



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

Policy Committee Meeting Minutes

October 2, 2024 @ 1:00p.m.

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

1. OPENING

a. Roll Call/ Recording of Attendance

Emily Gehman, Committee Chair, called the meeting to order at 1:00p.m. *Present:* Emily Gehman, Candi Kruse, Timothy Kearney (*Committee Members*); Michael Mahon, Ethan Ake-Little, Karen Trinkle, Andria Buchman, Louis Pepe, Michael Rohrbach (*Administrators*)

b. Approval of Minutes (July 17th Meeting)

The Committee approved meeting minutes for the July 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) questions to consider during the first and second draft review, and (c) a preliminary timeline for policy review for SY2024-25.

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

a. Policy 122: Extracurricular Policies (*Last Updated: DEC 2015*)

The Administration supported separating on- and off-campus disciplinary action and, in turn, the Committee endorsed this policy for First Reading in tandem with its companion Policy 123 (Extracurricular Activities), which is pending final review, before the full Board of School Directors.

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

a. Policy 818: Contracted Services (*NEW*)

The Committee inquired how approved contractors, either recurrent or visiting, are treated regarding clearance submission. The Administration explained the procedure related to both types of contractors and added language to this policy that permits the district to audit contracting agencies to submit proof of clearance. Satisfied by the policy and procedure, the Committee recommended that this policy be promoted to the Board of School Directors for a First Reading at their Monday, October 14th meeting.

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

a. Policy 113.2: Positive Behav Support for Students w/Disabilities (*Last Updated: APR 2013*)

b. Policy 113.3: Screening, Evaluations, and Independent Evaluations for Students with Disabilities (*Last Updated: MAY 2013*)



- c. Policy 113.5: Child Find (Formerly Policy 113.1; Last Updated: MAY 2013)

The Committee solicited information from the Administration regarding using current positive behavioral support for special needs students, including using appropriate physical restraints. Additionally, the Committee inquired about the existing procedure for screening and evaluating special needs students. Having no concerns about either process or language, the Committee recommended that these three (3) policies be promoted to the Board of School Directors for a First Reading at their Monday, October 14th meeting.

- a. Policy 610: Purchases Subject to Bid/ Quotation (NEW)
b. Policy 611: Purchases Budgeted (NEW)
c. Policy 612: Purchases Not Budgeted (NEW)

The Committee requested that the Administration add language that adjusted the annual purchase/ bid threshold each year during the policy's life without the need for annual approval by the Board of School Directors. Assuming the addition of this new language, the Committee recommended that these three (3) policies be promoted to the Board of School Directors for a First Reading at their Monday, October 14th meeting.

- d. Policy 707: Use of Facilities (Last Updated: JUN 2020)

The Committee discussed the various classes/ groups outlined in the existing policy and a visual review of all properties owned by the Southern Lehigh SD. However, the Committee deferred review of this policy until it had the opportunity to review the companion Administrative Regulations, specifically the usage fee schedule.

6. ANNOUNCEMENTS

- a. SY2024-25 Policy Committee Topics Overview

The Administration and Committee discussed the preliminary SY2024-25 Policy Calendar and each group provided feedback regarding priority policies and potential dates during the policy calendar year for timely review.

7. ADJOURNMENT