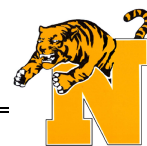


**Northwestern Lehigh School District
6493 Rte. 309, New Tripoli PA 18066
SCHOOL BOARD MEETING
District Board Room
Wednesday, July 17, 2013, 7:00 PM**



MINUTES

1. Opening Procedures

1.01 Call to Order

The July meeting of the Northwestern Lehigh Board of School 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	AB	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:

Phil Toll, Jean Overstrom, Barry Betz, Elsa Kerschner (press), Len Righi (Channel 69 news), Kelly DeAntonis, Lori Seier, LeAnn Stitzel, Mark Scott, Marc Dobbs, Jennifer Holman, Leslie Frisbie, Luann Matika, Mary Anne Wright, Dominic Sbrocchi, Esq., Nancy Zellner

1.04 Approval of Agenda

President Schafer noted he would be reading a statement after item 1.05. The agenda was approved as amended.

Moved: L. Sorensen

Seconded: C. Ford Vote: 8 Aye, 0 Nay

1.05 President will welcome guests

D. Schafer read a statement regarding the District's position on Title IX. The resolution the District approved last month specifically asks for the removal of mandatory reporting to PDE. The provisions of Title IX are required by all districts by Federal law. Districts are not required to offer interscholastic athletic programs and should not be mandated to report on programs that are voluntarily offered at the local level. However, the District abides by all Title IX regulations as required.

1.06 Presentation on China

Jennifer Holman, Assistant Superintendent, participated in the China Exchange Initiative partnership with Berks IU. Teachers and administrators from Pennsylvania, New York, and Massachusetts hosted participants from China and then spent 2 weeks visiting China and Chinese schools. Each was paired with a similar school. J. Holman talked about similarities and differences in the educational systems.

1.08 President will offer courtesy of the floor for public comment

There were no comments.

1.09 Approval of Minutes, as attached, for June 19, 2013

The Minutes were approved as presented.

Moved: W. Dellicker

Seconded: C. Ford Vote: 8 Aye, 0 Nay

2. Personnel

2.01 Approval of personnel items as listed:

A. Retirements/Resignations:

1. Recommendation to accept the resignation for retirement for Joann Green, Custodian, effective August 1, 2013, after 25 years of service to the District.
2. Recommendation to accept the resignation of Marc Dobbs, Principal at

Weisenberg Elementary School, effective August 15, 2013.

3. Recommendation to accept the resignation of Robert Kripplebauer, Director of Operations, effective August 3, 2013.
4. Recommendation to remove Lisa Supplee as a substitute Health Room Assistant, effective June 27, 2013, as per her request.
5. Recommendation to accept the resignation of Austin Marich as a seasonal employee, effective June 18, 2013.
6. Recommendation to accept the resignation of Daniel Lundberg, Assistant Boys Basketball Coach (MS), effective July 1, 2013.

B. Appointments/New Employees

1. Recommendation to approve Kelly DeAntonis to the position of Library Media Specialist at Weisenberg Elementary School, effective August 12, 2013, at a salary of BS Step 5 (\$43,505). Kelly received her Bachelor of Science Degree from Kutztown University. Kelly has employment experience at Allentown School District and her most recent experience was as a short-term substitute at Northwestern Lehigh High School.
2. Recommendation of Sharon Mangold to the position of part-time Office Assistant at Northwestern Elementary School, effective August 12, 2013, at a rate of \$13.97/hr. Sharon has been a substitute secretary with the District for 16 years.
3. Recommendation of Nicholas Diehl as a seasonal employee, effective date pending the receipt and approval of all necessary paperwork, at a rate of \$8.75/hr.
4. Recommendation of Kimberly Hadinger as a Class F, substitute Van Driver, effective July 11, 2013, at a rate of \$16.08/hr.
5. Recommendation of Susanne Ruhe as a seasonal employee, effective July 17, 2013, at a rate of \$8.75/hr.
6. Recommendation of Diane Smith as a seasonal employee, effective July 17, 2013, at a rate of \$8.75/hr.
7. Recommendation of Kellyann Coffield as a Class F, substitute Van Driver, effective July 15, 2013, at a rate of \$16.08/hr.
8. Recommendation to add Kailey Tedesco to the district substitute teacher list, effective July 15, 2013, at a starting rate of \$90/day.

C. Other Actions

1. Approval of Melinda Scholl to a 100% contract as an Elementary Teacher beginning with the 2013-2014 school year. Melinda was a 40% ESL Teacher.
2. Recommendation to change the position of Christie Steigerwalt from Executive Secretary, to Accounting Specialist in the Business Office, effective July 17, 2013 at a salary of \$55,000, prorated for the 2013-2014 school year.
3. Recommendation to change classification for Cheryl Rabenold from a Class C, part-time Bus Driver, to a Class D, substitute Bus Driver, effective July 1, 2013. The Class D rate of pay is \$19.51/hr.
4. Recommendation to approve Karen Maiolo as a temporary one-on-one transportation assistant for the Extended School Year Program from July 8, 2013- August 8, 2013, at a rate of \$13.57/hr.

5. Request for approval for student teaching experience at the High School for David Peitzer from Muhlenberg College with Glenn Frey, Physics, from October 28, 2013-December 11, 2013.
6. Approval to correct the rate of pay for Tony Hudak, part-time Custodian, from \$16.57/hr. to \$15.65/hr. for the 2013-2014 school year, effective July 1, 2013.
7. Approval to correct the per diem rate paid to Michele Schellhamer from \$.64/hr., to \$3.43 effective July 1, 2013.
8. Approval to correct the Head Track Coach stipend paid to David Kerschner for 2012-2013 from \$5,170.14 to \$5,370.14 and for 2013-2014 from \$5,170.14 to \$5,370.14 due to qualification of a \$200.00 longevity payment per the Collective Bargaining Agreement—Appendix B-1, Item 1.
9. Recommendation to approve the following extracurricular positions pending receipt of all necessary paperwork:

Extracurricular Position	Name	Stipend
Assistant Field Hockey Coach (MS & VA)	Jennifer Hammack	Volunteer
Assistant Field Hockey Coach (MS & VA)	Wendy Kovich	\$3,102.08
Assistant Field Hockey Coach (MS & VA)	Kina Wehr	\$3,102.08
Assistant Football Coach (MS)	Mike MacLaughlin	Volunteer
Assistant Football Coach (50%) (MS)	Charles Groller	\$2,271.90

10. Approval of intermittent Family Medical Leave for Denise Stockton beginning June 7, 2013, with an end date to be determined.

A motion was made by W. Dellicker with special note for Mrs. Green's retirement. The motion was seconded by R. Morrison with regrets on Mr. Dobbs' resignation.

Moved: W. Dellicker Seconded: R. Morrison Vote: 8 Aye, 0 Nay

3. Curriculum/ Building Issues

3.01 Second Reading and Final Approval of the following documents:

- AP Calculus
- Accelerated Calculus II
- Probability and Statistics

The documents were available for public review and comments. No changes were made to the documents since the first reading.

Moved: W. Dellicker Seconded: C. Ford Vote: 8 Aye, 0 Nay

3.02 Approval of selected textbooks and materials to accompany new curriculum documents:

Text/Materials Title	Subject/ Grade	Publisher
Understandable Statistics	High School: Probability and Statistics	Brooks/Cole Cengage
Calculus: An Applied Approach	High School: Academic Calculus	Brooks/Cole Cengage
Calculus: Early Transcendental Functions (Edition 4)	High School: Advanced Placement Calculus & Accelerated Calculus II	McGraw-Hill

There were no comments on the textbooks from the public.

Moved: W. Dellicker Seconded: J. Reiter Vote: 8 Aye, 0 Nay

4. Policies

- 4.01 First reading of the following policies:**
702 - Gifts, Grants, and Donations
Policy 702 will be revised to include naming rights. The draft policy is available on the District website for public review and comment.

5. Operations

- 5.01 * Approval of WeatherProofing Technologies, Inc. to monitor the High School Roofing Project at a cost of \$770 a day, not to exceed 10 days**
L. Frisbie noted 10 days are built into the contract. With the Director of Operations leaving the District, she recommended the additional days.
Moved: W. Dellicker Seconded: G. Sanders Vote: 8 Aye, 0 Nay

6. District Finances

- 6.01 Approval of Agreement and Statement with Detweiler Family Medicine and Associates, Lansdale, PA to provide employee immunization clinics on August 20, 2013, September 30, 2013, and April 4, 2014 at no cost to the District**
Moved: W. Dellicker Seconded: C. Ford Vote: 8 Aye, 0 Nay
- 6.02 * Approval of Contract with Carbon Lehigh Intermediate Unit 21 for Child Abuse Recognition and Reporting Tracking Software in the amount of \$1,200 for 2013-2014 and \$500 per year for the next four years**
The software will assist in complying with required employee training.
Moved: W. Dellicker Seconded: G. Sanders Vote: 8 Aye, 0 Nay
- 6.03 * Approval of stipulation of GRE Lehigh, LLC Tax Assessment Appeal**
Items 6.03 through 6.08 were fully vetted by the Finance Committee. A motion was made by W. Dellicker, seconded by C. Ford to approve 6.03 through 6.08
- 6.04 * Approval of stipulation of Advance Store Tax Assessment Appeal**
- 6.05 * Approval of resolution authorizing King, Spry, Herman, Freund & Faul, LLC to develop, file, and pursue an appeal to the Lehigh County Board of Assessment Appeals for the 2014 tax year for 9747 Commerce Property, LP**
- 6.06 * Approval of agreement with Invo HealthCare Associates, Jamison, PA, for speech and language support services as needed**
- 6.07 * Approval of Addendum to Settlement Agreement in Lieu of FAPE and Release dated January 11, 2012**
- 6.08 * Approval of agreement with Lifetouch National School Studios for Middle School 2014 Yearbook publication**

Moved: W. Dellicker Seconded: C. Ford Vote: 8 Aye, 0 Nay
- 6.09 Update on recommendation to proceed with a Timekeeping system for payroll administration**
L. Frisbie investigated payroll and timesheet options that will assist the District for compliance with the new reporting requirements of healthcare reform (PPACA). After discussion at the July Finance Committee, L. Frisbie was asked to re-evaluate two options (TimeClocks Plus and ADP) and give a report to the full Board.

L. Frisbie recommends purchasing time clocks and software from TimeClock Plus for electronic timekeeping. The Board discussed costs and needs of the District at this time. A motion was made and seconded to have L. Frisbie proceed with the purchase. Since it is a standard purchase and no contract is involved, it was decided Board approval was not needed and the motion was rescinded.

6.10 Receive the following Reports for January 2013:

- Budget Report
- Revenues Report
- Treasurer's Report
 - Fund 10 General Fund** with a beginning balance of \$21,750,323.93, receipts of \$2,404,303.86, and disbursements of \$2,911,695.41, leaving a balance of \$21,242,932.38.
 - Fund 22 Capital Reserve Fund** with a beginning balance of \$1,188,708.66, receipts of \$64.12, disbursements of \$0, leaving a balance of \$1,188,772.78.
 - Fund 31 2009 General Obligations Note** with a beginning balance of \$468,903.90, receipts of \$20.49, disbursements of \$0, leaving a balance of \$468,924.39.
 - Fund 33 2008 General Obligations Bond** with a beginning balance of \$754,976.09, receipts of \$154.59, disbursements of \$0, leaving a balance of \$755,130.68.
 - Fund 50 Food Service Fund** with a beginning balance of \$312,065.91, receipts of \$52,658.75, disbursements of \$278,393.56, leaving a balance of \$86,331.10.
- EIT Report
- Activity Fund Report
- Comparison of Prior Year to Current Year Budget to Actual Expenditures by Object Report

6.11 Approval of the following Bills as listed for payment:

- Fund 10 General Fund totaling \$959,753.51 for 12-13 and \$913,787.80 for 13-14 including electronic payments
- Fund 22 Capital Reserve Fund totaling \$152,332.50
- Fund 31 Construction & Renovation Fund 2009 Note—none
- Fund 33 2008A General Obligations Bond (GOB)—none
- Fund 50 Food Service Fund totaling \$2,286.10 for 12-13 and \$700.00 for 13-14

A motion was made to accept the reports and pay the bills as presented.

Moved: W. Dellicker

Seconded: G. Sanders

Vote: 8 Aye, 0 Nay

7. Other Reports

7.01 Foundation Report—no report

7.02 Committee Reports

Intermediate Unit—D. Schafer reported on the following: summer camps, Project Search expanded to 15 students, Dr. Eib's contract was extended
Legislation—D. Schafer reported the State budget was signed, Charter School and pension reform did not take place, and healthcare penalties have been delayed one year.
Recreation Commission—L. Sorensen noted Night In the Country is scheduled for August 17 and reported on a new sign at the park entrance.
Lehigh Career & Technical Institute—W. Dellicker reported on the "Iron Person" awards, Friend of Career & Technical Education Award (Peter Rittenhouse), and a "today in America" video narrated by Terry Bradshaw.

8. Old Business

None

9. New Business

9.01 PSBA Legislative Policy Council Candidates for 2013

D. Schafer explained the change in voting procedure for PSBA officers. Under the new structure, Boards will vote as a whole through an electronic process in September. He asked for interest in serving as candidates to attend the Annual Leadership Conference in October. R. Morrison and J. Reiter volunteered to represent the District. A motion was made by C. Ford, seconded by G. Sanders to approve Ronald Morrison and Joseph Reiter as PSBA Legislative Policy Council Candidates. All were in favor. The motion carried.

10. Communications

10.01 President will offer courtesy of the floor for public comment

Phil Toll, Weisenberg Township, commented on Jennifer Holman's China presentation and the timeclock discussion.

Jean Overstrom, Weisenberg Elementary Secretary, commented on the employees leaving Weisenberg Elementary this year. She publicly acknowledged the dedicated individuals and the excellent jobs they did.

10.02 Communications/Notes for the Board from Camille Bartlett, Secretary

None

10.03 Report from Superintendent Wright

Dr. Wright reported on the Ground Breaking Ceremonies for Ocean Spray yesterday. The Hillwood project is moving along. Work has not begun on the bridge over I 78. M. Wright gave updates on personnel transfers.

10.04 Administrative/Building Sharing

L. Matika noted two more contracted positions at the Middle School that need to be filled and seven long term sub positions. M. Scott reported on contingency funds from the State for unusual and exceptionally high costs for special education needs. The District should receive an additional \$52,000 in funds. M. Dobbs commented on his time with the District.

10.05 Board Member Sharing

Board members offered well wishes to Marc Dobbs. J. Reiter commented on commercial development in Weisenberg Township.

Dr. Wright asked Attorney Sbrocchi to comment on the School Board's voting method of approving multiple agenda items as one motion and if that was in violation of any law. Attorney Sbrocchi spoke about the Committee structure that is where agenda items are fully discussed in advance. Those meetings are public meetings. He did not see any problems in the way the Board conducts business. R. Morrison noted the Board has been very transparent. M. Wright stressed agendas are posted for the public on the Friday before a meeting.

10.06 Committee Meetings

The following Committee meetings were held in July:

Policy, 7/1/13 @5 PM, Conf. Rm.
Operations, 7/3/13 @5 PM, Board Rm.
Finance, 7/3/13 @6 PM, Board. Rm.
Personnel, 7/3/13 @7 PM, Conf. Rm.

Upcoming Committee meetings:

Policy, 8/5/13 @5 PM, Conf. Rm.
Operations, 8/7/13 @5 PM, Board Rm.
Finance, 8/7/13 @6 PM, Board. Rm.
Personnel, 8/7/13 @7 PM, Conf. Rm.

11. Adjournment

Upon motion by W. Dellicker, seconded by R. Morrison, the meeting was adjourned at 9:53 PM.

* Discussed in Committee Meeting

Respectfully submitted,

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