

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



MINUTES

1. Opening Procedures

1.01 Call to Order

The April 16, 2014 meeting of the Northwestern Lehigh School District Board of Directors was called to order at 7:00 PM by President Darryl Schafer. President Schafer read a statement regarding the passing of spouses of two District teachers and asked everyone to remember them during the moment of silence.

1.02 Opening Exercises

Opening exercises and roll call as listed below followed.

1.03 Roll Call

PR/AB

** arrived later

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

Also Present:

Barry & Carol Betz, Trish Holmes, Beth Stark, Jennifer Von Holt, Barbara Kistler, Gloria Zimmerman, Nancy Holbrook, Phillip Castrine, David Brennan, Lori Lenhart, Steve Fox and Middle School students, Elsa Kerschner (press), Aileen Yadush, Laurie Hoppes, Amy Wahl, Jill Berlet, Maria Pulli, Arthur Oakes, Jason Zimmerman, LeAnn Stitzel, Lori Seier, Matt Daubenspeck, Christine Stafford, Jennifer Holman, Mary Anne Wright, Domenic Sbrocchi, Esq. Nancy Zellner

1.04 Approval of Agenda

The agenda was approved as presented.

Moved: L. Sorensen

Seconded: W. Dellicker

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 March 19, 2014

The Minutes were approved as presented.

Moved: W. Dellicker

Seconded: P. Fisher Vote: 8 Aye, 0 Nay

1.08 Student Recognition / Presentations

- High School Student Report—no report
- Middle School Manufacturing Project
Middle School Teacher Steve Fox explained the project through Dream it. Do it. PA and the Lehigh Valley Skill Up partnership with Lehigh Valley businesses to expose students to manufacturing jobs in our area. Each school was partnered with a company to make a video about "What's Cool About Manufacturing." Students from the Middle School were partnered with Solar Technology in Allentown where they toured the facilities, interviewed workers, and learned how things were made. The students spent about two and a half months to produce their video. They placed 3rd of 18 teams.
- Rotary - Snack Pack Program
Lori Seier introduced program representatives Nancy Holbrook from the Lowhill Church Food pantry, Gloria Zimmerman from Rotary, Barbara Kistler from Rotary and Jenny VonHolt from the High School Interact Club. Barbara Kistler showed an

example of the snack packs that are distributed twice each month to over 50 students/families to fill the gap from Friday night until Monday when the student returns to school. The packages contain foods that are nutritious, easy to prepare, and have a long shelf life. She spoke about the great partnership with District Guidance Counselors, Administrators, and building Principals. Funding and inspiration were attained through the Rotary Club and Food Pantry. Students from Interact Club volunteer to pack the bags. New Tripoli Bank has also financially supported the program.

Nancy Holbrook noted the groups hope to expand the program to weekly distributions if possible. She also noted the incredible generosity of the Northwestern community. P. Fisher thanked the group on behalf of the Board for the important job they are doing.

1.09 Board President's Report

D. Schafer noted the Dedication and Grand Opening of the Ocean Spray Distribution Center is scheduled for May 1. He also shared that Mr. Shawn Fies and the NWE chorus were invited to sing the National Anthem at the Holiday Inn at the end of the month. Mr. Fies was recognized by the NAMM (National Association of Music Merchants) Foundation. Northwestern Elementary School received the Foundation's Support Music Merit Award. NWE was one of only 96 schools in the nation to receive the honor.

Todd Hernandez entered the meeting at 7:30 PM.

1.10 Superintendent's Report

Dr. Wright reported on a donation of books and crayons to the District made possible by First Books and LCTI. Dr. Wright attended the Donley Awards ceremony. Amy Lebrecht was Northwestern Lehigh High School's recipient. Several Board members, Dr. Wright, and Jennifer Holman will be touring the Circle of Seasons Charter School. Dr. Wright is participating in a committee for Workforce Lehigh Valley to discuss needs in the areas of science, technology and math (STEM).

2. Personnel

2.01 Approval of personnel items as listed:

A. Retirements / Resignations:

1. Recommendation to remove Amy Spanitz as a District substitute teacher, effective March 21, 2014, as per her request.
2. Recommendation to remove Jean Machamer as a District substitute teacher, effective March 25, 2014, as per her request.
3. Recommendation to remove Paul Grover as a District substitute teacher, effective April 2, 2014.
4. Recommendation to remove Catherine Banas as a District substitute teacher, effective April 3, 2014, as per her request.
5. Recommendation to remove Anderson Howat as a District substitute teacher and substitute instructional assistant, effective April 3, 2014, as per his request.
6. Recommendation to remove the following substitutes, effective April 2, 2014, due to no communication:
 - Emily Curran
 - Ashley Krutsick
 - Ann Pergosky
 - Robin Skidmore
 - Ronald Storch II
 - Rosanna Wieder
7. Recommendation to remove Joyce Eckhart from the District substitute health room assistant list, effective May 1, 2014, as per her request.

8. Recommendation to remove Ann Marie Martin from the District substitute health room assistant list, effective April 3, 2014, as per her request.

B. Appointments/New Employees

1. Recommendation to approve Kelly Buskirk as Accounts Payable Clerk, effective date pending the receipt and approval of all necessary paperwork, at a prorated salary of \$32,902 for the 2013-2014 school year.
2. Recommendation to add Emily Fenstermaker as a District food service substitute, effective date pending the receipt and approval of all necessary paperwork, at a rate of \$9.70/hr.
3. Recommendation to add Wendy Arner as a District health room assistant substitute at \$15.50/hr, and a District School Nurse substitute at \$90/day, effective March 27, 2014.
4. Recommendation to add the following as substitute custodians, effective date pending the receipt and approval of all necessary paperwork, at a rate of \$12.05/hr.:
 - Martina Balosova
 - Rosemarie Fritchman
5. Recommendation to add the following to the substitute teacher list, effective date pending the receipt and approval of all necessary paperwork at \$90/day:
 - Craig Ellis
 - Jill Holland
 - Andrew Watkins
6. Recommendation to add Amy Remaley to the District substitute secretary list, effective date pending the receipt of all necessary paperwork at a rate of \$11.32/hr.
7. 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 \$11.32/hr:
 - Amy Remaley
 - Andrew Watkins

C. Other Actions

1. Request for approval for a student teaching experience at Northwestern Elementary School for Julie Rubel from Bloomsburg University from August 27, 2014 through October 17, 2014 with Carol Bettler in 2nd Grade.
2. Approval of request for sabbatical leave for professional development for Amanda Willson, Kindergarten/Gifted Teacher at Weisenberg, for the 2014-2015 school year.
3. Approval of request for sabbatical leave for professional development for Michelle Kosalko, 1st Grade Teacher at Weisenberg, for the second semester of the 2014-2015 school year.
4. Recommendation to add classification for Kelly Coffield as a Class D, substitute Bus Driver, effective April 8, 2014, at a rate of \$17.56/hr.
5. Request for approval of unpaid days for Debra Croshaw, part-time Instructional Assistant, for April 22 & 23, 2014.
6. Request for approval of unpaid days for Nanci Fenstermaker, part-time Food Service Worker, for May 19-23, 2014.
7. Request for approval of unpaid days for Carol Funt, part-time Instructional Assistant, for April 3-10, 2014.

8. Request for approval of unpaid days for Carrie Gumina, part-time Instructional Assistant for April 2, 3 and 4, 2014.
9. Request for approval of unpaid days for Beverly Handwerk, Technology Support Partner for May 6-9, 2014.
10. Request for approval of unpaid days for Christine Heintzelman, part-time Food Service Worker, for March 27 & 28, 2014.
11. Request for approval of unpaid days for Amy Himmelreich, part-time Food Service Worker, for May 15 & 16, 2014.
12. Request for approval of unpaid days for Alyssa Keiser, part-time Instructional Assistant, for half day on April 16, 2014 and full days on April 17- April 25, 2014.
13. Request for approval of unpaid days for Hardy Stanley, part-time Van Driver, for April 28-May 12, 2014.
14. Request for approval of unpaid days for Angela Rimm, Teacher, for May 7-9, 2014.
15. Request for approval of unpaid days for Gail Vogels, part-time Bus Driver, for April 23-May 2, 2014.

Moved: W. Dellicker

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

3. Curriculum / Building Issues

3.01 First reading of the following curriculum documents:

- Kindergarten - English Language Arts
- Grade 1 - English Language Arts
- Grade 2 - English Language Arts
- Grade 3 - English Language Arts
- Grade 4 - English Language Arts
- Grade 5 - English Language Arts
- Grade 6 - English Language Arts
- Grade 7 - English Language Arts
- Grade 8 - English Language Arts
- Grade 9 - Foundations of English
- Grade 9 - Academic English I
- Grade 9 - Honors English I
- Grade 10 - English Communications II
- Grade 10 - Academic English II

Philosophical views on written curriculum:

Once again this year, all of the curriculum documents have been written prior to ordering any texts or materials. Written curriculum should not be tied to any particular textbook series or set of materials. Written curriculum should be based on state standards and/or anchors as applicable.

Written curriculum should also become a "living" document, which is used regularly, reviewed often, and adjusted as needed. There are a number of concepts that are new to some of the revised curriculum documents, and it is difficult to identify activities, materials, and time frames that may be needed to effectively teach these new concepts at this time. As a result, these areas may not be completely filled in on the written curriculum document. In our first year of implementing new curriculum, LeAnn Stitzel asks staff to identify areas that seem to work well and areas that need minor changes. She also asks each of our curricular areas to update these items in the written curriculum on a yearly basis thereafter, while keeping the approved written objectives intact.

Language Arts –

Language Arts in grades K-10 has been revised to reflect the newly-approved English Language Arts PA Core Standards. Our Elementary, Middle, and High School Language Arts teachers have spent the past 1.5 years investigating the changes that are required by the move to the PA Core Standards and changes to PSSA and Keystone Exam content. Some major shifts include balancing informational and literary text, and a focus on the use of evidence from sources in writing and answering questions. The curriculum documents for grades K – 10 have been written to reflect these changes.

Since the adoption of a new elementary language arts curriculum is an enormous task, we are planning to phase in the implementation of the K-5 curriculum over a few years. We will focus on the area(s) in which we are most lacking for next year, and continue implementing pieces of this curriculum until it is fully in place. As a result, we will be delaying the adoption of a new language arts textbook series for grades K – 5 so that we can fully understand our specific needs and investigate our options more completely throughout next school year.

We are recommending the purchase of textbooks for language arts in grades 6, 7, and 8 for next school year. After analyzing the changes to the revised curriculum and current texts in use for grades 9 and 10, it has been determined that we will not need to purchase new language arts textbooks for those grades.

Still to come this year:

- Our Grade 11 and 12 Language Arts teachers will be completing curricular revisions for their courses.
- Curriculum documents will be completed for Grade 6 Academic Literacy to focus on literacy in the four core content areas of Language Arts, Math, Science, and Social Studies.
- Curriculum will be completed later this Spring for Grade 7 Accelerated Math.

Curriculum documents are posted on the District website for 30 days for public review and comment.

3.02 Textbooks pending school board approval for 2014-2015 school year

Preliminary review of textbooks to accompany new curriculum documents. Textbooks will be on display for 30 days in the District Board Room for public inspection. We will seek approval at the May 21, 2014 Board Meeting. R. Morrison commented on not purchasing textbooks for the elementary language arts. Discussion followed regarding Board approval of supplementary resource materials/websites, etc.

Text/Materials Title	Subject/ Grade	Publisher
Journeys	Middle School: Grades 6 Language Arts	Houghton Mifflin Harcourt
Collections	Middle School: Grades 7 & 8 Language Arts	Houghton Mifflin Harcourt

3.03 Approval of Carbon Lehigh Intermediate Unit #21 Facilities Plan Committee Report and Resolution for the 2014-2015 school year

D. Schafer noted there are no changes to the classrooms housed in the District.

Moved: W. Dellicker

Seconded: P. Fisher

Vote: 9 Aye, 0 Nay

3.04 Approval of revision to 2014/2015 school calendar

An error was corrected. The updated calendar moves the last student day by one day.

Moved: W. Dellicker

Seconded: P. Fisher

Vote: 9 Aye, 0 Nay

4. Policies

4.01 * First reading of the following policies:

The following policies were reviewed by the Policy Committee on April 7, 2014, and are recommended for First reading.

- 808 - Food Services
- 808.1 - Lunch Money / Insufficient Funds

- 906 - Public Complaints
- 915 - Support Organizations

The Policies are posted on the District website for public review and comment.

5. Operations

- 5.01** President Schafer noted Operations agenda items were discussed at the April Operations Committee meeting and requested approval of 5.01, 5.02, and 5.03 as one motion.

*** Approval of Transportation Services Contract with Brandywine Transportation, Inc. Mertztown, PA, as attached for the 2014-2015 school year**

- 5.02 * Approval to bid (1)77/78/81 passenger bus, (2) full size vans, (1) mini van**

- 5.03 * Approval of contract with Executive Business Services (EBS) for custodial services at Northwestern Elementary until end of school year 2014 at a rate of \$4950 per month or \$225 per day**

Items 5.01 through 5.03 were approved as one motion.

Moved: R. Morrison

Seconded: P. Toll

Vote: 9 Aye, 0 Nay

6. District Finances

- 6.01 2014-2015 Budget Update**

C. Stafford reviewed the budget goals and process. She explained changes in anticipated revenue and expenditures since the March 5 budget presentation. The net revenue changes in local revenue represent real estate growth. The District anticipates an increase in PSERS reimbursement. C. Stafford reviewed expenditure changes noting an increase of approximately \$2,222,702 with the largest increases in salaries, benefits, other services, and other financing uses categories. The Board discussed benefit cost increases for healthcare, PSERS, Workers Compensation, etc.

C. Stafford explained the recommended use of Fund Balance and the open budget items that will be updated for the May presentation. Board members discussed replacement of the technology server and supported purchasing from this year's budget. R. Morrison inquired about the back-up process and Matt Daubenspeck explained where the back-ups are stored. P. Toll recommended that the District, by next year, find an additional alternate site for back up data/disaster recovery. The Board also discussed the purchase of a new tractor for snow removal through State Contract. Options will be reviewed at the next Operations Committee Meeting. All were in support of purchasing from this year's budget except L. Sorensen. He would like more information regarding snow removal and outsourcing snow removal. W. Dellicker noted if the District cannot take possession this year, purchase using fund balance and make payment next year.

- 6.02 Approval of the following contracts/agreements:**

1. * Lehigh Valley Zoo, Schnecksville, PA for Northwestern Elementary Kindergarten Field Trip on May 12, 2014 at a cost of \$770.00, to be paid from the Student Activities Fund.
2. * Woodstone Country Club, Danielsville, PA for Class of 2015 Prom on Sunday May 24, 2015. Cost not to exceed \$10,000, to be paid from the Student Activities Fund.
3. Lehigh Valley Zoo, Schnecksville, PA, for Middle School for 6th and 8th graders on May 12, 2014, at a cost of \$368.00 to be paid from the Middle School budget.

Moved: P. Toll

Seconded: W. Dellicker

Vote: 9 Aye, 0 Nay

- 6.03** Note: Items 6.03 through 6.08 were discussed at the Finance Committee meeting and were recommended for approval.

*** Approval to accept Gorman & Associates P.C. as District auditor for 2013-2014 school year audit in the amount of \$22,600 (including single audit fee) and additional services at a rate of \$72 per hour**

- 6.04 * Approval of Blended Schools, McVeytown, PA, 3 year membership agreement for 1500 users. Cost is \$35,169 per year**

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|------|---|
| 6.05 | * Approval of Agreement with Waste Management of Pennsylvania for a one-year extension of the current service agreement in the amount of \$18,580 plus summer costs |
| 6.06 | * Approval of Sweet, Stevens, Katz, & Williams LLP standard agreement for fees, costs, and expenses for representation of public educational entities |
| 6.07 | * Approval to authorize Public Financial Management, Bond Counsel, and Administration to prepare necessary documents to defease the remaining 2007A Bonds |

- 6.08 * Receive the following Reports for January 2013:**

- Budget Report
- Revenues Report
- Treasurer's Report

Fund 10 General Fund with a beginning balance of \$28,599,822.84, receipts of \$1,380,385.07, and disbursements of \$2,937,109.68, leaving a balance of \$27,043,098.23.

Fund 22 Capital Reserve Fund with a beginning balance of \$1,084,074.65, receipts of \$22.58, disbursements of \$0, leaving a balance of \$1,084,097.23.

Fund 31 2009 General Obligations Note with a beginning balance of \$480,075.51, receipts of \$21.50, disbursements of \$0, leaving a balance of \$480,097.01.

Fund 33 2008 General Obligations Bond with a beginning balance of \$764,571.35, receipts of \$142.57, disbursements of \$0, leaving a balance of \$764,713.92.

Fund 50 Food Service Fund with a beginning balance of \$81,668.33, receipts of \$38,891.55, disbursements of \$28,215.56, leaving a balance of \$92,344.32

- 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.

Note: Items 6.03 through 6.08 were approved as one motion.

Moved: R. Morrison

Seconded: J. Reiter Vote: 9 Aye, 0 Nay

- 6.09 Approval of the following Bills as listed for payment:**

Fund 10 General Fund check # 0068400 through 0068579 and electronic payments totaling \$41,646,317.86

Fund 22 Capital Reserve Fund—none

Fund 31 Construction & Renovation Fund 2009 Note—none

Fund 33 2008A General Obligations Bond (GOB) check #001103 through 001105 totaling \$1,200.00

Fund 50 Food Service Fund check #006202 through 006216 totaling \$38,935.94

Fund 55 Tiger Concessions check # 001328 -- \$4,312.55

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

Currently 2252 students attend District Schools including six enrolled in the Digital Academy, seven full-time LCTI students, and 98 half-day LCTI students. There are 24 out-of-district placements, 59 cyber/charter students, 44 homeschooled, and 171 non-public students.

- ## 7.02 Foundation Report

Teacher Mini Grant applications are due to Dr. Wright. The United Way Campaign donations netted \$680 to the Foundation from District employees. \$1823 was raised at the Flapjack Breakfast held at Applebees. The 5k Rock & Run is scheduled for May 31 at Ontelaunee Park.

7.03 Committee Reports

Legislation—D. Schafer reported on the status of HB 1738 regarding Basic Education Funding
P. Fisher reported on the newly formed Board Legislative Committee and ideas on ways to educate the community.
Intermediate Unit—no report
Lehigh Career & Technical Institute—W. Dellicker noted information on Camp LCTI that will be held the end of June will be coming out soon. He noted LCTI's budget was approved by all participating school districts. He also talked about the expansion of the Co-op Program.
Lehigh Carbon Community College—P. Fisher gave an update on the process to replace LCCC's President.
Recreation Commission—no March meeting

8. Old Business

None

9. New Business

9.01 LCCC Trustee Ballot

Ballot completion for Trustee-At-Large

9.02 CLIU #21 Ballot

Ballot completion for Intermediate Unit Board of Directors

9.03 Approval to accept a donation, per Policy 702, from Lehigh Career and Technical Institute, Logistics and Material Handling Department, with an approximate value of approximately \$24,193.00

Moved: W. Dellicker

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

10. Communications

10.01 President will offer courtesy of the floor for public comment

David Brennan, Lynn Township, commented on fuel bids and considering other options. He offered to share information with Leslie Frisbie.

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

G. Sanders shared a resolution by Lehigh Carbon Community college recognizing the outstanding service of Mr. David R. Hunsicker who served as a member of the Board of Trustees from 1998 to 2013.

10.03 Administrative / Building Sharing

A. Yadush commented on a fundraising initiative (10,000 push ups in 30 days), the proceeds going to the Hankee Memorial Fund. Principals shared information on upcoming events such as Turn Off TV Week.

10.04 Board Member Sharing

R. Morrison thanked Administrators for the information shared during the budget presentation. P. Fisher acknowledged the Library staff in each building and the technology staff. D. Schafer noted he attended kindergarten registration.

10.05 Committee Meetings:

Executive Session for personnel issues was held at 6 PM on 3/24/14 prior to the regular Board Meeting.

Committee Meetings held this month:

Finance, 4/2/14 @ 6 PM, Board Rm.

Personnel, 4/2/14 @ 7 PM, Conf. Rm.

Policy, 4/7/14 @ 6PM

Operations, 4/7/14 @ 7 PM

Executive Session for personnel issues after the 4/16/14 Regular Board Meeting

Upcoming Committee Meetings:

Policy, 5/5/14 @ 6 PM, Board Rm.

Operations, 5/5/14 @ 7 PM, Board Rm.

Finance, 5/7/14 @ 6 PM, Board Rm.

Personnel, 5/7/14 @ 7:30 PM, Conf. Rm.

Special Board Meeting for Proposed Final Budget Approval 5/7/14 @ 7:15 PM, Board Rm.

11. Adjournment

Upon motion by P. Fisher, seconded by R. Morrison, the meeting was adjourned at 10:34 PM.

* Discussed in Committee Meeting

Respectfully submitted,

Greg Sanders, Secretary
By N. Zellner, Recording Secretary