

**Northwestern Lehigh School District
6493 Rte. 309, New Tripoli PA 18066
SCHOOL BOARD MEETING
District Board Room
Wednesday, February 19, 2014, 7:00 PM**



MINUTES

1. Opening Procedures

1.01 Call to Order

The February 19, 2014 meeting of the Northwestern Lehigh School District Board of Directors was called to order at 7:01 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:

Nancy Kressley, Carol & Barry Betz, Lauren Siegelski, Jayme Holland, Natasha Trad, Chris Ford, Nicole Rutz, Dennis Foberg, Glenn Frey, Jeremy Smoyer, Jim Lykins, Kevin Sunday, Tari Carnahan, Michael Weber, Carol Beidler, Sue Hanlon, Cindy O'Neil, Marion Miller, Karla Mertz, Wendy Madouse, Stacy Bowers, Melanie Urso, Denise Wiik, Justine Snyder, Amanda Rau, Robert Biese, Scott Brown, Michael Sikora, David Keck, Pam Tonkay, Steve Fox, Trish Brinley, Mollie Laubach-Haydt, Deb & Martin Aardewijn, Bonnie Millward, Erica Gross, Karly Sacco, Shay Wagner, Greg Mitchell, Lisa McGrath, Kathy Fielder, Beth Harwick, Shawn Fies, Lauren Keglovitz, Richard Kulp, David Kerschner, Scott Hippensteel, Laura George, Wendy White, Eric Taddei, Pam Reiss, Johnanna Reistetter, Kim DeFazio, Carol Bettler, Jean Overstrom, Michael Kistler, Scott Shearer, Elsa Kerschner, (press), Drew Snowberg (TV-13), Aileen Yadush, Laurie Hoppes, Amy Wahl, Mark Scott, Jill Berlet, Maria Pulli, Arthur Oakes, Jennifer Holman, Christine Stafford, Luann Matika, LeAnn Stitzel, Lori Seier, Mary Anne Wright, Dominic Sbrocchi, Esq., Nancy Zellner

1.04 Approval of Agenda

D. Schafer noted an addition to the finance section of the agenda (update by Scott Shearer Bond refinancing) and asked that Scott Shearer's report be added as item 1.11. The agenda was approved as amended.

Moved: W. Dellicker

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

1.05 President will welcome guests

1.06 President will offer courtesy of the floor for public comment

Glenn Frey, President of the Northwestern Lehigh Education Association, read a statement on behalf of the Association in hopes of preventing further damage to working relationship between the teachers and School Board. He shared concerns regarding a Right To Know request from LeRoy Sorensen to obtain information listing benefit costs and salaries of all Northwestern Lehigh School District employees. The Association feels the information contains personal information and could be considered an invasion of privacy.

Board President Darryl Schafer asked the District Solicitor to explain "Right To Know." D. Sbrocchi explained the general process for RTK requests. D. Schafer commented on the request. One Board member requested this information. The other eight were not part of this request. The other Board members do not have this information and will not use the information.

Jeremy Smoyer, High School Math teacher, commented on the function of the Board as outlined in Board Policy and concern regarding Board member Right to Know requests.

Cindy O'Neil, 4th Grade teacher, questioned why a Board member was requesting personal information, most of which is already known, and the harm the request could cause the District and community.

David Kerschner, taxpayer, High School teacher, and NWLSD graduate, commented on hypocrisy and private, personal family issues.

Chris Ford, former Board member, spoke about an eco-balance between the Board and the teachers, and could not find a reason why names had to be included in the request. He noted both sides should be working towards building a good relationship, and this request was not representative of the whole Board.

Michael Sikora, High School teacher and District resident, noted concerns on how this information could be used in a harmful way.

Board President Schafer asked Mr. Sorensen to speak as an individual, not on behalf of the Board. Mr. Sorensen was asked to speak at the lectern as a community member. Mr. Sorensen noted he had asked for this information before he was on the Board and was told the document does not exist. He asked again for the information under Right to Know. The intent was not to be harmful or hurtful.

Willard Dellicker, Board Member asked President Schafer to reiterate for the benefit of the community that the Board is not part of this request. He wished to make it clear that it is not a Board request for this information. The Board had previously decided the information was not needed. The Board only needed total costs. It was also noted that any individual may request the information.

1.07 Student Recognition / Presentations

High School Student Representative Report—no report

NWL Educational Foundation Check Presentation—Michael Kistler presented a check for \$103,186.00 and spoke about the Foundation's work to provide tools for District use that are funded outside of the budget. This year 22 Smartboards were purchased along with a weather station and various mini-grants.

1.08 Approval of Minutes, as attached, for January 15, 2014

Moved: W. Dellicker

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

1.09 Report on Bond Refinancing

Scott Shearer, from PFM, gave an update on the bond sale for the refinancing of the Series A of 2008 bonds. He reviewed the competitive bidding process for the sale and gave a summary of the transaction that produced savings for the District that will be higher than anticipated. Board members asked questions on paying down the debt. S. Shearer recommended early pay down for the most efficiency. Board members commented on the savings and possible future reduction of debt.

1.10 Board President's Report

President Schafer read a letter from Susan Pensyl for retirement. He also reported on the Science Olympiad and SkillsUSA.

1.11 Superintendent's Report

Dr. Wright noted Northwestern Lehigh had three 1st place winners and four 2nd place winners at the SkillsUSA competition. Gold Medalists were: Heather Berrier for Cake Decorating, Robert Metzger for CNC Turning, and Austin Fenstermaker for Precision Machining Technology. Silver Medalists were: Tyler Leisher for Health Knowledge Bowl, Sarah Heiter for Medical Math, Kasey Schaffer for Nurse Assisting, and Cody Dalrymple for Precision Machining Technology. Gold and silver medalists qualify for the State Championship late this spring in Hershey, PA.

Dr. Wright thanked Dave Moyer and Glenn Frey for organizing the Science Olympiad and commented on the great job the students did in hosting the other schools. Dr. Wright noted PSSA testing window has been extended so the District will begin testing for Middle School and Elementary during the week of March 24.

Dr. Wright reported on a bus accident that occurred on February 19, 2014, and noted the quick thinking of the bus driver in maneuvering the bus to avoid a head on collision. She commented on making the decisions for delays, school closings, and early dismissals. She noted data is collected to try to make the decisions by 5 AM in order to notify employees. Decisions are made in the best interest for the safety of students and staff. Notifications are easier with the parent phone system. J. Reiter shared positive comments on the team that checks the road. He noted we haul some of the most valuable cargo and prefers the District make decisions with caution for the safety of everyone.

Dr. Wright spoke about the Community Portal that will allow community members who do not have children in school to sign up online to receive information from the District.

2. Personnel

2.01 Approval of personnel items as listed:

A. Retirements/Resignations:

1. Recommendation to accept the resignation of Ronald Kneller, part-time Custodian, effective February 28, 2014.
2. Recommendation to remove Wendy Balik as a substitute custodian, effective January 30, 2014 as per her request.

B. Appointments/New Employees

1. Recommendation to approve Jayme Holland as Learning Support Teacher at Weisenberg Elementary, effective February 11, 2014, at a salary of BS +24 Step 1 (\$43,720) prorated for the 2013-2014 school year. Jayme received her Bachelor's Degree from East Stroudsburg University.
2. Recommendation to approve David Shankweiler as a Class F, substitute Van Driver, effective date pending receipt and approval of all necessary paperwork, at a rate of \$16.08/hr.
3. Recommendation to add the following to the substitute teacher list, effective date pending the receipt and approval of all necessary paperwork at \$90/day:
 - Stephanie Blaker
 - Angel Gerould
 - Aubree Oswald
 - Taylor Remaly
 - Nicole Rutz
 - Lauren Siegelski
 - Janet Sniscak
 - Natasha Trad
4. 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:
 - Stephanie Blaker
 - Aubree Oswald
 - Janet Sniscak

C. Other Actions

1. Recommendation to change the status for Buddy Balik from Custodial Foreman, to Day-shift Custodian, effective date to be determined at a rate of \$17.12/hr.
2. Recommendation to change classification for Karen Frey from a Class F, substitute Van Driver, to a Class E, part-time Van Driver, effective February 7, 2014 at a rate of \$16.08/hr.
3. Request for approval for a student teaching experience at the Middle School for Lauren Perretti from Kutztown University with Steve Fox (Science) from March 17, 2014 through May 8, 2014.

4. Recommendation to approve the following extracurricular positions pending receipt of all necessary paperwork:

Extracurricular Position	Name	Stipend
Assistant Softball Coach (VA)	Patricia Mengel	Volunteer
Assistant Track & Field Coach (VA)	Amilee Schillinger	\$3,102.08
Head Boys Track & Field Coach	Timothy Cunningham	\$5,170.14
Assistant Baseball Coach (JVA)	Brandon Olewine	Volunteer
Class of 2016 Advisor	Lauren Keglovitz	\$482.13

5. Request for approval of unpaid days for Tamara Fitzgerald, Librarian, for February 27 & 28, 2014.
6. Request for approval of unpaid days for Harley Newman, part-time Van Driver, for January 8-10, 2014.
7. Recommendation to approve the following as substitute Instructional Assistants, effective February 6, 2014 at a rate of \$11.32/hr.
- William Fritzinger
 - Constance Harding

Jill Berlet introduced Jayme Holland who will be a long term sub at Weisenberg. L. Matika introduced four new substitute teachers. J. Holman introduced Arthur Oakes, the new Director of Operations who will begin his position in mid March. W. Dellicker welcomed the new employees.

Moved: R. Morrison

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

3. Curriculum / Building Issues

3.01 Report on SPP

LeAnn Stitzel shared information on the School Performance Profile that can be found on the website: paschoolperformance.org. It is a public site. She explained how to navigate through the site to view information on our District as well as other districts throughout the State. L. Stitzel noted the information is last year's data. She explained where the data comes from and that it is a valuable tool for setting goals and strategic planning.

3.02 2013-2104 School Calendar Discussion

Dr. Wright recommended using March 14 and April 21, which were professional development days and April 17 which was a half day, as full student days, and suggested the possibility of using April 18, (Good Friday) as a make up day if needed. There has been no decision from the State on a waiver for make up days. Dr. Wright asked the Board for flexibility to make the decision for using April 18 if needed. She noted there are still 10 days available in June to make 180 by June 30th. The Board discussed using April 18, as a possible make up day. A motion was made by W. Dellicker to revise the school calendar and allow the Superintendent the flexibility to use April 18 if needed. T. Hernandez noted he would not support using Good Friday.

Moved: W. Dellicker

Seconded: P. Fisher Vote: 6 Aye, 3 Nay—
(T. Hernandez, R. Morrison, L. Sorensen)

4. Policies

5. Operations

6. District Finances

6.01 * Approval of budget transfers for the 2013-2014 school year

A motion was made by R. Morrison to approve items 6.01 through 6.09 as one motion as these items were discussed during the Finance Committee Meeting on February 12.

- 6.02 * Approval of Resolution for the Adoption of the 2014-2015 Carbon Lehigh Intermediate Unit General Operating Budget with a District contribution of \$37,276**
The General Operating Budget is \$823,241, the same as last year. The NWLSD's share increased by \$23.
- 6.03 * Approval of Lehigh Career & Technical Institute General Fund Budget Resolution for the 2014-2015 school year**
LCTI's total member district share budget with debt service is \$18,969,500.00. Northwestern Lehigh School District's share includes net operating costs of \$849,548.73, plus capital costs of \$2,643.72, and total debt service costs of \$180,073.62. The Academic Center total member district cost for the 2014-2015 school year is \$32,797
- 6.04 * Approval of Resolution for the Adoption of Lehigh Carbon Community College 2014-2015 Capital and Operating Budget**
The total District contribution is \$254,497—a decrease of \$21,068 or 7.6% from prior year's allocation.
- 6.05 * Approval of proposal from Xerox for purchase and installation of four Smartboards at the High School**
- 6.06 * Approval of contract with Pennsylvania School Board Association to provide a customized on-site workshop for Board Members on February 17, 2014 in the amount of \$850.00**
- 6.07 * Approval of agreement with Lehigh Valley Center for Independent Living, Allentown PA, for Life Program Services for student for remainder of 2013-2014 school year**
- 6.08 * Approval of PlanCon K Documents**
- 6.09 * Receive the following Reports for January 2013:**
- Budget Report
 - Revenues Report
 - Treasurer's Report
- Fund 10 General Fund** with a beginning balance of \$30,128,865.47, receipts of \$2,468,186.74, and disbursements of \$2,594,837.86, leaving a balance of \$30,002,214.35.
- Fund 22 Capital Reserve Fund** with a beginning balance of \$1,084,029.51, receipts of \$23.26, disbursements of \$0, leaving a balance of \$1,084,052.77.
- Fund 31 2009 General Obligations Note** with a beginning balance of \$480,032.52, receipts of \$22.15, disbursements of \$0, leaving a balance of \$480,054.67.
- Fund 33 2008 General Obligations Bond** with a beginning balance of \$764,281.88, receipts of \$148.85, disbursements of \$0, leaving a balance of \$764,430.73.
- Fund 50 Food Service Fund** with a beginning balance of \$69,632.43, receipts of \$32,822.86, disbursements of \$31,011.66, leaving a balance of \$71,443.63.
- 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.

Approval for Items 6.01 through 6.09.

Moved: R. Morrison

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

6.10 Approval of the following Bills as listed for payment:

Fund 10 General Fund check #068017 through 068208 and electronic payments totaling \$1,157,214.78
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 # 006173 through 006186 totaling \$28,215.56
Fund 51 Tiger Concessions—none
Procurement Card—totaling \$3,577.82

The Bills were approved for payment as presented.

Moved: R. Morrison

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

7. Other Reports

7.01 Enrollment Report

2253 students are currently enrolled in the District including 6 Digital Academy, 99 half-day and 7 full-day LCTI students. There are 22 out-of-district placements, 59 Cyber/Charter students, 43 Homeschooled students and 171 students attending non-public schools.

7.02 Foundation Report—no report

7.03 Committee Reports

Legislation—D. Schafer commented on the hearings on Charter School funding reform and noted Pennsylvania Rent Rebate Program is now available for qualifying residents 65+. He asked to have the forms linked to the District website.

Intermediate Unit—no meeting

Lehigh Career & Technical Institute—LCTI took action at the last JOC meeting regarding adding a school security officer to the campus. W. Dellicker noted security had been discussed for a few years. JOC approved going ahead using Grant money for the first year. He noted LCTI's budget must be approved by all nine schools and noted upcoming events.

Lehigh Carbon Community College—Trustees met the first week of February. P.

Fisher reported on renovations to the Administration Building, and LCCC's Foundation and their fundraising events.

Recreation Commission—no report

8. Old Business

None

9. New Business

9.01 Skepton Construction Proposed Land Use Change

Dr. Wright and D. Schafer met with a representative of Skepton Construction regarding a property behind Weisenberg Elementary. The property is zoned for 16 houses. The Company plans to ask Weisenberg Township to rezone the area for light manufacturing and asked if the District would be interested in submitting a letter of support or stating that the District was not opposed to the change of use. Dr. Wright and D. Schafer agreed to bring the consideration to the Board for discussion. Board members voiced opinions. Dr. Wright noted it has not been the role of the District to suggest to townships what to do. Board members noted appreciation of being made aware of the project and most agreed it was not necessary to take a position. Historically, the Board has not taken a position on township matters. R. Morrison stated the supervisors are very capable of making their decision. T. Hernandez commented on the opportunity to support projects to help maximize the tax base.

9.02 Legislative Priorities

P. Fisher, D. Schafer and Dr. Wright met to discuss ways to become more vocal to legislators to present items that are of importance to the District. Dr. Wright asked the Board to prioritize the following items on which to focus conversations: basic education funding formula, cyber/charter school funding reform legislation, cyberschool vs our Digital Academy, pension reform, special education funding. From the discussion, it was agreed the top three topics are pension reform, special education funding, and

Charter/Cyber funding. D. Schafer suggested starting an Ad Hoc committee. P. Fisher, J. Reiter, P. Toll, R. Morrison and W. Dellicker volunteered to serve. To keep the committee to four members, R. Morrison will not be a committee member. All Board members are welcome to attend meetings.

10. Communications

10.01 President will offer courtesy of the floor for public comment

LeRoy Sorensen commented in order to further clarify his Right To Know request.

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

Districts received notification of Request for Names of Candidates for an At-large Seat on the Board of Trustees of Lehigh Carbon Community College. Candidates should complete a form and return it by March 12, 2014.

10.03 Administrative/Building Sharing

A. Yadush gave an update on sports teams and playoff games. M. Scott gave an update on Special Education Compliance Monitoring and noted the exit interview scheduled for Friday. M. Pulli commented on the creativity of Mr. Fies with the "It's a Snow Day" message Dr. Wright sent out through the automated phone call system.

10.04 Board Member Sharing

Board members thanked the public for attending the meeting. L. Sorensen commented on the Science Olympiad. He also commented on a framework or process for resolving disagreements and welcomed the respectful environment shown tonight. R. Morrison welcomed new staff members. W. Dellicker shared information on an upcoming service academy day for applying for one of the military academies.

10.05 Committee Meetings

11. Adjournment

Upon motion by P. Fisher, seconded by R. Morrison, the meeting was adjourned at 10:20 PM.

* Discussed in Committee Meeting

Respectfully submitted,

Greg Sanders, Secretary
By N. Zellner, Recording Secretary