



**Southern Lehigh School District
Education Committee Meeting Minutes
May 14, 2024**

**Southern Lehigh School District
Education Committee Meeting
May 14, 2024
Conference Room
Southern Lehigh Administration Building
5775 Main Street
Center Valley, PA 18034
4:15 pm**

Education Committee meeting minutes of May 14, 2024 pending approval.

1. Opening Procedures

- a. Call to Order
 - i. Meeting was called to order by Timothy Kearney at: 4:16 pm
- b. Recording of Attendance
 - i. Present: Timothy Kearney, Eric Boyer, Melissa Torba
 - ii. Others Present: Dr. Karen Trinkle and Michael Mahon

2. Approval of Meeting Minutes

a. Education Committee Meeting Minutes April 4, 2024

- i. Motion to approve meeting minutes of April 4, 2024:
 - 1. Education Committee Meeting Minutes unanimously approved by committee members

3. Full Day Kindergarten: Education Committee Presentation 5/14/24

- a. Dr. Karen Trinkle presented on Full Day Kindergarten noting the following:
 - i. Began the process with guiding questions to expand discussion and understanding of Full Day Kindergarten (FDK) . A brief overview of the items to be considered for FDK, including building capacity, elementary boundaries, grade bands, impact on curriculum (resources and professional development) and transportation. Staffing needs, non recurring and recurring costs, cafeteria and classroom maintenance were also reviewed on district budget and revenue requirements.
 - ii. Provided further description of RFQ (Qualification) and RFP (Proposal) process and differences between both actionable steps. With the selection of a firm to provide consultation, this results in an independent,



durable report. There will be administrative workflow impact as the partnership will require collaboration.

- iii. The process can assist in providing structure to the consultant selection process to ensure that the scope of work (SOW) is well understood, work requirements and contracting details are not overlooked, and the most cost effective professional services contract is achieved.
 - 1. Provides a comprehensive scope of work (SOW). Provides a high-level overview of the results of identified SOW tasks.
Produces tangible deliverables: defines the tasks, timeline, and budget of a project.
- b. Committee Discussion included the recognition that the RFP process will allow the district to be responsive and responsible in exploring the alternatives for implementation of FDK through data obtained from the feasibility study.
 - i. Further detail included the collaborative efforts that will be led by administration in support of the drafting of the RFP, the firm selection process, and partnership necessary to make an informed decision.
 - ii. Brief discussion on potential timeline for RFP draft, interview requirements/expectations, and selection process.
- c. The committee agreed to seek board approval on June 10, 2024 for the district to engage in an RFP for comprehensive feasibility study to determine the best options for full day kindergarten.

4. ADJOURNMENT

- a. Adjourn
 - i. Meeting was adjourned at: 4:55 pm.

Respectfully submitted by Dr. Karen Trinkle, Assistant Superintendent