

LEHIGHTON AREA SCHOOL DISTRICT

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“Partnering with students, families, and community to provide opportunities for life-long success through academic excellence and individual growth in a safe and supportive environment.”

Elementary Center Transition Team Meeting Tuesday, August 22, 2017 Administration Building

In Attendance: James Blakeslee, Jonathan Cleaver, Denise Gerber, Suzanne Howland, Chris Knappenberger, Sean LeDonne, Kimberly Lusch, Mark McGalla, Amanda Rex, Wanda Rousenberger, Rhonda Rupell, Megan Scimeca, Aaron Sebelin, Karen Shaffer, Kristin Simmons, Tiffany Strausberger, Timothy Tkach, Jan Wentz

Mr. Cleaver thanked everyone for attending the meeting.

Mr. Cleaver

Mr. Sebelin & Dr. McGalla toured the Elementary Center with the Board. Play areas are big and there is a great view. There is a lot of space in the building.

Handouts were given to each sub-committee to develop a plan for the transition. Sub-committees had a breakout session until 4:55 p.m.

Transitioning Staff

- Occupancy of building
- Exchange time for staff – designated times to get into classrooms
- July/August – classroom open time notice
- 24 boxes per staff member, 25+ for art – need to be labeled – not too heavy to move
- Use up consumables
- Textbooks will go on a skid to building
- March 12th – Grade level meetings – get to know each other
- HS/Elem. Center need to be on same page
- Tags for vehicle parking
- EI Associates – provide a virtual room layout
- Quick fact sheet (FAQ's) to go out to staff members through the sub-committees
- Access knowledge to building
- Grade level recommendations
- Blog with Q&A by teachers

“Educating together to prepare our students for life’s journey.”

“Commitment to Excellence”

Transitioning Students

- Principals and guidance counselors go on a “Spring Tour” to each building to speak with students, possibly during PSSA’s (April 2018)
- Use pictures from construction summaries to do a slide show
- Open houses for students with snacks in the cafeteria—talk to bus company about transportation (May 2018)
- Open house for parents with more specifics—bus drop off/pick up
- Put pictures/virtual tour on the website so principals can show students when doing tours
- Have class lists ready for students at the end of the 2017-2018 school year.
- Grade level building activities – at the stadium, at maroon & white day, etc.

Transitioning Parents

- PTO re-alignment – meeting of Presidents to discuss the consolidation of four PTO’s
- Use PTO’s to share information – Twitter® and Facebook®
- Building tours for the PTO representatives (early spring); building tours for the parents (spring)
- Procedural changes: lunch, encore/schedules, recess, field trips
- School-Wide Positive Behavior (SWPBS) – parents participate in the meetings to have a unified SWPBS plan (2017-2018 SY)
- Website should be informational pipeline—monthly highlights of different areas of the new elementary center (November 2017), staff introductions identifying the grade level team (Spring 2018)

School Closings

- Share stories with local media (TV13 & The Times News) of each school (September 2017-May 2018). Tentative dates: EP-September & January, SD—October & April, MA-November & March, FR – February & May
- Committee creates Time Capsule – at least one item from each building, i.e. yearbooks, photos, staff list, handbook, menus, etc. (May 2018)
- Student artwork to new building (Summer 2018)
- Memorial benches/guardians, fountain? (Summer 2018)
- Staff takes turns putting things in showcases at Elementary Buildings (September-May)
- Students dress/pretend they are a student in each era—Spirit Weeks (September-May)

School Opening

- Open house/dedication with public, board members, etc. Per grade levels? Can include scavenger hunt, PTO food sale or Nutrition Group.
- First Day—something special, i.e. t-shirts with opening date and graduation date, property of:, entire staff and student body photo with shirts. Can sell extra shirts.
- Contact media: TV13 & The Times News
- “Dry Run” of transportation after “Meet the Teacher”
- Virtual Tours—using “Tech Wizards” students from all 4 elementary buildings
- PowerSchool Alerts with regular messages/status updates
- Kid decorations—handprints by grade, student art from students at elementary buildings to welcome new students to the center, aerial picture (contact Mr. Beltz)
- Handbooks/planners unified
- Offer extra courses for parents and community, i.e., ESL, Parent University, etc.

Next meeting Wednesday, September 21, 2017, at 4:00 p.m. We will finalize the lists. Dr. McGalla and Mr. Sebelin were asked to reference the Elementary Center Transition Team minutes on the district website at their faculty meetings.

Meeting adjourned at 6:00 p.m.