

Lehigh Area School District
1000 Union Street
Lehigh, PA 18235
Monday, February 14, 2022 at 6:00 PM
WORKSHOP MEETING - MINUTES



1. Opening Exercises

A. Opening Exercises

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

B. Meeting Announcements

An Executive Session was held prior to the Workshop Meeting at 5:30 PM on February 14, 2022 for personnel and legal discussions.

An Executive Session will be held immediately following the Workshop Meeting on February 14, 2022 for personnel. A Community Workshop Meeting will be held on Monday, February 21, 2022 at 6:00 PM to discuss the District's vision moving forward.

The next Board Meeting will be held on Monday, February 28, 2022, at 7:00 PM.

J. Beers made a comment about the Workshop Meeting stating how the meeting would be a mirror of the regular Board Meeting of items in need of discussion. She said this way the Board meeting would be more efficient and time would be available for additional information needed for Board agenda items.

C. Call to Order

Board President, J. Beers called the Workshop Meeting to order at 6:06 PM

D. Roll Call

PR/AB

PR	Ms. Joy Beers	PR*	Mr. Nathan Foeller	PR	Mrs. Kerry Sittler
PR	Mr. Richard R. Beltz	PR	Mr. Jeremy Glaush	PR	Mrs. April Walker
PR	Ms. Barbara Bowes	PR*	Mr. Brian Shaner	PR	Mr. Walter Zlomsowitch

**N. Foeller and B. Shaner present via Conference Call.*

Also Present:

Mr. John W. Corby, Acting Superintendent
Dr. Keith Boyer, Acting Assistant Superintendent
Mr. Edward Rarick, Business Administrator
Ms. Janine Partenio, Recording Secretary

Dave Krause, Kyle Spotts, Suzanne Howland, Floyd Brown, Jarrad Hedes.

E. Public Comment

None at the time

2. Academic Affairs

A. Graduation Date

S. Howland said Graduation would be planned for June 10, 2022 with the Board's approval. She mentioned how it was traditionally held on a Friday evening to honor the 50th Class Reunion. She said Graduation had been held outdoors ever since the multipurpose stadium was built and recommended the Board also approve two rain dates in case of inclement weather. She recommended Saturday, June 11, 2022 as a rain date. K. Spotts recommended a time to be announced based on weather. S. Howland recommended Sunday, June 12, 2022 as an additional rain date. The Board agreed to move this item to the February 28, 2022 Board Meeting Agenda for action.

S. Howland discussed the community parade for the seniors. She said the Parade had started ever since COVID. She said transportation wanted to give back to the community and asked to provide busing for the parade. She said Wednesday, June 8, 2022 would be the parade which would go around town with the local fire company, police and borough involved. She said there is a letter to go to the Borough to request the parade.

B. 22-23 School Calendar

J. Corby stated how the 2021-2022 calendar may come back to the Board for approval to allow for additional Act 80 days in order to keep subsidies for the classes. He mentioned that the 2022-2023 calendar has four Act 80 days built into it. He mentioned that the calendar mirrors the current calendar with the difference of the in-service days. He said all school activities must begin after the new contract date, so the beginning of the school year in-service days will be set for September 1 and 2, 2022 and the first day of school for students will be Tuesday, September 6, 2022. He mentioned how the other in-service days are spread out between the year.

W. Zlomsowitch asked how many Act 80 days were used this year. J. Corby said one or two and the District was looking to add a couple additional Act 80 days in order to keep subsidies.

C. FBLA

J. Corby explained how FBLA had qualified for states and the Board was able to approve up to \$3,500 toward their trip. He said it would be a 3-day trip for the advisor and 5 students to go to Hershey, PA. He said Mr. Kotch is the advisor and he estimated about \$3,800 in expenses. He said they would be planning on fundraising for the additional funds needed, especially if they would go to nationals.

B. Bowes asked if anyone had reached out to local businesses to help support the students involved. J. Corby said he could relay the information to Mr. Kotch

S. Howland stated there was a deadline so the costs would need to be paid upfront and then reimbursed.

W. Zlomsowitch asked if the Board could cover \$3,500.00. J. Corby said yes and the group would fundraise the rest. S. Howland explained the group would have funds in an activity account and could offset any state or national costs.

3. Policy

A. Second Reading and Final Approval of Policies

140.1 - Extracurricular Participation by Charter/Cyber Charter Students

249 - Bullying/Cyberbullying (will replace current 249)

815 - Acceptable Use Of Technology and Electronic Resources (will replace current 815)

815.2 - Use of District Network and Internet (New Policy)

816 - Use of Livestream Video on School District Property (New Policy)

J. Corby explained that the first readings were deferred in order to give him time to review them. He said the second readings could go to the Board Meeting for action. J. Beers felt that the Board did not want to move forward with policy 140.1. B. Bowes hoped that Cyber/Charter reform would help and did not want to see it affect the students. A. Walker asked if it affected home schooled students. B. Bowes said no, they would not be included. K. Sittler asked if the District received reports for the cyber/charter students. S. Howland explained that this policy change was brought forward because of this reason. She said they do not receive proper documentation for those students. K. Sittler believed that the cyber/charter schools needed to take accountability for those students. B. Bowes felt it was not fair to the student. K. Spotts explained how it was not fair to District students since cyber/charter students were being given an unfair advantage due to PIAA eligibility rules. He suggested that parents should be required to submit grades to the District as a possible option. B. Bowes said they could rewrite the policy. J. Corby asked how many cyber/charter students were involved. K. Spotts said it varied from year to year but usually around 5-10.

B. Bowes stated that the Bullying policy was ok. The Board agreed. She recommended that the 249 complaint form be completed with Title IX information.

B. Bowes asked if policy 815 should include tablets. The Board agreed to add "other electronic devices". She discussed the email section and did not agree with the term maintain. J. Glaush agreed. B. Bowes said the IU archives emails up to three years based on FOIA guidelines.

S. Howland questioned the complaint form for Policy 249. She said their Title IX training mentioned keeping records for seven years. She said they discussed e-files as a way to keep files. J. Corby recommended looking into the neighboring districts policies to see how they have them worded. He said they could be revised to fit Lehighton's needs.

B. Bowes recommended changing the term "Assistant Superintendent" and wanted to combine 815 and 815.2 for redundancy. The Board agreed.

B. Bowes was ok with policy 816.

S. Howland explained the Board would need to move forward with some of those policies in order to keep current with the one to one program at the District as well as missing or damaged devices. B. Bowes asked if the chromebooks have the ability to be tracked. S. Howland said they can ping them but they need to be very careful with privacy and are unable to access them remotely. She said she refers to IT for that.

K. Spotts questioned the livestreaming for athletic events under policy 816. J. Beers felt they were covered under the verbiage in the policy.

The Board agreed to move this item to the Board Meeting for action.

W. Zlomsowitch asked the Board to bring forward policy 226 regarding student searches to the next Workshop Meeting. S. Howland recommended also bringing policy 227 (Controlled Substances and Paraphernalia) along with it since it has not been updated for quite some time.

4. Finance

A. United Way Donation

E. Rarick explained there will be a donation of \$1,000.00 from the United Way of the Greater Lehigh Valley, Inc. for the Board to approve at the next Board Meeting. B. Shaner asked if the funds were earmarked for anything in particular. E. Rarick stated that the Social Worker would be utilizing the funds for attendance purposes. S. Howland said the donation was previously used for the G2 girls group prior to COVID and now it is utilized as incentives for attendance to try and keep students in school with good attendance. The Board agreed to move this item to the Board Meeting for action.

B. Spyglass

E. Rarick explained this agreement would be for the auditing of technology to look for issues in billing and recuperate funds. He said the first option Spyglass would keep 50% of the recovered funds. The second option was a cost savings measure where the District would pay 12 times the savings upfront for future savings. He did not recommend this option and felt the first option was viable. He mentioned that the auditing portion was free to the District. B. Shaner asked what the results were of the audit in 2016. E. Rarick said the District paid a substantial amount up front to change plans; however, he has not found documentation to validate the savings. He would like to analyze the cell phone and internet service but would not recommend the second option. B. Shaner asked if there were any other companies that do this that have a different fee structure. E. Rarick said he did not know of any. J. Glaush said he could assist with reviewing the results. B. Shaner asked how long it would be before the District could make any changes. B. Bowes said two years. The Board agreed to move this item to the Board Meeting for action.

C. PJM Capacity Market Demand Response Program Slide Deck

E. Rarick explained this agreement was the final step to get into the program that was presented for possible cost savings with electricity. He said the engineers would come in and let the District know the details of the power dump. J. Glaush asked if they would upgrade things for the District. E. Rarick mentioned how they would work to update the meters into this program. J. Glaush did not see an issue with the program and J. Beers felt it was worth trying. The Board agreed to move this item to the Board Meeting for action.

D. Tax Collector Reports

E. Rarick explained that the Board reviews and accepts the annual Tax Collector's reports. He mentioned that the agenda included reports for Mahoning Twp., Franklin Twp., Parryville Borough, Lehighon Borough, and Weissport Borough. He explained that East Penn was recently received but not before the information was uploaded to the agenda. The Board agreed to move this item to the Board Meeting for action.

E. CLIU Budget

J. Corby reviewed the the 2022-2023 General Operating Budget for Carbon Lehigh Intermediate Unit #21. He said the cost only increased \$330.00. He explained that this was the operational cost of the budget only and not services. He said that services are billed as needed for students. The Board agreed to move this item to the Board Meeting for action.

F. LCCC Budget

J. Corby reviewed the 2022-2023 Operating Budget for the Lehigh Carbon Community College which included a provision that total budgeted expenditures can be exceeded to the extent that Total Revenue is exceeded. D. Krause mentioned that the total increase was 4.1% and the rest would be absorbed. He said funding for school districts is flat and depends on how many students utilize LCCC. J. Corby stated that 126 students utilized LCCC with the 5-year average and Lehighon's portion is up only 1.7%. D. Krause explained that LCCC is one of the top 3 Community Colleges for cost efficiency. He said it was a great value and explained the dual enrollment and other programs. E. Rarick mentioned that LCCC also manages the SHINE program that is held at the District. J. Glaush asked if an outreach could be extended to get students at the Middle School started with Dual Enrollment information. D. Krause said he has been supporting the idea of moving into Middle School and will relay the request. The Board agreed to move this item to the Board Meeting for action.

G. Police Car

W. Zlomsowitch asked if the police car could be removed from the insurance if it was not going to be used. E. Rarick said he would look into it.

5. Athletics

None at the time

6. Buildings & Grounds

A. Use of Facilities

1. Tax Committee Meetings held at the District Board Room beginning with February 23, 2022 at 10:00 AM
E. Rarick explained how the Tax Committee had not had a meeting yet but had used the Board Room in the past. They wanted to have their first Meeting on February 23, 2022. He asked for a retroactive approval on February 28, 2022. The consensus agreed to hold the meeting in the Board Room.

2. COVID Guidelines

J. Beers asked the Board about opening up the facilities to all organizations and asked to lift the COVID Guidelines. K. Spotts explained how policy 707 has three different levels of access for facilities. He said there are school affiliated, non-school affiliated but in community and non-community. The Board agreed to lifting the COVID guidelines and allowing organizations to request facilities as done pre-COVID.

7. Personnel

A. District Title IX Coordinator

J. Beers stated the District had a Title IX training today for Dr. Boyer and other staff. She said the Attorney recommends doing this ASAP. She said the appointment of Dr. Keith Boyer as the District's Title IX Coordinator would be coming to the February 28, 2022 Board Meeting for action. The Board agreed.

B. Investigative Services for Title IX

J. Beers stated this would be the re-hash of the appointment of Mark Klein and School Investigation Services LLC to provide services as a special investigator to the Lehigh Area School District. B. Bowes said she received the additional information she was looking for and said it looked good. B. Shaner asked if the District could look for other people to contract with. B. Bowes mentioned how the contract stated that it was not exclusive. The Board agreed to move this item to the Board Meeting for action.

C. Resignations

J. Corby reviewed the following resignations with the Board:

Beth Kutzner - Middle School Music Teacher effective March 25, 2022.

Stephen Wannamaker - Assistant Baseball Coach effective February 3, 2022.

The Board agreed to move this item to the Board Meeting for action.

D. Retirements

J. Corby reviewed the following retirements with the Board:

Melanie Windhorn - Accountant/Benefits Coordinator effective June 2, 2022 after 12.35 years of service to the District.

David Nothstein - Utility Custodian effective June 3, 2022 after 30.39 years of service to the District.

Edith Lutsko - Custodian effective June 30, 2022 after 27.75 years of service to the District.

K. Spotts mentioned how the District would be looking at hiring three custodians. He said there had been no applicants and may come into an issue in the future. E. Rarick explained that the District advertises on the website and is looking to move forward with utilizing Indeed. J. Partenio said they also send postings to Careerlink and Newspapers for support positions. K. Spotts said there is a potential for four custodians, three general and one utility custodian. The Board agreed to move this item to the Board Meeting for action.

9. Communications

A. Student Board Representative

J. Corby gave an update on the Student Board Representative process. He explained that S. Howland made an announcement of the position to the students with a February 24, 2022 deadline. He said there was one applicant so far. He asked if the Board would like their names or the full applications. The Board agreed to see the Student Board representative applications for the February 28, 2022 Board Meeting. J. Corby said the students will vote on the applicants and a representative will be available for the March Board Meeting. S. Howland discussed some of the Scholarships happening at the High School.

B. Stadium Plaque

W. Zlomsowitch questioned the plaque at the Multipurpose Stadium. He said it only thanked certain Board Members. K. Spotts said each new facility would get a plaque with a date, the contractors involved, the Board Members in office at the time and the Superintendent and Assistant Superintendent. He said it is located at the main ticket booth and could review it.

C. Board Meeting Format

J. Glaush asked if all items need to be read in full at the Board Meeting. J. Corby said they could list item numbers and vote as one group. W. Zlomsowitch asked if they could keep public comments to 3-5 minutes per person. J. Partenio reminded the Board that the Policy 903 for public participation was currently held in first reading with changes from the Attorney.

9. Communications

A. Public Comment

None at the time

B. Adjournment

MOTION by B. Bowes, SECONDED by K. Sittler, to adjourn the Meeting.

VOTE: YES - 9 NO - 0 ABSENT - 0 ABSTENTIONS - 0

The February 14, 2022 Workshop Meeting was adjourned at 7:43 PM..

Respectfully Submitted,

Edward Rarick, Board Secretary
By Janine Partenio, Recording Secretary