

**Northwestern Lehigh School District  
6493 RT 309, New Tripoli, PA 18066  
SCHOOL BOARD MEETING  
District Boardroom  
Wednesday, December 8, 2021 7:00 PM**

**1. Opening Procedures**

**1.01 Call to Order**

The December 8, 2021 Board Meeting of the Northwestern Lehigh School District Board of Directors was called to order at 7:12 PM 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 Leiser
PR	Willard Dellicker	PR	Rachael Scheffler
PR	Joseph Fatzinger		

Also Present: Roberta Marcus, Aileen Yadush, Amy Stauffenberg, Jill Berlet, LeAnn Stitzel, Maria Pulli, Matthew Givler, Todd Hernandez, Becky Hite, Lauren Hunsicker, Jennifer Senavaitis, Brian Tobin, Ryan Kish, Arthur Oakes, Luann Matika, Jessica Moyer, Jennifer Holman, Troy Sosnovik, Stacy Eisenhard

**1.04 Approval of Agenda**

Moved: J. Fatzinger

Seconded: T. Leiser

Vote: 5 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 November 17, 2021 Board Meeting**

Moved: R. Scheffler

Seconded: T. Leiser

Vote: 5 Aye, 0 Nay

**1.08 Recognition/Presentations**

J. Holman said PSBA Honor Roll recognizes school boards for long-time service to their local schools and communities at eight years, twenty-four years, and every four years thereafter. She introduced Roberta Marcus, Consultant-in-Residence at PSBA.

Roberta Marcus, Consultant-in-Residence, said PSBA has been recognizing the contributions of dedicated local school directors with significant long-term service as a way of thanking those individuals who exemplify leadership by giving unselfishly their time and talents for the betterment of public schools. She acknowledged Willard Dellicker for 28 years of service and Todd Hernandez for 12 years of service as school board members.

W. Dellicker said this is a special night for him and thanked Mrs. Marcus for acknowledging their years of service.

**1.09 Board President's Report**

**1.10 Superintendent's Report**

**2. Personnel**

**2.01 Approval is requested for the personnel items as attached:**

L. Matika said there are 26 items on the agenda for approval.

**NORTHWESTERN LEHIGH SCHOOL DISTRICT MEMORANDUM**

Office of the Director of Human Resources

**TO:** Northwestern Lehigh School Board  
**FR:** Luann E. Matika  
**DT:** December 8, 2021  
**RE:** Personnel Action



**December 8, 2021 Board Meeting**

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

**A. RETIREMENTS/RESIGNATIONS:**

1. Recommendation to accept the resignation of Kenneth Bartomeo as a substitute Teacher, effective December 1, 2021.
2. Recommendation to accept the resignation of Deborah Fleming as a substitute Teacher effective December 3, 2021.
3. Recommendation to accept the resignation of Donna Knecht as a substitute Instructional Assistant effective November 24, 2021.
4. Recommendation to accept the resignation of Joseph LaBella as Assistant Boys Lacrosse Coach effective November 18, 2021 for the 2021-2022 school year.
5. Recommendation to accept the resignation of Kevin Miller, part-time Custodian, effective December 3, 2021. Kevin will remain as a substitute Custodian.
6. Recommendation to accept the resignation of Mary Nehme as a substitute Teacher effective December 1, 2021 due to no response to communication.
7. Recommendation to accept the resignation of KellyAnn Purugganan as a substitute Teacher effective December 3, 2021.
8. Recommendation to accept the resignation of Jenna Romig as a substitute Teacher effective December 1, 2021 due to no response to communication.
9. Recommendation to accept the resignation of Tammy Shields as a substitute Teacher effective December 1, 2021.
10. Recommendation to accept the resignation of Nicole Yezik as a temporary, part-time, one-on-one Instructional Assistant, effective December 13, 2021. Nicole will remain as a substitute Teacher following her resignation.

**B. APPOINTMENTS/NEW EMPLOYEES:**

1. Recommendation to approve Amanda Kester as a 60% long-term substitute at a prorated salary of MS Step 1 (\$55,053) effective date pending the receipt and approval of all necessary paperwork.
2. Recommendation to approve Charles Moog as a substitute Van Driver, effective date pending the receipt and approval of all necessary paperwork at \$13.00/hr.
3. Recommendation to approve Alyce Anne Spanial as a part-time Evening Custodian, effective December 6, 2021 at \$16.08/hr. with a temporary increase to \$18.08/hr.
4. Recommendation to approve Margaret Williams as a part-time, temporary, one-on-one Instructional Assistant, effective date pending the receipt and approval of all necessary paperwork at \$16.08/hr.

**C. OTHER ACTIONS:**

1. Approval to grant tenure to Kyle Grim, Physical Education & Health Teacher at Northwestern Elementary School, after completion of three (3) years of satisfactory service to the District per Administrative recommendation, effective November 20, 2021.
2. Recommendation to add classification for Jason Bretz as a part-time Van Driver effective November 8, 2021 at \$17.09/hr.
3. Recommendation to add classification for Brandon Browning as a part-time Bus Driver effective December 6, 2021 at \$26.10/hr.
4. Recommendation to add Keegan Coffield as a substitute Van Driver effective December 3, 2021 at \$13.00/hr.
5. Recommendation to add classification for Geoffrey Spitko as a part-time Bus Driver effective November 30, 2021 at \$26.10/hr.
6. Recommendation to add classification for Kenneth Wilson as a part-time Van Driver effective December 6, 2021 at \$17.09/hr.
7. Recommendation to approve a student teaching experience for Mitchel Korb from Muhlenberg College to be with Duran Porrino, Math Teacher at the High School from March 28, 2022 through May 11, 2022.
8. Recommendation to approve a student teaching experience for Amanda Verna from Kutztown University to be with Tracy Smoyer, Art Teacher at Northwestern Elementary School from January 25, 2022 through March 18, 2022.
9. Recommendation to approve a student teaching experience for Hannah Barber from Kutztown University to be with Tracy Smoyer, Art Teacher at Northwestern Elementary School from March 21, 2022 through May 12, 2022.
10. Recommendation to approve a student teaching experience for Lauren Kovacs from Kutztown University to be with Michelle Slack, Special Education Teacher at Weisenberg Elementary School from March 21, 2022 through May 12, 2022.
11. Recommendation to amend the stipend for Tim Churetta as High School Student Council Co-Advisor to \$1,610.62.
12. Recommendation to approve the following extracurricular stipends for the 2021-2022 school year pending the receipt and approval of all necessary paperwork:

<b>Extracurricular Position</b>	<b>Name</b>	<b>Stipend</b>
Assistant Boys Lacrosse Coach	John Seitzinger	\$3,642.98
High School Student Council Co-Advisor	Lauren Elsenbaumer	\$1,610.62

13. Any additional personnel action.

Moved: R. Scheffler

Seconded: J. Casciano

Vote: 5 Aye, 0 Nay

**3. Curriculum/Building Issues**

**3.01 2021-2022 Health and Safety Plan Six Month Re-Approval**

J. Holman said there is a six-month review of the plan required and since it was last approved in June 2021 they thought it was best to bring it to the Board for re-approval. She said the majority of the plan is exactly as it has been and any changes are identified in orange.

J. Holman said they did extend the stay of the mask order and have not heard an update from the oral arguments to her knowledge. She said they will let everyone know as soon as they hear an update, but the numbers have not taken a positive turn in the last several weeks. She said we would likely be in Tier 3 if it would be decided today because the numbers are four times what they should be. She said we will continue to evaluate and are prepared to institute the tier matrix as we've discussed before.

W. Dellicker said the plan was meticulously put together based on the knowledge that our administrators got with their consultants from Lehigh Valley Health Network and all of the other resources that were available. He said he thinks it is a well thought out plan that was discussed many times in the past and lists all of the mitigation efforts we have in place.

Moved: T. Leiser

Seconded: R. Scheffler

Vote: 5 Aye, 0 Nay

### **3.02 High School Program of Studies Revisions**

A. Yadush said there are two major updates to their Program of Studies that will be effective with the class of 2023, which is our current junior class. She said one change was brought to us by the Pennsylvania Department of Education (PDE) and is the graduation pathways model for graduation. She said the second change is from our Language Arts Department, which offers more student choice and increases instruction on workplace communication skills for students in that track. A. Yadush reviewed the updates to the course descriptions, said it is an annual approval, and they are very proud of this.

T. Leiser asked if there will be more detail provided at the Curriculum Council meeting on Monday. A. Yadush said yes, the department will speak specifically about the curricular changes that occurred in these courses as well as the three electives.

Moved: R. Scheffler

Seconded: J. Casciano

Vote: 5 Aye, 0 Nay

## **4. Policy**

### **4.01 First Reading of the Following Policies**

None at this time.

### **4.02 Second Reading and Final Approval of the Following Policies:**

T. Sosnovik said we pulled policies 006 and 930 off the agenda tonight because there is pending litigation that involves both of those policies potentially changing them in the near future. He said we will wait to see what happens with the current litigation and then bring them back for the Board's review.

[002 - Authority and Powers](#)

[317- Conduct/Disciplinary Procedures](#)

[810.1 - School Bus Drivers and School Commercial Vehicle Drivers](#)

[810.3 - School Vehicle Drivers](#)

Moved: J. Fatzinger

Seconded: T. Leiser

Vote: 5 Aye, 0 Nay

### **4.02 Recommendation to rescind the following policies:**

None at this time.

## **5. Operations**

### **6. District Finances**

#### **6.01 Student Activity Contracts**

R. Kish said there are four student activity contracts; Hawk Mountain, Ultimate School Shows, Quiet Valley Living Historical Farm, and Marian and Friends Ventriloquists. He said these will be paid from the student activities fund.

Moved: R. Scheffler

Seconded: T. Leiser

Vote: 5 Aye, 0 Nay

#### **6.02 School Psychologist Agreement**

A. Edmonds said this is a contract for Trina Williams, an experienced and certified school psychologist, that is willing to help Northwestern Lehigh on a case by case basis since we are not able to fulfill a full-time contracted position for Mrs. Schultz.

Moved: J. Fatzinger

Seconded: J. Casciano

Vote: 5 Aye, 0 Nay

#### **6.03 Reports**

R. Kish recommended the Board receive the following Reports for October:

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

**Fund 10 General Fund** with a beginning balance of \$34,805,841.71, receipts of \$3,992,194.67, disbursements of \$(3,612,075.79), leaving a balance of \$35,185,960.59.

**Fund 32 Capital Reserve Fund** with a beginning balance of \$3,126,822.97, receipts of \$991.89, disbursements of \$0, leaving a balance of \$3,127,814.86.

**Fund 37 Capital Projects** with a beginning balance of \$109,666.07, receipts of \$21.76, disbursements of \$0, leaving a balance of \$109,687.83.

**Fund 51 Food Service Fund** with a beginning balance of \$324.60, receipts of \$28,153.89, disbursements of \$(28,246.54), leaving a balance of \$231.95.

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: J. Casciano

Vote: 5 Aye, 0 Nay

**6.04 Approval of the following bills as listed for payment:**

1. Fund 10 General Fund - check #00088320 through 00088454 including electronic payments
2. Fund 32 Capital Reserve - check #00000536
3. Fund 37 Capital Projects - none
4. Fund 51 Food Service Fund - check #00007621
5. Fund 58 Tiger Concession - check #00001485 through #00001486
6. Procurement Card – purchases totaling \$11,936.00

**6.05 Payment of Bills as of December 23, 2021**

Moved: T. Leiser

Seconded: J. Fatzinger

Vote: 5 Aye, 0 Nay

**7. Other Reports**

**7.01 Foundation Report**

L. Stitzel said the Foundation recently approved the first round of the teacher mini-grants for the 2021-2022 school year and also distributed funding for Spring 2020 teacher mini-grants that were delayed because of COVID. She said both of our elementary broadcasting studios are now able to utilize our YouTube channel for families to see the broadcasts, which was made possible by the generosity of the Educational Foundation.

**7.02 Committee Reports as follows:**

- Intermediate Unit
- Lehigh Career & Technical Institute
  - No update. J. Fatzinger said they are also reorganizing tonight.
- Lehigh Carbon Community College
  - W. Dellicker said Dr. Kistler is tentatively scheduled for January 19<sup>th</sup> to give an update.
- Recreation Commission

**8. Old Business**

**9. New Business**

**9.01 Rolling Cart Donation**

J. Holman said both elementary schools will receive 14 brand new rolling carts from Cogle's Recycling. M. Pulli thanked Cogle's for the donation and said they will be put to good use.

Moved: T. Leiser

Seconded: R. Scheffler

Vote: 5 Aye, 0 Nay

**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 he observed Mr. Sunday and his Science students who shared their geological timeline over the history of the earth which stretched from their cafeteria all the way down to the gym. He said they also began Winter Keystone testing preparation, and the testing dates will be January 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> when we return from the holiday break.

M. Pulli said they are thrilled to have the Winter concert back. She said the fifth-grade kids are working hard and will present their concert tomorrow. She wished everyone a Merry Christmas.

L. Stitzel reminded everyone about the annual curriculum council meeting which is scheduled for Monday, December 13<sup>th</sup>. She said many K-12 teachers will be in attendance and the purpose is to learn about potential changes to our curriculum.

J. Berlet said Weisenberg had their fifth grade Winter concert yesterday and said it was great to have them perform. She wished everyone a Merry Christmas.

A. Edmonds thanked the Board for the contract approval and said happy holidays to everyone.

A. Stauffenberg said they are looking forward to their Winter concert on Friday and wished everyone happy holidays.

A. Yadush said she is proud to announce they inducted sixty-two students into the Northwestern Lehigh High School National Honor Society. She said Mrs. Kline is presenting their Winter concert in the high school auditorium tonight and the drama department put on a wonderful show last week. She wished everyone happy holidays and said to enjoy the time with family and friends.

L. Matika welcomed Ryan and said happy holidays to everyone.

R. Kish thanked the staff for the warm welcome and said it is a great team to be a part of. He thanked the business office and Mrs. Holman with handling the business administrator transition. He wished everyone a happy holiday.

B Tobin said they took students down to the PSP Academy last month for a field trip and said it was a great opportunity. He wished everyone happy holidays.

A. Oakes said Merry Christmas to everyone.

T. Sosnovik wished everyone a Merry Christmas and happy holidays.

J. Holman said the Chamber of Commerce had its first annual tree lighting at Ontelaunee Park. She said it was very well attended and was a successful event. She wished everyone a nice holiday.

#### **10.04 Board Member Sharing**

J. Fatzinger wished everyone a Merry Christmas and happy holiday.

J. Casciano welcomed new board members and Mr. Kish. He congratulated Willard and Todd on their dedication to the school board. He said he attended the high school drama production which was excellent and said the director does such a great job. He wished everyone a Merry Christmas.

R. Scheffler thanked Bill and Todd for their exceptional number of years combined together. She said she attended the tree lighting ceremony and thought it was so nice to have a community event like that around this time of year.

T. Leiser welcomed the new board members and said happy holidays to everyone.

R. Hite said she is excited to be here and is looking forward to it being official.

J. Senavaitis said she attended the tree lighting ceremony and it was great to see our community come together. She said she also attended the drama production and the kids did a great job. She said she is excited to be here and wished everyone happy holidays.

L. Hunsicker thanked everybody for the warm welcome, wished everyone a Merry Christmas, and said she looks forward to being sworn in.

T. Hernandez wished everyone a Merry Christmas and Happy New Year.

J. Moyer wished everyone a Merry Christmas.

#### **10.05 Meeting Announcements**

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

Workshop Meeting will be on January 5, 2022 at 7:00 PM in the Board Room  
Executive Session for Personnel will be on January 5, 2022 after the Workshop Meeting in the Board Room

Board Meeting will be January 19, 2022 at 7:00 PM in the Board Room.

**11. Adjournment**

Upon motion by J. Fatzinger, seconded by T. Leiser, the meeting was adjourned at 8:04 PM.

Respectfully submitted,

John Casciano, Secretary  
By S. Eisenhard, Assistant Secretary