

**Northwestern Lehigh School District
6493 RT 309, New Tripoli PA 18066
Workshop MEETING
District Boardroom
Wednesday, March 2, 2022, 7:00 PM**

1. Opening Procedures

1.01 Call to Order

The March 2, 2022 Board Meeting of the Northwestern Lehigh School District Board of Directors was called to order at 7:00 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 Hernandez	PR	Todd Leiser
AB	Willard Dellicker	PR	Becky Hite	PR	Rachael Scheffler
PR	Joseph Fatzinger	PR	Lauren Hunsicker	PR	Jennifer Senavaitis

Late Arrival: T. Leiser 7:04PM; R. Scheffler 7:24PM

Also Present: Jesse Maurer, Rob Avitabile, Randy Galiotto, Michael Crone, Luann Matika, Ryan Kish, Arthur Oakes, Jennifer Holman, Troy Sosnovik, Stacy Eisenhard

1.04 Approval of Agenda

T. Hernandez said as long as no one has an objection, he would like to move the facility presentation to the beginning of the meeting.

Moved: J. Fatzinger

Seconded: J. Casciano

Vote: 6 Aye, 0 Nay

1.05 President welcomed guests

1.06 Courtesy of the Floor

None at the time

2. Curriculum/Building Issues

2.01 2022-2023 Calendars

J. Holman said we are recommending the following changes from previous years:

- November 8th – most districts are open this day and LCTI is open this day. We are recommending a change from a professional development day to a school day.
- February 17th – Friday of President's weekend – all Lehigh County schools are closed for student this day and LCTI is closed. We are recommending a professional development day but no school for students.
- April 6th – Thursday of Spring Break - all Lehigh County schools are closed for students this day and LCTI is closed. We are recommending closing for students this day.

Northwestern Lehigh School District 2022-2023 School Calendar



In-Service Days - Aug. 22, 23, 24, 25, Oct. 10, Jan. 16, 23, Feb. 17, Mar. 10, Apr. 10 & June 13

In-Service Half Days - May 26

No School - Sept 2, 5, Nov. 24, 25, 28, Dec. 23, 26, 27, 28, 29, 30, Jan 2, Feb. 20, Apr. 6, 7, May 29

Teacher Days Student Days

August, 2022	7	3
September	20	20
October	21	20
November	19	19
December	16	16
January, 2023	21	19
February	19	18
March	23	22
April	18	17
May	22	22
June	9	8
TOTAL	195	184

Weather Make-up Days

- 1) June 7, 2023
- 2) June 8, 2023
- 3) June 9, 2023
- 4) June 12, 2023
- 5) April 10, 2023

AUGUST 2022						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

15, 16, 17, 18, 19—New Teacher Orientation
22, 23, 24, 25—Teacher In-Service Days (25 trade day)
29—First Student Day

FEBRUARY 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

17—Teacher In-Service Day
20—Presidents Holiday

SEPTEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2—Labor Day Holiday
5—Labor Day Holiday

MARCH 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

10—Teacher In-Service Day

OCTOBER 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

10—Teacher In-Service Day

APRIL 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

6, 7—Spring Break
7—"OLSDH"
10—Teacher In-Service Day (trade day)

NOVEMBER 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

18, 21, 22—Early Dismissal for MS/Elementary
23—Early Dismissal (K-12)
24, 25, 28—Thanksgiving Holiday
28—"OLSDH"

MAY 2023						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

26—Early Dismissal for Teacher In-Service Day
29—Memorial Day Holiday

DECEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

23, 26, 27, 28, 29, 30—Winter Holiday
27, 28, 29—"OLSDH"

JUNE 2023						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

12—Tentative Last Student Day
13—Tentative Last Teacher Day
13—Teacher In-Service Day

JANUARY 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2—Winter Holiday
16—Martin Luther King, Jr. Holiday - Teacher In-Service Day
23—Floating Mid-Year Teacher In-Service Day (to be determined January 6)

Note: Weather/Emergency Days may move marking periods and report card distribution. Five extra days are built into the calendar. School will be in session for the required 180 days.

End of Marking Period Dates

- 1st Marking Period – November 2, 2022
- 2nd Marking Period – January 19, 2023
- 3rd Marking Period – March 29, 2023
- 4th Marking Period – June 6, 2023

Northwestern Lehigh School District 2022-2023 Support Staff Calendar



- Custodians' Holiday
- In-Service Days
- School District Closed
- B & G/Transportation Work Days

July 2022						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1, 4—Independence Day Holiday
11, 18, 25—Assigned Custodians' Holidays

August 2022						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

15, 16, 17, 18, 19—New Teacher Orientation
22, 23, 24, 25—Teacher In-Service Days (25 trade day)
29—First Student Day

September 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5—Labor Day Holiday

October 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

10—Teacher In-Service Day

November 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

18, 21, 22—Early Dismissal for MS/Elementary
23—Early Dismissal (K-12)
24, 25—Thanksgiving Holiday

December 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

23, 26, 27, 28, 29, 30—Winter Holiday

January 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2—Winter Holiday
16—Martin Luther King, Jr. Holiday - Teacher In-Service Day
23—Floating Mid-Year Teacher In-Service Day (to be determined January 6)

February 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

17—Teacher In-Service Day
20—Presidents Holiday

March 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

10—Teacher In-Service Day

April 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

7—Spring Break
10—Teacher In-Service Day (trade day)

May 2023						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

26—Early Dismissal for Teacher In-Service Day
29—Memorial Day Holiday

June 2023						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

12—Tentative Last Student Day
13—Tentative Last Teacher Day
13—Teacher In-Service Day

2.02 Dental Contract

A. Edmonds said this is a routine dental agreement with Dr. Snyder for exams at a rate of \$5.00 per exam for our students.



NORTHWESTERN LEHIGH SCHOOL DISTRICT
6493 Route 309, New Tripoli, PA 18066-2099
(610) 298-8661 www.nwlehighsd.org

DENTAL AGREEMENT
2021-2022

1. 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.
2. Dental examinations will be coordinated by the school nurse and dentist.
3. The dentist will be paid on a per student examination basis at the rate of \$5.00 per exam.
4. 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 serves the termination of this Agreement.
5. 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.
6. The dentist shall be an independent contractor and shall at all times exercise independent medical judgment in the performance of this agreement.
7. The dentist agrees to provide the District proof of his dental malpractice insurance.
8. 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	Board President Northwestern Lehigh School District Mr. Willard Dellicker
Date	Superintendent Northwestern Lehigh School District Mrs. Jennifer Holman
Date 2-7-22	Dentist Dr. David Snyder
	Dentist License # 37923
	Dentist's License Expiration

2.03 Attendance Officers

T. Sosnovik said over the past five years several changes have been made to compulsory attendance and truancy laws of Pennsylvania. He said one update we identified was the need to have at least one person to hold the title of Attendance Officer which is similar to the Right to Know officer. He said once approved, we will send a letter to the magistrate for them to keep on file. He said this would only be seen again if there would be a transition in a leadership role.

- Brian Tobin – Chief of Police
- Aileen Yadush – High School Principal
- Matthew Givler – High School Assistant Principal
- William Dovico – Middle School Principal
- Amy Stauffenberg – Middle School Assistant Principal
- Maria Pulli – Northwestern Elementary Principal
- Jill Berlet – Weisenberg Elementary Principal

3. Policy

3.01 First Reading of the Following Policies

T. Sosnovik said policy 007 was reviewed and we are recommending no changes at this time. He said policy 008 has been revised to include an updated organizational chart which reflects the current structure of the district. He said policy 011 was updated to reflect the PSBA Governance and Leadership Principles that were approved at the January board meeting.

[007 - Policy Manual Access](#)

[008 - Organization Chart](#)

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

3.02 Second Reading and Final Approval of the Following Policies:

[003 - Functions](#)

[004 - Membership](#)

3.03 Recommendation to rescind the following policies:

T. Sosnovik said we are recommending the board rescind policy 009 since this is a policy that PSBA does not support because it is addressed in other policies. He said only a handful of districts throughout the Commonwealth have this policy in place.

[009 - Formulation of Policies/Administrative Procedures](#)

4. Operations

4.01 MFP Project Presentation

Randy Galiotto, architect from Alloy 5, and Rob Avitabile Construction Manager from Alvin Butz, presented an overview of the Master Facility Plan. They reviewed the Middle School improvements, High School wording, Bus Yard Improvements, and costs and timelines associated with each.

J. Fatzinger expressed his concern with the amount of the soft costs and asked what it all includes. R. Avitabile said this is just an estimate from walking around at this time and said it includes the engineer's time, Alloy 5's time, permits, bidding documents, reconstruction, etc.

R. Hite asked if the projects get approved as a whole or if different projects can be pulled out. J. Holman said the Middle School renovation was a pull out of a prior project, but you have to watch the percentage of some of the fees associated. A. Oakes said some of the projects have to be put together as a whole as well.

L. Hunsicker asked if there is a way to repurpose anything that is existing like the seats. R. Galiotto and R. Avitabile said they have not repurposed chairs before, but they can look at existing items when they review the project.

T. Leiser asked about the HVAC in the Middle School and how that would affect what we do now. A. Oakes said we would have to wait to see what the final design is to see what the ceiling and HVAC would look like.

J. Senavaitis asked about the doors at the Middle School and if they are a part of the plan. A. Oakes said they were fixed by other improvements that were presented and was not an independent plan by itself, but it is something that can be looked at and develop a plan for.

T. Leiser said it may be worthwhile to put a short presentation together of past Master Facility Plans that we've gone through and how we arrived at where we are for the new board members.

L. Hunsicker asked how we determine the priority of projects. A. Oakes said sometimes it is about a safety or security issue, usability of an item, how it helps the district, how it helps the function of employees, students or staff, and if it is an effective use of funds. J. Senavaitis asked for clarification on projects that are ADA requirements and their priority. A. Oakes said an ADA ramp is certainly important, but not something that is required unless you perform work and do a renovation which makes that priority mechanism a little bit skewed. He said the pump shed is something that is used every single day so we try to balance them all.

L. Hunsicker said it seems to her that based on this plan a lot of the priorities are higher for the bus garage than the school buildings. She said she thinks the focus should be on the school buildings for our children that use the facilities every day. A. Oakes said he has the same responsibility to the students as he does to the staff and public. He said all three categories are important in making sure there is no liability, the safety, and the usability of them are accounted for. He said we also have a feasibility study that has a lot of nines because of things that are taken off and as years go by it gets into the one to three-year replacement category which raises the priority as well.

T. Leiser asked if there is an option to remove the site lighting and just do the bigger projects. A. Oakes said anything can be modified, but if we are going to do the fuel tank, we would have to dig up a trench for the driveway to get power there.

J. Holman said the commitment that the Board would make in April would be for the design of one or all of the projects. She said the approval for the project would not be until the bids come back, but there is a cost associated with the designs regardless of moving forward with the project.

R. Kish said there would be no borrowing needed, it would be a combination of Capital Reserve minus what is allocated for roof management, minus turf replacement, and the available general fund balance for capital projects. J. Holman said the Board could also choose to borrow.

T. Hernandez said he would like to move forward because these items have been on the list for a while and each time they're brought back the cost has gone up exponentially. He said he thinks if we have the funds available today, we should move forward and then bring in Scott from PFM to see what borrowing options would be. The board members decided to move forward with the projects.

4.02 Receive Permit Closings

A. Oakes said this is information for the Board to understand how long the process takes. He said the High School permit was opened in 2017 and the stadium project was opened in 2019 and both projects are finally getting closure.

4.03 Receive 3 Year AHERA Asbestos Inspection

A. Oakes said because of the year when the High School was built it had some asbestos in it which has been removed; however, we are still required to inspect it every three years. T. Hernandez asked if there are monies associated with this and what they do. A. Oakes said yes there is a charge and they walk through and look for visible asbestos.

5. District Finances

5.01 CLIU Student Driver Education Program Agreement

R. Kish said this is the 2022-2023 IU Driver Education Agreement which is no cost to the district. He said fifty students participated in 2020-2021 and nineteen students participated in 2021-2022 so far.

5.02 Reports

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

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

Fund 10 General Fund with a beginning balance of \$32,692,776.42, receipts of \$1,887,524.25, disbursements of \$(3,685,262.43), leaving a balance of \$30,895,038.24.

Fund 32 Capital Reserve Fund with a beginning balance of \$3,129,889.73, receipts of \$1,061.35, disbursements of \$0, leaving a balance of \$3,130,951.08.

Fund 37 Capital Projects with a beginning balance of \$109,735.11, receipts of \$23.27, disbursements of \$0, leaving a balance of \$109,758.38.

Fund 51 Food Service Fund with a beginning balance of \$(557.78), receipts of \$8,530.45, disbursements of \$(7,701.74), leaving a balance of \$270.93.

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

6. Old Business

7. New Business

8. Communications

10.01 Courtesy of the Floor

None at the time

11. Adjournment

T. Hernandez said there will be an executive session for personnel following tonight's meeting.

Upon motion by J. Fatzinger, seconded by T. Leiser, the meeting was adjourned at 8:27 PM.

Respectfully submitted,

John Casciano, Secretary
By S. Eisenhard, Assistant Secretary