

**Northwestern Lehigh School District
6493 RT 309, New Tripoli PA 18066
School Board Meeting
District Boardroom
Wednesday, September 20, 2023, 7:00 p.m.**

1. Opening Procedures

1.01 Call to Order

The September 20, 2023 Board Meeting of the Northwestern Lehigh School District Board of Directors was called to order at 7:00 p.m. by President Todd Hernandez.

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

1.03 Roll Call

PR/AB

PR	John Casciano	PR	Todd Hernandez	AB	Todd Leiser
PR	Willard Dellicker	AB	Becky Hite	PR	Rachael Scheffler
PR	Joseph Fatzinger	AB	Lauren Hunsicker	PR	Jennifer Senavaitis

Also Present: Gary Moore, Dave Brannan, LeAnn Stitzel, Aileen Yadush, Jason Zimmerman, Jill Berlet, Amy Wahl, Kevin Birosek, Sean McKenna, Maria Pulli, Paige Gross, Luann Matika, Christie Steigerwalt, Jennifer Holman, Troy Sosnovik, Stacy Eisenhard

1.04 Approval of Agenda

J. Holman said one action item was added to the agenda Tuesday afternoon that she made the Board aware of.

Moved: J. Fatzinger

Seconded: J. Senavaitis

Vote: 6 Aye, 0 Nay

1.05 President welcomed guests

1.06 Courtesy of the Floor

None at the time.

1.07 Minutes

Approval of Minutes from the August 16, 2023 Board Meeting and the September 6, 2023 Workshop Meeting.

Moved: J. Fatzinger

Seconded: W. Dellicker

Vote: 6 Aye, 0 Nay

1.08 Recognition/Presentations

1.09 Board President's Report

1.10 Superintendent's Report

J. Holman said Northwestern Lehigh High School has achieved status as the best High School from the U.S News and said we are very proud of that. She said they are working through the punch list at the Middle School and trying to close out some of the projects. She said she and Mr. Hernandez will be attending PSBA's Fall Advocacy Day at the beginning of October. She said one bill they will be advocating for is House Bill 1258, which states that if a High School student enrolls in a dual credit course, the school where they are participating loses credit for them and they are deducted from the High School count. She welcomed Sean McKenna, who will be the new Director of Operations. She wished Mrs. Maria Pulli farewell in her new position.

M. Pulli thanked everyone for the opportunity and for a wonderful ten years. She said she has always been proud to be a Tiger and will take that Tiger Pride with her.

S. McKenna thanked the Board for the opportunity and said he is excited to get started.

2. Personnel

2.01 Approval is requested for the personnel items as attached:

L. Matika said there are sixteen items on the agenda tonight and said the majority are substitutes because we are cleaning up the sub list.

NORTHWESTERN LEHIGH SCHOOL DISTRICT MEMORANDUM	
Office of the Director of Human Resources	
TO: Northwestern Lehigh School Board	
FR: Luann E. Matika	
DT: September 20, 2023	
RE: Personnel Action	
September 20, 2023 Board Meeting	

Approval is requested for the following personnel item(s):

A. RETIREMENTS/RESIGNATIONS:

1. Recommendation to accept the resignation of Jillian Bailey, substitute Instructional Assistant, effective September 6, 2023.
2. Recommendation to accept the resignation of Morgan Bentley, substitute Teacher, effective September 8, 2023.
3. Recommendation to accept the resignation of Tari Carnahan, substitute Teacher, effective September 6, 2023.
4. Recommendation to accept the resignation of Elizabeth Dorney, substitute Teacher, effective September 8, 2023.
5. Recommendation to accept the resignation of Mary Beth Dougherty, substitute Teacher, effective September 8, 2023.
6. Recommendation to accept the resignation of Nathan Gerheart, substitute Teacher, effective September 6, 2023.
7. Recommendation to accept the resignation of Charles Hutterer, substitute Teacher, effective September 6, 2023.
8. Recommendation to accept the resignation of Lexi Meckes, substitute Teacher, effective September 6, 2023.
9. Recommendation to accept the resignation of Marlaina Riegel, substitute Teacher, effective September 6, 2023.
10. Recommendation to accept the resignation of Megan Schoener, substitute Teacher, effective September 8, 2023.
11. Recommendation to accept the resignation of Elaina Wilson, substitute Instructional Assistant, effective September 7, 2023.
12. Recommendation to accept the resignation of Laurel Youse, substitute Instructional Assistant, effective September 7, 2023.

7. Approval to increase the 2023-2024 hourly pay rates for full time and part time Instructional Assistants as outlined below effective September 21, 2023.

Part-time Instructional Assistants:

\$20.85/hr.	Step 1
\$22.01/hr.	Step 2
\$23.17/hr.	Step 3

Full time Instructional Assistants:

\$21.07/hr.	Step 3
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8. Approval to change the steps for the following Instructional Assistants effective for the 2023-2024 school year.

Employee Name	From	To
Erika Molz	Step 1	Step 2
Michele Jones	Step 2	Step 3
Dawn Wehr	Step 1	Step 3
Margaret Williams	Step 2	Step 3

9. Recommendation to approve Amy Romig as a part time Instructional Assistant at Step \$23.17/hr. effective September 25, 2023, pending the receipt and approval of all required paperwork.

10. Any additional personnel action.

B. APPOINTMENTS/NEW EMPLOYEES:

1. Recommendation to approve Sydney Derr as a substitute Teacher at \$121/day; start date pending the receipt and approval of all required paperwork.
2. Recommendation to change the classification of Robin Leisher from Van Driver to substitute Van Driver, effective September 29, 2023.
3. Recommendation to approve Amy Romig as a part-time Instructional Assistant effective September 25, 2023, at \$19.83/hr.
4. Recommendation to approve Jodi Stanley as a substitute Food Service Worker date pending the receipt and approval of all required paperwork at \$12.25/hr.
5. Recommendation to change the classification of Brittany Williams from Transportation Trainer to substitute Bus Driver, effective October 2, 2023.
6. Recommendation to approve Dr. Mary Anne Wright as interim principal at Northwestern Lehigh Elementary School at a per diem rate of \$500.00, effective October 20, 2023.
7. Recommendation to approve Morgan Young as a substitute Teacher, at \$121/day; start date pending the receipt and approval of all required paperwork.

C. OTHER ACTIONS:

1. Recommendation to correct the salary of Eric Garman, Long Term Substitute, from MS+12 Step 16 to MS Step 16 effective August 21, 2023.
2. Recommendation to correct the 2023-2024 salary of Nicholas Renninger to \$56,175 effective July 1, 2023.
3. Recommendation to approve the following extracurricular positions for the 2023-2024 school year:

Extracurricular Position	Name
Weisenberg Band Director (25%)	Jennifer Brazinski
Weisenberg Chorus Director (25%)	Jennifer Brazinski
Class of 2024 Advisor	Lissa Opolsky

5. Recommendation to accept resignations/removals of the following extracurricular positions for the 2023-2024 school year:

Extracurricular Position	Name
Head Girls Lacrosse Coach	Bridget Cerciello
Assistant Softball Coach	Jennifer Hammack
Weisenberg Chorus Director (50%)	Lora Krum
Asst. Boys Lacrosse Coach	John Seitzinger
Head Softball Coach	Josh Zimmerman

Moved: W. Dellicker

Seconded: J. Fatzinger

Vote: 5 Aye, 0 Nay, 1 Abs

AYE	John Casciano	AYE	Todd Hernandez	AB	Todd Leiser
AYE	Willard Dellicker	AB	Becky Hite	ABS	Rachael Scheffler
AYE	Joseph Fatzinger	AB	Lauren Hunsicker	AYE	Jennifer Senavaitis

2.02 Drexel University Field Placement MOU

L. Matika said this is a renewal and update of the existing agreement with Drexel for student teacher field experience and replacements. She said this was solicitor reviewed.

Moved: W. Dellicker

Seconded: J. Senavaitis

Vote: 6 Aye, 0 Nay

3. Curriculum/Building Issues

3.01 Waiver of Expulsion Hearing

J. Holman said this agenda item is the late add and the information is in the Board's executive content.

Moved: R. Scheffler

Seconded: J. Fatzinger

Vote: 6 Aye, 0 Nay

3.02 Participation in the PAYS survey for Grade 8 and Grade 10

Moved: J. Fatzinger

Seconded: J. Senavaitis

Vote: 6 Aye, 0 Nay

4. Policy

4.01 First Reading of the Following Policies

None at the time.

4.02 Second Reading and Final Approval of the Following Policies:

T. Sosnovik said no further questions or comments have been received.

[707 - Use of School Facilities](#)

[913 - Nonschool Organizations/Groups/Individuals](#)

Moved: J. Casciano

Seconded: J. Fatzinger

Vote: 6 Aye, 0 Nay

4.03 Recommendation to rescind the following policies:

None at the time.

5. Operations

5.01 ProAsys Agreement

5.02 Annual Maintenance Contract

The following motion approved agenda items 5.01 and 5.02:

Moved: J. Fatzinger

Seconded: W. Dellicker

Vote: 6 Aye, 0 Nay

6. District Finances

6.01 Open Campus Initiative Agreement

L. Stitzel said this is a routine agenda item for us to work with Warren County School District to provide cyber services for students as needed.

Moved: R. Scheffler

Seconded: J. Senavaitis

Vote: 6 Aye, 0 Nay

6.02 Shared Kutztown Transportation Agreement

C. Steigerwalt said this is an extension to the agreement we approved last year for the same student.

Moved: W. Dellicker

Seconded: J. Casciano

Vote: 6 Aye, 0 Nay

6.03 Civic Theater of Allentown Agreement

6.04 Ultimate School Shows Agreement

The following motion approved agenda items 6.03 and 6.04:

Moved: W. Dellicker

Seconded: R. Scheffler

Vote: 6 Aye, 0 Nay

6.05 Reports

C. Steigerwalt recommended the Board receive the following Reports for July:

GENERAL FUND (10)	
Balance-July 1, 2023	\$ 20,425,137.59
Receipts	\$ 3,823,969.70
Disbursements	\$ (3,619,540.98)
Balance-July 31, 2023	\$ 20,629,566.31
CAPITAL RESERVE (32)	
Balance-July 1, 2023	\$ 4,313,714.66
Receipts	\$ 5,724.35
Disbursements	\$ -
Balance-July 31, 2023	\$ 4,319,439.01
CAPITAL PROJECTS 18 (37)	
Balance-July 1, 2023	\$ 110,780.48
Receipts	\$ 89.00
Disbursements	\$ -
Balance-July 31, 2023	\$ 110,869.48
2022 PROJECTS (38)	
Balance-July 1, 2023	\$ 9,314,489.36
Receipts	\$ 9,702.66
Disbursements	\$ (3,387,335.19)
Balance-July 31, 2023	\$ 5,936,856.83
FOOD SERVICE (51)	
Balance-July 1, 2023	\$ (5,063.61)
Receipts	\$ 99,518.25
Disbursements	\$ (94,491.29)
Balance-July 31, 2023	\$ (36.65)

Moved: R. Scheffler

Seconded: J. Senavaitis

Vote: 6 Aye, 0 Nay

6.06 Approval of the following bills as listed for payment:

1. Fund 10 General Fund
2. Fund 32 Capital Reserve
3. Fund 37 Capital Projects
4. Fund 51 Food Service Fund
5. Fund 58 Tiger Concession
6. Procurement Card – Purchases totaling \$43,882.23

Moved: W. Dellicker

Seconded: J. Fatzinger

Vote: 5 Aye, 0 Nay, 1 Abs

AYE	John Casciano	AYE	Todd Hernandez	AB	Todd Leiser
AYE	Willard Dellicker	AB	Becky Hite	ABS	Rachael Scheffler
AYE	Joseph Fatzinger	AB	Lauren Hunsicker	AYE	Jennifer Senavaitis

7. Other Reports

7.01 Enrollment Report

NORTHWESTERN LEHIGH SCHOOL DISTRICT ENROLLMENT REPORT 2023-2024



Month	NWE	WEIS	Total Elem	MS	HS	Digital Acad	Out of District Place-m ents	Total	LCTI (included in HS Total)		Charter Gen Ed	Cyber Gen Ed	Charter Sp Ed	Cyber Sp Ed	Charter + Cyber total	Home School	Non Public
August									Half	Full							
September	406	411	817	427	661	7	19	1931	181	11	59	32	9	5	105	117	
October																	
November																	
December																	
January																	
February																	
March																	
April																	
May																	
June																	

7.02 Foundation Report

L. Stitzel said the Foundation recently sent out a mailing to all district residents and said they have received very positive feedback. She said they have a Tiger Takeover on September 28th at Thunderhead Lodge and an annual Clay Shoot at Lehigh Valley Sporting Clays on October 22nd.

7.03 Committee Reports as follows:

- Intermediate Unit
 - J. Senavaitis said Dr. Koons praised the Superintendents for their ideas and thoughts when he met with each of them. She said they did a presentation on extended school year. She said Dr. Koons went over the organizational goals for the IU. She said the next meeting will be October 16th.
- Lehigh Career & Technical Institute
 - None at the time.
- Lehigh Carbon Community College
 - September President's Desk was attached.
- Recreation Commission
 - T. Hernandez said they had a successful Night in the Country.

8. Old Business

8.01 PSBA Officer Elections

J. Holman said we will need to know what names the Board would like to be elected by the October board agenda.

R. Scheffler suggested Betsy Gates since she is the only one representing a technical school.

9. New Business

J. Senavaitis said she went to the soccer game on Saturday and said the Senior banners and pictures look very nice.

10. Communications

10.01 Courtesy of the Floor

Dave Brannan, Lynn Township, asked some questions regarding the PAYS Survey.

10.02 Communications / Notes for the Board from John Casciano, Secretary

J. Casciano said State Representative Ryan Mackenzie sent a letter to the Board in reference to the Senior Citizen Tax Rebate Program.

The will of the Board was to send a response to the letter.

10.03 Administrative / Building Sharing

L. Stitzel said she will miss Mrs. Pulli and congratulated her.

J. Berlet said it's been a busy and exciting start to the school year. She congratulated Maria on her new adventure and said she enjoyed working with her the past ten years.

A. Wahl said they are off to a great start at the Middle School and thanked the summer staff and custodians for their hard work to get the school ready. She wished Mrs. Pulli good luck and said she will be missed.

A. Yadush said they had a great start to the school year. She welcomed Sean McKenna and wished Maria well in her new position.

A. Edmonds congratulated Sean and best wishes to Maria.

M. Pulli thanked everyone for the well wishes and continued support. She said they are settling into the new school year and said they have Safety Day coming up October 6th. She thanked Mr. Scheffler for helping to coordinate Safety Day these past years.

L. Matika welcomed Sean and wished Maria the best.

C. Steigerwalt welcomed Sean and wished Maria luck. She gave a shout out to her office for completing the audit.

J. Zimmerman welcomed Sean and wished Maria the best. He updated the Board on Fall athletics. He thanked Bridget Cerciello and Josh Zimmerman for their years of coaching.

S. McKenna said he is looking forward to starting on Monday.

K. Birosik welcomed Sean and wished Maria good luck. He said the police department is getting off to a good start.

J. Holman said we will certainly miss Mrs. Pulli and said Dr. Mary Anne Wright will be coming back in the interim when Maria leaves. She welcomed Sean.

10.04 Board Member Sharing

W. Dellicker welcomed Sean and said best wishes to Maria. He congratulated Mrs. Yadush and her High School staff on their recognition.

R. Scheffler thanked Maria and said she will be great. She said the grounds look great.

J. Senavaitis said best wishes to Maria and welcomed Sean. She congratulated the High School and thanked Jen and Troy for filling in with operations.

J. Casciano welcomed Sean and wished Maria good luck.

J. Fatzinger welcomed Sean and congratulated Maria.

P. Gross welcomed Sean and congratulated Maria. She congratulated everyone on the great start to the school year.

T. Hernandez thanked Mrs. Pulli and welcomed Mr. McKenna. He thanked the staff and all involved for a great start to the school year.

10.05 Meeting Announcements

Executive Session for Personnel was held after the Board Meeting on August 16, 2023 in the Board Room.

Workshop Meeting was held on September 6, 2023 at 7:00 PM in the Board Room.

Executive Session for Personnel was held after the Workshop Meeting on September 6, 2023 in the Board Room.

Workshop Meeting will be on October 4, 2023 at 7:00 PM in the Board Room

Executive Session for Personnel will be on October 4, 2023 after the Workshop Meeting in the Board Room

Board Meeting will be October 18, 2023 at 7:00 PM in the Board Room.

J. Holman said we will be advertising the October 4th Workshop Meeting as an action meeting to approve at least one teacher to expedite their release.

11. Adjournment

Upon motion by J. Fatzinger, seconded by J. Casciano, the meeting was adjourned at 7:50 p.m.

Respectfully submitted,

John Casciano, Secretary
By S. Eisenhard, Assistant Secretary