



Lehigh Valley Area School District
Administration Building - Board Room
1000 Union Street, Lehigh Valley, PA 18035
September 14, 2026 at 7:00 PM
Workshop Meeting Minutes

1. Opening Exercises

1.1. Call to Order

Board President, A. Matika called the Board Meeting to order at 7:00 PM.

1.2. Opening Exercises

Opening Exercises included the Pledge of Allegiance and a moment of silence.

1.3. Roll Call

PR/AB



AB	Ms. Joy Beers	PR	Mr. Jeremy Glaush	PR	Dr. Alex Matika
PR	Mr. David Bradley	PR	Ms. Denise Hartley	PR	Ms. Heather Neff
PR	Mrs. Lory Frey	PR	Dr. William Howland	PR	Mr. Timothy Tkach

Also Present:

Mr. Jason Moser, Superintendent

Ms. Janine Partenio, Recording Secretary

Roy James, Jarrad Hedes, Xander Smith, Christina Haupt, Gretchen Laviolette, and Atty. Jeffrey Sultanik via Google Meet.

1.4. Public Comment

None at the time.

2. Academic Affairs Committee

2.1. Early Graduation Requests

Recommendation to approve the Early Graduation Requests for the following students:

56890

56041

56955

61212

J. Moser clarified that the involved students had met both local graduation requirements and the necessary pathway through Act 158.

2.2. National Student Clearinghouse

J. Moser explained that the service uses cohort-level data to track post-secondary outcomes—such as completion rates across four-year, two-year, trade, and military programs—to evaluate how effectively the district prepares students for long-term success. In response to an inquiry from J. Glaush regarding cost structure, J. Moser confirmed the fee was annual. Reassuring a query from A. Matika on data freshness, J. Moser indicated that while updates occur at least annually, higher education enrollment trends likely make the updates semester-based.

During the discussion, D. Bradley raised concerns regarding student privacy, data collection, and opt-out options, comparing post-secondary tracking and enrollment medical record requests to unwarranted surveillance. J. Moser clarified that students can opt out, noting the data retrieved focuses on aggregate cohorts rather than personally identifiable details. J. Moser further clarified that the district does not collect Social Security numbers—utilizing PA Secure ID numbers instead—and limits reporting strictly to mandatory state systems like PIMS.

2.3. Public Comment

None at the time.

3. Policy Committee

3.1. Public Comment

None at the time.

4. Finance Committee

4.1. 403b Correction

J. Moser reported a compliance issue regarding early retirement incentive and sick-time benefit deposits, which were contractually required to reach employee 403(b) accounts no later than August 1st. Although the district mailed the payments in late July, overlapping staff transitions and summer vacations in the business office caused a delay, preventing the funds from arriving and depositing on time. To remedy this, the district is calculated and obligated to pay approximately \$800 in total lost earnings/interest through the U.S. Employee Benefits Security Administration guidelines. J. Moser expressed frustration with the district's legacy procedure of issuing paper checks by mail, taking full responsibility for the oversight while confirming that moving forward, payments will be processed electronically via ACH/wire transfers to prevent future occurrences.

During board discussion, J. Glaush appreciated J. Moser's accountability and proactive fix, viewing the transition away from archaic practices as a positive step toward modernizing district operations. D. Bradley emphasized the need for board-level continuity so the improved processes persist long-term. A. Matika suggested utilizing this event as an opportunity to audit other administrative operations for modernization. In response to an inquiry from D. Hartley regarding staffing roles, J. Moser clarified that C. Lionetti handles day-to-day business operations while M. Lentz remains involved at a broader, strategic level. D. Hartley and J. Glaush both supported streamlining district financial procedures to save administrative time and costs, while D. Bradley confirmed with J. Moser that the new electronic payment method would utilize low-cost ACH transfers rather than bank wire fees.

4.2. High School Cafeteria Dishwasher

Recommendation to replace the High School Cafeteria Dishwasher.

The dishwasher is 30+ years old and is at the term of life. The District reached out to 3 vendors for quotes for the dishwasher at the High School. Responses are due by September 18, 2026.

J. Moser highlighted that the funding for the replacement would be drawn entirely from the Food Service Fund as an allowable expense, rather than impacting the district's general fund. In response to J. Glaush's comment regarding the anticipated cost of an industrial dishwasher, J. Moser and D. Hartley noted that commercial-grade units are significantly more expensive than expected, with J. Moser estimating the cost could exceed \$20,000.

4.3. Public Comment

None at the time.

5. Athletics Committee

5.1. Candidates for Athletic Coaching/Manager Positions

Recommendation to approve the following candidates for Athletic Coaching/Manager positions:

Rachel Krajcick - Volunteer Volleyball Coach

5.1.A. Fall Game Managers

Jordan Cook - Fall Game Manager for the 2026-2027 School Year at \$21.00 per hour.

5.1.B. Winter Game Managers

Winter Game Managers for the 2026/2027 year at \$21.00 per hour:

Tim Sharrow
Ron Rabenold
Renee Marciante
Diane Brownmiller
Chris Knappenberger

Responding to a question from D. Bradley regarding why J. Cook was listed individually, J. Moser clarified that J. Cook was an addition to the existing fall game manager roster. J. Moser further noted that approving multiple winter game managers ensures a pool of available personnel to cover events during the winter season.

5.2. Public Comment

None at the time.

6. Buildings & Grounds Committee

6.1. Public Comment

7. Personnel Committee

7.1. Candidates for Employment

Recommendation to approve the following candidates for employment in accordance with the respective contracts:

Cory Hartsell - After-School Lobby Supervisor at the High School (Substitute) at a rate of \$37.00 per hour.

Breanna Belcher - Part-Time Cleaner
Joshua Kemmerer - Part-Time Cleaner

Candidates for After-School Lobby Supervisors for the Middle School:

Tim Sharrow
Grace Kern
Erica Pagotto

Candidate for LPN

Candidate for Lunchaide

Candidate for Homebound Teacher

Candidate for a Gifted Mentor

7.1.A. Department Head Candidate for Hire

Kevin Kotch - Business/Computers K-12 department head at a contracted stipend of \$1,800.00.

7.1.B. Extracurricular Advisors

Recommendation to approve the following Candidates for Extracurricular Advisor Positions:

Kathleen Martin - High School FBLA Advisor at a stipend of \$1,800.00.
Kevin Kotch - Middle School FBLA Advisor at a stipend of \$1,800.00.
Nicholas Miller - High School Debate Advisor at a stipend of \$1,800.00.

Addressing placeholder positions listed on the workshop agenda—including candidates for LPN, lunch aide, homebound teacher, and gifted mentor—J. Moser explained that the administration was actively reviewing applications and scheduling interviews, with final names expected prior to the legislative meeting. In response to an inquiry from D. Hartley regarding the LPN position, J. Moser clarified that a secondary position was open due to an upcoming retirement in mid-October, following a retirement at the end of the prior school year.

Addressing questions from D. Bradley regarding timesheet authorization and supervisor duties, J. Moser explained that after-school lobby supervisors provide adult oversight for students waiting between dismissal and late extracurricular or athletic events. J. Moser noted that building principals approve lobby supervisor timesheets, while the Athletic Director signs off on game manager hours. Following a suggestion from D. Bradley to post lobby supervisor roles externally to allow local retirees or community members to earn income, J. Moser confirmed that while internal staff had initially been selected to fill the positions quickly, the district could post future openings externally provided candidates possess all required background clearances.

7.2. Tenure

Recommendation to acknowledge Tenure for the following professionals:

Mackenzie Rosenberger
Andrew Hozza
Kacie Rankovich
Zachary Searfoss
Lori Hoppes
William Schoener
Brie Holst

J. Moser offered preemptive congratulations to the educators.

7.3. Resignation for Retirement

Recommendation to accept the following resignations for retirement, with appreciation:

Joseph Yescavage - Middle School Science Teacher, effective at the end of the 2026-2027 school year after 30.84 years of service to the District.

Timothy Sharrow - Middle School Health & Physical Education Teacher, effective at the end of the 2026-2027 school year after 36.88 years of service to the District.

Terry Haberman - High School Learning Support Teacher, effective at the end of the 2026-2027 school year after 30.84 years of service to the District.

J. Glaush thanked all three educators for their long-standing dedication, sharing personal praise for J. Yescavage and wishing them well in retirement. J. Moser noted the tremendous combined years of service represented by the group, while A. Matika expressed appreciation for their contributions and welcomed the possibility of their return as substitute teachers in the future.

7.4. Candidates for the Substitute List

Recommendation to approve the following list of requested candidates for the 2026-2027 Substitute List, pending any necessary paperwork:

Sharon Focht - Substitute Teacher
Anne Hummel - Substitute Teacher
Alexander Danielson - Substitute Teacher
Rhonda Rupell - Substitute Teacher
Craig Millard - Substitute Teacher
Antonio Perilli - Substitute Teacher
Emma Babula - Substitute Teacher
Alexandra Costa - Substitute Teacher
Sheral Anderson-Bamford - Substitute Nurse
Erin Gillis - Substitute Paraprofessional/Lunch Aide
Janelle Taylor - Substitute Paraprofessional
Savanna Becker - Sub Paraprofessional
Grace Kern - Substitute Cleaner
Stephen Hess - Substitute Lunch Aide

J. Moser pointed out that several district retirees were included on the roster, which both J. Moser and A. Matika commended as a positive addition to the district's substitute pool.

7.5. Professional Development

Recommendation to approve the following Professional Development opportunities:

Employee #33 to attend the conference, "Law that Works for You," presented at Lehigh University, on October 23, 2026 at a cost of \$295.00.

Employee #1816 to attend the Attendance/Child Accounting Professional Association Fall Conference at Hotel Hershey from November 4-6, 2026 at a cost up to \$1,000.00, including Registration, Lodging and Travel.

7.6. Pre-Approval of Employee Continuing Education Courses

Recommendation to approve the following requests for pre approval of courses/Programs of Study for employee continuing education:

Employee #1085 - June 28-July 21, 2026 - An Educator's Guide to Managing and Solving Discipline Problems (Level II - up to \$602.00 per credit).

Employee #1085 - June 28-July 21, 2026 - ADHD: An Educator's Guide (Level II - up to \$602.00 per credit).

Addressing a question from D. Hartley regarding the summer 2026 dates, J. Partenio clarified that the employee submitted the request prior to taking the classes, but an internal administrative error delayed placement on the agenda. J. Partenio confirmed the submission was to complete required pre-approval paperwork before the employee submits for tuition reimbursement.

7.7. Public Comment

None at the time.

8. Technology Committee

8.1. Public Comment

No Public Comment at the time; however, J. Moser publicly commended G. Laviolette for streamlining the district's budgeting process, noting that most annual educational supplies and resources were now successfully secured early enough in the school year so students could benefit from them immediately. J. Glaush concurred with the commendation.

9. Safety & Wellness Committee

9.1. Public Comment

None at the time.

10. Miscellaneous

None at the time.

11. Communications

11.1. Public Comment

None at the time.

11.2. Adjournment

MOTION by J. Glaush, SECONDED by W. Howland, to adjourn the Meeting.

YES - 8 NO - 0 ABSENT - 1 ABSTENTIONS - 0

The September 14, 2026 Workshop Meeting was adjourned at 7:28 PM.

An Executive Session was being held after the Workshop Meeting at 7:40 PM, for Personnel purposes in accordance with Title 65 Section 708 (a) 1.

Respectfully Submitted,

Rebecca Karpowicz, Board Secretary
By Janine Partenio, Recording Secretary