

**Northwestern Lehigh School District
6493 Rte. 309, New Tripoli PA 18066
SCHOOL BOARD MEETING
District Board Room
Wednesday, November 20, 2013, 7:00 PM**



MINUTES

**1. Opening
Procedures**

1.01 Call to Order

The November 20, 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:

Carol Betz, Samantha Solomon, Rachel Carson, Christine Stafford, Kristin Wessner, Arlene Sovorsky, Michael Gaul (Bond Council), Kathy Kehs & High School art students, Shannon Suchowicki, Alex Crowe, Elsa Kerschner (press), Erin Williams, Briel Rhoades, Beth Harwick, Martin & Deb Aardewijn, Lisa, Adam & Emily Remaly, Jesse Hunsberger, Drew Snowberger (TV 13), Ethan Danko, Paul Fisher, Jean Overstrom, Paul Spatz, Tammy Meckes, Margaret Kulp, Kyle & Lisa Nicholas, Jessica Steirer, Cindy O'Neil, Tom DeMartini (WFMZ.com) Phil Toll, Barry Betz, Aileen Yadush, Don Allen, Mark Scott, Laurie Hoppes, Amy Wahl, Jill Berlet, 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

A request was made by L. Sorensen to move item 6.01 up on the agenda. The agenda was approved as amended.

Moved: C. Ford

Seconded: L. Sorensen

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 October 9, 2013

The Minutes were approved as presented.

Moved: J. Reiter

Seconded: W. Dellicker

Vote: 9 Aye, 0 Nay

1.08 Student Recognition / Presentations

High School Art presentations

Kathy Kehs, H S art teacher, introduced students and explained their artwork that included mixed media and three-dimensional pieces from ceramics and crafts.

1.09 Board President's Report

President Schafer commented on the exiting Board members, thanking them for their service. He read a statement regarding American Education Week.

1.10 Superintendent's Report

Dr. Wright noted Maria Pulli will begin as NWE Principal on December 2. She gave an update on Circle of Seasons Charter School, and noted an article by WFMZ about graduation rate. M. Wright read the following letter from the Secretary of Education:

Dear Dr. Wright:

The board of directors and the administrative staff of the Northwestern Lehigh School District are to be congratulated for the accomplishments shown by the audit of your operations for the fiscal years ending June 30, 2010 and 2009, recently issued by the Department of the Auditor General. The Pennsylvania Department of Education would like to inform you that the Audit Report of Northwestern Lehigh School District did not contain any findings or observations for these years in accordance with procedures established in Management Directive #325.10.

It is a pleasure to commend you and your staff for this achievement. I would hope that this commendation becomes part of the official minutes of the next meeting of your Board. Again, congratulations.

Sincerely,



Carolyn C. Dumaresq, Ed.D.
Acting Secretary of Education

Dr. Wright presented certificates to Willard Dellicker and Darryl Schafer for PSBA Honor Roll of School Board Service. Mr. Dellicker has served for a cumulative total of 20 years. Mr. Schafer has served for 8.

Jason Zimmerman noted the trophies on display for the Fall athletic season. All teams had very successful seasons. Colonial League Boys Soccer, Girls Soccer, Girls Cross Country Meet Champions, Girls Cross Country League Champions, District XI Girls Soccer Team Champions, District XI Girls Cross Country and Boys Cross Country Team Champions, and 2013 Eastern Football Conference AA Champions. The football team was also awarded the Eastern Pennsylvania Football Officials 2013 Sportsmanship Award.

2. Personnel

2.01 Approval of personnel items as listed:

A. Retirements/Resignations:

1. Recommendation to accept the resignation for retirement for Peter Schuessler as a day shift Custodian, effective January 10, 2014 after more than 12 years of service to the District.
2. Recommendation to accept the resignation of Jonathan DiLuzio, Emotional Support Teacher at the High School, effective October 30, 2013.
3. Recommendation to remove Amanda Williams as a substitute teacher, effective October 16, 2013, as per her request.
4. Recommendation to remove Erin Litsch as a substitute teacher, effective October 16, 2013, as per her request.
5. Recommendation to remove Richard Pearce as a substitute teacher, effective October 18, 2013, as per his request.
6. Recommendation to remove Ann Reidenhour as a substitute teacher, effective October 24, 2013, as per her request.
7. Recommendation to accept the resignation of Jennifer Covert as a Class E, part-time Van Driver, effective November 8, 2013. Jennifer will remain as a food service substitute.

B. Appointments/New Employees

1. Recommendation to approve Erin Williams as Emotional Support Teacher at the High School, effective date pending the receipt and approval of all necessary paperwork, at a salary of BS +24 Step 6 (\$46,655) prorated for the 2013-2014 school year. Erin graduated from Kutztown University where she received her Bachelor of Science Degree, and is currently attending Wilkes University- Masters Program. Erin brings 5 years of experience from Allentown School District.
2. Recommendation to approve Tammy Meckes as part-time Operations Secretary, effective date pending the receipt and approval of all necessary paperwork, at a rate of \$15.10/hr.
3. Recommendation to approve Briel Rhoades as long-term substitute, Guidance Counselor at the High School, effective October 18, 2013, at a prorated salary of MS Step 1 (\$44,970).
4. Recommendation to approve Margaret Kulp as part-time PIMS Secretary, effective November 11, 2013, at a rate of \$15.10/hr.
5. Recommendation for Robin Leisher to be added as a Class E, part-time Van Driver, effective October 11, 2013, at a rate of \$16.08/hr.
6. Recommendation for Karen Frey to be added as a Class F, substitute Van Driver, effective date pending the receipt and approval of all necessary paperwork, at a rate of \$16.08/hr.
7. Recommendation for Gail Smith to be added as a Class F, substitute Van Driver, effective October 25, 2013, at a rate of \$16.08/hr.
8. Recommendation for Chad Xander to be added as a Class F, substitute Van Driver, effective October 24, 2013, at a rate of \$16.08/hr.
9. Recommendation for Constance Harding to be added as a Class F, substitute Van Driver, effective November 22, 2013, at a rate of \$16.08/hr.
10. Recommendation to approve Erin Sheppard as a part-time Instructional Assistant, effective August 19, 2013, at a rate of \$13.57/hr.
11. Recommendation to add Kristen Cornell as a District Health Room Assistant substitute, effective date pending the receipt and approval of all necessary paperwork, at a rate of \$15.50/hr.
12. Recommendation to add the following as Substitute Teachers effective date pending the receipt and approval of all necessary paperwork, at a starting rate of \$90/day:
 - Rachel Carson
 - Ethan Danko
 - Jaclyn DeFranco
 - Casey Fager
 - Barron Lynne Brode George
 - Samantha Jarossy
 - Kimberly Kocher
 - Ashley Krutsick
 - Sarah Miller
 - Alexis Poore
 - Andrea Rincon
 - Samantha Solomon
 - Arlene Sovorsky
 - Shannon Suchowicki
 - Benjamin Watson
 - Kristin Wessner

13. Recommendation to add the following as substitute Instructional Assistants, effective date pending the receipt and approval of all necessary paperwork, at a rate of \$11.32/hr:

- Theodore Moyer
- Alexis Poore
- Andrea Rincon
- Shannon Suchowicki
- Kristin Wessner

14. Recommendation to add the following as substitute Secretaries, effective date pending the receipt and approval of all necessary paperwork, at a rate of \$11.32/hr:

- Rosemary Kostenbader
- Mary Sue Kotula
- Donna Troeller
- Lorie Hughes-Rehrig

C. Other Actions

1. Recommendation to approve Alyssa Keiser as a part-time Instructional Assistant, assigned to the Middle School, effective October 21, 2013, at a rate of \$13.57/hr.
2. Recommendation to approve Christopher Klein as interim Principal at Northwestern Elementary School beginning October 23, 2013, with an end date to be determined. Mr. Klein will receive \$17.49 increase to his current per diem rate.
3. Recommendation to change classification for Warren Bright to a Class D, substitute Bus Driver, effective September 20, 2013, at a rate of \$17.56/hr.
4. Recommendation to add classification for Warren Bright to a Class E, part-time Van Driver, effective October 14, 2013, at a rate of \$16.08/hr.
5. Recommendation to change classification for Gail Smith from a Class F, substitute Van Driver to a Class E, part-time Van Driver, effective November 11, 2013, at a rate of \$16.08/hr.
6. Recommendation to approve Amanda Rex as a substitute secretary, effective October 7, 2013, at a rate of \$11.32/hr.
7. Approval of Disability Leave followed by Family Medical Leave and Childrearing Leave for Angela Traub beginning October 15, 2013 through April 30, 2014.
8. Recommendation to approve extracurricular positions pending receipt of all necessary paperwork:

Extracurricular Position	Name	Stipend
Assistant Boys Basketball Coach (MS)	Trevor German	\$1,378.45
Assistant Boys Basketball Coach (MS)	Richard Kulp	\$574.36
Assistant Boys Basketball Coach	David Dorney	\$574.36
Assistant Boys Basketball Coach (Jr. High)	Christopher Kretzman	\$2,605.95
Assistant Softball Coach	Erin Williams	Volunteer
Assistant Track Coach	Timothy Cunningham	\$3,102.08
Assistant Boys Soccer Coach (JV & VA)	Derrick Reinert	\$1,861.25
Assistant Boys Soccer Coach (JV & VA)	Josh Gross	\$1,240.83

9. Request for unpaid days for Tammy Rex, part-time Instructional Assistant, for January 29, 30 & 31, 2014.
10. Request for unpaid days for Sheila Harrison, part-time Bus Driver for October 28, 2013-November 15, 2013.

New staff members were introduced and welcomed. Personnel items were approved as listed above.

Moved: R. Morrison

Seconded: J. Reiter

Vote: 9 Aye, 0 Nay

Item 6.01 was heard at this time (see Finance Section)

3. Curriculum / Building Issues

3.01 Report on Student Assessment Data—Secondary

Laurie Hoppes and Amy Wahl gave a brief overview of the PSSA test results for Middle School students given last year in Reading and Mathematics, Science, and Writing. They shared Average Growth Index showing comparisons of AGI to other middle level schools in Lehigh County. They reviewed the School Performance Profile and then explained the building goals related to student achievement for 2013/14.

Aileen Yadush and Don Allen gave a brief overview of the 2013 Keystone Exam results. A. Yadush noted 2013 is a transition year. Last year, all 11th grade students were required to take the Keystone Exams in Algebra. Some of those students took their Algebra course two to three years prior to taking the test. A. Yadush shared achievement score comparisons for Algebra, English Literature, and Biology. D. Allen explained the High School's plans to help meet their goals to improve student achievement and growth.

3.02 Approval of Waiver of Expulsion Hearing for student #17238

Moved: W. Dellicker

Seconded: J. Reiter

Vote: 9 Aye, 0 Nay

3.03 Approval to apply for Safe Schools Initiative Competitive Grant monies for an amount up to \$25,000

Grant money will be used to purchase security related enhancements, many of which are identified in the Strategic Plan. The application deadline is December 6.

Moved: W. Dellicker

Seconded: G. Sanders

Vote: 9 Aye, 0 Nay

4. Policies

4.01 * First reading of the following policies:

Policies that were discussed at October 7, 2013 Policy Committee:

803 - District Calendar

804 - School Day

805 - Emergency Preparedness

860 - Child Abuse Reporting

807 - Flag Salute / Pledge of Allegiance

Policies that were discussed at the November 4, 2013 Policy Committee:

113.4 Confidentiality of Special Education Student Information

808 Food Services

814 Copyright Material

822 Automated External Defibrillator (AED)

830 Breach of Computerized Personal Information

906.1 Title I Parent Complaints

918 Title I Parent Involvement

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

4.02 * Approval to rescind the following policies:

109.1 Criteria for Selection of Materials

109.2 Objection or Request for Reconsideration on Material Acquisition

109.3 Weeding and Disposal of Materials

109.4 Use of Audio Visual Materials

These policies have been combined into a single policy, 109 Resource Materials, which was revised in August.

Moved: W. Dellicker

Seconded: J. Reiter

Vote: 9 Aye, 0 Nay

5. Operations

5.01 * Approval to bid upgrade of existing LCA sewer system wet well at Weisenberg Elementary and utilize MKSD services on an hourly rate basis not to exceed \$7,000

L. Frisbie noted the project is on hold until the District receives a response from Lehigh County Authority on specific issues.

Moved: W. Dellicker

Seconded: J. Reiter Vote: 8 Aye, 1 Nay (Morrison)

6. District Finances

6.01 * Presentation, discussion and approval for refinancing of Series A of 2008 GOB issue

Michael Gaul, Bond Counsel, attended the meeting to answer any questions regarding the resolution for the refinancing of the Bonds. A target of \$250,000 net savings was established. L. Frisbie noted the method for paying the financing cost does not need to be decided tonight. The next opportunity for refinancing will be 2017 for the Series of 2012. L. Sorensen commented on paying back early on some of the District's debt.

A motion was made to approve the resolution for the refinancing of Series A of 2008 GOB issue. A roll call vote was taken.

AYE	Camille Bartlett	AYE	Todd Hernandez	AYE	Greg Sanders
AYE	Willard Dellicker	AYE	Ronald Morrison	AYE	LeRoy Sorensen
AYE	Christopher Ford	AYE	Joseph Reiter	AYE	Darryl Schafer

Moved: G. Sanders

Seconded: R. Morrison

Vote: 9 Aye, 0 Nay

6.02 Approval of proposal from Netchemia for TalentEd Recruit and Hire program in the amount of \$500 one-time Training cost, and \$600 prorated for the first year (November 2013-April 2014) and then \$1650 for each year for the next two years.

The program will handle pre-employment data and will be used for submitting employment applications.

Moved: W. Dellicker

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

6.03 * Approval of the following contracts to be paid from Student Activity Funds:

- Eastern Action Sports Teams, Easthampton, MA, for the performance of Anti-Gravity for Weisenberg Elementary on May 14, 2014, in the amount of \$1,397.
- Ballet Guild of the Lehigh Valley/PA Youth Ballet, Bethlehem, PA, for performance of The Nutcracker 2013, for Northwestern Elementary 5th Grade on December 13, 2013, in the amount of \$616.

A motion was made by W. Dellicker to approve items 6.03, 6.04, 6.05, 6.06, 6.07, and 6.08 as one item. G. Sanders seconded the motion.

6.04 * Approval of 2013-2014 Budget Transfers

6.05 * Approval of Agreement with Pennsylvania Association of School Business Officials (PASBO) for Interim Business Administrator Services at a rate of \$66 / hour. Christine Stafford, Retired Business Administrator, will serve as the District's Interim Business Administrator for a period to be determined.

6.06 * Approval to participate in CLIU Clarity with Brightbytes Consortium

6.07 * Approval of agreement with Centennial School of Lehigh University for educational services effective October 9, 2013 at a rate of \$275.81 per day

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 \$29,786,234.71, receipts of \$6,170,488.69, and disbursements of \$4,896,894.74, leaving a balance of \$31,059,828.66.
 - Fund 22 Capital Reserve Fund** with a beginning balance of \$1,083,956.22, receipts of \$24.96, disbursements of \$0, leaving a balance of \$1,083,981.18.
 - Fund 31 2009 General Obligations Note** with a beginning balance of \$479,962.72, receipts of \$23.77, disbursements of \$0, leaving a balance of \$479,986.49.
 - Fund 33 2008 General Obligations Bond** with a beginning balance of \$763,819.10, receipts of \$157.60, disbursements of \$0, leaving a balance of \$763,976.70.
 - Fund 50 Food Service Fund** with a beginning balance of \$29,605.65, receipts of \$57,661.24, disbursements of \$34,644.77, leaving a balance of \$52,622.12.
- 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. Items 6.03, 6.04, 6.05, 6.06, 6.07, and 6.08 were approved as one item.

Moved: W. Dellicker

Seconded: G. Sanders

Vote: 9 Aye, 0 Nay

6.09 Approval of the following Bills as listed for payment:

Fund 10 General Fund check #067393 through 067703 plus electronic payments totaling \$1,095,629.81

Fund 22 Capital Reserve Fund Check—none

Fund 31 Construction & Renovation Fund 2009 Note—none

Fund 33 2008A General Obligations Bond (GOB)—none

Fund 50 Food Service Fund check # 006128 through 006143 totaling \$54,923.44

Fund 51 Tiger Concessions check # 001319 through 001327 totaling \$3,841.84

The Bills were approved as presented for payment.

Moved: W. Dellicker

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

7. Other Reports

7.01 Enrollment Report

There are currently 2263 students enrolled in the District including 5 in the Digital Academy, 104 half-day and 8 full-time at LCTI. There are 22 out-of-district placements, 60 Cyber/Charter students, 36 homeschooled, and 171 non-public students.

7.02 Foundation Report

The Foundation's next meeting is scheduled for December 9th.

7.03 Committee Reports

Intermediate Unit—D. Schafer gave highlights of the IU budget and changes.

Legislation—D. Schafer shared information from the response letter from David Argall regarding health care. M. Wright gave an update on Chapter 4 Regulations.

Recreation Commission—no report

Lehigh Career & Technical Institute—W. Dellicker noted the JOC held discussion on updating the By-laws regarding the number of JOC representatives from each participating district. The decision was made not to pursue the issue. JOC members were given budget presentations that include an anticipated 22% increase in health care costs.

8. Old Business

8.01 Approval to accept the resignation of David Hunsicker as LCCC Trustee effective December 31, 2013

Mr. Hunsicker served as the District representative for 15 years. Board members noted their appreciation for the excellent job he did serving as LCCC Trustee.

Moved: C. Ford

Seconded: L. Sorensen

Vote: 9 Aye, 0 Nay

8.02 Discussion and appointment of Northwestern Lehigh School District representative to Lehigh Carbon Community College Board of Trustees effective January 1, 2014 through June 30, 2016

After discussion on appointing a community member or a Board member to serve on the Board of Trustees, a motion was made to appoint Paul Fisher as the District representative to Lehigh Carbon Community College Board of Trustees.

Moved: J. Reiter

Seconded: W. Dellicker

Vote: 9 Aye, 0 Nay

9. New Business

9.01 Audit Commendation

The Commendation letter was read during the Superintendent's report.

9.02 Board Meeting Structure

Two draft schedules were presented for review. R. Morrison suggested an alternative of holding Policy and Operations on one night and Finance and Personnel on another night (Wed. & Thurs) to allow at least five days to review the agenda prior to the meetings. G. Sanders suggested holding Policy and Operations every other month. Board members discussed several options and agreed not to hold all committee meetings on the same night.

After much discussion, everyone agreed to scheduling Policy and Operations on the first Monday of the month with meetings to begin at 6 PM and 7 PM. Finance and Personnel will be scheduled for the first Wednesday of each month with meetings to begin at 6 PM and 7 PM. The schedule will be presented for approval at the December Board meeting.

9.03 L. Sorensen commented on determining a way to measure creditability of advice given by experts and challenged the installation of the concrete in the area of the Athletic Office entrance.

10. Communications

10.01 President will offer courtesy of the floor for public comment

Phill Toll offered congratulations to all of the athletic teams.

10.02 Communications/Notes for the Board from Camille Bartlett, Secretary—none

10.03 Administrative/Building Sharing

L. Seier noted a photo in the Northwestern Press of the Rotary Club and HS Interact Club members, and volunteers from the Lowhill Food Pantry working together to fill snack bags for local families through Operation Snack Pack Connection. J. Holman attended a presentation by the Department of Homeland Security on Lessons Learned. She shared plans for a Community Portal to allow community members to receive messages from the District by phone, email or text. She announced a Cyber Safety Program by the Attorney General's Office for HS & MS students and a parent presentation later this month.

L. Frisbie noted Gorman's single audit on Federal Programs is complete. The State audit continues. Administrators noted upcoming events and offered their thanks to Chris Ford and Camille Bartlett for their service on the Board.

10.04 Board Member Sharing

Board members offered congratulations to the athletic teams, thanked Chris Ford and Camille Bartlett for their years of service and wished everyone a Happy Thanksgiving. C. Ford and C. Bartlett read farewell statements to the Board.

10.05 Committee Meetings

Committee Meetings held this month:

Policy, 11/4/13 @ 5 PM, Board Rm.

Operations, 11/6/13 @ 5 PM, Board Rm.

Finance, 11/6/13 @ 6PM, Board Rm.

Personnel, 11/6/13 @ 7PM, Conf. Rm.

Upcoming Committee Meetings:

Committee Meetings scheduled for December have been cancelled.

11. Adjournment

Upon motion by R. Morrison, seconded by C. Ford, the meeting was adjourned at 10:17 PM.

* Discussed in Committee Meeting

Respectfully submitted,

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