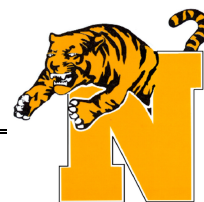


**Northwestern Lehigh School District  
6493 Rte. 309, New Tripoli PA 18066  
SCHOOL BOARD MEETING  
District Administrative Conference Room  
Tuesday, March 18, 2008, 7:30 p.m.**



**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**

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

Also present: T. Nagle, J. Klocek, E. Kerschner, A. Towne and art students, K. Faust, K. Faust, D. Nemes, A. Nickischer, L. Hoppes, M. Scott, L. Seier, R. Cartier, L. Matika, C. Linde, B. Uplinger, L. Stitzel, S. Meixsell, J. Freund, Esq., N. Zellner

**Approval of Agenda** S. Meixsell noted changes to the agenda. The agenda was approved as amended.

Moved: K. Zellner      Seconded: P. Fisher      Vote: 7 Aye, 0 Nay

**President welcomed guests and provided for comments**

- **Middle School art presentation**—Ann Towne introduced middle school students, Kelly Freeman, Christine Delong and Robin Rowland and explained their artwork. President Snyder presented each student with a certificate of appreciation for their work.
- **Eagle Scout presentation**—High School student, Kenneth Faust shared information on his scout project plans for work in the environmental lab. He will be cleaning up trails, removing downed trees from the paths, creating habitat, and also building and installing several bat houses.

**Approval of Minutes, as attached, for February 19, 2008 (February 12<sup>th</sup> meeting cancelled)**

The minutes were approved as presented.

Moved: D. Link      Seconded: K. Zellner      Vote: 7 Aye, 0 Nay

**Personnel action, as listed**

1. Approval to amend the Junior Class Advisor stipend for Shay Wagner from 50% stipend (\$1,027.38) to 100% stipend (\$2,054.76) effective September 2007.
2. Request for approval of unpaid days for the following individual: Jennifer Covert: Food Service, 2.5 unpaid days: March 3 (PM), 4, and 6, 2008

Moved: K. Zellner      Seconded: P. Fisher      Vote: 7 Aye, 0 Nay

**B. Curriculum/Building Issues**

**Report on changes to Chapter 4 and high school graduation requirements**

Chapter 4 establishes academic standards and assessments to facilitate improved student achievement. L. Stitzel reviewed revisions which include language changes to comply with No Child Left Behind, clarification of requirements for strategic planning process and the requirement that all districts must offer world language courses, although there is no requirement of students to take these courses. Proposed changes to the high school graduation requirements would take effect beginning with the class of 2014. Graduation Competency Assessments will be developed by the state and administered prior to graduation.

**Approval of Carbon Lehigh Intermediate Unit #21 Facilities Plan Committee Report and Resolution for the 2008/2009 school year**

Mark Scott reviewed information on I U classes placed throughout Lehigh County and the formula for determining the distribution of those classrooms.

Moved: K. Zellner      Seconded: D. Link      Vote: 7 Aye, 0 Nay

**Approval of Dual Enrollment Partnership with Northern Lehigh School District**

This will be the third year of the partnership allowing students to take college level classes at Northern Lehigh. It has been a positive experience for the students.

Moved: P. Fisher

Seconded: D. Link

Vote: 7 Aye, 0 Nay

**Approval of District sponsorship of Weisenberg PTO roller skating party at Skateaway, Whitehall, to be held on Monday, March 31, 2008 from 5:30 to 8:00 p.m. consistent with Policy 914, Support Organizations**

Moved: D. Link

Seconded: D. Schafer

Vote: 7 Aye, 0 Nay

**C. Policies**

None

**D. Facilities**

**Elementary construction project report**

Joe Klocek gave an update on the Weisenberg project. Work is progressing on schedule. Administration has reviewed phasing. Todd Nagle reported on Northwestern Elementary.

**Facilities Master Plan review**

S. Meixsell commented on the draft plan for 2009/2010 and the detailed plan for 2008/2009. These documents are working very well for District planning and budgeting. The District is within projected costs for 2007/2008 and has made tremendous progress on completing necessary projects. The District will look at the next 15 to 20 years for what is needed at each building level.

**Approval of Jay R. Reynolds change order PC-01 to provide all labor, material, equipment, and supervision to furnish and install additional sub-slab radon piping as recommended by the radon consultant in the administrative office area and media center per Jay R. Reynolds proposal letter dated 2-12-08.**

Moved: P. Fisher

Seconded: D. Link

Vote: 7 Aye, 0 Nay

**E. District Finances**

**Approval of Carbon Lehigh Intermediate Unit #21 Budget and Resolution for the Operations and Program Services Budget for the fiscal year July 1, 2008 to June 30, 2009 with a District contribution of \$33,687. This represents an increase of \$1,420 or 4.4% over the 2007/2008 amount**

Moved: P. Fisher

Seconded: K. Zellner

Vote: 7 Aye, 0 Nay

**Approval of Lehigh Career & Technical Institute General Fund budget and indebtedness resolution for the 2008-2009 school year. LCTI's total member district share with debt service is \$17,022,372.50. Northwestern Lehigh School District's share includes net operating costs of \$712,806.81, plus capital costs of \$5,199.18, and total debt service costs of \$177,243.16 for a total District share of \$895,249.14, a 6.82% increase over the 2007/2008 amount. The Academic Center member district cost for 2008-2009 totals \$1,097,600 with a projected per pupil cost of \$3,276. Northwestern Lehigh School District's share is estimated to be \$26,208 based on projected student enrollment of 8 students.**

Moved: P. Fisher

Seconded: K. Zellner

Vote: 7 Aye, 0 Nay

**Approval of the LCCC General Operating and Capital Budget resolution for the 2008/2009 school year with a total District contribution of \$ 259,544—an increase of \$12,205 or 4.9% over prior year's allocation**

Moved: P. Fisher

Seconded: K. Zellner

Vote: 7 Aye, 0 Nay

**Approval of real estate tax refunds per attachment**

Moved: P. Fisher

Seconded: K. Zellner

Vote: 7 Aye, 0 Nay

**Approval of athletic trainer services contract with OAA Orthopaedic Specialists for school years 2008-2009 through 2012-2013**

Moved: D. Link

Seconded: K. Zellner

Vote: 7 Aye, 0 Nay

**Approval to purchase electric convection oven and steamer for Middle School from Singer Equipment Company, Elverson PA, for total amount of \$15,542 including installation and warranty (State contract pricing). Funding to be provided from Fund 34—2004 General Obligation Note proceeds**

Moved: C. Bartlett

Seconded: P. Fisher

Vote: 7 Aye, 0 Nay

**Approval of contract with Allentown School District to participate in Bid Advantage Website Subscription Agreement for food services bid administration as part of Lenorco food purchasing consortium. Costs for website subscription agreement will be shared equally by the participating school districts based on utilization**

Moved: C. Bartlett

Seconded: P. Fisher

Vote: 7 Aye, 0 Nay

**Approval of the following contracts with:**

- Weller Health Education Center, Easton PA, for Grade 1 field trip on May 7, 2008 at cost of \$595 from Weisenberg Elementary Student Activity Fund.
- Quiet Valley Living Historical Farm, Stroudsburg PA, for Grade 4 field trip on May 30, 2008 at cost of \$425.00 from the Weisenberg Elementary Student Activity Fund.
- The Academy of Natural Sciences, Philadelphia PA, for Grade 2 field trip on May 9, 2008 at cost of \$1,162.50 from the Weisenberg Elementary Student Activity Fund.
- Desales University Children's Theatre, Center Valley, PA for Grade 1 field trip on March 27, 2008 at cost of \$672.00 from the Weisenberg Elementary Student Activity Fund.
- Children's Theatre Center, Union City, NJ for performances for Grades K-4 on May 12, 2008 at cost of \$1,290.00 from the Northwestern Elementary Student Activity Fund.
- Reading Phillies Baseball Club, Reading Pa for Grade 8 field trip on May 12, 2008 at cost of \$1,505 from the Middle School Student Activity Fund.
- Northstar Adventure at Dutch Springs, Bethlehem PA, for Grade 7 field trip on May 23, 2008 at cost of \$5,760 from the Middle School Student Activity Fund, pending receipt of insurance certificate listing District as additional insured.
- Carl R. Bieber Tourways, Kutztown PA, for Grade 8 field trip to Gettysburg, on May 19, 2008, at cost of \$4055.20 from Middle School Student Activity Fund.
- American Party Company, DJ Division, Northampton PA, for Class of 2008 senior prom on May 25, 2008 at cost of \$4,220.00 from Class of 2008 Student Activity Fund.
- Ramelle MaCoy, Mifflintown, PA, for I U Student Forum assembly hosted by Northwestern Lehigh High School on April 9, 2008 at cost of \$400 from the High School Student Council Student Activity Fund.

Moved: P. Fisher

Seconded: K. Zellner

Vote: 7 Aye, 0 Nay

**Approval of Weisenberg Elementary Project #3308 PlanCon H Project Financing for General Obligation Series of 2008**

Moved: P. Fisher

Seconded: D. Link

Vote: 7 Aye, 0 Nay, 2 Absent

**Update on 2008-2009 General Fund Budget**

C. Linde reported on the status of the budget for next year. The Administration is currently working on finalizing staffing numbers and analyzing expenditures. A budget will be presented next month appropriate for the future of the District and taxpayers.

**Receive the following Reports for February:**

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

**Fund 10 General Fund** with a beginning balance of \$15,468,010.18, receipts of \$1,360,915.30, and disbursements of \$2,891,224.23, leaving a balance of \$13,937,701.25.

**Fund 22 Capital Reserve Fund** with a beginning balance of \$804,756.81, receipts of \$2,331.89, disbursements of \$3,238.25, leaving a balance of \$803,850.45.

**Fund 31 2006 General Obligations Note** with a beginning balance of \$4,191,171.34, receipts of \$13,325.27, disbursements of \$654,707.22, leaving a balance of \$3,549,789.39.

**Fund 32 2008 General Obligations Note** with a beginning balance of \$9,031,843.77, receipts of \$31,267.31, disbursements of \$0, leaving a balance of \$9,063,111.08.

**Fund 34 2004 General Obligations Note** with a beginning balance of \$78,899.02, receipts of \$149.47, disbursements of \$5,280.00, leaving a balance of \$73,768.49.

**Fund 35 2007 Emmaus Bond Pool** with a beginning balance of \$7,792,080.41, receipts of \$21,462.34, disbursements of \$1,115,963.87, leaving a balance of \$6,697,578.88.

**Fund 50 Food Service Fund** with a beginning balance of \$6,535.61, receipts of \$75,011.54, disbursements of \$75,555.44, leaving a balance of \$5,991.71.

- 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: K. Zellner

Vote: 7 Aye, 0 Nay

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

- a. Fund 10 General Fund totaling \$1,168,363.97
- b. Fund 22 Capital Reserve Fund totaling \$18,532.96
- c. Fund 31 2006 General Obligations Note (GON) totaling \$1,487,527.00
- 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 \$537,229.74
- g. Fund 50 Service Fund totaling \$47,630.64
- h. Fund 51 Tiger Concessions—none

Moved: K. Zellner

Seconded: D. Link

Vote: 6 Aye, 0 Nay, P. Fisher abstained

**F. Other Reports**

**Federal Programs**—L. Stitzel noted the District will be applying for Title III funds to be used to supplement the ESL program. The District will enter into a consortium with the I U

**Foundation Report**—Ticket sales are going well for the Harlem Wizards fundraiser event on April 10.

**Transportation Report**—no report

**Food Service Report**—Weisenberg Elementary will be piloting the new look of school milk in plastic bottles beginning March 31 through the end of the year. L. Seier will be taking a leadership role in reviewing a recycling program for the District.

**Strategic Plan Report**

• **Review of draft Goals for 2008-2009**

S. Meixsell shared the goals developed by the Administrative Team. Both academic and operational goals were developed. A final document will be presented in April.

**Enrollment Report**—2410 students, 62 homeschool, 49 Cyber/Charter, and 215 non-public students

**Committee Reports as follows:**

- a. Intermediate Unit—The I U met last night. A new Director of Curriculum & Instruction was hired. The I U is investigating the purchase of 2.3 acres of land next to the current building for future needs.
- b. Lehigh Valley Workforce Investment Board—LVWIB is currently determining their support of Chapter 4.
- c. Legislation—a local legislative breakfast is scheduled for April 25
- d. Recreation Commission—The Rec Commission is gearing up for spring sports. The NYAA is sponsoring field clean up day on April 5. 2008 will be the 10<sup>th</sup> year for Night in the Country on August 16. D. Schafer attended a grant seminar and noted he is waiting for a response on the grant for the skate park.
- e. Lehigh Career & Technical Institute—no report

**Old Business**—none

**New Business**—none

**President offered courtesy of the floor for public comment**—none

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

**Report from Superintendent Meixsell**

- a. Administrative/Building Sharing—18 principals from Kuwait visited the District. Northwestern Elementary presented information on guided reading, Middle School presented information on literacy. Teachers from Wallenpaupack District visited the high school regarding “High Schools That Work” and Career Pathways. Middle school will be toured by Northampton teachers and board members for information on replicating our middle school model. Principals noted current events.
- b. Board Member Sharing—P. Fisher commented on the Board’s use of technology and urged members to look at the PSBA website. K. Zellner noted a golf outing September 27 for the Krista Hankee Scholarship Fund. D. Link commented on teacher contact with parents and the value of their concerns.
- c. Committee Meetings —Finance, 3/18/08 @6pm, Sm Conf Rm  
Policy, 4/7/08 @7am, Supt Office  
Buildings & Grounds, 4/2/08 @4pm, Brd Rm  
Public Relations, 4/9/08 @5pm, Supt Office  
Personnel, 4/9/08 @6pm, Sm Conf Rm

**G. Adjournment**

Upon motion by K. Zellner, the meeting was adjourned at 10:05 p.m.

Moved: K. Zellner

Seconded: P. Fisher

Vote: 7 Aye, 0 Nay

Respectfully submitted,

*Michael Ondra*

M. Ondra, Secretary

By N. Zellner, Sec. to the Board