

**Northwestern Lehigh School District
6493 Rte. 309, New Tripoli PA 18066
SCHOOL BOARD MEETING
District Administrative Conference Room
Wednesday, December 17, 2008, 7:30 p.m.**



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

7 members present

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

Also present: J. Klocek, E. Kerschner (Northwestern Press), J. Weinberg and parents, L. Seier, M. Scott, L. Morris, K. Fisher, A. Hoderewski, R. Cartier, J. Zimmerman, B. Uplinger, L. Frisbie, C. Linde, L. Matika, L. Stitzel, S. Meixsell, J. Freund, Esq., N. Zellner

Approval of Agenda

S. Meixsell noted additions to the agenda and items to be held for a future meeting. The agenda was approved as amended.

Moved: K. Zellner Seconded: M. Ondra Vote: 7 Aye, 0 Nay

President welcomed guests and provided for comments—no comments

Approval of Minutes, as attached, for November 12 & November 19

The minutes were approved as presented.

Moved: M. Ondra Seconded: K. Zellner Vote: 7 Aye, 0 Nay

Personnel action, as listed

1. Recommendation for the following Transportation changes effective October 1, 2008:
 - a. Ada Rivera: additional Class E Van Driver at a rate of \$14.64/hour
2. Request for approval for unpaid days for the following individuals:
 - a. Ada Rivera: Transportation Van Driver, 5 unpaid days: December 15 through 19, 2008
 - b. Sharon Metzger: Food Service, 4 unpaid days: December 16 through 19, 2008
3. Request for approval for unpaid days for medical reasons for the following individual: Helen Ann Hatfield, High School Teacher Assistant, 12 unpaid days: December 2 through 17, 2008
4. Appointment of Susan Wehr, 9888 Old Route 22, Breinigsville, PA 18031, to the position of full time Class A Teacher Assistant to the Middle School Life Skills Classroom, effective January 7, 2009, at a rate of \$11.73/hour. Susan is presently a Class B Teacher Assistant at the Middle School.

Moved: P. Fisher Seconded: D. Link Vote: 7 Aye, 0 Nay

B. Curriculum/Building Issues

~~Overview of the concept of "Freeschool" — Brian Anthony~~ —held for future agenda

~~Demonstration on how iMovie can be used in the classroom — Pam Tonkay & Kim Conahan~~ — held for future agenda

Update on progress with current curriculum review cycle

L. Stitzel reported the Curriculum Council met one time this school year. The focus was on wellness. The focus of the Spring meeting will be science and guidance.

Approval to apply for the "We the People Bookshelf" book grant through the American Library Association (ALA) for book sets to be placed in each of our District libraries

The book sets include 17 books that will be distributed to the four libraries.

Moved: K. Zellner

Seconded: P. Fisher

Vote: 7 Aye, 0 Nay

Approval to apply for a Target Field Trip Grant in the amount of \$800.00 for a high school art field trip to the Application Arts Studio

Target field trip grants will be awarded in February.

Moved: K. Zellner

Seconded: P. Fisher

Vote: 7 Aye, 0 Nay

Approval of the High School Psychology Club and Bylaws as a Student Activity Club

High school senior, Jenny Wenberg worked with Mrs. Harlin to organize the club.

Moved: M. Ondra

Seconded: K. Zellner

Vote: 7 Aye, 0 Nay

Approval of High School ERASE (Diversity) Club and Bylaws as a Student Activity Club

Moved: K. Zellner

Seconded: D. Schafer

Vote: 7 Aye, 0 Nay

Approval of removal of the following Student Activity Clubs as defunct organizations: FEA (Future Educators of America), ~~Credo (Literary Magazine)~~, and Mu Alpha Theta (Math Honor Society)

J. Zimmerman reported FEA and Mu Alpha Theta have no members and have been inactive for several years. Mr. Zimmerman requested FEA funds and Mu Alpha Theta funds be redistributed to appropriate high school activity clubs. Mr. Zimmerman also noted there is some interest in Credo and the advisor is still willing to serve. A motion was made to remove FEA and redistribute \$91.77 to the High School Student Council and remove Mu Alpha Theta and redistribute \$409.44 to the National Honor Society.

Moved: M. Ondra

Seconded: K. Zellner

Vote: 7 Aye, 0 Nay

Report on State of the District Address

S. Meixsell noted The State of the District Address was well received by the community members who attended. There were many questions regarding the academic programs. The Administrative Team is interested in providing two more opportunities for community meetings on specific topics such as food services, transportation, etc. Mrs. Meixsell will follow up with a letter and information to the community members who attended the meeting. The videotape of the meeting will be posted on the District website.

C. Policies

First reading of Policy 606, 606.1, 801, 815, 815.1 and 815.2

B. Uplinger noted policies are posted on Blackboard for Board members to review.

Approval of Policy 113.1 Discipline of Students With Disabilities and 212 Reporting Student Progress

Both policies have been reviewed by the Administration, Board Committee, and District Solicitor.

Moved: M. Ondra

Seconded: K. Zellner

Vote: 7 Aye, 0 Nay

D. Facilities

Elementary construction project report

J. Klocek noted work on miscellaneous punch list items at Northwestern Elementary will be done over the holiday break. At Weisenberg, demo work for phase 3 is going well. Contractors will continue work on the punch list items in the new addition.

Approval of change orders for elementary renovations projects

Change Orders for Northwestern Elementary Renovation Project

1. Approval of JBM Mechanical change order MC-16 to provide all material, labor and supervision as required to install new return air louver in cafeteria in the amount of \$1,511.61.

Change Orders for Weisenberg Elementary Renovations Project

1. Approval of E. R. Stuebner, Inc. change order GC-28 to provide all material, labor and supervision as required to repaint dark blue soffit areas in the media center to reduce sheen in the amount of \$2,283.00.
2. Approval of E. R. Stuebner, Inc. change order GC-29 to provide all material, labor and supervision as required for credit to eliminate Bleiler Hill Road entrance in the amount of \$-1,505.00.
3. Approval of E. R. Stuebner, Inc. change order GC-30 to provide all material, labor, and supervision as required to install twenty-two (22) 4" x8" tactile exit signs in the amount of \$1,714.00.
4. Approval of MBR Construction Services, Inc. change order MC-02 to provide all material, labor and supervision as required to install air intake for generator as revised in the amount of \$505.98.
5. Approval of MBR Construction Services, Inc. change order MC-03 to provide all material, labor, and supervision as required to install condensate lines for air handling units 5 & 6 in the amount of \$1,586.39.
- ~~6. Approval of MBR Construction Services, Inc. change order MC-04 to provide all material, labor and supervision as required install drip pans in multi-purpose room in the amount of \$5,132.45.~~

After comparing cost for same work completed at Northwestern Elementary, S. Meixsell requested change order MC-04 be held and re-evaluated. A motion was made to approve all other change orders.

Moved: M. Ondra

Seconded: P. Fisher

Vote: 7 Aye, 0 Nay

Update on status of new facility design work

The second meeting was held with high school staff. S. Meixsell met with student council members to show design plans and hear concerns. Design plans are 50-60% complete. The Buildings & Grounds Committee recommends proceeding with the bid process, but allowing more time between the bid opening and processing of the notice to proceed. The Committee would like to see the "real dollars" necessary to be able to make a decision that will be responsible to students and sensitive to local taxpayers.

Report on energy efficiency pilot program at the Middle School with PPL

PPL approached the District to pilot a no cost program at the Middle School. A new type of ballast was installed and will be monitored to determine any cost savings.

E. District Finances

Approval of resolution designating New Tripoli Bank as depository for the Construction and Renovation Funds – 2008 A Series General Obligation Bonds

Moved: M. Ondra

Seconded: P. Fisher

Vote: 7 Aye, 0 Nay

Review of 2009-2010 General Fund Budget timeline and scenarios for review in January

C. Linde reviewed the timeline and the types of scenarios that will be prepared for January discussion.

Approval of resolution certifying 2009-2010 school year tax increase will be less than or equal to the 4.8% index calculated by the Pennsylvania Department of Education

Moved: M. Ondra

Seconded: K. Zellner

Vote: 7 Aye, 0 Nay

Approval of 2007-2008 final budget transfers per attached sheet

Moved: P. Fisher

Seconded: D. Link

Vote: 7 Aye, 0 Nay

Approval of 2008-2009 budget transfers per attached sheet

Moved: M. Ondra

Seconded: P. Fisher

Vote: 7 Aye, 0 Nay

Confirmation of License Agreement with Tams-Witmark Music Library, Inc. for rentals and royalties relating to the Spring Musical performances of Charlie Brown (Revised) on March 5,

6, 7 and 8, 2009 at a charge of \$705 for the first performance and \$410 for each additional performance. Costs to be paid by the General Fund

Moved: K. Zellner

Seconded: P. Fisher

Vote: 7 Aye, 0 Nay

Approval of Performance Agreement with PG Productions, Lancaster PA, for Northwestern Elementary School assembly on February 12, 2009 at a cost of \$900.00 to be paid from Student Activity Fund

Moved: K. Zellner

Seconded: D. Link

Vote: 7 Aye, 0 Nay

Approval of contracted service agreement with Mobile Productions, Inc. for Lights, Camera, Action on April 9, 2009 at Northwestern Elementary at a cost of \$695.00 to be paid from the Student Activity Fund

Moved: K. Zellner

Seconded: D. Link

Vote: 7 Aye, 0 Nay

Approval of contracts for Winter/Spring 2009 Community Education Classes as per attached

Moved: P. Fisher

Seconded: D. Link

Vote: 7 Aye, 0 Nay

Confirmation of agreement with Verizon to relocate/replace telephone cable at Weisenberg Elementary at an estimated cost of \$7,500.00 Cost to be paid from construction project funds

Moved: D. Link

Seconded: P. Fisher

Vote: 7 Aye, 0 Nay

Approval of contract with American Party Company, DJ Division, Northampton PA, for Class of 2009 Sr. Prom on May 24, 2009, in the amount of \$12,681.50 to be paid from Class of 2009 Student Activity Fund

Moved: P. Fisher

Seconded: K. Zellner

Vote: 7 Aye, 0 Nay

Approval of Order and Stipulation of Counsel No. 2007-C-4248 for Lowhill Township Tax Parcel ID No. 545824290703 reducing taxable assessment from \$483,650 to \$181,350 effective 7/1/07, and corresponding reduction in tax bills for 2007/2008 and 2008/2009 school years

Moved: P. Fisher

Seconded: M. Ondra

Vote: 7 Aye, 0 Nay

Approval of bus stop changes for 2008-2009

Moved: D. Schafer

Seconded: P. Fisher

Vote: 7 Aye, 0 Nay

Approval of consulting agreement with Mildred Kranzler to provide homebound instruction to student # 10041 for 19 hours at the contracted rate of \$27.50 per hour for a total of \$522.50

Moved: K. Zellner

Seconded: M. Ondra

Vote: 7 Aye, 0 Nay

Approval of contract with Creative Closets, LTD. in the amount of \$3999.63 for the installation of office furniture at Northwestern Elementary

Moved: K. Zellner

Seconded: P. Fisher

Vote: 7 Aye, 0 Nay

Receive the following Reports for November:

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

Fund 10 General Fund with a beginning balance of \$18,565,935.44, receipts of \$2,154,522.53, and disbursements of \$2,746,920.94, leaving a balance of \$17,973,537.03.

Fund 22 Capital Reserve Fund with a beginning balance of \$880,797.82, receipts of \$2,002.21, disbursements of \$0, leaving a balance of \$882,800.03.

Fund 32 2008 General Obligations Note with a beginning balance of \$2,616,624.99, receipts of \$5,624.80, disbursements of \$498,100.14, leaving a balance of \$2,124,149.65.

Fund 34 2004 General Obligations Note with a beginning balance of \$236.80, receipts of \$0, disbursements of \$236.80, leaving a balance of \$0.

Fund 35 2007 Emmaus Bond Pool with a beginning balance of \$45,280.51, receipts of \$15,010.67, disbursements of \$42,511.61, leaving a balance of \$17,779.57.

Fund 50 Food Service Fund with a beginning balance of \$3,930.01, receipts of \$66,676.17, disbursements of \$68,397.69, leaving a balance of \$2,208.49

- 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: M. Ondra

Seconded: K. Zellner

Vote: 7 Aye, 0 Nay

Approval of the following Bills as listed for payment:

- a. Fund 10 General Fund totaling \$1,154,376.95
- b. Fund 22 Capital Reserve Fund totaling \$1453,814.19
- c. Fund 32 2008 General Obligations Note (GON)—none
- d. Fund 34 2004 General Obligations Note (GON)—none
- e. Fund 35 2007 Emmaus Bond Pool (EBP)—none
- f. Fund 50 Service Fund totaling \$50,426.06
- g. Fund 51 Tiger Concessions totaling \$3,549.50

Moved: P. Fisher

Seconded: K. Zellner

Vote: 7 Aye, 0 Nay

F. Other Reports

Federal Programs Report—the District is in the process of finishing the mid-year reports.

Foundation Report—the next meeting is scheduled for January 6.

Transportation Report—no report

Food Service Report—L. Seier reported on the status of the debt the cafeteria fund owes to the general fund. The debt has been reduced from just over \$100,000 to approximately \$38,700. L. Seier would like the cafeteria fund to be allowed to continue to operate trying to reduce this debt and she will report on the status at the end of the year.

Safety & Security Report— The District Safety Task Force is working on identifying any safety concerns at each building. The District will be documenting any crisis events to use as a tool for improving emergency procedures.

Strategic Plan Report—L. Stitzel noted updated goal information is posted on Blackboard. The mid-point review is due September 30, 2009.

Enrollment Report—2380 students, 61 charter/cyber students, 50 homeschooled students, 216 non-public students

Committee Reports as follows:

- a. Intermediate Unit—meeting was held Monday.
- b. Lehigh Valley Workforce Investment Board—working to close the gap between LVWIB and school districts
- c. Legislation—State legislation has been proposed to stop the process for graduation competency exams.
- d. Recreation Commission—Work has begun on the skatepark. The Recreation Commission is working on a strategic plan.
- e. Lehigh Career & Technical Institute—no report

Old Business—none

New Business—none

President will offer 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—Building principals shared current events.
- b. Board Member Sharing—Board members commented on community efforts and volunteer support in our buildings.
- c. Committee Meetings—Finance, 12/17/08@6pm, Sm Conf Rm
Policy, 1/5/09@7am, Sm Conf Rm
Buildings & Grounds, 1/7/09@4pm, Brd Rm
Personnel, 1/14/09@6pm, Sm Conf Rm

G. Adjournment

Moved: K. Zellner

Seconded: D. Link

Vote: 7 Aye, 0 Nay

Respectfully submitted,

Michael Ondra, Secretary
By N. Zellner, Recording Secretary