Northwestern Lehigh School District
6493 RT 309, New Tripoli PA 18066
Workshop Meeting
District Boardroom
Wednesday, January 7, 2026, 7:00 p.m.

1. Opening Procedures

1.01 Call to Order

The January 7, 2026 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
PR	Joseph Fatzinger	PR	Lauren Hunsicker	PR	Jennifer Senavaitis

J. Fatzinger & T. Leiser arrive at 7:01 p.m.

Also Present: Krista Keys, Jill Berlet, Bill Dovico, Jason Zimmerman, Kevin Birosik, Andrea Edmonds, LeAnn Stitzel, Christie Steigerwalt, Sean McKenna, Troy Sosnovik, Stacy Eisenhard

1.04 Approval of Agenda

Moved: R. Scheffler Seconded: J. Casciano Vote: 6 Aye, 0 Nay

1.05 Welcome

The President welcomed guests.

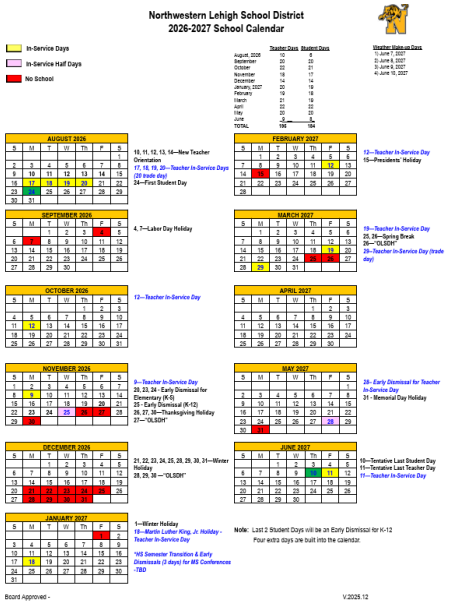
1.06 Courtesy of the Floor

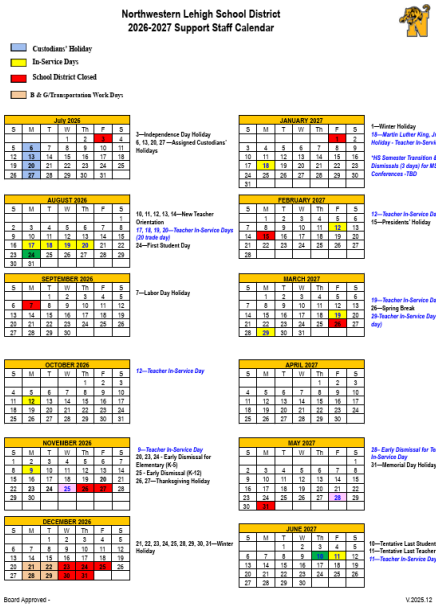
None at the time.

2. Curriculum/Building Issues

2.01 2026-2027 Calendars

T. Sosnvovik presented the proposed 2026-2027 school calendars for the Board's consideration. He explained that the calendars are being brought earlier than usual due to the Labor Day holiday falling later this year. He noted that the calendars are aligned with Lehigh County school districts and Lehigh Career & Technical Institute.





2.02 Waiver of Expulsion Hearing
T. Sosnovik said we are seeking the Board's approval for this Waiver of Expulsion Hearing that Dr. Holman previously communicated on.

2.03 Dental Contract
A. Edmonds said this is an annual item that fulfills requirements for the PA school code for student dental exams.

Northwestern Lehigh School District
6493 Route 309
New Tripoli, PA 18066
www.nwlehighsd.org | 610.298.8661 | @nwlehighsd | #TigerPride

DENTAL AGREEMENT
2025-2026

1. As per our PA School code and NWLSD School Board Policy 209 (attached), dental examinations are given in grades kindergarten (or upon entry), grade 3, and grade 7.
2. Dental examinations will be coordinated by the school nurse and dentist.
3. The dentist will be paid on a per student examination basis at the rate of $5.00 per exam.
4. The dentist agrees to comply with the requirements of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") privacy standards with respect to all student Personal Health Information. This provision services the termination of this Agreement.
5. The following three background checks are required to be maintained and updated at least every 60 months: (1) Department of Human Services Child Abuse History Clearance; (2) Pennsylvania State Police Request for Criminal Records Check; and (3) Federal Criminal History Record Information (CHRI). Upon request, the dentist must produce a copy of the above to the Superintendent.
6. The dentist shall be an independent contractor and shall at all times exercise independent medical judgment in the performance of this agreement.
7. The dentist agrees to provide the District proof of his dental malpractice insurance.
8. The District reserves the right to refuse the dentist's services at any time and for any reason.

I agree to the conditions of the agreement as listed above:

Date	Board President, Northwestern Lehigh School District Mr. Todd Hernandez
Date	Superintendent, Northwestern Lehigh School District Mrs. Jennifer Holman
Date	Dentist Dr. David Snyder
	Dentist License #
	Dentist's License Expiration

Northwestern Lehigh School District is an equal rights and opportunity agency and does not discriminate on the basis of race, color, age, creed, religion, gender, sexual orientation, gender identity, gender expression, ancestry, pregnancy, marital status, disability, or national origin/ethnicity in its activities, educational programs, or employment practices as required by Title VI, IX, and Section 504. For information regarding civil rights, grievance procedures, and/or information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact the Director of Human Resources (Title VI, Title IX Coordinator, and Section 504 Coordinator) at 6493 Route 309, New Tripoli, PA 18066 or 610.298.8661.

2.04 Valley Youth House MOU (Action Item)
T. Sosnovik said this is a Memorandum of Understanding with Valley Youth House for a school-based counseling program that is funded through Lehigh County Drug and Alcohol.

K. Keys & J. Berlet reviewed the program with the Board.

Moved: L. Hunsicker Seconded: T. Leiser Vote: 8 Aye, 0 Nay

3. Policy

3.01 First Reading of the Following Policies
T. Sosnovik said there are five policies for first reading and reviewed the changes with the Board.
218.1-Weapons
226-Searches
307-Student Teachers/Interns
308-Employment Contract/Board Resolution
805.2-School Security Personnel

3.02 Second Reading and Final Approval of the Following Policies:
T. Sosnovik said policy 123.2-Employment of Athletic Coaches and Co/Extra Curricular Advisors has been revised and brought back for the board's approval. He said he has not received any comments or questions regarding these policies.
123.2-Employment of Athletic Coaches and Co/Extra Curricular Advisors
301-Creating a Position
302-Employment of Superintendent/Assistant Superintendent
304-Employment of District Staff
305-Employment of Substitutes
306-Employment of Summer School Staff
334-Sick Leave

3.03 Recommendation to rescind the following policies:
T. Sosnovik said this policy is no longer needed and is now contained in other policies.
308.1-Nontenured Employees

4. Operations

4.01 Operations Hero Agreement

S. McKenna said this is for an agreement with Operations Hero, a computerized maintenance management software that will replace the system currently in use.

4.02 PenTeleData Agreement for Services

T. Sosnovik said this is a five-year agreement with PenTeleData for our internet service.

5. District Finances

5.01 2024-2025 Final Budget Variances

C. Steigerwalt reviewed the final budget variances with the Board.

NORTHWESTERN LEHIGH SCHOOL DISTRICT
2024-2025 BUDGET VARIANCES
JANUARY 2025

	2024-2025 Budget	2024-2025 Actual	Over/(Under) Variance	% Budget
REVENUES				
Local Revenues	36,456,535	37,913,891	1,457,356	
State Revenues	14,984,432	15,517,000	532,568	
Federal Revenues	340,000	424,813	84,813	
Other Financing Sources	-	256,598	256,598	
	51,780,967	54,112,302	2,331,335	4.50%
EXPENDITURES				
100 Salaries/Wages	21,730,148	21,476,065	(254,083)	
200 Benefits	13,322,396	12,950,157	(372,239)	
300 Contr Prof Svcs	2,772,604	2,660,392	(112,212)	
400 Purch Tech Svcs	667,375	730,078	62,703	
500 Other Purch Svcs	4,942,918	4,842,781	(100,137)	
600 Supplies	2,957,304	3,124,241	166,937	
700 Property	689,534	825,016	135,482	
800 Other	1,866,571	1,575,009	(291,562)	
900 Other Fin Uses	3,867,000	3,918,621	51,621	
	52,815,850	52,102,359	(713,491)	-1.35%
Actual Revenue	54,112,302			
Actual Expenditures	52,102,359			
Net Increase to Fund Balance	2,009,942			
Budgeted Use of Fund Balance	(1,034,883)			
Actual Budget Variances	3,044,825			
Net Increase to Fund Balance	2,009,942			

Summary of 2024-2025 Budget Variances

- Major contributors to the increase to fund balance.

Local Revenues:		Expenditures:	
$ 300,000	Tax Collections	$ 250,000	Salaries
$ 820,000	Interest from CDs	$ 300,000	Other IU/LEA Services
$ 230,000	EIT Collections	$ 95,000	Capital Replacements
$ 110,000	Contributions/Donations	$ 645,000	
$1,460,000			
State Revenues:			
$ 120,000	Basic Ed		
$ 59,000	Charter/Cyber Schools		
$ 89,000	Pupil Transportation		
$ 174,000	Varies Grants		
$ 442,000			

5.02 Committed Fund Balance Resolution

C. Steigerwalt said this was the final fund balance for the 2024-2025 school year.

NORTHWESTERN LEHIGH SCHOOL DISTRICT
FUND BALANCE
AS OF JUNE 30, 2025

Composition of Fund Balance	Balance June 30, 2024	Budget Use 2024-2025	Addition/(Use) 2024-2025	Appropriations 2025-2026	Balance June 30, 2025
Nonspendable	585,242	$0	($222,552)		$362,690
Restricted	311,883	$24,000	$40,823	($23,000)	$353,706
Committed	9,636,307	$900,883	$865,636	($491,394)	$10,311,432
Assigned	7,266,933	($724,883)	$926,035	$914,394	$8,382,479
Unassigned	1,886,299	$400,000	$400,000	($400,000)	$2,286,299
Total Fund Balance	$19,686,664	$0	$2,009,942	$0	$21,696,606
Unassigned Fund Balance	$1,886,299				$2,286,299
Total Budget	$52,815,850				$55,204,399
Unassigned- % of Budget	3.571%				4.142%

COMMITTED FUND BALANCE

	Balance June 30, 2024	Budget Use 2024-2025	Addition/(Use) 2024-2025	Appropriations 2025-2026	Balance June 30, 2025
Other Post Employment Benefits (OPEB)	$2,943,082	$70,000	$200,000	($63,000)	3,150,082
Healthcare Stabilization	$1,939,117	$80,883	$250,000	($128,394)	2,141,606
Retirement Stabilization (PSERS)	$2,880,657		$100,000	($100,000)	2,880,657
Emmaus Bond Pool Rate Stabilization	$854,934	$150,000	$50,000	($100,000)	954,934
Millage Rate Stabilization	$313,517		$165,636		479,153
Energy Stabilization	$705,000		$100,000	($100,000)	705,000
	$9,636,307	$300,883	$865,636	($491,394)	10,311,432

ASSIGNED FUND BALANCE

	Balance June 30, 2024	Budget Use 2024-2025	Addition/(Use) 2024-2025	Appropriations 2025-2026	Balance June 30, 2025
Technology	$946,000				946,000
State and Federal Funding Uncertainty	$2,855,572		$276,035	($100,000)	3,031,607
Capital Projects	$1,730,478		$340,000		2,070,478
Buses	$700,000	$310,000	$310,000	($213,223)	1,106,777
Budget Appropriations	$1,034,883	($1,034,883)		$1,227,617	1,227,617
	$7,266,933	($724,883)	$926,035	$914,394	8,382,479

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. $3,150,082 Other Post-Employment Benefits (OPEB)
   b. $2,141,606 Healthcare Stabilization
   c. $2,880,657 PSERS Stabilization
   d. $954,934 Emmaus Bond Pool (EBP) Rate Stabilization
   e. $705,000 Energy Stabilization
   f. $479,153 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 21st day of January, 2026.

ATTEST:

NORTHWESTERN LEHIGH SCHOOL DISTRICT

Rachael Scheffler, Secretary

Todd Hernandez, President

5.03 Early Look at 2026-2027 Budget

C. Steigerwalt presented an early look at the 2026-2027 budget. She reviewed the Act 1 Index, Preliminary Budget, Major Cost Drivers, Closing the Gap, Recommendation, and Timeline.

ACT 1 INDEX-ABILITY TO RAISE TAXES

Act 1 Index & Exceptions	Base Index	Budgetary Impact	Average Taxpayer Impact
Act 1 Index 2026-2027 Base Index	3.50%		
Estimated Tax Revenue	0.7281 mills	$1,244,681	$160.18

NOTE: The above information represents the estimated MAXIMUM ALLOWABLE tax increase without going to voter referendum. This does not reflect the recommendation for a tax increase for 2026-2027.

EARLY LOOK 2026-2027

	Actual Budget 2024-2025	Final Budget 2025-2026	Early Look 2026-2027	Change from 2025-2026	% Change
Building & Departments	3,169,946	3,273,186	3,273,186	-	0.0%
Salaries	21,476,065	22,607,571	23,891,574	1,284,003	5.7%
Benefits	12,950,157	14,258,875	15,563,283	1,304,408	9.8%
District Wide & Grants	14,506,191	15,064,767	15,799,271	734,504	5.0%
Total Expenditures	**52,102,359**	**55,204,399**	**58,527,314**	3,322,915	6.3%
Total Revenue	**54,112,302**	**53,976,782**	**54,917,342**	940,560	1.8%
Surplus/(Shortfall) before FB	2,009,942	(1,227,617)	(3,609,972)		
Allowable Millage Increase 3.5%			1,244,681		
Revised Shortfall			(2,365,291)		

MAJOR COST DRIVERS:

Category	Increase from Prior Year
Salary Increases	$1,200,000
PSERS Employer Contribution 33.59%	$ 320,000
Health/Dental Insurance	$ 870,000
Total	$2,390,000

CLOSING THE GAP...

- Staffing & benefits
- Potential savings on retirements/resignations/furloughs
- Bid pricing for heating oil and diesel
- Cyber Charter based on enrollment and the updated formula for setting the tuition rates each year for the schools
- Evaluate capital reserve transfers/equipment replacements
- Changes to Building/Department budgets
- Planned use of fund balance

RECOMMENDATION

- Adopt Resolution to stay within the Act 1 index at the January 21, 2026 board meeting.

2026-2027 BUDGET TIMELINE

January 21, 2026	Resolution Not to Exceed Act 1 Index
January to June	Budget Presentations to Board
May 6, 2026	Proposed Final Budget Presentation
May 13, 2026	Proposed Final Budget Adoption
June 3, 2026	Final Budget Presentation
June 17, 2026	Final Budget Adoption

5.04 Act 1 Resolution

C. Steigerwalt said this is to certify that the 2026-2027 school year tax increase will be less or equal to the 3.5% index calculated by the Pennsylvania Department of Education.

5.05 Heidelberg Township Deputy Tax Collector

C. Steigerwalt said this is to appoint a Deputy Tax Collector for Heidelberg Township.

REOLUTION NO._____
RESOLUTION TO APPOINT DEPUTY TAX COLLECTOR

WHEREAS, the Local Tax Collection Law, 72 P.S. 5511 et seq. has been amended to require the School District Tax Collector to appoint a Deputy Tax Collector who shall collect and settle taxes during any incapacitation of the Tax Collector; and

WHEREAS, Christopher Dum, the Heidelberg Township Tax Collector for the Northwestern Lehigh School District ("School District") has recommended Nancy Jakum for such position.

NOW, THEREFORE, BE IT ADOPTED AND RESOLVED as follows:

1. The School District by adoption of this resolution hereby approves Nancy Jakum as Deputy Tax Collector to assume the office of Tax Collector and collect and settle taxes for the duration of the Tax Collector's incapacitation, unless the Northwestern Lehigh School District decides to enter into a joint tax collection agreement or into an agreement with Lehigh County to collect taxes. .

2. Any compensation due the Deputy Tax Collector shall be paid by the Tax Collector and the School District shall incur no expense or financial obligation with respect to the Deputy Tax Collector.

DULY ADOPTED this 21st day of January, 2026, by the Board of School Directors of the Northwestern Lehigh School District.

5.06 Lowhill Township Deputy Tax Collector

C. Steigerwalt said this is to appoint a Deputy Tax Collector for Lowhill Township.

REOLUTION NO._____
RESOLUTION TO APPOINT DEPUTY TAX COLLECTOR

WHEREAS, the Local Tax Collection Law, 72 P.S. 5511 et seq. has been amended to require the School District Tax Collector to appoint a Deputy Tax Collector who shall collect and settle taxes during any incapacitation of the Tax Collector; and

WHEREAS, Joann Schaffer, the Lowhill Township Tax Collector for the Northwestern Lehigh School District ("School District") has recommended Mary Ann Metzger for such position.

NOW, THEREFORE, BE IT ADOPTED AND RESOLVED as follows:

1. The School District by adoption of this resolution hereby approves Mary Ann Metzger as Deputy Tax Collector to assume the office of Tax Collector and collect and settle taxes for the duration of the Tax Collector's incapacitation, unless the Northwestern Lehigh School District decides to enter into a joint tax collection agreement or into an agreement with Lehigh County to collect taxes. .

2. Any compensation due the Deputy Tax Collector shall be paid by the Tax Collector and the School District shall incur no expense or financial obligation with respect to the Deputy Tax Collector.

DULY ADOPTED this 21st day of January,2026 by the Board of School Directors of the Northwestern Lehigh School District.

5.07 PNC BeneFit Plus Administrative Services Agreement
C. Steigerwalt said this is an agreement with PNC Bank to add the HSA option for those individuals who elect to enroll in the HDHP for the 2026-2027 school year.

5.08 Olde Homestead Golf Club 2027 Prom Agreement
C. Steigerwalt said this is to secure a date for the 2027 Prom at Olde Homestead Golf Club.

5.09 Act 3 Children's Theatre
C. Steigerwalt said this is for Northwestern Elementary to see a performance of Tinker Bell at DeSales University.

5.10 CLIU IDEA-B, Section 611 Use of Funds Agreement
A. Edmonds said this is an annual use of funds agreement that is used to supplement the provision of special education and related services for all of our school aged students.

5.11 CLIU IDEA-B, Section 619 Use of Funds Agreement
A. Edmonds said this is an annual use of funds agreement that is used to supplement the provision of special education and related services for incoming Kindergarten students.

5.12 Reports
C. Steigerwalt recommended the Board receive the following Reports for November:

GENERAL FUND (10)				
Balance-November 1, 2025	$ 41,733,241.83			
Receipts	$ 6,022,156.90			
Disbursements	$ (3,770,128.93)			
Balance-November 30, 2025	$ 43,985,269.80			
CAPITAL RESERVE (32)				
Balance-November 1, 2025	$ 3,390,829.29			
Receipts	$ 4,643.68			
Disbursements	$ -			
Balance-November 30, 2025	$ 3,395,472.97			
2022 Projects (38)				
Balance-November 1, 2025	$ 189,939.26			
Receipts	$ 137.82			
Disbursements				
Balance-November 30, 2025	$ 190,077.08			
FOOD SERVICE (51)				
Balance-November 1, 2025	$ (110.15)			
Receipts	$ 111,004.68			
Disbursements	$ (110,952.03)			
Balance-November 30, 2025	$ (57.50)			
	FUND	**AMOUNT**	**RATE**	**MATURITY**
New Tripoli Bank				
Certificate Deposit (CD)	General (10)	$ 7,000,000	4.02%	12/06/25
Certificate Deposit (CD)	General (10)	$ 6,000,000	3.68%	07/12/26
Certificate Deposit (CD)	General (10)	$ 5,000,000	3.68%	06/29/26
Certificate Deposit (CD)	General (10)	$ 3,000,000	3.92%	01/23/26

C. Steigerwalt updated the Board on a CD that was reinvested and asked if they would like the Carbon Lehigh Intermediate Unit, Lehigh Carbon Community College, or Lehigh Career & Technical Institute to come to a future meeting to present their budgets.

The will of the Board was to ask Gorman & Associates to come and present the single audit report at a future meeting.

6. Old Business
None at the time.

7. New Business
None at the time.

8. Communications
10.01 Courtesy of the Floor
None at the time.

11. Adjournment
Upon motion by T. Leiser, seconded by J. Fatzinger, the meeting was adjourned at 7:52 p.m.

Respectfully submitted,

Rachael Scheffler, Secretary
By S. Eisenhard, Assistant Secretary