

Northwestern Lehigh School District
6493 RT 309, New Tripoli PA 18066
Workshop MEETING
District Boardroom
Wednesday, May 4, 2022, 7:00PM

1. Opening Procedures

1.01 Call to Order

The May 4, 2022 Board Meeting of the Northwestern Lehigh School District Board of Directors was called to order at 7:01PM 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
PR	Willard Dellicker	PR	Becky Hite	PR	Rachael Scheffler
PR	Joseph Fatzinger	PR	Lauren Hunsicker	PR	Jennifer Senavaitis

Late Arrival: J. Casciano and J. Fatzinger 7:15PM

Also Present: Scott Shearer, James Tews, LeAnn Stitzel, Andrea Edmonds, Jason Zimmerman, Luann Matika, Ryan Kish, Arthur Oakes, Jennifer Holman, Troy Sosnovik, Stacy Eisenhard

1.04 Approval of Agenda

W. Dellicker asked for approval of the agenda with the modification to take all items related to Special Education including item numbers; 5.04, 5.05, 5.06, 5.09 and group them with agenda item 2.03 Special Education Plan.

Moved: T. Leiser

Seconded: L. Hunsicker

Vote: 7 Aye, 0 Nay

1.05 President welcomed guests

1.06 Courtesy of the Floor

None at the time

1.07 Scott Shearer Presentation

S. Shearer reviewed the market update, potential projects, federal tax laws, bank qualification considerations, and a sample timeline. He said if the Board approves one or all of the projects, one thing to discuss is if the Board would like to borrow one hundred percent of the cost or use some of district cash.

J. Holman asked if the Board would need to know by May 11th if they would like to do a bond or a bank finance. S. Shearer said right now the current draft is for bonds, but it could be modified to include both to give flexibility.

W. Dellicker asked if the expenditure test applies to a bond when it's about ten million. S. Shearer said yes, it applies to any size financing whether it's a bond or bank loan.

T. Leiser stated we will be free of this debt by 2035 and said we will pay about \$536,000 per year over what we're already expected to spend.

R. Kish said the \$395,000 for next year is not included in the proposed budget for tonight.

T. Hernandez asked what the current borrowing rate would be as of today. S. Shearer said it is based on your credit rating but it would probably be a little less than four percent.

J. Holman said if the Board decides to move forward with some sort of bonding, bank loan, or combination of both, it would increase the budget about \$400,000 which would be funded out of fund balance for next year. She said the following year about \$537,000 would need to be worked into the budget because it would then be a recurring cost.

J. Holman was asked for her recommendation. She said it is the Board's decision but she would not be a proponent of borrowing.

W. Dellicker asked what Scott would need tonight. S. Shearer said the first direction would be to move forward with the resolution, have it added to the newspaper, and the amount the Board would like to borrow.

J. Holman said the newspaper advertisement does not lock us into anything but we would need to know what documents the Board wishes to be prepared so action can be taken next week.

The Board requested an advertisement go in the newspaper and to bring back two different options for borrowing.

2. Curriculum/Building Issues

2.01 Approval of Act 80 Days

L. Stitzel said this is an annual item brought every year. She said all public schools in Pennsylvania are required to provide 180-days of instruction for all students in addition to 900 hours for elementary schools and 990 hours for secondary schools. She said Act 80 allows for exceptions to the 180-day requirement as long as the minimum hourly requirement is still met and as long as it is not used for time loss due to inclement weather. She said this year we are only asking for an exception of one-day for Seniors because they will be graduating and will only be able to attend 179 days.

NORTHWESTERN LEHIGH SCHOOL DISTRICT MEMORANDUM

Office of the Director of Curriculum and Instruction

TO: Ryan Kish
FR: LeAnn M. Stitzel
DT: May 1, 2022
RE: Act 80 day activities

Date	HS Seniors – 1 day
8/23/21	Curriculum Planning and Development Staff participated in training and discussion on new HS initiatives including an introduction to Social Emotional Learning, creation of Student Learning Objectives, Portrait of a Graduate review and integration with Professional Development throughout the year, COVID updates, and Curriculum Revision and Review.

NORTHWESTERN LEHIGH SCHOOL DISTRICT MEMORANDUM

Office of the Director of Curriculum & Instruction

TO: Mr. Willard Dellicker, Board President
FR: LeAnn M. Stitzel
DT: May 1, 2022
RE: Act 80 Days

Due to early dismissal days not related to inclement weather, the following Act 80 days are necessary for the 2021-22 school year.

High School Seniors need one (1) Act 80 day, which is met through staff and curricular development opportunities on the following dates:

- August 23, 2021

Thank you for your attention to this matter. The District will take the responsibility of recording this information with the PA Department of Education.

2.02 CLIU Facilities Plan

A. Edmonds said this is a routine item that outlines the facilities that the Intermediate Unit is using across Lehigh and Carbon counties.

FACILITIES PLAN RECOMMENDATION
2022-23 SCHOOL YEAR
APPROVED BY VOTE OF DISTRICT CONTACTS ON March 2, 2022
Approved by CLIU Board of Directors on March 21 2022

CARBON COUNTY

- Reconfigure existing CLIU MDS B classrooms to facilitate an additional K-1 classroom for anticipated placements from Early Intervention.
- Reconfigure existing Elementary Classroom to facilitate placements for K-2 MDSF Referrals and to transition MDSF students back from Lehigh County placements

LEHIGH COUNTY

- Open one CLIU Multiple Disabilities Behavioral Support classroom grades K-1 at a location to be determined.
- Reopen DHOH classroom at Orefield Middle School (Parkland Area School District)
- Reconfigure grade span classrooms at Lehigh Learning and Achievement School (LLAS) and Allentown Learning and Achievement School (ALAS)
 - Create a K-2 classroom at LLAS
 - Change LLAS grade span to K-10
 - Change ALAS grade span to 10-12+

2.03 Special Education Plan

A. Edmonds reviewed the special education plan and said we have preliminary approval from the State. She said it will be up for 28 days and will be set for Board approval at the June 15th Board meeting. She said the PDE Approval date is set for July 31, 2022. She said the percent of special

education students as of February 2022 was 19.6 percent. She indicated that the increased percentage may be COVID-19 related.

2.04 Athletic Participation Report

J. Zimmerman reviewed the annual athletic report and said he is happy to report our participation numbers have returned to normal status. He said this is the first year they did not offer some levels of sports, like Junior High Girls' Basketball and Boys junior varsity (JV) Lacrosse. He said JV Baseball may change to Jr. High Baseball pending Colonial League direction. He said indoor twirling continues to be a concern for him due to low numbers.

3. Policy

3.01 First Reading of the Following Policies

None at this time.

3.02 Second Reading and Final Approval of the Following Policies:

T. Sosnovik said we have received no questions or comments on either of the policies.

[005 - Organization](#)

[236.1 - Threat Assessment](#)

3.03 Recommendation to rescind the following policies:

None at this time.

4. Operations

4.01 LVHN Services

A. Oakes said this is an agreement to utilize Lehigh Valley Health Network services for bus driver physicals which are required for CDL drivers. He said in the past we used Northwest Medical which is now owned by LVHN.

5. District Finances

5.01 2022-2023 Proposed Final Budget

R. Kish reviewed the 2022-2023 proposed final budget. He said the total proposed final shortfall and use of fund balance is \$1,437,969.00.

2022-2023 PROPOSED BUDGET

Total Revenues	\$47,308,220
Total Expenditures	<u>\$49,754,621</u>
Shortfall	(\$2,446,401)
Proposed Tax Increase (3.4%)	\$1,008,432
Proposed Final Shortfall	\$1,437,969
Use of District Fund Balance	\$1,437,969

J. Fatzinger questioned the gas budget. J. Holman said gas is budgeted at \$3.50 for 82,000 gallons.

R. Kish said we're anticipating higher costs because it's not just what we buy in bulk now.

J. Holman reviewed elementary, middle school, and high school staffing and the recommendations for the 2022-2023 school year.



Summary of Professional Staffing Recommendations for 2022-2023

- Continue to watch kindergarten enrollment
- Reduction of (1) 7th grade teacher due to enrollment decline
- Utilize ESSER funding to continue (1) Social Worker, (3) part-time Interventionist, and (1) Student Services Teacher positions to address COVID related needs for 22-23
- Utilize ESSER Funds 40% ELL services added to address high number of ELL students for 22-23
- Add 16% to one interventionist to support gifted seminar / caseload in the middle school
- Add one special education teacher to the high school due to the caseload increase of special education students
- Replace all other retirements and resignations at this time

5.02 General Obligation Bonds, Series of 2022

Authorize the issuance of General Obligation Debt in the maximum aggregate principal amount of \$14,500,000 for the purpose of capital improvement projects pursuant to the Local Government Unit Debt Act of 1996 as amended and according to the Borrowing Resolution.

5.03 2022-2023 Fuel Bid

R. Kish said we received notice of our fuel bids and said Diesel is \$3.3120 and Fuel Oil is \$3,1656.

5.04 CLIU Intergovernmental Agreement for Special Education Services

A. Edmonds said this is an annual agreement that outlines all of the procedural details for services the Carbon Lehigh Intermediate Unit provides.

5.05 CLIU Notice of Adoption of Policies, Procedures, and Use of Funds

A. Edmonds said this is a routine item and this document indicates we're following all Carbon Lehigh Intermediate Unit adopted policies and procedures along with all of Chapter 14 and IDEA requirements.

5.06 CLIU Transperfect Agreement

A. Edmonds said this is an agreement we utilize for consortium pricing when translation services are needed for related IDEA documents.

5.07 CLIU Technology in Education Legal Counsel Consortium

T. Sosnovik said this is a routine item that has been very valuable to us for technology updates that are seen throughout our community.

5.08 LCCC Dual Enrollment Agreement

R. Kish said this is a routine agreement with Lehigh Carbon Community College for students to take dual enrollment courses.

5.09 Speech ProCare

A. Edmonds said this is a speech contract with ProCare to provide speech services for the remaining school year because the speech teacher that was hired is not able to start until the 2022-2023 school year due to a 60-day hold. She said in addition we are also working on a long-term substitute to offer speech services that have been missed until the end of the school year.

J. Holman said we would like the Board to execute this as early as tomorrow if they are comfortable with it and then bring it back for retroactive approval on May 11th so we can get someone in place before the end of the school year.

5.10 Tiger Summer Smarts Programming

J. Holman said this is an invitation only camp that is for students who demonstrate COVID-19 related learning loss and will be funded by the ESSER Grant. She said this year we will be partnering with Lehigh Carbon Community College for a program called SHINE as well as Lehigh Career & Technical Institute for Camp LCTI.

5.11 Chester County School Districts' Joint Purchasing Board's Bid Resolution

T. Sosnovik said we have used Chester County for purchasing in the past and this will allow us to get competitive pricing for Apple products.

5.12 Reports

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

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

Fund 10 General Fund with a beginning balance of \$29,349,039.87, receipts of \$2,151,894.77, disbursements of \$(5,669,537.17), leaving a balance of \$25,831,397.47.

Fund 32 Capital Reserve Fund with a beginning balance of \$2,961,952.18, receipts of \$1,004.40, disbursements of \$0, leaving a balance of \$2,962,956.58.

Fund 37 Capital Projects with a beginning balance of \$109,779.41, receipts of \$23.28, disbursements of \$0, leaving a balance of \$109,802.69.

Fund 51 Food Service Fund with a beginning balance of \$289.66, receipts of \$50,070.11, disbursements of \$(50,044.76), leaving a balance of \$315.01.

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

R. Kish said the district operates a senior citizen tax rebate program which mirrors the state program as far as eligibility and asked if the Board wants to continue to move forward with this program. He said all of the forms will be available on the district website.

W. Dellicker asked how many we have and how much it costs. J. Holman said \$30,000 is the max we ever had to pay out.

J. Holman said we will hold this for a week and ask Attorney Moyer to talk more about this program at the May 11th Board Meeting to get her opinion on this program and the possibility of being able to phase it out if the Board wishes.

6. Old Business

7. New Business

7.01 Election of Treasurer

T. Leiser agreed to be treasurer for another term beginning July 1, 2022 and ending on June 30, 2023

8. Communications

10.01 Courtesy of the Floor

None at the time

W. Dellicker said there will be an executive session for personnel immediately following this meeting.

11. Adjournment

Upon motion by J. Fatzinger, seconded by J. Casciano, the meeting was adjourned at 9:48PM.

Respectfully submitted,

John Casciano, Secretary
By S. Eisenhard, Assistant Secretary