



**Southern Lehigh School District
Board of School Directors Meeting
Monday, January 22, 2024**

**Board of School Directors Meeting
January 22, 2024
Southern Lehigh High School
High School Boardroom
5800 Main Street
Center Valley, PA 18034
6:30 p.m.**

School Board Meeting Minutes Monday, January 22, 2024 pending approval.

Members present: Eric Boyer, Emily Gehman, Timothy Kearney, Nicole King, Candi Kruse, Stephen Maund, Mary Joy Reinartz, Melissa Torba, Christopher Wayock

Members absent: None

Administrators present: Ethan Ake-Little, Andria Buchman, Susan Knoll, Michael Mahon, Brian Mansfield, Benjamin McConnell, Sean McGinty, Louis Pepe, Michael Rohrbach, Tamara Solometo, Christopher Summa, Karen Trinkle, Deanna Webb

Others present: Attorney Jessica Moyer (King, Spry, Herman Freund & Faul, LLC), Anne Marie Lobley

1. OPENING PROCEDURES

- a. Call to Order
 - i. Emily Gehman called the meeting to order at: 6:33 pm
- b. Recording of Attendance
 - i. Present: Eric Boyer, Emily Gehman, Timothy Kearney, Nicole King, Candi Kruse, Stephen Maund, Mary Joy Reinartz, Melissa Torba, Christopher Wayock
 - ii. Absent: None
- c. Pledge of Allegiance
 - i. Emily Gehman led the Board and others attending the meeting in the Pledge of Allegiance to the Flag.

2. VISITORS' COMMENTS

- a. Comments will be limited to three minutes per speaker to provide input to the board on items that are before us, or may come for us for a vote.
 - i. No visitor comments were made at this time.

3. MINUTES

- a. Executive Session Summary-Board Solicitor
 - i. Attorney Moyer noted that the full board held executive sessions on the following dates for the following topics: 10/23/23-personnel matters, 11/13/23-personnel matters, 12/21/23-contract negotiations preparation, 1/8/24-personnel matters, 1/22/24-contract negotiations. The Negotiations Committee held executive sessions on the following dates for negotiations planning: 10/31/23, 11/16/23 and 1/10/24.
 - ii. Approval of Board Meetings & Workshop Minutes

Motion to take all items under item b, category 3. Minutes

Motion: Nicole King, seconded by Christopher Wayock

Motion Carried

Discussion occurred and correction noted to remove Amy Bausher from visitor comments since she spoke during the presentation of the Southern Lehigh High School English Language Arts Curriculum summary.

Motion for correction to January 8, 2024 Minutes

Motion: Emily Gehman, seconded Eric Boyer

Motion carried

No discussion followed

Yea: Eric Boyer, Emily Gehman, Timothy Kearney, Nicole King, Candi Kruse, Stephen Maund, Mary Joy Reinartz, Melissa Torba, Christopher Wayock

Motion to approve the minutes of November 13, 2023, December 4, 2023 and January 8, 2024 with correction to January 8, 2024 minutes as noted above.

Motion: Nicole King, seconded by Christopher Wayock

No discussion followed

Yea: Eric Boyer, Emily Gehman, Timothy Kearney, Nicole King, Candi Kruse, Stephen Maund, Mary Joy Reinartz, Melissa Torba, Christopher Wayock

Nay: None

Abstain: None

- i. **Motion to approve the Board Workshop Minutes of November 13, 2023**
 - 1. [November 13, 2023 School Board Workshop Minutes](#)
- ii. **Motion to approve the Board Meeting Minutes of December 4, 2023**
 - 1. [December 4, 2023 School Board Meeting Minutes](#)
- iii. **Motion to approve the Board Meeting Minutes of January 8, 2024**
 - 1. [January 8, 2024 School Board Meeting Minutes](#)

4. SUPERINTENDENT

a. District Update

- i. Michael Mahon provided the following district update: Ken Mohr, SLSD Board Representative for LCCC present tonight. Chris Betley, SLSD Auditor present. SLSD Calendar update made, two snow days used, two more remaining. In person instruction preferred; therefore, snow days will be used first for remaining if needed. We also have four flexible instruction days built into the District calendar to be used if needed. For flexible instructional days if needed, students would work from home virtually with teachers. Failure of pump in one of the boilers occurred at Liberty Bell. There is a second pump; however, Facilities is working quickly to repair the broken pump.

5. CURRICULUM/STUDENT AND STAFF SERVICES

a. Science Explorers Event Agreement

- i. **Motion to approve the Science Explorers Event Agreement for 2023-2024 for the events highlighted in the attached agreement. The Southern Lehigh Education Foundation (SLEF) will reimburse the District for all costs associated with this agreement.**
 - 1. [SLSD & Science Explorers Event Agreement 23 24.](#)

Motion: Timothy Kearney, seconded Melissa Torba

Motion carried

No discussion followed

Yea: Eric Boyer, Emily Gehman, Timothy Kearney, Nicole King, Candi Kruse, Stephen Maund, Mary Joy Reinartz, Melissa Torba, Christopher Wayock

Nay: None

Abstain: None

b. Materials Inventory for Disposal-November 2023

- i. **Motion to approve the disposal of the November 2023 items listed on the Southern Lehigh Materials Inventory Sheet below.**

1. [November 2023 Materials Inventory](#)

Motion: Candi Kruse, seconded Christopher Wayock

Motion carried

Discussion occurred

Yea: Eric Boyer, Emily Gehman, Timothy Kearney, Nicole King, Candi Kruse, Stephen Maund, Mary Joy Reinartz, Melissa Torba, Christopher Wayock

Nay: None

Abstain: None

c. Softball Booster Club of Southern Lehigh Bylaws

i. **Motion to approve the bylaws of the newly formed Softball Booster Club of Southern Lehigh.**

1. [Softball Booster Club of Southern Lehigh Bylaws](#)

Motion: Nicole King, seconded Christopher Wayock

Motion carried

No discussion occurred

Yea: Emily Gehman, Timothy Kearney, Nicole King, Candi Kruse, Stephen Maund, Mary Joy Reinartz, Melissa Torba, Christopher Wayock

Nay: None

Abstain: Eric Boyer

d. McGraw Hill Quote-Studysync Core ELA Student, Teacher Materials, Professional Development Grades 7-12

i. **Motion to approve the quote from McGraw Hill for Studysync Core ELA Grade 12 per the attachment below.**

1. [Southern Lehigh High School Program of Studies 2024-2025](#)

Motion: Nicole King, seconded Stephen Maund

Motion carried

No discussion occurred

Yea: Eric Boyer, Emily Gehman, Timothy Kearney, Nicole King, Candi Kruse, Stephen Maund, Mary Joy Reinartz, Melissa Torba, Christopher Wayock

Nay: None

Abstain: None

- e. Southern Lehigh High School Program of Studies 2024 2025
 - i. **Motion to approve the Southern Lehigh High School Program of Studies for the 2024-2025 school year.**
 - 1. [Southern Lehigh High School Program of Studies 2024-2025](#)

Motion: Candi Kruse, seconded Eric Boyer

Motion carried

Discussion occurred with suggestions for corrections noted to Dr. Trinkle.

Yea: Eric Boyer, Emily Gehman, Timothy Kearney, Nicole King, Candi Kruse, Stephen Maund, Mary Joy Reinartz, Melissa Torba, Christopher Wayock

Nay: None

Abstain: None

- 6. SPECIAL EDUCATION AND STUDENT SERVICES**
- 7. TECHNOLOGY**
- 8. BUSINESS AND FINANCE**

Louis Pepe provided a brief update on the bills list.

- a. Bills List
 - i. **Motion to approve the attached bills list dated January 22, 2024.**
 - 1. [January 22, 2024 Bills List Summary and Details](#)

Motion to take items a through c together under category 8. Business and Finance

Motion: Eric Boyer, seconded Timothy Kearney

Motion carried

No discussion occurred

Yea: Eric Boyer, Emily Gehman, Timothy Kearney, Nicole King, Candi Kruse, Stephen Maund, Mary Joy Reinartz, Melissa Torba, Christopher Wayock

Nay: None

Abstain: None

- b. Treasurer's Report and Investment Report for the month of October, 2023, November, 2023 and December, 2023
 - i. **Motion to approve the Treasurer's Report and Investment Report for the month of October, 2023, November, 2023 and December, 2023**
 - 1. [October, 2023 Treasurer's Report & Investment Report](#)
 - 2. [November, 2023 Treasurer's Report & Investment Report](#)
 - 3. [December, 2023 Treasurer's Report & Investment Report](#)
- c. Property Tax Refunds
 - i. **Motion to approve the property tax refunds per the attachment.**
 - 1. [Property Tax Refunds - January, 2024](#)
- d. Audit Report for Southern Lehigh School District - 2022-2023

A presentation of the Southern Lehigh School District audit report for fiscal year 2022-2023 will be made by Louis Pepe, Director of Business Services and Chris Betley, Auditor, Buckno Lisicky & Company per the attachments listed below.

- 1. **Motion to approve the audit report for fiscal year 2022-2023 as prepared by the firm of Buckno Lisicky & Company**
 - a. [Financial Statements-Audit Report \(June 30, 2023\)](#)
 - b. [Letter Re Governance \(2022 - 2023\)](#)

Chris Betley was introduced to the Board and public by Louis Pepe. Mr. Betley then provided an overview of the audit.

Motion: Mary Joy Reinartz, seconded Christopher Wayock

Motion carried

Discussion occurred

Yea: Eric Boyer, Emily Gehman, Timothy Kearney, Nicole King, Candi Kruse, Stephen Maund, Mary Joy Reinartz, Melissa Torba, Christopher Wayock

Nay: None

Abstain: None

- e. 2024-2025 Budget Update to include CLIU and LCCC Proposed Budgets for action
 - i. Louis Pepe, Director of Business Services, will discuss the Draft Annual Budget for the district and proposed budgets for CLIU and LCCC for the 2024-2025 year per the attachments listed below.
 - 1. Southern Lehigh School District 2024-2025 Draft Budget Update and Long Range Facility Plan
 - a. [SLSD 2024-2025 Budget Draft Update](#)
 - i. Louis Pepe presented the 2024 2025 Budget Draft update per the presentation provided. Summary details regarding the CLIU 21 general operating budget and the operating and capital budget for Lehigh Carbon Community College for 2024-2025 were noted. Ken Mohr, SLSD board representative for LCCC provided comments and addressed questions from the Board. Questions and comments to Mr. Pepe occurred by the Board.

Stephen Maund left the meeting at 7:43 pm and returned at 7:46 pm

Eric Boyer left the meeting at 7:49 pm and returned at 7:51 pm

- 2. **Motion to approve the proposed General Operating Budget for Carbon Lehigh Intermediate Unit #21 for 2024-2025. The 2024-2025 Budget represents a (1.18%) decrease in contribution for Southern Lehigh.**
 - a. [CLIU Proposed General Operating Budget 2024-2025](#)

Motion: Eric Boyer, seconded Candi Kruse

Motion carried

No discussion occurred

Yea: Eric Boyer, Emily Gehman, Timothy Kearney, Nicole King, Candi Kruse, Stephen Maund, Mary Joy Reinartz, Melissa Torba, Christopher Wayock

Nay: None

- 3. **Motion to approve the proposed Operating and Capital Budget for Lehigh Carbon Community College for 2024-2025. The 2024-2025 Budget represents a (1.4%) decrease in contribution from the prior year for Southern Lehigh.**
 - a. [LCCC 2024-2025 Budget Book](#)

Motion: Eric Boyer, seconded Candi Kruse

Motion carried

Discussion occurred

Yea: Eric Boyer, Emily Gehman, Timothy Kearney, Nicole King, Candi Kruse, Stephen Maund, Mary Joy Reinartz, Melissa Torba, Christopher Wayock

Nay: None

- f. Royalty Agreement with Ohiopyle Prints Inc.
 - i. **Motion to approve the Royalty Agreement as provided by Ohiopyle Prints Inc., 410 Dinnerbell Rd., Ohiopyle, PA 15470 for SLSD logo merchandise at local retailers (Giant, CVS, etc.)**
 - 1. **[Ohiopyle Royalty Agreement](#)**

Motion: Timothy Kearney, seconded Melissa Torba

Motion carried

Discussion occurred

Yea: Eric Boyer, Emily Gehman, Timothy Kearney, Nicole King, Candi Kruse, Stephen Maund, Mary Joy Reinartz, Melissa Torba, Christopher Wayock

Nay: None

- g. Approval of Copier Lease Agreement
 - i. **Motion to approve lease agreement with Municipal Capital Finance, 4600 Broadway, Allentown, PA 18104 for 1 additional Ricoh IMC 2510 Digital Copier w/Accessories including PaperCut MF Software competitively bid through COSTARS 001-E22-086 Contract # 4600016289 as follows:**
 - 1. Monthly Equipment Payment - \$159.00
 - 2. Monthly Service Payment - \$0.00 (Included with Existing Contract)
 - 3. Service provided by Atlantic Tomorrows Office in accordance with the maintenance agreement, paid through Municipal Capital Finance.
 - a. **[Municipal Capital Finance Lease Agreement](#)**

Louis Pepe provided a brief explanation for the motion regarding the approval of the copier lease agreement above.

Motion: Timothy Kearney, seconded Christopher Wayock

Motion carried

No discussion occurred

Yea: Eric Boyer, Emily Gehman, Timothy Kearney, Nicole King, Candi Kruse, Stephen Maund, Mary Joy Reinartz, Melissa Torba, Christopher Wayock

Nay: None

- h. Donation from Liberty Bell Elementary PTA
 - i. **Motion to accept donation from Liberty Bell Elementary PTA in the amount of \$49,027.32 for playground equipment to be purchased by the district through Costars.**
- i. Ready to Learn Grant Utilization
 - i. **Motion to utilize funds from the Ready to Learn Grant toward the salaries of existing current employees in the Spanish Immersion program at Liberty Bell Elementary for the 2023-2024 school year.**

Motion to take items h & i under category 8. Business and Finance and item a in category 9. Support Services together

Motion: Eric Boyer, seconded Christopher Wayock

Motion carried

No discussion occurred

Yea: Eric Boyer, Emily Gehman, Timothy Kearney, Nicole King, Candi Kruse, Stephen Maund, Mary Joy Reinartz, Melissa Torba, Christopher Wayock

Nay: None

9. SUPPORT SERVICES

- a. Liberty Bell ES Playground Equipment
 - i. **Motion to approve proposal submitted by Great Lakes Recreation - DBA Boyce Recreation 39 Veterans Drive, Suite 310, Holland MI 49423 for Playground Equipment including delivery and installation in the amount of \$49,027.32 through Costars PA Contract #014-E23-344 Cooperative Purchasing Agreement.**
 - 1. [Great Lakes Recreation Proposal](#)

Motion to take items b through d together under category 9. Support Services.

Motion: Eric Boyer, seconded Christopher Wayock

Motion carried

Discussion occurred

Yea: Eric Boyer, Emily Gehman, Timothy Kearney, Nicole King, Candi Kruse, Stephen Maund, Mary Joy Reinartz, Melissa Torba, Christopher Wayock

Nay: None

- b. Southern Lehigh School District Contracted School Bus Transportation SLSD Proposal #0 2023-01-Norman's Bus Service Inc
 - i. **Motion to approve the Southern Lehigh School District Contracted School Bus Transportation Proposal #2023-01 from Norman's Bus Service Inc. per the attachment below**
 - 1. [Southern Lehigh School District Contracted School Bus Transportation SLSD Proposal #2023-01](#)
- c. Tri-M Group, LLC
 - i. **Motion to approve the Tri-M Group, LLC, 206 Gale Lane, Kennett Square, PA 19348 Proposal # SF-07255.1 in the amount of \$11,100.00 to support the Lenel Software and Server Upgrades for Southern Lehigh School District Access Control System.**
 - 1. [Tri-M Group Proposal](#)
- d. Provident Energy Natural Gas Supply Bid 2024
 - i. **Motion to approve the Natural Gas Purchasing Supply Agreement with NRG Energy, Inc and Constellation Energy Corporation effective 11/1/2024 for the period of Nov 2024 meter read date to the July 2025 meter read date (8 months) at a supply rate of \$1.540/DTH for N (low volume accounts) with NRG and \$(0.325)/DTH for DS (high volume accounts) with Constellation as per the attached.**

Note: This award is part of the cooperative bid for Retail Natural Gas Purchasing through Provident Energy Consulting, LLC for our current bid expiring October 2024.

- 1. [Natural Gas Purchasing Supply Agreement - NRG](#)
- 2. [Natural Gas Purchasing Supply Agreement - Constellation](#)
- 3. [Retail Natural Gas Purchasing Bids \[DS\] and \[N\]](#)

Stephen Maund announced that he was leaving the meeting and would not be returning. Time was 8:24 pm.

10. HUMAN RESOURCES

Dr. Ethan Ake-Little provided a brief overview of all items listed in the Human Resources Report under category 10. Human Resources and all items listed under Graduate Study category 15. For Information Only.

a. Human Resources Report

i. **Motion to approve the following personnel items presented in the Human Resources Report.**

1. **[Human Resources Report January 2024](#)**

Questions occurred prior to the motion regarding category 15. For Information Only, item b. Graduate Study and APMC process.

Motion: Mary Joy Reinartz, seconded Christopher Wayock

Motion carried

Discussion occurred

Yea: Eric Boyer, Emily Gehman, Timothy Kearney, Nicole King, Candi Kruse, Mary Joy Reinartz, Melissa Torba, Christopher Wayock

Nay: None

Absent: Stephen Maund

Abstain: None

11. APPOINTMENTS

a. **Motion to approve _____ as Southern Lehigh School District's representative to the Southern Lehigh Public Library board for a three year term concluding on December 31, 2026.**

i. *The board shall nominate and approve two of the following applicants for the position: Susan Arnold, Ryan Allen, Kathleen Parsons. Nom SA, TK, second CW*

Motion to nominate Susan Arnold

Motion: Timothy Kearney, seconded by Christopher Wayock

Motion to nominate Ryan Allen

Motion: Christopher Wayock, seconded by Mary Joy Reinartz

Motion to nominate Kathleen Parsons

Motion: Candi Kruse, seconded by Melissa Torba

Motion to close nominations

Motion: Christopher Wayock, seconded by Candi Kruse

Motion to appoint Susan Arnold as Southern Lehigh School District's representative to the Southern Lehigh Public Library board for a three year term concluding on December 31, 2026.

Motion carries

Yea: Eric Boyer, Emily Gehman, Timothy Kearney, Nicole King, Candi Kruse, Mary Joy Reinartz, Melissa Torba, Christopher Wayock

Absent: Stephen Maund

Motion to appoint Ryan Allen as Southern Lehigh School District's representative to the Southern Lehigh Public Library board for a three year term concluding on December 31, 2026.

Motion does not carry

Yea: Nicole King, Mary Joy Reinartz, Christopher Wayock

Nay: Eric Boyer, Emily Gehman, Timothy Kearney, Candi Kruse, Melissa Torba

Absent: Stephen Maund

Motion to appoint Kathleen Parsons as Southern Lehigh School District's representative to the Southern Lehigh Public Library board for a three year term concluding on December 31, 2026.

Motion carries

Yea: Eric Boyer, Emily Gehman, Timothy Kearney, Candi Kruse, Melissa Torba

Nay: Nicole King, Mary Joy Reinartz, Christopher Wayock

Absent: Stephen Maund

Comments occurred post the above motions regarding the Southern Lehigh School District SLPL Board Library appointments.

12. COMMITTEE REPORTS

Notation made to have Committee Chairs listed on the [School Board website](#).

- a. Facilities Committee: 1/25/24 informational meeting, open to the public 6 pm SLHS Boardroom.

13. NEW BUSINESS

- a. Todd Miller, teacher and baseball coach at SLSD for 26 years, was recently inducted into the Athletic Hall of Fame at Parkland High School. Suggestion made to have a future discussion to look into getting information out to the community regarding news such as this, in addition to what is happening at our schools.
- b. Brief updates provided regarding the musical, robotics events, thanks extended to the Hopewell PTA for invitation to their meeting and suggestion made to consider placing the suicide hotline number on student ID's.

14. OTHER BUSINESS

- a. Student representation on the Board has not been forgotten. February is the goal for this.
- b. SLEF social on 2/8 information can be found on the [SLEF website](#) under news and events.

15. FOR INFORMATION ONLY

- a. Field Trip Requests
 - i. [Field Trip Requests](#)
- b. Graduate Study
 - i.

Name	Position	Course/Program Pre-Approval	Institution	Reimbursement	Column Movement	Approval Date
Dana Kleppinger	Middle School English Teacher	MS Education - Teaching English to the speakers of other Languages (30 Credits) ESL Certification (15 Credits)	Wilkes University	X	X	11/15/2023
Xiao Zhu Sears	Middle School World Language Teacher	ESL Certification	Carlow University	X	X	11/15/2023

Nicole Yaghi	High School Social Studies Teacher	Positive Psychology Graduate Certificate	University of Missouri	X	X	11/15/2023
Tara Collins	Liberty Bell Reading Teacher	Dyslexia Certificate	University of Florida	X	X	12/21/2023

c. [Conference Requests December 2023 & January 2024](#)

16. VISITORS' COMMENTS

- a. No visitor comments were made at this time.

17. EXECUTIVE SESSION

18. ADJOURNMENT

- a. Emily Gehman adjourned the meeting at: 8:48 pm
 - i. Motion: Candi Kruse

Respectfully submitted by Anne Marie Loble

Executive Assistant to the Superintendent and Board Meeting Recorder