

**Northwestern Lehigh School District
6493 RT 309, New Tripoli PA 18066
Workshop Meeting
District Boardroom
Wednesday, February 5, 2025, 7:00 p.m.**

1. Opening Procedures

1.01 Call to Order

The February 5, 2025, Board Meeting of the Northwestern Lehigh School District Board of Directors was called to order at 7:00 p.m. by President Todd Hernandez.

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	AB	Becky Hite	PR	Rachael Scheffler
AB	Joseph Fatzinger	AB	Lauren Hunsicker	PR	Jennifer Senavaitis

Also Present: Drew Snowberger, Andrea Coaxum, Linda Salm, Bill Dovico, Christie Steigerwalt, Sean McKenna, Jennifer Holman, Troy Sosnovik, Stacy Eisenhard

1.04 Approval of Agenda

Moved: W. Dellicker

Seconded: R. Scheffler

Vote: 6 Aye, 0 Nay

1.05 President welcomed guests

1.06 Courtesy of the Floor

None at the time.

2. Personnel

2.01 Approval is requested for the personnel items as attached: (Action Item)

J. Holman asked for approval of the agenda and said there are two long-term teacher retirements with a combined sixty-one years of service.

NORTHWESTERN LEHIGH SCHOOL DISTRICT MEMORANDUM	
Office of Human Resources	
TO: Northwestern Lehigh School Board	
DT: February 5, 2025	
RE: Personnel Action	
February 5, 2025 Board Meeting	

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

A. RETIREMENTS/RESIGNATIONS:

1. Recommendation to remove Annie Walls as a Substitute Teacher effective January 20, 2025.
2. Recommendation to accept the resignation of Jessica Bahnick as Head Girls Lacrosse Coach, effective January 24, 2025.
3. Recommendation to accept the resignation of Kate Musselman as an Assistant Girls Lacrosse Coach, effective January 24, 2025.
4. Recommendation to accept the resignation for retirement for James Lykins as a Music Teacher at the Northwestern Lehigh Middle School after 25 years of service to the District, effective the last staff day of the 2024-2025 school year.
5. Recommendation to accept the resignation for retirement for Jennifer Budick as an Elementary Teacher at the Weisenberg Elementary School after 36 years of service to the District, effective the last staff day of the 2024-2025 school year.

B. APPOINTMENTS/NEW EMPLOYEES:

1. Recommendation to approve Emma Keller as a Substitute Teacher, effective date pending the receipt and approval of all necessary paperwork.
2. Recommendation to add classification for Alexandria Maloutas in a Flex position, effective January 27, 2025.

C. OTHER ACTIONS:

1. Recommendation to approve an unpaid Administrative Internship through Pennsylvania Western University for Kelsey Schultz beginning January 13, 2025 through April 28, 2025 under the supervision of Amy Wahl, Middle School Assistant Principal.
2. Recommendation to add the classification of Substitute Instructional Assistant to Hannah Buskirk, effective January 31, 2025.

3. Recommendation to approve the following extracurricular positions and stipends for the 2024-2025 school year pending receipt and approval of all necessary paperwork:

Extracurricular Position	Name
Middle School Activity Manager	Cory Chryst
Middle School Chorus Director (50%)	Reid Clymer
Head Girls Lacrosse Coach	Pamela Colistra

4. Recommendation to approve unpaid leave of absence for employee #2521 beginning on February 22, 2025, end date to be determined.

Moved: W. Dellicker

Seconded: R. Scheffler

Vote: 6 Aye, 0 Nay

3. Curriculum/Building Issues

None at the time.

4. Policy

4.01 First Reading of the Following Policies

T. Sosnovik said there are five policies for First Reading and reviewed the changes.

[611 - Purchases Budgeted](#)

[612 - Purchases Not Budgeted](#)

[613 - Cooperative Purchasing](#)

[614 - Payroll Authorization](#)

[615 - Payroll Deductions](#)

4.02 Second Reading and Final Approval of the Following Policies:

T. Sosnovik said he has received no additional comments or questions regarding these policies.

[815 - Acceptable Use Of Technology](#)

[815.3 - Mobile Device Policy - Employees](#)

[815.5 - Social Media](#)

[815.6 - Artificial Intelligence](#)

[237 - Mobile Device Policy - Student](#)

4.03 Recommendation to rescind the following policies:

T. Sosnovik said there are three policies to rescind due to the language in these policies no longer being required and/or included in other policies.

[815.1-Use of District Owned Technology](#)

[815.2-Use of District Network and Internet](#)

[815.4-Maintenance and Authoring of District Website](#)

5. Operations

5.01 Ironton - SIP Trunks

T. Sosnovik said this is an agreement with Ironton Global for Session Initiation Protocol trunks.

5.02 E-Rate (Action Item)

T. Sosnovik said that E-Rate is a funding mechanism by the federal government that provides internet connectivity equipment at a discounted rate. He said we are seeking category 2 equipment and asked for the Board's approval tonight so we can complete the PEPPM E-rate Mini-Bid process.

Moved: T. Leiser

Seconded: J. Senavaitis

Vote: 6 Aye, 0 Nay

6. District Finances

6.01 Audited Financial Statement as of June 30, 2024

C. Steigerwalt said the auditors reviewed our financial statements for the year ending June 30, 2024 and said they are in good shape with no major issues to address.

6.02 2025-2026 CLIU Budget

C. Steigerwalt said this is an annual item to approve the CLIU Budget. She said CLIU has a General Operating Budget of \$1,725,610 with a district contribution of \$38,069.

6.03 2025-2026 LCCC Budget

C. Steigerwalt said this is an annual item to approve the LCCC Budget. She said LCCC has a General Operating Budget of \$47,799,464 and a Debt Service/Leases and Capital Budget of \$10,015,307. She said the district contribution is \$155,884 for the General Operating Budget and \$71,010 for the Debt Service/Leases and Capital Budget.

6.04 2025-2026 LCTI Budget

C. Steigerwalt said this is an annual item to approve the LCTI Budget. She said LCTI has a General Operating Budget of \$33,499,540 and an Academic Center Budget of \$2,720,871. She said the district contribution is \$1,926,896.90 for the General Operating Budget and \$94,709 for the Academic Center Budget.

6.05 CLEAR Proposal

T. Sosnovik said this is a proposal for an application we intend to use for student registration and other items as needed.

6.06 Scholarship Report

C. Steigerwalt said this is an annual item that recaps the scholarships that the district holds and awards to High School students in May.

**NORTHWESTERN LEHIGH SCHOOL DISTRICT
2024-2025 SCHOLARSHIP SUMMARY
FEBRUARY 19, 2025**

	ANTICIPATED AWARD AMOUNT	NUMBER OF AWARDS	TOTAL AWARD AMOUNT
SCHOLARSHIP			
GENERAL (MORTON)	200.00	1	200.00
KOHLER	100.00	1	100.00
ALUMNI (see note)	100.00	1	-
CLASS OF 2004 (BLOSE)	50.00	2	100.00
LEAR AWARD	100.00	1	100.00
JUSTIN HUMMEL	50.00	2	100.00
ROTH	100.00	1	100.00
FALLINGER	50.00	1	50.00
BETZ	100.00	2	200.00
NAGLE	1,000.00	1	1,000.00
RESH	500.00	1	500.00
NEMES/FISHER	50.00	2	100.00
GUSTAFSON	100.00	1	100.00
ALUMNI- combines funds from the Class of 1990, 1996, 1998, 2000, 2007, and 2008			

6.07 Reports

C. Steigerwalt recommended the Board receive the following Reports for December:

GENERAL FUND (10)					
Balance-December 1, 2024	\$	39,910,969.52			
Receipts	\$	5,002,601.54			
Disbursements	\$	(4,834,039.85)			
Balance-December 31, 2024	\$	40,079,531.21			
CAPITAL RESERVE (32)					
Balance-December 1, 2024	\$	4,080,697.31			
Receipts	\$	6,369.95			
Disbursements	\$	-			
Balance-December 31, 2024	\$	4,087,067.26			
2022 Projects (38)					
Balance-December 1, 2024	\$	306,156.66			
Receipts	\$	253.20			
Disbursements	\$	-			
Balance-December 31, 2024	\$	306,409.86			
FOOD SERVICE (51)					
Balance-December 1, 2024	\$	481.10			
Receipts	\$	82,433.14			
Disbursements	\$	(84,375.35)			
Balance-December 31, 2024	\$	(1,461.11)			
	FUND	AMOUNT	RATE	MATURITY	
New Tripoli Bank					
Certificate Deposit (CD)	General (10)	\$ 7,000,000	4.65%	05/07/25	
Certificate Deposit (CD)	General (10)	\$ 6,000,000	4.65%	06/11/25	
Certificate Deposit (CD)	General (10)	\$ 5,000,000	4.76%	05/29/25	
Certificate Deposit (CD)	General (10)	\$ 5,000,000	4.14%	04/25/25	

C. Steigerwalt asked the Board if they would like to go out to bid for trash collection services or remain with Republic. The will of the Board was to contact Waste Management since they are in the district to compare pricing.

7. Old Business

8. New Business

T. Leiser asked for an update on whether or not any of the conversations around federal-level changes will impact us. C. Steigerwalt and T. Sosnovik said they could bring a slide presentation back next month explaining potential impacts.

9. Communications

9.01 Courtesy of the Floor

None at the time.

10. Adjournment

Upon motion by W. Dellicker, seconded by J. Senavaitis, the meeting was adjourned at 7:32 p.m.

Respectfully submitted,

John Casciano, Secretary
By S. Eisenhard, Assistant Secretary