

**Northwestern Lehigh School District
6493 Rt. 309, New Tripoli PA 18066
SCHOOL BOARD MEETING
District Board Room
Wednesday, January 20, 2016, 7:00 PM**



MINUTES

1. Opening Procedures

1.01 Call to Order

The January 20, 2016 Board Meeting of the Northwestern Lehigh School District Board of Directors was called to order at 7:00 PM by Vice-President Paul Fisher.

1.02 Opening exercises included the Pledge of Allegiance and a moment of silence.

1.03 Roll Call

PR/AB

**AB	John Casciano	PR	Paul Fisher	PR	Charlene Rauscher
AB	Willard Dellicker	AB	Todd Hernandez	PR	Darryl Schafer
PR	Joseph Fatzinger	PR	Todd Leiser	PR	Phil Toll

Also Present:

Karly Sacco, Ron Morrison, Phyllis Breining, Elizabeth Ache, Peter McKnight, Lora & Dave Krum, Dan & Carla Hess, Raymond Nemeth, Joseph J. Reiter, Hayden Schmidt, Ryan Smolinsky, Wyatt Ruhe, Kylie Nagle, Gracie Meyers, Haydn King, Maci Fisher, Preston Pena, Cam Sacco, Zachory Russo, Bill Gorman, Josephine Steidinger, Jarred Emes, Donald Allen, William Dovico, Amy Stauffenberg, Maria Pulli, Jill Berlet, Andrea Edmonds, LeAnn Stitzel, Andrea Madochick, Arthur Oakes, Luann Matika, Leslie Frisbie, Jennifer Holman, Mary Anne Wright and Janine Partenio

1.04 Approval of Agenda

P. Fisher recommended moving up the auditor presentation from item 6.02 to 1.08 and utilizing a consent agenda for items 6.01-6.06.

Moved: P. Toll Seconded: T. Leiser Vote: 6 Aye, 0 Nay

1.05 Vice-President welcomed guests

1.06 Vice-President offered courtesy of the floor for public comment

J. Reiter mentioned issues with the camera and recordings. He said people can not hear the video and are not able to see well in the recording. He asked if the camera could be moved possibly to the front of the room.

1.07 Approval of Minutes, as attached, for:

December 7, 2015 - Reorganization Meeting, December 7, 2015 - Board Meeting and January 6, 2016 - Workshop Meeting.

Moved: D. Shafer Seconded: C. Rauscher Vote: 6 Aye, 0 Nay

1.08 Student Recognition / Presentations

***J. Casciano
arrived at 7:12 PM*

J. Berlet introduced Karly Sacco, Art Teacher at Weisenberg Elementary, and also oversees Tiger Time broadcasting show at Weisenberg Elementary. K. Sacco explained the art technique used in her class and presented the pieces to the Board.

Kdg. - Hayden Schmidt ~ Snowman Painting

2nd - Ryan Smolinsky ~ City Skyline painting

3rd - Wyatt Ruhe ~ Moon Painting

4th - Kylie Nagle ~ Snowflake painting (could not attend Board meeting)

5th - Gracie Meyers ~ Winter Monochromatic painting

P. Fisher thanked the students and K. Sacco for their artwork. Dr. Wright presented certificates of appreciation to each student.

K. Sacco introduced the students involved with Tiger Time from Weisenberg Elementary Haydn King, Maci Fisher, Preston Pena, Cam Sacco and Zachory Russo. They gave a presentation about Tiger Time and each student shared their personal experiences with the broadcasting show. Dr. Wright thanked the students and presented them with certificates of appreciation. Dr. Wright also thanked the parents and grandparents for coming to the meeting and supporting the students.

Student Board Representative, J. Steidinger gave an update of High School happenings to the Board:

Finals will be Thursday and Friday. The keystones were January 6/8/11 and the new semester starts on Tuesday, January 26th.

Winter Sport Teams are all still in contention for post season playoff berths. Boys Basketball is 7-10 with 5 games to go. They will need 4 wins to qualify for the District XI Playoffs. Girls Basketball is currently 10-6 with 6 games to go and need 1 win to qualify for the District XI Playoffs. They also are currently sitting in 5th place in the League and may qualify for the Colonial League Playoffs. Wrestling is currently 14-4 and had a match against our rival Northern Lehigh tonight. The Wrestling Team qualified for the District XI Dual Tournament and also placed in the Colonial League Team Tournament next Wednesday, January 27th at Catasauqua High School.

Science Olympiad had a competition last Saturday at MC Barron and their trip to MIT this coming weekend has been canceled due to the pending weather. They will travel to Solon, Ohio next weekend for the Solon Invitational. The Debate Team is currently 9-7 and in third place in the LVIDA Debate League. The Spring Musical, "Annie Get Your Gun", will be performed March 3-6th in the high school auditorium. Reserved Seating Tickets will go on sale February 22nd.

Pink-Out Presentation by Wendy Madouse will be presented at February's Board Meeting.

Presentation by Bill Gorman was moved up to item 1.08 from 6.02. L. Frisbie introduced B. Gorman to the Board as the Auditor for the District. B. Gorman explained the auditing process of the District's financial statements.

B. Gorman said Gorman and Associates are required to audit Districts and report if they are in compliance. He explained the first report concurs that Northwestern Lehigh School District is totally in compliance. He then explained Gorman and Associates are also required to report any material weaknesses or deficiencies in the District and he stated that Northwestern Lehigh School District has no material weaknesses or deficiencies. He said another report is for significant deficiencies and Northwestern Lehigh School District has no significant deficiencies. The last report is for control deficiencies and B. Gorman explained that most businesses do have control deficiencies. He stated, in this case, Northwestern Lehigh School District had two control deficiencies. He explained one was due to a clerical error which was corrected and the other was due to a change in accounting principles which was implemented this year for PSERS (and was not a loss to the District). B. Gorman said Northwestern Lehigh School District had a very good year and is in total compliance with the PA School Code and Federal regulations.

P. Toll questioned the method recommended for interfund receivables and payables. B. Gorman explained that this was the best procedure for handling the interfund by using Food Service as an example.

P. Fisher mentioned there was a notation on page 49 of the audit mentioning a general credit risk. He explained to B. Gorman how in 2014, Northwestern Lehigh School District Board approved an investment policy. B. Gorman asked for a new copy of the policy and said he will adjust the disclosure note.

D. Schafer questioned why PSERS GASB 68 places the full liability on the District, when technically the District pays half of the liability while the state pays the other half of the PSERS liability. B. Gorman explained the accounting board says if the state pays PSERS directly then splitting the liability would be fine; however, the state is not paying PSERS directly but funding the School Districts for the payment instead. Therefore, the District is liable for the full amount.

P. Fisher thanked B. Gorman for his presentation and thanked L. Frisbie for her hard work in accounting.

1.09 Board President's Report

None at the time

1.10 Superintendent's Report

Dr. Wright gave an update on Circle of Seasons, explaining how the school team visited the charter school and audited and verified information. She thanked the team for their professionalism and the hours of dedication they provided. She said Jennifer Holman, Leslie Frisbie, Luann Matika, Brittany Collevecchio, LeAnn Stitzel, Andrea Edmonds, Jill Berlet and Maria Pulli spent a very full day at Circle of Seasons. Dr. Wright explained that L. Frisbie has been reviewing their financial documentation monthly for the last two and a half years in order to assist with the process. Dr. Wright mentioned that L. Matika and B. Collevecchio brought structure to the HR paperwork while L. Stitzel, J. Berlet, M. Pulli and herself spent the afternoon interviewing teachers about professional development and curriculum. Dr. Wright said J. Holman organized the whole process along with her admin partners and coordinated document collection and correspondence with Attorney Keely Collins from King Spry. Dr. Wright explained the Circle of Seasons Director, Phil Arnold, as well as his staff were very helpful and accommodating during the visit. She explained that she is still awaiting some documentation from Circle of Seasons and will bring a recommendation to the Board for Board Action. She thanked the entire team for their hard work and dedication.

Dr. Wright updated the Board on the winter edition of *Tiger Pride*. She stated that she will be proofing the newsletter tomorrow and anticipates it being mailed to residents by early February.

Dr. Wright mentioned that January is Board Appreciation Month. She thanked the Board Members for their dedication to the job and the many hours they put into the District. She stated that there are gifts at each Member's place setting. She said there is a ceramic art piece constructed by the Weisenberg students and a camouflage Northwestern Lehigh School District hat and a magnet from the High School Student Council. She said there is also a picture which was given by the High School which will be displayed in the Boardroom as a permanent art piece and a large poster-sized card signed by Northwestern Elementary students.

Dr. Wright gave an update to the Board about SB 880. She said the Senate passed this Bill today which will postpone the use of the Keystone exams as a graduation requirement for high school students until the 2018/2019 academic year. She said the Governor is expected to sign it.

P. Toll questioned if Circle of Seasons was audited and if there were any financial statements. L. Frisbie said they receive an independent audit and will forward financial statements when they become available.

2. Personnel

2.01 Approval of personnel items as listed:

A. RETIREMENTS/RESIGNATIONS:

1. Recommendation to accept the resignation of Jayme Porrino as High School Math Teacher, effective date to be determined.
2. Recommendation to remove David Shankweiler as a Class F, substitute Van Driver, effective January 12, 2016, due to no response to communication.

3. Recommendation to accept the resignation of Samantha Ward as Middle School Student Council Co-Advisor, effective January 4, 2016.
4. Recommendation to remove Stephen Reimert as a substitute Teacher, effective January 7, 2016, per his request.
5. Recommendation to remove Randy Belnoski as a Co-Op Work Student in the Transportation Department, effective January 12, 2016.
6. Recommendation to remove the following substitute teachers due to no communication, effective December 14, 2015:
 - Aubrey Berk
 - Amberly Drey
 - Jessica Dynda
 - Kacey Galasso
 - Kerri Imschweiler
 - Carol Pash

B. APPOINTMENTS/NEW EMPLOYEES:

1. Recommendation to approve Lora Krum as 41% Music Teacher, effective January 4, 2016, at BS+24 Step 17 (\$75,833) prorated for the 2015-2016 school year. Lora received her Bachelor of Music/Education from Mansfield University. Lora brings experience from Northern Lehigh School District as well as various instrumental band and choral/vocal involvements.
2. Recommendation to approve Monika Griffith as Speech and Language Therapist, short-term substitute, effective January 4, 2016 with an end date to be determined at \$135/day.
3. Recommendation to add Amy Gerregano as a substitute Secretary, effective January 11, 2016, at a rate of \$11.49/hr.
4. Recommendation to add the following to the substitute Teacher list, at a starting rate of \$105/day:
 - a. Jennifer Gulick, effective December 16, 2015
 - b. Brianna Parsons, effective January 6, 2016
5. Recommendation to add the following to the substitute Instructional Assistant list, effective date pending the receipt and approval of all necessary paperwork, at a rate of \$11.49/hr.:
 - a. Amy Gerregano, effective January 11, 2016
 - b. Jennifer Gulick, effective December 16, 2015
 - c. Brianna Parsons, effective January 6, 2016
 - d. Kathlyn Macalintal, effective December 22, 2015
6. Recommendation to approve Katherine Kraky as Middle School Student Council Co-Advisor, effective January 4, 2016 for the remainder of the 2015-2016 school year, at a stipend of \$599.42.
7. Recommendation to approve Robert Biese as a Science Olympiad Advisor volunteer for the 2015-2016 school year.
8. Recommendation to approve Joseph Freund as a Science Olympiad Advisor volunteer for the 2015-2016 school year.
9. Recommendation to approve Alex Masetti as a Science Olympiad Advisor volunteer for the 2015-2016 school year.

10. Recommendation to approve Stephen Mittl as a substitute Custodian, effective January 12, 2016, at a rate of \$12.23/hr.

C. OTHER ACTIONS:

1. Recommendation to extend the long-term substitute position for Miranda Dangler as High School Language Arts Teacher for the second semester of the 2015-2016 school year.
2. Recommendation to change the status of Jennifer Kersheskey from Class E, part-time Van Driver, to Class F, substitute Van Driver, effective January 25, 2016. The Class F rate of pay is \$13.00/hr.
3. Recommendation to change the status of Philip Clemens from a Class D, substitute Bus Driver, to a Class C, part-time Bus Driver, effective January 4, 2016, at \$19.61/hr.
4. Request for approval of unpaid days for Debra Croshaw, temporary, part-time, one-on-one Instructional Assistant, for February 2-5, 2016.
5. Request for approval of unpaid days for Amy Chassard, temporary, part-time, one-on-one Instructional Assistant, for February 9-18, 2016.
6. Request for approval of unpaid days for Mary Ann Metzger, part-time Instructional Assistant, for February 10 (PM)- 12, 2016.
7. Request for approval of unpaid days for Stacey Russo, part-time Instructional Assistant, for December 17 & 18, 2015.
8. Request for approval of unpaid days for Ginger Johri, Health Room Assistant, for May 3-6, 2016.
9. Request for approval of unpaid days for Janice Surman, Instructional Assistant, for February 16-19, 2016.
10. Request for approval of unpaid days for Abbey Surman, part-time Instructional Assistant, for February 16-19, 2016.
11. Request for approval of unpaid days for Moira O'Connor, Teacher, for April 20-22, 2016.
12. Request for approval of unpaid days for Angela Rimm, Teacher, for May 5 & 6, 2016.
13. Any additional personnel action.

M. Pulli and W. Dovico introduced Lora Krum as the new Music Teacher. They explained she will be teaching music classes at both Northwestern Elementary School and the Middle School. L. Krum thanked everyone for welcoming her at the District. She said she is very grateful for working in such a vibrant atmosphere. The Board welcomed L. Krum.

Moved: P. Toll

Seconded: D. Shafer

Vote: 7 Aye, 0 Nay

**3. Curriculum /
Building Issues**

3.01 * Recommendation to approve the application for the AASA/NJPA grant effective December 21, 2015, in the amount not to exceed \$2,000.00.

J. Holman announced there was one change since the Workshop Meeting. She stated the District was approved and did receive the grant; however, it was more than expected. She explained the actual amount was \$2,000, more than \$1,600 as discussed previously.

Moved: J. Fatzinger

Seconded: T. Leiser

Vote: 7 Aye, 0 Nay

4. Policies

4.01 * Recommendation to move the following policies for First Reading:

327- Notification of Arrest or Conviction
339- Childrearing Leave
346- Uncompensated Leave
349- Compensatory Claims Programs- Duplication of Benefits

J. Holman explained these policies include any changes that were discussed at the Workshop Meeting on January 6, 2016.

4.02 * Recommendation to move the following policies for Second Reading and Final Approval:

303 Identification Tags
315 Employee Recognition
338 Military Leave

Moved: P. Toll Seconded: C. Rauscher Vote: 7 Aye, 0 Nay

4.03 * Recommendation to Rescind the following policies:

There was none at the time

5. Operations

5.01 * Recommendation for retroactive approval of the proposal from WTI General Services for roof repairs at High School in the amount of \$2,000.

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

6. District Finances

*Consent Agenda
utilized for items
6.01-6.06*

6.01 * Recommendation to appoint PNC Bank as a district depository for 2015-16 in conjunction with the EasyProcure Procurement Card Program.

6.02 * Recommendation to receive the audited financial statement.

B. Gorman presentation under item 1.08

6.03 * Recommendation to approve the 2-year Sapphire agreement in the amount of \$49,249 per year.

6.04 * Recommendation to approve the following contracts to be paid from the Student Activities Fund:

1. Bieber Transportation Group, Kutztown, PA for National Honor Society and Science National Honor Society trip to Washington, DC on March 11, 2016 in the amount of \$1,797.

6.05 Receive the following Reports for November:

- Budget Report
- Revenues Report
- Treasurer's Report

Fund 10 General Fund with a beginning balance of \$29,571,676.78, receipts of \$1,218,011.61, and disbursements of \$3,288,242.61, leaving a balance of \$27,501,445.78.

Fund 22 Capital Reserve Fund with a beginning balance of \$2,241,940.50, receipts of \$377.20, disbursements of \$140,918.30, leaving a balance of \$2,101,399.40.

Fund 31 2009 General Obligations Note with a beginning balance of \$0.00 receipts of \$0.00, disbursements of \$0.00, leaving a balance of \$0.00.

Fund 33 2008 General Obligations Bond with a beginning balance of \$0.00, receipts of \$0.00, disbursements of \$0.00, leaving a balance of \$0.00.

Fund 50 Food Service Fund with a beginning balance of \$135.89, receipts of \$85,576.37, disbursements of \$85,971.26, leaving a balance of \$-259.00.

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

The Reports were accepted as presented.

6.06 Approval of the following Bills as listed for payment:

Fund 10 General Fund check #00072896 through 00073210 including electronic payments
Fund 50 Food Service Fund check #00006484 through 00006507
Fund 51 Tiger Concessions Fund check #00001377
Procurement card purchases totaling \$18,241.95
The Bills were approved for payment as presented.

Items 6.01-6.06

Moved: T. Leiser

Seconded: J. Fatzinger

Vote: 7 Aye, 0 Nay

7. Other Reports

7.01 Enrollment Report

None at this time.

Dr. Wright explained the report is in the process of revision. D. Schafer questioned when it will be coming back. Dr. Wright said she is hoping for next month; however, there are many changes that need to be fully reviewed.

7.02 Foundation Report

L. Stitzel announced the Foundation was finally able to receive approximately \$112,000 in EITC funds donated from New Tripoli Bank. She said these funds are to be used on approved programs. She also announced on February 6, 2016 there will be a flapjack fundraiser at Applebee's in the Cedar Crest Shopping Center from 8:00-10:00 am. She said it is \$7.00 for adults and \$5.00 for 8 years old and under.

7.03 Committee Reports

Legislation

D. Schafer announced the Governor is looking to issue a 1.5 year budget within the next couple of weeks. He stated that the legislature is considering merging all of the Pennsylvania school public benefits. PIAA issues are being brought forth regarding unjust recruitment. He said public entities are concerned about Charter School recruitments. D. Schafer announced the Spring Legal Round-Up will be held in Berks County this year. He also mentioned a resolution is being proposed for school entities to support fair & equitable funding.

Intermediate Unit

D. Schafer announced the CLIU passed a resolution to extend their revenue note maturity date through March 31, 2016. He said the CLIU Board Meeting had a presentation of Holiday Caroling by SATORI students who were hard of hearing which he said was very heartfelt. He also explained the CLIU Operating Budget had a \$280 increase since the last year.

Lehigh Career & Technical Institute

J. Fatzinger said the Reorganization meeting was on December 9, 2015 and the next meeting is coming up on January 27, 2016. He said he will have an update after the meeting.

Lehigh Carbon Community College

P. Fisher announced LCCC received an award of \$1.3M for the SHINE program. SHINE is an after-school program which focuses on STEAM based projects. He explained Congressman Lou Barletta and Senator John Yudichak assisted in approving the grant.

P. Fisher discussed the enrollment from the last LCCC meeting and how the 2016/2017 Budget had been approved. He explained that there are 13 sponsoring school districts that will need to individually approve the budget as well. He explained the two areas that affect Northwestern Lehigh School District are the operating and debt service/lease budget. He said Northwestern Lehigh School District has a financial commitment of about \$246,000 which was a 0.6% decrease overall. He reviewed the fiscal management of the college saying LCCC had not had an overall sponsorship increase in two years.

P. Fisher showed three brief videos highlighting LCCC's strengths. He explained LCCC is increasing their marketing efforts for their 90+ degree and certificate programs and 45 articulation agreements with other colleges. He believes LCCC is a great opportunity to further a student's education in a fiscally responsible manner.

Recreation Commission

T. Leiser said there was no report since the meeting will be next week. He will update at a later time.

8. Old Business

None

9. New Business

9.01 * Recommendation to approve the PSBA Principles for Governance.

Dr. Wright said this was discussed at the Workshop Meeting and reviewed the principles with the Board. She said PSBA will send a large poster for signature and it will be hung in the Boardroom. D. Shafer said J. Partenio will need to register the District online and they will then send the poster.

Moved: D. Schafer Seconded: C. Rauscher Vote: 7 Aye, 0 Nay

9.02 * Recommendation to accept the donation of a Piano to the Northwestern Elementary Music Program.

Dr. Wright said Michael Sipos would like to donate a piano to Northwestern Elementary. She said it was recently tuned and in good condition. She explained how this would enable the music teachers at NWE to have a piano in the music room at all times and reserve the current piano for performances and ultimately preserve the piano by not moving it throughout the building several times throughout the year.

Moved: C. Rauscher Seconded: T. Leiser Vote: 7 Aye, 0 Nay

10. Communications

10.01 President offered courtesy of the floor for public comment

J. Reiter questioned the EIT asking if the reports represent the economy of the area. Dr. Wright said she believes it is too early to determine. He also asked if the PSERS rate is going up to 30.3%. L. Frisbie said it will be increasing to 30.03%. Dr. Wright said it is different from what was originally planned.

R. Morrison questioned if any funds had been received from the state. Dr. Wright said Northwestern Lehigh School District received about \$5M from the state. R. Morrison asked if that was the amount that was owed to the District. L. Frisbie said around \$5M was owed to the District up until December 31, 2015. Dr. Wright explained school districts are currently receiving about 45-50% of what they are owed. R. Morrison also announced that LCCC is having a 50th Year graduation this summer at the college. P. Fisher said he will have more information about that topic in the coming months.

10.02 Communications / Notes for the Board from Todd Hernandez, Secretary

None at the time.

10.03 Administrative / Building Sharing

W. Dovico announced that the Middle School entered both the Pink-Out project and the 8th grade operation gratitude for veterans to PPL/PBS 39 Power education project. He said both projects won the contest and the Middle School will receive \$1,000 grant for each project. He updated the Board on the Chromebook initiative saying 56% of the students in 7th and 8th grade opted for the take-home opportunity.

M. Pulli announced Northwestern Elementary's Roaring Run and invited the Board to attend festivities on February 10, 2016.

J. Berlet announced the Weisenberg Elementary Staff attended a Writing In-Service on Monday, January 18, 2016. She also said next Monday there will be training in Guided Math for faculty.

A. Madochick discussed the Victorian Feast which was held during the Holiday at the Middle School. She said the 7th Grade students attended a play and then returned to the Middle School Cafeteria for a Victorian themed lunch provided by the food service staff. She said the food service team did a great job preparing everything for the students and she commented on the great manners of the students during the event. She also announced Food Service had their first In-Service Training on Civil Rights on Monday, January 18, 2016.

A. Oakes explained there was a copy of the KCBA Feasibility Study at each new Board Member's place setting. He said this will be of assistance when discussing the Masters Facility Plan. He explained at the Workshop Meeting he will have an update for when the Plan will be discussed further.

10.04 Board Member Sharing

C. Rauscher announced that she, D. Schafer and Dr. Wright attended the New School Director Training in Schnecksville on Saturday, January 16, 2016. She said she received a great handbook with useful information and believed it was a day well spent.

P. Toll thanked the Student Council, High School students, Weisenberg students and Northwestern Elementary students for the Board Appreciation gifts. P. Fisher said a thank you letter will be sent to the schools.

D. Schafer asked A. Yadush if last round of the SAT's in the current format are being done now and the new format will be held in the spring. She said that is correct. D. Schafer congratulated Mrs. Stauffenberg on her recent marriage over the holiday break.

10.05 Meeting Announcements

Workshop Meeting was held on January 6, 2016 at 6:30 PM in the Board Room
Personnel Meeting was held on January 6, 2016 following the Workshop Meeting in the Administration Conference Room

An Executive Session was held on December 14, 2015 at 5:00 PM in the Administration Conference Room for legal purposes.

An Executive Session was held on January 13, 2016 at 5:00 PM in the Board Room for legal purposes.

Upcoming Workshop Meeting on February 3, 2016 at 6:30 PM in the Board Room
Upcoming Personnel Meeting on February 3, 2016 following the Workshop Meeting in the Administration Conference Room

The next Board Meeting will be held on February 17, 2016 at 7:00 PM in the Board Room

11. Adjournment

Upon motion by P. Toll, seconded by D. Schafer, the meeting was adjourned at 8:35 PM.

* Discussed in Committee Meeting

Respectfully submitted,

Todd Hernandez, Secretary
By J. Partenio, Recording Secretary