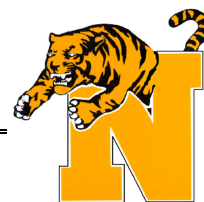


**Northwestern Lehigh School District
6493 Rte. 309, New Tripoli PA 18066
SCHOOL BOARD MEETING
District Administrative Conference Room
Tuesday, February 19, 2008, 7:30 p.m.**



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 present

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

Also Present: D. Loch, K. Petrini, M. Johnston, A. Tapler, L. Yenolevich, G. Marks, J. Klocek, T. Carnihan, L. Hoppes, K. Fisher, L. Seier, J. Bashore, M. Malay, C. Linde, L. Matika, S. Meixsell, J. Freund, Esq., N. Zellner

Approval of Agenda

S. Meixsell asked for a change in the order of the agenda to hear the items for Facilities before the Curriculum/Building issues. The agenda was approved as amended.

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

President will welcome guests and provide for comments—no comments

Approval of Minutes, as attached, for January 9 & January 16, 2008

Moved: W. Dellicker Seconded: K. Zellner Vote: 7 Aye, 0 Nay

Personnel action, as listed:

1. Approval to appoint Brian Uplinger to the position of Assistant Superintendent effective March 10, 2008 through June 30, 2011 for a term of three and one half years with the following salary schedule:
 - a. \$105,000 prorated for the period of March 10, through June 30, 2008
 - b. \$108,500 for the 2008-09 school year
 - c. \$115,000 for the 2009-10 school year
 - d. To be determined for the 2010-11 school year not to be less than \$115,000
2. Recommendation to accept the resignation with regret of Kathleen Kelley, Principal of Northwestern Lehigh Middle School, effective June 30, 2008 after five years of service to the District.
3. Appointment of Matthew Kitz, Orefield, to the position of temporary Individualized Behavior Interventionist, effective January 9, 2008, at a per diem rate of \$122.53. Matt is presently a day-to-day Substitute Teacher.
4. Appointment of Michelle Slack, Kutztown, to the position of long-term substitute Third Grade Teacher at Weisenberg Elementary effective January 24, 2008 for the second semester of the 2007-08 school year at BS Step 5 (\$40,700) prorated for the remainder of the 2007-08 school year pending receipt of all necessary paperwork.
5. Appointment of Lisa Remaly, Germansville, to the position of temporary Class B Teacher Assistant assigned to Northwestern Elementary for six hours/day, 183 days/year, at a rate of \$10.84/hour, effective February 4, 2008. Lisa is presently on the substitute Teacher Assistant list.
6. Approval to add the following individual(s) to the Transportation list as a Class F Substitute Van Driver effective February 11, 2008 at a rate of \$14.22/hour pending receipt of all necessary paperwork:
 - a. Arnold Metzger: Germansville
 - b. Taralyna Gonzalez: Fogelsville

7. Recommendation to add the following individual to the District Teacher Substitute list effective February 13, 2008 pending receipt of all necessary paperwork: Stephen Roposh: Schnecksville, Secondary Social Studies Certification
8. Recommendation to add the following individual to the District Substitute Secretary list effective date to be determined pending receipt of all necessary paperwork: Sheila Nagle: New Tripoli
9. Recommendation to remove the following individual from the District Teacher Substitute list effective January 21, 2008: Tammy Nelson
10. Recommendation to remove the following individual from the Transportation list as a Class D Substitute Driver effective January 29, 2008: Cheryl Bennecoff: employment elsewhere
11. Recommendation to remove the following individual from the Food Service Substitute list effective February 11, 2008: TaraMarie Moser – no response to communications
12. Recommendation to accept the resignation of Susan Nester, Transportation part-time driver, effective February 26, 2008.
13. Approval for unpaid days for Richard Retherford, Maintenance, from January 18, 2008 through February 20, 2008.
14. Approval for unpaid days for David Susko, Custodian, from February 4, 2008 through February 8, 2008.
15. Approval for unpaid leave for Vernon Wink, Transportation part-time driver, effective February 14, 2008. Return to work date to be determined.
16. Request for approval of unpaid days for the following individuals:
 - a. Denise DeLong: Middle School Teacher Assistant, 3 unpaid days: March 5, 6, and 7, 2008
 - b. Helen Ann Hatfield: High School Teacher Assistant, 12 unpaid days: January 11, and 14 through 18, 31, February 27, March 5, 6, 7, and May 7, 2008
 - c. Deborah Lerner: Middle School Teacher Assistant, 2 unpaid days: February 14 and 15, 2008
3 unpaid days: February 4, 5, and 6, 2008
 - d. Lamar Madtes: Transportation Driver, 4 unpaid days: February 26 through February 29, 2008
 - e. BonnieLee Sechler: Weisenberg Teacher Assistant, 3 unpaid days: January 22, 23, and 24, 2008
17. Request for Special Education Supervisory Certification internship for Brianne Gimbel, High School Learning Support Teacher, beginning the spring semester of the 2007-08 school year through the fall semester of the 2008-09 school year with Mark Scott, Director of Student Services and Dennis Nemes, High School Principal.
18. Approval of extra-curricular positions per the negotiated contract for the 2007-08 school year pending receipt of all necessary paperwork:

Extra-curricular Application	Name	Stipend
SADD Advisor	Sally Sayre	\$233.34 (prorated)

After discussion regarding the language of the contract with Brian Uplinger, a motion was made with duly noted corrections by P. Fisher to approve items 1 and 3 through 18.

Moved: P. Fisher

Seconded: D. Link

Vote: 7 Aye, 0 Nay

A motion was made with regret by D. Link, seconded by P. Fisher to accept the resignation of Kathleen Kelley (item 2). D. Link expressed appreciation for K. Kelley's service to the District.

Moved: D. Link

Seconded: P. Fisher

Vote: 7 Aye, 0 Nay

B. Curriculum/Building Issues

Approval of District sponsorship of Middle School PTO roller skating party for 5th and 6th grades at Independence Family Fun Center, Schnecksville, on February 25, 2008

Moved: M. Ondra

Seconded: K. Zellner

Vote: 7 Aye, 0 Nay

Discussion on Board Seminar Agenda

S. Meixsell reviewed a draft of the agenda and asked for feedback from Board members.

Approval of tutorial agreement(s) with KidsPeace National Hospital Centers for tutorial services for student #40005 at a rate of \$26.50 per hour for 5 hours per week

Moved: K. Zellner

Seconded: W. Dellicker

Vote: 7 Aye, 0 Nay

C. Policies

Re-affirmation of commitment to PSBA Standards for Effective School Governance

Moved: P. Fisher

Seconded: D. Link

Vote: 7 Aye, 0 Nay

Approval of Policy 123.2 Employment of Athletic Coaches and Co And Extra Curricular Advisors

Moved: W. Dellicker

Seconded: K. Zellner

Vote: 7 Aye, 0 Nay

Approval of minor edits to Board title (Northwestern Lehigh School District Board of Directors) in 000's and 100's policies

Minor edits were made for consistency to Board title throughout all policies

Moved: K. Zellner

Seconded: W. Dellicker

Vote: 7 Aye, 0 Nay

D. Facilities

Elementary construction project report

Joe Klocek gave an update on the progress at Weisenberg. The project is on schedule. Gene Marks, who is temporarily replacing John McCabe, reviewed the progress at Northwestern Elementary.

Approval of change orders for Northwestern Elementary building project per attached sheet

The change orders were discussed at the Buildings & Grounds Committee meeting.

- a. Approval of Walter Brucker and Co., Inc. change order GC-19 to revise phasing schedule as per phasing drawing dated 12-7-07 in the amount of \$0.
- b. Approval of Walter Brucker and Co., Inc. change order GC-20 to connect an unknown 15" corrugated metal pipe to the new outlet control structure in the amount of \$3,647.00.
- c. Approval of Walter Brucker and Co., Inc. change order GC-21 to eliminate two roof drain cleanouts at rear of gym addition in the amount of -\$330.00.
- d. Approval of Walter Brucker and Co., Inc. change order GC-22 to furnish 29 pockets for interior sign type 1 in the amount of \$372.00
- e. Approval of Wind Gap Electrical change order EC-06 to install temporary heaters in C wing hallway for temporary heat, refeed lights and receptacles in library and library work room in A wing after wires were cut on weekend of 11-24-07 when hallway floor was cut and excavated for piping in the amount of \$2,023.82.
- f. Approval of Wind Gap Electrical change order EC-07 to provide a manual motor operating switch with thermal overload protection at 48" above finished floor within room B2 and route power circuit through this switch to manually control exhaust fan EF-10 serving this room in the amount of \$393.00.
- g. Approval of Wind Gap Electrical change order EC-08 to revise phasing schedule as per phasing drawing dated 12-7-07 in the amount of \$0.
- h. Approval of Wind Gap Electrical change order EC-09 to install four loudspeakers in the MPR in the amount of \$2,531.00.
- i. Approval of JBM Plumbing, Inc. change order PC-05 to install 4" cleanout in main entrance in the amount of \$950.00.

Moved: W. Dellicker

Seconded: D. Link

Vote: 7 Aye, 0 Nay

Approval of proposal from Williams Scotsman, Inc. for storage container delivered 1/25/08 at a monthly rate of \$85 plus \$105 delivery fee and \$105 return freight cost to store items from NWE during construction

Moved: P. Fisher

Seconded: K. Zellner

Vote: 7 Aye, 0 Nay

E. District Finances

Approval of contract with The Magic of Joe Romano, Alexandra VA, for performance at Northwestern Elementary School on April 25, 2008 in the amount of \$725 to be paid from the Northwestern Elementary Student Activity Fund

Moved: W. Dellicker

Seconded: K. Zellner

Vote: 7 Aye, 0 Nay

Approval of contract with Heidelberg/Lynn Earned Income Tax Office for collection of earned income and local services taxes for the period January 1, 2008 through June 30, 2009

Moved: P. Fisher

Seconded: D. Link

Vote: 7 Aye, 0 Nay

Approval of contract with Stabler Arena for graduation exercises on June 7, 2008 with an initial deposit of \$5,900

Moved: W. Dellicker

Seconded: D. Schafer

Vote: 7 Aye, 0 Nay

Approval to award contract for replacement of water heater at high school as per attached tabulation

Everett Plumbing & Heating—\$10,225

Moved: W. Dellicker

Seconded: P. Fisher

Vote: 7 Aye, 0 Nay

Approval to award contract for welding repairs at visitor stadium seating as per attached tabulation

Herman Sommer & Assoc.—\$2,900

Moved: M. Ondra

Seconded: P. Fisher

Vote: 7 Aye, 0 Nay

~~Approval of athletic trainer services contract with OAA Orthopaedic Specialists (OAA) for school years 2008-2009 through 2012-2013~~ (held for further review)

Approval for William J. Flynn, Broker, to solicit quotes for property, liability and workers' compensation insurance packages for the 2008/2009 school year

Moved: W. Dellicker

Seconded: M. Ondra

Vote: 7 Aye, 0 Nay

Receive the following Reports for January 2008:

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

Fund 10 General Fund with a beginning balance of \$17,199,627.37, receipts of \$713,251.91, and disbursements of \$2,444,879.28, leaving a balance of \$15,468,010.18.

Fund 22 Capital Reserve Fund with a beginning balance of \$813,668.04, receipts of \$2,827.90, disbursements of \$11,739.13, leaving a balance of \$804,756.81.

Fund 31 2006 General Obligations Note with a beginning balance of \$4,571,873.93, receipts of \$16,671.92, disbursements of \$397,374.51, leaving a balance of \$4,191,171.34.

Fund 32 2008 General Obligations Note with a beginning balance of \$8,998,302.43, receipts of \$33,541.34, disbursements of \$0, leaving a balance of \$9,031,843.77.

Fund 34 2004 General Obligations Note with a beginning balance of \$78,704.10, receipts of \$194.92, disbursements of \$0, leaving a balance of \$78,899.02.

Fund 35 2007 Emmaus Bond Pool with a beginning balance of \$8,529,541.77, receipts of \$28,520.92, disbursements of \$765,982.28, leaving a balance of \$7,792,080.41.

Fund 50 Food Service Fund with a beginning balance of \$5,660.94, receipts of \$78,145.22, disbursements of \$77,270.55, leaving a balance of \$6,535.61.

- 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: W. Dellicker

Vote: 7 Aye, 0 Nay

Approval of the following Bills as listed for payment:

- a. Fund 10 General Fund totaling \$969,888.41
- b. Fund 22 Capital Reserve Fund totaling \$3,238.25
- c. Fund 31 2006 General Obligations Note (GON) totaling \$654,707.22
- d. Fund 32 2008 General Obligations Note (GON)—none
- e. Fund 34 2004 General Obligations Note (GON) totaling \$5,280.00
- f. Fund 35 2007 Emmaus Bond Pool (EBP) totaling \$1,091,713.32
- g. Fund 50 Service Fund totaling \$51,555.44

h. Fund 51 Tiger Concessions—none

Moved: W. Dellicker Seconded: K. Fisher

Vote: 6 Aye, 0 Nay, 1 abstained

F. Other Reports

Federal Programs—no report

Foundation Report—the next meeting is scheduled for March 4 at 7 p.m. Harlem Wizards Community event is scheduled for April 6.

Transportation Report—no report

Food Service Report—L. Seier updated the Board on the beef recall. The District only has one product under question. She will pull the product and hold until clarification is received on that meat product.

Strategic Plan Report—the action charts have been updated with information on items that have been completed

Enrollment Report—2411 students, 62 home school, 56 cyber/charter, 215 non-public students

Committee Reports as follows:

- a. Intermediate Unit—The Board met last evening. Over 100 NWLSD students are receiving some sort of services through the IU. K. Zellner noted three M S students are involved in the Tech Wizards program in which they are paired with an advisor, take training at the IU, and go back and share their knowledge with students and teachers.
- b. Lehigh Valley Workforce Investment Board—The board commissioned a survey on aging workforce issues. Manufacturing and retail will experience turnover in the next five years, and seeing concerns regarding the transfer of work skills and what are the growing careers.
- c. Legislation—Gaming revenue—Districts have not been formally notified if there was a sufficient amount of money for distribution. If there is, a reduction will be noted on tax bills of qualifying residents.
- d. Recreation Commission—Spring sports are starting. Work continues on the grant for a skate park. The Commission is seeking support from the District and four townships.
- e. Lehigh Career & Technical Institute—held discussion on a more equitable way of financing.

Old Business

Review and approval of 2008-2009 Board meeting and sub-committee meeting dates and times

Moved: W. Dellicker Seconded: P. Fisher

Vote: 7 Aye, 0 Nay

New Business

Approval to support the Northwestern Recreation Commission's grant application to DCED for the construction of a skate park

Moved: M. Ondra

Seconded: K. Zellner

Vote: 7 Aye, 0 Nay

President will offer courtesy of the floor for public comment—no comments

Communications/Notes for the Board from Michael Ondra, Secretary—Book Lenders is closing February 29, 2008. They are unable sustain the operations of the library.

Report from Superintendent Meixsell

- a. Administrative/Building Sharing—Building principals shared current events in each building.
- b. Board Member Sharing—P. Fisher commented on our outstanding administrative team. Kathleen Kelley will be missed. W. Dellicker noted appreciation for the weekly email updates sent by S. Meixsell and found them very useful. K. Zellner thanked J. Bashore and R. Cartier for accepting Kutztown University student teachers. Our cooperating teachers do an incredible job.

- c. Committee Meetings—Scholarship, 2/19/08 @5:30pm, Sm Conf Rm
Finance, 2/19/08 @6:15pm, Sm Conf Rm
Policy, 3/3/08 @7am, Supt Office
Buildings & Grounds, 3/5/08 @4pm, Brd Rm
Public Relations, 3/11/08 @5pm, Supt Office
Personnel, 3/11/08 @6pm, Sm Conf Rm

G. Adjournment

Upon motion by M. Ondra, the meeting was adjourned at 9:27 p.m.

Moved: M. Ondra

Seconded: K. Zellner

Vote: 7 Aye, 0 Nay

Respectfully submitted,

Michael Ondra

M. Ondra, Secretary

By N. Zellner, Sec. to the Board