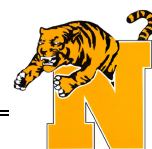


**Northwestern Lehigh School District
6493 Rte. 309, New Tripoli PA 18066
SCHOOL BOARD MEETING
Lehigh Career & Technical Institute JOC Board Room
Wednesday, October 10, 2012, 7:30 PM**



MINUTES

A brief tour of LCTI occupational classroom facilities was provided by Northwestern Lehigh LCTI students, Tara Thorson (small gas engines), Lynne Kovalchik (advertising design), Dale Bernhard (culinary), and Amanda Wilson (drafting & design) prior to the Board meeting.

1. Opening Procedures

1.01 Call to Order

The Meeting was called to order at 7:30 PM by President D. Schafer.

1.02 Opening Exercises

Opening exercises followed by 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
Ab	Christopher Ford	Pr	Joseph Reiter	Pr	Darryl Schafer

Also Present: P. Toll, E. Kerschner (press), D. Anderson, D. Gallagher, M. Cleary, G. Frey, B. Dietrich, R. Karoly, M. Kistler, M. Rapp (press), L. Frisbie, M. Dobbs, J. Berlet, R. Kripplebauer, M. Scott, A. Wahl, L. Hoppes, A. Yadush, L. Stitzel, J. Holman, M. Wright, D. Sbrocchi, Esq., N. Zellner

1.04 Approval of Agenda

The Agenda was approved as presented.

Moved: W. Dellicker

Seconded: J. Reiter

Vote: 8 Aye, 0 Nay

1.05 President will welcome guests

LCTI students introduced themselves and told what area of study they are pursuing. The students were presented certificates of appreciation.

1.06 Presentations

NWL Educational Foundation

Northwestern Lehigh Educational Foundation President, Mike Kistler, spoke to the Board regarding their work to fund programs outside of the District budget. He noted the New Tripoli Bank is one of the biggest supporters of the EITC (Educational Improvement Tax Credit) program. Through the Pennsylvania Department of Community and Economic Development, businesses are eligible to take a tax credit for making a donation to an educational improvement organization. Waste Management and South Tamaqua Coal have also contributed to the program. Mr. Kistler explained some of the programs that are funded through EITC and other annual fundraisers. One of the programs is the Teacher Mini Grants that must be used for something outside of the school budget and must be sustainable. Teachers can apply for the grants each year. Last year the Foundation also helped to fund the Science Club's trip to the State competition. A check for \$123,000 was presented to the School Board from the Educational Foundation.

1.07 President will offer courtesy of the floor for public comment

There were no comments.

1.08 Approval of Minutes for September 12, and September 19, 2012

The Minutes were approved as presented.

Moved: W. Dellicker

Seconded: J. Reiter

Vote: 8 Aye, 0 Nay

2. Personnel

2.01 Approval of personnel items as listed:

A. RETIREMENTS/RESIGNATIONS

1. Approval to accept the resignation of Elizabeth Kenawell, Instructional Assistant at Northwestern Elementary School, effective September 25, 2012.
2. Recommendation to remove Thomas Linette from the district substitute teacher list, effective September 20, 2012, per his request.
3. Recommendation to remove Drew Reinhard from the district substitute teacher list, effective September 27, 2012, per his request.
4. Recommendation to remove Michael Markle from the district substitute "guest" teacher list, effective September 28, 2012, per his request.
5. Recommendation to remove Emily Toth from the district substitute teacher list, effective September 27, 2012, per her request.
6. Recommendation to remove Michael Haberern from the district substitute teacher list, effective October 3, 2012, per his request.
7. Recommendation to remove Joseph Kovacs from the district substitute custodian list, effective September 27, 2012, per his request.
8. Recommendation to accept the resignation of Joseph Jarjous as Assistant Boys Basketball Coach, effective October 1, 2012.

B. APPOINTMENTS/NEW EMPLOYEES:

1. Recommendation to appoint Jane Jones to the long-term substitute Mathematics position at the Middle School, effective date pending the receipt and approval of all necessary paperwork, at a salary of MS Step 1 (\$43,741) prorated for the second and third marking periods of the 2012-2013 school year. Jane will also be added to the district substitute teacher list.
2. Recommendation to appoint Nannette Lingenfelter to the Certified School Nurse position, effective date pending the receipt and approval of all necessary paperwork, at a salary of BS+24 Step 5 (\$44,541) prorated for the 2012-2013 school year.
3. Recommendation to appoint Amanda Rex to the position of part-time office assistant in the Transportation Department, effective September 27, 2012, at a rate of \$12.91/hr. for up to 5.5 hours per day.
4. Recommendation to add the following to the district substitute teacher list, at a starting rate of \$90/day:
 - Jerold Dougherty- effective October 9, 2012
 - Trevor Miller- effective date pending the receipt and approval of all necessary paperwork
 - Ann Reidenhour- effective date pending the receipt and approval of all necessary paperwork
 - Donald Reifinger Jr.- effective date pending the receipt and approval of all necessary paperwork
 - Colleen Ritter- effective date pending the receipt and approval of all necessary paperwork
 - Amber Shiffer- effective October 8, 2012
5. Recommendation to add Amanda Rex as a Class F, substitute Van Driver, effective September 27, 2012, at a rate of \$16.08/hr.
6. Recommendation to add Matthew Schneck as a Class F, substitute Van Driver, effective October 3, 2012, at a rate of \$16.08/hr.

C. OTHER ACTIONS

1. Recommendation to extend Kim Borgman as a Temporary Seasonal Office Assistant in the Transportation Department, at a rate of \$12.91/hr., through September 27, 2012.
2. Request for approval for an unpaid Paraprofessional Internship for Ron Pope from Lehigh Carbon Community College to observe Jackie Billy, Learning Support Teacher at Northwestern Elementary School, from September 5, 2012 through December 7, 2012.
3. Recommendation to approve the change of stipend for Jon Gruber as Assistant Boys Basketball Coach (MS) from \$1,250 to \$1,378.45.
4. Recommendation to approve the following extracurricular positions pending receipt of all necessary paperwork:

Extracurricular Position	Name	Stipend
National Honor Society Advisor	David Moyer	\$1,766.55
Class of 2015 Advisor	Michael Sikora	\$964.27
Class of 2016 Advisor	Shay Wagner	\$434.10
Class of 2016 Advisor	Heidi Taylor	\$434.10
Assistant Boys Basketball Coach (MS)	Daniel Lundberg	\$1,378.45

5. Request for approval of unpaid days for Ginger Johri, Health Room Assistant, for September 7, 10-14, 2012.
- ~~6. Request for approval of unpaid days for Denise Stockton, Custodian, for October 25, 26 & 29, 2012. no longer needed at this time~~
7. Request for approval of unpaid days for Tracy Humes, part-time Bus Driver, for September 26 (PM), September 27-28, and October 2-5, 2012.
8. Request for approval of an unpaid leave of absence for Jennifer Kelly, part-time Bus Driver, beginning October 12, 2012 with an end date to be determined.
9. Recommendation to approve Family Medical Leave for Adrienne Ligenza, Mathematics Teacher, beginning approximately October 23, 2012 (PM) through the end of the second marking period of the 2012-2013 school year. Return to work date will be the first day of the third marking period 2012-2013 school year.
10. Approval to terminate the employment of employee #1403.
11. Approval to terminate the employment of employee #HR1303.

Moved: G. Sanders

Seconded: L. Sorensen

Vote: 8 Aye, 0 Nay

3. Curriculum/ Building Issues

3.01 Elementary Student Achievement Presentation

Elementary principals, Jill Berlet and Marc Dobbs, presented information to the Board regarding student achievement. They explained proficiency rates for each building. Both buildings met the targets for reading and math in grades 3, 4, and 5. They reviewed reading and math results noting that cohort follows the same group of students over several years. Using charts, they showed how most students are growing from year to year. J. Berlet noted 2014 will start the common core testing. Teachers are seeing a shift from procedural to analytical. Students are finding confidence in their skills.

M. Dobbs explained scatter plots and their meanings. He explained how teachers could drill down to individual students to develop plans to help students continue to succeed. J. Berlet noted teachers are meeting continually and working together across grade levels sharing their successes and strategies. The Principals answered questions from Board members. D. Schafer noted he is glad we have the data and are using the data.

3.02 Strategic Planning Presentation

J. Holman reviewed the Strategic Planning process the District has followed during the past year. 132 members of the Northwestern Lehigh community volunteered to serve on one of the action planning teams organized for the process. A survey was initiated to solicit community input. A new Mission Statement, Vision Statement, Shared Values, and Educational Community were developed. Lists were developed by each building team of three to four areas on which to focus and the order of their importance. The completed plan must be brought back to the Board for approval before submission to PDE. The District will need to budget for resources allocated in the plan. The costs associated with implementing the plan are approximately \$100,000 each year. Board members asked questions and offered comments regarding the action plans. R. Morrison asked how "needs improvement" areas are addressed and how do we know if we have reached the goal.

J. Holman noted she would like to have the final document ready for approval on November 14. The Board gave approval to produce the Wordle document for District display.

4. Policies

4.01 First reading of the following policies:

- 622 GASB Statement 34
- 610 - Purchases Subject to Bid/Quotation
- 618 - Student Activity Funds
- 618.1 -Financial Control of Minor Funds
- 906.1 - Title I Parent Complaints
- 918 - Title I Parent Involvement

The policies will be available on the District website for 30 days for public review and comment. R. Morrison commented on clarification on some of the policies.

5. Facilities

None

6. District Finances

6.01 Approval of Agreement for Services with CLIU#21 for High School and Middle School Common Core Training on September 21, October 8, November 6 and 30, 2012 and January 21 and 22, 2013, in the amount of \$3,675.00. Title II funding will be used to pay for this training.

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

6.02 Approval of parent contract to provide student transportation for the 2012-2013 school year for student #17063.

Moved: G. Sanders Seconded: J. Reiter Vote: 8 Aye, 0 Nay

6.03 Approval of Otis Service Proposal in the amount of \$896.00 to furnish and install Otis HandsOff phone in the Middle School elevator

R. Morrison questioned whether District elevators had phones. R. Kripplebauer explained the issue of that phone being connected only to the Middle School office making it a safety concern.

Moved: C. Bartlett Seconded: W. Dellicker Vote: 7 Aye, 1 Nay (R. Morrison)

6.04 Approval of service agreement with Adams Chemical Inc., Wyomissing PA, for Water Treatment Service for Weisenberg Elementary School and the Chilled Water/Hot Water Heating Systems in the amount of \$1,080

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

6.05 Approval of the Letter of Agreement for Title I Services with Carbon Lehigh Intermediate Unit in the amount of \$1,415

Title I services will be delivered to non-public students as required by Title I funding.

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

6.06 *Approval of final budget transfers for the 2011-2012 school year

L. Frisbie explained the transfers for the final close out of the 2011-12 fiscal year after the audit was completed.

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

6.07 Approval of the following contracts/agreements:

- Civic Theatre of Allentown, Allentown, PA, for the performance of A Christmas Carol for Weisenberg Elementary 4th Grade on December 12, 2012, in the amount of \$576.00 from the Student Activity Account.
- Music Theatre International's Broadway Junior Collection, Hal-Leonard Corporation, Milwaukee, WI, for the license for the Middle School Play in the amount of \$595.00 from the General Fund.

Moved: G. Sanders Seconded: R. Morrison Vote: 8 Aye, 0 Nay

6.08 Approval of agreement with Kutztown School District for NWLSD to provide shared transportation services for Kutztown student

The District has partnered with another district to transport a student from each district to a school in Berks County. NWLSD will provide the transportation. Kutztown will pay their proportionate share of the costs.

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

6.09 Receive the following Reports for August 2012:

- Budget Report
- Revenues Report
- Treasurer's Report

Fund 10 General Fund with a beginning balance of \$17,401,773.03, receipts of \$14,600,442.07, and disbursements of \$2,080,350.63, leaving a balance of \$29,921,864.47.

Fund 22 Capital Reserve Fund with a beginning balance of \$1,508,577.18, receipts of \$232.99, disbursements of \$2,334.25, leaving a balance of \$1,506,475.92.

Fund 31 2009 General Obligations Note with a beginning balance of \$483,407.19, receipts of \$33.28, disbursements of \$0, leaving a balance of \$483,440.47.

Fund 33 2008 General Obligations Bond with a beginning balance of \$756,418.40, receipts of \$209.55, disbursements of \$0, leaving a balance of \$756,627.95.

Fund 50 Food Service Fund with a beginning balance of \$147,375.16, receipts of \$37,779.61, disbursements of \$8,789.21, leaving a balance of \$177,076.56.

- EIT Report
- Activity Fund Report
- Comparison of Prior Year to Current Year Budget to Actual Expenditures by Object Report

The reports were approved as presented.

Moved: W. Dellicker Seconded: G. Sanders Vote: 8 Aye, 0 Nay

6.10 Approval of the following Bills as listed for payment:

Fund 10 General Fund check #064657 through 064836 and wire payments totaling \$748,845.26

Fund 22 Capital Reserve Fund check # 000435 & 000436 totaling \$295,863.20

Fund 31 Construction & Renovation Fund 2009 Note—none

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

Fund 50 Food Service Fund check # 005901 through 005936 totaling \$37,453.78

Fund 51 Tiger Concessions check #001286 through 001292 totaling \$4,591.76

Payment was approved for the bills as presented.

Moved: W. Dellicker Seconded: G. Sanders Vote: 8 Aye, 0 Nay

7. Other Reports

7.01 Enrollment Report

2274 students enrolled including 4 Digital academy, 10 full-time and 92 half-day LCTI students, 28 out-of-district placements, 53 Cyber/Charter students, 31 homeschooled, and 177 non-public students.

7.02 Committee Reports

Intermediate Unit—Meeting Monday, no report

Legislation—no report

Recreation Commission—Work on the dugouts is in progress. Trash bins are being painted by the Rec Commission.

Lehigh Career & Technical Institute—The preliminary budget was developed. It will be shared with superintendents. The JOC will review the budget in December, with an expected approval in January. Districts must approve the budget Feb.-April.

8. Old Business

None

9. New Business

9.01 Discussion on 2013 Board Meeting structure

Dr. Wright noted the Re-organization meeting is the first Wednesday in December. She presented information on possible change to the traditional meeting schedule structure. Board members discussed going to one meeting per month with work sessions/committee meetings held on a different night. The first Monday of the month was proposed to hold committee meetings/work sessions. Board members agreed that Mondays were not the best day for meetings as it conflicts with family responsibilities. Board members discussed other possible options with committee meetings beginning at 5PM. Dr. Wright suggested the Finance Committee be a committee of the whole Board as Personnel is. Board members were given a sample schedule.

C. Bartlett asked if there was any thought of changing Board meetings from the third Wednesday to another Wednesday. She commented on her absence at meetings and explained the reason she has missed so many meetings. C. Bartlett stated her absences were work related and asked for input on how her absences were affecting the District. President Schafer noted he had spoken to C. Bartlett privately twice about the issue. C. Bartlett asked that any concerns be brought out publicly and asked each Board member for their comments. She stated that she objected to any discussion about her attendance outside of Board meetings when she was not involved with the discussion. Board members responded and commented on the attendance issue, interpretation of Policy 004 Membership Section 6 “. . . A board member who neglects or refuses to attend two(2) successive regular meetings of the Board, unless detained by sickness or prevented by necessary absence from the district or if in attendance at any meeting neglects or refuses to act in his/her official capacity as a school director, may be removed from his/her office, with prior notice and opportunity to be heard, on the affirmative vote of a majority of the remaining members of the Board. . .”

Dr. Wright offered two suggestions. Policy 004 and Policy 006 could go to the Policy Committee for review and discussion. If we make any changes to the Board meeting schedule, the policy would need to be revised to reflect the schedule change. She asked for a consensus to take the discussion to the Policy Committee. The Board agreed to move Policy 004 and 006 to the Policy Committee.

A draft will be prepared for the next Board meeting with committee meetings/work sessions on the first Wednesday of the month and regular Board meetings on the third Wednesday of the month. The Board discussed the need for monthly Operations and Policy Committee meetings. The final Board Meeting Schedule must be approved at the December 5, 2012 Re-organization meeting.

W. Dellicker asked if there is a “clean slate” with the Board regarding C. Bartlett’s attendance or if there was still an issue. There was no consensus so all Board members agreed Policy 004 should be reviewed to clarify Board absences in the future.

10.
Communications

10.01 President will offer courtesy of the floor for public comment

There were no comments from the public.

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

C. Bartlett noted a letter regarding energy efficiency and a needs assessment questionnaire from the Slatedale-Emerald Lions Club.

10.03 Report from Superintendent Wright

None

10.04 Administrative/Building Sharing

R. Kripplebauer noted the auction went well. The Grounds crew did a great job in the pouring rain. Net profits from the sale were approximately \$2,000.

10.05 Board Member Sharing

G. Sanders noted the Volleyball Booster Club is sponsoring a breakfast on October 28th. He has tickets available. R. Morrison noted the student achievement presentation was very informative. C. Bartlett expressed thanks to LCTI for an enjoyable evening and commented on the tours of the labs. She noted she would love to have graduates of NWLSD come back and speak to the Board on their experiences. L. Sorensen noted he was a LCTI graduate. He commented on the outstanding tour guides, noting this is a great example of choice or alternative to traditional public school academic track. He was very impressed. D. Schafer noted NWE & WEIS obtained a bronze rating in the HealthierUS School Challenge, the District will be participating in Operation Safe Stop on October 24, and the District is sponsoring Cyber Safety Night for Parents on October 25.

10.06 Committee Meetings

- Policy, 10/1/12@4 PM, Board Rm.
- Finance, 10/10/12@5 PM, LCTI Conf. Rm.

11. Adjournment

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

* Discussed in Committee Meeting

Respectfully submitted,

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