced. He asked if that information could be released to the public. W. Dellicker said the policies are located on the District website.

L. Frisbie stated there were 53 applications made for the Tax Rebate Program for a total of \$15,750 in rebates.

9. Adjournment

Upon motion by J. Fatzinger, seconded by J. Casciano, the meeting was adjourned at 7:12 PM.

Respectfully submitted,

Todd Hernandez, Secretary
By J. Partenio, Recording Secretary