

**Northwestern Lehigh School District
6493 RT 309, New Tripoli PA 18066
SCHOOL BOARD MEETING
District Boardroom
Wednesday, April 19, 2023, 7:00 p.m.**

1. Opening Procedures

1.01 Call to Order

The April 19, 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	PR	Becky Hite	AB	Rachael Scheffler
AB	Joseph Fatzinger	PR	Lauren Hunsicker	PR	Jennifer Senavaitis

Also Present: Patrick Wannamaker, Amber Wannamaker, Kevin Birocik, Jason Zimmerman, Maria Pulli, Jill Berlet, LeAnn Stitzel, Matthew Givler, Bill Dovico, Andrea Edmonds, Luann Matika, Christie Steigerwalt, Paige Gross, Jessica Moyer, Jennifer Holman, Troy Sosnovik, Stacy Eisenhard

1.04 Approval of Agenda

J. Holman asked for approval of the agenda with the exception of agenda item 3.01 Future Ready Comprehensive Plan, which will be a presentation only and not an action item.

Moved: W. Dellicker

Seconded: L. Hunsicker

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 March 15, 2023 Board Meeting and the April 5, 2023 Workshop Meeting.

Moved: W. Dellicker

Seconded: J. Senavaitis

Vote: 6 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

None at the time.

2. Personnel

2.01 Approval is requested for the personnel items as attached:

L. Matika said we hired our first teacher for the start of next school year, Brooke Seiler, who will be the new Art teacher at the High School.

J. Zimmerman introduced and welcomed Patrick Wannamaker who will be the new boys' basketball coach. P. Wannamaker said he is excited for the opportunity and being at this point in the process.

B. Tobin welcomed Kevin Birocik who will be the new School Police Chief for the 2023-2024 school year. K. Birocik said he appreciates all the support and is looking forward to working with everyone.

NORTHWESTERN LEHIGH SCHOOL DISTRICT MEMORANDUM

Office of the Director of Human Resources

TO: Northwestern Lehigh School Board
FR: Luann E. Matika
DT: April 19, 2023
RE: Personnel Action



April 19, 2023 Board Meeting

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

A. RETIREMENTS/RESIGNATIONS:

1. Recommendation to accept the resignation for retirement of Dianne Searcy as Technology Support Technician effective June 30, 2023 after 12.5 years of service to the District.
2. Recommendation to accept the resignation of Arthur Oakes, Director of Operations, effective May 21, 2023. **Arthur will remain as a per diem employee.**
3. Recommendation to accept the resignation of Brian Tobin, School Police Chief, effective June 30, 2023. Brian will remain as a substitute Police Officer following his resignation.
4. Recommendation to accept the resignation of Brittany Balik, Confidential Administrative Assistant in the Human Resources Department effective May 9, 2023. Brittany will remain as a per diem employee as needed through October 30, 2023.
5. Recommendation to accept the resignation of Alec Marchek, 7th Grade Teacher, effective the last teacher day of the 2022-2023 school year.
6. Recommendation to accept the resignation of Amanda George, part-time Police Officer effective June 16, 2023. Amanda will remain as substitute Police Officer following her resignation.
7. Recommendation to accept the resignation of Jeffrey Miller, part-time Police Officer effective June 9, 2023.
8. Recommendation to accept the resignation of Constance Harding, part-time Bus Driver effective March 31, 2023.
9. Recommendation to accept the resignation for retirement of Harold Heintzelman as part-time Van Driver effective June 30, 2023.
10. Recommendation to accept the resignation of Mary Sue Kotula as a substitute Instructional Assistant and substitute Secretary, effective March 23, 2023.
11. Recommendation to accept the voluntary resignation of Robert Hall as a substitute Van Driver effective March 26, 2023.

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9. Recommendation to change the status of Debra Ostrander from a part-time Van Driver to a part-time Van Driver with active CDL and substitute Bus Driver effective March 24, 2023 at \$20.52/hr.
10. Recommendation to change the status of Debra Ostrander from part-time Van Driver with active CDL and substitute Bus Driver to part-time Bus Driver effective April 3, 2023 at \$26.88/hr.
11. Recommendation to approve a Professional Practicum experience for Nezar Haddad from Kutztown University assigned to David Combs, School Counselor at the High School during the 2023-2024 school year.
12. Recommendation to approve an unpaid medical leave for employee #1477 beginning February 15, 2023 through the end of the school year.
13. Recommendation to approve an unpaid medical leave for employee #2690 beginning March 16, 2023 with an end date to be determined.
14. Recommendation to approve unpaid days for employee #2658 for March 13 & 14, 2023.
15. Recommendation to approve unpaid days for employee #1395 for March 31-April 5, 2023.
16. Recommendation to approve an unpaid medical leave for employee #2202 beginning April 17, 2023 with an end date to be determined.
17. Any additional personnel action.

12. Recommendation to accept the resignation of Cody Baugher as a seasonal employee, effective April 5, 2023.

13. Recommendation to accept the resignation of Hunter Baugher as a part-time Custodian, effective May 2, 2023.

B. APPOINTMENTS/NEW EMPLOYEES:

1. Recommendation to approve Brooke Seiler as High School Art Teacher effective August 14, 2023 at a salary of BS Step 3 (\$55,118). Brooke received her Bachelor's Degree from Lycoming College and comes to us with her most recent experience from Pleasant Valley School District.
2. Recommendation to approve Kevin Birosik as School Police Chief effective July 1, 2023 at \$332.52/day.
3. Recommendation to approve Terry Barndt as a substitute Van Driver, effective April 5, 2023 at \$13.00/hr.
4. Recommendation to approve Brenton Riegel as a substitute Van Driver, effective date pending the receipt and approval of all necessary paperwork at \$13.00/hr.

C. OTHER ACTIONS:

1. Approval to grant tenure to Kelsey Schultz, School Psychologist, after completion of three (3) years of satisfactory service to the District per Administrative recommendation, effective April 25, 2023.
2. Recommendation to approve a request for sabbatical leave for professional development for employee #905 for the second semester of the 2023-2024 school year.
3. Recommendation to approve a request for sabbatical leave for professional development for employee #317 for the first semester of the 2023-2024 school year.
4. Recommendation to approve Patrick Wanamaker as the Head Boys Basketball Coach for the 2023-2024 school year at a stipend not to exceed \$7,976.82.
5. Recommendation to change the status for Dawn Wehr from short-term substitute Instructional Assistant to, part-time Instructional Assistant, effective April 13, 2023 at \$17.33/hr.
6. Recommendation to approve Debra Arner as a part-time Bus Driver, effective April 11, 2023 at \$26.88/hr.
7. Recommendation to change the status of Daniel Hartman from substitute Van Driver to part-time Van Driver, effective March 13, 2023 at \$17.60/hr.
8. Recommendation to change the status of Andrea Koch from substitute Van Driver to part-time Van Driver, effective March 13, 2023 at \$17.60/hr.

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Moved: L. Hunsicker

Seconded: B. Hite

Vote: 6 Aye, 0 Nay

2.02 Administrative Compensation Plan Amendment

J. Holman said this is the Compensation Agreement to add the School Police Chief to the Act 93 Agreement.

Moved: W. Dellicker

Seconded: T. Leiser

Vote: 6 Aye, 0 Nay

3. Curriculum/Building Issues

3.01 Future Ready Comprehensive Plan

J. Holman, T. Sosnovik and the administration team reviewed the 2023-2026 Future Ready Comprehensive Plan.

M. Pulli reviewed the Mission, Vision, and Values of Northwestern Lehigh School District.

T. Sosnovik reviewed the PA School Climate Survey and said we had about eighteen hundred (1,800) students, parents/guardians, and staff participate.

B. Dovico reviewed the district-wide results from the PA School Climate Survey.

3.04 Dental Contract

NORTHWESTERN LEHIGH SCHOOL DISTRICT
6493 Route 309, New Tripoli, PA 18066-2099
(610) 298-8861 www.nwlehighsd.org

**DENTAL AGREEMENT
2022-2023**

- 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 survives 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 Check; 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: _____
 Date: _____
 Date: 2-1-23

Board President Northwestern Lehigh School District
Mr. Todd Hermander

Superintendent Northwestern Lehigh School District
Mrs. Jennifer Norman

Dentist:
Dr. David Snyder

District # _____
 Dentist License # 5-1-23
 Dentist's License Expiration _____

3.05 CLIU Facilities Plan

3.06 Flexible Instructional Days

3.07 Act 80 Days

3.08 Second Reading and Final Approval of Curriculum Documents

3.09 Curriculum Textbooks

Motion approved agenda items 3.02 through 3.09:

Moved: T. Leiser

Seconded: W. Dellicker

Vote: 6 Aye, 0 Nay

4. Policy

4.01 First Reading Waiver

T. Sosnovik said per school board policy 003, policies must have a first and second reading unless the changes are minor editorial revisions. He said we have added policy 705.1 to second reading due to some language missing that needs to be changed for liability and insurance purposes. He said we are asking the Board to waive the two reading requirement for policy 705.1.

Moved: W. Dellicker

Seconded: L. Hunsicker

Vote: 6 Aye, 0 Nay

4.02 First Reading of the Following Policies

T. Sosnovik said there were some minor changes to policy 137, where the word homeschool was changed to home education. He said we also added policy 827 for first reading due to minor changes required for the monitoring for all of our title programs.

[137 - Home Education Programs](#)

[137.1 - Extracurricular Participation by Home Education Students](#)

[137.2 - Participation in Cocurricular Activities and Academic Courses by Home Education Students](#)

[137.3 - Participation in Career and Technical Education Programs by Home Education Students](#)

[827 - Conflict of Interest](#)

4.03 Second Reading and Final Approval of the Following Policies:

T. Sosnovik said he has not received any questions or comments on these policies.

[146 - Student Services](#)

[705.1 - Persons Authorized to Use Weapons](#)

Moved: W. Dellicker

Seconded: J. Senavaitis

Vote: 6 Aye, 0 Nay

4.04 Recommendation to rescind the following policies:

None at the time.

5. Operations

5.01 Middle School Doors/Glazing Contract

Authorization to execute a contract with Entrance Systems for the Middle School Doors/Glazing in the amount of \$461,500 pending solicitor approval of the contract.

5.02 High School Electrical Replacements Contract

Authorization to execute a contract with Billitier for the High School Electrical Replacements in the amount of \$136,138 pending solicitor approval of the contract.

5.03 Middle School Water Line Replacement Contract

Authorization to execute a contract with Zimmerman Environmental for the Middle School Water Line Replacement in the amount of \$312,500 pending solicitor approval of the contract.

5.04 Fire Alarm and Security Contract

Authorization to execute a contract with Diefenderfer for Fire Alarm and Security in the amount of \$361,960 pending solicitor approval of the contract.

5.05 Site Lighting and Sitework Contract

Authorization to execute a contract with Empire for Site Lighting and Sitework in the amount of \$486,655 pending solicitor approval of the contract.

Motion approved agenda items 5.01 through 5.05:

Moved: W. Dellicker

Seconded: L. Hunsicker

Vote: 6 Aye, 0 Nay

6. District Finances

6.01 King, Spry, Herman, Freund & Faul Agreement

6.02 Buses

6.03 Republic Services

6.04 DeSales University Rental Agreement

6.05 CLIU Intergovernmental Agreement for Special Education Services

6.06 CLIU Notice of Adoption of Policies, Procedures, and Use of Funds

6.07 CLIU Transperfect Agreement

6.08 Reports

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

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

Fund 10 General Fund with a beginning balance of \$33,282,470.01, receipts of \$1,706,461.04, disbursements of \$(4,576,981.06), leaving a balance of \$30,411,949.99.

Fund 32 Capital Reserve Fund with a beginning balance of \$3,553,863.26, receipts of \$2,972.11, disbursements of \$(29,881.00), leaving a balance of \$3,526,954.37.

Fund 37 Capital Projects with a beginning balance of \$110,350.85, receipts of \$80.07, disbursements of \$0, leaving a balance of \$110,430.92.

Fund 38 2022 Projects with a beginning balance of \$9,996,571.02, receipts of \$8,392.92, disbursements of \$0, leaving a balance of \$10,004,963.94.

Fund 51 Food Service Fund with a beginning balance of \$651.80, receipts of \$55,059.35, disbursements of \$(55,047.80), leaving a balance of \$663.35.

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

Motion approved agenda items 6.01 through 6.08:

Moved: W. Dellicker

Seconded: J. Senavaitis

Vote: 6 Aye, 0 Nay

6.09 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 \$13,864.74

Moved: L. Hunsicker

Seconded: B. Hite

Vote: 6 Aye, 0 Nay

7. Other Reports

7.01 Enrollment Report

NORTHWESTERN LEHIGH SCHOOL DISTRICT

ENROLLMENT REPORT

2022-2023



Month	NWE	WEIS	Total Elem	MS	HS	Digital Acad	Out of District Place- ments	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	420	388	808	466	694	5	22	1995	178	19	54	30	12	5	101	108	
October	421	387	808	463	686	9	25	1991	182	18	55	29	12	5	101	107	137
November	423	388	811	465	688	7	25	1996	181	18	54	31	11	5	101	107	
December																	
January	422	382	804	466	682	6	28	1986	179	18	51	31	11	5	98	104	
February	424	383	807	465	678	9	27	1986	179	17	52	31	9	5	97	106	
March	422	383	805	465	673	11	27	1981	179	16	52	31	7	5	95	107	
April	423	381	804	465	673	11	27	1980	178	17	52	33	7	5	97	108	
May			0					0									
June			0					0									

7.02 Foundation Report

L. Stitzel reminded everyone that the Foundation will be holding their annual Tiger 5K, 10K walk on Saturday, May 27th at Ontelaunee Park and said registration is open on the Foundation's website. She said the Foundation has also approved its second round of teacher mini grants and said the total funding for this program this school year is \$31,585.

7.03 Committee Reports as follows:

- Intermediate Unit
 - J. Senavaitis said there will be a golf outing on June 20th at Olde Homestead. She said they had a presentation in March about funds they used to adopt an emotional support dog. She said they received an update on the executive director search and the IU is moving onto second round interviews. She said the transportation department did a presentation on the statistics of how many programs and miles they travel.
- Lehigh Career & Technical Institute
- Lehigh Carbon Community College
- Recreation Commission
 - T. Hernandez said the fields are open and the recreation commission board is looking at a few new projects for the batting cages, skatepark, and considering a pickleball court. He said A Night in the Country will be August 19, 2023 and the planning is in the process.

8. Old Business

9. New Business

9.01 Donation

Approval to accept donations from the Lehigh Valley Educators Credit Union
2021-2022 - \$5,000

2022-2023 - \$10,000

Moved: W. Dellicker

Seconded: B. Hite

Vote: 6 Aye, 0 Nay

J. Senavaitis said she has heard some concerns and feedback about league changes in sports, eliminating Junior Varsity, and moving to a Junior High model. She said she is looking for some additional information for the Board to be aware of because it's been a hot topic in the community. J. Zimmerman asked the Board to direct anyone with questions to his office and explained the changes. He said anything that we are offering is reviewed in May per board policy.

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

M. Givler said they are full steam ahead at the High School towards graduation and the end of the school year. He said they will have Keystone testing for ninth graders in May.

J. Berlet said Weisenberg is currently hosting an artist in residence who is working with K-5 students to create a mural painting in the cafeteria. She said the NAMM Foundation has recognized Northwestern Lehigh School District as the best community for music education for the third year in a row.

M. Pulli said elementary field trips are coming up and they are excited. She said the third-grade musical will be on May 11th and they will have PSSA testing starting next week.

B. Dovico said seventh graders went on a field trip to DaVinci Science Center and there will be fifteen kids in seventh grade going to Envirothon. He said the drama club will be performing the Wizard of Oz on April 28, 29, 30th. He said there will be an eighth-grade field trip to Gettysburg. He said PSSA's will start next week and sixth graders will be going on an orienteering trip to Hawk Mountain.

L. Matika thanked Brittany for her years of service and dedication to the district.

B. Tobin thanked the Board for approving Chief Birocik.

J. Zimmerman recognized Dr. Bieber for being supportive of Northwestern Lehigh School District playing at Lehigh Carbon Community College.

J. Holman said she looked up how many Foundation grants there were and said there were thirteen in the Fall and ten in the Spring for a total of twenty-three.

10.04 Board Member Sharing

T. Leiser welcomed Kevin as the new school police chief.

W. Dellicker said he attended the PSBA Advocacy Day on April 18th and said Mrs. Holman is a great leader representing our school and we are fortunate to have her.

L. Hunsicker recognized Mrs. Krum, her student teacher, and the second-grade teachers and said the kids did an amazing job at their musical.

B. Hite said she loves the artist in residence programs and is glad to see it's back.

J. Moyer thanked the Board for the renewal of their contract.

10.05 Meeting Announcements

T. Hernandez said there will be an Executive Session for Personnel immediately following tonight's Board Meeting.

Executive Session for Legal was held after the Board Meeting on March 15, 2023 in the Board Room.

Workshop Meeting was held on April 5, 2023 at 7:00 PM in the Board Room.

Executive Session for Personnel was held after the Workshop Meeting on April 5, 2023 in the Board Room.

Workshop Meeting will be on May 3, 2023 at 7:00 PM in the Board Room

Executive Session for Personnel will be on May 3, 2023 after the Workshop Meeting in the Board Room

Board Meeting will be May 10, 2023 at 7:00 PM in the Board Room.

11. Adjournment

Upon motion by L. Hunsicker, seconded by T. Leiser, the meeting was adjourned at 9:14 p.m.

Respectfully submitted,

John Casciano, Secretary
By S. Eisenhard, Assistant Secretary