

ORDER OF BUSINESS

1. Call to Order; Pledge of Allegiance

President Charles H. Ballard called the 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: K. Bacher, C. Ballard, L. Donches, A. Earnshaw, F. Fuller, R. Heid, M. Policano, S. Rhodes, III,
J. Stolz

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: Jennifer Marangos, Editor, Emmaus.Patch.com
Peter McConnell, East Penn Press Reporter
Katrina Wehr, Morning Call Reporter
Randy Kraft, WFMZ On line Reporter

2. Requests to Address the Board

Jill Ahne, 6221 Wheatland Drive, Macungie expressed her concern with the proposal to remove busing for some students attending Willow Lane School. She asked that the decision be postponed until Lower Macungie Township and the school have completed the cross walks, etc. and signs.

John Donches, 559 Minor Street, Emmaus announced the upcoming CEPTA sponsored Candidates Petition Signing Event on February 19, 2013 at Fire Company #1 in Emmaus. They will have representatives from Lehigh County Voter Registration to provide information about running for public office. Candidates will also be able to have their petitions signed.

Jonathan Berger, 6912 Sunflower Lane, Macungie addressed the Willow Lane School bus issue. He was hoping Mr. Stolz' resolution would be passed. He said it was an excellent district with high standards and that was what he found disappointing with this issue. He cited his facts about the parent committee not being formed, cost benefit analysis, and the fairness issue that refers to students who walk in Emmaus and Alburdis. He felt there was more congestion with the roads by Willow Lane. He said he has not seen any of the parents from those areas at a Board Meeting. He felt the safety concerns outweigh the savings issue. He felt the transportation information should be completely divulged.

Susan Coenen, 6220 Wheatland Drive, Macungie talked about the onsite safety improvements and thanked Lower Macungie Township officials for their work in making this issue a top priority. She said it was time for East Penn to step up and do its part. She cited safety issues that should be addressed, questioned the time plan, the top priorities, etc. She wanted to know when the dialog was going to begin. She felt all parents in the Willow Lane community should be involved, not just the affected parents.

John Jansen, 2637 Chardonnay Drive, Macungie complained because he asked for information that he felt should have been available and was either not available or not being provided. He cited various scenarios where information was discussed by the Superintendent and then not provided. He criticized the Walkability Study that did not include officials from Lower Macungie Township. He asked the Board to become more available on this issue.

Donna Jurado, 1975 Winthrop Way, Macungie said she lived in Graymoor and everyone in her house was concerned about the safety of the children. She said busing is the safest and greenest way to get children to and from school. She was concerned about the changes and whether they would be finished by August. She said the traffic will be horrendous and walkers will not be safe. She suggested the time frame for students being dropped off be extended. She suggested an upgrade to the Edulink system so more than one telephone number could be listed.

Garrett Rhoads, 5595 Wedge Lane, Allentown complimented the Emmaus High School Key Club for their participation in the BACA coat drive for the victims of Hurricane Sandy. The group collected over 2200 coats and the Key Club members helped with promotion and sorting.

3. Approval of Minutes

Motion by Fuller, Seconded by Rhodes

RESOLVED, That the East Penn Board of School Directors approve the minutes for the January 14, 2013 meeting.

Ms. Donches wanted the following change to the minutes – Page 4 – District Update

From: She asked if there was an environmental reason for walking.

To: She asked if being a walking school was ever part of an application for being a LEED school.

This resolution was unanimously adopted by voice vote.

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

1. District Update

Dr. Seidenberger reported the district enrollment is currently 8,078, an increase of 32 students from the beginning of the school year. The elementary enrollment is 2,579, an increase of 16 from the beginning of the school year; middle school enrollment is 1,978, an increase of 29; and Emmaus High School enrollment is 2,521, a decrease of 13 students from the beginning of the school year. Any changes to the school calendar will be made after February; however, it appears that the days will be added to the end of the school year. The superintendents work together so there is a common calendar for LCTI students.

Dr. Seidenberger announced the competition area and placement of LCTI students from Emmaus High School who competed in Skills USA:

Automated Manufacturing Technology	1 st Place	Kane Morrison
Automotive Service Specialization	3 rd Place	Anthony Granato
Collision Repair Technology	3 rd Place	Lake Duell
Commercial Baking	1 st Place	Amanda Bennicoff
Criminal Justice	3 rd Place	Cody Sabaski
First Aid/CPR	3 rd Place	Frances Santiago
Masonry	1 st Place	Brendan Hudak
Nurse Assisting	1 st Place	Brandy O'Brien
Restaurant Service	2 nd Place	Kaitlyn Bennicoff
Welding	2 nd Place	Zachary Ziegler

Dr. Seidenberger acknowledged Dr. Tony Moyer's article in the current issue of the Walden University Alumni magazine that describes the STEM (garden project) at Willow Lane School. Mr. Bryan Svencer, Grade 4 Teacher at Lincoln School, has published a book entitled, "Edutainment."

Referring to the Governor's budget, Dr. Seidenberger said there has been a lot of talk about state aid and levels of funding, he reminded the audience about the Costing Out Study and the projections in that report. He said even with the \$300,000 proposed increase it still puts the district behind by over 1 million dollars in 2010. Looking at all of the districts in Lehigh County as a collective group, the school districts are down over 10 million dollars. Dr. Seidenberger talked about the special education funding and being held harmless. The Governor is taking 10 million dollars from everyone and is increasing the contingency fund. He pointed out last year that the district was eligible for over \$900,000 and the district only received \$150,000.

Dr. Seidenberger distributed information to the Board regarding webcasting. This will be discussed at the next Board Meeting. Mr. Mohn and Mr. Glancy will respond to questions at that time.

Dr. Seidenberger shared the primary goals for the 2013-2014 Budget. The goals are:

1. To develop a budget that is educationally sound and fiscally prudent;
2. To maintain fiscal flexibility and the ability to adapt to external factors that may impact the overall budget;
3. To improve the overall efficiency of the school district;
4. To be able to adjust the organization to meet the demands of both funded and unfunded state and federal mandates;
5. To maintain all existing academic and instructional programs in the 2013-2014 school year.

There are other goals dealing with organizational goals, curriculum and staff development, facility, technology, and community relations. These goals are posted on the district web site.

Transportation Report (Available on the District Web Site)

Dr. Seidenberger indicated that in March 2012 he said there would be a review of the district transportation. He noted that extensive work has been done to compile this Transportation Report. He thanked Mrs. Kristen Campbell, Mr. Glancy, Dr. Mirabella, Mrs. Surdoval, Mr. Jim Frank, Mr. Mohn, Mrs. Bloise, Mrs. Skinner, Mrs. Evans, and Miss Birdsell for their work on the report. He noted that Mrs. Campbell and Dr. Mirabella actually followed up on addresses. He noted that the Transportation Report would be on the web site on Tuesday morning.

Dr. Seidenberger reviewed the transportation regulations and guidelines that guide school districts on transportation issues. It is important to know that local districts do not have to provide student transportation for regular education students who reside in their district. However, local school districts must provide transportation to charter school students who live within the district, or a charter school that is located not more than ten miles from the nearest public highway beyond the school district boundary or the charter school is a regional charter school in which the school district participates. Districts are not required to provide transportation for charter school students who live within 1.5 miles of their school or 2 miles to their school if they are

enrolled in a secondary charter school. School districts must provide the same level of service for charter school students as a district does for its public school students if it offers transportation.

Referring to Table 1, Summary of Public School Transportation he indicated the student enrollment, number of riders, and per cent of the school population riding the bus. In Tables 2 and 3, he explained the summary of riders and distances of 1.5 miles and .75 miles. The categories of student riders in Table 4 lists 6,130 public students, along non-hazardous roads, 1,222 public students along hazardous roads, and 859 resident students in non-public schools who are transported. The total number of charter school students who are transported is 143. Dr. Seidenberger continued to highlight the various components that contribute to the transportation of students across the district. The detailed report is available on the web site and is part of the permanent minutes of this meeting.

The full report consists of the following topics and 20 tables.

Section I	Transportation Regulations/Guidelines
Section II	Current Student Rider Data
Section III	Special Education Transportation
Section IV	Transportation Costs
Section V	Transportation Subsidy Comparisons
Section VI	Number of Vehicles and Routes for the 2013-2014 School Year
Section VII	Utilization Percentages
Section VIII	District Owned Vans
Section IX	Update on the Contract with First Student
Section X	Update on the Implementation of Versatrans
Section XI	Hazardous Route List
Section XII	Shared Services Agreements with Other School Districts
Section XIII	Cost Estimates of Transporting All Elementary Students Within the 1.5 Mile Guideline
Section XIV	Willow Lane
Table 1	Summary of Public School Transportation
Table 2	Summary of Riders and Distances
Table 3	Summary of Walkers
Table 4	Categories of Student Riders
Table 5	Charter School Transportation
Table 6	Non-Public/Charter Schools Within East Penn Boundaries
Table 7	Non-Public/Charter School Summary of Riders by Distance
Table 8	Summary of Special Education Transportation
Table 9	Special Education Vehicles
Table 10	Main Transportation Contract Costs
Table 11	Other Transportation Costs
Table 12	First Student Bus Fees Without Aides or Fuel Costs
Table 13	District Transportation Subsidy
Table 14	Bus Utilization Summary
Table 15	Bus Utilization Summary
Table 16	Cost Estimates of Transporting All Elementary Students Within the 1.5 Mile Guideline
Table 17	Willow Lane Site Revision Estimates
Table 18	Willow Lane Car Counts
Table 19	Willow Lane AM Bus Participation
Table 20	Willow Lane PM Bus Participation

Dr. Seidenberger pointed out that last year the district spent \$637,627 on special education transportation and a total of \$6,645,145 for transportation costs. The Department of Education transportation subsidy for 2011-2012 was \$1,763,206. After deducting the subsidy, the net cost to the district is estimated to be \$4,828,343. There are 132 vehicles and 481 total routes both public and non-public. The East Penn School District uses a two-tiered system with a bus usually making a high school or middle school run and then an elementary run. Dr. Seidenberger reviewed the bus utilization and how students are assigned to a bus from elementary to secondary students using 72 and 48 passenger buses.

In 2009, the East Penn School District purchased three nine passenger vans to reduce the costs for transporting some sports and academic competition teams and some activity clubs. Each van costs approximately \$25,000. Funds from that year's operating budget were used to purchase the vehicles off the State Contract Bid list. The idea was simple. In a three - year period the vans would basically pay for themselves by eliminating the cost to rent vans from either First Student or a car rental company. The district estimated that the total cost for renting the nine passenger vans would be \$120,000 over a five-year period.

East Penn has a contract with First Student and we are currently in the fourth year of a five year contract. The district maintains the right to revise or change any and all of the routes and the number of buses required to best suit its needs at any time before or during the school year. In addition, First Student also provides transportation for field trips, athletic events, excursions

and any other purpose designated by the district. He thanked Jennifer Keith from First Group for her work with Mr. Mohn and Dr. Mirabella. District staff were concerned about the way the hazardous roads were transferred to the Versatrans system. The district staff worked with Ms. Keith to construct hazardous routes and boundaries information. Dr. Seidenberger said a great deal of administrative time has been spent on being sure the information on boundaries is correct. The Hazardous Roads list is Appendix A and is the official list from PennDOT. Dr. Seidenberger emphasized that only PennDOT can determine if a road is hazardous. There are four homes in a very small area of Willow Lane that could be deemed hazardous. During the 2011-2012 school year representatives from Lehigh County School Districts met to discuss possible ways to share services for transporting nonpublic students. Several meetings were held and some solutions were examined. Unfortunately, no cost effective solutions could be implemented. The group has continued to meet on a periodic basis and representatives will strive to look for cost effective ways to lessen the financial impact of transporting students to nonpublic and private schools. The Board can transport any student and set any distance guideline it desires, however, if the Board transports a child within the 1.5 mile guideline and that child does not live along a dangerous road nor face any other specific condition such as no sidewalks, then the Board cannot seek transportation reimbursement for that child. It is important that if the Board does provide transportation that it does so in a fair and impartial manner.

Dr. Seidenberger said that if the Board would decide to bus all students in the district the estimated cost would be \$181,410. The Board would also have to extend the invitation to transport all students to St. Ann's and Seven Generations as well. The costs for each would approximate the cost associated with Shoemaker School, totaling \$31,186.00. This would equate to a Grand Total Cost of \$212,596.00. The Administration restored busing for a majority of students who live in selected neighborhoods that serve the student population of Willow Lane with the exception of Brandywine II due to its close proximity to the school. The savings amounted to \$115,593 and the reduction of one 48 passenger bus.

Referring to the district's relationship with Lower Macungie Township, Dr. Seidenberger said the meetings have been productive and forthright and have always placed an emphasis on safety. We are pleased with the progress of the meetings. The Township is in the final stages of issuing its specific plans for the placement of the traffic signs, cross walks, and the placement of crossing guards. There has never been any animosity and he thanked LMT Manager Bruce Fosselman, Township Engineer Bill Erdman, and the district's engineer Paul Szewczak. It is important to note that a state police representative has attended the sessions as well.

Dr. Seidenberger described the Willow Lane site revisions being recommended and urged the Board that all site improvements be done as a solution to the number of cars now dropping off children on a routine basis. The revised traffic pattern will keep buses and cars apart and end car traffic near the firehouse exit route. The internal site improvements include improving the bus turn-around areas, some new line painting, improving a walking path in the rear of the school, the placement of some new traffic signs on school property, and the installation of traffic gates that will prevent cars from exiting the property by way of the main entrance to the school. The improvements also call for a major shift in car traffic. Parents would enter the school grounds and exit by way of Mill Creek Road. This shift will separate buses from cars and also keep the main driveway open for fire station vehicles should an emergency occur during the start and end of the school day. They believe the new traffic pattern will also reduce some of the back-ups at the intersection of Willow Lane and Sauerkraut Lane. The funds for the site improvement work will come from the Capital Reserve Fund. This use of Capital Reserve Account funds will have no impact on the 2013-2014 Operating Budget. The base bid would be \$89,355.75 and an alternate bid would be \$9,226.25.

A car count showed that on the average there were 134 cars dropping off students on a daily basis. He reviewed the Willow Lane AM and PM bus participation noting there is a better participation rate after school. The overall average for AM is 60.8% and the overall average for PM is 69.5%. Dr. Seidenberger reviewed the following recommendations for two options for Willow Lane:

Option 1 Eliminate Busing for Students Who Live Within 1.5 miles to Willow Lane

This option affects approximately 330 students who live in the following developments:

- Beaumont at Brookside
- Brandywine Village & Brandywine Village II
- Brookside Farms
- Graymoor

As a result of the district's collaboration with Lower Macungie and the agreement in principle to place two (2) crossing guards at the intersection of Willow Lane and Sauerkraut, it is now believed that children from Penn's Meadow and parts of Brookfield Estates can walk as well. This option has been well documented. It is anticipated that Dr. Moyer will continue to work with parents on issues related to the start and dismissal times and drop-off procedures.

Option 1 Cost Analysis

Reduction of one 48 passenger bus and driver (\$143 per day for 182 days...a one tier savings)	\$13,013
Reduction of five 72 passenger buses (\$183 per day for 182 days...a one tier savings)	\$83,268
Reduction of Fuel Costs	\$15,480

Total Savings

\$111,761

Note: If the district agrees to fund half of the cost of crossing guards then the savings would be reduced $(7 \times 1 \text{ hr.} \times \$15 \text{ per hour for } 182 \text{ days}) \div 2 = \$9,555.00$

\$102,206

Option 2 The Board moves to extend busing to all students who live within .75 and 1.5 miles of an elementary school. The Board would not change its secondary distance guidelines in this option.

Referring to the parent survey that was taken, Dr. Seidenberger explained that 201 people filled out the survey and 44 people filled out duplicate surveys. Some people put in conflicting developments and he indicated his disappointment. The administration will conduct another survey and require a name. He said there were few people who wanted to car pool or be involved in the walking school bus. Only a few people volunteered to work with Dr. Moyer, Mr. Glancy, and Dr. Mirabella on some of these issues. In response to an earlier comment that parents from Lincoln and Jefferson did not come out, Dr. Seidenberger said he has talked to parents from those attendance areas and they are watching the situation but have chosen not to come out to a Board Meeting. They want to know if they are going to get a "fair shake."

This option is based on a request by a parent offered at a Board of School Directors' meeting. The district contacted PDE relative to the .75 distance and PDE responded that they were not aware of any research that found that .75 of mile is a better distance for a child to walk to school. There is nothing in Board Policy #810 nor is there any regulation that would prevent the Board from implementing such a policy unless the route is classified as hazardous by the state. The district would not be eligible for any state reimbursement for those students who are transported from a distance of .75 of a mile. Utilization data from the current manner in which First Student schedules students and the results from the participation counts indicate that there may be an opportunity to tighten the building of student assignments to specific buses that serve Willow Lane. In addition, an average of 134 cars a day now drop off students on a daily basis. The Administration believes that in Option #2 parents should be contacted to determine if they will use the school bus. If not then parents can opt in at a later in a manner which will be proposed to high school students. We are estimating that at least a 48 passenger bus can be eliminated if First Student uses a different variable in scheduling and parents tell us that they are willing to opt in later. The Administration believes that approximately 305 Willow Lane students would still be bused under this scenario. Approximately 125 students would not be offered busing under this option. In fairness to students in other schools, it would be recommended that the .75 distance be extended to other elementary schools. The Administration examined the data and found that 20 students in Alburtis, 12 students in Jefferson, and 9 students in Lincoln would qualify under this scenario. The Administration believes that all of these students could be absorbed into the present system and therefore there would be no additional cost for transporting those students if Option #2 is approved by the Board. There would be no state reimbursement for transporting these students. The Board would have to be cognizant that the new .75 distance guideline could have a future impact if new developments arise near other district schools since at this point there are no additional students who qualify from Macungie, Shoemaker and Wescosville. The administration will be looking at a will call system where parents can indicate whether or not their child needs a bus. This will also be considered for Emmaus HS seniors as well. If something changes that would require a student to be bused, parents would notify the school district.

Option 2 Cost Analysis

Reduction of two 72 passenger buses at \$183 per day for 182 days (one tier busing)	\$33,306
Reduction of one 48 passenger bus at 143 per day for 182 days (one tier busing)	\$13,013
Reduction of Fuel Costs	\$7,740
Total Estimated Savings for Option #2	\$54,059

Dr. Seidenberger presented the following recommendations for the Board to consider:

Recommendation #1

The Administration recommends that the Board review and update Board Policy #810.

Recommendation #2

The Administration recommends that the Board transports children to St. Ann's and to Seven Generations in accordance with its practices for transporting students to all public elementary schools in the district. If changes in transportation are needed for certain children who may not qualify, then the Administration will meet with the leaders of St. Ann's and Seven Generations to explain why some children may no longer qualify for daily transportation to and from school.

Recommendation #3

The Administration recommends that the Board grant permission to the Administration to pilot a program for high school students that mirrors the philosophy of a neighboring district that gives parents and students an assignment on a bus if requested but also ask parents to waive a bus assignment if their child has a parking pass. The student would be able to gain a seat on a bus with written notification to the high school should the student no longer need a parking pass. It is expected that the district can eliminate two one tier runs and save a minimum of \$34,000 in the 2013-2014 school year.

Recommendation #4

The Administration recommends that district personnel work closely with First Student and First Group (the parent company of First Student) to complete the redrawing of the hazardous roads and hazardous boundaries in the Versatrans system. When the work is completed the Administration is recommending that the Technology Department develop a way in which parents and the community can access the data.

Recommendation #5

The Administration recommends that First Student in concert with the district use the Versatrans system to develop more efficient bus routes to St. Ann's and Seven Generations schools by assigning students by area and not by school since both schools are so close together. The Administration then proposes that First Student and district personnel work with leaders from St. Ann's and Seven Generations to implement such a change. Students for the non-public schools could ride the same bus if they all live in a particular area, rather than sending separate buses to the same area for a specific school.

Recommendation #6

The Administration recommends that First Student and key district staff use the planning features of Versatrans to run multiple variables of students assigned to 72 and 48 passenger buses to determine if the number of bus routes can be reduced thereby generating additional savings in the overall net transportation costs.

Recommendation #7

The Administration recommends that the Board directs the staff to prepare bid specifications for bidding out a new transportation contract no later than December 2013.

Dr. Seidenberger talked about how the will-call busing would work for the Emmaus HS seniors. If students are getting a parking pass, then they can indicate that they would not need a bus seat. He felt that would help save approximately \$34,000. He also suggested that it might be a recommendation for Willow Lane School since 134 cars are dropping off students. He questioned whether the parents were using bus transportation at Willow Lane at all. The district would provide transportation if something changes in the need for bus transportation.

Mr. Ballard said this is the first and most comprehensive study of transportation in the school district and complimented Dr. Seidenberger and his staff. Mr. Rhodes and Mr. Earnshaw questioned the will-call system. Mr. Rhodes asked about the legality. Dr. Bacher said from his personal experience that his daughter took the bus every day in elementary. However, she does not use it as frequently in the morning to go to high school but does ride the bus to come home. Mr. Rhodes and Mr. Earnshaw wanted to be assured that if a student would opt out of the system that they would have a seat on a bus if needed and that the district would not be overbooking buses. Dr. Seidenberger said there are multiple people in the district who are now more efficient with the Versatrans system and we can look at simulations to become more efficient. In response to Dr. Bacher, Dr. Seidenberger talked about the differential in use at Willow Lane. He said they will have to maintain some degree of flexibility to avoid overbooking. He said fluctuations in enrollment also contributes to the busing. Bus cards are going to go out electronically next year. This should save around \$5,000. Ms. Donches asked if the will call system would work for Wescosville students. Dr. Seidenberger said the administration could certainly look at that but more students can walk. He said they looked at all the bus runs across the district. Referring to Wescosville, he said they are looking to see if some more walking paths could be developed. At this time, there is only one neighborhood that can walk to Wescosville. Ms. Donches said looking at Table 12 (First Student Bus Fees Without Aides or Fuel Costs) the costs are for First Student. She asked if there was an average cost per student. Dr. Seidenberger said the information given is a good number. Mr. Stolz said he could support recommendations 1, 2,3, and 5. He suggested an Option 3 that this plan not be implemented until site improvements have been completed. Mr. Ballard suggested that the district ease in to the utilization figures over a couple of years as we get more experience with the goal.

2. Personnel

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

Retirement/Resignations

- Sandra Frederick, Administrative Assistant at Willow Lane School, effective July 1, 2013 (Exhibit 1)
- Jennifer Scott, Instructional Assistant at Emmaus HS, effective January 29, 2013 (Exhibit 2)
- Dawn Kohler, Staff Assistant at Wescosville School, effective February 12, 2013 (Exhibit 3)

Compensated Professional Development Leave Request – Board Policy 438.1

Employee: Sharon Shankweiler
Grade 6 Teacher, Lower Macungie MS
Effective: 2013-14
Purpose: Graduate Work, Southern New Hampshire University

Appointment of Temporary Professional Employee

Name/Address: Heather Spotts
2049 Municipal Road, Lehighton 18235
Education Level: B. S. Degree (2009)
Undergraduate School: Kutztown University
Certification: Instructional I, English 7-12
Assignment: English Department, Emmaus HS
Vac. created by J. Landgraf resignation
Effective: TBD
Experience: 9/2012-Present: Lehighton SD
9/2011-1/2012: East Penn SD
8/2009-6/2011: School District of Lancaster
Salary: \$45,831 (Year 3, Col. B)

Requests for General Leaves of Absence – Board Policy 539, General Leave

Employee: Ardith Yorgey
Instructional Assistant, Jefferson School
Effective: January 14, 2013-January 13, 2014
Employee: Donna Derr
Instructional Assistant, Willow Lane School
Effective: May 6, 2013-May 21, 2013

Leave as per Collective Bargaining Agreement

Employee: Amy Kaunitz
Social Studies Teacher, Eyer MS
Effective: Extension to 4/5/13

Appointment of Instructional Assistant

Name/Address: Jennifer Halcisak
539 Turner Street, Emmaus
Assignment: Lincoln-Staff Assistant
Effective: February 12, 2013
Salary: \$13.38/hr., 12.5 hrs./wk.

Maintenance Transfers

See Exhibit 4

Appointment of Custodians

<u>Name/Address</u>	<u>Assignment</u>	<u>Salary</u>
Shawn Greene 199 Keiser Lane, Lehighton 18235 Effective: February 12, 2013	Eyer MS, Second Shift Vac. Created by J. Guth retirement subsequent transfers	\$18.94/hr., 40 hrs./wk.
Brett Jones 5308 Debra Drive, Schnecksville 18078 Effective: February 19, 2013	EHS, Second Shift Vac. Created by P. Gehman retirement subsequent transfers	\$18.94/hr., 40 hrs./wk.
Scott Lewis 931 Hickory Street, Macungie 18062 Effective: February 12, 2013	Eyer MS, Second Shift Vac. Created by R. Knecht retirement subsequent transfers	\$18.94/hr., 40 hrs./wk.
Andrew Marsteller 6002 St. Peter's Road, Emmaus	PT Custodian, Willow Lane Vac. created by R. Seaman retirement	\$18.94/hr., 20 hrs./wk.

subsequent transfers

Effective: TBD

Co-Curricular Appointments

See Exhibit 5

Nancy DeBellis replacing Alison Moxey, EHS Girls LaCross Coach	\$4,803
Sean Boyle Debate Club I	\$32.56/hr., Max. 6 Sessions

Additions to the 2012-13 Per Diem Substitute List

Beverly Shegina, Instructional/Staff Assistant
 Lydia Orban, Food Service
 Sarah Brouse, Instructional/Staff Assistant
 Damaris DeLaRosa, Instructional/Staff Assistant
 Wendy Fritsch, Instructional/Staff Assistant
 Heidi Clauser, Instructional/Staff Assistant
 Wendy St. John, Instructional/Staff Assistant
 Stephanie Jacobs, Instructional/Staff Assistant
 Evangelina Hoffman, Instructional/Staff Assistant
 Jessica Denkowski, Elementary, Early Childhood
 Joseph Bigley, Elementary
 Anthony Pirrocco, Health/Phys. Ed.

Change in Assignments-Food Service Department

<u>Employee</u>	<u>From</u>	<u>To</u>
Tami McGrath Effective: January 12, 2013	FTFSA Leader, Shoemaker School 7.5 hrs./day	FTFSA Coordinator, Shoemaker School 7.5 hrs./day
Vicky Rothbort	PTFSA, Emmaus HS 4.75 hrs./day Vacancy created by D. Stubits	FTFSA, Emmaus HS 6.75 hrs./day
Donna George	FTFS Leader, LMMS 7.5 hrs./day Vacancy created by T. McGrath transfer	FTFS Leader, Shoemaker 7.5 hrs./day
Deb Koch	FT LMMS 5.5/1 hrs./day Vacancy created by D. George transfer	FT LMMS Leader 7.5 hrs./day
Renee Tigar	PT Shoemaker 2 hrs./day Vacancy created by V. Rothbort transfer	PT EHS 4.75 hrs./day

Change in Assignment – Instructional Assistant

Shelley Christman-Scharer	Instructional Assistant, Wescosville 17 hrs./wk.	Instructional Assistant, Wescosville 29 hrs./wk.
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Educational Conferences-Exhibit 6

That the East Penn Board of School Directors approve the estimated expenses for the individuals attending the educational conferences listed on Exhibit 6.

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

Aye: Bacher, Ballard, Donches, Earnshaw, Fuller, Heid, Policano, Rhodes, Stolz-----9

5. Other Educational Entities

-Carbon Lehigh Intermediate Unit

F. Fuller

Ms. Fuller reported that the Board of Directors had met on January 30 to avoid having the meeting on Martin Luther King, Jr. holiday. She announced that on January 25, the IU received approval from the State Board of Education for the first alternate program leading to Level I Principal K-12 Certification. Qualified candidates in Carbon and Lehigh Counties will come together to collaborate and participate in a viable, cost-effective, quality program designed specifically to meet the increasing demand around accountability and student achievement. The alternate pathways Level I Principal Certification Program will be delivered utilizing a blended model allowing for customization, integrating support; involving the development of regionalized personal learning networks and communities, and using a practitioner-focused approach. The CLIU is the only intermediate unit in the state that has this type of program and is the only program not affiliated with a college or university.

-Lehigh Career & Technical Institute

R. Heid
S. Rhodes
A. Earnshaw
F. Fuller

Ms. Heid reported that the LCTI budget totals \$23,598,900, representing a total increase of 2.1%. There are items that affect the budget such as salaries, PSERS, payroll taxes, and health insurance. LCTI is forward looking and is analyzing electricity, supplies and equipment, health benefits for 2 IA positions, capital projects and business services and reduction in tentative equipment grant estimates. This budget is based on a five year average. East Penn's share of the budget is \$2,119,128.94. It is a .87% decrease from last year. This is at a per pupil cost of \$5,379. The Academic Center has a budget of \$1,361,509 and this is an overall decrease of .93%. East Penn has increased enrollment and our contribution is 1.4% which is about \$92,000. Referring to the Skills USA Competition, East Penn had 10 students who got either 1st, 2nd, or 3rd place. The only students with more medals came from Wm. Allen HS. The total for all LCTI students was 16 Gold medals; 18 Silver medals; and 13 Bronze medals.

6. TIF Committee Update

Dr. K. Bacher
Dr. Thomas L. Seidenberger

Dr. Bacher reported that the first meeting was called by the Lehigh County Industrial Development Authority on January 25. Although there was a program planned, almost the entire meeting was consumed with the discussion of whether the TIF Committee meetings would be open to the public. The Lehigh County Industrial Development Board decided unanimously that because of the proprietary and confidential information being discussed, the meetings would not be public but minutes would be shared. The second meeting was held on January 30 to go over TIF materials. The responsibilities of the TIF Committee were reviewed, noting there would be at least three committee meetings. The first meeting was to discuss the project and the process; the second meeting was to discuss projected financial data; and the third meeting would be to review the draft of the TIF Plan but it has not been scheduled as of this date. There were discussions on the project overview and the renderings and possible tenants, update on the planning process and the work that has been done, the project status in relation to zoning, land development plan approvals, PennDOT and NPDES and other municipal and state authorities. There were preliminary estimates of the economic benefits of the project and the creation of temporary construction jobs and then permanent retail jobs. There was also discussion on one time tax revenue sources, new revenue (EIT, property, real estate transfer, public services tax, etc.). Only a portion of the initial property tax revenue all the other additional income tax would not be constrained. There is strong subscription for the shopping center and they expect to have significant sign ups for the retail plots in the mall. He talked about the traffic upgrades and the site. There is a mobile home site in close proximity to the project site and the developers are making efforts to not disrupt these families. There was an overview of the TIF Act and key terms used for TIF projects. The next meeting was held on February 4 and the meeting minutes are not official. The project background was discussed; they reviewed the requirements of the TIF Act, the Redevelopment Act, and security and credit enhancement of the TIF. The security structure proposed for this TIF contemplates the use of a Neighborhood Improvement District. The creation of this special assessment taxing district would allow for a specific tax, levied on the property owners within the TIF district to offset any deficit if the incremental real estate taxes generated are less than the amount needed to pay debt service on the TIF bonds. Dr. Bacher indicated that he had received public input via email concerning the impact on the school budget and the initial jobs that might increase school enrollment. He said the expectation is that the financial impact would be positive in both the short and the long term. The bonds would be issued by the LCIDA and no existing revenue from any of the taxing bodies would be used for this project. In answer to a question raised by Ms. Donches about the Neighborhood Improvement District, Dr. Bacher indicated that this is a special assessment and it is a method to assure the bonds are paid regardless of the assessment on properties and will allow for a more reasonable rate on bonds. Dr. Bacher indicated that he would be available after the Board Meeting to answer questions.

7. Transportation Resolution as presented by Julian Stolz (January 14, 2013)

Mr. Ballard asked Mr. Stolz if he still wanted to introduce the motion in light of the Transportation Study report. Mr. Stolz indicated that he still wanted to introduce the motion.

Motion by Stolz, Seconded by Donches

RESOLVED, That the East Penn Board of School Directors instruct the administration to continue funding and providing busing to all Willow Lane School students who are currently receiving transportation as part of the budget preparation for the 2013-14 school year.

In light of the Transportation Report, the district is not there yet and there are still concerns from parents about the committee not being put together and he did not think the district would be ready by the beginning of the school year. Mr. Earnshaw said he was reluctant to put specific constraints on the administration. In the Superintendent's contract and school law,

the Superintendent prepares the budget and the Board gives the priorities and not specific strictures. He said the Board has never asked that any specific item be carved out in the budget and he would trust that the administration will be reflective of the cost. Ms. Fuller appreciated the work that has been done and wanted time to review it. She concluded that it was premature to put this motion on the table and that she would personally like to see it tabled. Dr. Bacher also said he would like to have time to review the Transportation Study and would like to see this motion tabled. He did not like the idea of singling out specific parts of the population for special treatment. He reminded everyone that the administration did chose to reinstate busing prior to the beginning of the year when they did not feel that they were quite ready to put the plan in operation. He concluded that he would trust the administration in this matter. Ms. Donches thanked the administration for the report. She said her concern was not that the provisions be put in place by the beginning of next year but rather that they be put in place at the end of this school year so the community can become familiar with the new patterns. She supported the resolution. Mr. Ballard said he found the concept of attempting to direct the administration to do something of this nature both premature and unwise. He found it highly offensive personally that a person declaring to be conservative in principle, would throw those principles under the bus and support a motion like this to spend money for a very small group without having all the facts in place before knowing if all of those expenditures would be warranted or wise. The information provided in the Transportation Study provides different options and considerations rather than something narrow-minded and a pandering attempt to get votes by a seated board member. Mr. Stolz said he knew that there were members of the Board who would trust the judgment of the administration and not the parents. He criticized board members who are always talking about education and students who are now quite willing to throw the students under the bus. Mr. Stolz said he was conservative because he did not like change and he felt that if the district does something they should do it right and do it in the best of interest of the students and parents and not rubber stamp the recommendations of the administration. He called the question.

Motion by Stolz, Seconded by Donches
RESOLVED, That the East Penn Board of School Directors end debate.

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

The Board returned to the following motion:

Motion by Stolz, Seconded by Donches
RESOLVED, That the East Penn Board of School Directors instruct the administration to continue funding and providing busing to all Willow Lane School students who are currently receiving transportation as part of the budget preparation for the 2013-14 school year.

This motion was defeated by the following roll call vote:
Aye: Bacher, Ballard, Earnshaw, Fuller, Heid, Rhodes-----6
Nay: Donches, Policano, Stolz-----3

8. Business Operations

1. Bill List Approval

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

Ms. Donches said she had been emailing her requests for the higher amounts and she knew there had been discussions about having the account codes for each of the purchases on the bill list. She read from Page II-16 of the district's budget book for 2012-13. She insisted she needed the full account code so she has the most detailed information. She admitted that she was a person who needed a lot of information and she then proceeded to start at the top of the bill list and ask for the 16 digit code for each of the 14 pages of the bill list to be given to her by the Business Manager this evening. Mr. Earnshaw called for a Point of Order since this did not address the motion at hand. Mr. Ballard said that it also was an attempt to get around a previous motion. Ms. Donches contended that was last year. Mr. Ballard replied that it did not matter what year it was because the Board had already defeated the motion. Ms. Donches insisted that the information she wanted did exist and felt it was very frustrating because she could not receive it. She wanted to make a motion that the information be provided. Ms. Fuller said she did not see how going through 14 or 15 pages of accounts would enlighten her. Dr. Bacher pointed out that this topic was discussed and it was decided by the Board that if a request was of a de minimis nature the information would be provided. He said if it was a request that was more involved and required time and an expenditure of money or personnel time it would require Board action.

This motion was duly adopted by the following roll call vote:
Aye: Bacher, Ballard, Earnshaw, Fuller, Heid, Policano, Rhodes-----7
Nay: Donches-----1
Abstain: Stolz-----1

2. Treasurer's Report

Motion by Earnshaw, Seconded by Rhodes

RESOLVED, That the East Penn Board of School Directors approve the Treasurer's Report.

Tax Collectors' Compensation Plan

RESOLVED, That the East Penn Board of School Directors set the rate of compensation for its real estate tax collectors at \$3.00 for each of the first 2,000 tax payments processed, and \$2.00 for each additional tax payment processed; and,

Be it further

RESOLVED, That the collectors be reimbursed for supplies and expenses in a sum not to exceed \$1,000.00 per school tax year conditioned upon the tax collectors submitting receipts to the Business Office; and,

Be it further

RESOLVED, That said compensation shall become effective beginning with the fiscal year starting July 1, 2014.

Budget Transfers – Exhibit 7

RESOLVED, That the East Penn Board of School Directors approve the Budget Transfers listed on Exhibit 7.

Disbursement of Funds – Exhibit 8

RESOLVED, That the East Penn Board of School Directors authorize the disbursement of funds from the 33-2010 Series A GOB issue as outlined in Exhibit 8.

Facility Rental Requests

RESOLVED, That the East Penn Board of School Directors grant permission for the following Group V organizations to rent district facilities:

Organization:	Lehigh Valley Martial Arts 544 Jubilee Street, Emmaus
Facility:	Jefferson School All Purpose Room (Graduation Ceremony)
Dates:	1/18; 3/1; 5/3, 10; 6/28; 7/12; 9/6, 13; 11/1,8, 2013
Fees:	\$30.00/hr. Rental Fee
Organization:	Anita's School of Dance 380 Minor Street, Emmaus
Facility:	LMMS Auditorium & Classrooms (Rehearsal and Dance Recital)
Dates:	6/4 & 8, 2013
Fees:	\$120 per hr. rehearsal fee \$125 per hr. recital fee \$18.00 per hr. classroom fee \$41.49 per hr. Stage Manager Fee \$16.00 per hr. Security Fee \$41.49 per hr. Custodial Fee

Approval of PLANCON PART K: Project Refinancing – Exhibit 9

RESOLVED, That the East Penn Board of School Directors approve the submission of PLANCON PART K: Project Refinancing, to the PA Department of Education as outlined in Exhibit 9.

Parent Transportation Contract

RESOLVED, That the East Penn Board of School Directors approve the following Parent/Guardian Transportation Contract:

Parents/Guardians: Stephen & Michelle Colsen
1656 Laurel Lane, Macungie
Effective: November 27-June 10, 2013

Reimbursement: \$.555 per mile, 29.4 miles/day (7 children; 3 different schools)

Approval of Investments – Exhibit 10

RESOLVED, That the East Penn Board of School Directors approve the investments listed on Exhibit 10.

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

Aye: Bacher, Ballard, Donches, Earnshaw, Fuller, Heid, Policano, Rhodes, Stolz-----9

Ms. Donches then proceeded with the following motion:

RESOLVED, That the account codes from the PA Chart of Accounts be added to the Fund Accounting Check Summary.

Mr. Earnshaw raised a point of order. He stated that he thought Ms. Donches had not been on the prevailing side of the motion the last time it was brought forth for action. There was discussion about whether the motion could be made by Ms. Donches according to Roberts Rules of Order or whether there was any relevance to the motion being made prior to Reorganization. In order to end the confusion, Mr. Ballard said the motion would be listed on the next agenda; however, if Solicitor Fisher rules it cannot be made by Ms. Donches then anyone who voted on the prevailing side would have to introduce the motion.

Ms. Donches then asked about the time line for the policy on investments. Dr. Seidenberger indicated that he had reviewed over 30 districts' policies. His recommendation will be that the Treasurer reports the information once a month which is in all the sample policies.

Ms. Donches then brought up the Insurance Advisory Council and the fact that insurance is purchased from the companies the insurance agents represent. She made the following motion:

Motion by Donches,
RESOLVED, That the Solicitor provide a written opinion on whether the Board or the taxpayers are open to civil liability since the school district purchases insurance from members of the Insurance Advisory Council.

Mr. Ballard said it could be discussed at the next meeting.

Dr. Bacher asked if Board Policy 810 would be on the agenda. Dr. Seidenberger felt it could be on the next agenda.

Mr. Ballard announced that the EHS Rifle Team just won their district competition.

9. Announcements

Monday, February 11 7:00 p.m.-Executive Session (Real Estate, Negotiations, Personnel Matters)
7:30 p.m.-Board Meeting

February 14 Full Day for All Schools

February 15 11:00 a.m.-Dismissal – Middle Schools & Emmaus High School
(SNOW MAKE UP DAY)

February 18 Presidents' Day – All Schools & Offices Closed

Monday, February 25 7:30 p.m.-Board Meeting

April 10-13 7:00 p.m. EHS Drama Department will present Legally Blonde: The Musical
April 13 2:00 p.m.-Matinee

10. Adjourn

There being no further business to come before the Board, the meeting was adjourned, upon motion, at 10:15 p.m.

Cecilia R. Birdsell, Board Secretary