

**Northwestern Lehigh School District
6493 Rte. 309, New Tripoli PA 18066
SCHOOL BOARD MEETING
District Administrative Conference Room
Wednesday, December 19, 2007, 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

All 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.	Pr	Darryl Schafer	Pr	Kenneth Zellner

Also present: E. Kerschner, J. McCabe, J. Klocek, P. Reiss, A. Bender, M. Moyer, E. Suter, J. Bashore,

L. Hoppes, K. Fisher, M. Scott, L. Seier, L. Stitzel, L. Matika, M. Malay, C. Linde, S. Meixsell, J. Freund, Esq., N. Zellner

Approval of Agenda as amended

Moved: K. Zellner

Seconded: M. Ondra

Vote: 9 Aye, 0 Nay

President welcomed guests and provided for comments—no comments

Anne Bender and Pam Reiss introduced high school students, Michelle Moyer and Elyse Suter who explained a Themes Class project focusing on the 2008 National Election. Students created a 30-second video clip addressing specific questions for candidates and submitted their video to YouTube. Though none of the questions were selected to air on the November 28 Debate, students expressed their enthusiasm for the project since some would be able to vote in the 2008 election.

Approval of Minutes, as attached, for November 7 & 14, 2007

Moved: K. Zellner

Seconded: D. Schafer

Vote: 9 Aye, 0 Nay

Personnel action, as listed:

1. Approval to extend Childrearing Leave for Kristine Dangelo, Northwestern Elementary teacher through the end of the third marking period of the 2007-2008 school year.
2. Approval to extend Childrearing Leave for Heather Fugazzotto, High School Language Arts teacher through the end of the third marking period of the 2007-2008 school year.
3. Approval for unpaid medical leave of absence for Richard Retherford, Maintenance, pending receipt of all necessary paperwork effective, December 17, 2007 (PM) through January 3, 2008.
4. Approval to accept the resignation of Donna Halpin, Weisenberg Elementary teacher effective January 28, 2008.
5. Approval to extend the Long Term Substitute position of Kristen Snyder, Reading Specialist through the end of the third marking period of the 2007-2008 school year. Kristen will be assigned to Northwestern Elementary for the third marking period.
6. Approval to extend the Long Term Substitute position of Linda Paist, High School Language Arts teacher, through the end of the third marking period of the 2007-2008 school year.
7. Approval to accept the resignation of Carolyn Landis, Middle School Teacher Assistant, effective December 17, 2007.
8. Request for approval of unpaid days for the following individuals: Barbara Keim – Class C driver, 3 unpaid days: January 8 and January 14 & 15, 2008.

D. Link noted the resignation of Donna Halpin and expressed appreciation for her years of service.

Moved: M. Ondra

Seconded: K. Zellner

Vote: 9 Aye, 0 Nay

B. Curriculum/Building Issues

Review of completed curriculum cycle and corresponding content area schedule

One of the components of the Strategic Plan was to have a new curriculum review plan in place this month. L. Stitzel reviewed the process used to revise the curriculum cycles and the need for a way to map the curriculum. Teachers have requested a common meeting time between buildings and grade levels. The committee identified the possibility of utilizing inservice days for that purpose. L. Stitzel shared content area schedules.

Approval of tutorial agreement(s) with KidsPeace National Hospital Centers for tutorial services for student #11096 at a rate of \$26.50 per hour for 5 hours per week

Moved: W. Dellicker Seconded: P. Fisher Vote: 9 Aye, 0 Nay

C. Policies

First reading of Policies 122, 123, 123.2, 123.3

S. Meixsell will incorporate P. Fisher's comments and asked for other feedback by the next Policy Committee meeting on January 7, 2008.

D. Facilities

Elementary construction project report

John McCabe noted inspection for certification of occupancy of the new classrooms on the end of Northwestern Elementary C-wing will take place on December 26. The move into that space is expected over the holiday break. A-wing section is scheduled for completion around January 11, 2008. Most work is on schedule.

Joe Klocek reported on the progress at Weisenberg Elementary. Current work included the installation of a second drainage basin, drainage pipe, and pouring of footings for the foundation. Steel work should begin the first week in February. There are no change orders so far.

Approval of Advantage Electrical Installations, Inc. change order EC-01 for stadium emergency lighting project for a credit to use existing conduit in the reduced amount of \$-1704.00

Moved: D. Link Seconded: K. Zellner Vote: 9 Aye, 0 Nay

E. District Finances

Approval to authorize the District's financing team composed of Public Financial Management, Inc., Financial Advisors, and King, Spry, Herman, Freund & Faul, LLC, Bond Counsel, in conjunction with the Board and Administration, to proceed with the refunding of the General Obligation Note, Series of 2008, by the issuance of bonds, and to present to the Board, on some later date, a proposal for the purchase of the bonds

Moved: W. Dellicker Seconded: D. Schafer Vote: 9 Aye, 0 Nay

Presentation and discussion of 2008-2009 General Fund budget information

C. Linde reviewed current revenue and expenditures. She noted a decrease in revenues due to the elimination of per capita taxes, current low growth in real estate values, falling interest rates, loss in IDEA funding, low state subsidy growth, and a decline in grant revenues. The major increase in expenditures are new staffing needs, benefits, increases for special education and charter/cyber schools, diesel, heating oil and electricity prices, and the first phase of debt service costs for borrowings. The budget will be developed staying at or below the 5.2% index and follow the regular budget process.

Approval of resolution certifying 2008-2009 school year tax rate increase will be less than or equal to the 5.2% index calculated by Pennsylvania Department of Education

Moved: W. Dellicker Seconded: D. Schafer Vote: 9 Aye, 0 Nay

Approval of 2007-2008 Budget transfers

Moved: W. Dellicker Seconded: P. Fisher Vote: 9 Aye, 0 Nay

Approval of changes to District bus stops for 2007-2008 school year

Moved: W. Dellicker Seconded: K. Zellner Vote: 9 Aye, 0 Nay

Approval of project contract with Heather Snyder for \$60.00 per hour January 2, 2008 through March 7, 2008 to complete projects related to the Assistant Superintendent job description

Mrs. Snyder will be working on projects including safety and security issues & policy for approximately five to ten hours per week.

Moved: K. Zellner Seconded: P. Fisher Vote: 9 Aye, 0 Nay

~~Approval of Athletic Trainer Services Agreement with OAA Orthopaedic Specialists for 2008-2009 through 2013-2014 school years~~—held until a later date for further review

Approval of Act 7 of 2007 Local Services Tax Resolution

The resolution amends the existing Occupational Privilege Tax for the purpose of changing the name to the "Local Service Tax" for compliance with exemption requirements pursuant to Act 7 of 2007.

Moved: W. Dellicker Seconded: D. Link Vote: 9 Aye, 0 Nay

Approval of Resolution of Support for Senate Bill 777

Copies of the resolution supporting the passage of the Bill amending the Municipal claims and tax liens will be sent to State Representatives. Senate Bill 777 would allow the District the ability to choose how delinquent real estate taxes are collected.

Moved: P. Fisher Seconded: S. Schoffstall Vote: 9 Aye, 0 Nay

Approval of contract with Achieve3000, Inc. to provide Teen Biz3000 license for use in the middle school and high school in conjunction with grant funding as available at the annual cost of \$26,781.50 per year for 2008-09 and 2009-10

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

Michael Ondra left the meeting at 9:51 p.m.

Approval of contract with Tams-Witmark Music Library, Inc. to pay royalty And rental fees for five performances of the Spring musical production of Kiss Me, Kate on March 6-9, 2008 in the amount of \$1,820.00

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

The following items were reviewed at the Finance Committee Meeting earlier in the evening. Board members agreed to take action on the following items as one motion:

Approval of exoneration of delinquent per capita taxes for 2005-2006 and 2006-2007 school years per attached

Approval to refund 2007-2008 Lynn Township real estate taxes for parcel # 14-540891525529-1 (Bruce & Elizabeth Bodien) in the amount of \$106.74 due to property information correction.

Approval to exonerate County of Lehigh Tax Claims Bureau and Portnoff Law Associates from the collection of Heidelberg Township delinquent real estate taxes on parcel 10-553107933358-2 (James Lloyd Sr Estate) due to removal of mobile home as follows:

<u>Year</u>	<u>Penalty Amount</u>
2003-2004	\$ 177.49
2004-2005	\$ 190.10
2005-2006	\$ 210.52

Approval to establish bank account with Pennsylvania Local Government Investment Trust (PLGIT) to satisfy contractual obligation for interest payments on Emmaus Bond Pool borrowing

Moved: W. Dellicker Seconded: K. Zellner Vote: 8 Aye, 0 Nay

Receive the following Reports for November:

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

General Fund with a beginning balance of \$18,246,060.27, receipts of \$1,586,485.78, and disbursements of \$3,208,762.52, leaving a balance of \$16,623,783.53.

Capital Reserve Fund with a beginning balance of \$1,007,627.19, receipts of \$3,392.32, disbursements of \$166,950.00, leaving a balance of \$844,069.51.

Construction & Renovation Fund with a beginning balance of \$6,780,832.58, receipts of \$23,165.78, disbursements of \$951,628.64, leaving a balance of \$5,852,369.72.

2004 GON with a beginning balance of \$78,299.26, receipts of \$193.30, disbursements of \$0, leaving a balance of \$78,492.56.

Food Service Fund with a beginning balance of \$7,037.48, receipts of \$89,567.27, disbursements of \$71,301.73, leaving a balance of \$25,303.02.

- 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: W. Dellicker

Seconded: K. Zellner

Vote: 8 Aye, 0 Nay

Approval of the following Bills as listed for payment:

- a. General Fund totaling \$1,079,249.04
- b. Capital Reserve Fund totaling \$33,491.58
- c. Construction & Renovation Fund totaling \$1,200,305.23
- d. 2004 GON – none
- e. Food Service Fund totaling \$48,718.46
- f. Tiger Fund totaling \$2,273.14

Moved: W. Dellicker

Seconded: K. Zellner

Vote: 8 Aye, 0 Nay

F. Other Reports

Federal Programs—Title 1 audit was completed. The District has not yet received a report.

Foundation Report—The Governance Committee is working on revisions to Fund Management Policy. Staff tribute letters were distributed. The New Tripoli Bank will be title sponsor for Harlem Wizards (\$5000). The golf tournament is set for Aug. 15, 2008. Checks were distributed to teachers for mini-grants. The Alumni Assoc. has 34 members. Planning an all-year reunion for next Fall.

Transportation Report—no report

Food Service Report—no report

Strategic Plan Report—The District is on track with work to complete goals.

Enrollment Report—2400 students, 61 homeschool, 55 cyber/charter, 215 non-public students

Committee Reports as follows:

- a. Intermediate Unit—K. Zellner noted IU is on good financial track and will seek RFPs for a new auditing firm.
- b. Lehigh Valley Business Education Partnership—the focus of the next meeting will be to disband the partnership and join forces with the Lehigh Valley Workforce Investment Board
- c. Legislation—no report
- d. Recreation Commission—Cowan Associates has volunteered to do civil engineering work for the skate park project. The Rec Commission is working on a joint letter from the four townships and the District to apply for a grant.
- e. Lehigh Career & Technical Institute—A preliminary budget was approved. LCTI is looking at a diesel lab to offer training opportunities that will include adult education.

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

- a. Administrative/Building Sharing—S. Meixsell noted several faculty members were recognized for their use of the Achieve 3000 software.
- b. Board Member Sharing—P. Fisher thanked the bus drivers and buildings & grounds staff for the great job they did during the bad weather in the past few weeks. D. Link commented on the impressive middle school concert.
- c. Committee Meetings—

Finance, 12/19/07 @6pm,
Buildings & Grounds, 1/2/08 @4pm, Brd Rm
Policy, 1/7/08 @7am, Supt. Office
Public Relations, 1/9/08 @5pm, Brd Rm
Personnel, 1/9/08@6pm, Brd Rm

G. Adjournment

Upon motion by K. Zellner, the meeting was adjourned at 10:09 p.m.

Moved: K. Zellner

Seconded: P. Fisher

vote: 8 Aye, 0 Nay

Respectfully submitted,

Michael Ondra

M. Ondra, Secretary

By N. Zellner, Asst. Bd. Secretary