

**Northwestern Lehigh School District
6493 Rte 309, New Tripoli PA 18066
SCHOOL BOARD MEETING
District Administrative Conference Room
Wednesday, August 13, 2008**



MINUTES

A. Agenda

Call to Order The meeting was called to order at 7:30 p.m. by President Snyder.

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

Roll Call

8 present

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

Also present: F. Ledeboer, S. & R. Wagner, S. McGorry, J. Mitich, J. Howanitz, A. Flickinger, L. Schellhamer, R. Scheffler, A. Costa, L. Supplee, J. Bertlet, P. Bertlet, D. Halpin, C. Venusto, A. Martel, E. Kershner, D. Hermany, J. Bachman, M. Johnston, A. Giuffrida, J. Kocek, T. Nagle, D. Nemes, R. Cartier, L. Hoppes, A. Hoderewski, M. Scott, L. Stitzel, L. Matika, B. Uplinger, S. Meixsell, J. Freund, Esq., N. Zellner

Approval of Agenda

S. Meixsell noted additions to the agenda. The agenda was approved as amended.

Moved: K. Zellner

Seconded: P. Fisher

Vote: 8 Aye, 0 Nay

President welcomed guests and provided for comments

Jolene Mitich, Fogelsville, Ann Flickinger, Fogelsville, and Fran Ledeboer, Orefield, spoke to the Board regarding their concerns over the elimination of snacks for kindergarten students and why a committee was not formed before school starts. Rebecca Wagner, Orefield, questioned the timeline. The group provided Board members with research information. President Snyder thanked parents and assured them the Board is informed of their concerns. The District is in the process of determining members of the committee. M. Ondra noted that as an advisory committee. This committee does not make a decision, but provides recommendations to the Administration.

Personnel action, as listed

L. Matika reviewed items for action. New staff members, Cathy Venusto, Amy Giuffrida, and Jill Berlet were introduced. D. Link noted the resignation with regret of Michael Sylvester, who served as Weisenberg Guidance Counselor for many years.

1. Appointment of Jill Berlet, Easton, PA, to the position of Elementary Principal assigned to Northwestern Elementary, effective date to be determined at a rate of \$83,298 prorated for the 2008-09 school year. Jill has a Bachelor of Science Degree in Education and a Masters Degree in Elementary Education from Kutztown University and a Masters Degree in Educational Leadership from Lehigh University. Jill is presently an Assistant Principal for Allentown School District.
2. Appointment of Amy Giuffrida, Fogelsville, PA, to the position of contracted Seventh Grade Language Arts Teacher assigned to the Middle School, effective August 18, 2008 at MS Step 9 (\$47,750) Amy has a Bachelor of Science in Education from Kutztown University and a Masters of Education Degree in Teaching and Learning from Lock Haven University pending receipt of all necessary paperwork. Amy is certified in Elementary K-6, Special Education and Middle Level English/Language Arts. She previously taught at Boyertown Area School District as a Fourth Grade Teacher.
3. Appointment of Elizabeth Maholick, Lehigh, PA, to the position of Biology Long-Term Substitute assigned to the High School for the Fall Semester of the 2008-09 school year at MS Step 9 (\$47,750) prorated. Elizabeth has a Bachelor of Science Degree in Biology from Virginia Tech and a Masters of Education from Loyola College pending receipt of all necessary paperwork. Previously, Elizabeth taught at Lehigh Area School District as a substitute Science Teacher.
4. Appointment of Cheryl Birchard, Reading, PA, to the position of Guidance Counselor Long-Term Substitute assigned to Northwestern Elementary for the Fall Semester of the 2008-09 school year at MS Step 1 (\$41,150) prorated. Cheryl has a Bachelor of Science Degree in Human Development and Family Studies

from Pennsylvania State University and a Masters of Education in Elementary School Counseling from Kutztown University.

5. Appointment of Pamela Cronin, Breinigsville, PA, to the position of Third Grade Long-Term Substitute assigned to Weisenberg Elementary until the beginning of the fourth marking period of the 2008-09 school year at BS+24 Step 8 (\$45,300) prorated. Pamela has a Bachelor of Science Degree in Elementary Education from West Chester University.
6. Appointment of Cathy Venusto, New Tripoli, PA, to the position of Class E Executive Secretary to the Assistant Superintendent, effective August 11, 2008 at a rate of \$35,640 prorated for the 2008-09 school year pending receipt of all necessary paperwork.
7. Approval of the following horizontal movements on the respective salary levels per the teachers' negotiated contract and receipt of appropriate transcripts and/or certification for the following:

a. Debra Aardewijn	from BS+24 to MS	e. Melissa Kerschner	from BS+24 to MS
b. Brian Anthony	from MS to MS+24	f. Christopher Klein	from BS+24 to MS
c. Anne Bender	from MS to MS+24	g. Angela Traub	from BS+24 to MS
d. Timothy Churetta	from BS to MS	h. Michelle Wanner	from BS to BS+24
		i. Lorie Gamble	from MS to MS+24
8. Approval of Disability Leave followed by Family Medical Leave for Shay Wagner, High School Family Consumer Science Teacher, beginning August 25, 2008. Return to work date will be the first day of the second marking period.
9. Recommendation to accept the resignation of Michael Sylvester, Weisenberg Elementary Fourth Grade Teacher, effective July 30, 2008.
10. Recommendation to accept the resignation of Tami Hill, Northwestern Elementary Teacher Assistant, effective July 25, 2008.
11. Recommendation to accept the resignation of Julie Bannar, Health Room Assistant, effective July 30, 2008.
12. Recommendation to accept the resignation of Kimberly Ring, High School Teacher Assistant, effective August 12, 2008.
13. Recommendation to remove the following from the District Substitute Teacher list:
 - a. Anne Troiani – full-time employment elsewhere, effective June 26, 2008
 - b. Kristine Melnick – (Guest Teacher) continue education, effective July 23, 2008
 - c. Miranda Allen – full-time employment elsewhere, effective August 8, 2008
 - d. Elizabeth Boyer – relocated
 - e. Kathryn Bonilla – requested, no reason
 - f. Patricia Leo – requested, no reason
 - g. Kristine Neel – other school district
14. Recommendation to add Lisa Remaly to the Substitute Teacher Assistant list effective June 12, 2008.
15. Approval of temporary per diem salary adjustment of \$57.93 for Christie Steigerwalt, Executive Secretary to the Business Administrator, effective for the period of July 1, 2008 through October 31, 2008.
16. Approval of \$1,080 equity adjustment for Catherine Linde, Business Administrator, effective July 1, 2008.
17. Approval of hourly rates for technology support partner as of July 1, 2008 as follows:

Year 1	\$13.86
Year 2	\$14.63
Year 3	\$15.40
18. Approval of extracurricular positions per the negotiated contract for the 2008-09 school year pending receipt of all necessary paperwork:

Extracurricular Application	Name	Stipend
Science Contact – NWE	Marsha Johnston	\$902.65
Language Arts Contact – NWE	Kristine Dangelo	\$902.65
Chorus A+B Advisor – MS	Scott Brown	\$2,790.42 (\$1,395.21/ea)
Assistant Field Hockey Coach(3)	Stephanie Beitler	\$3,059.26
	Erin Dottery	\$3,059.26
	Jocelyn Reppert	\$3,569.13
AV Tech. Coordinator	Rebecca Fritzinger	\$1,969.18
Elementary Math Contact	Cindy O'Neil	\$902.65
MS Drama Director	Robin Leisher	\$1,345.62
Bandfront Advisor	Tara Kunkel	\$1,940.53

Moved: K. Zellner

Seconded: D. Schafer

Vote: 8 Aye, 0 Nay

B. Curriculum/Building Issues

Board membership for Curriculum Council

L. Stitzel reviewed the Curriculum Review Cycle. Science, Wellness/Fitness, and Guidance were reviewed during 2007/2008. Committees are in the final process of mapping out curriculum and assessing how

standards fit into the curriculum. L. Stitzel requested a Board member be part of the Curriculum Council for this school year. K. Zellner agreed to serve.

Dual Enrollment and AP Exam updates

L. Stitzel reported 119 different students participated in 21 courses as part of the Dual Enrollment Grant. 89% of the students received a C or better. The grant provides the opportunity for high school students to sample college level courses at a reduced cost. 59 students took 91 Advanced Placement exams. Most took Psychology and English exams. Several students scored at the highest level.

Start of School Schedules

L. Stitzel and L. Matika reviewed the schedule for new faculty induction on August 18, and support and professional staff on August 25, 26 and 27. This year staff will be in their individual buildings on the first day. The entire District will meet together on August 26. Support staff will have training and information sessions for CPR, AED equipment, Hepatitis B, and 403B.

Approval of settlement agreement placing student #9036 at the Pathway School

Moved: D. Link

Seconded: P. Fisher

Vote: 8 Aye, 0 Nay

C. Policies

Approval of the following policies: 105, 106, 111, 116, 117, 123.2, 123.3, 123.4, 125, 126, 127, 130, 131, 146

The policies have been revised by the Policy Committee and on review for the required 30 days.

Moved: S. Schoffstall

Seconded: K. Zellner

Vote: 8 Aye, 0 Nay

First reading of the following policies: 008, 108, 113.1, 122.1, 123, 137

The Policy Committee and Solicitor's office have completed their review.

Clarification on Use of Facilities Policy

S. Meixsell noted the Board has waived fees as a retroactive measure due to error in communication on the District's part. Community members have asked the District to consider waiving fees for future events. It is not a Board practice to waive the fees.

Discussion on PSBA Voting Delegate for the Legislative Policy Council

Board members are eligible to serve. Meetings will be held during the School Leadership Conference in Hershey on October 16. P. Fisher and D. Schafer volunteered to serve.

Discussion of PSBA Invitation to the Federal Relations Network

PSBA has started an advocacy program to work with the National School Board Association at the federal level.

D. Facilities

Approval of change orders for elementary renovations projects as listed:

August 13, 2008

Change Orders for Northwestern Elementary Renovation Project

- a. Approval of Walter Brucker and Co., Inc. change order GC-41 to provide all material, labor and supervision as required to remove rock encountered at detention basin in the amount of \$20,550.00.
- b. Approval of Walter Brucker and Co., Inc. change order GC-42 to provide all material, labor and supervision as required for exterior door/window opening revisions in the amount of \$121.00.
- c. Approval of Walter Brucker and Co., Inc. change order GC-43 to provide all material, labor and supervision as required to install insulation in Area A roof as revised in the amount of \$5,774.00.
- d. Approval of Walter Brucker and Co., Inc. change order GC-44 to provide all material, labor and supervision as required to install 4" CMU wall at cafeteria stairs in the amount of \$825.00.
- e. Approval of Walter Brucker and Co., Inc. change order GC-45 to provide all material, labor and supervision as required to install cafeteria stair center handrails in the amount of \$2,145.00.
- f. Approval of Walter Brucker and Co., Inc. change order GC-46 to provide all material, labor and supervision as required to install insulation between trusses in C wing in the amount of \$1,118.00.

- g. Approval of Walter Brucker and Co., Inc. change order GC-047 to provide all material, labor and supervision as required to install VCT at District Administrative landing in the amount of \$1,340.00.
- h. Approval of Walter Brucker and Co., Inc. change order GC-048 to provide all material, labor and supervision as required to install clock surrounds in B and C wing classrooms in the amount of \$1,217.00.
- i. Approval of Walter Brucker and Co., Inc. change order GC-049 to provide all material, labor and supervision as required to powerwash peeling paint in C wing in the amount of \$1,627.00.
- j. Approval of Walter Brucker and Co., Inc. change order GC-50 to provide all material, labor and supervision as required to install drywall and furring in B5 in the amount of \$821.00.
- k. Approval of Walter Brucker and Co., Inc. change order GC-51 to provide all material, labor and supervision as required to install drywall and furring in B6 in the amount of \$821.00.
- l. Approval of Walter Brucker and Co., Inc. change order GC-52 to provide all material, labor and supervision as required to remove and replace GWB in B12, B13, B16 in the amount of \$1,739.00.
- m. Approval of Walter Brucker and Co., Inc. change order GC-53 to provide all material, labor and supervision as required to patch CMU where mastic ground off in the amount of \$4,976.00.
- n. Approval of Walter Brucker and Co., Inc. change order GC-54 to provide all material, labor and supervision as required for chiller pad regrading in the amount of \$9,504.00.
- o. Approval of Walter Brucker and Co., Inc. change order GC-55 to provide all material, labor and supervision as required to remove and replace paving in Area A in the amount of \$6,749.00.
- p. Approval of Walter Brucker and Co., Inc. change order GC-56 to provide all material, labor and supervision as required to remove and replace paving in Area B in the amount of \$4,378.00.
- q. Approval of Walter Brucker and Co., Inc. change order GC-57 to provide all material, labor and supervision as required for additional grading/reseeding work on Rte 309/neighbor in the amount of \$1,276.00.
- r. Approval of Wind Gap Electrical change order EC-19 to provide all material, labor and supervision as required to install wiring for projection screen in the amount of \$542.00.
- s. Approval of Wind Gap Electrical change order EC-20 to provide all material, labor and supervision as required to install boiler monitoring system in the amount of \$1,537.00.
- t. Approval of Wind Gap Electrical change order EC-21 to provide all material, labor and supervision as required to install data drop for NAE panel in A27a in the amount of \$302.00.
- u. Approval of Wind Gap Electrical change order EC-22 to provide all material, labor and supervision as required to install revised light fixture in media center in the amount of \$484.00.
- v. Approval of JBM change order PC-08 to provide all material, labor and supervision as required to install pressure assist toilet in C wing faculty room in the amount of \$803.00.
- w. Approval of JBM change order MC-12 to provide all material, labor and supervision as required for revisions to CUH in B wing vestibule in the amount of \$1,053.00.
- x. Approval of JBM change order MC-13 to provide all material, labor and supervision as required to install fire dampers and access doors in the amount of \$2,054.00.
- y. Approval of JBM change order MC-14 to provide all material, labor and supervision as required to relocate duct at District Administrative Offices in the amount of \$5,425.00.
- z. Approval of Crest Environmental change order AC-05 to provide all material, labor and supervision as required for additional materials (elbows) in the amount of \$390.00.

Total change orders to date for Northwestern Elementary

\$371,035.52 (3.62%)

Change Orders for Weisenberg Elementary Renovations Project

- a. Approval of E. R. Stuebner, Inc. change order GC-10 to provide all material, labor and supervision as required to install knox box as requested by fire marshall in the amount of \$694.00.
- b. Approval of E. R. Stuebner, Inc. change order GC-12 to provide all material, labor and supervision as required for hot water tempering for dishwasher in the amount of \$1,584.00.
- c. Approval of E. R. Stuebner, Inc. change order GC-13 to provide all material, labor, and supervision as required to change exit devices to narrowline in the amount of \$878.00.
- d. Approval of E. R. Stuebner, Inc. change order GC-14 to provide all material, labor and supervision as required for grade change at oil tank in the amount of \$4,168.00.
- e. Approval of E. R. Stuebner, Inc. change order GC-15 to provide all material, labor, and supervision as required to install sidewalk at dumpster pad in the amount of \$3,870.00.
- f. Approval of E. R. Stuebner, Inc. change order GC-16 to provide all material, labor and supervision as required to install painted steel column covers ASI GC-02 in the amount of \$1,321.00.
- g. Approval of E. R. Stuebner, Inc. change order GC-17 to provide all material, labor, and supervision as required to relocate two condensers to roof in the amount of \$10,184.00.
- h. Approval of Wind Gap Electrical change order EC-04 to provide all material, labor, and supervision as required to furnish and install power and control wiring for temporary sanitary sewer grinder pumps in sanitary manhole #4 in the amount of \$5,199.00.

- i. Approval of Wind Gap Electrical change order EC-05 to provide all material, labor, and supervision as required to furnish and install nine (9) 4" recessed down lights in lobby display cases per proposal #6732 in the amount of \$2,687.00.
- j. Approval of Wind Gap Electrical change order EC-06 to provide all material, labor, and supervision as required to install boiler monitoring system in the amount of \$2,086.00.
- k. Approval of Wind Gap Electrical change order EC-07 to issue credit for feeder panels A, B, C in the amount of \$-5,400.00.
- l. Approval of MBR change order MC-02 to provide all material, labor, and supervision as required to relocate roof frame EF-17 in the amount of \$2,772.00

Total change orders to date for Weisenberg Elementary **\$90,168.40 (0.54%)**

Approval of change orders for Middle School Chiller and Roofing Replacements as listed:

August 13, 2008

Miscellaneous Projects—Middle School Chiller Replacement

- a. Approval of Wind Gap Electric, Inc. change order request 6761 to furnish and install additional circuit for chiller heat trace heater as required for manufacturer's warranty in the amount of \$1,571.12.

Miscellaneous Projects—Roof Replacement

- a. Approval of Alan Kunsman Roofing & Siding, Inc. change order GC COR-1 to furnish and install one (1) roof hatch on Roof Area #15 in the amount of \$1,500.00.
- b. Approval of Alan Kunsman Roofing & Siding, Inc. change order GC COR-2 to furnish, fabricate, and install new 20 gauge galvanized steel around entire perimeter of roof so wood blocking can be installed in the amount of \$3,320.00.
- c. Approval of Alan Kunsman Roofing & Siding, Inc. change order GC COR-3 to furnish and install additional wood blocking to secure exterior masonry wall including building 2 x 6" stud wall off metal deck and tying into existing wooden nailer on top of masonry wall with 3/4" plywood in the amount of \$6,410.00.
- d. Approval of Alan Kunsman Roofing & Siding Inc. change order GC COR-4 to repair the soldier course of brick around top of masonry wall as necessary at a cost of \$200.00/lin.ft. for approximately 20-25 ft. at an approximate cost of \$4,000.00 to \$5,000.00 to be confirmed by project manager with contractor prior to the August 13th Board Meeting.

Change orders were reviewed and discussed at the Buildings & Grounds committee meeting last Wednesday. M. Ondra noted a good job done in minimizing change orders. Most were for removal of rock encountered during excavation. A motion was made by M. Ondra to approve all purchase orders as listed.

Moved: M. Ondra

Seconded: P. Fisher

Vote: 7 Aye, 0 Nay, 1 Abstain

Report from Project Managers on Elementary Construction Projects

Todd Nagle and Joe Klocek gave an update on the interior and exterior work that needs to be completed before the beginning of school. Both are confident that deadlines can be met. Occupancy inspections have been scheduled and back up plans are in place if kitchen/cafeteria occupancy permits are not granted for September 2.

Facility Master Plan Review

S. Meixsell shared the process the Buildings & Grounds Committee has followed in reviewing facility work that needs to be accomplished in the District. Projects have been evaluated and prioritized by the year in which the work is to be addressed, whether it will be addressed through General Fund, Capital Reserve Fund or Capital Improvements, or whether it remains on hold. The high school construction plan will still need work in order to maximize construction dollars. MKSD & HB Engineers will meet tomorrow. More design work is planned for the District Administrative offices to address storage issues. Mark Thompson will give a status report at the next Board meeting and should be able to provide more detail at the next Buildings & Grounds meeting.

E. District Finances

Approval of gate ticket prices and season ticket prices for admission to events for the 2008/2009 school year

There is no change in price from last year.

Moved: M. Ondra

Seconded: D. Link

Vote: 8 Aye, 0 Nay

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

Moved: D. Schafer

Seconded: K. Zellner

Vote: 8 Aye, 0 Nay

F. Other Reports

Old Business—none

New Business—none

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

Communications/Notes for the Board from Michael Ondra, Secretary—none

Report from Superintendent Meixsell

- a. Administrative/Building Sharing—S. Meixsell thanked the Board for hearing and welcoming parents. She also noted how much employees appreciate seeing the Board members at the District-wide activities their first week. M. Scott scheduled a community meeting on Sept. 25 to increase parents' awareness of the changes to special education regulations and IEP documents. Building principals expressed their excitement for the start of school. D. Nemes noted over 400 students are involved in fall sports practices. L. Matika updated the Board on current interviews in process.
- b. Board Member Sharing—M. Ondra questioned if there was a need for Board Policy regarding snacks in the schools. D. Link reminded everyone of Night In The Country on Saturday.
- c. Committee Meetings—Policy, 8/4/08 @7am, Supt Office
Buildings & Grounds, 8/6/08 @4pm, Brd Rm
Personnel, 8/13/08 @5 pm, Sm Conf Rm
Public Relations, 8/20/08 @5pm, Supt Office
Finance, 8/20/08 @6pm, Sm Conf Rm

G. Adjournment

Upon motion by P. Fisher, the meeting was adjourned at 9:05 p.m.

Moved: P. Fisher

Seconded: K. Zellner

Vote: 8 Aye, 0 Nay

Respectfully submitted,

Michael Ondra, Secretary
By N. Zellner, Recording Secretary