Northwestern Lehigh School District
6493 Rte. 309, New Tripoli PA 18066
SCHOOL BOARD MEETING
District Administrative Conference Room
Wednesday, October 10, 2007, 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	Pr	Michael Ondra	Pr	Gregory Snyder
//////	Pr	Paul Fisher, Jr.	Ab	Darryl Schafer	Pr	Kenneth Zellner

Also present: R. Kulp, M. Scott, K. Kelley, E. Kerschner, D. King, Esq., S. Shearer, A. Nickischer, D. Nemes, R. Cartier, L. Matika, L. Stitzel, C. Linde, S. Meixsell, D. Sbrocchi, Esq., N. Zellner

Approval of Agenda The agenda was approved as amended allowing item E1 to be moved to the beginning of the meeting.
Moved: W. Dellicker Seconded: K. Zellner Vote: 8 Aye, 0 Nay

President welcomed guests and provided for comments—none at this time

Approval of Borrowing Resolution with Emmaus General Authority
Scott Shearer, from Public Financial Management, reviewed the proposed plan of Finance for the Northwestern and Weisenberg Elementary construction/renovations projects. Step 3 is for the issue of $8,500,000 of "non-grandfathered" variable rate debt. The transaction will take place in December. S. Shearer explained the loan structure and schedule. Drummond King, Bond Council, reviewed the documents and recommended the Board proceed by adopting the resolution that will be filed with DCED with a projected settlement date of December 3, 2007.
Moved: W. Dellicker Seconded: D. Link Vote: 8 Aye, 0 Nay

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

Personnel action, as listed:
L. Matika noted ten new substitute teachers were recruited at the job fair.

1. Recommendation to transfer BonnieLee Sechler, Class B Teacher Assistant at Weisenberg for 3.5 hours/day to temporary Class B Teacher Assistant at Weisenberg for six hours/day.
2. Appointment of Cheryl Deutsch, Kutztown, to the position of Class B Teacher Assistant assigned to Weisenberg for 3.5 hours/day at a rate of $10.84/hour. Cheryl is presently a Substitute Teacher Assistant for the District.
3. Appointment of Alexis Davidovich, , Nesquehoning, to the position of long-term substitute Family Consumer Science teacher assigned to the High School effective October 1, 2007 for the remainder of the 2007-2008 school year at BS Step 1 ($38,500) prorated for the remainder of the school year. Alexis is presently a substitute teacher with the District.
4. Approval to add the following individuals to the District Substitute Teacher list effective date to be determined upon receipt of all necessary paperwork:
   a. Jamie Boyer, Barto
   b. Diane Conte, Schnecksville
   c. Linda Findlay, Alburtis
   d. Christina Holsinger, Allentown
   e. Susan Neumann, Kempton
   f. Sarah Schurkamp, Kempton
   g. Joy Richards, Summit Hill

   h. Miranda Allen, Orefield
   i. Kyle Gunlock, Northampton
   j. Theresa Haak, Mertztown
5. Approval to remove the following individuals from the District Substitute Teacher list effective October 5, 2007:
   a. Susan Dymond – Employment elsewhere
   b. Andrew Freas – Employment elsewhere
   c. Jennifer Hardner – Employment elsewhere
   d. Pamela Pike – Employment elsewhere
   e. Kimberly Stasko – Employment elsewhere
6. Approval to add the following individuals to the Substitute Teacher Assistant list at a rate of $10.62/hour effective date as follows:
   a. Katherine Breckenridge – Effective September 21, 2007 (presently Substitute Secretary)
   b. Carolyn Landis – Effective October 3, 2007 (presently Class B Teacher Assistant two hrs/day)
   c. Gail Majewski, New Tripoli, effective date to be determined upon receipt of all necessary paperwork
7. Approval for the request for medical unpaid leave for Larry Von Funk, Class C part-time driver, effective September 27, 2007. Return to work date to be determined.
8. Request for approval of unpaid days for the following individuals:
   a. Margaret Laxson – Northwestern Elementary Teacher Assistant
      9 unpaid days: October 1 – 5, 2007 and October 9 – 12, 2007
   b. Cathy Schwoyer – High School Teacher Assistant, 5 unpaid days: December 12 – 14, 2007 and December 17 and 18, 2007
9. 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
Yearbook Advisor – MS	Wanda Reda	$1,187.31
Assistant Football Coach	Austin Bleam	Volunteer

10. Request for student teaching experience at the High School for the following individual from Kutztown University from October 29 through November 9, 2007:
    a. Shawn Cherinchak with Anna Gilgoff-Language Arts
11. Request for student teaching experience at Weisenberg Elementary for the following individuals from Muhlenberg College from March 17 through May 8, 2008:
    a. Alexandra Kaplan with Justine Snyder-Grade 4
    b. Katie Mulford with Jen Kernick-Grade 4
    c. Danielle Rackow with Donna Shay-Grade 4

Moved: K. Zellner Seconded: P. Fisher Vote: 8 Aye, 0 Nay

Report on hiring process for Assistant Superintendent
L. Matika updated the Board on the process. Level 1 interviews have been completed. Four successful candidates will be interviewed on October 11 & 12. The committee hopes to have a selection for Board approval in November.

B. Curriculum/Building Issues
Curriculum cycle update
Administrators met to analyze and revise the current curriculum review process. A committee will meet to examine goals set in the Strategic Plan. The goal is to have a revised process ready for approval at a December Board meeting.

Update on Classrooms For the Future and Project 720 grants
L. Stitzel noted the District is awaiting approval from PDE to purchase equipment to outfit three core area rooms with projectors and interactive whiteboards. Five special education classrooms will also be outfitted. Special Education teachers will receive laptops. The grant will also enable the purchase of six more carts with 188 student laptop computers. The Project 720 Grant

provides funding for things like Study Island for PSSA remediation, Atomic Learning which has tutorials that anyone in the District can access, and our membership in Blended Schools consortium that gives additional training for the 9th grade academy.

Report on Before School Programs at Weisenberg Elementary
R. Cartier approached the Weisenberg PTO if they would be interested in helping to fund programs that would extend opportunities for third & fourth grade students before the regular school day from approximately 8:15 to 9 a.m. Funding would purchase materials and a small teacher stipend for programs such as intro to violin. Other suggested programs were science, writing, and art. If the program is successful, it could be extended to Northwestern Elementary and across the elementary level.

C. Policies

First reading of edits to Policy 123.2 Wrestling Weight Certification
The change was requested by PIAA for the policy to state that prior to the participation by any student in interscholastic wrestling, the minimum weight classification at which the student may wrestle during the season must be established no earlier than six weeks prior to the first competition day of the winter sports season. This is now a national rule.

First reading of edits to Policy 006 Meetings and Policy 007 Distribution per the recommendation of the Public Relations Committee
Changes to Policy 006 clarifies the opportunity for public comment. Changes to Policy 007 are for clarification of the Distribution of Policy Books. The District will retain six hard copies and have all policies available on the District website.

Policy Committee schedule
The Policy Committee will meet on a designated Monday each month at 7 a.m. in the Superintendent's Office. All Board members are welcome to attend.

D. Facilities

Facility Master Plan Update
The Buildings & Grounds Committee has reviewed projects that were designated for this year, the status toward completion, and the actual cost when completed. A draft list is being developed for projects for 2008/2009 school year

Approval of change orders for Northwestern Elementary building project

a. Approval of Walter Brucker and Co., Inc. change order GC6 for schedule change related to sub-grade detention basin at rear of C-wing addition to early December 2007 in the amount of $0.
b. Approval of Walter Brucker and Co., Inc. change order GC7 for additional measures as required for temporary exits from C-wing and B-wing in the amount of $11,789.00.
c. Approval of Wind Gap Electrical change order EC1 for two additional outlets for undersink pumps in C-wing classrooms in the amount of $1,300.00.
d. Approval of Wind Gap Electrical change order EC2 for schedule change related to sub-grade dentention basin at rear of C-wing addition to early December 2007 in the amount of $0.
e. Approval of JBM Plumbing, Inc. change order PC3 for schedule change related to sub-grade detention basin at rear of C-wing addition to early December 2007 in the amount of $0.
f. Approval of JBM Plumbing, Inc. change order MC1 for schedule change related to sub-grade detention basin at rear of C-wing addition to early December 2007 in the amount of $0.
g. Approval of Crest Environmental change order AC1 for abatement of additional materials in the amount of $22,860.00.
h. Approval of Crest Environmental change order AC2 for schedule change related to sub-grade detention basin at rear of C-wing addition to early December 2007 in the amount of $0.

Moved: M. Ondra Seconded: W. Dellicker Vote: 8 Aye, 0 Nay

Approval to accept proposal from Advantage Electrical Installations, Inc. for the emergency lighting project at the stadium in the amount of $52,890.00 as per attached bid tabulation

Moved: W. Dellicker Seconded: M. Ondra Vote: 8 Aye, 0 Nay

Approval of Weisenberg Elementary construction contracts per attached summary sheet

Moved: M. Ondra Seconded: D. Link Vote: 8 Aye, 0 Nay

E. District Finances

(action taken at beginning of meeting)

F. Other Reports

Old Business—none

New Business—none

President will offer courtesy of the floor for public comment—none

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

Report from Superintendent Meixsell—S. Meixsell met with the Weisenberg PTO and shared information on the Strategic Plan and the construction planning. She will do the same with Northwestern Elementary. The Administrative Team is planning a quarterly employee newsletter. The Foundation received a check for $10,000 from Waste Management.

a. Administrative/Building Sharing—D. Nemes shared the banner that will be displayed in the high school gym for the District 11 Sportsmanship Award. This is the third time the high school has received this award. Principals shared current events in each of the buildings. C. Linde is proceeding on getting quotes for a used van so the District will have a spare. All our vans are in use every day.
b. Board Member Sharing—Board members wished Kathleen Kelley best wishes on her plans to retire at the end of the school year. LCTI Open House is scheduled for November 15. Camille Bartlett noted an excellent motivational speaker who presented at Kutztown University.
c. Legislative Information—pending legislation to limit the use of school buses beyond 12 years of age is not expected to move forward.
d. Committee Meetings—Buildings & Grounds, 10/3 @4pm, Brd Rm
   Finance, 10/17 @5pm, LCTI Restaurant Conf Rm
   Public Relations, 10/10 @5pm, Brd Rm
   Personnel, 10/10 @6pm, Brd Rm

G. Adjournment

Upon motion by K. Zellner the meeting was adjourned at 9:09 p.m.

Moved: K. Zellner Seconded: D. Link vote: 8 Aye, 0 Nay

Respectfully submitted,

Michael Ondra

M. Ondra, Secretary
By N. Zellner, Asst. Bd. Secretary