

**Northwestern Lehigh School District
6493 RT 309, New Tripoli PA 18066
School Board Meeting
District Boardroom
Wednesday, November 19, 2025, 7:00 p.m.**

1. Opening Procedures

1.01 Call to Order

The November 19, 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

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

Also Present: Daniel Macaulay, Tracy Smoyer, Leslie Schoeniger, Crystal Bilby, Erica Seither, Deniz Sengel, Paul Smith, Chris Quier, Kinley Quier, Lane Quier, Danica Quier, Kattarina Leonard, Steven Kunkel, Nora Kunkle, Bryce Kunkle, Hunter George, Andrew George, Kim George, Joseph Chunko, Elizabeth Ache, Annalise Chunko, Genevieve Chunko, Joseph Chunko, Jared Hermany, Nola Hermany, Asa Hermany, Blaise Hoppes, Dallas Hoppes, Zoey Weikert, Robert Peters, Emily Peters, Colin Peters, Paul Tomlin, Jennifer Hudak, Matthew Kitz, Krista Keys, Jill Berlet, Amy Wahl, Matthew Givler, Aileen Yadush, Jason Zimmerman, Andrea Edmonds, Kevin Birozik, Christie Steigerwalt, Sean McKenna, Jessica Moyer, Jennifer Holman, Troy Sosnovik, Stacy Eisenhard

1.04 Approval of Agenda

Moved: W. Dellicker

Seconded: L. Hunsicker

Vote: 6 Aye, 0 Nay

1.05 Welcome

The president welcomed guests.

1.06 Courtesy of the Floor

C. Bilby and L. Schoeniger, from Harvest Church, introduced themselves and said they are here to offer help in any way the school may need.

1.07 Minutes

Approval of Minutes from the October 15, 2025, Board Meeting and the November 5, 2025, Workshop Meeting.

Moved: J. Senavaitis

Seconded: R. Scheffler

Vote: 6 Aye, 0 Nay

1.08 Recognition/Presentations

T. Smoyer presented artwork from Northwestern Elementary to the Board.

1.09 Board President's Report

None at the time.

1.10 Superintendent's Report

J. Holman shared that there was an article in The Morning Call that showed the amount of State funding Lehigh Valley school districts will receive. She reviewed the funding and some mandates that are now required.

2. Personnel

2.01 Approval is requested for the personnel items as attached:

J. Holman asked for approval of the attached agenda.

J. Berlet introduced and welcomed Jennifer Hudak, who will be an Administrative Assistant to the Principal at Weisenberg Elementary. J. Hudak said she is a graduate of Northwestern and is happy to be back. She thanked the Board and said she is thrilled to join the district.



Northwestern Lehigh School District

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

Personnel Action – Board Meeting Date: November 19, 2025

The Superintendent of Schools is recommending the approval of the following personnel item(s):

A. RETIREMENTS/RESIGNATIONS:

1. Recommendation to accept the resignation of Renee Bogi, as a Substitute Teacher, effective October 15, 2025.
2. Recommendation to accept the resignation of Douglass Turrell, as a Substitute Teacher, effective October 23, 2025.
3. Recommendation to accept the resignation of Ava Anderson, as a Substitute Teacher, effective October 27, 2025.
4. Recommendation to accept the resignation of Stella Barr, as a Substitute Teacher and Substitute Instructional Assistant, effective October 27, 2025.
5. Recommendation to accept the resignation of Jennifer Brazinski, as a Substitute Teacher, effective October 27, 2025.
6. Recommendation to accept the resignation of Edward Collins, as a Substitute Teacher, effective October 27, 2025.
7. Recommendation to accept the resignation of Elise Fegely, as a Substitute Teacher and Substitute Instructional Assistant, effective October 27, 2025.
8. Recommendation to accept the resignation of Elizabeth Greb, as a Substitute Teacher, effective October 27, 2025.
9. Recommendation to accept the resignation of Roni Kaas, as a Substitute Teacher, effective October 27, 2025.
10. Recommendation to accept the resignation of Lindsey Kahl, as a Substitute Teacher and Substitute Instructional Assistant, effective October 27, 2025.
11. Recommendation to accept the resignation of Victoria Maxwell, as a Substitute Teacher, effective October 27, 2025.
12. Recommendation to accept the resignation of Janice Pavelco, as a Substitute Teacher and Substitute Instructional Assistant, effective October 27, 2025.
13. Recommendation to accept the resignation of Matthew Roman, as a Substitute Teacher, effective October 27, 2025.
14. Recommendation to accept the resignation of Dana Schmitt, as a Substitute Teacher, effective October 27, 2025.
15. Recommendation to accept the resignation of Morgan Young, as a Substitute Teacher, effective October 27, 2025.
16. Recommendation to accept the resignation of Makayla Gangaway, as a Substitute Instructional Assistant, effective October 27, 2025.
17. Recommendation to accept the resignation of Brittney Williams, as a Substitute Instructional Assistant, effective October 27, 2025.
18. Recommendation to accept the resignation of Connie Dazzo, as a Substitute Instructional Assistant, effective October 27, 2025.
19. Recommendation to accept the resignation of Kailey Fable, as a Substitute Instructional Assistant, effective October 27, 2025.
20. Recommendation to accept the resignation of Jessica Shutte, as a Substitute Instructional Assistant, effective November 3, 2025.
21. Recommendation to accept the resignation of Jason Hollenbach, as a Substitute Custodian, effective November 7, 2025.
22. Recommendation to accept the resignation of Julie Meckes, as a Substitute Custodian, effective November 7, 2025.
23. Recommendation to accept the resignation of Erika Molz, as an Instructional Assistant, effective November 11, 2025.
24. Recommendation to accept the resignation of Sydney Derr, as a Substitute Teacher, effective November 17, 2025.

B. APPOINTMENTS/NEW EMPLOYEES:

1. Recommendation to approve the employment of Krista Kuncio as a Substitute Teacher, effective November 4, 2025.
2. Recommendation to approve the employment of Fritz Scheiner as a Substitute Custodian, effective date pending the receipt and approval of all necessary paperwork.
3. Recommendation to approve the employment of Chase Selther as a Substitute Custodian, effective date pending the receipt and approval of all necessary paperwork.
4. Recommendation to approve the employment of Isabella Smith as an Instructional Assistant at Northwestern Elementary School, effective date pending the receipt and approval of all necessary paperwork.
5. Recommendation to approve the employment of Kelsea Kaschak as a Substitute Teacher, effective date pending the receipt and approval of all necessary paperwork.
6. Recommendation to approve the employment of Tracey Williams as the Administrative Assistant to the Director of Curriculum and Instruction at a prorated salary of \$60,100, effective December 2, 2025.
7. Recommendation to approve the employment of Jennifer Hudak as the Administrative Assistant to the Principal at Weisenberg Elementary at a prorated salary of \$48,626, effective December 8, 2025.

8. Recommendation to approve the employment of Brian Lehman as a part-time Evening Custodian, effective date pending the receipt and approval of all necessary paperwork.

C. OTHER ACTIONS:

1. Recommendation to approve a student teaching experience at Northwestern Elementary School for Abigail Christman from Kutztown University with Sarah Scott from January 25, 2026, through March 20, 2026.
2. Recommendation to approve a student teaching experience at Northwestern Elementary School for Sara Oravec from Kutztown University with Tracy Smoyer from January 25, 2026, through March 20, 2026.
3. Recommendation to approve a student teaching experience at Northwestern Middle School for Biancarosa Vargas from Kutztown University with Christina Fogel from January 25, 2026, through March 20, 2026.
4. Recommendation to approve a student teaching experience at Northwestern Elementary School for Daniel Gibson from Kutztown University with Shawn Fies from March 23, 2026, through May 14, 2026.
5. Recommendation to approve a student teaching experience at Weisenberg Elementary School for Sherrise Otu from Kutztown University with Carol Gacesa from March 23, 2026, through May 14, 2026.
6. Recommendation to remove the classification of Substitute Van Driver for Julann Billig, effective October 21, 2025. Julann will remain as a Food Service Worker.
7. Recommendation to remove the classification of Substitute Van Driver for Megan Fagan, effective October 21, 2025. Megan will remain as a Food Service Worker.
8. Recommendation to remove the classification of Substitute Bus Driver for Samantha Snyder, effective October 21, 2025. Samantha will remain as Accounts Payable Specialist.
9. Recommendation to remove the classification of Substitute Instructional Assistant for Justin Solt, effective October 21, 2025. Justin will remain as a Substitute Teacher, Substitute Bus Driver, and Substitute Custodian.
10. Recommendation to remove the classification of Substitute Teacher for Lori Peterson, effective October 29, 2025.
11. Recommendation to add the classification of Substitute Teacher for Lora Krum, effective December 19, 2025.
12. Recommendation to approve an unpaid medical leave for employee #1476 beginning October 21, 2025, with an end date to be determined.
13. Recommendation to approve an unpaid medical leave for employee #2915 beginning December 1, 2025, through December 31, 2025.
14. Recommendation to change the classification of Glen Millen from Substitute Van Driver to a part-time Van Driver, effective October 27, 2025.
15. Recommendation to remove the classifications of Bus Driver and Van Driver with a CDL for Thomas Bauer, effective November 4, 2025. Thomas will remain a part-time Van Driver.
16. Recommendation to add the classification of Substitute Bus Driver for Sheldon Christman, effective November 14, 2025.
17. Recommendation to add the classification of Substitute Nurse/ Health Assistant for Maxine Hoffman, effective November 17, 2025.
18. Recommendation to add the classification of Substitute Instructional Assistant for Michele Tapper, effective November 18, 2025.
19. Any additional personnel action.

Moved: W. Dellicker

Seconded: L. Hunsicker

Vote: 5 Aye, 1 Nay

AB	John Casciano	AYE	Todd Hernandez	AYE	Todd Leiser
AYE	Willard Dellicker	AB	Becky Hite	AYE	Rachael Scheffler

AB	Joseph Fatzinger	AYE	Lauren Hunsicker	NAY	Jennifer Senavaitis
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2.02 Collective Bargaining Agreement

J. Holman noted that this is an early agreement with our professional association and that the current agreement expires in June. She stated she is pleased to report that there were good negotiations between the Board and the Association.

Moved: T. Leiser

Seconded: J. Senavaitis

Vote: 5 Aye, 0 Nay, 1 Abs

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

3. Curriculum/Building Issues

3.01 Waiver of Expulsion Hearing

J. Holman said this is the Superintendent's recommendation to the Board and asked for approval tonight.

Moved: W. Dellicker

Seconded: R. Scheffler

Vote: 6 Aye, 0 Nay

4. Policy

4.01 First Reading of the Following Policies

T. Sosnovik reviewed the policies for first reading and said he has not received any questions or comments regarding these policies. He said that PSBA released an updated PNN, and as a result policy 122-Extracurricular Activities will be updated with clearer language that he will present at the next board meeting.

[122-Extracurricular Activities](#)

[122.1-Establishment of an Intramural or Student Activity Club](#)

[123-Interscholastic Athletics](#)

[123.1-Establishment of a New Interscholastic Sport](#)

[123.2-Employment of Athletic Coaches and Co/Extra Curricular Advisors](#)

[123.3-Parents/Guardians as Athletic Coaches and Co/Extracurricular Advisors](#)

[123.5-Sudden Cardiac Arrest](#)

[123.6-Concussion Management](#)

[324-Personnel Files](#)

4.02 Second Reading and Final Approval of the Following Policies:

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

[227-Controlled Substances/Paraphernalia](#)

[716-Integrated Pest Management](#)

[717-Cellular Telephones](#)

[718-Service Animals in Schools](#)

4.03 Recommendation to rescind the following policies:

[123.4-Wrestling Weight Certification](#)

The following motion approved agenda items 4.02 through 4.03:

Moved: T. Leiser

Seconded: L. Hunsicker

Vote: 6 Aye, 0 Nay

5. Operations

5.01 Obsolete Vehicles

S. McKenna said we are asking for the Board's approval to list vehicles for sale on the Municibid website.

Moved: W. Dellicker

Seconded: J. Senavaitis

Vote: 6 Aye, 0 Nay

6. District Finances

6.01 Iron Pigs Agreement

C. Steigerwalt said this is for Northwestern Elementary to attend an Iron Pigs game on April 11, 2026.

Moved: W. Dellicker

Seconded: J. Senavaitis

Vote: 6 Aye, 0 Nay

6.02 Updated 2025-2026 Gate Ticket Prices

J. Zimmerman reviewed the updated proposal for gate ticket prices due to new mandates required in school code.

PROPOSED (as of 11/19/2025):

ADVANCED TICKETS (Online ONLY)		
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	\$6.00	\$4.00
MS / JV Football (Doubleheader) MS Field Hockey in Stadium	\$4.00	\$3.00
High School Theater Productions	\$10.00	\$7.00
Middle School Theater Productions	\$6.00	\$4.00

GATE TICKET PROPOSAL
November 19, 2025

EXISTING (as of 6/18/2025):

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
High School Theater Productions	\$9.00	\$6.00
Middle School Theater Productions	\$5.00	\$3.00

GATE TICKETS (Online & Cash Sales)		
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	\$8.00	\$5.00
MS / JV Football (Doubleheader) MS Field Hockey in Stadium	\$6.00	\$4.00
High School Theater Productions	\$12.00	\$8.00
Middle School Theater Productions	\$8.00	\$5.00

- 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

- Complies with recently adopted PA School Code:
 - Section 511.1. Admission Fees for School-Sponsored Activities
 - For school entities, including a nonpublic school and the Pennsylvania Interscholastic Athletic Association (PIAA), that collect fees for admission to a school-sponsored activity, cash must be accepted as a payment option. Payment options in addition to cash may also be accepted. A school entity may refuse to accept payment for admission if the bill denomination significantly exceeds the amount of the fee for the event. For events sanctioned by PIAA, if the payment is made in cash, the fee must be the exact amount. A surcharge may not be charged if cash is the method of payment. Requires a school entity to make available a support person to assist individuals who experience difficulty using electronic payment systems.
 - Advance Online Sales will terminate once ticket staff has opened gates sales 1-2 hours prior to the start of contest.
 - Patrons purchasing in advance or at the gate will no longer be assessed processing fees.
 - Increase in ticket prices are necessary to offset the expense of absorbing of the processing fees and the cost of additional staffing (ticket staff & security) now necessary due to the requirement of offering cash sales.

Moved: L. Hunsicker

Seconded: R. Scheffler

Vote: 6 Aye, 0 Nay

6.03 Act 3 Children's Theatre

C. Steigerwalt said this is for Weisenberg Elementary to see two performances of Tinker Bell at DeSales University.

Moved: T. Leiser

Seconded: L. Hunsicker

Vote: 6 Aye, 0 Nay

6.04 Agreement in Lieu of FAPE

A. Edmonds said this is for a Digital Academy situation and was discussed at Workshop.

Moved: W. Dellicker

Seconded: T. Leiser

Vote: 6 Aye, 0 Nay

6.05 Reports

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

T. Sosnovik said the Foundation held their annual Donor Appreciation last night and said it was a wonderful showcase of how much they support us and enhance student programs. D. Macaulay said it's good to see the teachers, administration, and the support system they have aligned.

7.03 Committee Reports as follows:

- Intermediate Unit
 - J. Senavaitis said a video the IU put together is on the agenda for the Board to view at their leisure.
- Lehigh Career & Technical Institute
 - R. Scheffler said there is an Open House tomorrow evening.
- Lehigh Carbon Community College
 - November President's Desk was attached.
- Recreation Commission
 - T. Hernandez said they are in the season where the fields are used a little less.

8. Old Business

None at the time.

9. New Business

9.01 Board Committees (Info Only)

Board of School Directors' Committee Assignments 2026		
Meetings	When	Members
Board Workshop	Monthly First Wednesday of each month except where noted	All Board Members
Board Meeting	Monthly Third Wednesday of each month except where noted	All Board Members
CLIU #21 Board of Directors <i>3-Year Term ending June 30, 2027</i>	Monthly at IU21	1 Board Representative * Jennifer Senavaitis
LCTI-Joint Operating Committee <i>3-Year Term ending November 30, 2026</i>	Monthly at LCTI	1 Board Representative * Rachael Scheffler 1 Alternate Becky Hite
LCCC Trustee <i>6-Year Term ending June 30, 2030</i>	Monthly at LCCC	1 Board Representative * Barbara Kistler
Construction Committee <i>Reviewed annually</i>	As necessary	3 Board Representatives Willard Dellicker Joseph Fatzinger Rachael Scheffler
Curriculum Council <i>Reviewed annually</i>	Scheduled as needed by Director of Curriculum & Instruction through the curriculum development cycle	1-4 Board Representatives Willard Dellicker Todd Leiser Rachael Scheffler Jennifer Senavaitis
Northwestern Recreation Commission <i>Reviewed annually</i>	Monthly 4 th Wednesday of each month	2 Board Representatives Todd Hernandez Becky Hite
NSBA Affiliate <i>Reviewed annually</i>	As necessary	1 Board Representative Willard Dellicker
PSBA Legislative Delegates <i>Annual election in September</i>	Annual At PSBA/PASA Leadership Conference in October	2 Board Representatives John Casciano Joseph Fatzinger
PSBA Liaison <i>Reviewed annually</i>	As necessary	1 Board Representative Becky Hite
Wellness Committee <i>Reviewed annually</i>	Triennial or as necessary	1 Board Representative Lauren Hunsicker

10. Communications

10.01 Courtesy of the Floor

None at the time.

10.02 Communications / Notes for the Board from Rachael Scheffler, Secretary

None at the time.

10.03 Administrative / Building Sharing

M. Givler updated the Board on events happening at the high school and wished everyone a Happy Thanksgiving.

A. Wahl updated the Board on events happening at the middle school and wished everyone a Happy Thanksgiving.

A. Edmonds said a survey will be distributed through email tomorrow to gather feedback from parents, students, and teachers as part of our six-year cyclical monitoring process. She wished everyone a Happy Thanksgiving.

J. Berlet updated the Board on events happening at Weisenberg Elementary and wished everyone a Happy Thanksgiving.

K. Keys updated the Board on events happening at Northwestern Elementary and wished everyone a Happy Thanksgiving.

C. Steigerwalt said the auditors were here last Friday and everything was fine. She wished everyone a Happy Thanksgiving.

K. Birosik wished everyone a nice Thanksgiving.

S. McKenna recognized and thanked his staff who have been getting ready for Winter weather.

J. Zimmerman updated the Board on sports, concerts, and events happening at the high school.

T. Sosnovik reminded everyone that the Curriculum Council Meeting will be December 16th at 1pm in the Boardroom. He also shared that he got his CDL and is now able to drive a bus as part of the positive behavior program at Northwestern Elementary. He wished everyone a Happy Thanksgiving.

J. Holman thanked the Board and association for an early agreement and said it helps manage our finances wisely, which serves our community well. She wished everyone a Happy Thanksgiving.

10.04 Board Member Sharing

W. Dellicker stated there is a Circle of Seasons board meeting coming up tomorrow if anyone would like to attend.

T. Hernandez thanked the Board and association for the early bird agreement and wished everyone a Happy Thanksgiving.

10.05 Meeting Announcements

A Workshop Meeting was held on November 5, 2025 at 7:00 PM in the Boardroom.

An Executive Session for Personnel and Legal was held after the Workshop Meeting on November 5, 2025 in the Boardroom.

No Workshop Meeting in December 2025

Board Reorganization Meeting will be December 3, 2025 at 7:00 PM in the Boardroom.

T. Hernandez said an Executive Session will immediately follow this meeting tonight for personnel.

11. Adjournment

Upon motion by T. Leiser, seconded by J. Senavaitis, the meeting was adjourned at 8:14 p.m.

Respectfully submitted,

Rachael Scheffler, Secretary
By S. Eisenhard, Assistant Secretary