

Lehigh Area School District

Policy Committee Meeting Minutes

Wednesday, June 2, 2021

6:45 PM



1. Opening Exercises

A. Pledge of Allegiance

Please rise and recite the Pledge of Allegiance

B. Call to Order

Presiding officer, L. Stern called the Policy Committee Meeting to order at 7:02 PM.

C. Roll Call

PR/AB

PR	Mr. David F. Bradley
PR	Mrs. Rita Spinelli
PR	Mr. Larry Stern

Also Present:

Jonathan J. Cleaver - Superintendent

Janine Partenio - Recording Secretary

Terrie Scott, Beth White, Jennifer Liable, Barb Bowes, Wally Zlomsowitch, Tom Sanguiliano, 1 Call-in Listener.

R. Spinelli mentioned that this would be the 4th month of the Policy Committee Meetings being called short. She asked D. Bradley to stay on track, be civil and act professionally or he would be put on as an attendee and removed as a panelist.

2. Policy Review

A. First Reading of Policies

[218.3 Students Convicted or Adjudicated Delinquent of Sexual Assault \(New Policy\)](#)

J. Cleaver mentioned how Act 110 of 2020 was recently enacted and how K-12 Schools are required to remove, transfer or reassign students convicted or adjudicated delinquent of sexual assault when the convicted, or adjudicated, student and victim are enrolled in the same school. He said this new policy would put the District in compliance with the new law. He reviewed the policy Definitions included and the details of the Authority section. He reminded the Committee that this pertains to a student who has been convicted, not just a filing of a suit or a complaint. He mentioned that it would be the student's responsibility to notify the District within 72 hours of the conviction or adjudication.

J. Cleaver reviewed some of the District's responsibilities once they are notified of the conviction/adjudication of sexual assault. He said the District would be responsible to reassign the student to another school building or alternate placement.

D. Bradley wanted to review the Act 110 of 2020. J. Cleaver said the specifics of the Act would be available through an internet search at any time. He said it was an amendment of the public school code section 1318.1. D. Bradley asked who wrote the policy. J. Cleaver said it came from PSBA. D. Bradley said he reviewed other district policies on this matter and said they were different. He asked if it was reviewed by the District solicitor. J. Cleaver said it had come through PSBA and they have their legal team review the policies. D. Bradley recommended postponing this policy's recommendation of First Reading to the Board until they review additional data. J. Cleaver was concerned about not having

the policy enter the First Reading stage when there were requirements of the District to follow this policy. He felt it could put the District at risk. R. Spinelli questioned if D. Bradley wanted to implement other district's policies. She said she did not feel comfortable with that. D. Bradley said that was not what he was thinking of doing. He said he was concerned that in the event a student would be harmed by implementing a bad policy. R. Spinelli said she read the policy and as far as she could see, it seemed to be rather thorough. D. Bradley began discussing invoices from the District solicitor noting sexual assault. He felt it would be beneficial for the District solicitor to review the policy. He was concerned about the law and the accountability of staff and the implementation of the policy. He began speaking about the Auditor General's report. R. Spinelli repeated that she asked D. Bradley to stay on track or he would be put on as an attendee and removed as a panelist. She did not want D. Bradley to monopolize the conversations. She said she wished to put the policy out for First Reading so she could hear what input the public would have on it. L. Stern concurred with R. Spinelli.

800.2 Electronic Signatures/Records (New Policy)

J. Cleaver mentioned this would be a new policy for the District which would allow for certain online PDE, audit or grant documentation to be signed electronically. He mentioned how more documentation and audits have been handled online due to the pandemic. He explained how the eGrant system with PDE had moved toward electronic signatures and PSBA felt it would be important for districts to have a policy on it. He stated there are still laws that would need to be complied with, when using electronic signatures and felt that it was an opportunity to be more time efficient when dealing with grants (such as ESSER's).

R. Spinelli said she was comfortable with the policy because it is what most businesses are doing these days. J. Cleaver said the policy would require a log of electronic signatures that are in connection with the District and the Business Office and Administration (Act 93 individuals) would be the only individuals allowed to sign anything electronically.

D. Bradley believed there was an error with the policy because the definitions did not include the term "district." He also questioned under the Authority section, the process of doing District business and the lack of checks and balances. He continued to discuss the Auditor General's report and compliance with school code. He wished to postpone the First Reading of this policy until after those items would be addressed.

B. Second Reading and Final Approval of Policies

113.1 - Discipline of Students with Disabilities

113.4 - Confidentiality of Special Education Student Information (New Policy)

626 - Federal Fiscal Compliance

626.2 - Travel Reimbursement

626.3 - Cash Management

626.4 - Allowability of Costs

626.5 - Procurement For Federal Grants

626.6 - Administration of Federal Funds - Type of Costs, Obligations and Property Management (New Policy)

626.7 - Grant Subrecipient Monitoring Procedures - Federal Programs (New Policy)

J. Cleaver mentioned that these policies would be going for Second Reading. He said they had been for public review for quite some time. He asked if there were any questions or concerns on these policies. R. Spinelli asked if there were any comments from the public or community on any of these policies. J. Cleaver said he had not received any questions or comments from the public on any of these policies up for review. He clarified that the red strike-outs were items being removed and the green wording would be added into the policy. He also stated the 626 policy updates were recommendations from PSBA in order to be in compliance with the federal UGG laws and the Title I audit that was being completed.

D. Bradley wanted to hear public comments before he would give his opinions. J. Cleaver said this would be public comment.

3. Communications

A. Public Comment

J. Liable asked about electronic signatures and if the Athletic electronic system to be used for forms

would fall under this policy. J. Cleaver explained that those electronic signatures would be for the parent/guardians and the policy discussed tonight would be for the District signatures; however, it would allow for the electronic signatures to be in full force and effect for a legitimate document. J. Liabe felt that would be a great time saver and appreciated the policy.

B. Bowes questioned if staff would no longer be allowed to sign contracts and only administration would have the right to sign. J. Cleaver stated that these contracts with electronic signatures should only be signed by an administrator. B. Bowes asked if the District would move to policies only allowing administration to sign contracts. J. Cleaver said only an administrator should sign a contract and preferably only himself, Mr. Tkach or the Business Office should sign. B. Bowes explained how at her work people sign for items to be delivered. She explained how it brought up issues that items were not being directed to the proper location and felt it put the employee at risk. She mentioned that only a salaried manager should sign for items. She felt the District should consider doing that to protect the employees as well as the items being delivered. J. Cleaver said that is something that should be considered at the District. He explained the process of items being delivered to the District and the interoffice mail system.

D. Bradley questioned Policy 113.1. He felt the District should be specified in the Definitions section. He discussed the PDE reporting of the District's inability to advance students with disabilities to the level of their standards and claimed the District was being chastised. J. Cleaver explained that there was no chastising. He said the District is working with the state to help improve the growth of students with disabilities. He said this should be the goal of the School Board, to work together to improve. D. Bradley continued to say the District was on a list of schools being chastised. He said this was an ATSI list that was specific to students with disabilities. He did not believe the Board should authorize the administration to make the decisions for students with disabilities. J. Cleaver mentioned that D. Bradley's comments about the ATSI list were dealing with student academics and that policy 113.1 was dealing with student behavioral issues. D. Bradley felt the actions were related between students struggling academically and their behavior. He believed the District should have training on Social Emotional Learning to see the correlation between those areas. He did not feel the policy was allowing the District Board the proper oversight of the administration to make sure that the District would meet the standard. He felt the District should be above the standard and believed the policy should be reviewed specifically for the Lehigh Area School District and the administration should be held accountable to the standard to make sure goals were met. D. Bradley started discussing other topics. R. Spinelli stated D. Bradley was getting off topic and asked to move on. J. Cleaver asked for any other comments. There were none. L. Stern thanked everyone for attending.

B. Meeting Announcements

The next Policy Committee Meeting will be held tentatively on Wednesday, July 7, 2021, at 6:45 PM.

C. Adjournment

MOTION by L. Stern, SECONDED by R. Spinelli, to adjourn the Meeting.

The Policy Committee Meeting was adjourned at 7:48 PM.