

**Northwestern Lehigh School District
6493 Rte. 309, New Tripoli PA 18066
SCHOOL BOARD MEETING
District Administrative Conference Room
Wednesday, September 10, 2008, 7:30 p.m.**



MINUTES

A. Agenda

Call to Order The meeting was called to order at 7:34 p.m. by President Snyder.

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

Roll Call

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

Also present: E. Kerschner, M. Thompson, D. Hunsicker, J. Berlet, R. Cartier, L. Hoppes, D. Nemes, A. Nickischer, M. Scott, L. Stitzel, L. Matika, S. Meixsell, D. Sbrocchi, Esq., N. Zellner

*K. Zellner entered the meeting at 7:36 p.m.

Approval of Agenda

S. Meixsell noted additions to the agenda. The agenda was also posted on the wall mounted screen.

Moved: W. Dellicker Seconded: P. Fisher Vote: 9 Aye, 0 Nay

President welcomed guests and provided for comments—no comments

Personnel action, as listed:

1. Appointment of Denise Wiik, Fogelsville, PA, to the position of contracted Fourth Grade Teacher assigned to Weisenberg Elementary, effective date to be determined, at MS Step 16 (\$68,330) prorated for the remainder of the 2008-2009 school year. Denise has a Bachelor Degree in Elementary Education from Bloomsburg University and a Master of Education Degree in Computers in Education from DeSales University. Presently, Denise is a Kindergarten Teacher for the Allentown School District.
2. Appointment of Angela Traub, to the position of Guidance Counselor assigned to the High School, effective August 25, 2008. Angela was a Learning Support Teacher at the High School.
3. Appointment of Mary Walls, 726 Lafayette Avenue, Palmerton, PA 18071, to the position of Class B Technology Support Partner for six hours/day, approximately 183 days/year, effective August 25, 2008, at a rate of \$13.86/hour.
4. Appointment of Lisa Remaly, Germansville, PA, to the position of temporary one-on-one Class B Teacher Assistant assigned to the Middle School Life Skills classroom for six hours/day, up to 183 days/year at a rate of \$11.27/hour effective September 8, 2008.
5. Appointment of Louise Halasovski, New Tripoli, PA, to the position of temporary one-on-one Class B Transportation Aide for student #17165 for 3.5 hours/day, up to 183 days/year at a rate of \$11.04 effective September 2, 2008.
6. Recommendation to transfer Keely Dumbleton to the position of Class B Learning Support Teacher Assistant assigned to Weisenberg Elementary for 3.5 hours/day, approximately 183 days/year, effective August 25, 2008, at a rate of \$12.52/hour.
7. Recommendation to transfer BonnieLee Sechler to the position of Class B Teacher Assistant assigned to Weisenberg Elementary for 3.5 hours/day, approximately 183 days/year, effective August 25, 2008, at a rate of \$12.52/hour.
8. Recommendation to add Karen Casey, Catasauqua, PA, to the District Substitute Secretary list effective September 11, 2008 pending receipt of all necessary paperwork.

9. Recommendation to add the following to the Substitute Teacher list effective September 11, 2008 pending receipt of all necessary paperwork:
 - a. Cynthia Ray, New Tripoli PA
 - b. James Flurer, Bethlehem PA
10. 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. Laura Hallman from BS to MS
 - b. Kristin DiGiacomo from MS to MS+24
 - c. Christina Fogel from BS to BS+24
11. Recommendation to remove the following from the District Substitute Teacher list effective August 28, 2008: Susan Neumann – full-time position elsewhere
12. Recommendation to accept the following transportation classification changes effective September 2, 2008: Taralyna Gonzalez: additional Class D Substitute Driver at a rate of \$15.50/hour
13. Recommendation to remove the following from the transportation substitute list:
 - a. Andrew Brown: effective May 31, 2006 – no communication
 - b. Joshua Shiffer: effective December 17, 2007 – no communication
14. Approval to grant retroactive tenure to LouAnn Smacchi after completion of three (3) years of satisfactory service to the District effective August 1, 2007.
15. Recommendation to accept the resignation of Sally Sayre, Paraprofessional assigned to the High School, effective date to be determined.
16. Request for approval of unpaid days for the following individual:
 - a. Shelley Moyer, Middle School Teacher Assistant, 4 unpaid days: September 9, 10, 11, and 12, 2008.
17. Approval of the summative evaluation letter for the 2007-2008 school year from the Board to the Superintendent.
Moved: W. Dellicker Seconded: P. Fisher Vote: 9 Aye, 0 Nay

B. Curriculum/Building Issues

Blackboard Site demonstration

In an effort to increase communication and decrease paper costs, S. Meixsell reviewed and demonstrated the Blackboard Website. The District would like to utilize Blackboard for communication of Board documents to Board members including agendas, minutes, weekly reports, etc. This software is used by high school teachers on a regular basis.

Approval of Letter of Agreement with Lehigh Valley Drug and Alcohol Intake Unit for Student Assistance Program Team assessment services for the 2008/2009 school year

Moved: D. Link Seconded: P. Fisher Vote: 9 Aye, 0 Nay

Staff Development Report

L. Stitzel shared a report outlining staff development activities that took place during the summer. Four staff development days are required of professional staff. The Professional Development Committee meets in October to start planning for the next year. The committee reviews classes that are useful and needed by the staff. Support staff members were also provided with training in August.

Report on progress with Food in Schools Committee

R. Cartier, J. Berlet, L. Seier, and S. Meixsell met to organize the new committee. Letters will be sent to all elementary parents explaining the committee and its function. Meetings will focus on kindergarten snack and concerns regarding all topics of food in the District. Meeting agendas and minutes will be posted on the District website.

Report on progress of Public Relations Committee

The Public Relations Committee met with community members in early summer for feedback on District communications. Discussion results of that meeting include community surveys, an employee newsletter, website improvements, a professionally recorded "on-hold" telephone message, standardizing communications tools, signage, and the school logo.

Report on Administrative Book Study

The Educational Administrative Team has committed to designating time each month to read and discuss a book on Differentiated Instruction. This correlates with one of the Strategic Plan goals.

Report on first week of school for the 2008-2009 school year

S. Meixsell noted activities during the first two weeks of school. The Transportation Department is following up on concerns and reviewing bus stops. The new elementary cafeteria serving lines are working very well. Furniture was in place in elementary classrooms in time for the opening of school. The Athletic Department is successfully managing away events using one less vehicle per event.

Report on Special Education and Gifted programming

Dr. Mark Scott gave an overview of the Special Education program including District provided services as well as programs and services provided by Carbon Lehigh Intermediate Unit. Dr. Scott reviewed upcoming Gifted Education changes in regulations similar to Chapter 14.

C. Policies

Report on Support Staff Handbook

L. Matika reviewed the newly revised employee support staff handbook. The handbook will be available on the District website in the near future. The updated handbook is one of the Strategic Plan goals for District Operations.

D. Facilities

Status report on Facility Planning

Mark Thompson of MKSD gave a brief overview of the four elements of the proposed 2009 projects. He shared updated concept plans for the following: 1.) renovations to the Transportation Building to include area for the Maintenance Department and an expanded parking area for all District vehicles, 2.) renovations to the District Administrative Office and Board Room, 3.) a secure entrance for the Middle School, renovations to the Family Consumer Science Room, and installation of a chiller for air conditioning, 4.) mechanical and electrical upgrades to the High School to be accomplished in a three-phase approach, reorganizing departments, relocating classrooms and the Guidance Department to gain seven additional teaching spaces. The estimated construction costs, financing plans, and timeline were reviewed.

E. District Finances

Approval to renew Accuweather contract in the amount of \$2131.00. This is an increase of \$121 from last year.

Moved: W. Dellicker

Seconded: D. Link

Vote: 9 Aye, 0 Nay

Approval to apply for Peter A. Bivans "I'll Do it Myself" Corporation Grant in the amount of \$2,942.90 to purchase technology equipment to assist students with visual impairments

Moved: P. Fisher

Seconded: D. Schafer

Vote: 9 Aye, 0 Nay

Approval of agreement with Sadecky's Puppets Tarentum PA for performance at Northwestern Elementary on October 31, 2008 in the amount of \$750.00 from Student Activity Account

Moved: K. Zellner

Seconded: M. Ondra

Vote: 9 Aye, 0 Nay

Discussion of LCCC resolution regarding the purchase of land from KidsPeace

David Hunsicker, a Trustee of Lehigh Carbon Community College reviewed a resolution for the purchase of approximately 100 acres from KidsPeace Corporation. The property is adjacent to the college and will be purchased with college and state funds. The costs of acquiring the property will not be included within the District's allocation of the college's operating or capital budgets. The Board agreed to take action on this resolution at the next meeting.

Report on Educational Improvement Tax Credit (EITC) Program

Approval was received for participation in two EITC programs. Local businesses have applied for the tax credit and been approved. The funding totals \$105,000.00. The District thanks Print Concepts and New Tripoli Bank for taking the time and committing the dollars to the District and Educational Foundation. The funds will be used for curricular integration with broadcasting and communications and the world language mentor program.

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—PSBA membership cards were received.

Report from Superintendent Meixsell

- a. Administrative/Building Sharing—L. Stitzel reported five staff members applied and were approved to present on the technology they use at the Blended Schools Conference. D. Nemes noted GCA information has been sent to PDE. Enrollment in AP courses and LCTI has increased this year. Principals commented on the first two weeks of school and upcoming events in their buildings.
- b. Board Member Sharing—P. Fisher noted over 350 people attended the All Alumni Reunion on August 23. D. Link acknowledged a public thank you to the community for supporting Night In The Country.
- c. Committee Meetings—Policy, 9/8/08 @7am, Supt. Office
Buildings & Grounds, 9/3/08 @4pm, Brd Rm
Public Relations, 9/10 @5pm, Supt Office
Personnel, 9/10/08 @6pm, Sm Conf Rm
Finance, 9/17/08 @6pm, Sm Conf Rm

G. Adjournment

Upon motion by K. Zellner, the meeting was adjourned at 9:52 p.m.

Moved: K. Zellner

Seconded: D. Link

Vote: 9 Aye, 0 Nay

Respectfully submitted,

M. Ondra, Secretary

By N. Zellner, Recording Secretary