



**Southern Lehigh School District  
Board of School Directors**

**Policy Committee Meeting Minutes  
June 5, 2024 @ 2:00p.m.**

**Southern Lehigh School District Administrative Offices  
5775 Main Street | Center Valley, PA 18034**

**1. OPENING**

a. Roll Call/ Recording of Attendance

The meeting was called to order by Emily Gehman, Committee Chair at 2:00p.m.  
*Present:* Emily Gehman, Candi Kruse, Timothy Kearney (*Committee Members*); Michael Mahon, Karen Trinkle, Ethan Ake-Little, Louis Pepe, Andria Buchman (*Administrators*)

b. Approval of Minutes (May 1<sup>st</sup> Meeting)

The Committee approved meeting minutes for the May 2024 Policy Committee Meeting.

**2. OVERVIEW OF PROCESS & POLICIES FOR CONSIDERATION** (*Brief Presentation*)

The presentation by Dr. Ethan Ake-Little recapitulated the logistics of the policy review process including (a) administrative review leading to a first draft, (b) the Policy Committee's approach to policy review, and (c) some questions/ items for consideration regarding the policies slated for review.

**3. THIRD DRAFT POLICIES FOR REVIEW** (*Discussion*)

a. Policy 122: Extracurricular Activities (*Last Updated: DEC 2015, Second Review: MAY 2024*)

The Committee reviewed the High School and Middle School Codes of Conducts to ensure these practices were compatible with any hereto revised policy language.

**4. SECOND DRAFT POLICIES FOR REVIEW** (*Discussion*)

a. Policy 103.1: Non-Discrimination for Qualified Students with Disabilities (*NEW, First Review: MAY 2024*)

The Committee endorsed minor changes to language stemming from solicitor feedback and recommend the policy for First Reading before the full Board of School Directors at their June 10, 2024 Meeting.

**5. FIRST DRAFT POLICIES FOR REVIEW** (*Discussion*)

a. Policy 113.1: Discipline of Students with Disabilities (*NEW*)

The Committee requested the Administration seek legal counsel regarding the applicability of extant disciplinary policies and procedures concerning students with disabilities.

b. Policy 622: GASB Statement 34: Capitalization Threshold (*NEW*)



- c. Policy 625: Procurement Cards (*NEW*)
- d. Policy 704: Maintenance of Property (*NEW*)
- e. Policy 706: Property Records (*NEW*)
- f. Policy 708: Lending of Equipment and Books (*NEW*)
- g. Policy 828: Fraud (*NEW*)

For Policy 622, Policy 625, and Policy 706, there were no recommended language changes; for Policy 704, Policy 708, and Policy 828, the Committee recommended only minor, clarifying language changes. The Committee endorsed all six (6) for First Reading before the full Board of School Directors at the June 10, 2024 Meeting.

- h. Policy 818: Contracted Services (*NEW*)

The Committee requested the Administration review the language of existing personnel staff vendor contracts to determine if it conforms to the recommended Pennsylvania School Boards Association (PSBA) draft policy language especially around training. If not, the Administration resolved to explore ways in which some or all this recommended language might be implemented into current personnel operations.

## **6. ANNOUNCEMENTS**

- a. Board Review of Policy 123/ 123.1/ 123.2/ 123.4
- b. July/ August 2024 Policy Committee Meeting

Prioritizing the urgency of Policies 622, 625, 704, 706, 708, and 828 per auditor recommendation, the Committee opted to discuss the future of Policy 122 and the Policy 123 series at the start of the FY2024-25 policy review cycle. The Director of Human Resources resolved to solicit the availability of Committee members electronically to schedule a July 2024 and/or August 2024 Policy Committee Meeting.

## **7. ADJOURNMENT**