

**Northwestern Lehigh School District
6493 RT 309, New Tripoli PA 18066
School Board Meeting
District Boardroom
Wednesday, October 18, 2023, 7:00 p.m.**

1. Opening Procedures

1.01 Call to Order

The October 18, 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

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

Also Present: Kristin Stuby, Jason Zimmerman, Aileen Yadush, Matthew Givler, Amy Wahl, Jill Berlet, Maria Pulli, Krista Keys, Andrea Edmonds, Luann Matika, Christie Steigerwalt, Sean McKenna, Kevin Birosik, Jennifer Holman, Troy Sosnovik, Stacy Eisenhard

1.04 Approval of Agenda

Moved: T. Leiser

Seconded: W. Dellicker

Vote: 5 Aye, 0 Nay

1.05 President welcomed guests

1.06 Courtesy of the Floor

Kristin Stuby, Lowhill Township, said she is representing Crossroads Community Church and would like to extend their services to the Board if needed.

1.07 Minutes

Approval of Minutes from the September 20, 2023 Board Meeting and the October 4, 2023 Workshop Meeting.

Moved: W. Dellicker

Seconded: L. Hunsicker

Vote: 5 Aye, 0 Nay

1.08 Recognition/Presentations

None at the time.

1.09 Board President's Report

None at the time.

1.10 Superintendent's Report

J. Holman said her, Dr. Sosnovik, and a few board members attended the PSBA School Leadership Conference. She said she also had the opportunity to visit the Capitol to meet with some representatives at the beginning of October and met with Representative Zach Mako last week. She said she, Dr. Koons, and Dr. Mahan had the opportunity to meet with Carrie Roe, the PDE Advisor to the Deputy Secretary, about dual enrollment issues. She said she had the opportunity to work with one hundred pre-service student teachers at Commonwealth University. She said the Lehigh County District Attorney and Superintendents were advocating for some changes to the Safe2Say legislation due to a loophole that was found.

2. Personnel

2.01 Approval is requested for the personnel items as attached:

L. Matika said there are sixteen items on the agenda for approval.

J. Holman introduced Krista Keys, who will be transitioning to the new Elementary Principal at Northwestern Elementary. K. Keys said she has been with the district for fourteen years and is excited and honored to move into this leadership role.

NORTHWESTERN LEHIGH SCHOOL DISTRICT MEMORANDUM	
Office of the Director of Human Resources	
TO: Northwestern Lehigh School Board	
FR: Luann E. Matika	
DT: October 18, 2023	
RE: Personnel Action	
October 18, 2023 Board Meeting	

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

A. RETIREMENTS/RESIGNATIONS:

1. Recommendation to accept the resignation of Angela Heiland, Confidential Administrative Assistant in the Human Resources Department, effective date to be determined.
2. Recommendation to accept the resignation of Ashley VanBlargan, part-time Instructional Assistant, effective October 4, 2023.
3. Recommendation to accept the resignation of Baillie Flack, part-time Instructional Assistant, effective October 12, 2023.
4. Recommendation to accept the resignation of Linda Neff, part-time Food Service Worker, effective October 10, 2023.

B. APPOINTMENTS/NEW EMPLOYEES:

1. Recommendation to approve Colleen Andrews as a part-time Instructional Assistant, effective date pending the receipt and approval of all required paperwork at \$20.85/hr.
2. Recommendation to approve Amber Dillman as a long-term substitute for first grade at Weisenberg Elementary School, effective October 9, 2023 at a prorated salary of MS Step 1 (\$58,073), through approximately February 27, 2024.
3. Recommendation to approve Wayne Horn as a substitute Van Driver, effective date October 16, 2023 at \$13.00/hr.
4. Recommendation to approve Jennifer Karros as a Substitute Teacher, effective date pending the receipt and approval of all required paperwork at \$121/day.
5. Recommendation to approve Rebecca Reed as a part-time Food Service worker, effective October 16, 2023 at \$16.07/hr.
6. Recommendation to approve Lisa Wuscher as a Substitute Teacher, start date pending the receipt and approval of all required paperwork at \$121/day.

C. OTHER ACTIONS:

1. Recommendation of Krista Keys as Acting Support Administrator at her current 2023-2024 salary with Act 93 benefits, effective October 23, 2023. Krista will move into the Northwestern Lehigh Elementary Principal position after attaining her full principal certification at a prorated salary of \$110,000; the effective date is to be determined.
2. Recommendation to extend the per diem employment of Brittany Balik from October 30, 2023, to June 30, 2024.
3. Recommendation to change the status for Debra Arner from part-time Bus Driver Class C to substitute Bus Driver Class D, effective October 11, 2023.
4. Recommendation to change the status for Craig Finnerty from resigned Bus Driver to substitute Class D Bus Driver, effective October 10, 2023 at \$20.52/hr.
5. Recommendation to add classification for Steven Vlossak Jr. as a Transportation Trainer, effective October 23, 2023 at \$28.69/hr. Steven will remain as a part-time Bus Driver.
6. Recommendation to change the classification for Kathy Zellner from part-time Food Service Worker to part-time Custodian at Weisenberg Elementary, effective October 16, 2023 at \$17.05/hr. Kathy will remain a Substitute Food Service Worker at \$12.25/hr.
7. Any additional personnel action.

Moved: L. Hunsicker

Seconded: J. Senavaitis

Vote: 5 Aye, 0 Nay

2.02 Kutztown University Affiliation Agreement

L. Matika said this is an updated agreement with Kutztown University and said she asks for the Board's approval pending final approval by our Solicitor.

Moved: T. Leiser

Seconded: W. Dellicker

Vote: 5 Aye, 0 Nay

3. Curriculum/Building Issues

None at the time.

4. Policy

4.01 First Reading of the Following Policies

T. Sosnovik said he received no changes or questions for either policy.

[200 - Enrollment of Students](#)

[201 - Admission of Students](#)

4.02 Second Reading and Final Approval of the Following Policies:

None at the time.

4.03 Recommendation to rescind the following policies:

None at the time.

5. Operations

None at the time.

6. District Finances

6.01 Woods Services Contract

A. Edmonds said this is a contract with Woods Services for a student placement.

Moved: W. Dellicker

Seconded: L. Hunsicker

Vote: 5 Aye, 0 Nay

6.02 Settlement Agreement

6.03 Settlement Agreement

A. Edmonds said both agreements were discussed in the August Executive Session.

The following motion approved agenda items 6.02 and 6.03:

Moved: L. Hunsicker

Seconded: J. Senavaitis

Vote: 5 Aye, 0 Nay

6.04 CLIU IDEA-B, Section 619 Use of Funds Agreement

A. Edmonds said this is a routine item that we receive every year to support incoming kindergarten students.

Moved: W. Dellicker

Seconded: T. Leiser

Vote: 5 Aye, 0 Nay

6.05 Mobile Ed Productions Agreement

C. Steigerwalt said this is for an assembly at Weisenberg Elementary and will be paid for out of student activities.

Moved: J. Senavaitis

Seconded: L. Hunsicker

Vote: 5 Aye, 0 Nay

6.06 Bayada Healthcare Services Agreement

6.07 Civic Theater of Allentown Agreement

6.08 Colonial Intermediate Unit 20 Contract

6.09 Timeclock Plus Renewal Agreement

The following motion approved agenda items 6.06 through 6.09:

Moved: L. Hunsicker

Seconded: T. Leiser

Vote: 5 Aye, 0 Nay

6.10 Reports

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

NORTHWESTERN LEHIGH SCHOOL DISTRICT TREASURER'S REPORT AS OF AUGUST 31, 2023

GENERAL FUND (10)				
Balance-August 1, 2023	\$	20,629,566.31		
Receipts	\$	20,392,201.50		
Disbursements	\$	(3,849,887.46)		
Balance-August 31, 2023	\$	37,171,880.35		
CAPITAL RESERVE (32)				
Balance-August 1, 2023	\$	4,319,439.01		
Receipts	\$	6,549.67		
Disbursements	\$	-		
Balance-August 31, 2023	\$	4,325,988.68		
CAPITAL PROJECTS 18 (37)				
Balance-August 1, 2023	\$	110,869.48		
Receipts	\$	89.07		
Disbursements	\$	-		
Balance-August 31, 2023	\$	110,958.55		
2022 Projects (38)				
Balance-August 1, 2023	\$	5,936,856.83		
Receipts	\$	8,796.30		
Disbursements	\$	(280,730.61)		
Balance-August 31, 2023	\$	5,664,922.52		
FOOD SERVICE (51)				
Balance-August 1, 2023	\$	(36.65)		
Receipts	\$	18,785.99		
Disbursements	\$	(18,520.24)		
Balance-August 31, 2023	\$	229.10		
	FUND	AMOUNT	RATE	MATURITY
New Tripoli Bank				
Certificate Deposit (CD)	General (10)	\$ 5,000,000	2.00%	08/11/24
Certificate Deposit (CD)	General (10)	\$ 3,000,000	2.78%	11/06/23
Certificate Deposit (CD)	General (10)	\$ 2,000,000	2.78%	11/06/23
Certificate Deposit (CD)	General (10)	\$ 2,000,000	4.07%	11/06/23
Certificate Deposit (CD)	General (10)	\$ 6,000,000	4.07%	10/10/23

* Interest is credited to district June 30, annually for the five year CD's. Interest is credited at

Moved: T. Leiser

Seconded: J. Senavaitis

Vote: 5 Aye, 0 Nay

6.11 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 \$20,004.24

Moved: L. Hunsicker

Seconded: J. Senavaitis

Vote: 5 Aye, 0 Nay

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- ments	Total	LCTI (included in HS Total)	Charter Half	Cyber Full	Charter Gen Ed	Cyber Gen Ed	Charter Sp Ed	Cyber Sp Ed	Charter + Cyber total	Home School	Non Public
August																		
September	400	411	817	427	661	7	19	1031	181	11	59	32	9	5	105	117		
October	403	411	814	425	658	9	22	1027	179	12	58	34	9	4	105	119	148	
November																		
December																		
January																		
February																		
March																		
April																		
May																		
June																		

Historical Enrollment Data & Trends 2001 – 2024

Year	Elem Total	NWE	WEIS	MS	HS	Digital Acad	Out of District	Total	Cyber Charter	Home School	Non Public
September 2001	817			714	763			2294			
June 2002	826			726	768			2311	13		
September 2002	796			707	762			2233			
June 2003	804			780	763			2347	10		
September 2003	826			747	799			2372			
June 2004	821			744	781			2396	17		
September 2004	817			745	773			2333			
June 2005	837			747	795			2339	22		
September 2005	844			724	788			2395	33	95	223
June 2006	846			729	789			2344	30	95	227
September 2006	844			728	821			2354	36	94	217
June 2007	859			747	789			2392	42	61	214
September 2007	870			731	796			2402	47	60	209
June 2008	876			736	798			2399	50	61	215
September 2008	886			724	802			2392	56	60	215
June 2009	879			719	780			2378	60	63	215
September 2009	1031			549	791	3		2374	58	43	285
June 2010	1046			547	776	7		2376	58	43	286
September 2010	1036	484	525	530	784	9		2359	62	40	180
June 2011	1019			507	761	6		2313	62	34	180
September 2011	887	491	485	507	746	9		2309	58	29	179
June 2012	964			506	724	13		2287	66	33	179
September 2012	1013	512	482	507	710	5		2280	62	34	180
June 2013	1015			589	885	7		2276	49	32	177
September 2013	879	499	459	500	742	4		2270	58	36	171
June 2014	872			504	721	10		2295	57	44	171
September 2014	970	501	450	530	748	3		2346	63	46	181
June 2015	977			531	723	5		2236	65	44	164
September 2015*	880	472	424	527	751	4	25	2203	74	41	164
June 2016	1006			531	750	6	26	2221	60	45	164
September 2016	857	448	411	534	747	3	19	2160	66	40	164
June 2017	864			540	735	2	20	2161	74	41	167
September 2017	827	425	402	537	735	5	18	2122	85	41	167
June 2018	845			536	731	7	24	2144	83	45	167
September 2018	833	433	400	525	707	5	20	2140	86	45	167
June 2019	838	429	409	512	751	14	27	2142	100	49	140
September 2019	819	423	395	510	731	9	17	2086	112	50	140
June 2020	821	424	397	510	711	11	20	2073	116	51	134
September 2020	773	395	377	493	706	43	17	2029	119	63	134
June 2021	779	395	380	487	681	30	25	2009	139	66	140
September 2021	779	395	379	479	686	19	20	1991	111	61	139
June 2022	796	401	393	472	687	26	23	2002	106	59	139
September 2022	808	420	388	466	684	5	22	1990	101	60	137
June 2023	809	423	380	464	689	11	27	1974	96	59	137
September 2023	817	405	411	427	661	7	19	1931	105	117	146
June 2024											

*Numbers adjusted to accurately reflect students placed in Out-of-District Programs and IU students placed within the District.

The Board discussed low enrollment and possible reasons for it. They discussed virtual and in-person ideas for students in other districts. They also discussed visiting the four townships to discuss issues that impact the school district and enrollment.

7.02 Foundation Report

T. Sosnovik reminded everyone that there is a Tiger Takeover at Retriever Brewery on Friday and said this Sunday is the Clay Shoot event.

7.03 Committee Reports as follows:

- Intermediate Unit
 - J. Senavaitis said they are now doing a monthly board summary that highlights events happening at the Intermediate Unit. She said they had a Life Skills presentation, which currently serves fifty-four students. She said Whitehall will be offering more IU classrooms once their new building is finished.
- Lehigh Career & Technical Institute

- No update.
- Lehigh Carbon Community College
 - The October President's Desk was attached.
- Recreation Commission
 - T. Hernandez said they are putting in two pickleball courts and adding some permanent additions to the skate park. He said the basketball court resurfacing is now complete.

8. Old Business

8.01 PSBA Officer Elections

Approval to cast the Northwestern Lehigh School District vote for the following PSBA Candidates:

Allison Mathis: President (one-year term)

Sabrina Backer: Vice President (one-year term)

Karen Beck Pooley: PSBA Treasurer (three-year term)

Marsha Pleta: Western Zone Representative (three-year term)

Erik Meredith: Section W3 Advisor (two-year term)

Marianne Neel: Trustee (three-year term - ends December 31, 2026)

Michael Faccinetto: Trustee (three-year term - ends December 31, 2026)

Bethanne Zeigler: Forum Steering Committee (two-year term - ends December 31, 2025)

Betsy Gates: Forum Steering Committee (two-year term - ends December 31, 2025)

JaimeLynn Zimerofsky: Forum Steering Committee (two-year term - ends December 31, 2025)

Moved: J. Senavaitis

Seconded: L. Hunsicker

Vote: 5 Aye, 0 Nay

Voting receipt - 2024 PSBA Officer Election

Receipt code: **C48W**

Time of vote: **2023-10-19 09:29:39 America/New_York**

IP address: **209.18.52.200**

PSBA Officer Elections

Voting Procedure

President-Elect: **Allison Mathis***

Vice President: **Sabrina Backer***

Treasurer: **Karen Beck Pooley***

PSBA Insurance Trust Trustees

Trustee (term ends Dec. 31, 2026)

Seat 1: **Marianne Neel**

Seat 2: **Mike Faccinetto**

School Board Secretaries Forum

Forum Steering Committee (term ends Dec. 31, 2025): **Betsy Gates**
JaimeLynn Zimerofsky
Bethanne Zeigler

9. New Business

9.01 Board Meeting Calendar for 2024



Northwestern Lehigh School District

6493 Route 309
New Tripoli, PA 18066
www.nwlehighsd.org | 610.298.8661 | @nwlehighsd | #TigerPride

PUBLIC NOTICE

The Northwestern Lehigh School District Board of School Directors' regularly-scheduled Board Meetings are held in the District Board Room, 6493 Route 309, New Tripoli, PA 18066. Board Meetings are held on the third Wednesday of each month beginning at 7:00 PM., except where noted otherwise. **All meetings will be action meetings.**

Board Meetings

January 17, 2024	No meeting in July
February 21, 2024	August 21, 2024
March 20, 2024	September 18, 2024
April 17, 2024	October 16, 2024
May 8, 2024**	November 20, 2024
June 19, 2024	December 4, 2024 Reorganization Meeting**

** Note change in date of meeting

The Northwestern Lehigh School District Board of School Directors' Workshop Meetings are held in the District Board Room, 6493 Route 309, New Tripoli, PA 18066. Workshop Meetings are held on the first Wednesday of each month beginning at 7:00 PM., except where noted otherwise. **All meetings will be action meetings.**

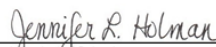
Workshop Meetings

January 3, 2024
February 7, 2024
March 6, 2024
April 3, 2024
May 1, 2024
June 5, 2024
No Workshop Meeting in July 2024
August 7, 2024
September 4, 2024
October 2, 2024
November 6, 2024
No Workshop Meeting in December 2024

** Note change in date of meeting

Executive Sessions, for personnel or legal items, will follow each Workshop Meeting

Approved:


Superintendent of Schools

Moved: W. Dellicker

Seconded: T. Leiser

Vote: 5 Aye, 0 Nay

9.02 LCTI-Joint Operating Committee Representative and Alternate

Appointment of Rachael Scheffler, as Representative, and Becky Hite, as Alternate, for the LCTI-Joint Operating Committee for a three-year term ending November 30, 2026.

Moved: T. Leiser

Seconded: L. Hunsicker

Vote: 5 Aye, 0 Nay

9.03 Board Committees

Information only, no action needed.

Northwestern Lehigh School District
Board of School Directors' Committee Assignments 2024

Meetings	When	Members
Board Workshop	Monthly First Wednesday of each month except where noted	All Board Members
Board Meeting	Monthly Third Wednesday of each month except where noted	All Board Members
CLIU #21 Board of Directors <i>3-Year Term ending June 30, 2024</i>	Monthly at IU21	1 Board Representative * Jennifer Senavaitis
LCTI-Joint Operating Committee <i>3-Year Term ending November 30, 2026</i>	Monthly at LCTI	1 Board Representative * Rachael Scheffler 1 Alternate Becky Hite
LCCC Trustee <i>6-Year Term ending June 30, 2024</i>	Monthly at LCCC	1 Board Representative * Barbara Kistler
Construction Committee <i>Reviewed annually</i>	As necessary	3 Board Representatives Willard Dellicker Joseph Fatzinger Rachael Scheffler
Curriculum Council <i>Reviewed annually</i>	Scheduled as needed by Director of Curriculum & Instruction through the curriculum development cycle	1-4 Board Representatives Willard Dellicker Todd Leiser Rachael Scheffler Vacancy
Northwestern Recreation Commission <i>Reviewed annually</i>	Monthly 4 th Wednesday of each month	2 Board Representatives Todd Hernandez Todd Leiser
NSBA Affiliate <i>Reviewed annually</i>	As necessary	1 Board Representative Willard Dellicker
PSBA Legislative Delegates <i>Annual election in September</i>	Annual At PSBA/PASA Leadership Conference in October	2 Board Representatives John Casciano Joseph Fatzinger
PSBA Liaison <i>Reviewed annually</i>	As necessary	1 Board Representative Becky Hite
Wellness Committee <i>Reviewed annually</i>	1 meeting per year	1 Board Representative Lauren Hunsicker

*Board representatives are chosen through board action in accordance with the bylaws or charter of each organization.

10. Communications

10.01 Courtesy of the Floor

None at the time.

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

None at the time.

10.03 Administrative / Building Sharing

J. Berlet congratulated Krista and welcomed her to the admin team. She said the Weisenberg Fire Department did a presentation for students in kindergarten through third grade. She said their Fall Festival will be on October 27th and thanked the PTO for setting up the day for the students. She said their Safety Day will be November 3rd, and their Veterans Day Assembly will be November 10th.

A Wahl congratulated Krista and said she is looking forward to working with her. She said the sixth grade Tiger Trot will be on November 2nd, and the eighth graders will be visiting LCTI on October 24th as part of their college and career readiness standards.

M. Givler said it's been a great start to the school year, and the first marking period will be ending soon. He welcomed Krista to the admin team and wished Maria the best.

K. Keys said they had Safety Day a couple of weeks ago and will have their Boosterthon Fun Run on Friday. She said their Fall Festival will be next Friday, and they have a lot of people coming in with many fun things for the students.

A. Edmonds expressed her gratitude and appreciation to the special ed staff and aides who are handling many different things each day and said she appreciates all of their hard work. She wished Maria the best and welcomed Krista.

L. Matika wished Krista success in her new role.

C. Steigerwalt updated the Board on CD's they opened.

S. McKenna said everything is going well in Operations so far. He said they hired some new substitute drivers and custodians and plan to do more recruiting within the next month.

K. Birosik said they assisted with Safety Day at the elementary schools and spoke to the kids. He said they will be participating in the High School's trick or treat next week.

T. Sosnovik welcomed Krista to the team.

J. Holman welcomed Krista and thanked the Board for their approval.

10.04 Board Member Sharing

J. Moyer welcomed Krista.

J. Senavaitis welcomed Krista.

L. Hunsicker said October is National Principals Month and thanked all of the principals for all that they do. She congratulated the girls' soccer team on their win.

W. Dellicker thanked Krista for making the commitment to take over the principal position. He thanked all of the staff for a smooth start to the school year.

T. Leiser welcomed Krista.

T. Hernandez congratulated and welcomed Krista.

10.05 Meeting Announcements

Workshop Meeting was held on October 4, 2023 at 7:00 PM in the Board Room.

Executive Session for Personnel was held after the Workshop Meeting on October 4, 2023 in the Board Room.

Workshop Meeting will be on November 1, 2023 at 7:00 PM in the Board Room

Executive Session for Personnel will be on November 1, 2023 after the Workshop Meeting in the Board Room

Board Meeting will be November 15, 2023 at 7:00 PM in the Board Room.

11. Adjournment

Upon motion by J. Senavaitis, seconded by L. Hunsicker, the meeting was adjourned at 8:04 p.m.

Respectfully submitted,

John Casciano, Secretary
By S. Eisenhard, Assistant Secretary