

**Academic Affairs
Minutes
Administration Building
Wednesday, August 2, 2017**

In attendance: Aaron Sebelin, Dave Krause, Gloria Bowman, Jonathan Cleaver, Suzanne Howland, Mark McGalla, Jeni Evans, Tim Tkach

- I.) Release of Keystone & PSSA test Scores for the 2016-2017 School Year
 - a.) Have not received the official scores
 - b.) Cross referencing success maker and going over test scores
 - Looking at strengths and weaknesses

- II.) Administrative Changes and Mentors
 - a.) High School- Sue Howland – Mr. Cleaver
 - b.) Middle School Jeni Evans—Mr. Tkach
 - c.) Elementary Mark McGalla—Mr. Sebelin
 - Will meet throughout the year at various times
 - Each Mentor/Mentee will read the same book
 - Mentee will receive a question for each chapter by Mentor

- III.) K-12 Schedule Updates
 - a.) Brought committees in to the meetings with Michael Rettig
 - Rettig explained schedules and was able to pull parents together
 - Elementary schedule pretty complete
 - Guidance counselors to possibly teach the Second Step course a few times a year
 - Might need to visit a few High Schools that are currently using the Michael Rettig Scheduling
 - Overall confident in the new scheduling for the district
 - Teachers are on board with scheduling changes

- IV.) Professional development update (Summer, 2017/2018 School Year)
 - a.) Summer:
 - Power Teacher Pro (Dept. Heads) August 9, 2017
 - SAP Procedures/Practices K -12 August 14, 2017
 - FOSS Training Grades 3,4 & 5. Specific Teachers. August 7, 2017
 - SmartLab Specific High School Teachers August 7-10, 2017
 - Formative Assessments (Grades K-12) CLIU August 29 & 30, 2017

- V.) County Wide Administrative Retreat August 8, 2017 at Jim Thorpe School District
 - a.) KingSpry presentation
 - b.) Breakout sessions with building level administration teams

- VI.) Scheduling Meetings with Michael Rettig (update)

- a.) See III
- VII.) Title I Parent Advisory Council Meg. August 4 @ 9:00 a.m.
 - a.) Discussion on the "One School- One Book" program
 - b.) Includes guidance, secretaries, cafeteria, custodians, teachers and students
 - The whole school reads a book on all levels,
 - Students use book for writing prompts
 - Principal reads sections for 5 minutes each day
 - Activities to include the building as a whole
- VIII.) Title I Fall Night: Wednesday, October 4, 2017
 - a.) 5:30 p.m.-8:00 p.m.
 - b.) High school cafeteria
 - c.) Super Hero Family Literature Night
 - d.) Review individual Building Parent Involvement Policies, forms, etc.
- IX.) Good of the Order
 - a.) Marching Band (Co-curricular)
 - The band performances in the evening are an extension of the class that is taken during the day.
 - Therefore, students not taking the class within the Lehigh Area School District will not be permitted to take part
 - b.) We received the PA Pre-K Counts Grant for the 2017-2018 School year
 - a.) Classroom will be at Shull-David
 - b.) Breakfast and Lunches will be served
 - c.) There will be an A.M. session and a P.M. session
 - d.) Contacting the Times News, Alert Now call, Channel 13 and put application on the Lehigh website.
 - e.) 20 3 & 4 year olds for each session

Next Meeting date: Wednesday, October 4, 2017, 4:15 p.m., at the Administration Building