

ORDER OF BUSINESS

1. Call to Order; Pledge of Allegiance

President Alan Earnshaw 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, 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: Robert Magee, Esq., Worth, Magee & Fisher (Filling in for Solicitor Marc S. Fisher)

Board Secretary: Cecilia R. Birdsell

Superintendent of Schools: Dr. Thomas L. Seidenberger

Press Present: Peter McConnell, East Penn Press Reporter
Margie Peterson, Morning Call Reporter
Randy Kraft, On Line Reporter, WFMZ

2. Requests to Address the Board-None

3. Approval of Minutes

Motion by Ballard, Seconded by Donches

RESOLVED, That the East Penn Board of School Directors approve the minutes for the following meetings:

November 11, 2013-Special Board Meeting
November 11, 2013-Regular Board Meeting
December 3, 2013-Reorganization Meeting

This resolution was unanimously adopted by voice vote.

4. Public Financial Management – Refinancing Forecast – Scott Shearer, Managing Director (Cancelled until January)

5. Report of the Superintendent of Schools – Dr. Thomas L. Seidenberger

1. District Update

Dr. Seidenberger reported on the following activities:

-January 13 Board Meeting: Presentation by Dr. Torma and Mrs. Campbell who are going to give an update on DILT (District Instructional Leadership Team). There will also be an update on this year's budget and the plans for next year. Dr. Seidenberger said he asked certain departments to look at unanticipated expenses and, at this point, the district has approximately \$840,000 in unanticipated expenditures in special education. The district is also \$100,000 short in cyber charter school tuition.

-January 27-Mrs. Noack, Mrs. James, and Mr. Caccavo will talk about what is happening in curriculum projects at the elementary, middle schools, and the high school.

-February 10-Technology Director Michael Mohn will be giving an overview of technology.

-Mr. Glancy will give an update on maintenance projects for next year at a future meeting.

-The IRRC voted 3-2 to approve the revisions to Chapter 4. We will be moving on with finalizing district plans for Chapter 4 revisions.

-Transportation RFP: Nine companies were represented at the mandatory pre-proposal meeting. He reminded the Board that the district is not obligated to accept the lowest bidder.

-He noted information about funding and revenue streams at a variety of districts in PA.

-Demographic Study: Dr. Seidenberger said the PA Economy League will start the study in January and present a report in April or May.

-Enrollment and Class Size information was mentioned. Dr. Seidenberger said that open enrollment for parents may not be granted next year, especially at the middle school level.

-Listed below are the Administrative Priorities:

-Chapter 4/PA Core Curriculum Issues (curriculum alignment; assessments; pacing guides; and Keystone exams). This is not standardized testing.

-DILT (Instructional Rounds; fundamental Instructional Practices; and school level work)

- Math (alignment; student test scores; course selections; educational opportunities; technology)
- Teacher Effectiveness Model (principal observations; alternative evaluation methods; student and teacher data/SPP; SLOs; Sharing/Practices). Dr. Seidenberger emphasized that this is taking an incredible amount of time for teacher observations, i.e. 5 hours/teacher. They worked with the teachers' association on one model and will be looking at another model. It is critical that teachers have good student data in hand. He said this is a new system for both teachers and principals.
- Special Education (staffing; program needs/individual student needs; ACCESS funding; and future planning). He talked about the challenges that Dr. Pekarik and Dr. Mirabella face in this department. He noted that Dr. Pekarik has lost 2 supervisors as well.
- Budget-Many issues dealing with enrollment, benefits, and revenues.
- Technology (blended courses; BYOD; refresh schedules)
- State Auditors are coming on December 12.
- Lobbying/Legislation; Municipality Relations
- Community Connections
- School Boundary and Capacity Issues (Look at plans in case enrollments increase, especially Wescosville and Macungie).
- Purchase Order Flow Chart so board members can see what happens with purchase orders.

Ms. Donches asked about the budget. Dr. Seidenberger indicated that special education accounts have not been expended fully; however, this year has been unlike previous years. Revenues look solid in some areas; real estate transfer tax and EIT look very good. He will be doing things internally to address the shortages. He commented on students enrolling in cyber high schools, noting the EHS cyber school has 30 students. The budget is not in the red.

2. Personnel

Motion by Ballard, Seconded by Fuller

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

Resignations

- Shannon Seremula, Remedial Assistant at Wescosville School, effective December 3, 2013 (Exhibit 1)
- Jeanne Kean, Instructional Assistant at Wescosville School, effective November 13, 2013 (Exhibit 2)
- Margaret Ritter, Staff Assistant at Lincoln School, effective November 15, 2013 (Exhibit 3)
- Alison Heffelfinger, Health Room Assistant, effective November 15, 2013 (Exhibit 4)

Full-Time Substitute Teacher Appointment

Name/Address: Meaghan Buck
657 Walker Drive, Northampton 18067

Education Level: B. A. Degree (2003)

Undergraduate School: Muhlenberg College

Graduate School: Moravian College (teaching credits)

Certification: Instructional II-Elementary, K-6; Mid-Level English 7-9; Family-Consumer Science K-12; Mid-Level Mathematics 7-9

Assignment: Grade 6 Teacher-Eyer MS
Opening created by S. Bauer Leave

Effective: December 10, 2013

Experience: 1/2013-Present: Parkland; Northampton SD (per diem)
10/2009-6/2010: Allentown SD (FTS)
8/2010-1/2013: Parkland SD (FTS)

Salary: \$47,344 (pro-rated), Year 1, Col. B

Health Room Assistant & Staff Assistant

Name/Address	Assignment	Salary
Theresa Cole	Health Room Assistant (Float)	\$19.60/hr., 29 hrs./wk.

1434 Butz Road
Breinigsville 18031

LMMS (new position)
Effective: 12/10/13

Douglas Young
755 Yorkshire Road
Allentown 18103

Staff Assistant, Emmaus HS \$13.97/hr., 20 hrs./wk.
Vacancy created by K. Bosak resig.
Effective: 12/10/13

Income Protection Leave

Employee: Robert Jones, Custodian
Effective: January 3, 2014

Leaves as Per Collective Bargaining Agreement

<u>Employee</u>	<u>Effective</u>
Caroline Campbell Music, Lincoln/Jefferson Schools	April 1, 2014, extension
Ashley Benner Speech, Eyer/Wescosville Schools	June 30, 2014, extension

Co-Curricular Appointments

See Exhibit 5

Change in Assignment

<u>Employee</u>	<u>From</u>	<u>To</u>
Sherri Voght	Eyer Health Room Assist.	Lincoln Health Room Assist.
Nancy Connor Staff Assistant, Lincoln	21.5 hrs./wk.	26.5 hrs./wk.
Penny Palencar	PTFSA, Willow Lane 3.75 hrs./day	PTFSA, LMMS 4.75 hrs./day
Tara Weider	PTFSA, Wescosville/Alburtis 3.75 & 1.0	Wescosville 5 hrs./day

Additions to the 2013-14 List of Per Diem Substitutes

See Exhibit 6

Spring 2014 Community Education Instructors

See Exhibit 7

Co-Curricular Appointment

Name: Peter Chromiak
Position: Rifle Coach, Emmaus HS
Amount: \$1,833.82 (pro-rated)

Mentor for New Teacher Induction

Eleni Assise

Educational Conferences – Exhibit 8

That the East Penn Board of School Directors approve the estimated expenses for the individuals attending the educational conferences listed on Exhibit 8.

Ms. Donches requested reports from Mr. Glancy and the PASBO Conference and administrators attending the PA Technology Expo & Conference. Dr. Seidenberger noted that the two assistant

principals are not the only staff members who will be attending that conference. Ms. Donches submitted two other districts' conferences that list the expenses individually. It was noted that is included in the total provided.

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

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

3. 2014-15 Emmaus HS Program of Studies – Exhibit 9

Motion by Rhodes, Seconded by Ballard

RESOLVED, That the East Penn Board of School Directors approve the 2014-15 Emmaus HS Program of Studies.

Mr. Dave Piperato, Emmaus High School Principal, responded to questions from board members and clarified that social studies will now require a summer reading assignment for all students. None of the changes in the program of studies will require staffing increases. If the current staffing does not support the change/additions, they will not be implemented. Referring to Advanced Placement Physics, Mr. Piperato noted that it should read "85% or better in AP Physics or a 90% or better in Physics 1 CP. In response to a question from Rev. Vinovskis, Mr. Piperato said the Math change in sequence was a result of the PA core standards. Dr. Munson noted that in three different departments the 9th grade was being struck. Mr. Piperato explained that this is more an issue of the upper classmen getting the course. Freshmen will have an opportunity to take the courses later in their academic career. Teachers feel that students did not have the maturity level needed for some of these courses. Ms. Fuller asked about the changes in the Advanced Placement courses. Mr. Piperato said it is the result of the College Board changing the titles of some of the courses and the content of the courses. He further clarified that some of our honors courses were aggressive enough to move to AP. In response to a question from Dr. Bacher, Mr. Piperato explained that the physics track will be AP Physics 1, AP Physics 2, then Physics APC. Ms. Fuller concluded there were some marvelous programs for students to take.

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

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

6. Other Educational Entities

-Carbon Lehigh Intermediate Unit – F. Fuller

Ms. Fuller reported that the IU Board had reviewed the General Operating Budget. She noted that medical/prescription benefits have increased 22%; dental increased 5%; PSERS increased 25%; and salary increased 2%. The General Operating Budget enables the IU to operate; however, there are multiple budgets for a variety of programs. The sponsoring districts' contribution is \$823,241. East Penn's share amounts to \$136,703 which represents a change of \$394 from the previous year. This total is based on the market value aid ratio and the preliminary weighted average daily membership. Ms. Fuller said the IU has done a very thorough job of maintaining costs. The IU Board will vote on the budget in December and then the budget will be moved on to the sponsoring school districts. It must be adopted and sent to PDE by May 1. The Board also viewed an 8 minute video tape made by students at the Carbon Technical School that represented their version of Romeo and Juliet. She said that these are the moments that put in perspective why board members are part of the educational system.

-Lehigh Career & Technical Institute – R. Heid, A. Earnshaw, F. Fuller, S. Rhodes, III

Mr. Earnshaw reported that there had not been a regular meeting in November. The JOC met as a Committee of the Whole to hear the audit report and they got their first look at the budget. LCTI did receive another clean audit. He explained that the district will be receiving a rebate on unspent funds. Whenever there is a fund balance at LCTI, 25% is held back for the school and 75% is sent back to sponsoring school districts on a pro-rated basis. They are working on the budget and will have more details at their December meeting.

7. Business Operations

1. Approval of Bill List

Motion by Ballard, Seconded by Munson

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.

Ms. Donches said she would be abstaining because she is not receiving the information on accounts that she needs.

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

2. Disbursement of Funds – Exhibit 10

Motion by Donches, Seconded by Ballard
RESOLVED, That the East Penn Board of School Directors authorize the disbursement of funds from the 32-Capital Reserve Fund and 33-2010 Series A as listed.

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

3. Contract for Professional Services-PA School Boards Association – Exhibit 11

Motion by Bacher, Seconded by Fuller
RESOLVED, That the East Penn Board of School Directors approve the Contract for Professional Services with the PA School Boards Association at a cost not to exceed \$6,000 and as described in Exhibit 11.

Mr. Ballard asked Attorney Magee if there would be a conflict of interest since Mr. Ballard had been elected as Vice President of the PSBA Board and would be assuming that position as of January 1, 2014. Attorney Magee responded that he did not see a conflict. Board members commented on the reasonable cost for PSBA's search services.

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

4. PA Economy League Proposal – Exhibit 12

Motion by Heid, Seconded by Ballard
RESOLVED, That the East Penn Board of School Directors approve the PA Economy League Proposal to undertake a comprehensive analysis of demographics and community growth patterns and generate projections of public school enrollments in the East Penn School District at a cost not to exceed \$16,000 and as described in Exhibit 12.

Mr. Ballard said the PEL has produced quality research reports and he was pleased to see they would be doing the analysis of the demographics. Dr. Munson said he felt this, too, was a reasonable cost and he asked if a GIS analysis would be part of the report. Dr. Seidenberger said he would check and get back to the Board. Ms. Donches wanted an example of third party services according to the proposal. Dr. Seidenberger said he did not believe they would need to rely on a third party based on the information that PEL was requesting. Ms. Donches questioned the deadline for the report. Mr. Earnshaw explained that if the Board does not accept it in 60 days then PEL has the right to withdraw it.

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

Mr. Ballard reported that SB 1085 regarding charter schools has been moved to January. He urged board members to contact state senators because there are a number of amendments that are detrimental to school districts.

8. Announcements

-Monday, December 9 7:00 p.m.-Executive Session (Confidential Matters, negotiations, attorney matters, real estate, and employee issues)
7:30 p.m.-Board Meeting
-December 13 11:00 a.m.-Dismissal of Middle Schools
-December 20 11:00 a.m.-Dismissal of Middle Schools & Emmaus HS
-December 23-January 2 Winter Break - Schools and Offices Closed
-January 13 7:30 p.m.-Board Meeting

Mr. Earnshaw noted that there are a number of concerts coming up in the school district at various schools. The EHS Band Concert is on Friday; the EHS Choral Concert is Tuesday evening. He wished everyone a Merry Christmas and Happy Holidays!

9. Adjourn

There being no further business to come before the Board, the meeting was adjourned, upon motion, at 8:31 p.m.

Cecilia R. Birdsell, Board Secretary