

Lehigh Area School District
1000 Union Street
Lehigh, PA 18235
Monday, August 22, 2022 at 7:00 PM
BOARD 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 Secretary, E. Rarick called the Board Meeting to order at 7:02 PM

C. Meeting Announcements

A Board Meeting was held on Monday, August 8, 2022 at 7:00 PM

An Executive Session was held at 8:35 PM on Monday, August 8, 2022 for personnel and legal discussions.

An Executive Session was held prior to this Meeting at 6:15 PM for personnel and legal discussions.

The next Workshop Meeting will be held on Monday, September 12, 2022 at 6:00 PM.

The next Board Meeting will be held on Monday, September 26, 2022 at 7:00 PM.



D. Roll Call

PR/AB

AB	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

**** A. Walker arrived at 7:38 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

Fred Kemmerer, Autumn Abelovsky, Nicole Collier-Dick, Rhonda Rupell, Mary Figura, Drew Snowberger, Laura Foeller, David Krause, Lauren Cortright, Dache Zelrick, Christina Haupt, Aaron Sebelin, Suzanne Howland, Mark McGalla, Stephen Ebbert, Nicole Hayes

E. Presentations/Recognition

None at the time

F. Public Comment

D. Zelrick asked why the Prom was located so far away from Lehigh. S. Howland said it was the best location for the price. D. Zelrick felt it was far for students to drive. S. Howland explained the process of selection with the prom committee.

G. Reports

Superintendent

C. Fish discussed the beginning of school. She also failed the rumor of not having enough bussing. She discussed the need for crossing guards. She also discussed the traffic concerns and the meeting with PennDOT. C. Fish gave a presentation discussing her entry plan and goals.

Business Administrator

E. Rarick gave the following report:

"Good Evening,

The business office is pleased to report that we are diligently working to close our financial records for fiscal year 2021-2022. The vast majority of invoices have been processed and paid, and over the next two weeks our office will be finalizing several pieces such as identifying receivable revenue from grants that will be tied to the previous year, as well closing out open invoices. As it stands currently I fully expect an increase of our fund balance for fiscal year 2021-2022. Which would mark 2 consecutive years of such performance.

The business office would also like to wish the best to all our students, teachers, and staff as we begin our new school year in the coming weeks. Please come out this Thursday to meet all your fall student athletes during meet the tribe at 6 PM in the all-purpose stadium. These individuals are ambassadors for our district and our town. May you be safe and successful in all endeavors.
Thank you"

H. Minutes

MOTION by J. Glaush, SECONDED by B. Bowes, to approve the Minutes of the July 25, 2022 Board Meeting and the August 8, 2022 Voting Workshop Meeting.

VOTE: YES - 7 NO - 0 ABSENT - 0 ABSTENTIONS - 0

2. Financial Matters

A. County Security Police, LLC

MOTION by N. Foeller, SECONDED by B. Bowes, to approve the Revised Agreement between Lehigh Area School District and County Security Police, LLC. at a rate as per contract for the 2022-2023 school season.

B. Bowes asked if the contract had been updated. C. Fish said yes. J. Glaush mentioned the contract was updated online. B. Shaner questioned the professional development piece. J. Corby said he discussed it with Atty. Sultanik and he said it did not apply to us. B. Shaner mentioned that he would like it removed. He also questioned why the Middle School was not included. J. Corby said it stated all district property. B. Bowes asked if the District utilized security at the Middle School. S. Ebbert said yes, maybe one or two times per year only if District police are not available.

VOTE: YES - 7 NO - 0 ABSENT - 0 ABSTENTIONS - 0

B. C.M. Eichenlaub Co. Bleacher Inspection

MOTION by R. Beltz, SECONDED by J. Glaush, to approve the agreement with C.M. Eichenlaub Co. for the annual state mandated bleacher inspection of the bleacher systems in the High School, Middle School and Elementary Center at a total cost of \$2,666.00 payable from the Building and Grounds budget.

J. Glaush felt this was extremely expensive. He asked if they checked all the bleachers. E. Rarick said yes, all bleachers on the inside and outside. B. Bowes asked if something was to happen after the inspection, would they be responsible. E. Rarick and C. Fish said they would check into that.

VOTE: YES - 7 NO - 0 ABSENT - 0 ABSTENTIONS - 0

Consent Agenda utilized for items C-E

C. Activities Funds

Approval of the Lehigh Area High School and Lehigh Area Middle School Activities Funds for July 2022

D. Reports

Approval of the following Reports:

August 2022

1. Condensed Board Summary
2. Expenditure Report
3. Revenue Report
4. Treasurer's Report

E. Per Capita/Occupational Tax Exemptions

Approval of the July and August 2022 exemptions from Per Capita and/or Occupational Tax:

July exemptions are from after the July 25, 2022 Board Meeting.

MOTION by B. Bowes, SECONDED by J. Glaush.

B. Shaner asked how come there are so many exemptions. E. Rarick explained how once tax bills come out in July, a flood of people come out expressing their retirement or need to be exempt. He said the majority is in August and September and then it is less. He explained that people have just paid it in the past. He mentioned that people may go to the tax collector or to the school district business office to file for exemptions.

VOTE: YES - 7 NO - 0 ABSENT - 0 ABSTENTIONS - 0

F. Payment of Bills

MOTION by B. Bowes, SECONDED by N. Foeller, to approve the following Payment of Bills:

August 2022:

<u>General Fund:</u>	
--Non-Negotiables	\$ 23,819.54
--Manual Checks	\$ (6,207.71)
--Regular Checks	\$1,912,190.47
--Credit Card	\$ 0.00
<u>Debit Card:</u>	\$ 313.99
<u>Payroll (July):</u>	\$1,018,258.57
<u>Food Service Fund:</u>	\$ 15,052.58
Total:	\$2,963,427.44

VOTE: YES - 7 NO - 0 ABSENT - 0 ABSTENTIONS - 0

3. Personnel

A. Candidates for Employment

MOTION by B. Shaner, SECONDED by J. Glaush, to approve the following candidates for employment in accordance with the respective contracts:

Mary Figura - Assistant to the Superintendent at an annual salary of \$117,000, prorated for the 2022-2023 school year, date effective August 29, 2022, pending any necessary documentation.

Mary Jo Stere - Social Worker at a Master's +45 Step III with an annual salary of \$48,400.00, prorated for the 2022-2023 school year, date effective September 1, 2022, pending any necessary documentation.

Lori Hoppes - Temporary Professional for First Grade, at a Bachelor's Step II with an annual salary of \$44,000.00 prorated for the 2022-2023 school year, date effective September 1, 2022, pending any necessary documentation.

Kacie Rankovich - Temporary Professional for Fourth Grade, at a Bachelor's Step II with an annual salary of \$44,000.00 prorated for the 2022-2023 school year, date effective September 1, 2022, pending any necessary documentation.

Kaitlin Zettlemoyer - Part-Time Paraprofessional at Step I with an hourly rate of \$11.40, date effective September 1, 2022, pending any necessary documentation.

Lauren Cortright - LASD Acadience "Dibbles" Coordinator for all students K-12 for 2022-2023

James Gurka - High School LASD CDT Data Coordinator for 2022-2023

Hallie Seiwel/Theresa Kokinda - Middle School LASD CDT Data Coordinators for 2022-2023 (Split)

Denise Gerber - Elementary Center LASD CDT Data Coordinator for 2022-2023

VOTE: YES - 7 NO - 0 ABSENT - 0 ABSTENTIONS - 0

C. Fish thanked the Board for approving M. Figura as the new Assistant to the Superintendent. She said she was very pleased to have M. Figura come aboard and felt she was a wonderful addition to the team. The Board welcomed M. Figura.

B. Candidates for the Substitute List

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

Lisa Seltzer - Substitute Paraprofessional

B. Bowes hoped the list would increase with the increased substitute rate.

VOTE: YES - 7 NO - 0 ABSENT - 0 ABSTENTIONS - 0

C. Candidates for Athletic Coaching/Manager or Extracurricular Activities

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

2022-2023 Athletic Coaches

Nick Hill - Assistant Boys Soccer Coach

Kristopher Rodgers - Volunteer Middle School Football

2022-2023 Fall Game Managers:

Ron Rabenold

Tim Sharrow

Diane Brownmiller

James Gurka

2022-2023 Extracurricular Activities

High School:

Art Exhibit - **Rachel Klotz**
Band Front - **Angela Keck**
Band - **Bryan Buffington**
Chorus - **Lydia DeLong**
Chess - **Michael Feifel**
Drama/Theater Production - **Laurel Zimmerman**
FBLA - **Kevin Kotch**
FCCLA - **Marianne Slaby**
Jazz Band - **Bryan Buffington**
Junior Class Officer - **Angela Harris**
National Honor Society - **Michelle Rohrbach/Gretchen Laviolette (split)**
Palette Club - **Diane Micheletti**
Scholastic Scrimmage - Head - **Sharon Leitzel**
Science Olympiad - Head - **Doug Bowman**
Science Olympiad - Assistant- **Guy Potts**
Senior Class Advisor - **Dorothy Hartney**
Show Choir - **Lydia DeLong**
Stage Manager - **Kevin Kotch**
Student Council - **Rachel Klotz/Robert Barowski (split)**
Video Production - **Kevin Kotch**
Yearbook - **Rachel Klotz**
Yearbook Assistant - **Justin Ungaro**
Theater Production Voice - **Lydia DeLong**
Debate - **Kevin Kotch**
Fall Weight Training - **Terry Haberman**

Middle School:

8 Ace - **Theresa Kokinda**
Art Exhibit - **Stephanie Gustafson**
Band 5 (at 50%) - **Jennifer Calhoun**
Band 6 (at 50%) - **SaraJean Rotenberger**
Band 7-8 - **SaraJean Rotenberger**
Chorus 5 (at 50%) - **Jennifer Calhoun**
Chorus 6 (at 50%) - **Lydia DeLong**
Chorus 7-8 - **Lydia Delong**
Intra Mural - Fall - **Tim Sharrow**
Jazz Band - **SaraJean Rotenberger**
6th Sense - **Jennifer Kunkel/Kim Lusch (2 positions)**
Stage Manager - **Thomas Weidener/Lydia DeLong/SaraJean Rotenberger (split 1/3)**
Student Council - **Kenneth Eck, Jr.**
Yearbook - **Kim Lusch/Amy Smith (split)**

VOTE: YES - 7 NO - 0 ABSENT - 0 ABSTENTIONS - 0

D. Job Descriptions

MOTION by J. Glaush, SECONDED by K. Sittler, to approve the following job description pending changes discussed:

Director of Athletics

A. Walker arrived at this time.

B. Shaner questioned the preference of qualification of experience. B. Bowes said she did not want to limit the ability to provide an athletic director. B. Shaner and B. Bowes agreed to remove the second portion of qualifications of experience. B. Shaner believed there was redundancy under primary D and in C facility & Equipment manager. The Board agreed to those changes.

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

E. School Safety and Security Coordinator

MOTION by J. Glaush, SECONDED by N. Foeller, to appoint Superintendent Christina Fish as the District School Safety and Security Coordinator effective August 30, 2022

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

F. Pre-Approval of Employee Continuing Education Courses

MOTION by B. Bowes, SECONDED by K. Sittler, to approve the following requests for pre-approval of courses/Programs of Study for employee continuing education:

1. **Employee #1036** – September 12 - December 4, 2022/ED575 - School Law for Principals (\$1,614.00)

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

G. Acknowledgment of FMLA Leave

MOTION by J. Glaush, SECONDED by B. Shaner, to acknowledge FMLA leave for the following employees, not to exceed 12 weeks:

1. **Employee #420** – effective August 9 - September 2, 2022

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

H. Resignations

MOTION by B. Bowes, SECONDED by N. Foeller, with regret, accept the resignation of the following employees:

Thomas McCarroll - Supervisor of Alternative Education/Assistant Supervisor of Special Services/District Assessment Coordinator effective October 14, 2022

Nicole Sharrow - Elementary Learning Support Teacher effective October 7, 2022

Shelly Frantz - Summer Cleaner effective August 19, 2022

Nicole Baker - Lunch Aide effective August 22, 2022

Dawn Granche - Paraprofessional effective August 16, 2022

B. Shaner recommended the District offer exit interviews to them.

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

4. Programs

A. First Reading of Policies

MOTION by B. Bowes, SECONDED by J. Glaush, to move the following policies for First Reading for Public Review and Comment:

103 - Discrimination/Title IX Sexual Harassment Affecting Students (and update contact information on attachment)

104 - Discrimination/Title IX Sexual Harassment Affecting Staff (and update contact information on attachment)

122 - Extracurricular Activities

123 - Interscholastic Athletics

240.1 - Contests/Academic/Performance Competitions

707 - Use of School Facilities

808 - Food Services

K. Sittler asked to make a consistency between 240.1 and 123 with the Building Principal and/or Director of Athletics.

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

B. Second Reading and Final Approval of Policies

MOTION by J. Glaush, SECONDED by B. Bowes, to approve the following policies for Second Reading and Final Approval:

621 - Local Taxpayer Bill of Rights (New Policy)

800 - Records Management

800.1 - Records Retention/Destruction

810.3 - School Vehicle Drivers (New Policy)

B. Bowes asked for the District to come up with regulations for the local taxpayer bill of rights. She asked for the Board to see the administrative regulations. B. Shaner would like to see them when they are up for approval. C. Fish said she would start bringing them to the Workshop Meetings.

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

C. Health & Safety Plan Revisions

MOTION by B. Bowes, SECONDED by N. Foeller, to approve the revised Health and Safety Plan for the 2022- 2023 School Year.

B. Bowes recommended an update in the 1st paragraph. K. Sittler asked that we change the information to in-person in 2021-2022 for Pre-K-12.

The Livestream disconnected and was restarted at this time.

C. Fish explained the changes were due to the CDC recommendations, which were reviewed with the school nurses. B. Shaner asked if we could share the red strike-out version with changes next time.

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

D. Title I Plan

MOTION by J. Glaush, SECONDED by K. Sittler, to approve the Schoolwide Title I School Plan for the 2022- 2023 school year.

C. Fish explained that Tim Tkach was listed on the plan since he was the one implementing it at the time it was started.

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

E. Special Education Plan

MOTION by J. Glaush, SECONDED by K. Sittler, to approve the 2021-2024 Special Education Plan for Lehigh Area School District

K. Sittler questioned why J. Corby was on the Special Ed Plan as Superintendent. C. Fish said that was because he was at the time it was submitted.

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

F. High School Prom

MOTION by A. Walker, SECONDED by N. Foeller, to approve the High School Prom to be held on May 5th, 2023 at Hotel Bethlehem from 5:00-10:00 PM to be paid by the Lehigh Area High School Class of 2023.

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

G. Community Based Instruction

MOTION by J. Glaush, SECONDED by B. Bowes, to approve Community Based Instruction (CBI) Trips for the 2022-2023 School year.

B. Shaner asked what the CBI Trips were. C. Fish explained they were for the life skills students and were a need based on their IEP.

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

H. School Enrichment Journeys

MOTION by B. Shaner, SECONDED by K. Sittler, to approve the following School Enrichment Journey requests, observing all necessary COVID-19 mitigation precautions:

1. **Pre-K Counts (Susan Maloney)** - October 19, 2022 - 8:30-11:00 AM and 12:00-2:30 PM- Yenser's Tree Farm - Fall/Gross Motor Activities/Nature.
2. **Pre-K Counts (Susan Maloney)** - February 21, 2023 (Snow Date - February 23, 2023) - 8:30-11:00 AM and 12:00-2:30 PM - Lehigh Memorial Library - to make parents aware of the free in-town services

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

I. Use of School Property

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

1. **LAEC PTO (Christina Haupt)** - September 26, 2022/6:00-8:00 PM and October 2, 2022/9:00-11:00 AM- Elementary Center Front outside on sidewalk - Forever Young Gala Ticket Sales
2. **LAEC PTO (Christina Haupt)** - May 19, 2023 (Rain date May 18, 2023) - 6:00 AM - 5:00 PM - Middle School Outside Fields and Bathrooms - Race for Brilliance
3. **LAEC PTO (Christina Haupt)** - October 28, 2022 - 3:00-5:00 PM - Elementary Center Gym - Boogeyman's Bash for Grades 4-5
4. **HS Guidance (Kelli Costenbader)** - September 9, 2022 - 1:30-2:30 PM - High School Auditorium - Senior Meeting
5. **Pre-K Counts (Susan Maloney)** - September 1, 2022 - 9:00-10:30 AM and 12:00-1:30 PM - Elementary Center Classrooms and pit area/hallway- Pre-K Orientation
6. **Pre-K Counts (Susan Maloney)** - January 10, 2023 - 4:00-5:15 PM - Elementary Center Cafeteria (half) - Math Centers to increase Math Skills
7. **Pre-K Counts (Susan Maloney)** - March 28, 2023 - 4:00-5:30 PM - Elementary Center Gym (half) - Pre-K Family Health and Safety Stations
8. **Pre-K Counts (Susan Maloney)** - September 26, 2022 - 4:00-5:30 PM - Elementary Center Outside fields/hallway and pit area - Pre-K Gross Motor Skills Event
9. **Pre-K Counts (Susan Maloney)** - November 8, 2022 - 4:00-5:30 PM - Elementary Center Gym Half - Move & Groove Night

10. **LAMS PTO (Tami Cunfer)** - September 22, October 20, November 17, December 15, 2022 and January 19, February 16, March 16, April 20 and May 18, 2023 - 6:00-7:30 PM - Middle School Cafeteria - PTO Meetings
11. **LAMS (Tami Cunfer/Steve Ebbert)** - September 1, 2022 - 5:30-6:00 PM - Middle School Auditorium - 6th Grade/New Student and Parent Orientation
12. **LAMS (Tami Cunfer/Steve Ebbert)** - September 1, 2022 - 6:00-8:00 PM - Middle School - Meet the Teacher Night
13. **Attorney General's Office (Steve Ebbert)** - October 4, 2022 - 6:00-8:00 PM - Middle School Auditorium - Safe 2 Say Informational Presentation
14. **Lehigh Area Soccer Club (Ashley Moser/Brandon Frey)** - Saturdays between September 10-October 29, 2022 - 1:00-5:00 PM - Middle School Soccer Field - U13 Soccer Games
15. **LAEC (Aaron Sebelin)** - September 16, 2022 - 12:30-2:45 PM - Multipurpose Stadium and Outside Fields - Pep Rally for EC Students
16. **LAEC (Aaron Sebelin)** - October 28, 2022 - 12:30-2:45 PM - Multipurpose Stadium/Outside Fields - EC Halloween Parade
17. **LAEC (Aaron Sebelin)** - September 7, 2022 - 5:00-7:00 PM - Elementary Center Gym & Cafeteria - Meet the Teacher Night
18. **Lehigh Athletic Booster Club (Jeremy Stein)** - August 28, 2022 and November 13, 2022 - 8:00 AM-6:00 PM - Multipurpose Stadium/Outside Fields/Locker Room - Football Games

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

5. Miscellaneous

A. Teacher Contract Negotiations Committee

MOTION by A. Walker, SECONDED by J. Glaush, to appoint Brian Shaner as a board representative on the teacher contract negotiations committee

VOTE: YES - 6 NO - 1 ABSENT - 0 ABSTENTIONS - 1

B. Bowes opposed and B. Shaner abstained from the vote.

6. New Business for Discussion

A. Discussion on Free Meals

B. Shaner asked about the free-meal program. E. Rarick said the District did not currently qualify for free meals based on the percentage of direct Certifications from the state. He said there would be a shortfall of \$243,000 and would need 55% of direct certifications by the state. B. Bowes said it seemed that the District would get some reimbursement. E. Rarick stated that it would be at a lesser reimbursement, so the District would lose the additional funds. He said it was not a simple formula to calculate. B. Shaner was surprised that a District like Northern Lehigh would qualify. E. Rarick felt they could open it up for discussion each year. N. Foeller asked what the direct certification was. E. Rarick said it was information by the state with individuals qualified for free lunch. J. Glaush thought it would be great to find additional funds for students to eat for free.

B. Share Bin

B. Shaner said he saw a picture on social media from another school where they offered a share bin in the cafeteria. He said unopened items could be donated to the share bin if students wanted to take extra items, instead of them going in the garbage. C. Fish said they can put this in each building with regulations.

7. Communications

A. Directors' Concerns

None at the time.

B. Public Comment

D. Krause distributed a summary of the last five years of Lehigh students at LCCC. He also asked about the Parliamentary Procedure Policy and recommended asking the solicitor's opinion on running the meeting. He recommended the introduction and swear-in to be in the minutes.

B. Bowes recommended adding committee reports to the meetings when there is something to report, such as: Library, CCTI, LCCC, Wellness. C. Fish said she would work on the structure.

C. Adjournment

MOTION by J. Glaush, SECONDED by A. Walker, to adjourn the Meeting.

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

The August 22, 2022 Board Meeting was adjourned at 8:09 PM.

Respectfully Submitted,

Edward Rarick, Board Secretary
By Janine Partenio, Recording Secretary