

**Northwestern Lehigh School District
6493 RT 309, New Tripoli PA 18066
School Board Meeting
District Boardroom
Wednesday, February 21, 2024, 7:00 p.m.**

1. Opening Procedures

1.01 Call to Order

The February 21, 2024 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	PR	Todd Leiser
PR	Willard Dellicker	PR	Becky Hite	PR	Rachael Scheffler
PR	Joseph Fatzinger	PR	Lauren Hunsicker	PR	Jennifer Senavaitis

Also Present: Madeline Kelly, Valerie Betz-Kile, Erin Vermeulen, Aileen Yadush, Matthew Givler, Jill Berlet, Krista Keys, William Dovico, LeAnn Stitzel, Jessica Moyer, Luann Matika, Christie Steigerwalt, Jennifer Holman, Troy Sosnovik, Stacy Eisenhard

1.04 Approval of Agenda

Moved: J. Fatzinger

Seconded: J. Senavaitis

Vote: 9 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 January 17, 2024 Board Meeting and the February 7, 2024 Workshop Meeting.

Moved: W. Dellicker

Seconded: R. Scheffler

Vote: 9 Aye, 0 Nay

1.08 Recognition/Presentations

Valerie Betz-Kile and Erin Vermeulen from the Northwestern Lehigh Educational Foundation said they surpassed a two-million-dollar milestone and have been able to fund several initiatives this year. They updated the Board on upcoming events and thanked the many people who help and support the Foundation.

1.09 Board President's Report

No report at the time.

1.10 Superintendent's Report

J. Holman thanked the Foundation and said we very much appreciate all that they do for the district.

2. Personnel

2.01 Approval is requested for the personnel items as attached:

L. Matika said there are twenty-four items on the agenda and recognized all of the retirees for their two hundred and twenty-five combined years of service.

K. Keys introduced and welcomed Madeline Kelly, who will be a teacher at Northwestern Elementary. M. Kelly thanked the Board and said she is excited to become a full-time teacher at Northwestern Lehigh School District.

NORTHWESTERN LEHIGH SCHOOL DISTRICT MEMORANDUM

Office of the Director of Human Resources

TO: Northwestern Lehigh School Board

FR: Luann E. Matika

DT: February 21, 2024

RE: Personnel Action

February 21, 2024 Board Meeting



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

A. RETIREMENTS/RESIGNATIONS:

- Recommendation to accept the resignation for retirement for Karen McCloskey as an Elementary Teacher at the Northwestern Lehigh Elementary School after 36 years of service to the District.
- Recommendation to accept the resignation for retirement for Justine Snyder as an Elementary Teacher at the Weisenberg Elementary School after 34 years of service to the District. Justine will remain on our Substitute Teacher list.
- Recommendation to accept the resignation for retirement for Patricia Mengel as a Health and Physical Education Teacher at the Northwestern Lehigh High School after 28 years of service to the District. Patricia will remain on our Substitute Teacher list.
- Recommendation to accept the resignation for retirement for Michael Weber as a School Counselor at Northwestern Lehigh Middle School after 17 years of service to the District.
- Recommendation to accept the resignation for retirement for Moira O'Connor Servis as a Special Education Teacher at the Northwestern Lehigh High School after 16 years of service to the District.
- Recommendation to accept the resignation for retirement for Regina Wood as an English Teacher at the Northwestern Lehigh Middle School after 34 years of service to the District.
- Recommendation to accept the resignation for Christine Mann, part-time Food Service Worker, effective the last staff day of the 2023-2024 school year after 17 years of service to the District.
- Recommendation to accept the resignation for Sandra Dengler, part-time Lead Food Service Worker, effective the last staff day of the 2023-2024 school year after 28 years of service to the District.
- Recommendation to accept the resignation for Richard Bond, part-time Bus Driver, effective the last staff day of the 2023-2024 school year after 18 years of service to the District.

- Recommendation to accept the resignation of Kailey Frable, part-time Instructional Assistant, effective date pending. Kailey will remain as a Substitute Instructional Assistant.

B. APPOINTMENTS/NEW EMPLOYEES:

- Recommendation to approve Kacey Brensinger as a part time Custodian, effective February 6, 2024 at \$17.05/hr.
- Recommendation to approve Ava Anderson as a Substitute Teacher, effective date pending the receipt and approval of all necessary paperwork at \$121/day.
- Recommendation to approve Sara Atiyeh Lakatos as a Substitute Teacher, effective date pending the receipt and approval of all necessary paperwork at \$121/day.
- Recommendation to approve Gregg Graver as a Substitute Van Driver, effective date pending the receipt and approval of all necessary paperwork at \$13/hr.
- Recommendation to approve Jacob Fagan as a Substitute Custodian, effective date pending the receipt and approval of all necessary paperwork at \$14.23/hr.

C. OTHER ACTIONS:

- Recommendation to approve a student teaching experience at Northwestern Middle School for Caroline Fogal from Drexel University with Casey Coombs for the Spring 2024 semester.
- Recommendation to extend the Long Term Substitute Teacher status of Jennifer Fones through the end of the 2023-2024 school year.
- Recommendation to approve unpaid days for employee #2778 for April 26- May 1, 2024.
- Recommendation to approve unpaid days for employee #2591 for January 22- January 23, 2024.
- Recommendation to approve unpaid days for employee #1237 for March 26- March 27, 2024.
- Recommendation to approve a change in hours to 5.5 hrs/day for Kathy Zellner as a part time Custodian.
- Recommendation to add classification for Jennifer Smith as a Substitute Custodian, effective February 6, 2024 at \$14.23/hr. Jennifer will remain as a part time Food Service Worker.
- Recommendation to remove the classification for Dawn Tirpak as a Transportation Trainer effective February 12, 2024. Dawn will remain as a Bus Driver.
- Recommendation to approve Zach Getchius as a volunteer Boys Lacrosse Coach, for the 2023-2024 school year pending the receipt and approval of all necessary paperwork.

Moved: L. Hunsicker

Seconded: B. Hite

Vote: 9 Aye, 0 Nay

3. Curriculum/Building Issues

3.01 Dental Contract

A. Edmonds said this is a routine item for compliance with PA School Code for kindergarten, third, and seventh-grade students who need a dental examination.

NORTHWESTERN LEHIGH SCHOOL DISTRICT
6493 Route 309, New Tripoli, PA 18066-2099
(610) 298-8661 www.nwlehighsd.org

DENTAL AGREEMENT
2023-2024

- As per our PA School code and NWLSD School Board Policy 209 (attached), dental examinations are given in grades kindergarten (or upon entry), grade 3, and grade 7.
- Dental examinations will be coordinated by the school nurse and dentist.
- The dentist will be paid on a per student examination basis at the rate of \$5.00 per exam.
- The dentist agrees to comply with the requirements of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") privacy standards with respect to all student Personal Health Information. This provision serves the termination of this Agreement.
- The following three background checks are required to be maintained and updated at least every 60 months: (1) Department of Human Services Child Abuse History Clearance; (2) Pennsylvania State Police Request for Criminal Records Checks; and (3) Federal Criminal History Record Information (CHRI). Upon request, the dentist must produce a copy of the above to the Superintendent.
- The dentist shall be an independent contractor and shall at all times exercise independent medical judgment in the performance of this agreement.
- The dentist agrees to provide the District proof of his dental malpractice insurance.
- The District reserves the right to refuse the dentist's services at any time and for any reason.

I agree to the conditions of the agreement as listed above:

Date	Board President Northwestern Lehigh School District Mr. Todd Hernandez
Date	Superintendent Northwestern Lehigh School District Mrs. Jennifer Holman
2-1-24	 Dentist Dr. David Snyder
Date	750 265 376 Dentist License # 218125 Dentist's License Expiration

Moved: J. Fatzinger

Seconded: W. Dellicker

Vote: 9 Aye, 0 Nay

3.02 Dual Enrollment Agreement - Kutztown University

J. Holman said this is an agreement with Kutztown University for a dual enrollment opportunity for students who want to become teachers. She said this is pending solicitor approval.

Moved: T. Leiser

Seconded: L. Hunsicker

Vote: 9 Aye, 0 Nay

3.03 PCCD Grants

2023-24 PCCD Grant Amounts

School District Meritorious Grants: \$35,000

School Mental Health Grants: \$126,000

Competitive School Safety Grants: Not guaranteed. Up to \$450,000

Moved: W. Dellicker

Seconded: J. Fatzinger

Vote: 9 Aye, 0 Nay

4. Policy

4.01 First Reading of the Following Policies

T. Sosnovik said he has received no questions or comments.

[212 - Reporting Student Progress](#)

[215 - Promotion and Retention](#)

[216 - Student Records](#)

[216.1 - Supplemental Discipline Records](#)

[828 - Fraud](#)

[830 - Security of Computerized Personal Information/Breach Notification](#)

4.02 Second Reading and Final Approval of the Following Policies:

T. Sosnovik said he has received no questions or comments.

[209 - Health Examinations/Screenings](#)

[209.1 - Food Allergy Management](#)

[209.2 - Diabetes Management](#)

[210 - Use of Medications](#)

[210.1 - Possession/Use of Asthma Inhalers, Insulin Injection Devices, and Epinephrine Auto-Injectors](#)

[251 - Students Experiencing Homelessness, Foster Care, and Other Educational Instability](#)

Moved: R. Scheffler

Seconded: J. Senavaitis

Vote: 9 Aye, 0 Nay

4.03 Recommendation to rescind the following policies:

[211 - Student Accident Insurance](#)

[213 - Assessment of Student Progress](#)

Moved: W. Dellicker

Seconded: L. Hunsicker

Vote: 9 Aye, 0 Nay

5. Operations

5.01 Operations Generator RFP

5.02 Diesel Pump Agreement

T. Sosnovik said this was reviewed by our solicitor and is currently in Boyko's hands for their acceptance of the changes.

The following motion approved agenda items 5.01 and 5.02:

Moved: J. Fatzinger

Seconded: J. Casciano

Vote: 9 Aye, 0 Nay

6. District Finances

6.01 Overnight Band Trip

C. Steigerwalt said this is a revision to an overnight band trip that was approved in November. She said the band will now be traveling to Hershey Park. She said this is fully funded by band boosters and their families.

Moved: W. Dellicker

Seconded: R. Scheffler

Vote: 9 Aye, 0 Nay

6.02 Audited Financial Statement as of June 30, 2023

6.03 2024-2025 CLIU Budget

6.08 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 – totaling \$3,598.09

Moved: T. Leiser

Seconded: J. Fatzinger

Vote: 8 Aye, 0 Nay, 1 Abs

AYE	John Casciano	AYE	Todd Hernandez	AYE	Todd Leiser
AYE	Willard Dellicker	AYE	Becky Hite	ABS	Rachael Scheffler
AYE	Joseph Fatzinger	AYE	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 Placements	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
									Half	Full							
August																	
September	406	411	817	427	661	7	19	1931	181	11	59	32	9	5	105	117	
October	403	411	814	425	658	8	22	1927	179	12	58	34	9	4	105	116	146
November	407	410	817	424	660	9	22	1932	180	12	57	36	9	5	107	117	
December																	
January	407	410	817	423	657	9	25	1931	179	11	55	35	10	7	107	115	
February	410	410	820	428	657	8	23	1936	176	11	54	33	9	8	104	114	
March																	
April																	
May																	
June																	

7.02 Foundation Report

L. Stitzel expressed how grateful we are to have such a great partnership with our Foundation.

7.03 Committee Reports as follows:

- Intermediate Unit
 - No report.
- Lehigh Career & Technical Institute
 - No report.
- Lehigh Carbon Community College
 - President's Desk attached.
- Recreation Commission
 - T. Leiser said they had a new election and are working on activities for Night in the Country. T. Hernandez said they had two new replacements elected.

8. Old Business

9. New Business

9.01 CLIU Board Representative

T. Hernandez said approval is to reappoint Jennifer Senavaitis for a three-year term from July 1, 2024 through June 30, 2027.

Moved: W. Dellicker

Seconded: B. Hite

Vote: 9 Aye, 0 Nay

9.02 LCCC Board of Trustees Representative

T. Hernandez said approval is to reappoint Dr. Barbara Kistler to the Board of Trustees of LCCC for a six-year term from July 1, 2024 through June 30, 2030

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 said First Grade and Kindergarten students both had great shows. She thanked the Foundation for their current Artist in Residence. She said Kindergarten registration is currently open online and will be hosted at Weisenberg this year. She said they will be having an author visit at the end of the month and their annual Family Fun Night on March 16th.

A. Edmonds thanked Mrs. Berlet, Mrs. Keys, Mrs. Slaw, and Ms. Craddock for helping with early intervention.

K. Keys said they had a wonderful Grandparents Day show and had illustrator Ralph Masiello come in for a couple of weeks to work with students. She said their Artist in Residence will begin next week and high school basketball players will be coming in to read to students to celebrate Read Across America Week.

W. Dovico thanked the Foundation for funding the microphone system in the auditorium. He said tech wizards are up and running, local history projects are back, and eighth graders are starting to select their courses for ninth grade. He said they recently had two state game wardens come in and meet with seventh-grade students to talk about Native Wildlife in Pennsylvania and regulations.

M. Givler thanked the Foundation and said he had the opportunity to meet with Mrs. Kile and tour all of the areas of the High School that the Foundation has supported. He congratulated the retirees and congratulated Mrs. Paist and their debate team who went 3-0 in their competition.

L. Matika said we will officially recognize all of the retirees at our May board meeting.

C. Steigerwalt congratulated the girls' basketball team for their win.

T. Sosnovik thanked the Foundation and everyone who contributed to the foundation.

10.04 Board Member Sharing

T. Leiser thanked the Foundation and said to come out and support their Cornhole Tournament this weekend.

W. Dellicker thanked everyone for the audit without a finding and said that is excellent.

L. Hunsicker thanked the NWLSD police department for all they do.

B. Hite thanked the Foundation and thanked the teachers who are running Tech Wizards.

J. Casciano thanked the Foundation.

J. Fatzinger thanked the Foundation.

T. Hernandez thanked the Foundation and congratulated the girls' basketball team.

10.05 Meeting Announcements

Workshop Meeting was held on February 7, 2024 at 7:00 PM in the Board Room.

Executive Session for Personnel was held after the Workshop Meeting on February 7, 2024 in the Board Room.

Workshop Meeting will be on March 6, 2024 at 7:00 PM in the Board Room

Executive Session for Personnel will be on March 6, 2024 after the Workshop Meeting in the Board Room

Board Meeting will be March 20, 2024 at 7:00 PM in the Board Room.

11. Adjournment

Upon motion by J. Senavaitis, seconded by L. Hunsicker, the meeting was adjourned at 7:40 p.m.

Respectfully submitted,

John Casciano, Secretary
By S. Eisenhard, Assistant Secretary