

**Northwestern Lehigh School District
6493 Rte. 309, New Tripoli PA 18066
SCHOOL BOARD MEETING
District Administrative Conference Room
Wednesday, November 14, 2007, 7:30 p.m.**



Minutes

A. Agenda

Call to Order

President Snyder called the meeting to order at 7:30 p.m.

Opening Exercises

Opening exercises and roll call as listed below followed.

Roll Call

8 present

Roll Call	Ab	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	Pr	Kenneth Zellner

Also present: J. Klocek, J. McCabe, M. Scott, L. Stitzel, K. Fisher, L. Hoppes, J. Bashore, L. Seier, M. Malay, C. Linde, L. Matika, D. King, Esq., E. Kerschner, S. Meixsell, D. Lomber, Esq., N. Zellner

Approval of Agenda as revised

Moved: P. Fisher

Seconded: K. Zellner

Vote: 8 Aye, 0 Nay

President welcomed guests and provided for comments

Approval of Minutes, as attached, for October 10 & October 17, 2007

Moved: W. Dellicker

Seconded: D. Schafer

Vote: 8 Aye, 0 Nay

Personnel action, as listed:

1. Approval to change teacher contract of Diana Souders, Speech Therapist, from 40% to 60% effective December 3, 2007.
2. Recommendation to extend the long-term Math Teacher assignment for Duran Porrino for the remainder of the school year at BS Step 1 prorated for the remainder of the school year.
3. Appointment of Norman Walker, Fogelsville, to the position of Class E/F Van Driver/Van Driver Substitute, at a rate of \$14.42/hour effective November 19, 2007 pending receipt of all necessary paperwork.
4. Approval for unpaid Family Medical Leave of Absence for David Susko, Custodian, pending the receipt of all necessary paperwork, effective October 26, 2007 (PM).
5. Approval to change the resignation date of Michelle Dudley, Class B Remedial Assistant assigned to the High School Guidance Office, from Friday, November 9, 2007 to Wednesday, November 14, 2007.
6. Recommendation to approve the following Food Service Department changes:
 - a. Gail Phillips – from substitute to part-time General Production Worker at the High School for four hours/day, effective October 15, 2007
 - b. Barbara Ziegler – change assignment from Middle School to Weisenberg, effective November 26, 2007
 - c. Jen Covert – from substitute to part-time General Production Worker at the Middle School for three hours/day, effective November 26, 2007
 - d. Christine Mann – from substitute to part-time General Production Worker at Northwestern Elementary for two hours/day, effective November 26, 2007
 - e. Tasia Hatcher – additional position as substitute General Production Worker effective November 26, 2007, presently substitute Teacher Assistant
7. Recommendation to add the following individual to the District Teacher Substitute list effective November 15, 2007 pending receipt of all necessary paperwork:
 - a. Kathryn Bonilla: Allentown—Music Certification
8. Recommendation to remove the following individual from the District Teacher Assistant Substitute list effective November 12, 2007:
 - a. Carol Estrella – relocating

9. Recommendation to accept the resignation of Kim Flueso as SADD Advisor effective November 20, 2007.
10. Approval of extracurricular positions per the negotiated contract for the 2007-08 school year pending receipt of all necessary paperwork:

Extracurricular Application	Name	Stipend
Assistant Boys Basketball Coach	Dean Schwartz	\$3,705.98
Winter Weight Training Coach	Gregory Mitchell	\$350.00
Fall Weight Training Coach	Josh Snyder	\$350.00
Spring Weight Training	Josh Zimmerman	\$350.00
Assistant Boys Wrestling Coach	Duran Porrino	Volunteer
Head Girls Soccer Coach	Kelly Blean	\$4,998.78

Moved: P. Fisher

Seconded: S. Schoffstall

Vote: 8 Aye, 0 Nay

B. Curriculum/Building Issues

Preliminary Special Education Audit Update

Dr. Scott shared a preliminary self assessment listing 20 items the state will look at. The District is currently meeting targets in most areas. Dr. Scott is working on a Special Education procedures manual that should be completed by the start of next year.

Approval of changes to 2008-2009 High School Program of Studies book

K. Fisher reviewed and explained the changes and noted the advanced placement, college dual enrollment, and distance learning courses.

Moved: K. Zellner

Seconded: D. Schafer

Vote: 8 Aye, 0 Nay

C. Policies

D. Facilities

Elementary construction project report

John McCabe gave highlights of the items completed. The new addition on the end of C-wing should be completed by early December and the A-wing office area should be ready by early January. He explained changes to the phasing which include moving D & E-wing classes to the new addition so contractors can begin work in D-wing rooms. This will help minimize noise & distractions to the other areas of the building.

Joe Klocek reported the new construction entrance, contractor parking and staging areas have been built at Weisenberg Elementary. Site work has begun. Concrete work for the new wing will be started. The modular home was removed.

Approval of change orders for Northwestern Elementary building project as listed:

- a. Approval of Walter Brucker and Co., Inc. change order GC-08 for furnishing and installation of angles to reinforce existing bar joists in Boiler Room per sketch SK-S15 in the amount of \$1,464.00.
- b. Approval of Walter Brucker and Co., Inc. change order GC-09 for excavation of rock in multi-purpose area requiring ram hammer for 265 linear feet of trench 3' deep by 3' wide for a total of 85 cubic yards@\$275 per yard in the amount of \$23,375.00.
- c. Approval of Walter Brucker and Co. change order GC-10 for supplying lintels over insulated translucent panels in Multi-Purpose room called for in addendum #3 in the amount of \$3,302.00.
- d. Approval of Walter Brucker and Co. change order GC-11 for laminate 5/8" gypsum wallboard over existing wall surfaces in Reception Area A4, Mail Room A6, and Health Suite A11 in the amount of \$718.00.
- e. Approval of Wind Gap Electrical change order EC-03 for installation of temporary exit signage, fire alarm devices, and emergency lighting for temporary exits from B-wing and C-wing as required in the amount of \$1,479.98.
- f. Approval of JBM Mechanical change order MC-02 to furnish and install a sump pump transition tank per IBC regulation in the amount of \$4,361.00.

Moved: M. Ondra

Seconded: K. Zellner

Vote: 8 Aye, 0 Nay

E. District Finances

Approval of Resolution authorizing issuance and closing on the \$9 Million Note, Series of 2008, to M & T Bank, previously authorized by Resolution of August 25, 2004 and approved by DCED of the Commonwealth of Pennsylvania

Moved: W. Dellicker Seconded: D. Schafer Vote: 8 Aye, 0 Nay

Approval of 2006-2007 final budget transfers per attached sheet:

Moved: W. Dellicker Seconded: P. Fisher Vote: 8 Aye, 0 Nay

Approval of school bus video surveillance bids per tabulation

Wolfington Body Co, Inc. was the low bidder in the amount of \$20,793.25 meeting the specifications. The equipment will monitor and record activity on buses. Policy was previously approved and included in student/parent handbooks. Equipment should be installed by January.

Moved: W. Dellicker Seconded: P. Fisher Vote: 8 Aye, 0 Nay

Approval of agreement with Fox Rothschild LLP for policy compliance relevant to records management in the amount of \$775

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

Confirmation of approval of contract with Carl R. Bieber Tourways for transport of 8th grade class trip to PA Renaissance Faire, Manheim PA, on 11/8/07 in the amount of \$2,926.00 to be paid from Middle School Student Activity Fund

Moved: M. Ondra Seconded: K. Zellner Vote: 8 Aye, 0 Nay

Receive the following Reports for October:

- a. Budget Report as presented
- b. Revenues Report as presented
- c. Treasurer's Report
 - General Fund** with a beginning balance of \$18,301,055.10, receipts of \$2,463,295.72, and disbursements of \$2,518,290.55, leaving a balance of \$18,246,060.27.
 - Capital Reserve Fund** with a beginning balance of \$1,071,092.52, receipts of \$4,265.95, disbursements of \$67,731.28, leaving a balance of \$1,007,627.19.
 - Construction & Renovation Fund** with a beginning balance of \$7,566,982.28, receipts of \$29,596.90, disbursements of \$815,746.60, leaving a balance of \$6,780,832.58.
 - 2004 GON** with a beginning balance of \$79,441.73, receipts of \$212.49, disbursements of \$1,354.96, leaving a balance of \$78,299.26.
 - Food Service Fund** with a beginning balance of \$7,570.82, receipts of \$87,268.44, disbursements of \$87,801.78, leaving a balance of \$7,037.48.
- 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: M. Ondra Seconded: K. Zellner Vote: 8 Aye, 0 Nay

Approval of the following Bills as listed for payment:

- a. General Fund totaling \$937,588.91
- b. Capital Reserve Fund totaling \$166,950.00
- c. Construction & Renovation Fund totaling \$951,384.97
- d. 2004 GON—none
- e. Food Service Fund totaling \$56,810.73
- f. Tiger Fund totaling \$1,138.77

Moved: W. Dellicker Seconded: D. Schafer Vote: 8 Aye, 0 Nay

F. Other Reports

Federal Programs—no report

Foundation Report—The next meeting is scheduled for December 4. The Foundation is working on approving Teacher Mini Grants. Fundraising activities scheduled include the Harlem Wizards on April 6, 2008 and the second Golf Tournament on August 15, 2008.

Transportation Report—no report

Food Service Report—L. Seier explained the Lifestyles Return program through Highmark Blue Shield. District employees who participate will receive incentives. The current initiative is the Maintain Don't Gain program. Employees will receive helpful information throughout the holiday season regarding healthy habits.

Strategic Plan Report—S. Meixsell noted some of the items that have been implemented as part of the action plans. Camera installation, review of the curriculum cycle, Data Warehouse training, review of the Induction Program, continuation of the Connect Ed notification system, review process for child accounting software, and Chapter 12 Policy review are all action steps for various action plans.

Enrollment Report—2400 students, also 61 homeschool, 54 cyber/charter, 213 non-public

Committee Reports as follows:

- a. Intermediate Unit—meeting next Monday.
- b. Lehigh Valley Business Education Partnership—currently working on restructuring plan. A meeting is scheduled for November 20 to review.
- c. Legislation
- d. Recreation Commission—working on the walking path, next year's Night In the Country and a grant application for the skate park.
- e. Lehigh Career & Technical Institute—Open House is November 15. Nine of the 29 inductees to the LCTI National Honor Society are students from Northwestern Lehigh School District.

Old Business—none

New Business—none

President offered courtesy of the floor for public comment—Laurie Claus noted she was attending as part of her school & community class with Dr. Fallinger.

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

Report from Superintendent Meixsell

- a. Administrative/Building Sharing—Clyde Hornberger is working on final budget information for LCTI. Excess revenues may be returned to the school districts. Keystone Awards were presented for meeting PSSA AYP goals. Principals shared current and upcoming events including distribution of report cards and the upcoming District 11 football playoff game. The Auditor General staff has begun working on the state audit.
- b. Board Member Sharing—D. Schafer commented on the high school play performance of "Charlie's Aunt." D. Link noted Bill Dellicker's upcoming retirement from LCTI.
- c. Committee Meetings—Public Relations, 11/14 @5:30pm, Brd Rm
Finance, 11/14 @6:30pm, Brd Rm
Buildings & Grounds, 12/5 @4pm, Brd Rm
Personnel, 12/5 @6pm, Brd Rm

G. Adjournment

Upon motion by K. Zellner, the meeting was adjourned at 9:02 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