

**Northwestern Lehigh School District
6493 RT 309, New Tripoli PA 18066
Workshop Meeting
District Boardroom
Wednesday, August 7, 2024, 7:00 p.m.**

1. Opening Procedures

1.01 Call to Order

The August 7, 2024 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

J. Casciano arrived at 7:26 p.m.

Also Present: Jason Zimmerman, LeAnn Stitzel, Luann Matika, Christie Steigerwalt, Sean McKenna, Jennifer Holman, Troy Sosnovik, Stacy Eisenhard

1.04 Approval of Agenda

J. Holman said 2.01 Personnel will be the only action item on the agenda.

Moved: T. Leiser

Seconded: W. Dellicker

Vote: 5 Aye, 0 Nay

1.05 President welcomed guests

1.06 Courtesy of the Floor

None at the time.

2. Personnel Action

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

L. Matika said there are fourteen items on the agenda and asked for approval tonight so the long-term substitutes can be released from their employers.

NORTHWESTERN LEHIGH SCHOOL DISTRICT MEMORANDUM

Office of the Director of Human Resources

TO: Northwestern Lehigh School Board

FR: Luann E. Matika

DT: August 7, 2024

RE: Personnel Action

August 7, 2024 Board Meeting

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

A. RETIREMENTS/RESIGNATIONS:

1. Recommendation to accept the resignation of Kelci Browning, Instructional Assistant at the Middle School, effective July 16, 2024. Kelci will remain as a Substitute Instructional Assistant.
2. Recommendation to accept the resignation of Christine Rittle, Instructional Assistant and Van Driver in a flex position, effective August 1, 2024.
3. Recommendation to accept the resignation of Kimberly Williams, Instructional Assistant at the High School, effective July 22, 2024.
4. Recommendation to accept the resignation of Elizabeth Ache, Assistant Field Hockey Coach, effective July 26, 2024. Elizabeth will remain as a High School Teacher.
5. Recommendation to accept the resignation of Matthew Timlin, High School Physics Teacher, effective date to be determined.

B. APPOINTMENTS/NEW EMPLOYEES:

1. Recommendation to approve Joshua Long as a Long-Term Substitute, Elementary Teacher at Northwestern Lehigh Elementary and Weisenberg Elementary Schools, effective August 19, 2024, at a salary of BS Step 1 (\$55,889) for the 2024-2025 school year.
2. Recommendation to approve Melissa Lovejoy as a Long-Term Substitute, Elementary Teacher at Northwestern Lehigh Elementary School, effective August 19, 2024, at a salary of BS+24 Step 7 (\$62,681) for the 2024-2025 school year.
3. Recommendation to approve Meghann Carl as a Payroll and Benefits Specialist, effective July 30, 2024 at a prorated salary of \$57,710.
4. Recommendation to approve Paul Moyer as a Substitute Van Driver, effective date pending receipt and approval of all necessary documents, at \$13/hr.



5. Recommendation to approve Rachel Blayle as an Instructional Assistant at the Middle School effective date pending receipt and approval of all necessary documents, at \$21.48/hr.
 6. Recommendation to approve Alexis Hollinger as an Instructional Assistant at the Middle School effective date pending receipt and approval of all necessary documents, at \$21.48/hr.
 7. Recommendation to approve Samantha Miller as an Instructional Assistant at the Middle School effective date pending receipt and approval of all necessary documents, at \$21.48/hr.
- C. OTHER ACTIONS:**
1. Approval of the following horizontal movements on the respective salary steps for the 2024-2025 school year, and as outlined in the teachers' negotiated contract for the following:
- | Name | From | To |
|---------------------|---------------|---------------|
| Elizabeth Ache | BS Step 14 | BS+24 Step 14 |
| Ashleigh Albert | MS Step 4 | MS+12 Step 4 |
| Zane Bachert | MS+12 Step 8 | MS+24 Step 8 |
| Vanessa Boyle | MS+12 Max | MS+24 Max |
| Angela Minihl | MS Step 6 | MS+12 Step 6 |
| Courtney Follweiler | MS+12 Step 11 | MS+24 Step 11 |
| Molly Gemeckio | BS+24 Step 7 | MS Step 7 |
| James Lykins | MS+12 Max | MS+24 Max |
| Marion Miller | MS Max | MS+12 Max |
| Rebecca Pallen | BS Step 4 | BS+24 Step 4 |
| Kelsey Schultz | MS+12 Step 5 | MS+24 Step 5 |
2. Recommendation to approve the following extracurricular positions for the 2024-2025 school year:
- | Extracurricular Position | Name |
|---------------------------------|----------------|
| Assistant Field Hockey Coach | Shaelin de Wit |
| Assistant Field Hockey Coach | Rachel Koerner |
| Assistant Wrestling Coach | Robert Mariatt |
| Assistant Boys Basketball Coach | Ryan Slutsky |
| Assistant Boys Soccer Coach | Mark Allinson |
3. Any additional personnel action.

Moved: W. Dellicker

Seconded: R. Scheffler

Vote: 5 Aye, 0 Nay

3. Curriculum/Building Issues

3.01 Center for Humanistic Change

J. Holman said this is a routine item for our K-12 student assistance program with the Center for Humanistic Change for the 2024-2025 school year. She said this is at no cost to the district.

4. Policy

4.01 PSBA Policy Contract

T. Sosnovik said this is a contract with PSBA to review and revise the 600, 700, and 800 policy sections. He said the total cost will be \$2,300.00.

4.02 First Reading of the Following Policies

T. Sosnovik said there are five policies on the agenda for first reading and reviewed the changes with the Board.

[250-Student Recruitment](#)

[800-Records Management](#)

[801-Public Records](#)

[803-District Calendar](#)

[807-Flag Salute and Pledge of Allegiance](#)

4.03 Second Reading and Final Approval of the Following Policies:

T. Sosnovik said he has not received any additional questions or comments regarding these policies.

[233-Suspension and Expulsion](#)

[234-Pregnant/Parenting/Married Students](#)

[235-Student Rights and Responsibilities](#)

[235.1-Surveys](#)

[236-Student Assistant Program](#)

[236.1-Threat Assessment](#)

[239-Foreign Exchange Students](#)

[247-Hazing](#)

[249-Bullying/Cyberbullying](#)

4.04 Recommendation to rescind the following policies:

None at the time.

5. Operations

5.01 Bus Stops

S. McKenna said this is an annual item to approve the bus stops for the 2024-25 school year.

S. McKenna updated the Board on the status of the Middle School Library.

6. District Finances

6.01 CLIU 21 Title I Equitable Services Agreement

L. Stitzel said this is an annual third-party contract to provide Title I reading support services to students. She said the payment comes directly out of Title I funding based on the number of students who received free and reduced lunch.

6.02 IXL Learning Contract

C. Steigerwalt said this is a three-year contract for the Middle School. She said there is a \$6,000 increase over the three years and will be paid out of the Middle School budget.

6.04 Reports

C. Steigerwalt recommended the Board receive the following Reports for May and June:

**NORTHWESTERN LEHIGH SCHOOL DISTRICT
TREASURER'S REPORT AS OF
JUNE 30, 2024**

GENERAL FUND (10)				
Balance-June 1, 2024	\$	26,665,097.93		
Receipts	\$	6,693,615.07		
Disbursements	\$	(10,861,345.65)		
Balance-June 30, 2023	\$	22,497,367.35		
CAPITAL RESERVE (32)				
Balance-June 1, 2024	\$	4,113,172.17		
Receipts	\$	5,617.51		
Disbursements	\$	-		
Balance-June 30, 2023	\$	4,118,789.68		
CAPITAL PROJECTS 18 (37)				
Balance-June 1, 2024	\$	75,514.87		
Receipts	\$	-		
Disbursements	\$	(75,514.87)		
Balance-June 30, 2023	\$	-		
2023 Projects (38)				
Balance-June 1, 2024	\$	855,161.87		
Receipts	\$	1,051.82		
Disbursements	\$	(124,739.13)		
Balance-June 30, 2023	\$	731,474.56		
FOOD SERVICE (51)				
Balance-June 1, 2024	\$	528.00		
Receipts	\$	150,276.71		
Disbursements	\$	(151,631.34)		
Balance-June 30, 2023	\$	(826.63)		
	FUND	AMOUNT	RATE	MATURITY
New Tripoli Bank				
Certificate Deposit (CD)	General (10)	\$ 7,000,000	5.12%	08/06/24
Certificate Deposit (CD)	General (10)	\$ 6,000,000	5.12%	07/11/24
Certificate Deposit (CD)	General (10)	\$ 5,000,000	4.65%	05/29/25

John Casciano, Secretary
By S. Eisenhard, Assistant Secretary