

**Northwestern Lehigh School District
6493 RT 309, New Tripoli PA 18066
Workshop Meeting
District Boardroom
Wednesday, May 6, 2026, 7:00 p.m.**

1. Opening Procedures

1.01 Call to Order

The May 6, 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	AB	Todd Leiser
PR	Willard Dellicker	PR	Becky Hite	AB	Rachael Scheffler
PR	Joseph Fatzinger	PR	Lauren Hunsicker	PR	Jennifer Senavaitis

Also Present: Jason Zimmerman, LeAnn Stitzel, James Hawk, Christie Steigerwalt, Jennifer Holman, Troy Sosnovik, Stacy Eisenhard

1.04 Approval of Agenda

Moved: W. Dellicker

Seconded: L. Hunsicker

Vote: 7 Aye, 0 Nay

1.05 Welcome

The President welcomed guests.

1.06 Courtesy of the Floor

None at the time.

2. Personnel Action

2.01 Resolution for Furlough of Professional Employee (*Action Item)

J. Holman asked for the Board's approval to furlough one professional employee due to the enrollment decline at the high school.

**Resolution for Furlough of Professional Employee
May 6, 2026**

Resolution of the Board of School Directors of the Northwestern Lehigh School District Authorizing Suspension (Furlough) of a Professional Employee Under Sections 11-1124 and 11-1125.1 of the Pennsylvania Public School Code.

Whereas, pursuant to Section 11-1124 of the Pennsylvania Public School Code, the Board of School Directors ("Board") is authorized to suspend (furlough) professional employees when any of the following conditions exist: (a) a substantial decrease in pupil enrollment in the school district; (b) curtailment or alteration of the educational program on recommendation of the superintendent, concurred in by the board of school directors, approved by the Department of Education, as a result of substantial decline in class or course enrollments or to conform with standards of organization or educational activities required by law or recommended by the Department of Education; (c) consolidation of schools, whether within the district, through a merger of districts, or as a result of joint board agreements; or (d) when new school districts are established as the result of reorganization of school districts pursuant to Article II, and Whereas, this Resolution is based upon the Board's determination that the conditions set forth in Section 11-1124(a) and (b) are present, specifically: (i) a substantial decline in overall enrollment and course enrollment within the District, and (ii) an overall reorganization of the District for efficiency purposes, including the curtailment or alteration of the educational program on the recommendation of the Superintendent and concurrence of the Board, with suspensions to be effected in accordance with statutory seniority and reassignment requirements under Section 11-1125.1; and

Whereas, the Administration has presented to the Board comprehensive data demonstrating a substantial decline in overall and course enrollment, including: (a) district-wide enrollment projections showing a continued decrease in student population; (b) course-request and sectioning data for Northwestern Lehigh High School reflecting a sustained and measurable reduction in student demand for physics instruction over multiple academic years; (c) the suspension of AP Physics and Physics II course offerings for the 2026-2027 school year due to insufficient enrollments; and (d) a net reduction in total physics sections from 2024-2025 to 2025-2026 and projected through 2026-2027, thereby establishing the factual predicate for a curtailment or alteration of the educational program under Section 11-1124(a); and

Whereas, the Board has reviewed the following materials, which are incorporated by reference:

1. High School course request/sectioning summaries for 2024-2025, 2025-2026, and 2026-2027;
2. District enrollment and staffing trend summaries;
3. The collective bargaining agreement between the District and the Northwestern Lehigh Education Association for July 1, 2022 through June 30, 2026; and
4. The District's seniority list as of June 30, 2025;

Whereas, based on this record, the Board finds that a reduction and realignment in secondary physics instruction is educationally and fiscally warranted for the 2026-2027 school year, and that the District requires one fewer full-time equivalent position in secondary physics (and no additional sections in mathematics that would offset that reduction);

Whereas, the Administration has performed a district-wide realignment review pursuant to Section 11-1125.1 across the certification areas impacted—Physics 7-12 and Mathematics 7-12—and has determined that:

- Shannon W. Helzer holds active Instructional II certifications in Physics 7-12 and Mathematics 7-12;
- There is no available vacant position for which Mr. Helzer is certified that would avoid a suspension; and
- Mr. Helzer is the least-senior professional employee within both Physics 7-12 and Mathematics 7-12, and there is no less-senior professional employee in those certification areas who would be subject to suspension in his stead;

Whereas, the Board further finds that the collective bargaining agreement does not restrict or supersede the statutory procedures governing suspensions and that this action is consistent with that agreement;

Now, therefore, be it resolved, that:

1. Statutory Basis. The Board hereby authorizes the suspension (furlough) of one (1) professional employee position in secondary physics for the 2026-2027 school year based a substantial decline in overall enrollment and course enrollment and a curtailment or alteration of the educational program as part of an overall reorganization of the District for efficiency purposes, consistent with Section 11-1124.
2. Identification of Employee. Pursuant to Section 11-1125.1, and following district-wide realignment within the applicable certification areas, the Board identifies Shannon W. Helzer, a professional employee certified in Physics 7-12 and Mathematics 7-12, as the employee to be suspended, effective June 30, 2026.
3. Realignment and Seniority. The Administration is directed to maintain in the personnel record the realignment analysis demonstrating (a) Mr. Helzer's certifications; (b) the absence of any available assignment within his certifications; and (c) that no less-senior professional employee in Physics 7-12 or Mathematics 7-12 must be suspended ahead of him.
4. Notice and Rights. The Superintendent is authorized and directed to issue formal written notice of suspension to Mr. Helzer, advising him of: a. The statutory basis for the action; b. His placement on the recall list and recall/return rights in accordance with Section 11-1125.1 and the collective bargaining agreement; c. His right to request a Board hearing consistent with applicable law, and any relevant timelines.
5. Implementation. The Administration shall take all steps necessary to implement this Resolution, including any PDE filings, staffing adjustments, and contractual notices.
6. Effective Date. This Resolution is effective upon adoption.

Adopted this 6th day of May, 2026, by the Board of School Directors of the Northwestern Lehigh School District at a duly convened public meeting.

NORTHWESTERN LEHIGH SCHOOL DISTRICT

BY: Todd Hernandez, School Board President

BY: Rachael Scheffler, School Board Secretary

Moved: W. Dellicker

Seconded: J. Fatzinger

Vote: 7 Aye, 0 Nay

3. Curriculum/Building Issues

3.01 Athletic Participation Report

J. Zimmerman reviewed the annual athletic report and recommendations for the 2026-2027 school year. He stated that even though our enrollment is declining, participation numbers are holding steady.

2025-2026 Participation Report on Athletic Programs

Season	Sport	Level	7th	8th	9th	10th	11th	12th	25-26 Totals	24-25 Totals	23-24 Totals	22-23 Totals
Fall	Football	Middle School	12	15					27	26	31	31
Fall	Football	Junior Varsity			9	12	6	0	27	28	26	25
Fall	Football	Varsity			12	15	10	13	50	50	44	51
Fall	Field Hockey	Junior High	2	7	0				9	17	16	14
Fall	Field Hockey	Junior Varsity			6	4	4	0	14	15	14	21
Fall	Field Hockey	Varsity			7	6	6	11	30	31	26	30
Fall	Girls Soccer	Junior High	8	12	2				22			
Fall	Girls Soccer	Junior Varsity			3	5	3	0	11	16	15	13
Fall	Girls Soccer	Varsity			5	7	8	5	25	28	29	26
Fall	Boys Soccer	Junior High	10	13	0				23			
Fall	Boys Soccer	Junior Varsity			3	8	2	0	13	16	14	14
Fall	Boys Soccer	Varsity			5	12	4	6	27	34	30	23
Fall	Golf	Varsity			4	3	2	2	11	8	11	15
Fall	Girls Cross Country	Varsity			4	1	2	1	8	8	10	14
Fall	Boys Cross Country	Varsity			1	9	4	8	22	21	15	14
Fall	Coed Cross Country	Middle School	3	8					11	14	12	16
Fall	Girls Volleyball	Junior Varsity			7	0	1	0	8	15	15	17
Fall	Girls Volleyball	Varsity			3	4	7	4	18	26	27	19
Fall	Cheerleading	Junior High	9	1	0				10	8	13	9
Fall	Cheerleading	Varsity			6	6	5	1	18	12	13	15
Winter	Girls Basketball	Middle School	7	7					14	14	15	13
Winter	Girls Basketball	Junior High							0			
Winter	Girls Basketball	Junior Varsity			5	3	1	0	9	7	7	12
Winter	Girls Basketball	Varsity			5	4	1	4	14	16	14	14
Winter	Boys Basketball	Middle School	6	6					12	14	19	20
Winter	Boys Basketball	Junior High	0	3	7				10	10	12	14

2025-2026 Participation Report on Athletic Programs

Season	Sport	Level	7th	8th	9th	10th	11th	12th	25-26 Totals	24-25 Totals	23-24 Totals	22-23 Totals
Winter	Boys Basketball	Junior Varsity			4	7	0	0	11	9	10	9
Winter	Boys Basketball	Varsity			1	3	8	3	15	14	15	15
Winter	Wrestling	Junior High	7	5	0				12	14	20	21
Winter	Wrestling	Junior Varsity							0	0	0	1
Winter	Wrestling	Varsity			3	11	6	1	21	19	15	10
Spring	Baseball	Junior High	4	7	7				18	18	16	13
Spring	Baseball	Varsity			4	4	4	4	16	18	18	18
Spring	Softball	Junior High	7	8	0				15	12	10	14
Spring	Softball	Varsity			3	3	4	6	16	16	13	16
Spring	Girls Track & Field	Varsity			15	18	8	10	51	54	39	45
Spring	Boys Track & Field	Varsity			14	22	14	19	69	58	50	50
Spring	Girls Lacrosse	Junior Varsity			4	1	7	0	12	18	18	20
Spring	Girls Lacrosse	Varsity			8	2	10	5	25	30	18	34
Spring	Boys Lacrosse	Junior Varsity							0			
Spring	Boys Lacrosse	Varsity			6	6	2	5	19	21	25	24

• It is recommended that the aforementioned slate of Northwestern Lehigh Athletic Programs and corresponding levels be maintained and approved as offerings for the 2026-2027 School Year.

LEGEND:

- Middle School Participants must be in 7th or 8th grade only.
- Junior High Participants may be in 7th, 8th, or 9th grade.
- Junior Varsity Participants may be in 9th, 10th, or 11th grade.
- Seniors may be permitted to participate in Junior Varsity under special circumstances.

2025-2026 Participation Report on Student Activity Programs

Activity	7th	8th	9th	10th	11th	12th	25-26 Totals	24-25 Totals	23-24 Totals	22-23 Totals
Jazz Band			1	3	10	2	16	17	22	22
Concert Band			14	8	12	2	36	27	29	31
Marching Band			4	8	10	3	15	3	43	37
FLIC			3	10	7	7	27	31	42	33
Science Olympiad			0	1	10	3	14	26	27	22
Chorus			2	5	12	3	22	16	17	25
Yearbook			6	4	10	5	25	28	38	37
Student Council			7	7	9	7	8	5	43	39
Drama			12	7	20	11	50	46	52	60
National Honor Society					55	46	101	96	106	104
Science National Honor Society					41	38	79	76	69	61
Broadcast Club			7	0	4	8	19	23	9	14
Scholastic Scrimmage			5	4	10	5	24	20	35	15
Debate			4	0	12	3	19	23	24	20
MAKER Club			9	4	27	15	55	54	45	24
LGBTQA Club			2	5	5	4	16	15	14	12
Aevdium			7	12	29	8	56	70	21	32
Tiger (Talk) Times			1	5	13	4	23	27	21	11
Junior National Honor Society			40				40			
Art Club			0	4	16	3	23	19	8	

- It is recommended that the aforementioned slate of Northwestern Lehigh Student Activity Programs approved as offerings for the 2026-2027 School Year including the following two new programs currently operating on a pilot program basis:
- Middle School Junior National Honor Society
 - High School Art Club

3.02 Curriculum Textbooks

L. Stitzel said this is for approval of one additional textbook that will be on display for thirty days in the boardroom. She said we will be seeking approval at the June board meeting.

Series/Text Title	Subject/ Grade	Publisher
Inspire Physics - 1st edition	High School Physics	McGraw Hill

3.03 Pennsylvania State Police Memorandum of Understanding

T. Sosnovik said every two years we are required to reapprove our MOU with the Pennsylvania State Police. He said the agreement is exactly the same as previous years, with the addition of one language change due to ACT 47 of 2025 which requires a section on threat assessment.

4. Policy

4.01 First Reading of the Following Policies

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

[322-Gifts](#)

[323-Tobacco/Nicotine Use](#)

[325-Dress and Grooming](#)

[326-Concerns and/or Conflict Resolution](#)

[327-Leadership Team](#)

[328-Compensation Plans/Salary Schedules](#)

[330-Overtime](#)

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.

[317-Conduct/Disciplinary Procedures](#)

[317.1-Educator Misconduct](#)

[318-Attendance and Tardiness](#)

[319-Outside Activities](#)

4.03 Recommendation to rescind the following policies:

None at the time.

5. Operations

5.01 Food Service Management Company

T. Sosnovik stated that, following a competitive request for proposals process, The Nutrition Group was selected as the successful vendor. He noted that the initial contract on the agenda is for one year, with the Board having the ability to renew the agreement annually for up to four additional years.

T. Sosnovik stated that moving forward, contracts of this nature will be attached under administrative content to help position the district better.

5.02 School Lunch Prices

T. Sosnovik said school lunch prices will remain the same for the 2026-2027 school year.

Elementary: \$2.90, Middle School: \$3.15, High School: \$3.15, Breakfast: \$1.90, Adult: \$4.50.

6. District Finances

6.01 2026-2027 Proposed Final Budget

C. Steigerwalt reviewed the 2026-2027 proposed final budget. She said the final operating shortfall and use of fund balance is (\$1,757,006) which includes a 3.0% millage increase.

6.02 2026-2027 LCTI Budget

C. Steigerwalt said this is an annual item to approve the LCTI Budget. She said LCTI has a General Operating Budget of \$35,489,513 and an Academic Center Budget of \$2,822,456. She said the district contribution is \$2,074,757 for the General Operating Budget and \$94,110 for the Academic Center Budget.

6.03 2026-2027 Fuel Bid

C. Steigerwalt said this is for retroactive approval of the 2026-2027 KPN Fuel Bid from Petroleum Traders.

Heating Oil \$3.1147
Diesel \$3.2713

6.04 LCTI National School Lunch Program Coordination Agreement

T. Sosnovik said this is an annual agreement with Lehigh Career and Technical Institute to provide lunch to our students that attend there.

LETTER OF AGREEMENT

BETWEEN: Lehigh Career & Technical Institute (LCTI)
and
Northwestern Lehigh School District (District)

SUBJECT: National School Lunch Program Coordination

DATE: April 29, 2026

The Lehigh Career & Technical Institute (LCTI) and the Northwestern Lehigh School District (District) agree to the following provisions effective August 24, 2026. This agreement shall remain in full force and effect until such time as it is changed by written notice by either party:

1. The LCTI agrees to be the school food authority of record and submit the aforementioned site for approval to the Department of Education. The LCTI further agrees to operate the program in compliance with current federal and state regulations appropriate to the program and to be liable for any financial sanctions imposed based on findings identified as the result of review or audit.
2. The LCTI agrees to submit the necessary paperwork to the P.D.E. for approval into the National School Lunch Program.
3. The LCTI agrees to the counting of meals at the point of service.
4. The LCTI agrees to ensure that all meals claimed for reimbursement contain all required components.
5. The LCTI agrees to submit the monthly claim for reimbursement.
6. The LCTI agrees to accept fiscal responsibility for the program.
7. The District agrees to notify and send supporting documentation for all students attending LCTI who are considered Migrant, Homeless or Foster.

6.05 Civic Theater of Allentown Agreement

C. Steigerwalt said this is an agreement with the Civic Theater of Allentown for seventh grade students to see the performance of A Christmas Carol.

6.06 CLIU Technology in Education Legal Counsel Consortium

T. Sosnovik said this is an annual item that is very valuable to the district and keeps us up to date on the latest legal matters related to instructional and operational technology.

6.07 CLIU Overdrive Agreement

T. Sosnovik said this is an annual item through Carbon Lehigh Intermediate Unit #21, which provides online content for students to check out books and magazines.

AGREEMENT FOR CLIU OVERDRIVE CONSORTIUM 2026-2027

This CLIU Overdrive Consortium agreement is made with Northwestern Lehigh School District (LEA) and the Carbon Lehigh Intermediate Unit #21 (CLIU #21). CLIU #21 agrees to serve as the conduit for the Overdrive/Sora School Download Library and the LEA for a period of one (1) year beginning July 1, 2026, and ending June 30, 2027.

- Patrons will access eBooks online via a CLIU Overdrive Consortium branded portal in accordance with Rakuten Overdrive Terms & Conditions, Privacy Policy, and Privacy Policy for Children found at: <https://company.cdn.overdrive.com/policies/terms-and-conditions>.
- The current membership and collection development cost for CLIU 21 Overdrive School Download Library is two thousand, three hundred dollars (\$2,300.00) for the 2026-2027 school year.
- CLIU Overdrive Consortium Members will participate and collaborate on the selection and review of collection materials via quarterly Collection Development Meetings using CLIU Overdrive Consortium Procedures. All consortium members will have equal representation in these meetings.
- The CLIU #21 will provide monthly communication with the District Overdrive Representatives regarding marketing, training, purchasing, and support.

6.08 Preferred EAP Contract

T. Sosnovik said this is a two-year agreement with Preferred EAP for employee assistant services.

6.09 Edmentum Agreement

L. Stitzel said this is an annual agreement for our Digital Academy students.

6.10 DeSales University Rental Agreements

J. Holman said this is to retroactively approve agreements with DeSales University for rental of the baseball and softball facilities.

6.11 Reports

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

GENERAL FUND (10)				
Balance-March 1, 2026	\$	38,117,155.49		
Receipts	\$	2,479,412.46		
Disbursements	\$	(7,141,280.14)		
Balance-March 31, 2026	\$	33,455,287.81		
CAPITAL RESERVE (32)				
Balance-March 1, 2026	\$	3,139,664.77		
Receipts	\$	4,834.61		
Disbursements	\$	(125,593.00)		
Balance-March 31, 2026	\$	3,018,906.38		
2022 Projects (38)				
Balance-March 1, 2026	\$	139,221.72		
Receipts	\$	115.46		
Disbursements	\$	-		
Balance-March 31, 2026	\$	139,337.18		
FOOD SERVICE (51)				
Balance-March 1, 2026	\$	(508.37)		
Receipts	\$	93,289.42		
Disbursements	\$	(92,838.55)		
Balance-March 31, 2026	\$	(57.50)		
	FUND	AMOUNT	RATE	MATURITY
New Tripoli Bank				
Certificate Deposit (CD)	General (10)	\$ 7,000,000	3.34%	01/08/27
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	3.34%	02/23/27

7. Old Business

None at the time.

8. New Business

8.01 Donation

C. Steigerwalt said this is to accept a ten-thousand-dollar donation from the Lehigh Valley Educators Credit Union.

8.02 Donation

C. Steigerwalt said this is to accept a donation of four thousand one hundred forty dollars from the Krysta Hankee Memorial.

8.03 Election of Treasurer

J. Holman said this is for a one-year term beginning July 1, 2026 through June 30, 2027.

8.04 PSBA Delegate Assembly

J. Holman said this is to appoint two board members to represent the district at the annual PSBA Delegate Assembly.

9. Communications

10.01 Courtesy of the Floor

None at the time.

10. Adjournment

Upon motion by J. Senavaitis, seconded by L. Hunsicker, the meeting was adjourned at 8:26 p.m.

Respectfully submitted,

Rachael Scheffler, Secretary
By S. Eisenhard, Assistant Secretary