

Lehigh Area School District

Lehigh, Pennsylvania

Regular Meeting of School Board
Monday, September 19, 2016, 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, 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

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 August 22, 2016, regular meeting. (Enc. 1 – 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 August 2016.

(Enc. 2 - Gold)

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

B.	MOTION by _____, SECONDED by _____ to approve the Payment of Bills:	
	General Fund	\$ 675,121.70 (Enc. 3 - Blue)
	--Benefits	\$ 545,588.35
	--Payroll (August)	\$ 1,017,807.02
	--Debit Card	\$ 520.17
	Food Service Fund	\$ 17,868.01
	Capital Reserve	\$ 1,060.23
	Capital Projects	\$ 3,967,112.09
	Athletic Fund	\$ 56,211.80
	Total	\$ 6,281,289.37

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 **\$4,766,878.38** pending documentation verification and solicitor review:

1.	<u>Stadium</u>	
	CSI Invoice #20163777P	\$ 1,400.00
2.	<u>Middle School</u>	
	W.B. Mason Co., Inc. Invoice #I37206759	\$ 1,250.00
	W.B. Mason Co., Inc. Invoice #I36959464	\$ 5,994.85
	W.B. Mason Co., Inc. Invoice #I37200271	\$ 13,944.60
	CSI Invoice #20164162P	\$ 9,454.00
	Winall, Inc. D.B.A. Mid-State Invoice #26883	\$ 8,614.01
	Barry Isett & Associates, Inc. Invoice #0107976	\$ 7,986.86
	Bean, Inc. Invoice #20182	\$ 16,346.75
	Colonial Electric Invoices #10747167, #10651381	\$ 1,944.71
	JMSI Environmental Corp. Invoice #0816-25	\$ 3,007.00
	JMSI Environmental Corp. Invoice #0816-27	\$ 1,818.75
	Quandel Construction Invoice #43	\$ 16,545.50
	EI Associates Invoice #P10000013070, #P10000013409	\$ 164,156.65
	Lobar, Inc. - Application #1503600007	\$ 711,540.79
	McClure Company - Application #4	\$ 460,413.08
	Jay R. Reynolds, Inc. - Application #6	\$ 87,528.25
	Albarell Electric, Inc. - Application #151/01-01	\$ 823,892.18
		\$2,334,437.98

3. **High School**

W.B. Mason Co., Inc. Invoice #	\$ 16,322.61
Colonial Electric Invoices #10747167, #10651381	\$ 1,944.71
JMSI Environmental Corp. Invoice #0816-24	\$ 3,753.90
JMSI Environmental Corp. Invoice #0816-26	\$ 4,365.00
Quandel Construction Invoice #43	\$ 16,545.50
EI Associates Invoice #P10000013071, P10000013410, #P10000013411	\$ 31,134.75
Lobar, Inc. - Application #1503600007	\$ 1,192,758.43
McClure Company - Application #4	\$ 446,808.41
Jay R. Reynolds, Inc. - Application #6	\$ 10,628.12
Albarell Electric, Inc. - Application #151/02-01	\$ 496,499.40
	\$ 2,220,760.83

4. **Elementary Center**

Borough of Lehighton EDU Requests	\$ 72,000.00
EI Associates Invoice #P10000013396, #P10000013400, #P10000013401, #P10000013402, #P10000013406, #P10000013408	\$ 138,279.57
	\$ 210,279.57

(Enc. 4 - 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. 5 - Green)

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

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

(Enc. 6 - Green)

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

F. MOTION by _____, SECONDED by _____ to refund Occupational Tax for year 2016 in the amount of **\$122.50** to Dale E. Walck.

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

G. MOTION by _____, SECONDED by _____ to refund Occupational Tax for year 2015 in the amount of **\$245.00** to James J. Gieniec.

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

H. MOTION by _____, SECONDED by _____ to refund Occupational Tax for year 2015 in the amount of **\$122.50** to Wash W. Barno.

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

I. MOTION by _____, SECONDED by _____ to refund Occupational Tax for year 2015 in the amount of **\$122.50** to Sheila M. Barno.

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

J. MOTION by _____, SECONDED by _____ to approve **Sean LeDonne** to attend the EPASEAC Conference in Hershey, PA, from October 19-21, 2016, at a cost not to exceed **\$550.00** (registration, meals, travel & lodging). Funding through the Special Education Budget 2016-17.

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

K. MOTION by _____, SECONDED by _____ to approve, as recommended by the Finance Committee, the use of Commerce Advantage AP card for payment of bills.

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

IX. Personnel

- A. MOTION by _____, SECONDED by _____ to approve the attached list of candidates for the **2016-2017 Substitute List** pending clearances. (Enc. 7 - Purple)

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

- B. MOTION by _____, SECONDED by _____ to approve the **Extra-Curricular** hires for the **2016-2017** school year (per attachment). (Enc. 8 - Purple)

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

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

1. **Kira Stahler** - Program of Study - Master of Science Degree in School Counseling - Kutztown University
2. **Cristina Buetti** - Program of Study - Secondary Education (M.Ed.) - East Stroudsburg University
3. **Lauren Cortright** - January 17-May 5, 2017/Research Problems in Reading
4. **Lauren Cortright** - January 17-May 5, 2017/Reading & Language Development for Diverse Learners

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. **John Henne** - Elementary Teacher, assigned to the Middle School, at \$43,558.00 (Step 3, Masters, prorated)
2. **Terri Johnson** - Lunch-Time Aide, assigned to East Penn Elementary, at \$7.25/hour

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

E. MOTION by _____, SECONDED by _____ to acknowledge FMLA leaves for the following employee, not to exceed 12 weeks:

1. **Employee #1241** – effective November 18, 2016
2. **Employee #1256** – effective August 17, 2016
3. **Employee #1437** – effective January 3, 2017

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

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

1. **Melodie Eckhart** – Lunch-Time Aide (East Penn) – effective immediately

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

G. MOTION by _____, SECONDED by _____ to approve the following hires for the 2016-2017 School Year per the professional contract:

1. **Richard Bennett** - Instructor for the High School Keystone Remediation program/\$30.00 per hour for no more than 6 total hours
2. **Michelle Rohrbach** - Instructor for the High School SAT Prep program / \$30.00 per hour for no more than 6 total hours/3 times per year
3. **Jennifer Steigerwalt** - Instructor for the High School SAT Prep program / \$30.00 per hour for no more than 6 total hours/3 times per year
4. **Richard Bennett** - Instructor for the High School Winter Recovery program/ \$30.00 per hour for no more than 30 total hours
5. **Melissa Blocker** - Instruction for the High School After School Tutoring program/\$30.00 per hour for no more than 3 hours per week
6. **Theresa Kokinda** - Instruction for the High School After School Tutoring program/\$30.00 per hour for no more than 3 hours per week
7. **David Hauser** - Instruction for the High School After School Tutoring program/\$30.00 per hour for no more than 3 hours per week
8. **Amber Konek** - Instruction for the High School After School Tutoring program/\$30.00 per hour for no more than 3 hours per week
9. **Beth Daubert** - Instruction for the High School After School Tutoring program/\$30.00 per hour for no more than 3 hours per week
10. **Jessica Bruch** - ELA K-4 Department Head

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

- H. MOTION by _____, SECONDED by _____ to approve the recommendation to hire the following mentors for the appropriate teacher (listed to the left of the mentor's name) for the **2016-2017** school year:

Sydney Schafer/Lauren Cortright
John Henne/Chris Knappenberger

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

X. Miscellaneous

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

1. **MA - Grade 4 (R. Rupell, A. Swanson)** - September 27, 2016 - 8:30 a.m.-5:00 p.m. - to travel to Harrisburg, PA
2. **Tech Wizards, Jr. - Grade 4 (A. Harris)** - 10/5/16, 11/16/16, 1/18/17, 2/10/17 - 9:00 a.m.-2:00 p.m. - to travel to CLIU #21
3. **EP/FR - Grade 3 (M. Barilla, B. Breiner, A. Rheinhardt, T. Strausberger)** - October 12, 2016 - 9:00 a.m.-2:00 p.m. - to travel to Lehigh Gap Nature Center
4. **MS Tech Wizards (A. Rex)** - 10/12/16, 12/7/16, 1/20/17, 3/1/17 - 8:30 a.m.-1:45 p.m. - to travel to CLIU #21
5. **EP/FR - Grade 4 (C. Haupt, J. Grasso, D. Gerber, J. Fritz, A. Hedash)** - October 13, 2016 - 9:00 a.m.-2:00 p.m. - to travel to Lehigh Gap Nature Center
6. **MS Fly Fishing Club (M. Maholick)** - 10/14/16, 10/21/16, 11/4/16, 4/21/17, 4/28/17, 5/12/17 - 10:00 a.m.-2:00 p.m. - to travel to Baer Memorial Park
7. **HS Literature through Film Class (D. Hauser)** - November 4, 2016 - 11:00 a.m.-2:00 p.m. - to travel to Mahoning Valley Cinema
8. **MS & HS Odyssey of the Mind (B. Hudlow)** - April 11, 2017 - 7:00 a.m.-11:00 p.m. - to travel to Moon High School
9. **MS & HS Odyssey of the Mind (B. Hudlow)** - March 11, 2017 - 7:00 a.m. - 9:00 p.m. - to travel to Pocono Mountain West High School

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

XI. Programs

- A. MOTION by _____, SECONDED by _____ to approve Use of School Property for:
1. **Child Evangelism Fellowship (Ally Carter)** – October 20, 2016 – April 27, 2017 (Thursdays) – 3:15 p.m.-4:45 p.m. – East Penn Classroom – Good News Club
 2. **Child Evangelism Fellowship (Ally Carter)** – October 20, 2016- April 27, 2017 (Thursdays) – 3:15 p.m.-4:45 p.m. – Franklin Elementary Cafeteria & Classroom – Good News Club
 3. **Girl Scouts of Eastern PA (Katherine Hosler)** – Tuesdays – 3:15 p.m.-4:45 p.m. – Franklin Elementary Cafeteria & Classroom – Girl Scouts
 4. **MA/SD PTO (Tammy Serfass)** – September 23, 2016 (Rain date 9/24/16) – 5:00 p.m.-10:00 p.m. – Middle School Stadium – Outdoor Movie
 5. **Eagle Scout Project (Danielle Ems)** – June 10, 2017 – 9:00 a.m.-4:00 p.m. – Middle School Soccer Field – Free Clinic
 6. **Lehighton Touchdown Club (Jerry Strubinger)** – 9/8/16, 9/15/16, 9/21/16, 9/29/16, 10/6/16, 10/13/16, 10/20/16, 10/27/16 – 4:30 p.m.-7:30 p.m. – Middle School Cafeteria – Team Meals
 7. **MS Intramurals (Timothy Sharrow)** – September 15-November 3, 2016 – 2:20 p.m.-3:30 p.m. – Middle School Gym and Outdoor Fields
 8. **MS PTO (Kim Nothstein)** – 9/8/16, 10/13/16, 11/10/16, 12/8/16, 1/12/17, 2/9/17, 3/9/17, 4/6/17, 5/11/17 – 6:00 p.m.-9:00 p.m. – MS Café. – PTO Meetings
 9. **MS PTO (Kim Nothstein)** – December 18, 2016 – 2:00 p.m.-6:00 p.m. – Middle School – PTO Gertrude Hawk Fundraiser Pick-Up
 10. **MS Student Advisory Council (Kenny Eck, Jr.)** – 9/23/16, 10/18/16, 11/18/16, 12/16/16, 2/10/17, 3/10/17 – 3:00 p.m.-10:00 p.m. – Dances/Fundraisers
 11. **Lehighton Touchdown Club (Jerry Strubinger)** – November 1, 2016 – 6:30 p.m.-9:00 p.m. – High School Cafeteria – Middle School Football Banquet
 12. **Lehighton Touchdown Club (Jerry Strubinger)** – 9/15/16, 10/20/16, 11/17/16, 12/15/16, 1/19/17, 2/16/17, 3/16/17, 4/20/17, 5/8/17 – 7:00 p.m.-9:00 p.m. – High School Classroom – Parent Meetings
 13. **All Night Party 2017 (Patti Ebbert)** – 9/21/16, 10/19/16, 11/16/16, 12/21/16, 1/18/17, 2/15/17, 3/15/17, 4/19/17, 5/17/17 – 7:00 p.m.-9:00 p.m. – High School Classroom – Parent Meetings
 14. **All Night Party 2017 (Patti Ebbert)** – April 23, 2017 – 8:00 a.m.-4:00 p.m. – High School Gym and Food Stand – Basket Raffle
 15. **CCTI GED (Heather Mullen)** – September 12-December 7, 2016 (Mondays & Wednesdays) – 6:00 p.m.-9:00 p.m. – High School Classrooms – GED Prep. Classes
 16. **HS Student Council (Laura Schiffer)** – September 30 & October 1, 2016 – 3:00 p.m.-9:00 p.m. & 3:00 p.m. – 11:00 p.m. – High School Gym – Homecoming Dance
 17. **EP PTO (Tammy Steele)** – October 22, 2016 – 12:00 p.m.-9:30 p.m. – EP Multi-Purpose Room, Library, Stage & Kitchen – Fall Fling
 18. **HS Chorus (Jessica Schafer)** – 12/6/16, 12/7/16, 12/18/16, 6:00 p.m.-9:00 p.m. & 6:00 p.m. – 10:00 p.m. – HS Aud. and Classroom – Dress Rehearsals and Concert
 19. **HS Chorus (Jessica Schafer)** – 5/18/17, 5/19/17, 5/20/17 – 6:00 p.m.-9:00 p.m., and 1:00 p.m.-10:00 p.m. – HS Aud. and Classroom – Dress Rehearsals and Spring Concert
 20. **HS Show Choir (Jessica Schafer)** – September 20-October 27, 2016 – Tuesdays and Thursdays – 6:30 p.m.-8:00 p.m. – HS Classroom A141 and Auditorium (when available)

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. #218.1 – Weapons (Pupil)
2. #317.1 – Weapons (Employees)
3. #334.1 – Sick Leave Bank
4. #903 – Public Participation in Board Meetings

(Enc. 9 – Yellow)

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

XII. Old Business for Discussion

- A. PlanCon Part F Approval Documents enclosed for Primary/Elementary Center from the Pennsylvania Department of Education.

(Enc. 10 – Peach)

XIII. New Business for Discussion

- A. President calls for nominations for **PSBA President** for 2017 per the PSBA policy #108

(Enc. 11 – Pink)

_____ nominates _____ for **PSBA President**

President calls for other nominations.

MOTION by _____, SECONDED by _____ to close nominations.

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

MOTION by _____, SECONDED by _____ to elect _____, as **PSBA President**.

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

- B. President calls for nominations for **PSBA Vice-President** for 2017 per the PSBA policy #108. (Enc. 11 - Pink)

_____ nominates _____ for **PSBA Vice-President**

President calls for other nominations.

MOTION by _____, SECONDED by _____ to close nominations.

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

MOTION by _____, SECONDED by _____ to elect _____, as **PSBA Vice-President**.

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

- C. President calls for nominations for **PSBA Insurance Trust Candidates (5 seats)** for 2017 per the PSBA policy #108. (Enc. 11 - Pink)

_____ nominates _____ for **PSBA Insurance Trust Candidates**

President calls for other nominations.

MOTION by _____, SECONDED by _____ to close nominations.

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

MOTION by _____, SECONDED by _____ to elect _____, as **PSBA Insurance Trust Candidates**.

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

XIV. Courtesy of the floor / Public Comment

XV. Adjournment

Next workshop meeting is scheduled on Monday, October 10, 2016, and the next regular scheduled meeting is on Monday, October 24, 2016, at 7:00 p.m.

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

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

TIME: _____