

EAST PENN SCHOOL DISTRICT

BOARD OF SCHOOL DIRECTORS

**MINUTES OF THE AUGUST 25, 2014**

**BOARD MEETING**

**1. CALL TO ORDER; PLEDGE OF ALLEGIANCE**

President Earnshaw called the meeting to order at 7:32 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

Solicitor Present: Marc S. Fisher, Esq., Worth, Magee & Fisher

Treasurer Present: Debbie Surdoval

Board Secretary Present: Janine L. Allen

Superintendent of Schools Present: Dr. Michael Schilder

Press Present: Peter McConnell, East Penn Press

Mariella Miller, The Morning Call

Precious Petty, The Express Times

**2. PSBA MEMBER RELATIONS PRESENTATION**

President Earnshaw introduced Mr. Zachary K. Pearce, PSBA Member Relations Coordinator (East). During his presentation, Mr. Pearce reported on the following:

- Realignment of the organization and new leadership
- PSBA providing assistance in finding resources the district needs
- Professional Development for Board Members
- On-site Workshops and Learning Management System, a self-study (30 minute) learning module
- Web-Based Policy Service providing cost savings to members of \$450 annually
- BoardDocs Paperless Agenda Solution
- BuyBoard, an online purchasing cooperative designed to streamline the purchasing process and save money
- PSBA School Leadership Conference
- Effective School Governance
- Facts & Figures
- Compensation Services such as job descriptions and training, superintendent searches, compensation analysis and studies.

During the discussion, Ms. Donches thanked Mr. Pearce for his presentation and enjoys receiving the Daily Edition. In response to Ms. Donches' question regarding PSERS, Mr. Pearce responded that PSBA employees are mandated to be in the PSERS system. PSBA's lobbyist advocacy efforts are based on the platform that is voted on by the members. PSBA is pushing for pension reform.

Mr. Ballard reported that he has been the PSBA liaison for the past 19 years and asked for a volunteer to serve as liaison. President Earnshaw announced if anyone was interested, to let him know so that he could relay this information to the Board President next year.

### **3. REQUESTS TO ADDRESS THE BOARD**

Chris Donatelli, 1695 Beech Lane, Macungie - He expressed his concern of the transparency of the Collective Bargaining Agreement, no motion to consider paycheck protection, foreclosure rate increases and constant pay increases. He asked that the vote be rescinded on the Collective Bargaining Agreement and a new vote taken due to conflict of interests for some Board members.

John Donches, 559 Minor Street, Emmaus - He requested to distribute a handout to the Board members which was done following the Board meeting. Mr. Donches' concerns included budgets, pension costs, shrinking pensions and TIF/KOZ/NIZ.

### **4. APPROVAL OF MINUTES**

**Motion** by Ballard, Seconded by Vinovskis

RESOLVED, That the East Penn Board of School Directors approve the minutes of the August 11, 2014 meeting.

Ms. Donches requested changes be made to the Minutes:

- Pg. 4, second to last paragraph, first sentence should read "Ms. Donches asked if we could take the savings and put it in a debt retirement fund."
- Pg. 7, end of third paragraph - add list of the Summary of Changes from Exhibit #26.

This resolution was unanimously adopted by voice vote.

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

Dr. Schilder reported on the following:

- The District experienced problems the first day of school with bussing issues which were attributed to new drivers, new routes and last minute re-routing. These problems included some students not being picked up and some students returning home very late, which involved all-day kindergarten students at Alburdis. STA was caught undermanned and underestimated the number of calls. In order to increase response time to parents and accommodate the volume of phone calls, STA will increase phone lines and staffing beginning tomorrow.
  - Enrollment currently at 8079 compared to 7975 on June 3, 2014 – up 100 students
  - New Teacher Orientation (10 new teachers) held on August 14<sup>th</sup> & 15<sup>th</sup>
  - Staff orientation (over 600 teachers) held on August 19<sup>th</sup> & 20<sup>th</sup>
  - Currently working with PEL to obtain accurate numbers on the demographic report. Delay is a result of some enrollment number discrepancies which have been corrected. PEL suggested we wait until October 1<sup>st</sup> when PIMS enrollment figures will be based on current enrollment. Dr. Schilder recommended the demographic report be presented to the Board by PEL the end of October.
- a. Bond Refinancing Presentation - Resolution for Bond Refinancing, as per Exhibit #1.

- Scott Shearer, Managing Director, Public Financial Management
- Jon Cox, Esq., Rhoads & Sinon

Mr. Shearer provided an overview of the Bond Sale Document and Competitive Bid Results for the GOB Series A of 2014 in the amount of \$10,275,000. He offered key points which included:

- Moody’s Investors Service providing EPSD with a Aa2 credit rating
- True interest costs ranging from .51% to .68% (interest rate plus fees)
- District received 48 bids from the eight (8) main bidding groups
- Janney Montgomery Scott was winning bid
- Current amortization schedule reflects an average rate of 4%
- Total principal of \$10.8 Million
- Actual savings of \$478,000 (net of issuance and States share) compared to estimated savings of approximately \$328,000
- Yield of the issue is 4.45% (locked in)
- GOB’s Series 2008, 2009 & 2010 will have call dates in Spring of 2015
- Overall Debt Service savings of \$12.6 million.

During the discussion, Reverend Vinovskis commended and thanked Mr. Shearer and PFM.

Mr. Shearer clarified for Reverend Vinovskis and Dr. Munson that the auction took 15 minutes and began at 12:00 noon. He explained that during the bidding process, if a new lead bid is submitted within the last 2 minutes, auction is extended for others to re-submit. He also clarified that bidders do not know what other firms are submitting. If bidder sees they are not in first place, they continue submitting bids by either lowering their interest rate or lowering their commission. In order to satisfy the IRS and SCC regulations, and before auction is conducted, PFM ensures all regulations are met by the District and that all investors are notified of all changes.

Mr. Cox presented on the final resolution by confirming the resolution was advertised as required in The Morning Call and made available for public inspection in accordance with the Sunshine Act. He also confirmed that all IRS and US security laws were met.

Motion by Ballard, Seconded by Bacher  
RESOLVED, That the East Penn Board of School Directors accept the resolution as presented.

This resolution was duly adopted by the following roll call vote:  
Aye: Bacher, Ballard, Donches, Earnshaw, Fuller, Heid, Munson, Rhodes, Vinovskis-----9

**6. PERSONNEL**

Motion by Ballard, Seconded by Munson  
RESOLVED, That the East Penn Board of School Directors approve the following personnel items, including the items on the Addenda, as recommended by the Superintendent:

a. Resignation(s)

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Effective Date</u>
Jane Sullivan	Instructional Assistant	Eyer MS	8/7/14

Amber Neetz	Instructional Assistant	Eyer MS	8/19/14
Erin Deppe	Staff Assistant	Jefferson ES	8/20/14
Kristine Yessen	Remedial Assistant	-----	8/22/14

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

Employee: Katie Mast  
Effective: Extension to 1/20/15

Employee: Anne Nero  
Effective: 8/19/14 – 6/30/15

Employee: Chandra Martin  
Effective: 9/3/14 – 10/3/14

Employee: Kelly Harkcom  
Effective: 9/8/14 – 10/31/14

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

<u>Employee</u>	<u>Position</u>	<u>Effective</u>
Penny Palencar	Part-time Food Service Assistant	8/25/14 – 2/25/15
Michele Schupp	Staff Assistant - EHS	8/25/14 – 8/24/15
Jennifer Wylie	Art Teacher – Wescosville ES	9/5/14 – 6/11/15

d. Co-Curricular Appointment(s)

2014-15 Schedule B (Exhibit #2)

e. Change in Employment Status

<u>Employee:</u>	<u>From:</u>	<u>To:</u>
Lisa Lucchesi-Wood Effective: 8/25/14	Staff Assistant – Emmaus HS 20hrs./wk.	Staff Assistant – Emmaus HS 29hrs./wk.
Susan Deiser Effective: 8/25/14	Special Ed. Teacher – Lincoln ES	Special Ed. Teacher – Macungie ES
Susan Breidinger Effective: 8/25/14	Health Room Nurse - Wescosville ES	Health Room Nurse - Alburtis ES
Theresa Cole Effective: 8/25/14	Float Health Room Nurse Lower Macungie MS	Health Room Nurse Emmaus HS/Alburtis ES/Macungie ES
Mary Ellen Hoffman Effective: 8/25/14	Health Room Nurse - Alburtis ES	Float Health Room Nurse
Debra Petke Effective: 8/25/14	Float Health Room Nurse	Health Room Nurse – Eyer MS
Karen Schaffer	Health Room Nurse	Health Room Nurse

Effective: 8/25/14	Lower Macungie MS	Eyer MS/Lincoln ES/Shoemaker ES
Sharon Collins Effective: 8/25/14	Staff Assistant – Emmaus HS 29hrs./wk.	Instructional Assistant – Emmaus HS 29hrs./wk.
Deborah Dahms Effective: 8/25/14	Instructional Assistant – Wescosville ES – 27hrs./wk.	Instructional Assistant – Wescosville ES – 29hrs./wk.
Cynthia Guthrie Effective: 8/25/14	Instructional Assistant - Wescosville ES – 24hrs./wk.	Instructional Assistant - Wescosville ES – 29hrs./wk.
Lisa Viola Effective: 8/25/14	Instructional Assistant - Wescosville ES – 24.5hrs./wk.	Instructional Assistant - Wescosville ES – 29hrs./wk.

f. Custodial Staff Appointment(s)

<u>Name:</u>	<u>Assignment</u>	<u>Salary</u>
Joan Decker Effective: 8/26/14	Custodian - 2 <sup>nd</sup> shift -Emmaus HS Ronald Gerhart – retirement & subsequent Transfers	\$20.37/hr. 40 hrs./wk.
Jaime Kutzura Effective: 8/26/14	Custodian - 2 <sup>nd</sup> shift -Lower Macungie MS Thomas Hudak – retirement & subsequent Transfers	\$20.37/hr. 40 hrs./wk.
Andrew Moyer Effective: 9/2/14	Custodian - 2 <sup>nd</sup> shift - Eyer MS Warren Buss – retirement & subsequent transfers	\$20.37/hr. 40 hrs./wk.
<u>Name:</u> Matthew Rumfield Effective: 8/26/14	<u>Assignment</u> Custodian - 2 <sup>nd</sup> shift - Lower Macungie MS Jesse Shaw – resignation & subsequent transfers	<u>Salary</u> \$20.37/hr. 40 hrs./wk.

g. Food Services Department Appointment(s)

<u>Name:</u>	<u>Assignment</u>	<u>Salary</u>
Kristina Schware Effective: 8/26/14	Part-time Food Service - Eyer MS Phyllis Hersh – retirement & subsequent Transfers	\$9.25/hr. 20 hrs./wk.

h. Support Staff Appointment(s)

<u>Name:</u>	<u>Assignment</u>	<u>Salary</u>
Bonnie Dommel Effective: 8/25/14	Instructional Assistant - Eyer MS Staff resignation	\$14.22/hr. 29 hrs./wk.
Christine Kauffman Effective: 8/26/14	Instructional Assistant -Lincoln ES Cynthia Bogert – transfer	\$14.22/hr. 29 hrs./wk.
Maria Kelly-Lowe	Instructional Assistant -Eyer MS	\$14.22/hr.

Effective: 8/25/14	Cynthia Bogert – resignation & subsequent Transfer	29 hrs./wk.
Amanda Kender Effective: 8/26/14	Remedial Assistant Linda Lopano - resignation	\$14.25/hr. 29 hrs./wk.
Jaclyn Marks Effective: 8/26/14	Remedial Assistant Steph Fisher - resignation	\$14.25/hr. 29 hrs./wk.
Michael James Blair Effective: 8/26/14	Staff Assistant - Lower Macungie MS Jackie Lukity – resignation & subsequent transfers	\$14.22/hr. 29 hrs./wk.
Kayla Hartz Effective: 8/26/14	Remedial Assistant Pam Cantone – resignation	\$14.25/hr. 29 hrs./wk.
Kristen Carter Effective: 8/26/14	Remedial Assistant Barb Poling - resignation	\$14.25/hr. 29 hrs./wk.
Kristen Levan Effective: 8/26/14	Instructional Assistant - Eyer MS Student requirement	\$14.22/hr. 29hrs./wk.

i. 2014-15 List of Per Diem Substitutes (Exhibit #3)

j. Full-Time Substitute Teacher Appointment(s)

Name: Rebecca Grasse  
 Education Level: B.S. Degree; 2014  
 Undergraduate School: Kutztown University  
 Assignment: Grade 1, Lincoln ES  
 Opening created by K. Mast – Leave of Absence  
 Effective: August 26, 2014  
 Certification: Instructional I, PK-4, Special Education PK-8  
 Experience: None  
 Salary: \$50,521; Year 1; B

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Name: Jonathan Zolomij  
 Education Level: B.A. Degree; 2008  
 M.Ed.; 2011  
 Undergraduate School: University of Pittsburgh  
 Graduate School: Lehigh University  
 Assignment: Computer & Business Applications – Emmaus HS  
 Opening created by Ann Nero – Leave of Absence  
 Effective: August 26, 2014  
 Certification: Instructional I, Social Studies 7-12; Business-Computer-Info. Tech K-12;  
 ESL  
 Experience: 1/2013 – Present: Colonial SD; Per Diem Substitute  
 1/2012 – 1/2013: East Penn SD; Per Diem Substitute  
 Salary: \$50,521; Year 1; B

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 Fuller, 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 #4.

This resolution was duly adopted by the following roll call vote:  
Aye: Bacher, Ballard, Earnshaw, Fuller, Heid, Munson, Rhodes, Vinovskis-----8  
Abstention: Donches-----1

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**Motion** by Ballard, Seconded by Donches  
Resolved, That the East Penn Board of School Directors approve the items 7. b. and c. below:

During discussion on the motion, Ms. Donches thanked the Business Office for providing her with the detailed list of checks she requested. Ms. Surdoval confirmed for Ms. Donches that the Business Office is doing more direct deposits with vendors that will produce a cost savings rather than issuing a check, a process which had begun only a few weeks ago. Ms. Surdoval explained they began implementing direct deposits with organizations that would not take procurement cards, as this is something the Business Office is looking into for the future.

b. Disbursement of Funds

RESOLVED, That the East Penn Board of School Directors authorize the expenditure of funds from the 33-2010 GOB Series A, as per Exhibit #5.

c. Contracts

RESOLVED, That the East Penn Board of School Directors approve the following contracts, as per Exhibit #6:

<u>Vendor</u>	<u>Type of Agreement</u>	<u>Amount</u>
Alburtis Recreation Association d/b/a		
Alburtis Area Community Center	Lease Agreement – 10/1/2014 through 9/30/19	\$500/yr.
CLIU #21	Discovery Education Streaming 2014-2015	\$3,310.75

These resolutions were duly adopted by the following roll call vote:  
Aye: Bacher, Ballard, Donches, Earnshaw, Fuller, Heid, Munson, Rhodes, Vinovskis-----9

**8. POLICY**

a. Third Reading – New Board Policy No. 214 – Graduation Requirements

Mr. Ballard made note that this should be listed as the Final Reading.

**Motion** by Ballard, Seconded by Rhodes

RESOLVED, That the East Penn Board of School Directors approve Board Policy No. 214 – Graduation, as per Exhibit #7.

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

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

## 9. OTHER EDUCATIONAL ENTITIES – UPDATES/REPORTS

- a. Carbon Lehigh Intermediate Unit - Board Member, Ms. Fuller

Ms. Fuller reported CLIU met last Monday. She commented on the PA Basic Funding Campaign. There is a Statewide Videoconference Event being held on Tuesday, September 30<sup>th</sup>, at CLIU. CLIU is helping organize this for school districts to learn more about the funding of school districts. Other participants in this campaign are PASA, PASBO PSBA and the PA Association of IU's.

Ms. Fuller saw a presentation by Deb Popson on the Extended School Year Program which consisted of three camps, Camp Whitehall, Panther Valley and Fowler, and nine classroom programs at Parkland High School, one of their middle schools, Panther Valley Middle School, Whitehall Coplay School District middle school and Zephyr Elementary. These camps are run to encourage academic proficiency and provide recreation opportunities to students in need of emotional and academic support throughout the summer. There were approximately 50 students per site.

- b. Lehigh Career & Technical Institute – JOC Members: Mr. Earnshaw; Ms. Fuller; Ms. Heid; Mr. Rhodes

President Earnshaw indicated their next meeting will be held on Wednesday evening.

## 10. LEGISLATIVE UPDATE/REPORT – C. Ballard

Mr. Ballard reported the next meeting is being held in Allentown on September 9<sup>th</sup>. He had nothing to report in regards to the Philadelphia cigarette tax and pension reform. The Education Funding Commission will be providing a video recording of their first public session on the commission's website offering a combined presentation from the Dept. of Education, PASA and PASBO providing background information on current statuses. Both members of the Senate and House of Representatives are on the Basic Education Funding Commission; being co-chaired by Senator Browne. Mr. Ballard explained that an original promise in 1966 was for the state to provide 50% of the education funding. This promise was abolished in 1986. He reported that 56% surveyed by PASA wanted to do away with the hold harmless funding system. Legislators to begin discussion regarding funding for the small, rural school districts with lower populations.

## 11. CURRICULUM

**Motion** by Ballard, Seconded by Rhodes

RESOLVED, That the East Penn Board of School Directors approves the estimated expenses for the individual(s) attending educational conference(s):



a. Educational Conferences

Attending: Janet Spence, Library – Lower Macungie MS  
Conference Title: CLIU 21 Librarians Consortium Meeting  
Location: CLIU 21, Schnecksville, PA  
Date(s): October 16, 2014  
Cost: -0-

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

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

Ms. Donches made a recommendation for a motion to be brought forward. President Earnshaw advised Ms. Donches to submit the motion to the Board Secretary a week before the meeting to be placed on the Agenda. Ms. Donches requested clarification as to why there is inconsistency with addenda's being brought forward to the Board. President Earnshaw explained that the solicitor needs a chance to review these items. President Earnshaw ended the discussion and there was no further business brought forward to the Board.

**12. ANNOUNCEMENTS**

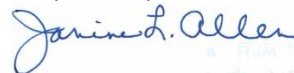
Executive Session: Monday, August 25, 2014 – 6:45 p.m. (Confidential Matters)

Next Board Meeting: Monday, September 8, 2014 - 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 Vinovskis at 8:35 p.m.

Respectfully submitted,



Board Secretary  
East Penn School District