

**Northwestern Lehigh School District
6493 RT 309, New Tripoli PA 18066
SCHOOL BOARD MEETING
District Boardroom
Wednesday, October 20, 2021 7:00 PM**

1. Opening Procedures

1.01 Call to Order

The October 20, 2021 Board Meeting of the Northwestern Lehigh School District Board of Directors was called to order at 7:00PM by President Willard Dellicker.

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	Alan Rex
PR	Willard Dellicker	AB	Todd Leiser	PR	Rachael Scheffler
PR	Joseph Fatzinger	PR	Rosemarie Lister	PR	James Warfel

Also Present: Kathy Cydo, Karen Haas, Dawn Tirpak, Gwenis Browning, Camille Vernarr, Brian Kunkel, Jesse Maurer, Auralia Lundquist, Dorenda Bogert, Ralie Kubat, Kevin Vernarr, Dan Funk, Denise Loch, William VanArtsdalen, Jessica Moyer, Ryan Kish, Arthur Oakes, Luann Matika, Jennifer Holman, Troy Sosnovik, Stacy Eisenhard

1.04 Approval of Agenda

Moved: J. Fatzinger

Seconded: R. Scheffler

Vote: 7 Aye, 0 Nay

1.05 President welcomed guests

1.06 Courtesy of the Floor

Attorney Jessica Moyer provided an update regarding the masking Order. She said one of the cases, filed by Senator Jacob Corman, was orally argued on Wednesday before the Commonwealth Court and is currently in the court's hands. She said with regard to the other case filed by several parents from various school districts, no further action has been taken and nothing has been scheduled. She said a lawsuit was filed by some parents against Delaware Valley School District because their Board voted to pass a motion allowing parents to permit their children to opt-out of the masking order. She said the Health Care Committee is challenging the health secretary's authority, and they are anticipated to meet this week to request a determination from the legislature.

1.07 Approval of Minutes from the September 15, 2021 Board Meeting and the October 6, 2021 Workshop Meeting

Moved: J. Fatzinger

Seconded: J. Warfel

Vote: 7 Aye, 0 Nay

1.08 Recognition/Presentations

A. Oakes read resolutions for Gail Vogels and Patricia McGonigle. He said he is sad to see them go and they will be sorely missed.

1.09 Board President's Report

W. Dellicker brought everyone up to date on a couple things that have been in the news. He said the Senate Education Committee advanced a House bill that would mandate schools to put all of their curriculum online to make it accessible by parents and the public. He said Northwestern Lehigh has been posting curriculum online for decades and explained who the Curriculum Council is made up of. He said the Pennsylvania School Board Association withdrew their support and membership with the National School Boards Association. He said there was a request by the National School Boards Association to President Biden, to call in the FBI and Attorney General, to designate parents who have

disrupted school board meetings across the country, and label them domestic terrorists. He said he was glad to see that Pennsylvania withdrew their support.

J. Warfel said we have been posting our curriculum online for almost forty years and hopes it doesn't go to a point where the state government tries to intrude in lesson plans. He said he thinks we should have some strong faith that what we see on the website is exactly what is going on in the classroom.

W. Dellicker said he thinks the two most important jobs as school directors are curriculum and policy.

1.10 Superintendent's Report

J. Holman said October is National Principals Month and thanked the principals for being rock stars for the beginning of this school year. She said they have navigated support staff challenges in terms of vacancies almost every day, and said they have been a great team for our district, our kids, and our staff.

2. Personnel

2.01 Approval is requested for the personnel items as attached:

L. Matika said there are thirty-two items for approval.

NORTHWESTERN LEHIGH SCHOOL DISTRICT MEMORANDUM	
Office of the Director of Human Resources	
TO: Northwestern Lehigh School Board	
FR: Luann E. Matika	
DT: October 20, 2021	
RE: Personnel Action	
October 20, 2021 Board Meeting	
☐ Approval is requested for the following personnel item(s):	
A. RETIREMENTS/RESIGNATIONS:	
1. Recommendation to accept the resignation of retirement for Mary Ann Metzger, part-time Instructional Assistant, effective December 21, 2021 after 19 years of service to the District.	
2. Recommendation to accept the resignation of April Bachert as part-time Custodian, effective September 29, 2021.	
3. Recommendation to accept the voluntary resignation of Melanie Ellis as a substitute Bus Driver, effective September 18, 2021.	
4. Recommendation to accept the resignation of Nicole Horvath as a substitute Teacher, effective September 20, 2021.	
5. Recommendation to accept the resignation of Jerry Lloyd as Head Boys Basketball Coach effective October 19, 2021.	
6. Recommendation to accept the resignation of Kristen Snyder as part-time Custodian, effective October 29, 2021.	
B. APPOINTMENTS/NEW EMPLOYEES:	
1. Recommendation to approve Jillian Bailey as a substitute "guest" teacher, effective October 12, 2021 at a starting rate of \$121.00/day.	
2. Recommendation to approve Jillian Bailey as a substitute Instructional Assistant, effective October 12, 2021 at \$13.25/hr.	
3. Recommendation to approve Tammie Bailey as a part-time Food Service Worker, effective date pending the receipt and approval of all necessary paperwork at \$15.15/hr.	
4. Recommendation to approve Jeffrey Billig as a substitute Van Driver, effective date pending the receipt and approval of all necessary paperwork at \$13.00/hr.	
5. Recommendation to approve Jason Bretz as a substitute Van Driver, effective October 18, 2021 at \$13.00/hr.	

6. Recommendation to approve Sharon Crone as Tiger Concessions Staff, effective September 20, 2021 at \$10.09/hr.
7. Recommendation to approve Sarah DelBorrello as long-term substitute, Kindergarten Teacher at Weisenberg Elementary with a start date to be determined through the end of the 2021-2022 school year at a prorated salary of BS Step 1 (\$51,084). Sarah will remain as a substitute Teacher following this long-term assignment.
8. Recommendation to approve Cynthia DiGrazia as part-time Food Service Worker, effective October 20, 2021 at \$15.15/hr.
9. Recommendation to approve Margaret Dunn as a substitute Teacher, effective date pending the receipt and approval of all necessary paperwork at a starting rate of \$121.00/day.
10. Recommendation to approve Margaret Dunn as a substitute Instructional Assistant, effective date pending the receipt and approval of all necessary paperwork at \$14.00/hr.
11. Recommendation to approve Melanie Ellis as a substitute Bus Driver, effective September 17, 2021 at \$19.92/hr.
12. Recommendation to approve Cynthia Loch as a part-time Food Service Worker, effective date pending the receipt and approval of all necessary paperwork at \$15.15/hr.
13. Recommendation to approve Jennifer Ott as a substitute Van Driver, effective October 14, 2021 at \$13.00/hr.
14. Recommendation to approve Taylor Roth as a short-term substitute 1st Grade Teacher at Northwestern Elementary School, effective date pending the receipt and approval of all necessary paperwork at \$165/day. Taylor will remain on our substitute Teacher list following her assignment.
15. Recommendation to approve Kenneth Wilson as a substitute Van Driver, effective date pending the receipt and approval of all necessary paperwork at \$13.00/hr.
16. Recommendation to approve Sarah Wosczya as a short-term substitute 3rd Grade Teacher at Weisenberg Elementary School, effective date pending the receipt and approval of all necessary paperwork at \$165/day. Sarah will remain on our substitute Teacher list following her assignment.

C. OTHER ACTIONS:

1. Recommendation to change the status of Jennifer Frame from temporary, part-time, one-on-one, Instructional Assistant to substitute Instructional Assistant, effective October 7, 2021.
2. Recommendation to change the status of Gail Majewski from substitute Instructional Assistant to temporary, part-time, one-on-one, Instructional Assistant, effective September 30, 2021 at \$16.82/hr.

3. Recommendation to change the status for Jaimie Pope from part-time Bus Driver to substitute Bus Driver, effective September 22, 2021.
4. Recommendation to change the status of Cory Cesare from Assistant Boys Basketball Coach to Head Basketball Coach for the 2021-2022 school year at a stipend of \$7,082.55.
5. Recommendation to approve unpaid days for employee #1957 for September 24 & 27, 2021.
6. Recommendation to approve unpaid days for employee #1417 for October 5-12, 2021.
7. Recommendation to approve unpaid days for employee #2088 for September 24, 2021 with an end date to be determined.
8. Recommendation to approve unpaid days for employee #2403 for September 24, 2021 with an end date to be determined.
9. Recommendation to approve unpaid days for employee #1153 for September 28-29, 2021.
10. Recommendation to approve unpaid days for employee #1567 for October 14, 15, 25 & 26, 2021.
11. Any additional personnel action.

2.02 Approval of the following Recruitment and Retention items as listed

L. Matika said these are our recruitment and retention initiatives and are positive changes for our support staff. She said these changes will take effect with the next pay period beginning October 24, 2021.

Recruitment and Retention Personnel Action

1. Approval to add the Support Staff classification of "Part Time Instructional Assistant-Class T" at \$13.25 hour effective October 24, 2021.
2. Approval to increase the substitute Instructional Assistant hourly rate from \$13.25 hour to \$14.00 hour effective October 24, 2021.
3. Approval of an Extracurricular rate of \$22.00/hour for CDL drives and removing the extracurricular layover rate effective October 24, 2021.
4. Approval to increase the day shift and the night shift custodian rate for employees hired after 4/19/17, by \$2.00/hour effective October 24, 2021 through January 29, 2022.
5. Approval to create a temporary labor shortage increase of \$4.00/hour for Food Service and Custodian substitutes effective October 24, 2021 through January 29, 2022.
6. Approval of Support Staff Shortage/Extra Work pay at a minimum of 2 hours per pay period and paid at their regular hourly rate effective 10/24/21 through 12/18/21 for the following position classifications: Transportation, Instructional Assistants, Food Service, Secretaries and Buildings and Grounds. The work must be approved in advance and will follow qualification procedures for each position classification and will be monitored and approved by the Supervisor/Administrator.
7. Approval to pay Support Staff Shortage pay of 5 hours at their regular hourly rate to any new employee who is hired into a vacant (non-substitute) position before November 24, 2021 and works through January 29, 2022.

Moved: J. Fatzinger

Seconded: R. Scheffler

Vote: 7 Aye, 0 Nay

3. Curriculum/Building Issues

3.01 Approval to apply for ARP-ESSER Set-Aside funding and ARP-ESSER Homeless Children and Youth Funding

ARP-ESSER

LEARNING LOSS SET ASIDE FUNDING:

Allocation: \$72,911

REQUIRED:

- Social-Emotional Learning (min. 30%): \$21,874
- Professional Development for Social-Emotional Learning (min. 10%): \$7,292
- Reading Support (min. 8%): \$5,833

SUMMER ENRICHMENT SET ASIDE FUNDING:

Allocation: \$14,582

AFTERSCHOOL PROGRAMS SET ASIDE FUNDING:

Allocation: \$14,582

HOMELESS CHILDREN AND YOUTH FUNDING:

Allocation: \$20,553

Moved: R. Lister

Seconded: T. Hernandez

Vote: 7 Aye, 0 Nay

4. Policy

4.01 First Reading of the Following Policies

[805.2 School Security Personnel](#)

[906 Public Complaints](#)

4.02 Second Reading and Final Approval of the Following Policies:

[918 Title I Parent and Family Engagement](#)

Moved: A. Rex

Seconded: J. Fatzinger

Vote: 7 Aye, 0 Nay

4.02 Recommendation to rescind the following policies:

None at this time.

5. Operations

5.01 ProAsys Agreement

5.02 Lead Testing

5.03 Kistler O'Brien Fire Protection Agreement

5.04 Food Service Equipment Assistance Grant

Moved: J. Fatzinger

Seconded: J. Warfel

Vote: 7 Aye, 0 Nay

6. District Finances

6.01 GOB Series 2017 Refinancing

Moved: R. Scheffler

Seconded: A. Rex

Vote: 7 Aye, 0 Nay

6.02 Reports

J. Holman 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 \$20,650,242.83, receipts of \$16,790,856.89, disbursements of \$(3,958,603.16), leaving a balance of \$33,482,496.56.

Fund 32 Capital Reserve Fund with a beginning balance of \$3,124,703.42, receipts of \$1,093.78, disbursements of \$0, leaving a balance of \$3,125,797.20.

Fund 37 Capital Projects with a beginning balance of \$109,619.57, receipts of \$24.00, disbursements of \$0, leaving a balance of \$109,643.57.

Fund 51 Food Service Fund with a beginning balance of \$(5,560.22), receipts of \$70,473.45, disbursements of \$(64,748.63), leaving a balance of \$164.60.

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

Moved: J. Fatzinger

Seconded: R. Scheffler

Vote: 7 Aye, 0 Nay

6.03 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

Moved: A. Rex

Seconded: R. Scheffler

Vote: 7 Aye, 0 Nay

7. Other Reports

7.01 Enrollment Report

J. Holman reviewed the enrollment report, and said this is the month where we fill in our non-public number on the report.

7.02 Foundation Report

L. Stitzel said she is happy to report that the Foundation is again receiving applications from teachers for their mini grant program. She said they recently held their annual clay shoot. She also said a few board member seats are open and they are hoping to have some people contact them if interested.

7.03 Committee Reports as follows:

- **Intermediate Unit**

J. Warfel said they had a presentation about the Youth Forestry Camp. He said the IU Board approved contract extensions for Dr. Eib, the Executive Director, and for Kim Talipan, Assistant to the Executive Director. He said it is a positive thing that the leadership is now stabilized.

- **Lehigh Career & Technical Institute**

J. Fatzinger said he reached out to Dr. Rushton because he noticed a lot of closures with labs and he thinks they are doing a great job with how they're going about it.

A. Rex said on Tuesday, LCTI celebrated their 50th Anniversary in conjunction with an opening of the 25-year time capsule. He talked about some of the pictures that were taken at the event and some of the people that spoke.

- **Lehigh Carbon Community College**

- **Recreation Commission**

T. Hernandez said they estimated over 4,000 people that attended Night in the Country and they had very positive comments on the fireworks. He said everything is positive and fields are good.

8. Old Business

9. New Business

9.01 Glove Donation

Moved: R. Lister

Seconded: A. Rex

Vote: 7 Aye, 0 Nay

10. Communications

10.01 Courtesy of the Floor

Jesse Maurer, 8536 Mohr Lane, said he begs the board members and administration to do their due diligence and be proactive as we build data. He said this is unprecedented and thinks it is serious that we invest in the impacts of children wearing masks. He said consequences could be a lot worse than what we are thinking about, and may be more than children can bear. He suggested Health and Safety plan changes and asked the Board to be ready to re-evaluate.

Auralia Lundquist, 6355 Game Preserve Road, said she is happy to be here and listen to the lawyer's update every meeting because she always learns something new. She asked the Board if they could somehow keep the community involved, so community members can be more proactive instead of reactive.

Dan Funk, 7297 Adams Street, asked the Board to update the community with what the current COVID cases are. J. Holman said last school year we had 13 positive cases at this time and this school year we have 36. She said last school year we had 26 quarantined cases and this school year we've had 195 so far. She said the Board receives very specific data each Friday and also receives the number of exemption requests. J. Holman said the number of positive cases are on the website, but the number of quarantines are not.

D. Funk asked if the quarantine is based on positive cases or just exposure. J. Holman said it is based on the CDC recommendation, which is an exposure to a positive case whether it be a household case or a close contact.

W. Dellicker said our administrators put a plan together over a year ago based on experience gained and the goal is to keep classrooms open five days a week for all of our children. He said this is why we have to monitor these cases, and advise who we trust, to do what is best and safest for our kids. He said he hopes someday soon we will be back to focusing on education.

J. Holman said in addition to the five-days, it is also important to look at age, distribution, and whether or not it is spreading in school or out of school. She said all of these things account for the decision. She said we were ready for week one with a plan and that's still our plan should the District or Board make the decision to go back to something else. She said the plan probably has us in the very same place as the Order due to the numbers. She said we will go back to the Health and Safety Plan in place should the Order end and we will continue looking at all of the data to make the very best decision we can.

Camille Vernarr, 7007 Bake Oven Road, said because of the lack of parents being able to make choices, they decided to send their kids to a place that will allow choice.

Ralie Kubat, 5877 Werleys Corner Road, gave kudos to the State of Pennsylvania for pulling out of the National School Boards Association.

10.02 Communications / Notes for the Board from John Casciano, Secretary

None at this time.

10.03 Administrative / Building Sharing

M. Givler shared an experience he had in Mr. Dynda's classroom. He said students were designing, building, and testing bridge models. He said he believes one of those models sustained seventy-three pounds. He said kudos to all of those students who did exceptionally well.

M. Pulli said they had Safety Day at the beginning of the month. The kids loved the presentations and said it was great to have so many volunteers from our community at our school. She thanked everyone that took the time to make Safety Day a great experience for the kids. She said Fall Fun Fest is coming up at the end of the month.

J. Berlet said they are excited to have events back in the building. She said their Fall Fun Festival will be held this Friday, October 27th and Safety Day Nov 5th.

J. Zimmerman said he had a very busy week in the Athletic Department. He reviewed some of the athletic teams competing in league championships and semi-finals. He was happy to report that our

boys cross country team are the Colonial League Regular season champions. He said the marching band did a phenomenal job at the Emmaus Parade, and said they held Fall Drama auditions this week.

A. Stauffenberg said this Friday the 8th Grade will be visiting LCTI for a tour of the building.

A. Yadush said they will be taking 9th graders, and interested 10th graders to LCTI next Friday for a tour. She said they also had a PSAT session this past weekend.

A. Oakes thanked all of the support staff who are keeping us going. He said he thinks it will make a big difference.

10.04 Board Member Sharing

T. Hernandez wished the retirees well and wished them good luck in the future. He wished the remaining fall sports teams good luck as well.

A Rex congratulated the retirees.

R. Scheffler reminded everyone that elections are coming up and reminded everyone to head out to polls and vote.

R. Lister thanked retirees for their years of service and thanked all of the staff that are going above and beyond to help with the staff shortage. She said COVID information is on the district website and hyperlinked to additional resources that are credible.

J. Warfel said this particular masking issue has been harsh, divisive, and threatening. He said it is worth noting that all of our community members have come respectfully to express opinions. He said it makes him proud to be part of this community and not be subjected to what has been going on nationally and locally. He thanked the community members and encouraged them to stay involved.

J. Fatzinger said there is a lot of work and time to being a Board member and he commends all who are willing to get involved. He said a lot of hours are spent doing it and thanked the community for being understanding and cordial about these issues.

W. Dellicker said we are blessed with a group of people that occupy the Principal positions in all of the buildings. He said we have an excellent staff that always puts students' needs and welfare above all.

10.05 Meeting Announcements

Workshop Meeting was held on October 6, 2021 at 7:00 PM in the Board Room.

Executive Session for Personnel was held after the Workshop Meeting on October 6, 2021 in the Board Room.

Executive Session for Personnel was held after the Board Meeting on October 20, 2021 in the Board Room.

Workshop Meeting will be on November 3, 2021 at 7:00 PM in the Board Room

Executive Session for Personnel will be on November 3, 2021 after the Workshop Meeting in the Board Room

Board Meeting will be on November 17, 2021 at 7:00 PM in the Board Room.

11. Adjournment

Upon motion by J. Fatzinger, seconded by J. Warfel, the meeting was adjourned at 8:00PM.

Respectfully submitted,

John Casciano, Secretary
By S. Eisenhard, Assistant Secretary