



Northwestern Lehigh School District

6493 Rte.309, New Tripoli PA 18066

SCHOOL BOARD MEETING

District Administrative Conference Room

Wednesday, May 17, 2006, 7:30 p.m.

Minutes

A. Agenda

Call to Order The meeting was called to order at 7:33 p.m. by President Snyder.

Opening Exercises Opening exercises and roll call as listed below followed.

Roll Call

Roll Call	Pr	Camille Bartlett	Pr	Michael Ondra	Pr	Sally Schoffstall
pr/ab	Pr	Willard Dellicker	Pr	Mark Richman	Pr	Kenneth Zellner
////////	Pr	Donald Link	Ab	Darryl Schafer	Pr	Gregory Snyder

Also Present: R. Machamer, K. Kistler, J. Klach, B. Fritzinger, J. Pennabaker, K. Berg, L. Hutson, A. Gilgoff, M. Johnston, M. Deans, Mr. & Mrs. Eck, P. Zoghby, D. Moyer with students G. Bringhurst, L. Dietrich, A. Hardy, A. Millward, E. Vaughn, A. & J. Zoghby, E. Kerschner, L. Stitzel, K. Fisher, L. Hoppes, K. Kelley, B. Hart, E. McLaughlin, L. Matika, S. Meixsell, M. Malay, J. Gould, D. Sbrocchi, Esq., N. Zellner

Approval of Agenda

Dr. Gould noted additions to the agenda and asked the Board to hear item F8 during Curriculum/Building Issues. The agenda was approved as amended.

Moved: W. Dellicker

Seconded: K. Zellner

Vote: 8 Aye, 0 Nay

President welcomed guests and provided for comments

High School Science Olympiad—Dave Moyer, Science Club Advisor, introduced students Greg Bringhurst, Laura Dietrich, Adam Hardy, Andy Millward, Liz Vaughn, Andy Zoghby and Jeff Zoghby who gave highlights of the recent Science Olympiad they participated in at Moravian College. The team placed 3rd in construction events, 1st in lab events, and 1st in test events. Overall the team placed 9th. Pres. Snyder presented the students with certificates of appreciation for their hard work.

Mr. Joe Klach of 2235 Oakwood Court, Fogelsville, addressed the Board regarding the Minutes of April 11. He stated the main focus of his concerns were for a survey of the community. He also commented he is waiting for a response.

Approval of Minutes, as attached, for April 11 & April 19

The minutes were approved as presented.

Moved: W. Dellicker

Seconded: D. Link

Vote: 8 Aye, 0 Nay

Personnel action, as listed below:

L. Matika reviewed personnel recommendations. B. Hart noted the summer reading program will combine students from both elementary schools and be held at the Middle School.

Moved: M. Ondra

Seconded: S. Schoffstall

Vote: 8 Aye, 0 Nay

1. Appointment of the following as summer reading program teachers as recommended, at \$27.50/hour:

- a. Laura Hallman
- b. Jennifer Kernick
- c. Suzanne McMullen
- d. Sherry Minich
- e. Amanda Rau
- f. Michelle Wanner

Substitutes:

- a. Joy Hauck
 - b. Tammy Nelson
2. Recommendation to add the following to the district substitute teacher list effective May 18, 2006 pending receipt of all necessary paperwork:
 - a. Brian Booher: Orwigsburg 17961
Emergency Certification – Elementary
 - b. Kimberly Stasko: Germansville 18053
Elementary Education
3. Recommendation to add the following to the district substitute teacher assistant list at a rate of \$10.11/hour effective date to be determined pending receipt of all necessary paperwork:
 - a. Janice Metzger: Germansville 18053
4. Approval to remove the following from the transportation list effective May 12, 2006:
 - a. Mary Selig: no response
5. Approval for request for childrearing leave in conjunction with Family Medical Leave for Stephanie Jarecke, Northwestern Elementary teacher, effective August 21, 2006 (beginning of the 2006/2007 school year) through the second marking period. The return to work date will be the first day of the third marking period.
6. Request for unpaid leave for medical reasons for Wendy Morrison, transportation, effective April 28, 2006 for the remainder of the school year.
7. Recommendation to approve the request of unpaid days for the following:
 - a. James Sullivan, middle school teacher assistant – two days, May 22 and 23, 2006

B. Curriculum/Building Issues

Presentation of Middle School Literacy and schedule considerations

K. Kelly & L. Hoppes presented A Wave of Change—Part 2, giving more information of some of the changes to be made to the Middle School schedule. J. Pennabaker, K. Berg, M. Deans & L. Hutson presented some of their strategies to help students grow as a reader along with a video of students explaining their thoughts on cognition.

First reading of High School Language Arts Curricula

First reading of High School Language Arts Text and Instructional Materials

S. Meixsell gave highlights of the Language Arts Curriculum for grade 9 through 12 and elective courses. The curriculum is aligned to state anchors and standards. The curriculum and sample text will be available for public review for the next 30 days. Classroom sets of textbooks will be purchased plus CDs for students to use at home. A web based version of the textbook is also available. Textbooks will be available for students who do not have access to computers. Teachers Anna Gilgoff and Becky Fritzinger commented on some of the criteria used to select the materials such as what will invite students to read and what materials are developmentally appropriate and interesting for high school reading.

Approval to reapply for the Project 720 Grant in the amount of \$45,000

L. Christman reviewed the request to apply for the second year of the grant—720 days in the life of a high school student.

Moved: M Ondra

Seconded: M. Richman

Vote: 8 Aye, 0 Nay

C. Policies

First reading of District Wellness Policy

A wellness policy must be in place for next year according to federal guidelines. S. Meixsell explained our new policy meets all criteria and will be submitted to PDE this summer.

D. Facilities

Update of Plan Con

Dr. Gould gave a brief summary of today's meeting with DEP. A meeting is scheduled with PDE for May 19 to present PlanCon B.

E. District Finances:

Approval of renewal of agreements for health services with Northwestern Medical Center with no increase from last year's agreement, including physicals for transportation personnel (\$9) and athletic and grade level physicals (\$7)

Moved: M. Ondra

Seconded: D. Link

Vote: 8 Aye, 0 Nay

Approval of changes to district bus stops for the 2005-2006 school year
Four additional stops were added.

Moved: W. Dellicker

Seconded: M. Richman

Vote: 8 Aye, 0 Nay

Approval of 2005-2006 budget transfers
M. Malay noted transfers made for charges for tax collectors.

Moved: C. Bartlett

Seconded: W. Dellicker

Vote: 8 Aye, 0 Nay

Receive the following Reports for April, 2006:

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

General Fund with a beginning balance of \$8,114,154.52, receipts of \$1,414,859.14, and disbursements of \$1,894,317.86, leaving a balance of \$7,634,695.80.

Capital Reserve Fund with a beginning balance of \$574,757.92, receipts of \$1,523.08, disbursements of \$0, leaving a balance of \$576,281.00.

2004 GON with a beginning balance of \$264,657.61, receipts of \$701.08, disbursements of \$180.00, leaving a balance of \$265,178.19.

Food Service Fund with a beginning balance of \$4,782.56, receipts of \$63,493.04, disbursements of \$66,720.37, leaving a balance of \$1,555.23.

- d. EIT Report—as presented
- e. Activity Fund Report—as presented
- f. Budget to Actual Expenditures by Object Report—as presented

Moved: W. Dellicker

Seconded: M. Richman

Vote: 8 Aye, 0 Nay

Approval of the following Bills as listed for payment:

- a. General Fund totaling \$642,426.28
- b. Capital Reserve Fund—none
- c. 2004 GON—none
- d. Food Service Fund totaling \$43,648.70
- e. Tiger Fund—none

Moved: W. Dellicker

Seconded: M. Richman

Vote: 8 Aye, 0 Nay

F. Other Reports:

Federal Programs—no report

Foundation Report—Foundation members met May 4 to make edits to the By laws. The edits have been reviewed by the solicitor and accountant and will be brought back for Board approval.

Transportation Report—no report

Strategic Plan Report—The five sub committees have ended their work for this year. The Steering Committee will meet June 21 to focus on vision and incorporate direction to include the operational pieces.

Enrollment Report—2349 students, also 65 homeschool, 35 Cyber/Charter, 227 non-public

Committee Reports as follows:

- a. Intermediate Unit—Special education numbers are growing. The new building should be ready by the first week in September

- ✱ LVBEF Report—looking for an Executive Director.
- b.  Legislation
- c. Recreation Commission—The lighting project for the lower fields is moving along. Volunteers are needed for Night in the Country.
- d. LCTI—K. Zellner noted top students from all schools were recognized. Daniel Blewitt represented Northwestern Lehigh School District.

Old Business

Budget Discussion

M. Malay distributed information regarding fund balance, the status of the capital reserve, and an updated millage increase analysis. W. Dellicker requested more information regarding long-range project plans and a bus replacement plan. The Board discussed maintaining a healthy amount in capital reserve. Most were comfortable with a 7 to 8% balance. Pres. Snyder asked for direction for M. Malay to develop a final budget. A motion was made by M. Richman to direct Michael Malay to prepare a revised final budget with a 7 % fund balance including the \$173,000 transfer to capital reserve as discussed. This should result in a 2.2 millage increase.

C. Bartlett seconded the motion. Motion carried by a majority vote. Vote: 7 Aye, 1 Nay

New Business

Approval to apply for up to \$250,000.00 in state grant funds for primary literacy diagnostic assessment tools, training, and support

Details of the grant were discussed by the Finance Committee at the 6 p.m. meeting. The grant would be used to pay for one-time costs to support the language arts program.

Moved: M. Richman

Seconded: C. Bartlett

Vote: 8 Aye 0 Nay

Approval of contract with Profiles International for CheckPoint 360 Evaluation services in the amount of \$990.00

Moved: C. Bartlett

Seconded: S. Schoffstall

Vote: 8 Aye 0 Nay

Approval of Assurance for the Operation of Special Education Services and Programs

The Special Education Plan is a requirement of PDE and also a part of the Strategic Plan. This piece is due by the end of the month. The district is providing the appropriate Special Education Programs.

Moved: M. Richman

Seconded: W. Dellicker

Vote: 8 Aye 0 Nay

Approval of 6-month extension agreement beginning July 2006 with Edwards Business Machines for Northwestern Elementary, Weisenberg Elementary, Middle School, Business, Transportation, Psychology, Athletics and Guidance Office at \$0.0112 per copy

Extending the contract will bring the contract time in line with the contract for the high school Xerox.

Moved: W. Dellicker

Seconded: M. Richman

Vote: 8 Aye 0 Nay

Approval to purchase a new Hobart Dishwasher for the High School Cafeteria off of State Contract #7350-05. Funds to be provided through Capital Projects, Fund 34

Moved: W. Dellicker

Seconded: D. Link

Vote: 8 Aye 0 Nay

Approval of contract with NTI Company to purchase Connect-ED emergency communication services for 3 years at \$8,450.00 for the first year and \$3.00 per student for year 2 and 3

The system will communicate snow days, cancellations, and emergencies such as lock down or a power outage. The package will interface with our current database and includes community outreach, attendance/tardy notification and can be customized to grade level, building, or all students. Parents will have the ability to opt out of the service.

Moved: C. Bartlett

Seconded: S. Schoffstall

Vote: 8 Aye 0 Nay

President offered courtesy of the floor for public comment.

Mr. Joe Klach addressed a list of previous tax increases he compiled for the Board. He would like to see cost reduction for the coming year by cutting back on the fluff such as the school newspaper, field trips, and extracurricular activities.

Communications/Notes for the Board from Michael Ondra, Secretary

The opening of the ballots for the LCCC Trustee at Large will be opened May 26 at 6 p.m.

Report from Superintendent Gould

a. Administrative/Building Sharing—Building principals noted the following upcoming events: High school band & choral concerts and art show May 22; senior awards, May 23, sports teams are participating in finals. The Prom will be held May 28. Final exams for seniors will be next week, June 2 & 5 for other grades. Plans for elementary Fun Day (May 18) and Play Day (May 25) and Elementary Challenge (May 22) are complete. Work has started on the pavilion at NWE. All middle school students will be represented at their Art Show. The middle school awards assembly will take place on June 2 and the 8th grade will hold their promotion assembly on June 5.

L. Matika noted a brief Personnel Committee meeting tonight. The committee should expect a full agenda next month.

b. Board Member Sharing—M. Ondra commented on the informative middle school presentation by Dr. Kelley, L. Hoppes, and staff members regarding the new schedule. D. Link noted the Weisenberg Art Expo was a fun family event. S. Schoffstall thanked all members of the Board for all their hard work during the lengthy discussions.

c.  Legislative Information

d. Reminder: Committee Meetings—

Personnel Committee May 17, 6:45 p.m.

Finance Committee, May 17, 6:00 p.m.

G. Adjournment

A motion was made by K. Zellner to adjourn the meeting at 11:18 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