

**Northwestern Lehigh School District
6493 Rte. 309, New Tripoli PA 18066
SCHOOL BOARD MEETING
District Board Room
Wednesday, December 4, 2013, 7:00 PM**



**MINUTES
Re-Organization Meeting**

**1. Opening
Procedures**

1.01 Call to Order

The December 4, 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	Todd Hernandez	PR	Greg Sanders
PR	Willard Dellicker	PR	Ronald Morrison	PR	LeRoy Sorensen
		PR	Joseph Reiter	PR	Darryl Schafer

Also Present: Paul Fisher, Phillip Toll—newly elected Board members

Carol and Barry Betz, Rod Beck, Elsa Kerschner (press), Channel 13 TV, Ryan Cerrone, Christine Stafford, Denise Wiik, Jacob Davis, Aileen Yadush, Don Allen, Amy Wahl, Mark Scott, Jill Berlet, Maria Pulli, Lori Seier, Leslie Frisbie, Luann Matika, Jennifer Holman, Mary Anne Wright, Dominic Sbrocchi, Esq., Nancy Zellner

1.04 Introduction of New Board Members

Reading of Certificates of Election and Administration of the Oath of Office for newly elected Board Members—District Justice Rod Beck

- Paul C. Fisher, Jr.
- Todd Hernandez
- Phillip Toll
- Darryl S. Schafer

1.05 Approval of Agenda

The agenda was approved as presented.

Moved: W. Dellicker

Seconded: P. Toll

Vote: 9 Aye, 0 Nay

1.06 President will welcome guests

1.07 President will offer courtesy of the floor for public comment

There were no comments.

1.08 Nomination and Election of President Pro Tempore

Board Members agreed to have Attorney Dominic Sbrocchi serve as President Pro Tempore.

1.09 Election of President

Nomination and election of President for the ensuing year--one-year term

Attorney Sbrocchi opened the floor for nominations. P. Fisher nominated Darryl Schafer. J. Reiter seconded. There were no other nominations. A motion to close the nominations was made by P. Fisher, seconded by J. Reiter. A vote was called by Attorney Sbrocchi for Darryl Schafer as President. There were 7 Aye votes and 2 Nay. Darryl Schafer was elected President of the Northwestern Lehigh School District Board of Directors for 2014 by majority vote.

Darryl Schafer accepted the chair as newly elected President.

1.10 Election of Vice President

Nomination and election of Vice President for the ensuing year--one-year term

President Schafer opened the floor for nominations. L. Sorensen nominated Paul Fisher. J. Reiter seconded the nomination. As there were no other nominations a motion was made by R. Morrison, seconded by J. Reiter to close the nominations. All were in favor of Paul Fisher as Vice President (9 Aye and 0 Nay). Paul Fisher was elected Vice President of the Northwestern Lehigh School District Board of Directors for 2014.

1.11 Election of Secretary

Nomination and election of Secretary for term ending June 30, 2017

P. Fisher nominated Greg Sanders. The nomination was seconded by W. Dellicker. R. Morrison nominated Nancy Zellner (recording secretary) to serve as Secretary. President Schafer noted Board Policy would need to be revised for someone other than a seated Board Member to hold the office of Secretary. The nomination was not seconded. A motion was made by P. Fisher to close the nominations, seconded by L. Sorensen. A vote was called and all were in favor of G. Sanders. Greg Sanders was elected Secretary of the Northwestern Lehigh School District Board of Directors for the term ending June 30, 2017.

1.12 Board Meeting Dates for 2014

The following meeting schedules were adopted:

The Northwestern Lehigh School District Board of School Directors' regularly-scheduled Board meetings are held in the District Board Room, 6493 Rte 309, New Tripoli PA. Board meetings are held on the third Wednesday of each month beginning at 7:00 PM, except where noted otherwise.

January 15, 2014	July 16, 2014
February 19, 2014	August 20, 2014
March 19, 2014	September 17, 2014
April 16, 2014	October 15, 2014—@LCTI*
May 21, 2014	November 19, 2014
June 18, 2014	December 3, 2014— Reorganization Meeting**

* Note change in date and location of meeting

** Note change in date of meeting

The Northwestern Lehigh School District Board of School Directors' work sessions are held in the District Board Room, 6493 Rte 309, New Tripoli PA. Work sessions are held on the first Wednesday of each month, except where noted otherwise.

<u>Committee / Work Session</u>	<u>Committee / Work Session</u>
<u>1st Monday</u>	<u>1st Wednesday</u>
6:00 PM Policy	6:00 PM Finance
7:00 PM Operations	7:00 PM Personnel / Executive (if necessary)
January 6, 2014	January 8, 2014**
February 3, 2014	February 5, 2014
March 3, 2014	March 5, 2014
April 7, 2014	April 2, 2014
May 5, 2014	May 7, 2014
June 2, 2014	June 4, 2014
July 7, 2014 (if necessary)	July 2, 2014 (if necessary)
August 4, 2014	August 6, 2014
September 8, 2014 **	September 3, 2014
October 6, 2014	October 1, 2014
November 3, 2014	November 5, 2014
December 1, 2014 (if necessary)	December 3, 2014 (if necessary)

** Note change in date of meeting

Scholarship Committee 5:00 PM --February 5, 2014 only

Ad Hoc Committees as needed:

Extracurricular & Athletics, Public Relations, Safety, Transportation.

Schedules will be posted in all District buildings and advertised as required by School Code

Moved: R. Morrison

Seconded: P. Toll

Vote: 9 Aye, 0 Nay

1.13 Committee Membership

President Schafer reviewed Board member interest in serving on the various committees. Committees will be assigned by the President.

1.14 Approval of Minutes, as attached, for November 20, 2013

The Minutes were approved as presented.

Moved: J. Reiter

Seconded: R. Morrison

Vote: 9 Aye, 0 Nay

1.15 Student Recognition / Presentations

Ryan Cerrone reported on a successful blood drive, a cyber bullying presentation, the Powder Puff football game, Diversity Days, and the upcoming Fall Production of *It's a Wonderful Life*. He also noted the Science National Honor Society inducted 40 new members. The National Honor Society inducted 59 new members.

1.16 Board President's Report

President Schafer commented on a District flyer regarding communication of District information to residents in the District that do not have children attending school.

1.17 Superintendent's Report

Dr. Wright reported on a motivational speaker who presented to high school and middle school students, and thanked Steve Haddad for providing transportation for the speaker. She welcomed Maria Pulli who began her position as NWE Principal on Monday.

2. Personnel

2.01 Approval of personnel items as listed:

A. Retirements / Resignations:

1. Recommendation to accept the resignation of Michael McLaughlin as Assistant Football Coach, and Head Boys Track & Field Coach, effective November 26, 2013.

B. Appointments / New Employees

1. Recommendation for Tina Stringer to be added as a Class F, substitute Van Driver, effective November 22, 2013, at a rate of \$16.08/hr.
2. Recommendation to add Caitlyn Metzger as a district substitute teacher, effective date pending the receipt and approval of all necessary paperwork, at a starting rate of \$90/day.

C. Other Actions

1. Recommendation to add the following employees for snow removal for the Transportation Department, at a rate of \$17.48/hr.:
 - Richard Bond
 - Richard Bowman
 - Adam Dietrich
 - William Fritzinger
 - Marie Muth
 - Stephen Vlossak, Jr.
2. Recommendation to approve Mary Boehm as part-time, temporary, one-on-one Instructional Assistant at Weisenberg Elementary, effective December 3, 2013, at a rate of \$13.57/hr. Mary will remain on the substitute teacher list.
3. Recommendation to approve an internship experience for William Dayton in the Athletic Department with Jason Zimmerman from January 2, 2014-May 9, 2014, pending receipt and approval of all necessary paperwork.
4. Approval of Child Rearing Leave extension for Carissa Snyder until the end of the 2013-2014 school year. Return to work date will be the first day of the 2014-2015 school year.
5. Approval of Child Rearing Leave extension for Ann Way with a return to work date to be determined.

6. Approval to extend Stephanie Capellupo as long-term substitute, High School Guidance Counselor until the end of the 2013-2014 school year.
7. Approval to extend Brianna Pritchard as long-term substitute, High School Language Arts with an end date to be determined.
8. Approval of unpaid days for Anabela Berardi, part-time Bus Driver, for November 22, 2013-November 27, 2013.

Personnel items were approved as presented.

Moved: J. Reiter

Seconded: P. Toll

Vote: 9 Aye, 0 Nay

3. Curriculum / Building Issues

3.01 Presentation and approval of revisions to High School Program of Studies Book

A. Yadush reviewed the changes made to the Program of Studies booklet and answered questions.

Moved: P. Fisher

Seconded: W. Dellicker

Vote: 9 Aye, 0 Nay

4. Policies

5. Operations

6. District Finances

6.01 2014-2015 Budget Overview

L. Frisbie gave a preliminary overview to Board members to assist in making a decision to approve a resolution in January to stay within the index. The District's adjusted index is 2.4% (0.3831 mills) which is the maximum increase allowed by the State. L. Frisbie shared the budget goals for 2014-2015 and noted a continuation of last year's goals. M. Wright asked for Board input on the Goals. R. Morrison stated future budgets should be prepared with a decrease to address the surplus from the past several years. The surplus was discussed. Board members agreed to discuss the concerns further at a Finance Committee meeting for the full Board. Board members agreed with the goals.

L. Frisbie explained the revenue assumptions and expenditure assumptions. She noted an anticipated 22% increase in health care costs. A preliminary snapshot of the new budget includes a \$2.6 million deficit. She explained how fund balance would be used to offset the shortfall. L. Frisbie reviewed the next steps and timeline for the budget process. A final budget draft will be presented in April with updated numbers for anticipated revenues and expenditures. The Proposed final Budget will be approved in May. The Final Budget presentation and approval must be completed by June 30.

Board members agreed to proceed with approval of the resolution in January.

6.02 Approval of contracts for Community Education Classes for Winter / Spring 2014

Instructor	Class	Contract Amount	Dates
Deb Zvanut	Basketweaving – Session 5	\$150.00	January 22, 2014
	Basketweaving – Session 6	\$240.00	January 28 and Feb. 4, 2014
	Basketweaving – Session 7	\$210.00	Feb. 25 and March 4, 2014
	Basketweaving – Session 8	\$150.00	April 1, 2014
	Basketweaving - Session 9	\$135.00	June 2, 2014
Sharon Schnyder	Yoga -Session 1	\$360.00	January 6- March 24, 2014
	Yoga- Session 2	\$270.00	April 7 – June 2, 2014
Heather Browning	Zumba – Session 1	\$360.00	January 7- March 18, 2014
	Zumba – Session 2	\$300.00	April 1- ~~March~~ May 20, 2014
Julie Jarrah	Floral Design- Session 1	\$120.00	February 11, 2014
	Floral Design- Session 2	\$105.00	March 11, 2014
	Floral Design- Session 3	\$120.00	April 16, 2014
	Floral Design- Session 4	\$105.00	May 8, 2014
Charles Mack	Self- Defense	\$420.00	March 3 – April 28, 2014

R. Morrison noted an incorrect date for one of the classes and requested approval with the correction.

Moved: G. Sanders

Seconded: W. Dellicker

Vote: 9 Aye, 0 Nay

6.03 Approval of CLIU agreement for services for ELA PA Core Standards Training on January 9 and 13, 2014, in the amount of \$1,600.00 from Title II Funds

Moved: P. Fisher

Seconded: R. Morrison

Vote: 9 Aye, 0 Nay

6.04 Approval of Services Agreement with Fitness Central, Schnecksville, PA, in the amount of \$795.00

The agreement is for maintenance of the fitness equipment in the High school that was purchased with funds from the Educational Foundation.

Moved: W. Dellicker

Seconded: P. Fisher

Vote: 9 Aye, 0 Nay

6.05 Approval of the following contract:

- Bieber Transportation, Kutztown for MS 8th Grade trip to Gettysburg on May 5, 2014 in the amount of \$4540.00

Moved: P. Fisher

Seconded: P. Toll

Vote: 9 Aye, 0 Nay

6.06 Receive the following Reports for January 2013:

- Budget Report
- Revenues Report
- Treasurer's Report

Fund 10 General Fund with a beginning balance of \$31,059,828.66, receipts of \$3,065,267.54, and disbursements of \$2,964,806.48, leaving a balance of \$31,160,289.72.

Fund 22 Capital Reserve Fund with a beginning balance of \$1,083,981.18, receipts of \$24.97, disbursements of \$0, leaving a balance of \$1,084,006.15.

Fund 31 2009 General Obligations Note with a beginning balance of \$479,986.49, receipts of \$23.78, disbursements of \$0, leaving a balance of \$480,010.27.

Fund 33 2008 General Obligations Bond with a beginning balance of \$763,976.70, receipts of \$157.65, disbursements of \$0, leaving a balance of \$764,134.35.

Fund 50 Food Service Fund with a beginning balance of \$52,622.12, receipts of \$60,549.23, disbursements of \$40,059.09, leaving a balance of \$73,112.26.

- 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: G. Sanders

Seconded: W. Dellicker

Vote: 9 Aye, 0 Nay

6.07 Approval of the following Bills as listed for payment:

Fund 10 General Fund check # 0067704 through 0067786 plus electronic payments and transfers totaling \$188,365.88

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 # 006144 through 006156 totaling \$21,159.74

The Bills were approved for payment as presented.

Moved: W. Dellicker

Seconded: P. Fisher

Vote: 9 Aye, 0 Nay

6.08 Approval to issue General Fund and Cafeteria Fund checks dated December 20, 2013 for remaining December invoices. List of payments will be included with the January 2014 list of payments for confirmation.

Moved: W. Dellicker

Seconded: J. Reiter

Vote: 9 Aye, 0 Nay

7. Other Reports

7.01 Committee Reports

Intermediate Unit—no report

Legislation—D. Schafer reported on House Education Committee hearings.

Recreation Commission—no report

Lehigh Career & Technical Institute—W. Dellicker reported on the JOC budget for 2014-15 and the Audit review. He noted LCTI had a clean audit with no findings.

8. Old Business

P. Fisher noted action was not taken on item 3.01. A motion was made by P. Fisher, seconded by W. Dellicker to approve the Program of Studies for the High School for 2014-2015 with the discussed language corrections. All were in favor and the motion carried.

9. New Business

P. Fisher asked to have an update of the year-to-date summary budget (2014-2015) available for the January Finance Meeting.

10. Communications

10.01 President will offer courtesy of the floor for public comment—none

10.02 Communications / Notes for the Board—none

10.03 Administrative / Building Sharing

Principals shared information on upcoming Winter Concerts.

10.04 Board Member Sharing

Seated Board members welcomed the new and returning Board members and Mrs. Pulli as a new principal. Board members extended Holiday and New Year wishes to everyone. P. Fisher noted he has met with David Hunsicker regarding the LCCC Trustee position and will be meeting with LCCC. P. Toll commented on student accomplishments.

10.05 Committee Meetings

There were no Committee Meetings in December.

Upcoming Committee Meetings:

Policy, 1/6/14 @ 6 PM, Board Rm.

Operations, 1/6/4@ 7 PM, Board Rm.

Finance, 1/8/14 @ 6PM, Board Rm.

Personnel, 1/8/14 @ 7PM, Conf. Rm.

11. Adjournment

Upon motion by P. Toll, seconded by P. Fisher, the meeting was adjourned at 9:07 PM.

* Discussed in Committee Meeting

Respectfully submitted,

Greg Sanders, Secretary

By N. Zellner, Recording Secretary