

**Northwestern Lehigh School District
6493 Rte. 309, New Tripoli PA 18066
SCHOOL BOARD MEETING
District Administrative Conference Room
Wednesday, January 13, 2010, 7:30 p.m.**



MINUTES

School Director Recognition Month

Executive Session for Personnel issues was held at 5:30PM. No action was taken.

A. Agenda

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

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

Roll Call

All present

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

Also present: K. Sacco, art students & parents, R. Morrison, G. Sanders, D. Wolbert, W. Wolbert, K. Fiedler, D. Graves (Press), L. Hoppes, L. Frisbie, K. Fisher, M. Scott, R. Cartier, L. Stitzel, L. Matika, B. Uplinger, C. Linde, S. Meixsell, D. Sbrocchi, Esq., N. Zellner

Approval of Agenda S. Meixsell noted additions to the agenda. The agenda was approved as presented.
Moved: D. Schafer Seconded: W. Dellicker Vote: 9 Aye, 0 Nay

President welcomed guests and provided for comments

R. Cartier introduced Karly Sacco and Weisenberg Elementary art students. K. Sacco explained students' artwork and described some of the techniques used. Students talked about their work.

Personnel action, as listed:

1. Appointment of Krista Sell, 5125 Cider Press Road, Schnecksville, PA 18078, to the position of long-term substitute Second Grade Elementary Teacher assigned to Northwestern Elementary, retroactive from September 18, 2009 at BS Step 1 (\$39,000) prorated until the beginning of the fourth marking period of the 2009-10 school year. Compensation may be adjusted at the conclusion of negotiations. Krista was previously board approved for this assignment as a short term substitute.
2. Recommendation to extend child rearing leave for Amanda Wilson until the first day of the fourth marking period of the 2009-10 school year.
3. Approval for the request of Family Medical Leave for Terri Lundberg, Music Teacher, effective January 6, 2010. Return to work date to be determined.
4. Recommendation to extend hours of Deanne Snyder, Office Assistant assigned to Northwestern Elementary, to six working hours, effective January 4, 2010 for the remainder of the 2009-10 school year. Her hours will be from 9:30 a.m. to 4:00 p.m. and will include a half hour unpaid lunch.
5. Recommendation to add the following to the Substitute Food Service list effective date to be determined pending receipt of all necessary paperwork at a rate of \$9.46/hour:
 - a. Susan Brown: 7684 Scenic View Drive, Macungie, PA 18062
6. Request for approval for unpaid days for the following:
 - a. Susan George, Bus Driver, 3 unpaid days: December 9, 10 and 11, 2009
 - b. Sandy Dengler, General Production Worker, 4 unpaid days: January 12 through 15, 2010
 - c. Kim Scheidt, Bus Driver, 5 unpaid days: June 7 through 11, 2010
 - d. Lisa Remaly, Middle School Teacher Assistant, 2 unpaid days: January 13 and 14, 2010
 - e. Patricia Reiter, Bus Driver, 3.5 unpaid days: March 8 (PM), through March 11, 2010
7. Recommendation to accept the resignation of Lauren Hartrum, General Production Worker, effective January 8, 2010.
8. Approval to grant tenure to Brian Anthony, High School teacher, after completion of three (3) years of satisfactory service to the District per administrative recommendations, effective January 28, 2010.
9. Recommendation to remove the following from the District Substitute Teacher List effective December 14, 2009: Crista Billowitch, full time position in other school district
10. Request to remove the following for student teaching experience at Weisenberg Elementary for the spring semester of the 2009-10 school year from Kutztown University: Eric Domzalski with Vivian Weidner
11. Request for student teaching experience at the high school for the following students from Kutztown University:

January 20 through March 5, 2010

 - a. Michael Scheirer with Scott Hippensteel, Social Studies
 - b. Megan Neal with Deborah Peters, Language Arts
 - c. Heidi Schaeffer with Patrice Tritt, Social Studies
 - d. Alyssa Huber with Vivian Weidner, Second Grade

March 15 through May 6, 2010

- e. Keegan Lerch with Scott Brown, Music
- f. Hailey Calhoun with Beth Harwick, Science
- g. Katelyn Dovey with Kelly Berg, Science
- h. Kara Krummenoehl with Lacey Hutson, Social Studies

Moved: P. Fisher

Seconded: W. Dellicker

Vote: 9 Aye, 0 Nay

B. Curriculum/Building Issues

Demonstration of the Standards Aligned Systems from PDE

LeAnn Stitzel and Kathy Fiedler attended a four-day training session on the use of the SAS website. Pennsylvania Department of Education developed the site for the purpose of identifying six elements that could provide school districts and teachers with a framework that could be used to enhance instruction. L. Stitzel and K. Fiedler gave a brief overview of the six elements—Clear Standards, Fair Assessments, Curriculum Framework, Instruction, Materials & Resources and Interventions. L. Stitzel will be taking more training to become a Trainer for the District. She noted some teachers have already looked at the site and gave positive feedback.

Report on K-12 Benchmark Assessment Guidelines

Assessments are done by teachers periodically throughout the year in grades 2-11 in reading and math. Building principals shared information on how benchmarks are used in their buildings. P. Fisher noted the importance of having these tools available for parents to access. Discussion followed on the process of writing curriculum. A suggestion was made to use curriculum writing as a possible seminar topic.

Approval of Tutorial Agreement with KidsPeace National Hospital Centers for tutorial services for student #18238 at a rate of \$27.50 per hour for 5 hours per week

Approval of District sponsorship of Northwestern Elementary PIE Skating Night at Independence Family Fun Center, Schnecksville, to be held March 22, 2010, from 6 to 8PM consistent with Policy 914, Support Organizations

The above two items were approved as one motion.

Moved: P. Fisher

Seconded: D. Link

Vote: 9 Aye, 0 Nay

Approval Memorandum of Understanding with of CLIU #21 outlining the requirements and responsibilities of CLIU#21 and Title III Consortium for our ESL Program

Moved: W. Dellicker

Seconded: W. Towne

Vote: 9 Aye, 0 Nay

Report on revisions and additions to FCS/Business/Technology elective courses for 2010-2011

K. Fisher reviewed the new course offerings

Report on the Federal Race to the Top competitive grant process

The District has not made a final decision to apply for the grant, but will submit a Memorandum of Understanding as the second phase of the process to apply for the Federal Grant. The MOU outlines the District's responsibilities that are pertinent to our staff, students and community. A motion was made by P. Fisher, seconded by D. Schafer for approval to submit a Memorandum of Understanding for the Race to the Top Grant process. D. Link abstained from the vote.

Moved: P. Fisher

Seconded: D. Schafer

Vote: 8 Aye, 0 Nay, 1 Abstain

Approval to apply for School Library Makeover grant opportunity through Acer to be awarded 10 Acer PC laptops and 2 Acer PC desktops for the High School Library valued at approximately \$12,000.00

Moved: P. Fisher

Seconded: D. Link

Vote: 9 Aye, 0 Nay

C. Policies

First reading of Policies 211, 213, 215, 218, 220, 233

These policies are posted on the website for public comment.

D. Facilities

Confirmation of receipt of PlanCon I approval letter from PDE and appended materials

This is a required procedural process when change orders total \$300,000 or 3% of appropriate expenditures.

Moved: D. Link

Seconded: W. Dellicker

Vote: 9 Aye, 0 Nay

Acknowledgement of receipt of Plan Con H (project Financing for Weisenberg Elementary School) identifying updated temporary reimbursement percentages

The District has received final documentation from the Pennsylvania Department of Education regarding reimbursement for costs incurred for the construction projects. The District is reimbursed for approximately 10% of those expenditures.

**Approval of change orders for Main Campus and Weisenberg Elementary construction projects as listed:
Change Orders for Main Campus Projects**

High School

1. Approval of Penn Builders change order GC-45 to furnish all material, equipment, labor, and supervision as required to reconstruct the two story east wall of the media center per architect's sketches in the amount of \$51,571.00. (FC)
2. Approval of Penn Builders change order GC-46 to furnish all material, equipment, labor, and supervision as required to soundproof the walls between the classrooms in the two story wing in the amount of \$5,744.00. (FC)
3. Approval of Penn Builders change order GC-47 to furnish all material, equipment, labor, and supervision as required to install precast concrete lintels over all door openings in the two story wing in the amount of \$7,190.00. (FC)
4. Approval of Penn Builders change order GC-48 to furnish all material, equipment, labor, and supervision as required to complete additional work in the second floor faculty room associated with sketch SK-A47 in the amount of \$2,799.00. (OM)
5. Approval of Penn Builders change order GC-50 to furnish all material, equipment, labor, and supervision as required to add built in shelving in the guidance suite conference room in the amount of \$764.00. (FC)
6. Approval of Penn Builders change order GC-51 to furnish all material, equipment, labor, and supervision as required to raise the floor level in rooms 301 and 112 with mtl. framing in lieu of concrete fill in the amount of \$12,831.00. (OM)
7. Approval of Penn Builders change order GC-52 to furnish all material, equipment, labor, and supervision as required to construct accessways to the mechanical mezzanines over the library in the amount of \$10,808.00. (ORC)
8. Approval of Penn Builders change order GC-53 to furnish all material, equipment, labor, and supervision as required to connect the new roof structure for the roof over the high school kitchen loading dock to existing construction with an alternate detail in the amount of \$3,693.00. (FC)
9. Approval of Wind Gap Electric change order EC-06 to furnish all material, equipment, labor, and supervision as required to install additional light fixture in second floor faculty room in the amount of \$224.75. (OM)
10. Approval of Wind Gap Electric change order EC-07 to furnish all material, equipment, labor, and supervision as required to relocate the existing electrical panel in room 706 in the amount of \$1,636.40. (OM)
11. Approval of Wind Gap Electric change order EC-08 to furnish all material, equipment, labor, and supervision as required to relocate the existing conduits in the corridors of the high school in the amount of \$4,062.82. (FC)
12. Approval of Dual Temp change order MC-10 to furnish all material, equipment, labor, and supervision as required to install a ceiling mounted cabinet unit heater in stair A in the amount of \$3,519.00. (OM)
13. Approval of Dual Temp change order MC-11 to furnish all material, equipment, labor, and supervision as required to install new circuit setters on HW/CW mains in the high school in the amount of \$7,833.61.

Middle School

14. Approval of Penn Builders change order GC-49 to furnish all material, equipment, labor, and supervision as required to replace and add fencing around the chiller at the middle school in the amount of \$7,628.00. (VE)
15. Approval of Dual Temp change order MC-09 to furnish all material, equipment, labor, and supervision as required to add HW/CW control valves in the middle school in the amount of \$9,849.72.
16. Approval of Dual Temp change order MC-12 to furnish all material, equipment, labor, and supervision as required to delete the middle school chiller fencing from the scope of work in the credit amount of \$3,500.00. (VE)

Transportation/Maintenance

17. Approval of Penn Builders change order GC-54 to furnish all material, equipment, labor, and supervision as required to replace the casework in the breakroom of the maintenance and transportation facility in the amount of \$2,475.00. (ORC)
18. Approval of Penn Builders change order GC-55 to furnish all material, equipment, labor, and supervision as required to change the track and operator for the loading dock door to allow for proper forklift access in the amount of \$799.00. (OM)
19. Approval of Penn Builders change order GC-56 to furnish all material, equipment, labor, and supervision as required to provide electric strike hardware for three doors in the maintenance and transportation facility in the amount of \$1,405.00. (OM)
20. Approval of Wind Gap Electric change order EC-04 to furnish all material, equipment, labor, and supervision as required to repair conduits damaged by the GC at the Maintenance/Transportation site in the amount of \$271.24. (FC)
21. Approval of Wind Gap Electric change order EC-05 to furnish all material, equipment, labor, and supervision as required to repair conduits damaged by the PC at the Maintenance/Transportation site in the amount of \$1,104.69. (FC)
22. Approval of JBM Plumbing change order PC-01 to furnish all material, equipment, labor, and supervision as required to replace the EWC in the maintenance and transportation facility with a dual unit as required by code in the amount of \$2,968.70. (C)
23. Approval of JBM Plumbing change order PC-02 to furnish all material, equipment, labor, and supervision as required to replace the sink in the break room in the maintenance and transportation facility with an ADA unit as required by code in the amount of \$1,449.43. (C)

Total Main Campus Change orders to date \$338,555.73 (3.02%)

Change Orders for Weisenberg Elementary Project

1. Approval of ER Steubner change order GC-57 to furnish all material, equipment, labor, and supervision as required to provide clear finish maple window sills and aprons on all windows in D wing in the amount of \$5,100.47. (OM)
2. Approval of ER Steubner change order GC-58 to furnish all material, equipment, labor, and supervision as required to remove exposed cmu at grade level and replace with brick veneer at the kindergarten entrance in the amount of \$1,400.00. (OM)
3. Approval of ER Steubner change order GC-59 to furnish all material, equipment, labor, and supervision as required to add acoustic door seals on door 104B in the administrative conference room in the amount of \$761.00. (OM)
4. Approval of ER Steubner change order GC-60 to furnish all material, equipment, labor, and supervision as required to provide out of scope GWB and mtl. stud work in room 182, 185, 187, and 190 in the amount of \$2,848.00. (OM)
5. Approval of ER Steubner change order GC-61 to furnish a credit for irresolvable punch-list work in the amount of (\$1,800.00). (VE)

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| 6. | Approval of ER Steubner change order GC-62 to furnish a credit for the deletion of HOP work from the contract in the amount of (\$4,938.42). | | |
| 7. | Approval of Wind Gap change order EC-36 to furnish all material, equipment, labor, and supervision as required to provide a night bell for the intercom system in the amount of \$1,673.00. (ORC) | | |
| 8. | Approval of MBR Mechanical change order MC-09 to furnish all material, equipment, labor, and supervision as required to provide an offset in the boiler breaching in the amount of \$595.00. (FC) | | |
| 9. | Approval of MBR Mechanical change order MC-10 to furnish all material, equipment, labor, and supervision as required to provide a relief air hood in the electric room in the amount of \$1,135.00. (FC) | | |
| 10. | Approval of MBR Mechanical change order MC-11 to furnish all material, equipment, labor, and supervision as required to provide modifications to the roof relief air ducts to prevent the entrance of windblown rain into the structure in the amount of \$2,575.00. (FC) | | |
| 11. | Approval of JR Reynolds change order PC-06 to furnish all material, equipment, labor, and supervision as required to install sprinkler heads in the soffits over the classroom doors in D wing due to revised soffit heights in the amount of \$2,493.00. (FC) | | |
| Total Weisenberg Change Orders to date | | \$399,517.57 | (2.41%) |

Moved: C. Bartlett

Seconded: W. Dellicker

Vote: 9 Aye, 0 Nay

E. District Finances

Approval of renewal of agreement for health services with Northwestern Medical Center with no increase from last year's agreement, including bus driver physicals (\$9), grade level physicals (\$7), and low, income, non-insured athletic physicals (\$60)

Moved: P. Fisher

Seconded: W. Dellicker

Vote: 9 Aye, 0 Nay

F. Other Reports

Old Business

- Discussion of Board Seminar—Board seminar will be rescheduled from March 5 & 6 to another date to be determined.
- S. Meixsell reviewed standing Board Committees that still need additional members.

New Business

- Recognition of the members of the Northwestern Lehigh Board of School Directors—S. Meixsell acknowledged the service of the Board and the integrity, honesty, diplomacy and mutual respect Board members have shown to each other and the Northwestern Lehigh Community. It has always been the Board’s desire to do what is best for the students, employees and community.

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

Communications/Notes for the Board from Paul Fisher, Secretary—P. Fisher shared a letter noting Ballots for CLIU 21 will be sent to the District in the future.

Report from Superintendent Meixsell

- a. Administrative/Building Sharing—S. Meixsell commented on a very informative LUSCC meeting on creating Global Citizens and a Facts & Figures on Pennsylvania schools publication from PSBA that P. Fisher asked be emailed to Board members. Administrators shared current events and expressed thanks to the Board for their support of students. A five-minutes segment of Tech Wizards interviews will be televised on January 28.
- b. Board Member Sharing—Board members commented on the kind words from Administrators and thanked each other for the professional, dedicated and respectful atmosphere of board meetings. Members value the fact that our “agenda is to do what is best for the kids.”
- c. Committee Meetings—Buildings & Grounds, 1/6/10 @4pm, Brd Rm
Policy, 1/11/10 @7am, Sm Conf Rm
Public Relations, 2/10/10 @5pm, Sm Conf Rm
Personnel, 1/13/10 @5:30pm, Sm Conf Rm
Finance, 1/20/10 @6pm, Sm Conf Rm

G. Adjournment

Upon motion by W. Dellicker, the meeting was adjourned at 9:42PM. After a short recess, the Board held an Executive Session for personnel issues.

Moved: W. Dellicker

Seconded: W. Towne

vote: 9 Aye, 0 Nay

Respectfully submitted,

Paul C. Fisher, Jr., Secretary

By N. Zellner, Recording Secretary