

**Northwestern Lehigh School District
6493 Rte. 309, New Tripoli PA 18066
SCHOOL BOARD MEETING
District Administrative Conference Room
Wednesday, August 19, 2009, 7:30 p.m.**



MINUTES

A. Agenda

Call to Order The meeting was called to order by President Snyder at 7:35 p.m.

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

Roll Call

Roll Call	Pr	Camille Bartlett	Ab	Donald Link	Pr	Sally Schoffstall
Pr/Ab	Ab	Willard Dellicker	Pr	Michael Ondra	Pr	Gregory Snyder
	Pr	Paul Fisher, Jr.	Ab	Darryl Schafer	Pr	Kenneth Zellner

Also present: D. Graves (reporter) TV 13 News, J. Klocek, S. Shearer, J. Zimmerman, L. Frisbie, R. Cartier, L. Morris, A. Hoderewski, D. Nemes, M. Scott, L. Seier, L. Stitzel, B. Uplinger, C. Linde, L. Matika, S. Meixsell, D. Sbrocchi, Esq., N. Zellner

Approval of Agenda Susanne Meixsell noted changes to the agenda. The agenda was approved as amended.
Moved: M. Ondra Seconded: K. Zellner Vote: 6 Aye, 0 Nay

President welcomed guests and provided for comments—no comments

Approval of Minutes, as attached, for July 15, 2009—The minutes were approved as presented.
Moved: K. Zellner Seconded: P. Fisher Vote: 6 Aye, 0 Nay

Personnel action as listed

1. Request for Disability Leave followed by Childrearing and Family Medical Leave for Angela Traub, High School Guidance Counselor, effective approximately December 23, 2009. Return to work date is approximately June 1, 2010.
2. Recommendation to add the following to the District Substitute Teacher list effective September 8, 2009 pending receipt of all necessary paperwork: Crista Billowitch, 4576 Pharaoh Street, Whitehall, PA 18052, Elementary/Special Education Certification
3. Recommendation to remove the following from the Substitute Teacher Assistant list effective August 16, 2009:
 - a. Gina Vitale: full time employment elsewhere
 - b. Jennifer Hammack: child care issues
4. Approval to accept the resignation of Catherine Akelaitis, Health Room Assistant, effective June 30, 2009.
5. Approval to accept the resignation of Scott Gore, Transportation, effective August 13, 2009.
Moved: K. Zellner Seconded: P. Fisher Vote: 6 Aye, 0 Nay

Elementary & Main Campus construction project report

Joe Klocek updated the Board on the construction progress. He does not foresee any major problems at Weisenberg and expects the building to be ready for September 8. There are still some punch list items that need to be completed. The occupancy permit should be issued on Monday. Main Campus projects are slightly behind schedule. The H S Guidance Suite should be ready a week or two after the start of school. Contractors are focusing on that area. Plans are in place if the guidance area is not ready. Structural work has begun in the two-story wing. The Maintenance/Transportation should be ready for the start of school. Site work should begin next week outside the DAO.

Discussion of financing alternatives by Scott Shearer of Public Financial Management, Inc.

The Finance Committee held discussion earlier this evening regarding permanent financing for the remainder of the Main Campus construction projects. Scott Shearer reviewed documents regarding the Emmaus Bond Pool Program and alternatives for financing.

B. Curriculum/Building Issues

Approval of service agreement with K-12 Incorporated for the purchase of on-line educational services and curriculum on a per course fee basis for the period of July 7, 2009 through June 30, 2010

K-12 Incorporated will provide services for the students enrolled in the District Digital Academy.
Moved: P. Fisher Seconded: K. Zellner Vote: 6 Aye, 0 Nay

Update on start of 2009-2010 school year

Susanne Meixsell reviewed the schedule for District-wide meetings and in-services that will take place beginning August 31, the first day back for staff.

Report of Keystone Exams

The State Board of Education has approved the final form of the Keystone Exams and regulations. The House and Senate Committees on Education are still reviewing the regulations. Susanne Meixsell highlighted several of the major concerns with the Exam and suggested sending a message to Legislators to express those concerns.

Report on PIAA ruling regarding Girls' Soccer

The girls' soccer program will move to Fall in the 2010-2011 season. This change is a result of a PIAA policy change.

Report on EdVantage Program

This program is free to schools targeting on-line shoppers. Community members receive discounts when shopping with participating retailers and the District will receive a percentage.

Update on status of High School Band practices

Restricted practice times have been established to address the noise concerns expressed by neighbors on Northwest Road. Practice schedules for next summer's band camp will be addressed as well. Jason Zimmerman will communicate in writing to the neighbors. Mrs. Meixsell thanked Mr. Zimmerman and Mr. Brown for their cooperation with the neighbors on this issue.

C. Policies

none

D. Facilities

Approval of Johnson Controls for automated temperature control and mechanical services as preventative HVAC maintenance at both elementary schools in the amount of \$19,204.00 at NWE and \$33,667.00 at WEIS per recommendation of the Buildings & Grounds Committee

Moved: M. Ondra

Seconded: P. Fisher

Vote: 6 Aye, 0 Nay

E. District Finances

State Budget Update

Discussion was held on the State Budget impasse and the impact to the District. The District will explore options available if the State Budget is not passed until December or January.

Confirmation of voting delegate and alternate for the Act 32 Tax Collection Committee

Catherine Linde will serve as the voting delegate and Leslie Frisbie as the alternate from the District.

Moved: M. Ondra

Seconded: K. Zellner

Vote: 6 Aye, 0 Nay

Refund of 2009-2010 real estate taxes for Craig D & Phyllis Shreve, Weisenberg Township, due to lot size adjustment as follows:

<u>Parcel #</u>	<u>Amount</u>
24-543691137376 1 319	\$ 7.26
24-543673971107 1 319	\$ 24.21
34-543683315699 1 319	<u>\$ 21.78</u>
	\$ 53.25

Refund of 2009-2010 Lynn Township real estate taxes for parcel #14-541984337803 1 (Corrine E Bast) in the amount of \$169.48 due to duplicate billing

Approval of disabled veteran's exemption from all real estate property taxes for John R. Balliet, III, 3726 Windy Rd, Orefield, effective July 1, 2009 as approved by Pennsylvania Veterans' Commission and County of Lehigh Board of Appeals

Approval of License Agreement with Tams-Witmark Music Library, Inc. for rentals and royalties relating to the Middle School musical production of Bye-Bye Birdie on April 30, May 1-2, 2010 at a charge of \$485 for the first performance and \$230 for each additional performance. Costs to be paid from General Fund

Approval of Artist in Residency with Claire Marcus at Northwestern Elementary for grades K-5, to be held in October 2009. Maximum cost of \$2,250 to be paid by Northwestern Elementary Student Activity Fund

Approval of contracts for Community Education Classes as listed:

Instructor	Class	Contract Amnt.	Dates
Marci Piescienski	Step and Sculpt	\$577.50	Sept. 14- Dec. 14, 2009
Sharon Schnyder	Yoga	\$330.00	Sept. 14- Dec. 14, 2009
Deb Zvanut	Basketweaving 1	\$110.00	Sept. 22, 2009
	Basketweaving 2	\$165.00	Sept. 28 and Oct. 5, 2009
	Basketweaving 3	\$165.00	Oct. 13 and 20, 2009
	Basketweaving 4	\$192.50	Oct. 26 and Nov. 2, 2009
	Basketweaving 5	\$220.00	TBD
	Basketweaving 6	\$123.75	December 10, 2009
Tom Domin	College Academic, Admission, & Financial Readiness For Families With College Bound Students	\$220.00	Sept. 28 and Oct. 5, 2009

A motion was made by M. Ondra to approve Items 3 through 8 as general business items that were reviewed and discussed by the Finance Committee.

Moved: M. Ondra

Seconded: K. Zellner

Vote: 6 Aye, 0 Nay

Approval of gate ticket prices and season ticket prices for admission to events for the 2009/2010 school year

Gate Ticket Price	Adult	Student/Sr Citizen
Varsity Athletic Events	\$5	\$3
JV Athletic Events	\$3	\$2
Varsity Track & Field	\$2	\$1
High School Theater	\$8	\$8
Middle School Theater	\$5	Student \$2, Sr. \$3

Moved: P. Fisher

Seconded: K. Zellner

Season Ticket Price		
	Adult	Student/Sr. Citizen
Football	\$25	\$15
Basketball	\$35	\$20
Wrestling	\$20	\$15

Vote: 6 Aye, 0 Nay

Approval of License Agreement with R & H Theatricals, New York, for rentals and royalties relating to the High School production of Once Upon a Mattress on March 4-7, 2007. Total cost of \$2,160 to be paid from General Fund**Approval of Order and Stipulation of Counsel No. 2008-C-6092 for Weisenberg Township Parcel ID No. 543623768141 reducing the taxable assessment from \$1,632,500 to \$1,350,000 effective for tax years commencing on or after January 1, 2008 and authorization for District solicitor to sign Stipulation on behalf of the District.****Approval of refund for 2008-2009 Weisenberg Township real estate taxes for Parcel ID No. 543623768141 in the amount of \$13,125.46 as a result of Order. No. 2008-C-6092.**

A motion was made by M. Ondra to approve Items 10 through 12 as general business items that were reviewed and discussed by the Finance Committee.

Moved: M. Ondra

Seconded: P. Fisher

Vote: 6 Aye, 0 Nay

Approval of Client Services Agreement with Provident Energy Consulting LLC effective August 19, 2009 through December 31, 2010 to provide consulting services in analyzing electricity procurement. Fees of \$.001 per kWh contingent upon signed agreement with the provider recommended by Provident Energy.

Moved: P. Fisher

Seconded: C. Bartlett

Vote: 6 Aye, 0 Nay

Approval to establish an "energy procurement team" consisting of the Superintendent, Business Administrator and Supervisor of Buildings and Grounds. The "energy procurement team" will evaluate energy information, procurement options, and make recommendations for electric purchases to the School Board.

Moved: P. Fisher

Seconded: M. Ondra

Vote: 6 Aye, 0 Nay

Approval to establish a "financing team" consisting of the Superintendent and Business Administrator (District), King Spry Herman Freund and Faul, LLC (District Solicitor), Public Financial Management, Inc. (Financial Advisors) and King Spry Herman Freund and Faul, LLC (Bond Counsel). The "financing team" is appointed to plan financing alternatives consisting of either a fixed-rate bond issue or variable rate Emmaus Bond Pool loan for the \$8,500,000 draw-down on the M&T line of credit. The

issuance of further financing shall be subject to definitive action by the Board of School Directors for the Northwestern Lehigh School District at an advertised public meeting.

Moved: P. Fisher

Seconded: K. Zellner

Vote: 6 Aye, 0 Nay

Receive the following Reports for July:

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

Fund 10 General Fund with a beginning balance of \$7,214,608.29, receipts of \$2,832,259.29, and disbursements of \$1,814,781.92, leaving a balance of \$8,232,085.81.

Fund 22 Capital Reserve Fund with a beginning balance of \$1,465,858.52, receipts of \$2,318.23, disbursements of \$0, leaving a balance of \$1,468,176.75.

Fund 32 2008 General Obligations Note with a beginning balance of \$0, receipts of \$10,04,386.62, disbursements of \$16,381.14, leaving a balance of \$9,988,005.48.

Fund 33 2008 General Obligations Bond with a beginning balance of \$7,251,743.23, receipts of \$15,650.61, disbursements of \$1,583,409.18, leaving a balance of \$5,683,984.66.

Fund 50 Food Service Fund with a beginning balance of \$6,195.56, receipts of \$389.02, disbursements of \$0, leaving a balance of \$6,584.58.

- 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

Moved: P. Fisher

Seconded: K. Zellner

Vote: 6 Aye, 0 Nay

Approval of the following Bills as listed for payment:

- a. Fund 10 General Fund totaling \$187,653.34 for 2008-2009 and \$1,143,747.43 for 2009-2010
- b. Fund 22 Capital Reserve Fund totaling \$37,135.64
- c. Fund 31 Construction & Renovation Fund 2009 Note totaling \$2,108.71 for 2008-2009 and \$794,394.05 for 2009-2010
- d. Fund 33 2008A General Obligations Bond (GOB) totaling \$270,958.84 for 2008-2009 and \$37,939.19 for 2009-2010
- e. Fund 50 Service Fund totaling \$245.36 for 2008-2009 and \$1,038.00 for 2009-2010
- f. Fund 51 Tiger Concessions totaling \$500.00

Moved: K. Zellner

Seconded: P. Fisher

Vote: 6 Aye, 0 Nay

F. Other Reports

Federal Programs Report—Procedures for final expenditures have been completed and submitted.

Foundation Report—The next meeting is scheduled for September 14. The recent golf tournament has raised approximately \$5,000.

Transportation Report—Bus sheets were run today and are expected to be mailed on Friday.

Food Service Report—First grade students received notification letter explaining Point of Sale procedures for purchasing lunches. The School Health Advisory Council will meet on September 2 to define the Wellness Program and work on writing grants to secure funds for wellness education projects.

Safety & Security Report—Brian Uplinger is preparing a list of safety drills to be practiced during the school year.

Strategic Plan Report—The Educational Technology Plan, and the Academic Standards and Assessment mid point review report are ready for submission. L. Stitzel is working on the other parts to be submitted by the September deadline.

NWL Digital Academy Report—The District has successfully enrolled three students in the academy who will be using the Lincoln Interactive Curriculum. These students will be ready to start the program by the end of August.

Enrollment Report—2348 students, 3 digital academy, 53 Charter/Cyber, 38 homeschool, 191 non-public

Committee Reports as follows:

- a. Intermediate Unit—no report
- b. Lehigh Valley Workforce Investment Board—no report
- c. Legislation—no report
- d. Recreation Commission—next meeting on August 26.
- e. Lehigh Career & Technical Institute—no report

Old Business—The District has received a response from PSBA regarding the proposal submitted by the Board with feedback on the proposals they did not approve.

New Business—none

President offered courtesy of the floor for public comment—no comments

Communications/Notes for the Board from Paul Fisher, Secretary—none

Report from Superintendent Meixsell

- a. Administrative/Building Sharing—Fall sports and band are holding their daily practices. Staff members are preparing their rooms for the return of students.
- b. Board Member Sharing—K. Zellner noted the Krista Hankee Memorial Scholarship Golf Tournament on September 26 that provides educational grants to high school students.
- c. Committee Meetings—Finance, 8/19/09@6pm, Sm Conf Rm
Policy, 9/14/09@7am, Sm Conf Rm
Buildings & Grounds, 9/2/09@4pm, Brd Rm
Public Relations, 11/11/09@5pm, Sm Conf Rm
Personnel, 9/9/09@6pm, Sm Conf Rm

G. Adjournment

Upon motion by K. Zellner, the meeting was adjourned at 9:45 p.m. for a short recess followed by Executive Session for personnel issues.

Moved: K. Zellner

Seconded: M. Ondra

Vote: 6 Aye, 0 Nay

Respectfully submitted,

Paul C. Fisher, Jr., Secretary
By N. Zellner, Recording Secretary