

**Northwestern Lehigh School District
6493 Rte. 309, New Tripoli PA 18066
SCHOOL BOARD MEETING
District Board Room
Wednesday, July 16, 2014, 7:00 PM**



MINUTES

1. Opening Procedures

1.01 Call to Order

The July 16, 2014 meeting of the Northwestern Lehigh School District Board of Directors was called to order at 7:03 PM by President Darryl Schafer.

1.02 Opening Exercises

Opening exercises and roll call as listed below followed.

1.03 Roll Call

PR/AB

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

Also Present:

Barry Betz, Lara Young, Steve Vlossak, Tara Reigle, Brooke and Tyler Storms, Cathy Creveling, Karen Maiolo, Dennis Dengler, Bill Gambler, Derek Dengler, Noah Vincent, Stacy and Jonny Gambler, Darren Dengler, Angelo Pilat, David Vincent, Elsa Kerschner (press), Lou Gombocz, Jr. (Channel 69 News), Don Allen, Amy Wahl, Maria Pulli, Arthur Oakes, LeAnn Stitzel, Luann Matika, Leslie Frisbie, Jennifer Holman, Mary Anne Wright, Domenic Sbrocchi, Esq., Nancy Zellner

1.04 Approval of Agenda

The agenda was approved as presented.

Moved: P. Fisher

Seconded: J. Reiter

Vote: 9 Aye, 0 Nay

1.05 President welcomed guests

1.06 President will offer courtesy of the floor for public comment

Karen Maiolo, Heidelberg Township, addressed the Board regarding a personnel issue on the agenda. After President Schafer referred her question to Solicitor Sbrocchi, she request a hearing with the Board. No action will be taken on that agenda item, and the District will contact her to arrange a hearing.

1.07 Approval of Minutes, as attached, for June 18, 2014

The Minutes were approved as presented.

Moved: W. Dellicker

Seconded: P. Fisher

Vote: 9 Aye, 0 Nay

1.08 Recognitions / Presentations—none

President Schafer acknowledged five members of Boy Scout Troop 261 from Ziegels Church and their leader, Dennis Dengler, who are in attendance as a requirement for the Citizenship in the Community merit badge.

1.09 Board President's Report—no report

1.10 Superintendent's Report

Dr. Wright gave an update on the participation in the CLIU Driver Education Program. She noted 65 NWLSD students participated in the online instruction and 63 took behind the wheel driving. Kelly Rissel will be filling the Technology Integration Specialist.

Dr. Wright reported on the State Budget passage. Middle School principal interviews will be scheduled for the end of July/first week in August. NWLSD had two winners at the National SkillsUSA competition (Robert Metzger and Austin Fenstermaker).

2. Personnel

2.01 Approval of personnel items as listed:

A. Retirements/Resignations:

1. Recommendation to accept the resignation of Laurie Hoppes, Middle School Principal, effective July 16, 2014.
2. Recommendation to remove Corinne Ramunni as a district substitute teacher, effective June 25, 2014, as per her request.
3. Recommendation to remove Stephanie Capellupo as a district substitute teacher effective July 15, 2014.
4. Recommendation to remove Briel Rhoades as a district substitute teacher, effective July 15, 2014.
5. Recommendation to remove Lisa Remaly as a seasonal employee, effective June 30, 2014, as per her request.

B. Appointments/New Employees

1. Recommendation to approve the appointment of Brooke Storms as a First Grade Teacher at Weisenberg Elementary School, effective August 18, 2014, at a salary of BS Step 2 (\$42,570). Brooke received a Bachelor of Science Degree from Lebanon Valley College. Brooke was a long-term substitute at Northwestern Lehigh School District during the 2012-2013 and 2013-2014 school years.
2. Recommendation to approve the appointment of Catherine Creveling as a First Grade Teacher at Northwestern Elementary School, effective August 11, 2014, at a salary of BS Step 1 (\$42,063). Catherine received her Bachelor of Science Degree from Juniata College. Catherine was an elementary long-term substitute for Salisbury School District during the 2013-2014 school year.
3. Recommendation to approve the appointment of Lara Young as long-term substitute, Kindergarten/Gifted Teacher at Weisenberg Elementary for the 2014-2015 school year, effective August 11, 2014.
4. Recommendation to approve the appointment of Tara Reigle as long-term substitute, First Grade at Weisenberg Elementary for the 2014-2015 school year, effective August 11, 2014.
5. Recommendation to add David Worman as a Class F, substitute Van Driver, effective July 8, 2014, at a rate of \$13.00/hr.
6. Recommendation to add Christopher Moses as a Class F, substitute Van Driver, effective July 8, 2014, at a rate of \$13.00/hr.
7. Recommendation to add Thomas Bauer as a Class F, substitute Van Driver, effective date pending the receipt and approval of all necessary paperwork, at a rate of \$13.00/hr.
8. Recommendation to add Susan Brinker as a Class F, substitute Van Driver, effective July 15, 2014, at a rate of \$13.00/hr.
9. Recommendation to add Keith Kromer as a Class F, substitute Van Driver, effective date pending the receipt and approval of all necessary paperwork, at a rate of \$13.00/hr.
10. Recommendation to add Edwin Billiard as a Class F, substitute Van Driver, effective July 15, 2014, at a rate of \$13.00/hr.

11. Recommendation to add the following as seasonal employees at a rate of \$8.75/hr.:
 - Christopher Moses
 - Donna Pfrom
 - Susanne Ruhe

C. Other Actions

1. Recommendation to approve Amanda Rex as a temporary summer bus cleaning employee, effective July 1, 2014, at \$12.23/hr.
2. Recommendation to approve the following as temporary summer drivers, effective June 23, 2014 at the current van/bus driver rate of pay:
 - William Fritzinger
 - Angelika Haviland
 - Tracy Humes
 - Ericka Reteguiz
3. Recommendation to approve Kim Borgman as a temporary seasonal Office Assistant in the Transportation Department, effective July 1, 2014, at a rate of \$13.43/hr., not to exceed 25 total hours.
4. Recommendation to approve Tracy Garcia as a temporary seasonal Office Assistant in the Transportation Department, effective July 1, 2014, at a rate of \$13.43/hr., not to exceed 8 total hours.
5. Recommendation to change the status of the following from substitute Instructional Assistants to temporary part-time one-on-one Instructional Assistants at Weisenberg Elementary School, effective August 18, 2014:
 - Donna Dengler
 - Bonnie Lee Sechler
6. Recommendation to add classification for Pamela Taylor as a Class D, substitute Bus Driver, effective June 25, 2014. The Class D rate of pay is \$17.56/hr. This is in addition to her Class E, part-time Van Driver status.
7. Recommendation to approve the following as temporary summer Technology Support Partners, effective July 1, 2014:
 - Beverly Handwerk- \$16.89/hr.
 - Dianne Searcy- \$17.78/hr.
 - Thomas Smith- \$16.89/hr.
 - Mary Walls- \$17.78/hr.
8. Recommendation of Lori Wertman to the position of Tiger Concessions Supervisor for the 2014-2015 school year, at an hourly rate of \$14.00/hr.
9. Recommendation to add the following as Tiger Concessions Staff for the 2014-2015 school year, at an hourly rate of \$8.50/hr.:
 - Christine Heintzelman
 - Brenda Horn
 - Amy Hunsicker
 - Susanne Ruhe
 - Gloria Sukal

~~10. Approval to terminate the employment of employee #1830, effective June 10, 2014.~~

11. Recommendation to approve the following extracurricular positions pending the receipt and approval of all necessary paperwork for the 2014-2015 school year:

Extracurricular Position	Name	Stipend
Student Council Advisor	Merrie Hrinkovich	\$2,397.68
WEIS Band Director (gr. 4-5)	Lisa Stahl	\$1,006.69
WEIS Chorus Director (gr. 4-5)	Lisa Stahl	\$741.44
WEIS Social Studies Contact Person	Ann Towne	\$983.77
Assistant Football Coach	Troy Walker	\$4589.24
Assistant Football Coach	Trevor German	Volunteer
Assistant Football Coach	Ryan Betz	Volunteer
Assistant Cross Country Coach	Kelly Coates	Volunteer

12. Recommendation to add classification for Karen Frey as a Class D, substitute Bus Driver, effective May 30, 2014. The Class D rate of pay is \$17.82/hr. This is in addition to her Class E, part-time Van Driver status.
13. Recommendation to add classification for Constance Harding as a Class D, substitute Bus Driver, effective July 9, 2014. The Class D rate of pay is \$17.82/hr. This is in addition to her Class E, part-time Van Driver status.
14. Recommendation to change the status of Lauren Yeakel from a prt-time, temporary one-on-one Instructional Assistant to a District substitute Instructional Assistant, effective June 18, 2014.
15. Recommendation to approve a student teaching experience for the following from Kutztown University:
- William DeBuono with Regina Wood-August 26, 2014-October 17, 2014
 - Eric Foffelius with Christina Fogel–October 20, 2014-December 11, 2014

Maria Pulli introduced four new staff members. Catherine Creveling and Brooke Storms will be elementary teachers. Lara Young and Tara Reigle will be long-term substitute teachers at Weisenberg Elementary.

A motion was made by W. Dellicker, with regret for the resignation of Laurie Hoppes, to approve all items except C10.

Moved: W. Dellicker

Seconded: J. Reiter

Vote: 9 Aye, 0 Nay

3. Curriculum / Building Issues

3.01 First Reading of New Curriculum Documents:

Grade 6 - Academic Literacy
 Grade 11 - Academic English III
 Grade 11 - Advanced Placement English III
 Grade 12 - Academic English IV
 Grade 12 - Advanced Placement English IV
 College Composition

Curriculum documents are posted on the District website for public review and comment. W. Dellicker and D. Schafer commented on the curriculum review process and cycle for next year. L. Stitzel noted Curriculum Council is not scheduled to meet next year.

3.02 Approval of textbooks to accompany new curriculum documents:

Text/Materials Title	Subject/ Grade	Publisher
Big Ideas Math: Accelerated Edition	Middle School: Grade 7 Accelerated Math	Big Ideas Learning

Texts were available for review for 30 days in the District Board Room.

Moved: W. Dellicker

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

3.03 Approval of the following Curriculum documents:

Grade 10 - Honors English

Grade 12 - English Communications IV

Moved: W. Dellicker

Seconded: J. Reiter

Vote: 9 Aye, 0 Nay

4. Policies

4.01 * Second reading and final Approval of the following policies:

006 Meeting

907 School Visitors

908 Relations with Parents/Guardians

909 Municipal Government Relations

910 Community Engagement

R. Morrison reported the time limit for public comments was changed to five (5) minutes in Policy 006.

Moved: R. Morrison

Seconded: P. Toll

Vote: 9 Aye, 0 Nay

5. Operations

5.01 * Approval of agreements with J.C. Ehrlich, Allentown, PA, for Integrated Pest Management services in each of our four school buildings and the HS Foods classroom area on a month-to-month basis beginning July 2014.

Moved: W. Dellicker

Seconded: P. Fisher

Vote: 9 Aye, 0 Nay

6. District Finances

6.01 Approval of agreement with Carbon Lehigh Intermediate Unit #21 to serve as conduit for Overdrive School Download Library in the amount of \$2,000 for the 2014-2015 school year

The agreement provides access to electronic books through the library.

Moved: W. Dellicker

Seconded: P. Fisher

Vote: 9 Aye, 0 Nay

6.02 Approval of revised agreement with CLIU #21 for Title I Services for the 2013-2014 school year in the amount of \$3,799.68

The original amount funded by the Federal grant was revised. The agreement allows the IU to take responsibility of distribution and monitoring of the funds designated for non-public schools to be used for Title I services.

Moved: P. Fisher

Seconded: G. Sanders

Vote: 9 Aye, 0 Nay

6.03 Approval to accept Law Enforcement Liability insurance coverage with Indian Harbor Insurance Company for an annual premium not to exceed \$2,650 effective July 17, 2014

R. Morrison, P. Toll, and L. Sorensen commented on the insurance coverage.

Constables are no longer covered in the general liability policy.

Moved: P. Toll

Seconded: W. Dellicker

Vote: 9 Aye, 0 Nay

6.04 Approval of the 2014-2015 Gate and Season Ticket Prices

There is no change to gate ticket prices from last year. Prices for winter season passes will change to combine all winter events for one ticket price. L. Sorensen commented on employee free passes to sports events and suggested the Board consider looking at this in the future to determine if it is something the Board wants to continue doing. Discussion followed. A suggestion was made to take the issue to the Extracurricular Committee for further discussion. P. Fisher recommended it go to the Finance Committee for discussion as that is a committee of the whole.

EVENTS REPRESENTING A CHARGE

EVENT	ADULT PRICE	STUDENT / SR. CITIZEN PRICE	# OF HOME EVENTS
Varsity Football	\$5.00	\$3.00	5
MS / JV Football (Doubleheader)	\$3.00	\$2.00	5
JV / V Night Soccer (Doubleheader)	\$5.00	\$3.00	4
JV / V Girls Volleyball	\$5.00	\$3.00	7
JV / V Basketball (6:00 PM / 7:30 PM)	\$5.00	\$3.00	20
Jr. High / V Wrestling	\$5.00	\$3.00	7
H.S. Fall Drama (General Admission)	\$8.00	\$5.00	1
H.S. Spring Musical (Reserved Seating)	\$9.00	\$6.00	1
Middle School Theater	\$5.00	\$3.00	1

***Senior Citizen passes may be obtained by District residents from the Superintendent's Office with proof of age (65 and older) as per District policy.*

***Approval of this fee structure also authorizes the Director of Athletics & Student Activities to amend the gate prices due to uncontrollable circumstances including, but not limited to, single games only vs. doubleheaders, abridged contests due to forfeits/inclement weather, etc.*

The following recommendations were made for season ticket prices for various sporting events beginning Fall 2014:

SEASON (TOTAL HOME EVENTS)	ADULT PRICE	SAVINGS	STUDENT / SR. CITIZEN PRICE	SAVINGS
Fall Season Pass (21) **	\$30.00	\$75.00	\$20.00	\$43.00
Winter Season Pass (24)	\$40.00	\$70.00	\$30.00	\$42.00

***Fall Season Pass will include admission to Jr. High/JV (5), & Varsity (5) Football, JV/Varsity Soccer (4), and JV/Varsity Girls Volleyball (7) games held at Northwestern Lehigh.*

***Winter Season Pass will include admission to all JV/Varsity Boys Basketball (10), JV/Varsity Girls Basketball (10), and all Jr. High/Varsity Wrestling (4) games/meets held at Northwestern Lehigh. Season Passes are **not transferable**.*

Moved: W. Dellicker

Seconded: R. Morrison

Vote: 9 Aye, 0 Nay

- 6.05 Approval of Lifetouch Middle School Yearbook Production Agreement**
A question was raised regarding added options on the contract. Ms. Wahl will check and get back to the Board.
Moved: W. Dellicker Seconded: P. Fisher Vote: 9 Aye, 0 Nay
- 6.06 Approval of Agreement with Behavior Health Associates, Lehigh, PA, for implementation of general education and special education programs as requested by NWLSD for the 2014-2015 school year**
Moved: W. Dellicker Seconded: J. Reiter Vote: 9 Aye, 0 Nay
- 6.07 Approval to accept Market Velocity Quote for trade-in of server as attached**
The drives will be removed before returning the server housing.
Moved: W. Dellicker Seconded: P. Toll Vote: 9 Aye, 0 Nay
- 6.08 Approval of Agreement with National Network of Digital Schools, Rochester, PA for creation and delivery of digital curriculum for the 2014-2015 school year as per the attached agreement**
Moved: W. Dellicker Seconded: J. Reiter Vote: 9 Aye, 0 Nay
- 6.09 Informational update on copier lease renewal**
The current lease with Edwards Business Systems expires in August. L. Frisbie contacted four different companies for quotes. Pricing is available on State contract. She recommends continuing with Edwards with a savings of approximately \$15,000 per year on a five-year lease. Board members discussed purchasing machines vs. leasing. P. Toll raised questions on what items need Board action and recommended requiring Board discussion on items such as this. He expressed concern regarding a five-year lease. Pres. Schafer asked if the Board had interest in moving this type of time to the Finance Committee for review. Most agreed to move the topic of approval to Committee for review. Committee agreed to proceed with the copier lease as recommended.
- 6.10 Informational Update on GASB 45 Actuarial Valuation**
The GASB 45 relates to OPEB. The actuary is at the end of a two-year cycle. L. Frisbie solicited pricing from Conrad Siegel and Willis and recommends continuing with Siegel. Board members suggested this item be discussed by the Finance Committee and submit for Board approval.
- 6.11 Approval to appoint PLGIT and PA School District Liquid Asset Fund as District depositories for 2014-2015**
Services are required for debt payment.
Moved: W. Dellicker Seconded: P. Fisher Vote: 9 Aye, 0 Nay
- 6.12 Receive the following Reports for January 2013:**
- Budget Report
 - Revenues Report
 - Treasurer's Report
- Fund 10 General Fund** with a beginning balance of \$23,439,677.36, receipts of \$2,137,805.96, and disbursements of \$3,008,259.15, leaving a balance of \$22,569,224.17.
- Fund 22 Capital Reserve Fund** with a beginning balance of \$1,084,146.43, receipts of \$24.21, disbursements of \$0, leaving a balance of \$1,084,170.64.
- Fund 31 2009 General Obligations Note** with a beginning balance of \$480,143.87, receipts of \$23.06, disbursements of \$0, leaving a balance of \$480,166.93.
- Fund 33 2008 General Obligations Bond** with a beginning balance of \$752,632.87, receipts of \$148.76, disbursements of \$790.62, leaving a balance of \$751,991.01.
- Fund 50 Food Service Fund** with a beginning balance of \$150,494.49, receipts of \$52,320.69, disbursements of \$40,054.38, leaving a balance of \$162,760.80.
- 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.

Moved: W. Dellicker

Seconded: P. Fisher

Vote: 9 Aye, 0 Nay

6.13 Approval of the following Bills as listed for payment:

Fund 10 General Fund check # 0068969 - 0069081 and 06989 - 0069089 and electronic payments totaling \$814,224.22 for 2013-2014

Check # 0069082 – 0069085 and 0069090 – 0069170 and electronic payments totaling \$429,949.12

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 #006247 - 006250 totaling \$3,020.51

Procurement card purchases—none

J. Reiter commented on the PSBA payment and suggested a representative be contacted to explain the benefit of membership. The Bills were approved for payment as presented.

Moved: W. Dellicker

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

7. Other Reports

7.01 Enrollment Report

Dr. Wright noted information was requested regarding Cyber/Charter enrollment through RTK. She shared the information that was given to the media with Board members. Enrollment in Cyber/Charter Schools has ranged from 4 students to 65 students from 2001-02 through 2011-12. In 2012-13 enrollment dropped to 50. In 2013-14 the average enrollment was 58 students. W. Dellicker commented on the % of special education students and asked how that compared to District schools noting the number doubled in the past year. Discussion followed.

7.02 Committee Reports

Legislation—no report

Intermediate Unit—A contract was approved with the Education Association.

Negotiations are on-going with support employees.

Lehigh Career & Technical Institute—J. Reiter attended the last meeting.

Lehigh Carbon Community College—The Board of Trustees met last week and introduced the new Trustee (W. Dellicker). A new policy was approved regarding acceptable electronic communication (marquee).

Recreation Commission—no report

8. Old Business

None

9. New Business

None

10. Communications

10.01 President will offer courtesy of the floor for public comment

There were no comments

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

G. Sanders read a thank you letter from Susan Pensyl (retiree).

10.03 Administrative / Building Sharing

A. Oakes noted RFPs were received. Interviews will be scheduled for July 28 and 29.

W. Dellicker asked for a list of who responded to the RFP.

10.04 Board Member Sharing

T. Hernandez wished the Scouts good luck on their merit badge. L. Sorensen thanked the parents for attending the meeting. R. Morrison noted how many Board members were former scouts.

10.05 Committee Meetings

Executive Session for personnel issues was held prior to tonight's meeting.

Committee Meetings held this month:

Policy, 7/7/14 @ 6 PM, Board Rm.--CANCELLED

Operations, 7/7/14 @ 7 PM, Board Rm.--CANCELLED

Finance, 7/2/14 @ 6 PM, Board Rm.--CANCELLED

Personnel, 7/2/14 @ 7 PM, Conf. Rm.--CANCELLED

Upcoming Committee Meetings:

Policy, 8/4/14 @ 6PM

Operations, 8/4/14 @ 7 PM

Finance, 8/6/14 @ 6 PM, Board Rm.

Personnel, 8/6/14 @ 7 PM, Conf. Rm.

11. Adjournment

The meeting was adjourned at 9:11 PM. An Executive Session for personnel issues followed.

* Discussed in Committee Meeting

Respectfully submitted,

Greg Sanders, Secretary

By N. Zellner, Recording Secretary