

**Northwestern Lehigh School District
6493 RT 309, New Tripoli PA 18066
Workshop MEETING
District Boardroom
Wednesday, April 6, 2022 7:00PM**

1. Opening Procedures

1.01 Call to Order

The April 6, 2022 Board Meeting of the Northwestern Lehigh School District Board of Directors was called to order at 7:01 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

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

Also Present: Matt Anderson, Dave Brannan, Kevin Vernarr, Phil Toll, Andrea Edmonds, LeAnn Stitzel, Luann Matika, Ryan Kish, Arthur Oakes, Jennifer Holman, Troy Sosnovik, Stacy Eisenhard

1.04 Approval of Agenda

J. Holman said the only addition is the prom contract because they are wishing to have a deposit prior to the May board meeting.

Moved: T. Leiser

Seconded: L. Hunsicker

Vote: 6 Aye, 0 Nay

1.05 President welcomed guests

1.06 Courtesy of the Floor

Phil Toll, Weisenberg Township, expressed his concerns regarding the facility projects and said he does not believe the gas tank would be a good return investment.

2. Curriculum/Building Issues

2.01 Curriculum Textbooks

L. Stitzel said it has been decided that the best series to meet our needs at Northwestern is the McGraw Hill Wonders 2023. She said texts will be on public display for 30 days in the District Board Room and we will be seeking approval at the May 11, 2022 Board Meeting.

Series/Textbooks Pending School Board Approval for the 2022-23 school year:

Series/Text Title	Subject/ Grade	Publisher
Wonders 2023	English Language Arts Grades K - 5	McGraw Hill

3. Policy

3.01 First Reading of the Following Policies

T. Sosnovik said policy 005 was last revised in 2013 and the changes reflect the latest PSBA guide. He said policy 236.1 reflects the practices of the district's threat assessment team which all districts were required to establish by the 2021-2022 school year.

[005 - Organization](#)

[236.1 - Threat Assessment](#)

3.02 Second Reading and Final Approval of the Following Policies:

T. Sosnovik said he had one question about the organizational chart regarding where two lead food service workers were on the chart. He explained that the two individuals are food service management company employees and not employees of the district. W. Dellicker asked why faculty

appears twice at two different spots on the organizational chart. T. Sosnovik said the one represents teachers in each of the buildings and the other is an individual that directly reports to Mrs. Stitzel.

T. Sosnovik informed the Board that we will be working with PSBA to design a contract to offer services and assistance to work on the 100 and 200 policies.

[007 - Policy Manual Access](#)

[008 - Organization Chart](#)

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

3.03 Recommendation to rescind the following policies:

None at this time.

4. Operations

4.01 Middle School Site Lighting

A. Oakes presented the costs associated with the design and bid component for the site lighting and main entrance at the Middle School. He said this is only a construction estimate and the Board would not be accepting the project at this time. He clarified that if the Board later decides to walk away from the project we would be responsible for the soft costs associated with the design and bid preparation part. J. Holman said if there is a project that the Board would not like to ever do then we shouldn't pay for the design. T. Leiser said he has no issue with this project and said he is ok with moving forward, the Board agreed.

NORTHWESTERN LEHIGH MIDDLE SCHOOL SITE LIGHTING & MAIN ENTRANCE IMPROVEMENTS						
	REFERENCE	ITEM	PRIORITY	PROBABLE COST	COMMENT	TIMELINE
1	SITE-3/ELECTRICAL-8	Building Exterior Lighting	8	\$10,000.00	5 UNITS	1-3 years
2	SITE-3/ELECTRICAL-8	LED Site Lights	8	\$39,000.00	6 UNITS	1-3 years
3	SITE-3/ELECTRICAL-8	Walkway Lighting to Main Entrance	8	\$48,000.00	12 UNITS	1-3 years
4	SITE-3/ELECTRICAL-8	Flappole Lighting	8	\$7,500.00	1 UNIT	1-3 years
5	ELECTRICAL-8	Lighting Control System	8	\$20,000.00	1 UNIT	1-3 years
6	SITE-3/ELECTRICAL-8	Exterior School Lighted Signage	8	\$15,000.00	1 UNIT	1-3 years
7	SITE-4 / SITE-5	Concrete Excavation/Restoration	8	\$50,000.00	1 UNIT	1-3 years
8	ARCHITECTURAL-5	Pin Letters	7	\$7,500.00	"HIGH SCHOOL"	1-3 years
SUB-TOTAL				\$197,000.00		
DESIGN CONTINGENCY (10%)				\$19,700.00		
CONSTRUCTION CONTINGENCY (10%)				\$21,670.00		
SOFT COSTS				\$59,593.00		
APPROXIMATE TOTAL				\$297,963.00		

4.02 Bus Yard repairs and Fuel Tank

A. Oakes presented the costs associated with the bus yard upgrades and said this includes a 10,000-gallon gasoline tank. He said there is a liability with a fuel tank; however, there is also liability when pulling into a gas station. The Board stated they would like to have the fuel tank on a separate budget. A. Oakes said he will bring the project back that way and show the fuel tank separately.

NORTHWESTERN LEHIGH BUS YARD UPGRADES						
	REFERENCE	ITEM	PRIORITY	PROBABLE COST	COMMENT	TIMELINE
1	SITE-2	Above ground 10,000 gal fuel tank	9	\$102,500.00	New fuel pump & controls included	1-3 years
2	SITE-2	Replace existing diesel pump and existing u/g lines	9	\$45,000.00		1-3 years
3	SITE-2	Pump shed	9	\$15,000.00		1-3 years
4	SITE-3	New site lighting w/traffic sensors and dimming	9	\$90,000.00		1-3 years
5	SITE-3	Associated power and controls wiring	9	\$15,000.00		1-3 years
6	SITE-3	Electrical to man and bus entrance gate	9	\$4,000.00		1-3 years
7	SITE-4	Sliding gate modifications	9	\$12,500.00		1-3 years
8	SITE-3 / SITE-4	Pavement repairs for site lighting	9	\$88,889.00		1-3 years
9	SITE-2/SITE-4	Pavement repairs at main entry drive	9	\$22,222.00		1-3 years
10	SITE-2/SITE-4	Bollards	9	\$13,500.00		1-3 years
11	SITE-4	Various site repairs/apron work	9	\$45,000.00		1-3 years
SUB-TOTAL				\$453,611.00		
DESIGN CONTINGENCY (10%)				\$45,361.10		
CONSTRUCTION CONTINGENCY (10%)				\$49,897.21		
SOFT COSTS				\$137,217.00		
APPROXIMATE TOTAL				\$686,086.31		

4.03 Middle School Auditorium Renovations

A. Oakes presented the costs associated with the Middle School renovations and said there are a lot of components to this project. W. Dellicker said he believes there are a lot of items in this project that would add to the culture of the school and believes it would be a benefit to students and parents. T. Leiser said he agrees and believes the ADA compliance is a big issue.

NORTHWESTERN LEHIGH MIDDLE SCHOOL AUDITORIUM INTERIOR RENOVATIONS						
	REFERENCE	ITEM	PRIORITY	PROBABLE COST	COMMENT	TIMELINE
1	ARCHITECTURAL-8	New ADA ramp/walkway and 2 sets of stairs onto stage	8	\$75,000.00	325 sq. ft., stair - 4'8", 5 risers	1-3 years
3	ARCHITECTURAL-1	Replace doors & Hardware	8	\$12,000.00	6 interior, 2 exterior	1-3 years
4	ARCHITECTURAL-1	Replace doors & Hardware	8	\$6,000.00	Exterior storefront	1-3 years
5	ELECTRICAL-8	Replace house lights with LEDs	8	\$105,000.00	60 lights, assumption if 1 to 1 replacement	1-3 years
6	ARCHITECTURAL-6	Remove & install new carpet	6	\$63,000.00	7,000 sq. ft.	1-3 years
7	ARCHITECTURAL-5	Remove wall covering & add new acoustic panels	7	\$350,000.00	115 linear ft., *allowance	1-3 years
8	ELECTRICAL-8	New theatrical lighting	6	\$150,000.00		1-3 years
9	ELECTRICAL-5	Dedicated control booth area for sound and lights	6	\$40,000.00	at back of auditorium	1-3 years
10	ARCHITECTURAL-5	New stage curtains/rigging for stage	5	\$200,000.00		1-3 years
11	ARCHITECTURAL-5	New upholstered seating in Auditorium	5	\$299,200.00	748 seats, demo old seats	1-3 years
12	ELECTRICAL-5	Update/upgrade sound system in Auditorium	6	\$350,000.00		1-3 years
INT. SUB TOTAL				\$1,650,200.00		

NORTHWESTERN LEHIGH MIDDLE SCHOOL AUDITORIUM EXTERIOR IMPROVEMENTS						
	REFERENCE	ITEM	PRIORITY	PROBABLE COST	COMMENT	TIMELINE
13	SITE-4/SITE-5	Demo & replace sidewalk	8	\$20,000.00	new letters, vinyl graphics on new spandrel glass, plastic vinyl fencing for units, new walkways/sidewalks, 300 sf storage	1-3 years
14	SITE-4	Demo chain link fence and add new vinyl fence	8	\$3,000.00		1-3 years
15	ARCHITECTURAL-7	Vestibule upgrade	8	\$1,000.00	change vestibule to storage	1-3 years
16	ARCHITECTURAL-9	Remove double door & infill	8	\$5,000.00		1-3 years
17	ARCHITECTURAL-5	Add vinyl graphics	5	\$1,000.00		1-3 years
18	ARCHITECTURAL-5	Pin letters	5	\$750.00	*AUDITORIUM*	1-3 years
19	SITE-4	Landscaping	8	\$1,000.00	grass, trees, shrubs	1-3 years
20	SITE-4	Topsoil	8	\$1,000.00		1-3 years
EXT. SUB TOTAL				\$32,750.00		

SUB-TOTAL				\$1,682,950.00		
DESIGN CONTINGENCY (10%)				\$168,295.00		
CONSTRUCTION CONTINGENCY (10%)				\$185,124.50		
SOFT COST				\$509,092.00		
APPROXIMATE TOTAL				\$2,545,461.50		

W. Dellicker asked what the plan is next. J. Holman said we will bring agreements back in two weeks to design the project. W. Dellicker said he believes we should look at all the projects together and decide if it would be beneficial to do the HVAC at the Middle School as well. He said we may then look at different financing for this as well as a potential bond issue.

J. Holman asked if the Board wants to have McClure back to talk about the HVAC and if they want Scott to come back to talk about financing. W. Dellicker asked if that is the wish of the Board to bring everything back. The Board said yes, their wish is to bring everything back including the Middle School exterior doors.

4.04 BusPatrol Agreement

A. Oakes said BusPatrol is a stop arm program that would attach to all of our buses and look for stop arm violations.

Matt Anderson, from BusPatrol, said they cover one hundred percent of the cost and is a violator funded program so there is no cost to the district no matter what the outcome of the program is. He said they cover all of the hardware, installation, and maintenance for five years and forty percent of every ticket goes back to the district.

B. Hite asked what happens after the five years. M. Anderson said technology depreciates after five years, so they have that as a point to go back and review the technology equipped on our fleet. He said at that point both sides will have the option to opt-out of the agreement or renew for another five-year term at no cost to the district. He said the only thing the district needs to allow them to do is install otherwise the program is one hundred percent run by them.

4.05 MOU for Facility Usage

T. Sosnovik said we are requesting the Board to approve this Memorandum of Understanding with the New Tripoli Fire Company so we could use their facility in an emergency event.

5. District Finances

5.01 LCTI National School Lunch Program Coordination Agreement

R. Kish said this is a routine agreement that outlines LCTI and the district's duties and responsibilities in regards to feeding our students and ensuring they have access to the National School Lunch Program.

5.02 Warren County Cyber Service Agreement

L. Stitzel said this is the second year we are looking to enter an agreement with Warren County School District for our K-5 students because they are one of the only programs that have daily live instruction for our students. She said we had a wonderful service with them so far and the ones who used it have found it very beneficial.

5.03 CSIU Agreement

R. Kish said the district utilizes the CSIU software for fund accounting, payroll, and personnel. He said this is a routine item with about a 2% increase.

5.04 Conrad Siegel GASB 75 Actuarial Valuation Agreement

R. Kish said the district is required to complete a bi-annual evaluation of its post-employment health care benefits. He said the results will be included in our income statement as part of our liability and reported on the year-end balance sheet as found in our audit. He said the agreement is with the Pennsylvania Trust who contracts with Conrad Siegel at an approximate cost of \$7,500.00.

5.05 Let's Bounce Around Rentals Agreement

R. Kish said this is an agreement for a dunk tank rental at Northwestern Elementary.

5.06 The Club at Twin Lakes 2023 Prom Agreement

R. Kish said this is a 2023 prom agreement at a cost not to exceed twelve thousand dollars from student activities.

5.07 Athletic Student Accounts

R. Kish said in 2019 the district made the required change to the student activity accounts based on GASB 84 which moves some of our athletic student activities to the general fund. He said because these athletic accounts plan to fundraise they must be moved to fund 21. He said this is retroactive to January to capture any fundraising that may have happened earlier in the year.

- Cheerleading
- Baseball Club
- Boys Lacrosse
- Girls Lacrosse
- Volleyball

5.08 Reports

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

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

Fund 10 General Fund with a beginning balance of \$30,895,038.24, receipts of \$2,367,280.04, disbursements of \$(3,913,278.41), leaving a balance of \$29,349,039.87.

Fund 32 Capital Reserve Fund with a beginning balance of \$3,130,951.08, receipts of \$936.65, disbursements of \$(169,935.55), leaving a balance of \$2,961,952.18.

Fund 37 Capital Projects with a beginning balance of \$109,758.38, receipts of \$21.03, disbursements of \$0, leaving a balance of \$109,779.41.

Fund 51 Food Service Fund with a beginning balance of \$270.93, receipts of \$38,975.39, disbursements of \$(38,959.66), leaving a balance of \$286.66.

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

7.01 Election of CLIU Board Members- Ballots

W. Dellicker said this is a ballot to vote for representatives for the Carbon Lehigh Intermediate Unit.

7.02 State Rep. Ryan Mackenzie Meeting

W. Dellicker said he came across an article about Cyber/Charter School funding which prompted him to write a letter to Representative Mackenzie, who could possibly be our new rep, and Representative Day, who is currently our rep. He said Mackenzie wrote back and asked about scheduling a Zoom meeting regarding this. W. Dellicker said if the Board would like to meet with him regarding Cyber/Charter Funding we could set that up. J. Holman said this would be an informational or advocacy session and the Board would not be making any decisions. The Board said they would like to be included and possibly have him discuss at a board meeting.

J. Senavaitis asked about the thought of having some nighttime availability for kindergarten registration to accommodate parents who work. J. Holman said the kindergarten teachers are contracted during the day and until this year we have not had a request for night appointments. She said registration is all done online now and the screening is an optional event and not required.

T. Leiser asked about the Afghan hounds and if the school is aware of this situation. A. Oakes said yes we are aware. J. Holman said we are aware and have appropriate protocols for dealing with wildlife.

8. Communications

10.01 Courtesy of the Floor

Kevin Vernarr, Heidelberg Township, asked if A. Oakes was aware that PPL has a direct discount program. A. Oakes said we are aware and are looking into it.

W. Dellicker said we will have an executive session immediately following this meeting for personnel and legal purposes. He said all of the board members have been invited to a Zoom meeting with the auditors on Monday to review the audit results.

11. Adjournment

Upon motion by J. Senavaitis, seconded by T. Leiser, the meeting was adjourned at 8:54PM.

Respectfully submitted,

John Casciano, Secretary
By S. Eisenhard, Assistant Secretary