

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



MINUTES

1. Opening Procedures

1.01 Call to Order

The meeting was called to order at 7:00 PM by President D. 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:

Elsa Kerschner (press), Dawn Anderson, Denise Gallagher, Paul Fisher, Phil toll, Anna Gilgoff, Shay Wagner, Kelly Bleam, Kim DeFazio, Kate Marvel, Barry Betz, Douglas Graves (press), Students (Ryan Cerrone, Melissa Smith, Brianna Nibbe), Aileen Yadush, Laurie Hoppes, Amy Wahl, Mark Scott, Jill Berlet, Marc Dobbs, Robert Kripplebauer, Jason Zimmerman, LeAnn Stitzel, Lori Seier, LuAnn Schellhamer, 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: G. Sanders

Vote: 9 Aye, 0 Nay

1.05 President will welcome guests

President Schafer welcomed high school students to the Board meeting.

1.06 High School FCCLA Presentations

Family Career & Community Leaders of America (FCCLA) members Brianna Nibbe, Regen Zimmerman, and Melissa Smith won gold medals and first place for Chapter Service Display and a bid to the National FCCLA Conference in Nashville, Tennessee.

Melissa Smith and Brianna Nibbe explained their service project that was based on helping hospitalized children. FCCLA students collected donations of children's items such as videos and games for Lehigh Valley Children's Hospital, Bristol Myers Children's Hospital, and St. Luke's Pediatric Unit. The students explained how FCS concepts were incorporated into the project. The goal was to collect at least 100 items for each hospital. They followed the planning process for the project and relied entirely on donations.

Board members commended the students for their efforts on the service project. President Schafer requested moving approval of the FCCLA trip to Nashville after public comment. Board members agreed. (see 3.05)

1.07 High School Student Representative

Ryan Cerrone shared current and upcoming events for the High School.

1.08 President will offer courtesy of the floor for public comment

There were no comments

1.09 Approval of Minutes, as attached, for March 20, 2013

The Minutes were approved as presented.

Moved: W. Dellicker

Seconded: G. Sanders

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 Ross Kirk, Kindergarten and Gifted Teacher at Northwestern Elementary School, effective June 30, 2013.
2. Recommendation to remove the following from the district substitute guest teacher list, effective March 25, 2013, due to no response to communication:
 - Christopher Finch
 - Cara Meskill
 - Madhavi Murty
 - Nina Weiss
3. Recommendation to remove Tammy Deily-Brown from the district substitute Custodian list effective March 20, 2013, due to no response to communication.
4. Recommendation to accept the resignation of Doris Klusaritz as a substitute Bus Driver, effective March 27, 2013.

B. APPOINTMENTS/NEW EMPLOYEES

1. Recommendation to add the following to the District substitute teacher list, at a starting rate of \$90/day:
 - Nicole Dorney- effective April 2, 2013
 - Alyssa Keiser- effective March 26, 2013
2. Recommendation to add the following to the District substitute Instructional Assistant list, at a rate of \$11.04/hr.:
 - Katherine Casciano- effective date pending receipt and approval of all necessary paperwork
 - Alyssa Keiser- effective March 26, 2013
3. Recommendation to add the following as Volunteer Assistant Indoor Twirling Coaches, effective date pending the receipt and approval of all necessary paperwork:
 - Katie Nederostek
 - Ashley Pechacek
4. Recommendation to add Jennifer Moloney as a substitute Health Room Assistant, effective date pending the receipt and approval of all necessary paperwork, at a rate of \$14.23/hr.
5. Recommendation to add Kim Scheidt as a seasonal employee, effective June 10, 2013, at a rate of \$8.00/hr.
6. Recommendation to add the following as Class F, substitute Van Drivers, at a rate of \$16.08/hr.:
 - Errol Barnes- effective April 10, 2013
 - Warren Bright- effective March 28, 2013
 - Kerry Solt- effective April 9, 2013

C. OTHER ACTIONS

1. Recommendation to extend David DeLong as a long-term substitute, High School Mathematics, through the end of the 2012-2013 school year.
2. Approval of temporary per diem salary adjustment of \$39.95 for Timothy Churetta, High School Health and Physical Education Teacher for additional responsibilities of Assistant High School Principal, effective April 3, 2013, with an end date to be determined.
3. Recommendation to change classification for Matthew Hallock from a Class C, part-time Bus Driver, to a Class D, substitute Bus Driver, effective April 8, 2013 at a rate of \$17.13/hr.

4. Recommendation to change classification for Marie Muth from a Class F, substitute Van Driver, to a Class E, part-time Van Driver, effective March 25, 2013, at a rate of \$16.08/hr.
5. Recommendation to change classification for Matthew Schneck, from a Class E, part-time Van Driver, to a Class F, substitute Van Driver, effective April 15, 2013.
6. Approval of Disability Leave followed by Family Medical Leave for Kelly Rissell beginning March 18, 2013, with a return to work date as the beginning of the 13-14 school year.
7. Approval of Family Medical Leave for Jennifer Horner beginning April 11, 2013 (PM), with a return to work date as the beginning of the 13-14 school year.
8. Request for approval of unpaid days for Catherine Withers, Office Assistant, for March 19, 20 & 21, 2013.
9. Request for approval of unpaid days for Amanda Rex, part-time Office Assistant/substitute Van Driver, for April 2 & 3, 2013.
10. Request for approval of unpaid days for Marie Muth, part-time Van Driver, for April 4 & 5, 2013.
11. Request for approval of unpaid days for Patricia McGonigle, part-time Bus Driver, for May 8-10, 2013.

Personnel items were approved as presented.

Moved: W. Dellicker

Seconded: J. Reiter

Vote: 9 Aye, 0 Nay

3. Curriculum/ Building Issues

3.01 Approval of Carbon Lehigh Intermediate Unit #21 Facilities Plan Committee Report and Resolution for the 2013-2014 school year

The plan includes opening a multi-disabilities behavioral classroom in Northwestern Lehigh Middle School. The plan and resolution were approved as presented.

Moved: R. Morrison

Seconded: L. Sorensen

Vote: 9 Aye, 0 Nay

3.02 First reading of the following curriculum documents:

- Social Studies curriculum for grades K – 5
- Mathematics curriculum for grades 6 - 8, and for Algebra 1 (parts 1 & 2), Algebra 2, Geometry, and Trigonometry
- Library curriculum for grades K - 8 and High School
- Life Skills and Transition Seminar
- World Language curriculum for Spanish and German, Levels 1 - 4

L. Stitzel noted curriculum documents outline what we teach, but do not dictate how it is taught. The documents are guidelines for teaching objectives. A committee of teachers review curriculum guides each year and recommend changes and updates. L. Stitzel noted how the new K-5 Social Studies curriculum is integrated with Language Arts and has been revised to follow Common Core Standards. In Math, students are expected to apply knowledge. The curriculum has been written to address the changes needed by the Common Core and Keystone Exams.

Textbooks are selected that support the curriculum developed by our teachers. Curriculum documents are posted to the District website. Any questions, comments, or concerns should be submitted to LeAnn Stitzel prior to the May Board meeting so they can be addressed.

3.03 Preliminary review of textbooks to accompany new curriculum documents

L. Stitzel answered questions from Board members regarding the selected texts. R. Morrison commented on Social Studies, the concept of freedoms (Kdg.), choice/consequences in voting (2nd Gr.), and age appropriate concepts (compass rose).

He noted he would like to see descriptions of how concepts will be assessed and requested a definition be provided for age appropriate under the Library section for grades 4 through 6.

L. Stitzel answered questions regarding the curriculum writing process. She noted Task Force members solicit feedback from their colleagues when reviewing and writing curriculum. Dr. Wright noted the May Board meeting is one day short of the 30-day public viewing and comment period and asked the Board to accept a 29-day review period to allow textbooks to be ordered. Board members commented on and discussed media and public reaction to Common Core requirements in Pennsylvania and other states. Copies of textbooks will be available for public inspection in the Administrative Office. Any comments, questions, or concerns should be submitted to LeAnn Stitzel prior to the May Board meeting so they can be addressed.

3.04 Approval to accept a High School foreign exchange student through International Student Exchange for the 2013-14 school year

Moved: G. Sanders Seconded: J. Reiter Vote: 9 Aye, 0 Nay

3.05 Approval of FCCLA trip to Nashville, TN, July 7, 2013 through July 11, 2013, to compete in the National FCCLA competition

Moved: R. Morrison Seconded: J. Reiter Vote: 9 Aye, 0 Nay

4. Policies

4.01 * First reading of the following policies:

- 204 Attendance
- 709 Building Security

R. Morrison commented on the recommended changes made by the Policy Committee.

5. Operations

5.01 * Approval to purchase High School Sound System from Entertainment Service Group in an amount not to exceed \$18,877.79

J. Zimmerman answered questions on the warranty. A system will be rented from the company for the Middle School Spring musical production.

Moved: W. Dellicker Seconded: J. Reiter Vote: 9 Aye, 0 Nay

5.02 * Approval to bid High School Roofing Project

L. Sorensen recommended saving the money now, not bid the project, and save the bidding costs. He stated his rationale. He stated three more leaking areas were discovered along with concrete work that was done incorrectly. He disagreed with the representative from TREMCO. L. Sorensen believes there is a flashing problem and he said flashing work was not done correctly. He would like to see quality control methods and systems in place for what has already been done. He recommends getting what has been done under control and corrected before any new projects are taken on, and if new projects are taken on, what is going to be an effective objective quality control measure. He stated students are getting fleeced out of educational dollars because of money being wasted on a management model that is ineffective.

W. Dellicker called the question. A roll-call vote was requested by the Solicitor. The motion carried—5 Aye to 4 Nay.

Moved: W. Dellicker Seconded: C. Ford Vote: 5 Aye, 4 Nay

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

5.03 Update from District Solicitor regarding bidding requirements/ spec writing

M. Wright requested the Solicitor's clarification of questions from Board members regarding bidding and writing specs. L. Sorensen clarified his questions regarding improper workmanship and corrective action needs, and what is considered maintenance. D. Sbocchi explained the statute regarding bid threshold of \$18,900. Projects cannot be broken up to avoid the bid threshold. He explained alternative actions for unsatisfactory work done on new construction. He talked about the statute of limitations on work done more than ten plus years ago. Board members commented on prevailing wage. A question was raised regarding any PlanCon requirements for

formal architectural drawings/bid package. D. Sbrocchi reviewed the concept of a level playing field for all—fair opportunity for everyone to be bidding the same thing with the same information. It is very hard to do a project without technical expertise for appropriate specs. Discussion followed regarding architectural fees.

6. District Finances

6.01 2013-2014 Budget Discussion

The preliminary budget booklet was distributed to Board members to allow more time for questions before Board action on May 15. L. Frisbie reviewed the budget process and noted budget goals were met with this budget. She highlighted some of the major changes as the budget was refined since last month's presentation. The proposed budget with a 0 mill increase includes a shortfall of \$702,506. Since last month, there were additional reductions in expenditures of \$515,301 and net increases in local and State revenues and Social Security reimbursement. L. Frisbie reviewed the changes in expenditures and shared a recap of the staffing plans for the next school year and the impact of staffing changes. The Board discussed benefits and healthcare costs, and PSERS rate increases.

L. Frisbie noted anticipated savings in electricity and heating oil costs due to the new mechanical systems are included in this draft. Diesel and fuel bids are not in yet, those numbers could be adjusted for the final budget. The Board discussed the use of Fund Balance, the effect on revenue because of reassessment appeals and the West Hills project in Weisenberg Township. L. Frisbie noted there are no anticipated revenues on the West Hills project until 2014-15.

6.02 Approval to adopt resolution identifying and authorizing Mary Anne Wright to sign electronic agreements with the Pennsylvania Department of Education

Moved: R. Morrison

Seconded: G. Sanders

Vote: 9 Aye, 0 Nay

6.03 Approval of contract with Carbon Lehigh Intermediate Unit #21 for Driver Education Program for 2013-2014 in the amount of \$2000. The cost to students will be \$100 for on-line classroom theory and \$285 for behind-the-wheel driving, (additional one hour lessons-\$55), and \$100 for DMV intense test preparation (additional one hour lessons-\$55).

Moved: W. Dellicker

Seconded: J. Reiter

Vote: 9 Aye, 0 Nay

6.04 Approval of agreement with CLIU #21 to provide professional services in the amount of \$450.00 for Common Core Training for Science, Social Studies and Related Arts for the Middle School on May 24, 2013

Moved: W. Dellicker

Seconded: C. Ford

Vote: 9 Aye, 0 Nay

6.05 Approval of proposal from Netchemia for TalentEd Perform Teacher and Principal program in the amount of \$8,000 for the first year and then \$5,500 for the next 3 years.

The program will be used to implement the new teacher evaluation program and will allow for immediate feedback to teachers during the evaluation process.

Moved: W. Dellicker

Seconded: C. Ford

Vote: 9 Aye, 0 Nay

6.06 Approval of agreement with PSBA to update the PSBA Administration Compensation Study for a cost of \$899.00

Moved: W. Dellicker

Seconded: J. Reiter

Vote: 9 Aye, 0 Nay

6.07 Approval of the following contracts/agreements:

- Lehigh County Historical Society, Weisenberg Elementary 3rd grade, May 17th in the amount of \$620 to be paid from student activities.
- Hal Leonard Corporation, Milwaukee, WI, Middle School Play *The Little Mermaid Junior*, recording permission in the amount of \$75 to be paid from General Fund.

Moved: W. Dellicker

Seconded: G. Sanders

Vote: 9 Aye, 0 Nay

6.08 Approval of trash bid per tabulation

The bid was awarded to Waste Management of Pennsylvania, Inc., Kutztown PA, in the amount of \$18,580.00 for trash removal 9/1/13 through 6/30/14 and a per pick-up cost for 7/1/13 through 8/31/13.

Moved: W. Dellicker

Seconded: G. Sanders

Vote: 9 Aye, 0 Nay

6.09 Approval of Letter of Agreement for an Independent Educational Evaluation with Lehigh Valley School Neuropsych Associates, LCC for \$2600 plus mileage reimbursement at \$0.555/mile

Moved: W. Dellicker

Seconded: L. Sorensen

Vote: 9 Aye, 0 Nay

6.10 Approval of PlanCon K Project Refinancing Board Transmittal for the General Obligations Bonds, Series of 2013

This is a paperwork compliance for the recent refinancing of the bonds.

Moved: W. Dellicker

Seconded: J. Reiter

Vote: 9 Aye, 0 Nay

6.11 Receive the following Reports for February 2013:

- Budget Report
- Revenues Report
- Treasurer's Report

Fund 10 General Fund with a beginning balance of \$26,895,096.24, receipts of \$1,197,612.63, and disbursements of \$3,075,616.12, leaving a balance of \$25,017,092.75.

Fund 22 Capital Reserve Fund with a beginning balance of \$1,188,519.79, receipts of \$62.76, disbursements of \$0, leaving a balance of \$1,188,582.55.

Fund 31 2009 General Obligations Note with a beginning balance of \$468,843.33, receipts of \$20.28, disbursements of \$0, leaving a balance of \$468,863.61.

Fund 33 2008 General Obligations Bond with a beginning balance of \$756,461.15, receipts of \$151.97, disbursements of \$0, leaving a balance of \$756,613.12.

Fund 50 Food Service Fund with a beginning balance of \$259,287.66, receipts of \$51,271.69, disbursements of \$40,867.67, leaving a balance of \$269,691.68.

- 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: W. Dellicker

Seconded: C. Ford

Vote: 9 Aye, 0 Nay

6.12 Approval of the following Bills as listed for payment:

Fund 10 General Fund check # 065916 through 066072 and electronic payments and wire transfers totaling \$1,732,582.35

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 # 006028 through 006041 totaling \$42,126.66

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

As of April 1, there are 2273 students enrolled in the District including 6 Digital Academy, 10 full-time and 95 part-time LCTI, and 18 out-of-district placements. There are also 49 Charter/Cyber students, 32 homeschooled students, and 177 non-public students.

7.02 Foundation Report

No report

7.03 Committee Reports

Intermediate Unit—March is Autism Awareness Month.

Legislation—D. Schafer commented on Chapter 4 changes

Recreation Commission—Spring sports have begun. The Rec Commission is looking to develop a section of the park as a flexible field.

Lehigh Career & Technical Institute—64 students received skills awards. W. Dellicker commented on Dave Lipinsky's retirement in August and shared information on the DeVinci Center partnership.

8. Old Business

8.01 Advocacy Resolutions

- Resolution #04.17.2013A Calling for Reform of the Commonwealth's Charter and Cyber Charter School Funding Formula
- Resolution #04.17.2013B calling for reform of the Commonwealth's Cyber Charter School Funding Formula
- Resolution #04.17.2013C Urging Pension Reform

M. Wright noted PSBA does not have a template for a resolution regarding prevailing wage. She explained the difference between a Charter School and a Cyber/Charter School. D. Schafer noted the resolution will be shared with local legislators as well as other school districts in Pennsylvania. A motion was made by W. Dellicker, seconded by J. Reiter to approve the three resolutions.

Moved: W. Dellicker

Seconded: J. Reiter

Vote: 9 Aye, 0 Nay

- 8.02** L. Sorensen initiated conversation regarding the proposal from Superior Engineered Products for repair of high school doors. R. Kripplebauer would like more time to review the proposal. Operations Committee members suggested holding the conversation until Operations Meeting on May 1.

9. New Business

L. Sorensen asked for clarification regarding Board member emails. The Solicitor responded that emails are acceptable if they are for sharing information. If a Board member responds to an email, then it becomes deliberation and a violation of the Sunshine Laws. Deliberation must be done in a public meeting. L. Sorensen had questions regarding the Recreation Commission borrowing equipment from the District for maintenance of the fields. J. Zimmerman noted past practice with local townships. Liability agreements are secured before borrowing.

10. Communications

10.01 President will offer courtesy of the floor for public comment

Denise Gallagher, Weisenberg Township, shared her concerns regarding Common Core Standards for Math and suggested consideration of the concerns for other subjects.

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

10.03 Report from Superintendent Wright

Rep. Gary Day is sponsoring a career awareness night at LCTI in April. West Hills Industrial Park is moving forward with finalizing their financial plan and groundbreaking for the first of three buildings.

10.04 Administrative/Building Sharing

R. Kripplebauer noted LCTI students finished work on the fuel shed at the Transportation Building. He will issue a press release in the near future. J. Zimmerman shared track, baseball and softball playoff information.

10.05 Board Member Sharing

J. Reiter commented on the Legislative meeting he attended. R. Morrison thanked students for attending the meeting and wished them success on their trip to Nashville. He thanked L. Frisbie for providing the information to Board members to better understand the budget. C. Ford commending the FCCLA students for their efforts. L. Sorensen thanked the public for attending and noted it was good to hear directly from the community. D. Schafer noted the Region 8 Director is stepping down.

10.06 Committee Meetings

Policy 4/1/13 @ 5 PM

Operations 4/3/13 @ 5 PM

Executive Session for Legal Issues 4/3/13 @ 7 PM

Personnel 4/3/13 @7:45 PM

The Finance Committee Meeting scheduled for 4/3/13 @6 PM was not held.

11. Adjournment

Upon motion by L. Sorensen, seconded by R. Morrison, the meeting was adjourned at 10:53 PM.

* Discussed in Committee Meeting

Respectfully submitted,

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