

Northwestern Lehigh School District
6493 RT 309, New Tripoli PA 18066
SCHOOL BOARD MEETING
District Boardroom
Wednesday, October 19, 2022, 7:00 p.m.

1. Opening Procedures

1.01 Call to Order

The October 19, 2022 Board Meeting of the Northwestern Lehigh School District Board of Directors was called to order at 7:09 p.m. by President Willard Dellicker.

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	AB	Rachael Scheffler
PR	Joseph Fatzinger	PR	Lauren Hunsicker	PR	Jennifer Senavaitis

Also Present: Valerie Kile, DJ Wolbert, Laura George, Andrea Myers, Alissa Cawley, Lisa Greenawalt, Matthew Daubenspeck, Aileen Yadush, Matthew Givler, Maria Pulli, Jill Berlet, Amy Wahl, Andrea Edmonds, LeAnn Stitzel, Luann Matika, Arthur Oakes, Christie Steigerwalt, Jennifer Holman, Troy Sosnovik, Stacy Eisenhard

1.04 Approval of Agenda

W. Dellicker asked for approval of the agenda with the exception of moving agenda item 7.02 Foundation Report to the beginning of the agenda.

Moved: J. Fatzinger

Seconded: T. Leiser

Vote: 8 Aye, 0 Nay

1.05 President welcomed guests

1.06 Courtesy of the Floor

None at the time

1.07 Approval of Minutes from the September 21, 2022 Board Meeting and the October 5, 2022 Workshop Meeting

Moved: J. Fatzinger

Seconded: L. Hunsicker

Vote: 8 Aye, 0 Nay

1.08 Recognition/Presentations

1.09 Board President's Report

W. Dellicker said LCTI has a long history with Northwestern Lehigh and said their first director was Superintendent at Northwestern after he left LCTI. He said our students always had the reputation of being top-notch students that attend LCTI and said they are noted nationally as one of the best career and technical schools that exist. He thanked Dr. Greenawalt for sponsoring the meeting tonight and thanked all the student representatives for showing their lab.

1.10 Superintendent's Report

J. Holman thanked Stacy for her work getting the meeting at LCTI and Matt and Aileen for arranging the high school students to represent their labs. She thanked Lisa and her staff for being able to organize the meeting and the labs that were toured. She also thanked the students that came out to show the Board their labs and said we always have a very good number of students that attend LCTI.

2. Personnel

2.01 Approval is requested for the personnel items as attached:

L. Matika said there are twenty-three items for approval tonight and no retirements.

NORTHWESTERN LEHIGH SCHOOL DISTRICT MEMORANDUM

Office of the Director of Human Resources

TO: Northwestern Lehigh School Board
FR: Luann E. Matika
DT: October 19, 2022
RE: Personnel Action

**October 19, 2022 Board Meeting**

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

A. RETIREMENTS/RESIGNATIONS:

1. Recommendation to accept the resignation of Kaitlin Brobst, Executive Secretary to the Director of Student Services effective October 28, 2022.
2. Recommendation to accept the resignation of James Moll as Head Wrestling Coach effective for the 2022-2023 school year.
3. Recommendation to accept the resignation of James Moll as both Fall and Winter Weight Training Advisor effective for the 2022-2023 school year.
4. Recommendation to accept the resignation of Zach Marlatt as Assistant Wrestling Coach effective for the 2022-2023 school year.
5. Recommendation to accept the resignation of Joe Killar as Assistant Wrestling Coach effective for the 2022-2023 school year. Joe will now be Head Wrestling Coach.
6. Recommendation to accept the resignation of Matthew Sagl as a substitute Teacher effective October 7, 2022.
7. Recommendation to accept the resignation of Michele Schock as a part-time Instructional Assistant effective October 10, 2022.
8. Recommendation to accept the resignation of Jill Stopay as part-time, one-on-one Instructional Assistant, effective September 27, 2022. Jill will remain as a substitute Teacher.
9. Recommendation to accept the voluntary resignation of Heather Wambold as Tiger Concessions Staff effective September 1, 2022.

B. APPOINTMENTS/NEW EMPLOYEES:

1. Recommendation to approve Jacey Hoffert as a part-time Food Service Worker effective October 11, 2022 at \$15.60/hr.
2. Recommendation to approve Ashley Hunsicker as a substitute Teacher effective October 11, 2022 at a starting rate of \$121/day.

3. Recommendation to approve Nicholas Renninger as Technology Support Technician effective date pending the receipt and approval of all necessary paperwork at a prorated salary of \$49,085.

4. Recommendation to approve Paulinda Slifer as a substitute Van Driver effective September 26, 2022 at \$13.00/hr.
5. Recommendation to approve Paulinda Slifer as a part-time Van Driver effective October 11, 2022 at \$17.60/hr.

C. OTHER ACTIONS:

1. Recommendation to approve the temporary increase for Ashley Kovatch from 40% to 44% Speech & Language Therapist effective retroactive to August 29, 2022 for the 2022-2023 school year.
2. Recommendation to add classification for Kimberly Dean as a part-time Van Driver, effective September 19, 2022 at \$17.60/hr.
3. Recommendation to change classification for Heidi Hartman from a substitute Instructional Assistant to a substitute Teacher effective September 6, 2022 at a starting rate of \$121/day.
4. Recommendation to add classification for Andrea Koch as a part-time Van Driver effective September 26, 2022 at \$17.60/hr.
5. Recommendation to change the classification for Katherine Mills from a temporary one-on-one Instructional Assistant to a part-time Instructional Assistant effective October 18, 2022.
6. Recommendation to add classification for Gabriella Vanegas as a part-time Van Driver effective September 19, 2022 at \$17.60/hr.
7. Recommendation to approve unpaid days for employee #2727 for September 28-October 7, 2022.
8. Recommendation to approve unpaid days for employee #2026 starting September 19, 2022 with an end date to be determined.
9. Recommendation to approve the following extracurricular stipends for the 2022-2023 school year:

Extracurricular Position	Name	Stipend
Assistant Volleyball Coach	Jenny Von Holt	\$1,916.74
Assistant Volleyball Coach	Lexy Ashburne	\$638.90
Head Volleyball Coach	Mike Maston	\$4,007.24
Class of 2024 Advisor	Chris Kretzman	\$1,490.09
Science Olympiad Advisor	Liz Ache	\$1,504.63
Head Wrestling Coach	Joseph Killar	\$5,725.73
Assistant Wrestling Coach	Zane Bachert	\$4,635.44
Assistant Wrestling Coach	Caleb Clymer	\$2,000.00

Assistant Wrestling Coach	Scott Clymer	\$2,000.00
Assistant Wrestling Coach	Bart Wehr	\$2,635.44
Tiger Talk Advisor	Ann Way	\$3,355.58

9. Any additional personnel action.

Moved: J. Senavaitis

Seconded: B. Hite

Vote: 8 Aye, 0 Nay

3. Curriculum/Building Issues**4. Policy****4.01 First Reading of the Following Policies**

- [106 - Guides for Planned Instruction](#)
- [107 - Adoption of Planned Instruction](#)
- [108 - Adoption of Textbooks](#)
- [109 - Resource Materials](#)
- [110 - Instructional Supplies](#)
- [111 - Lesson Plans](#)
- [115 - Career and Technical Education](#)
- [116 - Tutoring](#)
- [117 - Homebound Instruction](#)
- [118 - Independent Study](#)
- [119 - Current Events](#)
- [121 - Field Lessons/Field Trips](#)
- [707 - Use of School Facilities](#)

4.02 Second Reading and Final Approval of the Following Policies:

T. Sosnovik said the policies are the same as workshop with a couple revisions due to solicitor review which included policy 108 and 109 with some minor changes.

- [100 - Comprehensive Planning](#)
- [101 - Mission/Vision/Educational Value Statements](#)
- [102 - Academic Standards](#)
- [103 - Nondiscrimination in School and Classroom Practices](#)
- [103.1 - Nondiscrimination - Qualified Students with Disabilities](#)

[104 - Nondiscrimination in Employment and Contract Practices](#)
[105 - Curriculum](#)
[105.1 - Review of Instructional Materials by Parents/Guardians and Students](#)
[105.2 - Exemption From Instruction](#)
[149 - Title IX/Nondiscrimination Based on Sex](#)

4.03 Recommendation to rescind the following policies:

[105.3 - Dissection](#)

The following motion approved agenda items 4.02 and 4.03.

Moved: J. Fatzinger

Seconded: T. Hernandez

Vote: 8 Aye, 0 Nay

5. Operations

5.01 McClure Pricing Breakdown

A. Oakes said this is the breakdown of the McClure project and said there is one difference because they decided to take out the fire alarm system. He said it will now be put into the bid package for the Middle School auditorium project and site lighting for a bidding contractor to bid on it. He said this is for informational purposes only and no action is needed.

T. Leiser asked what the estimated value of the fire alarm system was. A. Oakes said it was around \$500,000.00 for a complete replacement.

NORTHWESTERN LEHIGH MS FACILITY UPGRADES			
Revised 10-14-22			
ID	Cost Item	Cost	\$ / SF
1a	HVAC System Replacement	\$5,911,183	\$45.44
1b	Electrical & General Construction	\$1,313,923	\$10.10
1c	Engineering (Electrical, Mechanical, Structural, etc)	\$303,971	\$2.34
1d	Multi Trade Project Management	\$60,050	\$0.46
1e	Permits and Bonds	\$141,849	\$1.09
1f	Commissioning	\$59,936	\$0.46
TOTAL HVAC UPGRADES		\$7,790,912	
2	LED Lighting Upgrades (Flat Panels)	\$413,779	
3	Ceiling & Grid Replacement	\$537,703	
4	Casework (Bookshelf) Replacement	\$373,703	
5	Flooring Replacement	\$759,416	
TOTAL ADDITIONAL UPGRADES		\$2,084,601	
TOTAL PROJECT COST		\$9,875,513	

5.02 Annual Maintenance Contract

A. Oakes said this is for the chillers and boilers and requires Board action.

Moved: T. Leiser

Seconded: J. Casciano

Vote: 8 Aye, 0 Nay

5.03 Lead Testing

A. Oakes said there are no notable issues and this is for reporting purposes only.

6. District Finances

6.01 Mobile Ed Productions Agreement

6.02 Prismatic Magic Agreement

6.03 Seiple Farms

6.04 Tiger Concession Fund Transfer to the General Fund

The following motion approved agenda items 6.01 through 6.04

C. Steigerwalt said agenda items 6.01 and 6.02 are new to the agenda because their deposits needed to be received prior to next month's meeting.

Moved: L. Hunsicker

Seconded: J. Fatzinger

Vote: 8 Aye, 0 Nay

6.05 Reports

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

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

Fund 10 General Fund with a beginning balance of \$20,939,473.04, receipts of \$21,511,583.51, disbursements of \$(4,281,934.63), leaving a balance of \$38,169,121.92.

Fund 32 Capital Reserve Fund with a beginning balance of \$3,580,745.28, receipts of \$2,229.73, disbursements of \$0, leaving a balance of \$3,582,975.01.

Fund 37 Capital Projects with a beginning balance of \$109,919.87, receipts of \$53.62, disbursements of \$0, leaving a balance of \$109,973.49.

Fund 38 2022 Projects with a beginning balance of \$ 13,003,835.63, receipts of \$ 8,097.50, disbursements of \$0, leaving a balance of \$ 13,011,933.13.

Fund 51 Food Service Fund with a beginning balance of \$(259.94), receipts of \$35,439.02, disbursements of \$(34,633.62), leaving a balance of \$545.46.

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

6.06 Approval of the following bills as listed for payment:

1. Fund 10 General Fund – check #0000090058 through #0000090230 including electronic payments
2. Fund 32 Capital Reserve - none
3. Fund 37 Capital Projects - none
4. Fund 51 Food Service Fund – check #0000007728 through #0000007730 including electronic payments
5. Fund 58 Tiger Concession – check #0000001498 through #0000001499
6. Procurement Card – purchases totaling \$20,004.24

The following motion approved agenda items 6.05 and 6.06.

Moved: J. Fatzinger

Seconded: T. Leiser

Vote: 8 Aye, 0 Nay

7. Other Reports

7.01 Enrollment Report

J. Holman said the non-public number is now on the enrollment report which is updated once a year.

7.02 Foundation Report

J. Holman introduced Valerie Kile and said there was a changeover in leadership with the Northwestern Lehigh Education Foundation.

D. Wolbert said he stepped down as President at the beginning of the month and the new President is Valerie Kile. He said they are not only excited with the fresh leadership but also excited for all of the events coming up. He said one of their major sponsors, New Tripoli Bank, is re-enlisting their EITC this year and said they are moving into having another very strong year.

V. Kile said they started a student ambassador program and said they will be having a new Cornhole Tournament event happening in February. She said they recently launched Tiger Takeovers, which will feature local businesses in the area each month and their hopes are in return, they will make a donation. She said their goal this year is to surpass \$2 million dollars.

W. Dellicker thanked the Foundation for being here and said it is a privilege and blessing to have them at our school.

L. Stitzel said the teacher mini-grant program will be up and running again this year and information will be going out shortly.

7.03 Committee Reports as follows:

- Intermediate Unit

- J. Senavaitis said Dr. Eib will be retiring in August after 13 years of service to the IU. She said the IU did an Esports presentation which they are seeing an increase of attendance in. She suggested they come and present to our Board so they can see what is offered.
- Lehigh Career & Technical Institute
 - J. Fatzinger said he hoped everyone enjoyed the tours tonight.
 - L. Greenawalt thanked everyone for taking the time to visit LCTI and for their continued support. She said the students are very proud of their work and they are very proud of what the students do at LCTI.
- Lehigh Carbon Community College
- Recreation Commission
 - T. Hernandez said they started a fundraiser program and people will notice advertisement signs for local businesses at the concession stand. He said they have security cameras that are now live due to some of the vandalism they have been seeing.

8. Old Business

8.01 2022 Food Service Equipment Grant

T. Sosnovik said we were eligible and applied for a pass-through refrigerator at the Middle School and a mobile hot box at the High School for a total of \$8,655.37.

Moved: L. Hunsicker

Seconded: J. Senavaitis

Vote: 8 Aye, 0 Nay

9. New Business

9.01 Piano Donation

J. Holman said this is for a piano that is being donated to the Northwestern Elementary music program. M. Pulli said this will be a piano used by Mrs. Krum to add to her K, 1, and 2 program.

Moved: B. Hite

Seconded: J. Casciano

Vote: 8 Aye, 0 Nay

9.02 Future Ready Presentation

T. Sosnovik said every three years we must develop a plan of action and revalidate the important statements of the mission, vision, and shared values. He said the Future Ready Comprehensive Process is intended to focus on continuous improvement and goes beyond student data. He reviewed the process timeline, portrait of a graduate, mission statement, vision statement, shared values, and data sources considered. He said we are going to leverage the PA School Climate Survey this year which will allow us to get a broader range of feedback.

J. Senavaitis asked if the data is broken down into each building and how it is used not only in the comprehensive plan but also at the individual building setting. T. Sosnovik said we will look at it from a district-wide perspective as well as a building level perspective, and then set a course for the improvement areas over the next three years.

J. Senavaitis asked if the Board will have access to the questions and corresponding results. T. Sosnovik said we are planning to provide a summary of the data in February or March and also the Future Ready Comprehensive Plan that supports it.

T. Sosnovik stated that when the district went through a state audit, it was recommended that districts complete a school climate survey. He reviewed next steps and said they plan to submit the overall Future Ready Comprehensive Plan in March 2023.

J. Senavaitis asked about the pathways to graduation and what the end of the year percentages look like. A. Yadush said she has general numbers but won't be able to make that report until next October for this year's senior class. She said she feels very strongly that we are in a good position with our graduation pathways.

T. Leiser asked if the survey was standardized across the state. T. Sosnovik said districts can elect to add questions to the baseline survey but we are just administering the baseline survey.

9.03 Board Meeting Calendar for 2023

Moved: J. Senavaitis

Seconded: B. Hite

Vote: 8 Aye, 0 Nay

9.04 Board Committees

No action needed.

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. Zimmerman updated the Board on the Colonial League results for the season. He said they selected the cast for Elf Junior which will be in December. He said Winter sports will start on the 18th.

M. Givler congratulated Mr. Zimmerman and the Athletics and Activities office for a wonderful homecoming with record numbers. He thanked the guidance counselors, faculty, and staff who joined as chaperones. He said the end of the first marking period is coming up shortly.

A. Oakes thanked LCTI for having us.

A. Yadush thanked the students who joined us this evening and said they are really proud of all the students who attend LCTI. She said we have 174 students attending LCTI this year which is record numbers.

L. Stitzel thanked LCTI for hosting the board meeting tonight and said she looks forward to it every year.

C. Steigerwalt said the girls did a great job leading the tour of the welding lab and said it was very interesting.

L. Matika thanked LCTI and said it's changed a lot since she attended there.

J. Berlet thanked LCTI and updated the Board on upcoming events.

M. Pulli updated the Board on upcoming events happening at Northwestern Elementary.

A. Wahl thanked Dr. Greenawalt for having us and said the eighth graders will be back next week for a field trip to LCTI. She updated the Board on upcoming events happening at the Middle School.

A. Edmonds thanked Dr. Greenawalt for having us and thanked Kaitlin Brobst for her eight years of service to the district.

T. Sosnovik thanked Dr. Greenawalt for having us and for the lovely gift. He thanked Ms. Jean Machamer at the Allentown West Rotary for supporting our tigers that are experiencing food insecurity by supplying snack packs. He also recognized Lowhill Food Pantry for all of their work supporting families and for the teachers attending the meeting tonight.

J. Holman thanked LCTI for all of their coordination and hard work to have our meeting there. She said Mr. Bob Nagle was mentioned earlier as the first executive director at LCTI and said Dr. Greenawalt invited him back to reminisce about what LCTI was and is now for their opening day this year.

10.04 Board Member Sharing

T. Hernandez thanked LCTI, the students who came to provide tours, and the teachers. He said he very much appreciates it and said it is nice to be here again.

T. Leiser said he is glad we made the decision to come back to LCTI and said it is a great experience.

L. Hunsicker thanked LCTI for having us. She thanked the teachers for coming and for bringing benchmarking back.

J. Senavaitis thanked LCTI and said it's great to see kids come here. She said she attended an unfortunate event last week for the loss of a parent in our community and said it was nice to see some of our staff, students, and families that showed their support.

B. Hite thanked LCTI for having us and said it was a great experience.

J. Casciano thanked LCTI for having us and said the Welding lab was very impressive.

J. Fatzinger thanked Dr. Greenawalt for having us.

W. Dellicker thanked Dr. Greenawalt for having us and said it is always a pleasure to see the enthusiasm and excitement of the students that go to LCTI and give a tour.

10.05 Meeting Announcements

W. Dellicker said there will be an Executive Session for Personnel immediately following this meeting tonight.

Executive Session for Legal was held after the Board Meeting on September 21, 2022 in the Board Room.

Workshop Meeting was held on October 5, 2022 at 7:00 p.m. in the Board Room.

Executive Session for Personnel was held after the Workshop Meeting on October 5, 2022 in the Board Room.

Workshop Meeting will be on November 2, 2022 at 7:00 p.m. in the Board Room

Executive Session for Personnel will be on November 2, 2022 after the Workshop Meeting in the Board Room.

Board Meeting will be November 16, 2022 at 7:00 p.m. in the Board Room.

11. Adjournment

Upon motion by J. Senavaitis, seconded by J. Casciano, the meeting was adjourned at 8:09 p.m.

Respectfully submitted,

John Casciano, Secretary
By S. Eisenhard, Assistant Secretary