

EAST PENN SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
MINUTES OF THE FEBRUARY 23, 2015
BOARD MEETING

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE

President Earnshaw called the meeting to order at 7:34 p.m., followed by the Pledge of Allegiance.

Board Members Present: K. Bacher, C. Ballard, L. Donches, A. Earnshaw, F. Fuller, R. Heid,
Z. Munson, S. Rhodes, III, W. Vinovskis

Present: Marc S. Fisher, Esq., Worth, Magee & Fisher, Solicitor
James Frank, Assistant Business Manager
Janine L. Allen, Board Secretary
Dr. Michael Schilder, Superintendent of Schools

Absent: Debra Surdoval, Treasurer

Press Present: Peter McConnell, East Penn Press
Margie Peterson, The Morning Call

2. There were no Requests To Address The Board

3. APPROVAL OF MINUTES

Motion by Ballard, Seconded by Vinovskis
RESOLVED, That the East Penn Board of School Directors approve the minutes of the February 9, 2015 Board meeting.

This resolution was unanimously adopted by voice vote.

4. PRESENTATIONS

a. Bond Refunding Presentation – General Obligation Bonds, Series A & B of 2015

- Mr. Scott Shearer, Managing Director, Public Financial Management, and Jens Damgaard, Esquire, Rhoads & Sinon, presented the Bond Sale Document and Resolution for GOB, Series A of 2015 and GOB, Series B of 2015.
 - GOB, Series A of 2015 - \$5,735,000 (refunding of Series A of 2008, A of 2009 and partial refunding of 2010)
 - GOB, Series B of 2015 - \$4,050,000 (refunding of Series A of 2010)
 - Total debt from bond sale - \$9,998,659.85 with a fixed interest rate of 1.29%
 - Bond sale resulted in a total savings of \$404,681.39, net of states share and issuance cost. This amount is greater than the estimated savings of \$210,000 quoted in December.
 - Cost of transaction - \$101,427

- PFM reduced their fee by 15%
 - Underwriter's commission is half of what was originally quoted in December
 - No bond insurance fee as a result of district's Aa2 credit rating
 - Efficiency rating of 100% or more is a result of better interest rates and greater demand in the PA market
 - Next bond to consider refinancing is the GOB Series of 2011 with callable date of May 15, 2016
 - Will see a more traditional savings of two to three percent with future refinancing of bonds (Series 2011 to present)
 - Moody's Investors Service looks at the short term bonds, amount of debt and amortization when determining rating
 - Additional savings as a result of waiting a month for the bond sale is due to a combination of factors including competitive bids, shorter call period and interest rates driven down by supply and demand
 - No specific savings if choose to wait another month to sell the bonds
- President Earnshaw noted the next three fiscal years' debt service is just under \$14 million then dropping off to a little under \$8 million. The assumption is that if the district does not have to borrow money and with projection of enrollment not warranting the expanding or building of schools over the next 15 years, the district will be debt free.

Motion by Ballard, Seconded by Bacher

RESOLVED, That the East Penn Board of School Directors adopt the Resolution for General Obligation Bonds, Series A of 2015 to refund GOB Series A of 2008, Series A of 2009, and Series of 2010, and General Obligation Bonds, Series B of 2015 to refund GOB Series A of 2010, as per Exhibit #1.

This resolution was duly adopted by the following roll call vote:

Aye: Bacher, Ballard, Donches, Earnshaw, Fuller, Heid, Munson, Rhodes, Vinovskis – 9

b. PSBA Board Policy Presentation

- Davelyn Smeltzer, Director of Policy Services, presented the Policy Review PowerPoint providing the following information:
- Changes have been made to the district's online policy manual and policy layout
 - Policy Review Services will provide a comprehensive review and update every policy, bringing policies into compliance with state laws and local district operations
 - Fee for review service is \$5,500 - discounted onetime fee for current members payable in two fiscal years, possible to spread out three fiscal years
 - Once policy review is completed, the current \$999 a year fee will continue. This fee provides you access to all the updates. The \$450 annual fee was an online posting fee that will no longer be charged by PSBA.
 - Board receives one policy section initially, followed by a section every month or every other month thereafter allowing flexibility to meet the Board's need
 - Entire policy review process would take at least a year
 - Board will adopt an entirely new policy manual
 - New Board Docs system has ability to track process of policy
 - Public would have ability to view policy
 - Administration would have ability to view policy and input information
 - It is up to the district to allow the public to have access to the "under consideration" section while the Board is considering the revision so the public can make comments

- Three different employee sections area being moved into the 300 section under employees
- 20 years ago approximately 10 policies a year were being changed compared to 40 to 50 policies a year being changed now as a result of the ongoing changes in the laws
- President Earnshaw indicated the Board will decide who would monitor and manage the site. The Board has not made it a priority for administration to update policy revisions and additions as the laws have changed.
- Dr. Schilder indicated there will be further discussion at the next board meeting with a motion for possible approval.

c. Chapter 339 Plan, K-12 Career Education Guidance Services

- Dr. Tom Mirabella, Director of Student Services, provided a brief introduction to the Chapter 339 Plan presentation indicating a motion will be brought to the Board next month for the approval of this plan. He reviewed the counselors' roles and services they provide to the students.
 - Chapter 339 Plan is a state required, comprehensive and sequential program of career education guidance services for kindergarten through 12th grade focusing on academic, social, personal and career goals
 - District must show proof that it has a connection with LCTI and has a formal plan in place
 - Will provide number of students from middle schools and high school who visit LCTI
 - East Penn School Counseling Advisory Council, made up of students, parents/guardian, educators, administration, business leaders, post-secondary school representatives and board members, serves as support for this program and provides communication link between the program, community program and the school themselves
 - Elementary School Counselor, Dr. Marc Dobbs, works with elementary school students focusing on exploring their dreams, awareness, interests, skills, and career pathways
 - Middle School Counselor, Nancy Hassler, assists middle school students in utilizing Career Cruising (web-based career exploration and planning program to explore strengths/ interests)
 - High School Counselor and secondary department chair, Dr. Diane Flisser, guides high school students through Naviance (web-based resource for post-secondary and career planning)

5. REPORT OF THE SUPERINTENDENT OF SCHOOLS – Dr. Michael Schilder

- a. Dr. Schilder reported on the following:
- Research on School Performance Profiles (SPP)
 - A video developed by PASBO defining basic education funding can be accessed on the Campaign for Fair Funding website (fairfundingpa.org).
 - A copy of the 2015-2016 proposed school calendar with a tentative start date of August 31st, tentative end date of June 10th, and two built in snow days was provided to all Board members for their review. The school calendar will be placed on March 9th agenda for adoption.
 - School, Student, Staff, and Board Recognition
 - A student team from Eyer Middle School consisting of Aidan Levinson, Patrick Kudzal, Lauren Leader, Maggie Champagne, and Will Bassett, produced a video on Nestle Waters and the importance of manufacturing. The video will be live for voting on the Dream It, Do It website (www.dreamitdoitpa.com) early next week.

- Awards ceremony for the "What's So Cool About Manufacturing?" video competition will be held at ArtsQuest in Bethlehem on February 24.
- EHS Swimming/Diving team defeated Parkland 111-75 to complete an undefeated (10-0) conference season and win the inaugural EPC Championship.
- The following EHS students were selected for the 2015 PMEA District 10 Band: Kelley Yang - Flute, Brooke Cichocki - Clarinet, Ryan Hynes - Double Bass. Brooke and Ryan were selected for the 2015 PMEA Region V Band.
- EHS students competed in the local portion of the Skills USA Competition at LCTI. These individuals will now go on to compete at the State, and if they qualify, National levels. Their standings are as follows:

| <u>Contest</u> | <u>Place</u> | <u>Name</u> |
|----------------------------|--------------|---------------------|
| CNC Milling | 1st | James Yons |
| Commercial Baking | 1st | Daria Greb |
| Graphic Communications | 1st | Kenneth Pavlick |
| Medical Math | 2nd | Bridgette Bolton |
| Tech Computer Applications | 2nd | Ana Abigail Cordero |
| Tech Computer Applications | 3rd | Brandon Durrick |
| Web Design team 2 | 2nd | Malachi Atkinson |

- Mr. Ballard recommended going to three snow days and requested Dr. Schilder to report on the number of snow days built in to the calendar over the past 10 years vs. how many were actually used and had to make up.
- President Earnshaw asked that Dr. Schilder be prepared to explain at the next Board meeting how well coordinated we are across the county in regard to the school calendar, LCTI's schedule and the challenges faced with Allentown's and Parkland's start date after Labor Day.
- Dr. Schilder stated the local superintendents shared and reviewed the draft of district calendars at the last Superintendent's meeting. Most calendars were consistent with the exception of a few that still have a start date after Labor Day.

6. PERSONNEL

- President Earnshaw announced there is a correction to the effective date on item 6. b.

Motion by Ballard, Seconded by Munson

RESOLVED, That the East Penn Board of School Directors approve the following personnel items, recommended by the Superintendent:

- a. Resignation(s) (Exhibit #2)

| <u>Name</u> | <u>Position</u> | <u>Building</u> | <u>Effective Date</u> |
|--------------------|---------------------------|-----------------|-----------------------|
| Jessi O'Donald | Staff Assistant | EHS | 2/20/15 |
| Mary Ellen Hoffman | Health Room Nurse | Floater | 2/20/15 |
| Pete Sherman | Freshman Football Coach | ----- | 11/1/14 |
| Carolyn Landis | Instructional Assistant | Eyer MS | 2/3/15 |
| Stacy Schrettner | Special Education Teacher | Eyer MS | 2/17/15 |

b. Leave of Absence(s) as Per Collective Bargaining Unit Agreement

| <u>Name</u> | <u>Position</u> | <u>Building</u> | <u>Date</u> |
|-------------|-----------------|-----------------|---|
| Amy Slivka | Speech Teacher | Eyer MS | Effective 2/2/15 – 5/5/15 3/18/15 – 5/4/15 |

c. General Leave of Absence(s) – Board Policy 539

| <u>Name</u> | <u>Position</u> | <u>Building</u> | <u>Date</u> |
|------------------|------------------|-----------------|-----------------------|
| Jayne Espenshade | Business Teacher | EHS | 2015-2016 School Year |

d. Support Staff Appointment(s)

| <u>Name:</u> | <u>Assignment</u> | <u>Salary</u> | <u>Effective Date</u> |
|---------------------|--|----------------------------|-----------------------|
| Gabriella Siciliano | Instructional Assistant – Eyer MS Resignation of M. Tyson | \$14.22/hr. 29 hrs./wk. | 2/24/15 |
| Amy Riley | Instructional Assistant –Shoemaker ES 1 on 1 Emotional Support required | \$14.22/hr. 29 hrs./wk. | 2/24/15 |
| Karen L. Johns | District-wide Float Nurse Resignation of A. Eddinger | \$20.00/hr. 29 hrs./wk. | 2/24/15 |

e. Full-Time Substitute Teacher Appointment(s)

| | |
|-----------------------|---|
| Name: | Tabatha Murante |
| Education Level: | B.S. Degree; 2010 |
| Undergraduate School: | Cedar Crest College |
| Assignment: | Grade 3 – Macungie ES |
| Reason for Vacancy: | Leave of Absence – L. Landis |
| Effective: | March 30, 2015 |
| Certification: | Elementary K-6; Early Childhood N-3 |
| Experience: | 11/2012 – 6/2013 & 11/2013 – 6/2014: East Penn SD; Full-time Substitute |
| Salary: | \$51,338; Year 3; B |

f. Awarding of Tenure

That, in accordance with Section 1121 of the PA School Code, the following temporary professional employee(s) based upon satisfactory service be awarded tenure (professional employee status):

| <u>Temporary Professional Employee</u> | <u>Assignment</u> |
|--|-------------------|
| Eileen Klang | Nurse – Eyer MS |

g. Compensated Professional Development Leave(s) – Board Policy 438.1

| <u>Name</u> | <u>Position</u> | <u>Building</u> | <u>Date</u> |
|--------------|---------------------------------|-----------------|-------------------------|
| Frank Meyers | Teacher – 2 nd Grade | Willow Lane ES | 2015 – 2016 School Year |

h. Co-Curricular Appointment(s) - Schedule B (Exhibit #3)

i. Additions to the 2014-15 List of Per Diem Substitutes (Exhibit #4)

This resolution was duly adopted by the following roll call vote:

Aye: Bacher, Ballard, Donches, Earnshaw, Fuller, Heid, Munson, Rhodes, Vinovskis – 9

7. BUSINESS OPERATIONS

a. Approval of Bill List

Motion by Munson, Seconded by Bacher

RESOLVED, That the East Penn Board of School Directors approve the attached bill list and that the Treasurer be authorized to issue checks and vouchers in the amounts indicated, as per Exhibit #5.

- Ms. Donches requested an explanation of the check payable to PSS World Medical for the purchase of epi-pens, the donation received for epi-pens as well as a review of the epi-pen policy.
- Dr. Mirabella clarified the following information:
 - Epi-pens expire yearly and require prescriptions from school physician
 - Each building maintains two epi-pen juniors and two epi-pen adults
 - Donation was offered after the epi-pen stock had been ordered and filled for the year
 - Some students have their own epi-pen that are brought in with a doctor’s note and stored in office or are granted to carry

This resolution was duly adopted by the following roll call vote:

Aye: Bacher, Ballard, Earnshaw, Fuller, Heid, Munson, Rhodes, Vinovskis – 8

Nay: Donches - 1

Motion by Bacher, Seconded by Ballard

RESOLVED, That the East Penn Board of School Directors approve Items 7. b. through 7 d. below:

b. Budget Transfers - 2014-2015

RESOLVED, That the East Penn Board of School Directors approve budget transfers, as per Exhibit #6.

c. Treasurer’s Report

RESOLVED, That the East Penn Board of School Directors approve the Treasurer’s Report for month ended January 31, 2015, as per Exhibit #7.

d. Facility Rental Requests

RESOLVED, That the East Penn Board of School Directors grant permission for **Anita’s School of Dance**, 3315 Mauch Chunk Road, Coplay, PA, to rent the auditorium and rooms at Lower Macungie Middle School on June 2 & 6, 2015 for rehearsal and performance of their dance recital. This is a Group V organization and will be charged the following rental fees:

| | |
|---------------------|---------------------------|
| \$120/hr.-Rehearsal | Auditorium Fee |
| \$125/hr.-Show | Auditorium Fee |
| \$18/hr. | Locker room/classroom Fee |
| \$48.49/hr. | Stage Manager Fee |

| | |
|-------------|---------------|
| \$16/hr. | Security Fee |
| \$48.49/hr. | Custodian Fee |

These resolutions were duly adopted by the following roll call vote:

Aye: Bacher, Ballard, Donches, Earnshaw, Fuller, Heid, Munson, Rhodes, Vinovskis – 9

8. CURRICULUM

a. Educational Conferences

Motion by Vinovskis, Seconded by Rhodes

RESOLVED, That the East Penn Board of School Directors approve the estimated expenses for the individual(s) attending educational conference(s), as per Exhibit #8.

- Ms. Donches requested a report from Dr. Ramella on the athletic conference. She inquired as to when she would be receiving the informational piece on January conferences she previously requested. Ms. Donches will provide Dr. Schilder a list of these conferences.
- President Earnshaw clarified in the past presentations were not required of staff members, but at times conference notes were shared with the Board.
- Board agreed conference notes are acceptable, presentation is not required.

This resolution was duly adopted by the following roll call vote:

Aye: Bacher, Ballard, Donches, Earnshaw, Fuller, Heid, Munson, Rhodes, Vinovskis – 9

9. POLICY

a. Final Adoption – Board Policy

Motion by Ballard, Seconded by Donches

RESOLVED, That the East Penn Board of School Directors approve the following revised Board policies:

- Board Policy No. 103 – Non-Discrimination in School and Classroom Practices (Exhibit #9)
- Board Policy No. 222 – Tobacco - Pupils (Exhibit #10)
- Board Policy No. 323 – Tobacco - Administrative Employees (Exhibit #11)
- Board Policy No. 423 – Tobacco - Professional Employees (Exhibit #12)
- Board Policy No. 523 – Tobacco - Classified Employees (Exhibit #13)

This resolution was duly adopted by the following roll call vote:

Aye: Bacher, Ballard, Donches, Earnshaw, Fuller, Heid, Munson, Rhodes, Vinovskis – 9

10. OTHER EDUCATIONAL ENTITIES

President Earnshaw announced the board will forgo this motion and item will be moved to the next Board meeting. No Board member has come forward offering their availability. He expressed his desire to have full representation of four (4) JOC members and asked his fellow Board members to consider serving along with himself, Francee Fuller and Rebecca Heid.

a. ~~Lehigh Career & Technical Institute~~ JOC Member

Motion by _____, Seconded by _____

RESOLVED, That the East Penn Board of School Directors appoint new JOC member to succeed Mr. Sandy Rhodes.

11. LEGISLATIVE

- Mr. Ballard reported on the following:
 - Proposed constitutional change that states the legislator is the sole determiner of who constitutes a charity in the state of PA
 - Proposed Bill to allow exemption of property taxes by homestead exemption at a 100 percent level. Gambling Act 49 set the maximum homestead exemption at 50%. Amendment being proposed to erase that constitution prohibition and exempt 100% of property tax by an exemption such as exempt senior citizens from property tax at a certain age.
 - Talk of resurrecting Senate Bill 76 – property tax “elimination act”, keeping taxes low and restrict school district spending and limiting revenue to school district.

- Ms. Donches suggested having a distribution list created that all board members are under one e-mail address so public can reach out to the board collectively.

12. ANNOUNCEMENTS

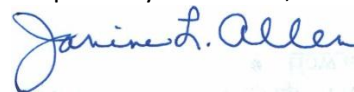
Executive Session: Monday, February 23, 2015 – 6:30 p.m. (real estate and personnel)

Next Board Meeting: Monday, March 9, 2015 - 7:30 p.m.

13. ADJOURN

There being no further business to come before the Board, Motion to adjourn was made by Ballard, Seconded by Heid at 9:45 p.m.

Respectfully submitted,



Janine L. Allen
Board Secretary
East Penn School District