

**Northwestern Lehigh School District  
6493 Rte. 309, New Tripoli PA 18066  
SCHOOL BOARD MEETING  
District Administrative Conference Room  
Wednesday, January 16, 2008, 7:30 p.m.**



**Minutes**

**A. Agenda**

**Call to Order** President Snyder called the meeting to order at 7:32 p.m.

**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
Pr/Ab	Pr	Willard Dellicker	Ab	Michael Ondra	Pr	Gregory Snyder
/////	Pr	Paul Fisher, Jr.	Pr	Darryl Schafer	Pr	Kenneth Zellner

Also present: K. Von Holt, M. Maher, M. Johnston, J. Klocek, J. McCabe, M. Thompson, S. Shearer, D. King, Esq., C. Kline, S. Roos, J. Moll, E. Kerschner, K. Fisher, L. Stitzel, L. Hoppes, J. Bashore, K. Fisher, B. Gorman, C. Linde, M. Malay, D. Sbrocchi, Esq., N. Zellner

**Approval of Agenda** as amended

Moved: K. Zellner

Seconded: P. Fisher

Vote: 8 Aye, 0 Nay

**President welcomed guests and provided for comments**

High School Student Council representatives, Mollie Maher, President and Kim Von Holt, Treasurer shared information on various projects Student Council is working on this school year such as increasing school spirit and community service projects. The students were presented certificates of appreciation for their service to the District and community.

**Approval of Minutes, as attached, for December 5 & December 19, 2007**

Moved: W. Dellicker

Seconded: K. Zellner

Vote: 8 Aye, 0 Nay

**Personnel action, as attached**

1. Appointment of Eric Taddei, Schnecksville, to the position of Business Teacher assigned to the High School, effective date to be determined, at BS Step 2 (\$39,000) prorated for the remainder of the 2007-08 school year pending receipt of all necessary paperwork. Eric received a Bachelor of Management Information Systems from Muhlenberg College and a Teaching Certificate in Business-Computer-Information Technology K-12 from Delaware Valley College. Eric is presently a Business-Computer-Information Technology Teacher at Daniel Boone Area School District.
2. Appointment of Jeffery Kistler, Slatington, to the position of C-1 Custodian, effective January 21, 2008 at \$11.91/hour pending receipt of all necessary paperwork.
3. Approval of temporary reclassification of Barbara Ziegler to Head Cook at Weisenberg effective January 8, 2008 at a rate of \$12.99/hour.
4. Recommendation to accept the following Transportation classification change effective January 10, 2008: Norman Walker: additional Class D Driver at a rate of \$14.95/hour
5. Recommendation to add the following individual to the District Substitute Teacher list effective January 21, 2008: Kerri Green: Allentown, Emergency Permit: BS Exercise and Sports Science
6. Recommendation to remove the following individual from the District Substitute Teacher list effective January 15, 2008: Courtney Benedict: employment elsewhere
7. Approval for unpaid days for Richard Retherford, Maintenance, from January 3, 2008 through January 17, 2008.
8. Recommendation to accept the resignation of Peggy Laxson, Class B Temporary Teacher Assistant, assigned to Northwestern Elementary effective January 21, 2008.
9. Recommendation to add the following individual to the Substitute Secretary list effective January 21, 2008: Colette Fricchione: New Tripoli. Colette is presently on the Substitute Teacher Assistant list.
10. Request for approval of unpaid days for the following individual: Jennifer Covert: Food Service, 3 unpaid days: January 22, 23, and 24, 2008

Moved: P. Fisher

Seconded: D. Schafer

Vote: 8 Aye, 0 Nay

**School Director Recognition Month**

S. Meixsell acknowledged the District's deep appreciation for the work the Board of Directors do each year.

**B. Curriculum/Building Issues**

**Approval of resolution for establishment of the Diesel Training Center Project at Lehigh Career & Technical Institute at no additional cost to the District**

Moved: W. Dellicker

Seconded: D. Link

Vote: 8 Aye, 0 Nay

**C. Policies**

**Approval of policies 122 Cocurricular and Extracurricular Activities, 123 Interscholastic Athletics, ~~123.2 Employment of Athletic Coaches and Co/Extracurricular Advisors~~ (held for further review), and 123.3 Parents as Coaches and Co/Extracurricular Advisors**

The policies have been on review for the required 30 days.

Moved: D. Link

Seconded: K. Zellner

Vote: 8 Aye, 0 Nay

**D. Facilities**

**Elementary construction project report**

John McCabe, NWE project manager, updated the Board on the construction progress. The A-wing office area should be completed by January 25 with the move planned for that date. Work on the gym area is on schedule and should be completed by March 28. The hallway from the office area to B wing is open. Joe Klocek, WEIS project manager, noted block is being laid and backfilling done for the new construction. Steel should arrive in two weeks. Work is on schedule with no problems experienced.

**Approval of supplemental PlanCon H for Northwestern Elementary due to additional borrowing for project financing**

Moved: W. Dellicker

Seconded: P. Fisher

Vote: 8 Aye, 0 Nay

**Approval of PlanCon H for Weisenberg Elementary**

Moved: P Fisher

Seconded: D. Link

Vote: 8 Aye, 0 Nay

Approval of Wind Gap Electrical change order EC-04 to furnish and install new breakers in main GE switchgear serving panels LS & NE including additional wiring and conduit in the amount of \$2,177.60.

Moved: W. Dellicker

Seconded: D. Schafer

Vote: 8 Aye, 0 Nay

**E. District Finances**

**Presentation of audit report for fiscal year ending June 30, 2007**

Bill Gorman from Gorman & Associates reviewed audit documents and findings from the single audit completed in October.

**Approval of resolution authorizing the issuance of General Obligation Bonds, Series of 2008, in an amount specified in the resolution, but not more than \$10,000,000, for the purpose of refunding the school district's outstanding General Obligation Note, Series of 2008 in its entirety, and providing for the payment of the balance due February 15, 2008, on the school district's remaining outstanding unrefunded General Obligation Note, Series of 2006, pursuant to a plan of refunding presented by the school district's financial advisor, Public Financial Management, Inc., awarding the Series of 2008 Refunding Bonds to the best bid received, as per the recommendation of the financial advisors, and authorizing the filing with the Department of Commerce and Economic Development of the Commonwealth of Pennsylvania, as required, and establishing the terms of the said bonds, and authorizing settlement thereon and directing redemption of the notes being refunded and/or paid, all as per the financing study as presented by the financial advisors, and other necessary and appropriate action**

Scott Shearer from Public Financial Management reviewed bond sale document. The online auction was held at noon today to permanently finance the 9 million dollar line of credit for the renovations projects. Drummond King reviewed the resolution that sets forth the terms of the proposed bonds.

Moved: W. Dellicker

Seconded: D. Link

Vote: 8 Aye, 0 Nay

**Report on comparison of budget and actual revenues and expenditures for fiscal year ending June 30, 2007**

C. Linde reviewed the status of the original budget, the actual revenue and expenditures, and the favorable and unfavorable variances. The District has less than 2% variance of expenditures.

**Approval of 2007-2008 per capita tax exonerations**

Moved: P. Fisher

Seconded: K. Zellner

Vote: 8 Aye, 0 Nay

**Approval of 2007-2008 budget transfers**

M. Malay reviewed the appropriate transfers.

Moved: P. Fisher

Seconded: K. Zellner

Vote: 8 Aye, 0 Nay

**Approval of E-Rate related contracts** as presented. The District can receive 40% reimbursement of telecommunications fees.

Moved: W. Dellicker

Seconded: P. Fisher

Vote: 8 Aye, 0 Nay

**Receive the following Reports for December 2007:**

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

**Fund 10 General Fund** with a beginning balance of \$16,623,783.53, receipts of \$2,785,292.60, and disbursements of \$2,209,448.76, leaving a balance of \$17,199,627.37.

**Fund 22 Capital Reserve Fund** with a beginning balance of \$844,069.51, receipts of \$3,090.11, disbursements of \$33,491.58, leaving a balance of \$813,668.04.

**Fund 31 2006 General Obligations Note** with a beginning balance of \$5,852,369.72, receipts of \$19,565.77, disbursements of \$1,300,061.56, leaving a balance of \$4,571,873.93.

**Fund 32 2008 General Obligations Note** with a beginning balance of \$0, receipts of \$8,998,302.43, disbursements of \$0, leaving a balance of \$8,998,302.43.

**Fund 34 2004 General Obligations Note** with a beginning balance of \$78,492.56, receipts of \$211.54, disbursements of \$0, leaving a balance of \$78,704.10.

**Fund 35 2007 Emmaus Bond Pool** with a beginning balance of \$0, receipts of \$8,529,541.77, disbursements of \$0, leaving a balance of \$8,529,541.77.

**Fund 50 Food Service Fund** with a beginning balance of \$25,303.02, receipts of \$50,576.38, disbursements of \$70,218.46, leaving a balance of \$5,660.94

- 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: P. Fisher

Seconded: C. Bartlett

Vote: 8 Aye, 0 Nay

**Approval of the following Bills as listed for payment:**

- a. Fund 10 General Fund totaling \$794,312.06
- b. Fund 22 Capital Reserve Fund totaling \$11,739.13
- c. Fund 31 2006 General Obligations Note (GON) totaling \$397,374.51
- d. Fund 32 2008 General Obligations Note (GON)—none
- e. Fund 34 2004 General Obligations Note (GON)—none

f. Fund 35 2007 Emmaus Bond Pool (EBP) totaling \$738,842.73

g. Fund 50 Food Service Fund totaling \$39,270.55

h. Fund 51 Tiger Concessions—none

Moved: W. Dellicker

Seconded: K. Zellner

Vote: 8 Aye, 0 Nay

**F. Other Reports**

**Federal Programs**—Title 5 will be eliminated at the end of this year and will not be available next year.

**Foundation Report**—The Foundation met January 8. Members are working on EITC applications, the Harlem Wizards fundraiser, and policy revisions.

**Transportation Report**—no report

**Food Service Report**—Meal participation numbers are increasing each month, especially at the elementary level. L. Seier reported on staff wellness initiatives, "Maintain, Don't Gain" & "10,000 Steps."

**Strategic Plan Report**—S. Meixsell reviewed the progress noted on the Strategic Plan Action Chart. Action of all goals but one has been started.

**Enrollment Report**—2398 students, plus 62 homeschooled, 55 cyber/charter, 215 non-public students

**Committee Reports as follows:**

- a. Intermediate Unit—meeting Monday, 1/21/08
- b. Lehigh Valley Workforce Investment Board—partnership merged, meeting 2/7/08
- c. Legislation—S. Meixsell will be attending legislative meeting on 1/25/08
- d. Recreation Commission—no December meeting, re-organization meeting 1/30/08. Night In The Country set for August 16, 2008. D. Schafer reported on the grant process for a skate park.
- e. Lehigh Career & Technical Institute—no report

**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**—S. Meixsell noted the halfway mark for the school year. Jan. 21 & 25 will be inservice days. Tiger Pride will be published shortly.

- a. Administrative/Building Sharing—K. Fisher noted the 8<sup>th</sup> grade visit to high school. On-line course registration will take place Feb. 4. Finals for the first semester will be given Jan. 23 & 24. L. Hoppes reported 8<sup>th</sup> grade visited LCTI. Auditions for the middle school drama are taking place and prepping for the writing PSSA. J. Bashore noted kindergarten teachers presented strategies on reading to parents. Weisenberg has a family fun night scheduled. C. Linde noted district residents should file with the County for homestead/farmstead approval if gaming monies become available for property tax relief.
- b. Board Member Sharing—P. Fisher & C. Bartlett acknowledged their appreciation to Cathy Linde, Michael Malay and Christie Steigerwalt for a job well done. K. Zellner expressed his excitement supervising the Kutztown student teachers in each of our buildings. S. Schoffstall commented on the audit report.
- c. Committee Meetings—District Extracurricular & Athletics, 1/16/08 @6pm, Lg Conf Rm  
Finance, 1/16/08 @6pm, Sm Conf Rm  
Policy, 2/4/08 @7am, Supt. Office  
Buildings & Grounds, 2/6/08 @4pm, Brd Rm  
Public Relations, 2/12/08 @5pm, Brd Rm  
Personnel, 2/12/08 @6pm, Brd Rm  
Scholarship, 2/19/08 @6:30pm

**G. Adjournment**

Upon motion by K. Zellner, the meeting was adjourned at 9:22 p.m.

Moved: K. Zellner

Seconded: P. Fisher

Vote: 8 Aye, 0 Nay

Respectfully submitted,

*Michael Ondra*

M. Ondra, Secretary

By N. Zellner, Sec. to the Board