

**Northwestern Lehigh School District
6493 Rte. 309, New Tripoli PA 18066
SCHOOL BOARD MEETING
District Board Room
Wednesday, August 21, 2013, 7:00 PM**



MINUTES

1. Opening Procedures

1.01 Call to Order

The August 21, 2013 meeting of the Northwestern Lehigh School District Board of Directors was called to order at 7:00 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	Camille Bartlett	PR	Todd Hernandez	PR	Greg Sanders
PR	Willard Dellicker	PR	Ronald Morrison	PR	LeRoy Sorensen
PR	Christopher Ford	PR	Joseph Reiter	PR	Darryl Schafer

Also Present:

Kim Teprovich, Natasha Lewis, Brianna Pritchard, Erin Sheppard, Cristy Bartczak, Stephanie Capellupo, Ashley Cory, Chris Kretzman, Jessica Ellex, Jessica Yenser, Michael Bell, Katrina Wehr (press), Kevin Dellicker, Ted Ledeboer, Denise Gallagher, Michelle Cleary, Theresa Leverage, Sharon Shaughnessy, Barry Betz, Elsa Kerschner (press), Don Allen, Aileen Yadush, Laurie Hoppes, Amy Wahl, Mark Scott, Jill Berlet, Gloria Bowman, Jason Zimmerman, LeAnn Stitzel, Lori Seier, Jennifer Holman, Leslie Frisbie, Luann Matika, Mary Anne Wright, Dominic Sbrocchi, Esq., Nancy Zellner

1.04 Approval of Agenda

The agenda was approved as presented.

Moved: C. Ford

Seconded: R. Morrison

Vote: 9 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 July 17, 2013

The Minutes were approved as presented.

Moved: W. Dellicker

Seconded: R. Morrison

Vote: 9 Aye, 0 Nay

2. Personnel

2.01 Approval of personnel items as listed:

A. Retirements/Resignations:

1. Recommendation to accept the resignation of Victoria Bennett as a part-time Instructional Assistant, effective August 19, 2013.
2. Recommendation to accept the resignation of Carol Fella as a temporary, one-on-one Instructional Assistant, effective July 30, 2013.
3. Recommendation to accept the resignation of Amanda Rex as a part-time Office Assistant in the Transportation Department, effective July 23, 2013. Amanda will remain as a Class C, part-time Bus Driver.
4. Recommendation to accept the resignation of Cheryl Rabenold as a Class D, substitute Bus Driver, effective August 1, 2013.
5. Recommendation to accept the resignation of Jessica Dynda as 40% ESL Teacher, effective August 18, 2013. Jessica has accepted a long-term substitute position at the High School.

6. Recommendation to remove Jenifer Wargo as a District substitute teacher, effective August 1, 2013, as per her request.
7. Recommendation to remove Susan Bryan as a District substitute teacher, effective August 19, 2013, as per her request.
8. Recommendation to accept the resignation of Kimberly Hadinger as a Class F, substitute Van Driver, effective August 19, 2013, as per her request.
9. Recommendation to accept the resignation of Wendy Rosko, part-time Food Service Worker, effective August 20, 2013.

B. Appointments/New Employees

1. Recommendation to appoint Gloria Bowman as Substitute Principal at Northwestern Elementary effective August 12, 2013. She will be paid a per diem rate of \$350. Gloria will work up to five (5) days per week with an end date to be determined.
2. Recommendation to approve Ashley Cory as Speech and Language Therapist, effective August 12, 2013, at a salary of MS Step 3 (\$45,984). Ashley received her Masters Degree from Misericordia University. Ashley was employed at the Carbon Lehigh Intermediate Unit 21 as a Speech and Language Pathologist.
3. Recommendation to approve Jessica Yenser as the Instructional Interventionist at the Middle School, effective August 19, 2013, at a salary of MS Step 3 (\$45,984). Jessica received her Masters Degree from Kutztown University. She has served the District in various capacities such as long-term substitute, short-term substitute, and Instructional Assistant over the last several years.
4. Recommendation to approve Nathan Hunsicker to the 40% Gifted position at the Middle School, effective August 19, 2013, at a prorated salary of BS+24 Step 2 (\$44,227). Nathan received his Bachelor Degree in Education from Kutztown University. Nathan was a long-term substitute at the Middle School during the 2012-2013 school year.
5. Recommendation to approve Jessica Dynda as long-term substitute, Language Arts at the High School, effective August 19, 2013, at a salary of BS Step 9 (\$47,133) prorated for the first semester of the 2013-2014 school year.
6. Recommendation to approve Christopher Kretzman as long-term substitute, Social Studies at the High School, effective August 12, 2013, at a salary of BS Step 1 (\$41,477) prorated for the first semester of the 2013-2014 school year.
7. Recommendation to approve Brooke Storms as long-term substitute, 4th Grade at Weisenberg Elementary, effective August 19, 2013, at a salary of BS Step 2 (\$41,984), for the 2013-2014 school year. Brooke was a long-term substitute at Weisenberg Elementary during the 2012-2013 school year.
8. Recommendation to approve Stephanie Capellupo as long-term substitute, Guidance Counselor at the High School, effective August 5, 2013, at a salary of MS Step 1 (\$44,970) prorated for the first semester of the 2013-2014 school year.
9. Recommendation to approve Natasha Lewis as long-term substitute, Language Arts at the Middle School, effective August 12, 2013, at a salary of MS Step 1 (\$44,970) prorated for the first semester of the 2013-2014 school year.

10. Recommendation to approve Brianna Pritchard as long-term substitute, Language Arts at the High School, effective August 19, 2013, at a salary of BS Step 1 (\$41,477) prorated for the first semester of the 2013-2014 school year.
11. Recommendation to approve Cristy Bartczak as a part-time temporary one-on-one Instructional Assistant at Weisenberg Elementary, effective August 15, 2013, at a rate of \$13.57/hr.
12. Recommendation to approve Amilee Schillinger as a part-time temporary one-on-one Instructional Assistant at Weisenberg Elementary, effective August 15, 2013, at a rate of \$13.57/hr.
13. Recommendation to approve Lauren Yeakel as a part-time temporary one-on-one Instructional Assistant at the Middle School, effective August 15, 2013, at a rate of \$13.57/hr.
14. Recommendation to approve Mandy Conti as a part-time Office Assistant in the Transportation Department, effective August 19, 2013, at a rate of \$13.23/hr.
15. Recommendation to approve Kimberly Teprovich as a part-time Instructional Assistant at Northwestern Elementary, effective August 19, 2013, at a rate of \$13.57/hr.
16. Recommendation to approve Jessica Ellix as a part-time temporary one-on-one Instructional Assistant at the Middle School, effective date pending the receipt and approval of all necessary paperwork, at a rate of \$13.57/hr.
17. Recommendation to approve Debra D'Imperio as a part-time temporary one-on-one Instructional Assistant at Northwestern Elementary, effective August 20, at a rate of \$13.57/hr.
18. Recommendation of Emily Remaly as a substitute Custodian, effective July 22, 2013, at a rate of \$12.05/hr.

C. Other Actions

1. Recommendation to change classification for Sheila Nagle, from part-time PIMS Secretary, to part-time Office Assistant at the High School, effective August 19, 2013, at a rate of \$13.97.
2. Recommendation to change classification for Michele Schellhamer, from a Class B Secretary, to a Class A Secretary, effective August 5, 2013. The Class A salary will be \$37,450 prorated for the 2013-2014 school year.
3. Recommendation to change classification for Christy Spanitz, from a Class A Secretary, to a Class E Secretary in the Business Office, effective date to be determined, at a prorated salary of \$41,869.
4. Recommendation to change classification for William Heitmann, from a Class C, part-time Bus Driver, to a Class D, substitute Bus Driver, effective July 26, 2013.
5. Recommendation to change classification for Sheryl Shiffer, from a Class C, part-time Bus Driver, to a Class D, substitute Bus Driver, effective July 31, 2013.
6. Recommendation to change classification for Douglas Bachert, from a Class E, part-time Van Driver, to a Class F, substitute Van Driver, effective July 15, 2013. The Class F rate of pay is \$16.08/hr.

7. Recommendation to approve William Fritzinger as a substitute, temporary summer driver, at his current van driver rate of pay.
8. Recommendation to change classification for Gail Vogels from a Class E, part-time Van Driver, to a Class C, part-time Bus Driver, effective August 3, 2013, at a rate of \$18.76/hr.
9. Recommendation to change classification for Kerry Solt from a Class E, part-time Van Driver, to a Class C, part-time Bus Driver, effective August 14, 2013, at a rate of \$18.76/hr.
10. Recommendation to change classification for Marie Muth from a Class E, part-time Van Driver, to a Class D, substitute Bus Driver, effective June 26, 2013, at a rate of \$17.56/hr.
11. Approval of temporary salary adjustment of \$806.40 for Ethel Hollenbach, Custodian, Weisenberg Elementary, retroactive to January 4, 2013 through June 30, 2013. Temporary hourly adjustment of \$.61/hr. beginning July 1, 2013, with an end date to be determined.
12. Approval of temporary salary adjustment of \$507.29 for Randall Holzer, Custodian, Middle School, retroactive to April 29, 2013 through June 30, 2013. Temporary hourly adjustment of \$.1.18/hr. beginning July 1, 2013 through August 4, 2013.
13. Recommendation to change classification for Kathleen Mack, from a substitute Instructional Assistant, to a part-time Instructional Assistant, effective August 15, 2013, at a rate of \$13.57/hr.
14. Recommendation to change classification for Stacey Russo, from a substitute Instructional Assistant, to a part-time Instructional Assistant, effective August 26, 2013, at a rate of \$13.57/hr.
15. Recommendation to change classification for Denise Kilanowski, from a substitute Instructional Assistant, to temporary one-on-one Instructional Assistant at Weisenberg Elementary, effective August 15, 2013, at a rate of \$15.08/hr.
16. Recommendation to change classification for Beverly Handwerk, from a part-time Instructional Assistant, to a part-time Technology Support Partner at the Middle School, effective August 19, 2013, at a rate of \$16.64/hr.
17. Recommendation to change the retirement date for Kirk Rechenberger from September 9, 2013 to August 15, 2013.
18. Approval of the following horizontal movements on the respective salary levels for the 2013-2014 school year, and as outlined in the teachers' negotiated contract for the following:

NAME	FROM 2012-2013 school year	TO 2013-2014 school year
Tracy Gruber	Bachelor Step 7	Masters Step 7
Manal Haddad	Masters +12 Step 6	Masters +24 Step 6
Duran Porrino	Bachelor Step 7	Bachelor +24 Step 7
Amanda Rau	Masters Step 9	Masters +12 Step 9
Eric Taddei	Bachelor +24 Step 8	Masters Step 8

L. Matika noted 29 new employees were introduced at the staff breakfast on Tuesday. Three open positions will be filled shortly. M. Wright commented on the District's ability to hire new employees because of the Board's budgeting decision to maintain our current level of educational programs. Building Principals introduced new staff

members. A motion was made by W. Dellicker, seconded by R. Morrison to approve all personnel items. Both Board members offered a hearty welcome and well wishes to all new staff members.

Moved: W. Dellicker

Seconded: R. Morrison

Vote: 9 Aye, 0 Nay

3. Curriculum/ Building Issues

3.01 Update on Middle School Math

L. Hoppes explained the reasons for changes made to the Middle School Math program during the past week and a half. In the past eight years, historical math data was used to place students in math courses to meet the needs of the student. Last year, a decision was made to follow the requirements of Common Core to use the same curriculum for all students in grades 6-8 for math and no longer offer Algebra courses in Middle School. Students who are currently taking Algebra would finish the sequence.

After receiving new data from Keystone exam scores, (29 students took the exam in Spring, 26 scored advanced) it was felt the A/B Algebra courses did prepare the student for the Keystone exam. Schedules were adjusted to be able to offer algebra. Parents were contacted in late July to offer diagnostic testing to students who would benefit from taking Algebra in Middle School. Parents were very responsive to the opportunity.

W. Dellicker noted some of the parents involved were present at the meeting and requested they be permitted to comment at this time.

Kevin Dellicker, Lynn Township, thanked Administration for being so creative to accomplish this. He stated he was not aware of criteria for math placement. He also noted the Middle School is doing a great job with heterogeneous grouping, but he had concerns at the Elementary level. M. Wright noted Jill Berlet will be working on this issue. Laurie Hoppes will look at ways for communication to parents regarding math placement.

Ted Ledabour, Weisenberg Township, noted he also appreciated the efforts of the staff and also had concerns regarding communication to parents.

W. Dellicker commented how refreshing it was to be able to talk about academics instead of operations issues and state and federal mandates and requirements that affect school districts. J. Reiter commented on Pennsylvania's waiver for NCLB 100% proficiency requirements.

4. Policies

4.01 * First reading of the following policies:

- 708 - Lending of Equipment and Books
- 710 - Use of Equipment / Facilities by Staff
- 801 - Public Records
- 801.1 - Records Retention/Destruction
- 802 - District Organization

Draft policies are posted on the District website for public review and comment.

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

- 006 - Meetings
- 109 - Resource Materials
- 702 - Gifts, Grants, Donations
- 703 - Sanitary Management
- 704 - Maintenance

Theses policies were reviewed by Administration, the Policy Committee, and the District Solicitor.

Moved: W. Dellicker

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

5. Operations

5.01 * Approval of contract with PASBO for Craig Boltz as Interim Director of Operations beginning August 8, 2013 at \$48/hour

Moved: W. Dellicker

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

Moved: W. Dellicker

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

6. District Finances

- Ballet Guild of the Lehigh Valley, Inc./Pennsylvania Youth Ballet in the amount of \$784.00 for WEIS 5th Grade to view *The Nutcracker--2013* on December 13, 2013
- Gary Hank, Phillipsburg, NJ in the amount of \$850.00 for Weisenberg for the performance of *2+1 Math Rocks!* on November 8, 2013

6.02 * Approval of the Discovery Education Streaming Agreement with CLIU in the amount of \$901.20

6.04 * Approval of Agreement with New Story for Student Tuition

6.05 * Approval of Addendum to OAA Orthopaedic Specialist Athletic Training Services Contract

6.06 * Approval of the 2013-2014 Gate and Season Ticket Prices
EVENTS REPRESENTING A CHARGE

<i>EVENT</i>	<i>ADULT PRICE</i>	<i>STUDENT/ SR. CITIZEN PRICE</i>	<i># OF 2013- 2014 HOME EVENTS</i>
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.**

SEASON (TOTAL HOME EVENTS)	ADULT PRICE	SAVINGS	STUDENT / SR. CITIZEN PRICE	SAVINGS
Fall Season Pass (21)**	\$30.00	\$75.00	\$20.00	\$43.00
Basketball (20)	\$35.00	\$65.00	\$20.00	\$40.00
Wrestling (5)	\$20.00	\$5.00	\$10.00	\$5.00

****Fall Season Pass will include admission to Jr. High, JV, & Varsity Football, Soccer, and Volleyball games held at Northwestern Lehigh. Please note that Season Passes are *not transferable*.**

6.07 * Approval to appoint Christie Steigerwalt as the District's alternate delegate for the Lehigh Tax Collection Committee

6.08 * Approval to set a threshold for interim and exception real estate bills effective July 1, 2013. Threshold to be set at a minimum of \$50/tax bill to be levied to the taxpayer.

Moved: W. Dellicker Seconded: R. Morrison Vote: 9 Aye, 0 Nay

6.09 Approval of parent contract to provide student transportation for the 2013-2014 school year for student #50550 and #18055

Moved: W. Dellicker Seconded: G. Sanders Vote: 9 Aye, 0 Nay

6.10 Approval of Affiliation Agreement with East Stroudsburg University

The agreement is for an intern athletic trainer.

Moved: W. Dellicker Seconded: G. Sanders Vote: 9 Aye, 0 Nay

6.11 * Approval of Settlement Agreement and Release with execution pending parent approval

Moved: W. Dellicker Seconded: C. Ford Vote: 9 Aye, 0 Nay

6.12 Approval of agreement with Northwestern Ambulance Corps, Inc to provide Basic Life Support (BLS) Emergency Medical Service for the 2013 Varsity Football season at a cost of \$65 per hour

Rates remain the same as last year.

Moved: R. Morrison Seconded: W. Dellicker Vote: 9 Aye, 0 Nay

6.13 * Receive the following Reports for June 2013:

- Budget Report
- Revenues Report
- Treasurer's Report

Fund 10 General Fund with a beginning balance of \$21,242,932.38, receipts of \$1,340,405.80, and disbursements of \$3,728,283.18, leaving a balance of \$18,855,054.83.

Fund 22 Capital Reserve Fund with a beginning balance of \$1,188,772.78, receipts of \$193,064.28, disbursements of \$0, leaving a balance of \$1,381,837.06.

Fund 31 2009 General Obligations Note with a beginning balance of \$468,924.39, receipts of \$18.51, disbursements of \$0, leaving a balance of \$468,942.90.

Fund 33 2008 General Obligations Bond with a beginning balance of \$755,130.68, receipts of \$139.65, disbursements of \$0, leaving a balance of \$755,270.36.

Fund 50 Food Service Fund with a beginning balance of \$86,331.10, receipts of \$8,101.57, disbursements of \$87,032.70, leaving a balance of \$7,399.97.

- 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 along with items 6.01 through 6.08

6.14 Approval of the following Bills as listed for payment:

Fund 10 General Fund check # 066704-066706 and 066716-066743 totaling \$160,876.25 for 2012-2013 and check # 066702, 066703, 066707-066715 and 066745-066770 totaling \$1,812,844.38 for 2013-2014 including electronic payments
Fund 22 Capital Reserve Fund check # 000440 totaling \$173,082.00
Fund 31 Construction & Renovation Fund 2009 Note—none
Fund 33 2008A General Obligations Bond (GOB)—none
Fund 50 Food Service Fund check # 006077-006080 totaling \$2,553.06
Fund 55 Tiger Concessions check # 001302 and 001303 totaling \$1,630.00

The Bills were approved for payments as presented.

Moved: W. Dellicker

Seconded: C. Ford Vote: 9 Aye, 0 Nay

7. Other Reports

- 7.01 Enrollment Report**—The school year begins with 2269 students including 2 Digital Academy, 8 full-time LCTI, and 105 half-day LCTI students. There are 13 out-of-district placements, 58 Cyber/Charter students, and 35 homeschooled students.
- 7.02 Foundation Report**—The Foundation announced the Teacher Mini Grant recipients at the District breakfast. The Foundation was able to issue \$10,000 in Mini grants and purchase large flat screen TVs for the High School and Middle School lobbies.
- 7.03 Committee Reports**
Intermediate Unit—no report
Legislation—Dave Argall is working on a proposal for consolidating health care across all school districts. The District submitted a list of concerns.
Recreation Commission—Night in the Country was very successful. L. Sorensen publicly recognized Kathy Hermany for her volunteer efforts. Kathy is paid to organize Night in the Country and donates her payment back to the community.
Lehigh Career & Technical Institute—There was no July meeting.

8. Old Business

L. Sorensen had questions for the Solicitor regarding problems not corrected if under warranty. D. Sbrocchi, Esq. explained performance bonds, recourse for professional services, and professional malpractice.

9. New Business

Discussion and Election of PSBA Officers

Due to a change in how PSBA operates, instead of individuals voting during the PASA-PSBA School Leadership Conference in October, each school entity will have one vote for each officer and at-large representative position. This will require boards of the various school entities to come to a consensus on each candidate and cast their vote electronically during the open voting period (Sept. 3-Oct. 1, 2013). C. Bartlett distributed information on PSBA candidates. Board members will review the information and vote at the September Board meeting. The Board President will cast the vote representing the Board.

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 Camille Bartlett, Secretary**
C. Bartlett reminded Board members to return their Superintendent evaluations. The Board held discussion on the deadline for submitting the evaluations. M. Wright commented on the importance of the evaluation. All agreed to a Friday, August 23 deadline.
- 10.03 Report from Superintendent Wright**
M. Wright reported on the opening days for District employees. She asked employees for feedback regarding the use of the District website, Facebook, and Twitter. She commented on the need to better recognize accomplishments of our employees even though the majority wishes not to be recognized and ways to advertise the good things we do. She gave an update on interviews for Elementary Principal and Director of Operations and on Circle of Seasons Charter School start up. M. Wright commented on a tour she recently took. The group visited B Braun, Nestle Water, ATAS, and Sam Adams.
- 10.04 Administrative/Building Sharing**
Building Principals reported on orientation.
- 10.05 Board Member Sharing**
Board members commented on the start of school and offered well wishes to all staff for a successful school year. D. Schafer thanked Jennifer Holman for "wearing multiple hats" this summer while positions are being filled.

10.06 Committee Meetings

Committee Meetings held in August:

Policy, 8/5/13 @5 PM, Board Rm.
Operations, 8/7/13 @5 PM, Board Rm.
Finance, 8/7/13 @6 PM, Board Rm.
Personnel/Executive Session for Legal Issues, 8/7/13 @7 PM, Conf. Rm.

Committee Meetings scheduled for September:

Operations, 9/4/13 @5 PM, Board Rm.
Finance, 9/4/13 @6 PM, Board Rm.
Personnel, 9/4/13 @7 PM, Conf. Rm.
Policy, 9/9/13 @5 PM, Board Rm.

11. Adjournment

Upon motion by C. Ford, seconded by J. Reiter, the meeting was adjourned at 9:23 PM.

* Discussed in Committee Meeting

Respectfully submitted,

Camille S. Bartlett, Secretary
By N. Zellner, Recording Secretary