

**Northwestern Lehigh School District
6493 RT 309, New Tripoli PA 18066
School Board Meeting
District Boardroom
Wednesday, June 18, 2025, 7:00 p.m.**

1. Opening Procedures

1.01 Call to Order

The June 18, 2025, Board Meeting of the Northwestern Lehigh School District Board of Directors was called to order at 7:00 p.m. by Vice President Todd Leiser.

1.02 Opening exercises included the Pledge of Allegiance and a moment of silence

1.03 Roll Call

PR/AB

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

Also Present: Jessica Zeigler, Natalie Keller, Shanyin Kaiser, Scott Long, Heather Long, Josh Long, Amy Kinnon, Erin Vermeulen, Valerie Kyle, Krista Keys, Jill Berlet, Aileen Yadush, Amy Wahl, Jason Zimmerman, Andrea Edmonds, Christie Steigerwalt, Sean McKenna, Kevin Birozik, Jennifer Holman, Troy Sosnovik, Stacy Eisenhard

1.04 Approval of Agenda

Moved: J. Fatzinger

Seconded: W. Dellicker

Vote: 7 Aye, 0 Nay

1.05 President welcomed guests

1.06 Courtesy of the Floor

None at the time.

1.07 Minutes

Approval of Minutes from the May 14, 2025 Board Meeting and the June 4, 2025 Workshop Meeting.

Moved: R. Scheffler

Seconded: J. Fatzinger

Vote: 7 Aye, 0 Nay

1.08 Recognition/Presentations

Valerie Kile, President, and Erin Vermeulen, Vice President, from the Northwestern Lehigh Educational Foundation presented a check to Northwestern Lehigh School District in the amount of \$168,966. A. Kinnon highlighted past events that contributed to the funding and future events coming up.

1.09 Board President's Report

None at the time.

1.10 Superintendent's Report

J. Holman shared that graduation was a beautiful evening at Tiger Stadium and expressed appreciation to Aileen and her staff for their hard work in organizing the event.

2. Personnel

2.01 Approval is requested for the personnel items as attached:

A. Yadush introduced and welcomed Natalie Keller, who will be a long-term sub at the High School for the 2025-26 school year. N. Keller said she is excited to be here.

K. Keys introduced Jessica Zeigler, who will be a Special Education Teacher at Northwestern Elementary. J. Zeigler said she is excited to join the Tiger community.

J. Berlet introduced and welcomed Josh Long, who will be a first-grade teacher at Weisenberg Elementary. J. Long said he is thankful to come back and teach at Weisenberg and is looking forward to a great year.

J. Berlet introduced and welcomed Shanyin Kaiser, who will be a short-term substitute at Weisenberg Elementary for the first marking period. S. Kaiser thanked the Board for the opportunity to continue working in the district.

NORTHWESTERN LEHIGH SCHOOL DISTRICT MEMORANDUM	
Office of the Director of Human Resources	
TO: Northwestern Lehigh School Board	
DT: June 18, 2025	
RE: Personnel Action	
June 18, 2025 Board Meeting	

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

A. RETIREMENTS/RESIGNATIONS:

1. Recommendation to accept the resignation of Amy Kelly as a Language Arts Teacher at the Middle School, effective the last staff day of the 2024-2025 school year.
2. Recommendation to accept the resignation of Jessica Marquardt, Substitute Teacher, effective May 13, 2025.
3. Recommendation to accept the resignation of Kate Musselman, Substitute Teacher, effective May 28, 2025.
4. Recommendation to accept the resignation of Buddy Balik, Custodian, effective June 11, 2025.
5. Recommendation to accept the resignation of Daniel Johnson, Substitute Van Driver, effective May 30, 2025.
6. Recommendation to accept the resignation of Peter Kahora, Substitute Van Driver, effective May 30, 2025.
7. Recommendation to accept the resignation of Megan Schaffer as a per diem employee, effective June 30, 2025.
8. Recommendation to accept the resignation of Christopher Hamm, Substitute Teacher, effective June 6, 2025.

B. APPOINTMENTS/NEW EMPLOYEES:

1. Recommendation to approve Reid Clymer as a Music Teacher at the Middle School, effective August 11, 2025, pending receipt and approval of all necessary paperwork at a salary of BS Step 1 (\$57,784) for the 2025-2026 school year. Reid is a graduate of Moravian University and comes to us with experience as a Long Term Substitute at Northwestern Lehigh School District.
2. Recommendation to approve Joshua Long as a First Grade Teacher at Weisenberg Elementary School, effective August 11, 2025, pending receipt and approval of all necessary paperwork at a salary of BS Step 1 (\$57,784) for the 2025-2026 school year. Joshua is a graduate of Bloomsburg University of Pennsylvania and comes to us with experience as a Long Term Substitute at Northwestern Lehigh School District.
14. Recommendation to approve Brady Zimmerman as a Substitute Custodian, effective June 11, 2025.
15. Recommendation to approve Eli Zimmerman as a Substitute Custodian, effective June 11, 2025.

C. OTHER ACTIONS:

1. Recommendation to add the classification of Substitute Instructional Assistant to Jennifer Budick effective after retirement on the last day of the 2024-2025 school year for the 2025-2026 school year.
2. Recommendation to approve a student teaching experience at Northwestern High School for Alexandra Vana from Wilkes University with Kim Conahan from September 8, 2025 through December 1, 2025.
3. Recommendation to approve the following Teachers to provide Extended School Year Instruction, effective July 1, 2025 at \$31.00/hr., not to exceed 800 total hours:
 - Marisa Bartholomew
 - Patricia Holmes
 - Carolyn Schilling
 - Paul Tomlin
 - Audrey Williams
4. Recommendation to approve Kimberly Meckley as an Instructional Assistant for Extended School Year Instruction, effective July 1, 2025 at \$23.87/hr, not to exceed 48 total hours.
5. Recommendation to approve the following part time Van Drivers for Extended School Year:
 - Anabela Folajtar
 - Kelly Coffield
 - Karen Frey
 - Jessica Knirmschild
 - Kimberly Dean
 - Polly Slifer
 - Daniel Hartman
 - Dianne Johnson
 - Gregg Graver
 - David French
 - Thomas Nagle
6. Recommendation to approve a stipend payment of \$7,500 to Jason Zimmerman for the management and coordination of Tiger Concessions for the 2025-2026 school year.
7. Recommendation to approve the attached 2025-2026 Coach & Advisor Recommendations.
8. Anv additional personnel action.

us with experience as a Long Term Substitute at Northwestern Lehigh School District.

3. Recommendation to approve Audrey Zeidenberg as a Music Teacher at the Middle School, effective August 11, 2025, pending receipt and approval of all necessary paperwork at a salary of BS Step 1 (\$57,784) for the 2025-2026 school year. Audrey is a graduate of Penn State University.
4. Recommendation to approve Jessica Zeigler as a Special Education Learning Support Teacher at Northwestern Lehigh Elementary School, effective August 11, 2025, pending receipt and approval of all necessary paperwork at a salary of MS +12 Step 11 (\$72,347) for the 2025-2026 school year. Jessica is a graduate of Alvernia University and comes to us with experience from Tamaqua Area School District.
5. Recommendation to approve Jennifer Fones as a Long Term Substitute Third Grade Teacher at Northwestern Elementary School, effective August 18, 2025 pending receipt and approval of all necessary paperwork at a salary of MS Step 2 (\$62,260) for the 2025-2026 school year. Jennifer is a graduate of Lehigh University and comes to us with experience as an Instructional Assistant and Long Term Substitute at Northwestern Lehigh School District.
6. Recommendation to approve Natalie Keller as a Long Term Substitute Language Arts Teacher at the High School, effective August 18, 2025 pending receipt and approval of all necessary paperwork at a prorated salary of BS Step 1 (\$57,784) for the first semester of the 2025-2026 school year. Natalie is a graduate of Kutztown University.
7. Recommendation to approve Kiersten Miller as a Long Term Substitute Math Teacher at the High School, effective August 18, 2025 pending receipt and approval of all necessary paperwork at a salary of BS Step 1 (\$57,784) for the 2025-2026 school year. Kiersten is a graduate of West Chester University and comes to us with experience at Easton Area School District.
8. Recommendation to approve Zachary Rosamalia as a Long Term Substitute Biology Teacher at the High School School, effective August 18, 2025 pending receipt and approval of all necessary paperwork at a salary of BS Step 1 (\$57,784) for the 2025-2026 school year. Zachary is a graduate of Widener University and comes to us with experience as a Long Term Substitute at Saucon Valley School District.
9. Recommendation to approve Shanyin Kaiser as a Short Term Substitute First Grade Teacher at Weisenberg Elementary School, effective August 18, 2025 pending receipt and approval of all necessary paperwork at a rate of \$165/day.
10. Recommendation to approve the employment of Rieanna Atiyeh as a Prospective Substitute Teacher effective May 19, 2025.
11. Recommendation to approve Ashley Bennicoff as a Substitute Teacher, effective date pending the receipt and approval of all necessary documents.
12. Recommendation to approve Samantha Coleman as a Substitute Teacher, effective date pending the receipt and approval of all necessary documents.
13. Recommendation to approve Kevin Page as a Substitute Van Driver, effective date pending the receipt and approval of all necessary documents.

Department Heads		
Position		Name
Career / Technology Dept. Head (gr 9-12)		Mike Sikora
Language Arts Dept. Head (gr. 9-12)		Linda Paist
Math Dept. Head (gr. 9-12)		Kelly Bleam
Science Dept. Head (gr. 9-12)		Kevin Sunday
Social Studies Dept. Head (gr. 9-12)		Paul Kleiner
World Language Dept. Head (gr. 9-12)		Manuela Koch
Special Education Co-Dept. Chair (gr 9-12) (50%)		Brianne Siane
Special Education Dept. Chair (gr 9-12) (50%)		Kim Conahan
Art/Music Co-Dept. Head (gr. K-12 @ 50%)		Shawn Fies
Art/Music Co-Dept. Head (gr. K-12 @ 50%)		Tracy Smoyer
Wellness/Fitness Dept. Head (gr. K-8 @ 50%)		Chris Klein
Wellness/Fitness Dept. Head (gr. 9-12 @ 50%)		Tim Churetta
High School Advisors		
Position		Name
Band Director		Ethan Beeco
Jazz Band Director		Ethan Beeco
Asst Band Director / Colorguard Advisor (50%)		Nancy Gross
Asst Band Director / Colorguard Advisor (50%)		Moises Molinero
Broadcasting Advisor		Joe Dynda
Chorus Advisor		Ethan Beeco
Class of 2026 Advisor		Coral Suppan
Class of 2026 Advisor		Heather Fugazzotto
Class of 2027 Advisor		Audrey Williams
Class of 2027 Advisor		Brian Quinlan
Class of 2028 Advisor		Erica Gross
Class of 2028 Advisor		Dave Combs
Class of 2029 Advisor		Lissa Opolsky
Class of 2029 Advisor		Shay McGee
Technology Mentor		Jeremy Smoyer
Debate Advisor		Linda Paist
National Honor Society Co-Advisor		Kelly Bleam
National Honor Society Co-Advisor		Lissa Opolsky
Science Olympiad Advisor		Liz Ache
Science Olympiad Advisor		Andrea Meyers
Student Council Advisor		Lauren Eisenbaumer
Yearbook Advisor		Lissa Opolsky
Fall Drama Director		Zane Bachert
Spring Musical Director		Zane Bachert
Spring Musical Music Director		
Spring Musical Choreographer		
Spring Musical Art/Tech Director		

[illegible]

High School Athletic Coaches	
Position	Name
Head Golf Coach	Tim Miller
Head Cross Country Coach	Chris Stitzel
Assistant Cross Country Coach (MS & VA)	Matt Fritz
Assistant Cross Country Coach (MS & VA)	Liz Fornauf
Assistant Cross Country Coach (MS & VA)	Gene Tapper
Fall Event Manager (50%)	Chris Deutsch
Fall Event Manager (50%)	Dawn Remaley
Winter Event Manager	Cory Chryst
Spring Event Manager	Chris Deutsch
Equipment Manager	Jordan Smith
Head Baseball Coach	Brian Polaha
Assistant Baseball Coach (VA)	Jacen Nalesnik
Assistant Baseball Coach (JH & VA)	Brian Quinlan
Assistant Baseball Coach (JH)	Bob Fatzinger
Head Boy's Basketball Coach	Patrick Wanamaker
Assistant Boys Basketball Coach (JV & VA)	Mark Henry
Assistant Boys Basketball Coach (JV & VA)	Mike Gula
Assistant Boy's Basketball Coach (Jr. High)	Nate Hunsicker
Assistant Boy's Basketball Coach (MS)	Sam Yadush
Head Girl's Basketball Coach	Chris Deutsch
Assistant Girl's Basketball Coach (JV & VA)	Joe Mladosich
Assistant Girl's Basketball Coach (JV & VA)	Mark Seremula
Assistant Girl's Basketball Coach (MS)	Allison Davis
Assistant Girl's Basketball Coach (MS)	Teresa Malosh
Head Boy's Soccer Coach	Nate Hunsicker
Assistant Boy's Soccer Coach (JH & VA)	Derrick Reinert
Assistant Boys Basketball Coach (JV & VA)	Mark Allison
Head Football Coach	John Snyder
Assistant Football Coach (VA)	Dave Kerschner
Assistant Football Coach (VA)	Greg Mitchell
Assistant Football Coach (JV & VA)	Josh Zimmerman
Assistant Football Coach (JV & VA)	George Haddad
Assistant Football Coach (VA)	Rich Kulp
Assistant Football Coach (VA)	Ryan Hulmes
Assistant Football Coach (MS)	Chuck Grollier
Assistant Football Coach (MS)	Paul Tomlin
Assistant Football Coach (MS)	Troy Walker
Assistant Football Coach (MS)	Josh Masters
Head Cheering Coach	Jen Bernhard
Assistant Cheering Coach	Clarelyn Bernhard
Assistant Cheering Coach	Roselyn Bernhard
Assistant Cheering Coach	Ashley Haas

High School Athletic Coaches (cont'd)	
Position	Name
Head Girl's Soccer Coach	Jordan Smith
Assistant Girl's Soccer Coach (JH & VA)	Randy Metzger
Assistant Girl's Soccer Coach (JH & VA)	Isiah Danner
Assistant Girl's Soccer Coach (JH & VA)	Kelly Bleam
Head Softball Coach	Kate Farber
Assistant Softball Coach (VA)	Mark Hoffman
Assistant Softball Coach (JH & VA)	Marissa Christman
Assistant Softball Coach (JH & VA)	Mike Christman
Head Track & Field Coach	Chuck Groller
Assistant Track & Field Coach (VA)	Matt Fritz
Assistant Track & Field Coach (VA)	Jordan Smith
Assistant Track & Field Coach (VA)	Paul Tomlin
Assistant Track & Field Coach (VA)	Mike Kistler
Assistant Track & Field Coach (VA)	Ashley Blannard
Assistant Track & Field Coach (VA)	Brian Meckley
Assistant Track & Field Coach (VA)	Vanessa Bloese
Assistant Track & Field Coach (VA)	Liz Fornauf
Head Wrestling Coach	Joe Kilar
Assistant Wrestling Coach (JV)	Bart Wehr
Assistant Wrestling Coach (JV)	Zach Mariatt
Assistant Wrestling Coach (Jr. High)	Rob Mariatt
Assistant Wrestling Coach (JV)	Baily Wehr
Head Field Hockey Coach	Lissa Opolsky
Assistant Field Hockey Coach (JV & VA)	Sydney Derr
Assistant Field Hockey Coach (JH)	Liz Ache
Assistant Field Hockey Coach (JH)	Reagan Hernandez
Assistant Field Hockey Coach (JV & VA)	Rachel Koerner
Head Girls Volleyball Coach	Mike Maston
Assistant Girls Volleyball Coach (JV & VA)	Jennifer Hudak
Assistant Girls Volleyball Coach (JV & VA)	Amy Andreoli
Head Boy's Lacrosse Coach	Tyler Corpora
Assistant Boy's Lacrosse Coach (JV & VA)	John Seitzinger
Assistant Boy's Lacrosse Coach (JV & VA)	Kevin Storey
Head Girl's Lacrosse Coach	Pamela Colistra
Assistant Girl's Lacrosse Coach (JV & VA)	Dave Kerschner

Elementary Extracurricular Mentors, Subject Contact Persons, & Advisors	
Position	Name
NWE Band Director	Shawn Fies
WEIS Band Director	Carol Gacesa
NWE Chorus Director	Shawn Fies
WEIS Chorus Director	Carol Gacesa
WEIS Technology Mentor (50%)	Kim DeFazio
WEIS Technology Mentor (50%)	Kristine Dangelo
NWE Technology Mentor (50%)	Catherine Clifford
NWE Technology Mentor (50%)	Alyssa Hansen
NWE Language Arts Contact Person	Melinda Scholl
WEIS Language Arts Contact Person	Kristine Dangelo
NWE Math Co-Contact Person (50%)	Catherine Clifford
NWE Math Co-Contact Person (50%)	Karla Mertz
WEIS Math Contact Person	Matt Kitz
NWE Science Contact Person	Jodi Chandler
WEIS Science Contact Person	Trish Holmes
NWE Social Studies Contact Person	Marissa Bartholomew
WEIS Social Studies Contact Person	Jacob Davis

Moved: J. Casciano

Seconded: J. Senavaitis

Vote: 5 Aye, 0 Nay, 2 Abs

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

2.02 Contracted Salaries

J. Holman said this is to approve salary increases for herself, the Assistant Superintendent, and the Business Administrator.

Moved: W. Dellicker

Seconded: J. Fatzinger

Vote: 7 Aye, 0 Nay

2.03 Muhlenberg College Agreement

J. Holman said this is an agreement with Muhlenberg College for student teaching placements and has been reviewed by our solicitor.

Moved: W. Dellicker

Seconded: R. Scheffler

Vote: 7 Aye, 0 Nay

2.04 Bloomsburg University Affiliation Agreement

J. Holman said this is an agreement with Bloomsburg University for field study, internship, practicum and student teaching experiences. She said this agreement would only be for current district employees and is still pending solicitor approval.

Moved: J. Fatzinger

Seconded: W. Dellicker

Vote: 7 Aye, 0 Nay

3. Curriculum/Building Issues

3.01 Pennsylvania State Police Memorandum of Understanding

K. Birosik said this is a memorandum of understanding with the Pennsylvania State Police and is required to be updated every two years.

Moved: J. Fatzinger

Seconded: J. Senavaitis

Vote: 7 Aye, 0 Nay

3.02 Center for Humanistic Change

J. Holman said this is an annual Student Assistance Program agreement with the Center for Humanistic Change for the 2025-2026 school year. She said this is at no cost to the district.

Moved: W. Dellicker

Seconded: J. Fatzinger

Vote: 7 Aye, 0 Nay

3.03 Curriculum Textbooks

Textbooks have been on display for 30 days in the District Boardroom.

Series/Textbooks Pending School Board Approval for the 2025-2026 school year:

Series/Text Title	Subject/ Grade	Publisher
Biology	Academic Biology Applied Biology	Savaas (Miller and Levine)
Essentials of Human Anatomy and Physiology	Anatomy and Physiology	Pearson (Marieb and Keller)

Moved: J. Casciano

Seconded: J. Senavaitis

Vote: 7 Aye, 0 Nay

3.04 Federal Grant Opportunities

Federal Grant Funding - Awaiting Preliminary Allocations 2025-2026

Title I

This program aims to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and state academic assessments. The allocation is based on our free and reduced lunch recipient numbers. Title I funds are used to help students identified as being academically at-risk. Additionally, we service non-public schools with this money through the same identification process.

Our 2024-25 allocation was \$237,904. We have not yet received preliminary allocations from PDE for 2025-26.

Title II A

This program's purpose is to increase academic achievement by improving teacher and principal quality. This program is carried out by increasing the number of highly qualified teachers in classrooms; increasing the number of highly qualified principals and assistant principals in schools; and increasing the effectiveness of teachers and principals by holding LEAs and schools accountable for improvements in student academic achievement, primarily through induction and professional development programs.

Our 2024-25 allocation was \$40,654. We have not yet received preliminary allocations from PDE for 2025-26.

Title III

Title III aims to ensure that limited English proficient (LEP) students, including immigrant children and youth, develop English proficiency and meet the same academic content and academic achievement standards that other children are expected to meet. Schools use Title III funds to implement language instruction educational programs designed to help LEP students achieve these standards. Districts receiving less than \$10,000 must apply as part of a consortium. Districts may also refuse the money if they so choose.

We have not yet received preliminary allocations from PDE for 2025-26. However, we do not plan to apply for these funds. We are required to enter into a consortium with CLIU 21 to access this funding because we receive less than \$10,000. Since 2011-12, we have refused Title III due to the IU consortium's failure to collectively meet the annual measurable achievement targets of English Language Learners.

Title IV

The purpose of Title IV is to provide all students access to a well-rounded education, improve school conditions for student learning, and improve the use of technology to improve the academic achievement and digital literacy of all students. Because districts are limited to spending only 15% of the funds on technology in Title IV, many move this funding into Title I or Title IIA. Since the 2018-19 school year, NWLSD has transferred this funding into Title IIA.

Our 2024-25 allocation was \$20,706. We have not yet received preliminary allocations from PDE for 2025-26.

3.05 Title III

The following motion approved agenda items 3.04 and 3.05:

Moved: R. Scheffler

Seconded: B. Hite

Vote: 7 Aye, 0 Nay

4. Policy

4.01 First Reading of the Following Policies

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

[701-Facilities Planning](#)

[702-Gifts, Grants, Donations](#)

[703-Sanitary Management](#)

[704-Maintenance](#)

[705-Facilities and Workplace Safety](#)

[805.3-Persons Authorized to Use Weapons](#)

4.02 Second Reading and Final Approval of the Following Policies:

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

[103-Discrimination/Harassment Affecting Students](#)

[103.1-Nondiscrimination-Qualified Students with Disabilities](#)

[104-Discrimination/Harassment Affecting Staff](#)

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

[620-Fund Balance](#)

[625-Procurement Cards](#)

[626-Federal Fiscal Compliance](#)

[626.1-Travel Reimbursement-Federal Programs](#)

Moved: J. Fatzinger

Seconded: B. Hite

Vote: 7 Aye, 0 Nay

4.03 Recommendation to rescind the following policies:

T. Sosnovik said this policy is no longer required due to policies 103 and 104.

[149-Title IX/Nondiscrimination Based on Sex](#)

Moved: W. Dellicker

Seconded: J. Fatzinger

Vote: 7 Aye, 0 Nay

5. Operations

5.01 Generator Bid

Moved: W. Dellicker

Seconded: J. Senavaitis

Vote: 7 Aye, 0 Nay

6. District Finances

6.01 Jostens Yearbook Agreement

C. Steigerwalt said this is a five-year agreement with Jostens for the High School yearbook. She said this will be paid for from the student activities fund.

Moved: W. Dellicker

Seconded: R. Scheffler

Vote: 7 Aye, 0 Nay

6.02 Sale of High Jump Pit

C. Steigerwalt said this is for approval to sell the high jump pit to Salisbury Township School District in the amount of \$8,000.

Moved: J. Fatzinger

Seconded: J. Casciano

Vote: 7 Aye, 0 Nay

6.03 2025-2026 Final Budget

2025-2026	
Revenues	\$52,774,748
Expenditures	\$55,204,399
Operating Shortfall	(\$2,429,651)
Millage Increase 0.7035	
2025-26 Millage Rate	\$1,202,034
20.8060	
Use of Fund Balance	(\$1,227,617)

a. Budget Expenditures	\$55,204,399
b. Local tax levies	
Real Estate Tax	20.8060 mills (0.7035 mill increase)
Earned Income Tax	1% (net .5%)
Real Estate Transfer Tax, Act 511	1/2% for each of 4 townships
Local Services Tax	\$10

Moved: W. Dellicker

Seconded: J. Fatzinger

Vote: 7 Aye, 0 Nay

6.04 2025-2026 Use of Committed Fund Balance

NORTHWESTERN LEHIGH SCHOOL DISTRICT USE OF FUND BALANCE 2025-26 FINAL BUDGET

Operating Shortfall- Proposed Final Budget	<u>2,429,651</u>
Restricted	
Scholarships	(23,000)
Committed	
Emmaus Bond Pool Stabilization	* (100,000)
Healthcare Stabilization	* (128,394)
OPEB	* (63,000)
PSERS Stabilization	* (100,000)
Energy Stabilization	* (100,000)
Assigned	
Fleet Replacements	(213,223)
State & Federal Uncertainty	(100,000)
Unassigned	
Budgetary Reserve	(400,000)
Grand Total	<u>(1,227,617)</u>
Millage Increase	1,202,034
Remaining Shortfall	<u>-</u>

* Amount requires board action for use in 2025-26 in accordance with Board Policy 620.

Committed fund balance is the portion of fund balance that represents resources whose use is constrained by limitations that the district imposes upon itself by formal board action. Commitments remain binding unless removed through formal board action.

Assigned fund balance is the portion of fund balance that represents the district intended use of the resources. Formal board action is not required to assign fund balance.

Unassigned fund balance is the portion of fund balance that represents the district surplus that is not reserved for other purposes.

6.05 General Fund Balance Resolution June 30, 2025

RESOLUTION NO. ____

A RESOLUTION OF THE BOARD OF SCHOOL DIRECTORS OF NORTHWESTERN LEHIGH SCHOOL DISTRICT DESIGNATING AMOUNTS FOR INCLUSION IN SPECIFIC RESERVE FUNDS PURSUANT TO THE PUBLIC SCHOOL CODE OF 1949, AS AMENDED.

WHEREAS, the Board of School Directors deems it to be in the best interest of the school district to create committed funds for certain reserve amounts for future specific needs; and

WHEREAS, the Board and Administration have reviewed the current fund balance and have made a determination as to the committed funds and the amount appropriate for transfer to those funds;

NOW, THEREFORE, BE IT RESOLVED, by the Board of School Directors of the Northwestern Lehigh School District as follows:

1. The following categories shall be reserved for the purposes stated
 - a. Other Post-Employment Benefits (OPEB)
 - b. Healthcare Stabilization
 - c. PSERS Stabilization
 - d. Emmaus Bond Pool (EBP) Rate Stabilization
 - e. Energy Stabilization
 - f. Millage Stabilization
2. These funds shall constitute designated reserve funds under Section 6-688 of the Public School Code of 1949, as amended and shall be used for no purpose other than the purpose specified in this Resolution.

RESOLVED this 18th day of June, 2025.

ATTEST:

NORTHWESTERN LEHIGH
SCHOOL DISTRICT

John Casciano, Secretary

Todd Hernandez, President

6.06 2024-2025 Capital Reserve Transfer

Planned Capital Reserve Transfer:

Capital Projects Transfer \$ 293,000

Roof Replacement \$ 350,000

LVHN Sponsorship \$ 71,000

Total \$ 714,000

6.07 2025-2026 District Depositories

6.08 2025-2026 Insurance Renewal

PREMIUM SUMMARY

LINES OF BUSINESS	EXPIRING	RENEWAL
Property	\$128,367.00	\$144,485.00
Crime	\$1,277.00	\$1,342.00
General Liability	\$13,578.00	\$22,621.00
Law Enforcement Liability	\$2,860.00	\$2,860.00
Equipment Breakdown	\$9,812.00	\$9,438.00
Business Auto	\$53,082.00	\$58,699.00
School Leaders' Legal Liability	\$17,026.00	\$20,347.00
Worker's Compensation	\$165,733.00	\$154,256.00
Excess Liability	\$11,008.00	\$10,994.00
Cyber Liability	\$18,703.00	\$17,758.00
Pollution Liability	\$7,526.08	\$8,153.24
Blanket Accident	\$24,243.00	\$26,564.00
Total Premium	\$453,215.08	\$477,517.24

6.09 Annual Investment Report

INSTITUTION	FUND	AMOUNT	RATE	APY	2526 ESTIMATED INTEREST	TYPE	TERM	MATURITY
New Tripoli Bank								
Certificate Deposit (CD)	General (10)	\$ 7,000,000	4.02%	4.100%	149,500	Fixed	7 MONTHS	12/06/25
Certificate Deposit (CD)	General (10)	\$ 5,000,000	3.68%	3.750%	187,500	Fixed	13 MONTHS	06/29/26
Certificate Deposit (CD)	General (10)	\$ 5,000,000	4.11%	4.200%	17,500	Fixed	91 DAY	07/25/25
PENDING TRANSACTIONS:								
INSTITUTION	FUND	AMOUNT	RATE		2526 ESTIMATED INTEREST	TYPE	TERM	MATURITY
Certificate Deposit (CD)	General (10)	\$ 6,000,000	3.68%	3.75% **	TBD	Fixed	TBD	06/11/25
** Rate based on the published 13 Month CD rate as of May 27, 2025, with New Tripoli Bank. Actual rate will be determined on June 11, 2025.								
RECOMMENDATION: Evaluate the cash flow needs at the time the certificate deposits come due during the year a recommendation to the board.								

6.10 Homestead/Farmstead

The following motion approved agenda items 6.04 through 6.10:

Moved: J. Fatzinger

Seconded: J. Senavaitis

Vote: 7 Aye, 0 Nay

6.11 Fox Rothschild Legal Services Agreement

Moved: W. Dellicker

Seconded: R. Scheffler

Vote: 7 Aye, 0 Nay

6.12 Civic Theater of Allentown Agreement

6.13 Sapphire Agreement

6.14 Behavioral Health Associates

6.15 Northern Valley EMS Agreement

AGREEMENT TO PROVIDE SERVICE

This Agreement is between the Northern Valley EMS, Inc. (NOVA EMS), 2375 Levans Road, Coplay, PA 18037 and the Northwestern Lehigh School District Athletic Department, 6493 Route 309, New Tripoli, PA 18066 for the 2025-2026 School Year.

This agreement will provide Emergency Medical Service to the undersigned on the particular dates and times agreed to, at a per game flat rate of \$225.00. **THIS IS NOT A CONTRACT FOR ABSOLUTE OR GUARANTEED SERVICE.** This is an agreement that only states that NOVA EMS will attempt to provide a Pennsylvania Department of Health certified ambulance crew and vehicle to the undersigned, for the fee stated herein.

Whereas; on the date(s) and time(s) agreed upon, the NOVA EMS ambulance and crew provided will not leave the event unless, (1) the unit is dispatched via Lehigh County 911 to a disaster/mass casualty incident, (2) a sick or injured person's condition from the location of the event needs transportation to a hospital facility. In the event of either exception, NOVA EMS will make every attempt to dispatch another unit to the location of the event.

Whereas; should NOVA EMS become unavailable for the dates or times slated herein due to shortage of available crew, weather conditions, prior emergency dispatch, or any other reason, NOVA EMS will notify the Northwestern Lehigh School District Athletic Department and provide as much advanced notice as possible so alternate arrangements can be made.

Organization:	Northwestern Lehigh School District Athletic Dept.
Location of Event:	Northwestern Lehigh School District Stadium
Dates of Events:	As provided by the Athletic Department.
Coverage Time Frame:	18:45 – 21:30 (Varsity) / 16:15 – 21:00 (MS/JV)
Contact Person:	Jason Zimmerman, Athletic Director
Contact Phone Number:	(610) 298-8661 x2211
Billing Address:	Northwestern Lehigh School District Attn: Accounts Payable 6493 Route 309 New Tripoli, PA 18066

Therefore; all parties agree to the terms and conditions stated herein.

Kristie Wentling, NOVA EMS Executive Director

Jennifer Holman, NWLSD Superintendent

Date

Date

The following motion approved agenda items 6.12 through 6.15:

Moved: J. Fatzinger

Seconded: J. Senavaitis

Vote: 7 Aye, 0 Nay

6.16 2025-2026 Gate Ticket Prices

J. Zimmerman discussed gate ticket prices and different proposal options. He recommended no increase to ticket prices for the 2025-2026 school year. It was the will of the Board to approve no increase to ticket prices for the 2025-2026 school year.

GATE TICKET PROPOSAL OPTIONS
June 18, 2025

The following recommendations are made for gate ticket prices at various events beginning Fall 2025:

EVENT	ADULT	STUDENT
Varsity Football, JV/V Soccer, JH/JV/V Field Hockey, JV/V Lacrosse, JV/V Volleyball, JV/V Basketball, JH/V Wrestling	\$5.00	\$3.00
MS / JV Football (Doubleheader) MS Field Hockey in Stadium	\$3.00	\$2.00
H.S. Theater Productions	\$9.00	\$6.00
M.S. Theater Productions	\$5.00	\$3.00

**Sport Specific Season Passes will also be offered at a discounted rate based on total number of home contests scheduled. Standard discount formula is:

- Total Home Games X Gate Ticket Price = A
- Gate Ticket Price X 2 = B
- A – B = Season Ticket Price

**Senior Citizen (65 and older), upon presenting proof of age, will be granted complimentary admission.

**Approval of this fee structure also authorizes the Director of Athletics & Student Activities to amend the gate prices due to uncontrollable circumstances including, but not limited to, single games only vs. doubleheaders, abridged contests due to forfeits/inclement weather, etc.

RECOMMENDED:

EVENT	ADULT	STUDENT
Varsity Football, JV/V Soccer, JH/JV/V Field Hockey, JV/V Lacrosse, JV/V Volleyball, JV/V Basketball, JH/V Wrestling	\$5.00	\$3.00
MS / JV Football (Doubleheader) MS Field Hockey in Stadium	\$3.00	\$2.00
High School Theater Productions	\$9.00	\$6.00
Middle School Theater Productions	\$5.00	\$3.00

- Maintains 2024-2025 rates.
- Hometown Ticketing Fees:
 - Adult Athletic Event = \$1.49
 - Student Athletic Event = \$1.43
 - Adult Theater Event = \$1.61
 - Student Theater Event = \$1.52
- 2024-2025 Athletic Event Tickets Sold:
 - Adults = 6688
 - Students = 3795
- 2024-2025 Theater Event Tickets Sold:
 - Adults = 912
 - Students = 862

ALTERNATIVE OPTION #1:

- Increase Adult Tickets Only by \$1.00
- Potential to increase ticket revenue by \$7600.00
- Hometown Ticketing Fees passed on to customer (\$0.03 increase per ticket):
 - Adult Athletic Event = \$1.52
 - Adult Theater Event = \$1.64

ALTERNATIVE OPTION #2:

- Increase Adult and Student Tickets by \$1.00
- Potential to increase ticket revenue by \$12,257.00
- Hometown Ticketing Fees passed on to customer (\$0.03 increase per ticket):
 - Adult Athletic Event = \$1.52
 - Student Athletic Event = \$1.46
 - Adult Theater Event = \$1.64
 - Student Theater Event = \$1.55

Moved: W. Dellicker

Seconded: J. Fatzinger

Vote: 7 Aye, 0 Nay

6.17 Northampton/Lehigh County Local Share Grant

Moved: W. Dellicker

Seconded: B. Hite

Vote: 7 Aye, 0 Nay

6.18 Payment of Bills June 30, 2025

6.19 Payment of Bills July 2025

6.20 Reports

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

GENERAL FUND (10)				
Balance-April 1, 2025	\$	31,631,984.03		
Receipts	\$	1,556,815.52		
Disbursements	\$	(2,979,358.16)		
Balance-April 30, 2025	\$	30,209,441.39		
CAPITAL RESERVE (32)				
Balance-April 1, 2025	\$	4,105,085.44		
Receipts	\$	6,015.98		
Disbursements	\$	(11,275.60)		
Balance-April 30, 2025	\$	4,099,825.82		
2022 Projects (38)				
Balance-April 1, 2025	\$	214,959.61		
Receipts	\$	164.34		
Disbursements	\$	(7,650.00)		
Balance-April 30, 2025	\$	207,473.95		
FOOD SERVICE (51)				
Balance-April 1, 2025	\$	600.00		
Receipts	\$	84,011.15		
Disbursements	\$	(84,011.15)		
Balance-April 30, 2025	\$	600.00		
	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	4.11%	07/25/25

6.21 Approval of the following bills as listed for payment:

1. Fund 10 General Fund
2. Fund 32 Capital Reserve
3. Fund 37 Capital Projects
4. Fund 51 Food Service Fund
5. Fund 58 Tiger Concession
6. Procurement Card – purchases totaling \$22,196.55

The following motion approved agenda items 6.18 through 6.21:

Moved: J. Senavaitis

Seconded: J. Fatzinger

Vote: 7 Aye, 0 Nay

7. Other Reports

7.01 Enrollment Report

Month	NWE	WEIB	Total Elem	MB	HB	Digital Acad	Out of District Placements	Total	LCTI (included in HB Total)		Charter Gen Ed	Cyber Gen Ed	Charter Sp Ed	Cyber Sp Ed	Charter + Cyber total	Home School	Non Public
									Half	Full							
August																	
September	395	423	818	430	651	9	25	1942	109	9	56	30	10	8	104	111	
October	390	425	821	430	648	14	25	1945	107	9	57	30	9	9	105	114	132
November	390	424	820	441	644	13	25	1943	108	8	55	30	9	9	100	113	
December																	
January	390	427	823	441	639	15	27	1945	103	10	50	30	9	9	110	114	
February	393	424	817	436	640	14	27	1934	102	10	57	37	8	9	111	115	
March	393	424	817	435	638	19	28	1937	102	8	57	35	8	10	110	116	
April	395	427	822	435	638	19	28	1942	150	10	58	35	7	10	110	116	
May	390	428	824	436	639	22	28	1946	157	10	54	33	9	10	106	117	
June	397	428	825	437	635	23	26	1946	163	10	54	33	9	10	106	117	

7.02 Foundation Report

7.03 Committee Reports as follows:

- Intermediate Unit
 - J. Senavaitis shared that CLIU will be getting another support dog that is currently in training.
- Lehigh Career & Technical Institute
 - R. Scheffler said LCTI received a Gold Champion Designation, which only goes to two CTE schools across the United States. She said they did tours with thirty-four elementary schools and they are expecting enrollment to increase by another hundred students. She said they created a non-profit and will now have the ability to accept donations.
- Lehigh Carbon Community College
 - The President's Desk was attached.
- Recreation Commission
 - No report at the time.

8. Old Business

8.01 PSBA Delegate Assembly

Motion approved J. Fatzinger to represent the district at the 2025 PSBA Delegate Assembly.

Moved: W. Dellicker

Seconded: B. Hite

Vote: 7 Aye, 0 Nay

9. New Business

None at the time.

10. Communications

10.01 Courtesy of the Floor

None at the time.

10.02 Communications / Notes for the Board from John Casciano, Secretary

None at the time.

10.03 Administrative / Building Sharing

A. Wahl updated the Board on end of year events at the Middle School and wished everyone a happy summer.

A. Edmonds thanked the Board for their approval of the special education position.

J. Berlet updated the Board on events that happened at the end of the year and said they are already preparing for next year.

K. Keys said she is also starting to plan for next year and wished everyone a great summer.

A. Yadush said they had a wonderful commencement and had one hundred sixty-five students who walked across the stage. She thanked all of the staff who helped with graduation and wished everyone a great summer.

K. Birosik said it was a great school year and looks forward to next year.

S. McKenna updated the Board on summer projects.

J. Zimmerman said it's been a great year and looks forward to a little bit of a break.

T. Sosnovik thanked the Foundation for supporting the district and congratulated Jason on the grant.

J. Holman shared that Northwestern Lehigh High School had one of the top graduation rates and congratulated Aileen and her staff.

10.04 Board Member Sharing

T. Leiser said it was a very successful year for a lot of great teams.

B. Hite said graduation was amazing and said Aileen did a great job with her speech.

R. Scheffler said the student speakers did a great job at graduation and said it was fun to finish out the year watching two more sports teams go into postseason playoffs.

J. Senavaitis said Aileen did a great job with her speech and appreciated the personal touches she included. She said she attributes her own child's success to the rigor she took at Northwestern.

10.05 Meeting Announcements

A Workshop Meeting was held on June 4, 2025 at 7:00 PM in the Boardroom.

An Executive Session for Personnel was held after the Workshop Meeting on June 4, 2025 in the Boardroom.

A Workshop Meeting will be on August 6, 2025 at 7:00 PM in the Boardroom

An Executive Session for Personnel will be on August 6, 2025 after the Workshop Meeting in the Boardroom

A Board Meeting will be August 20, 2025 at 7:00 PM in the Boardroom.

T. Leiser said there will be an executive session immediately following this meeting tonight.

11. Adjournment

Upon motion by J. Senavaitis, seconded by B. Hite, the meeting was adjourned at 8:02 p.m.

Respectfully submitted,

John Casciano, Secretary
By S. Eisenhard, Assistant Secretary