

Lehigh Area School District

Lehigh, Pennsylvania

Regular Meeting of School Board

Monday, June 27, 2016 at 7:00PM

Executive Session @ 6:00 PM

Agenda

I. Pledge of Allegiance

II. Call to Order

III. Roll Call

	Present	Absent
Mr. Richard R. Beltz, Vice-President	☐	☐
Mrs. Stacey L. Duerst, Member	☐	☐
Mr. Duane R. Eidem, Member	☐	☐
Mr. Stephen L. Holland, Member	☐	☐
Mr. David L. Krause, Member	☐	☐
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. **Lehigh Area Virtual Academy (LAVA)** – Mrs. Rebecca Tite, Mrs. June Potts, Mrs. Kelli Costenbader

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/Mr. Eidem*
6. Title I Advisory Committee Report – *Mrs. Bowman*
7. CCTI Report – *Mr. Yenser*
8. CLIU Report – *Mr. Wentz*
9. Solicitor's Report – *Attorney William Schwab*
10. Building/Grounds Report – *Mr. Holland*
11. LCCC – *Mr. Krause*
12. Academic Affairs Committee Report – *Mrs. Bowman*
13. Policy Committee Report – *Mrs. Bowman*
14. Athletic Committee Report – *Mr. Wentz*
15. Wellness Committee Report – *Mr. Beltz*

VII. Approval of Minutes

- A. MOTION by _____, SECONDED by _____ to approve the Minutes of the May 23, 2016, regular meeting. (Enc. 1 – White)

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

- B. MOTION by _____, SECONDED by _____ to approve the Minutes of the June 13, 2016, 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 May 2016.

(Enc. 3 - Gold)

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

B.	MOTION by _____, SECONDED by _____ to approve the Payment of Bills:	
	General Fund	\$ 1,730,887.89 (Enc. 4 - Blue)
	--Benefits	\$ 528,926.85
	--Payroll (May)	\$ 1,324,617.05
	--Debit Card	\$ 2,152.30
	Food Service Fund	\$ 50,371.56
	Capital Projects	\$ 452,460.19
	Capital Reserve	\$ 61,920.95
	Athletic Fund	\$ 21,599.07
	Athletic Proj. Fund	\$ 25,622.50
	Total	\$ 4,198,558.36

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 **\$636,957.11** pending verified payroll and solicitor review:

1. **Middle School Abatement**
JMSI Environmental Corp. – Inv. #0161-09 \$ 7,294.40
Sargent Enterprises, Inc. – Application #4 \$ 50,980.81
\$ 58,275.21
2. **Stadium**
Barry Isett & Associates – Inv. #0105773, #0106425, #0106640 **\$15,393.74**
3. **Middle School**
EI Associates – Inv. #P10000013366, #P10000013367 \$ 14,733.27
Jay R. Reynolds, Inc. – Application #3 \$ 37,409.85
Lobar, Inc. – Application #4 \$ 336,735.17
Quandel – Inv. #15 \$ 16,545.50
Barry Isett & Associates, Inc. – Inv. #0106421 \$ 753.97
JMSI Environmental Corp. – Inv. #0616-06 \$ 679.00
\$ 406,856.76
4. **High School**
EI Associates – Inv. #P10000013364, #P10000013365 \$ 13,422.54
Jay R. Reynolds, Inc. – Application #3 \$ 4,932.00
Lobar, Inc. – Application #4 \$ 75,022.31
Quandel – Inv. #15 \$ 16,545.50
JMSI Environmental Corp. – Inv. #0161-08 \$ 9,603.00
\$ 119,525.35
5. **Elementary Center**
EI Associates – Inv. #P10000013362 \$ 36,906.05
(Enc. 5 – Green)

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 _____ upon recommendation by the Finance Committee to approve the 2016-2017 insurance package policies for property, general liability, auto, boiler and machinery, workers' compensation, umbrella, security, error and omissions, in the amount of **\$228,139.00**. Requesting payment to be made July 1, 2016, out of the 2016-2017 fiscal year.

(Enc. 7 - Green)

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

F. MOTION by _____, SECONDED by _____ to approve the change order with Sargent Enterprises, Inc. Change Order #2014-10-01-005; Removal and Disposal of asbestos containing curtain wall window panels at the middle school, maximum amount not to exceed, **\$111,950.00**.

(Enc. 8 - Green)

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

G. MOTION by _____, SECONDED by _____ upon recommendation by the Finance Committee to approve issuing checks dated June 30, 2016, to pay invoices remaining for the 2015-2016 school year. Payments will be included in the July 2016 Board agenda for confirmation.

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

- H. MOTION by _____, SECONDED by _____ to approve payment of bills due July 1, 2016, per the attached list for the 2016-2017 school year.

(Enc. 9 - Green)

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

- I. MOTION by _____, SECONDED by _____ to approve a Fund Transfer, from the budgeted amount of **\$100,000.00**, from the General Fund to the Food Service Fund to cover the Food Service Contract.

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

- J. MOTION by _____, SECONDED by _____ to authorize a transfer from the General Fund to Food Service Fund in the amount of **\$2,740.47** to close out the school year 2015-2016.

(Enc. 10 - Green)

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

- K. MOTION by _____, SECONDED by _____ to approve the following: student lunch price and adult lunch price to increase **\$.05** and the A la Cart prices for the 2016-2017 school year.

(Enc. 11 - Green)

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

- L. MOTION by _____, SECONDED by _____ to approve a contract with Dr. Thomas E. Munshower, DO, for the 2016-2017 school year paid as follows: **\$6,000.00** stipend paid with signed contract and per exam fee of **\$7.00** per physical exam and **\$3.00** per Scoliosis examination.

(Enc. 12 - Green)

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

- M. MOTION by _____, SECONDED by _____ to approve the 2016-2017 Budget resolution and the PA Department of Education Form PDE-2028 - Resolution #15/16 - #09. (Enc. 13 - Green)

Roll Call Vote:

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

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

- N. MOTION by _____, SECONDED by _____ approve the 2016-2017 Homestead and Farmstead Exclusion - Resolution #15/16 - #10. (Enc. 14 - Green)

Roll Call Vote:

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

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

- O. MOTION by _____, SECONDED by _____ to approve exemptions from Per Capita and/or Occupational Tax per the attached list. (Enc. 15 - Green)

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

- P. MOTION by _____, SECONDED by _____ to approve the bid of **\$701.00** on property, Map Number 71-37-B9 Lot 124, that is in the County's Repository for Unsold Properties.

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

- Q. MOTION by _____, SECONDED by _____ to approve the bid of **\$1,000.00** on property, Map Number 71-37-B9 Lot 94, that is in the County's Repository for Unsold Properties.

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

- R. MOTION by _____, SECONDED by _____ to approve the bid of **\$1,150.00** on property, Map Number 71-37-B9 Lot 113, that is in the County's Repository for Unsold Properties.

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

- S. MOTION by _____, SECONDED by _____ to approve the 2016-17 Game Worker Pay Scale for athletic events.

(Enc. 16 - Green)

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

- T. MOTION by _____, SECONDED by _____ to approve a 2-year contract with Safeway Driving School, July 1, 2016, through June 30, 2018.

(Enc. 17 - Green)

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

- U. MOTION by _____, SECONDED by _____ to approve the agreement with CLIU #21 for TransPerfect Remote Interpreters Products and Services for the 2016-17 school year for language interpreting related services. The cost is a monthly minimum of **\$50.00** if the service is used.

(Enc. 18 – Green)

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

IX. Personnel

- A. MOTION by _____, SECONDED by _____ to approve the **Athletic & Extra-Curricular** hires for the **2016-2017** school year (per attachment).

(Enc. 19 – Purple)

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

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

1. **Aaron Sebelin** – July 5-August 17, 2016/School Leadership and Special Education
2. **Norine Zehner** – July 5-August 1, 2016/Educating the Net-Generation Online

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

- C. MOTION by _____, SECONDED by _____ to acknowledge FMLA leave for the following employees, not to exceed 12 weeks:

1. **Employee #1172**– effective May 13, 2016
2. **Employee #1038** – effective May 23, 2016
3. **Employee #1071** – effective May 31, 2016
4. **Employee #230** – effective July 1, 2016
5. **Employee #1075** – effective August 29, 2016

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

- D. MOTION by _____, SECONDED by _____ to approve the recommendation to hire the following employees for the 2016-2017 school year in accordance with the respective contracts, pending clearances:
1. **Simon Tkach** – Long-Term Substitute Social Studies Teacher, assigned to the High School, at **\$41,800.00** (Step 2, Bachelors) for the 1st Semester and **\$42,750.00** (Step 3, Bachelors) for the 2nd Semester, prorated.
 2. **Rachel Klotz** – Art Teacher, assigned to the Middle School/High School, at **\$40,850.00** (Step 1, Bachelors)
 3. **Cristina Bueti** – Spanish Teacher, assigned to the Middle School/High School, at **\$40,850.00** (Step 1, Bachelors)
 4. **Sarah Simon** – Reading Specialist, assigned to the Middle School, at **\$41,658.00** (Step 1, Masters)
 5. **Michelle Blasiak** – Emotional Support Interventionist, assigned to elementary, at **\$29,839.00** (Step 1)

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

- E. MOTION by _____, SECONDED by _____ to approve extended medical leave for the following employee:

1. **Employee #230** – effective September 27, 2016

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

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

1. **Melissa Bierman** – Summer Cleaner – effective immediately
2. **Kyle Williams** – Custodian – effective July 8, 2016
3. **Julie Frey** – Summer Utility Worker – effective immediately
4. **Jacob Schlener** – Summer Utility Worker – effective June 16, 2016
5. **Michelle Blasiak** – Paraprofessional – effective beginning of 2016-17 SY

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

- G. MOTION by _____, SECONDED by _____ to approve **Melissa Volcskai** to attend the STEM Camp – Leading and Learning K-12, at Kutztown University, July 25-29, 2016, at a cost not to exceed **\$550.00**. Funding through the Curriculum Department.

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

- H. MOTION by _____, SECONDED by _____ to approve selected Title I parents and students to attend the PDE State Parent Conference at Seven Springs Resort, Champion, PA, July 18-20, 2016, at a cost not to exceed **\$3,200.00**. Funding through the Title I Grant 2015-2016.

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

- I. MOTION by _____, SECONDED by _____ to approve **Timothy Tkach** to attend the Summer Leadership Forum, Sheraton Pittsburgh Hotel at Station Square, Pittsburgh, PA, August 3-5, 2016, at a cost not to exceed **\$1,250.00**. Funding through the Title I Grant 2016-2017.

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

X. Miscellaneous

- A. MOTION by _____, SECONDED by _____ to approve **Gloria Bowman** and **David Krause** as Board Voting Delegates at the PSBA School Leadership Conference 2016, Hershey, PA.

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

- B. MOTION by _____, SECONDED by _____ to approve the 2016-2017 Lehigh Area School District Elementary Student Handbook/Planner.

(Enc. 20 - Peach)

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

- C. MOTION by _____, SECONDED by _____ to approve of the high school handbook for the 2016-17 school year.

(Enc. 21 - Peach)

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

XI. Programs

- A. MOTION by _____, SECONDED by _____ to approve Use of School Property for:
- 1. 5-8 Band (Beth Hudlow)** - July 12, 19, 26, August 2, 9, 16, 2016 - 7:45 a.m.-9:00 a.m. - Extension of Summer Band Program - Shull David - Multi-Purpose Room
 - 2. Carbon Career & Technical Institute (Daisha Tinajero)** - September 8, 2016 - 5:30 p.m.-8:30 p.m. - GED Orientation - High School - Room 125
 - 3. Dance with Kim LLC (Kimberly Semmel)** - June 3-4, 2017 - 9:00 a.m.-6:00 p.m. and 10:30 a.m.-6:30 p.m. - 30th Annual Showcase - High School - Auditorium & Classroom A141
 - 4. Lehigh Area Band Booster Association (Sherry Smalley)** - July 7 & August 4, 2016 - 6:30 p.m.-9:00 p.m. - Band Booster Meeting - Franklin Elementary - Multi-Purpose Room

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

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

- 1. #808 - Food Services**
- 2. #827 - Conflict of Interest (Federal Programs)**

(Enc. 22 - Yellow)

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

- C. MOTION by _____, SECONDED by _____ to approve the Lehigh Area School District Athletic/Extracurricular Code of Conduct.

(Enc. 23 - 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, July 11, 2016, and the next regular scheduled meeting is on Monday, July 25, 2016, at 7:00 p.m.

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

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

TIME: _____