

Lehigh Area School District

Lehigh, Pennsylvania

Regular Meeting of School Board
Monday, July 24, 2017, at 7:00 PM

Executive Session @ 6:00 PM

Agenda

I. Pledge of Allegiance

II. Call to Order

III. Roll Call

	Present	Absent
Mr. Richard R. Beltz, Member	☐	☐
Mrs. Stacey L. Duerst, Member	☐	☐
Mr. Duane R. Eidem, Member	☐	☐
Mr. Stephen L. Holland, Member	☐	☐
Mr. David L. Krause, Vice-President	☐	☐
Mr. Larry Stern, Member	☐	☐
Mr. Wayne Wentz, Member	☐	☐
Mr. Andrew Yenser, Treasurer	☐	☐
Mrs. Gloria Bowman, President	☐	☐
Mr. Brian Feick, Business Manager	☐	☐
Mr. Jonathan Cleaver, Superintendent	☐	☐
Attorney William Schwab, Solicitor	☐	☐
Mrs. Melissa Wagner, Recording Secretary	☐	☐

**Notice of Executive Session

IV. Presentations

1. **Donations** – Mr. Brian Feick & Ms. Dorothy Miller
2. **S.T.E.A.M.** – Mrs. Melissa Volcskai

V. Public Comment on Agenda

VI. Communications

1. Superintendent's Report – *Mr. Cleaver*
2. Finance Report – *Mr. Feick*
3. Board President's Report – *Mrs. Bowman*
4. Lehigh Memorial Library Report – *Mrs. Duerst/Mr. Yenser*
5. Legislative Policy Committee of PSBA Report – *Mr. Krause*
6. Title I Advisory Committee Report – *Mrs. Bowman*
7. CCTI Report – *Mr. Yenser*
8. CLIU Report – *Mr. Wentz*
9. Solicitor's Report – *Atty. William Schwab*
10. Building/Grounds Report – *Mr. Holland*
11. LCCC – *Mr. Krause*
12. Academic Affairs Committee Report – *Mr. Stern*
13. Policy Committee Report – *Mr. Krause*
14. Athletic Committee Report – *Mr. Wentz*
15. Wellness Committee Report – *Mrs. Duerst*

VII. Approval of Minutes

- A. MOTION by _____, SECONDED by _____ to approve the Minutes of the June 26, 2017, regular meeting. (Enc. 1 – White)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- B. MOTION by _____, SECONDED by _____ to approve the Minutes of the July 10, 2017, workshop meeting. (Enc. 2 – White)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

VIII. Financial Matter

- A. MOTION by _____, SECONDED by _____ to approve the Lehigh Area High School and Lehigh Area Middle School Activities Fund for June 2017.

(Enc. 3 - Gold)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

B. MOTION by _____, SECONDED by _____ to approve the Payment of Bills:
(Enc. 4 - Blue)

General Fund	\$ 1,042,058.14
--Benefits	\$ 89,403.92
--Payroll (June)	\$ 1,557,124.86
--Debit Card	\$ 1,214.69
Food Service Fund	\$ 123,340.45
Capital Projects	<u>\$ 2,679,610.43</u>
	\$ 5,492,752.49

Note: Members with questions or requesting a copy of any payment, please contact the Business Office prior to the scheduled meeting.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

C. MOTION by _____, SECONDED by _____ to approve payment on the following projects from the corresponding construction accounts for a total of **\$2,161,803.75** pending documentation verification and solicitor review:

(Enc. 5 - Green)

1. **Stadium**

Barry Isett & Associates – Invoice #0114846	\$ 304.96
	\$ 304.96

2. **Middle School**

Quandel – Invoice #29	\$ 8,272.75
McClure Co. – App. #14	\$ 6,536.10
Lobar, Inc. – App. #17	\$ 191,158.32
Jay R. Reynolds – App. #16	\$ 31,484.16
EI Associates – Inv. #13747, #13748, #13749, #13750, #13751	\$ 15,536.08
Barry Isett & Associates- Inv. #0114385, #0114943	<u>\$ 2,725.65</u>
	\$ 255,713.06

3. **High School**

Quandel – Invoice #29	\$ 8,272.75
McClure Co. – App. #14	\$ 1,263.57
Lobar, Inc. – App. #17	\$ 20,976.77
EI Associates – Inv. #13743, #13744, #13745, #13746	\$ 30,179.85
Jay R. Reynolds – App. #11	<u>\$ 5,631.29</u>
	\$ 66,324.23

4. Elementary Center

Quandel – Invoice #29	\$ 16,545.50
Phillips Brothers – App. #5	\$ 58,955.56
Lobar, Inc. – App. #8	\$ 1,531,540.60
Jay R. Reynolds – App. #4	\$ 74,911.50
JBM Mechanical, Inc. - App. #3	\$ 99,506.25
The Times Leader	\$ 437.04
The Times News	\$ 163.80
The Morning Call	\$ 1,122.61
EI Associates – Inv. #13738, #13739, #13740, #13741,	
	<u>\$ 56,278.64</u>
	\$ 1,839,461.50

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

D. MOTION by _____, SECONDED by _____ to approve the following reports:

- a. Budget/Revenue Report
- b. Treasurer's Reports
 1. General Fund
 2. Capital Reserve Fund
 3. Capital Projects Fund
 4. Food Service Fund

(Enc. 6 – Green)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

E. MOTION by _____, SECONDED by _____ to approve Strawbridge Studios, Inc., for the K-12 student photography RFP for school years 2017-2018, 2018-2019, and 2019-2020, at a cost of **\$15.00** for Package A, **\$11.00** for Package B and **\$7.00** for Package C, as recommended by the Lehighton Area Middle School PTO and the Elementary PTO's.

(Enc. 7 – Green)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

F. MOTION by _____, SECONDED by _____ to refund the following:

1. Occupational Tax for year 2016 in the amount of \$490.00 to Amin Ghali;
2. Occupational Tax for year 2015 in the amount of \$125.00 to Priscilla Barry;
3. Occupational Tax for year 2016 in the amount of \$125.00 to Priscilla Barry.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

G. MOTION by _____, SECONDED by _____ to approve exemptions from Per Capita and/or Occupational Tax per the attached list.

(Enc. 8 – Green)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

H. MOTION by _____, SECONDED by _____ to approve Occupational Tax Assessment Changes as per the attached list.

(Enc. 9 – Green)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

I. MOTION by _____, SECONDED by _____ to approve a contract with Lehigh Carbon County Community College for the District to supply transportation to the 21st century grant (Carbon County Shine After-School Program) administered by Lehigh Carbon Community College held in the Shull-David Elementary School. The District will be reimbursed by the grant for the difference between the state transportation reimbursement amount and the actual cost of the transportation.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- J. MOTION by _____, SECONDED by _____ to approve a contract with Lehigh Carbon Community College for the District to supply meals to the 21st Century Grant (Carbon County Shine After-School Program) administered by Lehigh Carbon Community College held in the Shull-David Elementary School. The District will be reimbursed \$3.45 per meal served. (Enc. 10 – Green)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

IX. Personnel

- A. MOTION by _____, SECONDED by _____ to approve the attached list of candidates for the **2017-2018 Substitute List** pending clearances. (Enc. 11 – Purple)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- B. MOTION by _____, SECONDED by _____ to approve the **Athletic** hires, as recommended by the Athletic Committee, for the **2017-2018** school year. (Enc. 12 – Purple)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- C. MOTION by _____, SECONDED by _____ to approve the recommendation to hire the following employee in accordance with the respective contracts:
1. **Kerri Miller** – Social Worker/Transition Coordinator – **Step 3, Master’s \$45,850.00** - effective date is the beginning of the 2017-18 school year
 2. **Melissa Bierman** – Part-Time Cleaner at **\$8.66/hour** - effective date August 21, 2017
 3. **Linda Guy** – Part-Time Cleaner at **\$8.66/hour** - effective date August 21, 2017
 4. **Karen Geiger** – Part-Time Cleaner at **\$8.66/hour** - effective date August 21, 2017
 5. **Terrence Frantz** – Part-Time Cleaner at **\$8.66/hour** - effective date August 21, 2017

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

D. MOTION by _____, SECONDED by _____ to approve the following requests for pre-approval of courses/Programs of Study for continuing education:

1. **Sydney Schafer** - September 11-December 10, 2017/Vocabulary & Comprehension Development
2. **Sydney Schafer** - September 11-December 10, 2017/Developing Reading Through Writing.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

E. MOTION by _____, SECONDED by _____ to approve the attached Memorandum of Understanding (MOU) between LASD and Superintendent, **Mr. Jonathan J. Cleaver**, for a three-year contract extension, salary for the years, 2018-2019 (\$140,000), 2019-2020 (\$145,000) and 2020-2021 (\$150,000).

(Enc. 13 - Purple)

	Yes	No	Absent	Abstention
Mrs. Stacey L. Duerst, Member	☐	☐	☐	☐
Mr. Duane R. Eidem, Member	☐	☐	☐	☐
Mr. Stephen Holland, Member	☐	☐	☐	☐
Mr. David Krause, Vice-President	☐	☐	☐	☐
Mr. Larry Stern, Member	☐	☐	☐	☐
Mr. Wayne Wentz, Member	☐	☐	☐	☐
Mr. Andrew Yenser, Treasurer	☐	☐	☐	☐
Mr. Richard R. Beltz, Member	☐	☐	☐	☐
Mrs. Gloria Bowman, President	☐	☐	☐	☐

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

F. MOTION by _____, SECONDED by _____ to approve the recommendation to hire the following mentor for the Social Worker/Transition Coordinator (listed to the left of the mentor's name) for the **2017-2018** school year:

Kerri Miller/Kelli Costenbader

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

G. MOTION by _____, SECONDED by _____ to accept the resignation of the following employees:

1. **Linda Guy** - Lunch-Time Aide - effective July 25, 2017
2. **Melissa Bierman** - Lunch-Time Aide - effective July 25, 2017

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

X. Miscellaneous

A. MOTION by _____, SECONDED by _____ to approve the following School Enrichment Journey requests:

1. **MA/SD Olympic Day (G. Messinger)** - October 18, 2017 (Rain Date: 10/19/17) - 8:00 a.m.-3:30 p.m. - Combined Olympic Day (No Cost)
2. **MA/SD 3rd Grade (K. Blisard, C. Kresge, J. Wentz, J. Boyle, C. Hoppes)** - October 10, 2017 (Rain Date: 10/12/17) - 8:30 a.m.-2:00 p.m. - to travel to Lehigh Gap Nature Center (MA/SD Budget)
3. **MA/SD 4th Grade (R. Rupell, A. Swanson, B. Cressley, M. Dillman)** - October 11, 2017 (Rain Date: 10/13/17) - 8:30 a.m.-2:00 p.m. - to travel to Lehigh Gap Nature Center (MA/SD Budget)
4. **EP/FR 3rd Grade (B. Breiner, T. Strausberger, A. Rheinhardt)** - September 18, 2017 - 8:45 a.m.-2:00 p.m. - to travel to Lehigh Gap Nature Center (EP/FR Budget)
5. **EP/FR 4th Grade (C. Haupt, J. Grasso, D. Gerber, J. Fritz, A. Hedash)** - September 20, 2017 - 9:00 a.m.-2:00 p.m. - to travel to Lehigh Gap Nature Center (EP/FR Budget)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

B. MOTION by _____, SECONDED by _____ to approve early graduation in January 2017 for the following students: **#53030, #52469, #57054, #57053, #55862, #52699**

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

C. MOTION by _____, SECONDED by _____ to approve revisions to the High School handbook for the 2017-2018 school year. **(Enc. 14 - Peach)**

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

D. MOTION by _____, SECONDED by _____ to approve the Middle School handbook for the 2017-2018 school year. (Enc. 15 – Peach)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

E. MOTION by _____, SECONDED by _____ to approve the Elementary handbook for the 2017-2018 school year. (Enc. 16 – Peach)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

XI. Programs

- A. MOTION by _____, SECONDED by _____ to approve Use of School Property for:
1. **HS Dental Van Visits (Avril Guardiani)** – September 18, 19, 20, 2017 and March 16, 19, 21, 2018 – 8:00 a.m.-2:00 p.m. – HS Parking Lot
 2. **LAHS Band (Bryan Buffington)** – September 5-November 1, 2017 (Tuesdays, Wednesdays, Thursdays – 2:30 p.m. -3:30 p.m. – Band Practice Field and Classroom – Band Practice
 3. **Lifetouch (Craig Reichl/Sherry Armbruster)** – July 31-August 3, 2017 and September 20-21, 2017 – 9:00 a.m.-2:30 p.m. – HS Cafeteria & Auditorium – Senior Pictures
 4. **SAT Testing (Kathy Martin)** – August 26, 2017 – 7:00 a.m.-1:00 p.m. – HS Classrooms
 5. **Touchdown Club (Tanya Haydt)** – September 12, October 19, November 16, 2017 – 7:00 p.m.-8:00 p.m. – HS Classroom – Monthly Meeting
 6. **Touchdown Club (Dianna Yeakel)** – 8/24/17, 8/31/17, 9/7/17, 9/14/17, 9/20/17, 9/28/17, 10/5/17, 10/12/17, 10/19/17 and 10/26/17 – MS Cafeteria – Team Meals
 7. **Title I Parent Night (Timothy Tkach)** – October 4, 2017 – 5:00 p.m.-8:30 p.m. – HS Cafeteria
 8. **HS Hearing Screenings (Avril Guardiani)** – October 10, 2017 – 8:00 a.m.-11:00 a.m. – HS Library
 9. **ASVAB Testing (Kelli Costenbader)** – October 11, 2017 – 7:30 a.m.-11:00 a.m. – HS Auditorium
 10. **PSAT Testing (Kelli Costenbader)** – October 11, 2017 – 7:30 a.m.-10:30 a.m. – HS Cafeteria
 11. **MA/SD Olympic Day (Georgianna Messinger)** – October 18, 2017 (Rain date: October 19, 2017) – MS Stadium
 12. **LAMS Theatre (Laura Welkey)** – October 2-November 17, 2017 (Mondays-Fridays) – 2:20 p.m.-5:00 p.m. – MS Auditorium – Musical Rehearsal

13. **LAMS Theatre (Laura Welkey)** – November 18, 2017 – 7:45 a.m.-11:00 a.m. – MS Auditorium – Performance for Shull-David
14. **LAMS Theatre (Laura Welkey)** – November 20 & 21, 2017 – 5:30 p.m.-9:00 p.m. – MS Auditorium & Classroom – Musical Performance
15. **LAHS Band (Bryan Buffington)** – December 4 & 6, 2017 – 7:00 p.m.-9:00 p.m. – HS Auditorium & Classroom – Dress Rehearsal
16. **LAHS Band (Bryan Buffington)** – December 7, 2017 – 6:30 p.m.-9:30 p.m. – HS Auditorium & Classroom – Winter Concert
17. **School-Wide Positive Behavior (Craig Reichl)** – March 7, 2018 (Snow date: March 8, 2018) – 7:30 a.m.-10:00 a.m. – HS Gym – Career Fair
18. **SS Peter & Paul CYO (Phil Liszka)** – March 10, 2018 (Snow Date: March 17, 2018) – 8:30 a.m.-7:00 p.m. – HS Gym & Cafeteria – Biddy Basketball Tournament
19. **LAHS Band (Bryan Buffington)** – April 30, 2018 & May 2, 2018 – 7:00 p.m.-9:00 p.m. – HS Auditorium & Classroom – Dress Rehearsal
20. **LAHS Band (Bryan Buffington)** – May 3, 2018 – 6:30 p.m. -9:00 p.m. – HS Auditorium & Classroom – Spring Concert
21. **LAHS Jazz Band (Bryan Buffington)** – May 17, 2018 – 6:30 p.m.-9:30 p.m. – HS Auditorium & Classroom – Jazz Band Concert
22. **Dance with Kim, LLC (Kimberly Semmel)** – June 2 & 3, 2018 – 9:00 a.m.-6:30 p.m. – HS Auditorium & Classroom – Annual Student Showcase
23. **Lehighton Athletic Booster Club (Cale Kresge)** – June 2, 2018 (Rain Date: June 3, 2018) – 8:00 a.m.-5:00 p.m. – Multi-Purpose Stadium & Concession Stands – Track & Field Meet
24. **HS FCCLA (Julie McHugh)** – October 29, 2017 – 9:00 a.m.-4:00 p.m. – HS Cafeteria – FCCLA Bingo
25. **Farewell to SD (Melanie Dillman)** – October 5, 2017 – 5:00 p.m.-9:00 p.m. – Shull-David Multi-Purpose Room
26. **LuLaRoe Fundraiser (Karen Shaffer)** – July 27, 2017 – 4:00 p.m.-9:00 p.m. – Mahoning Multi-Purpose Room – Fundraiser for Gower Family

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- B. MOTION by _____, SECONDED by _____ to approve the 2nd Reading and adoption of the following Lehighton Area School District Policies:

1. **#246** – Student Wellness
2. **#335** – Family and Medical Leaves
3. **#626.5** – Procurement for Federal Grants
4. **#808** – Food Services

(Enc. 17 – Yellow)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

- C. MOTION by _____, SECONDED by _____ to approve the Affiliation Agreement between Lehigh Area School District and the **Clarks Summit University** (formerly Baptist Bible College & Seminary) for the purpose of providing experiential learning for Education students for the 2017-2018 school year.
(Enc. 18 - Yellow)

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

XII. Old Business for Discussion

XIII. New Business for Discussion

XIV. Courtesy of the floor / Public Comment

XV. Adjournment

Next workshop meeting is scheduled on Monday, August 14, 2017, and the next regular scheduled meeting is on Monday, August 28, 2017, at 7:00 p.m.

- A. MOTION by _____, SECONDED by _____ to adjourn the meeting.

VOTE: YES - _____ NO - _____ ABSENT - _____ ABSTENTIONS - _____

TIME: _____