

**Northwestern Lehigh School District  
6493 Rte. 309, New Tripoli PA 18066  
SCHOOL BOARD MEETING  
District Board Room  
Wednesday, January 21, 2015, 7:00 PM**



**MINUTES**

**1. Opening Procedures**

**1.01 Call to Order**

The January 21, 2015 meeting of the Northwestern Lehigh School District Board of Directors was called to order at 7:00 PM by President Paul Fisher.

**1.02 Opening Exercises**

Opening exercises and roll call as listed below followed.

**1.03 Roll Call**

PR/AB

|    |                   |    |                 |    |                |
|----|-------------------|----|-----------------|----|----------------|
| PR | Willard Dellicker | AB | Ronald Morrison | PR | Darryl Schafer |
| PR | Paul Fisher       | PR | Joseph Reiter   | PR | LeRoy Sorensen |
| PR | Todd Hernandez    | PR | Greg Sanders    | PR | Phil Toll      |

Also Present:

Carol & Barry Betz, Elsa Kerschner (NW Press), Jason Zimmerman, Arthur Oakes, Lori Seier, Luann Matika, Leslie Frisbie, Jennifer Holman, Mary Anne Wright, Domenic Sbrocchi, Nancy Zellner

**1.04 Approval of Agenda**

Due to the inclement weather, an abbreviated agenda was presented. All other items will be presented in February. The amended agenda was approved as presented.

Moved: J. Reiter

Seconded: D. Schafer

Vote: 8 Aye, 0 Nay

**1.05 President will welcome guests**

**1.06 President will offer courtesy of the floor for public comment**

There were no comments.

**1.07 Approval of Minutes, as attached, for December 3, 2014**

D. Schafer noted a revision to the Minutes. The Minutes were approved as presented.

Moved: P. Toll

Seconded: J. Reiter

Vote: 8 Aye, 0 Nay

**2. Personnel**

**2.01 Approval of personnel items as listed:**

**A. Retirements/Resignations:**

1. Recommendation to remove Brian Lilley as a District Substitute Teacher, effective December 4, 2014, as per his request.
2. Recommendation to remove Peter Marycz as a District Substitute Teacher, effective December 5, 2014, as per his request.
3. Recommendation to remove Taylor Remaly as a District Substitute Teacher, effective December 9, 2014, as per her request.
4. Recommendation to remove Jaclyn Masciana as a District Substitute Teacher, effective December 9, 2014, as per her request.
5. Recommendation to remove Monte Schroeder as a substitute "Guest" Teacher, effective October 21, 2014, as per his request.
6. Recommendation to remove Aubree Oswald as a Substitute Teacher, effective

December 12, 2014, as per her request.

7. Recommendation to remove George Gillespie as a Substitute Teacher, effective December 12, 2014, as per his request.
8. Recommendation to remove Donna Troeller as a District substitute Secretary, effective December 19, 2014, due to no response to communication.
9. Recommendation to remove Hubert Alward as a District substitute Bus Driver, effective December 19, 2014, due to no response to communication.
10. Recommendation to accept the resignation of David Kerschner as Head Girls Track & Field Coach, effective November 24, 2014.
11. Recommendation to accept the resignation of Carissa Snyder as High School Guidance Counselor, effective March 18, 2015.
12. Recommendation to accept the resignation of William McDonald, part-time Driver, effective January 6, 2015.
13. Recommendation to accept the resignation of Rae McAvoy, substitute Custodian, effective January 15, 2015.
14. Recommendation to accept the resignation of Laura Youse, part-time Instructional Assistant, effective February 12, 2015.
15. Recommendation to remove Shannon Suchowicki as a District Substitute Teacher and District substitute Instructional Assistant, effective January 20, 2015, as per her request.
16. Recommendation to accept the resignation of Lori Seier, Food Service Supervisor, effective date to be determined.

**B. Appointments/New Employees**

1. Approval of Janine Partenio as the Administrative Assistant to the Superintendent and Assistant Superintendent, effective date to be determined, at an annual salary of \$48,384 prorated for the 2014-2015 school year.
2. Recommendation to add Erin Budinas as a District Substitute Teacher, effective date pending the receipt and approval of all necessary paperwork, at a rate of \$90/day.
3. Recommendation to add Erin Budinas as a District substitute Instructional Assistant, effective date pending the receipt and approval of all necessary paperwork, at a rate of \$11.49/hr.
4. Recommendation to add Sara Marsh as a Substitute Teacher, effective December 16, 2014, at a starting rate of \$90/day.
5. Recommendation to add Sara Marsh as a substitute Instructional Assistant, effective January 8, 2015, at \$11.49/hr.
6. Recommendation to add Kimberly Klotz as a Substitute Teacher, effective date pending the receipt and approval of all necessary paperwork, at a rate of \$90/day.
7. Recommendation to add Kimberly Klotz as a substitute Instructional Assistant, effective date pending the receipt and approval of all necessary paperwork, at a rate of \$11.49/hr.
8. Recommendation to add Allison Suchy as a Substitute Teacher, effective

December 10, 2014, at a starting rate of \$90/day.

9. Recommendation to add Lisa Stahl as a District Substitute Teacher, effective December 10, 2014, at a starting rate of \$90/day.
10. Recommendation to add Jila Talebi as a District Substitute Teacher, effective date pending the receipt and approval of all necessary paperwork, at a starting rate of \$90/day.
11. Recommendation to add Joseph Baringer as a Class F, substitute Van Driver (non-CDL), effective date pending the receipt and approval of all necessary paperwork, at a rate of \$13.00/hr.
12. Recommendation to add Philip Clemens as a Class F, substitute Van Driver (non-CDL), effective date pending the receipt and approval of all necessary paperwork, at a rate of \$13.00/hr.
13. Recommendation to add Tifani Weber as a substitute Custodian, effective date pending the receipt and approval of all necessary paperwork, at a rate of \$12.23/hr.
14. Request for approval of Randy Belnoski for the student CO-OP work program in the Transportation Department for up to 255 total hours for the 2014-2015 school year, effective date pending the receipt and approval of all necessary paperwork, at a rate of \$13.86/hr.
15. Request for approval of Brett Schillinger for the Student CO-OP Work Program in the Transportation Department for up to 255 total hours for the 2014-2015 school year, effective date pending the receipt and approval of all necessary paperwork, at a rate of \$13.86/hr.

**C. Other Actions**

1. Approval of the attached employment contract for Jennifer L. Holman, for the position of Assistant Superintendent effective January 24, 2015 through June 30, 2019.
2. Recommendation for a student teaching experience at Northwestern Elementary School for the following students from Kutztown University:
  - a. Justina Kawa with Jackie Billy in Learning Support from January 21, 2015-March 13, 2015
  - b. Kate Dolor with Marisa Bartholomew in 3<sup>rd</sup> Grade from January 21, 2015-March 13, 2015
  - c. Justin Tanzos with Shawn Fies in Music from March 16, 2015-May 7, 2015
  - d. Emily Becker with Susan Hanlon in Library from March 16, 2015-May 7, 2015
  - e. Shelby Snyder with Pam Miklus in 5<sup>th</sup> Grade from March 16, 2015-May 7, 2015
3. Recommendation to change the status of Adam Dietrich as a seasonal employee/CO-OP Student to a substitute Mechanic at a rate of \$13.86/hr., effective December 17, 2014.
4. Recommendation to add classification for Thomas Bauer as a Class D, substitute Bus Driver, effective December 22, 2014 at \$17.82/hr.
5. Recommendation to change classification for Cathleen Miller from a Class F, substitute Van Driver to a Class E, part-time Van Driver, effective January 5, 2015 at \$14.00/hr.
6. Recommendation to change the status of Kimberly Meckley from a substitute

Instructional Assistant, to a temporary, one-on-one Instructional Assistant, effective January 19, 2015, at \$13.78/hr.

7. Request to approve unpaid days for Stacey Russo, part-time Instructional Assistant, for December 18 & 19, 2014
8. Request to approve unpaid days for Nanci Fenstermaker, part-time Food Service Worker, for December 9-14, 18, 19, 2014.
9. Request to approve unpaid days for Sally Toth, part-time Instructional Assistant, for December 4, 5, 18 & 19, 2014.
10. Request for unpaid days for Carol Funt, part-time Instructional Assistant, for December 16-23, 2014.
11. Request for unpaid days for Laura Atwater, Language Arts Teacher, for March 4 & 5, 2015.
12. Recommendation to change the following from long-term Substitute Teachers to day-to-day substitute teachers, effective January 22, 2015.
  - a. Theresa Celestine
  - b. Tayler Urban
13. Recommendation to change the status of Charles Groller from Assistant Track & Field Coach to Head Girls Track & Field Coach at the assigned stipend as outlined below for the 2014-2015 school year.
14. Recommendation to approve the following extracurricular positions pending the receipt and approval of all necessary paperwork for the 2014-2015 school year:

| <u>Extracurricular Position</u> | <u>Name</u>      | <u>Stipend</u> |
|---------------------------------|------------------|----------------|
| Head Softball Coach             | Joshua Zimmerman | \$5,221.84     |
| Head Girls Track & Field Coach  | Charles Groller  | \$5,221.84     |
| Assistant Softball Coach        | Heather Hartman  | \$3,655.29     |
| Assistant Softball Coach        | Jennifer Hammack | \$3,655.29     |
| Class of 2018 Advisor           | Patricia Mengel  | \$438.44       |
| Class of 2018 Advisor           | Beth Johnson     | \$438.44       |
| Assistant Baseball Coach        | Robert Fatzinger | Volunteer      |
| Assistant Softball Coach        | Kelly Rissell    | Volunteer      |

L. Matika reviewed items added to the personnel agenda since it was posted last week.  
 P. Fisher thanked Jennifer Holman for her professionalism and leadership to the District.  
 Moved: D. Schafer                      Seconded: J. Reiter                      Vote: 8 Aye, 0 Nay

### **3. Curriculum / Building Issues**

Held until next month

### **4. Policies**

Held until next month

### **5. Operations**

President Fisher noted all items in Section 5 were fully vetted in Operations Committee and requested these items be approved as one motion.

- 5.01 **\* Approval to purchase two 77 passenger buses including option of 3 Door Storage Compartment from M.A. BrightBill Body Works Inc. Lebanon, PA, at a total cost of \$166,924**
- 5.02 **\* Approval of proposal by Herpel's Auto and Truck Lift, Germansville, PA, to install a 12K capacity van lift in the bus garage at a cost of \$6,700**

- 5.03 \* Retroactive approval of proposal by SSM Group, Reading, PA, for High School boiler asbestos abatement oversight and post-abatement air clearance testing services at a cost not to exceed \$2,600**

- 5.04 \* Retroactive approval of proposal by NBC Environmental LLC, Aston, PA, for asbestos abatement in the High School at a cost of \$1,650**

Moved: J. Reiter

Seconded: G. Sanders

Vote: 8 Aye, 0 Nay

## **6. District Finances**

President Fisher noted items 6.01 through 6.07 were reviewed and discussed at the January Finance Committee Meeting and requested these items be approved as one motion excluding item 6.06 which requires a roll call vote.

- 6.01 \* Approval of the following Student Activity Fund Contracts:**

1. Quiet Valley Living Historical Farm, Stroudsburg, PA, for Weisenberg Elementary 4th Grade field trip on May 28, 2015 in the amount of \$474
2. Bieber Transportation Group, Kutztown, PA, for HS Science Team trip to Science Olympiad Competition in Solon, OH, January 30-31, 2015 in the amount of \$3922
3. Bieber Transportation Group, Kutztown PA, for HS Science Team trip to Science Olympiad Competition in New Haven, CT, January 16-17, 2015 in the amount of \$2102. (REVISED with additional day)
4. Lehigh Valley Iron Pigs, Allentown, PA, for Northwestern Elementary on April 24, 2015 in the amount of \$2005

- 6.02 \* Approval of resolution certifying 2015-2016 school year tax increase will be less than or equal to the 2.2 % index calculated by the Pennsylvania Department of Education**

- 6.03 \* Approval of the following recommendations for Deputy Tax Collector for each of the four tax collectors, in accordance with Act 163:**

Heidelberg Township- Carol Betz

Lowhill Township- Phyllis Breininger

Lynn Township- Phyllis Breininger

Weisenberg Township- Tamara Licata

- 6.04 \* Retroactive approval of successful bidder for remaining 50 % of District fuel purchase for 2015-2016**

Bid opening for the fuel bid was held January 7, 2015 at 2:00 PM. The successful bidder was Lehigh Fuels LLC, Whitehall, PA, for 50,000 gallons @ \$2.0900/gal (firm price) for tank wagon and \$1.9000/gal (firm price) for tank transport. The bid for ultra low sulfur diesel fuel was awarded to Lehigh Fuels LLC, Whitehall, PA, for 35,000 gallons @ \$2.03/gal (firm price).

- 6.05 \* Approval to receive the audit report for period ending June 30, 2014**

- 6.06 \* Approval of Lehigh Carbon Community College Resolution for the Purchase of Real Estate**

W. Dellicker reviewed and gave background for the resolution which is to speed up the process of purchasing real estate if a suitable property becomes available in Allentown or a Carbon County site. L. Sorensen commented on the Allentown location. A roll-call vote was taken. Eight were in favor, R. Morrison was absent.

Moved: W. Dellicker

Seconded: J. Reiter

Vote: 8 Aye, 0 Nay

- 6.07 \* Receive the following Reports for November 2014:**

- Budget Report
- Revenues Report
- Treasurer's Report

**Fund 10 General Fund** with a beginning balance of \$33,913,272.42, receipts of \$1,597,788.70, and disbursements of \$2,626,036.87, leaving a balance of \$32,875,024.25.

**Fund 22 Capital Reserve Fund** with a beginning balance of \$1,408,875.75, receipts of \$125.48, disbursements of \$0, leaving a balance of \$1,409,001.23.

**Fund 31 2009 General Obligations Note** with a beginning balance of \$491,285.44, receipts of \$24.51, disbursements of \$0, leaving a balance of \$491,309.95.

**Fund 33 2008 General Obligations Bond** with a beginning balance of \$729,845.48, receipts of \$130.16, disbursements of \$17,780.94, leaving a balance of \$712,194.70.

**Fund 50 Food Service Fund** with a beginning balance of \$468.10, receipts of \$80,167.60, disbursements of \$81,393.19, leaving a balance of \$-757.49.

- 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.

**6.08 Approval of the following Bills as listed for payment:**

Fund 10 General Fund check # 0070204 through 0070692 plus electronic payments totaling \$2,332,538.59

Fund 22 Capital Reserve Fund—none

Fund 31 Construction & Renovation Fund 2009 Note—none

Fund 33 2008A General Obligations Bond (GOB)—none

Fund 50 Food Service Fund check #006310 through 006319 totaling \$27,636.88

Procurement card purchases totaling \$3,994.74

P. Toll asked if the bills that were pre-approved for payment with a separate check run at the end of December were listed separately. L. Frisbie noted they are included in the list of bills to be paid.

A motion was made to approve items 6.01, 6.02, 6.03, 6.04, 6.05, 6.07, and 6.08

Moved: P. Toll

Seconded: W. Dellicker

Vote: 8 Aye, 0 Nay

**7. Other Reports**

**7.01 Committee Reports**—reports were held until the February meeting.

Legislation

Intermediate Unit

Lehigh Career & Technical Institute

Lehigh Carbon Community College

Recreation Commission

**8. Old Business**

None

**9. New Business**

None

**10. Communications**

**10.01 President will offer courtesy of the floor for public comment**

**10.02 Communications / Notes for the Board from Greg Sanders, Secretary**

G. Sanders commented on a letter from CLIU #21 stating their Board of Directors took action to elect IU Board members by mail ballot. Ballots will be mailed to Board members in late March or early April.

**10.03 Administrative / Building Sharing**—held until February meeting.

**10.04 Board Member Sharing**

W. Dellicker noted the LCCC and LCTI budgets will be presented at the February Finance Committee Meeting. Board members agreed that the Board member representatives from the three entities will do the presentation and no one from those organizations will need to attend the meeting.

**10.05 Committee Meetings**

Committee Meetings held this month:

Policy, 1/5/15 @ 6PM, Board Rm.  
Operations, 1/5/15 @ 7 PM, Board Rm.  
Personnel, 1/7/15 @ 6 PM, Conf. Rm.  
Finance, 1/7/15 @ 7:30 PM, Board Rm.  
Board Development, 1/14/15 @ 6 PM, Board Rm.

Executive Session for collective bargaining was held 1/8/15 @ 5 PM

Upcoming Committee Meetings:

Energy Savings Performance Contract Proposal, 1/27/15 @ 5:30 PM, Board Rm.  
Policy, 2/2/15 @ 6 PM, Board Rm.  
Operations, 2/2/15 @ 7 PM, Board Rm.  
Personnel, 2/4/15 @ 6 PM, Conf. Rm.  
Finance, 2/4/15 @ 7:30 PM, Board Rm.

**11. Adjournment**

Upon motion by J. Reiter, seconded by W. Dellicker, the meeting was adjourned at 7:30 PM.

\* Discussed in Committee Meeting

Respectfully submitted,

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Greg Sanders, Secretary  
By N. Zellner, Recording Secretary