

**BETHLEHEM AREA SCHOOL DISTRICT  
BOARD HUMAN RESOURCES COMMITTEE  
MEETING MINUTES  
MONDAY, MARCH 10, 2008**

Members of the Board Human Resources Committee met on Monday, March 10, 2008, in the Dining Room, at the Education Center. Present were the following school board members: Michele Cann, Judith Dexter, Irene Follweiler, Dr. Craig Haytmanek, Charlene Koch, Loretta Leeson, and Eugene McKeon. Also in attendance were Assistant to the Superintendent for Curriculum and Instruction Mary Katona, Director of Student Services Thomas K. Washington, Superintendent of Schools Dr. Joseph A. Lewis, and Associate Superintendent Robert R. Gross III.

The meeting of the Board Human Resources Committee was called to order by Mrs. Irene Follweiler at 9:00 p.m.

**COMMITTEE OPERATION PROTOCOL** – The board agreed to have this item discussed at the next meeting.

**SCHEDULE OF BOARD MEETINGS FOR 2008-2009** – Mr. Gross presented the board meeting schedule for the 2008-2009 school year as per the board's request and for approval at the Regular Board meeting on March 17, 2008. Dr. Lewis highlighted changes from the previous years.

Mrs. Leeson noticed in August of last year there were not many committee meetings and stated that in some previous years, more meetings were conducted in August. Mrs. Leeson indicated it would be helpful to conduct a curriculum meeting in August along with the meetings already scheduled. The schedule of meetings for August currently reflects a Human Resources Meeting, a Special Board Meeting designated primarily for hiring purposes, and the Regular Board Meeting. She expressed that curriculum issues are ongoing and an August meeting would provide an opportunity for the board to discuss the issues and receive information from the state regarding test results. She stated that the board could begin to analyze that information earlier in the fall rather than waiting until September.

Mrs. Leeson requested a curriculum meeting be added for August. Dr. Lewis responded that it could be added it, as it is the board's choice. Mrs. Leeson added that a few years ago a curriculum meeting was conducted in August. She further pointed out that should the meeting not be necessary, it could be deleted later. Mrs. Follweiler asked the board for any thoughts regarding the addition of a curriculum meeting for August. Mrs. Dexter added that she would like to have curriculum issues relating to the opening of school (e.g. opening of school details, deletions, schedules, etc.) and does not wish to hear about the PSSA data at that time. Mrs. Leeson indicated the district receives the PSSA data in late August and the analyzation of the data could be shared at a September or October meeting. Mrs. Follweiler recommended adding curriculum in August as an informational quick update. Mr. McKeon asked how much notice was necessary to inform the public of the public meeting. Dr. Lewis responded that a few days notice would be sufficient because there is no action being taken in those meetings, and he believes there will not be many items to discuss on that night. Mrs. Dexter suggested meeting at Liberty High School. Mrs. Follweiler commented that it would be a good idea with the walk through being done at the same time. Mrs. Cann would like to add a curriculum meeting. She considers the addition of an August meeting to be timely considering the volume of schedule and student issues prior to the start of a new school year. Mrs. Koch indicated she would be out of town for this meeting.

Mrs. Follweiler recommended adding the curriculum meeting on August 11, 2008, in the first time slot between 6:00-6:30 p.m. Mr. Gross commented that the Special Meeting is being held on the 11<sup>th</sup> because the first day of new teachers is on the 18<sup>th</sup>, and he would like them board approved before that date. Dr. Lewis penciled in 6:00-7:00 p.m. Curriculum, 7:00 p.m. for Human Resources, and 7:30 p.m. for the Special Board Meeting on August 11, 2008. Dr. Lewis confirmed that on Monday, August 11, the curriculum meeting would be added.

Mrs. Leeson reviewed the calendar for the month of June and inquired about the date of the two high school graduations. Mr. Gross confirmed that the date for Liberty High School's commencement exercises is June 3, 2009, and June 4, 2009, is Freedom High School's graduation ceremony.

Mrs. Leeson commented that the eRate approval on January 24, 2009, appeared to be later than usual. She indicated she thought the approval was held a bit earlier in past years and that this action was previously conducted in December. Dr. Lewis indicated the eRate submittal has a deadline that Mr. Gross will confirm this date with Mrs. Lutcher to ensure that the January date was within the necessary time-frame for a prudent submittal. Mrs. Follweiler concurred that checking with Robin was a good idea as she too thought the January date was awry.

**BOARD POLICY 246 – STUDENT WELLNESS** – Mr. Gross indicated that this policy was previously discussed at the February 11, 2008, Board Human Resources Committee Meeting. On page 7 of 8, the language highlighted was added at the recommendation of Mr. Stanley Majewski and Dining Services Department in accordance with federal and state regulations.

Mr. Gross reminded the board of the topics discussed at the previous meeting and asked the board if they wished to further review the discussion topics. The board indicated they did wish to discuss some areas such as on page 6 of 8, under Other School Based Activities (lunchtime). Mr. McKeon asked if that was a recommended straight time. Mrs. Follweiler stated that the senior lunchtime is 30 minutes, and it's up to the parents or students what they want to eat. Mrs. Leeson wanted to know how does this affect the senior lunchtime. Mrs. Follweiler commented that the students should be provided with this time. Dr. Lewis said the 20 minutes can be used, but would be difficult to police. Mr. Gross pointed out the intention of the policy is to make sure the district does provide each student with adequate time to eat lunch in a seated position. If students choose to use the seat time for eating by leaving the building on senior lunch privilege, that is a choice they make as an individual. The district does provide ample time for food consumption. Mrs. Leeson disagrees that the district is providing 20 minutes of actual sit-down time for food consumption.

Mrs. Koch commented that she does not see this item in the policy and is curious if at the elementary level students are given ice cream but told they cannot eat it until they eat their food, and therefore, the ice cream melts before they can eat it. Mr. Gross will investigate this.

Mr. McKeon does not think the policy is targeting seniors with regard to the time it takes to commute to a fast food vendor. While he agrees the drive time is not seated time to consume food, the policy does not consider this, nor it is the intent of the policy. Mrs. Follweiler asked if the board wished to have the time frame for student lunches examined. Mrs. Dexter indicated she would vote yes if there were a longer time for the students to eat lunch. Mrs. Cann stated the policy is correct as it is written indicating she believes we comply with the policy mandates. Mrs. Follweiler agreed and asked if there was a second item to discuss.

Mr. Gross expressed there was a second item to discuss on page 4 of 8. Mr. Gross read the paragraph aloud. The item pertains to each school contributing to and providing students with adequate physical activity opportunities. Some of the language in this part of the policy pertains to aspects of the wellness policy, while other parts deals with physical education class offerings. The board felt that the district does comply with the policy and that there is an effort by the district to provide the students with movement opportunities throughout the day. Mr. Gross indicated that the district is giving students opportunities for physical movement and increasing their awareness of the need for physical activities. Mr. Gross stated he has seen roadside billboards with the message of the need for students to gain additional physical activity in their lives. Each school determines the opportunities for physical movement while the district is responsible to make sure schools are compliant with the policy requirements. Mrs. Follweiler mentioned the intramural class "weight center" and asked if advertising its use contributes to those sixty minutes. Mrs. Cann wanted to know if this is to comply with state mandates for physical education. Mr. Gross

stated the wellness policy established recommended guidelines for physical activity as part of a package that also includes nutritional guidelines. The items cited in the policy are designed to encompass a comprehensive wellness plan for students and staff.

The topic of whether co-curricular or extra-curricular activities such as sports could be substituted for physical education class credit. Mrs. Katona indicated she had contacted the Pennsylvania Department of Education and the person with whom she spoke indicated “absolutely not.” The district may not substitute clubs, sports and the like for physical education courses. She stated that the state would send us additional information, which will be shared with the board. Mr. McKeon asked if students take physical education and health education for nine (9) weeks, how does health education not cover nutritional education and is sure teachers are not telling students not to eat. Mrs. Katona asked for time to gather the information for the next board meeting. Mrs. Cann said that it would be unrelated basing it on the topic being discussed. Dr. Lewis said no and that Mrs. Katona will get the information for the next meeting. Mrs. Follweiler asked if there were any additional questions.

Mrs. Leeson had another comment on the physical activity on the second paragraph. She is asking that “determine” be removed. She also asked about the physical activity for RASA. Dr. Lewis answered that RASA does offer an activity section. Mr. Washington said that they have indoor activities. Dr. Lewis also said there is outdoor activity – the park program. Mrs. Leeson asked if this could be looked into. Dr. Lewis directed Mr. Washington to check on this.

Mrs. Follweiler suggested power walk as a convenient, inexpensive activity that can be done anywhere. She asked if there were any other comments.

Mrs. Leeson continued with page 5 of 8 regarding open gyms and accessibility to our facilities and asked if the district is allowing this access only through sports programming. Dr. Lewis answered that the gyms are currently leased for community programs, intramurals, and sports. Mrs. Leeson asked if the district was looking to do open gym time for the community. Mr. Gross stated that the township center is open and the children in the community have access to the center. Mrs. Leeson asked if the district could have more open gym time. Dr. Lewis said it can be looked at, e.g., Broughal is booked every night with activities. Mrs. Dexter asked if the whole sentence is deleted would the district still be in compliance. Mr. Washington answered that he would have to check into this. Mrs. Dexter thinks it should not be taken out. Dr. Lewis suggested striking it out if it is not a requirement. Mr. Gross commented that the district has the other policy about use of facilities. Dr. Lewis said the line would be stricken from the policy.

Mrs. Leeson asked who is the wellness committee board member. Mr. Washington answered Mrs. Koch.

Mrs. Follweiler asked if there were any other comments.

Mrs. Leeson apologized for having one more comment regarding page 7 of 8. She wanted to know if this is a PA requirement. Mrs. Follweiler asked for one more reading on this policy. Dr. Lewis stated that it would be submitted for a third reading for April 14, 2008. Mrs. Follweiler asked if there was any urgency with approving this policy and if it can go on April agenda. Mr. Gross answered no, and it will be brought back in April for review.

#### **COURTESY OF THE FLOOR – None**

**OPEN FORUM** – Mrs. Cann inquired as to when the town hall meetings about the Nitschmann project. Dr. Lewis said the administration is currently selecting dates and locations. Mrs. Cann asked if we could inform the public of the meetings and if we would kindly invite the Hanover Township Commissioners to the meeting at Hanover. Dr. Lewis indicated we would be pleased to invite the officials to the meeting.

A discussion was held regarding the dates the board is available to schedule these town meetings. Mrs. Leeson stated that the board needs to be available and it will not work with only three or four board members attending the sessions. Mrs. Follweiler agreed with Mrs. Leeson and that eight of eight or eight of nine board members need to attend these meetings. It is important that the board hears what the public has to say.

Mrs. Dexter said the board needs a tour of the Nitschmann building. Mrs. Follweiler suggested starting with the dates and seeing who is available. Dr. Lewis will collect the dates and informed them that they cannot wait too long for the demolition of the Northeast building. Mrs. Leeson commented that this was just brought to the board and with grievances, budget workshops and everything else it is hard to schedule these dates and suggested finding dates that the majority of the board can attend. Dr. Lewis suggested moving the location of the meetings. Mrs. Leeson wondered why three (3) meetings were scheduled. Dr. Lewis answered that he wanted to make sure that all board members can make the meetings; one is being done at Nitschmann and the other at Hanover. Mrs. Leeson suggested the April 8, 2008, and the 28, 2008. Dr. Haytmanek cannot attend the April 28, 2008 meeting. Dr. Lewis recommended Tuesday April 8<sup>th</sup> and Monday April 28<sup>th</sup>. The town hall meeting at Nitschmann will be held on the April 8th at 7:00 p.m. and at Hanover on the 28th starting at 7:00 p.m. The tour of the current Nitschmann facility will begin at 6:00 p.m. on April 8. Mrs. Dexter informed the board that there is a play rehearsal on the 28<sup>th</sup>. Dr. Lewis commented that Jacqueline Santanasto, principal at Nitschmann, said it would not be a problem to have the meeting at the same time. Mrs. Follweiler recapped the meeting dates.

Mrs. Dexter inquired as to whether the issue of employees using facilities was an insurance exposure to the district. Dr. Lewis answered the district is covered in a broad sense and that our insurance would cover an individual should they become injured while using a school facility. Further, Dr. Lewis indicated the insurance carrier was going to investigate the use of individual waivers for individuals using the facilities outside of normal school operating hours.

Irene Follweiler adjourned the meeting at 9:57 p.m.

Minutes prepared by:

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Nitza S. Yerger, Confidential Secretary to the Associate Superintendent