

**Northwestern Lehigh School District
6493 RT 309, New Tripoli PA 18066
Workshop MEETING
District Boardroom
Wednesday, January 4, 2023, 7:00 p.m.**

1. Opening Procedures

1.01 Call to Order

The January 4, 2023 Board Meeting of the Northwestern Lehigh School District Board of Directors was called to order at 7:01 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	AB	Rachael Scheffler
PR	Joseph Fatzinger	PR	Lauren Hunsicker	PR	Jennifer Senavaitis

Also Present: Pavel Zemel, Laura Zemel, LeAnn Stitzel, Andrea Edmonds, Jason Zimmerman, Luann Matika, Arthur Oakes, Christie Steigerwalt, James Tews, Jennifer Holman, Troy Sosnovik, Stacy Eisenhard

1.04 Approval of Agenda

Moved: J. Fatzinger

Seconded: W. Dellicker

Vote: 8 Aye, 0 Nay

1.05 President welcomed guests

1.06 Courtesy of the Floor

Laura Zemel, Lynn Township, expressed her concern with the leadership at the Middle School. She expressed concerns about a video that was recommended to students by a presenter that was not previewed by anyone. She also inquired why someone from the school did not respond to her or her daughter.

2. Curriculum/Building Issues

3. Policy

3.01 Principles for Governance and Leadership

T. Sosnovik said PSBA puts out updated Principles for Governance and Leadership each year which are to be adopted by the Board. He said the Principles are for the Board to review on agenda item 3.01 as well as an update to policy number 011.



3.02 First Reading of the Following Policies

T. Sosnovik said each of the policies under first reading have been reviewed and compared to the PSBA template that was provided to us.

W. Dellicker asked why we have a range of enrollment on the Class Size policy. T. Sosnovik said he does not know the history, but said this was a local language that was adopted and is not set by PSBA. He said the Board can decide to set a threshold versus a particular range if they desire.

W. Dellicker asked about the removal of the definition "Homework" contained in the Homework policy. T. Sosnovik said the definition that was previously adopted in 2006 had language that necessarily isn't relevant to today's standards and said anytime there is language that may not be needed or required, we extract it out.

J. Senavaitis asked about the "broaden areas" language in the Homework policy and said she's had some concerns with things that have been introduced and not tied to the curriculum. T. Leiser agreed that language leaves it very open-ended. J. Holman stated there are lots of things that classroom teachers use in their professional expertise that the Board may not particularly approve and said homework should deepen something that's been previously taught. T. Sosnovik said he does see merit in deepening versus broadening, but stated that the policy also says homework shall complement the classroom instruction. The Board agreed with the word change to "deepening". T. Sosnovik said he will change the wording in the Homework policy to "deepening areas of interest through enrichment."

L. Hunsicker asked if there are any homework guidelines as to how much time should be spent on homework. T. Sosnovik said the previous policy did outline an example for the elementary levels but it was only an example and not meant to be the rule of thumb.

T. Leiser asked about the language in the Migrant Student policy where it says "the district should provide materials to parents/guardians regarding their role in improving academic achievement of their child" and asked if that statement is unique from other guidelines in the policy manual. T. Sosnovik said he believes the intent is because there may be a high likelihood that migrant students will have English as their second language and not necessarily have access to the same level of content. He said this was a recommendation from PSBA. T. Sosnovik said he would look at a couple of other school district policies related to this and come back with a suggested language change if need be.

T. Leiser asked if the language in the Migrant Student policy is consistent with what we provide to all students or are these unique to migrant families. T. Sosnovik said we provide them to all students; however, there are specific laws relative to migrant students.

J. Fatzinger asked about the wording in the Charter School policy where it says "the Board of Trustees of a Charter School should be classified as a public official." J. Holman said they are. J. Fatzinger also questioned where it says "the Board shall work cooperatively with individuals and groups submitting proposals and applications for Charter Schools" and asked for confirmation that it is not for an individual but for a Charter School located within our district. J. Holman said you can't submit an approved proposal to a school district unless you're located in the boundary but you can submit a proposal for a Cyber School that does not have a location.

[011-Principles for Governance and Leadership](#)

[126- Class Size](#)

[127- Assessments](#)

[130- Homework](#)

[138- Language Instruction Educational Program for English Learners](#)

[140- Charter Schools](#)

[142- Migrant Students](#)

[150- Title I Comparability of Services](#)

3.02 Second Reading and Final Approval of the Following Policies:

None at the time.

3.03 Recommendation to rescind the following policies:

None at the time.

4. Operations

4.01 Kistler O'Brien Fire Protection

A. Oakes said this is an annual renewal for inspections of our fire systems for the next three years for all buildings. He said this was reviewed by our solicitor.

5. District Finances

5.01 Act 1 Resolution

C. Steigerwalt said she is recommending approval of the Act 1 resolution which means that we will not increase taxes more than 4.1%.

5.02 Tax Collection Committee (TCC) Delegate

C. Steigerwalt said all Lehigh County School Districts and Municipalities have appointed Berkheimer for the collection of EIT taxes and this is to appoint Christie Steigerwalt and Christy Spanitz as representatives for our district.

5.03 Iron Pigs Agreement

C. Steigerwalt said this agreement is for a Middle School Emotional Support field trip on May 23, 2023 in the amount of \$355.

T. Hernandez asked how this is funded. C. Steigerwalt said it is paid through the general fund because it is for a class.

5.04 Community Education Classes

C. Steigerwalt said there is one class being offered this Spring.

Approval of Contracts Community Education Classes for SPRING 2023

Instructor	Class	Contract Amount	Dates
Sharon Schnyder	Melt- SPRING Session 1	\$180	April 5- April 26, 2023
	Melt- SPRING Session 2	\$180	May 3- May 24, 2023

5.05 Clinical Affiliation Agreement with Wilkes University on behalf of its Passan School of Nursing

L. Matika said this is a clinical affiliation agreement with Wilkes University School of Nursing for students pursuing certification as a certified school nurse.

5.06 Sweet, Stevens, Katz, & Williams Agreement

A. Edmonds said this is for contracting with Sweet, Stevens, Katz, & Williams for special education legal advice. She said the reason we have two years of agreements is based on the timeline for a specific case.

5.07 Reports

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

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

Fund 10 General Fund with a beginning balance of \$37,284,436.89, receipts of \$2,084,928.75, disbursements of \$(2,929,817.25), leaving a balance of \$36,439,548.39.

Fund 32 Capital Reserve Fund with a beginning balance of \$3,588,071.13, receipts of \$2,905.22, disbursements of \$(3,163.00), leaving a balance of \$3,587,813.35.

Fund 37 Capital Projects with a beginning balance of \$110,102.52, receipts of \$75.72, disbursements of \$0, leaving a balance of \$110,178.24.

Fund 38 2022 Projects with a beginning balance of \$13,030,440.19, receipts of \$9,386.34, disbursements of \$(3,061,409.00), leaving a balance of \$9,978,417.53.

Fund 51 Food Service Fund with a beginning balance of \$470.33, receipts of \$85,898.29, disbursements of \$(85,716.82), leaving a balance of \$651.80.

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

J. Senavaitis expressed her concern with some procurement card charges from December that are vague. J. Holman explained how the procurement card process works and said we use the procurement card often because it is easy, fast, and there is a percentage we get back for purchases.

C. Steigerwalt said in the bills section it does list the date, vendor, and amount. She asked if the Board would like to see more details.

T. Leiser asked how/when we check what is charged versus the paperwork completed. C. Steigerwalt said we get a monthly statement that lists every charge and reconcile that statement with all of the paperwork received to make sure they are charged to the correct account codes.

The Board discussed their thoughts on the procurement card and offered some suggestions on what to include in the reports. They discussed seeing some form of validation between the requests and the card summary and something that gives them a breakdown by category so they know where things are spent. J. Holman said she and Christie will put their heads together to see what they can come up with for a summary and can answer any individual questions for things not highlighted.

T. Leiser asked about the two student activities accounts. C. Steigerwalt said one is the student council which is the school store and handles everything in the High School as far as funding. She said the other is class funds and they have a year to spend their money. She said if the money is not expended, it goes into the student council fund because the student council helps everyone in the High School. J. Zimmerman said these accounts are not tax dollars and are all fund-raised money that the students have control over.

5.08 Financial Informational Updates Not Requiring Board Action

J. Holman asked if the Board would like LCCC, LCTI, CLIU, or Gorman and Associates to come and present their budgets for the 2023-2024 school year. It was the will of the Board for all of them to come and present their budgets.

6. Old Business

W. Dellicker expressed his concern about the Board answering and replying to emails. The Board discussed their thoughts on responding to emails.

7. New Business

7.01 Donation

L. Matika said Mr. James Tews, a Northwestern Lehigh Security Guard, donated camera and photography equipment for the High School Photography class.

8. Communications

10.01 Courtesy of the Floor

None at the time

11. Adjournment

T. Hernandez said there will be an executive session immediately following this meeting tonight.

Upon motion by J. Fatzinger, seconded by J. Senavaitis, the meeting was adjourned at 8:36 p.m.

Respectfully submitted,

John Casciano, Secretary
By S. Eisenhard, Assistant Secretary