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.


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. 6th 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 EPSP 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 1st 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 mead 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 27th.
• 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 21st 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)

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

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Building</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shaista Qazi</td>
<td>Instructional Assistant</td>
<td>Wescosville ES</td>
<td>11/3/14 – 12/5/14</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Building</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anne Kukitz</td>
<td>Art</td>
<td>Eyer MS</td>
<td>10/15/14 – 1/19/15</td>
</tr>
<tr>
<td>Jennifer Maurer</td>
<td>Sp. Education Teacher</td>
<td>Wescosville ES</td>
<td>10/17/14 – 3/31/15</td>
</tr>
</tbody>
</table>
d. **Income Protection Leave(s)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Building</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laura Oswald</td>
<td>Special Education Teacher</td>
<td>EHS</td>
<td>11/3/14 - TBD</td>
</tr>
</tbody>
</table>

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

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

g. **Food Service Staff Appointment(s)**

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

h. **Support Staff Appointment(s)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annette Stolte</td>
<td>Technical Assistant to the Assistant Superintendent</td>
<td>$35,000/yr.</td>
</tr>
<tr>
<td>Effective: 10/28/14</td>
<td>Transfer of N. Skinner</td>
<td>35 hrs./wk.</td>
</tr>
</tbody>
</table>
Cassi Wentz  
Assignment: Instructional Assistant  
Salary: $14.22/hr.  
Effective: 11/10/14  
Resignation of T. Merrill

Careen Steele  
Assignment: Instructional Assistant  
Salary: $14.22/hr.  
Effective: 10/28/14  
Shoemaker ES  
29 hrs./wk.  
Added position due to Wednesday schedule change

Jodiann Hoffer  
Assignment: Staff Assistant  
Salary: $14.22/hr.  
Effective: 10/28/14  
Lincoln ES  
10 hrs./wk.  
Transfer of Ruth Pepe to Academic Support

Gina Kelly  
Assignment: Staff Assistant  
Salary: $14.22/hr.  
Effective: 10/28/14  
Jefferson ES  
12.5 hrs./wk.  
Resignation of E. Deppe

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):

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

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

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

Cheryl LaBar  
Pam McCarthy  
Debi McConnell  
Robin Molnar  
Olimpia Pellegrino

Sue Spadt  
Donna Waterman  
Gail Wetherhold  
Sue Workman  
Michelle Yesenofski

l. **Co-Curricular Appointment(s)**

<table>
<thead>
<tr>
<th>School</th>
<th>Name</th>
<th>Position</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eyer</td>
<td>Felicia Strong</td>
<td>Intro. to Color Guard</td>
<td>$34.56/session</td>
<td>max 8 sessions</td>
</tr>
</tbody>
</table>

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

Kathryn Anthony  
Catherine Jenkins  
Karen Mitton  
Natalie Luquin  
Susan Siegel

Elementary, Special Education, Reading Specialist  
English  
Elementary, Special Education  
Food Service Assistant  
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

**************************

**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.
  - 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.
  - Open until January 15th.
  - 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 ESPD from kindergarten through 12th 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