

**Northwestern Lehigh School District
6493 Rte. 309, New Tripoli PA 18066
SCHOOL BOARD MEETING
District Board Room
Wednesday, June 13, 2012, 7:30 PM**



MINUTES

1. Opening Procedures

1.01 Call to Order—The Meeting was called to order by President Schafer at 7:33PM.

1.02 Opening exercises—Opening exercises and roll call as listed below followed.

1.03 Roll Call

Roll Call	Pr—Skype	Camille Bartlett	Pr—Skype	Todd Hernandez	Pr	Greg Sanders
Pr/Ab	Pr	Willard Dellicker	Pr	Ronald Morrison	Pr	LeRoy Sorensen
	Ab**	Christopher Ford	Pr	Joseph Reiter	Pr	Darryl Schafer

Also Present: L. & N. Pedron, M. Baker, T. Brinley, P. Toll, J. Kocher, J. Arifaj, J. Kirk, R. Kirk, J. Bennett, E. Kerschner (press), D. Brannan, G. Frey, K. Sunday, D. Allen, M. Scott, L. Hoppes, J. Berlet, R. Kripplebauer, L. Seier, L. Stitzel, L. Schellhamer, J. Holman, L. Frisbie, L. Matika, M. Wright, D. Sbrocchi, Esq., N. Zellner

1.04 Approval of Agenda—President Schafer requested Item 6.01 to follow Item 2.01 to accommodate the Board members attending through Skype and telephone connections. The agenda was approved as amended.

Moved: W. Dellicker

Seconded: J. Reiter

Vote: 8 Aye, 0 Nay

1.05 President will welcome guests

1.06 President will offer courtesy of the floor for public comment

Leo Pedron, representing Mill Creek Estates subdivision, Weisenberg Township, requested a change to the bus stop for the neighborhood. The residents feel the stop at Militia Rd & Spring Creek is a safety issue for elementary students. They have gone through the proper channels for reviewing the bus stop. He and Michelle Baker presented a petition to the Board appealing the previous decision to keep the stop at the intersection. Dr. Wright suggested bringing the issue back to another Board meeting for further discussion.

**Chris Ford entered the meeting at 7:55PM via telephone.

1.07 Approval of the 2012-2015 tentative agreement with the Northwestern Lehigh Education Association contingent upon review and approval of the final document by administration and authorizing the Board President to sign the final contract upon that approval.

L. Sorensen stated his reasons for a Nay vote. Board members commented on the negotiations process and their support of the agreement. Association President, Glenn Frey, commented on and thanked the Board for the respectful, collaborative, and courteous treatment of the negotiations team during the six-month process.

Moved: W. Dellicker

Seconded: J. Reiter

Vote: 8 Aye, 1 Nay (L. Sorensen)

Camille Bartlett left the meeting (via Skype).

Christopher Ford left the meeting (via telephone).

2. Personnel Action

2.01 Personal Action as listed

A. RETIREMENTS/RESIGNATIONS:

1. Recommendation to accept the resignation of Beau Schleicher, Technology Education Teacher, effective August 20, 2012.
2. Recommendation to remove Jenne Harlin from the District Substitute Teacher list, effective May 18, 2012, per her request.

3. Recommendation to accept the resignation of Robert Stokes, part-time Van Driver, effective June 7, 2012.
4. Recommendation to accept the resignation of Barbara Heffintrayer, part-time Bus Driver, effective June 11, 2012.

B. APPOINTMENTS/NEW EMPLOYEES:

1. Appointment of Ross Kirk, to the position of Kindergarten/Gifted Teacher at Northwestern Elementary School, effective August 13, 2012, at BS Step 2 (\$41,033), compensation may be adjusted at the conclusion of negotiations. Ross received his Bachelor of Fine Arts Degree from Edinboro University, and his teaching certificate in Elementary Education from Moravian College. Ross has served as a long-term substitute and day-to-day substitute teacher for Northwestern Lehigh School District over the past several years.
2. Appointment of Christopher Palmer, to the position of Middle School Social Studies Teacher at the Middle School, effective August 13, 2012, at MS Step 1 (42,683), compensation may be adjusted at the conclusion of negotiations. Chris received his Bachelor of Arts and Sciences from the University of Pittsburgh, and his Masters Degree in Elementary Education from Duquesne University. Chris is currently working at the Olivet Boys and Girls Club in Reading, PA.
3. Appointment of Justin Arifaj, to the position of Middle School Social Studies Teacher at the Middle School, effective August 13, 2012, at BS 2 (\$41,033), compensation may be adjusted at the conclusion of negotiations. Justin received his Bachelor of Arts in Historical Studies, and his Secondary Education certification in Social Studies, grades 7-12 from Moravian College. Justin has served as a long-term substitute teacher for Northwestern Lehigh School District for the past 1.5 years.
4. Appointment of Jacob Bennett to the position of 3rd Grade Teacher assigned to Northwestern Elementary School effective August 13, 2012, at BS Step 1 (\$40,533), compensation may be adjusted at the conclusion of negotiations. Jacob received his Bachelor of Science Degree from Millersville University.
5. Recommendation of Wanda Miller to the position of Tiger Concessions Supervisor for the 2012-2013 school year at an hourly rate of \$14.00/hr.
6. Recommendation of Lori Wertman to the position of Tiger Concessions Supervisor for the 2012-2013 school year at an hourly rate of \$14.00/hr.
7. Recommendation to approve the following teachers for the elementary Summer Reading Program, pending receipt of required paperwork at a rate of \$31.00/hour, compensation may be adjusted at the conclusion of negotiations, not to exceed 48 hours:
 - Northwestern Elementary- Marisa Bartholomew, Tara Moyer, Erin Schillinger and Krista Sell
 - Weisenberg Elementary- Erik Carl, Mary Kemmerer, Rebecca Miller and Nicole Mizak
 - Substitutes for Summer Reading Program- Taryn Fehnel and Phyllis Shreve
8. Recommendation to approve the following as temporary summer drivers, at the current van driver rate of pay:
 - Kim Borgman- June 17, 2012-July 28, 2012
 - Paula Desiderio- July 9, 2012-August 1, 2012
 - Angelika Haviland- July 9, 2012-August 3, 2012
 - William McDonald- July 9, 2012-August 3, 2012
 - Harley Newman- June 2, 2012- August 5, 2012
 - Ericka Reteguiz- July 9, 2012- August 3, 2012
 - Kimberly Scheidt- July 9, 2012-August 3, 2012
9. Recommendation to approve the following as temporary summer bus cleaning employees, effective July 2, 2012 through August 24, 2012, at \$8.00/hr.: Richard Bowman and William Fritzinger
10. Recommendation to add the following to the district substitute Teacher list, effective June 13, 2012: Susan Bryan and Jessica Yenser
11. Recommendation to add Kevin Lenhart to the substitute Custodian list, effective date pending the receipt of all necessary paperwork, at a rate of \$11.76/hr.
12. Recommendation to add the following as seasonal employees, effective start date to be determined, at a rate of \$8.00/hr.:

Kim Antolick	Carla Dolbow	Cheryl Rabenold
Justin Arifaj	Kevin Lenhart	Anthony Wargo

Buddy Balik	Austin Marich	Kyle Watson
Sally Christman	Donna Pfrom	

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

Extracurricular Position	Name	Stipend
Assistant Football Coach	Jacob Bennett	Volunteer

C. OTHER ACTIONS:

1. Recommendation for the following rates for Tiger Concessions Staff for the 2012-2013 school year:
Regular staff- \$8.50/hr., Supervisor staff- \$14.00/hr.
2. Approval of 1% market movement salary increase for Act 93 Administrators, Assistant Superintendent, Business Administrator and Director of Human Resources. 2012-2013 salaries will be determined through a combination of the 1% increase plus earned merit increases as outlined in the current Act 93 agreement, Addendum A, page 10.
3. Recommendation to add classification for William Heitmann to a Class E part-time Van Driver, effective August 27, 2012, at a rate of \$15.69/hr. This is in addition to his Class D, substitute Bus Driver classification.
4. Recommendation to change classification for Krista Kuncio from a Guest Teacher to a Substitute Teacher effective May 24, 2012.
5. Request for approval for student teaching experience at Northwestern Elementary School for the following individuals from Kutztown University:
 - ~~Michael Reitz assigned to Karla Mertz from August 27, 2012-October 19, 2012~~
 - Sonia Gonzalez assigned to Manal Haddad from October 22, 2012- December 13, 2012.
6. Request for approval of unpaid days for Karen Maiolo, part-time Bus Driver, for May 22-June 11, 2012.
7. Request for approval of unpaid days for Sheila Harrison, part-time Bus Driver, for May 21-May 29, 2012.
8. Request for approval of unpaid days for Lucille Gressley, part-time Bus Driver, for May 8-10, 2012.
9. Request for approval of unpaid days for Shelley Moyer, Office Assistant, for May 24 & 25, 2012.
10. Request for approval of unpaid days for Lisa Remaly, Instructional Assistant, for a half day on May 15, and full days on May 16, 17, 24 & 25, 2012.
11. Request for approval of unpaid days for Janice Surman, Instructional Assistant, for May 3 & 4, 2012.
12. Request for approval of unpaid days for Marie Gressley, Instructional Assistant, for May 14-18, 2012.
13. Request for approval of unpaid days for Marci Piescienski, Instructional Assistant, for June 5 -8, 2012.
14. Request for approval of unpaid days for Kirk Rechenberger, Technology Support Partner, for May 30-June 7, 2012.
15. Request for approval of unpaid days for Connie Gauweiler, Instructional Assistant, for June 5 & 6, 2012.

Jill Berlet introduced Ross Kirk and Jacob Bennett, new teachers for Northwestern Elementary. Laurie Hoppes introduced Chris Palmer and Justin Arifaj, new teachers for the Middle School.

Moved: W. Dellicker

Seconded: G. Sanders

Vote: 7 Aye, 0 Nay

6.01 Approval of the Final 2012-2013 General Fund budget and supporting tax levies for Northwestern Lehigh School District as follows:

(see section 6)

3. Curriculum/Building Issues

3.01 Approval to re-apply for the following annual Federal Grant opportunities

- Title I
- Title II A
- Extension of Ed-Flex Waiver Program

Title I funds will be targeted for academically at-risk students. Title II A are targeted for professional development. The Ed Flex Waiver enables the District to accept Title I funding for Weisenberg Elementary, providing equitable programs at both buildings.

Moved: R. Morrison

Seconded: L. Sorensen

Vote: 7 Aye, 0 Nay

4. Policies

4.01 First reading of the following Policies:

- 249 – Bullying/Cyberbullying (required review every 3 years)
- 122 – Extracurricular Activities
- 123 – Interscholastic Athletics
- 141 – Home or Charter School Student Participation in Interscholastic Sports and/or Extracurricular Activities
- 611 – Purchases Budgeted
- 612 – Purchases Not Budgeted
- 613 – Cooperative Purchasing
- 614 – Payroll Authorization
- 615 – Payroll Deductions
- 616 – Payment of Bills
- 815 – Acceptable Use of Internet
- 815.1 – Use of District-Owned Technology
- 815.2 – Use of District Network and Internet
- 815.3 – Use of Personally-Owned Electronic Devices
- 815.4 – Maintenance and Authoring of District Website
- 815.5 – Employee Use of Social Media

Policies are posted on the District website for public review and comment.

5. Facilities

5.01 * Approval of Wind Gap Electric change order EC-34: Furnish all material, equipment, labor, and supervision as required to repair an electrical conduit for the fuel pump at the bus garage in the amount of +\$4,719.88. FC

A motion was made by W. Dellicker, seconded by J. Reiter for approval of the change order. R. Morrison commented on paying the bill but recommended the District does not drop the issue with the people who authorized the work be done. W. Dellicker withdrew his motion. R. Morrison made a motion to approve this change order with the understanding that Administration will follow up with MKSD. G. Sanders seconded the motion. Vote: 7 Aye, 0 Nay

6. District Finances

6.01 Approval of the Final 2012-2013 General Fund budget and supporting tax levies for Northwestern Lehigh School District as follows:

A. Budget Expenditures	\$36,848,966
B. Local tax levies	
Real Estate Tax	50.66 mills (0 mill increase)
Earned Income Tax	1% (net .5%)
Real Estate Transfer Tax, Act 511	½% for each of 4 townships
Local Services Tax	\$10
Amusement Tax	10%/not to exceed 40%

L. Frisbie reviewed budget goals, timeline, and changes made throughout the past several months. She noted a net revenue change of +\$65,973 and net expenditure change of -\$40,010. L. Frisbie reviewed planned use of fund balance. Administration believes this budget is a fiscally responsible plan with minimal impact to taxpayers.

Moved: W. Dellicker

Seconded: J. Reiter

W. Dellicker amended his motion to include item 6.02.

6.02 Approval of Homestead, Farmstead Exclusion Resolution as attached

The General Fund budget and Homestead, Farmstead Resolution were approved as presented.

Moved: W. Dellicker

Seconded: J. Reiter

Vote: 7 Aye, 0 Nay

6.03 *Approval of tire bid per attachment

Service Tire Truck Center, Bethlehem PA, was awarded the bid for tires and recapping as specified.

Moved: W. Dellicker

Seconded: G. Sanders

Vote: 7 Aye, 0 Nay

6.04 Approval of Service Agreement with K12, Inc. for the purchase of on-line educational services and curriculum on a per course fee basis for the period of July 1, 2012 through June 30, 2013

Moved: W. Dellicker

Seconded: J. Reiter

Vote: 7 Aye, 0 Nay

6.05 *Approval of five-year Scheduled Service Agreement with Trane U. S. Inc, Pittston PA, for the 2012-13 school year per attachments

Moved: W. Dellicker

Seconded: G. Sanders

Vote: 7 Aye, 0 Nay

6.06 Approval of Extended School Agreement with KidsPeace National Centers for student #40018 for \$7060.80

6.07 *Approval of Extended School Year Agreement with New Story School Wyomissing, PA for student #15152 for \$7175.00

Items 6.06 and 6.07 were approved as one motion.

Moved: W. Dellicker

Seconded: J. Reiter

Vote: 7 Aye, 0 Nay

6.08 *Approval of New Tripoli Bank as District Depository for the 2012-2013 school year

Moved: J. Reiter

Seconded: W. Dellicker

Vote: 7 Aye, 0 Nay

6.09 *Approval of contract with King, Spry, Herman, Freund & Faul, LLC to provide solicitor and legal services for 2012-2013 school year at a cost of \$18,000 for retainer; non-litigation services at \$140 per hour for professional tasks and \$75 per hour for paraprofessional tasks; litigation services at hourly rates of \$160 per hour; and non-adversary and instructional services at a rate of \$130 per hour

R. Morrison commented on a \$3,000 increase over last year. D. Sbrocchi noted the amount of services used last year that were included in the retainer.

Moved: W. Dellicker

Seconded: J. Reiter

Vote: 7 Aye, 0 Nay

6.10 Approval of Revised Letter of Agreement with Carbon Lehigh Intermediate Unit #21 to provide Title I services to St. Joseph the Worker School and St. John Neumann Regional School in the revised amount of \$7,412.00

A decrease in the allocation from the state resulted in a decrease in the amount of the agreement.

Moved: W. Dellicker

Seconded: G. Sanders

Vote: 7 Aye, 0 Nay

6.11 Approval of school lunch prices for the 2012-2013 school year based on the USDA regulation regarding equity in school lunch pricing—Elementary: \$2.25, Middle School: \$2.40, High School: \$2.60, Adult: \$3.75, Breakfast: \$1.25

Moved: W. Dellicker

Seconded: J. Reiter

Vote: 7 Aye, 0 Nay

6.12 Receive the following Reports for April:

- Budget Report
- Revenues Report
- Treasurer's Report

Fund 10 General Fund with a beginning balance of \$20,674,046.63, receipts of \$1,500,879.82, and disbursements of \$1,882,782.62, leaving a balance of \$20,292,143.83.

Fund 22 Capital Reserve Fund with a beginning balance of \$1,483,125.59, receipts of \$245.58, disbursements of \$0, leaving a balance of \$1,483,371.17.

Fund 31 2009 General Obligations Note with a beginning balance of \$472,279.93, receipts of \$30.62, disbursements of \$0, leaving a balance of \$472,310.55.

Fund 33 2008 General Obligations Bond with a beginning balance of \$747,271.83, receipts of \$227.36, disbursements of \$0, leaving a balance of \$747,499.19.

Fund 50 Food Service Fund with a beginning balance of \$134,983.22, receipts of \$49,473.41, disbursements of \$43,343.74, leaving a balance of \$141,112.89.

- 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: 7 Aye, 0 Nay

7. Old Business

None

8. New Business

None

9. Communications

9.01 President will offer courtesy of the floor for public comment

David Brannan, Weisenberg Township, commented on the CSIU fuel bid and asked what process is in place for future bidding to ensure best pricing possible.

Phil Toll, Weisenberg Township, suggested advertising in Berks County for better response. He commented on PSERS and if the State reports where they are regarding the funds.

Jodi Kocher, Germansville, asked when the teacher contract will be posted on the District website. She also had questions regarding Title I funding and a food committee of students and parents.

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

9.03 Report from Superintendent Wright

Dr. Wright commented on Commencement, the end-of-the year breakfast recognizing retirees. She acknowledged a total of 350 years of service provided by the 17 employees who retired throughout the 2011-12 school year.

9.04 Administrative/Building Sharing

J. Holman noted only the agenda will be printed for next week's meeting as we transition to using BoardDocs. D. Allen noted 198 graduating seniors. M. Scott reported on IU Commencement. Principals shared exciting end-of-the year events. R. Kripplebauer noted summer cleaning has already begun. Parking lot repair work at the High School will begin shortly.

9.05 Board Member Sharing

Board Members commented on Commencement and contract negotiations. L. Sorensen thanked guests for attending the meeting and becoming involved. D. Schafer commented on the 8th Grade promotion program, Baccalaureate, LCTI Awards and Graduation and approval of the final budget.

9.06 Committee Meetings

Executive Session for labor relations, 6/6/12 @7PM, Board Rm.

Finance, 6/13/12@6 PM, Board. Rm.

Personnel, 6/20/12@6 PM, Conf. Rm.

Circle of Seasons Charter School Hearing, 6/28/12 @7PM, M S Auditorium

10. Adjournment

Upon motion by L. Sorensen, seconded by J. Reiter, the meeting was adjourned at 10:08 PM.

* Discussed in Committee Meeting

Respectfully submitted,

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