

**Northwestern Lehigh School District
6493 Rt. 309, New Tripoli PA 18066
WORKSHOP MEETING
High School Auditorium
Wednesday, April 6, 2016, 6:30 PM**



MINUTES

1. Opening Procedures

1.01 Call to Order

The April 6, 2016 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	Paul Fisher	PR	Charlene Rauscher
PR	Willard Dellicker	PR	Todd Hernandez	PR	Darryl Schafer
PR	Joseph Fatzinger	PR	Todd Leiser	PR	Phil Toll

Also Present:

Ray Nemeth, Ron Morrison, Aileen Yadush, Andrea Madochick, Andrea Edmonds, Arthur Oakes, Jason Zimmerman, Luann Matika, Leslie Frisbie, Jennifer Holman, Mary Anne Wright and Janine Partenio

1.04 Approval of Agenda

Moved: P. Fisher Seconded: J. Fatzinger Vote: 9 Aye, 0 Nay

1.05 President welcomed guests

1.06 President offered courtesy of the floor for public comment

None at the time.

**2. Curriculum/
Building Issues**

2.01 Title I Reward School Grant

Dr. Wright explained the District recently received notice from PDE that Weisenberg Elementary School has received the designation of Title I Reward School for High Achievement based on PSSA proficiency. She said Weisenberg Elementary is now eligible to apply for a Title I Reward School Grant for an amount up to \$50,000. She mentioned this grant is designed to promote the implementation of new learning structures to meet individual needs. She recommended proceeding with approval of application for the Title I Reward School Grant at the April 20, 2016 Board Meeting. The Board was in consensus to move this item to the April 20, 2016 Board Meeting for approval.

2.02 CLIU 21 Facilities Plan

A. Edmonds explained this plan is an annual item that requires approval of the addition or relocation of Carbon Lehigh Intermediate Unit operated classrooms in Carbon and Lehigh counties. She said changes that were made to the plan were mainly due to the redistricting of Parkland School District. She recommended the approval of the Carbon Lehigh Intermediate Unit #21 Facilities Plan Committee Report and Resolution for the 2016-2017 school year, at the April 20, 2016 Board Meeting. D. Shafer said the IU looked at this last month and endorsed it. The Board was in consensus to move this item to the April 20, 2016 Board Meeting for approval.

2.03 Baseball Booster Club

J. Zimmerman explained that since last Spring, the District has dealt with several issues regarding the baseball booster club. He said after hiring a new coach and new officers being installed in the club the decision was made to support the continuance of operating a baseball booster club. However, since December, it has continued to be unsuccessful. He said he has come to the conclusion that what is best for the baseball program as a whole is to suspend/disband the baseball booster club and have all fundraising efforts benefitting the players and the baseball program to be conducted through the school district Student Activity Account. He said some donations have been returned and can be further donated if need be in the future. He recommended the approval to disband the Baseball Booster Club at the April 20, 2016 Board Meeting. The Board was in consensus to move this item to the April 20, 2016 Board Meeting for approval.

2.04 Curriculum/Building Informational Updates Not Requiring Board Action

Dr. Wright explained that two textbooks will be presented for first reading at the April 20th meeting. She said the textbooks will support two courses that have been approved in previous years and are currently being taught. She mentioned the teachers have reviewed materials and found these textbooks appropriate to use with the planned courses and will bring these two books for approval.

Textbooks pending school board approval for 2016-2017 school year:

Text/Materials Title	Subject/ Grade	Publisher
College Prep Algebra	High School: Foundations of Mathematics	Cengage Learning
Espanol Santillana Series (Levels I, II, and III)	High School: Spanish I, II, and III	Santillana USA

Dr. Wright said the books will be on display in the Boardroom for the April 20th meeting and will be looking for first reading and then seek approval at the June 15th Board Meeting.

3. Policies

3.01 Second Reading and Final Approval

L. Matika explained no additional comments have been received on these policies and recommended the Second Reading and final approval of the following policies at the April 20, 2016 Board Meeting:

344 changed to policy number 338.1- Sabbatical Professional Development
345 changed to policy number 338- Sabbatical Restoration of Health
338 changed to policy number 362- Military Leave
349 changed to policy number 346- Compensatory Claims Programs- Coordination of Benefits
358 changed to policy number 339.1- Childrearing Leave
315 changed to policy number 352- Employee Recognition
303 changed to policy number 365- Employee Identification Tags

317.1- Educator Misconduct
363- Dismissal/Separation of Employment
011 - Principles of Governance

The Board was in consensus to move this item to the April 20, 2016 Board Meeting for approval.

3.02 CLIU Notice of Adoption of Policies, Procedures, and Use of Funds

Dr. Wright explained the Carbon Lehigh Intermediate Unit (CLIU) is completing their submission of the Special Education Plan and each District is being asked to affirm that they commit to following the policies, procedures, and use of funds requirements for IDEA funds. She asked D. Schafer if there was any discussion of changes at the CLIU Meetings. D. Schafer said there were not and only minor discussions of this item. He said he was unaware that it was coming for approval.

Dr. Wright recommended the approval of the CLIU's Policies, Procedures, and Use of Funds by School District that is used for submission with the 2016-2017 IDEA B, Section 611 project application, at the April 20, 2016 Board Meeting. The Board was in consensus to move this item to the April 20, 2016 Board Meeting for approval.

3.01 Policy Informational Updates Not Requiring Board Action

None at the time

4. Operations

4.01 USA Football 2016 Grant Program

J. Zimmerman explained the grant is for football equipment, field building equipment, and AED's. The grant is up to \$2,500 for equipment and uniforms and \$50,000 toward turf. The deadline to apply for the grant is April 20, 2016. J. Zimmerman explained that the grant will be open again next year and would entertain holding off on this grant until any facilities project is done. P. Fisher asked if the District would lose out on the \$2,500 grant for equipment. D. Schafer asked if the grants could be separated. J. Zimmerman said they are separate grants. The Board was in consensus to defer application of the \$50,000 grant until after engaging in a facilities project.

4.02 Decision Insite

A. Oakes explained Decision Insite is the company that provided the program which the District used for the demographic study. He said 'My School Locator' is a web based application that allows parents, community members, and/or prospective residents to enter an address into the program and learn what elementary school their child would attend. He said the District would put the parameters into the system and would be able to change the parameters when/if our attendance lines change. He mentioned the primary benefit of this software application is that it allows us to continue to utilize the data collected for the demographic study. He recommended the approval of Decision Insite for the use of My School Locator at an annual cost of \$895, at the April 20, 2016 Board Meeting. P. Fisher questioned if the District would be able to input addresses as per the study. A. Oakes said the program is based on Google Maps with addresses which already exist. He said the program would be used primarily for bussing residency. The Board was in consensus to move this item to the April 20, 2016 Board Meeting for approval.

4.03 Brandywine Transportation, Inc.

A. Oakes explained currently the District uses Brandywine for 3 daily AM/PM bus runs and any additional extracurricular runs as needed that are not able to be filled by District staff. He said the contract includes a 2% increase over the District's current year's pricing. He recommended the approval of Brandywine Transportation, Inc., Fee Schedule A, for the 2016-2017 school year at the April 20, 2016 Board Meeting. P. Toll asked how much the District spent on transportation last year. L. Frisbie said \$121,275 on AM/PM runs and about \$51,000 on sports runs. She said the year before cost \$175,000 for AM/PM runs and around \$88,000 in sports runs. D. Schafer thanked A. Oakes for bringing back the cost for the District runs for sports. The Board was in consensus to move this item to the April 20, 2016 Board Meeting for approval.

4.04 Bio-Haz Solutions

A. Oakes said Bio-Haz has been handling the medical waste removal this past year for a 4-week pick-up cycle. He said that frequency of pick-up is not needed and has been reduced. He recommended the approval of Bio-Haz Solutions for our medical waste removal on an every 12 week basis at the cost listed in the schedule, at the April 20, 2016 Board Meeting. The Board was in consensus to move this item to the April 20, 2016 Board Meeting for approval.

4.05 Redexim Verti-Drain 2216

A. Oakes explained how purchasing the Verti Drain 2216 would be done through cooperative efforts between the District, NYAA, and The Northwestern Recreation Commission. He said funding will be provided from cash donations from the Recreation Commission as well as NYAA and the remaining amount would be funded using the District's existing general fund budget dollars. He recommended the approval of the purchase of Redexim Verti-Drain Aerator for \$27,031.90 using the state contract #4400011381 at the April 20, 2016 Board Meeting.

Dr. Wright explained the equipment would be the property of the School District and operated by the District. The Board was in consensus to move this item to the April 20, 2016 Board Meeting for approval.

4.06 Cash Donation from NWRC and NYAA

T. Leiser explained the donation had already been approved by each subsequent organization. A. Oakes recommended accepting the donation from the Northwestern Recreation committee in the amount of \$13,515.95 and accept the donation from NYAA in the amount of \$5,000.00. The Board was in consensus to move this item to the April 20, 2016 Board Meeting for approval.

4.07 Operational Informational Updates Not Requiring Board Action

None at the time.

5. District
Finances

5.01 CLIU Special Education Agreement

A. Edmonds explained the CLIU #21 Special Education Services Agreement is for the 2016/2017 school year. She said it is collaboration between the District and the IU for Educational and Related services. Dr. Wright said it is an annual item which requires Board approval and recommended the approval of the CLIU #21 Special Education Services Agreement for the 2016-2017 school year at the April 20, 2016 Board Meeting. The Board was in consensus to move this item to the April 20, 2016 Board Meeting for approval.

5.02 Student Activity Contracts

L. Frisbie recommended the approval of the following contracts to be paid from the Student Activities Fund at the April 20, 2016 Board Meeting:

1. DJ Jimbo Entertainment, Trexlertown, PA for Weisenberg Elementary Positive Behavior Assembly on May 19, 2016 in the amount of \$250.

The Board was in consensus to move this item to the April 20, 2016 Board Meeting for approval.

5.03 Reports

- Budget Report
- Revenues Report
- Treasurer's Report

Fund 10 General Fund with a beginning balance of \$28,760,785.09, receipts of \$849,032.61, and disbursements of \$3,951,240.26, leaving a balance of \$25,658,577.44

Fund 22 Capital Reserve Fund with a beginning balance of \$2,102,122.89, receipts of \$373.46, disbursements of \$0.00, leaving a balance of \$2,102,496.35

Fund 50 Food Service Fund with a beginning balance of \$75.40, receipts of \$67,681.48, disbursements of \$67,943.80, leaving a negative balance of \$186.92.

- EIT Report
- Activity Fund Report
- Comparison of Prior Year to Current Year Budget to Actual Expenditures by Object Report

L. Frisbie explained the reports are as of the end of February and state funds had not been received until March. She said the reports reflect this. P. Toll questioned the EIT Report asking why the collections are not consistent. He said he would like more details in their reports. L. Frisbie said she can ask for detailed reports but she does not routinely receive them. P. Toll said he can work with L. Frisbie and Berkheimer by the next Workshop Meeting in order to get more clarification. L. Frisbie will contact Berkheimer regarding attending a future Workshop Meeting.

5.04 Financial Informational Updates Not Requiring Board Action

L. Frisbie gave a State Budget Update regarding year to date state revenues received through March 2016

NORTHWESTERN LEHIGH SCHOOL DISTRICT SUMMARY OF 2015-2016 STATE FUNDING APRIL 6, 2016

	1516 Budget	Received Thru March 2016	% Received	1516 Outstanding Budgeted Balance	% Outstanding
Basic Ed	5,851,223	2,369,586	40.50%	3,481,637	59.50%
Tuition for 1305/1306	20,000	-	0.00%	20,000	100.00%
Medical/Dental	41,000	-	0.00%	41,000	100.00%
Rental	350,000	254	0.07%	349,746	99.93%
Special Ed	1,396,441	992,655	71.08%	403,786	28.92%
Property Tax Relief	677,622	676,228	99.79%	1,394	0.21%
Social Security	654,113	543,866	83.15%	110,247	16.85%
Retirement	2,209,449	1,537,898	69.61%	671,551	30.39%
Transportation	928,448	779,653	83.97%	148,795	16.03%
PY Transportation	-	12,556	-	-	0.00%
Ready to Learn	-	209,366	-	-	0.00%
	12,128,296	7,122,062		5,228,156	

	1415 Budget	Received Thru March 2015	% Received
Basic Ed	5,418,397	3,173,400	58.57%
Tuition for 1305/1306	25,000	-	0.00%
Rental	373,142	181,737	48.70%
Medical/Dental	41,000	-	0.00%
Special Ed	1,276,343	971,775	76.14%
Property Tax Relief	672,236	672,236	100.00%
Social Security	650,250	418,966	64.43%
Retirement	1,819,000	1,122,539	61.71%
Transportation	828,525	784,671	94.71%
Ready to Learn	310,994	179,523	57.73%
	11,414,887	7,504,847	

6. Old Business

6.01 Circle of Seasons Update

Dr. Wright explained the District is in the process of receiving documents from Circle of Seasons and a number of items are still not cured and incurable. She said J. Holman visited with LeAnn Stitzel that morning to meet with a Waldorf Method expert and observe their classroom.

J. Holman said they visited two classrooms with Mr. Rainbow Rosenbloom. She said he is a consultant since the beginning of Circle of Seasons and is impressed with the evolution of the school. She said one recommendation they agreed upon was the need for an Educational Leader. She said they addressed some policy items at their board meeting. Dr. Wright said there are about 20 items outstanding and pending documentation and explained two of those items do not have a promise to cure. Those items were Science and Tech. Ed. curriculum alignment. J. Holman shared they were looking to have Circle of Seasons become more self-sufficient.

L. Frisbie explained Circle of Seasons has been delinquent since April of 2015 in their PSERS payments. She said the untimely payments affected the subsidy received by the District. She said she spoke to PSERS on Monday and they said there was no recourse except to ask Circle of Seasons for the money back. She explained that the person she spoke to went to the division chief who was ultimately able to make an exception and refund the District's money. She said she had asked Circle of Seasons to make timely payments here on out and communicated with Tom Taylor in order not to deal with this again. P. Toll said that developing policies is not a cure. Dr. Wright said it is ultimately a decision that each Board Member would have to make with their vote. She stated that the District does not want to micro-manage their organization and there is no guarantee that they will be compliant based on their previous actions. P. Toll asked if there is a principal at Circle of Seasons. Dr. Wright said there is no principal there currently but they have been speaking about sharing leadership between the Special Education Director and a teacher. She said she believes in shared leadership but in this scenario the Charter needs a good strong leader. P. Toll questioned the delinquency of the PSERS payments and Dr. Wright said the payment was from the 2014/2015 school year and she is not certain it will not occur again.

**7. New
Business**

7.01 None

8. Communication:

8.01 President offered courtesy of the floor for public comment
There was none at the time.

9. Adjournment

Upon motion by P. Fisher, seconded by P. Toll, the meeting was adjourned at 7:19 PM.

Respectfully submitted,

Todd Hernandez, Secretary
By J. Partenio, Recording Secretary