

**Northwestern Lehigh School District
6493 Rte. 309, New Tripoli PA 18066
SCHOOL BOARD MEETING
District Board Room
Wednesday, June 15, 2011, 7:30 PM**



MINUTES

I. Opening Procedures

A. Call to Order

President Snyder called the meeting was called to order at 7:33 PM.

B. Opening Exercises

Opening exercises and roll call as listed below followed.

C. Roll Call

Roll Call Pr/Ab	Pr	Camille Bartlett	Pr	Todd Hernandez	Pr	Darryl Schafer
	Pr	Willard Dellicker	Pr	Donald Link	Ab	Sally Schoffstall
	Pr	Christopher Ford	Ab	Michael Marich	Pr	Gregory Snyder

Also Present: J. & J. Odom, J. Bachman, G. Frey, R. Lenhart, R. Morrison, D. Anderson, S. Haddad, J. Reiter, L. Sorensen, D. Delong, M. Johnston, L. Luca, M. Bartholomew, S. Fies and students, D. Graves (press), D. Nemes, K. Fisher, A. Wahl, M. Scott, J. Berlet, J. Bertoni, L. Stitzel, L. Schellhamer, J. Holman, L. Frisbie, L. Matika, M. Wright, D. Sbrocchi, Esq., N. Zellner

D. Approval of Agenda

Dr. Wright noted additions to the agenda. The agenda was approved as presented.

Moved: W. Dellicker

Seconded: T. Hernandez

Vote: 7 Aye, 0 Nay

E. President welcomed guests and provided for comments

NWE Third Grade presentation

Principal Jill Berlet introduced NWE music teacher, Shawn Fies. Mr. Fies explained the musical "Fractured" his students presented this year. The musical was based on "fractured fairy tales" students wrote as part of the language arts curriculum. Students sang songs. Three students read their stories.

F. Approval of Minutes, as attached, for May 11 and May 18, 2011

Moved: W. Dellicker

Seconded: C. Ford

Vote: 7 Aye, 0 Nay

II. Personnel Action, as listed

A. Appointments/New Employees

1. Appointment of Robert Kripplebauer to the position of Director of Operations, effective date to be determined, at a prorated salary of \$95,000. Mr. Kripplebauer comes to us from Brandywine Heights Area School District with more than 23 years of School District experience. He also brings a strong background in Facilities Management, Buildings & Grounds and Transportation.
2. Recommendation to add the following as seasonal employees from July 6, 2011- August 26, 2011, at a rate of \$8.00/hr:
 - Larry Brown, New Tripoli, PA, effective June 13, 2011
 - Austin Marich, Kempton, PA, effective date pending receipt of all necessary paperwork
 - Anthony Wargo, Kempton, PA, effective date pending receipt of all necessary paperwork

B. Other Actions:

1. Approval of the furlough/suspension of employee #984, Business/Technology Teacher, due to curtailment of program and in accordance with Section 1124 of the School Code and waiver of hearing to be effective June 17, 2011.
2. Approval of the furlough/suspension of employee #974, Family Consumer Science Teacher, due to curtailment of program and in accordance with Section 1124 of the School Code and waiver of hearing to be effective June 17, 2011.
3. Recommendation to change employment status of Kate Marvel from Long-Term Substitute, Grade 4 Assignment, to our District Substitute list effective June 20, 2011.
4. Recommendation to change employment status of Ross Kirk from Long-Term Substitute, Art Assignment, to our District Substitute list effective June 20, 2011.
5. Recommendation to change employment status of Heather Kilmer, Short-Term Substitute, Spanish Assignment, to our District Substitute list effective June 20, 2011.
6. Recommendation to change employment status of Justin Arifaj, Long-Term Substitute, Gifted Assignment, to our District Substitute list effective June 20, 2011.
7. Request for approval of an unpaid days for the following:
 - Stephanie Dunbar, Teacher Assistant, for May 26, 2011, June 1 & 2, 2011
 - Linda Zajko, Part-Time Secretary, for half day on July 25, 2011 & a full day on July 26, 2011

- Linda Gulick, Part-Time Secretary, for August 12 & 15-19, 2011

L. Matika reviewed the personnel items and noted the items dealing with furloughs due to curtailment of programs. L. Matika introduced Robert Kripplebauer, the new Director of Operations. A motion was made by W. Dellicker to approve B 1-8. The motion was amended to include Section A and B.

Moved: W. Dellicker Seconded: T. Hernandez Vote: 7 Aye, 0 Nay

C. Additional Personnel Action:

1. Approval of reclassification of Teacher Assistants to Instructional Assistants positions and rate of pay changes for the 2011-12 school year as outlined on attachment "A".

Moved: W. Dellicker Seconded: T. Hernandez Vote: 7 Aye, 0 Nay

2. Approval of Support Staff wages per attachment "A".

Moved: W. Dellicker Seconded: C. Bartlett Vote: 7 Aye, 0 Nay

NORTHWESTERN LEHIGH SCHOOL DISTRICT SUPPORT STAFF RATES 2011-12 SCHOOL YEAR JUNE 15, 2011

	2011-12	2010-11		2011-12	2010-11
Buildings & Grounds			Instructional Assistants - At 100%		
Custodial - At 100%	Hrly Rate	Hrly Rate	Class A - Full Time	Hrly Rate	Hrly Rate
B	\$18.64	\$18.10	Regular	\$13.06 **	\$12.33
C1	\$15.78	\$15.32	Grandfathered	\$14.23 ***	\$14.23
C2	\$16.65	\$16.16	Grandfathered	\$13.07 ***	\$13.07
C3	\$17.53	\$17.02			
C4	\$18.11	\$17.58	Class B - Part Time	Hrly Rate	Hrly Rate
Substitutes	\$11.76	\$11.76	Regular	\$14.35 ****	\$13.16
Seasonal	\$8.00	\$8.00	Grandfathered	\$15.90 ***	\$15.90
Maintenance - At 100%	Hrly Rate	Hrly Rate	Other	Hrly Rate	Hrly Rate
Staff	\$22.44	\$21.78	Substitutes- Other	\$11.04	\$11.04
Grounds - At 100%	Hrly Rate	Hrly Rate	Health Room Assistant- At 100%	Hrly Rate	Hrly Rate
Staff	\$20.06	\$19.48	Regular	\$18.30	\$17.77
Supervisor	\$22.44	\$21.78	Substitutes	\$14.23	\$14.23
Secretarial - At 100%	Annual	Annual	Office Assistants - At 100%		
Executive - Superintendent	\$50,414	\$48,946	Class A - Full Time	Hrly Rate	Hrly Rate
Executive - Other	\$42,852	\$41,604	Regular	\$12.70	\$12.33
Payroll/Benefits	\$45,073	\$43,761			
Class A	\$35,645	\$34,607	Class B - Part Time	Hrly Rate	Hrly Rate
Class B	\$34,796	\$33,783	Regular	\$13.99 *****	\$13.16
Class C	\$33,205	\$32,238			
Sub Scheduler	\$7,845	\$7,617	Other	Hrly Rate	Hrly Rate
			Substitutes- Other	\$11.04	\$11.04
	Hrly Rate	Hrly Rate	Food Service - At 100%	Hrly Rate	Hrly Rate
Accountant	\$26.15	\$25.39	MS Head Cook	\$16.79	\$16.30
Part-Time Secretarial	\$14.37	\$13.95	HS Head Cook	\$17.29	\$16.80
			WE Head Cook	\$16.79	\$16.30
	Hrly Rate	Hrly Rate	MS Ass't Head Cook	\$15.54	\$15.05
Class C1 & C2	\$15.97	\$15.50	HS Ass't Head Cook	\$16.04	\$15.55
Substitutes	\$11.04	\$11.04	General Production Worker	\$13.11	\$12.73
			Stockperson	\$13.64	\$13.25
			Substitute	\$9.46	\$9.46
Bus Drivers	Hrly Rate	Hrly Rate			
B	\$20.34 *	\$20.14	Mechanics - At 100%	Hrly Rate	Hrly Rate
C - Year 1	\$17.72	\$17.20	Staff	\$21.31	\$20.69
C - Year 2	\$18.78	\$18.23	Head	\$22.44	\$21.78
C - Year 3	\$19.84	\$19.26	Co-op	\$13.00	\$13.00
D - Year 1	\$16.44	\$15.97	Seasonal	\$13.00	\$13.00
D - Year 2	\$17.50	\$17.00			
D - Year 3	\$18.57	\$18.03	Technology Support	Annual	Annual
E/F Van Rate	\$15.69	\$15.23	Systems/Network Admin	\$68,995	\$66,985
Meeting Rate	\$9.50	\$9.50	PC Technician	\$39,820	\$38,660
Activity Rate	\$11.50	\$11.50	Technology Support Partner	\$16.68	\$16.19
Seasonal Rate	\$8.00	\$8.00			

All established practices for calculating wages and classification relationships remain unchanged.

* Class B drivers include a 1% increase to the hourly rate.

** Regular Instructional Assistant rates include a 3% increase plus a \$0.36 per hour increase.

*** Grandfathered Instructional Assistant rates include a 0% increase to the hourly rate.

**** Regular Instructional Assistant rates include a 3% increase plus a \$0.80 per hour increase.

***** Regular Office Assistant rates include a 3% increase plus a \$0.44 per hour increase.

3. Approval of extension of Act 93 Agreement extending for one year beginning July 1, 2011 through June 30, 2012. Only change is an increase of employee contribution for healthcare to 12% of premium for PPO A, 7% of premium for PPO B, and 3% of premium for PPO C.

Moved: T. Hernandez

Seconded: D. Schafer

Vote: 7 Aye, 0 Nay

President Snyder noted the Administrators offer to not take a pay increase for 2011-2012. He noted the Board's position on not accepting the offer in order to keep salaries competitive in the Lehigh Valley. Instead, their premium share for healthcare will be increased. Dr. Wright noted a net savings for the District due to the increase in premiums and a decrease in administrative positions.

4. Approval of 1% salary increase for the following Act 93 positions effective July 1, 2011. Salaries are listed on Attachment "B".

- Director of Athletics and Student Activities
- Director of Curriculum and Technology
- Director of Student Services
- High School Principal (active)
- Assistant High School Principal (active)
- Assistant Middle School Principal
- Assistant Business Administrator
- Supervisor of Food Service

**Northwestern Lehigh School District
2011-2012 Administrative Salaries**

Position	Name	2011-2012 Salary
High School Principal (Active)	Dennis Nemes	\$123,093
High School Principal (Start Date July 1)	Alieen Yadush	\$107,645
Assistant High School Principal (Active)	Ken Fisher	\$103,284
Assistant High School Principal	TBD	TBD
Middle School Principal	Laurie Hoppes	\$106,827
Middle School Assistant Principal	Amy Wahl	\$83,814
Elementary Principal	Jill Berlet	\$97,104
Elementary Principal	TBD	TBD
Assistant Business Administrator	LuAnn Schellhamer	\$70,094
Director of Operations	Robert Kripplebauer	\$95,000
Director of Athletics and Student Services	Jason Zimmerman	\$75,701
Director of Student/Pupil Services	Mark Scott	\$100,528
Director of Curriculum & Technology	Leann Stitzel	\$99,582
Food Service Supervisor	Lori Seier	\$68,784
Superintendent	Mary Anne Wright	\$135,772
Assistant Superintendent	Jennifer Holman	\$108,733
Business Administrator	Leslie Frisbie	\$104,087
Director of Human Resources	Luann Matika	\$99,415

TBD = To be determined

ATTACHMENT B

W. Dellicker noted a 9% reduction in administrative costs
 Moved: W. Dellicker Seconded: C. Ford

Vote: 7 Aye, 0 Nay

5. Approval of 2011-12 salaries for the Superintendent, Assistant Superintendent and Director of Human Resources as per attachment "B". These salaries remain at the 2010-11 rates.
Moved: D. Schafer Seconded: W. Dellicker Vote: 7 Aye, 0 Nay
6. Approval of salary with percentage movement increase for the Business Administrator according to District practice and Act 93 procedures. The annual salary will be \$ 104,087 beginning July 1, 2011.

D. Link and W. Dellicker commented on the leadership and financial expertise L. Frisbie has brought to the position of Business Administrator.
Moved: W. Dellicker Seconded: T. Hernandez Vote: 7 Aye, 0 Nay
7. Approval of salary with percentage movement increase for the NW Elementary Principal according to District practice and Act 93 procedures. The annual salary will be \$ 97,104 beginning July 1, 2011.
Moved: W. Dellicker Seconded: T. Hernandez Vote: 7 Aye, 0 Nay
8. Approval of salary with percentage movement increase for the Middle School Principal according to District practice and Act 93 procedures. The annual salary will be \$ 106,827 beginning July 1, 2011.
Moved: W. Dellicker Seconded: D. Schafer Vote: 7 Aye, 0 Nay
9. Approval to extend the existing employment agreement with Cassandra Graver, Transportation Coordinator for a period of one year (June 2012) at the same rate of pay and benefits.
Moved: W. Dellicker Seconded: D. Link Vote: 7 Aye, 0 Nay

III. Curriculum/Building Issues

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

- Title I
- Title II A

L. Stitzel reviewed the purpose of the grants and the preliminary amounts the district is eligible to apply for. She noted a decrease of 1.4% for Title I and 20.9% for Title IIA. L. Stitzel explained the reasoning for not accepting Title III funds.

Moved: W. Dellicker Seconded: T. Hernandez Vote: 7 Aye, 0 Nay

IV. Policies

A. Second reading and approval of Policies 210 Use of Medications, 210.1 Possession of Asthma Inhalers, Insulin Injection Devices and Epinephrine Auto-Injectors, and 234 Pregnant and Married Students

These policies have been reviewed by Administration, the Policy Committee, and the District Solicitor, and have been on display for public review and comment for the necessary 30 days.

Moved: W. Dellicker Seconded: T. Hernandez Vote: 7 Aye, 0 Nay

B. First reading for Policy 204 Attendance and Policy 232 Student Decision Making

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

V. Facilities

None

VI District Finances

A. Lehigh Valley Economic Development Corp. Presentation

Dr. Wright gave some background information on the presentation. Dr. Wright recommended the District consider appointing someone to represent the District to TIF Committee. John Kingsley, from LVEDC, spoke about Tax Increment Financing, a tool to support economic development. TIF takes the improved value that will be created from development and uses a portion of expected taxes to make improvements to publicly owned infrastructure. A portion of the new taxes or "tax increment" generated by a development project is designated by the affected taxing bodies to cover the debt service payments of a bond or note that finances the eligible improvements.

Gary Frederick, representative of the Hillwood Group, explained the project planned for Weisenberg Township in the area of New Smithville, Exit 45 off I 78. The proposed development would be called West Hills Business Center. The area consists of 233 acres that will include institutional quality industrial buildings and a world class business park. That area of Weisenberg Township is suitable for industrial

development. The potential for development and economic growth is dependent on necessary infrastructure. Mr. Frederick reviewed the status of the project. The project is ready to move forward. He explained the infrastructure deficiencies. The Tax Increment Financing is needed for public infrastructure deficiencies including the bridge, waste water treatment plant, and electrical service. The TIF is the vehicle to assist in financing the cost of improvements to the infrastructure.

President Snyder asked for Board support and interest in appointing someone to the TIF Committee. W. Dellicker and D. Schafer volunteered to serve on the Committee. Dr. Wright noted PFM will be working as a TIF consultant.

B. Approval of Final 2011-2012 General Fund budget and supporting tax levies for Northwestern Lehigh School District as follows:

1). Budget Expenditures	\$36,017,163.00
2). 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 the goals and timeline of the budget process. She noted the shortfall to be funded by fund balance and any additional reductions in expected expenditures and revenues since May. Numbers have been refined using actual data instead of estimates. A motion was made by W. Dellicker, seconded by C. Ford to approve the Final 2011-2012 General Fund budget and supporting tax levies. 7 Aye, 0 Nay

Roll Call	Aye	Camille Bartlett	Aye	Todd Hernandez	Aye	Darryl Schafer
Vote	Aye	Willard Dellicker	Aye	Donald Link	Ab	Sally Schoffstall
	Aye	Christopher Ford	Ab	Michael Marich	Aye	Gregory Snyder

C. Approval of Homestead, Farmstead Exclusion Resolution as attached

Moved: W. Dellicker Seconded: C. Ford Vote: 7 Aye, 0 Nay

D. Approval of resolution Re-adopting, Restating and Amending Its Earned Income Tax Resolution to Establish Conformity with the Local Tax Enabling Act as Amended by Act 32 of July 2, 2008

Moved: T. Hernandez Seconded: C. Ford Vote: 7 Aye, 0 Nay

E. Approval of scheduled transfer from General Fund to Food Service Fund in the amount of \$10,000

Moved: T. Hernandez Seconded: D. Link Vote: 7 Aye, 0 Nay

F. Approval to allocate opening fund balance as of July 1, 2010 in accordance with GASB Statement No. 54 fund balance classifications

Nonspendable	\$84,690.00
Restricted	\$0.00
Committed	\$5,396,403.00
Assigned	\$775,104.00
Unassigned	\$2,854,726.00

Moved: W. Dellicker Seconded: T. Hernandez Vote: 7 Aye, 0 Nay

G. Approval to establish committed fund balance for Other Post Employment Benefits (OPEB), health care stabilization, PSERS stabilization, Emmaus Bond Pool rate stabilization, and energy stabilization as of June 30, 2011. This commitment identifies these funds to be used exclusively for these purposes

Moved: T. Hernandez Seconded: W. Dellicker Vote: 7 Aye, 0 Nay

H. Approval of 2011-2012 insurance package policies for property, general liability, auto boiler and machinery, workers' compensation, umbrella and errors and omission per tabulation

Moved: T. Hernandez Seconded: W. Dellicker Vote: 7 Aye, 0 Nay

I. Approval to issue General Fund checks dated June 30, 2011 for remaining 2010-2011 invoices. List of payments will be included with the July 2011 list of payment for confirmation

Moved: W. Dellicker

Seconded: C. Ford

Vote: 7 Aye, 0 Nay

- J. Approval of contract with King, Spry, Herman, Freund & Faul, LLC to provide solicitor and legal services for 2011-2012 school year at a cost of \$15,000 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**

Moved: D. Link

Seconded: W. Dellicker

Vote: 7 Aye, 0 Nay

- K. Approval of agreement with RefPay for the 2011-2012 school year for payment of game officials for a fee of \$0.63 per check**

Moved: W. Dellicker

Seconded: T. Hernandez

Vote: 7 Aye, 0 Nay

- L. Approval of resolution authorizing the settlement of TRT-DCT Traditional Tax Assessment Appeal**

Moved: W. Dellicker

Seconded: T. Hernandez

Vote: 7 Aye, 0 Nay

- M. Approval of resolution authorizing the settlement of GRE Lehigh, LLC Traditional Tax Assessment Appeal**

Moved: T. Hernandez

Seconded: W. Dellicker

Vote: 7 Aye, 0 Nay

- N. Approval of bus bid per attachment**

J. Holman reviewed information on the bus bid options recommended. The bids were opened and reviewed on June 8, 2011. The bid for two new 77 passenger buses with extended warranty in the amount of \$164,728 was awarded to Wolfington.

Moved: W. Dellicker

Seconded: T. Hernandez

Vote: 7 Aye, 0 Nay

- O. Approval of the following Bills as listed for payment:**

1. Fund 10 General Fund, check #60987 to 61172 totaling \$1,152,913.84
2. Fund 22 Capital Reserve Fund—none
3. Fund 31 Construction & Renovation Fund 2009 Note, check #00232 totaling \$7,159.80
4. Fund 33 2008A General Obligations Bond (GOB)—none
5. Fund 50 Food Service Fund, check #05642 to 05656 totaling \$34,420.96

Moved: W. Dellicker

Seconded: C. Ford

Vote: 7 Aye, 0 Nay

VII. Other Reports

- A. Foundation Report**—no report

- B. Enrollment Report**—2313 students, including 6 Digital Academy, 62 cyber/charter students, 34 home-schooled students, 180 non-public students

- C. Committee Reports as follows:**

1. Intermediate Unit—no report
2. Legislation—no report
3. Recreation Commission—D. Link noted minor improvements are being made to the entrance of the park.
4. Lehigh Career & Technical Institute—W. Dellicker commented on the public auction and open house of the home built by LCTI students. Shawn Dengler was recognized as an Outstanding Co-op student for NWLSD.

VII. Old Business

None

VIII. New Business

None

IX. Communications

- A. President will offer courtesy of the floor for public comment**

Ron Morrison, Weisenberg Township, commented on the proposed business center. He noted the improvements will be a great addition to the tax base. He suggested an additional fueling station for trucks was also needed in that area and putting in something for the community such as a park or ball field.

Joe Reiter, Weisenberg Township, commented on the commercial development opportunity, county average of salaries, the budget, and the TIF Committee. He asked if the Board has taken a position on the proposed no strike legislation.

GlenN Frey, Heidelberg Township, commented on comments heard at the meeting tonight regarding county average concerning administration and teachers. He asked that teachers be treated fairly and be paid appropriately for the job that they do.

Leroy Sorensen, Weisenberg Township, wished everyone an enjoyable summer and commented on parents as part of the equation for student success.

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

C. Report from Superintendent Wright—no report

D. Administrative/Building Sharing—D. Nemes thanked Board members for attending Commencement. K. Fisher noted good comments on student behavior from Lehigh Staff. Principals shared end-of-the year activities.

E. Board Member Sharing

D. Shafer commented on the electricity credit. T. Hernandez and W. Dellicker attended Baccalaureate and commented on the services being dignified and appropriate and they hope the tradition will continue. C. Bartlett commented on the hard work everyone did during the school year, extended gratitude to the LCTI staff, and noted the unanimous budget vote. She commended Leslie Frisbie for the helpful way the budget information was presented. G. Snyder commented on Commencement. He noted credit to the students themselves, the parents, the community, and the teaching staff.

F. Committee Meetings

Personnel, 6/15/11@6 PM, Conf. Rm
Policy, 8/1/11@7 AM, Conf Rm
Buildings & Grounds, 8/3/11@4 PM, Conf. Rm
Finance, 8/10/11@6 PM, Conf. Rm

X. Adjournment

Upon motion by D. Link, seconded by T. Hernandez, the meeting was adjourned at 10:37PM.

Respectfully submitted,

Donald J. Link, Secretary
By N. Zellner, Recording Secretary