

Lehigh Area School District
1000 Union Street
Lehigh, PA 18235
Monday, August 8, 2022 at 6:00 PM
VOTING WORKSHOP MEETING - MINUTES



1. Opening Exercises

A. Opening Exercises

Opening exercises included the Pledge of Allegiance and a moment of silence

B. Call to Order

Board President, J. Beers, called the Workshop Meeting to order at 6:04 PM

C. Roll Call

PR/AB

PR	Ms. Joy Beers	PR	Mr. Nathan Foeller	PR	Mr. Brian Shaner
PR	Mr. Richard R. Beltz	PR	Mr. Jeremy Glaush	PR	Mrs. Kerry Sittler
PR	Ms. Barbara Bowes	PR**	Ms. Heather Neff	AB***	Ms. April Walker

**H. Neff present via Zoom

***A. Walker arrived at 7:39 PM

Also Present:

Mrs. Christina Fish, Superintendent

Mr. John W. Corby, Acting Assistant to the Superintendent

Mr. Edward Rarick, Business Administrator

Ms. Janine Partenio, Recording Secretary

Suzanne Howland, Stephen Ebbert, Dache Zelrick, Dave Krause, Kerry Vale

D. Public Comment

D. Zelrick was concerned about the unpaid balances of the lunch accounts. She was upset that a student's account got to be \$284.00. E. Rarick explained that it could be an accumulation over several years and they were unable to restrict lunch. He said the Board could take parents to the magistrate to collect the funds and they cannot prevent graduation. He said they would be unable to purchase a la carte items with the balance, but they may get lunch.

D. Zelrick asked if the paving was going to have a center line painted. J. Glaush felt it should go with the job. E. Rarick said he spoke to the Buildings and Grounds Supervisor and they would probably be able to put down the lines. D. Zelrick was concerned about people using the bike lane as a third lane of traffic. She asked if something was going to be done with the transition into the parking lot. E. Rarick said there was a discussion to amend that. D. Zelrick also recommended speed limit signs. The Board said they would discuss that.

2. Personnel

A. Assistant to the Superintendent Search Update

C. Fish explained that they were still in the process of speaking with a 2nd Candidate, who had asked for another 24 hours to make a decision. She stated that she was hoping to get an acceptance. However, if they did not receive an acceptance, she recommended to fail the search and try again.

B. Candidates for Employment

MOTION by J. Glaush, SECONDED by K. Sittler, to approve the following candidates for employment in accordance with the respective contracts, pending any necessary documentation:

Alysha Neff - Paraprofessional - Date effective September 1, 2022, at Step I with an annual salary of \$16,736.00.

Laurie Walck - Paraprofessional - Date effective September 1, 2022, at a Step II with an annual salary of \$16,934.00

Amy Neeb - Paraprofessional - Date effective September 1, 2022, at Step I with an annual salary of \$16,736.00.

VOTE: YES - 8 NO - 0 ABSENT - 1 ABSTENTIONS - 0

C. Candidates for the Substitute List

MOTION by B. Shaner, SECONDED by N. Foeller, to approve the following list of requested candidates for the 2022-2023 Substitute List, pending any necessary paperwork:

Holli Solt - Substitute Teacher

VOTE: YES - 8 NO - 0 ABSENT - 1 ABSTENTIONS - 0

D. Candidates for Athletic Coaching/Manager or Extracurricular Activities

MOTION by , SECONDED by to approve the following requests for Athletic Coaching/Manager Candidates, as per contracted rates, pending any necessary paperwork:

2022-2023

Middle School Field Hockey – **Deborah Lindh** at a stipend of \$3,716.33

Assistant Girls Soccer – **Maureen Leupold** at a stipend of \$3,810.75

Middle School Soccer – **Brandon Frey** at a stipend of \$3,716.33

Middle School Soccer – **Matthew Hughart** at a stipend of \$3,716.33

B. Shaner asked if this was for High School Girls Soccer. S. Ebbert said yes, since Middle School Soccer was coed.

VOTE: YES - 8 NO - 0 ABSENT - 1 ABSTENTIONS - 0

E. Resignations

MOTION by N. Foeller, SECONDED by J. Glaush, to accept, with regret, the resignation of the following employees:

Jenny Nonweiler - Part-Time Cleaner effective August 19, 2022

J. Glaush asked if the reason the District was losing cleaners was due to pay. E. Rarick said he believed so, some were only making about \$9.00 per hour.

VOTE: YES - 8 NO - 0 ABSENT - 1 ABSTENTIONS - 0

F. Resignation for Retirement

MOTION by J. Glaush, SECONDED by N. Foeller, to accept, with appreciation, the following resignations for retirement:

Susan Maloney - Pre-K Teacher effective June 13, 2023 after 25 years of service.

VOTE: YES - 8 NO - 0 ABSENT - 1 ABSTENTIONS - 0

G. Substitute Rates

MOTION by B. Bowes, SECONDED by J. Glaush, to approve the following rates of pay for Substitute Support Staff:

Rates of Pay for Substitutes:

Support: Paraprofessional, Cleaner, Custodian, Secretary, Lunch Aide -\$10.02 per hour

N. Foeller asked how this compares. E. Rarick said the rate jump would bring it up from \$9.00 per hour. B. Shaner asked if we were competitive. E. Rarick said not really. D. Zelrick stated that a BHA paraprofessional salary is \$6,000 more per year.

VOTE: YES - 8 NO - 0 ABSENT - 1 ABSTENTIONS - 0

H. Job Descriptions

MOTION by N. Foeller, SECONDED by J. Glaush, to approve the following job descriptions:

Director of Athletics

B. Bowes mentioned that the job description mentions extracurriculars as well as athletics. J. Corby stated that the job does address competitive activities. S. Howland said there is a responsibility for scheduling competitive activities like band. B. Shaner asked if the job requires or prefers three years of experience and if they preferred certifications. J. Corby stated that he has seen people go from teaching to an Athletic Director without coaching. He mentioned that the updates could be made and then brought to the Board Meeting for approval.

MOTION by B. Shaner SECONDED by J. Glaush, to table the following job descriptions:

Director of Athletics

D. Zelrick agreed that the job description should be updated and ready to go for the future. N. Foeller asked to remove preferred or suggested. B. Shaner wanted to see additional Athletic Director Job Descriptions.

To Table:
VOTE: YES - 8 NO - 0 ABSENT - 1 ABSTENTIONS - 0

I. Superintendent Professional Development

MOTION by B. Bowes, SECONDED by B. Shaner, to approve the following request for professional development for the Superintendent:

1. **Christina Fish** – September 21, 2022-January 10, 2023/PASA-New Superintendents' Academy (All Sessions) (\$800.00)

B. Bowes believed that this was a requirement. C. Fish said yes. J. Glaush asked where it would take place. C. Fish said at the PASA headquarters in Harrisburg.

VOTE: YES - 8 NO - 0 ABSENT - 1 ABSTENTIONS - 0

3. Academic Affairs

A. NEF Situation

J. Corby explained that they were currently negotiating what the District would be able to get for \$1.6 million. He said S. Howland, Melissa Volcskai, C. Fish and himself were meeting tomorrow to create a want list for what the District could benefit from financially between software, equipment, licensing and faculty. He stated that everyone wanted to move forward with this. J. Beers explained how the District had paid a sum of money and the Auditor General stated that the District did not receive enough services for the cost. She said the District was now re-negotiating with NEF (National Education Foundation) but wanted useful products for the District. J. Corby said they were being very careful that they would be financially satisfying the QZAB. J. Beers mentioned that they were part of an amicable relationship with NEF. B. Bowes stated the High School STEM program was what the QZAB was for. She wanted to make sure that everyone had the understanding that the NEF would satisfy the QZAB and we would be flexible to make a mutual agreement.

B. Student/Parent Handbook - Pre-K Counts

MOTION by J. Glaush, SECONDED by B. Bowes, to approve the Lehighton Pre-K Counts Student Handbook for the 2022-2023 school year.

J. Beers mentioned how the language regarding the food items was amended. B. Bowes added that anything the District provides must follow the guidelines of a healthy meal. J. Beers explained how some grandparents were concerned that items would be taken away from the students. C. Fish said if students bring them in and it is theirs it would be permissible. J. Glaush stated he was good with the handbook. J. Beers asked if parents had to agree with the handbook. S. Howland mentioned how there was a sign off on infosnap for returning students. B. Bowes asked if it was only available virtually. S. Howland said it was online and would be able to be printed from the website. J. Glaush said if you disagree online with the handbook it would not let you move forward. K. Sittler agreed. C. Fish said she would look into it. B. Shaner felt there could be stipulations that you have read and understood the handbook. J. Beers said a parent questioned why a doctor note would be needed for an absence if Pre-K is not required. B. Bowes mentioned that it was because Pre-K is from a grant based on income level. She said they are subject to the other rules of the school for compulsory attendance. S. Ebbert mentioned that if a parent decides to choose no regarding the agreement to the handbook, he would recommend that they contact the building principal. He felt that parents may have a question that the principal could explain and clarify for them.

VOTE: YES - 8 NO - 0 ABSENT - 1 ABSTENTIONS - 0

C. Emergency Instructional Time Template

MOTION by B. Bowes, SECONDED by N. Foeller, to approve the enclosed Emergency Instructional Time Template Section 520.1 for the 2022-2023 school year.

J. Corby explained that this was for the schools to commit to 900 hours for Elementary and 990 for Middle and High Schools. B. Bowes mentioned that it could be used for snow days. The Board discussed the requirements of the schedules. B. Shaner asked if teachers had discretion even if it said to submit assignments by 2:30 PM. S. Howland said they could have various types of assignments or check-ins. S. Ebbert mentioned that they had changed from Zoom to Google Meet since most students have Chromebooks now. He said a chat could be a check-in and may count as an assignment.

VOTE: YES - 8 NO - 0 ABSENT - 1 ABSTENTIONS - 0

D. CLIU Intergovernmental Agreement

MOTION by N. Foeller, SECONDED by K. Sittler, to approve the Intergovernmental Agreement for Title I Equitable Services with the Carbon Lehigh Intermediate Unit #21.

VOTE: YES - 8 NO - 0 ABSENT - 1 ABSTENTIONS - 0

4. Policy

A. First Reading of Policies

Discussion of the following Policies:

103 - Discrimination/Title IX Sexual Harassment Affecting Students

B. Bowes mentioned how policies 103 and 104 were only changing the contact information.

104 - Discrimination/Title IX Sexual Harassment Affecting Staff

122 - Extracurricular Activities

C. Fish mentioned this was changing to the Director of Athletics

123 - Interscholastic Athletics

J. Glaush appreciated the removal of the redundancy in the policy. B. Shaner asked about removing the guidelines and adding administrative regulations. C. Fish explained that administrative regulations do not go inside of a policy. She said the administrative regulations were being worked on now. B. Shaner asked to have the administrative regulations available for the second reading. S. Ebbert said they do follow PIAA guidelines.

240.1 - Contests/Academic/Performance Competitions

707 - Use of School Facilities

N. Foeller mentioned how there is nothing that addresses that the facilities would be open to the community and what they would be able to use. S. Howland mentioned that the stadium and walking track is open Monday-Friday from about 6:00 AM-7:00 PM, depending on sporting activities. She said the gate is locked on Saturday and Sunday. She also mentioned that the old stadium is open all of the time. C. Fish mentioned that the District could add the public access parameters to the Athletics website. B. Bowes questioned having dogs on the property. S. Howland said she had seen them at the track or soccer games. N. Foeller said the District should ask them to be respectful of the property. B. Bowes added how they should take all responsibility for their animal. D. Zelrick said there is not a sign posted at the pole barn of rules for the stadium.

808 - Food Services

B. Second Reading and Final Approval of Policies

Discussion of the following Policies:

621 - Local Taxpayer Bill of Rights (New Policy)

800 - Records Management

B. Bowes felt the Board should vote to destroy any records. She said she had asked the administration to keep all construction documents.

800.1 - Records Retention/Destruction

810.3 - School Vehicle Drivers (New Policy)

5. Finance

A. Unpaid Lunch Balance Write Off

MOTION by B. Bowes, SECONDED by N. Foeller, to write off the balance of \$307.10 in unpaid lunch balances for students no longer in the District from the 2021-2022 School Year.

N. Foeller expressed how he was frustrated that a student left with a balance of \$284.00, but he did not feel it was worth dealing with the headache and the cost of litigating it. J. Beers felt the student may have been under duress. J. Glaush asked if there was a process to reach out to parents. S. Howland said yes, parents receive letters and phone calls. K. Sittler agreed. N. Foeller felt it could be parents that do not apply for free/reduced lunch who may qualify, but then do not pay the bill owed.

VOTE: YES - 8 NO - 0 ABSENT - 1 ABSTENTIONS - 0

B. SHINE Program

MOTION by J. Glaush, SECONDED by K. Sittler, to approve the Sponsor to Sponsor Agreement with the SHINE afterschool program and the meal contract to provide food service at \$4.28 per student for the 2022-2023 School year.

VOTE: YES - 8 NO - 0 ABSENT - 1 ABSTENTIONS - 0

6. Athletics

None at the time

7. Buildings & Grounds

A. Use of School Property

MOTION by N. Foeller, SECONDED by K. Sittler, to approve Use of School Property for the following requests:

1. **LAVA (Kelli Costenbader)** - September 1, 2022 - 6:00 PM-8:00 PM - High School Cafeteria & Library - LAVA Orientation

B. Bowes asked why the mandatory vaccination was removed. C. Fish said it was due to lack of participation. S. Howland explained how there are usually 30-50 kids in the 1st week of school that need their vaccines and this was a way to be proactive. She said alerts and physicals go out and only 1 person registered for the clinic. She mentioned they would be rescheduling for October.. B. Bowes asked who would administer the vaccinations. S. Howland said a nurse from LVHN would be at the clinic. B. Bowes mentioned that they could have them done at Rite Aid as well. S. Howland said yes. B. Shaner asked for a report of what the state deadline would be and how far out students could be in school without the vaccines.

VOTE: YES - 8 NO - 0 ABSENT - 1 ABSTENTIONS - 0

B. NuChem Corp.

MOTION by N. Foeller, SECONDED by J. Glaush, to approve the Water Treatment Agreements for the Elementary Center in the quarterly amount of \$839.72 with NuChem Corp.

K. Sittler asked why this was only for the Elementary Center. B. Bowes said it was previously approved for the other buildings.

VOTE: YES - 8 NO - 0 ABSENT - 1 ABSTENTIONS - 0

C. Discussion on Food Service Steamers

C. Fish explained how she sent pictures of the steamers and the cost to repair to the Board. E. Rarick stated it was \$17,000 to repair the steamer. He mentioned how it was a trip hazard with water leakage and there was soot in the vents. B. Bowes asked why it overheated and how long it had not been working. C. Fish mentioned how it was an ongoing issue. E. Rarick explained that it had an issue with the top steamer and they tried to utilize the other one until the end of the school year. S. Ebbert felt there were issues with it for more than two years. He said Mr. Smith discovered it and reported it to Mrs. Ahner. E. Rarick said it was the same price for a new similar unit as it was for the repair. He stated the Elementary Center steamer also broils and bakes and he would be able to price out a similar unit to this one. R. Betz asked what the availability was for these units. E. Rarick said he was looking at some slightly larger ones at \$17,098 and they were available. He said he would explore various options and report back. C. Fish mentioned that it had passed its warranty date. N. Foeller recommended a different brand. K. Sittler asked to check on the warranties also. R. Beltz asked to please relay that if there is an issue with it to report it and look into the warranty. J. Beers discussed an asset list and maintenance schedule. C. Fish mentioned that she had met with the Nutrition Group and Mrs. Hayes and mentioned how they have a very good rapport with the District.

8. Miscellaneous

A. Discussion on Board Goals 2022-2023

J. Beers mentioned that the notice for tonight's meeting was on the last page of the newspaper and was in really small print. She wanted to get more of the community involved with the meetings and was concerned that no one would see the advertisement. N. Foeller offered another option of using a form on the website as an email list for something like mailchimp. J. Glaush mentioned that maybe the PTO's and Twitter page could work together to get the word out with Times News and Facebook. J. Beers questioned if the Board should look into pricing for larger notices. J. Glaush felt they did not need to pay to do additional advertising. B. Bowes suggested a youtube channel for the District.

K. Vale recommended the District do a comprehensive communication strategy. This would go through preferences of email, text, or social media. C. Fish asked if there was a community survey completed. J. Beers said no. S. Howland explained that the District Alert System can post right to Facebook or Twitter. D. Zelrick recommended a local television news or radio station posting on a community announcement. She suggested channel 13 or Colossal Radio. J. Glaush felt it should be a multi-faceted attack on this without spending money first.

J. Beers reviewed how the Website was not functional and was looking to update the website along with K. Vale and some students.

K. Sittler recommended that each building have representation at the Meetings. C. Fish recommended all Administration attend. They discussed the preference of Workshop versus Board Meeting. Majority of the Board felt the Workshop Meeting contained most of the discussion and would benefit from representation at the Workshop Meeting, if there was a choice.

J. Glaush wanted to get information out to the community about the good things the Board has done. B. Bowes added that the Board put the parents rights of the children back to them. J. Glaush stated that he wanted the public to know that the Board was doing it for them and requested that the community send the Board emails with issues rather than anonymous tips. B. Bowes reminded the public to please follow the chain of command. C. fish said she could add Board highlights and link it to alerts. B. Bowes said J. Corby was still listed as Acting Superintendent under the Board of Directors and it needed to be updated. They discussed updating the Superintendent's page. C. Fish mentioned that she had a presentation for the Board and the community for her entry plan and would like to add it to the Superintendent's page

J. Glaush wanted to continue improving on student safety. C. Fish mentioned how anything brought to the Board Meetings help with the short-term and long-term plans with the administration and community.

J. Beers would like to find a way to get students back to Lehigh from BHA. S. Howland explained how there were quarterly transition meetings for students. B. Bowes asked if the students would come back. S. Ebbert and S. Howland said yes.

J. Beers wanted a true climate study that was more community specific. S. Howland discussed the ATSI Plan and how there was a meeting on Wednesday for professional development and how they use a climate study. She said she could contact Eric Lech and Michael Heater at the CLIU to get a report from them. J. Beers stated she was looking for actionable feedback. C. Fish explained that it could be a goal for the Comprehensive Plan to have the CLIU help with that. N. Foeller recommended getting staff information as well. S. Ebbert mentioned that they did put out a school climate study with a positive behavior study and that included students, staff and parents. N. Foeller recommended having an option of adding a name as some people wish to remain anonymous. J. Beers referred to anonymous complaints being made because some people feel their child may be treated differently with their complaint. C. Fish reminded them that the new administration will address these things.

J. Beers would like to address the credits needed for graduation. She explained how there is a variety of differing amounts of credits required for graduation in the surrounding area. B. Bowes questioned the amount of credits earned per year. S. Howland explained how most places report a weighted GPA. J. Beers stated she would like to have a meeting before Christmas to discuss what to do for next year.

9. Communications

A. Public Comment

D. Krause reviewed some information regarding LCCC graduates. He updated the Board that there was a withdrawal from the offer with the Donnelly Center. He said they could not build due to inflation and was reimbursed for the agreement and legal stipulations.

N. Foeller mentioned that his wife was at a Band Boosters meeting and heard that there was a need for new uniforms and equipment for the band members. D. Zelrick said there were 125 band members and only 100 uniforms, which were 10 years old. C. Fish said she would look into the pricing and the information with E. Rarick and S. Howland. S. Howland stated that the uniforms could be \$300-\$400 per person. B. Bowes thought it may be up to \$1,000 per person with inflation. N. Foeller asked to do a rotation of replacements. C. Fish asked if there was anything in place for anyone who could not pay. S. Howland said yes, they could work something out. S. Ebbert commended Mr. Buffington for doing a great job of getting more students.

B. Adjournment

MOTION by B. Shaner, SECONDED by B. Bowes, to adjourn the Meeting.

VOTE: YES - 9 NO - 0 ABSENT - 0 ABSTENTIONS - 0

The August 8, 2022 Voting Workshop Meeting was adjourned at 8:31 PM.

Respectfully Submitted,

Edward Rarick, Board Secretary
By Janine Partenio, Recording Secretary