

## ORDER OF BUSINESS

### 1. Call to Order; Pledge of Allegiance

President Charles H. Ballard called the regular meeting of the East Penn Board of School Directors to order at 7:30 p.m. in the Board Room located at 800 Pine Street, Emmaus, PA, followed by the Pledge of Allegiance.

Board Members Present: C. Ballard, A. Earnshaw, F. Fuller, E. Gannon, M. Policano, S. Rhodes, T. Richwine, J. Stolz

Board Member Absent: R. Heid

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

Treasurer: Lynn Glancy

Board Secretary: Cecilia R. Birdsell

Superintendent of Schools: Dr. Thomas L. Seidenberger

Press Present: Loretta Fenstermacher, East Penn Press Reporter  
Jennifer Margolas, Emmaus.Patch.com Reporter  
Jennifer Rodgers, Morning Call Reporter

### 2. Requests to Address the Board

Lynn Donches, 559 Minor Street, Emmaus asked how much East Penn received as a result of the increased funding from the state after the budget was adopted. Dr. Seidenberger said the reason why the district was able to decrease the preliminary budget was because he reached out to several legislators and the district received approximately \$567,000 in additional revenue. It was reflected in social security reimbursements and partial funding of the Accountability Block Grants.

John Donches, 559 Minor Street, Emmaus again asked what kind of format the district needed to web cast board meetings. He also asked if there was a document regarding the web cast. Mr. Ballard said the last estimate was \$5,200. In response to a question, Mr. Ballard said it included connecting to the servers, redoing the PA system, and the number of cameras.

### 3. Approval of Minutes

Motion by Policano, Seconded by Stolz

RESOLVED, That the East Penn Board of School Directors approve the minutes of the August 8, 2011 meeting.

Ms. Gannon said she had forwarded questions about the Math Program and questioned the accuracy of the number of students who took the AP tests. Dr. Seidenberger said he would check with Mrs. Demchak.

This resolution was unanimously adopted by voice vote.

### 4. Report of the Superintendent of Schools-Dr. Thomas L. Seidenberger

#### 1. District Update

In order to clarify his answer about the budget, Dr. Seidenberger conferred with Business Manager Debra Surdoval who indicated that the amount stated had been incorporated into the budget in anticipation of reports that we would be receiving funds from the state. He will be coming back to the Board with a chart on the allotment of revenues from the state in the upcoming budget.

Dr. Seidenberger said that there is a comprehensive list of day care providers and the schools that they serve. The district does try to work with parents and the day care providers with transportation issues. Mr. Ballard noted that transportation is provided if the day care is along an established route or the day care can provide transportation. Dr. Seidenberger said this issue was brought up at the last meeting. The day care provider did not think it was economically feasible to transport 4 students to the Albutis School either.

He indicated that two weeks ago the district had 7,925 students and, as of today, there are 7,980 students registered. This is an increase of 55 students. This year he will be providing the Board with actual classroom enrollments so there is a comprehensive look at class sizes.

Dr. Seidenberger reported that walkways had been installed along Pine Street for safe walking. He congratulated Dr. Torma for being published in the journal, Learning Forward, August 2011 edition for her article, "Data drives learning for teachers and students." He also indicated that Dr. Linda Delvernois was President-Elect of Learning Forward PA (formerly the PA Staff Development Council) and will be representing PA at the national conference.

The 3-day New Teacher Induction Program starts on Tuesday, August 23, beginning at 8:45 a.m. Mr. Ballard and Dr. Seidenberger will be greeting teachers tomorrow and he invited board members to attend. He will also be having an informal conversation with the new teachers on Thursday. The full staff day is scheduled for Tuesday, August 30, at 8:30 a.m. in Emmaus HS. He sent an Alert NOW notice to all staff members and the information is available for the staff on the Intranet. These steps have been taken to alleviate mailings and to go green.

Director of Operations Lynn Glancy reported that over the last 18 months the district has saved over \$366,000 in energy costs and over a 12 month period there has been a savings of \$269,000 through the use of Provident Energy. The budget process has been accelerated and information will be sent to Principals and Department Heads on September 14. It must be returned to the Business Office by October 18.

Dr. Seidenberger thanked IT Director Michael Mohn and his staff for conducting the Home Access Center sign-up. After today's sign-up, approximately 75% of the parents in the district have taken this step. He asked principals and teachers to remind parents of this service through any newsletters or correspondence with families.

2. Personnel

Motion by Earnshaw, Seconded by Rhodes  
RESOLVED, That the East Penn Board of School Directors approve the following personnel items:

Resignations

-Joanne McCandless, Staff Assistant at Emmaus HS, effective August 11, 2011 (Exhibit 1)

-Jessica Harrington, Health Room Assistant at Shoemaker School, effective August 22, 2011 (Exhibit 2)

Leave as per Collective Bargaining Agreement

Employee: Stephanie Mills  
Grade 3 Teacher, Shoemaker  
Effective: Extension to January 26, 2012

Temporary Professional Employee Appointment

Name/Address: Ashley Cassel  
221 East 21 Street, Northampton 18067  
Education Level: B. S. Degree (2008)  
Undergraduate School: Kutztown University  
Graduate School: Wilkes University, graduate credits  
Effective: August 30, 2011  
Certification: Instructional I, Elementary, Special Education,  
Mid-Level English & Mathematics  
Assignment: Special Education/Learning Support Teacher, LMMS  
(Vacancy created by K. Boligitz resignation)  
Experience: 8/2009-6/2011: Catasauqua SD  
10/2008-6/2009: East Penn SD  
Salary: \$46,154, Year 4, Col B

Full-Time Substitute Teacher Appointments

Name/Address: JoAnn Welsko  
2666 Barley Drive, Macungie 18062  
Education Level: B. A. Degree (1991)  
M. A. Degree (1996)  
Undergraduate School: Wilkes University  
Graduate School: Kutztown University  
Effective: August 30, 2011  
Certification: Instructional I, English  
Assignment: Language Arts Teacher, Eyer MS  
Opening created by T. Antonioli leave.  
Experience: 12/2010-6/2011: Northampton Area SD  
Salary: \$45,185, Year 1, Col. B

Name/Address: Matthew Weimann  
3215 West Union Street, Allentown 18104  
Education Level: B. S. Degree (1996)

Undergraduate School: Valley Forge Christian College  
 Graduate School: DeSales University, certification credits  
 Effective: To be Determined  
 Certification: Instructional I, Elementary  
 Assignment: Grade 2 Teacher, Willow Lane School  
 Opening created by A. Bower leave.  
 Experience: None  
 Salary: \$45,185, Year 1, Col. B)

Name/Address: Jessica Harrington  
 4772 White Oak Circle, Emmaus

Education Level: B. S. N. Degree (1995)  
 Certified School Nurse (2008)

Undergraduate School: DeSales University  
 Graduate School: Cedar Crest College  
 Effective: August 23, 2011  
 Certification: Educational Specialist I, School Nurse  
 Assignment: Certified School Nurse, Alburtis/Emmaus HS  
 Opening created by L. Heffron leave  
 Experience: 9/11-11/11: East Penn SD  
 Salary: \$45,185, Year 1, Col. B

Name/Address: Kimberly Exaros  
 2007 Sunrise Drive, Allentown 18104

Education Level: B. S. Degree (2008)

Undergraduate School: Penn State University  
 Effective: August 30, 2011  
 Certification: Instructional I, Elementary  
 Assignment: Grade 4 Teacher, Macungie School  
 Opening created by C. Mish leave  
 Experience: 8/2009-6/2010: Parkland SD  
 Salary: \$45,185, Year 1, Col. B

Appointment of Custodian

Name/Address: Scott Schoenly  
 2891 Sequoia Drive, Macungie

Effective: September 6, 2011  
 Assignment: Eyer MS, Tuesday-Saturday  
 Vacancy created by C. Zellner retirement and subsequent transfers  
 Salary: \$18.62/hr., 40 hrs./wk.

Co-Curricular Advisor

Ashley Benner Cross Country Volunteer

Change in Contract Status

Employee: Stacy Schrettner  
 Special Education Teacher, Eyer MS  
 From: Temporary Professional  
 To: Professional Employee

Salary Correction

Employee: Tara Wenner  
 Special Education/Learning Support Teacher, EHS  
 From: \$53,575, Year 1, Col. M  
 To: \$58,101, Year 1, Col. M +36

Employee: Jennifer Najarian  
 Communications Teacher, Eyer MS  
 From: \$53,575, Year 1, Col. M  
 To: \$58,101, Year 1, Col. M +36

2011-2012 Food Service, Instructional Assistant, Staff Assistant Changes

See Exhibit 3

2011-2012 List of Mentor Teachers

Julie Becker	Sarah Bodnar
Cheryl Borysowski	Denise Brosky
Anne Finnegan	Deborah Frey
Ellen Held	Nikol Kushma
Brett Snellman	Janet Spence
Heather West	Ann Johnson

Additions to the 2011-2012 List of Per Diem Substitutes

Please see Exhibit 4

Grade 3 Leader

Anjanette Hoffman

Educational Conferences-Exhibit 5

That the East Penn Board of School Directors approve the estimated expenses for the individuals attending the educational conferences listed on Exhibit 5.

Temporary Professional Appointments

Name/Address:	Alexis Schultz 3A Doral Drive, Reading 19607
Education Level:	B. S. Degree (2006)
Undergraduate School:	Penn State University
Certification:	Instructional I, Mathematics, Health & Phys. Ed., Family-Consumer Science
Assignment:	Family-Consumer Science Teacher, Emmaus HS Vacancy created by M. Tewardy resignation
Effective:	August 30, 2011
Experience:	5/2011-6/2011: East Penn SD 9/2010-Present: Wilson West Lawn SD; Muhlenberg SD; Schuylkill Valley SD
Salary:	\$45,185, Year 1, Col. B

Name/Address:	Katja Wahrhaftig 600 Valley Road, Warrington 18976
Education Level:	B. A. Degree (2010)
Undergraduate School:	West Chester University
Certification:	Instructional I, German
Assignment:	German Teacher, Emmaus HS Vacancy created by J. Ziegler resignation
Effective:	August 30, 2011
Experience:	8/2010-Present: Pottsgrove SD 5/2010-6/2010: Pennridge SD
Salary:	\$45,185, Year 1, Col. B

Full Time Substitute Teacher Appointment

Name/Address:	Heather Spotts 139 Main Street, Slatington 18080
Education Level:	B. S. Degree
Undergraduate School:	Kutztown University (2009)
Certification:	Instructional I, English
Assignment:	English Teacher, Emmaus HS Opening created by S. Petrunak leave.
Effective:	August 30, 2011
Experience:	8/2009-6/2011: School District of Lancaster
Salary:	\$45,185, Year 1, Col. B

Appointment of Instructional Assistants/Health Room Assistant

<u>Name/Address</u>	<u>Assignment</u>	<u>Salary</u>
Donna Hall 6228 Fairway Lane, Wescosville	Eyer MS Vacancy created by T. Hicks resignation	\$12.99/hr., 29 hrs./wk.

Melissa Klingenberg 5144 Laurie Drive, Emmaus	Jefferson School Vacancy created by L. Jones resignation	\$12.99/hr., 22.5 hrs./wk.
Margaret Ann Muschako 835 S. Jefferson Street, Allentown	New Position One on One IEP	\$18.22/hr., 29 hrs./wk.

General Leave of Absence

Employee: Kathy Cole  
Staff Assistant, Macungie School  
Effective: 9/6/11-9/5/12  
Reference: Board Policy 539, General Leave

Request as per Collective Bargaining Agreement

Employee: June Urabassik  
Business Education, Emmaus HS  
Effective: 10/3/11-1/26/12

Additions to the Mentor List

Elaine Civic	Timothy O'Connor	Heather Day
--------------	------------------	-------------

In response to a question about staffing from Mr. Richwine, Dr. Seidenberger noted that there are a few full-time substitute positions to fill, a special education teacher, and a Health Room Assistant.

This resolution was duly adopted by the following roll call vote:  
Aye: Ballard, Earnshaw, Fuller, Gannon, Policano, Rhodes, Richwine, Stolz-----8  
Absent: Heid-----1

3. Teen Screen Agreement (Exhibit 6)

Motion by Stolz, Seconded by Richwine  
RESOLVED, That the East Penn Board of School Directors appoint Pamela Stiles Teen Screen Coordinator for the 2011-2012 school term at a cost of \$145/day for up to 15 days as outlined in Exhibit 6.

This resolution was duly adopted by the following roll call vote:  
Aye: Ballard, Earnshaw, Fuller, Gannon, Policano, Rhodes, Richwine, Stolz-----8  
Absent: Heid-----1

4. Emmaus HS Discipline Code (See District Website: [www.eastpennsd.org](http://www.eastpennsd.org))

Motion by Earnshaw, Seconded by Stolz  
RESOLVED, That the East Penn Board of School Directors approve the Emmaus HS Discipline Code.

Note: *These format changes/modifications are a result of the alignment to the Pennsylvania Information Management System (PIMS) code, EPSD Incident Codes and the collaboration of the Jefferson Committee chairperson, the high school discipline committee, and the continuous efforts for consistency among our administrative team. As a result, the code has been organized in accordance to the EPSD Incident Codes and PIMS codes. The language of infractions is representative of description of the EPSD Incident Codes.*

Mr. Earnshaw thanked the administration for providing a more defined definition for disrespect. He found some minor typos and will forward them to the staff for their revision. Mrs. Mathesz explained that they were trying to be sure that the definition and PIMS codes match. In response to a question by Mr. Ballard raised about Appendix A, Solicitor Marc Fisher clarified that the form as presented was adequate.

This resolution was duly adopted by the following roll call vote:  
Aye: Ballard, Earnshaw, Fuller, Gannon, Policano, Rhodes, Richwine, Stolz-----8  
Absent: Heid-----1

5. Policy

1. Final Adoption: Board Policy 620, Fund Balance (Exhibit 7)

Motion by Earnshaw, Seconded by Fuller  
RESOLVED, That the East Penn Board of School Directors adopt Board Policy 620, Fund Balance for inclusion in the Board Policy Manual.

This resolution was duly adopted by the following roll call vote:  
Aye: Ballard, Earnshaw, Fuller, Gannon, Policano, Rhodes, Richwine, Stolz-----8  
Absent: Heid-----1

6. Legislative C. Ballard

1. Voting Delegates - PSBA 2011 Legislative Policy Council

Motion by Rhodes, Seconded by Gannon  
RESOLVED, That the East Penn Board of School Directors approve the following individuals to be voting delegates for the 2011 Legislative Policy Council scheduled for Thursday, October 20, 2011 in Hershey, PA:

Charles H. Ballard Alan C. Earnshaw Francee Fuller

Note: The PSBA Bylaws authorize school districts of the second class to appoint three voting delegates.

Mr. Earnshaw commented that there are usually about 350 voting delegates and wished more districts would send delegates to be a voice. He appreciated that the Board supports sending board members to be delegates at this assembly and indicated that it was a good experience. He said over the years East Penn has had members speak to issues as well. Ms. Gannon thanked the board members for being willing to serve in this capacity.

This resolution was duly adopted by the following roll call vote:  
Aye: Ballard, Earnshaw, Fuller, Gannon, Policano, Rhodes, Richwine, Stolz-----8  
Absent: Heid-----1

7. Business Operations

1. Bill List Approval

Motion by Richwine, Seconded by Earnshaw  
RESOLVED, That the East Penn Board of School Directors approve the attached bill list, including the addenda, and that the Treasurer be authorized to issue checks and vouchers in the amounts indicated.

Bid Rejection-Fuel Oil and Diesel Fuel Bids

RESOLVED, That the East Penn Board of School Directors reject the Fuel Oil and Diesel Fuel bids opened July 25, 2011 and authorizes the re-bidding of Fuel Oil and Diesel Fuel.

Facility Rental Request

RESOLVED, That the East Penn Board of School Directors grant permission to Kaplan Test Prep and Admissions, 1926 Catasauqua Road, Allentown to rent classrooms at Emmaus HS for classes to prepare students for the SAT. Dates requested are: September 20, 22, 27, 29, October 4, 6, 11, 13, 18, 20, 2011. This is a Group V organization and will be charged the following fees:

Classroom Rental Fee \$18.00/hour

Disbursement of Funds - Exhibits 8 & 8A

RESOLVED, That the East Penn Board of School Directors authorize the disbursement of funds from the 33-2010 Series A GOB as listed on Exhibits 8 and 8A.

These resolutions were duly adopted by the following roll call vote:  
Aye: Ballard, Earnshaw, Fuller, Gannon, Policano, Rhodes, Richwine, Stolz-----8  
Absent: Heid-----1

8. Announcements

Monday, August 22 7:30 p.m.-Board Room

Tuesday, September 6      First Day for All Students

Monday, September 12      7:30 p.m.-Board Meeting

Mr. Ballard indicated that business attire will be in order for the meeting.

9.      Adjourn

There being no further business to come before the Board, the meeting was adjourned, upon motion, at 7:57 p.m.

Cecilia R. Birdsell, Board Secretary