

## ORDER OF BUSINESS

### 1. Call to Order; Pledge of Allegiance

Board President Jeffrey W. DeHaan called the meeting of the East Penn Board of School Directors to order at 7:30 p.m. in the Board Room, followed by the Pledge of Allegiance.

Board Members Present: C. H. Ballard, J. W. DeHaan, J. J. Lucadamo, S. Rhodes, T. Richwine, A. Thompson

Board Members Absent: F. Doviak (See Item 5, Page 7), E. Gannon, M. Robert

Board Solicitor: Marc Fisher, Esq., Worth, Magee & Fisher, P.C.

Board Treasurer: Gary Reigal

Board Secretary: Cecilia R. Birdsell

Superintendent of Schools: Dr. Alrita L. Morgan

Press Present: Cheryl Baker, East Penn Press

Mr. DeHaan introduced Boy Scout Alex Hanson who was attending the Board Meeting as part of his Communications Merit Badge.

### 2. Requests to Address the Board

Mrs. Eileen Maguire, 109 Fox Street, Emmaus thanked Dr. Morgan and the Board for the additional Grade 4 teacher at Lincoln School. Dr. Morgan explained that the Grade 4 Lincoln enrollment did increase. The class size of approximately 21 students fits in with enrollments across the district at that grade level. Dr. Morgan said there is another class at Wescosville that might require an additional .5 position.

### 3. Approval of Minutes

Motion by Thompson, Seconded by Ballard

RESOLVED, That the East Penn Board of School Directors approve the minutes of the July 9, 2001 meeting.

This resolution was unanimously adopted by voice vote.

### 4. Report of the Superintendent of Schools – Dr. Alrita L. Morgan

#### 1. Personnel

Motion by Lucadamo, Seconded by Rhodes

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

#### Resignation

Christine L. Talmadge, Technology Education teacher at LMMS, effective immediately (Attachment 1)

#### Request for Childrearing Leave

Employee: Christine Hamscher, Grade 2, Macungie School  
Effective: August 28, 2001

Employee: Lisa Knabb-Reed, Grade 3, Shoemaker School  
Effective: September 1, 2001

#### Professional Employee Appointment

Name/Address: Paul M. Valent  
121 San Francisco Drive, Quakertown 18951  
Education Level: B. S. Degree (1986)  
M. S. Degree (1989)  
Undergraduate School: Kutztown University  
Graduate School: Bucknell University  
Certification: Instructional II, Chemistry  
Effective: September 1, 2001 (Pending release from Allentown SD)  
Assignment: Science, Emmaus HS (Vacancy created by resignation of Kim Burton)  
Experience: 9/89-6/01: Allentown SD  
Salary: \$51,375 (Step K, Year 13, Col. M)

#### Appointments of Temporary Professional Employees

Name/Address: Donna M. Wolf  
4886 Liberty Lane, Wescosville 18106  
Education Level: B. S. Degree (1999)  
Undergraduate School: Kutztown University  
Certification: Instructional I, Elementary  
Effective: September 1, 2001  
Assignment: Grade 6, Eyer MS (New Position at LMMS and subsequent transfers)  
Experience: 2/00-6/01: Per Diem Substitute (East Penn, Parkland, Whitehall-Coplay)  
Salary: \$22,230 (Step A, Year 1, Col. B) (.6 Position)

Name/Address: Michael J. Maley  
2072 West Market Street, Pottsville 17901  
Education Level: B. S. Degree  
Undergraduate School: Kutztown University  
Certification: Instructional I, Library Science  
Effective: September 1, 2001  
Assignment: Lincoln/Jefferson/Lower Macungie School Librarian  
(Vacancy created by resignation of Janet Young)  
Experience: 9/00-6/01: Ridgewood (NJ) SD  
Salary: \$37,550 (Step B, Year 2, Col. B)

Name/Address: Sherry L. Jones  
1185 Tyler Street, Whitehall 18052  
Education Level: B. A. Degree (1991)  
M. Ed. Degree (1998)  
Undergraduate School: Temple University  
Graduate School: Kutztown University  
Certification: Instructional I, Social Studies  
Effective: September 1, 2001  
Assignment: Social Studies, Lower Macungie MS (Vacancy created by retirement of Jim Windt.)  
Experience: 9/99-6/01: Boyertown SD  
Salary: \$44,200 (Step C, Year 3, Col. M +24)

Name/Address: Angela D. Maley  
101 E. Park Avenue, Schwenksville 19473  
Education Level: B. S. Degree (2001)  
Undergraduate School: Kutztown University  
Certification: Instructional I, Art  
Effective: September 1, 2001  
Assignment: Alburdis/Lower Macungie Art, 0.6 Position  
Experience: None  
Salary: \$22,230 (Step A, Year 1, Col. B) (0.6 Position)

Name/Address: Erin Greaser  
528 Montgomery Avenue, Souderton 18964  
Education Level: B. S. Degree (1999)  
Undergraduate School: Indiana University (PA)  
Certification: Instructional I, Music  
Effective: September 1, 2001  
Assignment: Music, Eyer MS (Vacancy created by transfer of Randy Ziegenfuss.)  
Experience: 9/00-6/01: New Hope/Solebury SD  
1/00-6/00: East Penn SD  
Salary: \$37,550 (Step B, Year 2, Col. B)

Name/Address: Alana Cross  
111 Jeffrey Lane, Northampton 18067  
Education Level: B. S. Degree (1999)  
Undergraduate School: Liberty University (VA)  
Certification: Instructional I, Elementary  
Effective: September 1, 2001  
Assignment: Grade 6, Lower Macungie MS (New position)  
Experience: 1/01-6/01: East Penn SD  
Salary: \$37,050 (Step A, Year 1, Col. B)

Name/Address: Doreen Brill  
5531 Princeton Road, Macungie 18062  
Education Level: B. A. Degree (1983)  
Undergraduate Schools: Shippensburg University

Certification: Cedar Crest College (certification credits)  
Instructional I, Elementary  
Effective: September 1, 2001  
Assignment: Grade 7, Lower Macungie MS (New position)  
Experience: None  
Salary: \$37,050 (Step A, Year 1, Col. B)

Name/Address: Stephanie L. Arner  
3473 Highland Road  
Orefield, PA 18069  
Education Level: B. S. Degree (1996)  
Undergraduate School: Bloomsburg University  
Certification: Instructional I, Elementary  
Effective: September 1, 2001  
Assignment: Grade 5, Macungie School (Vacancy created by transfer  
of Debra Keeler to Eyer MS.)  
Experience: 9/00-6/01: Allentown SD  
9/98-6/00: Spring Grove SD  
1/98-6/98: Harrisburg SD  
9/97-12/97: Swain School  
Salary: \$38,550 (Step D, Year 4, Col. B)

Name/Address: Carrie S. Angstadt  
317 South Kemp Street  
Lyon Station 19536  
Education Level: B. S. Degree (2001)  
Undergraduate School: Kutztown University  
Certification: Instructional I, Ment and/or Phys. Handicapped  
and Elementary  
Effective: September 1, 2001  
Assignment: Special Education, Lower Macungie MS  
(Vacancy created by the retirement of M. L. Russo  
and subsequent transfer.)  
Experience: None  
Salary: \$37,050 (Step A, Year 1, Col. B)

Name/Address: Alma J. Hazel  
14 Arrowhead Avenue, Boyertown  
Education Level: B. S. Degree (2001)  
Undergraduate School: Kutztown University  
Certification: Instructional I, Elementary  
Effective: September 1, 2001  
Assignment: Grade 4, Lincoln School (New Position)  
Experience: None  
Salary: \$37,050 (Step A, Year 1, Col. B)

#### Appointments of Full-Time Substitute Teachers

Name/Address: Susan E. Noack  
1852 Eastman Avenue, Bethlehem 18018  
Education Level: B. S. Degree  
Undergraduate School: Lehigh University  
Certification: Instructional I, Elementary  
Effective: September 1, 2001  
Assignment: Grade 5, Lincoln School (Opening created by  
A. Newton leave for Library position.)  
Experience: 1/01-6/01: Moravian Academy  
Salary: \$37,050 (Step A, Year 1, Col. B)

Name/Address: Melissa A. Shelly  
322 Edward Lane, Catasauqua 18032  
Education Level: B. S. Degree (2000)  
Undergraduate School: Bloomsburg University  
Certification: Instructional I, Elementary  
Effective: September 1, 2001  
Assignment: Grade 2, Macungie School (Opening created by  
J. Misanko medical leave.)  
Experience: None  
Salary: \$37,050 (Step A, Year 1, Col. B)

Name/Address: Beth Anne Weber  
6010-5 New Forest Court, Waldorf, MD 20603  
Education Level: B. S. Degree (1999)  
Undergraduate School: Penn State University  
Certification: Instructional I, Elementary  
Effective: September 1, 2001  
Assignment: Grade 4, Jefferson School (Opening created by M. A. Clark on Professional Leave.)  
Experience: 9/99-6/01: Charles County, MD  
Salary: \$37,050 (Step A, Year 1, Col. B)

Name/Address: Nicole L. Mangan  
1019 Howertown Road, Catasauqua 18032  
Education Level: B. A. Degree (2000)  
Undergraduate School: Muhlenberg College  
Certification: Instructional I, Elementary  
Effective: September 1, 2001  
Assignment: Grade 4, Macungie School (Opening created by C. Hamscher on childrearing leave.)  
Experience: None  
Salary: \$37,050 (Step A, Year 1, Col. B)

Name/Address: Kathryn A. Barnes  
221 N. Third Street, Emmaus 18049  
Education Level: B. A. Degree (1996)  
M. S. Degree (1999)  
Undergraduate School: University of Pittsburgh  
Graduate School: East Stroudsburg University  
Certification: Instructional I: Speech & Language Impaired  
Effective: September 1, 2001  
Assignment: Speech Correction (Opening created by C. Gain on childrearing leave.)  
Experience: 9/99-6/01: East Penn SD  
Salary: \$38,050 (Step C, Year 3, Col. B)

Name/Address: Michael G. Parker  
1522 Clearview Road, Coplay 18037  
Education Level: B. A. Degree (1999)  
M. A. Degree (2001)  
Undergraduate School: Lehigh University  
Graduate School: Lehigh University  
Assignment: Science Department, Emmaus HS (Replacing D. Hertzog on Childrearing Leave.)  
Effective: September 1, 2001  
Certification: Instructional I, Chemistry & Mathematics  
Experience: None  
Salary: \$37,050 (Step A, Year 1, Col. B)

#### Appointment of Custodian

Name/Address: David Fritz  
551 Wild Mint Lane, Allentown 18104  
Effective: August 28, 2001  
Assignment: Custodian, Second Shift, EHS  
Vacancy created by retirement of Elmer Mory.  
Salary: \$14.15/hour, 40 hours/week

#### Appointment of Teacher Aides

Name/Address: Anne Huther  
321 Parkside Drive, Macungie 18062  
Effective: September 4, 2001  
Assignment: Emmaus HS (Vacancy created by Carla Reed's resignation.)  
Salary: \$9.60/hour, 12.5 hours/week

Name/Address: Jacquie Gentry  
3612 Orchid Place, Emmaus  
Effective: September 4, 2001  
Assignment: Special Education, Emmaus HS (Vacancy created by Tami Fenstermaker's resignation.)

Salary: \$9.60/hour, 12.5 hours/week  
Name/Address: Carrie Petrovich  
124 Brookfield Drive, Macungie  
Effective: September 1, 2001  
Assignment: Wescosville School (Vacancy created by resignation of  
C. Hafer)  
Salary: \$9.60/hour, 12.5 hours/week

Co-Curricular Advisors – See Attachment 2

2001-02 List of Per Diem Substitutes – See Attachment 3

Lisa McCord, Food Services Department

2001-02 List of Bus Drivers – See Attachment 4

Head Teacher Appointments

Tony Moyer Jefferson School  
Megan Mang Kings Highway School

Resignation

Shirley R. Erb, Teacher Aide at Emmaus HS, effective immediately  
(Attachment 1A)  
Sharon Oswalt, Food Service Leader at Lower Macungie MS, effective August 2, 2001 (Attachment  
1B)  
Lyenna Fenstermaker, School Nurse, effective immediately (Attachment 1C)

Temporary Professional Appointment

Name/Address: Audrey J. Stevens  
803 Willowbrook Drive, Norristown 19403  
Education Level: B. S. Degree (2001)  
Undergraduate School: Millersville University  
Certification: Emergency, Industrial Arts/Tech. Ed.  
Effective: September 1, 2001  
Assignment: Technology Education, Lower Macungie MS  
(Vacancy created by resignation of C. Talmadge.)  
Experience: None  
Salary: \$37,050 (Step A, Year 1, Col. B)

Teacher Aide Appointments

Name/Address: Denise Calanese  
4535 Canterbury Drive, Emmaus  
Effective: September 4, 2001  
Assignment: Albutis School, New Aide Position  
Salary: \$9.60/hour, 12.5 hours/week

Name/Address: Kristin Dremock  
2520 Lantern Court, Macungie 18062  
Effective: September 4, 2001  
Assignment: Wescosville School, New Aide Position  
Salary: \$9.60/hour, 12.5 hours/week

Name/Address: Kay Hanchett  
1490 Pennsylvania Avenue, Emmaus  
Effective: September 4, 2001  
Assignment: Emmaus HS, New position and subsequent transfer of C. O'Hara  
Salary: \$9.60/hour, 22.5 hours/week

Name/Address: Jill Cramer  
318 Spruce Street, Emmaus  
Effective: September 4, 2001  
Assignment: Lower Macungie ES, Vacancy created by resignation of Joanne  
Webster  
Salary: \$9.60/hour, 12.5 hours/week

2001-02 Team Leaders – Eyer MS

Grade 6	Sue Bauer, Dotti Windt, Douglas Hunsicker
Grade 7	Anne Groth, John Gallagher
Grade 8	James Brown, Richard Weiss
Related Arts	Debbie Suessmuth

2001-02 Team Leaders – Lower Macungie MS

Grade 6	Jeff Ebert, Richard Frederick, Lori Schaeffer, Melanie Bossee
Grade 7	Patrick Hanlon, Joanne Richards, Glenn Schantz
Grade 8	David Bosse, Brent Landrum, Thad Smith
Exploratory	William Smith

Teacher Aide Transfers

<u>Employee</u>	<u>From</u>	<u>To</u>
Lori Reiss	Lower Macungie ES (25 hours/week)	Emmaus HS (30 hours/week)
Deann Reitenhour	Kings Highway (12.5 hours/week)	Emmaus HS (30 hours/week)

Informational Item

The following will begin the 2001-02 school year with an Emergency Teaching Permit:

Constance Arnold	Music (Strings)
Stephen Braglio	Industrial Arts/Tech Ed.
Ann Newton	Librarian
Michael Maley	Librarian
Audrey Stevens	Industrial Arts/ Tech. Ed.
Michael Parker	Chemistry

Educational Conferences – Attachment 5

That the East Penn Board of School Directors approve the expenses for the individuals attending the educational conferences listed on Attachment 5.

Change in Employment Status

<u>Employee</u>	<u>From</u>	<u>To</u>
Tony Moyer	Grade 1 Jefferson	Instructional Support Jefferson
Ava Killingsworth	Special Education	Language Arts (New Position in Budget)
Karin Santini (A. Moyer replaces J. Shepard, Jefferson IST)	Full-Time Substitute	Temporary Professional
Barbara Berk	Grade 5, Shoemaker	Elementary Instructional Technology Resource Teacher

Teacher Aides, EHS – Effective September 4, 2001

Bobbi Ciccone	30 hours/week	27.5 hours/week
Lisa Kammerer	16.5 hours/week	30 hours/week
Cindy O'Hara	12.5 hours/week	25 hours/week

Food Services Department

Jackie Butz	Per Diem Substitute	PT-Food Service Assistant, Alburdis
Ruth Acker	PT-Food Service Assistant, Alburdis	PT-Food Service Assistant, Eyer MS (3 hrs./day)

Donna George	FT-Food Service Assistant, LMMS	FT-Leader, LMMS
Tami McGrath	FT-Food Service Assistant, LMMS	FT-Leader, Shoemaker

Emmaus High School Discipline Code – Attachment 6

RESOLVED, That the East Penn Board of School Directors approve the Emmaus High School Discipline Code as revised.

Mrs. Thompson asked what a "Class Cut with Supervision" under the Discipline Code meant. Dr. Morgan said it was when a student would cut a regular class to meet with a teacher in another regularly scheduled class. This could be done if there is permission from the teacher in the regular scheduled class. Mrs. Thompson asked about an unexcused absence to take care of an adult. Dr. Denise Torma, Assistant Principal at Emmaus HS, indicated this might occur when there is a sick parent and there is no other person to take the parent for a test or medical procedure other than the student. Referring to the additional Grade 4 teacher, Mr. Ballard said the district must look at the fairness of adding staff and the implication across the district. The decision can only be made when everyone is involved and producing the facts on which the decision is made.

These resolutions were duly adopted by the following roll call vote:  
 Aye: Ballard, DeHaan, Lucadamo, Rhodes, Richwine, Thompson-----6  
 Absent: Doviak, Gannon, Robert-----3

5. Board Member Resignation – Francine Doviak (Attachment 7)

Motion by DeHaan, Seconded by Lucadamo  
 RESOLVED, That the East Penn Board of School Directors accept, with regret, the resignation of Francine Doviak effective immediately.

Mr. DeHaan announced that the Board had 30 days to fill the vacancy created by Mrs. Doviak's resignation. He suggested following the procedure that was used in 1995 when two vacancies were filled by the candidates, who were not currently on the Board, and had received the most votes in the primary election. At that time, Mr. Ballard and Mrs. Thompson were seated. The individual will fill the unexpired term of Mrs. Doviak, who had selected not to run. Mrs. Doviak's term would have ended in December 2001. Mr. DeHaan had consulted the voter registration final ballot figures to determine the order for selection. Ms. Francee Fuller had received the most votes; Mr. Alan Earnshaw followed. Mr. DeHaan said it was his recommendation to ask Ms. Fuller if she was interested in the position at this time. If she declines, then Mr. Earnshaw would be asked. Mr. Ballard and Mr. Lucadamo indicated their support for the recommendation. Hearing no objection from the board members present, Mr. DeHaan indicated that would be the process.

Mr. Lucadamo commented on Mrs. Doviak's service to the district through troubled times. Mr. Ballard indicated that Mrs. Doviak had served the residents of East Penn very well. Mrs. Thompson noted that not only had Mrs. Doviak served East Penn but also the LCTI Joint Operating Committee as the Vice Chair. She concluded that Mrs. Doviak had served the community well. Mr. DeHaan announced that if anyone was interested in taking Mrs. Doviak's place at LCTI they should contact either him or the Board Secretary.

This resolution was duly adopted by the following roll call vote:  
 Aye: Ballard, DeHaan, Lucadamo, Rhodes, Richwine, Thompson-----6  
 Absent: Gannon, Robert-----2

6. Education

1. The following textbook will be on display in the Curriculum Library until Friday, August 24. A recommendation for adoption will be presented at the August 27 Board Meeting.

Course Title:	Science, Technology and Society
School/Grades:	Emmaus HS, Grades 10-12
Textbook:	Environmental Science-How the World Works and Your Place In It
Edition:	Third, 2001
Unit Cost:	\$54.95 (62 copies)
Total Cost:	\$3917.94 (with shipping/handling)

7. Policy

1. Second Reading: Board Policy 227, Drug Awareness – Attachment 8

Motion by Lucadamo, Seconded by Rhodes  
 RESOLVED, That the East Penn Board of School Directors approve Board Policy 227, Drug Awareness, for inclusion in the Board Policy Manual.

This resolution was duly adopted by the following roll call vote:  
Aye: Ballard, DeHaan, Lucadamo, Rhodes, Richwine, Thompson-----6  
Absent: Gannon, Robert-----2

8. Strategic Planning Mr. Francis P. Romano  
Dr. James J. Vater

Mr. Romano reported that the Strategic Planning Steering Committee had completed the goals and objectives. The next stage is to develop Action Teams. Advertisements soliciting members from the community have been in the *East Penn Points* and the *East Penn Press*. A summary will be presented to the Board at a future meeting.

9. Legislative C. H. Ballard

Mr. Ballard reported on Governor Ridge's dealing with the Philadelphia School District. He has asked the for-profit Edison Schools to do the audit of the operations of the school district. There is a great deal of evidence that there is a push in the administration for more privatization of the educational institutions in the state. He felt there should be concern by those in the public arena. He cited areas where there has been privatization, noting that the public welfare has not always been well served. He talked about Price Waterhouse doing budgetary information that can be obtained by asking any Business Office. He spoke about the English educational system and the definition of public and private schools and the separation of groups of people. Mr. Ballard reiterated that a report of Cyber Schools is due by the end of October. Solicitor Marc Fisher is working with PSBA on this matter. It appears that there will need to be both legislative and legal action taken to resolve the issues regarding Cyber Charter Schools.

10. Business Operations

1. Approval of Bill List

Motion by Lucadamo, Seconded by Richwine  
RESOLVED, That the East Penn Board of School Directors approve the attached bill list, including the addendum, and that the Treasurer be authorized to issue checks and vouchers in the amounts indicated.

Construction Fund Payments – Attachment 9

RESOLVED, That the East Penn Board of School Directors authorize the Construction Fund payments from the appropriate Construction Fund as listed on Attachment 9.

Pennsylvania Education Joint Purchasing Council Agreement –Attachment 10

RESOLVED, That the East Penn Board of School Directors approve the Application for Renewal of the District's membership in the Pennsylvania Education Joint Purchasing Council.

Increase in Umbrella Insurance Policy

RESOLVED, That the East Penn Board of School Directors authorize an increase in the Umbrella Insurance Policy from \$10,000,000 to \$15,000,000 through the PSBA Insurance Trust at a cost of \$2,750.

UGI Pricing Agreement Renewal – Attachment 11

RESOLVED, That the East Penn Board of School Directors authorize the one year renewal of the interruptible extended term natural gas transportation agreement with UGI Utilities, Inc. for the Wescosville Elementary School and Emmaus High School facilities at a rate of \$1.35/Mcf.

Note: The previous contract rate of .95/Mcf for a two-year contract period.

GASMARK Gas Supply Agreement – Attachment 12

RESOLVED, That the East Penn Board of School Directors authorize the renewal of the agreement for the supply of natural gas to the Jefferson Elementary School, Wescosville Elementary School, Lower Macungie MS, and Emmaus HS for a period of one year at a rate of \$4.73/Mcf (amount will be provided at Monday's meeting).

Note: The previous contract rate was \$3.41/Mcf for a two-year contract period.

Guyette Guaranteed Maintenance Agreement – Attachment 13



RESOLVED, That the East Penn Board of School Directors authorize the Guaranteed Maintenance Agreement with Guyette Communication Industries Corporation as stated in Attachment 13.

Management Information Systems Agreement – Attachment 14

RESOLVED, That the East Penn Board of School Directors authorize the Management Information Systems Agreement with the Carbon Lehigh Intermediate Unit as stated in Attachment 14.

Bid Opening Report

The following bids were opened at 2:00 p.m. in the Business Office of the East Penn School District Administrative Offices on July 31, 2001. Staff Present: Dr. Herman Corradetti, Jim Carl, and Debra Surdoval.

Exterior Electronic Message Center for Emmaus HS

Sherwood Herring Signs, Inc., Emmaus \$29,265.00

Bid Award

RESOLVED, That the East Penn Board of School Directors award the bid for an Exterior Electronic Message Center to Sherwood Herring Signs, Inc. of Emmaus, PA for the low bid meeting specifications of \$29,265.00 contingent upon solicitor review/Borough approvals.

Note: A majority of the funds are coming from donations by graduating classes.

Facility Rental – EHS Stadium – Attachment 15

RESOLVED, That the East Penn Board of School Directors approve the request for rental of the Emmaus High School Stadium submitted by Central Catholic High School for their games of September 1 and 8, 2001 in the event that their customary home game site is not available.:

Note: Attached is a list of rental costs for the use of the stadium.

In answer to a question raised by Mrs. Thompson, Dr. Morgan said East Penn builds its own schedule and will be moving to another software package. She said what is done is the integration of information. East Penn keeps its own Professional Development records and we have our own license. Mr. Ballard, referring to the Guyette Maintenance Agreement, asked if there was any requirement to bid maintenance services. Mr. Reigal indicated there is no requirement to bid service contracts, noting the system in place is Guyette equipment. Dr. Morgan said Guyette is working closely with the staff and the district is not at a point of wanting another group. Mr. Ballard suggested an evaluation of service contracts.

These resolutions were duly adopted by the following roll call vote:  
Aye: Ballard, DeHaan, Lucadamo, Rhodes, Richwine, Robert-----6  
Absent: Gannon, Robert-----2

10. Announcements

Monday, August 13 7:00 p.m.-CLEAR Session (Personnel, Negotiations)  
7:30 p.m.-Board Meeting  
Thursday, August 23 New Teacher Induction  
Tuesday, August 28 7:30 p.m.-Futurist David Pearce Snyder  
Emmaus HS Auditorium

11. Adjourn

There being no further business to come before the Board, the meeting was adjourned, upon motion, at 8:00 p.m.

Cecilia R. Birdsell, Board Secretary



ORDER OF BUSINESS

1. Call to Order; Pledge of Allegiance

President Jeffrey W. DeHaan called the meeting of the East Penn Board of School Directors to order at 7:30 p.m. in the Board Room located at 800 Pine Street, Emmaus, PA followed by the Pledge of Allegiance.

Board Members Present: J. W. DeHaan, E. Gannon, J. J. Lucadamo, S. Rhodes, T. Richwine, M. Robert, A. Thompson  
Board Member Absent: C. H. Ballard  
Board Member Appointee: F. Fuller  
Board Solicitor: Robert Magee, Esq., Worth, Magee, & Fisher  
Board Secretary: Cecilia R. Birdsell  
Board Treasurer: Gary Reigal  
Superintendent of Schools: Dr. Alrita L. Morgan  
Press Present: Cheryl Baker, East Penn Press Reporter  
Garrett Therolf, Morning Call Reporter

2. Appointment and Administration of Oath of Office – Francee Fuller

Motion by Lucadamo, Seconded by Rhodes  
RESOLVED, That the East Penn Board of School Directors appoint Francee Fuller,  
556 Franklin Street, Alburtis, PA for the unexpired term of  
Mrs. Francine Doviak (December 2001).

This resolution was duly adopted by the following roll call vote:  
Aye: DeHaan, Gannon, Lucadamo, Rhodes, Richwine, Robert, Thompson-----7  
Absent: Ballard-----1

President Jeffrey W. DeHaan administered the Oath of Office to Ms. Fuller who took her seat at the board table. Ms. Fuller received a round of applause and then introduced her husband Scott Stoneback and her children, Robert and Ellis, who are freshmen at Emmaus High School.

3. Requests to Address the Board-None

4. Approval of Minutes

Motion by Thompson, Seconded by Robert  
RESOLVED, That the East Penn Board of School Directors approve the minutes of the August 13, 2001 meeting.

This resolution was unanimously adopted by voice vote.

5. Report of the Superintendent of Schools – Dr. Alrita L. Morgan

1. Personnel

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

Resignations/Retirement

Michael Huff, Special Education Teacher at Eyer MS, effective immediately (Attachment 1)

Judith Matis, Secretary at Emmaus High School, effective October 26, 2001 (Attachment 2)

William Stiles, Technology Assistant, effective immediately (Attachment 3)

Debbie Tomkinson, Teacher Aide at Eyer MS, effective immediately (Attachment 4)

Pamela Miller Jankowski, Teacher Aide at Emmaus HS, effective immediately (Attachment 5)

Judy Vichr, French Teacher at Emmaus HS, effective immediately (Attachment 6)

Mary E. Harer, Teacher Aide at Lower Macungie Elementary School, effective immediately (Attachment 7)

Request for Childrearing Leave

Employee: Tammi Ritter  
Grade 4, Wescosville  
Effective: August 27, 2001

Request for General Leave of Absence

Employee: Frank Pino  
Guidance Counselor, Emmaus HS  
Effective: 2002-03 School Term  
Reference: Board Policy 439, General Leave

Temporary Professional Employee Appointments

Name/Address: Linda S. Duffy  
3897 Gun Club Road, Alburtis 18011  
Education Level: B. S. N. Degree (1985)  
Undergraduate School: Elmhurst College (IL)  
Kutztown University (certification credits)  
Effective: September 1, 2001  
Certification: Educational Specialist I, School Nurse  
Assignment: School Nurse, Macungie/Kings Highway, Eyer MS  
Vacancy created by resignation of L. Fenstermacher  
Experience: 2/99-6/01: East Penn SD (per diem substitute)  
Salary: \$37,050 (Step A, Year 1, Col. B)

Name/Address: Jennifer D. Eaton  
317 North 28 Street, Allentown  
Education Level: B. A. Degree  
Undergraduate School: Mary Washington (VA)  
Muhlenberg College (certification credits)  
Effective: September 1, 2001  
Certification: Instructional I, French  
Assignment: French Teacher, Emmaus HS/Eyer MS (.6 PT)  
Vacancy created by resignation of J. Vichr.  
Experience: 9/98-6/01: Parkland SD  
Salary: \$23,130 (Step D, Year 4, Col. B)

Name/Address: Kelly A. Trella  
8 James Street, Kelayres, PA 18231  
Education Level: B. S. Degree (2001)  
Undergraduate School: Bloomsburg University  
Effective: September 1, 2001  
Certification: Instructional I, Elementary/Early Childhood  
Assignment: Grade 5, Shoemaker School  
Vacancy created by transfer of B. Berk  
Experience: None  
Salary: \$37,050 (Step A, Year 1, Col. B)

Name/Address: Stephanie L. Mann  
3025 E. Boulevard, Bethlehem 18017  
Education Level: B. A. Degree (1998)  
M. Ed. Degree (2001)  
Undergraduate School: West Chester University  
Graduate School: East Stroudsburg University  
Effective: September 1, 2001  
Certification: Instructional I, Ment. and/or Phys. Hand.  
Assignment: Special Education, Eyer MS  
Vacancy created by M. Huff resignation.  
Experience: None  
Salary: \$40,500 (Step A, Year 1, Col. M)

Full-Time Substitute Teacher Appointments

Name/Address: Taryn G. Alexander  
6506 Pioneer Drive, Macungie  
Education Level: B. S. Degree (1998)  
M. Ed. Degree (2000)

Undergraduate School: University of Pittsburgh  
 Graduate School: University of Pittsburgh  
 Effective: September 1, 2001  
 Certification: Instructional I, Elementary  
 Assignment: Grade 4, Shoemaker School  
 Opening created by K. Kuszyk childrearing leave.  
 Experience: 9/00-6/01: Palisades SD  
 Salary: \$37,050 (Step A, Year 1, Col. B)

Name/Address: Cassandra B. Uhl  
 7616 S. Main Street, Coopersburg 18036  
 Education Level: B. S. Degree (2000)  
 Undergraduate School: East Stroudsburg University  
 Effective: September 1, 2001  
 Certification: Instructional I, Elementary  
 Assignment: Grade 4, Wescosville School  
 Opening created by T. Ritter childrearing leave.  
 Experience: 9/00-6/01: Hawaii  
 Salary: \$37,050 (Step A, Year 1, Col. B)

Appointment of Secretary

Name/Address: Yvonne M. Shaw  
 448 S. Fifth Street, Emmaus  
 Assignment: Secretary, PT-Wescosville/PPS, Speech  
 Vacancy created by resignation of T. Scholl  
 Effective: On or before September 4, 2001  
 Salary: \$21,800/year, 35 hours/week

Teacher Aide Appointment

Name/Address: Audrey Snyderman  
 201 Susquehanna Trail, Allentown  
 Effective: September 4, 2001  
 Assignment: Emmaus High School (Vacancy created by resignation of P. Jankowski)  
 Salary: \$9.60/hour; 32 hours/week

Co-Curricular Advisors

Name	Activity	Stipend
John D. Rutherford	EHS Marching Band, Percussion Arranger, Coordinator	\$3,502.00
Joseph Santoro	EHS Band Drill Coordinator	\$1,610.00, Clubs A, B, D
	EHS Band Drill Designer	\$2,380.00, Clubs, B, D
Laura Santoro	EHS Color Guard Coordinator	\$1,261.00, Clubs B, C
	EHS Band Color Guard Designer	\$1,261.00, Clubs B, C

Additions to the 2001-02 Per Diem Substitute List

David Haninchick, Business  
 David Bryan, English  
 Miri Steinmetz, Elementary  
 Kristin Helfrich, Elementary  
 Karen Bernhard, Elementary  
 Rodney Strobl, Elementary  
 Beth Bennett, Elementary

2001-02 Department Chair Appointments

See Attachment 8

Head Teacher Assignments

Macungie School Debra Kaplan  
 Alburtis School Lois Clark  
 Lower Macungie Elementary School Patricia Arnold

Change in Employment Status

Name	From	To
Janice Jones	.5 TPE	1.0 TPE
Renee Perella	.5 FTS	1.0 FTS

Note: These changes are due to the addition of a Kindergarten section at Wescosville School.

Transfer

Name	From	To
Diane Nonnemacher, Teacher Aide	Jefferson (12.5 hours/week)	Wescosville (12.5 Hours/week)

Educational Conferences – Attachment 9

That the East Penn Board of School Directors approve the expenses for the educational expenses listed on Attachment 9.

Resignation

Peter Vu, Technology Assistant, effective immediately (Attachment 7A)

Appointment of Teacher Aide

Name/Address: Wanda Farley  
998-60 Krocks Road, Wescosville

Effective: September 4, 2001

Assignment: Wescosville School (New Position)

Salary: \$9.60/hour, 12.5 hours/week

Transfer

Employee	From	To
Tammie Holt	Per Diem Substitute	Part-Time Food Service Assistant, Alburts 2 ¼ hours/day

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

Aye: DeHaan, Fuller, Gannon, Lucadamo, Rhodes, Richwine, Robert, Thompson-----8

Absent: Ballard-----1

Dr. Morgan reported that this was the first day back to school for the faculty. Tomorrow, Futurist David Pearce Snyder will address the staff, conduct workshops for the teaching staff, and present a program for the community in the evening. The teaching staff is in place and 45 new teachers have been hired for those who have retired, have resigned, or are on leaves of absence. There is a new curriculum this year for the World Languages at Emmaus High School. At the middle schools, the district is introducing a Communications Applications course. This summer there were three remedial programs conducted at Shoemaker, Lincoln, and Wescosville. All were highly successful. A water leak at Shoemaker today has been repaired. All schools are ready to open, including the EHS Cafeteria where a new floor has been installed. Dr. Morgan reported on the status of water at the Kings Highway School, noting that there will be bottled water for drinking use. The district is also looking at a sink that students may use to wash their hands. Chief School Physician Dr. Robert Barnes is researching lead in water and he will be reporting back to the administration. The district will continue to monitor the water situation at Kings Highway. In October the administration will be looking at district enrollments in relation to the feasibility study. There has been increased enrollments over the summer at Emmaus High School, Macungie, Wescosville, Lower Macungie Elementary School, and Lower Macungie Middle School. The third day enrollments will be ready for the September Board Meeting.

6. Education

1. Textbook Adoption

Motion by Lucadamo, Seconded by Rhodes

RESOLVED, That the East Penn Board of School Directors adopt the following textbook for use in the schools:

Course Title: Science, Technology and Society

School/Grades: Emmaus HS, Grades 10-12

Textbook: Environmental Science-How the World Works and Your Place In It

Edition: Third, 2001

Unit Cost: \$54.95 (62 copies)  
Total Cost: \$3917.94 (with shipping/handling)

Communications Applications Course Approval– Grade 7 (Attachment 10)

RESOLVED, That the East Penn Board of School Directors approve the Communications Applications Course for Grade 7 at the Eyer MS and Lower Macungie MS as described in Attachment 10.

Science, Technology, and Society Course Approval – Grades 10, 11, 12

RESOLVED, That the East Penn Board of School Directors approve the Science, Technology, and Society Course for use in Grades 10, 11, 12 at Emmaus High School.

In answer to questions raised by Mrs. Thompson about the Communications Applications Course, Dr. Morgan indicated that all students would have this course. There is also the LAP Program for those students who need remedial work. The analysis was as we moved into that area there was not enough exposure at the middle school level. Mr. Richwine commented that it was a good program since these are skills that are easy to overlook and students do not always know how to do research on the Internet.

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

Aye: DeHaan, Fuller, Gannon, Lucadamo, Rhodes, Richwine, Robert, Thompson-----8  
Absent: Ballard-----1

7. Other Educational Entities

-Carbon Lehigh Intermediate Unit T. Richwine

Mr. Richwine reported that at the last meeting the Board went over last year's and this year's goals. There are four goals: 1. Conduct a needs assessment to determine the scope and sequence and redesign the IU webpage; 2. Develop a cyber option program to offer online programs for students in school districts; 3. Refine the IU evaluation process and the Strategic Plan; and 4. Implement new services based on needs assessment and research. He noted that Dr. Geraldine Miller will be leaving the IU for a position at Kutztown School District.

-Lehigh Career and Technical Institute A. Thompson  
T. Richwine

Motion by Thompson, Seconded by Richwine

RESOLVED, That the East Penn Board of School Directors approve the appointment of Samuel F. Rhodes to the Joint Operating Committee of Lehigh Career & Technical Institute, to fill the unexpired term of Mrs. Francine Doviak.

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

Aye: DeHaan, Fuller, Gannon, Lucadamo, Rhodes, Richwine, Robert, Thompson-----8  
Absent: Ballard-----1

Mr. Richwine reported that this past summer three LCTI students won national first place awards. One student at Emmaus High School, Tracey Gehman, won first place for child care. He suggested honoring her at a future Board Meeting. The JOC accepted the bond sale for the first twenty-one plus million dollars in the Capital Improvement Plan at LCTI. They were fortunate to take advantage of good interest rates and the Financing Team was able to maintain the debt service rate at 1.4 million dollars and, with the estimated interest rates, they will end up with \$111,000 more than the face of the bonds. The impact for East Penn is approximately .158 mills which is the second lowest impact of the nine districts. Mr. Richwine explained how the Authority was re-activated for an additional fifty-years. The ultimate effect is that it does not affect a district's borrowing ability. If a district tries to pull out of LCTI, the state will withhold the amount from the district's state subsidy. Mr. Ted Dobracki is East Penn's representative on the authority.

8. Business Operations

1. Approval of Bill List

Motion by Gannon, Seconded by Lucadamo

RESOLVED, That the East Penn Board of School Directors approve the bill list, including the addendum, and that the Treasurer be authorized to issue checks and vouchers in the amounts indicated.

Treasurer's Report

RESOLVED, That the Treasurer's Report be approved as presented.

Per Capita Tax Exonerations (Attachment 11)

RESOLVED, That the East Penn Board of School Directors exonerate the Tax Collectors listed on Attachment 11 for the reasons specified.

Facility Rental Request

RESOLVED, That the East Penn Board of School Directors grant permission for the use of Emmaus High School auditorium and three classrooms on May 11, 17, and 18, 2002 for a dance rehearsal and recital by That's Dancin', 5980 Hamilton Boulevard, Allentown. This is a Group V organization and will be charged the following fees:

\$ 637.00	Rehearsal Fee
\$1,164.00	Recital Fee
\$ 84.00	Classroom Fee (3 rooms for 2 days)
\$ 28.60	Custodial Fee/hour
\$ 28.00	Stage Manager Fee/hour

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

Aye: DeHaan, Fuller, Gannon, Lucadamo, Rhodes, Richwine, Robert, Thompson-----8  
Absent: Ballard-----1

9. Announcements

Monday, August 27	7:30 p.m.-Board Meeting, Board Room
Tuesday, August 28	7:30 P.m.-Futurist David Pearce Snyder Emmaus HS Auditorium
Thursday, August 30	Emmaus HS Orientation, Grade 9 and new students
Tuesday, September 4	First Day of School for Students/Kindergarten Orientation
Monday, September 10	7:30 p.m.-Board Meeting, Board Room

10. Adjourn

There being no further business to come before the Board, the meeting was adjourned, upon motion, at 7:50 p.m.

Cecilia R. Birdsell, Board Secretary



## ORDER OF BUSINESS

### 1. Call to Order; Pledge of Allegiance

President Jeffrey W. DeHaan called the meeting of the East Penn Board of School Directors to order at 7:30 p.m., followed by the Pledge of Allegiance.

President Jeffrey W. DeHaan made the following statement:

*"It is routine to recite the Pledge of Allegiance at school board meetings and I have to admit that prior to this evening, it was mechanical for me. Just another customary item on the agenda. Following the events of September 11, 2001, I think we will agree that the words of the Pledge of Allegiance had more meaning to us than before.*

*September 11, 2001 was anything but routine in our district. After my boss came around and said anyone who wanted to go home could do so, I left my office and came over to the district offices to see if there was anything I could do. Of course, there wasn't, as everything was under control. But what I saw at the offices that day will be ingrained in my memory forever.*

*Administrators were focused on one thing. Making sure our children were okay. There was a sense of focus and purpose that I will never be able to express in words. Everything – EVERYTHING – was secondary to making sure that our children were taken care of. You could see it in their eyes. You could feel it in the air. This was true in all of our classrooms and in all of our hallways. While many people throughout our community were leaving work early to go home, or stopping at school to get their children, our teachers and staff helped our children deal with a tragedy the likes of which none of our children had ever seen before. I thank each and every one of the staff members in our district for what you did to get our children through this time, and I appreciate how difficult it must have been. Thank you."*

Superintendent Alrita L. Morgan made the following statement:

*"Two weeks ago this evening, we left a Board Meeting during which we conducted the regular business of the district. Our meeting concluded at 8:00 p.m. Not one of us could have imagined that within 13 hours our world as we knew it would be shattered by the unimaginable acts of terrorism in New York City and Washington, D. C.*

*The East Penn adult community was confronted with an experience that they had never known. Anguish, disbelief, anger, fear competed with our own feelings. At the same time, the priorities were the students of East Penn. I believe our Safe Schools initiative helped and gave an added sense of security. Our own pain was increased by the knowledge that the students in their charge were maturing in a world in which this kind of inhumanity is possible.*

*We have heard about the heroes during this tragedy and their honor is beyond tarnish. East Penn School District also had heroes on September 11 and, the subsequent days. Those heroes are the staff – teachers, administrators, psychologists, food service and support staff – who kept the needs of the students the first priority. They were sensitive, caring, intelligent in their decisions even while experiencing their own overwhelming emotions. I am pleased to announce that there were no incidents of harassment of students of backgrounds perceived to be that of the terrorists and I would hope that the Non-Bullying Program has made some small contribution to that.*

*Reality changed on September 11. The world for our students and for us has shifted. The future challenges are even unknown in the coming months and probably for years to come – something our schools have not confronted before. Our students are fortunate to have this quality of adults to guide them. As Mr. DeHaan said in his opening remarks to the staff, 'We don't say thank you often enough.' I wanted to use this occasion to say thank you to our East Penn heroes."*

Board Members Present: C. H. Ballard, J. W. DeHaan, F. E. Fuller, E. Gannon, J. J. Lucadamo, S. Rhodes,  
T. Richwine, M. Robert, A. L. Thompson

Board Solicitor: Robert Magee, Esq., Worth, Magee & Fisher

Board Treasurer: Gary Reigal

Board Secretary: Cecilia R. Birdsell

Superintendent of Schools: Dr. Alrita L. Morgan

Press Present: Cheryl Baker, East Penn Press Reporter

Kathleen Parrish, Morning Call Reporter

Others: Augustus C. Martin, Esq., East Penn Representative on Lehigh Carbon Community College Board of Trustees

2. Requests to Address the Board-None

3. Recognition – LoMAC



Mr. Robert Misko, Principal of Lower Macungie Middle School, provided the background of how Seeing Eye dogs have been welcomed into the district over the past few years. At the end of the 1999-00 school year, the Grade 8 Fighting Sand Crabs Team sponsored an after-school activity called Crabapalooza that was designed to raise money for the Seeing Eye. They donated \$1,000 to the Seeing Eye Foundation and expressed the wish that some day a dog in training would be named after the school. Mr. Misko introduced Lo-MAC, a yellow Labrador puppy who was named after Lower Macungie Middle School, and his trainer Kristen Oplinger. Lo-MAC will be returning to the Seeing Eye Foundation on Wednesday to receive training and assignment. The Oplinger Family have been very instrumental in the training of the dogs for the Seeing Eye Foundation. Miss Oplinger described the training that would take place at the Morristown facility prior to Lo-MAC's assignment. Mr. Misko shared a story of how a seeing dog led his master to safety from the 80<sup>th</sup> floor of the World Trade Center. Lo-MAC was wished well and received treats for his visit.

4. Approval of Minutes

Motion by Robert, Seconded by Lucadamo

RESOLVED, That the East Penn Board of School Directors approve the minutes of the September 10, 2001 meeting.

This resolution was unanimously adopted by voice vote.

5. Lehigh Carbon Community College

1. Authorization for Purchase of Portland Place by Lehigh Carbon Community College

Motion by Thompson, Seconded by Rhodes

RESOLVED, That the East Penn Board of School Directors, in accordance with Section 2.2 of the Rules, Regulations, and Procedures for Lehigh Carbon Community College, following approval by the College's Sponsors, Lehigh Carbon Community College is authorized to purchase the building known as Portland Place, located at 718 Hamilton Street, City of Allentown, County of Lehigh, at a price not to exceed \$3.9 million provided that the annual debt service associated with the purchase of this building shall not exceed the total annual rental payments currently paid to the Allentown Economic Development Corporation.

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

Aye: Ballard, DeHaan, Fuller, Gannon, Lucadamo, Rhodes, Richwine, Robert, Thompson-----9

6. Bond Refinancing – General Obligation Bonds, Series of 1993

Mr. Glenn Williard, Public Financial Management; Mr. Paul Lundeen, Esq., Rhodes & Sinon

M. Glenn Williard of Public Financial Management reviewed the attached Bond Document that reflected the Bid Results and Debt Service Schedule for refinancing the General Obligation Bonds, Series of 1993. This was a competitive bond sale with the successful bidder being Boenning & Scattergood, Inc. The total net savings to the district will be \$274,445.34.

Motion by Lucadamo, Seconded by Rhodes

RESOLVED, That the East Penn Board of School Directors approve the attached resolution to refinance the outstanding General Obligation Bonds, Series of 1993 in the aggregate principal amount of seven million two hundred ten thousand dollars (\$7,210,000) as stipulated.

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

Aye: Ballard, DeHaan, Fuller, Gannon, Lucadamo, Rhodes, Richwine, Robert, Thompson-----9

7. Report of the Superintendent of Schools – Dr. Alrita L. Morgan

1. Personnel

Motion by Ballard, Seconded by Robert

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

Secretarial Appointments

<u>Name/Address</u>	<u>Assignment</u>	<u>Salary</u>
Nicole Bako 2037 Brown Street Allentown 18104	Secretary, Athletic Office (Vacancy created by transfer of Doris Carraher)	\$21,800, 35 hrs./week
Patricia Tracy 576 Broad Street Emmaus	Secretary, EHS Main Office (Vacancy created by retirement of Judy Matis.)	\$21,800, 35 hrs./week

Teacher Aide Appointments

<u>Name/Address</u>	<u>Assignment</u>	<u>Salary</u>
Beth Ann Stengel 729 Spring Street Bethlehem 18017	Wescosville School (Vacancy created by transfer of R. Royer to new Special Ed. position)	\$9.60/hour, 12.5 hrs./week
Wendy Mancini 5240 Geissinger Road Zionsville 18092	Shoemaker School (Vacancy created by resignation of J. Webster and subsequent transfer.)	\$9.60/hour, 12.5 hrs./week

Co-Curricular Advisors

Faith Andrews	Eyer Musical, Costume Design	\$841, Club C
Craig Souders	Assistant Boys & Girls Cross Country Coach	\$1,667.70

Food Service Department Appointment

<u>Name/Address</u>	<u>Assignment</u>	<u>Salary</u>
Lisa McCord 6610 Kings Highway Rd., S Zionsville, PA 18092	PT-Food Service Assist., LMMS (Transfer of D. Koch)	20 hours/week

Approval of Carbon Lehigh Intermediate Unit Personnel for After-School Meeting Reimbursement

That the following IU personnel be approved for the purpose of reimbursement for after-school meetings at the rate of \$28.00/hour:

Nora Deppen	Diane Guesto	Deborah Frey
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Additions to the 2001-02 Per Diem Substitute List

David Didra, Art

IU 21 Guest Teachers – Attachment 1

That the individuals listed on Attachment 1 who have completed the IU 21 Guest Teacher Training Program be included on the 2001-02 Per Diem Substitute List.

2001-02 School Dentist Appointments

Dr. Daniel Breitberg 242 Main Street, Emmaus	Kings Highway School
Dr. Allen Crawford 530 E. Main Street, Macungie	Eyer MS, Macungie School; Shoemaker School
Dr. Michael Conrad 770 Fetters Lane, Wescosville	Lower Macungie ES, Wescosville School, Alburtis School
Dr. John Schevets 324 Main Street, Emmaus	Lower Macungie MS, Lincoln School
Dr. Timothy Wright	Jefferson School, St. Ann's Parochial School

Change in Assignment

<u>Employee</u>	<u>From</u>	<u>To</u>
Linda Leayman	PT Food Service Assistant Wescosville (3.5 hours/day)	FT Food Service Assistant (4 ¾ hours/day)

Educational Conferences – Attachment 2

That the East Penn Board of School Directors approve the expenses for the individuals attending the educational conferences listed on Attachment 2.

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

Aye: Ballard, DeHaan, Fuller, Gannon, Lucadamo, Rhodes, Richwine, Robert, Thompson-----9

Dr. Morgan indicated that at the last Board meeting she had reported on the class size for Grade 2 at Macungie School. There will be a recommendation for an additional Grade 2 teacher at the next Board Meeting.

Administrative Reports

Please see the Attachment Section.

8. Education

1. 2001-02 District Testing Program – Attachment 3

Motion by Robert, Seconded by Thompson

RESOLVED, That the East Penn Board of School Directors approve the 2001-02 District Testing Program as described in Attachment 3.

Approval for Submission of the 2001-02 Safe and Drug-Free Schools and Communities Grant

RESOLVED, That the East Penn Board of School Directors approve the submission of the 2001-02 Safe and Drug-Free Schools and Communities Grant in the amount of \$28,076.

Note: These funds will be used to target the following areas of concern: alcohol, tobacco, other drugs, violence, disruptive behavior, and at-risk environment. Activities such as inservice, student and teacher training, conferences, and assembly programs are carried out through the Student Assistance Program, Kid-to-Kid, Peer Mediation, Anti-Bullying Program, and the Act 211 Committee.

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

Aye: Ballard, DeHaan, Fuller, Gannon, Lucadamo, Rhodes, Richwine, Robert, Thompson-----9

9. Other Educational Entities

-Carbon Lehigh Intermediate Unit

Terry Richwine

Mr. Richwine referred board members to the IU Board Briefs that they received in their packet. He briefly mentioned legislation to study intermediate units.

-Lehigh Career and Technical Institute

Ann Thompson  
Samuel F. Rhodes  
Terry Richwine

Mrs. Thompson reported that the next meeting was scheduled for Wednesday. Prior to the JOC meeting, there will be a discussion on the Articles of Agreement.

10. Facilities

1. Approval of Change Orders

Motion by Robert, Seconded by Gannon

RESOLVED, That the East Penn Board of School Directors approve the following change orders for the Emmaus High School Project with Canjalyn Constructors, Inc. , General Contractor:

G-33	Remove and reinstall ceiling in Kitchen storage for Worth & Co. to perform repairs to HVAC unit.	\$ 307.00
G-34	Reroof small roof over Auditorium	\$2,072.00
	Change Large Group to Black Box	\$1,560.00
	Add Fire-Rated Access panel as per RFI #178, Door A-011	\$ 638.00
	Move wall between K-024 & K019	\$ 858.00
	J Foundation change per R14 Dwg.	\$ 384.00
	Unit C office modifications	\$2,894.00
	Change Window Location, move lintel @ beam 12B3	\$1,061.39
	Total	\$9467.39
G-35	Repair of Sanitary Sewer Line as per CCD #G-8	\$12,894.00
G-36	Misc. Unit costs Items as per February 2, 2001 & June 26, 2000 letters	\$ 1,864.00
G-37	Install walk pads on roof @access areas and HVAC equipment	\$7,802.000

This resolution was duly adopted by the following roll call vote:  
Aye: Ballard, DeHaan, Fuller, Gannon, Lucadamo, Rhodes, Richwine, Robert, Thompson-----9

11. Business Operations

1. Approval of Bill List

Motion by Robert, Seconded by Lucadamo  
RESOLVED, That the East Penn Board of School Directors approve the attached bill list, including the addendum, and that the Treasurer be authorized to issue checks and vouchers in the amounts indicated.

Treasurer's Report

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

Per Capita Tax Exonerations – Attachment 4

RESOLVED, That the East Penn Board of School Directors approve the attached list of Per Capita Tax Exonerations.

2001-02 Salary Roster

RESOLVED, That the East Penn Board of School Directors include the 2001-02 Salary Roster in the minutes of this meeting.

These resolutions were duly adopted by the following roll call vote:  
Aye: Ballard, DeHaan, Fuller, Gannon, Lucadamo, Rhodes, Richwine, Robert, Thompson-----9

2. Elimination of Per Capita Tax

Motion by Robert, Seconded by Gannon  
RESOLVED, That the East Penn Board of School Directors hereby intends to eliminate the District Per Capita Tax effective July 1, 2002, and authorizes the administration to prepare the 2002-03 budget without including the per capita tax as a revenue source.

Dr. Morgan indicated that this has been discussed previously during the budget time. Mr. Reigal said there was a general feeling that perhaps the per capita tax should be eliminated. He did send a letter to all the municipalities indicating the district's intentions. Mr. Ballard asked about the savings to the district. Mr. Reigal indicated it would be approximately \$11,000 per year. Because of the structure of the tax collectors' compensation schedule, the district cannot eliminate the total amount that we are paying for per capita tax collections. There is a statement in the real estate tax collectors compensation schedule that indicates we will pay them 80% of what they were previously paid. There is also the matter of them being elected tax collectors. Mr. Reigal said that something else to be considered is that the district is paying them above what the real estate tax collection schedule is actually driving now and they would stand not getting a raise over the next several years because they would not attain the 80%. Mr. Ballard indicated that is actually one of the nuisance taxes referred to in tax reform and it is costing more to collect than it would be to collect the equivalent amount of revenue by increasing the property tax. The amount paid out for the collection of real estate tax

would not increase at all by levying an additional .2 mill since it would go out on the same bill to the taxpayer. The savings will increase each year since we would not be giving increment increases to the tax collectors for the remaining two years. Mr. Lucadamo indicated that there were other intangible benefits such as the administrative effort going in to the tracking and tracing and taking care of the exonerations. He concluded that it was a good move and it is effectively a switch from per capita to a small addition on the real estate tax. Mr. DeHaan asked if this was following the direction of the state government to eliminate the nuisance taxes. Mr. Regal said that when Act 50 was adopted by the state, it was going to eliminate all nuisance taxes, including the per capita tax. Mr. DeHaan said if the tax is eliminated is there anything that would prohibit the district from reinstating the per capita tax. Mr. Reigal responded that there is nothing to prohibit the district from reinstating the tax. Mr. Rhodes asked how many districts have eliminated per capita tax. Mr. Reigal explained that many districts did not have per capita tax. When a neighboring district adopted its budget last year, the per capita tax was not included.

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

Aye: Ballard, DeHaan, Fuller, Gannon, Lucadamo, Rhodes, Richwine, Robert, Thompson-----9

12. Announcements

Monday, September 24	7:30 p.m.-Board Meeting, Board Room 800 Pine Street, Emmaus
September 25	7:00 p.m. - 12 <sup>th</sup> Grade Guidance Information Night, EHS 7:00 p.m.-Meet the Teacher Night, Macungie School
September 27	Yom Kippur – All Schools and Offices Closed
October 2	International Walk to School Day-Jefferson School 8:45 a.m.-Meet at Lions Park, 6 <sup>th</sup> & North Street
October 8	October 47:00 p.m.-Meet the Teacher Night, Lower Macungie MS Columbus Day – All Schools Closed
October 8	7:30 p.m.-Board Meeting, Board Room 800 Pine Street, Emmaus

Mr. Lucadamo commented on the positive feedback from Standard & Poors regarding the operations of the district in comparison with other districts in the state. He also commented on the Moody's Report that was received several bond issues ago. He said the positive reports from two well respected agencies in business as far as ratings go gave the district a fairly good bill of health. He asked that the final report be made part of the budget document and also be placed on the website. He felt the reports spoke highly of the work done in East Penn. Dr. Morgan said the Standard & Poors report was supposed to be available on September 14. However, due to the events of September 11, they were significantly affected and will not have the report available until October 3.

13. Adjourn

There being no further business to come before the Board, the meeting was adjourned, upon motion, at 8:08 p.m.

Cecilia R. Birdsell, Board Secretary

Order of Business

1. Call to Order

President Jeffrey W. DeHaan called the meeting of the East Penn Board of School Directors to order at 7:30 p.m. in the Board Room located at 800 Pine Street, Emmaus, PA, followed by the Pledge of Allegiance.

Board Members Present: C. H. Ballard, J. W. DeHaan, F. Fuller, E. Gannon, S. Rhodes, T. Richwine, M. Robert, A. Thompson

Board Member Absent: J. Lucadamo

Board Solicitor: Marc Fisher, Esq., Worth, Magee & Fisher

Board Secretary: Cecilia R. Birdsell

Board Treasurer: Gary Riegal

Superintendent of Schools: Dr. Alrita L. Morgan

Press Present: Corrinne Durdock, East Penn Press Reporter  
Garrett Therloff, Morning Call Reporter

2. Requests to Address the Board-None

3. Approval of Minutes

Motion by Robert, Seconded by Thompson

RESOLVED, That the East Penn Board of School Directors approve the minutes of the August 27, 2001 Board Meeting.

This resolution was unanimously adopted by voice vote.

4. Report of the Superintendent of Schools – Dr. Alrita L. Morgan

1. Personnel

Motion by Thompson, Seconded by Ballard

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

Approval of Compensated Professional Development Leave

Employee: Nancy Davis, Family & Consumer Science  
Eyer MS  
Effective: 2001-02 School Year, Second Semester  
Purpose: To pursue Special Education Certification at Kutztown University.  
Reference: Board Policy 438.1, Compensated Professional Leaves (Attachment 1)

Full-Time Substitute Teacher Appointment

Name/Address: Constance C. Arnold  
1434 Monocacy Street, Bethlehem  
Education Level: B. M. Degree (1991)  
Undergraduate School: Shenandoah (VA) University  
Effective: September 1, 2001  
Assignment: Music, Lower Macungie Middle School  
Certification: Emergency, Music K-12  
Experience: 2000-01: East Penn SD  
Salary: \$37,550 (Step C, Year 3, Col. B)

Teacher Aide Appointments

<u>Name/Address</u>	<u>Assignment</u>	<u>Stipend</u>
Joann Demjanick 546 N. Second Street Emmaus	Emmaus HS	\$9.60/hr., 16.5 hours/week
Brenda Deily 524 Wyoming Street Allentown 18103	Lower Macungie MS	\$9.60/hr., 32 hours/week

Additions to the 2001-02 List of Per Diem Substitutes





members, board members, teachers, administrators, students, support staff bargaining units, adults of East Penn graduates, adults with East Penn students, adults with non-public school students, retirees, and adults with no children in the system. There were a number of advertisements in the East Penn Press and the East Penn Points to solicit for members. Dr. Vater indicated that the Board had set parameters that had to be maintained as well as following the regulations set up by PDE. He explained how consensus was used in decision making and how if one person did not agree then the entire committee would rework the item. The Mission Statement was developed then the goal statements and objectives. Mr. Romano talked about the Action Teams and their responsibilities. The Action Plans developed by the team will contain who is responsible for completing tasks and financial information. Areas that are required by Chapter 4 will also be addressed. Among the required items are: a local assessment plan; a statement of instructional practices that lead to education; a program to address students who are not meeting proficiency; and an induction plan. Again, advertisements for Action Team members have appeared in the East Penn Press and the East Penn Points. Mr. Romano indicated that staff members must also be solicited for membership. Following the work of the Action Teams, the Strategic Plan will come back to the Board for action. Mr. Romano estimated that the plan will come back to the Board in March or April 2002. Mr. Ballard commented positively on seeing civic responsibility was included. In answer to a question raised by Ms. Gannon about the objectives for civic responsibility, Mr. Romano said the committee will address the item perhaps under graduation requirements. In other areas, the Steering Committee was satisfied with what is going on in some areas and included them to be sure the efforts are continued. Mr. Rhodes asked if the Belief Statements were in any priority order. Mr. Romano replied that they were not in any priority order. Mr. Richwine, referring to Goal 5, Items 1 and 2, cautioned against items dealing with standardized testing. Mrs. Thompson discussed that the Steering Committee in general was not only interested in standardized testing but also longitudinal assessments. Mr. DeHaan asked how the feedback has been. Mr. Romano indicated that the district could use more community members. Mr. DeHaan also thanked Mr. Robert and Mrs. Thompson for representing the Board on the Steering Committees. He commented on how there is a common feeling that East Penn is a leadership district and we want to continue to be a leader. The district wants to prepare lifelong learners who will shape the future. Mr. DeHaan thanked Dr. Vater and Mr. Romano for an outstanding job. He again encouraged community members to sign up for an Action Team noting that this is a short-term commitment, unlike the Steering Committee where it is a six-year commitment. Dr. Morgan also thanked Mr. Robert, Mrs. Thompson, and Mr. DeHaan for their participation.

6. Business Operations

1. Approval of Bill List

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

Construction Fund Payments (Attachment 9)

RESOLVED, That the East Penn Board of School Directors authorize payment from the appropriate Construction Funds as listed on Attachment 9.

Refund Bond Issue – Attachment 10

RESOLVED, That the East Penn Board of School Directors authorize the administration to work with Public Financial Management, as financial advisor, in conjunction with the issuance of General Obligation Bonds, for the purpose of refunding the School District's General Obligation Bonds, Series of 1993, at a minimum savings of \$175,000.

2000-01 Budget Transfers – Attachment 11

RESOLVED, That the East Penn Board of School Directors approve the attached list of 2000-02 budgetary transfers that were necessitated by audit adjustments initiated by the auditors during the performance of their annual audit.

Note: This is in accordance with the June 25, 2001 resolution.

Student Transportation Contract

RESOLVED, That the East Penn Board of School Directors approve the following transportation contract effective September 5, 2001 for the 2001-02 school year at a rate of \$60.00 per day.

Individual Contractor	School
Kelley S. Platz 911 Cold Spring Road Allentown 18103	The Pathway School 162 Egypt Room Norristown, PA 19403

This is for transportation of an East Penn student to and from The Pathway School (168.0 miles/day).

Mr. Ballard said that approve some of these individual contracts might be a way to solve some transportation problems.

These resolutions were duly adopted by the following roll call vote:  
Aye: Ballard, DeHaan, Fuller, Gannon, Rhodes, Richwine, Robert, Thompson-8  
Absent: Lucadamo-----1

7. Announcements

Monday, September 10	7:00 p.m. - CLEAR Session (Personnel, Real Estate, Litigation) 7:30 p.m.-Board Meeting, Board Room
September 12	7:00 p.m.-Meet the Teacher Night, Alburdis, Lincoln
September 13	7:00 p.m.-Meet the Teacher Night, Eyer MS
September 20	4 p.m.-8 p.m.-Eyer Community Fest 7 p.m.-Meet the Teacher Night, Shoemaker, Jefferson, Wescosville

8. Adjourn

There being no further business to come before the Board, the meeting was adjourned, upon motion, at 8:00 p.m.

Cecilia R. Birdsell  
Board Secretary

## ORDER OF BUSINESS

### 1. Call to Order; Pledge of Allegiance

President Jeffrey W. DeHaan called the meeting of the East Penn Board of School Directors to order at 7:30 p.m. in the Board Room located at 800 Pine Street, Emmaus, PA, followed by the Pledge of Allegiance.

Board Members Present: J. W. DeHaan, F. E. Fuller, E. Gannon, J. Lucadamo, S. Rhodes, T. Richwine,  
M. Robert, A. Thompson

Board Member Absent: C. H. Ballard.

Solicitor: Robert Magee, Esq., Worth, Magee & Fisher

Secretary: Cecilia R. Birdsell

Treasurer: Gary Reigal

Superintendent of Schools: Dr. Alrita L. Morgan

Press Present: Kathleen Parrish, Morning Call Reporter  
Cheryl Baker, East Penn Press Reporter

Mr. DeHaan introduced Chris DiGiacomo as the SGA President and Representative to the Board this year.

### 2. Requests to Address the Board-None

### 3. Approval of Minutes

Motion by Robert, Seconded by Rhodes

RESOLVED, That the East Penn Board of School Directors approve the minutes of the October 8, 2001 Board Meeting.

This resolution was unanimously adopted by voice vote.

### 4. Student Government Association – Christopher DiGiacomo, SGA Representative

Mr. DiGiacomo said he was very honored to be appearing before the Board. He reported that this week was Homecoming Week with several planned events, such as the Pep Rally, Dance, Powder Puff Game, and Homecoming Parade. On Friday is the annual Senior Breakfast in the Emmaus High School Cafeteria. He noted that the fall sports program is ending with the Boys Soccer Team winning East Penn Conference with District Playoffs this week. The girls cross country team has placed second in the conference; the boys cross country team has place first in the conference. Both teams are looking forward to the District and State Playoffs. The football team is currently 1-4, with two games to play. The girls field hockey team won the conference and will be looking forward to districts. The girls tennis team, the golf team, the girls volleyball team have done well this season. He spoke about the cancellation of trips and the students' disappointment. He also spoke the absence of Dr. Corradetti and his contribution to the high school and student body. Mr. DiGiacomo said the students wished Dr. Corradetti good luck.

### 5. Report of the Superintendent of Schools – Dr. Alrita L. Morgan

#### 1. Personnel

Motion by Lucadamo, Seconded by Rhodes

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

#### Resignations

Hilary Espenshade, Spanish Teacher at LMMS, effective October 26, 2001

Attachment 1

Beth Stoudt, Mathematics Teacher at Emmaus HS, effective December 14, 2001

Attachment 2

Joseph Kuzo, Technical Assistant, effective October 22, 2001-Attachment 3

Pamela Stauffer, Health Room Assistant, effective November 9, 2001-Attachment 4

#### Teacher Aide Appointment

Name/Address: Mary Munley  
4961 Meadowview Drive, Macungie

Effective: October 23, 2001

Assignment: Wescosville School (Newly created Special Education Position)

Salary: \$9.60/hour; 12.5 hours/day

Appointment of Part Time Food Service Assistant

Name/Address: Lori Lentz  
238 Front Street, Alburdis  
Effective: October 23, 2001  
Assignment: PT Assistant, Wescosville- (Due to transfer of L. Leyman to LMMS)  
Salary: \$9.10/hour, 17.5 hours/week

Additions to the 2001-02 Per Diem Substitutes List

Jane Holloway, Business  
Charles Sipos, Business  
Sharon Rescigno, English  
Robert Sieger, Elementary  
Monica Slutsky, Elementary  
Taryn Kulp, Guest Teacher

2001-02 Co-Curricular Advisors

See Attachment 5

Educational Conferences -Attachment 6

That the East Penn Board of School Directors approve the personnel attending the educational conferences listed on Attachment 6.

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

Aye: DeHaan, Fuller, Gannon, Lucadamo, Rhodes, Richwine, Robert, Thompson-----8  
Absent: Ballard-----1

Informational: Administrative Reports (See Attachments)

6. Facilities

1. Building Program – Phase II – Discussion

Dr. Morgan noted that the guiding principles are still in Master Plan 6. The school district has done extremely well with accomplishing the goals. However, there are still relocatables and substandard facilities and the elementary schools still have not achieved eliminating inequities. Dr. Morgan noted that the district did not have the growth as indicated in the original plan. Her recommendations continue to be keeping all the current sites. She said tonight she would be presenting an overview and direction. What she is looking for from the Board is to give direction as to whether or not the Board wants to proceed at all and, if they do, then there would be details that needed to be pursued such as the hiring of an architect. She reiterated that over the past few months the Board has received the Feasibility Study, the Facilities Audit, and the current enrollment and housing data. The issue is the elementary schools and the lack of equity as well as moving toward future growth. The elementary numbers are not rising and the entry point seems to be at Grade 2. At the secondary level it is a matter of capacity. At Emmaus High School and the middle schools, there is a capacity problem. The housing construction in Lower Macungie Township has had the greatest impact on Lower Macungie Middle School and Lower Macungie Elementary School. As reported by Leslie Daniel at the last meeting, it appears that all of the approved sites have been purchased and are under construction. If all of these sites are constructed then the district could see an increase of 300-400 students. Dr. Morgan indicated that Lower Macungie Elementary School has substandard spaces; the principal's office has inadequate space and does not have visibility to the outside which is a security issue; and there is no way to get in or out with using stairs. Dr. Morgan recommended that the school be replaced, rather than renovated. Referring to Lower Macungie Middle School, Dr. Morgan said the increase in students has been faster than at Eyer Middle School. The administration is at the point of putting in some procedures that state as of a certain date, any new students must go to Eyer Middle School. They do not want to do that because of transportation and split family issues. She pointed out that the growth at the secondary level is much greater than at the elementary level. Dr. Morgan said that there are a few things at Eyer Middle School that need correction. She cited the main office as lacking visibility, Tech Ed area, no access except by stairs to the mezzanine area, the faculty space is inadequate, and there has not been any internal work done since the school was built, except to construct some temporary walls. One of the suggestions from the Feasibility Study was to build out the front area for new space. The systems at Eyer have been kept up to date. The Emmaus High School room usage has never been as high as it is now. The building is at 90% of capacity. With a multi-period schedule, a teacher does not remain in a classroom every period. Dr. Morgan said there are options, but she was not suggesting block scheduling. Dr. Morgan pointed out that the gym that moved from a seating capacity of 900 to 700 could be used for classroom space and a new gym built. The other suggestion for space is building from Macungie Avenue to the courtyard. She did not see this as immediate. Referring to the stadium area, Dr. Morgan pointed out the antique Press Box on top of the bleachers. There has been a need expressed for a field house. The greatest need in the athletic area is to have students playing on district fields. She explained the options for the Eyer/Macungie/Shoemaker site and the traffic needs in this area. There is also the site across from Wescosville School and the tract at Lower Macungie Middle School.

Dr. Morgan is recommending that in Stage I the Eyer Middle School be renovated and expanded to prepare for increased enrollment. It will bring Eyer Middle School facilities up to date. She also recommended that there be development of fields and a new press box and lights. She recommended a study of the high school needs, and that a Lower Macungie Elementary School be built on the same site. She pointed out that of the three elementary schools, Lower Macungie Elementary is the most substandard. Dr. Morgan summarized that she was not recommending any of the options in the Feasibility Study but pieces of different ones. She indicated the district must continue to analyze enrollment and housing data every six months and maintain district-wide systems and to fund them through a budgeted capital reserve. Traffic must be looked at for each site. Stage II would be based on the results that come from the high school and the current enrollment there. The next recommendation would be to renovate at Alburdis. Shoemaker needs to be renovated but it is not in critical condition. When the numbers are there, Kings Highway needs to be replaced, but not on the site. She reiterated she was not looking for approval of the plan but direction as to whether or not to proceed.

Mr. Reigal indicated that the district has the capacity available to borrow. The borrowing capacity is determined by the previous three years' revenue. Coming into this fiscal year, we could have legitimately borrowed 20 million dollars based on the growth in revenues. Over the next three years, we could borrow 40 million dollars. East Penn is in a good position. Dr. Morgan said she and Mr. Reigal had reviewed the numbers but did not stipulate costs. The borrowing capacity is available to finance Stage I.

Mr. Robert asked that as far as debt being retired we could use the existing tax dollars to fund buildings without increasing the taxes. Mr. Reigal said that would be wrapping around existing debt. A majority of our current debt would drop off in approximately 13 years. A bond issue could probably be structured to have a majority of principal payments come due after that 13 year period. The interest payments may be higher than over the life of a bond issue. Mrs. Thompson commented about the traffic patterns for Lower Macungie Middle School and Lower Macungie Elementary Schools and the number of complaints. She felt it was something that could be addressed up front without another study. Regarding Eyer, Mrs. Thompson asked where students would be placed. Dr. Morgan said the renovations would be taking place with the students present, similar to the high school construction. As new areas would be completed, students would be moved, i.e. the old library and cafeteria would be replaced when new ones would be finished. Mrs. Thompson said that given the fact that enrollment is not increasing dramatically then it would make sense to address some of the items that are not necessarily instructional items. She agreed with addressing the district fields. Dr. Morgan said that is an area that could come quickly. Mrs. Thompson asked if the district would have to wait 20 years before receiving reimbursement for renovations at the high school. Dr. Morgan explained that was the intent of the law unless the growth demands it or a waiver is obtained. Mrs. Thompson suggested that there are options that could be considered that do not have building dollars attached, especially since it appears the needs are at the secondary level. Mr. Robert asked if it was possible to have work done by LCTI students as an educational experience. Mr. Robert commented on the campus structure at Eyer/Macungie/Shoemaker and the effect on previous fields. Mr. Robert talked about building on the 26 acres located at Sauerkraut and Willow Lanes. He suggested that at the point where construction is talked about he would recommend building a school at Sauerkraut and Willow Lanes. Ms. Gannon pointed out from her research that there seems to be existing capacity at the elementary level, noting the enrollment is 11 students below 1997. She said the equity issues are somewhat problematic for Kings Highway and Alburdis. She felt building schools should be driven by enrollment and agreed that it is better to rebuild Lower Macungie Elementary School rather than renovate. She commented on the middle school enrollment and the high school enrollment. Dr. Morgan indicated that in a previous report it was noted that rooms are being used for other special areas, such as the library, music, art, and special education. Mr. Reigal noticed that the numbers are the rated capacity used by the Department of Education. Ms. Gannon said she could justify the renovation at Eyer, the athletic fields, and the high school. Ms. Gannon spoke about the traffic situation at the LMMS not being ideal and felt that getting construction vehicles to the elementary school would exacerbate the situation. She felt all the schools have equity issues and did not want to single out just one and wondered if there were things that could be done for those schools. Mr. Lucadamo commented on the revenue projections. Mr. Reigal said it was a straight line average. Mr. Lucadamo commented that most of the growth is already in the pipeline and that at some point the assessed value base will top out. When there is no additional building growth, that growth in base is going to shrink. He cautioned about being careful with the projections. In terms of equity, he said he would like to hear from the constituency about the importance of equity. He reviewed the building program history, noting that in the past equity had been considered very important. Dr. Morgan said that over the past two years both she and Mr. DeHaan have met with the PTO's of Lower Macungie, Alburdis and Kings Highway Schools. Everybody would like to have their school stay where it is and be totally renovated. They would like all schools to be K-5. At Kings Highway, there is strong feeling among people who like the small school. There are other people who have expressed that they would be equally comfortable in another school. There are cosmetic things that could be done (screens have been put on all three schools and convection ovens installed). The district has tried to keep systems in place and make buildings as attractive they can be. Mr. DeHaan concurred that in Kings Highway there are different opinions but they want a community school. They want a sense of consistency of passing from one grade to another. Dr. Morgan said students from Kings Highway go to Shoemaker so the transition is more formidable. Mr. Lucadamo suggested creating a Kings Highway pod in Shoemaker. He said there was nothing in the buildings that created a health risk. Dr. Morgan said the safe schools audit showed that once the buildings were secured there was nothing posing a security/safety danger. Mr. Lucadamo expressed concern about the size of the high school. He said there are a host of issues regarding an excessively large complex.

Mr. DeHaan said that PDE shows approximately 6800 live births and we have seen that 22% of the new enrollees came from other areas of Lehigh and Northampton Counties and out of state. He commented on the fluctuations in the enrollment. Mr. DeHaan recapped the discussion citing the Feasibility Study, letters from parents, meeting with PTO groups, etc. Mr. DeHaan reiterated that what was being asked of the Board by Dr. Morgan is to provide preliminary support for Stage I meaning the interviewing and hiring of an architect to look at this particular stage and taking input from the Board and community and design a solution to Stage I and then going on to build a new

elementary school. Also, in Stage 1 is the renovation and expansion of Eyer MS; developing district fields and stadium projects; and completing a study of the high school. On an ongoing basis continue to monitor enrollments and housing data, maintaining the maintenance systems, and improving the traffic patterns and traffic flow at LMMS. Following Stage I would be Stage II, consisting of a high school renovation following a study and, if the enrollments warrant it, renovating Alburis, Kings Highway (on a new site in Upper Milford Township) and Shoemaker. Mr. DeHaan emphasized and Dr. Morgan concurred that in no case were they talking about closing a school, especially with the current goals of the building program. It was also noted that none of the items were in a priority order. Mr. DeHaan felt it was important to also maintain an ongoing dialogue with the PTOs. Regarding classes at Emmaus HS, Mr. DeHaan pointed out that the district offers a variety of courses and questioned how much of the classroom usage is really one of number of students in the school vs. the variety of the program. Dr. Morgan said for the current enrollment she did not have the information but in the past, the information showed that there may not be more than one or two AP classes with less than 15 students. Mrs. Thompson said she liked the new Jefferson School and thought a similar model could be built on another site. Mr. DeHaan said that The Architectural Studio has cloned LMMS for another school district, adding that this suggestion was proposed by a citizen last year. He opened the discussion on Stage I. Ms. Gannon said she wanted to hear from Mr. Ballard. Mr. DeHaan informed her that Mr. Ballard would not be at the next meeting and he felt the Board needed to move on. She asked if he could provide input for a meeting. Mr. DeHaan said he was sure the Board would probably get input from Mr. Ballard and reiterated that the Board needed to move. Mrs. Thompson said she would like to move forward with the Eyer Project and the district fields and study the high school. In terms of the elementary schools, she did not feel they were the same priority, except for the air conditioning problem. She did not feel a new school was warranted. She also felt the traffic at LMMS should also be addressed. Mr. DeHaan asked if there was consensus to remove the item to build a new Lower Macungie Elementary School, and basically fold it into the ongoing. Ms. Fuller said she looked on the census website and found that there is a drop in live births in Lehigh County and in the state in the lower age level. Ms. Gannon said given the economic climate and everything else and, even though she also struggled with the equity issues, she did not support building another elementary school. She concurred with Eyer renovations, the athletic fields, and to look at the high school. Mr. Lucadamo said this is not a commitment to build a building, but to hire an architect to study the issue. He noted that the district has known about the three schools and that maybe it was time to look at the goals that were approved in 1995. He said that maintaining three schools may not be the goal. He said that collectively in elementary there may be the enrollment and it may warrant doing something. If it is put off now, then it will not be revisited for several more years. If the Board is not going to support going with Stage 1, he would like to see getting a study on how we are going to address the elementary situation. Mr. DeHaan pointed out that the Feasibility Study went into great depth on facility evaluation. Mr. Lucadamo said there are three elementary schools that have all kinds of problems and he was suggesting taking the three buildings and addressing them all at once. He said they all have program or facility deficiencies. He said perhaps there is an option of not addressing the three buildings but building a new building or going to another site. He did not feel the district could get the program or facility equity in all three buildings. Mr. Richwine said he agreed with the assessment that if it is removed from Stage 1 then it may not be addressed for several years. He asked what the time line was from the beginning of a project to the completion. Dr. Morgan said it could take up to 32 months to obtain approvals, bids, etc. Mr. Richwine felt that as long as the Board was not committing to building a building he felt the Board needed to go forward to start the process since it takes so long, knowing that any time it could be put on hold or if the space is needed it could be pushed forward. He felt Stage 1 should move forward with some process of building on the Lower Macungie site.

Dr. Morgan asked if there was a way to do something that has not been discussed and yet keep in place what people value most in those three schools. Mrs. Thompson said she appreciated what Mr. Lucadamo suggested about looking at Master Plan 6, questioning if the three buildings are needed. She felt that was a piece of what needed to be in the mix. Ms. Gannon expressed concern about going off in so many other directions. She talked about incurring architect fees. Dr. Morgan said she did not think the first questions were architectural but more dialogue and school and community issues. He personally would support building new Lower Macungie Elementary School. He felt the elementary constituency would feel the Board is stalling and not addressing equity. Stage I would mean getting started on one of these buildings now. He felt the Board could pull back later. Mr. Rhodes did not feel it should be put off since Lower Macungie Elementary School is where the growth is even if the enrollment does now show a larger school but a new facility. Mr. DeHaan interjected that his concern is that he is hearing a request for more reports and that, personally, he was reported out. He felt there were enough reports and now is the time to have someone look at the reports and come up with solutions to the problems. Mr. Robert said he felt Master Plan 6 should be opened up. The Board needs to address the following question: Are we going to keep the three schools in place or not? He felt there seemed to be agreement about the athletic fields and there seemed to be consensus on Eyer. Mr. Robert felt there should be more Board discussion on the three schools plus Shoemaker by getting some input from the three schools. Mr. DeHaan said it may be best to give the data to an architect with no rules and ask for the best solution. Mr. Lucadamo said the Master Plan 6 held the building program together. He felt Master Plan 6 should be closed since it is substantially completed. He said the remaining objectives to be reviewed to see if they are still feasible then provide that information to the architects who would stage the activities. He felt the Board should provide guidance on the objectives. It was ascertained that from the time the district recruits an architect until selection is approximately three months. Mr. DeHaan said the Board is not dropping any of the items and over the course of the next three months the Board can set direction. Dr. Morgan said fields and traffic could progress as well as the study of the high school. Dr. Morgan said she heard support for those items. In the meantime, there can be community dialogue. Mrs. Thompson said there had been an administrative retreat in her previous district to generate a solution for the problem. Dr. Morgan said there have been a number of meetings with the administrative staff.

Mr. Robert clarified the following items with the guidance of Mr. DeHaan and Dr. Morgan: To start the process for selecting an architect for Eyer; developing the athletic fields; working on a new plan; starting a study on the high

school; improving traffic patterns; and making the recommendations for the elementary schools. Mr. DeHaan said that over the course of the next four meetings the Board needs to wrap up what it wants to do with the master plan.

2. Release and Hold Harmless Agreement – Church Lane Upper Baseball Field – Attachment 7

Motion by Rhodes, Seconded by Lucadamo

RESOLVED, That the East Penn Board of School Directors authorize the Agreement with Lower Macungie Township to use the Church Lane Upper Baseball Field as described in Attachment 7.

Note: This agreement has been reviewed by the solicitor.

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

Aye: DeHaan, Fuller, Gannon, Lucadamo, Rhodes, Richwine, Robert, Thompson-----8

Absent: Ballard-----1

7. Board Policy

1. Policy 121, Field Trips – Attachment 8

Mrs. Thompson requested a change in the word “device” in the second sentence of the first paragraph. She felt that after reading the policy it was apparent that the principal approves the field trips with guidelines as opposed to the Central Office. Dr. Morgan said the final approval is granted by the Superintendent. Mrs. Thompson said she was curious about how many field trips are taken. Dr. Morgan said the information was in her update. It was then ascertained that the page with the field trips listed had not been included in the Information Packet. Mr. DeHaan interjected that the focus is on the policy. Mr. DeHaan asked if there was any objection to changing this item to a first reading of the policy. Hearing no objections, the policy will appear again for an interim reading. Mr. Rhodes asked about athletic trips, and sponsored and non-sponsored trips. Mr. DeHaan said the policy should include the definition of field trips. Ms. Gannon said academic competitions should also be defined. Mr. Robert thought the policy was clear that it delegated to the principals but the scope of the Superintendent did not appear clear. He felt there should be clarification of what portion of the policy related to field trips is the Board retaining and what portion is the Superintendent retaining. Mr. DeHaan said that in addition to athletic/academic trips there needs to be the intent. Mr. Lucadamo said he did not want to abdicate the Board’s policymaking function but felt the procedures could be delegated. This policy will be amended and brought back for a second reading at the November 12 meeting.

8. Business Operations

1. Approval of Bill List

Motion by Rhodes, Seconded by Lucadamo

RESOLVED, That the East Penn Board of School Directors approve the attached bill list, including the addendum, and that the Treasurer be authorized to issue checks and vouchers in the amounts indicated.

Treasurer’s Report

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

Per Capita Tax Exonerations

RESOLVED, That the East Penn Board of School Directors approve the following per capita tax exonerations:

Dennis Hinkel, Lower Macungie Township

Disability	2
Total Requested	2
Previous Exonerations	27
Total Current Year Exonerations	29
Previous Year’s Exonerations	1,555

William Weber, Upper Milford Township

Moved	23
Military	3
Deceased	3
Total Requested	29
Previous Exonerations	101
Total Current Year Exonerations	130
Previous Year’s Exonerations	620

Construction Fund Payments – Attachment 9

RESOLVED, That the East Penn Board of School Directors authorize the payment of funds listed on Attachment 9 from the appropriate Construction Funds.

Student Transportation Contract

RESOLVED, That the East Penn Board of School Directors approve the following transportation contract Effective October 29, 2001 for the remainder of the 2001-02 school year at a rate of \$.345 per mile

Parent	School
Lamont & Barbara Christman 2848 Rolling Green Place Macungie, PA 18062	Pathway School 162 Egypt Road Norristown, PA 19403

This is a supplemental contract. Parent will only be providing transportation from the residence to a transfer point on Tilghman Street in Allentown in the morning only.

Solicitorship

RESOLVED, That the East Penn Board of School Directors approve a fee of \$90.00 per hour for legal services, effective immediately.

Note: Current fee is \$80.00/hour.

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

Aye: DeHaan, Fuller, Gannon, Lucadamo, Rhodes, Richwine, Robert, Thompson-----8

Absent: Ballard-----1

9. Announcements

- Monday, October 22 7:30 p.m. -Board Meeting, Board Room
- Week of October 22 Spirit Week/Homecoming – Emmaus High School  
Red Ribbon/Drug Awareness Week
- Wednesday, October 24 7:00-9:00 p.m. -Elementary No-Bullying Program, Wescosville School Auditorium  
7:00 p.m. -Evaluation Form Committee Meeting, Superintendent's Conference Room
- Friday, October 26 6:00 a.m. -Senior Breakfast, EHS Cafeteria  
11:00 a.m. -Middle Schools Early Dismissal
- Monday, November 12 7:30 p.m. -Board Meeting, Board Room

10. Adjourn

There being no further business to come before the Board, the meeting was adjourned, upon motion, at 9:43 p.m.

Cecilia R. Birdsell  
Board Secretary



## ORDER OF BUSINESS

### 1. Call to Order; Pledge of Allegiance

President Jeffrey W. DeHaan called the meeting of the East Penn Board of School Directors to order at 7:30 p.m. in the Board Room located at 800 Pine Street, Emmaus, PA, followed by the Pledge of Allegiance.

Board Members Present: J. W. DeHaan, F. Fuller, E. Gannon, J. Lucadamo, S. Rhodes, T. Richwine, A. Thompson

Board Members Absent: C. H. Ballard, M. Robert

Solicitors Present: Marc Fisher, Esq. and Robert Magee, Esq., Worth, Magee, & Fisher

Board Treasurer: Gary Reigal

Board Secretary: Cecilia R. Birdsell

Superintendent of Schools: Dr. Alrita L. Morgan

President DeHaan congratulated the four candidates who were elected to the Board: Alan Earnshaw (who came to the meeting a little later and was introduced at that time), Francee Fuller, Sandy Rhodes, including Jeffrey W. DeHaan.

President DeHaan reflected on the eight years of service that Mr. Lucadamo has given to the East Penn community. Mr. Lucadamo's service began long before he was elected to the School Board. He was a coach in the then-East Penn Youth Association, and he served this district as a participating member of the Business Advisory Council of Emmaus High School. Mr. DeHaan remarked that some people may recall that eight years ago the school district was in political turmoil. East Penn was a laughing stock in the media and there was no respect. Mr. Lucadamo ran on a platform of reason, respect and responsibility and he was elected along with Fran Doviak, Beth Kriner, and Mr. DeHaan in November 1993. Immediately after he was sworn in on December 6, 1993, Mr. Lucadamo was unanimously selected as President of the Board – a position he served in for the next four years. It is very unusual for a freshman board member to lead the Board, but Joe did an outstanding job. His first year in office it was not unusual to have Board meetings which lasted well past midnight as he reinvigorated the administration with a renewed sense of responsibility. Decisions were well reasoned in the public Board meetings. Most importantly, Joe led by his example by showing respect for everyone with whom he came in contact. He eliminated the committee system and made sure that all board members participated in all discussions and had equal access to information. He was an active member of the first Strategic Planning Committee that laid the foundation upon which all district and Board decisions are ultimately based. He was a lecturer for a number of Pennsylvania School Board classes where he was able to pass on his skills as a board member to other Boards across the state. He was the Board's lead representative during contract negotiations where he helped to develop positive relationships between the Board and the four unions in the district. Mr. DeHaan noted that a recent PSBA Conference, one of the leaders of PSBA remarked that it was great to have East Penn back as a leader of education in the state and by making presentations to spread our accomplishments to other districts. Mr. DeHaan said this is the legacy that Joe takes with him as he leaves the Board. He was instrumental in getting everyone to work together to bring East Penn back. Mr. DeHaan thanked him for this and indicated he regretted his leaving. Mr. DeHaan said the Board respects his decision and wishes him well. Mr. Lucadamo received a round of applause and a standing ovation. Mr. DeHaan presented Mr. Lucadamo with a plaque depicting the school buildings and his years of service.

Mr. Lucadamo said he had been involved with the Board for over ten years, eight of them being as a seated board member. He wanted to take a few minutes to thank the support staff, Central Office staff and administration. He acknowledged Mr. Romano and Dr. Vater for their work with him on Strategic Planning and the many hours with Dr. Vater on contract negotiations. He thanked Attorney Fisher for his legal counsel as Solicitor; Mr. Reigal for his eye contact during the budget deliberations; and Miss Birdsell, who has many roles, and does an excellent job choreographing all aspects for the Board. He thanked Dr. Morgan, noting he thought she was one of the finest CEO's in the Lehigh Valley. He pointed out that he refers to her as a CEO rather than a Superintendent because she does run a rather large business. He commented on the fact that he ran on a platform of reason and respect and he hoped that he would be remembered as doing that. He said he would like to leave thinking that some of the decisions and actions that he did over the last eight years contributed to the positive climate. He said he felt he was leaving the district in good hands and commented on the level of professionalism. He accepted the well wishes of the Board and staff.

### 2. Request to Address the Board

Mr. Larry Temple, 1315 Hickory Road, Macungie spoke in support of the virtual charter schools. He asked the Board to reconsider its position. He spoke about his reasons for home schooling so he could provide the best education for his son, citing national statistics about international competitions in mathematics and the recent PSSA scores based on a newspaper article.

Mrs. Gretchen Laubach, 2120 Aster Road, Macungie asked the Board to consider doing something about Lower Macungie Elementary School and not putting it off. She has no complaints about the teachers or program but she moved to East Penn because of its reputation. She said the school was substandard. She supported a new K-5 elementary school and asked that board members should see the school during the day. Mrs. June Rodrigues-Ashmar, 2246 Chablis

Drive, Macungie expressed her concern about safety issues, adding that there were no smoke detectors or sprinklers in the classrooms. She noted that the school is not air conditioned and expressed her concern about the air quality. She cited other areas such as the Library, lavatories, no sinks in the classrooms, accessibility to the building, storage, and the quality of education with the growth in the district. She encouraged the Board to be more proactive and commended the Lower Macungie staff. Ms. Cynthia Sheaffer, 309 West Second Street, Alburdis submitted the attached letter listing the parent concerns about Alburdis Elementary School. She expressed concern that the determination is being based on enrollment numbers. She commented on equity issues. She spoke about redistricting and renovating to a K-5 school. Mr. Paul C. Calissi, 235 Flint Hill Road, Alburdis spoke about equity issues with Alburdis. He criticized putting athletics before the equity issues at Alburdis School. He did not feel that the environment at Alburdis was conducive to helping students excel.

Mrs. Jayme Kerr, 6340 Pinecrest Lane, Macungie spoke about developing the three elementary schools. She spoke about some of the provisions in Master Plan 6 and maintaining the goals. She claimed that students are not getting the good East Penn education. She encouraged the Board to give everyone the same education. Mr. Bud Going, 2313 Dubonnet Drive, Macungie spoke about his selection of East Penn and acknowledging the Board for the work that has done and the decisions that have been made. Referring to Lower Macungie Elementary School, he said he had toured the building and was very surprised. He spoke about renovating Alburdis and building a K-5 elementary for Lower Macungie Elementary School. He spoke about the planning that has been done and adding to the accomplishments of the district. He spoke about the growth rates in the developments, interest rates being extremely low, and concluded by thanking the Board for their service.

Mr. DeHaan said that he and Dr. Morgan had met with the PTO's at Alburdis and Lower Macungie and would be meeting with the Kings Highway parents this week.

3. Approval of Minutes

Motion by DeHaan, Seconded by Lucadamo  
RESOLVED, That the minutes of the October 22 Meeting of the East Penn Board of School Directors be approved.

This resolution was unanimously adopted by voice vote.

4. Report of the Superintendent of Schools – Dr. Alrita L. Morgan

1. Personnel

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

Resignations

Renee Urbanowicz, Study Hall Monitor at Emmaus HS, effective immediately (Attachment 1)  
Bethann Stengel, Teacher Aide at Wescosville School, effective immediately (Attachment 2)  
Catherine Spohn, Teacher Aide, effective October 26, 2001 (Attachment 3)  
Maryann Taliaferro, Remediation Assistant at Lower Macungie MS, effective November 20, 2001 (Attachment 4)

Appointment of Administrative Assistant to the Superintendent

That Dr. Herman Corradetti be appointed as Administrative Assistant to the Superintendent, effective October 22, 2001.

Appointment of Acting High School Principal

That Dr. Denise Torma be appointed as Acting Emmaus High School Principal, effective October 22, 2001 and that she be compensated at the rate of \$500/pay.

Approval of General Leave of Absence

That Mr. Alan Davis, Social Studies Teacher at Emmaus High School, be granted a General Leave of Absence, effective November 13, 2001.

Appointment of Administrative Assistant at Emmaus High School

That Mr. Alan Davis, Social Studies Teacher at Emmaus High School, be appointed as Administrative Assistant to the Principal at Emmaus High School, effective November 13, 2001 and that he be compensated at the rate of \$200 per pay.

Full-Time Substitute Teacher Appointments

Name/Address: Patricia A. Motaka  
 5771 Harwich Court, Emmaus  
 Education Level: B. S. Degree (1970)  
 Undergraduate School: Mansfield University  
 Certification: Instructional I, Home Economics  
 Effective: On or about January 25, 2002  
 Initial Assignment: Family & Consumer Science Department, Eyer MS  
 Opening created by Professional Development Leave for N. Davis  
 Experience: 9/89-6/90: Southern Lehigh SD  
 Salary: \$37,050 (Step A, Col. B, Year 1)

Name/Address: Claudia M. Risi  
 104 North Cedar Lane, Highland Park, PA 19082  
 Education Level: B. A. Degree (1990)  
 Undergraduate School: Millersville University  
 Certification: Instructional I, Spanish  
 Effective: On or about January 25, 2001  
 Initial Assignment: Spanish, Emmaus HS (Opening created by Childrearing Leave for J. Hess)  
 Experience: 8/92-6/98: Claymont (Delaware) SD  
 9/98-6/01: Upper Darby SD  
 Salary: \$37,050 (Step A, Col. B, Year 1)

Appointment of Health Room Aide

Name/Address: Pamela Deyscher-Blacker  
 920 Minesite Road, Wescosville  
 Effective: November 13, 2001  
 Initial Assignment: Shoemaker School, Health Room (Vacancy created by transfer of Health Room Aide.)  
 Salary: \$9.60/hour, 18.5 hours/week

Additions to the 2001-02 List of Per Diem Substitutes

Sherri Hines, Art	Elizabeth Parise, Remediation Assistant
Julienne Nohe, Spanish	Lori Anne Young, Remediation Assistant
Janine Clarke, Science	
Allison Evans, Speech	Helen Schwartz, Teacher Aide
Amy Lakits, Speech	
Patricia Motaka, Home Economics	
Claudia Risi, Spanish	
Janet Brydan, Mathematics	
Michelle Wiley, Mathematics	
Sarah Lawhon, Mathematics	
Helen Schwartz, School Nurse	
David Ackerman, Social Studies	
Joseph Morrison, Social Studies	
Roland Jacobus, Social Studies	
Joe Licousi, Social Studies	

Marlene Moser, Guest Teacher  
 Lauren Geschel, Guest Teacher  
 John Sitaras, Guest Teacher

Change in Employment Status

Employee	From	To
Kathryn Barnes Speech Teacher (New Speech Correction Position)	Full-Time Substitute	Temporary Professional

Kim Washburn, Teacher Aide Macungie School (New Special Ed Position)	25 hours/week	31 hours/week
Carrie Petrovich Teacher Aide, Wescosville School (New Special Ed Position)	12.5 hours/week Wescosville School	30 hours/week Wescosville School
Amy Davis Teacher Aide (Resignation of C. Spohn)	12.5 hours/week Lincoln	32.5 hours/week Lower Macungie MS

Co-Curricular Advisors

Donna Wolf	Intramural Basketball	\$23.33/Session-6 Sessions
Olive Haupt	Crafts	\$23.33/Session-5 Sessions
Nancy Davis	Crafts	\$23.33/Session-5 Sessions
Randy Ziegenfuss	Technology Club	\$23.33/Session-6 Sessions
George Mack	Technology Club	\$23.33/Session-6 Sessions
Robert Bogwist	7 <sup>th</sup> & 8 <sup>th</sup> Girls Basketball Lower Macungie MS	\$3,424
Nancy Carr	Assist. Girls Swimming Coach	\$2,839.20

Appointment of Supervisor of Special Education

Name/Address: Lynn B. Brinckman  
1022 Ziegler Road, East Greenville

Education Level: B. S. Degree (1984)  
M. Ed. Degree (2000)

Undergraduate School: Kutztown University

Graduate School: Penn State University

Certification: Supervisory I, Supervisor of Special Education

Effective: On or about Mid-January 2002

Assignment: Supervisor of Special Education (New Position)

Experience: 2/00-01: Pottstown SD  
9/95-00: Brandywine Heights SD  
9/85-2/86: Central Bucks SD  
9/84-6/85: St. Philip Neri School, East Greenville

Salary: \$79,000 for 18 months

Appointment of Professional Employee

Name/Address: Janet R. Bryden  
1307 Brassie Street, Wescosville

Education Level: B. S. Degree (1974)

Undergraduate School: Louisiana State University

Certification: Instructional II, Mathematics

Effective: Upon Release from Lehigh Career & Technical Institute

Assignment: Mathematics, Emmaus HS (Vacancy created by resignation of B. Stoudt)

Experience: 10/94-11/01: Lehigh Career & Technical Institute

Salary: \$44,075 (Step G, Col. M, Year 7)

Educational Conferences – Attachment 5

That the East Penn Board of School Directors approve the expenses for the individuals attending the educational conferences listed on Attachment 5.

Mrs. Thompson noted that three new special education people had been hired this evening and that it was not uncommon to seeing special education hirings at almost every meeting.

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

Aye: DeHaan, Fuller, Gannon, Lucadamo, Rhodes, Richwine, Thompson-----7  
Absent: Ballard, Robert-----2

5. Facilities

1. Approval of Change Orders - Emmaus HS Project

Motion by Lucadamo, Seconded by Rhodes

RESOLVED, That the East Penn Board of School Directors approve the following Change Orders for the Emmaus High School Project with Worth & Company, Inc., Plumbing and HVAC Construction:

P-9	Sprinkler Service	\$12,577.60
	Provide DW Hook-up in Home EC and Pump	1,687.75
	Deduct unused unit costs	-( 257.00)
	Total	\$14,008.35
H-8	Deduct Unused Unit Cost	-(5,955.00)

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

Aye: DeHaan, Fuller, Gannon, Lucadamo, Rhodes, Richwine, Thompson-----7  
Absent: Ballard, Robert-----2

2. Building Program Discussion

Dr. Morgan said letters regarding an RFP for an architect had been mailed and it is anticipated that there will be a Board selection in January. An architect is necessary for any building project. We are working on the engineer design for the athletic fields. Mr. Reigal discussed the district does have the borrowing capacity and there have been contacts with the Bond Counselor and financial advisors concerning the timing and feasibility of doing bonds in the near future along with some refinancing issues in March or April. It is estimated that doing these refinancings could save approximately one million dollars. Mr. Reigal said that we would not jeopardize those savings by borrowing funds at the wrong time and Attorney Wood will be looking at that closely. There could be a resolution at the December 10 meeting.

Mr. DeHaan commented on the lengthy report he had written after Dr. Morgan and he meet with Kings Highway parents and he will see that a copy is forwarded to each of the buildings. At the last Board Meeting, the Board set out a three-month time line where an architect would be selected by the end of January. Also, at that meeting, there was significant interest by the Board to re-examine priorities and guidelines that formed Master Plan 6. Mr. DeHaan said it was his recommendation to hold a Committee-of-the-Whole Meeting, following the Reorganization Meeting on December 3. At the Committee-of-the-Whole Meeting, the Board could develop, maintain, or revise the guidelines for Master Plan 6. If we can come to agreement on the guidelines, then the decision making process should be easy. He asked for consensus from the Board to hold a Committee-of-the-Whole Meeting at 8:00 p.m., following the Reorganization Meeting on December 3. The purpose of the committee meeting is to develop guidelines and then approve or modify them at the December 10 Board Meeting. Ms. Gannon agreed to the meeting and asked for the following information: 1. Number of walkers for different schools (Lower Macungie, Kings Highway, Albatross) 2. District map where students are being sent; 3. What conditions have to be met for projects to be reimbursed, specifically if two schools are consolidated into one. 4. Survey parents of students attending the three elementary schools; and 5. Get further information on neighborhood schools such as number of walkers, neighborhood impact, etc. Mr. DeHaan indicated that back in 1993-94, neighborhood schools were defined as all the existing schools. Mrs. Thompson said that she agreed with having a Committee-of-the-Whole meeting. She questioned whether parents would be interested in moving to another elementary school. She also commented on turning Lower Macungie Elementary School into administrative space to accommodate increases at the high school. She felt Albutis was a neighborhood school, having 70% walkers. Mr. DeHaan summarized that the Committee-of-the-Whole Meeting is to establish guidelines for a Master Plan.

6. Business Operations

1. Approval of Bill List

Motion by Lucadamo, Seconded by Rhodes

RESOLVED, That the East Penn Board of School Directors approve the attached bill list, including the addendum, and that the Treasurer be authorized to issue checks and vouchers in the amounts indicated.

Budget Transfers for Per Pupil Re-Allocation – Attachment 6

RESOLVED, That the East Penn Board of School Directors authorize the budget transfers described in Attachment 6.

Binder Estate Bequest – Attachment 7

RESOLVED, That the East Penn Board of School Directors acknowledge the receipt of a bequest from the Estate of John C. Binder as described in Attachment 7.

Per Capita Tax Exonerations

RESOLVED, That the East Penn Board of School Directors approve the following Per Capita Tax exonerations:

Dennis Hinkel, Lower Macungie Township

Student/Low Income	2
Low Income	2
Total Requested	4
Previous Exonerations	29
Total Current Year Exonerations	33
Previous Year's Exonerations	1,555

Construction Fund Payments – Attachment 8

RESOLVED, That the East Penn Board of School Directors authorize the payments from the appropriate Construction Funds as described in Attachment 8.

Requests for the Use of Facilities

RESOLVED, That the East Penn Board of School Directors grant permission for the use of facilities as described below. These are Group V organizations and will be charged the appropriate rental fees:

Lehigh Valley Couturiere Society, 815 Kern Street, Bethlehem requests permission to use the Emmaus HS Auditorium and classrooms on April 15, 2002 for rehearsal and April 16, 2002 for a Fashion Show.

- \$91.00 per hour rental fee (rehearsal)
- \$97.00 per hour rental fee (show)
- \$14.00 per hour classroom rental fee

One Policeman for general surveillance and parking lot duty.

Patricia Bostick School of Dance, 431 North 31<sup>st</sup> Street, Allentown requests permission to use the Lower Macungie Middle School Auditorium for a dance rehearsal and recital on April 10, May 2, and May 4.

- \$91.00 per hour rehearsal fee
- \$97.00 per hour recital fee
- \$14.00 per hour classroom use
- \$28.60 per hour stage manager fee
- \$ 5.15 per hour stage hand fee
- \$28.60 per hour custodial fee

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

Aye: DeHaan, Fuller, Gannon, Lucadamo, Rhodes, Richwine, Thompson-----7  
Absent: Ballard, Robert-----2

2. Cyber Charter Schools/Einstein Academy – Deny Payment

Motion by Rhodes, Seconded by Lucadamo  
RESOLVED, That the East Penn Board of School Directors deny the request of the Einstein Academy or any other cyber charter school to pay their bill and direct the administration to inform the cyber charter school that the East Penn School District will not pay the bill; and,

be it further

RESOLVED, That if the Department of Education informs the East Penn School District that it will be withholding a state subsidy to pay the bill, then the East Penn School District shall demand an appropriate administrative hearing.

Mr. DeHaan said he would support this motion. He did not believe that cyber charter schools were necessarily bad but there needed to be more correct parameters legislated. At this point, the district has received a bill for nine students to attend the Einstein Academy at a cost of \$6,000/student. It will not cost the cyber school that much to

educate a child. In Beaver County, the Court has ruled that there are a number of violations against Einstein Academy and they may lose their charter. Ms. Gannon indicated that she felt the schools would fulfill a need for some students. Mr. DeHaan noted that the bills for this cyber charter school was not received until July, well after the time the budget had been prepared and adopted.

These resolutions were duly adopted by the following roll call vote:  
Aye: DeHaan, Fuller, Gannon, Lucadamo, Rhodes, Richwine, Thompson-----7  
Absent: Ballard, Robert-----2

7. Announcements

Monday, November 12 6:30 p.m. -CLEAR Session (Litigation, Personnel, Negotiations)  
7:30 p.m. -Board Meeting  
Week of November 12 Elementary Parent-Teacher Conferences, Early Dismissal  
Condensed Kindergarten Schedule  
November 15, 16, 17 8:00 p.m. -LMMS Play, "Headed for the Hills"  
November 17 9:00 a.m. -2:00 p.m. -Eyer Chili Cook-off/Craft Fair  
November 22-26 Thanksgiving Holiday – Schools and Offices are closed.  
November 28 7:30 p.m. -EHS Fall Sports Award Program, Auditorium  
Monday, December 3 7:30 p.m. -Board Reorganization Meeting  
8:00 p.m. -Committee-of-the-Whole Meeting  
Monday, December 10 7:30 p.m. -Board Meeting, Board Room

Mr. DeHaan commended the students and staff who were involved with staging "The Crucible" at Emmaus High School on Thursday, Friday, and Saturday.

8. Adjourn

There being no further business to come before the Board, the meeting was adjourned, upon motion, at 8:35 p.m.

Cecilia R. Birdsell, Board Secretary

EAST PENN SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
REORGANIZATION & GENERAL BUSINESS MEETING

December 3, 2001

7:30 p.m.

Board Room  
800 Pine Street, Emmaus, PA

1. Call to Order; Pledge of Allegiance

Board Secretary Cecilia R. Birdsell called the Reorganization Meeting of the East Penn Board of School Directors to order at 7:30 p.m. in the Board Room located at 800 Pine Street, Emmaus, PA followed by the Pledge of Allegiance.

Board Members Present: C. H. Ballard, J. W. DeHaan, A. C. Earnshaw, F. E. Fuller, E. Gannon, S. Rhodes, T. Richwine, M. Robert, A. Thompson

Board Secretary: Cecilia R. Birdsell

Board Treasurer: Gary Reigal

Superintendent of Schools: Dr. Alrita L. Morgan

Press Present: Cheryl Baker, East Penn Press Reporter  
Kathleen Parrish, Morning Call Reporter

2. Election of President Pro Tempore

Miss Birdsell called for nominations for President Pro Tempore. The following nomination and motion was introduced:

Motion by Thompson, Seconded by Robert  
RESOLVED, That Charles Ballard be named President Pro Tempore.

This resolution was unanimously adopted by voice vote.

3. Oath of Office

President Pro Tempore Charles Ballard administered the Oath of Office to the following elected board members and they took their places at the Board table:

Jeffrey W. DeHaan  
Alan Earnshaw  
Francee Fuller  
Samuel F. Rhodes, III

4. Election of President

Mr. Ballard asked for nominations for Board President. The following nomination and motion was introduced:

Motion by Thompson, Seconded by Rhodes  
RESOLVED, That Jeffrey W. DeHaan be elected as President.

The nominations were closed. This resolution was unanimously adopted by voice vote.

5. Election of Vice President

President DeHaan asked for nominations for Vice President. The following nomination and motion was introduced:

Motion by Richwine, Seconded by Ballard  
RESOLVED, That Ann L. Thompson be elected as Vice President.

The nominations were closed. This resolution was unanimously adopted by voice vote.

6. Setting Time and Place of Board Meetings

Motion by Rhodes, Seconded by Ballard  
RESOLVED, That the East Penn Board of School Directors shall meet in regular session in the Board Room located in the Administrative Offices Building, 800 Pine Street, Emmaus, PA at 7:30 p.m. on the second and fourth Monday of each month in 2002, unless advertised otherwise:

January 14, 28

July 8



February 11, 25  
March 11, 25  
April 8, 22  
May 13  
June 10, 24

August 12, 26  
September 9, 23  
October 14, 28  
November 11  
December 2, 9

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

Aye: Ballard, DeHaan, Earnshaw, Fuller, Gannon, Rhodes, Richwine, Robert, Thompson-----9

7. Designation of Newspapers of General Circulation for Advertising Purposes

Motion by Rhodes, Seconded by Ballard

RESOLVED, That the East Penn Board of School Directors designate the Morning Call 101 North Sixth Street, Allentown, PA as the primary newspaper of general circulation for advertising purposes and the East Penn Press as the secondary newspaper for advertising purposes during the 2002 calendar year.

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

Aye: Ballard, DeHaan, Earnshaw, Fuller, Gannon, Rhodes, Richwine, Robert, Thompson-----9

8. Appointments

President DeHaan announced the following appointments:

- Carbon Lehigh Intermediate Unit – Board of Directors – Terry Richwine
- Lehigh Career & Technical Institute-Joint Operating Committee-Ann Thompson, Samuel F. Rhodes, III, Terry E. Richwine, Francee E. Fuller, Jeffrey W. DeHaan (alternate)
- Legislative Chairperson; PSBA Region 8 Representative (Meets once a Year)-Charles H. Ballard

9. Authorization to Refinance Series of 1995 Bonds

Motion by Ballard, Seconded by Rhodes

RESOLVED, That the East Penn Board of School Directors authorize the administration to work with Public Financial Management, as financial advisor, in conjunction with the issuance of General Obligation Bonds, for the purpose of refunding the School District's General Obligation Bonds, Series of 1995.

Mr. Reigal explained that this action is being suggested to take advantage of the low interest rates. There is a potential saving of \$612,000.

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

Aye: Ballard, DeHaan, Earnshaw, Fuller, Gannon, Rhodes, Richwine, Robert, Thompson-----9

10. Requests to Address the Board

Mr. John Haberern, 4791 Skytop Drive, Emmaus; Richard Alleger, 6901 Sell Road, Zionsville; Donald Frazier, 4989 Celia Drive, Wescosville; Mike Brusko, 6563 Sweetbriar Lane, Zionsville; and Peter Cleff, 3248 Sequoia Drive, Macungie spoke in support of the athletic fields plan that would provide field space for district teams that are currently using municipal and youth associations fields. Mr. DeHaan indicated that the plan and discussion about the athletic fields would not be taking place this evening. All speakers indicated that they understood the issues involved with balancing athletic/sports facilities space with the educational needs of students.

11. Announcements

Monday, December 3	8:00 p.m. -Committee-of-the-Whole Meeting Board Room
Monday, December 10	7:30 p.m. -Board Meeting, Board Room

12. Adjourn

There being no further business to come before the Board, the meeting was adjourned, upon motion, at 7:55 p.m.

Cecilia R. Birdsell, Board Secretary

ORDER OF BUSINESS

1. Call To Order; Pledge of Allegiance

President Jeffrey W. DeHaan called the meeting of the East Penn Board of School Directors to order at 7:40 p.m. in the Board Room located at 800 Pine Street, Emmaus, PA, followed by the Pledge of Allegiance.

Board Members Present: C. H. Ballard, J. W. DeHaan, A. C. Earnshaw, F. E. Fuller, E. Gannon, S. Rhodes,  
T. Richwine, M. Robert, A. Thompson  
Board Solicitor: Marc S. Fisher, Esq., Worth, Magee & Fisher  
Board Treasurer: Gary Reigel  
Board Secretary: Cecilia R. Birdsell  
Superintendent of Schools: Dr. Alrita L. Morgan  
Press Present: Corrinne Durdock, East Penn Press Reporter  
Kathleen Parrish, Morning Call Reporter

2. Recognitions:

-Mrs. Julia Brooks, President, Friends of the Emmaus Public Library Board

Mrs. Brooks presented a Certificate of Appreciation to Dr. Alrita L. Morgan for the "invaluable assistance rendered by the East Penn School District" in distributing flyers and providing space for the annual book sale. Dr. Morgan accepted the Certificate on behalf of the district, acknowledging the contributions made by Ms. Francee Fuller, Board Member, and Miss Birdsell, Board Secretary.

-Presentation of PA Registered School Business Official Professional Registration to Mrs. Debra Surdoval, Assistant Director of Business & Fiscal Affairs

President DeHaan and Dr. Morgan presented the PASBO Professional Registration Certificate to Mrs. Debra Surdoval, Assistant Director of Business and Fiscal Affairs, in recognition of her completion of professional development programs and her commitment to keep her management and technical skills updated. Mrs. Surdoval thanked the Board for their support.

3. Requests to Address the Board

Mr. Mike Brusko, 6563 Sweetbriar Lane, Zionsville, PA spoke in support of upgrading and the investment in athletic facilities. Mrs. Laura Goldy, 4558 Queens Lane, Zionsville who is also the Kings Highway PTO President, spoke about her active involvement with both Kings Highway and Shoemaker School. She said she would strongly recommend closing Kings Highway School and making Shoemaker School a K-5 building. She spoke about the advantages that are offered in a K-5 building, noting a request for parent volunteers to tutor students at Kings Highway as opposed to on-campus remedial services. She clarified that she was not speaking as the Kings Highway PTO President this evening, acknowledging there are various opinions among the parents about the viability of the school.

4. Approval of Minutes

Motion by , Seconded by  
RESOLVED, That the East Penn Board of School Directors approve the minutes for the Committee-of-the-Whole Meeting held on December 3, 2001 and the Board Meeting held on December 10, 2001.

This resolution was unanimously adopted by voice vote.

5. Report of the Superintendent of Schools – Dr. Alrita L. Morgan

1. Personnel

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

Resignations

-Tracey Stark-Baldere, Mathematics Teacher at Emmaus HS, effective January 16, 2002  
(Attachment 1)

-Kelly E. Link, Health Room/Office Aide at Lincoln School, effective January 15, 2002  
(Attachment 2)

-Brenda J. Delly, Health Room Aide at Lower Macungie MS, effective January 17, 2002  
(Attachment 3)

Wendy Mancini, Teacher Aide at Shoemaker School, effective immediately  
(Attachment 4)

Ann Turoczy, Teacher Aide at Lincoln School, effective immediately  
(Attachment 5)

Beverly Spangler, Food Service Department at Jefferson School, effective immediately  
(Attachment 6)

Judith A. Avalon, Food Service Department at Shoemaker School, effective immediately  
(Attachment 7)

Request for Childrearing Leave

Employee: Elizabeth Dobbs, Elementary Teacher  
Effective: January 10, 2002

Security Specialist Appointment (New Appointment)

Name/Address: Dr. Frank J. Stavish  
9551 Landis Lane, East Greenville 18041

Education Level: B. A. Degree (1968)  
M. A. Degree (1974)  
Ph.D. Degree (1987)

Undergraduate School: Fairfield (CT) University

Graduate School: Temple University

Experience: 1/80-4/00: Federal Bureau of Investigation  
1972-79: LaSalle University  
1970-72: PA Board of Probation & Parole

Effective: January 28, 2002  
Salary: \$39,000

Secretarial Appointment

Name/Address: Kelly Link  
6224 Ridge Road, Zionsville

Effective: January 15, 2002

Assignment: Emmaus HS – Athletic Office (Vacancy created by resignation of Nicole Bako)

Salary: \$21,800 (35 hours/week)

Teacher Aide Appointments

Name/Address	Assignment	Effective	Salary
Cynthia Shoff 5561B N. Walnut Street	Shoemaker School (Vacancy created by resignation of W. Mancini)	1/2/02	\$9.60/hour 12.5 hrs./wk.

Macungie

Lynn Baxter 4524 Queens Lane Zionsville	Lincoln School (Vacancy created by resignation of A. Turoczy)	12/13/01	\$9.60/hour	12.5 hrs./wk.
Dena C. Jaindl 36 Greenwich Street Kutztown 19530	Emmaus HS (Vacancy created by resignation of P. Stauffer)	1/16/02	\$9.60/hour	31.25 hrs./wk.
Kim Kotch 4229 Salem Drive Emmaus	Lincoln School (Vacancy created by transfer of A. Davis)	1/15/02	\$9.60/hour	12.5 hrs./wk.

Instructional Support Assistant

Mary Martorelli 4435 Driftwood Avenue Allentown 18103	District New Position	12/11/01	\$10.85/hour	6 hrs./wk.
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Food Services Department

Marie Knauss 7341 Carls Hill Road Zionsville	Emmaus HS Part-Time Assistant (Vacancy created by resignation of B. Kleckner & transfer of S. Hennelly)	1/15/02	\$9.10/hour	18.75/hrs./wk.
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2001-02 Additions to the List of Per Diem Substitutes

Christopher Ritter, Mathematics	David Schlonecker, Science
Susan Coffey, Special Education	Jamie Williams, Elementary
Sarah Townsend, Early Childhood	

Denise Christman, Teacher Aide

Food Services Department

Gwen Caton	Frances Greason	Heather Kester	Joyce Mohr
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Co-Curricular Advisors

Tiffany Reed	Emmaus HS, Indoor Guard	\$1610, Clubs A, B, & D
Deb Suessmuth	Girls Marine Fitness	\$420.00, Club B
	Boys Marine Fitness	\$841.00, Club C

Educational Conferences – Attachment 8

That the East Penn Board of School Directors approve the expenses for the individuals attending the educational conferences listed on Attachment 8.

In response to questions raised by Mrs. Thompson and Ms. Gannon, Dr. Morgan explained that the Security Specialist appointment is primarily responsible for monitoring after-school activities because of the lack of staff in the buildings at that time. His first task will be an analysis of procedures. Dr. Morgan said the district is fortunate to have someone with the level of expertise of Dr. Stavish. Further questions were brought up under the Five Year Budget Model.

Lehigh Valley Interscholastic Athletic Conference

RESOLVED, That the East Penn Board of School Directors endorse the agreement to join the Lehigh Valley Interscholastic Athletic Conference effective with the 2002-03 school year.

These resolutions were duly adopted by the following roll call vote:  
Aye: Ballard, DeHaan, Earnshaw, Fuller, Gannon, Rhodes, Richwine, Robert, Thompson-----9

Dr. Morgan introduced Ms. Lynn Brinckman, Supervisor of Special Education, whose primary focus will be the elementary schools. Ms. Brinckman introduced herself to the Board.

6. Education

1. Summer Learning Adventures Program – Attachment 9

Motion by Gannon, Seconded by Thompson  
RESOLVED, That the East Penn Board of School Directors approve the Summer Learning Adventure Program as described in Attachment 9.

Mrs. Thompson commented on the positive elements of this program. Mr. Ballard commended the staff for developing the program.

This resolution was duly adopted by the following roll call vote:  
Aye: Ballard, DeHaan, Earnshaw, Fuller, Gannon, Rhodes, Richwine, Robert, Thompson-----9

7. Policy

-First Reading: Board Policy 662, Capitalization (New Policy) – Attachment 10

Dr. Morgan indicated that this policy has come forth due to the changes in law and asset management. Mr. Reigal explained that this is the first step to achieving GASBE 34 requirements. Mr. Ballard suggested including capital improvement plans in these procedures. Ms. Fuller asked about what happens with real estate depreciation at the end of a period. Mr. Reigal said that assets owned by the district, such as a school, will be placed on the books at some appraised value and will be depreciated and, at the end of the period, it will have a zero book value. It will not change the way the Board looks at the budget. Mr. Reigal said every school district in the country will be following these requirements since it is a federal regulation.

8. Facilities

1. Approval of Goals for Master Plan 2002 – Attachment 11 & 11A (Revised)

Motion by Thompson, Seconded by Gannon  
RESOLVED, That the East Penn Board of School Directors approve the Master Plan 2002 Goals.

Mr. DeHaan reviewed the process for developing these goals, noting Dr. Morgan and the staff will take the goals and apply them to the Feasibility Study and come with a recommendation to the next Board Meeting. He indicated that the Board would also try to appoint an architect at the next Board Meeting. Mr. Richwine commented on the Alburtis School and whether Goal 7 allows for flexibility. Ms. Gannon and Mr. Robert submitted some editorial changes that were affirmed by the Board. (The minutes reflect these editorial changes.)

These resolutions were duly adopted by the following roll call vote:  
Aye: Ballard, DeHaan, Earnshaw, Fuller, Gannon, Rhodes, Richwine, Robert, Thompson-----9

2. Site Improvements/Fee Schedule –Attachment 12

Mr. DeHaan amended the motion to include “field and traffic” site improvements.

Motion by Gannon, Seconded by Rhodes

RESOLVED, That the East Penn Board of School Directors authorizes the Administration to work with the Solicitor and Liberty Engineering to develop field and traffic site improvements and submit plans for the same to the appropriate governmental bodies for the following projects:

1. Emmaus High School
2. Wescosville Elementary School
3. Macungie, Shoemaker and Eyer School Complex
4. Lower Macungie Middle School Complex

and,

be it further

RESOLVED, That the East Penn Board of School Directors approve the 2002 fee schedule with Liberty Engineering and further direct the Solicitor to prepare formal contracts with Liberty Engineering, subject to Board approval, once the scope of the foregoing projects is determined.

Dr. Morgan explained the motion is to have an engineering firm look at site improvements that may be brought forward to the Board. This resolution also approved Liberty Engineering as the firm of record. Dr. Morgan said what will be coming up are some field and traffic improvements. The Board would not be approving this work based on the resolution. This resolution will provide direction and the possibility of moving forward with the plans. Architects would not be needed for the traffic and field improvements. The actual contracts would come back to the Board for action. The field improvements are a multi-year plan. Mr. Ballard said some parts of the resolution were unusual in that a cost not to exceed was not part of the motion. Mr. DeHaan said the resolution does approve a fee schedule and then the more specific contract would be prepared by the solicitor and would come back to the Board. Dr. Morgan pointed out that the whole project has not been planned, only the preliminary work. Mr. Ballard said that funds could be generated by just providing the scope and suggested again that a cap on costs be included. Ms. Fuller said her understanding of the motion is that it is the Board’s intention to work with Liberty Engineering and then for each project there will be a proposal. Within the proposal, there is a scope and the scope talks about how many hours and the costs involved. Mr. Robert questioned the part of the resolution dealing with submitting plans for appropriate government bodies and he agreed there should be a limit on the dollar value. Dr. Morgan said the projects stated are not fully approved plans. She suggested that \$20,000 be the “not to exceed cost”. This would allow Liberty Engineering to move forward to develop the traffic pattern. A motion to amend the resolution to include “Not to exceed \$20,000” was moved and seconded.

Motion by Ballard, Seconded by Robert

RESOLVED, That the East Penn Board of School Directors authorizes the Administration to work with the Solicitor and Liberty Engineering to develop site improvements not to exceed \$20,000 and submit plans for the same to the appropriate governmental bodies for the following projects:

1. Emmaus High School
2. Wescosville Elementary School
3. Macungie, Shoemaker and Eyer School Complex
4. Lower Macungie Middle School Complex

and,

be it further

RESOLVED, That the East Penn Board of School Directors approve the 2002 fee schedule with Liberty Engineering and further direct the Solicitor to prepare formal contracts with Liberty Engineering, subject to Board approval, once the scope of the foregoing projects is determined.

Mr. Fisher indicated that there might be site improvements that are in addition to field and traffic, such as renovations. There was a friendly amendment to remove “field and traffic.” Dr. Morgan said this would allow the administration to go forward and come back with more details. Liberty Engineering has already worked out the costs for the fields at no cost to the district. The resolution allows the district to go forward enough to get the approvals and to have them reviewed by the townships. Mr. Fisher indicated that the intention was to present the projects to the Board for its reaction and then go to the local Planning Commissions. Mr. Earnshaw questioned what the district would be moving forward when the Board has not approved the projects or the priority order. Dr. Morgan said it would mean moving forward to make a recommendation and to put a price on it and to see if it is a feasible project. Mr. Earnshaw clarified that this is an ongoing feasibility study to review plans and options that the Board would consider. Dr. Morgan said this would be the preliminary work before it is actually done. Mr. Robert suggested that the motion be amended. Dr. Morgan explained that by going to the appropriate governing bodies the district could ascertain if the Township would approve the plans. This is like a puzzle because one part has implications for another part. The district needs to know what objections there would be before going for the approvals and not find out later on. Mr. Fisher said the reason the resolution was suggested this way was to present it to the Board as a sketch plan and depending on the Board’s reaction the plan would be sent on for input from the Planning Commissions. It could be done in two resolutions. Mr. DeHaan asked if the Board could act on the second part of the resolution and then bring another resolution back to the Board on the projects. The following motion was presented:

Motion by Robert, Seconded by Ballard.

RESOLVED, That the East Penn Board of School Directors approve the 2002 fee schedule with Liberty Engineering and further direct the Solicitor to prepare formal contracts with Liberty Engineering, subject to Board approval, once the scope of the following projects is determined and at a cost not to exceed \$20,000:

1. Emmaus High School
2. Wescosville Elementary School
3. Macungie, Shoemaker and Eyer School Complex
4. Lower Macungie Middle School Complex

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

Aye: Ballard, DeHaan, Earnshaw, Fuller, Gannon, Rhodes, Richwine, Robert, Thompson-----9

3. Informational: PLANCON PART K: Project Refinancing – Attachment 13

It is required that this document and appended materials be entered into the minutes of a Board Meeting.

8. Business Operations

1. Bill List Approval

Motion by Earnshaw, Seconded by Robert

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.

Authorization to Refinance Series of 1997 and 1997 AAA

RESOLVED, That the East Penn Board of School Directors authorize the administration to work with Public Financial Management as financial advisor, in conjunction with the issuance of General Obligation Bonds, for the purpose of refunding the School District’s General Obligation Bonds, Series of 1997 and 1997AAA.

Per Capita Tax Exonerations

RESOLVED, That the East Penn Board of School Directors exonerate the following tax collectors for the reasons stated:

Dennis Hinkel, Lower Macungie Township

Student/Low Income	4	
Total Requested	4	
Previous Exonerations		428
Total Current Year Exonerations		432
Previous Year's Exonerations		1,555

Laurie Oswald, Borough of Macungie

Moved	166	
Military	2	
Deceased	6	
Duplicates	4	
Paid Elsewhere	2	
Total Requested 180		0
Previous Exonerations		180
Total Current Year's Exonerations		521
Previous Year's Exonerations		

William Weber, Upper Milford Township

Moved	56	
Student/Low Income	2	
Disability/Low Income	1	
Military	2	
Deceased	1	
Duplicate	1	
Turned over Delinquent	208	
Total Requested	271	
Previous Exonerations		130
Total Current Year's Exonerations		401
Previous Year's Exonerations		620

Pupil Transportation Contract Revision

RESOLVED, That the East Penn Board of School Directors approve a revision of the Pupil Transportation contract with Kelly Platz from \$60.00 per day to \$80.00 per day, effective December 10, 2001 to reflect additional responsibilities.

Facility Rental Request

RESOLVED, That the East Penn Board of School Directors grant permission for Victory Fitness & Dance Center, 4350 Chestnut Street, Emmaus to use the Eyer Middle School Auditorium for a dance rehearsal and recital on June 7, 2002 from 4:30 to 8:30 p.m. and June 8, 2002 from 4:00 to 9:00 p.m. This is a Group V organization and will be charged the following rental fees:

\$91.00 per hour rehearsal fee  
\$97.00 per hour recital fee  
\$28.60 per hour custodial fee  
\$28.60 per hour stage manager fee  
\$ 5.15 per hour stage hand fee

Construction Fund Payments – Attachment 14

RESOLVED, That the East Penn Board of School Directors authorize the payments from the appropriate Construction Funds as listed on Attachment 14.

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

Aye: Ballard, DeHaan, Earnshaw, Fuller, Gannon, Rhodes, Richwine, Robert, Thompson-----9

2. EPSD Five-Year Budget Model – Discussion

Dr. Morgan indicated that the information is very preliminary in the year to get a handle on this but it is not too early to start looking at trends and what people projected for the next few years to capture the whole picture. The real focus is going to be with the major issues and costs. Mr. Reigal said the decisions that are made each year with the current budget also impact on future budgets. If the Board looks at the bigger picture first then the uncertainty can be eliminated. He noted that the assessed value growth, debt service payments, and requests for personnel are areas that are analyzed. Something new is the retirement fund contribution. He explained that the funding sources for the district as follows: 73% from local revenue sources; 22% from the state sources; 1% from federal sources; and 4% from fund balance. Mr. Reigal pointed out that 62% of the budget comes from real estate taxes. He explained that Lehigh County sends interim tax growth statements to the district in July, January, and November. According to the November statements, growth was higher than last year, which was a record year (up 20 million dollars), and this year the growth is up 26 million dollars. The November statement included Walmart and Wingate that came on the records in July for a total of 6 million dollars. East Penn's assessed growth has increased 41 million dollars. The interim taxes for January will be received in about a week. Referring to the debt service payments, Mr. Reigal remarked that the district has refinanced four bond issues and there is another one coming up at the next meeting. The district has saved 1.451 million dollars by refinancing. Next year our portion of the debt service for LCTI's 50 million-dollar project will be phased in to the budget. Mr. Reigal reported that after 13 years a significant part of East Penn's debt will level off. He commented on the retirement contribution and how the state shares in that area. However, the total amount of increase is included in the budget. In 1990-91, the rate was 19% and now it is down to 1.09% contribution rate. The 1.09% is to subsidize only the medical payments for retired employees. The investment rates for the retirement system have not been good this year so our next budget will have a 1.6 million dollar (2.4%) increase even though the state will reimburse half the amount. The budget increase overall in 2000-01 was 7.2% to phase in the debt service on the bond issues. In 2001-02, the increase was 5.6% to again phase in the debt service. For 2002-03, the increase is 6%, subtracting the retirement rate increase the budget will be 3.6%. Mr. Reigal said that .2 mil was added to cover the per capita tax. He talked about an upcoming recommendation about collecting delinquent taxes. The interest on investments was budgeted at \$900,000 but it appears \$600,000 is a more realistic figure. He indicated that there is \$565,000 for new positions. Payments to other schools are about \$124,000, plus \$135,000 for cyber schools. He discussed transferring funds to the Capital Reserve fund. In 2002-03 there is a small positive fund balance. He spoke about using the fund balance, cautioning that the district must be careful with fund balance and long-range ramifications.

Mrs. Thompson addressed the suggested personnel, specifically the security personnel. Dr. Morgan responded that the only position that is full-time is the one that was appointed at this meeting. The first task for Dr. Stavis will be to do an analysis. Our concern is to have visibility after hours and that would utilize part-time positions. Administrators were told to put everything in at this point. She felt it would make a more accurate projection and all the personnel may not be needed but this does provide a placeholder. Ms. Gannon asked for an estimate on reported vandalism. Dr. Morgan indicated that it was around \$35,000. Mr. Ballard asked about the status of the Resource Officer. Dr. Morgan explained that by law the officer must be approved by the municipality and the municipality has not done this but it is in their budget. Mr. Ballard talked about the \$40,000 position being cumulative for five years. Dr. Morgan felt that was over the estimate of what is planned. In response to questions raised by Mrs. Thompson regarding the budget figure, Mr. Reigal said the budget was subsidized by fund balance and we are underspending our budget by \$500,000. Mr. DeHaan commended Mr. Reigal on the document he prepared.

Senior Citizen Tax Rebate Program

Mr. Reigal indicated in Monroe County all the school districts have a Senior Citizen Tax Rebate Program. Qualified recipients are based on income up to \$15,000. The school districts in Monroe rebate up to \$500. The cost to East Penn would be approximately \$100,000, or .08 mills. The per capita tax was eliminated this year so the Tax Rebate Program forms could be handled in the Business Office. Dr. Morgan recommended that the district take a look at it, adding it would be a service to the community. Mr. Richwine said he had heard complaints that the eligibility level was rather limited. He felt it was a good path to pursue. Mr. Ballard also indicated that the

Legislature is also looking at tax reform bills so he felt that should be taken into consideration. He also commented on certifying the income limits. The following motion was introduced:

Motion by Ballard, Seconded by Robert  
RESOLVED, That the Board authorize Mr. Gary Reigal over the course of the budget process to determine whether or not it would be feasible to implement such a program in East Penn this year and to propose a program based on his best judgement on what could be done with our budget in regard to this.

This resolution was unanimously adopted by voice vote.

9. Announcements

-Monday, January 14 6:30 p.m.-CLEAR Session (Real Estate and Litigation)  
7:30 p.m.-Board Meeting  
-Tuesday, January 15 7:00 p.m.-District PAC Meeting, Conference Rooms A & B  
-Monday, January 21 Martin Luther King, Jr. Day - All schools and offices are closed.  
-Monday, January 28 7:30 p.m.-Board Meeting

Strategic Planning Action Team Meetings

Tuesday, January 22 7:00 p.m.-Community Involvement Action Team, Conference Room A

10. Adjourn

There being for further business to come before the Board, the meeting was adjourned, upon motion, at 9:15 p.m.

Cecilia R. Birdsell  
Board Secretary

ORDER OF BUSINESS

1. Call to Order; Pledge of Allegiance

President Jeffrey W. DeHaan called the meeting of the East Penn Board of School Directors to order at 7:30 p.m. in the Board Room located at 800 Pine Street, Emmaus, PA, followed by the Pledge of Allegiance.

Mr. DeHaan announced that the reason the Board picture was taken was to accompany an article in the East Penn Press for Board Recognition Month.

Board Members Present: C. H. Ballard, J. W. DeHaan, A. Earnshaw, F. Fuller, E. Gannon, S. Rhodes, T. Richwine, M. Robert, A. Thompson

Board Solicitor: Robert Magee, Esq., Worth Law Offices

Board Secretary: Cecilia R. Birdsell

Board Treasurer: Gary Reigal

Superintendent of Schools: Dr. Alrita L. Morgan

Press Present: Cheryl Baker, East Penn Press Reporter  
Kathleen Parrish, Morning Call Reporter

2. Approval of Minutes

Motion by Ballard, Seconded by Thompson

RESOLVED, That the East Penn Board of School Directors approve the minutes of the January 14, 2002 meeting.

This resolution was unanimously adopted by voice vote.

3. Recognition:

Mrs. Leslie Daniel Completion of the Human Resource Management Certificate Program,  
Rutgers University

Dr. Morgan indicated that Rutgers University has a long history and reputation for offering course work in labor and management. She commended Mrs. Daniel for completing the series of courses dealing with labor issues, contract administration, and negotiations. Mrs. Daniel received a Certificate of Excellence and a round of applause.

4. Requests to Address the Board-None

5. Bond Refinancing of Series AAA of 1997

Mr. Scott Schaeffer from Public Financial Management reviewed the attached Bond Sale Document. The successful bidder was UBS PaineWebber. The savings for the district is \$651,286.12. In answer to a question raised by Ms. Fuller, Mr. Schaeffer responded that the bond sale is done over the internet in a 15-minute time frame. The sale results may be checked at the PFM auction website. Attorney Richard B. Wood of Rhoads and Sinon reviewed the attached resolution.

Motion by Ballard, Seconded by Rhodes

RESOLVED, That the East Penn Board of School Directors authorize the refinancing of General Obligation Bonds, Series AAA of 1997 in the aggregate principal amount of \$15,385,000 as described in the attached resolution.

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

Aye: Ballard, DeHaan, Earnshaw, Fuller, Gannon, Rhodes, Richwine, Robert, Thompson-----  
-----9

6. Lehigh Carbon Community College - Augustus Martin, Esq.

East Penn representative Augustus C. Martin indicated that there has been a 30% increase in enrollment from the 2001 Spring Semester. He distributed the attached breakdowns of enrollment statistics. LCCC is also providing some educational programs in local prisons to provide opportunities and skills for inmates when they leave prison. LCCC is also working on offering courses in Schuylkill County. He noted that all classes are full at LCCC. In reference to the budget, the sponsoring districts' shares will remain the same through

next year. Mr. Martin indicated that LCCC continues to work with the partnerships established with LCTI and the Carbon Lehigh Intermediate Unit.

7. Student Government Association Report - Christopher DiGiacomo

Mr. DiGiacomo reported that Emmaus High School 's PA Math League members came in first with perfect scores. The Scholastic Scrimmage Team beat Saucon Valley in the first round of competition. Students have just completed three days of mid-term exams. The past weekend there was a concert with seven local bands to benefit the Humane Society. Mr. DiGiacomo noted that the winter sports are doing well and sing-ups for the spring sports will be this week. The SGA is sponsoring a semi-formal dance on February 9 in the cafeteria. He concluded that students were pleased with the reassessment of the field trip policy.

8. Report of the Superintendent of Schools – Alrita L. Morgan, Ph.D.

1. Personnel

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

Resignations

Daniel Marks, Social Studies Teacher at Emmaus HS, effective date to be determined (Attachment 1)

Temporary Professional Employee Appointments

Name/Address: Susan M. Coffey  
 2537 Kutztown Road, Pennsburg 18073  
 Education Level: B. S. Degree (2001)  
 Undergraduate School: Kutztown University  
 Certification: Instructional I, Mentally and/or Phys. Handicapped,  
 Elementary  
 Assignment: Eyer MS (New Position - .038)  
 Experience: None  
 Salary: \$14,079 (Step A, Year 1, Col. B)

Name/Address: Beth A. Stoudt  
 26 Timothy Drive, Mertztown 19539  
 Education Level: B. S. Degree (1991)  
 Undergraduate School: Millersville University  
 Certification: Instructional I, Mathematics  
 Assignment: Emmaus HS, Mathematics (Vacancy created by  
 resignation of T. Baldere)  
 Experience: 4/99-12/01: East Penn SD  
 9/98-2/99: Boyertown SD  
 Salary: \$38,050 (Step C, Year 3, Col. B)

Teacher Aide Appointments

Name/Address	Assignment	Salary
Kathy Mary Picca 4325 E. Texas Road Allentown 18103	Wescosville School (Transfer of Aide)	\$9.60/hour; 12.5 hrs./wk.
Paula Weslowski 1053 Manor Drive Allentown 18103	Wescosville School Transfer of Aide	\$9.60/hour; 12.5 hrs./wk.

Food Service Department Appointments

Name/Address	Assignment	Salary
Tracie Unterburg 1739 Pinewind Drive	PT Food Service Assist. LM Elementary	\$9.60/hour; 12.5 hrs./wk.



Alburtis 18011

Berta Rondon PT Food Service Assist. \$9.10/hour, 18.75 hrs./wk.  
132 East Main Street  
Macungie 18062

Additions to the 2001-02 Per Diem Substitute List

Patricia Grubb, Guidance Counselor  
Amanda Slifer, Elementary  
Heather Inman, Social Studies  
Gene Tanzosh, Guest Teacher  
Brenda Deily, Teacher Aide  
Rebecca Zellner, Food Services Department  
Shawna Weida, Food Services Department  
Lisa Gehman, Food Services Department  
Eileen Rupp, Food Services Department

Co-Curricular Advisors

Joe DiRado	Battle Botts	\$23.33/Session
	Eyer MS	10 Sessions
Brian Slepetz	Assist Boys Swim Coach	\$2,839.20
Bridgit Bokansky	LMMS Yearbook	\$490.00
Tanya Jennings	LMMS Yearbook	\$490.00
Craig Souders	Assist. Boys/Girls Track Coach	\$1,681.20
Garrett Sawyer	Jr. Varsity Girls Soccer Coach	\$2,148.00
Regan Palazzo	Assistant Girls Soccer Coach	\$2,148.00
David Domchek	Varsity Head Girls Soccer Coach	\$3,580.00
Paul Wood	Assist. Boys/Girls Track Coach	\$1,681.20
Daniel Wessner	Assist. Boys/Girls Track Coach	\$1,866.13
John Cari	Head Boys/Girls Track Coach	\$4,203.00
Neil Morgan	Assist. Boys/Girls Track Coach	\$1,899.76

Instructors for Community Education, Spring 2002

See Attachment 2

Change in Employment Status

Employee: Angie Aleszczyk  
From: PT Food Service Assistant -Lower Macungie Elementary  
To: PT Food Service Assistant -Jefferson School

Educational Conferences – Attachment 3

That the East Penn Board of School Directors approve the expenses for the educational conferences listed on Attachment 3.

Resignation

Bonnie K. Bays, Teacher Aide at Lower Macungie MS, effective January 25, 2002  
(Attachment 1A)

Temporary Professional Employee Appointment/Football Coach

Name/Address: Joseph A. Bottiglieri  
4725 Cheryl Drive, Bethlehem 18017  
Education Level: B. S. Degree (1971)  
M. S. Degree (1974)  
Undergraduate School: Bloomsburg University (1971)  
Graduate School: Indiana State University (1974)  
Certification: Instructional I, Health/Physical Education,  
Elementary  
Assignment: Emmaus HS, Health/Physical Education  
Effective: September 1, 2002

Experience: 9/71-12/71: Wyomissing SD  
9/73-6/75: Easton SD  
2/96-3/98: University of Rhode Island  
3/98-2/00: Lehigh University  
9/01-6/02: Allentown Central Catholic  
Salary: \$43,450 (Step E, Year 5, Col. M)

and,

be it further

RESOLVED, That Mr. Joseph A. Bottiglier be appointed as Head Football Coach for the 2002-03 school term at a salary of \$6,641.

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

Aye: Ballard, DeHaan, Earnshaw, Fuller, Gannon, Rhodes, Richwine, Robert, Thompson-----  
-----9

Informational

Administrative Reports – See Attachment Section

9. Education

1. After School Enrichment Program – Attachment 4

Motion by Rhodes, Seconded by Robert

RESOLVED, That t he East Penn Board of School Directors approve the After School Enrichment Program for Lincoln School and the budget as described in Attachment 4.

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

Aye: Ballard, DeHaan, Earnshaw, Fuller, Gannon, Rhodes, Richwine, Robert, Thompson-----  
-----9

10. Facilities

Mr. DeHaan reviewed the chronology of the next phase of the building program beginning with the Feasibility Study that was presented last March. In October, Dr. Morgan submitted her recommendation based on the goals of Master Plan 6. The Board decided to re-evaluate those goals since they were set several years ago. In order to proceed with Master Plan 2002, an architectural firm is needed. Last Tuesday evening, the Board interviewed three firms in a CLEAR Session. Mr. DeHaan indicated that this was not an easy task and a lot of thought went into the process. There were pros and cons for the selection. Mr. DeHaan said that later on Dr. Morgan would review the goals. He cautioned that the public needs to remember that the “devil is in the details.” This means that to get finite details the architect needs to review the phasing process, plans, time line, and then balance this with financial concerns. He said to the audience that the architects will be part of the community since there will be presentations in the process. He introduced the following motion:

1. Appointment of Architectural Firm

Motion by DeHaan, Seconded by Ballard

RESOLVED, That the East Penn Board of School Directors approve the appointment of W2A Design Group, 609 Hamilton Street, Allentown as architect, pursuant to their written proposal of January 25, 2002 and subject to the execution of a formal written contract.

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

Aye: Ballard, DeHaan, Earnshaw, Gannon, Rhodes, Richwine, Robert, Thompson----- 8  
Abstain: Fuller----- 1

2. Athletic Field Presentation – Paul Szewczak and Tom Buss, Liberty Engineering

Mr. Paul Szewczak reviewed the plans for athletic fields at Emmaus HS, Shoemaker, Macungie, Eyer MS, Wescosville, and Lower Macungie Middle School. Also included were traffic pattern changes for Lower Macungie MS and the Shoemaker, Macungie, Eyer MS complex. The Athletic Department has prioritized the projects. He suggested that when reviewing the LMMS site the district may want to do the athletic fields and the traffic pattern changes at the same time since contractors would be on site.

At the Emmaus HS, the plan is to create a competition soccer field and this would include bleachers, lighting, fencing, create an area for a field house and press box, and better practice football field. There is an option for converting the present track to an all-weather track; however, in order to do that it requires relocating the light standards by moving them back. This is the higher priority for the Athletic Department. Mr. DeHaan asked about using the same standards and turning the lights on the other field. Mr. Szewczak did not think this would be a savings since lights will need to be installed and the lights used for the competition field would require new fixtures. The proposal is to install light standards that will provide lighting for both fields. Mr. Ballard asked about the costing out and was referred to the proposal that had been submitted a couple of weeks ago. He also asked about the term "competitive/competition" grade field. Mr. Szewczak said he was referring to a large size field (300 ft. x 200 ft.). He indicated that an all-weather track would cost approximately one million dollars, with improvements. Referring to the Bosak Feasibility Study, the field house with two team rooms, rooms for officials, and no building design would be \$165,000; a new press box would cost approximately \$75,000. Dr. Morgan indicated that Mr. Szewczak was asked to include everything that came up in the Athletic Department report. Mr. DeHaan was told that the Booster Clubs had been involved in the designs through the Athletic Department. Mr. Robert asked if a vote was expected this evening. Dr. Morgan indicated that this was just an informational presentation to give the Board all the parts of the picture.

Referring to the Lower Macungie MS complex, Mr. Szewczak said the best approach to the traffic situation is to not only approach PennDOT about the traffic light timing but to also change traffic patterns on site to create more of a one-way on-site pattern. He felt the buses could still enter the site the same as now and stack but what was happening is they are splitting into two different directions. What they are going to try to do is give the buses more green time so they exit out. A one-way drive in would be created parallel to the out lane and that would be primarily for cars. He said what was shown in the traffic study is a majority of the buses and cars are turning left. He illustrated the traffic pattern through the facility and the ability to stack cars. He cautioned against trying to exit a large amount of cars on to Lower Macungie Road and Krocks Road. The proposal for the Athletic Fields is to upgrade the football field and soccer field and the addition of a softball field and baseball field. Mr. DeHaan commented on a letter from Lehigh County Authority about a sewer project proposal. Mr. Szewczak described the site and utility lines in the general location. He stated it is unclear where the LCA wants to go. Mr. DeHaan asked about the LaCrosse Club and what happens with their field. He was told some of the green area will remain the same. Mr. Richwine talked about the distance from the fields to the parking lot. Mr. Szewczak said that would be up to the district how to handle it in conjunction with what would be allowed by the Township. Mr. Ballard asked who would be responsible for signage on the site. Mr. Szewczak said for the LMMS site it would be Liberty Engineering and the traffic consultant for traffic flow. Mr. Ballard would recommend someone with ergonomics background. Mr. Earnshaw asked about the cycling of the traffic light and what would be the likelihood that PennDOT would cooperate. Mr. Szewczak responded that the district's traffic studies would be sufficient for PennDOT. The problems with the light are not unknown to PennDOT and we are not trying to dramatically change the light. He pointed out that what can be done is limited because of the impact on some of the surrounding roads. In response to a question from Mr. Robert regarding the lanes in the middle of the parking lot, Mr. Szewczak indicated they want to close off the road to force cars back into the one-way pattern. He said they are trying to eliminate conflicts in the parking lot by eliminating intersections. In response to a question raised about cost from Mrs. Thompson, Mr. Szewczak indicated an approximate cost of \$100,000 for the improvements to the parking lot. He also indicated that there would be some green area and shrubs put in around the building to facilitate the pattern.

The Wescosville site would house two full-size baseball fields, one for practice and one for play. The game play facility would include bleachers, dugouts, restrooms, press box, lighting and gating for the facility. The practice facility would have a backstop and the necessary benching. There would also be a full size competition soccer field and practice field. There would be water service at two different areas and a parking lot for game day situations as well as a shed for maintenance and equipment. Mr. Buss noted that the solar orientation of the fields was north-south access. Mr. Robert said there looked like sidewalk construction on the drawing. He was told they may not be sidewalks but gravel paving or a walking trail. President DeHaan cautioned against mentioning areas that should be discussed in a CLEAR. Mr. Robert asked if the students at LCTI could help with rough grading and moving dirt. Mr. Szewczak indicated that a high level of accuracy and fine grading is required for these projects. Mr. Ballard talked about the competitive field and if it meant a certain quality. The engineers indicated that if a certain level of play was anticipated on fields then a certain quality tolerance would be required that was better than a practice field. In answer to another question by Mr. Ballard, it was noted that the expansion or location of a new school on the site was anticipated where the soccer fields are located. The real purpose for the Wescosville site is for the baseball fields. There is an 8 in. water main sitting under Liberty Lane that goes to Meadowyck. Ms. Gannon asked if the practice baseball field could be used as a game field. The major difference is the amenities. They are not proposing to fence the area or put in bleachers. Mr. Robert said the LMMS field did not have light standards but these fields do. The lighting was designed for the Wescosville site as the designated game playing area, not Lower Macungie MS. Returning to the issue of using LCTI students for grading, Ms. Fuller noted the half-day program was not conducive to using students and could be protracting the process. Mr. Robert said the issue should not be to save money but to give the students experience. Mr. Earnshaw said he would like to see estimates of ongoing annual maintenance.

Mr. Szewczak described the traffic improvements being suggested for the Eyer/Shoemaker/Macungie Schools complex. Between Eyer and Macungie they are proposing to build a new parking lot area. One of the things that is trying to be accomplished is separating drop off areas for the buses and parent drop-offs. They are proposing a new parking lot for Macungie that creates a new circulation area. At Shoemaker, they are creating another parking lot for staff and general use and creating new student drop-off area. The area in front of Shoemaker would then become a large bus drop-off area. He described the gating that is suggested to cut off traffic driving through the complex on off-school hours. A new softball practice and game field are proposed and will take advantage of the solar orientation. A practice soccer/field hockey area is also proposed. It was noted that tennis courts would also be located on this complex site. In answer to a question from Mr. Richwine, Mr. Szewczak said that the busing area for Eyer will remain the same. Mr. DeHaan questioned having the Macungie parking lot behind the school and out of view of the office. Ms. Gannon said the Macungie parking lot is also sitting lower than the school. Mr. Szewczak indicated a ramping system and steps would be created. Mr. Ballard asked if the gating system had been discussed with local municipalities or law enforcement agencies. Mr. Szewczak said nothing had been discussed with these agencies until it comes to the Board. In terms of gating, Mr. Szewczak said there are different ways to handle it even by using speed bumps. Mr. DeHaan asked what the district could do on its own versus the approval process through the municipalities. Mr. Szewczak said a fair amount of the grading could be done. When permanent improvements are determined, then you need approval from the municipalities. In response to a question from Mr. Ballard, Mr. Szewczak said Upper Milford Township will want to see what is being done but waive their process. Mr. Ballard suggested that the administration should start discussing cooperative ventures with the municipalities. Ms. Gannon, Mr. Robert, and Mrs. Thompson expressed concern about gating the facility and not being able to drive from one building to another. Mr. Szewczak said the gating would cut off taking short cuts. Mr. Szewczak said the intention is to have the gates closed during school hours for safety. Mr. Robert expressed concern about the parking lot drop off area for Macungie School.

Mr. DeHaan complimented the engineers on the plans they presented and for bringing everyone up to speed on the fields. Mr. Szewczak said the next step would be to take the plans before the Townships and Boroughs for their reaction.

### 3. Master Plan 2002– Goals Discussion

Dr. Morgan said the Board had approve the goals and she was planning to come back with a big picture to be put together. The Board has approved an architectural firm and the Board has a report on the costs for fields. Dr. Morgan needs to work with the architect to take all the potential projects to direct where the district is going. With the current field plans, all sports would be brought back to district property, except golf. She will be coming back with recommendations since some of these plans should proceed now. She called attention to the fact that with the recent refinancings the district has saved approximately 2.1 million dollars. There has been discussion about the potential of using those funds for capital projects. The administration will review enrollment trends again in March and that fits into the time line of recommendations. Goal 8 regarding safe and secure schools is ongoing. With the addition of a security officer for the night programs, Dr. Morgan said she was looking forward to his advice. Dr. Morgan reviewed the first three goals dealing with temporary facilities, developing the K-5 structure, and facilitating the delivery of the educational program. Goals 6, 7, and 9 will provide excellent direction. She indicated that Eyer and the high school additions could stand on their own. However, the elementary is not clear and it involves Shoemaker, Kings Highway, Alburtis, and Lower Macungie Elementary. With all that has been given, the feasibility of meeting the goals with Kings Highway being phased out until that area has a population demand to build a new school. The missing piece right now is what can be done at Alburtis. Once that is determined then that would impact on the Lower Macungie population. There is a definite renovation of Alburtis but the question is how large will the school be made. The phasing out with Kings Highway and the question of population. She indicated that it would be unreasonable to expect plans in two weeks but this is a priority. Dr. Morgan will be coming forth with recommendations on some of the independent projects. She emphasized that she did not see any closing of schools this year, noting a public hearing must be held. Mr. DeHaan reiterated that the staging discussed in October has been changed. Mr. DeHaan indicated the architects will have to analyze the Alburtis site to see what is feasible then that has a direct impact on the size of an additional school in Lower Macungie Township. Kings Highway will be closing for educational purposes in a subsequent school year based on the direction of the goals. Shoemaker would become a K-5 school then there must be analysis of how many classes per grade. He again emphasized the need for phasing of the projects. Mr. DeHaan noted that things are proceeding. Ms. Gannon felt it was good the Board had gone through the goal process. Dr. Morgan indicated that the problem of making things fit with the previous goals for Master Plan 6 was not having the fit. Mr. Ballard requested an integrated expenditure schedule be developed along with the projects with some kind of time line indicating what expenditures are coming from one-time funds and which ones are from potential tax revenues. He would like to see all expenditure schedules showing what will impact on the budget and what will impact on capital funds and what it looks like long term. Mr. DeHaan said if the Board is in agreement then they will be prepared. Mr. Robert questioned the goal of seeing how many classrooms can be fit on the Alburtis property. He said the reason the Board decided to upgrade Alburtis was because it was a neighborhood school providing services for a walking population. He did not think it was advisable to put four

classes per grade of six grades. Dr. Morgan said she did not think that was possible. Mr. Robert said he would feel more comfortable with two classes per grade. Mr. Robert questioned why Sauerkraut Lane was not included in any of the development of property. Dr. Morgan said at one point it was considered for an athletic field. When we are looking at elementary options, it is a site that could be used. It is also not a good site for lights. She felt it was better used for a school. It is anticipated that by the February 25 meeting there could be an update.

Dr. Morgan said because of increases in Grade 2 at Lower Macungie Elementary new students are being assigned to either Alburtis or Wescosville with the understanding that they will continue with their classmates to Shoemaker School. In August, an additional Grade 2 teacher was added at Macungie because there was a classroom. Each situation will be determined on a case-by-case basis.

4. Change Orders

Motion by Ballard, Seconded by Earnshaw  
 RESOLVED, That the East Penn Board of School Directors approve the following change orders:

Emmaus HS Project

E-15	Wind Gap Electric Phases 4, 5, 6 Changes and Deduct of Remaining Unit Costs	
		\$9646.00
		<u>-( 926.00)</u>
		\$8720.00

Jefferson School Project

G-9	Rizzetto Construction Management, Inc.	
	Deduct of Remaining Unit Costs	(\$9729.00)

This resolution was duly adopted by the following roll call vote:  
 Aye: Ballard, DeHaan, Earnshaw, Fuller, Gannon, Rhodes, Richwine, Robert, Thompson-----9

11. Policy

-Interim Reading: Board Policy 662, Capitalization (Attachment 5)

This policy was developed in conjunction with the PA Association of School Business Officials. Mr. Robert suggested changing the name so it is clearer.

12. Other Educational Entities:

-Carbon Lehigh Intermediate Unit T. Richwine

Mr. Richwine reported that in December Attorney Georgine Olexa resigned. She had been involved with the IU for over twenty years. The firm of King, Spry, Herman, Freund & Faul was appointed with Kevin Reid, Esq. named as the solicitor. In December an Early Bird Contract with the education association was approved based on district averages. The IU also approved the Operation and Program Services Budget. There will be a zero increase to local districts. Mr. Richwine reported that Esse Azar, Director of Management Information Services, has retired.

-Lehigh Career & Technical Institute  
 A. Thompson  
 T. Richwine  
 F. Fuller  
 S. Rhodes

Mrs. Thompson reported favorably on the presentation of the A-Yes Program (Automotive Youth Educational Program) dealing with the donation of cars for students to work on and repair. Instructor Gary Nothstein explained the program and noted the competition in which students take part. There are 35 vehicles donated to the program from the automotive firms. Mr. Richwine explained the calculations for a district's share of the LCTI budget. Currently it is based on a three-year average; however, beginning with next year's budget it will be extended to four years. It does not affect East Penn, but it will help with some of the smaller districts. Referring to Fund Balance, Mr. Richwine said several options were discussed. Currently, any excess revenue is returned to the sponsoring districts. An option under consideration would result in not all excess revenue being returned.

13. Legislative

C. H. Ballard

Mr. Ballard reported on the following legislative actions:

- HB 3 now Act 114 of 2001: Establishes the Workforce Development Act.
- PIAA Oversight Council met for the fourth time to continue discussion of issues related to the operations of PIAA. The Council was formed to stabilize PIAA finances and has made recommendations for revision of the competitive bidding process, and the development and distribution of an annual report. The Council must decide by March 15, 2003 whether PIAA should continue to oversee interscholastic athletics.
- HB 1098: Requires homeschoolers to participate in extra curricular activities. Currently it is a district choice. PSBA is testifying to retain the local option.
- State Board of Education: Science standards have been approved. The science assessments will be administered in Grades 4, 7, and 10<sup>th</sup> grades.
- HB 2262: Bill would mandate keeping schools closed until after Labor Day.
- HB 2100: This legislation would amend the Right-to-Know Law that establishes requirements for access to public records. this would establish a process for agency denial of access as well as appeals of such decisions. Requests may be made orally or in writing and the agency has five days to respond. The legislation requires agencies to establish written policies and permits the imposition of reasonable fees.
- HB-1957: Requires interscholastic coaches who are paid by school districts or charter schools to complete an approved program of education as a condition of retaining their positions. The program must address: Principles of coach youth; first aid; bloodborne pathogens; CPR techniques; official sports rules; and legal principles related to sports.
- HB 2200: Imposes penalties for persons filing a false affidavit for eligibility of a non-resident student.

There are still discussions on tax reform and eliminating property tax. He cited some of the problems that occurred with previous tax reform legislation.

14. Business Operations

1. Bill List Approval

Motion by Robert, Seconded by Ballard  
RESOLVED, That the East Penn Board of School Directors approve the attached bill list, including the addendum, and that the Treasurer be authorized to issue checks and vouchers in the amounts indicated.

Treasurer's Report

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

Per Capita Tax Exonerations

RESOLVED, That the East Penn Board of School Directors exonerate the following Tax Collectors for the reasons stated:

Chlorina Godusky, Borough of Emmaus

Moved	393
Miscellaneous	6
Underage	1
Military	3
Deceased	10
Paid Elsewhere	5
Duplicates	7
Turned Over Delinquent	734
Total Requested	1,159
Previous Exonerations	6
Total Current Year Exonerations	1,165
Previous Year Exonerations	1,478

Dennis Hinkel, Lower Macungie Township

Student/Low Income	7
Total Requested	7
Previous Exonerations	432
Total Current Year Exonerations	439
Previous Year Exonerations	1,555

Laurie Oswald, Borough of Macungie

Moved	48
Paid Elsewhere	3
Turned over Delinquent	197
Total Requested	248
Previous Exonerations	180
Total Current Year Exonerations	428
Previous Year Exonerations	521

Approval of District Asset Appraisal

RESOLVED, That the East Penn Board of School Directors accept the proposal of VRS Maximum to perform a district asset appraisal in compliance with GASB Statement 34 for the consideration of \$9,454.00.

NOTE: East Penn School District participated in a joint RFP with Colonial and Carbon Lehigh Intermediate Unit schools.

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

Aye: Ballard, DeHaan, Earnshaw, Fuller, Gannon, Rhodes, Richwine, Robert, Thompson----9

15. Announcements

Tuesday, January 22	7:00 p.m.-CLEAR Session to interview architects.
Monday, January 28	6:45 p.m.-CLEAR Session (Real Estate & Architects)
	7:30 p.m.-Board Meeting
January 30	EHS Black Box Improv Night
February 4-7	11th Grade PSSA Writing Tests

Mr. DeHaan suggested inviting the Principal of the Einstein Academy Cyber Charter School for a presentation to the Board. Ms. Gannon suggested there be a time limit and Mr. Ballard suggested it not be a sales presentation, but how they would present to a sponsoring district, oversight of the educational program, and the charter.

STRATEGIC PLANNING ACTION TEAM MEETINGS

January 30	7-9 p.m.	Program Assessment, Conference Room B
February 5	7-9 p.m.	Community Involvement, Conference Room A

16. Adjourn

There being no further business to come before the Board, the meeting was adjourned, upon motion, at 10:00 p.m.

Cecilia R. Birdsell, Board Secretary





ORDER OF BUSINESS

1. Call to Order; Pledge of Allegiance

President Jeffrey W. DeHaan called the meeting of the East Penn Board of School Directors to order at 7:40 p.m. in the Board Room located at 800 Pine Street, Emmaus, PA, followed by the Pledge of Allegiance.

Board Members Present: C. H. Ballard, J. W. DeHaan, A. Earnshaw, F. Fuller, E. Gannon, S. Rhodes, T. Richwine,

M. Robert, A. Thompson

Solicitors Present: Marc Fisher, Esq., Robert Magee, Esq., Worth, Magee & Fisher

Treasurer Present: Gary Reigal

Board Secretary: Cecilia R. Birdsell

Superintendent of Schools: Dr. Alrita L. Morgan

Press Present: Cheryl Baker, East Penn Press Reporter

Kathleen Parrish, Morning Call Reporter

2. Requests to Address the Board-None

3. Approval of Minutes

Motion by Thompson, Seconded by Ballard

RESOLVED, That the East Penn Board of School Directors approve the minutes of the January 28, 2002 meeting.

Mr. DeHaan noted the correction to the vote on the hiring of an architect.

This resolution was unanimously adopted by voice vote.

4. Report of the Superintendent of Schools - Dr. Alrita L. Morgan

1. Personnel

Motion by Ballard, Seconded by Earnshaw

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

Resignation

Stephanie M. Ardito, Spanish Teacher at Emmaus HS, effective March 15, 2002

Attachment 1

Full-Time Substitute Teacher Appointment

Name/Address: Rachel A. Miller  
5936 Limeport Pike, Coopersburg 18036  
Education Level: B. S. Degree (2000)  
Undergraduate School: Kutztown University  
Certification: Instructional I, Biology and General Science  
Assignment: Science Department, Emmaus HS  
Opening created by teacher on leave.  
Effective: January 29, 2002  
Experience: 2/01-1/02: East Penn, Southern Lehigh SD  
Salary: \$37,050 (Step A, Year 1, Col. B)

Teacher Aide Appointment

Name/Address: Irma Curren  
5405 Andrea Drive, Wescosville  
Assignment: Emmaus HS, Special Education  
Effective: February 12, 2002  
Salary: \$9.60/hour; 12.5 hours/week

Additions to the 2001-02 List of Per Diem Substitutes

Richard Coppock, Mathematics	Joseph Licausi, Mathematics
Heather Inman, Mathematics	Margaretann Afflerbach, Food Services
Gerald Kiser, Mathematics	Debra Andrews, Food Services
	Sandra Zawistowski, Food Services

Summer Book Repair Program

Sharon Woodeshick \$6.85/hour	Ramona Romanik
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Co-Curricular Advisor

Nicole Neetz	Eyer MS Cheerleading Coach	\$1495
David Faust	Head Boys Volleyball Coach	\$1853
Gwen Hoffman	Head Girls Volleyball Coach	\$1890
Debbie Suessmuth	Girls Volleyball Coach, Eyer MS	\$1112
Richard Weiss	Boys Volleyball Coach, Eyer MS	\$1112
Katie Barnes	Assistant Girls Swimming Coach	\$1419.60
Maureen Welsh	Girls Volleyball Coach, LMMS	\$1112

Educational Conferences-Attachment 2

That the East Penn Board of School Directors approve the expenses for the individuals attending the educational conferences listed on Attachment 2.

Change of Employment

Name: Nancy Fenstermaker, Aide, Lower Macungie MS  
 From: 32.5 hours/week  
 To: 15 hours/week

These resolutions were duly adopted by the following roll call vote:  
 Aye: Ballard, DeHaan, Earnshaw, Fuller, Gannon, Rhodes, Richwine, Robert,

Thompson-----9

5. Policy

- 1. Second Reading: Board Policy 662, Capitalization of District Assets - Attachment 3

Motion by Rhodes, Seconded by Richwine  
 RESOLVED, That the East Penn Board of School Directors approve the inclusion of Board Policy 662, Capitalization of District Assets, in the Board Policy Manual

Mr. Robert asked for the change in title from Capitalism to Capitalization of District Assets. There was consensus among the board members for the change.

This resolution was duly adopted by the following roll call vote:  
 Aye: Ballard, DeHaan, Earnshaw, Fuller, Gannon, Rhodes, Richwine, Robert, Thompson-----9

6. Facilities

- 1. Field/Traffic Improvements

Motion by Rhodes, Seconded by Gannon  
 RESOLVED, That the East Penn Board of School Directors authorize the Administration to work with the solicitor and Liberty Engineering in submitting plans to the appropriate governmental bodies for the following proposed projects:

- 1. Emmaus High School
- 2. Wescosville School
- 3. Macungie, Shoemaker, and Eyer School Complexes
- 4. Lower Macungie MS Complex

The above resolution does not approve the work, only moving the plans forward through the municipal review and approval process.

Note: The plans being submitted are those as presented at the January 28, 2002 Board Meeting with some changes in student drop off at Macungie School and traffic gates being removed as discussed. Also, the plans do totally reflect the Athletic Report as previously submitted to the Board, "Update 11/06/01."

Mr. DeHaan commented that one of the reasons this resolution has been brought forth is to make sure that we understand the municipalities' concerns before we develop more finalized plans. Dr. Morgan said the priorities follow the recommendations in Mr. Ramella's report and the projects will have to be staged. In addition, where we can connect with a Plancon project such as Eyer it would be combined with that project. The one independent plan is the traffic pattern at Lower Macungie Middle School and that project could come forward at any time. The high school is the priority. The administration wants to find out if there are any issues. Ms. Gannon wanted clarification that a vote on this resolution was not actually approving the project. Referring to the "Note," Ms. Gannon asked if they came out of the discussions at the January 28 meeting and questioned if those changes were the only ones and if there would be more. Dr. Morgan said those changes were addressed and the purpose was to get the big

picture. Mr. Earnshaw said he had concerns about the plans being presented because they were preliminary in form and the ramifications had not been considered. He said if the Board wants to make changes then it would be premature to take the plans to the municipalities. He asked about the fees that may be accrued. Ms. Fuller said that although there will be design fees, it is a wise thing in the early stages to go to the municipalities to get an understanding of their preferences so the architects can design to those preferences as well as meet the district's goals. This alleviates designing a plan that the district may prefer and then finding out there is a problem later on. She pointed out it is a good idea to begin the communication process early and, in the long run, it will save the district money. Mr. Earnshaw asked if that would be so if the district discarded the plan. Ms. Fuller responded that the district is expecting to proceed with these much-needed improvements. It is the construction phase that is important and is expensive, not the design phase. This helps to guide the process. Mr. DeHaan explained that this is part of the lessons learned from the previous building program. There was a time in the past when the district was going to build a school and then ran into problems with the municipality. The plan was discarded and the building was built at another site. Mr. Earnshaw indicated one of his concerns was adding some new sports programs at the middle school. Dr. Morgan indicated that the first phase of adding these middle school sports has been done. Mr. DeHaan agreed that this had been done in the last budget cycle. Mr. Ballard said the preliminary discussions were a good idea because of some of the problems that the district ran into previously with surprise costs such as extensive road improvements, easements, etc. He felt this process would give a better idea of total cost. Mr. DeHaan said there are still rumblings about field use with the Boroughs and Townships. This will make it a face-to-face discussion on those issues and force solving the field problems. Mrs. Thompson requested a running tab on some of the items that have already been approved separately such as eliminating the per capita tax, increases due to the LCTI building program, costs with the cyber charter schools, and increases in the pension. Mr. DeHaan asked if this was in addition to what was already in the Five-Year Plan. Dr. Morgan reported that all the major principals involved in this process met with the architects last week to get the big picture on the table. She pointed out that the Plancon process is involved and must be done in stages. Dr. Morgan said she would be meeting again with the architects to see how the process is progressing.

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

Aye: Ballard, DeHaan, Earnshaw, Fuller, Gannon, Rhodes, Richwine, Robert, Thompson-----9

7. Business Operations

1. Bill List Approval

Motion by Robert, Seconded by Ballard  
 RESOLVED, That the East Penn Board of School Directors approve the bill list, including the addendum, and that the Treasurer be authorized to issue checks and vouchers in the amounts indicated.

Construction Fund Payments - Attachment 4

RESOLVED, That the East Penn Board of School Directors authorize payment from the appropriate Construction Fund as described in Attachment 4.

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

Aye: Ballard, DeHaan, Earnshaw, Fuller, Gannon, Rhodes, Richwine, Robert, Thompson-----9

8. Announcements

Monday, February 11	7:00 p.m.-CLEAR Session (Personnel & Real Estate)
February 12	7:30 p.m.-Board Meeting
February 15-18	Middle School Parent Teacher Conferences
February 23	11:00 a.m.-Early Dismissal
	Presidents' Holiday-Schools and Offices are closed.
	10:00 a.m.-2:00 p.m.-International Fair, Emmaus HS
	5:00 p.m.-6:30 p.m.-Pasta & Pi-Jazz, Italian Bistro
	Emmaus HS Cafeteria
February 25	7:30 p.m.-Board Meeting
	<u>Strategic Planning Meetings</u>
February 19	Education Programming/Standards Action Team
February 20	Employee Development Action Team
February 26	Community Involvement Action Team

9. Adjourn

There being no further business to come before the Board, the meeting was adjourned, upon motion, at 8:57 p.m.

Cecilia R. Birdsell, Board Secretary

ORDER OF BUSINESS

1. Call to Order; Pledge of Allegiance

President Jeffrey W. DeHaan called the meeting of the East Penn Board of School Directors to order at 7:30 p.m. in the Board Room, followed by the Pledge of Allegiance.

President DeHaan read the following statement:

"There have been several statements by local politicians and residents, as reported in recent issues of local newspapers, which indicate that the East Penn School District is not willing to work with local municipalities with respect to athletic fields. Nothing could be further from the truth.

Many years ago the district initiated discussions with Lower Macungie Township and Emmaus Borough to use municipal fields for softball, baseball, field hockey, soccer and other sports. The main reason for this was because the district was in the midst of a building program and the district fields were unusable.

Since the district began using these fields, the district has been asked by the municipalities involved asking when we would be getting "off their fields" and using our own. In fact, almost every meeting between the district and municipalities begins with the district being asked, "When are you getting off of our fields? In the case of the Borough of Emmaus, they have pressure from residents who come to almost every Council meeting complaining about the district's use of community fields. We have always replied that we are looking into on-site fields, but that such fields are expensive and would have to be addressed later in the building program.

Dr. Morgan's staff has been meeting with representatives of the Borough of Emmaus for many years to discuss common issues. The fields were discussed at almost every meeting. Imagine the district's surprise when Council President Craig Neely proposed the municipalities work together to address the field issue. This is something the district has been requesting for years. The district has assumed that working together is something that should happen automatically and not be an issue used for political purposes or to incite controversy in our community. Last Tuesday, the Morning Call ran a story about comments made by Borough Councilman Roger Whitcomb. I called Mr. Whitcomb and he assured me that he was misquoted and that the tone of his committee report was much different than what appeared in the paper. Mr. Whitcomb and I agree that the district and the Borough have been, and continue to be, working together quite well.

Over the last twelve months, the East Penn School Board, in an attempt to open the conversation of the fields in a public forum, had several presentations at board meetings which covered the development of the field proposal from concept through its current design. Cost estimates were discussed at each stage of the process. We then gave direction to take plans to local municipal planning and zoning boards in order to open up a cooperative discussion with municipalities. The School Board lives by the Sunshine Law and we feel that discussions about fields and anything else which involves public officials must be done in public and on record. We have seen where references to such non-public meetings often result in "we said/they said" arguments playing out in the newspapers. The School Board does not believe in such games.

The booster clubs, which include many people with ties to community sports organizations, are aware of district attempts to work with municipalities to provide cost effective solutions to the field issues. Community members, such as Don Frasier, have acknowledged district efforts when speaking to the Board in public meetings. Community groups based in all three boroughs and both townships - not just the municipality in which they reside use district fields and gymnasiums. School facilities serve the community, not just the district sports programs. I strongly encourage members of the booster clubs, member of community sports organizations and district taxpayers to attend these public meetings and observe the discussions first hand.

We sincerely hope that our ongoing efforts to open lines of communication with all of our municipalities in a public forum are not thwarted by personal or political agendas. That would be a

*disservice to the district, the municipality, and, most importantly, to the community and taxpayers we serve."*

Board Members Present: C. H. Ballard, J. W. DeHaan, A. Earnshaw, F. Fuller, E. Gannon, S. Rhodes, T. Richwine, M. Robert, A. Thompson

Board Solicitors: Marc S. Fisher, Robert Magee, Esq., Worth, Magee & Fisher

Board Secretary: Cecilia R. Birdsell

Board Treasurer: Gary Reigal

Superintendent of Schools: Dr. Alrita L. Morgan

Press Present: Kathleen Parrish, Morning Call Reporter

Cheryl Baker, East Penn Press Reporter

2. Presentation:

-Recognition for Educational Design Excellence in American School and University Magazine - Emmaus High School

Mr. Barry Brobst from The Architectural Studio presented a plaque to President DeHaan that recognized Emmaus High School for educational design excellence. Mr. Brobst indicated their challenge had been to take a 1950s vintage high school and bring it into the next century. East Penn is looked to as a leader in educational excellence. Mr. DeHaan thanked Mr. Brobst for the presentation and then read the inscription. The plaque will be displayed in the Board Room.

3. Requests to Address the Board

Mrs. Cathy Bilger, 6345 Larch Circle, Macungie addressed equity, security, and facility issues at Lower Macungie Elementary School. She asked the Board if there were any short-term steps being taken. She was aware of the goals for Master Plan 2002. Mr. DeHaan indicated that this is not an interactive meeting. Dr. Morgan responded that the administration is working with the architects and the elementary principals on site issues, enrollment, and housing starts. The financial part of the plan is being discussed this evening. Once the plans have been coordinated then they will be brought back to the Board for funding and establishing priorities. The elementary aspect of the plan is the most complicated.

4. Report of the Superintendent of Schools - Dr. Alrita L. Morgan

1. Personnel

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

Co-Curricular Advisors

Carole Silvoy	Assist. Artistic Spring Musical Director	\$
924.60		
Randy Ziegenfuss	Spring Musical Directors, EHS	
	\$1541.00	
Renee Lovenzetti	Spring Musical Assist. Director	
	\$ 924.60	
	Choreography	
Susan Creitz	Choreographer, Spring Musical, LMMS	\$ 924.60
Tanya Jennings	Programs/Tickets, LMMS Musical	\$ 210.00
Patrick Campbell	Drama Director, LMMS Musical	\$1541.00
Rita Cortez	Musical Director, LMMS Musical	\$1541.00
Tricia Anderson	Jr. Varsity Boys Volleyball Coach	
	\$1111.80	
Linda Gardner	Eyer Musical Accompanist	\$ 420.00

Additions to the 2001-02 List of Per Diem Substitutes

Amy Pfleiger, Elementary  
Michael Martrich, English  
Maria Hodel, Health/Physical Education  
Michelle Rieder, Food Service Department

Educational Conferences - Attachment 1

That the East Penn Board of School Directors approve the expenses for the individuals attending the educational conferences listed on Attachment 1.

These resolutions were duly adopted by the following roll call vote:  
Aye: Ballard, DeHaan, Earnshaw, Fuller, Gannon, Rhodes, Richwine, Robert, Thompson-----9

2. Retirement

Motion by Ballard, Seconded by Earnshaw

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

Dr. James J. Vater, Assistant Superintendent for Personnel and Operations, with regret, effective Friday, October 4, 2002. (Attachment 1A)

Additions to the 2001-02 List of Per Diem Substitutes

Monica Leibensperger, Elementary  
Bob Slough, Chemistry

Mr. Ballard said that as a member of the Negotiations Committee he has seen Dr. Vater in many difficult situations and Dr. Vater's retirement is accepted with extreme regret. Dr. Morgan indicated that Dr. Vater has been instrumental in the development of some of the programs and much of the quality of the personnel. She said she looked forward to the amount of times up to October that she can praise him for his service. Mr. DeHaan said that he wanted to recognize Dr. Vater's 23 years of service, noting he has probably been through an awful lot. Mr. DeHaan said throughout his lifetime he has met few people with the character that Dr. Vater has and he admires him as a person before he even admires him as a district administrator for which he has high regard. He wished Dr. Vater good luck with his retirement.

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

Aye: Ballard, DeHaan, Earnshaw, Fuller, Gannon, Rhodes, Richwine, Robert, Thompson-----9

5. Approval of Minutes

Motion by Ballard, Seconded by Earnshaw

RESOLVED, That the East Penn Board of School Directors approve the minutes for the February 25, 2002 meeting.

This resolution was unanimously adopted by voice vote.

6. Business Operations

1. Financial Update

Dr. Morgan indicated that the information being presented this evening was part of the picture when making decisions about the proposed future projects. Mr. Reigal said he would be reviewing information for discussion about the building program and the financing and the impact it will have on the taxpayers. He said that the assessed value is at what appears to be a record level, fund balance is consistently healthy, and the bond rating agencies look at East Penn very favorably. He felt that the district was dealing from a position of strength.

Referring to the discussions about the five-year plan, Mr. Reigal indicated that the assessed value figures for interim taxes were better than expected. Regarding health insurance, he explained the split between Blue Cross and Blue Shield, noting that the 7.5% increase for next year is the best in a long time. At the next Board Meeting, Mr. Reigal is going to make a presentation about the collection of delinquent real estate taxes and the senior citizen tax rebate program. He noted that the district has saved approximately 2.1 million dollars by refinancing bonds this year. Mr. Reigal recommended that these funds be put in a capital reserve fund. This district has projects that are coming up for which those funds could be used rather than borrowing money. He suggested transferring \$975,000 this year and \$750,000 next year to capital reserve. He emphasized that the capital reserve account can only be used for capital projects and to retire debt. If the Board decides to do that, the estimated ending fund balance for this year is 5.7 million dollars. Without any tax increase, we would end next year with 2.1 million dollars. The budget also has \$750,000 in budgetary reserve and there are no plans to spend it. By the end of next year, there could be 3 million dollars in fund balance without a tax increase. A mill for East Penn represents \$1,157,775. He pointed out that with the five refinancings this year the district has saved 2.1 million dollars. He suggested moving a large portion of that into capital reserve and that there should probably be a resolution stating that action.

Mr. Reigal explained the 10 million-dollar bond issues that will still be bank qualified. The payment on 10 million dollars is approximately \$650,000 a year and then factor in the state reimbursement that will be approximately 15-20%. The athletic field improvements at the high school could be funded out of the 1.2 million dollars, including the athletic field house, but excluding the all-weather track. The following year the Wescosville Athletic Field improvements, the LMMS improvements, and LMMS traffic improvements could be funded without issuing more debt. The following year the district would incur a \$650,000 debt payments which is about a half mill. The following year would require another 10 million dollar bond and then another a half mill would need to be added. The last issue is normally a balancing issue. Mr. DeHaan asked about the ten million dollar bond issues. Mr. Reigal responded that there are better interest rates and the bonds are bank qualified. While the projects picked from an educational

standpoint are important, it does not matter financially. This is the most advantageous plan for incurring debt. The district could also wraparound current debt or design a bond issue where the district will pay only interest for the first 12 years. Mr. Ballard clarified that this would be for projects in 2002-03 for renovations or new schools and would be comparable to other plans. Dr. Morgan added that it takes at least a year to go through the Plancon process and that is why the non-reimbursable items would come first. Mr. Reigal has talked to Attorney Wood at Rhoads & Sinon about a potential reimbursement resolution. If costs are incurred this summer, as long as the Board adopts a reimbursement resolution within 60 days stating that they will be incurring debt in the future, the Board can go back and reimburse. If this does not occur within the 60 days, the district cannot be reimbursed. Mr. Reigal reviewed various other scenarios for millage increases and fund balances. He said this could be the year the district could go without a tax increase but it really has to be studied.

Mr. Reigal highlighted an article entitled, "How Public School Districts can Improve Their Bond Ratings" from the School Business Affairs, January 2002. He reviewed the following suggested management Practices: 1. Adopting a fund balance policy; 2. Developing a debt affordability policy; 3. Institute pay-as-you-go funding to reduce dependency on debt; 4. Adopting debt amortization policies; 5. Developing a multiyear plan; and 6. Communicating periodically with the bond rating agencies. Mr. Reigal said that some things to think about for the next agenda would be disposition of refinancing savings, potential reimbursement resolution, and a mandate waiver to build a field house. Jim Carl, Dennis Ramella, and Mr. Reigal have toured the Western Wayne School District Field House that was built by utilizing a mandate waiver from bidding the project. It is estimated that the district saved about 20% of the cost of the project. Mr. Robert asked if this would just cover the field house or other improvements to the athletic area. The district would have access to the field house plans but they must be certified by an architect and approved by Labor and Industry. Mr. Ballard questioned whether that puts the district in the position of being a general contractor. Mr. Reigal agreed that it did. Mrs. Thompson thanked Mr. Reigal for his presentation and clarified that the district would have the money to fund one time projects this year.

Mr. Reigal pointed out a simple policy on fund balance is more appropriate than something complicated. He is recommending a fund balance between 3.5 to 7 million dollars. He felt that below 3.5 million there could be problems with the rating agencies and above 7 million the district is taxing more than it has to. Mr. Robert said he would prefer a budgetary reserve from 1% to increase to a higher level rather than a separate fund balance.

Mr. DeHaan indicated this is only one portion of the Master Plan because the other parts from the architects are needed. He summarized that at the next Board Meeting the Board would be discussing delinquent tax collections, senior citizen rebates, mandate waiver issue, reimbursement resolution, and putting the savings from refinancing into the capital reserve account. Mr. DeHaan asked the board members to contact the Board Secretary if there was any information that they don't have that would help them make a decision at the next meeting. Mr. Ballard commented that all of these are good things to do but none of them imply doing any of the projects; however, the more there is in capital reserve the more projects can be funded without adding taxes. Ms. Gannon asked if the Board would receive a copy of the resolution prior to the meeting. Ms. Gannon said that by reviewing the various scenarios she came up with 5.5 mills over the five years and questioned what would happen the sixth year. Mr. Reigal said once the mills are in place theoretically there would not be increases.

Mrs. Thompson asked about the resolution that was passed by the Allentown School Board regarding the increased contribution to the PSERS fund. Mr. DeHaan explained because of the shortfall incurred in the PA State Retirement Fund the cost is passed on to the districts. For East Penn it represents approximately 1.6 million dollars but half of the increase comes back as revenue from the state. Mr. Ballard suggested that a well-crafted resolution be presented that brings forth the intent of the East Penn School Board.

## 2. Approval of Bill List

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

### Per Capita Tax Exonerations

RESOLVED, That the East Penn Board of School Directors approve the following per capita tax exonerations:

### Dennis Hinkel, Lower Macungie Township

Moved	130
Military	4
Deceased	8
Paid Elsewhere	1
Delinquent	644



Total Requested		787
Previous Exonerations	439	
Total current year exonerations		1226
Previous year exonerations	1555	

Contract Approval with EnviraHealth

RESOLVED, That the East Penn Board of School Directors approve the contract with EnviraHealth, 900 West State Street, Coopersburg, PA at a cost not to exceed \$10,000.

Note: The proactive microbial tests, districtwide (Minimum of 60) will establish baseline microbial data enhancing the district's IAQ testing program.

Contract Award - Custodial Supplies - Attachment 2

RESOLVED, That the East Penn Board of School Directors award the contracts for custodial supplies to the successful bidders listed on Attachment 2.

These resolutions were duly adopted by the following roll call vote:  
 Aye: Ballard, DeHaan, Earnshaw, Fuller, Gannon, Rhodes, Richwine, Robert, Thompson-----9

7. Announcements

Monday, March 11 Personnel)	7:00 p.m.-CLEAR Session (Real Estate, Legal,
	7:30 p.m.-Board Meeting
March 14-16	8:00 p.m.-Footloose, EHS Spring Musical
March 16	2:00 p.m.-Footloose, EHS Spring Musical
March 20	7:30 p.m.-EHS Winter Sports Award Program,
Auditorium	
March 21-23	7:00 p.m.-Music Man, Jr., Eyer Spring Musical
	2:00 p.m.-Matinee on Saturday, March 23
March 25	7:30 p.m.-Board Meeting

8. Adjourn

There being no further business to come before the Board, the meeting was adjourned, upon motion, at 8:35 p.m.

Cecilia R. Birdsell, Board Secretary

ORDER OF BUSINESS

1. Call to Order; Pledge of Allegiance

President Jeffrey W. DeHaan called the meeting of the East Penn Board of School Directors to order at 7:30 p.m. in the Board Room located at 800 Pine Street, Emmaus, PA, followed by the Pledge of Allegiance.

Board members present: C. H. Ballard, J. W. DeHaan, A. Earnshaw, F. Fuller, E. Gannon, S. Rhodes,

T. Richwine, M. Robert, A. Thompson

Board Treasurer: Gary Reigal

Board Secretary: Cecilia R. Birdsell

Board Solicitor: Robert Magee, Esq., Worth, Magee & Fisher

Superintendent of Schools: Alrita L. Morgan, Ph.D.

Press Present: Cheryl Baker, East Penn Press Reporter

2. Requests to Address the Board

Mr. Ted Dobracki, P. O. Box 524, Emmaus, PA expressed his support for the transfer of bond refinancing savings from the General Fund to the Capital Reserve Fund.

3. Approval of Minutes

Motion by Ballard, Seconded by Thompson

RESOLVED, That the East Penn Board of School Directors approve the minutes for the April 8, 2002 Board Meeting.

This resolution was unanimously adopted by voice vote.

4. Presentation: Parents Survey Concerning School Safety - Dr. George Ziolkowski,  
Director of Pupil Personnel

Services

5. Student Government Association - Mallory Brusko

6. Report of the Superintendent of Schools - Dr. Alrita L. Morgan

1. Personnel

Motion by Ballard, Seconded by Robert

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

Resignation

Carli Greb, Grade 2 Teacher at Kings Highway School, effective TBA  
(Attachment 1)

Retirements/Resignations

Gail Edelman, Elementary Instructional Support Teacher at Alburdis/ Lower Macungie Schools, effective June 13, 2002 (Attachment 1A)

Linda Schmick, Physical Education Teacher at Emmaus High School, effective June 13, 2002  
(Attachment 1B)

Janice Jones, Elementary Teacher, effective immediately (Attachment 1C)

Additions to the 2001-02 List of Per Diem Substitutes

Jonathan Chase, Elementary  
Jacqueline Vles, Elementary

Assistant Superintendent for Personnel and Operations

WHEREAS, Dr. James J. Vater has been employed by the East Penn School District for a period of twenty-three years; and,  
WHEREAS, Dr. Vater currently functions as Assistant Superintendent for Personnel and Operations for the East Penn School District; and,  
WHEREAS, through Dr. Vater's leadership, vision and knowledge, the East Penn School District has crafted and implemented a successful Strategic Plan for the future, earned the

respect and admiration from all employees covered by labor agreements and become the School District of Choice; and,  
WHEREAS, on or about March 11, 2002, Dr. Vater submitted his letter of resignation requesting benefits pursuant to the Early Retirement Incentive Program, but agreed to remain employed through October 4, 2002, notwithstanding that the ERIP would normally begin on July 1, 2002.  
NOW, THEREFORE BE IT RESOLVED by the East Penn Board of School Directors as follows:

1. The above recitals are incorporated as fully as though the same were set forth herein at length.
2. Dr. Vater shall be entitled to the insurance coverage and financial incentive benefits offered by the East Penn School District pursuant to the Administrative Employee ERIP.
3. In recognition of Dr. Vater's commitment to remain with the East Penn School District through October 4, 2002, the East Penn School District shall waive the July 1, 2002 start date of the ERIP and shall pay to Dr. Vater the lump sum of \$4,000.00 which moneys shall be paid at such time as he receives his financial incentive benefit pursuant to the ERIP.
4. The terms of this Resolution are non-precedential, apply only to this individual situation, and cannot be construed as precedent or past practice in any past, current or future action or dispute.

Assistant Superintendent for Curriculum and Instruction

WHEREAS, Frank Romano has been employed by the East Penn School District for a period of twelve (12) years; and,  
WHEREAS, Mr. Romano currently functions as Assistant superintendent for Curriculum and Instruction for the East Penn School District; and,  
WHEREAS, through Mr. Romano's leadership, vision and knowledge, the East Penn School District has crafted and implemented a successful Strategic Plan for the future, and become the School District of Choice; and,  
WHEREAS, Mr. Romano has also served as Acting Superintendent for the East Penn School District and helped bridge a transition for the implementation of a comprehensive building program with the district; and,  
WHEREAS, On or about March 25, 2002, Mr. Romano submitted his letter of resignation; and,  
WHEREAS, In recognition of Mr. Romano's leadership and accomplishments, the East Penn School District has agreed to pay Mr. Romano a lump sum payment of \$12,000.  
NOW THEREFORE BE IT RESOLVED, by the East Penn Board of School Directors as follows:

1. The above recitals are incorporated as full as though the same were set forth herein at length;
2. The East Penn School District shall pay to Mr. Romano the sum of \$12,000 which monies shall be paid within 60 days after his effective retirement date;
3. The terms of this resolution are non-precedential, apply only to this individual situation, and cannot be construed as precedent or past practice in any past, current or future action or dispute.

Appointment of Assistant Superintendent

Name/Address: Dr. Gerald Zinner  
614 Walnut Street, Lehighton  
Education Level: B. S. Degree (1965)  
M. Ed. Degree (1968)  
Ed. D. Degree (1986)  
Undergraduate School: Kutztown University  
Graduate Schools: Lehigh University  
Nova University  
Certification: Letter of Eligibility, Superintendent  
Administrative II, Elementary Principal  
Administrative I, Secondary Principal  
Instructional II, Elementary  
Experience: 12/11/89-Present: East Penn SD  
1972-73: Lehighton Area SD (Assist. Elem.  
Principal)  
1973-89: Northern Lehigh SD (Dir. of Elem.  
Education; Elem. Prin.)  
Effective: July 1, 2002-June 30, 2007

Salary: \$101,500

Teacher Aide Appointment

<u>Name/Address</u>	<u>Assignment</u>	<u>Salary</u>
Rosemary L. Plarr \$9.60/hour, 351 S. Seventh Street, Emmaus	Wescosville School	12.5 hrs./wk.

Co-Curricular Advisors

Jennifer Campbell \$420/Club B	LMMS Spring Musical Set Design/Construction	
Eileen Clark	LMMS Spring Musical Costume Coordinator	\$420, Club B
Steve Braglio \$23.33/Session	Photography Club	10 Sessions
Joe DiRado \$23.33/Session	Photography Club	10 Sessions
Beth Stoudt	Class of 2004	\$70.13
Angel Kiechel	Indoor Guard Assistant	\$980, Club D

Additions to the 2001-02 List of Per Diem Substitutes

Theodore Silar, Guest Teacher	Tina Mondovich, Food Services
Alison Huyett, Science	
Jacqueline Cineilla, Elementary	

Educational Conferences - Attachment 2

That the East Penn Board of School Directors approve the expenses for the individuals attending the educational conferences listed on Attachment 2.

Administrative Reports - See Attachment Section

These resolutions were duly adopted by the following roll call vote:  
Aye: Ballard, DeHaan, Earnshaw, Fuller, Gannon, Rhodes, Richwine, Robert, Thompson-----9

7. Education

1. First Reading - Textbook Adoption - Attachment 3

The textbooks listed on Attachment 3 will be on display in the Curriculum Library located at 800 Pine Street, Emmaus until Friday, May 3. A recommendation for adoption will be presented at the May 6 meeting of the East Penn Board of School Directors.

8. Other Educational Entities

A. Carbon Lehigh Intermediate Unit T. Richwine

1. Ballots - Election of CLIU Board Members (Informational)

B. Lehigh County Technical Institute A. Thompson  
F. Fuller  
S. Rhodes  
T. Richwine

9. Legislative C. Ballard

10. Facilities

1. Construction Fund Payments - Attachment 4

Motion by \_\_\_\_\_, Seconded

RESOLVED, That the East Penn Board of School Directors authorize the expenditure of funds from the appropriate Construction Fund as listed on Attachment 4.

2. Approval of Contract with W2A Design Group-Attachment 5

Motion by \_\_\_\_\_, Seconded

RESOLVED, That the East Penn Board of School Directors enter into a contract with W2A Design Group, Wallace & Watson, Associates PC, 609 Hamilton Street, Suite 200, Allentown, PA as described in Attachment 5.

NOTE: The Solicitor has reviewed this contract.

3. Agreement with Philip Kitlinski - Attachment 6

Motion by \_\_\_\_\_, Seconded

RESOLVED, That the East Penn Board of School Directors approve the Agreement with Philip C. Kitlinski for district projects to include the complete proposal submitted March 21, 2002 by Philip C. Kitlinski, Halifax, PA specifically, but not limited to geotechnical engineering and inspection and testing services.

NOTE: The Solicitor has reviewed the above agreement.

4. Agreement with EnviraHealth-Attachment 7

Motion by \_\_\_\_\_, Seconded

RESOLVED, That the East Penn Board of School Directors approve the Agreement with EnviraHealth Corporation for district projects to include the complete proposal submitted March 25, 2002 by Dr. Barbara A. Ploitocki, Coopersburg PA specifically, but no limited to environmental testing and safety consulting services.

NOTE: The Solicitor has reviewed the above agreement.

5. Agreement with J. Miller and Sons, Inc.-Attachment 8

Motion by \_\_\_\_\_, Seconded

RESOLVED, That the East Penn Board of School Directors approve the Agreement with J. Miller and Sons, Inc. for district Projects to include the complete proposal submitted March 8, 2002 by Jeff J. Miller, Swoyersville, PA, specifically, but not limited to asbestos inspection and testing services.

NOTE: The Solicitor has reviewed the above agreement.

6. Amendment #4 to the Current Agreement with United Inspection Services-Attachment 9

Motion by \_\_\_\_\_, Seconded

RESOLVED, That the East Penn Board of School Directors approve and amend the current Agreement with United Inspection Services as per the complete proposal submitted March 26, 2002 by Bernard W. Schweibing, Jim Thorpe, PA specifically, but not limited to construction testing services.

NOTE: The above mentioned agreement has been reviewed by the Solicitor.

7. Voluntary Sprinkler Replacement Program

Motion by \_\_\_\_\_, Seconded

RESOLVED, That the East Penn Board of School Directors authorize submitting the paperwork for the voluntary sprinkler head replacement program to Central Sprinkler Company, Box 5005, Lansdale, PA and the Waiver Release Agreement as amended by the Solicitor.

NOTE: The Central Sprinkler Company O-ring Sprinkler Head Voluntary Replacement Program involves approximately 4,440 sprinkler heads, nearly 30 different types or styles of finishes in Emmaus HS, Wescosville and Jefferson Schools.

8. Master Plan 2002 Update

11. Policy

1. Board Policy 138, Acceptable Use for Computer, Network and Internet Resources - Attachment 10

Motion by \_\_\_\_\_, Seconded  
by \_\_\_\_\_  
RESOLVED, That the East Penn Board of School Directors adopt the revised Board Policy 138, Acceptable Use for Computer, Network and Internet Resources for inclusion in the Board Policy Manual.

2. First Reading: Board Policy 604, Fund Balance - Attachment 11

12. Strategic Planning F. Romano  
Business Operations J. Vater

13. 1. Approval of Bill List

Motion by \_\_\_\_\_, Seconded  
by \_\_\_\_\_  
RESOLVED, That the East Penn Board of School Directors approve the attached bill list, including the addendum, and that the Treasurer be authorized to issue checks and vouchers in the amounts indicated.

2. Treasurer's Report

Motion by \_\_\_\_\_, Seconded  
by \_\_\_\_\_  
RESOLVED, That the East Penn Board of School Directors approve the Treasurer's Report.

3. Change in Regular Board Meeting Date

Motion by \_\_\_\_\_, Seconded  
by \_\_\_\_\_  
RESOLVED, That the East Penn Board of School Directors change the first regular Board Meeting in May from May 13 to May 6.

4. Bid Awards - Art Supplies, Computer Supplies, General School Supplies - Attachment 12

Motion by \_\_\_\_\_, Seconded  
by \_\_\_\_\_  
RESOLVED, That the East Penn Board of School Directors award the contracts for art supplies, computer supplies, and general school supplies to the successful bidders listed on Attachment 12.

5. Alternative Education Contract - Attachment 13

Motion by \_\_\_\_\_, Seconded  
by \_\_\_\_\_  
RESOLVED, That the East Penn Directors approve a contract with Teach Me Tutoring School to Provide an Alternative Education Program for the 2002-03 school year to be the consortium of schools including East Penn, Southern Lehigh, and Salisbury School Districts.

6. Transportation Contract

Motion by \_\_\_\_\_, Seconded  
by \_\_\_\_\_  
RESOLVED, That the East Penn Board of School Directors approve the student transportation contract with Laidlaw Transit, Inc. for the 2001-02 school year at a daily rate of \$16,814.08.

NOTE: East Penn currently has a multi-year contract that expires in 2004. The above resolution reflects the actual number of vehicles now being used as well as the actual number of miles all vehicles are traveling each day.

The 2000-01 daily rate was \$16,006.56. The 2001-02 Daily rate reflects the conversion of five vans to mini buses.

7. 2002-03 Budget - Discussion

8. Tabled Motion - Transfer of Refinancing Savings

Motion by \_\_\_\_\_, Seconded  
by \_\_\_\_\_

RESOLVED, That the East Penn Board of School Directors remove from the table the motion to transfer bond refinancing savings from the General Fund to the Capital Reserve Fund.

9. Transfer of Refinancing Savings

Motion by \_\_\_\_\_, Seconded  
by \_\_\_\_\_

RESOLVED, That the East Penn Board of School Directors approve the following transfers of bond refinancing savings from the General Fund to the Capital Reserve Fund.

2001-02	\$920,000
2002-03	\$750,000

14. Announcements

Monday, April 22 7:00 p.m.-CLEAR Session  
7:30 p.m.-Board Meeting

April 22-26 TV Turnoff Week

April 23 7:00 p.m.-EHS Spring Orchestra Concert, Auditorium

April 27 Nutrition, Health, and Safety Fair/Emmaus Public  
Library Used Book Sale, LMMS

May 6 7:30 p.m.-Board Meeting

June 3 7:30 p.m.-Tentative Committee-of-the-Whole Meeting (Budget)

15. Adjourn

ORDER OF BUSINESS

1. Call to Order; Pledge of Allegiance
2. Recognition:
  - Susan Butz-Stavin, Field Hockey Coach of the Year
  - TV Turn Off Week Committee Members - Alburdis & Lower Macungie Elementary Schools
  - Dr. Michael Waddell, Principal
3. Requests to Address the Board
4. Approval of Minutes
5. Master Plan 2002
6. Report of the Superintendent of Schools

1. Personnel

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

Retirements/Resignations

Carol Rieder, World Language Teacher, Emmaus HS, effective June 13, 2002 - Attachment 1  
Anita L. Williams, World Language Teacher, Lower Macungie MS, effective June 13, 2002 - Attachment 2  
Roberta Jacomen, Grade 2 Teacher, Wescosville School, effective June 13, 2002 - Attachment 3  
Deborah Serensits, Kindergarten Teacher, Lincoln School, effective June 13, 2002 - Attachment 4  
James Bleam, Grade 4 Teacher, Shoemaker School, effective June 13, 2002 - Attachment 5  
Carol Ann Brokate, Grade 1, Lincoln School, effective June 13, 2002 - Attachment 6  
  
Babbie Wasser, Remedial Assistant, effective May 10, 2002 - Attachment 7  
Tammie Holt, Food Service Assistant, effective April 3, 2002  
Carol E. Johnson, Library Secretary at Eyer MS, effective August 30, 2002 - Attachment 7A  
Louis W. Leskosky, Business Education Teacher at Emmaus HS, effective June 13, 2002 - Attachment 7B

Change in Position Title - Attachment 8

That the position title for Mrs. Leslie Daniel be changed from Director of Administrative Services to Director of Personnel, effective July 1, 2002.

Awarding Tenure

In accordance with Section 1121 of the PA School Code, the following temporary professional employees based upon satisfactory service be awarded tenure:

Jennifer Hummel	Special Education	Lower Macungie MS
Megan Mang	Grade 1	Kings Highway School
Margaret Hoffert	Mathematics	Emmaus HS

Requests for Compensated Professional Development Leave

Employee: C. Lynne Harakal, Mathematics Teacher  
Emmaus HS  
Effective: 2002-2003 School Term  
Purpose: To pursue graduate Work  
Reference: Board Policy 438.1, Compensated Professional Leaves

Employee: Barbara Bunn, Special Education Teacher  
Effective: 2002-2003 School Term



Purpose: To pursue graduate work  
Reference: Board Policy 438.1, Compensated Professional Leaves

Full-Time Substitute Teacher Appointments

Name/Address: Nicole L. Mangan  
1019 Howertown Road, Catasauqua 18032  
Education Level: B. A. Degree (2000)  
Undergraduate School: Muhlenberg College  
Certification: Instructional I, Elementary  
Initial Assignment: TBA  
Effective: September 1, 2002  
Experience: 9/01-6/02: East Penn SD  
Salary: \$37,900 (Step B, Year 2, Col. B)

Name/Address: Jonathan H. Chase  
1036 Catasauqua Road, Whitehall 18052  
Education Level: B. A. Degree (1994)  
Undergraduate School: Lafayette College  
Graduate Study: Fairleigh Dickinson University, 18 Credits  
DeSales University, Teaching Certification  
Certification: Instructional I, Elementary  
Initial Assignment: Grade 2, Lincoln School (Vacancy created by  
retirement of  
C. Brokate)  
Effective: September 1, 2002  
Experience: None  
Salary: \$37,400 (Step A, Year 1, Col. B)

Name/Address: Susan Noack  
1852 Eastman Avenue, Bethlehem 18018  
Education Level: B. S. Degree (1989)  
Undergraduate School: Lehigh University  
Graduate Study: Muhlenberg College, Teaching Certification  
Certification: Instructional I, Elementary  
Initial Assignment: Grade 5, Lincoln School (Vacancy created by transfer  
of  
A. Newton to Library)  
Effective: September 1, 2002  
Experience: 1/01-6/01: Moravian Academy  
09/01-06/02: East Penn SD  
Salary: \$37,900 (Step B, Year 2, Col. B)

Name/Address: Melissa A. Shelly  
322 Edward Lane, Catasauqua 18032  
Education Level: B. S. Degree (2000)  
Undergraduate School: Bloomsburg University  
Certification: Instructional I, Elementary  
Initial Assignment: TBA (Vacancy created by retirement of J. Petrella)  
Effective: September 1, 2002  
Experience: 9/01-6/02: East Penn SD  
Salary: \$37,900 (Step B, Year 2, Col. B)

Additions to the 2001-02 List of Per Diem Substitutes

Megan Bosso, English  
Michelle Krause, Elementary  
Alison Kaplan, Guest Teacher

Co-Curricular Advisors

Sherry Jones National History Day \$210, Club A

Teacher Aide Appointment

Name/Address: Connie Corkery  
4712 Glenwood Circle, Emmaus  
Effective: May 14, 2002  
Assignment: Emmaus HS, new position  
Salary: \$9.60/hour, 17.5 hours/week

Change in Employment Status

Employee: Nancy Fenstermaker  
Building Aide  
From: LMMS, 15 hours/week  
To: Emmaus HS, 16 ¼ hours/week  
Effective: September 1, 2002

Summer Maintenance Employees - Attachment 9

That the East Penn Board of School Directors approve the possible employment of the attached list of qualified applicants on a temporary basis in the Maintenance Program during the summer months at the rate of pay set for their assigned classifications, effective July 1, 2001.

Class of 2002-Attachment 10

That the East Penn Board of School Directors approve the list of students in the Class of 2002 for graduation.

Employment Dismissal

That the East Penn Board of School Directors permanently remove and dismiss from employment Mrs. Desirae Szloboda, 2640 Brunner Road, Emmaus, PA. Ms. Szloboda has declined a hearing with the Board of School Directors pursuant to Section 514 of the Public School Code.

Educational Conferences- Attachment 11

That the East Penn Board of School Directors approve the expenses for the individuals attending the educational conferences listed on Attachment 11.

7. Education

1. Textbook Adoption - Attachment 12

Motion by \_\_\_\_\_, Seconded  
by \_\_\_\_\_  
RESOLVED, That the East Penn Board of School Directors approve the list of textbooks for use in the East Penn School District as described in Attachment 12.

2. Mathematics K-12 - Curriculum Revision

First Reading - Mathematics Textbooks - Attachment 13

A recommendation for textbook adoption will be presented at the June 3 Board Meeting. These textbooks will be on display in the Curriculum Library until Friday, May 31.

8. Facilities

1. Approval of Change Order - Lower Macungie Middle School

Motion by \_\_\_\_\_, Seconded  
by \_\_\_\_\_  
RESOLVED, That the East Penn Board of School Directors approve the following change order:

Lower Macungie Middle School

HVAC-5 Guy M. Cooper, Inc. Credit for unused contract unit costs (\$5,093.00)

2. Construction Fund Payments - Attachment 14

Motion by \_\_\_\_\_, Seconded  
by \_\_\_\_\_  
RESOLVED, That the East Penn Board of School Directors authorize the payment of funds from the appropriate Construction Funds as listed on Attachment 14.

9. Business Operations

1. Approval of Bill List

Motion by \_\_\_\_\_, Seconded  
by \_\_\_\_\_  
RESOLVED, That the East Penn Board of School Directors approve the attached bill list, including the addendum, and that the Treasurer be authorized to issue checks and vouchers in the amounts indicated.

2. Appointment of Auditor

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_  
RESOLVED, That the East Penn School Directors appoint the audit firm of Hutchinson, Gorman & Freech to audit the records of the East

Penn School District for the year ended June 30, 2002 at a fee of \$16,100, with a single audit, per their letter of engagement dated March 6, 2002.

3. Appointment of Treasurer (Sections 404, 436-443, PA Public School Code Of 1949)

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_  
RESOLVED, That Mr. Gary E. Reigal be appointed as Treasurer; that the Term of office shall be for one year, July 1, 2002 to June 30, 2003; that he be directed to perform such duties as are appropriate for the position in accordance with the Public School Code of 1949, as amended, Section 436-443; that He shall implement federal, state, and local policies and Regulations at the direction of the Board of School Directors  
And the Superintendent of Schools; and, that the Treasurer's Bond be set at \$500,000 to be paid for by the East Penn School District.

4. Designation of 2001/02 Depositories

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_  
RESOLVED, That, in accordance with Section 621, PA Public School Code of 1949, the East Penn Board of School Directors designate the following depositories for the funds of the East Penn School District for the 2002-03 fiscal year; and that said depositories furnish a bond in an amount equal to 120% of the highest balance or comply with Act 72 of 1971 of the Pennsylvania Legislature, such bond amounts to include the amount provided by federal insurance:

AllFirst Bank  
American Bank  
Commonwealth Bank  
Lafayette/Ambassador Bank  
PA Treasury/Invest  
PA Local Government Investment Trust  
East Penn Bank  
First Union Bank  
Summit Bank  
PA Liquid Asset Fund  
Nazareth National Bank

5. Earned Income Tax Commission

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_  
RESOLVED, That the East Penn Board of School Directors set the following commissions to be paid to the appointed municipal Earned Income Tax Officers for the collection of the District's earned Income taxes during the period July 1, 2002 through June 30, 2003:

Borough of Alburtis	5%, plus 1/2 of printing & postage costs
Borough of Emmaus	2.5%
Borough of Macungie	5%, plus 1/2 of printing & postage costs
Lower Macungie Twnshp. benefits,	1/2 of cost of salaries, fringe And office expenses of the EIT office.
Upper Milford Twnshp.	5%, plus 1/2 of printing & postage costs

6. Earned Income Tax Officer Bonds

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_  
RESOLVED, That the East Penn School Board of School Directors direct the East Penn School District municipal Earned Income Tax Officers to provide fidelity bonds to the School District in the following sums:

Borough of Alburtis  
Joan Sweda, or successor  
Bond required: \$50,000 Jointly with Borough

Borough of Emmaus  
Berkheimer Associates  
Bond required: In accordance with contract

Borough of Macungie  
Rose Nonnemacher, or successor  
Bond required: \$120,000, Jointly with Borough

Township of Lower Macungie  
Cathleen O'Brien, or successor  
Bond required: \$1,000,000, Jointly with Township

Township of Upper Milford  
William Weber, or successor  
Bond required: \$250,000, Jointly with Township

6. Facility Rental Request

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_  
RESOLVED, That the East Penn Board of School Directors grant permission for Pam's Dance Academy, 10 North Third Street, Emmaus to use the Lower Macungie MS Auditorium and 2 classrooms for a dance recital and rehearsal on June 6, 7, and 8. This is a Group V organization and will be charged the following rental fees:

- \$91.00 per hour Rehearsal Fee
- \$97.00 per hour Recital Fee
- \$14.00 per hour Classroom Rental Fee
- \$28.60 per hour Stage Manager Fee
- \$28.60 per hour Custodial Fee
- \$ 5.15 per hour Stage Hand fee

10. Announcements

- |                                   |   |
|-----------------------------------|---|
| Monday, May 13                    | 6:30 p.m.-CLEAR Session<br>7:30 p.m.-Board Meeting  |
| Wednesday, May 15                 | 7:00 p.m.-Open House, Lower Macungie Elementary School<br>7:30 p.m.-EHS Drama Department Evening of Theater<br>7:30 p.m.-LMMS Spring Choral Concert<br>4-8 p.m.-Kings Highway Spring Festival |
| Thursday, May 16                  | 7:00 p.m.-Shoemaker Open House<br>7:30 p.m.-LMMS Spring Choral Concert  |
| Saturday, May 18                  | Music in the Parks at Eyer<br>Senior Class Ball, Holiday Inn  |
| Monday, May 20<br>Tuesday, May 21 | 7:00 p.m.-Elementary Instrumental Concert<br>7:00 p.m.-EHS Symphonic Band/Wind Ensemble Spring Concert  |
| Wednesday, May 22                 | Lower Macungie Elementary Spring Festival<br>Alburtis Spring Carnival<br>7:00 p.m.-Open House, Jefferson School   |
| Thursday, May 23                  | 7:30 p.m.-LMMS Spring Band Concert<br>7:00 p.m.-Macungie Spring Chorus Concert  |
| Monday, May 27                    | Memorial Day-All Schools and Offices are closed.  |
| Friday, May 31                    | Esquires Concert in the Park – Macungie Memorial Park   |
| Saturday, June 1                  | 5:00 p.m.-EHS Academic Awards Program   |

11. Adjourn



ORDER OF BUSINESS

1. Call to Order; Pledge of Allegiance

President Jeffrey W. DeHaan called the meeting of the East Penn Board of School Directors to order at 7:50 p.m. in the Board Room, followed by the Pledge of Allegiance.

Board Members Present: C. H. Ballard, J. W. DeHaan, A. Earnshaw, F. Fuller, E. Gannon, S. Rhodes, T. Richwine,

M. Robert (arrived at 8:25 p.m.), A. Thompson  
Board Solicitors: Marc Fisher, Esq., Robert Magee, Esq., Worth, Magee, & Fisher  
Board Treasurer: Gary Reigal  
Board Secretary: Cecilia R. Birdsell  
Superintendent of Schools: Alrita L. Morgan, Ph.D.  
Press Present: Pat Ryder, East Penn Press Reporter  
Kathleen Parrish, Morning Call Reporter

2. Oath of Office for Assistant Superintendent - Dr. Gerald Zinner

Judge James K. Gardner administered the Oath of Office for Assistant Superintendent to Dr. Gerald Zinner, who will assume the role of Assistant Superintendent on July 1. Mrs. Ellen Zinner held the family bible during the ceremony. The audience gave them a round of applause.

3. Board Recognition:

-Michael Seip - Induction into the Swimming Hall of Fame, Penn State University

Dr. Morgan and Mr. DeHaan presented former Swimming Coach Mike Seip with a plaque recognizing his induction into the Swimming Hall of Fame at Penn State University. He received a round of applause from the audience.

-All State Chorus, Band, and Orchestra

Dr. Morgan and Mr. DeHaan presented Certificates of Excellence to the following students who represented the East Penn School District in the All State Chorus, Band, and Orchestra:

Jon Satrom - Chorus  
Drew Wetzell - Band  
Tom Ovens - Orchestra

They received a round of applause from the audience.

-SGA Representatives -

Mr. DeHaan noted that Chris DiGiacomo a graduating senior was also the National Champion for the Marine Physical Fitness Team. Chris will be attending Rutgers University next year. Miss Mallory Brusko who took over for Chris during the second part of the year will be attending Penn State University. Each student received a Certificate of Excellence for their services as the SGA Representatives to the Board.

4. Requests to Address the Board

Mr. Ted Dobracki, Box 524, Emmaus addressed the Board about the five-year budget plan and PSERS contribution rate and its effect on the budget. He relayed his first experience with the budget when he was a board member several years ago. He submitted the attached information that he compiled.

5. Approval of Minutes

Motion by Thompson, Seconded by Earnshaw  
RESOLVED, That the East Penn Board of School Directors approve the minutes of the May 13, 2002 meeting.

This resolution was unanimously adopted by voice vote.

6. Curriculum Presentations

-Mathematics/ Computer Science K - 12 Revision

Dr. Jerry Zinner said that technology has played a significant role and will continue to have a significant role. There will be more remediation in response to PSSA testing and the various needs and also the extension for students who go beyond the regular program. They are also looking at gender equity and mathematics as a way of communicating ideas. There is also the integration of algebra and geometry and probability in all aspects of the program from kindergarten through Grade 12.

Mrs. Lyn Smith discussed the K-5 mathematics program through the research stage, academic benchmarks and standards for Grades 3-5. One of the first things they learned is that mathematics must be a successful learning experience for all students. The diverse student needs must be stressed throughout the curriculum. It is important that teachers be trained in the delivery of the curriculum. The importance of technology is an extremely powerful tool for

problem solving abilities and understanding. We do have resources in our classrooms which is an important feature in the writing and structuring of curriculum. The last area of importance is the area of problem solving and real life applications of mathematics. The curriculum is written and it will be introduced to teachers this summer. There will be three employee development hours dealing with how to make the changes in the instructional program. There will be a piloting of materials next year before putting them in place for the following year.

Stacey Meckes, a Grade 7 teacher at Lower Macungie MS, said there was a committee of two grade 6 teachers, two grade 7 teachers, and two grade 8 teachers who worked on the middle school mathematics curriculum. She noted that all grade 8 standards are included. The team looked at all the standards and made sure they were covered somewhere in Grade 6, 7, or 8. Another focus is to enhance the use of technology by the use of scientific calculators, where appropriate, introducing the use of geometry sketch pads, and graphing calculators. They also wanted to make sure that areas where students face the greater challenges are also covered. Extra practice has been included in some of the areas where they struggle in Grades 6, 7, 8. Mrs. Meckes also noted that employee development hours have been put in place for the staff.

Ms. Carlen Blackstone talked about what was done at the high school level. They tried to make sure that there was a strong emphasis for covering the standards. Reviewing the required courses, Ms. Blackstone felt that they had closed in the gaps and do cover PSSA concepts because of the extensive nature of the high school commitment. It was important that the students have mastery of the most significant concepts in high school mathematics because it insures the greatest success in the PSSA's. They made sure that there was at least exposure to the most important PSSA concepts to make sure that what they do learn they learn well rather than throwing a whole lot of information at the students. They continue to use graphing calculators and discovery-oriented software extensively. Proxima demonstrations are used on a regular basis. Ms. Blackstone discussed the importance of exposing students to computer algorithms. She discussed the changes in the computer science labs and the tie between computer science and mathematics applications as well as other areas. She explained the issue of gender equity, noting it is not an easy solution but it must be dealt with at the elementary, middle and high school levels. She cautioned about creating an area of society that is going to be very technological and dominated by the men in the field if schools do not encourage female students. It is something that needs attention at all levels to make a difference. She spoke about the change in philosophy to eliminate PASCAL and begin to teach visual basic which is a Windows-based program as opposed to a DOS-based program. The AP curriculum will be going to JAVA. Ms. Blackstone indicated that they will continue to emphasize the concepts and principles. They will continue to try to separate the difference between the business and technology courses and the computer science courses that teach concepts that can be transferred to a variety of environments at the college level.

Ms. Gannon thanked Ms. Blackstone for the presentation and the flow chart. In response to a question about AP Calculus, Ms. Blackstone indicated that the teacher had been part of the process and approved the course. Ms. Gannon asked if there had been any attempt to find out if such courses as AP Statistics would be accepted by the colleges. Ms. Blackstone said that question could be addressed by guidance, noting that it depends on the college or university. Mr. Ballard asked about the use of calculators and spoke about the trend in industry for estimation and asked what part of the curriculum addresses this. Dr. Zinner responded that estimation in problem-solving is a big part of what is done from elementary levels on up. When children attempt a problem, they are asked to estimate what would be a reasonable answer. Children are taught basic operations and then the calculator is used in problem solving. Ms. Blackstone said the major emphasis has been on calculators. She indicated how teachers are doing this at various levels. The calculator gives students more access to mathematics and processes at a more advanced level than in the past. Mr. Ballard said that in these presentations there is an educational bias and what some members of the public see is a curriculum that has shifted radically from areas of competency that they are familiar with to areas that are more technical. Dr. Zinner answered that there is a Steering Committee made up of teachers, parents, administrators, and community leaders. The areas of study are reviewed to see if they meet the requirements of the work place. The Steering Committee will then look for the materials that address those changes. Mrs. Thompson pointed out the Career Pathways program and how it addresses those concerns. Mr. DeHaan asked about how the middle school level handles problem solving. Mrs. Meckes indicated that they are looking for weaknesses in concepts and operations, such as the use of fractions. Mr. DeHaan said there was a rather large emphasis on the PSSA, noting how the legislature periodically changes requirements such as the PSSA. He asked how much the curriculum is dependent on the PSSA. Dr. Zinner said while they were careful to include the PSSA objectives, there are also other objectives that are important beyond the PSSA. Mrs. Smith and Dr. Zinner both emphasized that the standards and objectives are very beneficial in setting goals, noting the PSSA is the testing measurement. Ms. Blackstone added that the computer science curriculum offered in East Penn are far superior to any other district and at a more advanced level. The exceptional students in this district have the opportunity to move above the average.

-Elementary Report Card

Dr. Zinner indicated that this is the new standards-based elementary report card and is an outgrowth of the previous Strategic Plan. There was a sub-committee on assessment that broke into elementary, middle and secondary. The elementary committee came up with a set of recommendations. The elementary committee consisted of teachers from every grade level, principals and parents. Mrs. Ladonna Mayo explained the history of the development of the report. Some of the parameters consisted of having a common K-5 report card; maintaining A-F letter grades; and indicating the levels of students in reading and mathematics. They also included a report on standards. Dr. Zinner said they are not aware of any school district in

Pennsylvania that is attempting to accomplish this through a report card. Mrs. Smith noted that they will be presenting this standards-based report card at the PASCSD Conference. Mrs. Smith pointed out some of the features that were developed such as a common format K-5, reporting of academic standards in language arts and mathematics, reformatting the language arts section, other subject areas will be letter graded, a language arts continuum and stages will be described. There is a scale that has been developed (4,3,2,1) and defined. There is also an area for teachers to place comments. The report is very thorough in helping parents in understanding needs and strengths. There will be presentations for parents and teachers as well as resources to help explain the new format. Mrs. Smith indicated that they are currently in the process of developing a system to record students' growth and to print out the results on site. The technology is being worked out through Ms. Milliken. All the elements will be in place to accomplish what is needed to be assured that only the individuals responsible have the access to this information. There are a lot of components to this system that will be very useful to help parents understand that the teachers know their children.

Francine Confer, Kindergarten Teacher at Alburtis School, spoke about the gradual approach to this report card and the professional development that will take place with the teachers on June 11, August and October. Parents will be introduced to the new report card at the Meet the Teachers Nights across the district. Sandy Hayes, Grade 4 Teacher at Lincoln School, said the report card would be definitely implemented in September. The system will be re-evaluated in the spring and summer and parent's comments will be reviewed. Dr. Zinner said this was an 18-month process and asked the members of the committee to stand and be recognized.

Mr. Earnshaw said on the Kindergarten card there are four columns, instead of three. Dr. Zinner explained that there should be only three columns. Ms. Gannon asked about the performance levels in terms of mathematics. Dr. Zinner said it would be indicated by an E (enhanced) if a student is working above level. Mrs. Smith indicated there would be a letter grade and then there is a code so there are not two letters together. Mr. Ballard asked about archiving the information and long-term records and asked the name of the records retention company, citing the federal and state regulations for record retention. Dr. Zinner responded that he would be working on that aspect and would report back to the Board. Mr. DeHaan thanked the presenters for an excellent presentation.

7. 2002-03 Budget Adoption

Motion by Ballard, Seconded by Robert

RESOLVED, That the East Penn Board of School Directors adopt the 2002-03 Budget that was tentatively adopted April 22, 2002 and revised, and,

be it further

RESOLVED, That the East Penn Board of School Directors, Lehigh County, Commonwealth of Pennsylvania, hereby authorize expenditures totaling \$71,446,226 as set forth therein; and,

be it further

RESOLVED, That the East Penn Board of School Directors levy a tax of 33.56 mills per dollar (\$3.356 per \$100) of assessed valuation on real estate, and the following taxes levied under Act 511:

A one-half percent (0.05%) earned income tax; and,  
A one percent (1.0%) real estate transfer tax

Dr. Morgan reported that this year overall it has been a pleasant experience to bring a zero mill increase and an even more positive fund balance. Mr. Reigal reviewed the attached Summary of Revenue, Expenditures and Fund Balance. The revenue has been increased by federal funds, primarily IDEA funding increased from \$425,000 to \$660,000. He indicated that the fund balance has increased \$687,109. Dr. Morgan said that a bus plan had not been budgeted and, based on some recent events and the Safety Survey, there may be funds needed to provide for some standards and to meet the issue head on. As the summer progresses, a more detailed plan will be presented. Mr. Richwine requested that between now and the next budget cycle that there be some discussion on capital reserve, budget reserve, and fund balance. Mrs. Thompson asked about what staff was included in the budget. Dr. Morgan responded that it was Priority 1 and Priority 2 personnel who were included in the last meeting. Mr. Ballard indicated that this is a zero tax millage increase and the per capita tax was eliminated. He summarized that it is actually a tax decrease for taxpayers. Mr. DeHaan also reiterated that this is a zero increase budget and the per capita tax is eliminated and this coupled with the tax rebate program for those who are eligible is a further decrease. He clarified that the expenditures listed at a little over 71 million dollars compared to the 68 million dollars in last year's budget is 3.5 million dollars that was transferred from the ending fund balance to the budgetary reserve. In reality, the expenses are 68 million dollars. This has been brought about by the budgeting practices of the district over the past few years. Referring to the PSERS account, Mr. DeHaan said that several years ago it was very high and then it was cut very low. Hopefully, it will go up more gradually. He further stated that the budget is presented to board members in three different learning formats. He said the amounts have been scrutinized. The district is moving forward - we are meeting the needs of Strategic Planning and the program is being improved. He commended the staff, administrators and community and everyone who helps to make East Penn number one in education in the state.

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



8. Report of the Superintendent of Schools - Dr. Alrita L. Morgan

1. Personnel

Motion by DeHaan, Seconded by Richwine  
RESOLVED, That the East Penn Board of School Directors approve the following  
personnel item:

Appointment of Emmaus High School Principal

Name/Address: Dennis M. Murphy  
27 West Chestnut Street  
Kingston, NY 12401  
Education Level: B. A. Degree  
M. Ed. Degree  
Undergraduate School: Moravian College  
Graduate School: Lehigh University (Educational Leadership,  
Letter of Eligibility)  
Effective: July 1, 2002  
Certification: Administrative, Elementary & Secondary Principal  
Experience: 1973-93: Colonial Northampton IU (IU 20)  
1993-95: Pen Argyl HS, Assistant Principal  
1995-98: Pen Argyl HS, Principal  
1998-99: Kingston HS, Associate Principal  
1999-Present: Kings HS, Principal  
Salary: \$102,000, (Entitled to the Act 93 Administrative  
Compensation Package)

Dr. Morgan said that there had been an extensive interview process including a visit to Mr. Murphy's current school. Mr. Murphy has been respected in other districts and we look forward to working with him in East Penn.

Ms. Gannon said she would be registering a protest vote on the process. She said in other local districts parents and students serve on selection committees, even for the hiring of teachers. She did not understand why the process in East Penn was so insular. In the case of the high school principal, the community should be involved in the process and she wanted the community to know that they were not part of the process. She said Mr. Murphy may be an excellent candidate but she had only met him for the first time this evening. However, she did welcome him to the district and would totally support him. Her negative vote should not reflect his suitability for the position. Ms. Gannon reiterated that it was a protest vote for the process in which the decision was made. As part of the policy, the Board has the prerogative to interview the candidate for high school principal, but a majority of the Board thought this was unnecessary. She concluded that she did not feel she knew enough about the candidate to vote for him tonight and would not support the motion. Mrs. Thompson felt a school director's job is important and some nights decisions are more important than others. She said she did not take her responsibility lightly and she would have liked to have gone on the visitation to Kingston. She said given the information that she was provided she did her own research and she wanted to express how important the decision was. President DeHaan said he was very pleased with the process and the administrators and staff, community members, and students who participated in the process. He is pleased with Mr. Murphy and is looking forward to working with him in the years to come.

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

Aye: Ballard, DeHaan, Earnshaw, Fuller, Rhodes, Richwine, Robert, Thompson-----

Nay: Gannon-----

President DeHaan congratulated Mr. Murphy. Mr. Murphy said he looks forward to coming to Emmaus High School and earning everyone's support.

Ms. Fuller complimented Dr. Torma for stepping in as Assistant Principal and thanked her for an excellent job. Dr. Torma received a round of applause.

Motion by Ballard, Seconded by Earnshaw  
RESOLVED, That the East Penn Board of School Directors approve the following  
personnel item:

Change in Title

Employee: Barbara Litts  
From: Educational Diagnostician  
To: Educational Diagnostician/Gifted Programs  
Coordinator

Ms. Gannon said that there continues to be a major problem of the identification of gifted students and there has been no attempt to address the situation or even recognition that a problem exists. As the past President of East Penn PAGE, Ms. Gannon said she could not support this nomination in good conscience and she would be willing to elaborate in a CLEAR Session. Mrs. Thompson said she had provided information that the gifted numbers were going down and then Ms. Gannon provided figures indicating a decrease. She claimed that the item had not been addressed. There was not a description of what was happening and how the results could be changed. Mrs. Thompson said Dr. Scagliotti had sent information. Dr. Morgan said the issue had been addressed by Dr. Ziolkowski. She said they wanted to wait until the school year is over since they felt the questions had been answered. She said that obviously that has not been satisfactory and maybe they don't understand the questions.

This resolution was duly adopted by the following roll call vote:  
 Aye: Ballard, DeHaan, Earnshaw, Fuller, Rhodes, Richwine, Robert-----7  
 Nay: Gannon, Thompson-----2

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

Resignations

- Alison Saeger Panik, Elementary Teacher, effective immediately (Attachment 1)
- Eden Alden, World Languages Teacher, effective immediately (Attachment 2)
- Karen Kuszyk, Grade 4 Teacher at Shoemaker School, effective May 31, 2002 (Attachment 3)
- Louise A. Mooney, Teacher Aide at Emmaus HS, effective June 6, 2002 (Attachment 4)

Temporary Professional Employee Appointments

Name/Address: Jacqueline R. Vles  
 36 Brookfield Drive, Fleetwood 19522  
 Education Level: B. S. Degree (2002)  
 Undergraduate School: Kutztown University  
 Certification: Instructional I, Elementary  
 Effective: September 1, 2002  
 Initial Assignment: Kindergarten, Lower Macungie Elementary School  
 (Vacancy created by J. Bleam retirement)  
 Experience: None  
 Salary: \$37,400 (Step A, Year 1, Col. B)

Name/Address: Frank E. Meyers, Jr.  
 5440 Nor-Bath Blvd., Northampton 18067  
 Education Level: B. A. Degree (1998)  
 M. Ed. Degree (2002), pending verification  
 Undergraduate School: Kutztown University  
 Graduate School: Kutztown University  
 Certification: Instructional I, Elementary, Reading Specialist  
 Effective: September 1, 2002  
 Initial Assignment: Kindergarten, Wescosville School  
 (Vacancy created by J. Jones resignation)  
 Experience: None  
 Salary: \$37,400 (Step A, Year 1, Col. B)

Name/Address: Sallie L. Yencho  
 3015 Reget's Tower Street, Fairfax, VA 22031  
 Education Level: B. S. Degree (1997)  
 Undergraduate School: Elizabethtown College  
 Certification: Instructional I, Elementary  
 Effective: September 1, 2002  
 Initial Assignment: Grade 4, Jefferson School  
 (Vacancy created by C. Greb resignation and subsequent transfers)  
 Experience: 9/97-6/99: Quakertown SD  
 9/99-6/02: Falls Church, VA  
 Salary: \$38,400 (Step C, Year 3, Col. B)

Full-Time Substitute Employees

Name/Address: Suzanne M. Smith  
 722 Bushkill Drive, Bath 18014  
 Education Level: B. S. Degree (1985)

Undergraduate School: M. S. Degree (1991)  
Graduate School: SUNY Oswego  
Certification: Syracuse University  
Instruction I, Secondary School Counselor  
Initial Assignment: Guidance Counselor, Emmaus HS  
(Opening created by F. Pino General Leave)  
Effective: September 1, 2002  
Experience: 9/01-6/02: Parkland SD  
7/94-1/01: Indian River, NY  
4/93-6/94: Gouverneur, NY  
10/92-4/93: Jordan Elbridge, NY  
Salary: \$41,250 + Summer Days @\$3200 (Step A, Year 1, Col. M)

Name/Address: Rachel A. Miller  
5936 Limeport Pike, Coopersburg 18036  
Education Level: B. S. Degree (2000)  
Undergraduate School: Kutztown University  
Certification: Instructional I, Biology, General Science  
Initial Assignment: Science Department, Emmaus HS  
(Opening created by T. Bartosh Leave)  
Effective: September 1, 2002  
Experience: 2/01-1/02: Per Diem Substitute, East Penn, Parkland  
1/02-6/02: East Penn SD  
Salary: \$37,900 (Step B, Year 2, Col. B)

#### Request for Childrearing Leaves

Employee: Christine Gain, Speech Teacher  
Effective: 2002-03 School Year

Employee: Megan Mang, Grade 1, Kings Highway School  
Effective: June 11, 2002

#### East Penn SD Representative to Main Street Manager Program

That Dr. Gerald Zinner be appointed as East Penn's representative to the Main Street Program, effective July 1, 2002.

#### Additions to the 2001-02 Per Diem Substitute List

Carol Rieder, French Karen Keim, Food Services Department

#### Homebound Instructors

Karen M. Fitzpatrick Deann Lehman

#### Appointment of Chief School Physician - Attachment 5

That Dr. Robert A. Barnes be reappointed as Chief School Physician for the 2002-03 school year according to the attached Agreement.

Mrs. Thompson suggested that a letter of appreciation be sent to Dr. Barnes on behalf of the Board.

#### Summer Information Technology Department Appointments

Former Employees: Ian Roth, Philip Appleby, David Mory  
Salary: \$6.40/hour

New Employees: Michael Herrick  
Salary: \$6.25/hour

#### Summer Maintenance Department Appointments

Former Employee: David Spadt  
Salary: \$6.60/hour

New Employees: Daniel Bardo, Tyler J. Carr, Kevin Dover,  
Brian Hoff, Matthew Mahala, Daniel Moser  
Salary: \$6.25/hour

#### Co-Curricular Advisor

Wilfred Pike Talent Show Practice 2 Sessions @ \$23.33/session

#### Educational Conferences

Conference Title: Third Annual Health Conference, East Stroudsburg University  
Date(s): June 20, 2002  
Attending: Leslie Heffron, School Nurse, Lower Macungie Elementary

Cost: \$62.05

Conference Title: Mosaic Tile Workshop, Banana Factory  
 Date(s): June 10-July 29, 2002  
 Attending: Virginia Coleman, Art Teacher, Emmaus HS  
 Regina Oster, Art Teacher, Emmaus HS  
 Cost: \$170/person

Conference Title: American Computer Science League All-Star Contest,  
 Montreal, Canada  
 Date(s): May 23-27, 2002  
 Attending: Carlen Blackstone, Computer Science/Mathematics Teacher,  
 Emmaus HS  
 Cost: \$890.00

Conference Title: BiPolar and Psychotic Disorders in Children, Fogelsville  
 Date(s): May 23, 2002  
 Attending: Allison Moxey, Guidance Counselor, Emmaus HS  
 Frank Pino, Guidance Counselor, Emmaus HS  
 Cost: No cost

Conference Title: State Department Pilot: CBM Training, Lehigh University  
 Date(s): June 5, 2002  
 Attending: Barbara Ahner, Special Education Teacher, Lincoln School  
 Alona Pike, IST Teacher, Wescosville School  
 Mary K. Naunas, School Psychologist  
 Sandra Burdick, Special Education Teacher, Wescosville  
 School  
 Cost: \$6.21/person, plus per diem substitute

Conference Title: CLIU and WestEd, Carbon Lehigh Intermediate Unit  
 Date(s): September 21-28, 2002  
 Attending: Lynn Smith, Supervisor of Reading & Language Arts Program  
 Cost: \$5,496.50

Conference Title: Earth Workshop-Maria Martinez Pottery, Taos, NM (Taos Art  
 School)  
 Date(s): July 8-13, 2002  
 Attending: Lisa Caruso, Art Teacher, Emmaus HS  
 Cost: \$1567.00

Appointment of Director of Curriculum K-12

Name/Address: Claudia Shulman  
 Box 816, Cherryville, PA 18035

Education Level: B.S. Degree (1973)  
 M. Ed. Degree (1977)

Undergraduate School: Temple University  
 Graduate School: Lehigh University (Graduate Courses for Educational  
 Leadership/Superintendent Certification)

Certification: Letter of Eligibility (Pending)  
 Administrative II, Secondary Principal  
 Instructional II, Communication

Effective: September 1, 2002

Experience: 1/74-6/02: East Penn School District  
 Assistant Principal, Emmaus HS (8/25/98-6/3/02)  
 Acting Assistant Principal, Emmaus Jr. HS (7/14/92-  
 6/30/93)  
 Acting Assistant Principal, Eyer MS (8/21/89-6/30/90)  
 English Teacher

Salary: \$88,000 (Entitled to Act 93 Administrative Compensation  
 Package)

Dr. Morgan indicated that Mrs. Shulman has had involvement in curriculum through her work as English Department Head and on various committees. She is very excited about getting started. Dr. Morgan noted that employee development will also become part of her responsibilities.

Full-Time Substitute Teacher Appointment

Name/Address: Beth Anne Weber  
 146 Maple Street, Coplay, PA

Education Level: B. S. Degree (1999)

Undergraduate School: Penn State University

Certification: Instructional I, Elementary

Effective: September 1, 2002

Experience: 9/01-6/02: East Penn School District  
 9/99-6/01: Charles County, MD

Salary: \$37,900 (Step B, Year 2, Col. B)

Resignation

Kathleen Raines, Teacher Aide at Alburtis School, effective immediately

Request for Childrearing Leave

Employee: Tammi L. Ritter  
Elementary Teacher  
Effective: 2002-03 School Year

Informational

Letter from Charles Zogby - Attachment 6

Mrs. Thompson acknowledge the letter from Secretary Zogby and complimented Mr. Reigal and Mrs. Surdoval.

These resolutions were duly adopted by the following roll call vote:  
Aye: Ballard, DeHaan, Earnshaw, Fuller, Gannon, Rhodes, Richwine, Robert, Thompson-----9

9. Education

1. Textbook Adoption

Motion by Ballard, Seconded by Robert  
RESOLVED, That the East Penn Board of School Directors approve the list of textbooks for use in the East Penn School District as described in Attachment 7.

This resolution was duly adopted by the following roll call vote:  
Aye: Ballard, DeHaan, Earnshaw, Fuller, Gannon, Rhodes, Richwine, Robert, Thompson-----9

10. Other Educational Entities

-Lehigh Carbon Community College - 2002-03 Budget

Motion by Earnshaw, Seconded by Richwine  
RESOLVED, That the East Penn Board of School Directors approve the 2002-03 Operating, Debt Service and Capital Expenditure Budgets as authorized by the Board of Trustees.

This resolution was duly adopted by the following roll call vote:  
Aye: Ballard, DeHaan, Earnshaw, Fuller, Gannon, Rhodes, Richwine, Robert, Thompson-----9

-Lehigh Career & Technical Institute - 2002-03 Budget

Motion by Thompson, Seconded by Robert  
RESOLVED, That the East Penn Board of School Directors approve the 2002-03 Lehigh Career & Technical Institute Budget as approved by the Joint Operating Committee.

This resolution was duly adopted by the following roll call vote:  
Aye: Ballard, DeHaan, Earnshaw, Fuller, Gannon, Rhodes, Richwine, Robert, Thompson-----9

11. Facilities

1. Remove from the Table - United Inspection Services Agreement

Motion by Robert, Seconded by Ballard  
RESOLVED, That the East Penn Board of School Directors remove from the Table the United Inspection Services Agreement tabled at the April 22, 2002 Board Meeting.

This resolution was duly adopted by the following roll call vote:  
Aye: Ballard, DeHaan, Earnshaw, Fuller, Gannon, Rhodes, Richwine, Robert, Thompson-----9

2. Approve the United Inspection Services Agreement - Attachment 8

Motion by Robert, Seconded by Ballard  
RESOLVED, That the East Penn Board of School Directors approve the Agreement with United Inspection Services as per the complete proposal submitted March 26, 2002 by Bernard Schweibing, Jim Thorpe, PA specifically but not limited to construction testing services as listed in Attachment 8.

Approval of the URS Corporation Agreement - Attachment 9

RESOLVED, That the East Penn Board of School Directors approve the URS Agreement for Owner's Representative Services for various K-12 schools and other facilities throughout the East Penn School District as described in Attachment 9; and, that every effort be made to bring back Mr. Bob Dickman for these projects.

Note: The solicitor has reviewed this Agreement.

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

Aye: Ballard, DeHaan, Earnshaw, Fuller, Gannon, Rhodes, Richwine, Robert, Thompson-----9

12. Business Operations

1. Bill List Approval

Motion by Ballard, Seconded by Robert

RESOLVED, That the East Penn Board of School Directors approve the bill list, including the addendum, and that the Treasurer be authorized to issue checks and vouchers in the amounts indicated.

Food Service Contract Extension

RESOLVED, That the East Penn Board of School Directors approve an extension of the current contract with Nutrition, Inc. to provide food service management from July 1, 2002 to June 30, 2003; and,

be it further

RESOLVED, That the following review and approval by the Solicitor, appropriate district officials be authorized to affix their signatures thereto.

Change Notes:

1. The September 2002 advance payment will increase from \$112,379 to \$121,239. This more accurately reflects the actual monthly operating cost.
2. The guarantee return to the district will decrease from \$42,827 to \$30,121.
3. The combined administrative and management fee is increased by 5%.
4. Reimbursable meal prices for students will remain at \$1.50/\$1.60.

Bid Opening Report - Attachment 10 (Informational)

Bid Awards - Attachment 11

RESOLVED, That the East Penn Board of School Directors award the contracts for #2 heating oil, diesel fuel, floor tile (Macungie School), and science equipment to the successful bidders listed on Attachment 11.

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

Aye: Ballard, DeHaan, Earnshaw, Fuller, Gannon, Rhodes, Richwine, Robert, Thompson-----9

2. Property Tax Rebate Program

Motion by DeHaan, Seconded by Ballard

RESOLVED, That the East Penn Board of School Directors authorize a Property Tax Rebate Program under the provisions of Article 8, Section 2(b) (iii) of the Pennsylvania Constitution; and,

be it further

RESOLVED, That the East Penn School District Property Tax Rebate Program be extended to senior citizens, and permanently disabled persons who are property owners, and qualify for the Pennsylvania Senior Citizens Rebate Program. The Tax Rebate Program shall be applied to 2002-03 property taxes that exceed \$500 and be limited to a maximum rebate of \$500.

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

Aye: Ballard, DeHaan, Earnshaw, Fuller, Gannon, Rhodes, Richwine, Robert, Thompson-----9

Mr. Reigal said it is patterned after the state's rebate system. Applications will be available in the Tax Collectors' offices and the district offices. The

application period is from January 1-June 1, 2003. This will be reviewed next year to consider a raise in the income level.

13. Announcements

Monday, June 3 6:30 p.m.-CLEAR Session (Personnel & Legal)  
There was a CLEAR Session following this Board meeting to discuss personnel and negotiations.

Wednesday, June 5 3:00 p.m.-Eyer Picture Hanging Ceremony  
4:00-7:00 p.m.-Wescosville Spring Festival

Friday, June 7 4:00-8:00 p.m.-Jefferson Community Celebration

Wednesday, June 12 7:30 p.m.-Chamber Harmony Concert, Auditorium, EHS

Thursday, June 13 Last Day of School for Students and Faculty

Saturday, June 15 10:00 a.m.-Baccalaureate

Monday, June 17 Commencement, Stabler Arena

Monday, June 24 7:30 p.m. - Board Meeting, Board Room

14. Adjourn

There being no further business to come before the Board, the meeting was adjourned, upon motion, at 9:45 p.m.

Cecilia R. Birdsell, Board Secretary

Order of Business

1. Call to Order; Pledge of Allegiance

President Jeffrey W. DeHaan called the meeting of the East Penn Board of School Directors to order at 7:30 p.m., followed by the Pledge of Allegiance.

Board Members Present: C. H. Ballard, J. W. DeHaan, F. Fuller, E. Gannon, S. Rhodes, T. Richwine, M. Robert, A. Thompson  
Board Member Absent: A. Earnshaw  
Solicitor: Robert Magee, Worth, Magee & Fisher  
Board Treasurer: Gary Reigal  
Board Secretary: Cecilia R. Birdsell  
Superintendent of Schools: Alrita L. Morgan, Ph.D.  
Press Present: Kathleen Parrish, Morning Call Reporter  
Corrinne Durdock, East Penn Press Reporter

2. Requests to Address the Board

Mrs. Laura Goldy, 4558 Queens Lane, Zionsville, PA commended teachers Linda Williams and Karen Schwartz for their outstanding work with her children this year. She also commented on the building program and re-districting when Kings Highway School is closed. She advocated that students from Upper Milford be kept together.

3. Approval of Minutes

Motion by Gannon, Seconded by Robert  
RESOLVED, That the East Penn Board of School Directors approve the minutes of the June 3, 2002 meeting.

This resolution was unanimously adopted by voice vote.

4. Report of the Superintendent of Schools – Alrita L. Morgan, Ph.D.

1. Personnel

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

Resignations

Garrett D. Sawyer, Social Studies Teacher at Emmaus HS, effective August 15, 2002 (Attachment 1)  
Deb Rizzo, Teacher Aide at Macungie School, effective immediately (Attachment 2)  
Margaret H. Wolff, Teacher Aide at Eyer MS, effective immediately (Attachment 3)  
Bobbie Brooks, Teacher Aide at Emmaus HS, effective immediately (Attachment 4)  
Diane Krogstad, Teacher Aide at Lower Macungie MS, effective immediately (Attachment 5)

Appointment of Director of Research and Evaluation

Name/Address:	Dr. Denise Torma 2961 Nijaro Road, Bethlehem 18020
Education Level:	B. A. Degree (1977) M. Ed. Degree (1985) Ed. Degree (2000)
Undergraduate School:	Moravian College
Graduate Schools:	Temple University Widener University
Effective:	July 1, 2002
Certification:	Letter of Eligibility Administrative II, Secondary Principal Instructional II, Social Studies
Experience:	8/91-Present: East Penn School District 9/89-8/91: East Stroudsburg SD 9/86-89: Phillipsburg (NJ) SD 9/80-86: SS. Simon and Jude School, Bethlehem
Salary:	\$92,000, plus benefits covered by Act 93 Agreement

Dr. Morgan indicated this position came about as part of the district reorganization. With the enactment of such legislative items as No Child Left Behind, there is a need to have an assessment position for all the data driven information that is collected. Dr. Torma will report to Dr. Zinner, Assistant Superintendent. Dr. Morgan noted that Dr. Torma did a remarkable job as the Acting Principal of Emmaus HS and handled the position with great style. Ms. Gannon mentioned that perhaps Dr. Torma could look into the effectiveness of the EHS Graduation Project.



Administrative Intern Appointment – Emmaus HS

Name: Alan Davis, Social Studies Teacher, EHS  
Effective: September 1, 2002  
Salary: Continue with Established Compensation

Request for Compensated Professional Development Leave

Employee: Dr. Patricia Waller  
Science Teacher, Emmaus HS  
Effective: 2002-03, Spring Semester  
Reason: Independent Field Work, Lehigh University  
The product of this work will be a web-accessible manual and an educational journal publication.  
Reference: Board Policy 438.1, Compensated Professional Leave

Professional Employee Appointments

Name/Address: Karen Gennaro  
4247 Dillingersville Road, Zionsville 18092  
Education Level: B.S. Degree (1982)  
Undergraduate School: Muhlenberg College  
Certification: Instructional II, Elementary  
Initial Assignment: Kindergarten, Lincoln School  
Vacancy created by retirement of D. Serensits  
Effective: September 2, 2002  
Experience: 9/84-6/98: East Penn SD  
Salary: \$46,325 (Step I, Year 11, Col. PC)

Name/Address: Derek Grabfelder  
526 Eleventh Avenue, Bethlehem 18018  
Education Level: B. S. Degree (1996)  
M. Ed. Degree (2001)  
Undergraduate School: Kutztown University  
Graduate School: Penn State University  
Certification: Instructional II, English  
Initial Assignment: English Department, Emmaus HS  
Vacancy created by retirement of D. Roper  
Effective: September 2, 2002  
Experience: 9/96-6/02: Blue Mountain SD  
Salary: \$44,825 (Step 6, Year 7, Col. M)

Name/Address: Deborah A. Swann  
218 W. Fairview Street, Bethlehem 18018  
Education Level: B. A. Degree (1987)  
M. A. Degree (1992)  
Undergraduate School: Franklin & Marshall  
Graduate School: University of Iowa  
Certification: Instructional I, English and French  
Initial Assignment: French, Emmaus HS  
Vacancy created by C. Rieder retirement.  
Effective: September 2, 2002  
Experience: 9/98-6/02: Palisades SD  
Salary: \$43,450 (Step E, Year 5, Col. M)

Temporary Professional Employee Appointments

Name/Address: Kathryn Burns  
1062 Jefferson Street, Red Hill 18076  
Education Level: B. S. Degree (1999)  
M. Ed. Degree (2002)  
Undergraduate School: Millersville University  
Graduate School: Lehigh University  
Certification: Instructional I, Elementary and Ment and/or Phys. Hand.  
Initial Assignment: New Position in Budget-Special Education, Lower Macungie MS  
Effective: September 2, 2002  
Experience: None  
Salary: \$37,400 (Step A, Year 1, Col. B)

Name/Address: Tiffany J. Taschner  
3427 Cannonball Drive, Northampton 18067  
Education Level: B. S. Degree (2002)  
Undergraduate School: Kutztown University  
Certification: Instructional I, Elementary and Ment and/or Phys. Hand.  
Initial Assignment: New Position in Budget, Special Education, EHS  
Effective: September 2, 2002  
Experience: None  
Salary: \$37,400 (Step A, Year 1, Col. B)

Name/Address: Jamie C. Hawley  
RR 2. Box 179, Montrose 18801  
Education Level: B. A. Degree (2002)  
Undergraduate School: Cedar Crest College  
Certification: Instructional I, Elementary  
Initial Assignment: Grade 3, Shoemaker School  
Vacancy created by K. Kuszyk resignation.  
Effective: September 2, 2002  
Experience: None  
Salary: \$37,400 (Step A, Year 1, Col. B)

Name/Address: Nicole M. Troccola  
865 Parkway Road, Allentown 18104  
Education Level: B. S. Degree (2001)  
Undergraduate School: Kutztown University  
Certification: Instructional I, Elementary and Ment and/or Phys. Hand.  
Initial Assignment: Grade 3, Wescosville School  
Vacancy created by resignation of R. Jacomen.  
Effective: September 2, 2002  
Experience: 1-6/02: Mercy Special Learning Center  
Salary: \$37,400 (Step A, Year 1, Col. B)

Name/Address: Marisa R. Stevens  
3864 Sunrise Avenue, Allentown 18103  
Education Level: B. A. Degree (1999)  
Undergraduate School: Muhlenberg College  
Graduate School: Cedar Crest College, certification credits  
Certification: Instructional I, Elementary  
Initial Assignment: Grade 4, Wescosville School  
Vacancy created by transfer of Ann M. Cohen to ESL  
position in budget.  
Effective: September 2, 2002  
Experience: 9/01-6/02: Swain School  
Salary: \$37,400 (Step A, Year 1, Col. B)

Name/Address: Sara Yazogian  
219 Center Avenue, Schuylkill Haven 17972  
Education Level: B. S. Degree (2001)  
Undergraduate School: Penn State University  
Certification: Instructional I, English and Communications  
Initial Assignment: English/Communications, Lower Macungie MS  
Vacancy created by R. Schulman resignation.  
Effective: September 2, 2002  
Experience: 9/01-6/02: Parkland SD  
Salary: \$37,400 (Step A, Year 1, Col. B)

Name/Address: Claudia M. Risi  
4115 Salem Drive, Emmaus  
Education Level: B. A. Degree (1990)  
Undergraduate School: Millersville University  
Certification: Instructional I, Spanish  
Initial Assignment: Spanish, Emmaus HS  
Vacancy created by E. Alden resignation  
Effective: September 2, 2002  
Experience: 9/98-6/01: Upper Darby SD  
9/92-9/98: Claymont, DE  
Salary: \$37,900 (Step B, Year 2, Col. B)

Full-Time Substitute Teacher Appointment

Name/Address: Monica Leibensperger  
 3312 Park Court, Whitehall 18052  
 Education Level: B. S. Degree (2001)  
 Undergraduate School: Kutztown University  
 Certification: Instructional I, Elementary  
 Initial Assignment: Grade 1, Wescosville School  
 Opening created by T. Ritter General Leave.  
 Effective: September 2, 2002  
 Experience: 2/02-6/02: East Penn; Whitehall Coplay SD (per diem substitute)  
 Salary: \$37,400 (Step A, Year 1, Col. B)

Name/Address: Alison D. Evans  
 2493 Lisa Lane, Allentown 18104  
 Education Level: B. S. Degree (2001)  
 Undergraduate School: Kutztown University  
 Certification: Instructional I, Speech & Language Impaired  
 Initial Assignment: Speech Correction  
 Effective: September 2, 2002  
 Experience: 1/02-6/02: East Penn  
 Salary: \$37,400 (Step A, Year 1, Col. B)

Change in Employment Status

Employee: Susan Coffey  
 From: .38 Temporary Professional Employee Position  
 To: 1.0 Temporary Professional Employee Position,  
 Effective: September 2, 2002  
 Reason: S. Greb transfer to EHS for new position  
 Salary: \$37,900 (Step B, Year 2, Col. B)

Employee: Marie Knauss, PT Food Service Assistant  
 From: 3 ¾ hours/day  
 To: 4 ¼ hours/day, new position  
 Addition of Deli Bar at EHS

Employee: Carol Firth  
 From: Main Office, Eyer MS  
 To: Library, Eyer MS (Vacancy created by C. Johnson retirement.)

Transfers – Effective September 2, 2002

Employee	From	To
Mary Ann Clark	Jefferson	Macungie
Christine Hamscher	Macungie	Kings Highway
Gina Kaskus	Lower Macungie	Shoemaker
Susan Coffey	Eyer MS	Lower Macungie MS
Anne M. Cohen	Macungie	ESL, District
Stacy Greb	Lower Macungie MS	Emmaus HS

Summer Band Hours

Darrell Goslin, Emmaus HS                      40 hours                      June 15-August 9, 2002

Summer Orchestra Sessions

100 hours to be shared equally between Mrs. Connie Arnold and Mr. Robert Kautzman

Weeks of July 8-August 12, 2002                      Robert Kautzman  
 Weeks of July 19-August 1, 2002                      Connie Arnold

Appointment of School Physicians

Please see Attachment 6

Approval of Registered Nurses to Conduct Athletic Physicals

Pamela Jankowski  
 Leslie Heffron  
 Virginia Langan

Audrey Snyderman  
 Dena Jaindi  
 Teri Lyn Hildebrandt

Stipend: \$29.00/hour

Food Services Department Appointments

<u>Name/Address</u>	<u>Assignment</u>	<u>Salary</u>
Tina Mondovich 16 S. Third Street, Emmaus	PT-Food Service Assistant, EHS (Transfer of M. Krauss to new position at EHS)	\$9.27/hour 3 ¼ day – 18 ¾ hrs./wk.
Joyce Mohr 101 E. Main Street, Macungie	PT Food Service Assistant, Kings Highway, New Position	\$9.27/hour 1 hr./day, 5 hrs./wk.
Jean Brown 428 Barrett Road, Emmaus	Food Service Substitute	

Educational Conferences – Attachment 7

That the East Penn Board of School Directors approve the expenses for the individuals attending the educational conferences listed on Attachment 7.

Appointment of Temporary Professional Employee

Name/Address: Christine A. Roman  
 3887 Devonshire Road, Bethlehem, PA 18020  
 Education Level: B. S. Degree (2002)  
 Undergraduate School: Lock Haven University  
 Effective: September 2, 2002  
 Certification: Instructional I, Elementary  
 Initial Assignment: Grade 5, Macungie School  
 Vacancy created by transfer of J. Swartley to  
 Eyer MS  
 Experience: None  
 Salary: \$37,400 (Step A, Year 1, Col. B)

Change in Salary Position for Claudia Risi

\$39,400 (Step E, Year 5, Col. B)

Change in Starting Date for Alan Davis

Effective: July 1, 2002

These resolutions were duly adopted by the following roll call vote:  
 Aye: Ballard, DeHaan, Fuller, Gannon, Rhodes, Richwine, Robert, Thompson-----8  
 Absent: Earnshaw-----1

Informational

Administrative Reports – See Attachment Section

Mr. Richwine noted that anyone who criticizes public education should review the six to seven pages of accomplishments that are included in the EHS monthly report. He also complimented Dr. Torma for keeping the graduation exercises to forty-five minutes.

5. Education

1. Annual Review: Technology Integration Plan – Ms. Sally Milliken

Ms. Sally Milliken, Director of Information Technology, indicated that she appreciated working with Frank Romano on the Integration Plan. She reviewed the attached information that included instructional services, technology resources, WAN, support services, staff development, and the elementary, middle, and high school plans. In reviewing the financial information, Ms. Milliken reported that 62% of the ITS Budget is for classroom use; 26% for network infrastructure; and 12% for administrative and district-wide impact. She noted that next fall they hoped to have enough computers for 3-1 ratio. Mr. Romano reported on the changes over the last ten years in technology and credited Dr. Morgan and the Board for their support. He commented that he was glad that he did get to see the first videoconferencing program before his retirement. Mr. Ballard asked about security for the

wireless pilots. He talked about explaining educational items in terms that could be understood by the community. Ms. Fuller relayed a story about a student teacher who was teaching in the science area and noted the difference in technology between East Penn and a neighboring school district. She asked how the PDA's would be used. Ms. Milliken explained that the PDA's are for data collection that can be downloaded to the computer so students can do an analysis. Ms. Gannon asked about future funding dollars. Mr. Romano and Ms. Milliken reported on the PDE initiative that will require districts to file a three year plan for technology that will include cost figures. Referring to the Compass Program, Mr. DeHaan asked how students who do not own computers can get the information. Mr. Romano said the district is working with the public libraries on how to access this information. Mr. DeHaan talked about the video production that was done by Eyer MS students for the Macungie Institute Dedication. In response to a question from Mr. DeHaan, Ms. Milliken indicated that a WAN security report would be forthcoming in the fall. It was indicated that the total cost for technology was approximately \$800,000, plus an additional 1.2 million dollars for operating personnel. Mr. DeHaan pointed out that 1.5% of the total district budget is spent on technology. (A copy of the Technology Integration Plan is attached to the permanent minutes of this meeting.)

2. Textbook Adoptions – Attachment 8

Motion by Gannon, Seconded by Robert  
 RESOLVED, That the East Penn Board of School Directors adopt the textbooks for use in the East Penn School District as listed on Attachment 8.

Ms. Gannon mentioned that paperbacks used at LMMS were in poor condition and students were not allowed to take books home. Dr. Morgan indicated it was not East Penn's standard procedure to have inadequate books and she will follow up on that item.

This resolution was duly adopted by the following roll call vote:  
 Aye: Ballard, DeHaan, Fuller, Gannon, Rhodes, Richwine, Robert, Thompson-----8  
 Absent: Earnshaw-----1

6. Strategic Plan Frank Romano  
Dr. James J. Vater

Motion by DeHaan, Seconded by Robert  
 RESOLVED, That the East Penn Board of School Directors authorize tentative adoption and public display. Adoption will be recommended at the August 12, 2002 meeting.

Mr. DeHaan indicated that what was before the Board was the result of the hard work by community members and staff who committed time to reviewing district needs for the next four years. This is the second Strategic Plan that has been completed by the district. He said that the feedback that he has received is that the process that is used by East Penn could be followed both in the implementation and as a guide for other institutions. He concluded that it is a future-looking document and there are some very exciting and challenging ideas included in the plan. One of the unique features of this plan is that there are a lot of opportunities for improving the education program but not at a large cost. Mr. DeHaan thanked everyone who participated in the process, including Mrs. Thompson and Mr. Robert. He also thanked Mr. Romano and Dr. Vater for guiding the committee through the process. Mr. Romano explained that the resolution this evening would allow for the Strategic Planning document to be put on exhibit for thirty days and then have the Board take action at the August 12 Board Meeting. He indicated that the Steering Committee was comprised of parents with students in both public and private schools, members who no longer have children in school, and retirees. It is truly a cross section of the community. He emphasized that the plan has some very high impact goals and objectives. One area deals with meeting the needs of students who are not proficient. The Steering Committee looked at items that are currently in place as a result of the last Strategic Plan and asked that they be included to underscore their importance, i.e. Fiscal Responsibility, staff development, community involvement. Mr. Robert asked about changing the parameters that were set by the Board in light of the adoption of Master Plan 2002. This will not change the intent of the plan significantly. Mr. DeHaan indicated that once the Board takes action on Master Plan 2002, then the recommendation to change the parameters could be handled. Mr. Ballard asked which items would be the most costly. Mr. Romano responded that he and Dr. Vater had reviewed the plan and as the Action Plan goes there is no significant expense. He said that there may be expenses as a result of recommendations from the implementation teams but those expenses would be sent to the Board for approval. Significant costs usually fall into place when additional personnel is required. In the last Strategic Plan, there was a recommendation to pursue a facilities analysis that was rejected by the Board. Mr. Romano said there could be programs in the assessment area and the educational program that might result in significant costs due to standardized testing services. Dr. Morgan said that depending how the district looks at remediation this is another area where the recommendations could have costs associated with them. In response to Mr. Ballard's comments, Mr. Romano said that as far as carrying out the action plans, they did not see any additional costs. Ms. Gannon questioned Goal 6.3 regarding civic responsibility. Mr. Romano said this is an area that the Steering Committee felt was necessary but mandating community services was not part of the discussion. Mrs. Thompson noted that a lot of assessment was built into the plan. Ms. Fuller noted the level of professional development for all levels of staff. Mr. Romano pointed out that Dr. Morgan has been very supportive of staff development. The implementation committees will provide opportunities for community members to also serve.

Mr. DeHaan announced that this would be Mr. Romano's last Board Meeting. He said one of the things that was apparent at Mr. Romano's retirement dinners was the level of respect and appreciation expressed by his colleagues and the way he enabled those people to work beyond their potential for the kids in the district. Mr. DeHaan said that he would be missed in the Board Room and he was wished well. Mr. Romano received a standing ovation.

This resolution was duly adopted by the following roll call vote:  
 Aye: Ballard, DeHaan, Fuller, Gannon, Rhodes, Richwine, Robert, Thompson-----8

Absent: Earnshaw-----1

7. Facilities

1. Enrollment Projections – Attachment 9

Motion by Gannon, Seconded by Ballard

RESOLVED, That the East Penn Board of School Directors adopt the Student Enrollment Projections as noted by the W2A document – Dated May 3, 2002, revised June 6, 2002, for purposes of planning and building facilities through the 2006-07 school year.

NOTE: Projections that go beyond five years may change because of a variety of unforeseen events or situations that cannot be predicted. East Penn reviews enrollments and housing projections every six months.

Dr. Morgan reported that it is important to make the best estimates that are possible and that a lot of time has been spent with the different methods of projecting enrollment. The third-day enrollment is used in the budget book and for PDE projections. Dr. Zinner reported that the information that was sent used the end of the year enrollments. Ms. Gannon contended that the elementary enrollments show there has been a 0% change. Secondary enrollments show significant growth. Ms. Gannon discussed projections from Master Plan 6 (approved 2/13/95) and an enrollment history from the budget book. She reiterated that historically the district has not seen an increase in the elementary enrollment. Dr. Zinner explained that the growth has been factored into elementary enrollments K-5 and it has remained fairly flat. Mr. Robert commented on using information from the Lehigh Valley Planning Commission. Mr. Ballard said that these were estimates and he did not see any that were statistically off. There was a discussion about the type of housing that is being built in Lower Macungie and the assumption that these are second homes with older children rather than young families working to build equity in a home. Mrs. Thompson said she recognized that the district needed guidelines but, as far as she was concerned, there are three small schools that the district needs to address. She said the next question is in terms of building capacity, noting the elementary enrollment is flat. She also noted that the equity issue was part of a promise that was made with MP 6. There was further discussion on the enrollment projections and exactly what it was that the Board was approving. Mr. Richwine emphasized that the district does review the housing projections and enrollments every six months. Mr. Ballard pointed out that the PLANCON process takes at least two years before the bids can even be specified so that does give the district a little flexibility. Mr. DeHaan said he had been through the enrollment projection process before and enrollments have been modified many times over the years. He said the packet before the Board tonight was a thorough analysis.

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

Aye: Ballard, DeHaan, Fuller, Gannon, Rhodes, Richwine, Robert, Thompson-----8

Absent: Earnshaw-----1

2. Master Plan 2002 – David Drake, W2A

Mr. DeHaan reported that before the Board this evening is the most precise direction that has been received. The Board does not have to approve the plan this evening but should give attention to moving into the future. It is hoped that at the July 8 Board meeting action can be taken. There are a number of steps to the PLANCON process and there is plenty of time for community input, citing the Act 34 Hearing. He encouraged board members who may have major concerns to try to bring them up this evening so the process can move forward. Dr. Morgan said her recommendation was the approval of Master Plan 2002 as a guide and the projects listed for 2002-03 specifically. Dr. Morgan referred to the Capital Project Cash Flow Charts showing the enrollment and the project costs. She explained that these two documents showed a capsule version of Master Plan 2002. Her immediate recommendation would be to start at the high school, Eyer, and Alburdis and then the fields as last. Mr. Rich Bachl, Architect for W2A, reported that there had been many meetings to review a number of options. They have received a great amount of input as they move through the design phase. Mr. Bachl began with the Alburdis School overview, noting the new building construction using the Jefferson School as a base model. He reviewed the attached document that provided the rationale and the specific MP 2002 goals that are addressed by the project design. The projected start of demolition/construction would be summer 2003 with completion late summer 2004. Using presentation boards, Mr. Bachl illustrated the areas that are detailed in the attached report. He indicated that new construction will allow better utilization of the site and three stories provide many benefits. The capacity at Alburdis will be expanded from 150 students K-2 to 500 students K-5. The projected cost for this project is \$8.6 million dollars.

He described the conversion of the Shoemaker School from Grades 3-5 to K-5. The project will consist of renovations and addition to house the Alburdis students for the 2003-2004 school year with the remaining work beginning in the summer of 2004 and extending through the summer of 2005. The building capacity would be 700 students. The projected cost for this project is 6.8 million dollars. He reviewed the rationale and the MP 2000 goals that are provided in the attached report. He noted that the projected closure of the Kings Highway School is summer 2005 and the projected closure for Lower Macungie Elementary School is summer 2005.

Referring to the Sauerkraut Lane site, Mr. Bachl said the site can accommodate an additional 500-600 elementary/middle school and should be retained for future use. He showed a drawing that included the Alburdis School plan and overlaid it on the site. This had been mentioned as a possibility at a previous meeting.

Mr. Ballard asked why new construction was selected rather than a renovation of the Alburdis site. He noted there is a difference of 1.6 million dollars. Mr. Bachl said there had been an analysis of taking the existing building and determining which portion could be kept. It was determined that 8,000 sq. ft. could be retained but the shortcoming would be inadequate parking. Also

by creating a two story building and expanding the footprint of the building, it becomes much larger but it does not allow for parking in the front but in the rear. Another disadvantage is that the multi-purpose/community areas is not as accessible for community use. Also the amount of recreation area cannot be provided in the renovation plan. New construction allows for the layout of facilities that is the best optimum layout for the site. Mr. Ballard asked about the project costs for the Shoemaker School renovation, noting he thought it would be a sizeable percent of the cost of new construction. Mr. Bachl said a detailed plan had not been developed for Shoemaker. The estimate was taken from the previous Feasibility Study. Mr. Ballard asked if the plan and estimate would be ready for July 8. Mr. Bachl replied that the plan and estimate could be available for that meeting. For new construction, Mr. Bachl is using \$130/sq. ft. and PDE uses approximately \$127/sq. ft. The number for renovations varies on the extent of renovations. Mr. Bachl quoted the high end for renovations would run around \$85-\$95/ sq. ft. and could be much lower in other areas. Mr. Ballard said he would be concerned about the expense for renovating an old building vs. new construction costs. Mr. Bachl said he understood the question. Mr. Ballard asked about mothballing the Lower Macungie Elementary School and asked how close it is to the usable life. If the building is used for non-instructional purposes it may extend the life. Even mothballed, LMES would require maintenance over a period. Mr. Robert asked about the difference in class sections (glumps) before and after the renovations. Dr. Morgan said the larger schools are more efficient. She noted that when you go to a larger situation you may lose one Kindergarten room because of the configuration of the schools. She responded that she would have to review the figures before she could reply definitively. Dr. Morgan also addressed the mind set for the elementary boundary lines. With re-districting, the whole district will be re-districted. Referring to Alburdis, Mr. Robert asked about the impervious surface. Mr. Bachl responded that he did not have the calculations but the graphic example would give a comparison. Mr. Robert brought up the Act 167 storm water management plans and asked what kind of provisions would be made. Mr. Bachl said at a later stage of design this information would be developed. Mr. Robert said he had a problem with the site having a school with three sections/grade level. He commented on the roads leading up to the site, the driveway, and the overall site not being able to accommodate 450-500 students. In response to a question about the size of the site, Ms. Fuller said that according to the Feasibility Study the site is 4.5 acres. Mr. Bachl indicated that PDE officials had indicated that PDE would support a school on this site. Ms. Fuller said she found it helpful that the Board had received the meeting minutes and it is her impression that the designs were developed with the input of East Penn staff members. She noted that the Board had made the direction to keep the school in Alburdis, even though the site had severe difficulties. She indicated that she was impressed with the level of utility that is illustrated by the plan. Mr. Robert asked how many special education classrooms were incorporated into the design. Mr. Bachl indicated that there are three classrooms designed as special education rooms. Mr. Robert asked about the approach to the stage/Music Room through the kitchen, safety issues, layout of the principal's office and location in the building, and the number of regular classrooms on each level. Mr. Bachl explained it was the preference of the school to have the Music Room in the location shown.

Mr. Richwine said that if the Board is talking about doing renovations at Shoemaker prior to the housing of Alburdis students then the district should move up some of the numbers on the cash flow chart. Dr. Morgan said the prep work could be funded apart from bonds so that could be why it is not currently shown. Mr. Carl indicated that some of the site work could be done. Ms. Gannon questioned the difference between the 7.9 million dollars on the Capital Project Cash Flow Chart and the 8.6 million dollars on the W2A information. Dr. Morgan indicated that the W2A information was received this afternoon so the chart could not be updated. Mr. Bachl indicated that the 8.6 million dollars includes furnishings, construction, and design fees. Ms. Gannon asked how the number of special education classrooms are determined. Mr. Bachl replied that this was the number desired by the school district and that Dr. Ziolkowski was contacted for those projections. Dr. Morgan will get back to the Board on this matter. Ms. Gannon asked if the classrooms are built and East Penn does not have the students to fill the class with special education students does that mean students from outside the district will be attending. Dr. Morgan responded that just because the room is designated special education, if we do not have enough students then we do not have to fill it. It could be just one or two empty classrooms in the district. Ms. Gannon referred to the configuration at Wescosville School, adding her concern about having a program for students outside the school district.

Mr. DeHaan said the three-story design and the comments all take into account the comments and concerns that the Alburdis PTO expressed. He understood the concerns about parking. Mr. DeHaan looked at it from the educational perspective that having three classes per grade being able to have additional levels of classes for students' needs. He said it was premature to think about the final design at this time. He felt the concerns of the community and the educational needs of the students had been met with the design. It does preserve the walking nature in that area. Mr. DeHaan questioned the number of class sections for a student population of 700. Mrs. Thompson said a number of parents had wanted their children to ride the shortest distance. If we have three classes per grade we would take students from surrounding areas it is a lot shorter to ride to Alburdis than to Shoemaker for a busing population. Dr. Morgan agreed, adding that students from Alburdis in grades 3-5 that are currently bused to Shoemaker may be able to walk by remaining at Alburdis thus increasing the number of students who walk. Mrs. Thompson asked when the Board needs to decide to build new or select another option. Mr. DeHaan said the plan is to see how the Board direction goes this evening and then have a motion to approve PLANCON A and B. Action is anticipated at the July 8 Board Meeting. Dr. Morgan and Mr. Bachl did not feel that they were ready to move on PLANCON A and B for Alburdis School. Dr. Morgan indicated that action on PLANCON A & B for the high school is more critical if the building is to be opened in September 2003. Ms. Gannon asked if the Board would be receiving more specifics on Shoemaker School to go along with cost estimates. Mr. DeHaan said that the timeline from May 13 is still accurate according to the chart. Mr. Bachl clarified that changes made to Shoemaker to accommodate Alburdis students would be permanent. Dr. Morgan said that Shoemaker does not have K-2, so the changes will need to be made to accommodate the K-5 enrollment. Mr. Richwine said there is information in the Bosak Feasibility Study that indicates what would be done with Shoemaker for 6 million dollars. Mr. Richwine also noted that the year that Alburdis students move into Shoemaker, the Alburdis students will be the only K-2 students in the building. Dr. Morgan said that was addressed because Shoemaker's design lends itself to sections. The situation would be handled the same as when Jefferson was housed at Wescosville School for a year. Mr. DeHaan felt there was consensus from the Board to move ahead.

Mr. DeHaan called for a recess at 10:35 p.m. The Board reconvened at 10:50 p.m.

Using presentation boards, Mr. Bachl illustrated the new design for Eyer MS as described in the attached report. The Eyer building would go from an existing building capacity of 836 to planned building capacity of 1,000. The start of construction is projected for early summer 2003; the projected project completion is late summer 2004. The projected cost for renovation is \$16.9 million dollars. Mr. Bachl indicated that there had been numerous meetings with staff and that the existing classroom pod areas will be re-configured to three classroom pods for Grade 6. Five classroom pods are separated for Grades 7 & 8. The staff felt that the pods re-configured would allow greater flexibility. The Scope of Work at Eyer MS is attached to the minutes of this meeting. There will also be an increase in natural lighting for the building. Mr. DeHaan asked about the cost for renovating this building vs. new construction and whether there had been any preliminary discussions with PDE. Mr. Bachl said the plan had not been developed but the cost was in this ball park. If the school would be demolished and rebuilt, the cost would be in the neighborhood of 22 to 24 million dollars. The architects will review the costs by the next meeting. Also the demolition of this building would be a significant cost. Mr. Ballard expressed his concern about the cost to renovate as it relates to PDE guidelines on renovating vs. new construction. Ms. Gannon expressed concern about the capacity and the perception of the pod concept. Eyer Principal Liz Drake indicated that the staff expressed strong support for the pod configuration because it assists communication and team spirit. Ms. Drake said the staff wanted to create what has been a strength of Eyer, and students and community have also expressed their support and have given their input. Dr. Morgan indicated the programs for the middle school are the same. Mr. Ballard asked for better economic justification to renovate at the Eyer site. Ms. Gannon said this is not being done for capacity but for equity. She asked why the district would build one school with a pod concept and questioned whether the district would be creating more equity issues. Dr. Morgan explained the space issues for the program at Eyer and reiterated that this was the preferred model for setting up teams. Mr. Richwine said he had the unique experience of having children go through Eyer and Lower Macungie Middle School. The pod concept takes on two different meanings - one is the concept of the team and the other is the physical pod. He felt they were addressing the physical problem by making the walls more conducive to cutting off the distractions from other classes. However, once you get beyond the physical, there is not much difference with the team teaching. He did not feel it mattered on the delivery of the program. Mr. Richwine also pointed out that in the Bosak Feasibility Study just for the physical upgrades at Eyer, nothing about equity or expansion, the cost was 7.6 million dollars. He felt upgrading the systems should be taken into consideration. Mr. DeHaan said the point Ms. Gannon was making is that you can justify the two schools are different but there is still going to be a perception of inequity. Dr. Morgan said the requests for transfer that she receives have not concerned the pods. Mr. Robert questioned the number of classrooms for the three grades. Ms. Drake responded that in Grade 6 there are groups of three because that means an average of 25-28 students. The teams are smaller to try to keep it a smaller number. It is a nice transition from elementary and it is the way that the curriculum is delivered. In grade 7 there are five core areas; in grade 8 there is Reading Seminar and World Language. Ms. Drake said the class averages are 25-28. The Lower Macungie Middle School is also structured the same way. Dr. Morgan said five middle school teachers were added to bring down class size. Ms. Drake said that the design is driven on housing 750 students. In response to questions raised by Mr. Robert concerning capacity, Dr. Morgan explained the difference between class size and building capacity. She talked about the amount of building that is taking place in what is currently the attendance area for Lower Macungie MS and the need for shifting the boundary line. The spaces being used at Eyer are inappropriate just to house the program. Mr. Robert said the capacity is not being increased at Eyer. Ms. Drake explained the use of space to accommodate the program based on the Eyer design. Mr. Robert questioned if the Eyer design is big enough. Dr. Morgan said the administration has gone round on these issues concerning enrollment, PDE restrictions and PLANCON, additional program requirements such as ESL, No Child Left Behind, etc. The best would be to end up with a little extra space. Mr. Robert felt the plan did not include enough extra rooms. Dr. Morgan said the project went from a bigger Eyer to a maximum design and there are classrooms for what programs we know of now. The science rooms are located in the same areas but may be a little larger. Mr. Robert suggested replacing classroom areas and leaving alone the gym and auditorium. Mr. DeHaan indicated that the Eyer project is not on a tight time line and requested suspending the discussion on Eyer because of the lateness of the hour and the need to discuss the high school project which is on a tight timeline. Mr. Ballard expressed concern that the folding walls suggested may not be as adequate for the pod problems. Mrs. Thompson said her church has these walls and noted they are expensive to maintain. Mr. DeHaan asked board members to submit their additional concerns to the Board Secretary.

Mr. DeHaan said he was looking for direction from the Board on whether to proceed with PLANCON A & B for the high school at the next meeting. Referring to the high school, Mr. Bachl said that space conversions due to special education programs, conference space needs, distance learning, large group instructional areas, mentor tutoring, Chapter 4 remediation areas have all created a need for more space in the high school since the renovation. He described the attached Scope of Work to address these needs and the link between buildings G and K. Mr. Bachl suggested a time line that shows starting construction in fall 2002 with completion late in summer 2003. The projected cost for the renovation is 4.9 million dollars. Mr. Bachl indicated that Dr. Torma has provided information describing the use of space. PDE has indicated that the time lines could be reached with an accelerated PLANCON process. Dr. Morgan stated that the recommendation for the high school is for the connecting building only and it does not include a new gym. Mr. Robert asked if there would be a loss of parking spaces. It was ascertained that there would not be regular parking in this area resembling a courtyard. Dr. Morgan described the strategic location of the offices for the Assistant Principals for better coverage of the high school. Mr. Ballard criticized the proposal from what he felt was the view that taxpayers would perceive. He talked about a 10% addition and he did not think the justification was clear to him as a board member and it would not be clear to the community. He asked where the classrooms had disappeared in a space of 18 months. Dr. Morgan said every question that has been raised has been addressed. He did not feel the district has shown the urgency. Dr. Morgan said an East Penn Points article would be written differently from what may be included in internal communications. Ms. Gannon said she would like some explanation about the classrooms as well. She asked if there are areas that could be shared and if the district should be actually building more classrooms. Mr. Ballard continued that he wanted the district to make a business case about why this additional space was needed by citing regulations, legislation, and/or other mandated requirements. Dr. Morgan insisted that the information has been documented and is enclosed in the packet received by the Board. Since it was after midnight and more questions were coming up, the discussion was closed and will be addressed at the next Board Meeting. Dr. Morgan said the questions that are coming up cannot be answered from the table. The downside of a prolonged discussion is the delay in the PLANCON process. Mr. Robert asked at what stage could PLANCON be changed. Mr. Bachl said that PLANCON A and B is submitted for PDE's review and approval. The design can change over time. Mr. DeHaan asked board members to submit questions by tomorrow to the Board Secretary.



3. Approval for Geotechnical Engineering Services – Attachment 10

Motion by Ballard, Seconded by Rhodes

RESOLVED, That the East Penn Board of School Directors approve the proposal from Philip C. Kitlinski, PE for geotechnical engineering services for the Emmaus High School Building Project (Building L) at a cost not to exceed \$15,085.00 for Attachment 10.

Note: This request has been made by W2A as part of the planning for Emmaus HS Project, Building L.

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

Aye: Ballard, DeHaan, Fuller, Gannon, Rhodes, Richwine, Robert, Thompson-----8

Absent: Earnshaw-----1

8. Other Educational Entities

-Carbon Lehigh Intermediate Unit

T. Richwine

Mr. Richwine announced that Stephen Unis had been selected Director of Management Information. IU 21 is working on a contract with IU 16 for the sale of computer software.

-Lehigh Career & Technical Institute

A. Thompson  
F. Fuller  
T. Richwine  
S. Rhodes

Mrs. Thompson reported on the agreement with UPS. They will be helping with designing a warehouse program. This will allow districts to warehouse goods purchased through the Joint Purchasing Board.

9. Legislative

C. Ballard

Mr. Ballard reported that Standard and Poor's School Evaluation Services posted new findings of Pennsylvania schools and districts on their website. This week the House Education Committee amended and approved HB 2401, which authorizes the commonwealth to license and oversee cyber schools through the Pennsylvania Department of Education. Specifically, the bill would authorize the department to license each cyber school based on whether an applicant has submitted the required information about its mission and operations, capability to provide an adequate program of instruction, accountability for meeting measured academic standards, and financial viability and accountability. Any student who resides within the commonwealth would be eligible to enroll in a cyber school. The legislation does contain a local funding component. Under the bill, school districts would be responsible for paying a cyber school \$1500 per resident student enrolled. For students not previously enrolled in the district, payments would be limited to \$750 per student for the first year of attendance. However, school districts would not be responsible for payments to cyber schools that exceed the product of \$1500 and 0.8% of a district's average daily membership. The commonwealth would provide the balance of funding for cyber students. Additionally, HB 2401 would require cyber schools to notify school districts before March 31 in the preceding school year of resident student enrollment. Any notification to a school district after March 31 would transfer full financial responsibility to the commonwealth for that student. The PSBA Summer Workshop will be conducted at the end of the week in Lancaster.

10. Business Operations

1. Bid Opening Report - Bituminous Paving (Attachment 11)

2. Bill List Approval

Motion by Robert, Seconded by Ballard

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

Treasurer's Report

RESOLVED, That the Treasurer's Report be approved.

Budgetary Transfers (Attachment 12)

RESOLVED, That the East Penn Board of School Directors authorize the attached list of 2001-02 budget transfers.

Authorization to participate in Joint Purchasing

WHEREAS, That the General Assembly of the Commonwealth of Pennsylvania has enacted an Act known as the "Cooperative Purchasing Act, Act 31 of July 1971, and;

WHEREAS, Act 31 of 1971 permits local governments to purchase materials, supplies, and equipment from purchase contracts of the Commonwealth of Pennsylvania; be it

RESOLVED, That the East Penn School District hereby requests authorization to participate in purchase contracts of the Carbon Lehigh Intermediate Unit, PENCON, AND PEPPM.

Authorization to Participate in Contracts Issued by the Department of General Services

WHEREAS, Act 57 of May 15, 1998 permits local public procurement units to participate in those contracts for supplies, services, or construction entered into by the Department of General Services (DGS) that are made available to local public procurement units. A "local public procurement unit" is defined as any political subdivision, public authority, education, health, or other institution; and to the extent provided by law, any other entity, including a council of governments or an area government; non profit fire, rescue, or ambulance company; and any nonprofit corporation operating a charitable hospital be it

RESOLVED, That the East Penn School District hereby requests authorization to participate in DGS's contracts for the procurement of supplies, services or construction, subject to the following conditions:

1. That the East Penn School District agrees to be bound by such contract terms and conditions DGS may prescribe.
2. That East Penn School District agrees to be responsible for payment directly to the contractor under each contract for those supplies, services or construction ordered by the local public procurement unit.

Insurance Advisory Council Recommendations – Attachment 13

RESOLVED, That the East Penn Board of School Directors approve the resolutions listed on Attachment 13 for the following insurance policies:

- Package Policy
- Umbrella Coverage
- Errors & Omissions Policy
- Fleet Insurance
- Workers Compensation
- Student/Accident Insurance

In response to questions raised by Mr. Ballard, Mr. Reigal indicated that some of the increase is attributable to the normal increases in the insurance industry, coupled with 9/11 insurance claims that have impacted on all insurance companies. These increases were included in the budget. Mr. Reigal indicated that last year there had been a saving of \$80,000 that covered the major increase for this year.

Contract Awards – Attachments 14 & 15

RESOLVED, That the East Penn Board of School Directors award the contracts as listed on Attachments 14 and 15 to the successful bidders:  
Athletic Bids

Construction Fund Payments – Attachment 16

RESOLVED, That the East Penn Board of School Directors authorize payment from the appropriate Construction Funds for the items listed on Attachment 15.

These resolutions were duly adopted by the following roll call vote:  
Aye: Ballard, DeHaan, Fuller, Gannon, Rhodes, Richwine, Robert, Thompson-----8  
Absent: Earnshaw-----1

11. Announcements

- Monday, June 24 6:30 p.m. – CLEAR Session (Personnel, Real Estate)  
7:30 p.m.-Board Meeting
- Thursday, July 4 All offices are closed (Board Packets will go out on July 3.)
- Monday, July 8 7:30 p.m.-Board Meeting (Only meeting in July)

12. Adjourn

There being no further business to come before the Board, the meeting was adjourned, upon motion, at 12:17 a.m.

Cecilia R. Birdsell, Board Secretary