

**BETHLEHEM AREA SCHOOL DISTRICT
BOARD HUMAN RESOURCES COMMITTEE
MEETING MINUTES
MONDAY, APRIL 14, 2008**

Members of the Board Human Resources Committee met on Monday, April 14, 2008, in the Superintendent's Conference 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 Benjamin Tenaglia, III. Also in attendance were Supervisor of Child Accounting June Majewski, Director of Student Services Thomas K. Washington, Assistant to Superintendent for Finance and Administration Stanley Majewski, 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 8:35 p.m.

STRATEGIC PLAN UPDATE – Mr. Gross was pleased to report that the subcommittees for the Strategic Plan have been meeting quite frequently. He stated that seventy-six (76) individuals are currently participating in our Strategic Plan Committee and there are seven (7) subcommittees. (list members for each subcommittee.) He announced that there are two subcommittee meetings scheduled for Tuesday, April 15th, at 7:00 p.m. at the Education Center for Student Services and at 4:00 p.m. at Monocacy for Special Education. The Strategic Plan Committee will on Wednesday, April 16th at 7:00 p.m. in the Dining Room at the Ed Center.

The eSP Committee is interested in launching a survey to our community on April 28th. Data collection from the elementary, middle and high school student population, staff members, and parent survey via Zoomerang survey tool will be utilized. The survey has been translated into Spanish. Paper copies of the surveys will be available at all schools in both English and Spanish for parents to complete and return. Mr. Gross hopes to show the survey on Wednesday. The survey has been shown and approved by the various union groups.

Often while subcommittees are entering the eStrategic Plan, web portal, the web portal is not operational for committee members. We are in contact with the Colonial IU 20 and moving forward with acquiring access.

Mrs. Leeson commented it was hard for her to attend some meetings since there are so many and they conflict. Dr. Haytmanek asked if it was a conflict with the board meetings. She said no, the conflicts are due to more grievance meetings, etc.

Mrs. Dexter asked if Mr. Gross had drafted the survey. Mr. Gross informed the board that the Pennsylvania Department of Education created the survey, but the committee cleaned it up and customized it for Bethlehem Area School District.

Mrs. Dexter wanted to know who would tally the surveys. Mr. Gross responded that the Zoomerang survey tool would be doing an automatic tally of the surveys completed online, and the surveys that are completed by hand would be entered into the tally count. She wanted to know when the board could expect those results. Mr. Gross stated that the survey will be launched on April 28th and there is a two-week window for completion. Mrs. Follweiler inquired about the number of participants in the subcommittees and wanted to know if the numbers varied due to need or interest. Mr. Gross responded that participants were asked to sign up in areas of interest. The State did not have a regulation on the members of participants. Mrs. Dexter commented that it looked like a lot of community involvement was solicited. Dr. Lewis also said to keep in mind that some subcommittees might be more interesting than others. Mr. Gross commented there is about 25% community involvement. Mrs. Koch said she likes to see the community involved since any of them could be our future board members. Mrs. Cann wanted to know how would parents know about the online survey. Mr. Gross responded that there would be a media

blitz that would take place and a mail-out to all parents. He also said they were looking into using the public library for parents to access the survey online. Mrs. Follweiler asked if there was a way not to avoid duplicate surveys filled out. Mr. Gross said it would be easy with Zoomerang because of the URL address, but that it will not stop the same individual from filling out the survey from different computers. The survey collection is not a fail-safe program. Surveys completed by hand will be more difficult because we did not ask for identification on them, but we did add the level of their children's education on the survey. Mr. Gross believes that the motivation will not be there for individuals to fill out the survey several times.

BOARD POLICIES – Mr. Gross indicated information regarding proposed policy changes was included in the board mail out on Wednesday you received board policy revisions.

Policy 707 – Use of School Facilities was addressed by Mr. Majewski. A question was asked if there was an employee who was using the building or facilities was insurance coverage provided. He stated that if an employee did use the building or facilities and there is a claim, there would be liability coverage. We are hoping to be in compliance with the policy.

Mrs. Cann referred to the current Class III classification and little league programs like the Bulldogs; she wanted to know if there is a janitor fee. Mr. Majewski responded only if there is additional use for a janitor. He said, instead of the cost going back to the taxpayers it goes back to the group. Mrs. Cann was concerned that because of additional fees like this it goes back to the participants of the group. She wanted to know if it could be checked that it is affordable for them. Mr. Majewski did inform her that the groups have a number of options. Some groups have the option of using their township centers, community centers, etc. Current practice has been if it benefits children of Bethlehem Area School District, we then would waive the fee. The intent of this policy is to define the classifications, and who receives the waiver and who does not. If there is communication that needs to go out to the groups, it will be mailed to them. The groups have the ability to schedule their own meets, and so they are aware of costs involved. Mrs. Cann stated as long as they have time to plan for the fees. Dr. Lewis stated that the groups might already know about classification of the groups.

Mrs. Leeson asked if Class IV meant that we are going to make our facilities open to the public. Mrs. Leeson requested that it is checked with the solicitor to make sure there is no double charging or more than taxation. Mr. Majewski stated it was not an exert amount. If you think about heating and lighting, it is breaking even and not making an excessive amount. Mrs. Koch asked if those that lease the buildings and clean afterwards are given consideration with the fee for cleaning up after themselves. Mr. Majewski also stated the district has the right to void a lease if a building is left in bad shape. If tables are moved, they should be put back and not a lot of litter left. If they do leave the building in unacceptable conditions, they are contacted. They are not to touch the equipment in the kitchen because of sanitation reasons.

A discussion was held regarding the current Class II, and it was decided to eliminate Class II and move up the three categories to Class II, Class III, and Class IV.

Mrs. McCann wanted to know, when the gymnasium is leased, is it leased at an hourly or daily rate. Mr. Majewski answered a daily rate is typically used. Examples were discussed and charges for gymnasiums and fields were reviewed. A discussion was held regarding the weight rooms and fitness rooms. Mrs. Leeson would like to have a period of time to use this fee structure to see if it will work for Bethlehem Area School District. Dr. Haytmanek commented that this was not a board issue and administration can handle this. Mr. Tenaglia stated that Mr. Majewski can handle this and if there was a problem he can bring it back to the board.

Mrs. Follweiler asked the board if they were in agreement to put this policy on for Monday, April 21, Regular Board Meeting agenda. It was agreed.

Policy 246 – Student Wellness – The school district solicitor has reviewed this policy and made suggested changes. The policy will be on the Regular Board Meeting agenda for Monday, April 21.

Policies 354 – Pre-employment Drug Testing for Administrative Employees and Policy 554 – Pre-employment Drug Testing for Support Employees – Dr. Lewis stated these policies were mirror images of the previous approved policy for teacher applicants. Mr. Gross also commented that the district had their first application of the testing protocol, and it was very successful.

Mrs. Follweiler asked the board if they were in agreement to put the policies on the agenda for Monday, April 21, Regular Board Meeting. It was agreed.

Policy 006 – Meetings – The board agreed to have this item discussed at the next committee meeting. A discussion was held on past practices of the board with meetings.

Approval for Act 80 Request Application – This recommendation is presented annually to the board for approval. An Act 48 Request Application to the Pennsylvania Department of Education for the 2007-2008 school year. Certain days in the school calendar count as Act 80 days. It eliminates subsidiary penalties for student days. There are 180 days of required attendance in the school calendar. The school district is allowed to apply for up to eight (8) days annually. This will be included on the April 21 Regular Board Meeting agenda.

Elementary School Open Enrollment Policy – Mrs. Cann asked about the change in open enrollment this year especially at Donegan Elementary School. Mr. Gross responded that since moving kindergarten back to Donegan it is his recommendation that the district should eliminate the open enrollment at Donegan for the next school year. Open enrollment numbers are monitored during the summer. Mr. Washington is also engaged in this process.

Mrs. Koch asked if the No Child Left Behind (NCLB) legislation has created openings at the schools. Mr. Gross responded that most children involved in open enrollments are due to childcare reasons. The number of children exiting Donegan is less than those requesting to enter the school. Mrs. Koch wanted to know if the district tries to make accommodations for children that are watched by family members. Mr. Gross responded that we make every attempt to honor requests. An English and Spanish letter about No Child Left Behind (NCLB) indicates that we will honor requests at Marvine but not provide transportation. Dr. Haytmanek asked how many students move out of Donegan and Marvine because of No Child Left Behind (NCLB). Mr. Gross stated about twelve (12) to sixteen (16).

Tuition Waiver Students – Mrs. Majewski attended a state conference, and stated that the board now has to approve all tuition waivers. In the past, we would bring to you the tuition waivers to make you aware but not as an agenda item for approval. It is required now by the state that tuition waivers are board approved. The board will receive tuition waivers to be approved twice a year. Mrs. Majewski stated that seniors are the only ones the district can bill if they move prior to the start of the school year, but if they move after the first day of school then they are not billed.

COMMITTEE OPERATION PROTOCOL – This topic came up a couple of months ago. A discussion was held amongst the board members regarding how committee meetings are held. Dr. Lewis stated that Mrs. Cann noticed it was against what we practice. Mrs. Follweiler asked if there was a policy. Mrs. Koch gave a short history on past practices of the board regarding the courtesy of the floor and open forum. She stated that years ago the board meetings would run into 1:00 or 2:00 in the morning. Mrs. Follweiler stated that she did not see that these guidelines address that issue. Mrs. Leeson stated that the district does have a policy regarding board meetings and courtesy of the floor extending to Regular Board

Meetings; however, there are some areas of discrepancies. What is in the protocol is more what the board practices, and it needs to be cleaned up. The policy should supersede the guidelines unless the board wants to make changes.

Dr. Haytmanek stated that this came out when the chairperson was allowing committee and board members to have discussions. There is no good way to structure a committee meeting. He suggested it was best to run through the agenda items, courtesy of the floor, then open forum.

Mrs. Dexter commented that it should depend on the topics being discussed; for example, during the budget meeting we did it topic by topic and a discussion after each topic. She stated that following an agenda by item would work for a more formal setting. There might be occasions when there is a controversial issue; those kinds of meetings need structure. Today someone had his or her hand up in the public, and I did not want to ignore her. She believes that the board would work better engaging in discussions with the committee and public.

A discussion was held regarding the position of the chairperson in charge of a committee. One suggestion was holding the meeting topic by topic and allowing discussion between the board and the public. Another suggestion would be to stick to the agenda at hand and allow the chairperson to make suggestions to change it.

Mr. Tenaglia stated that open forum is where we can hear from the public, and it is consistent with the policy. Everyone can speak. The committee can decide to spend additional time on a topic or not. To allow who is chairing of when and how is not good.

Mrs. Leeson said that the board has been struggling with this issue for the past five to six years. People come to the courtesy of the floor and have more than one question and some come forward with misinformation. She questioned how does the board answer them without engaging in a discussion or does the board give them a time frame of when they will be contacted with a response. She commented that if the chair wants to move an agenda item, the chair should consult with the board to make changes. She said when the board is discussing a topic and needs additional information, the board looks to the administrators in the public and suggested that the board also looks to the public and be fair.

Mrs. Dexter suggested getting a consensus of the board. If nine agree or the majority, then the committee chair makes the decision of going to the public for opinions. She said the district rarely goes to administrators for opinions and then to the public. The board may find that some individuals from the public would bring information and help in the discussions. Dr. Lewis welcomes the public's opinions and thoughts. He suggests giving the public an opportunity to express their opinions because it is the open forum, but controlling the hours we are here.

Mrs. Koch stated that there are two or three individuals that attend all the board meetings because they are lonely. She believes that the board does not have to allow them take a large amount of time because they attend every single meeting. If they are new to the meetings, we give them just a couple minutes longer than to those that are here week after week.

Mrs. Leeson recommended continuing in the same way they have been conducting the meetings and allowing the chair to get a majority of the board to make changes to the order of the agenda. Mrs. Koch asked if we want to make a change why put it on the policy.

Mrs. Dexter agrees with Mrs. Leeson. In addition, have courtesy of the floor in the beginning as well as at the end.

Mrs. Follweiler likes following the agenda and states that on rare occasions there is a need to seek board approval to change the format. She suggested courtesy of the floor, agenda items, then courtesy of the floor and not write this into the policy.

Mr. Tenaglia asked if the board ever considered possible town hall meetings to give the public access instead of squeezing them into these meetings.

Mrs. Leeson asked about responding to the public. Mrs. Koch said it would lead to a back and forth discussion. Mrs. Follweiler commented that it makes it difficult if is not an easy quick response. Dr. Haytmanek suggested telling them that we would get back to them. Mrs. Follweiler suggested saying that Dr. Lewis would get back to you. Dr. Lewis said it would be situation by situation.

COURTESY OF THE FLOOR – None

OPEN FORUM – Mrs. Koch stated that some individuals that come forth during open forum have misinformation and should that happen you could tell them that you will be happy to see them after the meeting to discuss the topic.

Lewis – page 11 change from two to three.

Dr. Lewis – Committee has a five we prefer as committee as a whole.
Mrs. Dexter – even if we only have one, the majority can just table it.
Follweiler – two of the committee members should be there.

Mrs. Leeson commented that Mrs. Cann is head of the Facility Committee. Scott Gilliland suggested going over the agenda and think it is a great idea.

Mrs. Koch stated that they were able to see at Broughal a man from Pottstown do his presentation. That gave us permission to do that.

Mrs. Dexter stated the document she was referencing to Page 8. General board meeting voting meeting. This week there was no input from the board for the agenda. At this point, designed the board's preferences.

Dr. Lewis indicated that Mrs. Cann's inquiries about the Facility agenda were informational. There is a difference. The Key word here is input – to give additional information. He stated not even he wants to add items to the agenda. It does help Mr. Majewski with Finance, Mr. Gross with Human Resources, Mr. Gilliland with Facilities, and Mrs. Katona with Curriculum. Mrs. Dexter asked Dr. Lewis to read the email to Mrs. Katona. She stated that no meeting or phone call ever took place. She wanted to be sure to get information to the board. Then I get the agenda, and I asked her to prioritize. What I got back from Dr. Lewis was offensive in tone and disrespectful. Dr. Lewis read the email sent to Mrs. Katona, which were directives. Mrs. Dexter responded that those were her questions due to the limited time at the committee meetings. She made comments to Dr. Lewis – miscellaneous, reprimand, a roll of confusion.

An exchange of comments regarding the role of board members and the role of the superintendent was held between Dr. Lewis and Mrs. Dexter.

Dr. Lewis suggested they could agree that get questions answered then maybe not leave to discussions but as an F.Y.I. informal packet only. Mrs. Koch recalled her first meeting she ever attending, and stated that it is a good thing to send in questions ahead of time. Makes everybody look smart and not as a gotcha approach. It saves time as well. Mrs. Leeson was perplexed by the situation. Mrs. Dexter stated she was providing questions, but you don't want them. Mrs. Follweiler thinks what happened here is that Mrs.

Dexter wanted to discuss the agenda in same way Mrs. Cann did with Mr. Gilliland then you (Dr. Lewis) interpreted as ????. Maybe a phone call would have avoided this misinterpretation. Mrs. Dexter stated that she had asked Mrs. Katona to call her but no attempts were made by Mrs. Katona. Now the agenda is too full to add anything more to it. It would have minimized the length of the meeting. I want you (Dr. Lewis) to know, who has perception of roll with superintendent that is not shared with the rest of the board members. For example the township meeting, I think your perception of a good board member follows the NFBA model. I also feel like that in speaking with other board members across the area. Seeing what goes on this district, reading books, etc. Dr. Lewis stated that when comments are made it undermines the structure of the administration. Come to us: to one of the directors, to a source or level. He stated a statement was made, for example, Mary colon at Clearview Elementary School, you solicited inquiries and some feel it broke the chain of command. For example, Mrs. Cann emails then she backs off and allows the administrators to deal with the issue. Dr. Haytmanek commented that he read the email Mrs. Dexter sent and it does imply a degree of involvement wrong for a board member. He asked her to back off.

Mrs. Leeson hopes that the board would be able to do several meetings and one good session together to discuss the functions of the board. I think there is a lot that needs to be talked about. We should talk about the board in a separate meeting. She said to Dr. Lewis that he suggests we come to you; but was stung doing just that recently. It came back to her that she had said and talked about the situation.

Mrs. Dexter asked that on April 28th at the Hanover Meeting would rather not have the chairs moved from the Ed Center for this meeting. Dr. Lewis said the chairs are from East Hills not the Ed Center. Mrs. Dexter made the suggestion to avoid using manpower to move chairs and help with the budget. Mrs. Cann asked if there was extra pay for that. Dr. Lewis said only extra pay for the technician person. Mrs. Dexter asked what would they be doing at that time if not moving chairs. Dr. Haytmanek told Mrs. Dexter that if she were at a meeting at St. Luke's and her main concern was moving chairs she would be laughed at. Mrs. Dexter responded and said if you were at a lawyers' meeting and you played with your little black book you'd be asked to leave. Ding ding ding and the bell rang!!!!

Irene Follweiler adjourned the meeting at 10:43 p.m.

Minutes prepared by: