

**Northwestern Lehigh School District
6493 Rt. 309, New Tripoli PA 18066
SCHOOL BOARD MEETING
District Board Room
Wednesday, June 7, 2017, 6:30 PM**

1. Opening Procedures

1.01 Call to Order

The June 7, 2017 Workshop Meeting of the Northwestern Lehigh School District Board of Directors was called to order at 6:30PM 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	Paul Fisher	PR	Charlene D. Rauscher, Esq.
PR	Willard Dellicker	AB**	Todd Hernandez	PR	Darryl Schafer
PR	Joseph Fatzinger	AB	Todd Leiser	PR	Phil Toll

**Todd Hernandez arrived at 6:48pm

Also Present:

LeAnn Stitzel, Maria Pulli, Jill Berlet, William Dovico, Luann Matika, Leslie Frisbie, Jennifer Holman, Dr. Mary Anne Wright, Kaitlin Brobst, Andrea Madochick, Jason Zimmerman, Arthur Oakes, Mike Sander, Jim Warfel, Natalie Nestor, Amanda Rau, Melinda Scholl, Krista Keys, and Michelle Slack

1.04 Approval of Agenda

Moved: P. Fisher

Seconded: J. Fatzinger

Vote: 7 Aye, 0 Nay

1.05 President Welcomed Guests

1.06 Courtesy of the Floor

K. Keys (Kindergarten teacher at NWE) spoke on behalf of the Kindergarten team, which includes, herself, M. Slack (Instructional Support at NWE), M. Scholl (Kindergarten teacher at NWE), and A. Rau (Kindergarten teacher at Weisenberg Elem). K. Keys stated that the team is grateful the District is considering a full day Kindergarten program. She explained that a full day program will more fully immerse students in literacy and mathematics. She went on to say that the team isn't able to provide enough hands on learning experiences due to the fast pace of the classroom. A deeper level of engagement would assist in developing higher level comprehension and problem-solving skills. K. Keys stated that a full day Kindergarten program would offer time to teach more independent use of technology, provide direct social skills instruction, and allow students to practice life skills such as solving communication problems, zipping their coats, and tying their shoes. K. Keys concluded that the team's goal is to foster highly engaged learning rather than passive receiving of information.

M. Slack, who previously taught Kindergarten for the District, then shared a story of a parent of an incoming Kindergarten student who, after observing the classroom, voiced concerns about the pace of the class.

M. Scholl stated that it is her fourth year teaching Kindergarten. She stated that she believes a full day program would offer more time to target more developmentally appropriate and life skills.

A. Rau stated that it is her first year teaching Kindergarten at Weisenberg, and that she had previously taught full day Kindergarten in Northampton. She added that she would love more time to dig deeper with and engage the students.

W. Dellicker thanked the team for their input.

2. Curriculum / Building Issues

2.01 Federal Grant Opportunities

Recommended Action: Approval to re-apply for the Title I and Title II A Federal Grant opportunities at the June 21, 2017 Board Meeting

L. Stitzel stated that Title I and IIA are grants that the District applies for every year. The amount the District will receive under Title I for the 2017-18 school year has yet to be determined, but will either be similar to last year or a slight decrease. L. Stitzel added that Title IIA, which is generally used for Professional Development, will definitely be less, though some money will be received.

2.02 Title III

L. Stitzel stated that the District has not accepted Title III funds for the last 4-5 years due to the IU consortium's failure to collectively meet the annual measurable achievement targets of LEP students. NWL students generally do well and we see growth every year with our ESL population. L. Stitzel added that many students in the District exit the ESL program after being in for a few years. The District has been able to support our ESL students without this extra funding.

Dr. Wright then added that because NWL was tied to the results of all Districts in the consortium, we often had to put action plans in place even though our students did very well.

L. Stitzel concluded by stating that the District is seeking approval to reject Title III funding as it has for the past several years.

W. Dellicker stated that the District will be looking for a motion to apply for Title I and Title IIA and to disapprove Title III at the June 21 board meeting.

2.03 Global Personalized Academics

L. Stitzel explained that Canvas is the learning management platform the District has been using for the last few years. Canvas was part of Blended Schools. Blended schools then combined with another company to become GPA. Since that time, the District has seen a decline in the services we've received from GPA. L. Stitzel added that the District recently received a phone call from GPA saying that we would have to seek a contract directly with Instructure in order to stay with Canvas Learning Management System. She also said that Instructure will support and allow the District to have more control over what our domain in the learning management system looks like. L. Stitzel asked for conditional approval tonight since the contract with GPA ends on June 30. The Board agreed.

2.04 Instructure

J. Holman noted that we would like to sign the contract now and retroactively approve it at the June 21, 2017 Board Meeting in order to start the process of transitioning courses before June 30, 2017. She asked for authorization for administration to execute the contract. The termination agreement will not be executed until all the needed content has been transitioned out.

D. Schafer asked if the "20" named users noted at the top of page 2 of the Instructure Service Order Form would be enough given the hundreds of staff in the District.

L. Stitzel responded that the person in charge of Canvas through the IU has assured the District that it is safe to go with the low number, and she would be willing to offer any professional development that might be needed.

P. Toll then asked who will be overseeing the transfer.

J. Holman answered that the administrators would since the teachers will be off for the summer, but that the District was already in talks with Instructure to start the process mid next year. She added that it is a Canvas to Canvas course, so there should not be any issues with the transfer of data.

P. Fisher then asked if there is an opportunity for a data dump in an open format for when the same situation happens again in the future.

J. Holman responded that the courses only work in a system and that raw content only brings certain pieces over and that anything embedded does not function.

L. Stitzel explained that putting the information in one place right now is something that she and J. Holman talked about, but then the teachers would have to restructure the data so that it would function.

J. Holman stated that we could keep the content, but migrating the data is the best option.

P. Fisher said that he believes a data import is important so that if and when the District switches to another system, there is a base to work with.

C. Rauscher asked if the contract has already been reviewed and approved through the attorney's office. She voiced concern with number 8 of the Termination Agreement which states that any action arising out of the Agreement will be brought in a court in Florida.

J. Holman answered that it has not yet been reviewed by the attorney's office, but will be reviewed prior to the Board Meeting.

The Board agreed to move this item to the June 21, 2017 Board Meeting for Action.

2.05 Full-Day Kindergarten Presentation

Dr. Wright offered a summary of the last presentation. The team is giving the same recommendation as it did during the last presentation on Kindergarten. Dr. Wright added that based on the research and the team's experience with Kindergarten students, the team believes a full day program is what is best for the District's students. The District has about a 16-18% free and reduced lunch rate. We have students who don't have the same environmental and socio experiences as some of the District's other students. Dr. Wright mentioned two longitudinal studies where children from a lower socio-economic status were tracked for 40-50 years.

D. Schafer asked if the percentage of the student population who receive free or reduced lunch has increased due to mandatory/automatic participation in the program based off of taxes.

J. Holman answered that children who are involved in certain programs (ex. food stamps, foster children) are automatically enrolled, but any others must apply.

A. Madochick clarified that one would have to have gone into a welfare office and applied for a benefit in order to automatically be enrolled in free or reduced lunch. Families who do not qualify for those benefits do have to specifically apply to the free/reduced program.

Dr. Wright added that some families do qualify, but choose not to apply for free or reduced lunch.

J. Berlet started by stating that there is a long history on early childhood theory. The District's goal is to design a Kindergarten program that is developmentally appropriate and based on long standing research by Vygotsky, Maslow, Piaget, and Bandura that dates back to the 1920's. J. Berlet added that a full day program would allow the District to support our students academically, socially, and emotionally.

Dr. Wright added that the team's decision to support a full day program is the combination of all four theories, and that all four theories found that children are very social beings and engage in parallel play in the early stages of learning. The learning, communication, and problem solving involved in play is what adds to the deeper curriculum of a full day program.

J. Holman stated that while academics do level out after 3rd grade when comparing students who participated in a full day program versus a ½ day program, a full day program provides opportunity for social/emotional, as well as academic development. The Abecedarian Project and Perry Preschool Project are two studies that were conducted over four decades. They concluded that students in a full day program are more socially and emotionally prepared for learning and experience long lasting cognitive effects as well as behavior and health benefits.

J. Holman added that while the District's graduation rate of 97% is very high, we are always looking to continuously grow and improve.

D. Schafer clarified that his question was how the District could go beyond a 97% graduation rate, not is our graduation rate high enough.

J. Holman stated that she hopes a full day Kindergarten program would be a variable that will ultimately increase the District's graduation rate.

J. Holman noted the Human Resources cost of implementing a full day kindergarten program, such as staffing and professional development implications. The planning for a full day program would also be more thematic, rather than by subject, which requires more time.

J. Holman added that if the program is implemented using developmentally appropriate practices, there are no other negatives to a full day program.

M. Pulli stated that developmentally appropriate practices, a focus on executive functions, mindfulness, and purposeful play all factor into a full day Kindergarten program.

M. Pulli stated that a few of the most important characteristics of developmentally appropriate practices are that children learn through hands on experiences, learning should be about the process, not the product, children learn through play, and activities should focus on the whole child and help the child develop socially, emotionally, physically, and intellectually. Time is required in order to effectively implement these practices.

Dr. Wright pointed out that preschool is the prime opportunity to develop social skills, and that not all of our children have the opportunity to attend preschool, which is why there is a push for funding of more appropriate preschools.

L. Stitzel explained that executive functions are the mental skills needed for control and regulation of thoughts, emotions, and actions. The current half day program doesn't allow time to intentionally help the students with these skills. A full day program would allow the time to target these skills in a more proactive, rather than reactive, way. Developing executive functions when children are young longitudinally predicts academic achievement, social adjustment, and behaviors. More active learning, small group activities, encouraging participation in elaborate play all foster the development of executive functions.

Dr. Wright added that a more purposeful way of managing stress will be taught in a full day program.

A video on executive functioning was then shown.

M. Pulli defined mindfulness as the ability to live in the moment and be truly present to live and grow as an individual. Most children have busy schedules and high demands that are placed on them in school, which is leading to an increase in the number of students showing signs of anxiety and depression. Through mindfulness students learn how to self-regulate, focus their minds, and feel empowered to make good choices.

J. Berlet stated that purposeful play is part of formal learning. As children play, they develop cognitive, linguistic, social, and emotional skills.

A video on purposeful play was then shown.

J. Berlet noted that children have the opportunity to make discovery, build knowledge, and experiment with literacy and math skills through purposeful play.

J. Berlet noted that skills developed through play, such as teamwork, problem solving, self-reliance, are all lifelong skills. Purposeful play helps our students to be future ready.

Dr. Wright explained that if a full day Kindergarten program is implemented in the 2018-2019 school year, 17-18 would be a planning and professional development year. There are onetime expenses, including professional development and setting up new classrooms, to implement a full day program. It can be done with the number of existing staff members we have; however, there will be a cost of \$200,000/year. Dr. Wright noted that our educational system has changed since 2002 (more intense curriculum), but the structure hasn't changed.

M. Slack spoke to the data that shows the positive effects of a full day program tend to level out by third grade. For the kindergarten team, the expectation of higher level thinking skills is the focus of a full day program. M. Slack added that higher grade level teachers report students having a hard time with application level thinking. Though students' fluent reading may level out, problem solving and analytical thinking will increase.

W. Dovico asked the Kindergarten team to share what the current writing process is as compared to what it would be in a full day program.

M. Scholl explained that students need to understand that their thoughts can be words, which can be put onto paper. Currently in the half day program, a very short fragment of time is spent on writing. K. Keys added that end of year writing samples from some of our best writers were equivalent to those of students who attended a full day program at the beginning to middle of the year.

M. Pulli noted that all grade levels continue to express concern in writing.

D. Schafer asked if it is going to be the norm to have a full conversation with the public during the meeting.

W. Dellicker responded that is it acceptable in a small group like this one.

N. Nestor asked what the planned classroom size for a full day Kindergarten will be.

Dr. Wright responded that we'll continue to follow current class size guidelines.

N. Nestor then asked if students have time to process, to let it "click" during the half day program.

K. Keys responded "no" because more time is needed for discussion and to explore.

P. Fisher then asked if the early childhood longitudinal study done by the department of education was used.

J. Holman responded that the two studies she referenced were done by the Frank Porter Graham Child Development Institute.

W. Dovico, who was involved in doing the research for the presentation, will check to see if the study P. Fisher mentioned was cited.

P. Fisher asked if there is any data the team can share on how much a child typically improves in a full day Kindergarten program versus a non-full day program. He cited a study by the US Department of Education that found the greatest gains were found with a combination of pre-K, then half day K programs. He went on to ask what guidelines will be used if the District implements a full day Kindergarten program.

Dr. Wright responded that the model has not been mapped out at this point. Once a full day program is approved, the next step would be to work with Dr. Debbie Lawrence of PDE to develop a full day program.

P. Fisher then asked what extrapolation means in regards to improving reading comprehension in grades K-3. J. Holman explained that it is using context clues or background knowledge to figure out the meaning of a sentence or word. Dr. Wright added it is using the information that you know, in order to make a hypothetical guess.

P. Fisher added that the US Department of Education study found an 18% increase in the chances of a student being able to extrapolate the meaning of a word in the group of students who attended pre-K, then half day K program versus students who attended no pre-K, then a full day K program.

D. Schafer then asked what the negatives are of going from a half day to full day program.

Dr. Wright responded that developmentally appropriate programs meet each learner where they are, which does not have a negative. She added that some parents are for a full day program, while others are for half day, depending on their beliefs and possibly whether or not their child still naps. Some believe a full day structured environment is best for their child. Dr. Wright noted that utilizing a model of doubling the academic portion of the day, while ignoring students' developmental needs, is not beneficial to students.

D. Schafer noted that he experienced both a half day and full day Kindergarten program and while he can't say that one was better than the other, they were different from one another.

Dr. Wright stated that it's necessary to build a foundation of basic needs and learning with Kindergarten students in order for them to gain additional skills from there. She added that our kids come into school below the national norm. Even as they progress, they remain below that norm when starting first grade. If students' developmental needs are addressed in Kindergarten, it will help them to get where they should be at the start of first grade, which will better prepare them for the challenges that will arise in later grades.

J. Casciano then asked how many of our students come from a preschool program.

Dr. Wright answered that less than 50% of our students come from a formal preschool program.

W. Dellicker noted the data that shows the leveling off of gains made in a full day programs by third grade does not appear to be the full story. He thanked the team for their research and presentation. He stated that the graduation rate is only one metric used to assess students' achievement. W. Dellicker said he thinks a full day program will help both the disadvantaged and advantaged students in the District. One of his biggest concerns initially with the full day program was that kids would lose the chance to be kids at age 5, but the purposeful play discussed in the presentation comforted him in that area. A full day program would help students not only academically, but socially and with maturity as well. W. Dellicker asked if parents can opt out of a full day Kindergarten program. Dr. Wright confirmed that they can.

P. Fisher shared the two key elements he believes came out of the evenings presentation and discussion are the opportunity to improve students' writing and the ability to increase the amount of time teachers will have with students.

Dr. Wright recommended the approval of the implementation of Full-Day Kindergarten for the 2018-2019 School Year. The Board agreed to move this item to the June 21, 2017 Board Meeting for Action.

2.06 Curriculum /Building Informational Updates Not Requiring Board Action

None at the time

3. Policy

3.01 First Reading

J. Holman explained the following nine policies are to be updated/added:

204 - Attendance

204.1 - Temporary Medical Excusal

204.2 - Truancy Procedures

906.1 - Title I Parent Complaints

918 - Title I Parental Involvement

249 - Bullying / Cyberbullying

808.1 - Lunch Money/Insufficient Funds

203 - Communicable Diseases and Immunizations

819 - Suicide Awareness, Prevention, and Response

J. Holman said the policies are in the new BoardDocs Policy format. She explained most updates were changes to law and some policies are to be reviewed annually, even if there are no changes.

P. Toll questioned if Policy 808.1 had any School Code linked to it. J. Holman said she did not believe it was regulated by school code but rather by federal regulations. She explained Policy 808.1 could probably be eliminated as it was previously giving parents a guideline on charging and not charging meals. D. Schafer asked how it is addressed when a balance is exceeded. J. Holman said, according to the seminar attended by L. Frisbie and A. Madochick, students would be able to charge unlimitedly due to the new federal regulation with "lunch shaming." She is not sure if this will have to be discussed further with L. Frisbie for budgeting purposes in the future. A. Madochick explained provisionary meals would still be shaming a student and the District would no longer be able to offer that option. She said the total debt is currently \$7,380 for all students charging meals. She explained that the debt is not always recovered. D. Schafer recommended "putting the number out there." A. Madochick said she had been hearing from some churches offering to help with some account balances.

L. Frisbie explained, with GASB changes, the Food Service Fund was not allowed to write-off debt and must be reimbursed by General Fund. She explained the students balances are deemed collectable or uncollectable on an annual basis and a transfer is made to cover the uncollectable debt. She explained the District is caught between the GASB restrictions and the new federal regulations. D. Schafer asked if anything beyond a meal could be charged. A. Madochick said only a reimbursable meal can be charged and not snacks. J. Holman said there will be more information to come.

P. Toll questioned the letter writing procedure for Policy 204.2. J. Holman explained the letter writing process is dictated in the Attendance Policy (Policy 204).

J. Holman recommended the policies be sent for First Reading with approval in August for the beginning of the new school year. The Board agreed.

3.02 Second Reading and Final Approval

J. Holman recommended moving the following policies for Second Reading and Final Approval:

237 - Electronic Devices

218.3 - Sexting

246 - Wellness

808 - Food Services

J. Casciano asked if there was any legal response on guidelines of searches of phones. J. Holman said she spoke with the High School to see when the District has parental consent or does not have consent for searching a student's phone.

Atty. Rauscher stated her concern was already addressed. The Board agreed to move this item to the June 21, 2017 Board Meeting for action.

3.03 Rescind Policies

J. Holman recommended rescinding Policy 131 – Wellness at the June 21, 2017 Board Meeting, due to the change of the policy to Policy 246 – Wellness. The Board agreed to move this item to the June 21, 2017 Board Meeting for action.

3.04 Policy Informational Updates Not Requiring Board Action

None at the time

4. Operations

4.01 High School Modernization Project

M. Sander from D'HUY will give an update on the High School Modernization Project. He explained there was removal of trees in the front of the building and removal and backfill of septic tanks in the front island. He reviewed the renovations made to the gym and boys', girls' and coaches locker rooms. He explained the updates made to the auditorium and exterior of the building as well as plumbing and electrical work. W. Dellicker asked if the project is on time and under budget. M. Sander said it is on time and on budget.

4.02 Custodial Services

A. Oakes explained a Request for Proposal (RFP) was sent out for custodial services at Northwestern Lehigh Elementary and Weisenberg Elementary Schools. He reviewed the results from the RFP and recommended the District remain with the currently existing contract with Interstate Maintenance Corporation. The Board agreed to move this item to the June 21, 2017 Board Meeting for action.

4.03 Safe Stop

A. Oakes explained the statement of work was sent to the District solicitor based off of P. Toll's recommendation. He explained legal revisions had been made to the statement of work and were agreed upon. He recommended the approval of CAI's statement of work for approximately 50 buses at a fee of \$126 per device and \$36 per vehicle/month. He said the cost was built into the budget. P. Toll mentioned initially the non-disclosure agreement stated that data would not be exported to other countries. He mentioned this was not part of the new contract. J. Holman said she forwarded all of P. Toll's requests to the solicitor to be included into the Statement of Work. She said she could follow up with information for him regarding who has access to the maintenance of CAI's system and the data included. The Board agreed to move this item to the June 21, 2017 Board Meeting for action.

4.04 Operational Informational Updates Not Requiring Board Action

None at the time.

5. District Finances

5.01 2017-2018 Final Budget

Recommended Action: Approval of the 2017-2018 Final General Fund Budget and supporting tax levies for Northwestern Lehigh School District as follows and as presented on the attached PDE-2028:

a. Budget Expenditures \$43,290,874

b. Local tax levies:

Real Estate Tax 15.9631 mills (0 mill increase)

Earned Income Tax 1% (net .50%)

Real Estate Transfer Tax, Act 511 1/2% for each of 4 townships

Local Services Tax \$10

L. Frisbie explained the 2017-2018 Budget timeline saying the Board will vote to adopt the Final Budget at the June 21, 2017 Board Meeting. She reviewed the 2017-2018 Budget Timeline explaining Estimated Revenues are \$41,732,818; Estimated Expenditures are \$43,290,874 and a shortfall of \$1,558,056. She reviewed the 2017-2018 Budget Summary and explained a \$219,830 decrease to the shortfall from the presentation on May 17, 2017. She reviewed the changes from May 17th which included a net increase of \$35,000 to revenues and a net decrease to expenditures in the amount of \$186,000 due to final staffing plans.

L. Frisbie reviewed the Homestead/Farmstead state gaming revenue. She explained there are 4,373 Homestead properties with an assessment reduction of 9,684 and a dollar reduction of \$154.59. She stated there are 150 Farmstead properties with an assessment reduction of 246 and a dollar reduction of \$3.93.

L. Frisbie reviewed the plan to fund the estimated shortfall of \$1,558,056 through the appropriate use of fund balance. This includes:

Committed funds: Emmaus Bond Pool Stabilization - \$150,000, OPEB - \$100,000, PSERS Stabilization - \$376,000, Millage Stabilization - \$35,000.

Assigned funds: Curriculum Textbooks/Materials - \$305,000, Buses - \$102,000.

Unassigned funds: Budgetary Reserve - \$400,000, Other Unassigned - \$90,056.

L. Frisbie explained the budget includes a 0% tax millage increase and includes \$1,558,056 use of Fund Balance to fund the estimated shortfall. She reviewed the Board action items required on June 21, 2017. These items include: Final Budget Adoption (PDE-2028), Commitment of 2017-2018 funds as of June 30, 2017 (with amounts to be determined upon completion of Financial Statement audit), Approval to use Committed Fund Balance in 2017-2018, and the Homestead/Farmstead Resolution. P. Fisher asked if the shortfall is actually less than that when including the planned transfers. L. Frisbie said yes. D. Schafer asked what the expected surplus would be for 2016-2017. L. Frisbie said the amounts should be level, or a reduction to the Fund Balance. P. Fisher asked if there was any communication with the townships regarding local Volunteer Fire Companies and property tax rebates. L. Frisbie stated she did not have direct communication with the townships regarding fire companies and rebates; however, she stated she was under the impression that the rebates were for municipalities and not school districts. She said she would check with PASBO to be sure. The Board was in agreement to move the Final Budget for action at the June 21, 2017 Board Meeting.

5.02 Homestead / Farmstead

W. Dellicker stated items 5.02 through 5.06 were addressed through the Final Budget Presentation.

5.03 2016-2017 Capital Reserve Transfer

L. Frisbie explained this would be for funds transferred from 2016-2017 to Capital Reserve Planned Capital Reserve Transfer which was budgeted in 2016-17:

- \$346,670 Refinancing Savings
 - \$304,356 Planned Transfer
 - \$100,000 Roof Replacement planned transfer
- \$751,026 Total Planned Transfer

L. Frisbie recommended the approval to transfer \$751,026 to Capital Reserve per the 2016-2017 General Fund budget plan. The Board agreed to move this item to the June 21, 2017 Board Meeting for action.

5.04 Capital Reserve Transfer for Buses

L. Frisbie recommended approval to transfer \$280,000 of budgeted funds for bus replacements to Capital Reserve due to anticipated timing of delivery subsequent to June 30, 2017. The Board agreed to move this item to the June 21, 2017 Board Meeting for action.

5.05 June 30, 2017 Fund Balance Resolution

L. Frisbie explained in the Budget Presentation that approval of Committed Fund Balance categories is required under GASB 54 by June 30, 2017 and actual amounts will be determined upon completion of the audit.

5.06 2017-2018 Use of Committed Fund Balance

L. Frisbie recommended the approval to utilize Committed Fund Balance for the 2017-2018 budget, during the Final Budget Presentation. 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.

5.07 Tiger Concessions Report

J. Zimmerman updated the Board on Tiger Concessions operations for the 2016-2017 school year. He mentioned the profit margins were not as good this year versus last year. He explained this service has funded projects since 2007 such as deep tine aeration of all campus fields, soccer team shelters, High School gymnasium sound system, baseball and softball batting cages, fieldhouse landscaping and hardscaping, shoot-a-way machine, stadium flags, the stadium sound system, field stencil and goal posts. He also said this funded concession stand upgrades which included an oven, stove, freezer, countertops, grill and cash registers. He explained that the Tiger Concessions sales dropped in the 2016-2017 school year to \$19,179. He said supplies were \$13,088, staff cost \$3,789 and a profit was made of \$2,302.

J. Zimmerman explained the drop in profit analysis. He said the two biggest games (Homecoming and Northern Lehigh) were played in the rain and less tickets were sold. He mentioned Tiger Concessions was forced to purchase Coca Cola products in order to keep coolers. He also said the stand attempted to sell some new items with little success.

He is considering some competitive updated pricing and a reduced inventory of soda for the 2017-2018 year. He said he would also like to focus sales in the future on popular items and add a funnel cake vendor.

D. Schafer asked about the profits made from the French fry vendor. J. Zimmerman said Tiger Concessions receives about 20% of sales which is about \$200.00 per game. He said he is in the process of negotiating the funnel cake percentage.

5.08 2017-2018 District Depositories

L. Frisbie explained this is a routine item, as annual approval of District depositories is a requirement in school code. She 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 2017-2018. The Board agreed to move this item to the June 21, 2017 Board Meeting for action.

5.09 Investment Report

L. Frisbie reviewed questions received by P. Toll and said the promotional rate at New Tripoli Bank was 1.35% and will be offered for 1-2 more weeks. She explained June and July are low cash flow months. She said she is not comfortable with a full \$2 million CD, but would be comfortable with a \$1 million CD. She would like to take a closer look over the next week and come back with a recommendation at the June Board Meeting. W. Dellicker asked where rates will be in August for the CD. L. Frisbie said there is some uncertainty with rates in August and will check with New Tripoli Bank for more information. P. Toll said he suggested \$1 million in investment because his calculations showed about \$4 million in receipt in July of 2015. L. Frisbie explained collections are typically for the end of July with taxes coming in. P. Fisher questioned if the calculation of the APR on 17/18 interest was correct. L. Frisbie said she would check but believes it could be correct since it is only for a couple of months before it comes due.

5.10 PSBA Membership

Dr. Wright explained this is a routine item and recommended the approval to renew the PSBA Membership with the All Access Package, for a total of \$13,632.22, at the June 21, 2017 Board Meeting. She explained the District utilizes the trainings, live trainings and the discounts during conferences. She believed this was the more economical choice. The Board agreed to move this item to the June 21, 2017 Board Meeting for action.

5.11 KRE Security

J. Holman recommended the approval of the agreement with KRE Security/Investigations Inc., Hamburg PA, for security services for the 2017-2018 and 2018-2019 school years, at the June 21, 2017 Board Meeting. She described the KRE contract and the revisions made to the insurance, payment terms and renewal/termination language. P. Toll indicated he would like the District to have the ability to terminate the contract without cause and issued concerns regarding the renewal/termination contract language. Atty. Rauscher and P. Toll agreed that the language appeared to automatically renew and asked to get the solicitor's recommendations.

J. Zimmerman indicated that KRE's attorney would need to review any changes. P. Toll asked how many residency and truancy cases they have worked on. J. Holman said there were about 10 residency cases this year and KRE did not handle truancy. P. Toll mentioned about security making arrests. Dr. Wright said the District does not ask them to make arrests.

5.12 EAP Renewal

L. Matika explained this renewal is for a 2-year term and services have been provided over the last 10+ years. She explained EAP held their price and has been very helpful to employees. She recommended the approval of the agreement with Preferred EAP, Allentown, PA for employee assistance services for the 2017-2018 and 2018-2019 school years, at the June 21, 2017 Board Meeting. The Board agreed to move this item to the June 21, 2017 Board Meeting for action.

5.13 Insurance Renewal

L. Frisbie explained there were no recommended changes in carriers for 2017-2018 insurance renewals. She said premiums were going down 3.9% and the District has been more proactive with getting employees back to work from workers' compensation. She said the worker's compensation carrier has been wonderful to work with. She recommended the approval of 2017-2018 insurance package policies for property, general liability, automobile, machinery, workers' compensation, umbrella, cyber liability, errors and omissions and bonding as follows:

ANNUAL PREMIUMS	* 2009-2010	* 2010-2011	* 2011-2012	* 2012-2013	** 2013-2014	** 2014-2015	*** 2015-2016	*** 2016-2017	*** 2017-2018	% Change
Property, Liability, Boiler & Machinery, Builders Risk and Automobile	\$113,014	\$110,202	\$105,715	\$111,091	\$125,124	\$141,962	\$151,699	\$141,708	\$141,736	0.0%
Police Professional Liability	n/a	n/a	n/a	n/a	n/a	\$3,440	n/a	n/a	n/a	
School Leaders Legal Liability	\$10,831	\$10,847	\$10,918	\$13,477	\$15,501	\$15,220	\$15,474	\$14,291	\$13,866	-3.0%
Educators Excess Liability	\$12,463	\$11,840	\$11,840	\$11,840	\$13,024	\$13,024	\$12,235	\$12,187	\$11,068	-9.2%
Cyber Liability	\$0	\$0	\$0	\$0	\$0	\$0	\$14,081	\$14,081	\$14,081	0.0%
Student Accident Insurance	\$9,149	\$11,436	\$14,900	\$14,900	\$23,900	\$27,000	\$27,000	\$28,890	\$33,235	15.0%
	\$145,457	\$144,325	\$143,373	\$151,308	\$177,549	\$200,646	\$220,489	\$211,157	\$213,986	1.3%
Workers' Compensation	\$132,923	\$95,202	\$125,150	\$149,795	\$189,883	\$226,466	\$177,744	\$173,794	\$155,861	-10.3%
Total Insurance Premiums	\$278,380	\$239,527	\$268,523	\$301,103	\$367,432	\$427,112	\$398,233	\$384,951	\$369,847	-3.9%

* Brokerage Firm-Macolino Risk Management

** Brokerage Firm- Willis Group

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

P. Fisher asked if the mod is based on a 5-year or 3-year average. L. Frisbie stated the mod was based on a 3-year average.

5.14 Payment of Bills June 30, 2017

L. Frisbie explained this is a routine item that allows the Business Office to pay outstanding invoices associated with the 2016-17 fiscal year by June 30th to help close the year. She said any payments made will be included on the August check registers. The Board agreed to move this item to the June 21, 2017 Board Meeting for action.

5.15 Payment of Bills July 2017

L. Frisbie explained, due to the Board not holding a July board meeting, Board approval was being requested in order to pay outstanding invoices due prior to the August 16, 2017 Board Meeting to avoid late fees and penalties. She said any payments made will be included on the August check registers. The Board agreed to move this item to the June 21, 2017 Board Meeting for action.

5.16 Reports

L. Frisbie recommended receiving the following Reports for April 2017:

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

Fund 10 General Fund with a beginning balance of \$25,658,967.40, receipts of \$1,312,780.57, and disbursements of \$2,519,956.60, leaving a balance of \$24,451,791.37.

Fund 22 Capital Reserve Fund with a beginning balance of \$1,474,289.08, receipts of \$673.72, disbursements of \$28,609.00, leaving a balance of \$1,446,353.80.

Fund 50 Food Service Fund with a beginning balance of \$673.45, receipts of \$71,722.28, disbursements of \$71,722.28, leaving a balance of \$673.45.

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

The Board agreed to move the reports to the June 21, 2017 Board Meeting for action.

5.17 Financial Informational Updates Not Requiring Board Action

L. Frisbie updated the Board that S. Shearer, with PFM, believes the District will be able to meet the savings target with the refinancing. She also updated the Board on the electronic enrollment process saying everyone has completed the open enrollment.

6. Old Business

None at the time

7. New Business

None at the time

8. Communications

8.01 Courtesy of the Floor

N. Nestor thanked the Board for listening to her thoughts during the Full-day Kindergarten presentation and apologized for speaking outside of public comment.

9. Adjournment

Upon motion by P. Fisher, seconded by J. Fatzinger, the meeting was adjourned at 9:03 PM.

Respectfully submitted,

Todd Hernandez, Secretary
By J. Partenio, Assistant Secretary