

**Northwestern Lehigh School District
6493 RT 309, New Tripoli PA 18066
WORKSHOP MEETING
District Board Room
Wednesday, September 2, 2020, 7:00 PM**

1. Opening Procedures

1.01 Call to Order

The September 2, 2020 Workshop Meeting of the Northwestern Lehigh School District Board of Directors was called to order at 7:02 PM by President Willard Dellicker.

1.02 Opening exercises included the Pledge of Allegiance and a moment of silence

1.03 Roll Call

PR/AB

*AB	John Casciano	PR	Todd Hernandez	PR	Alan Rex
PR	Willard Dellicker	PR	Todd Leiser	PR	Rachael Scheffler
AB	Joseph Fatzinger			PR	James Warfel

* J. Casciano arrived at 7:16 PM

Also Present:

Phil Toll, Derek Steidle, Jason Zimmerman, Arthur Oakes, Jessica Moyer, Luann Matika, Leslie Frisbie, Troy Sosnovik, Jennifer Holman and Janine Partenio.

1.04 Approval of Agenda with an update for the start of school under Operational Updates - Item 4.01

Moved: A. Rex

Seconded: T. Leiser

Vote: 6 Aye, 0 Nay

1.05 President welcomed guests

1.06 Courtesy of the Floor

None at the time

2. Curriculum/Building Issues

2.01 Special Education COVID-19 Mitigation Equity Grant

L. Frisbie explained there was a grant opportunity from the Governor's office. She said there is not much information on it yet because the grant opened yesterday. She said the award amount was \$5,103 and they will be looking for the details on the use of the funds for special needs students. She asked if the Board was ok to start the process, since the closing date was October 9, 2020. The Board agreed. She recommended the retroactive approval to apply for the Special Education COVID-19 Mitigation Equity Grant through the PA Department of Education at the Board Meeting on September 16, 2020. The Board agreed to move this item to the September 16, 2020 Board Meeting for action.

2.02 Mandatory Training Pay for Substitute Teachers

L. Matika recommended the Board approve paying current substitute teachers \$20.00 after completing the mandatory COVID-19 training outlined in the Northwestern Lehigh Health and Safety Plan for the 2020-2021 school year. She explained that substitute teachers are normally paid in half-day or full-day increments. W. Dellicker asked if this is a \$20 stipend instead. L. Matika said yes. The Board agreed to move this item to the September 16, 2020 Board Meeting for action.

2.03 Curriculum/Building Informational Updates Not Requiring Board Action

None at the time

3. Policy

3.01 First Reading of the Following Policies:

None at the time

3.02 Second Reading and Final Approval of the Following Policies:

T. Sosnovik recommended moving the following policies for Second Reading and Final Approval at the September 16, 2020 Board Meeting:

[816 - Use of Livestream Video on School District Property](#)

T. Sosnovik said there were no additional comments made on the policy. The Board agreed to move this policy to the September 16, 2020 Board Meeting for action.

3.03 Recommendation to rescind the following policies:

None at the time

4. Operations

4.01 Operational Informational Updates Not Requiring Board Action

1. Back to School Update

J. Holman said they began in-person school with Cohort A on Monday and Tuesday and today was the first day of in-person school for Cohort B. She said they visited many classrooms across the District and there were many smiles despite them being under masks. She said they were all thrilled to be back at school, even the Middle and High School students. She said all of the staff created such a smooth start for the students, whether it was cleaning, transportation, scheduling or preparing classrooms for in-person or online learning. She explained that this week and next week are two of the odd weeks where there is no full asynchronous learning due to holidays. She said this will allow both cohorts an equal amount of time with in-person learning. She said they are working out the kinks with regard to technology, devices and hotspots, as well as curriculum and picking up materials. She stated that attendance was very good in all of the buildings. She mentioned that parents and families have been very cooperative and patient. She said she sent an email to all of the staff commending them for such a great job for the students' first day.

A. Oakes said although the cleaning is more intensive and many more stops in high-touch areas, it is very similar to what is already done during flu season. He mentioned that it was an easy transition for his custodial staff. He stated how students have been really diligent with wearing their masks and that is what will keep everyone safe. J. Holman said she believed that 100% of students and staff showed up with masks on the first day. She mentioned that if everyone is following the precautions and guidelines that are implemented, it will help to keep everyone safe for as long as we can. W. Dellicker asked for data on how many students were in-person vs online for Cohort A. J. Holman said, at the most, one of the buildings had 30% choose online and 70% in-person. She stated, at the least, there was another school that had 85% in-person and 15% online. She said she would bring updated data to the Board to include all of the switches throughout this week. She believed more people have switched from online to back in-person. A. Oakes said transportation has been adding 10-15 students back to in-person learning. He said it was about 100 students going back for transportation for in-person learning, for the week.

W. Dellicker said he watched a streaming of the District's first hockey game this evening, which the girls won. He was glad that they were able to play and family and friends are able to view it. J. Holman said J. Zimmerman will be giving an update and mentioned that there were updates made to the Health and Safety Plan to Face Coverings and Transportation as discussed in the last Meeting. She said it was sent out to staff in the beginning of the week. She mentioned how J. Zimmerman was also updating the Athletics Health and Safety plan to coincide, as well as include additional guidance that was issued with spectators. She said when that is finalized it will be sent out to our coaches and athletes. J. Zimmerman commented on the governor's announcement that evening. He said something will be sent out soon acknowledging the Governor's announcement. He said there is a Colonial League meeting tomorrow morning to make sure everyone is consistent. He said it is good news, but will be interesting to manage. He said he confirmed with A. Oakes that the stadium will be set up to promote social distancing with markings on the bleachers.

T. Sosnovik gave some statistics on the splits that were asked about by W. Dellicker earlier. He said he ran a report and looked at the hybrid students. He said the data shows between 75%-80% are attending in a hybrid in-person model, with the balance split between Digital Academy and online with a Northwestern Lehigh School District teacher. J. Warfel questioned how things were going with LCTI. J. Holman said they are one day behind Northwestern Lehigh and are also on a hybrid model. She said they are also trying to figure out how to meet the needs of the students while learning at home with a valuable and authentic career-technical online education that would also be safe. She mentioned that the District is transporting students to LCTI for in-person learning. She mentioned that not all schools are providing the in-person option with LCTI. She also explained that the District chose Wednesday as an asynchronous day in order to align with the county for LCTI. She mentioned how A. Yadush has numerous schedules for the High School to try to align students attending various places. She commended A. Yadush for all she has been doing at the High School.

J. Warfel asked about the Special Needs students. He asked if an update could be given at the next meeting to explain how the District has been able to meet the needs of students with acute and differentiated challenges and IEP implementation. J. Holman said A. Edmonds would be able to give the board an update. She said they are currently meeting with students with IEPs and collecting data on what would be best for each student on an individual basis. She mentioned that there are students with IEPs that have chosen all different options and the Special Education teams are looking at how to meet their needs through various learning options.

5. District Finances

5.01 Overnight Band Trip

L. Frisbie recommended the approval of the Marching Band trip to Walt Disney World, Orlando FL, at the September 16, 2020 Board Meeting, with trip dates to be determined. She mentioned the Marching Band will be part of a parade performance at a Disney Park. She said this agenda item has been held due to the uncertainty of the situation with travel and COVID; however, the Marching band would like to begin fundraising since the trip will be fully funded by the Band Boosters. The Board agreed to move this item to the September 16, 2020 Board Meeting for action.

5.02 Reports

L. Frisbie recommended the Board receive the following Reports for July at the September 16, 2020 Board Meeting:

1. Budget Report
2. Revenues Report
3. Treasurer's Report

Fund 10 General Fund with a beginning balance of \$19,558,297.91, receipts of \$4,632,511.09, disbursements of \$2,220,319.88, leaving a balance of \$21,970,489.12.

Fund 32 Capital Reserve Fund with a beginning balance of \$1,597,615.96, receipts of \$749.20, disbursements of \$231,235.70, leaving a balance of \$1,367,129.46.

Fund 37 Capital Projects with a beginning balance of \$474,410.86, receipts of \$100.34, disbursements of \$0.00, leaving a balance of \$474,511.20.

Fund 51 Food Service Fund with a beginning balance of \$198.62, receipts of \$545.45, disbursements of \$305.77, leaving a balance of \$438.30.

4. EIT Report
5. Activity Fund Report
6. Comparison of Prior Year to Current Year Budget to Actual Expenditures by Object Report

L. Frisbie reviewed the September monthly recap report with yearly comparisons of revenues, earned income taxes and expenditures.

5.03 Financial Informational Updates Not Requiring Board Action

1. 2021-2022 Fuel Bid

L. Frisbie explained to the Board that it is the time of year that the District would need to commit to CSIU if we plan on participating in the fuel bid. She said the quantities are not needed yet, just the commitment to participate. She recommended participating in the consortium for diesel and heating oil. The Board agreed to participate in the CSIU Fuel Bid.

6. Old Business

6.01 Board Vacancy

J. Holman reviewed the plan to fill the Board vacancy. She said the Board will accept M. Piescienski's resignation at the Board Meeting on September 16, 2020. On September 17th an advertisement will go out in the newspaper about the Board Vacancy. She said the vacancy must be filled within 30 days, so she recommended eligible individuals submit a letter of interest which includes an applicant's address, telephone number, current resume and a statement of reasons why the applicant desires to serve as a school director by September 30, 2020 at 4:00 pm to the Northwestern Lehigh School District Board of School Directors. She said the new eligible candidates would be interviewed at a virtual public meeting on October 7, 2020 at 5:00 PM. She explained the Board could then appoint a new director at the meeting conducted on October 7, 2020 at 7:00 PM. She asked if the Board would be available for interviews on October 7, 2020 starting at 5:00 PM. The Board agreed. She said Atty. Moyer would be available to swear in the new Member on October 7, 2020. Atty. Moyer reviewed the process if a vacancy would not be filled within the 30 days and recommended the Board fill the position in a timely manner.

J. Holman said a set of questions were sent to W. Dellicker and would need feedback from the Board if they would like to adjust any of the questions. R. Scheffler asked if the position would be posted on the website. J. Holman said we could do that if the Board wished to add it in addition to the newspaper advertisement. J. Warfel asked where it would be added on the website. J. Holman said she could share a link with the Board for where and when it is posted. She said the advertisement notes the School Board section of the website, so it would be posted there.

6.02 Board Treasurer

J. Holman recommended the Board nominate and elect a School Board Treasurer for a term beginning September 2, 2020 and ending on June 30, 2021. L. Frisbie reminded the Board that they will need new nameplates and also a credit check for bonding. Atty. Moyer recommended the Board vote on the Treasurer tonight. W. Dellicker asked T. Hernandez for names that were interested in the position. T. Hernandez said T. Leiser and R. Scheffler were both interested in the position. W. Dellicker said they would begin with a vote for T. Leiser, based on both seniority and alphabetical order. Vote for T. Leiser was 5 Aye, 2 Nay. He will be the new Treasurer for a term of September 2, 2020 to June 30, 2021. W. Dellicker stated how Boards in the past have used the seniority rule when beginning with a vote. He thanked T. Leiser and R. Scheffler for their interest and congratulated T. Leiser on the new position. L. Frisbie said the Business Office will be in touch with T. Leiser for his signature and bonding information.

Moved: J. Warfel

Seconded: T. Hernandez

Aye	John Casciano	Aye	Todd Hernandez	Nay	Alan Rex
Aye	Willard Dellicker	Aye	Todd Leiser	Nay	Rachael Scheffler
***	Joseph Fatzinger			Aye	James Warfel

7. New Business

7.01 PSBA officer elections

PSBA stated that each school entity will vote collectively on one candidate per position, the board of school directors will need to decide by majority which candidate will receive the board's vote for each office. The electronic voting period ends on October 11th. Candidates are as follows:

President-Elect

- David Hein*, Parkland School District (Lehigh Co.)

Vice President

- Sabrina Backer*, Franklin Area School District (Venango Co.)
- Daniel O'Keefe*, Northgate School District (Allegheny Co.)

Treasurer

- Michael Gossert*, Cumberland Valley School District (Cumberland Co.)

PSBA Insurance Trust Trustees

Member entities also are asked to vote for open trustee positions on the PSBA Insurance Trust board. There are currently two seats open and two candidates. A member school entity can vote for up to two individuals. PSBA Insurance Trust provides complimentary travel/accident insurance to all school directors from member school entities while on official school board business. As such, all member entities are considered participants in PSBA Insurance Trust programs and are eligible to vote. Trustee (term ends Dec. 31, 2023)

Choose up to two candidates for a 3-year term.

- Michael Faccinetto, Bethlehem Area School District
- Marianne Neel, PSBA Past President*

School Board Secretaries Forum

All voting takes place online as part of the PSBA Officers Elections ballot; it is a two-part ballot.
Forum Steering Committee (term ends Dec. 31, 2022)

Choose up to two incumbents for a 2-year term

- Stephen Skrocki – North Penn School District*
- Tracy Long – Keystone Central School District

No applications were submitted for Section 8 Advisor

The Board discussed reviewing the slate of candidates and submitting an email to J. Partenio on their choice of Vice President, in order to vote collectively on September 16, 2020 at the Board Meeting.

7.02 PSBA Voting Delegates

PSBA recommended that School Boards name their voting delegates for the Delegate Assembly meeting scheduled to occur on Saturday, November 7, 2020. They asked that after the Board votes on its delegates, the names would be submitted to PSBA. Only school directors, school board secretaries and members and secretaries of the governing body of other PSBA member entities are eligible to serve as delegates. The Board agreed to nominate J. Casciano and J. Fatzinger as voting delegates for an action vote at the September 16, 2020 Board Meeting.

8. Communications

8.01 Courtesy of the Floor

None at the time

9. Adjournment

Upon motion by A. Rex, seconded by J. Casciano, the meeting was adjourned at 7:49 PM.

Respectfully submitted,

John Casciano, Secretary
By J. Partenio, Assistant Secretary