

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 Minutes Monday, December 11, 2017 – 3:30 p.m.

In attendance: James Blakeslee, Jonathan Cleaver, Sharon Focht, Sue Howland, Sean LeDonne, Mark McGalla, Rhonda Rupell, Diane Schnell, Megan Scimeca, Aaron Sebelin, Karen Shaffer, Kristin Simmons, Tiffany Strausberger, Rhonda Zerbe

Mr. Cleaver welcomed all.

The PTO's from each elementary building were given the opportunity to tour the new elementary center. There was a lot of positive feedback and good dialog with parents. The parents asked about pick up/drop off of students and busses. It will be a lot of trial and error. This is a great opportunity for the students.

Spoke with Bob Halupa from Quandt, the district's construction manager. They've updated their scheduling with the subcontractors. Feel that the end of May will be the latest date for staff to get into the building. Mr. Sebelin stated that he's had parents concerned if the project is going to move forward. Mr. Cleaver left the group know that at this point, the conversation has not come up. He said the board would have to do it as a majority.

Faculty has been informed about placement at the elementary center. There is still some “wiggle” room with placement. Ms. LeDonne will meet with elementary paraprofessionals regarding placement. Paraprofessional placement will be based on student need. Office staff and guidance counselors have also been informed of placement. The elementary schedule and middle school schedule have been shared with Academic Affairs committee. Dr. Rettig will be back one more day in May to finalize schedules.

The district will do a complete technology inventory of elementary buildings. Looking to purchase 2 addition iPad carts and laptop carts this year. It is best plug the carts in overnight and then unplug them during the day and let the batteries go lower until plugging in again.

Mr. Cleaver handed out the 2017-18 calendar and blank calendars from January to July 2018 to use to schedule what will go on monthly as we transition to the elementary center. Mr. Cleaver showed sample box. Each teacher will get 25 boxes and backing tape. Each teacher should put name and room assignment on each box. Hoping to have room assignments soon. No textbooks to go in the boxes. Textbooks will be put on a pallet to be brought to the elementary center. Please keep teacher manuals separate from the textbooks. Any easels, maps, etc. can be labeled

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

“Commitment to Excellence”

with blue painters' tape. No furniture, filing cabinets or shelving units need to be brought to the new center. Box up and mark what it is if are not using it now and leave it in your current room. Again, no need to bring along filing cabinets, desk, chairs, carts, overhead projectors, book cases, shelving, televisions, etc.

Nurses' and the office will be bringing along filing cabinets. PTO equipment will also be shipped separately with the box truck. PTO will have a workspace to be determined. Refrigerators and microwaves can come to the faculty rooms. There will be an ice maker in the nurse's office.

There is open shelving in each new room. Reading rugs will also be available. Boxes will be ordered and sent to each building. Mr. Cleaver will contact EI to see if they have a virtual classroom video.

Gym Equipment – if old, do not bring along. New lightweight tumble mats will be ordered for the elementary center. Bring along all good equipment. Soccer nets will also be ordered.

Elementary may bring along the U-Shaped tables that were purchased by the PTO's.

Custodial staff at the new elementary center will consist of 1 early morning custodian, 2 full-time custodians during the day and 2 full-time custodians in the evening. Kevin Long will be assigned as the supervisor.

Art supplies and library supplies will be moved this summer with the help of summer utility workers.

Our next meeting, we will discuss the transition of students and parents to the elementary center.

Installation of kitchen equipment will occur in the next few weeks along with floor tiling being laid.

We will need to schedule several open houses. Would like to do one each month of the summer, July, July & August. As soon as we have occupancy, we can bring people in. The first day of school for the 2018-19 school year will be after labor day.

Meeting adjourned at 5:30 p.m.

Next meeting TBD.