

EAST PENN SCHOOL DISTRICT

BOARD OF SCHOOL DIRECTORS

MINUTES OF THE JANUARY 12, 2015

BOARD MEETING

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE

President Earnshaw called the meeting to order at 7:30 p.m., followed by the Pledge of Allegiance.

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

Present: Marc S. Fisher, Esq., Worth, Magee & Fisher, Solicitor
Debra Surdoval, Treasurer
Janine L. Allen, Board Secretary
Dr. Michael Schilder, Superintendent of Schools

Press Present: Peter McConnell, East Penn Press
Dan Sullivan, The Morning Call
Randy Kraft, WFMZ

2. REQUESTS TO ADDRESS THE BOARD

John Donches, 559 Minor Street, Emmaus, PA – Mr. Donches commended the Board and superintendent for being proactive in regard to the repairing of the diving boards and leak in ceiling over wrestling room area. He shared his concerns regarding the burial of hazardous waste as well as inappropriate uses of monies as indicated by the audit report and requested further information.

3. APPROVAL OF MINUTES

Motion by Ballard, Seconded by Bacher
RESOLVED, That the East Penn Board of School Directors approve the minutes of the December 8, 2014 Board meeting.

This resolution was unanimously adopted by voice vote.

4. PRESENTATIONS

a. Budget

- Dr. Michael Schilder, Superintendent
- Debra Surdoval, Business Manager

Dr. Schilder and Ms. Surdoval gave a PowerPoint presentation on the EPSD Budget Outlook.

Mr. Earnshaw announced the Board will not be debating the budget this evening, but opened the floor to the Board for questions/comments. During the discussion the following key points were addressed:

- Mr. Ballard shared his concern regarding the budget time line in regard to the not to exceed resolution.
- Attorney Fisher clarified this process is due to timing and scheduling of the Board meetings. Advertising must be done 20 days in advance of approving the proposed preliminary budget.
- Attorney Fisher reminded the Board it is an administrative recommendation for the Board to vote down this resolution at the next Board meeting. The Board may choose to do so tonight if it wishes.
- Mr. Earnshaw stated he would rule this type of motion out of order since the budget information was received this evening.
- Mr. Earnshaw agrees with Mr. Ballard that the only time a proposed preliminary budget is done is when you have determined you are going to apply for exceptions. Due to the timing of the Board meetings, if the resolution to stay within the index fails, it would be too late to meet the states timeframe to post the proposed preliminary budget.

- Mr. Ballard stated that PSBA recommends the district participate in assessment appeals to ensure the district is being properly represented.
- Ms. Surdoval indicated the Lehigh County Court of Appeals handles the appeals process for the district.
- Attorney Fisher clarified he consults with county solicitor to protect the district's interest but does not appear in court.

- Mr. Earnshaw reminded the Board that last year they adopted a budget that deliberately had higher expenditures than revenues with the intent to spend down the fund balance.

- Dr. Schilder provided detailed information regarding the SRO position:
 - Will provide additional information and research at the Boards request
 - Law Enforcement Officer employed by Emmaus Police Dept.
 - SRO's receive national certified training through the police department
 - EPSD will be part of the interview process
 - SRO is not appointed as a teacher but is someone who supports teaching and counseling roles in the building
 - Five local high schools currently employ SRO's: Allentown SD (4), Parkland SD (2), Whitehall, Southern Lehigh & Salisbury SD's (1)
 - Has been the recommendation of East Penn's high school administration the past few years
- Mr. Ballard noted that listing such an officer as a 'teacher', as noted in the PowerPoint presentation, was not appropriate under state and federal regulations.
- President Earnshaw stated in the past grant funds were available for SRO's to those who applied. When grant funding ran out, districts had to absorb the costs.

- Mr. Earnshaw offered some examples resulting in the reduction in benefit costs:
 - Unknown number of teacher retirees
 - Teachers on maternity leave replaced by full time substitutes
 - Employees receiving family versus single benefits
 - Lower salary, social security tax, and retirement
- Dr. Schilder and Ms. Surdoval will provide a breakdown detailing the reduction in budgeted benefit costs.

- In response to Dr. Munson's question regarding transportation costs and possible savings, Dr. Schilder said that they will continue to monitor this area.

- Ms. Surdoval noted last year’s retirement budget book made reference to a twenty year projection reaching a maximum PSERS rate of approximately 30% near the 2017-18 school year.
- President Earnshaw explained that the challenges with PSERS rate is that it’s based on actuarial calculations which include the longevity of retirees in the system, number of new people entering into the system and investment returns.

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

a. District Update

- Copy machine transition from Xerox to Fraser is on schedule.
- School, Student, Staff, and Board Recognition
 - The National Field Hockey Coaches Association honored this year’s team with the PA Academic Achievement Award for recording a 3.5908 GPA. Meredith Sholder and Tori Lazzo were selected to the PA All-State 1st Team, Morgan Will earned 2nd team honors and Alicia Cooperman and Madalyn Dorn honorable mention.
 - Girls Soccer team Captain, Shannon McGinnis, was selected to the National Soccer Coaches Association of America's East Region All-America team for 2014.
 - Dr. Schilder introduced Willow Lane teacher, Janet Yeakel, who received National Board Certification in the area of exceptional needs specialist.
 - Mr. Rhodes, who is also National Board certified, offered an overview of the National Board of Professional Teaching Standards and explained the requirements and processes involved in obtaining certification
 - Mr. Rhodes introduced Dr. Lare from ESU who assists with the process in PA.

6. PERSONNEL

President Earnshaw announced that Items 6.e., 6.g., and 6.i. are being withdrawn. Act 168 is a new requirement under Pennsylvania state law and the district is waiting for paperwork in order to be in compliance.

Motion by Ballard, Seconded by Bacher

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

a. Resignation(s) (Exhibit #1)

| <u>Name</u> | <u>Position</u> | <u>Building</u> | <u>Effective Date</u> |
|------------------|---------------------------------|-----------------|-----------------------|
| Allison Eddinger | Health Room Nurse | Floater | 12/12/14 |
| Amanda Pitts | Instructional Assistant | Shoemaker ES | 12/23/14 |
| Robert Rooney | Head Varsity Coach-Girls Soccer | ----- | 10/24/14 |

b. Demotion

| <u>Name</u> | <u>From</u> | <u>To</u> | <u>Effective Date</u> |
|-----------------|--|--|-----------------------|
| Allan Bennicoff | Maintenance B – EHS Salary: \$26.84/hr. | Custodian – Eyer MS Salary: \$24.22/hr. | 1/5/15 |

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

| <u>Name</u> | <u>Position</u> | <u>Building</u> | <u>Date</u> |
|---------------|-------------------------|-----------------|-------------------|
| Maria Mesko | Instructional Assistant | Willow Lane ES | 1/1/15 – 1/4/16 |
| Dorothy Grois | Staff Assistant | EHS | 3/16/15 – 3/30/15 |

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

| <u>Name</u> | <u>Position</u> | <u>Building</u> | <u>Date</u> |
|----------------|-------------------------------|-----------------|----------------------|
| Katie Mast | 1 st Grade Teacher | Lincoln ES | Extension to 3/31/15 |
| Kelly Faisetty | 5 th Grade Teacher | Shoemaker ES | Extension to 3/31/15 |
| Jamie Horn | 3 rd Grade Teacher | Alburtis ES | Extension to 3/31/15 |
| Lindsay Landis | 3 rd Grade Teacher | Macungie ES | Extension to 3/31/15 |
| Ashley Ziegler | Special Education Teacher | LMMS | 2/6/15 – 3/13/15 |

e. ~~Food Service Staff Appointment(s) WITHDRAWN~~

| <u>Name:</u> | <u>Assignment</u> | <u>Salary</u> | <u>Effective Date</u> |
|-----------------|--|----------------------------|-----------------------|
| Allison Brunner | Part-time Food Service Assistant – Jefferson ES Resignation of Faciola | \$9.25/hr. 3.5 hrs./day | 1/13/15 |

f. Support Staff Appointment(s)

| <u>Name:</u> | <u>Assignment</u> | <u>Salary</u> | <u>Effective Date</u> |
|---------------|---|----------------------------|-----------------------|
| Kristen Scrak | Part-time Staff Assistant – EHS Internal Transfer of P. McCarthy | \$14.22/hr. 20 hrs./wk. | 1/13/15 |

g. ~~Custodial Staff Appointment(s) WITHDRAWN~~

| <u>Name:</u> | <u>Assignment</u> | <u>Salary</u> | <u>Effective Date</u> |
|---|---|----------------------------|-----------------------|
| Adam Handley | Custodian – 2nd shift – EHS Termination of Haberstumpf | \$20.37/hr. 40 hrs./wk. | 1/13/15 |
| Pending receipt of Act 168, if applicable | | | |

h. Co-Curricular Appointment(s) - Schedule B

| <u>School</u> | <u>Name</u> | <u>Position</u> | <u>Amount</u> |
|---------------|------------------|-----------------------|--------------------------------------|
| EHS | Timothy O'Connor | EHS Head Diving Coach | \$2,236.00 |
| Eyer MS | Matt Miller | Lego Club | \$34.56/session (max. 8 sessions) |

i. ~~Additions to the 2014-15 List of Per Diem Substitutes (Exhibit #2) WITHDRAWN~~

j. Spring 2015 Community Education Instructors (Exhibit #3)

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 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, 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

Nay: Donches – 1

Motion by Ballard, Seconded by Bacher

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

b. Treasurer’s Report

RESOLVED, That the East Penn Board of School Directors approve the Treasurer’s Report for month ended November 30, 2014, as per Exhibit #5.

c. Investment of Funds

RESOLVED, That the East Penn Board of School Directors approve the investment of funds as listed below:

| <u>INVESTMENT</u> | <u>DATE</u> | <u>DATE OF</u> | <u>TERM</u> | <u>RATE</u> | <u>AMOUNT</u> |
|-------------------|------------------|-----------------|-------------|-------------|---------------|
| <u>VEHICLE</u> | <u>PURCHASED</u> | <u>MATURITY</u> | | | |
| PLGIT CD-Program | 12/22/14 | 6/22/15 | 182 days | 0.44% | \$992,000.00 |

d. Deputy Tax Collectors

RESOLVED, That the East Penn Board of School Directors approve the appointment of the following deputy tax collectors as requested by the elected tax collectors in the event of their incapacitation:

| <u>Municipality and Elected Tax Collector</u> | <u>Deputy Tax Collector</u> |
|---|-----------------------------|
| Borough of Alburtis, Samantha Trexler | Pat Vassilaros |
| Borough of Emmaus, Dennis Gouldy | Debra K. Gouldy |
| Lower Macungie Township, Pat Vassilaros | Dennis Gouldy |
| Borough of Macungie, Harry Buchin | Pat Vassilaros |
| Upper Milford Township, Gail Lichtenwalner | Dennis Gouldy |

e. Donation

RESOLVED, That the East Penn Board of School Directors accepts a donation of 22 EpiPens to be stored in the health rooms at our various schools. This donation is from the epipen4schools.com program run through Bioridge Pharma. Value of EpiPens is approximately \$5,656.

f. Contracts

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

| <u>Vendor</u> | <u>Type of Agreement</u> | <u>Amount</u> |
|---------------|--|---------------|
| M.B & S.B. | Parent/Guardian Transportation Contract November 19, 2014 – June 30, 2015 (9.4 miles round trip to and from Eyer MS) | \$.56/mile |

RESOLVED, That the East Penn Board of School Directors approve the Client Services Agreement, as per Exhibit #6:

| <u>Vendor</u> | <u>Type of Agreement</u> | <u>Amount</u> |
|------------------|--|---------------|
| Sunbelt Staffing | Client Services Agreement Speech & Language Therapist 12 weeks (21 hrs./wk.) Employee on Leave of Absence | \$75/hr. |

- In response to Dr. Munson’s question regarding the Sunbelt Contract, Dr. Schilder stated this position had been posted with no success and it is extremely difficult to find a speech and language therapist for a full year position. Dr. Pekarik confirmed the IU has identified two people to be interviewed for this position. CLIU had success with this vendor. The district did not have luck with previous vendor, Providastaff.
- In response to the Board’s concerns regarding the audit, the following key points were noted:
 - Student Activity Funds
 - Principals are given a copy of the student activity section of the audit as well as a manual for student activity fund controls.
 - Mr. Frank, Assistant Business Manager, will be meeting with the secondary principals regarding their student activity funds.
 - Report provided suggestions for improvement in the area of student activity funds.
 - One signature is required on the student activity checks.
 - Food Service Vendors
 - Dr. Munson acknowledged the auditor recommendation was not specific to our district, however the audit recommended food service directors not have unlimited access to the buildings after hours without custodial access.
 - Dr. Mirabella confirmed the food service directors do have unlimited access, due to early time of deliveries.
 - Dr. Munson requested a report addressing the auditor’s recommendations.
 - President Earnshaw made the recommendation that if a Board member had further comments about food service to table for another time.

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

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

President Earnshaw expressed his appreciation on behalf of the Board for the EpiPen donations made possible by Bioridge Pharma.

8. CURRICULUM

a. Educational Conferences

Motion by Ballard, Seconded by Bacher

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

- a. First Reading – Revision to Board Policy No. 103 – Non-Discrimination in School and Classroom Practices. (Exhibit #8)
- b. First Reading – Revision to Board Policy No. 222 – Tobacco - Pupils (Exhibit #9)
- c. First Reading – Revision to Board Policy No. 323 – Tobacco - Administrative Employees (Exhibit #10)
- d. First Reading – Revision to Board Policy No. 423 – Tobacco - Professional Employees (Exhibit #11)
- e. First Reading – Revision to Board Policy No. 523 – Tobacco - Classified Employees (Exhibit #12)
 - Dr. Schilder thanked Dr. Torma for being the lead administrator for policy development and for working on this process. He recognized and thanked students of the high school who are members of the Gay Straight Alliance Club for their research and recommended revisions to Policy 103, Non-Discrimination. The club submitted sample policies and wording changes which were on target with PSBA’s model policy.
 - Dr. Schilder announced there will be discussion on how to update the entire Board Policy manual at the February 9th meeting, after a presentation by PSBA.
 - Administrative contract would define the progressive discipline that would occur for any violation by an administrator or professional employee.
 - Policy 222 – Tobacco – Pupils
 - Rational for the \$50 fine for student is levied by the civil authorities
 - Policy states “convicted”
 - Criminal citation noted on the policy, 18 Pa. C.S.A. Sec. 6306.1 pertains to the relevant section of the law
 - Board Policy manuals are set up for three distinct categories of employees. If recommendation is to combine policies pertaining to each employee classification into one, another category would need to be created.
 - Separate policies allow for distinct differentiation for certain parts of their employment in regard to appropriate behavior of these employees.
 - Dr. Munson suggested moving complaint procedures to an administrative procedure rather than a Board policy allowing for easier adjustments based on changes. Dr. Schilder responded that with many policies, this is done. However, due to the seriousness of discrimination violations, he recommends that these complaint procedures be anchored in Board Policy.

10. OTHER EDUCATIONAL ENTITIES

- a. Lehigh Carbon Community College

Motion by Bacher, Seconded by Fuller

RESOLVED, That the East Penn Board of School Directors adopt the preauthorization resolution allowing LCCC to pursue Real Estate Acquisitions, as per Exhibit #13.

- Ms. Ann Thompson, LCCC trustee, provided a brief synopsis of the real estate acquisitions:
 - Advanced authorization due to refinancing of bonds
 - Requesting preauthorization for the Carbon and Allentown sites would not involve any additional capital contributions on the part of the district
 - LCCC currently owns the building it occupies downtown which is a prime location with no parking and close to 100% occupancy
 - Proceeds from the sale of that building would be used towards future purchases therefore negating additional capital contributions from the district

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

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

b. Carbon Lehigh Intermediate Unit - Board Member: Ms. Fuller

- Ms. Fuller reported on the December 15th meeting:
 - 371 EPSD students currently receiving services from CLIU
 - 49 are major assignments including deaf or hearing impaired, emotional support and enhanced autism
 - Hearing impaired elementary students performed Christmas Carols signing along with music
 - Highmark Foundation issued a grant of \$5,000 to develop a fitness program for special needs students. Students walked a total of 5,000 miles throughout the school year.
 - CLIU hosted a Keystone Technology Innovators event on Dec. 22nd to advocate technology to stimulate imagination of students
 - CLIU instituted a *Guest Teacher Program* which they plan to launch the summer of 2015. CLIU trained and coordinated 18 candidates to be day to day substitute teachers to assist districts in meeting their crucial need for day to day subs.

c. Lehigh Career & Technical Institute – JOC Members: Mr. Earnshaw, Ms. Fuller, Ms. Heid, Mr. Rhodes

- Rebecca Heid reported on the December 10th meeting:
 - Counselor Learning Walk – walk through labs looking at engagement level, expectations and curriculum based aspects
 - Received grant for Security for Safe Schools to purchase additional cameras and data base system for visitors
 - Students in the Precision Machining HUNCH program had visit from NASA
 - HUNCH program students have been producing products being used exclusively on earth with astronaut training. These products are now certified flight ready. Products produced by students for NASA are eligible for the international space station.
 - Article in Business Journal about adult education program for CDL and logistics transportation
 - LCTI participated in the TV 69 program based on need for skilled workers
 - Participation between Bloomsburg, LCCC and LCTI regarding bachelor's degree
 - General and Academic Fund budget
 - EPSD share of General Fund Budget is 9.44%, ASD's share is 48.8%
 - Projected enrollment of 2875; Projected Per pupil cost is \$5,513
 - EPSD's portion is \$2,213,397 representing an increase of 2.68%

- Academic Center Budget increased \$158,740
 - Projected enrollment 400 students; Projected per pupil cost is \$3,653
 - EPSD's share is \$97,026 representing 6.64%; ASD's share is 63.82%
 - Total cost to run the academic center is \$1,613,620
- President Earnshaw commended the students involved in the HUNCH program. The HUNCH program provides students with supplies, diagrams and blueprints. A NASA engineer is assigned to the students who counsels them and evaluates their quality of work.

11. LEGISLATIVE

- Mr. Ballard reported on the following:
 - Republican majority will cooperate with Governor Wolf if agrees to the selling of liqueur stores combined with pension reform
 - Talk of state-wide health contracts with all employees being put into one master plan
 - Gov. Wolf promised to increase spending for education
 - Consensus for per student formula consists of a certain dollar amount for basic education funding per student with additional amount added depending on factors such as poverty levels, ESOL, etc.
 - Hold harmless tapering is defined as the first year of the five year period being held harmless; 2nd year receive 80% of what you are held harmless for; each year tapering down until receiving the dollar amount equal to the number of students
 - PSBA to address major issues at general assembly including pension crises, charter school reform, charter school formula for special education and adequate funding

President Earnshaw read a letter he received from retired teacher, Mr. Richard Frederick, expressing his gratitude and thanking Mr. Earnshaw for being honored at the 2013 District Opening Day staff meeting at EHS. Mr. Frederick retired last year after teaching 39 years at Shoemaker ES and LMMS.

12. ANNOUNCEMENTS

Executive Session: Monday, January 12, 2015 – 6:30 p.m. (real estate items)

Next Board Meeting: Monday, January 26, 2015 - 7:30 p.m.

13. ADJOURN

There being no further business to come before the Board, Motion to adjourn was made by Ballard, Seconded by Munson at 9:37 p.m.

Respectfully submitted,



Janine L. Allen
Board Secretary
East Penn School District