

**Northwestern Lehigh School District
6493 Rte. 309, New Tripoli PA 18066
SCHOOL BOARD MEETING
District Board Room
Wednesday, October 6, 2010, 7:30 p.m.**



MINUTES

A. Agenda

Call to Order The meeting was called to order at 7:31PM by President Snyder.

Opening Exercises Opening exercises and roll call as listed below followed.

Roll Call

Roll Call	Pr	Camille Bartlett	Pr	Todd Hernandez	Pr	Sally Schoffstall
Pr/Ab	Pr	Willard Dellicker	Pr	Donald Link	Pr	William Towne
			Pr	Darryl Schafer	Pr	Gregory Snyder

Also present: G. Sanders, L. Sorensen, H. Newman, B. Youwakim, P. Reiter, L. Kain, M. Richardson, T. Lewis, M. Grim, B. Heffintrayer, J. Halasovski, C. Heffintrayer, S. Janawiak, B. Dietrich, D. & D. Koch, S. Haddad, B. Smith, R. Morrison, J. Overstrom, J. Wisser, D. Graves (Press), E. Eidelman, C. Ford, J. Lubinsky, M. Marich, J. Reiter, R. Smargiassi, P. Toll, W. Tritt, R. Lenhart, M. Ford, L. Ford, M. Scott, A. Wahl, L. Hoppes, J. Berlet, R. Cartier, L. Matika, L. Frisbie, L. Schellhamer, M. Wright, D. Sbrocchi, Esq., N. Zellner

Approval of Agenda

The agenda was approved as presented.

Moved: D. Schafer

Seconded: W. Dellicker

Vote: 8 Aye, 0 Nay

President welcomed guests and provided for comments

Denise and David Koch, George Rd, New Tripoli, presented Pocket Constitutions to be given to the high school students who are studying government. Bus driver, John Halasovski, noted he would like to have had more question and answer during the meeting to review the RFP for transportation services. He felt bus driver salaries were not entirely accurate in the Press. Full time drivers make top rate, but most drivers are part time, sub drivers, and van drivers at lower rates. He asked the Board to rethink about transportation services.

Discussion and appointment of new Board Member

Dr. Wright shared a chart of interview rankings compiled from Board members of the 11 candidates interviewed on September 30, 2010. Based on the rankings, President Snyder asked for a nomination for a candidate to replace Paul Fisher as Board member. D. Schafer made a motion to nominate Michael Marich to fill the vacant Board seat. S. Schoffstall seconded the nomination. A roll call vote was taken.

Roll Call	Aye	Camille Bartlett	Nay	Todd Hernandez	Aye	Sally Schoffstall
Pr/Ab	Aye	Willard Dellicker	Aye	Donald Link	Aye	William Towne
			Aye	Darryl Schafer	Aye	Gregory Snyder

On a six-to-one vote, Michael S. Marich was appointed to the Board of School Directors to fill the vacant term ending November 2011. Mr. Marich was sworn in and took his seat at the Board table.

Personnel action, as listed:

1. Recommendation to approve an increase of work hours for Maryellen Benulis, temporary one-on-one 3 hour Instructional Aide at Weisenberg Elementary, to 5 hours per day, effective October 25, 2010.
2. Appointment of Sheila Nagle, 8076 Sassafra Rd., New Tripoli, PA 18066, to the part time position of PIMS Secretary, effective September 22, 2010 at a rate of \$13.95 per hour.
3. Appointment of Brittany Collevecchio, 116 West Bertsh St., Lansford, PA 18232, to the position of Human Resources Class E Secretary, effective November 1, 2010 at a salary of \$37,443 prorated for the 2010-2011 school year.
4. Appointment of Tracy Schmidt, 2120 Black Forest Dr., Coplay, PA 18037, to the position of Health Room Assistant for the High School and Weisenberg Elementary, effective October 6, 2010, at a rate of \$16.00 per hour.
5. Appointment of Henri Younes, 1632 Main St., Catasauqua, PA 18032, to the position of part time Bookkeeper/Accountant, effective October 7, 2010, at a rate of \$25.39 per hour.
6. Approval of Bruce Dietrich, Bus Mechanic, to the position of Head Bus Mechanic effective August 23, 2010, at a rate of \$21.78 per hour.
7. Recommendation to remove Bryan Kresley from the District Substitute list, as per his request, effective October 6, 2010.
8. Recommendation to remove Heidi Coolidge from the District Substitute list, as per her request, effective October 6, 2010.

9. Recommendation to remove Maria Holder from the District Substitute list due to no response to communications, effective October 6, 2010.
10. Recommendation to remove Pat Fentermacher from the District Substitute list as per her request, effective October 5, 2010.
11. Recommendation to add Zeina Toth, 6781 Flint Hill Rd., New Tripoli, PA 18066, to the Food Service Substitute list, pending receipt of all necessary paperwork, at a rate of \$9.46 per hour.
12. Recommendation to approve the following extracurricular positions for the 2010-11 school year. The stipends listed are the 2009-10 school year stipends. Changes to positions and stipends will be based on the work of the Appendix B committee as agreed on April 21, 2010. Changes as necessary will be made during the 2010-11 school year.

Name	Extra Curricular Position	Stipend
Elizabeth Adams	Friends for Life Advisor	\$350.00
Robert Biese	Key Club Advisor	\$350.00

13. Recommendation to remove Tara Kunkel as Colorguard Director, effective September 17, 2010.
14. Recommendation to approve Kearsten Murray for a professional semester at Weisenberg Elementary with Amanda Rau from October 25 – December 17, 2010. Kearsten is an education student at Kutztown University.
15. Request for student teaching experience for the following individuals from Kutztown University for the Spring 2011 semester:
 - Brianna Pritchard with Deborah Peters, Grade 7 Language Arts, from January 19 – March 4, 2011
 - Adam Trite with Patrice Tritt, Grade 7 Social Studies, from January 19 – March 4, 2011
 - Greta Biddle with Christina Fogel, Middle School Art, from March 14 – May 5, 2011
16. Recommendation to approve the following transportation class changes:
 - Linda Kain, 43 Old 22, Kutztown, PA 19530, from a Class E Van Driver to a Class C Bus Driver, effective October 4, 2010, at a rate of \$19.26 per hour.
 - Ericka Reteguiz, 7251 Lincoln Court, New Tripoli, PA 18066, from a Class C Bus Driver to a Class E Van Driver, effective October 4, 2010, at a rate of \$15.23 per hour.
 - Rendell Hendricks, 2045 Seipstown Rd., Fogelsville, PA 18051, from a Class F Sub Van Driver to a Class E Van Driver, effective October 4, 2010. Rate of pay will not change.
 - Andrew Whaling, 6703 Hunters Hill Rd., New Tripoli, PA 18066, from a Class F Sub Van Driver to a Class E Van Driver, effective October 4, 2010. Rate of pay will not change.
17. Approval of unpaid leave for medical reasons for Jack Silfies, 7969 Spring House Rd, New Tripoli, PA 18066, effective September 17, 2010 through approximately December 10, 2010.

L. Matika noted resignations from the substitute teacher list. Interviews took place today, with more scheduled. New substitutes will be submitted for Board approval in the future. W. Dellicker asked for an explanation of the PIMS secretary position. L. Stitzel gave an explanation of PIMS (Pennsylvania Information Management System). The part-time position is expected to be needed for approximately 600 hours per year. The position of the person who was responsible for submitting District information to PIMS will not be replaced.

Moved: W. Dellicker Seconded: T. Hernandez Vote: 9 Aye, 0 Nay

B. Curriculum/Building Issues

Approval of appointment of Leslie Frisbie as District Open Records Officer

L. Frisbie will act as Open Records Officer until the position of Assistant Superintendent is filled.

Moved: W. Dellicker Seconded: D. Link Vote: 9 Aye, 0 Nay

Approval of District sponsorship of Northwestern Elementary PIE Skating Night at Independence Family Fun Center, Schnecksville, to be held October 19, 2010, from 6 to 8PM, and Weisenberg Elementary PTO Skating Night at Skateaway, Whitehall, to be held November 1, 2010 from 6:00 to 8:30PM consistent with Policy 914, Support Organizations.

Moved: W. Dellicker Seconded: T. Hernandez Vote: 9 Aye, 0 Nay

Approval of agreement with Center for Humanistic Change, Inc. to provide Liaison services to support the Student Assistance Program (SAP) for the Northwestern Lehigh School District for the 2010-2011 academic year.

Dr. Scott noted Title 4 funding provides training and resources for our staff at no cost to the District.

Moved: W. Dellicker Seconded: D. Link Vote: 9 Aye, 0 Nay

Elementary PSSA details

Elementary Principals, Jill Berlet and Renee Cartier shared information on the RTI process that gives a broad picture of student strengths and weaknesses. They explained the State's requirement of the percentage of students that need to meet proficiency on the math and reading tests and that each year that percentage rises until 2014 when all students (100%) are expected to be proficient. The Principals reviewed the PSSA scores for the last few years and

noted some of the contributing factors for strengths and weaknesses in math and reading. It was noted there is a statewide trend seen in fifth grade scores dropping and the need to take a closer look at curriculum and focus on opportunities to develop independent learners and to provide students with what they need to be successful in reading and math.

C. Policies

First reading of Policies 239, 241, 247, 250, 805, 806, 810

Drafts of these policies are posted on the District website for public review and comment.

D. Facilities

Approval of change orders for Main Campus project as listed:

1. Approval of Penn Builders change order GC-104: Furnish all material, equipment, labor, and supervision as required to furnish and install a GWB chase to conceal an existing RWC in corridor 105 of the DAO in the amount of +\$457.00. OM
2. Approval of Penn Builders change order GC-105: Furnish all material, equipment, labor, and supervision as required to laminate GWB onto existing walls in poor condition following demolition and to rebuild various existing unstable walls in the DAO in the amount of +\$10,318.00. FC
3. Approval of Penn Builders change order GC-106: Furnish all material, equipment, labor, and supervision as required to infill existing unutilized louver openings on the exterior wall of the 400 wing of the high school in the amount of +\$1,320.00. OM
4. Approval of Penn Builders change order GC-107: Furnish all material, equipment, labor, and supervision as required to patch the asphalt paving at areas where excavation was required to assess subgrade utility conditions in the vicinity of the chillers near the high school in the amount of +\$1,337.00. FC
5. Approval of Penn Builders change order GC-108: Furnish all material, equipment, labor, and supervision as required to reconfigure the asphalt paving outside door 312A of the high school in the amount of +\$1,150.00. FC
6. Approval of Penn Builders change order GC-109: Furnish all material, equipment, labor, and supervision as required to paint the existing soffit and roof edge metal around the perimeter of the southern end of the DAO and to provide metal trim enclosures to conceal existing conditions in the amount of +\$2,008.00. ORC
7. Approval of Penn Builders change order GC-110: Furnish all material, equipment, labor, and supervision as required to replace 4 roof drains on the existing roof areas of the DAO in the amount of +\$921.00. FC
8. Approval of Penn Builders change order GC-111: furnish all materials, equipment, labor, and supervision as required to replace the existing poorly framed central roof bearing wall with a new wood framed structural wall in the DAO in the amount of +\$3,864.00. FC
9. Approval of Penn Builders change order GC-112: Furnish all material, equipment, labor, and supervision as required to install a code compliant GWB and metal framing firewall above the existing doors at the end of corridor 400 of the High School in the amount of +\$1,370.00. FC
10. Approval of Penn Builders change order GC-113: Furnish all material, equipment, labor, and supervision as required to install replacement window in the DAO in the amount of +\$880.00 OM
11. Approval of Wind Gap Electrical change order EC-21: Furnish all material, equipment, labor, and supervision as required to install hardware to provide ADA access to the gym lobby doors of the MS in the amount of +\$3,712.94. ORC
12. Approval of Wind Gap Electrical change order EC-22: Furnish all material, equipment, labor, and supervision as required to install additional telephone and data outlets to accommodate phase occupancy of the DAO in the amount of +\$2,288.03. ORC
13. Approval of Wind Gap Electrical change order EC-23: Furnish all material, equipment, labor, and supervision as required to relocate microwave outlets in room 305 of the High School in the amount of +\$445.00. ORC
14. Approval of Wind Gap Electrical change order EC-24: Furnish all material, equipment, labor, and supervision as required to install CATV outlets in various spaces of the DAO in the amount of +\$2,490.36. ORC
15. Approval of Wind Gap Electrical change order EC-25: Furnish all material, equipment, labor, and supervision as required to perform specified upgrades to the auditorium lighting in the High School in the amount of +\$16,214.00. ORC
16. Approval of Dual Temp Mechanical change order MC-14: Furnish all material, equipment, labor, and supervision as required to perform contaminated soil removal in the area around the existing (removed) underground storage tank for the DAO in the amount of +\$6,312.00. FC
17. Approval of Dual Temp Mechanical change order MC-15: Furnish all material, equipment, labor, and supervision as required to repair the heat trace tape and insulation on the chillers at the Northwestern Elementary School Building in the amount of +\$12,155.94. JBM
18. Approval of Dual Temp Mechanical change order MC-16: Furnish all material, equipment, labor, and supervision as required to install condensate drainage lines on the condensate drip pans in the newest section of the Middle School Building in the amount of +\$6,373.78. FC
19. Approval of Sargent Enterprises change order AC-07: Furnish all material, equipment, labor, and supervision as required to remove 35 asbestos containing pipe fittings in the DAO building in the amount of \$29 each totaling +\$1,015.00. FC
20. Approval of Sargent Enterprises change order AC-08: Furnish all material, equipment, labor, and supervision as required to remove 6 lineal feet of asbestos containing pipe insulation in the High School building in the amount of \$13 per lineal foot totaling +\$78.00. FC
21. Approval of Sargent Enterprises change order AC-09: Furnish all material, equipment, labor, and supervision as required to remove 49 asbestos containing pipe fittings in the High School in the amount of \$29 each totaling +\$1,421.00. FC
22. Approval of Sargent Enterprises change order AC-10: Furnish all material, equipment, labor, and supervision as required to remove 150 square feet of asbestos containing transite panel in the High School building in the amount of \$10/sf totaling +\$1,500.00. FC
23. Approval of Sargent Enterprises change order AC-11: Furnish all material, equipment, labor, and supervision as required to remove 30 square feet of asbestos containing VAT and mastic in the High School Building in the amount of \$1.25/sf totaling +\$37.50. FC

These change orders were reviewed and discussed by the Buildings & Grounds Committee at their 4PM meeting earlier today.

Moved: W. Dellicker

Seconded: D. Schafer

Vote: 9 Aye, 0 Nay

E. District Finances

Approval of bus stops for the 2010-2011 school year

Moved: W. Dellicker

Seconded: D. Link

Vote: 9 Aye, 0 Nay

Approval of parent contract to provide student transportation for the 2010-2011 school year for student #50798, 18055, and 50550 in an amount not to exceed \$1,100

Approval of the following student activity fund contracts:

- Ballet Guild of the Lehigh Valley, Inc./Pennsylvania Youth Ballet for performance of the Nutcracker-2010 for WEIS 5th grade on December 15, 2010 and NWE 5th grade on December 16, 2010 in the amounts of \$663.00 and \$591.50
- Kutztown University for Children's Literature Conference on April 15, 2011 for NWE 1st grade in the amount of \$100
- Koren Entertainment, Orefield, for DJ Services for High School Homecoming dance on October 2, 2010, in the amount of \$350
- Castle Shakespeare Repertory Company, Budd Lake, NJ, performance of Tales of Poe on November 2, 2010, for 8th grade in the amount of \$2,250.00
- Civic Theatre of Allentown, for performance of A Christmas Carol on December 7, 2010, for 7th grade in the amount of \$1,696.00

Approval of agreement with Northwestern Ambulance Corps, Inc to provide Basic Life Support service for the 2010 Varsity Football season at a cost of \$60 per hour

Approval of renewal of dental services with Dr. Dominic P. Lu with no increase from last year's agreement, for grade level dental exams (\$4)

Approval of 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 amount of \$9,700.00

A motion was made by W. Dellicker to approve the above items as one motion as they are all standard business items.

Moved: W. Dellicker

Seconded: D. Link

Vote: 9 Aye, 0 Nay

Approval of proposal from Transportation Advisory Services for Student Transportation Efficiency Study in the amount of \$9,850.00

The proposal was reviewed and discussed at the Transportation Committee meeting on September 22, 2010. The Committee recommended the services for the efficiency study and assistance in reviewing the RFPs for transportation services. Representatives will visit the District to gather information and look at District transportation operations for the efficiency study.

Moved: C. Bartlett

Seconded: W. Dellicker

Vote: 9 Aye, 0 Nay

Receive the following Reports for August:

- a. Budget Report as presented
- b. Revenues Report as presented
- c. Treasurer's Report

Fund 10 General Fund with a beginning balance of \$11,547,896.12, receipts of \$13,510,720.55, and disbursements of \$2,520,164.09, leaving a balance of \$22,538,452.58.

Fund 22 Capital Reserve Fund with a beginning balance of \$1,629,125.57, receipts of \$1,701.42, disbursements of \$1,840.00, leaving a balance of \$1,630,609.93.

Fund 31 2009 General Obligations Note with a beginning balance of \$3,088,140.52, receipts of \$3,198.44, disbursements of \$59,419.50, leaving a balance of \$3,031,919.46.

Fund 33 2008 General Obligations Bond with a beginning balance of \$1,131,621.06, receipts of \$1,178.66, disbursements of \$6,006.73, leaving a balance of \$1,126,792.99.

Fund 50 Food Service Fund with a beginning balance of \$16,598.89, receipts of \$3.90, disbursements of \$750.00, leaving a balance of \$15,852.79.

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- d. EIT Report as presented
- e. Activity Fund Report as presented
- f. Comparison of Prior Year to Current Year Budget to Actual Expenditures by Object Report as presented.

L. Frisbie reviewed highlights of the reports.

Moved: W. Dellicker

Seconded: T. Hernandez

Vote: 9 Aye, 0 Nay

F. Other Reports

Old Business—none

New Business—none

President offered courtesy of the floor for public comment

Leroy Sorrenson, Senny Ct, New Tripoli, commented on the PSSA presentation and discussion, and asked if 100% proficiency was realistically attainable. Ron Morrison, Heffner Rd, Fogelsville, asked if the PSSA tests were tied to state funding. He also asked if the District has milestones set to be sure we are on target and how it was done.

Communications/Notes for the Board from Donald Link, Secretary—none

Report from Superintendent Wright

Dr. Wright noted the next Board meeting will be held at LCTI in the JOC Board room at approximately 7:30PM. A tour of selected instructional areas will be given before the start of the Board meeting.

Administrative/Building Sharing

D. Nemes noted 140 students registered to take the PSAT's. The HS Fall Open House is scheduled for October 7. Middle School held their core values kickoff assembly on Tuesday.

Board Member Sharing

Board members welcomed Mike Marich as the new member. W. Towne noted the 11 uniquely qualified candidates and the Board would be lucky to have any one of them as a member. He urged the other candidates to run for election when the time comes. President Snyder thanked Greg Sanders (Aqua-Duck) for supplying water to irrigate the new lawn at NWE. He urged the community to attend the meeting at LCTI and participate in the tour at approximately 7PM.

Committee Meetings—Buildings & Grounds, 10/6/10 @4pm, Brd Rm

Finance, 10/6/10 @6pm, Sm Conf Rm

Personnel, 10/20/10@5pm, LTCI Conf Rm

Public Relations, 11/10/10@5pm, Conf Rm

G. Adjournment

Upon motion by W. Towne, the meeting was adjourned at 9:21PM.

Moved: W. Towne

Seconded: D. Schafer

Vote: 9 Aye, 0 Nay

Respectfully submitted,

Donald J. Link, Secretary

By N. Zellner, Recording Secretary