

**Northwestern Lehigh School District  
6493 Rt. 309, New Tripoli PA 18066  
SCHOOL BOARD MEETING  
Wednesday, June 15, 2016, 7:00 PM**

**1. Opening Procedures**

**1.01 Call to Order**

The June 15, 2016 Board Meeting of the Northwestern Lehigh School District Board of Directors was called to order at 7:00 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 D. Rauscher, Esq.
PR	Willard Dellicker	PR	Todd Hernandez	PR	Darryl Schafer
PR	Joseph Fatzinger	PR	Todd Leiser	PR	Phil Toll

*Also Present:*

Eunice Matos, Meghan & Carter LeBlanc, Dr. David Roy, Colleen Anderson, Paul Anderson, Cory Reinhard, Jenna DeFrancisco, Brad Osborne, Dr. Darin Mazepa, Melissa Schantz, Richard Schantz Jr., Sai Yang, Larissa Yang, Alyssa Yang, Avery Yang, Sheryl Barsi, Allicia Greene, Joe Cackley, Catherine Miller, Beth Moyer, Jo-Anna Tellefsen, Dale Shoemaker, April Fix, Tari Carnahan, Jesse Markowitz, Trent Gates, Michelle Smith, Mari Nebbaki, Zack Nebbaki, Mohaammed Nebbaki, Jad Nebbaki, Chris Hertzog, Steve & Lynn Kutz, Garvet Lau, Heather Jones, Todd Gilbert, Denise Hamm, Danielle Mikruk, Kathy Meath, Nolan Hernandez, Stacy Eisenhard, Jack Zylkin, Sara Moore, Tamara Stubits, Connie & Matt Boyer, Tim Sorensen, Missy Derr, Stacey Prohaska, Jordan Wengly, Liz Choi, Ted Ledeboer, Alissa Cawley, Erin Sorensen, Phil Arnold, Josephine Steidinger, Kathleen McDonald, Zachary McDonald, Chris Jones, Hayley Jones, Tara Sommerfield, Tom & Kara Skeans, Ashleigh Loeffler, Sue McGorry, David Klembara, Melinda Fantozzi, Tabetha Bernstein-Danis, Kalyna Procyk, Elsa Kerschner, Atty. Kristine Roddick, Atty. Keely Collins, Aileen Yadush, Amy Stauffenberg, William Dovico, Maria Pulli, Jill Berlet, LeAnn Stitzel, Andrea Edmonds, Andrea Madochick, Arthur Oakes, Jason Zimmerman, Luann Matika, Leslie Frisbie, Jennifer Holman, Mary Anne Wright & Janine Partenio

#### **1.04 Approval of Agenda**

with consent agenda utilized for items: 1.07-1.10, 3.05-3.06, 4.04-4.03, 6.02-6.05, 6.10-6.11, 6.12-6.15 & 6.17-6.20

Moved: P. Fisher    Seconded: T. Hernandez    Vote: 9 Aye, 0 Nay

#### **1.05 President welcomed guests**

#### **1.06 Courtesy of the Floor**

B. Osborne addressed the Board by saying he is in support of Circle of Seasons. He stated he was concerned about their deficiencies and asked the Circle of Seasons' Board of Trustees to complete all outstanding items. He said he is impressed with the school and asked the Board to vote favorably.

K. Procyk spoke on behalf of the Board of Trustees of Circle of Seasons. She thanked the Board Members for the opportunity to reconsider the charter renewal. She said there is currently a waiting list of 150+ students and the school has strong parent involvement. She stated the Board of Trustees takes full responsibility for the mistakes made and are fully committed to good governance and oversight. She said policies and procedures will be implemented and administration will be accountable. She explained a Principal will be approved at their June 23<sup>rd</sup> Board Meeting.

K. McDonald had concerns with the band room in the construction project of the High School. She questioned what the plans are for the future space and hoping that the band is not cut since band has been expanding. W. Dellicker said this topic would be addressed later in the meeting.

*Consent agenda items 1.07-1.10*

**1.07 Approval of Minutes from: May 11, 2016 - Board Meeting**

**1.08 Approval of Minutes from: May 12, 2016 - FMP Meeting**

**1.09 Approval of Minutes from: May 19, 2016 - FMP Meeting**

**1.10 Approval of Minutes from: June 1, 2016 - Workshop Meeting.**

Moved: P. Toll    Seconded: D. Schafer    Vote: 9 Aye, 0 Nay

#### **1.11 Recognition/Presentations**

Dr. Wright thanked J. Steidinger for keeping the Board and the public well informed of the High School happenings and presented her with a Board Recognition Plaque. A. Yadush said she was very thankful of the time that J. Steidinger had given.

### **1.12 Board President's Report**

W. Dellicker reviewed the dates of the May Facilities Master Plan Meetings and the June Workshop Meeting which was followed by an executive session for personnel.

W. Dellicker congratulated the class of 2016. He thanked A. Yadush and her team for their effort put into the Baccalaureate Service and Commencement Ceremony. He stated everything was done professionally with a Northwestern Lehigh personal hometown touch. He said both events brought pride to the District by recognizing the Northwestern Lehigh parents and staff while celebrating the efforts of the graduates.

W. Dellicker explained Dr. Wright's evaluation is due on June 22, 2016 and he has received two board member submissions already.

W. Dellicker announced the attendance of Nolan Hernandez in the audience. He explained that he is with Boy Scout Troop 89 and working on merit badges in communication and citizenship in the community. He stated he is working towards his Eagle Scout rank.

W. Dellicker mentioned there are no Workshop Meetings or Board Meetings scheduled for the month of July.

### **1.13 Superintendent's Report**

Dr. Wright explained how the Keystone Exams indicated that Northwestern Lehigh High School scored second on the School Performance Profile in Lehigh County second only to Whitehall High School. She said Northwestern Lehigh High School ranked 55th out of more than 600 high schools in PA.

Dr. Wright reviewed the technology plan that the District has implemented and how laptops were distributed to all the students in grades 9-12 and chromebooks distributed to students in grades 4-8. She thanked all the employees who willingly helped with the distribution of the laptops to all the high school students.

Dr. Wright spoke of a balanced budget and the fact that for the sixth year in a row there was no increase in property taxes.

Dr. Wright explained she is quite pleased how the Board and the teachers were able to come together to adopt the new teacher contract.

Dr. Wright reviewed the FMP information and the five year plan to help plan and fund needed projects throughout the District.

Dr. Wright explained that Circle of Seasons needed to come into compliance on some conformity issues and that the Board will be voting on the final decision on whether to renew the charter this evening. She stated the District hoped it would all work out in the end for the benefit of the students.

Dr. Wright said she looks forward to working with this Board through the remaining two years of her contract. She stated that her Team is bright and energetic, filled with great ideas to improve learning for students and the work environment for staff.

## **2. Personnel Action**

### **2.01 Approval is requested for personnel item(s) as attached:**

#### **A. RETIREMENTS/RESIGNATIONS:**

1. Recommendation to accept the resignation of Ginger Johri as Health Room Assistant, effective June 9, 2016. Ginger will be added to the substitute Health Room Assistant list, effective June 10, 2016 at a rate of \$15.73/hr.
2. Recommendation to accept the resignation of Lara Young as 3<sup>rd</sup> Grade Teacher at Weisenberg Elementary School, effective August 15, 2016.
3. Recommendation to accept the resignation of Robert Fatzinger as Assistant Baseball Coach, effective March 22, 2016.
4. Recommendation to remove Falon Snyder as a substitute Teacher and substitute Instructional Assistant, effective June 9, 2016 as per her request.
5. Recommendation to remove Bernadette Leibensperger as a food service substitute, effective May 20, 2016, due to no response to communication.
6. Recommendation to remove Sherri Houser as a food service substitute, effective May 20, 2016, due to no response to communication.

#### **B. APPOINTMENTS/NEW EMPLOYEES:**

1. Recommendation to approve Tamara Stubits as Gifted/Special Education Teacher (75%) at Northwestern Elementary School, effective August 22, 2016, at a prorated salary of BS Step 2 (\$44,506). Tamara received her Bachelor's Degree from Misericordia University and was a long-term substitute at Northwestern Elementary School for the 2015-2016 school year.
2. Recommendation to approve Alissa Cawley as Special Education Teacher at the High School, effective August 15, 2016, pending the receipt and

approval of all necessary paperwork at salary of MS +12 Step 3 (\$50,506). Alissa received her Bachelor's Degree from Penn State University and her Masters Degree from Moravian College. She brings experience from Nazareth Area School District as a Special Education Teacher.

3. Recommendation to approve Jenna DeFrancisco as Long-Term Substitute, Math Teacher at the High School for the first semester of the 2016-2017 school year, effective August 15, 2016, pending the receipt and approval of all necessary paperwork at a prorated salary of BS Step 1 \$43,999. Jenna received her Bachelor's Degree from Moravian College in May 2016.
4. Recommendation to approve Andrew Marth as Long-Term Substitute, Physics Teacher at the High School for the first semester of the 2016-2017 school year, effective August 15, 2016, pending receipt and approval of all necessary paperwork, at a prorated salary of BS Step 1 (\$43,999). Andrew received his Bachelor's Degree from Kutztown University. Andrew served as a long-term substitute at Northern Lehigh during the 2015-2016 school year.
5. Recommendation to approve Raquel Esposito as short-term substitute, High School Guidance Counselor, effective date pending the receipt and approval of all necessary paperwork with an end date to be determined at \$135/day.
6. Recommendation to approve Sara Tivner as a temporary, part-time one on one Instructional Assistant, effective August 22, 2016, pending the receipt and approval of all necessary paperwork, at a rate of \$14.62/hr.
7. Recommendation to approve Allicia Greene as part-time Secretary at the Middle School, effective date pending the receipt and approval of all necessary paperwork, at a rate of \$16.26/hr.
8. Recommendation to approve Stacy Eisenhard as part-time Office Assistant at Northwestern Elementary School, effective date pending the receipt and approval of all necessary paperwork, at a rate of \$14.25/hr.
9. Recommendation to add Michele Tapper as a substitute Secretary, effective date pending the receipt and approval of all necessary paperwork, at a rate of \$11.49/hr.

10. Recommendation to add Michele Tapper as a substitute Custodian, effective date pending the receipt and approval of all necessary paperwork, at a rate of \$12.23/hr.
11. Recommendation to add Jennifer Bernhard as a substitute Teacher, effective date pending the receipt and approval of all necessary paperwork, at a starting rate of \$105.00/day.
12. Recommendation to add Justin Solt as a temporary seasonal Bus Cleaning/Seat Repair employee in the Transportation Department, effective July 7, 2016, pending receipt and approval of all necessary paperwork, at a rate of \$12.23/hr.

**C. OTHER ACTIONS:**

1. Approval to re-new the 2016-2017 Extracurricular appointments as outlined in Appendix B-1 and B-2 of the 2015-2019 Collective Bargaining Agreement as per attachment.
2. Approval of Nathan Hunsicker as 100% Long-Term Substitute Math Teacher at the Middle School for the 2016-2017 school year. Nathan is currently a 43% Gifted Teacher at the Middle School.
3. Recommendation to increase the contract for Lori Krum, 41% Music Teacher to 100% Music Teacher, effective for the 2016-2017 school year.
4. Recommendation to change the classification for Tayler Urban from a long-term substitute to a day to day substitute, effective June 10, 2016.
5. Recommendation to change the status for Debra Croshaw from temporary one-on-one part-time Instructional Assistant to substitute Instructional Assistant, effective June 10, 2016, at \$11.49/hr.
6. Recommendation to change the status for Kelly Wehr from temporary one-on-one part-time Instructional Assistant to substitute Instructional Assistant, effective June 10, 2016, at \$11.49/hr.
7. Recommendation to change the status for Brett Schillinger from seasonal employee/co-op student to a substitute Mechanic, effective June 10, 2016, at a rate of \$13.86/hr.
8. Recommendation to change the status for Caroline Ashley Fogal from a temporary -on-one part-time Instructional Assistant to a part-time Instructional Assistant, effective August 22, 2016.

9. Recommendation to add Tracy Garcia as a substitute Custodian, effective May 23, 2016 at \$12.23/hr. This is in addition to her position as a Class C, part-time Bus Driver.
10. Recommendation to approve the following teachers for the elementary Summer Reading Program, beginning July 5, 2016, at a rate of \$31.00/hr., not to exceed 48 hours:
  - Northwestern Elementary- Caitlin Schoemaker and Catherine Creveling
  - Weisenberg Elementary- Erik Carl, Leigh Ann Gruen, Brooke Storms and Peter Yablonski
  - Substitutes for Summer Reading Program- Amy Link and Amanda Rau
11. Recommendation to add the following as seasonal employees, effective July 1, 2016 at a rate of \$8.75/hr.:
  - Sally Reichard
  - Cathleen Bissett Miller
  - Donna Pfrom
  - Kathy Zellner
  - Stephen Mittl
  - Jennifer Smith
12. Recommendation to approve the following as temporary seasonal Bus Cleaning/Seat Repair employees in the Transportation Department, effective July 1, 2016, at \$12.23/hr.:
  - Ericka Reteguiz
  - Karen Frey
  - Susan Brinker
  - Cherie Walton
  - William Fritzinger
  - Tanya Fritzinger
13. Recommendation to approve Kim Borgman as a temporary seasonal Office Assistant in the Transportation Department, effective July 1, 2016, at a rate of \$14.25/hr., not to exceed 25 total hours.

14. Recommendation to approve Karen Frey as a temporary seasonal Office Assistant in the Transportation Department, effective July 1, 2016, at a rate of \$14.25/hr., not to exceed 8 total hours.
15. Recommendation to approve the following as temporary summer van aides, at the current van aide rate of pay:
  - Noreen Kromer
  - Cathleen Bissett Miller
  - Karen Frey
16. Recommendation to approve the following as temporary summer drivers, at their current van driver rate of pay:
  - Tami Haaf
  - Paula Desiderio
  - Amanda Rex
  - Noreen Kromer
  - Cathleen Bissett Miller
  - Karen Frey
17. Recommendation to approve the following as temporary summer Technology Support Partners, effective July 5, 2016:
  - Beverly Handwerk- \$19.70/hr.
  - Erin Johnson- \$17.73/hr.
  - Brandon Poole- \$18.72/hr.
  - Dianne Searcy- \$19.70/hr.
  - Mary Walls- \$19.70/hr.
18. Recommendation to approve a student teaching experience at Northwestern Elementary School for the following from Kutztown University from October 24, 2016 through December 15, 2016:
  - Tina Henderson with Cindy O'Neil, 4<sup>th</sup> Grade
  - Dana Bachman with Marion Miller, 4<sup>th</sup> Grade
  - Nicole Francello with Carol Bettler, 2<sup>nd</sup> Grade
  - Bridget Igo with Melinda Scholl, Kindergarten
19. Recommendation to approve the following extracurricular stipends under the 2015-2016 rates due to the resignation of one Assistant Baseball Coach. Stipends were previously approved for 2015-2016 on February 17, 2016.



<b><u>Extracurricular Position</u></b>	<b><u>Name</u></b>	<b><u>Stipend</u></b>
Assistant Baseball Coach	Cory Chryst	\$1,890.96
Assistant Baseball Coach	Kevin Berkheiser	\$1,593.97
Assistant Baseball Coach	Jordan Smith	\$1,890.96

20. Recommendation to approve the corrected stipend for Tim Churetta of \$3,099.37 for Assistant Cross Country Coach for the 2015-2016 school year.
  21. Recommendation to approve the stipend for Amy Kelly of \$619.88 for Assistant Cross Country Coach for the 2015-2016 school year.
  22. Request for approval of unpaid days for employee #375 for May 26 & 27, 2016.
  23. Request for approval of unpaid days for employee #985 for May 10-13, 2016.
  24. Request for approval of unpaid days for employee #1361 for May 26-June 8, 2016.
  25. Request for approval of unpaid days for employee #1481 for June 21-23, 2016.
  26. Any additional personnel action.
- A. Yadush introduced J. DeFrancisco as a new Long Term Substitute in Math at the High School. J. DeFrancisco said she met L. Matika at a Job Fair at Moravian and is very thankful for that day and for the opportunity. She said she is extremely excited to start at Northwestern Lehigh.
- A. Yadush introduced A. Cawley as a new Special Education Teacher at the High School. A. Cawley said she moved to this District two years ago this June and she is very excited to work and live in the same District. She thanked the Board and Administration for the opportunity to be an integral part of the team.
- M. Pulli introduced T. Stubits as a new Gifted/Special Education Teacher at Northwestern Elementary School. T. Stubits said she was previously a Long

Term Substitute and realized how wonderful the District was. She said she is very grateful for being able to work with such kind and supportive people.

M. Pulli Introduced S. Eisenhard as a new, part-time Office Assistant at Northwestern Elementary School. S. Eisenhard thanked the Board for the opportunity and said she is excited to be a part of the District staff.

A. Stauffenberg introduced A. Greene as a new part-time Secretary at the Middle School. A. Greene thanked the Board and said she is very excited to start at the District and looks forward to the opportunity.

W. Dellicker welcomed all of the new staff aboard.

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

## **2.02 Approval of 2016-2017 Administrative salaries**

Superintendent	TBD
Assistant Superintendent	129,812
Business Administrator	119,136
Director of Human Resources	115,466
Director of Curriculum & Instruction	112,321
High School Principal	119,643
Director Student/Pupil Services	105,060
Director of Operations	109,796
Middle School Principal	104,824
Elementary Principal	111,143
Elementary Principal	88,824
Assistant Middle School Principal	91,793
Assistant High School Principal	91,302
Director of Athletics & Activities	88,348
Food Service Supervisor	57,120

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

## **2.03 Approval of a stipend payment of \$5,000 to Jason Zimmerman, Director of Athletics and Student Activities, for management and coordination of Tiger Concessions for the 2016-2017 school year.**

Moved: D. Schafer Seconded: P. Fisher Vote: 9 Aye, 0 Nay

**2.04 Approval of an unpaid Superintendent Internship experience for William Dovico. Mr. Dovico will be under the direct supervision of Dr. Wright and Mrs. Holman beginning July 1, 2016.**

P. Toll questioned if time spent in the Middle School Office would count towards internship. Dr. Wright said yes. She stated he will be working collaboratively with herself and J. Holman and she is looking forward to his assistance with future projects.

Moved: P. Fisher    Seconded: D. Schafer    Vote: 9 Aye, 0 Nay

**2.05 Approval of agreement with Drexel University for student teaching experiences.**

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

**3. Curriculum/Building Issues**

**3.01 Technology Plan Presentation: Year One in Review**

Technology 1:1 Initiative Presentation was given by J. Holman, W. Dovico and A. Yadush.

J. Holman reviewed the timeline of the technology plan. She explained the recommendation from January 2015 was to move to a sustainable plan with a shorter replacement cycle. She explained the recommendation was for grades 2-5 had Chromebooks with a 4-year rotation; Grade 6-8 had a Chromebook with a 3-year rotation; and grades 9-12 had Macbooks with a 4-year rotation. Staff also had a 4-year rotation.

J. Holman reviewed the technology goals which were continued increase in access to a variety of platforms and machines and plans for more efficient, financially responsible, sustainable planning in technology. She said the ultimate goal was to improve teaching and learning in the classroom.

J. Holman reviewed Bloom's Taxonomy for the 21<sup>st</sup> century which was a graphic showing what is being done to prepare student for the future. She explained the data collection process after year one which included a BrightBytes Survey for students, teachers and parents; Focus groups; observation and documentation; Future ready schools assessment; and conversations with faculty and staff.

J. Holman said the BrightBytes total score increased from the previous year. She explained, according to the survey, Classroom is still classified as Emerging, while Environment is classified as Proficient and Access and Skills are classified as Advanced.

J. Holman explained that at-home access has increased for students and teachers through the initiative. P. Toll questioned if the numbers were

received through the survey. J. Holman said the survey was completed by most students in grades 3-12. She mentioned in-school access to devices had a large improvement. P. Fisher questioned why only 92% of teachers had access to a computer for their own use all the time at school. J. Holman said she did not know why it was not 100%, since all teachers should have access to at least one device.

J. Holman reviewed 21<sup>st</sup> Century Learning, saying that she believes it is more than only 18% of students that are asked to write online at least monthly. She said she is not sure if they are not considering Google as a writing assignment.

J. Holman reviewed the strengths of the District as: Access, Foundational Skills and Beliefs. She stated areas for further analysis were: Teacher Use of Four C's (Communication, Collaboration, Creative Thinking and Creativity), Digital Citizenship and Professional Learning.

W. Dovico reviewed the Middle School's Strengths for May 2015 as: Growth in all reporting categories, Belief that technology enhances daily learning and Multimedia tools. He stated areas for further analysis at the time were: Teacher Use of the Four C's, Teacher vs. Student perception of the use of four C's and knowledge of digital citizenship skills.

W. Dovico reviewed the Middle School strengths for May 2016 as: Growth in all reporting categories, foundational skills and multimedia tools. He mentioned areas for further analysis were: Teacher use of four C's and Teacher vs. Student perception of the use of four C's.

W. Dovico explained seven teachers volunteered to participate in a technology focus group where themes were: Engagement, Sharing, Collaboration, Community, Efficiency, Access, Communication, Personalized, Interactive and Intervention. Similarly, six Middle School students volunteered to participate in a technology focus group where themes were: Variety, Communication, Access, (Challenge of) Responsibility and Choice.

W. Dovico explained that student centered experiences engaged learners and critical logical, reflective, metacognitive and creative thinking activated when students encounter unfamiliar problems, uncertainties, questions or dilemmas. He said students work together in an organized endeavor to complete tasks and by applying knowledge in real-life context and situations, students can capture experiences. He provided examples of these situations through different lessons utilizing technology in some form. He stated areas for need and growth were: Time for professional dialogue and networking around effective teaching and learning strategies, Digital citizenship and

footprint and Classroom management strategies. He explained the next steps to be used to address the areas for growth.

A. Yadush reviewed the High School's Strengths for May 2016 as: Growth in all reporting categories, Belief that technology enhances daily learning and Discussion of technology. She stated areas for further analysis were: Teacher Use of the Four C's & Digital Citizenship, Knowledge of skills and Classroom management.

A. Yadush explained the Teacher focus group had input of technology from all teachers while students had a representative from each grade and a variety of academic courses and levels.

A. Yadush stated that student centered experience engaged learners. This form of teaching shifts the focus of instruction from the teacher to the student using technology. She explained that different clubs and teams utilize the higher order thinking depth of knowledge by creating/evaluating/analyzing, applying, understanding and remembering. She mentioned through collaboration and communication students who may or may not have similar interests, work together in an organized endeavor. She gave examples of different Google and Gmail applications that assist with this. She said through authentic connections teachers provide students with motivational challenges and have access to necessary criteria, planning, timelines, resources and support for student success.

A. Yadush reviewed areas for need and growth such as: Classroom management, utilizing technology to transform student learning and professional development opportunities. She addressed the next steps needed to assist in those areas.

J. Holman explained to the Board that cases were purchased in January and believed it was money well invested. She felt a more robust filter was needed for 2016/2017 and Macs could utilize the Casper program and Google Dashboard for Chromebooks. She mentioned that multimedia skills, classroom management and online collaboration was needed Districtwide, as well as a new work order system as 2,200 work orders have been submitted since September.

J. Holman reviewed the insurance fees and recommendations. She said the insurance fees totaled around \$44,250 and total repairs and warranty claims totaled around \$13,500. She said majority of damages were for screens, liquid spills and a lost or damaged charger. She recommended reducing the insurance fee for the 2016/2017 School Year and transferring the remaining balance to a restricted fund balance account. Dr. Wright stated more

evaluation of data would be discussed at the July 6<sup>th</sup> and 7<sup>th</sup> administration retreat. She explained that she is working with a gentleman on Future Ready and looking to kick off the 2016/2017 school year with better preparation.

D. Schafer questioned the parent's survey and J. Holman explained that she did not know which questions were part of the parent input in the survey, but Brightbytes does have a parent survey.

### **3.02 Approval of the Northwestern Lehigh GSA named LGBTQA Alliance Club with \$350.00 stipend**

Moved: P. Fisher    Seconded: D. Schafer    Vote: 8 Aye, 1 Nay

### **3.03 \* Recommendation for the Board to rescind its adoption of the Resolution notifying the Circle of Seasons Charter School of grounds for nonrenewal and the date on which a public hearing concerning non-renewal will be held on April 20, 2016.**

Moved: P. Fisher    Seconded: C. Rauscher

Roll Call Vote:

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

### **3.04 \* Recommendation for the Board to approve a Resolution granting conditional renewal of the Charter of the Circle of Seasons Charter School.**

Atty. Roddick explained the conditional renewal compliance with previous outstanding issues. D. Schafer questioned if having an official approval on August 17, 2016 would be contradictory since their school year would have already begun. Atty. Roddick explained their renewal will be on a month to month extension.

J. Fatzinger asked if the Board is able to rescind in a year if the conditions are not being met. Atty. Roddick said yes, the Board may go through a revocation preceding.

W. Dellicker explained he is taking the Circle of Seasons' Board of Trustees at their word and will be holding the Administration Team responsible. He urged parents to hold the administration team and the Board of Trustees accountable. He announced that negotiations will be held at the August 17, 2016 Board Meeting.

Moved: P. Fisher    Seconded: P. Toll    Vote: 6 Aye, 3 Nay

*Consent agenda items 3.05-3.06*

**3.05 \* Approval to re-apply for the Title I and Title II A Federal Grant opportunities**

**3.06 \* Approval to reject Title III funding for the 2016/2017 school year**

Moved: P. Fisher    Seconded: T. Hernandez    Vote: 9 Aye, 0 Nay

**3.07 \* Approval of textbooks to accompany new curriculum documents**

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

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

#### **4. Policy**

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

823 Naloxone

***Consent agenda items 4.02-4.03***

**4.02 \* Recommendation to move policies below for Second Reading and Final Approval:**

249 - Bullying/Cyberbullying (no changes, annual review required)

906.1 - Title I Public Complaints (no changes, annual review required)

918 - Title I Parent Involvement (annual review required) - revision suggested by parent, through required parental policy review

916 - Volunteers

103.1 - Nondiscrimination - Qualified Students with Disabilities

209.1 - Food Allergy Management

800 - Records Management

808 - Food Services

827 - Conflict of Interest

626 - Federal Fiscal Compliance

626.1 - Travel Reimbursement-Federal Programs

**4.03 \* Recommendation to rescind the following policies:**

406- Administrative Internships

521- Childrearing Leave

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

## **5. Operations**

### **5.01 \* Approval of Option 1 as recommended at the May 19, 2016 Facility Master Plan Meeting and June 1, 2016 Workshop Meeting for High School Modernization Project with scope to be determined**

W. Dellicker addressed K. McDonald's question earlier by explaining that the High School Modernization Project is at the point to enter the Design Phase. He explained that the Band area should be kept intact other than storage space. He explained that the Board will be taking into consideration any ideas from staff during the design phase. T. Leiser stated that this agenda item is for the design phase of Option 1 which was discussed at the last FMP Meeting and Workshop Meeting.

J. Fatzinger asked when the Board will vote on the funds since this vote is only for design scope. L. Frisbie explained with progression, they will work with PFM for a parameter resolution in order to bid bonds with a favorable market after the Design Phase. She said she believes this should begin late Fall or early Winter.

P. Toll stated the project is estimated at \$14.4M and with looking at the square footage, there is a difference in the common area. He believes that 4,000 or 5,000 sq. ft. are over estimated. He is concerned about the extent of the renovations. W. Dellicker said this is a valid concern with square footage and financing costs; however, these are just estimates surrounding the design and scope which would be best benefitting the layout.

P. Fisher commented on the District's communication plan with the renovation project. He stated this last week the District had some minor discrepancies with their mailing list. He also said there were several emails from community members. He explained that communication is vital. He believes an Ad Hoc committee should be instituted in the future.

Moved: J. Fatzinger    Seconded: T. Hernandez

Roll Call Vote:

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

### **5.02 \* Approval of contract with KCBA for high school modernization project design and bid documentation**



Moved: J. Fatzinger    Seconded: J. Casciano    Vote: 6 Aye, 3 Nay

**5.03 \* Approval to solicit proposals for construction management firms for the high school modernization project**

W. Dellicker and J. Fatzinger volunteered to work on the RFP's.

Moved: J. Fatzinger    Seconded: T. Leiser    Vote: 5 Aye, 4 Nay

**5.04 \* Approval of the 2016-2017 school year lunch prices  
Prices for 2016-17**

Elementary- \$2.65

Middle School-\$2.80

High School-\$3.05

Breakfast- \$1.70

Adult \$3.85- remain the same

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

**6. District Finances**

**6.01 \* Approval of the 2016-2017 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 \$42,005,276 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**

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

*Consent agenda items 6.02-6.05*

**6.02 \* Approval of 2016-2017 Homestead Farmstead Resolution**

**6.03 \* Approval to transfer designated General Fund Budget dollars totaling \$649,356 to Capital Reserve**

2015-16 General Fund budget included a planned transfer to Capital Reserve to fund future capital improvements. Amount includes \$355,000 of refinancing savings, and \$294,356 of an additional transfer. Formal board approval is required to transfer the funds to the Capital Reserve account.

**6.04 \* Approval of resolution to establish Committed Fund Balance categories as of June 30, 2016**

Approval of Committed Fund Balance categories is required under GASB 54 by June 30, 2016. Actual amounts will be determined upon completion of audit.

**6.05 \* Approval to utilize Committed Fund Balance for the 2016-2017 budget.**

Board action is required to use committed fund balance for OPEB Stabilization, PSERS Stabilization, and Emmaus Bond Pool Stabilization which is presented as use of fund balance in the Final Budget.

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

**6.06 \* 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 2016-2017**

Annual approval of district depositories is a requirement in school code.

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

**6.07 \* Approval of 2016-2017 insurance package policies for property, general liability, automobile, machinery, workers' compensation, umbrella, cyber liability, errors and omissions and bond per attachment**

There is no recommended change in carriers for 2016-17.

Moved: J. Casciano    Seconded: P. Fisher    Vote: 8 Aye, 0 Nay

1 Abstention: D. Schafer

**6.08 \* Approval to accept CSIU16 Fuel Bid for 2016-17 as attached**

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

**6.09 \* Approval of 3-year custodial services agreement with Jani King for a total of \$355,035**

Recommendation for approval of custodial services agreement for a period of three years, effective August 2016, with the option to extend for two additional years, as specified in the agreement.

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

*Consent agenda items 6.10-6.11*

**6.10 \* Approval of the Procurement Card Resolution to participate in the PASBO/PNC Bank EasyProcure program for June 15th**

**6.11 \* Approval of Visa Purchasing Card Agreement with PNC Bank for the EasyProcure procurement card program**

L. Frisbie stated PNC reconsidered and approved some changes to the agreement. She said the revised contract was posted to the agenda on Monday.

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

*Consent agenda items 6.12-6.15*

**6.12 \* Approval of Extended School Year Agreement with New Story Schools, Wyomissing, PA for Extended School Year at a cost of \$7,975.**

**6.13 \* Approval of Extended School Year Agreement with Lehigh Valley Center for Independent Living, Allentown, PA for Extended**

**School Year education of one student at a cost of approximately \$9766.**

**6.14 \* Approval of the CLIU 21 Driver Education Agreement for the 2016-2017 School Year at no cost to the district**

Dr. Wright explained there was an increase in student participation from 69 to 83 in one class and from 58 to 67 in the other.

**6.15 \* Approval of the attached contract with Frontline for attendance and substitute calling services**

Moved: P. Fisher    Seconded: T. Hernandez    Vote: 9 Aye, 0 Nay

**6.16 \* Receive the following Reports for April:**

Budget Report

Revenues Report

Treasurer's Report

**Fund 10 General Fund** with a beginning balance of \$22,829,786.02, receipts of \$2,451,829.50, and disbursements of \$2,424,867.90, leaving a balance of \$22,856,747.62.

**Fund 22 Capital Reserve Fund** with a beginning balance of \$2,051,247.85, receipts of \$333.15, disbursements of \$845.10, leaving a balance of \$2,050,735.90.

**Fund 50 Food Service Fund** with a beginning balance of \$700.00, receipts of \$81,055.53, disbursements of \$82,577.65, leaving a balance of - \$822.12.

EIT Report

Activity Fund Report

Comparison of Prior Year to Current Year Budget to Actual Expenditures by Object Report

Moved: P. Fisher    Seconded: C. Rauscher    Vote: 9 Aye, 0 Nay

*Consent agenda items 6.17-6.19*

**6.17 \* Approval for the Business Office to perform a check run on/around June 30, 2016 to close out the 2015-2016 fiscal year's outstanding invoices.**

This is a routine item that allows the Business Office to pay outstanding invoices associated with the 2015-16 fiscal year by June 30th to help close out the year. Any payments made will be included on the August 17, 2016 check registers.

**6.18 \* Approval for the Business Office to perform a check run during the month of July 2016.**

Since there is no board meeting during the month of July, board approval is being requested to pay outstanding invoices that are due prior to the August 17, 2016 board meeting. Any payments made will be included on the August 17, 2016 check registers.

**6.19 Approval of the following bills as listed for payment:**

1. Fund 10 General Fund check #00073941 through 00074129 including electronic payments
2. Fund 22 Capital Reserve check #00000455
3. Fund 50 Food Service Fund check #00006579 through 00006595
4. Fund 51 Tiger Concession check #00001381

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

## **7. Other Reports**

### **7.01 Enrollment Report**

**NORTHWESTERN LEHIGH SCHOOL DISTRICT**  
**ENROLLMENT REPORT**  
2015 - 2016



Month	NWE	WEIS	Total Elem	MS	HS	Digital Acad	Out of District Place-ments	Total	LCTI (included in HS Total)		Charter Gen Ed	Cyber Gen Ed	Charter + Cyber Sp Ed	Charter + Cyber total	Home Schoo	Non Public
									Half	Full						
August	463	425	888	531	753	3	25	2200	115	6	31	30	13	74	41	164
September	472	424	896	527	751	4	25	2203	117	7	32	27	15	74	41	164
October	473	425	898	528	750	4	24	2204	115	6	28	33	15	76	41	164
November	474	422	896	528	751	4	25	2204	115	6	30	28	13	71	41	164
December								0						0		
January	478	425	903	532	751	4	26	2216	114	5	29	28	13	70	41	164
February	480	427	907	531	751	4	24	2217	111	5	29	27	13	69	41	164
March	481	430	911	533	750	5	23	2222	112	6	29	26	12	67	41	164
April	477	433	910	535	750	6	24	2225	112	6	27	26	12	65	41	164
May	475	433	908	533	750	6	27	2224	111	5	25	25	11	61	42	164
June	475	433	908	531	750	6	26	2221	111	5	25	25	10	60	43	164

Historical Enrollment Data & Trends  
1997 -- 2015

Year	Elem	MS	HS	Digital	Out of Dist	Total			Cyber/Charter	Home School	Non Public
September 1997	809	746	742			2297					
June 1998	816	743	741			2300					
September 1998	807	726	761			2294					
June 1999	809	726	759			2294					
September 1999	796	743	750			2289					
June 2000	801	743	740			2284					
September 2000	803	694	760			2257					
June 2001	815	697	738			2250					
September 2001	817	714	763			2294					
June 2002	826	726	759			2311		13			
September 2002	796	767	765			2328					
June 2003	804	780	763			2347		10			
September 2003	826	747	799			2372					
June 2004	831	744	781			2356		17			
September 2004	817	745	773			2335					
June 2005	837	747	755			2339		22			
September 2005	844	724	788			2356		33	50	223	
June 2006	846	729	769			2344		30	65	227	
September 2006	844	739	821			2404		36	58	217	
June 2007	859	747	786			2392		42	61	214	
September 2007	875	731	796			2402		47	60	209	
June 2008	875	736	788			2399		60	61	215	
September 2008	868	724	800			2392		59	50	215	
June 2009	879	719	780			2378		60	53	215	
September 2009	1031	549	791	3		2383		59	43	205	
June 2010	1046	547	776	7		2376		58	43	205	
September 2010	1036	530	784	9		2357		62	35	190	
June 2011	1019	527	761	6		2313		62	34	180	
September 2011	997	557	746	9		2309		58	29	179	
June 2012	994	556	724	13		2287		66	33	179	
September 2012	1013	557	710	5		2285		52	34	169	
June 2013	1015	559	695	7		2276		49	32	177	
September 2013	974	550	742	4		2270		59	36	171	
June 2014	972	552	721	10		2255		57	44	171	
September 2014	970	535	738	3		2246		53	46	161	
June 2015	977	531	723	5		2236		65	44	164	
September 2015*	896	527	751	4	25	2203		74	41	164	
June 2016	908	531	750	6	26	2221		60	43	164	

\*Numbers adjusted to accurately reflect students placed in Out-of District Programs and IU students placed within the District.

## 7.02 Foundation Report

L. Stitzel explained the meeting was two weeks ago. She said the 5K was held over Memorial Weekend where there were over 200 participants and over \$8,000 was raised. She said it was 30% more this year than last. She said the mini-grants were awarded in the amount of \$14,500. She

announced that this coming year's donation should surpass the \$1M mark in total donations.

L. Stitzel announced an upcoming golf tournament on Friday, August 12, 2016. She said registrations could be done online. Dr. Wright said she, L. Stitzel and J. Holman met with the new leadership a few days ago and they seem to be very optimistic with what the future holds.

### **7.03 Committee Reports**

#### *Legislation*

D. Schafer announced that HB 1552 was signed for the PA School Fair Funding Formula. He stated a hybrid pension plan is being discussed which does not assist with short term relief. He said PSERS elected Virginia Lastner, of Devon, Chester County, to the PSERS Board.

D. Schafer announced on June 12 and 13 there was a governance board in Washington, DC. He said it was an interesting session on ESSA implementation.

D. Schafer announced that Dr. Wright was a recent recipient of the Cooperative Leadership Award from The National School Development Council. He presented Dr. Wright with an award from PSBA. He stated it is a Certificate of Appreciation for keeping in constant communication with legislators and strengthening the future of the students at Northwestern Lehigh School District. Dr. Wright thanked D. Schafer and said she is happy to be an advocate for the students.

#### *Intermediate Unit*

D. Schafer said there is a Board Meeting scheduled for Monday.

#### *Lehigh Career & Technical Institute*

None at the time

#### *Lehigh Carbon Community College*

P. Fisher announced articulation agreements were signed with two colleges this month, Central Penn and Cedar Crest. The agreement allows 12 programs at LCCC to transfer into 12 programs at Central Penn. The agreement also allows an associate in arts or science to be admitted as a junior to Cedar Crest College.

P. Fisher explained senior citizens over the age of 60 residing in the LCCC Sponsor School Districts are eligible to register for tuition-free enrollment in a credit course on a space available basis. He said all course fees or

laboratory fees and out-of-pocket expenses shall be paid for by the senior citizen student.

P. Fisher stated Zachary Sisson, from Northwestern Lehigh School District, was recognized at a ceremony on May 19, 2016 with representatives from LCCC and Bucknell University as a Bucknell Scholar. He explained that Zachary will be receiving a full tuition scholarship.

#### *Recreation Commission*

J. Casciano announced Night in the Country will be held on August 20, 2016.

### **8. Old Business**

None at the time.

### **9. New Business**

P. Fisher recommended an Ad Hoc Committee for Community Relations to be discussed at the Board Retreat or August Workshop Meeting. He explained the initial mailing of the High School Renovations flyer did not include Lowhill Township and the staff and administration completed the mailing. He said he just received his flyer in the mail on Monday.

### **10. Communications**

#### **10.01 Courtesy of the Floor**

None at the time.

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

Save the Date notice was given to the Board for a KingSpry event at the Iron Pigs on August 19, 2016.

#### **10.03 Administrative / Building Sharing**

A. Yadush thanked everyone for their graduation attendance and well wishes.

W. Dovico thanked everyone for their attendance at the Awards Ceremony and 8<sup>th</sup> Grade Farewell.

A. Madochick stated the Kindergarten students were utilizing the Cafeteria this past week and they really enjoyed their experience.

Dr. Wright announced Northern Lehigh Chamber of Commerce is interested in having a Board Member or representative to serve on their Board. She said there is one meeting per month.

#### **10.04 Board Member Sharing**

P. Fisher said he attended tempting tastes where J. Holman was the guest speaker. He said she did a wonderful job explaining her trip to Sierra Leone.

J. Fatzinger thanked Dr. Wright and the Administrative Team for their work done during this last year. He thanked the Board for his learning experience so far and that he appreciates and values everyone's opinion.

D. Schafer announced he will be a moderator at the PA Public Education Symposium next week. He said there will be an online event hosting an interview with the PA Auditor General on June 22, 2016. P. Toll asked if anyone will be attending the webinar at the District. J. Partenio said she had not received any confirmations, but the webinar will be up and running in the Boardroom on Wednesday, June 22<sup>nd</sup> at 12:00 PM for anyone who would like to attend.

T. Leiser said it has been a great year. He said the learning exercise and collaboration was good and thoughtful. He enjoyed the commencement ceremony. He thanked the Educational Foundation for their efforts. He said he attended the 5K and it was a great turn out. He said to K. McDonald that the instrumental and band programs are great to support. He is happy to see there is so much participation.

C. Rauscher said this past year had some challenging experiences. She said there are diverse opinions but at the end of the day the Board works together. She congratulated Tyler and Trevor Shriner for their appointment on the Baseball Allstar Team.

J. Casciano stated there is a lot of work put into the Board and appreciated the diversity. He said "see you in August."

T. Hernandez thanked the Administration and the staff for a successful year. He said take time off to reset.

### **10.05 Meeting Announcements**

Facilities Master Plan Meeting on May 12, 2016 at 10:00 AM in the Board Room

Facilities Master Plan Meeting on May 19, 2016 at 6:00 PM in the Board Room

Workshop Meeting on June 1, 2016 at 6:30 PM in the High School Auditorium



Personnel Meeting on June 1, 2016 following the Workshop Meeting in the High School Auditorium

There will be no meetings held in July

Upcoming Workshop Meeting on August 3, 2016 at 6:30 PM in the Board Room

Upcoming Personnel Meeting on August 3, 2016 following the Workshop Meeting in the Administration Conference Room

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

### **11. Adjournment**

Upon motion by P. Fisher, seconded by T. Hernandez, the meeting was adjourned at 9:22 PM.

\* Discussed in Committee Meeting

Respectfully submitted,

Todd Hernandez, Secretary

By J. Partenio, Recording Secretary