

EAST PENN SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
**MINUTES OF THE OCTOBER 27, 2014**  
**BOARD MEETING**

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

President Earnshaw called the meeting to order at 7:35 p.m., followed by the Pledge of Allegiance.

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

Absent: R. Heid

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  
Precious Petty, The Express Times  
Dan Sullivan, The Morning Call  
Randy Kraft, 69 News

**2. STUDENT RECOGNITION – 2015 National Merit Semi-Finalists**

Ryan D. Bilger  
Keegan G. Daugherty  
Daniel Intriago  
Lucy Q. Lin  
Ellen Park  
Mason A. Trinkle  
Justine Wang

- Dr. Schilder recognized the 2015 National Merit Semi-Finalists and provided background information on this achievement.
- Dr. Schilder announced students and their parents were recognized at a reception sponsored by the EPEA prior to the meeting.
- Dr. Schilder and President Earnshaw presented Certificates of Recognition to the students.

**3. REQUESTS TO ADDRESS THE BOARD**

Charles Rhoads, 4652 Shuler Street, Allentown, PA, 18103 – Mr. Rhoads requested that the handicapped accessed elevator be unlocked and available for usage.

Mike Prokup, 1145 Greenleaf Circle, Allentown, PA, 18103 – Mr. Prokup, legal counsel for Frasier Advanced Information Systems, expressed his concern of agenda item 7.f. for the RFP award for the multi-function and copy machines. He provided a letter and documentation regarding the responses and results of this RFP. He asked that the board not take action but rather table the item to allow for an investigation.

Nancy Hill, 119 S. 6<sup>th</sup> Street, Emmaus, PA, 18049 – She shared her concern regarding the “toxic waste dumping” at Wescosville ES addressing violations of environmental laws, unknown administrators involved and expense to tax payers.

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

**Motion** by Ballard, Seconded by Donches

RESOLVED, That the East Penn Board of School Directors approve the minutes of the October 13, 2014 meeting.

This resolution was unanimously adopted by voice vote.

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

##### **a. Pennsylvania Economy League Presentation – Demographics Report**

- Charlie Watters
- Susan Baker

During the PowerPoint presentation, Mr. Watters summarized the findings and conclusions of the study in the following areas:

- Population
- Housing
- Population, Housing Units & Enrollments
- Births
- Pupils per Housing Unit
- Total Enrollments
- Elementary Enrollments
- Middle School Enrollments
- High School Enrollments

Mr. Watters noted that uncertain events can alter the enrollment projections such as changes in birth and migration patterns, internal policies, outside program changes, school choice vouchers, opening and closing of charter schools, and infrastructure.

Following the presentation, Mr. Watters entertained questions from the Board and clarified the following key points:

- EPSD’s enrollment decline is sharper than in other districts which is attributed to EPSD having significant increase in the beginning.
- Births are the single most powerful factor affecting projected enrollment.
- Births will not necessarily increase with increased housing.
- Housing pattern is partially responsible for decline in births.
- Cohort survival rate is the relationship between births and kindergarten entries 5 years later.

- Smaller families are reason for change in pupil per housing unit.
- High school level has growth that started 15 years ago.
- Main factors affecting elementary enrollment is decline in births, cohort survival rate and great progression.
- Many kindergarteners go to non-public schools resulting in great progression from kindergarten through 1<sup>st</sup> grade.
- Economic conditions affect housing and family.
- Housing belonging to empty nesters being replaced by young families would change demographic dynamics.
- No connection mathematically between housing starts and projection model.
- Number of bedrooms and square footage is not factored into the equation for types of housing starts.
- Subdivisions are incorporated into projections.
- Industry change or elimination of industry does not necessarily change population.
- Cyber and brick and mortar charter schools are indirectly factored into the enrollment numbers.
- Homeschooling and charter school enrollments have been growing, therefore reflective in the progression ratios.
- Calculation of progression ratios assumes that the rate of the increase of charter and cyber charter enrollments will be the same over the next 5 years.
- Private or parochial numbers are not included.

Comments by Mr. Watters:

- Recommended redoing projections if increase in birth rate is dramatic enough.
- Recommended the Board meet with each of the municipalities to discuss what the future holds in terms of housing.
- Growth over the years has consumed a lot of the buildable land in the district's major township and may not be able to absorb what happens in the future to meet the demands.
- Able to provide to the Board the mean absolute percentage error (MAPE) broken down by year.

Comments by President Earnshaw:

- Suggested finding out what brought people to the area and East Penn School District during the spike in the early 2000's.
- Spike could only be explained by migration into the district which occurred mostly at the elementary level.
- Understanding what drove those dramatic increases in a short period of time would allow the district to look for a repeat of that in the future.

b. Comprehensive Plan Presentation

Dr. Denise Torma, Assistant Superintendent, presented the Comprehensive Plan and provided the following key points:

- Comprehensive Plan is due to PDE by February 27<sup>th</sup>.
- Board adopted Strategic Plan in 2008 and will serve the district until 2015.
- Structure of the Comprehensive Plan has changed a bit from the Strategic Plan.
- The premise on which the vision statement, mission statement and shared values were developed are based on 21<sup>st</sup> Century Learning.
- Mission and vision statements are proposed additions to the plan.

- New terminology used by PDE focuses on revised Chapter IV regulations.
- Ensure all students have a successful education experience.
- Maintain high standards and expectations.
- Maintain high levels of collaboration and effective communication.
- Frequent monitoring of teaching and learning.
- High levels of community and parent involvement.
- Planning Committee to include:
  - District and School Level Administrators
  - Program and Support Personnel
  - Coaches & Mentors
  - Elementary, Middle and High School Teachers
  - Librarians, Students & Parents
  - Local Business and Community Members
  - School Board Members
- District and building administrators will respond to Systems Analysis Guiding Questions.
  - District needs to use questions provided by PDE, if not, plan will kick back.
  - Additions can be made, but need answers to the PDE required minimum questions to drive our work.
  - Questions are structured as yes or no answers.
  - Answers will be calculated and data analyzed.
  - Planning committee will prioritize the direction to take to establish goals.

**6. PERSONNEL**

**Motion** by Vinovskis, Seconded by Ballard

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

a. Resignation(s)

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Effective Date</u>
Jaclyn Marks	Remedial Assistant	Lincoln ES	11/5/14 (Exhibit #1)
Tiffany Reed	Food Service Assistant	EHS	10/24/14 (Exhibit #2)
Frank DeFusco	Volleyball Coach	Eyer MS	10/16/14

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

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Date</u>
Shaista Qazi	Instructional Assistant	Wescosville ES	11/3/14 – 12/5/14

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

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Date</u>
Anne Kukitz	Art	Eyer MS	10/15/14 – 1/19/15
Jennifer Maurer	Sp. Education Teacher	Wescosville ES	10/17/14 – 3/31/15

d. Income Protection Leave(s)

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Date</u>
Laura Oswald	Special Education Teacher	EHS	11/3/14 - TBD

e. Full-Time Substitute Teacher Appointment(s)

Name: Jennifer Halucha  
 Education Level: B.S. Degree; 2009  
 Undergraduate School: Kutztown University  
 Assignment: Learning Support, K-2 – Shoemaker ES  
 Reason for Vacancy: Leave of Absence – A. Ulicny  
 Effective: TBD  
 Certification: Elementary K-6; Special Education N-12  
 Experience: 8/2014 - Present: East Penn SD; Per Diem Substitute  
 Salary: \$50,521; Year 1; B

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Name: Shannon Seremula  
 Education Level: B.A. Degree; 2008  
 Undergraduate School: Alvernia College  
 Assignment: Grade 3 – Alburtis ES  
 Reason for Vacancy: General Leave – J. Horn  
 Effective: October 28, 2014  
 Certification: Elementary K-6  
 Experience: 8/2014 - Present: East Penn SD; Per Diem Substitute  
 Salary: \$50,521; Year 1; B

f. Food Service Staff Appointment(s)

<u>Name</u>	<u>Assignment</u>	<u>Salary</u>
Melodie Faccida	Food Service – Part-time	\$9.25/hr.
Effective: 10/28/14	Jefferson ES	17.5 hrs./wk.
	Resignation of Karen Appleman	

g. Food Service Staff Transfer(s)

<u>Name</u>	<u>From:</u>	<u>To:</u>
Lesha Kershner	Food Service Assistant – Part-time EHS	Food Service Assistant - Part-time EHS
Effective: 10/28/14	20 hrs./wk. Resignation of T. Reed	23.75 hrs./wk.

h. Support Staff Appointment(s)

<u>Name</u>	<u>Assignment</u>	<u>Salary</u>
Annette Stolte	Technical Assistant to the Assistant Superintendent	\$35,000/yr. 35 hrs./wk.
Effective: 10/28/14	Transfer of N. Skinner	

<u>Name</u>	<u>Assignment</u>	<u>Salary</u>
Cassi Wentz Effective: 11/10/14	Instructional Assistant EHS Resignation of T. Merrill	\$14.22/hr. 29 hrs./wk.
Careen Steele Effective: 10/28/14	Instructional Assistant Shoemaker ES Added position due to Wednesday schedule change	\$14.22/hr. 29 hrs./wk.
Jodiann Hoffer Effective: 10/28/14	Staff Assistant Lincoln ES Transfer of Ruth Pepe to Academic Support	\$14.22/hr. 10 hrs./wk.
Gina Kelly Effective: 10/28/14	Staff Assistant Jefferson ES Resignation of E. Deppe	\$14.22/hr. 12.5 hrs./wk.

i. Awarding of Tenure

That, in accordance with Section 1121 of the PA School Code, the following temporary professional employees based upon satisfactory service be awarded tenure (professional employee status):

<u>Temporary Professional Employee</u>	<u>Assignment</u>
Shannon Atkinson	Special Ed. – Eyer MS
Rachel Collier	Special Ed. – Eyer MS
Colleen Kingsbury	Family Consume Science - EHS
Erin Knecht	English, Grade 7 – Eyer MS
Lauren Krause	Grade 6 – Lower Macungie MS
Allison Lewis	Music – Alburtis/Wescosville ES
Tara Lindsay	Kindergarten – Shoemaker ES
Molly Magro	Librarian – Eyer MS
Laura Moyer	Driver Ed. – EHS
Jennifer Najarian	Communications – Eyer MS
Kristen Opfer-Grim	Counselor - EHS
Jamie Sanchez	Special Ed. – EHS
Caitlin Shutte	Kindergarten – Macungie ES
Amy Slivka	Speech – Eyer MS
Marlo Smurda	Social Studies, Grade 8 – Eyer MS
Tara Wenner	Special Ed. – EHS
Jennifer Wylie	Art - Alburtis/Wescosville ES
Ashley Ziegler	Special Ed. – Lower Macungie MS
Jillian Ziegler	Special Ed. – Lower Macungie MS

j. Salary Correction

Employee: Alex Waite  
Assignment: 2<sup>nd</sup> Shift – LMMS  
From: \$20.37/hr.  
To: \$20.40/hr.

k. Emmaus HS Security Staff - \$14.75/hr.

Cheryl LaBar Sue Spadt  
Pam McCarthy Donna Waterman  
Debi McConnell Gail Wetherhold  
Robin Molnar Sue Workman  
Olimpia Pellegrino Michelle Yesenofski

l. Co-Curricular Appointment(s)

<u>School</u>	<u>Name</u>	<u>Position</u>	<u>Amount</u>	<u>Notes</u>
Eyer	Felicia Strong	Intro. to Color Guard	\$34.56/session	max 8 sessions

m. Additions to the 2014-15 List of Per Diem Substitutes

Kathryn Anthony Elementary, Special Education, Reading Specialist  
Catherine Jenkins English  
Karen Mitton Elementary, Special Education  
Natalie Luquin Food Service Assistant  
Susan Siegel Food Service Assistant

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

Aye: Bacher, Ballard, Donches, Earnshaw, Fuller, Munson, Rhodes, Vinovskis – 8

**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 #3.

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

Aye: Bacher, Ballard, Earnshaw, Fuller, Munson, Rhodes, Vinovskis – 7

Nay: Donches – 1

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**Motion** by Bacher, Seconded by Ballard

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

b. Treasurer's Report

RESOLVED, That the East Penn Board of School Directors approve the Treasurer's Report for month ended September 30, 2014, as per Exhibit #4.

c. Budget Transfers - 2014-2015

RESOLVED, That the East Penn Board of School Directors approve budget transfers, as per Exhibit #5.

d. Disbursement of Funds

RESOLVED, That the East Penn Board of School Directors authorize the expenditure of funds from the 33-2010 GOB Series A, as per Exhibit #6.

e. Facility Rental Request

RESOLVED, That the East Penn Board of School Directors grant permission for **Patricia Bostick Dance Center**, 5925 Tilghman Street, Suite 50, Allentown, PA, 18104, to rent the Lower Macungie Middle School auditorium and locker rooms for dance recital rehearsal and shows scheduled for May 13, 29 & 30, 2015. This is a Group V organization and will be charged the following rental fees:

\$120.00/hr.	Rehearsal Fee
\$125.00/hr.	Recital Fee
\$18.00/hr.	Locker Room Fee
\$48.49/hr.	Custodial Fee
\$48.49/hr.	Stage Manager Fee
\$16.00/hr.	Security

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

Aye: Bacher, Ballard, Donches, Earnshaw, Fuller, Munson, Rhodes, Vinovskis – 8

f. RFP Award for Multi-Function and Copy Machines

Board Secretary distributed the information that was provided by Mr. Prokup.

**Motion** by Ballard, Seconded by Rhodes

RESOLVED, That the East Penn School District award the 60-month contract for Multi-Function and Copy Machines to Xerox Corporation per the RFP opened October 1, 2014.

Amount of Bid: Total Semi-Annual Cost of Operation based on Current Average Semi-Annual Volumes is \$155,196.00. Monthly minimum for the contract and per copy allowances and overage rates for individual copiers being furnished are fixed for 60-months and are a significant reduction from current costs, as per Exhibit #7.

Ms. Surdoval provided information on the selection process and outlined the basis for the recommendation to award bid to Xerox:

- Received quotes from 6 companies.
- Mr. Frank, Asst. Business Manager, and two clerical people visited Souderton, referenced by Frasier.



- District currently has in-line solution.
- Off line requires additional personnel costs including benefits.
- Have history with Xerox and are pleased with service.
- Solicitor reviewed both agreements.
- Frasier wanted the opportunity to renegotiate if copy volumes were different.

Board members' and administrators' comments:

- Mr. Fisher clarified Mr. Prokup is legal counsel for Frasier.
  - Mr. Prokup confirmed he lives in the district and is being paid by Frasier for his services.
- Ms. Donches noted that the Board has not had enough time to review the original Xerox services and solutions agreement as well as the new information provided by Mr. Prokup.

Ms. Donches made a motion to defer this vote until the next meeting. Motion failed for lack of a second.

Following further discussion and based on the recommendation of the solicitor, a Motion was made by Ballard, Seconded by Donches, to table the RFP Award for Multi-Function and Copy Machines for further legal review. This motion is not debatable.

This motion was approved by the following roll call vote:

Aye: Bacher, Ballard, Donches, Earnshaw, Fuller, Munson, Rhodes, Vinovskis – 8

g. Johnson Controls, Inc. Services Agreement

**Motion** by Ballard, Seconded by Rhodes

RESOLVED, That the East Penn Board of School Directors approve the Johnson Controls, Inc. agreement for HVAC/ATC/BAS/FMS services for the period beginning Nov. 1, 2014 through June 30, 2016 in the amount of \$267,405.00, as per Exhibit #8.

Mr. Steve Onushco, Director of Facilities, clarified and confirmed the following information:

- Hourly rate on proposal was requested in the event the district hires Johnson Controls for work that may pertain to something other than the chilled water systems and building automation systems.
- Originally looked at comprehensive contract to include chilled water systems, building automation systems and air handlers. Total amount that included all schools for these services was between \$497,000 and \$634,000.
- Removed air handlers from the proposal, deciding work could be done internally.
- Contract amount is \$267,405.
- Contract with HT Lyons expires June 30th of this year, currently working without a contract. Johnson Control would replace that contract.
- Will always have an occasion to call in another contractor, depending on the situation.

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

Aye: Bacher, Ballard, Donches, Earnshaw, Fuller, Munson, Rhodes, Vinovskis – 8

h. Donation

**Motion** by Munson, Seconded by Ballard

RESOLVED, That the East Penn Board of School Directors accepts a donation from an anonymous donor in the amount of \$2,642.00 in support of the LMMS Ski & Snowboard Club. The donation will be deposited into the LMMS Student Activity Account to pay for the remaining balance of the student bus transportation costs.

- Ms. Fuller thanked the anonymous donor.

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

Aye: Bacher, Ballard, Donches, Earnshaw, Fuller, Munson, Rhodes, Vinovskis – 8

## 8. CURRICULUM

### a. Educational Conferences

**Motion** by Rhodes, Seconded by Bacher

RESOLVED, That the East Penn Board of School Directors approves the estimated expenses for the individual(s) attending educational conference(s), as per Exhibit #9.

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

Aye: Bacher, Ballard, Donches, Earnshaw, Fuller, Munson, Rhodes, Vinovskis – 8

## 9. LEGISLATIVE – C. Ballard

Mr. Ballard provided the following legislative report and status of various bills sent to the governor:

- PSBA passed new platform with 95% approval rating.
- House Bill 435, now Act 153 of 2014 - Child Protection Background Check Act
  - Changes in definition of child care services to enhance background clearance requirements for employees and subjecting volunteers to criminal background checks.
- Combination Bill - Act 68 of 2014, Pass the Trash Bill, and Act 48.
  - Act 48 adds education credits for teacher preparation and credits for manufacturing visits.
  - Pass the Trash Bill applies to applicants of public, private and non-public entities, and independent contractors of school entities.
  - Prospective employees must contact current and former employers of all applicants to determine if the applicant has ever been discharged, disciplined or had a license revoked for sexual misconduct.
  - Current and former employers must disclose information within 20 days after receiving this request.
- State disaster assistance grants to be reviewed by governor.
- Expansion of EITC Program
  - If district had an educational foundation, could apply for EITC grants and provide scholarships through the foundation for our students.
  - Money going to other than public schools.
- House Bill 1013 – Home Education Program
  - No longer requires superintendent to approve the evaluation of the home school program.
  - If superintendent has a “reasonable belief” that appropriate home schooling is not occurring or is out of compliance, must explain the basis of concern.
  - Evaluator being hired by the individual doing the home schooling.
- Epinephrine Auto Injectors (Epi-pen) Policy
  - Would require school to have storage facility for Epi-pens.
  - Includes provision concerning staff training, administration and storage.

- Additional liabilities with no funding.
- Website for public to review PA Core Standards - [paacademicreview.org](http://paacademicreview.org).
  - Open until January 15<sup>th</sup>.
  - Asking for public input.
  - If PDE concludes that significant changes need to be made, will engage in revision process by state wide public hearing process.

Board members' and administrators' comments:

- President Earnshaw noted that many of our volunteers currently provide background checks for the district.
- Dr. Schilder and Dr. Tom Mirabella, Director of Student Services, confirmed safe storage of Epi-pens has been addressed and district is prepared.
- Ms. Donches noted the list of bills for January had record of a check in the amount \$7,496 for Epi-pens which are required under doctor standing orders in the EPSD manual requiring each health room to store adult and child dosages which are to be replaced yearly.
- Ms. Fuller congratulated Mr. Ballard for chairing the legislative council. She shared that he also participated in a student mock school board event. Ms. Fuller also congratulated and thanked Dr. Torma and Mrs. Campbell for their presentation of the DILT program at PSBA which was warmly received by other districts showing interest in the program.
- Mr. Rhodes commented that he felt the educational foundation is worthy of the board to look into in the future.
- Reverend Vinovskis noted that 6 of the 7 students recognized as the National Merit Scholarship semi-finalists attended EPSD from kindergarten through 12<sup>th</sup> grade. This is an indication that who they are and what they have become is partly attributed to the education they received at East Penn.
- Nicole Bloise, Community Liaison, confirmed the annual report will be posted on the district web site tomorrow.

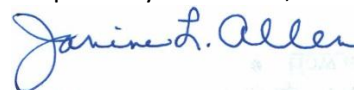
## 10. ANNOUNCEMENTS

Executive Session: Monday, October 27, 2014 – 7:00 p.m. (personnel and negotiation matters)  
 Next Board Meeting: Monday, November 10, 2014 - 7:30 p.m.

## 11. ADJOURN

There being no further business to come before the board, Motion to adjourn was made by Ballard, seconded by Bacher at 10:03 p.m.

Respectfully submitted,



Janine L. Allen  
 Board Secretary  
 East Penn School District