

EAST PENN SCHOOL DISTRICT

BOARD OF SCHOOL DIRECTORS

**MINUTES OF THE DECEMBER 8, 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, 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  
Precious Petty, The Express Times (LV Live)

**2. REQUESTS TO ADDRESS THE BOARD**

John Donches, 559 Minor Street, Emmaus, PA – Mr. Donches reported on discussions that took place at the recent CEPTA meeting, in particular, public pension concerns and retirement fund investments.

Brian Wildes, 4336 Lenmar Drive, Coplay, PA, 18037 – Mr. Wildes, representative to the EPSD for the Xerox Corporation, commented on the RFP Award for Multi-Function and Copy Machines and expressed his dissatisfaction of the Board’s decision to withdraw all previous bids and the recommendation to award the contract to Fraser.

**3. APPROVAL OF MINUTES**

**Motion** by Vinovskis, Seconded by Bacher

RESOLVED, That the East Penn Board of School Directors approve the minutes of the November 10, 2014 Board meeting and December 2, 2014 Reorganization meeting.

Ms. Donches made note of a typographical error on the November 10, 2014 minutes under the Requests to Address the Board comments made by Mr. Donches. The correct spelling is “CEPTA”. This revision will be reflected in the permanent minutes.

This resolution was unanimously adopted by voice vote.

**4. PRESENTATIONS**

- a. Bond Refunding
  - Scott Shearer, Managing Director, Public Financial Management

➤ Jens Damgaard, Esq., Rhoads & Sinon

Mr. Shearer presented on the Financing Update handout and provided feedback to the Board members' questions offering the following key points:

- Resolution gives authorization for PFM to proceed
- Very low long term interest rates
- Issuance of one bond, 2 series, is necessary to avoid reduction in state aid and maximize state reimbursement
  - 1) Series A of 2015 (Refund Series A of 2008, Series of 2009, Series A of 2010)
    - Savings of approximately \$52,500
  - 2) Series B of 2015 (Refund portion of Series of 2010)
    - Savings of approximately \$162,000
- Refunding all of Series of 2010 would result in slightly higher interest rate and offer no benefit of refunding
- Bond Sale by January 12<sup>th</sup> or later
- Mr. Shearer will provide fee breakdown at the time of the bond sale
- Settlement date February 17<sup>th</sup> or later
- Will not proceed if \$200,000 savings target in resolution is not met
- Savings is net of state and cost of issuance
- Maturity date of 2024 on new bond
- Interest rate risk if chose to wait until the April/May 2015 call dates
- Place proceeds in escrow account until respective call dates
- Any investment earnings will be credited back to the school district as a payment
- Allowed to close 90 days of the call date, anything longer is considered advance refunding
- Mr. Shearer agreed to provide the board with the savings calculations if chose to wait until the April/May 2015 call dates
- PFM is the districts fiduciary agent, therefore, recommendations are in best interest of the district
- If pass on refunding at this time and wait until January to authorize to proceed, could adopt parameters resolution with the same \$200,000 savings and 2024 maturity date
- Not extending payoff date
- Bundling of the bonds is for interest rate savings
- Bond counsel specializes in financial transactions
- District solicitor specializes in municipal and school law

Ms. Donches requested that the board ask for a reduction in the fees from PFM and bond counsel. Mr. Shearer indicated this can be discussed with administration. Fees are based on time spent on the deal.

Reverend Vinovskis publically acknowledged the work of Mr. Shearer and the money he saves the district.

Attorney Damgaard explained the three bodies of law that go into bond issues the bond counsel responsibilities:

- State law – school code, local government, any entity with taxing power must be in compliance
- Federal tax laws – governing issuance of indebtedness where lender does not pay income tax on interest received
- Federal securities laws – publicly offered securities, available to be bought and sold in the secondary market

**Motion** by Ballard, Seconded by Fuller

RESOLVED, That the East Penn Board of School Directors accept the Resolution to proceed with the refunding of GOB Series A of 2008, Series A of 2009, Series of 2010 and/or Series A of 2010 as presented by PFM, as per Exhibit #1.

Prior to the vote, the following board members provided their comments:

- Ms. Donches questioned how PFM would incorporate any reductions into the fees.
- Attorney Fisher confirmed this resolution is giving PFM's team authorization to proceed and that the Board is not committing to anything now. Assuming PFM is able to provide the \$200,000 savings, administration will come back with a motion and the Board will decide at that time if they want to approve, modify call dates, etc.
- President Earnshaw reminded the Board of the interest rate risks involved if the Board chooses to wait until January to give PFM authorization to move forward.

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

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

Nay: Donches - 1

b. Emmaus High School Program of Studies

- David Piperato, Principal
- Andrea Edmonds, Assistant Principal

Mr. Piperato presented the EHS Program of Studies for the 2015-16 school year. He highlighted areas of proposed changes and recommendations being made.

Following Mr. Piperato's presentation the following comments and concerns were noted:

- Mr. Piperato confirmed two classes being recommended for elimination in English and Music are simply due to realignment. Students are taking other courses instead. The size, scope and staffing has not changed.
- President Earnshaw clarified that the middle school program of studies usually are contained in regular curricular reviews, which has not occurred since Dr. Munson has been on the Board.
- Mr. Piperato explained the evaluation process of matching electives offered at the high school level to the interest of students and their changing work environment.
- In response to Dr. Munson's request, Mr. Piperato recommended doing a student survey to determine their top levels of interest in courses not currently being offered. He noted that EHS offers more advanced placement courses than many other high schools. There was previous interest in Japanese and Mandarin.
- Dr. Schilder acknowledged that the curriculum cycle is off due to understaffing. The goal is to get back on track as soon as the second supervisor comes on board.
- Mr. Piperato clarified the proposed changes to the advanced placement classes are altering, not changing, the way the curriculum is presented.
- Dr. Schilder assured the Board that next year this will be presented earlier and the Board will have more time to review prior to approval. Dates have already been set and announced for student/parent review of their course selections.
- Ms. Donches expressed her concerns regarding the US History AP course:
  - Labeling of ideologies - does not want to lead students towards one particular ideology
  - Would like to hear more from instructors
  - Need more time to look through framework from the College Board

- Course expands on history from 1491 to 1607 and 1980 to the present
- Only spending 5% on the early and later years; 90% on years in between
- Feels College Board has a liberal or progressive framework
- Dr. Schilder supports AP courses in high school and supports the syllabus that comes from College Boards, including the proposed changes for US History AP.
- Dr. Munson and President Earnshaw noted the advanced placement classes provide college credits and can save students thousands of dollars. Student could be entering the beginning or middle of their sophomore year of college with AP credits already earned.
- Ms. Fuller complimented Mr. Piperato and his staff for providing a robust course of study.
- Dr. Bacher is confident our teachers will have a balanced course and allow our students to think critically about history.

Motion by Ballard, Seconded by Bacher

RESOLVED, That the East Penn Board of School Directors approve the 2015-16 Emmaus HS Program of Studies, as per Exhibit #2:

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

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

c. Student Access Center

- Michael Mohn, Director of Technology, presented on the Student Access Center, a new feature of eSchool:
  - Any student with a working device, internet access and Wi-Fi can access with student ID and password
  - Same credentials used to log into Moodle, Google Docs, to purchase lunch, etc.
  - View schedule, upcoming assignments, aggregated assignment calendar
  - Aggregate calendar populates as teacher enters assignment
  - Enables student to browse list of classes
  - Review course information and grades
  - When teacher puts assignment in grade book, automatically pushes to access center as a view only mode for student
  - View GPA calculation, discipline reports, and absence record
  - View parent contact information which is a non-editable field for student
  - Students like the instant access of grades and personalized access
  - eSchool plus now accessed internally, no hosting fees
  - Parents can view all their children in one spot in home access center
  - Student can only view their own through their student access center
  - LMMS has 100% participation of teachers, who are required to post daily

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

a. District Update – Dr. Schilder reported on the following:

- **Enrollment**
  - Stabilized at 8027 as of December 2<sup>nd</sup>
- **RFP Multi-Function and Copy Machines**
  - Recommendation made to award contract to Fraser
  - Extensively reviewed seven proposals
  - Xerox provided quality of service as demonstrated in EPSD over the past 20 years

- Xerox's proposal came in \$12,000 per month less than the district's current payment
  - The lowest cost proposal was Fraser, which came in \$84,000 per year less than Xerox
  - \$84,000 equals cost of a teacher
  - Minor differences between proposals were with binding methods and capacity of machines (paper storage trays)
- **Foundation**
- Outlined components and requirements of a district Foundation
  - Will be further discussed at future Board meetings
- **New EpiPen Law, Act 195**
- Districts are not mandated by this law to provide EpiPen training or to allow administration by non-certified medical personnel within the district, act enables a district to do so if it wishes
  - District is set up well to support this law
- **School, Student, Staff, and Board Recognition**
- Acknowledged Assistant Principals Matt Gale and Mark Covelle for an article they wrote entitled, "A Crisis of Culture? Maintaining School Values in an Ever-Changing Societal Landscape"
  - Acknowledged the LMMS Veterans Day Celebration which is an event that has been held for over 40 years.
  - The following students were named Emmaus High School Scholar Athletes for the Fall 2014:
    - Boys' Cross Country – Mason Trinkle
    - Girls' Cross Country – Jaclyn Reinbold
    - Field Hockey – Victoria Laczó
    - Football – Daniel Velasco
    - Golf – Kelsey Patterson
    - Boys' Soccer – Alec Francello
    - Girls' Soccer – Shannon McGinnis
    - Girls' Tennis – Caroline Smith
    - Girls' Volleyball – Mackenzie O'Brien
  - Cross Country - Abby Dalton ('18) was named to the District XI All-Area 1st Team and Katie Bacher ('16) was All-Area Honorable Mention
  - Andy Davidson ('15) became the first running back in Emmaus history to rush for over 2,000 yards in a season. Andy was also selected as the Eastern Pennsylvania Conference Defensive MVP of the Year, while earning 1st team all-conference honors at running back and linebacker.
  - The string "MART" creations of the gifted fifth grade students at Willow Lane Elementary are now featured on the Math Munch website. Anna Weltman, from Math Munch Skyped with the gifted Willow Students as one of the monthly "Math Mentors."
  - The Global Cardboard Challenge is an opportunity for students around the world to integrate creative thinking, problem solving, decision making and hands on learning into an imaginative cardboard design. Gifted students in grades 3, 4 and 5 at Willow Lane Elementary held a "Cardboard Creation City" gallery for Willow parents and friends to visit.
  - The Willow Sumdogs, from the Willow Lane School gifted classes in grades 3, 4 and 5 recently came in 2nd place in the November National Sumdog Math Contest. Every student on the team answered all 1,000 of the allotted questions. Willow's team average percent accuracy was 94%. The top Willow student scored 998 points out of 1,000 and ranked #10 in the nation among 66,793 students.

- LMMS's Builders Club was pleased to report the fundraising efforts for several recent projects. They collected almost \$150 for Trick-or-Treat for UNICEF. A book drive consisting of 834 books was completed with the help of the EHS Key Club for delivery to Sheridan Elementary School in Allentown.
- Wescosville Liberty Lane singers were featured in the channel 6abc Philadelphia Thanksgiving Day Parade.

Following Dr. Schilder's District Update, comments were provided by administration and the Board:

- Ms. Fuller reported that she had the opportunity of enjoying two student performances. The Emmaus Jazz Ensemble played at the Emmaus Public Library holiday book sale. The EPSD's vocal group performed at the Alburty Community Meeting. Both groups played and performed beautifully.
- Dr. Mirabella confirmed for the Board that no board action is required for the EpiPen law. The guidelines of this law need to be written into current procedures which will be completed within 60 days and will be reviewed by Dr. Barnes.
- Dr. Schilder indicated the Foundation would need 30 to 40 people as its core group of individuals to be successful.
- President Earnshaw recommended a presentation on the Foundation be made to the Board at a future Board meeting.
- Mr. Rhodes commended student, Andy Davidson, for his accomplishments on the football field and his outstanding achievement.

## 6. PERSONNEL

President Earnshaw stated Item 6.b. will be voted on separately.

**Motion** by Donches, Seconded by Vinovskis

RESOLVED, That the East Penn Board of School Directors approve Items 6.a. and Items 6.c. through Items 6.l. of the personnel section, as recommended by the Superintendent:

### a. Resignation(s) (Exhibit #3)

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Effective Date</u>
Rosanne Kocher	Part-time Instructional Assistant	Lower Macungie MS	12/5/14
Jocelyn Suttie	Full-time Substitute	Emmaus HS	12/17/14
Melodie Faccialo	Food Service Assistant	Jefferson ES	11/8/14
Maureen Tyson	Instructional Assistant	Eyer MS	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>
Lindsay Landis	Gr. 3 Teacher	Macungie ES	12/18/14 – 2/5/15

### d. Income Protection Leave(s)

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Date</u>
Jennifer Maurer	Special Education Teacher	Wescosville ES	11/27/14 – 12/5/14

e. Compensated Professional Development Leave

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Date</u>
Cynthia Brashear	Secondary Math Teacher	Emmaus HS	2015 – 2016 School Year
Monica Parsell	2 <sup>nd</sup> Grade Teacher	Willow Lane ES	2015 – 2016 School Year

f. Support Staff Temporary Transfer

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Salary</u>
Denise Dugan	Administrative Assistant – Emmaus HS	Interim Confidential Assistant – Human Resources Department	\$32,538/yr. prorated

Effective: December 10, 2014 – October 19, 2015  
Interim replacement of Amanda Lawler – General Leave of Absence

g. Change in Employment Status

<u>Name</u>	<u>From:</u>	<u>To:</u>
Pam McCarthy	Part-time Staff Assistant – Emmaus HS	Part-time Staff Assistant – Emmaus HS
Effective: 12/3/14	20 hrs./wk. Transfer of D. Waterman	23 hrs./wk.

h. Food Service Staff Transfer(s)

<u>Name</u>	<u>From:</u>	<u>To:</u>
Christina Thompson	Food Service Assistant – Part-time Eyer MS	Food Service Assistant – Part-time EHS
Effective: 11/17/14	4.0/hrs./day Transfer of P. Deiter	4.75/hrs./day

i. Food Service Staff Appointment(s)

<u>Name:</u>	<u>Assignment</u>	<u>Salary</u>
Tawnia Cunningham	Part-time Food Service Assistant - Eyer MS Transfer of C. Thompson	\$9.25/hr. 4 hrs./day

Effective: 12/9/14

j. Co-Curricular Appointment(s) - Schedule B (Exhibit #4)

k. Additions to the 2014-15 List of Per Diem Substitutes (Exhibit #5)

l. Addition to Emmaus HS Security Staff - \$14.75/hr.

Lori Matika

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

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

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**Motion** by Donches, Seconded by Vinovskis

RESOLVED, That the East Penn Board of School Directors approve Item 6.b. of the personnel section, as recommended by the Superintendent:

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

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Date</u>
Faith Andrews	Instructional Assistant	Emmaus HS	11/10/14 – 11/10/15
Ann-Marie Bushner	Food Service Assistant	Lincoln ES	11/13/14 – 11/13/15
Paul McGoldrick	Instructional Assistant	Eyer MS	1/5/15 – 9/1/15
Ann Popule	Instructional Assistant	Wescosville ES	12/2/14 – 12/1/15

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

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

Abstain: Fuller – 1 (Faith Andrews is Ms. Fuller’s sister-in-law)

**7. BUSINESS OPERATIONS**

a. Request for Proposal Opening Report (Exhibit #6)

Multi-Function and Copy Machines

b. Approval of Bill List

**Motion** by Ballard, Seconded by Rhodes

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 #7.

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

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

Abstain: Donches – 1

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**Motion** by Bacher, Seconded by Donches

RESOLVED, That the East Penn Board of School Directors approve Items 7. c., d., & e. below:

c. Budget Transfers - 2014-2015

RESOLVED, That the East Penn Board of School Directors approve budget transfers, as per Exhibit #8.

d. Treasurer’s Report

RESOLVED, That the East Penn Board of School Directors approve the Treasurer’s Report for month ended October 31, 2014, as per Exhibit #9.

e. Facility Rental Requests

RESOLVED, That the East Penn Board of School Directors grant permission for **Coral’s Academy of Dance**, 1107 S. 10<sup>th</sup> Street, Emmaus, PA, 18049, to rent the Eyer Middle School auditorium and class rooms for dance recital rehearsals and shows scheduled for December 13, 2014, June 3 & 6, 2015. This is a Group V organization and will be charged the following rental fees:

- \$120.00/hr. Auditorium (Rehearsal) Fee
- \$125.00/hr. Auditorium (Recital) Fee

\$18.00/hr. Class Room Fee  
 \$48.49/hr. Custodial Fee  
 \$48.49/hr. Stage Manager Fee  
 \$16.00/hr. Security

RESOLVED, That the East Penn Board of School Directors grant permission for **Kaplan Test Prep**, 395 Hudson Street, New York, NY, 10014, to rent classrooms at Emmaus High School to assist students for the preparation for the national SAT test on Tuesdays and Thursdays during the month of December 2014 and January 2015. This is a Group V organization and will be charged the following rental fees:

\$18.00/hr. Classroom Fee

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

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

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f. RFP Award for Multi-Function and Copy Machines

**Motion** by Bacher, Seconded by Rhodes

RESOLVED, That the East Penn School District awards the 60 month contract for Multi-Function and Copy Machines to Fraser Advanced Information Systems per the RFP opened November 24, 2014.

Amount of Bid: Total Semi Annual Equipment and On Site Associate Support Cost is \$109,554.00.

The Monthly Equipment and On Site Associate Support Cost 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 #10.

- Dr. Schilder confirmed that a comparison of the Xerox **alternate** bid with Fraser’s bid resulted in a \$64,000 difference and the Fraser bid had the largest number of exceptions.
- Attorney Fisher provided his comments and clarified the following information for the Board:
  - There are specifications in the RFP for performance requirements which must be adhered to
  - There is language in the proposed Fraser contract regarding termination if anything in the agreement conflicts with the RFP requirements
  - There is no monetary penalty if Fraser fails to meet standards
  - Contract can be terminated if Fraser does not meet specifications or performance standards
- Dr. Bacher commended the administration for addressing this and appreciates their willingness to look closely at the terms and come up with a solution.
- Dr. Schilder stated he will be aggressive and attentive in ensuring the agreement is met.
- Mr. Ballard commented that he evaluated a large number of responses to RFP's in the past and has never seen an approval for a response to an RFP when 9 of the 13 items are indicated as not meeting the criteria of the RFP.
- President Earnshaw clarified that 8 of the 13 items are in regard to tray and paper capacity.
- Dr. Bacher shared Mr. Ballard’s concern of being locked into a five year contract.
- Reverend Vinovskis stated that the concern of whether or not we are able get out of this contract raises a red flag.

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

Aye: Bacher, Donches, Earnshaw, Fuller, Munson, Rhodes – 6

Nay: Ballard, Heid, Vinovskis – 3

## 8. CURRICULUM

### a. Educational Conferences

**Motion** by Rhodes, Seconded by Donches

RESOLVED, That the East Penn Board of School Directors approve the estimated expenses for the individual(s) attending educational conference(s), as per Exhibit #11.

- Ms. Campbell confirmed that the difference in the conference cost for the three attendees of the CLIU Understanding Text-Dependent Analysis conference is due to mileage and carpooling.
  - Ms. Donches requested follow-up information regarding these three conferences:
    - Improving School Performance Conference
    - NSBA 75<sup>th</sup> Annual Conference
    - National Reading Recovery K – 6 Literacy Conference
- Dr. Schilder confirmed this could be provided.

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

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

## 9. OTHER EDUCATIONAL ENTITIES – UPDATES/REPORTS

### a. Carbon Lehigh Intermediate Unit - Board Member: Ms. Fuller

Ms. Fuller reported on the November 17<sup>th</sup> meeting:

- Circuit rider, Dr. Seidenberger, currently working with CLIU units providing updates on basic education funding.
- Viewed presentation on Unity Day, a national anti-bullying campaign. Students presented on programs that took place Allentown, Carbon and Lehigh Learning Achievement Schools and Towamensing Elementary School.
- Presented with CLIU's \$3,074,558 Budget consisting of framework for administration, building and curriculum. Budget up from \$2,938,736.
- CLIU contains costs by receiving payment for services such as running driver education programs, teacher and principal certification programs and developing and selling software
- Member school districts provide basic funding, EPSD's funding is dropping from \$136,000 to \$135,000.

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

Ms. Heid indicated they reviewed the audit, which reflected no findings and reviewed their preliminary budget.

## 10. LEGISLATIVE

Mr. Ballard reported on the following:

- Basic Education Funding commission

- Hold harmless issue – PSBA/PASBO advanced a suggestion of the framework for a formula. Proposal for formula made on the basis of several factors which include ESOL, poverty, and scarce resources in a specific area.
- Mid-year state budget briefing by budget secretary Mr. Zogby. Projecting 2 billion dollar short fall in revenue for budget next year.

Mr. Ballard requested permission from the Board to attend the NSBA Advocacy Institute Conference sponsored by the NSBA in February noting this will be his final time attending. President Earnshaw indicated money is allocated in the budget for Board members to attend conferences. No Board approval is needed.

In closing, Ms. Donches commended the 6<sup>th</sup> through 8<sup>th</sup> grade band and orchestra students and instructors for their performance during the band concert held at LMMS.

**11. ANNOUNCEMENTS**

Executive Session: Monday, December 8, 2014 – 6:30 p.m. (Real estate items)

Winter Break

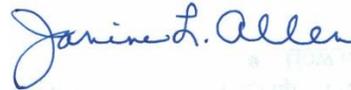
Schools & Offices Closed: December 24, 2014 – January 2, 2015

Next Board Meeting: Monday, January 12, 2015 - 7:30 p.m.

**8. ADJOURN**

There being no further business to come before the Board, Motion to adjourn was made by Ballard, Seconded by Bacher at 9:40 p.m.

Respectfully submitted,



Janine L. Allen  
Board Secretary  
East Penn School District