

ORDER OF BUSINESS

1. Call to Order; Pledge of Allegiance

President Charles H. Ballard called the regular 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: K. Bacher, C. Ballard, L. Donches, A. Earnshaw, F. Fuller, R. Heid, M. Policano, S. Rhodes, J. Stolz

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

Treasurer: Lynn Glancy

Board Secretary: Cecilia R. Birdsell

Superintendent of Schools: Dr. Thomas L. Seidenberger

Press Present: Peter McConnell, East Penn Press Reporter
Precious Petty, Express Times Reporter
Margie Peterson, Morning Call Freelance Reporter

2. Requests to Address the Board

Jon Berger, Macungie, PA complimented the staff for the generally smooth opening of school at Willow Lane. He did complain that his son was 40 minutes late coming home on the bus and had to wait 20 minutes on the bus. He just wanted to make sure it did not happen again. He also noted that there are still no school zone signs with the speed limit. He asked about the parking spaces for after school activities.

3. Approval of Minutes

Motion by Fuller, Seconded by Stolz

RESOLVED, That the East Penn Board of School Directors approve the minutes for the August 12, 2013 meeting.

This resolution was unanimously adopted by voice vote.

4. Report of the Superintendent of Schools – Dr. Thomas L. Seidenberger, Ed. D.

1. Presentation: Educational Effectiveness Model & School Performance Profile

Dr. Thomas L. Seidenberger, Superintendent of Schools, explained that last week Pennsylvania was granted a NCLB waiver from the U. S. Department of Education. The includes provisions that the federal government and Pennsylvania will work on college and career readiness; AYP is being replaced by the School Performance Profile; and Pennsylvania has agreed to work on teacher effectiveness. Act 82 defines effective teaching practices and what teachers accomplish and how well students learn. Dr. Seidenberger will be including information about these changes on the district web site and he urged parents to read the overview of Pennsylvania's approved NCLB waiver. Beginning in 2013-14, the evaluation tool for classroom teachers will give consideration to classroom observations (50%) and student performance measures (50%). In addition, 15% will be given to building level data or School Performance Profile. Teacher specific data (PVASS) will also account for 15% of the evaluation and 20% is for elective data (local assessments). There will be three instructional sessions over the next month to be sure everyone is on the same page. PDE recognizes the work of Charlotte Danielson's model, Framework's for Teaching, as the supervision model. The formal observation includes a pre-observation conference, observation, and post-observation conference. Informal classroom observations provide additional data on teaching practices. Dr. Seidenberger noted that he had the opportunity to hear Charlotte Danielson in Savannah at an AASA Conference. He will be purchasing copies of her book (\$14.95) that is geared toward the Common Core Standards.

Dr. Denise Torma, Assistant Superintendent, discussed the Danielson Model and the instructional practices work that has been done in the district over the last two years. She noted the four Domains – Planning and Preparation; Classroom Environment; Instruction, and Professional Responsibilities. Referring to Domain 3, Instruction, she explained the role of the teacher and the role of the student that emphasizes the students' responsibility for their own learning. She noted that this parallels the work the district has been doing with Dr. Woodland from the University of Massachusetts. Dr. Torma referred to the types of learning that include the acquisition of knowledge and skills, understanding of conceptually big ideas, and the transfer of learning to new situations. These skills will prepare students to move into work and higher level education. Again, the work in this area parallels the district's involvement in Fundamental Instructional Practices (FIP). These were developed internally. The district had an advantage with the work that was being done with Dr. Woodland and the Amherst School District. In describing the elements of the Fundamental Instructional Practices, she pointed out that this is two years of work. She presented a chart that lists the name of the FIP, the description/attributes/elements, what affects quality, and how does it foster student learning. Both Dr. Seidenberger and Dr. Torma concluded that if there is high quality instruction taking place in classrooms every day then the test scores will take care of themselves. Dr. Seidenberger said if the information is East Penn

developed then it has more meaning to the staff. After showing the work to a group from PDE, the administration was told that they are moving in the right direction.

Mrs. Kristen Campbell, Assistant Superintendent, talked about teacher specific data. She noted that 50% of the teacher evaluation will be for observation; 15% will be based on teacher specific data. She explained that PVAAS is not a separate assessment but is a method of calculating projected growth of students. Teacher specific data will not be used until a teacher has a three year consecutive average. In addition, for special education teacher they will be looking at progress in meeting student IEP goals. She explained that teacher elective data are measures of student achievement that are locally developed and selected by the school district from a list approved by PDE. The student learning objectives are standards aligned to learning goals. AYP is no longer a measure of accountability. They are now looking at the School Performance Profile which is a score based on a 100 point scale to represent the overall academic quality of each school in Pennsylvania. The scores are based on indicators that define a high-performing school system and includes demographic data on the school and the district. She demonstrated the demo that is available on the PDE web site. This site should be available by the end of September. Mrs. Campbell pointed out that the indicators of academic achievement include the PSSA scores, Keystone Exams, SATs, and the number of AP course offerings. Dr. Seidenberger said that he will be sending out messages reminding parents of what is available. He noted that AYP went away but the state now has a system that is creating some concern. He said the administrators have not shied away from data. Dr. Seidenberger summed up the presentation adding it is another way to look at education. He complimented Dr. Torma and Mrs. Campbell for their work to get PIL certification for this process. The district received 150 hours for PIL requirements. He talked about the work with Dr. Woodland and informed the Board that they would like to retain the relationship with her. She would work with individual schools.

Mr. Earnshaw asked about the teacher evaluation process and the fact that the observation must be done by the building principal. He asked if there were any guidelines from the state about how long these pre and post conferences should take. Dr. Seidenberger said the new Assistant Principal being hired this evening from Southern Lehigh has some expertise on the process. They will be working with other colleagues on the process and there are other administrators on staff that can help principals with the observations. Dr. Seidenberger said the Assistant Principals will be able to help with observations and Dr. Torma added that there is latitude. Dr. Seidenberger explained that the categories are Distinction, Basic, and Unsatisfactory. Dr. Torma mentioned that there must be professional development as well. Mr. Earnshaw asked if the administrators knew how the state would be arriving at the overall rating. At this point, there has not been clarification from the state. Mr. Earnshaw talked about the underperforming subgroups such as special education, ELL, and economically disadvantaged students and their ability to understand the questions. Mr. Earnshaw asked which of our schools were Title I. He was told the schools are Alburtis, Jefferson, Lincoln, and Macungie. Mr. Ballard asked if there was an established procedure for challenging the figures arrived at by the state. Dr. Seidenberger said during the last two weeks the district has been clarifying the data that was submitted. However, they are nervous about what kind of formula will be used by the state.

It was noted that Dr. Harner had resigned as Secretary of Education and Dr. Carolyn Dumaresque was appointed in his place.

2. District Update

Dr. Seidenberger reported that it was a typical opening day for school. The administration planned for Willow Lane but he felt there may be things that could be done better. He took a traffic count and the highest amount of cars waiting was 30. There were some persons who were a little confused but it worked out well. He assured Mr. Berger that they would be doing everything possible to shorten the bus trips. Dr. Seidenberger thanked Mr. Moyer, Dr. Mirabella, Mr. Glancy, and Mr. Ritter for their diligence in being present at Willow Lane. He also thanked Bruce Fosselman and Ben Galiardo from Lower Macungie Township and the coordination of their staff. The calls that were received about transportation were logged in and people will be contacted. Dr. Seidenberger said he was recommending two additional teachers at Eyer MS in Language Arts and Social Studies to alleviate class sizes in Grades 7 and 8. Dr. Seidenberger said this is an example about how the district has to be prepared for emergencies in the budget, adding that he manages the budget. In the past two and a half weeks, over 75 students were registered in the district. Dr. Seidenberger thanked Community Liaison Nicole Bloise for her work with the 2013-14 school calendar. Mrs. Bloise recruited sponsors to pay for the calendar printing. He explained the Bayada Nursing Services are required for students with specific needs. This allows the district to provide nurses on field trips and in specific situations when staff members are needed for students. This is the third year for the contract. SunGard eSchoolPlus will have an updated IEP generated software program. The Special Education Department has been reviewing various packages for over three years and this one meets their needs. While there is an initial outlay of funds, the district will be saving around \$70,000 per year in subsequent years. The contract is for our student management system, state reporting system, etc. The CSIU 16 contract is for all accounting functions. It does meet the GAP requirements and stays up to date with state changes. The district looked long and hard before finding a system that met our needs. Dr. Seidenberger gave the Board a quick update on the Math curriculum and the number of students who are taking higher order maths. Of the 2500 students enrolled, 1720 are taking some kind of Algebra Class. He reminded board members of the December 2011 meeting where Dr. Delvernois indicated the changes in the math curriculum to meet state standards and the keystones. He asked the board members to review the information he distributed and urge them to go on the web site. The Pearson purchase orders are for the Algebra I textbooks because of the increased enrollments and the other purchase order is for AP Biology which the state has mandated that the most recent edition must be used. He reported on having better communication regarding critical

things going on in the district through a Timely Changes on the web site. He will be working on this with Mr. Mohn and Mrs. Bloise. He will be putting up information regarding Chapter 4 regulations and other things that might be of interest to parents.

Dr. Seidenberger was invited to be part of an educators focus group for the Lehigh Valley Economic Development Authority on September 11.

Dr. Seidenberger reported on the extensive research that he has done on the Public Participation at Board Meetings policy. He reviewed the policies for 200 school districts. He indicated that it took over 15 hours to do this research. There were 180 districts that allowed comment time prior to action items and 20 that did not. There were 119 districts that had public comment after agenda items and 80 that did not. Public making comments during the action part of the meeting, there were 196 that did not allow that interaction and only 4 were special circumstances and it is allowed at the discretion of the presiding officer. Except for North Allegheny SD, there were no examples where board members responded to citizen comments prior to the voting portion of the agenda. Referring to East Penn, Dr. Seidenberger reviewed the public comments recorded in East Penn since he has been Superintendent and found that there were a total of 113 meetings; 319 total public comments; 29 meetings where there was no public comments; 101 comments on agenda items; and 218 total comments made about non-agenda items. Referring to the policy for Upper Perkiomen SD, he pointed out that in their policy it is stated that, "The Board session is a meeting held in public, not a public meeting." He talked about putting a guide together for the public. Ms. Fuller, Ms. Donches and Mr. Stolz thanked him for his research. He asked board members to review the information for discussion at the September 23 meeting.

3. Personnel

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

Retirement/Resignations

- Connie Corkery, EHS Staff Assistant, effective 8/12/13 (Exhibit 1)
- Denise Miller, EHS Instructional Assistant, effective 8/12/13 (Exhibit 2)
- Maria Kelly-Lowe, Instructional Assistant at Wescosville School, effective 8/14/13 (Exhibit 3)
- Jill Natale, Health Room Assistant, effective 8/14/13 (Exhibit 4)
- Tina Sorrentino, PT Food Service Assistant, effective 8/15/13 (Exhibit 5)
- Diane Geroni, LMMS Staff Assistant, effective 8/26/13 (Exhibit 6)
- Arielle Pierog, PT Food Service Assistant, effective 8/25/13 (Exhibit 7)
- Kaitlin Mikitka, LMMS Instructional Assistant, effective 8/25/13 (Exhibit 8)
- Susan Cooperman, Instructional Assistant at Shoemaker School, effective 8/21/13 (Exhibit 9)

Income Protection Leave

Employee: Christine DeLise
Teacher, Grade 5, Willow Lane School
Effective: 9/30/13

General Leave of Absence-Board Policy 539

Employee: Cynthia Guthrie
Instructional Assistant, Wescosville School
Effective: 8/26/13-12/31/13

Full-Time Substitute Teacher Appointment

Name/Address: Ryan Peters
2256 Woodbarn Road, Macungie 18062
Education Level: B. S. Degree (2001)
Undergraduate School: Bloomsburg University
Certification: Instructional I, Elementary, Special Education
Assignment: Grade 5, Willow Lane School
Opening created by C. DeLise leave
Effective: August 26, 2013
Experience: 2009-13-Anne Arundel County Public Schools
2002-05: Hawaii Department of Education
Salary: \$47,344 (Year 1, Col. B)

Instructional Assistant & Health Room Assistant Appointments

<u>Name/Address</u>	<u>Assignment</u>	<u>Salary</u>
Maria Mesko 253 E. Hazard Street Summit Hill, PA 18250 Effective: August 27, 2013	Instructional Assist., Willow Lane L. Kelly resignation	\$13.97/hr., 27 hrs./wk.
Theresa Cole 1434 Butz Road, Breinigsville 18031 Effective: August 27, 2013	Health Room Assist., Eyer MS New Position per IEP	\$19.60/hr., 29 hrs./wk.
Alison Heffelfinger 253 Belfast Road Wind Gap 18091 Effective: August 27, 2013	Health Room Assist, Lincoln G. Stone resignation	\$19.60/hr., 29 hrs./wk.

Schedule B Appointments

See Exhibit 10

Remedial Assistant Substitute Rate

\$11.44/hr (Up to 20 days) \$11.95/hr. (21+ days)

Independent Contract Agreement – Exhibit 11

That the East Penn Board of School Directors approve the Independent Contractor Agreement with George L. Grim to provide services in accordance with applicable psychology standards as described in Exhibit 11.

Additions to the 2013-14 List of Per Diem Substitutes

See Exhibit 12

Educational Conferences – Exhibit 13

That the East Penn Board of School Directors approve the estimated expenses for the individuals attending educational conferences listed on Exhibit 13.

Appointment of the Assistant Principal, Emmaus HS

Name/Address:	Mark Covelle 2015 Montgomery Street, Bethlehem 18017
Education Level:	B. A. Degree (2002) M. S. Degree (2007) M. Ed. Degree (2013)
Undergraduate School:	Boston University
Graduate Schools:	Wilkes University Lehigh University Drexel University (Doctoral Program)
Assignment:	Assistant Principal, Emmaus HS Vacancy created by L. Witman resignation
Effective:	To be Determined
Certification:	Administrative II, Principal, K-12 Instructional II, English
Experience:	Letter of Eligibility, Superintendent 7/2008-Present: Southern Lehigh SD, Assistant Principal 8/2003-7/2008: Southern Lehigh SD, Teacher 8/2002-8/2003: Nazareth SD
Salary:	\$92,500, plus Act 93 Agreement benefits

Mr. Covelle was introduced to the Board and received a round of applause.

Appointment of Staff Assistant

Name/Address: Paula Dooley
2368 Niagra Lane, Macungie
Effective: 8/27/13
Assignment: Jefferson School
Vacancy created by C. Kennedy resignation
Salary: \$13.97/hr. 12.5 hrs./wk.

These resolutions were duly adopted by the following roll call vote:
Aye: Bacher, Ballard, Donches, Earnshaw, Fuller, Heid, Policano, Rhodes, Stolz-----9

4. Revision to the Emmaus HS Discipline Code – Exhibit 14

Motion by Bacher, Seconded by Donches
RESOLVED, That the East Penn Board of School Directors approve the revision on Page 4; Code 205B as listed on Exhibit 14.

Note: A full copy of the EHS Discipline Code is available on the Emmaus HS web site.

American Red Cross Authorized Provider Agreement (Exhibit 15)

RESOLVED, That the East Penn Board of School Directors approve the American Red Cross Authorized Provider Agreement to permit the Red Cross certified instructors to teach the Red Cross training courses as described in Exhibit 15.

Contract for In School Nursing Services (Exhibit 16)

RESOLVED, That the East Penn Board of School Directors approve the Agreement with Bayada Home Health Care Inc., 317 South Cedar Crest Boulevard, Allentown to provide nursing services as identified for in-school nursing care as described in Exhibit 16.

Contract with the Borough of Emmaus – Use of Firearms Range (Exhibit 17)

RESOLVED, That the East Penn Board of School Directors approve the Agreement with the Borough of Emmaus for the Emmaus High School Rifle Team to use the Firearms Range located in Community Park, Emmaus, PA from November 11, 2013 to February 14, 2014 and as outlined in Exhibit 17.

Ms. Donches said she attended the Borough Council meeting and it was stated that this may be the last year the district will be using this facility. Dr. Seidenberger indicated that he had not been contacted and this is only the second year that the district is using this facility. She also suggested an editorial change.

These resolutions were duly adopted by the following roll call vote:
Aye: Bacher, Ballard, Donches, Earnshaw, Fuller, Heid, Policano, Rhodes, Stolz-----9

5. Carbon Lehigh Intermediate Unit – F. Fuller

1. Special Education Services Agreement (Exhibit 18)

Motion by Fuller, Seconded by Donches
RESOLVED, That the East Penn Board of School Directors approve the Special Education Services Agreement with the Carbon Lehigh Intermediate Unit for the 2013-14 school year as described in Exhibit 18.

These resolutions were duly adopted by the following roll call vote:
Aye: Bacher, Ballard, Donches, Earnshaw, Fuller, Heid, Policano, Rhodes, Stolz-----9

6. Policy

1. Final Adoption – Board Policy 116.1 – Exceptions to Academic Sequence (Exhibit 19)

Motion by Stolz, Seconded by Donches

RESOLVED, That the East Penn Board of School Directors approve Board Policy 116.1, Exceptions to Academic Sequence, for inclusion in the Board Policy Manual.

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

Aye: Bacher, Ballard, Donches, Earnshaw, Fuller, Heid, Policano, Rhodes, Stolz-----9

2. Second Reading – Board Policy 206, Assignment Within District (Exhibit 20)

A recommendation for adoption will be presented at the September 9, 2013 Board Meeting.

7. Business Operations

1. Approval of Bill List

Motion by Fuller, Seconded by Stolz

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

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

Aye: Bacher, Ballard, Earnshaw, Fuller, Heid, Policano, Rhodes, Stolz-----8

Abstain: Donches-----1

2. SunGard K-12 Education Master Software License, Maintenance and Services Agreement (Exhibit 21)

Motion by Rhodes, Seconded by Stolz

RESOLVED, That the East Penn Board of School Directors approve the SunGard K-12 Education Master Software License, Maintenance and Services Agreement with SunGard Public Sector, Inc., 3 West Broad Street, Bethlehem for services as described in Exhibit 21.

Mr. Earnshaw said that having a special education student he was aware of the amount of paperwork that is required for writing IEPs. In answer to a question from Ms. Donches, it was stated that Mr. Fisher had reviewed the contract. She then questioned an item on Page 6, Improvement Fees. Mr. Mohn explained that there are modifications that can be made to the system and then there would be a cost. The system is set up for the high school transcripts to be created and the Naviance contract allows for the transcript to be sent out. Ms. Donches then asked about third party software being added. Mr. Mohn said the event of a third party being allowed to set up in the student management system was zero.

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

Aye: Bacher, Ballard, Donches, Earnshaw, Fuller, Heid, Policano, Rhodes, Stolz-----9

3. Retirement Plan Compliance and Administration Services Agreement (Exhibit 22)

Motion by, Seconded by

RESOLVED, That the East Penn Board of School Directors approve the Retirement Plan Compliance and Administration Services Agreement to provide compliance administration services to the Plan Sponsor's voluntary retirement programs under Sections 403(b) and/or 457(b) of the Internal Revenue Code.

Disbursement of Funds (Exhibit 23)

RESOLVED, That the East Penn Board of School Directors authorize the expenditure of funds from the 32-Capital Reserve Fund and the 33-2010 Series A General Obligation Bonds as listed on Exhibit 23.

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

Aye: Bacher, Ballard, Donches, Earnshaw, Fuller, Heid, Policano, Rhodes, Stolz-----9

4. Other

Ms. Donches thanked Dr. Torma for her report on the Harvard University conference. She then asked why the Board had not received a Treasurer's Report since May. Mrs. Surdoval said it has been standard procedure to not provide

the Treasurer's Report until the audit adjustments have been made; however, when that has taken place the Board will receive a Treasurer's Report for June, July, and August. Ms. Donches felt this was in violation of Board Policy 609 that required monthly reporting. It was pointed out to Ms. Donches that Board Policy 609 was specifically for Investment of Funds, not the Treasurer's Report. The Board has been receiving investment information every month since the enactment of the policy. The Treasurer's Report and the Investment of Funds are two separate reports.

Ms. Donches said the Allentown Board reports student absences at their Board Meetings. Mr. Ballard told her to put her request in writing.

Ms. Donches then read the attached statement. Dr. Seidenberger pointed out to her that just because a parent comes to the podium and makes a statement that the statement is correct. He spent a lot of time going over the safety measures that take place. Ms. Donches debated what was said. President Ballard stopped the comments indicating that the it was becoming a "he said" "she said" situation that was not productive.

8. Announcements

Monday, August 26	7:00 p.m.-Executive Session (Personnel, Real Estate, Negotiations) 7:30 p.m.-Board Meeting
Monday, September 2	Labor Day – All Schools and Offices Closed
Monday, September 9	7:30 p.m.-Board Meeting, Board Room

9. Adjourn

There being no further business to come before the Board, the meeting was adjourned, upon motion, at 9:10 p.m.

Cecilia R. Birdsell, Board Secretary