

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

1. Opening Procedures

1.01 Call to Order

The June 7, 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

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

Also Present: Alonza Price, Evelyn Parodi, Luann Matika, Christie Steigerwalt, Kevin Birocik, Brian Tobin, Jennifer Holman, Troy Sosnovik, Stacy Eisenhard

1.04 Approval of Agenda

T. Hernandez asked for approval of the agenda with an amendment to move 5.01 Food Service Update to the beginning of the agenda.

Moved: J. Fatzinger

Seconded: W. Dellicker

Vote: 7 Aye, 0 Nay

J. Holman reminded the Board that this meeting was advertised as an action meeting. She said we will be taking action on agenda items; 2.01 Personnel, 6.09 Insurance Renewal, and 6.10 LCTI National School Lunch Program.

1.05 President welcomed guests

1.06 Courtesy of the Floor

None at the time.

2. Personnel Action

2.01 Personnel Agenda (Action Item)

L. Matika said the 2023-2024 Coach and Advisor recommendations are also for approval tonight on the second attachment.

NORTHWESTERN LEHIGH SCHOOL DISTRICT MEMORANDUM

Office of the Director of Human Resources

TO: Northwestern Lehigh School Board
FR: Luann E. Matika
DT: June 7, 2023
RE: Personnel Action



June 7, 2023 Board Meeting

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

A. RETIREMENTS/RESIGNATIONS:

1. Recommendation to accept the resignation of Beverly Frizzell as a Food Service Worker, effective June 2, 2023.
2. Recommendation to accept the resignation of Jacob Bennett as a 3rd grade Teacher effective, June 7, 2023. Jacob will be added to our substitute teacher list.
3. Recommendation to accept the resignation of John Cosentino as a Security Guard effective, June 16, 2023.
4. Recommendation to accept the resignation of Cheyanne Landes as a Temporary 1:1 Instructional Aide at Weisenberg Elementary, effective June 7, 2023. Cheyanne will be added to the substitute Teacher and substitute Instructional Assistant lists.
5. Recommendation to accept the resignation of Abby Pastrir as a 1:1 Instructional Aide at Northwestern Lehigh Elementary, effective June 7, 2023.

B. APPOINTMENTS/NEW EMPLOYEES:

1. Recommendation to approve Casey Craddock as School Psychologist, effective July 5, 2023, pending receipt and approval of all necessary paperwork at a salary of MS+12 Step 5 (\$62,025) for the 2023-2024 school year. Casey received her Bachelor's Degree from Bloomsburg University and her Master's degree from Eastern University. She comes to us with her most recent experience from Jenkintown School District.
2. Recommendation to approve Jeffrey Coleman as a part time Police Officer with Northwestern Lehigh Police Department, effective June 12, 2023, pending receipt and approval of all necessary paperwork, at \$24.76/hr.
3. Recommendation to approve Robert Judge as a part time Police Officer with Northwestern Lehigh Police Department, effective June 12, 2023, pending receipt and approval of all necessary paperwork, at \$24.76/hr.
4. Recommendation to approve Reagan Hernandez as a Prospective Substitute Teacher, effective May 23, 2023, at a starting rate of \$121.00/day.

2023-2024 Extracurricular Position Recommendations

Department Heads	
Position	Name
Career / Technology Dept. Head (gr.9-12)	Mike Sikora
Language Arts Dept. Head (gr. 9-12)	Linda Paist
Math Dept. Head (gr. 9-12)	Kelly Bleam
Science Dept. Head (gr. 9-12)	Kevin Sunday
Social Studies Dept. Head (gr. 9-12)	Paul Kleintert
World Language Dept. Head (gr. 9-12)	Manuela Koch
Special Education Co-Dept. Chair (gr.9-12) (50%)	Bri Slane
Special Education Dept. Chair (gr.9-12) (50%)	Kim Conahan
Art/Music Co-Dept. Head (gr. K-12 @ 50%)	Shawn Fies
Art/Music Co-Dept. Head (gr. K-12 @ 50%)	Tracy Smoyer
Wellness/Fitness Dept. Head (gr. K-8 @ 50%)	Chris Klein
Wellness/Fitness Dept. Head (gr. 9-12 @ 50%)	Tim Churetta
High School Advisors	
Position	Name
Band Director	Ethan Beeco
Jazz Band Director	Ethan Beeco
Assistant Band Director / Colorguard Advisor (1/3)	Nancy Riggins
Assistant Band Director / Colorguard Advisor (1/3)	Nancy Groos
Colorguard Co-Advisor	Miles Molinero
Broadcasting Advisor	Joel Dymda
Chorus Advisor	Ethan Beeco
Class of 2024 Advisor	Duran Porrino
Class of 2024 Advisor	
Class of 2025 Advisor	Lissa Opolsky
Class of 2025 Advisor	Shay McGee
Class of 2026 Advisor	Coral Suppan
Class of 2026 Advisor	Heather Fugazzotto
Class of 2027 Advisor	
Class of 2027 Advisor	
Technology Mentor	Jeremy Smoyer
Debate Advisor	Linda Paist
National Honor Society Co-Advisor	Kelly Bleam
National Honor Society Co-Advisor	Lissa Opolsky
Science Olympiad Advisor	Liz Ache
Student Council Advisor	Lauren Eisenbaumer
Yearbook Advisor	Lissa Opolsky
Fall Drama Director	Bill Mutimer
Spring Musical Director	Bill Mutimer
Spring Musical Music Director	
Spring Musical Choreographer	
Spring Musical Art/Tech Director	

5. Recommendation to add Samuel Yadush to the substitute Custodian list, effective June 1, 2023.
6. Recommendation to approve the following individuals for bus cleaning beginning June 7, 2023 at \$14.00/hr.:
 - Kelly Coffield
 - Brittany Williams
 - Meredith Petrucelli
 - Jessica Knirmschild
 - Debra Smith
 - Bruce Dietrich
 - Kimberly Dean
 - Terry Barndt

7. Recommendation to approve the following summer bus trainers:
 - Tracy Humes
 - Brittany Williams
 - Dawn Tirpak

8. Recommendation to approve the following Teachers to provide Extended School Year Instruction, effective July 6, 2023, at \$31.00/hr., not to exceed 815 total hours:
 - Sarah Henry
 - Jessica Marquardt
 - Audrey Williams
 - Samantha Greenawald
 - Rebecca Pallen
 - Sarah DeBorrello
 - Megan Schoener

C. OTHER ACTIONS:

1. Recommendation to amend the salary of Jason Zimmerman, Director of Athletics and Student Activities, for the 2023-2024 school year to \$115,132. Additionally, approve a stipend payment of \$7,500 to Jason Zimmerman for the management and coordination of Tiger Concessions for the 2023-2024 school year.
2. Recommendation to approve the attached 2023-2024 Coach & Advisor Recommendations.
3. Recommendation to approve unpaid days for employee number #1828 on May 16 and May 17, 2023.

2023-2024 Extracurricular Position Recommendations

High School Advisors (cont'd)	
Position	Name
Scholastic Scrimmage Advisor	Paul Tomlin
Indoor Twirling Advisor	Donna Pechacek
Indoor Twirling Assistant Advisor	
Drama Club Advisor	Bill Mutimer
Aevium Club Advisor	Dave Combs
FLIC Club Advisor	Paul Tomlin
Friends for Life Advisor	
Key Club Advisor	Bob Biese
LGBTQA Alliance Club Advisor	Lexi Ashburne
MAKER Club Advisor	Jeremy Smoyer
SADD Club Advisor	
Science Honor Society Advisor	Andrea Meyers
Tiger Talk Advisor	Ann Way
Weight Training Advisor (Summer)	Josh Snyder
Weight Training Advisor (Summer)	
Weight Training Advisor (Fall)	Josh Snyder
Weight Training Advisor (Fall)	
Weight Training Advisor (Winter)	Josh Snyder
Weight Training Advisor (Winter)	
Middle School Advisors	
Position	Name
Activity Manager	Mike Weber
Technology Mentor	Melissa Smith
Band Director	Jim Lykins
Chorus Director	Scott Brown
Drama Advisor	Bill Mutimer
Student Council Advisor	Merrie Smith
Broadcasting Advisor	Rich Kulp
Yearbook Advisor	Amy Giuffrida
Language Arts Subject Area Contact Person	Amy Giuffrida
Math Subject Area Contact Person	Mary Giannelli
Science Subject Area Contact Person	Rich Kulp
Social Studies Subject Area Contact Person	Katherine Kraky

2023-2024 Extracurricular Position Recommendations

High School Athletic Coaches	
Position	Name
Head Golf Coach	Tim Miller
Head Cross Country Coach	Chris Stitzel
Assistant Cross Country Coach (MS & VA)	Matt Fritz
Assistant Cross Country Coach (MS & VA)	Liz Fornauf
Assistant Cross Country Coach (MS & VA)	Gene Tapper
Fall Event Manager (50%)	Chris Deutsch
Fall Event Manager (50%)	
Winter Event Manager (50%)	Jordan Smith
Winter Event Manager (50%)	Duran Porriño
Spring Event Manager	Chris Deutsch
Equipment Manager	Jordan Smith
Head Baseball Coach	Chad Cooperman
Assistant Baseball Coach (VA)	
Assistant Baseball Coach (JV & VA)	Brian Quinlan
Head Boy's Basketball Coach	Patrick Wanamaker
Assistant Boys Basketball Coach (JV & VA)	Bob Mazzotta
Assistant Boys Basketball Coach (JV & VA)	Chad Cooperman
Assistant Boy's Basketball Coach (Jr. High)	Nate Hunsicker
Assistant Boy's Basketball Coach (MS)	Sam Yadush
Head Girl's Basketball Coach	Chris Deutsch
Assistant Girl's Basketball Coach (JV & VA)	Joe Mladovich
Assistant Girl's Basketball Coach (JV & VA)	Derrick Reinert
Assistant Girl's Basketball Coach (JV & VA)	Kate Musselman
Assistant Girl's Basketball Coach (Jr. High)	
Assistant Girl's Basketball Coach (MS)	
Head Boy's Soccer Coach	Nate Hunsicker
Assistant Boy's Soccer Coach (JV & VA)	Derrick Reinert
Assistant Boy's Soccer Coach (JV & VA)	Josh Gross
Head Football Coach	Josh Snyder
Assistant Football Coach (VA)	Dave Kerschner
Assistant Football Coach (VA)	Greg Mitchell
Assistant Football Coach (JV & VA)	Josh Zimmerman
Assistant Football Coach (JV & VA)	George Haddad
Assistant Football Coach (VA)	Rich Kulp
Assistant Football Coach (VA)	Ryan Hulmes
Assistant Football Coach (MS)	Chuck Groller
Assistant Football Coach (MS)	Paul Tomlin
Assistant Football Coach (MS)	Troy Walker
Assistant Football Coach (MS)	Josh Masters
Head Cheering Coach	Jen Bernhard
Assistant Cheering Coach	Calista Trotter
Head Girl's Soccer Coach	Jordan Smith
Assistant Girl's Soccer Coach (JV & VA)	Randy Metzger
Assistant Girl's Soccer Coach (JV & VA)	Isiah Danner

2023-2024 Extracurricular Position Recommendations

High School Athletic Coaches (cont'd)	
Position	Name
Head Softball Coach	Josh Zimmerman
Assistant Softball Coach (VA)	Jen Hammack
Assistant Softball Coach (JV & VA)	LD Wanamaker
Assistant Softball Coach (JV & VA)	Katie Klucharich
Head Track & Field Coach	Chuck Groller
Assistant Track & Field Coach (VA)	Matt Fritz
Assistant Track & Field Coach (VA)	Jordan Smith
Assistant Track & Field Coach (VA)	Paul Tomlin
Assistant Track & Field Coach (VA)	Mike Kistler
Assistant Track & Field Coach (VA)	Rich Fogal
Head Wrestling Coach	Joe Killar
Assistant Wrestling Coach (JV)	Bart Wehr
Assistant Wrestling Coach (JV)	Zach Marlatt
Assistant Wrestling Coach (Jr. High)	Zane Bachert
Head Field Hockey Coach	Lissa Opolsky
Assistant Field Hockey Coach (JV & VA)	Sydney Derr
Assistant Field Hockey Coach (JV)	Liz Ache
Assistant Field Hockey Coach (JV)	Meridith Ache*****
Head Girls Volleyball Coach	Mike Maston
Assistant Girls Volleyball Coach (JV & VA)	Jennifer Hudak
Head Boy's Lacrosse Coach	Marcus Janda
Assistant Boy's Lacrosse Coach (JV & VA)	John Seitzinger
Assistant Boy's Lacrosse Coach (JV & VA)	Tyler Corpora
Head Girl's Lacrosse Coach	Bridget Cerchiello
Assistant Girl's Lacrosse Coach (JV & VA)	Jess Bahnick
Assistant Girl's Lacrosse Coach (JV & VA)	Dave Kerschner

2023-2024 Extracurricular Position Recommendations

Elementary Extracurricular Mentors, Subject Contact Persons, & Advisors	
Position	Name
NWE Band Director	Shawn Fies
WEIS Band Director (50%)	Carol Gacesa
WEIS Band Director (50%)	
NWE Chorus Director	Shawn Fies
WEIS Chorus Director (50%)	Carol Gacesa
WEIS Chorus Director (50%)	Lora Krum
WEIS Technology Mentor (50%)	Kim DeFazio
WEIS Technology Mentor (50%)	Kristine Dangelo
NWE Technology Mentor (50%)	Catherine Clifford
NWE Technology Mentor (50%)	Krista Keys
NWE Language Arts Contact Person	Melinda School
WEIS Language Arts Contact Person	Kristine Dangelo
NWE Math Contact Person	Krista Keys
WEIS Math Contact Person	Justine Snyder
NWE Science Contact Person	Jodi Chandler
WEIS Science Contact Person	Trish Holmes
NWE Social Studies Contact Person	Marissa Bartholomew
WEIS Social Studies Contact Person	Jacob Davis
***** Pending Receipt of ALL Employment Paperwork & Clearances..	
Open Positions	
Amendments from previous document.	
Will NOT be filed during 2023-2024	
Pending Decision	
Resigned	
Previously Approved	
Emailed Interest Letter	
Multiple Applicants	
Waiting on Application	
PUT ON HOLD - TBD	
MS = Middle School	
Jr. High - Junior High	
JV = Junior Varsity	
VA = Varsity Assistant	

Moved: T. Leiser

Seconded: J. Fatzinger

Vote: 7 AYE, 0 NAY

Section B #4: 5 Aye, 0 Nay, 2 ABS

Section C #2: 6 Aye, 0 Nay, 1 ABS

AB	John Casciano	ABS Section B #4	Todd Hernandez	AYE	Todd Leiser
ABS Section B #4	Willard Dellicker	AYE	Becky Hite	AYE	Rachael Scheffler
AYE	Joseph Fatzinger	ABS Section C #2	Lauren Hunsicker	AB	Jennifer Senavaitis

3. Curriculum/Building Issues

3.01 2022-2023 Health and Safety Plan

T. Sosnovik said since we are still using ESSER Federal Funds a Health and Safety Plan is required to be in place. He said this is to extend the Health and Safety Plan through June thirtieth so there is no gap. He said there have been no changes since we last approved this.

3.02 2023-2024 Health and Safety Plan

T. Sosnovik said this is to extend the Health and Safety Plan for next school year. He said there have been no changes since we last approved this.

3.03 Federal Grant Opportunities

L. Stitzel said this is an annually recurring item to ask for approval to apply for federal grant funding for the following school year. She reviewed the summary of Title I, Title II A, Title III, and Title IV. She said Title III is something we have not applied for since 2012 because we receive very little due to the number of LEP program students we have and because we are a part of a consortium with our IU which limits our ability to move forward.

Federal Grant Funding - with Preliminary Allocations 2023-2024

Title I

This program aims to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and state academic assessments. The allocation is based on our free and reduced lunch recipient numbers. Title I funds are used to help students identified as being academically at-risk. Additionally, we service non-public schools with this money through the same identification process.

For 2023-24, we have been awarded a preliminary allocation of \$275,215 - a decrease of \$6,013 from the 2022-23 allocation of \$281,228.

Title II A

This program's purpose is to increase academic achievement by improving teacher and principal quality. This program is carried out by increasing the number of highly qualified teachers in classrooms; increasing the number of highly qualified principals and assistant principals in schools; and increasing the effectiveness of teachers and principals by holding LEAs and schools accountable for improvements in student academic achievement, primarily through induction and professional development programs.

For 2023-24, we have been awarded a preliminary allocation of \$54,180 - the same amount as the 2022-23 allocation of \$54,180.

Title III

Title III aims to ensure that limited English proficient (LEP) students, including immigrant children and youth, develop English proficiency and meet the same academic content and academic achievement standards that other children are expected to meet. Schools use Title III funds to implement language instruction educational programs designed to help LEP students achieve these standards. Districts receiving less than \$10,000 must apply as part of a consortium. Districts may also refuse the money if they so choose.

For 2022-23, we were estimated to have received \$3,819, and the total amount for 2023-24 has not yet been finalized by PDE. However, we do not plan to apply for these funds. Since 2011-12, we have refused Title III due to the IU consortium's failure to collectively meet the annual measurable achievement targets of English Language Learners.

Title IV

The purpose of Title IV is to provide all students access to a well-rounded education, improve school conditions for student learning, and improve the use of technology to improve the academic achievement and digital literacy of all students. Because districts are limited to spending only 15% of the funds on technology in Title IV, many move this funding into Title I or Title IIA. Since the 2018-19 school year, NWLSD has transferred this funding into Title IIA.

For 2023-24, we have been awarded a preliminary allocation of \$22016 - an increase of \$5,946 from the 2022-23 allocation of \$16,070.

3.04 Title III

L. Stitzel said it is her recommendation to reject Title III funding for the 2023-2024 school year.

4. Policy

4.01 First Reading of the Following Policies

None at the time.

4.02 Second Reading and Final Approval of the Following Policies:

T. Sosnovik said as a request from our auditors, the finance lease language has been removed from the policy.

[622 - GASB](#)

4.03 Recommendation to rescind the following policies:

None at the time.

5. Operations

5.01 Food Service Update

A. Price presented the Training and Special Events that happened throughout the year and said PDE mandates that they have a certain amount of professional development hours per year. He said new this year is the TNG Cares Award Program which recognizes team members for their tireless work, dedication, and achievements. He presented the Nutrition 4 Life Program and how they celebrated Halloween in the cafeteria.

E. Parodi presented the Thanksgiving Celebration, streamlined service, and how they teach nutrition to younger students with Molly the Cow. She said their featured dish is "Korean BBQ Meatball Bowl" and said they try to feature meals that the students love.

T. Sosnovik presented the food service numbers and said our breakfast numbers have been fantastic this year. He said historically this program has run in a deficit but since we have had The Nutrition Group, we have been able to chip a large portion of that debt away. He said The Nutrition Group is completely committed to this relationship and guaranteed us a profit of \$56,027 for next year. He also presented what will be new for the 2023-2024 school year and gave an update on the Wellness Committee Meeting.

5.02 Food Service Management Company Renewal

T. Sosnovik said this is for the renewal with The Nutrition Group for the 2023-2024 school year. He said this is year three of our five-year relationship with them. He said The Nutrition Group has done a fantastic job and he supports this renewal.

5.03 School Lunch Prices

Elementary: \$2.90, Middle School: \$3.05, High School: \$3.30, Breakfast: \$1.90, Adult: \$4.05.

T. Sosnovik said the prices represent no changes for the 2023-2024 school year.

5.04 Summer Projects Authorization

J. Holman said since we do not have a board meeting in July, this is to approve her (the Superintendent) to authorize change orders for the summer projects up to \$100,000 and bring them back retroactively in August. She said if anything would come up, she would include the details in her Friday report to the Board.

5.05 MS Additional Paving

J. Holman said this is an owner-requested change order to pave three areas at the Middle School that require repair. She said this proposal is with Empire Services for an additional full depth paving restoration in the amount of \$55,369.37. She recommended the Board look at these sections to make a decision because they are in bad shape.

5.06 MS Auditorium Acoustic Proposal

J. Holman said a few weeks ago that the Board talked about wanting some options for the Middle School Auditorium sound. She said this is a company that would come in, do some testing, and give us a proposal for a solution that might fix the auditorium sound without the whole renovation. She said the cost of the project proposal is \$8,500.

The Board asked for an itemized amount so they know how much each item would cost.

J. Holman said she will contact the company to get clarification regarding number seven under terms and conditions and also ask about itemized amounts with how much they think things are going to cost.

5.07 Elk Environmental Services

T. Sosnovik said we deal with a number of different chemicals in the district and have to dispose of them appropriately. He said this contract is for field chemists to come out, assess everything we have, document inventory, and prepare it for transportation per DOT regulations. He said it would be a total project cost of approximately seven to eight thousand dollars.

6. District Finances

6.01 2023-2024 Final Budget

C. Steigerwalt said this is our final 2023-2024 General Fund budget and supporting tax levies. She reviewed the budget summary, changes from May 10th, homestead/farmstead, the final budget, and action items.

2023-2024 Final Budget

	2023-2024
Total Revenues	\$48,074,675
Total Operating Expenditures	\$50,858,758
Operating Shortfall	(\$2,784,083)
Millage Increase 0.7518 mills	\$1,265,561
2023-2024 Millage Rate 19.09080	
Use of Fund Balance	(\$1,518,522)

a. Budget Expenditures

\$50,838,758

b. Local tax levies

Real Estate Tax 19.0908 mills (0.7518 mill increase)
Earned Income Tax 1% (net .5%)
Real Estate Transfer Tax, Act 511 ½% for each of 4 townships
Local Services Tax \$10

6.02 2023-2024 Use of Committed Fund Balance

C. Steigerwalt said this is what we have projected to use in fund balance for the 2023-2024 budget.

NORTHWESTERN LEHIGH SCHOOL DISTRICT USE OF FUND BALANCE 2023-2024 FINAL BUDGET JUNE 21, 2023

Operating Shortfall- Proposed Final Budget	<u>2,784,083</u>
Restricted	
Scholarships	(21,000)
Committed	
Emmaus Bond Pool Stabilization *	(200,000)
Healthcare Stabilization *	(200,000)
OPEB *	(50,000)
Assigned	
Fleet Replacements	(250,000)
Curriculum change to State & Federal Uncertainty	(397,522)
Unassigned	
Budgetary Reserve	(400,000)
Grand Total	<u>(1,518,522)</u>
Millage Increase	1,265,561
Remaining Shortfall	<u>-</u>

* Amount requires board action for use in 2023-24 in accordance with Board Policy 620.

Committed fund balance is the portion of fund balance that represents resources whose use is constrained by limitations that the district imposes upon itself by formal board action. Commitments remain binding unless removed through formal board action.

Assigned fund balance is the portion of fund balance that represents the district intended use of the resources. Formal board action is not required to assign fund balance.

Unassigned fund balance is the portion of fund balance that represents the district surplus that is not reserved for other purposes.

6.03 General Fund Balance Resolution June 30, 2023

C. Steigerwalt said this resolution is for the committed fund balance categories that we will potentially use once we have our audited numbers from 2022-2023.

**A RESOLUTION OF THE BOARD OF SCHOOL DIRECTORS OF
NORTHWESTERN LEHIGH SCHOOL DISTRICT DESIGNATING AMOUNTS
FOR INCLUSION IN SPECIFIC RESERVE FUNDS PURSUANT TO THE
PUBLIC SCHOOL CODE OF 1949, AS AMENDED.**

WHEREAS, the Board and Administration have reviewed the current fund balance and made a determination as to the committed funds and the amount appropriate for transfer to the following funds;

1. The following categories shall be reserved for the purposes stated
 - a. Other Post-Employment Benefits (OPEB)
 - b. Healthcare Stabilization
 - c. PSERS Stabilization
 - d. Emmaus Bond Pool (EBP) Rate Stabilization
 - e. Energy Stabilization
 - f. Millage Stabilization

Todd Hernandez, President

					2024			
INSTITUTION	FUND	AMOUNT	RATE	APY	ESTIMATED INTEREST	TYPE	TERM	MATURITY
New Tripled Bank								
Certificate Deposit (CD)	General (10)	\$ 5,000,000	2.00%	2.02%	101,000	Fixed	5 YEAR	08/17/24
Certificate Deposit (CD)	General (10)	\$ 3,000,000	2.75%	2.788%	34,850	Fixed	13 MONTHS	11/06/24
Certificate Deposit (CD)	General (10)	\$ 2,000,000	2.75%	2.788%	23,233	Fixed	13 MONTHS	11/06/24
Certificate Deposit (CD)	General (10)	\$ 6,000,000	3.99%	4.07%	246,200	Fixed	182 DAYS	10/10/24
Certificate Deposit (CD)	General (10)	\$ 2,000,000	3.99%	4.07%	81,400	Fixed	182 DAYS	11/06/24
PENDING TRANSACTIONS: NONE								
INSTITUTION	FUND	AMOUNT	RATE			TYPE	TERM	MATURITY
RECOMMENDATION: Evaluate the cash flow needs at the time the certificate deposits come due during the year to a recommendation to the board.								

6.09 2023-2024 Insurance Renewal (Action Item)

C. Steigerwalt said she is asking for approval of this tonight so we can sign all of the paperwork to be effective by July 1st.

Premium Summary:		
Line of Coverage	Expiring Premium	Renewal Premium
Property	\$118,355.00	\$113,869.00
Crime	\$1,218.00	\$1,213.00
General Liability	\$14,718.00	\$13,184.00
Law Enforcement Liability	\$2,860.00	\$2,860.00
Equipment Breakdown	\$8,607.00	\$9,284.00
Automobile	\$53,172.00	\$53,403.00
School Leaders' Legal Liability	\$14,192.00	\$14,456.00
Workers' Compensation	\$151,521.00	\$163,172.00
Excess Liability	\$10,499.00	\$10,396.00
Cyber Liability	\$24,701.00	\$19,531.00
Pollution Liability	\$6,244.45	\$6,987.14
Blanket Accident	\$24,243.00	\$24,243.00
Total Estimated Annual Premium	\$430,330.45	\$432,598.14

Payment Terms:			
Policy	Carrier	Agency or Direct Bill	Plan
Package, Auto, SLI & Excess	CM Regent	Agency Bill	Annual Pay
Equipment Breakdown	Hartford Steam Boiler	Agency Bill	Annual Pay
Law Enforcement Liability	CM Regent	Agency Bill	Annual Pay
Workers' Compensation	StarNet/Key Risk	Agency Bill	Annual Pay
Cyber Liability	ACE American	Agency Bill	Annual Pay
Pollution Liability	Liberty Surplus Ins.	Agency Bill	Annual Pay
Blanket Accident	AG Administrators	Agency Bill	Annual Pay

Moved: B. Hite

Seconded: L. Hunsicker

Vote: 7 Aye, 0 Nay

6.10 LCTI National School Lunch Program Coordination Agreement (Action Item)

C. Steigerwalt said every year we are asked to sign this agreement for the students that attend and eat lunch at LCTI.

Moved: L. Hunsicker

Seconded: B. Hite

Vote: 7 Aye, 0 Nay

6.11 Shared Transportation Agreement

J. Holman said this is retroactively to pay for the 2022-2023 school year ride share agreement with Kutztown School District.

6.12 CLIU Overdrive Agreement

T. Sosnovik said this is an annual agreement with CLIU for resources in our library.

AGREEMENT FOR CLIU OVERDRIVE CONSORTIUM

This CLIU Overdrive Consortium agreement is made with Northwestern Lehigh School District (LEA) and the Carbon Lehigh Intermediate Unit #21 (CLIU #21). CLIU #21 agrees to serve as the conduit for the OverDrive/Sora School Download Library and the LEA for a period of one (1) year beginning July 1, 2023 and ending June 30, 2024.

- Patrons will access eBooks online via a CLIU OverDrive Consortium branded portal in accordance with Rakuten Overdrive Terms & Conditions, Privacy Policy, and Privacy Policy for Children found at: <https://company.cdn.overdrive.com/policies/terms-and-conditions>.
- The current membership and collection development cost for CLIU 21 OverDrive School Download Library is two thousand, two hundred dollars (\$2,200.00) for the 2023-2024 school year.
- CLIU Overdrive Consortium Members will participate and collaborate on the selection and review of collection materials via quarterly Collection Development Meetings using CLIU Overdrive Consortium Procedures. All consortium members will have equal representation in these meetings.
- The CLIU #21 will provide ongoing communication with the District Overdrive Representatives regarding marketing, training, purchasing, and support.

6.13 BrainPop Software Agreement

T. Sosnovik said this is an annual agreement with CLIU for BrainPop.

ORDER AGREEMENT FOR BRAINPOP

This Agreement is made on May 12, 2023, with Northwestern Lehigh School District (LEA) and the Carbon Lehigh Intermediate Unit #21 (CLIU #21). CLIU #21 agrees to provide the selected BrainPop Services owned by BrainPop to LEA for a period of one year beginning August 4, 2023.

- Teachers will access the materials online via a secure server controlled and hosted by BrainPop pursuant to BrainPop Terms of Use and Privacy Policy found at <https://www.brainpop.com/>.
- The LEA selected services and annual costs are as follows:
 - NW Elementary – BrainPop Combo – 420 students (\$2.95/student) = \$1,239.00
 - Weisenberg Elementary – BrainPop Combo – 400 students (\$2.95/student) = \$1,180.00
 - NW Middle – BrainPop Combo – 500 students (\$2.95/student) = \$1,475.00
 - Total = \$3,894.00
 - BrainPop Combo includes: Unlimited 12-month access to over one thousand standards-aligned topics to build background and deepen learning across your curriculum, SEL-themed topics, and embedded creative and computational projects on BrainPOP and BrainPOP Jr. Also includes access to BrainPOP Español and Français.

6.14 Sapphire Agreement

T. Sosnovik said this is our annual Sapphire Agreement which is our student information system. He said we will also be using Sapphire for our notification system for the 2023-2024 school year as well.

6.15 Edmentum Agreement

L. Stitzel said this is a continuation of services with Apex Learning which is a provider we use for our digital academy students.

6.16 Moravian University Dual Enrollment Agreement

L. Stitzel said this is a routine item to continue to provide dual enrollment courses through Moravian University.

6.17 Northern Valley EMS Agreement

J. Zimmerman said this is a standard agreement for ambulance coverage at all of our Friday and Monday night football games. He said the rates did not change from last year.

This Agreement is between the Northern Valley EMS, Inc. (NOVA EMS), 2375 Levans Road, Coplay, PA 18037 and the Northwestern Lehigh School District Athletic Department, 6493 Route 309, New Tripoli, PA 18066 for the 2023-2024 School Year.

This agreement will provide Emergency Medical Service to the undersigned on the particular dates and times agreed to, at a per game flat rate of \$225.00. **THIS IS NOT A CONTRACT FOR ABSOLUTE OR GUARANTEED SERVICE.** This is an agreement that only states that NOVA EMS will attempt to provide a Pennsylvania Department of Health certified ambulance crew and vehicle to the undersigned, for the fee stated herein.

Whereas; on the date(s) and time(s) agreed upon, the NOVA EMS ambulance and crew provided will not leave the event unless, (1) the unit is dispatched via Lehigh County 911 to a disaster/mass casualty incident, (2) a sick or injured person's condition from the location of the event needs transportation to a hospital facility. In the event of either exception, NOVA EMS will make every attempt to dispatch another unit to the location of the event.

Whereas; should NOVA EMS become unavailable for the dates or times slated herein due to shortage of available crew, weather conditions, prior emergency dispatch, or any other reason, NOVA EMS will notify the Northwestern Lehigh School District Athletic Department and provide as much advanced notice as possible so alternate arrangements can be made.

Organization:	Northwestern Lehigh School District Athletic Dept.
Location of Event:	Northwestern Lehigh School District Stadium
Dates of Events:	As provided by the Athletic Department.
Coverage Time Frame:	18:45 – 21:30 (Varsity) / 16:15 – 21:00 (MS/JV)
Contact Person:	Jason Zimmerman, Athletic Director
Contact Phone Number:	(610) 298-8661 x2211
Billing Address:	Northwestern Lehigh School District Attn: Accounts Payable 6493 Route 309 New Tripoli, PA 18066

Therefore; all parties agree to the terms and conditions stated herein.

6.18 2023-2024 Gate Ticket Prices

J. Zimmerman said he is recommending the prices remain the same for 2023-2024 but asks the Board to approve the change of complementary admission for senior citizens sixty-five and older.

The following recommendations are made for gate ticket prices at various events beginning Fall 2023:

<i>EVENT</i>	<i>ADULT</i>	<i>STUDENT</i>
Varsity Football, JV/V Soccer, JV/V Field Hockey, JV/V Lacrosse, JV/V Volleyball, JV/V Basketball, JH/V Wrestling	\$5.00	\$3.00
MS / JV Football (Doubleheader) MS Field Hockey in Stadium	\$3.00	\$2.00
H.S. Theater Productions	\$9.00	\$6.00
M.S. Theater Productions	\$5.00	\$3.00

**Sport Specific Season Passes will also be offered at a discounted rate based on total number of home contests scheduled. Standard discount formula is:

- Total Home Games X Gate Ticket Price = A
- Gate Ticket Price X 2 = B
- A – B = Season Ticket Price

**Senior Citizen (65 and older), upon presenting proof of age, will be granted complimentary admission.

**Approval of this fee structure also authorizes the Director of Athletics & Student Activities to amend the gate prices due to uncontrollable circumstances including, but not limited to, single games only vs. doubleheaders, abridged contests due to forfeits/inclement weather, etc.

6.19 Payment of Bills June 30, 2023

C. Steigerwalt said this is for approval to perform a check run on June 30, 2023 to close out the 2022-2023 outstanding invoices.

6.20 Payment of Bills July 2023

C. Steigerwalt said this is for approval to perform a check run during the month of July 2023 since we do not have a Board meeting.

6.21 Reports

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

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

Fund 10 General Fund with a beginning balance of \$25,658,031.98, receipts of \$7,587,687.79, disbursements of \$(9,113,484.63), leaving a balance of \$24,132,235.14.

Fund 32 Capital Reserve Fund with a beginning balance of \$3,510,688.28, receipts of \$2,947.14, disbursements of \$(1,334.72), leaving a balance of \$3,512,300.70.

Fund 37 Capital Projects with a beginning balance of \$110,519.64, receipts of \$80.19, disbursements of \$0, leaving a balance of \$110,599.83.

Fund 38 2022 Projects with a beginning balance of \$10,014,264.32, receipts of \$8,407.78, disbursements of \$0, leaving a balance of \$10,022,672.10.

Fund 51 Food Service Fund with a beginning balance of \$(195.71), receipts of \$42,347.30, disbursements of \$(41,488.24), 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

7. Old Business

8. New Business

8.01 PSBA Delegate Assembly

J. Holman said this is to appoint two Board members to represent the district as voting delegates at the 2023 PSBA Delegate Assembly on November 4, 2023. She said this will be a hybrid event again this year.

8.02 2023 PASA-PSBA School Leadership Conference

J. Holman said the 2023 PASA-PSBA School Leadership Conference will be October 15-17, 2023 at Kalahari Resorts & Conventions. She said rooms fill quickly and anyone interested should let Stacy know.

Joe Fatzinger, Todd Leiser, Becky Hite, and John Casciano were all interested in attending.

9. Communications

10.01 Courtesy of the Floor

None at the time.

W. Dellicker and the Board recognized Chief Brian Tobin for all he has done and thanked him for his service to the district.

B. Tobin said it has been a true pleasure and a privilege working here. He said this district is exceptional and everyone from the Superintendent to the custodians share credit and responsibility for that.

10. Adjournment

Upon motion by J. Fatzinger, seconded by R. Scheffler, the meeting was adjourned at 8:52 p.m.

Respectfully submitted,

John Casciano, Secretary
By S. Eisenhard, Assistant Secretary