

**Northwestern Lehigh School District
6493 Rte. 309, New Tripoli PA 18066
SCHOOL BOARD MEETING
District Administrative Conference Room
Tuesday, March 16, 2010 7:30 p.m.**



MINUTES

An Executive Session for personnel issues was held prior to the Board meeting.

A. Agenda

Call to Order The meeting was called to order at 7:32PM by President Snyder.

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

Roll Call

8 present

Roll Call	Ab	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: J. Bachman, B. Millward, A. Gilgoff, C. Hunsberger, R. Hensinger, N. Smith, D. Taschler, P. Toll, G. Sanders, R. Morrison, D. & J. Bernhard, L. Sorensen, A. Topping, S. Gibson, N. Millward, B. Anthony, B. Cressman, M. Wright, J. Berlet, L. Hoppes, A. Nickischer, M. Scott, L. Seier, B. Uplinger, C. Linde, L. Frisbie, L. Matika, S. Meixsell, D. Sbrocchi, Esq., N. Zellner

Approval of Agenda S. Meixsell noted additions to the agenda. The agenda was approved as amended.
Moved: W. Dellicker Seconded: P. Fisher Vote: 8 Aye, 0 Nay

President will welcome guests and provide for comments

David Taschler, a member of the Band Booster Club, inquired about possibility of school closings because of a teacher strike and how that would affect upcoming activity events that are scheduled. S. Meixsell will contact Mr. Taschler to follow up

Middle School art presentation

Laurie Hoppes, Middle School Principal, introduced Nick Smith and Quentin Bernhard who explained their artwork and the techniques used in creating their projects.

Approval of Minutes, as attached, for February 16, 2010

The Minutes were approved as presented.

Moved: W. Towne Seconded: P. Fisher Vote: 8 Aye, 0 Nay

Personnel action, as listed

1. Recommendation to accept the resignation for retirement of Roxanne Davis, effective the last teacher day of the 2009-2010 school year, after 34 years of service to the District.
2. Recommendation to accept the resignation for retirement of Jean Machamer, effective the last teacher day of the 2009-2010 school year, after 17 years of service to the District.
3. Recommendation to accept the resignation for retirement of Susan Barnett, effective the last teacher day of the 2009-2010 school year, after 25 years of service to the District.
4. Recommendation to accept the resignation for retirement of Georgine Gilligan effective the last teacher day of the 2009-2010 school year, after 28 years of service to the District.
5. Recommendation to accept the resignation for retirement of Robert Mitchell effective the last teacher day of the 2009-2010 school year, after 33 years of service to the District.
6. Recommendation to accept the resignation for retirement of Leonard Smith effective the last day of the first semester of the 2010-2011 school year, after more than 35 years of service to the District.
7. Recommendation to accept the resignation for retirement of Robert Billig effective May 1, 2011 after more than 35 years of service to the District.
8. Approval of appointment of Mrs. Leslie P. Frisbie as Business Administrator effective March 22, 2010 through June 30, 2015 with an initial salary of \$90,000 (prorated through June 30, 2010). Salary beginning on July 1, 2011 to be determined.
9. Recommendation to change the status of Jen Covert from General Production Worker to Food Service Substitute at a rate of \$9.46 per hour.
10. Approval of John Demyanovich, Kutztown student, to complete an internship in Sports Management with the District Athletic Department during the Spring 2010 sports season.

11. Recommendation to approve the following extracurricular position(s) for the 2009-10 school year pending receipt of all necessary paperwork. Compensation may be adjusted at the conclusion of negotiations:

Extracurricular Application	Name	Stipend
Assistant Girls Soccer Coach	Auralia Kubat	Volunteer
Assistant Softball Coach	Katelyn Boyd	Volunteer

L. Matika noted retirements totaled more than 208 years of service to the District with an average of 29.5 years. A motion was made by P. Fisher noting items 1 through 7 with regret. Board members noted congratulations to the retirees and welcomed Leslie Frisbie to her new position.

Moved: P. Fisher

Seconded: D. Link

Vote: 8 Aye, 0 Nay

Elementary and Main Campus construction project report

Joe Klocek noted work has begun to remedy the boiler exhaust problem at Weisenberg. Landscaper remediation will begin soon at both elementary buildings. Work on the District Administrative Offices remains on schedule. Site work at all areas should start as soon as weather permits.

High School FLIC Student presentation on trips abroad

High School students Nick Millward, Alaina Topping, and Savannah Gibson talked about the places they visited last summer in Greece and Turkey. The students noted it was a very positive experience. Mr. Anthony commented on the courtesy shown by NWLSD students, and how proud he was of the students. The trip they are planning for the Summer of 2011 may include Hungary, Poland and the Czech Republic.

Approval of Mr. Brian Anthony to take students on an educational trip abroad to Eastern Europe pending no security concerns

Moved: D. Schafer

Seconded: P. Fisher

Vote: 8 Aye, 0 Nay

Presentation of LCTI Budget for 2009-2010

Clyde Hornberger explained the increase to the District's portion of the budget due to the increase in enrollment of District students at LCTI based on an average of five-year's attendance. He explained sources of income for LCTI. W. Dellicker reviewed the process used to prepare and approve LCTI's budget.

Approval of Lehigh Career & Technical Institute General Fund budget resolution for the 2010-2011 school year. LCTI's total member district share budget with debt service is \$17,978,225.00.

Northwestern Lehigh School District's share includes net operating costs of \$820,952.14, plus capital costs of \$5,270.12, and total debt service costs of \$179,340.97 for a total District share of \$1,005,563.23, a 3.6% increase over the 2009/2010 amount. The Academic Center total member district cost for 2010-2011 total is undetermined. However the projected per pupil cost is \$2,959.00. Northwestern Lehigh School District's share is estimated to be \$35,508.00 based on projected student enrollment of 12 students.

Moved: W. Dellicker

Seconded: T. Hernandez

Vote: 6 Aye, 2 Nay—P. Fisher, D. Link

Discussion on the refinancing of 2005 GOB issue—Scott Shearer of PFM

Scott Shearer of Public Financial Management explained the repayment timeline of the 2005 GOB has six years left on the outstanding debt. He is investigating refinancing for a savings to the District in interest costs. The Board agreed he should proceed and bring back for approval April 14 if advantageous to the District.

B. Curriculum/Building Issues

Presentation of Middle School academic achievement data

Middle School Principal, L. Hoppes, shared information regarding detailed academic data and the sources of the data used by Middle School teachers. Mrs. Hoppes showed ways the data is used (ex. math course placements for the following year). Plans are in place for next year for using data for improving PSSA testing groups, Instructional Support Meetings, interventions, and making informed decisions regarding instructional programs and placements for students.

Approval of overnight trip to Amherst, NY for National SAGE Competition May 27 to May 30, 2010

Moved: D. Link

Seconded: W. Dellicker

Vote: 8 Aye, 0 Nay

C. Policies

Approval of Policies 210.1, 216.1, 218.1, 218.2, 219, 221, and 810

210.1 Possession/Use of Asthma Inhalers, 216.1 Supplemental Discipline Records, 218.1 Weapons 218.2 Threats, 219 Student Complaint Resolution Process, 221 Dress and Grooming, and 810 Transportation were approved after the appropriate review by Administration, the Board Policy

Committee, and the District Solicitor and were available for public review and comment for the required 30 days.

Moved: W. Dellicker

Seconded: P. Fisher

Vote: 8 Aye, 0 Nay

D. Facilities

Approval of PDE Form 3074b to apply for the mandate waiver of advertising and bidding requirements to resolve the boiler exhaust problem at Weisenberg Elementary.

Moved: W. Dellicker

Seconded: P. Fisher

Vote: 8 Aye, 0 Nay

Approval of contract with Warko Group Mechanical Contractors in the amount of \$82,249.00 to resolve the boiler exhaust issue at Weisenberg Elementary

Moved: D. Schafer

Seconded: W. Dellicker

Vote: 8 Aye, 0 Nay

E. District Finances

Update on development of 2010-2011 Budget

Act 1 Referendum exceptions were filed with the Pennsylvania Department of Education for debt and PSERS. The District is awaiting approval. The Business Office is currently refining expenditures and revenues, assessing retirement data, and working on fund balance projection. L. Frisbie noted EIT collections are improving.

Approval of settlement agreement for student #9174 for the amount of \$29,400 plus attorney fees (maximum of \$5000).

Moved: W. Dellicker

Seconded: W. Towne

Vote: 8 Aye, 0 Nay

Approval of the following contracts to be paid from Student Activity Funds:

- **Trans-Bridge Lines, Bethlehem PA, for transportation services for National Honor Society fieldtrip to Baltimore Inner Harbor on April 24, 2010 in the amount of \$1,682.00**
- **Pennsylvania Youth Theatre, Bethlehem PA, for NWE Kdg and WEIS Second Grade fieldtrips to see Pinocchio 2010 on May 11 and May 18, 2010 in the amounts of \$678 and \$657.75**
- **C. F. Martin & Co, Nazareth PA, for Sixth Grade fieldtrips to Martin Guitar on April 7 and April 21, 2010 in the amounts of \$279.00 and \$288**

Moved: W. Dellicker

Seconded: P. Fisher

Vote: 8 Aye, 0 Nay

Approval of 2009/2010 budget transfers as attached

Moved: W. Dellicker

Seconded: P. Fisher

Vote: 8 Aye, 0 Nay

Approval of exoneration of 2009-2010 Lowhill Township interim real estate tax for Parcel # 11-545825472096-1 (Richard P. Solga) in the amount of \$2,099.93 as property not completed

Approval of refund of 2009-10 Weisenberg Township real estate tax for parcel #24-544636284343-1 (Scott A. Gradwell) in the amount of \$797.95 due to razed building

A motion was made by P. Fisher to approve the above two items as one motion as they are both standard business items.

Moved: P. Fisher

Seconded: W. Dellicker

Vote: 8 Aye, 0 Nay

Receive the following Reports for February:

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

Fund 10 General Fund with a beginning balance of \$19,386,375.59, receipts of \$1,257,350.30, and disbursements of \$2,762,065.10, leaving a balance of \$17,881,660.79.

Fund 22 Capital Reserve Fund with a beginning balance of \$1,463,152.86, receipts of \$1,733.52, disbursements of \$0, leaving a balance of \$1,464,886.38.

Fund 32 2008 General Obligations Note with a beginning balance of \$7,745,295.19, receipts of \$8,987.63, disbursements of \$780,604.55, leaving a balance of \$6,973,678.27.

Fund 33 2008 General Obligations Bond with a beginning balance of \$586,934.16, receipts of \$693.77, disbursements of \$4,417.47, leaving a balance of \$583,210.46.

Fund 50 Food Service Fund with a beginning balance of \$40,624.39, receipts of \$50,848.18, disbursements of \$36,929.38, leaving a balance of \$54,543.19.

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

Moved: P. Fisher

Seconded: W. Dellicker

Vote: 8 Aye, 0 Nay

Approval of the following Bills as listed for payment:

- a. Fund 10 General Fund totaling \$1,310,416.26
- b. Fund 22 Capital Reserve Fund totaling \$16,449.80
- c. Fund 31 Construction & Renovation Fund 2009 Note totaling \$764,856.97
- d. Fund 33 2008A General Obligations Bond (GOB) totaling \$18,449.50
- e. Fund 50 Food Service Fund totaling \$40,933.19
- f. Fund 51 Tiger Concessions—none

Moved: W. Dellicker

Seconded: P. Fisher

Vote: 8 Aye, 0 Nay

F. Other Reports

Federal Programs Report—The site visit last Thursday went very well. The Site Monitor was enthusiastic with the parent involvement activities.

Foundation Report—The new marquee purchased by the Foundation funds through EITC programs was installed in front of the High School and is operational. The date for the annual 10K race was changed to avoid conflicts with dates of other area races.

Transportation Report—no report

Food Service Report—L. Seier reported on the results of a survey done for the School Health Advisory Council and shared a breakdown of cost per student for daily lunch purchase.

Safety & Security Report—B. Uplinger is investigating all cost variations and values for budget consideration.

Strategic Plan Report—no report

Enrollment Report—2384 students are attending District buildings, including 7 Digital Academy, 59 students are attending Cyber/Charter schools, 43 students are homeschooled, 205 students are transported to non-public schools. Registration for next year's kindergarten will take place April 7, 8 and 9.

NWL Digital Academy Report—L. Stitzel noted two students will graduate from the program. She is looking at the special education services that are offered by the curriculum provider and developing promotional information for District Charter families.

Committee Reports as follows:

- a. Intermediate Unit—Computers fairs were held this week.
- b. Lehigh Valley Workforce Investment Board—The Board is working to align education with the workforce. They are moving forward with grant opportunities for career training. Several District students participated in the last summer's program.
- c. Legislation—State budgeting process has started. Board members noted the importance of having accurate data from the State in order to do financial planning for the District budget.
- d. Recreation Commission—the annual "walk around" of the recreation fields was completed. D. Link noted the list of items needing attention has gotten shorter each year.
- e. Lehigh Career & Technical Institute—W. Dellicker commented on the LCTI budget process and the Alternate Education Center that has a vocational component run by LCTI.

Old Business—none

New Business—none

President offered courtesy of the floor for public comment

Phil Toll, District resident, asked for clarification of some comments and was provided explanations.

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

Report from Superintendent Meixsell

- a. Administrative/Building Sharing—S. Meixsell thanked the public for attending the meeting and Board members for their commitment and support of public education. Administrators commented on S. Meixsell's and C. Linde's leadership contributions to the Northwestern Lehigh School District and wished them both well. Building principals shared current events.
- b. Board Member Sharing—Members commented on S. Meixsell and C. Linde's final Board meeting.

- c. Committee Meetings— Finance, 3/16/10@6pm, Sm Conf Rm
Policy, 4/5/10@7am, Sm Conf Rm
Buildings & Grounds, 4/7/10@4pm, Brd Rm
Public Relations, 5/13/10@5pm, Sm Conf Rm
Personnel, 4/14/10@6pm Rothrock Lib. Rm AC105

G. Adjournment

Upon motion by W. Towne, the meeting was adjourned at 10:13PM. After a short recess, the Board met for Executive Session for personnel issues.

Moved: W. Towne

Seconded: D. Link

Vote: 8 Aye, 0 Nay

Respectfully submitted,

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