

- EAST PENN SCHOOL DISTRICT
- SCHOOL BOARD HIGHLIGHTS
- OCTOBER 27, 2003



The following actions took place at the October 27, 2003 meeting:

Resignations

- -Malika Eck, Instruction Support Assistant
- -Joan Orlopp, Technology Assistant

Appointments

- Kristen Wilson, Health Room Aide, Emmaus HS
- Cynthia Moyer, Teacher Aide, Wescosville School
- Jeanne Kiralfly, Teacher Aide, Jefferson School
- Richard Weiss, Advisor, Power Coed Volleyball
- Olive Haupt and Nancy Davis, Advisors, Holiday Giftmaking
- Randy Ziegenfuss, Advisor, LMMS Vide/Multimedia/Faces Club

Education

- Dr. Denise Torma, Director of Research and Evaluation, reviewed the District Report Card in compliance with No Child Left Behind. The District Report Card will be mailed to all families with children in the East Penn School District this week.

Facilities Approvals

- Envira Health Contract
- Professional Services for Shoemaker Elementary School, additions and renovation:
Eastern Air Balance; Johnson Controls, Inc.

Legislative

- No action has been taken to release basic education subsidy.

Business Operation approvals:

- Bill List

➤ **Treasurer's Report**

**Next Board Meeting: November 10 – 7:30 p.m.-Board Room, 800 Pine Street,
Emmaus, PA**

**For further information on any of these items contact Cecilia R. Birdsell,
Board Secretary, at 610-966-8333.**

- EAST PENN SCHOOL DISTRICT
- SCHOOL BOARD HIGHLIGHTS
 - November 10, 2003



The following actions took place at the November 10, 2003 meeting:

Resignations

- Kay Hanchett, Teacher Aide at Emmaus HS
- Tiffany Niedrowski, Speech Teacher

Appointments

- Melissa Richard, Social Studies, Emmaus HS
- Joe DiRado, PJAS Coordinator
- Additions to the 2003-04 List of Per Diem Substitutes

Education

Dr. Jerry Zinner, Assistant Superintendent, and Dr. Denise Torma, Director of Research and Evaluation, presented the 2003-03 Assessment Report. This report includes information concerning the PSSA test results, Scholastic Achievement Test Scores, Advanced Placement Scores, Stanford Achievement Tests, Developmental Reading Assessment, Integrated Theme Tests, Graduation Rate, and report cards. Anyone interested in obtaining a copy should contact Dr. Jerry Zinner, Assistant Superintendent.

Staff Development Approvals

- Educational Conference Expenses
- Alignment Audit Proposal with the Knowledge Design Group.

Facilities Approvals

- UGI Utilities, Inc. expenditure to provide gas service to Shoemaker, Eyer and Macungie Schools.
- PPL Right-of-Way Agreement for Alburtis School.
- Certificate of Substantial Completion-Field House, Press Box.
- Change Order-Field House, Emmaus HS
- Change Order-Shoemaker School
- GC 1 & 2 Change Directives-Shoemaker School

Legislative

- **State Board of Education has released its first draft of revisions to the Chapter 4 revisions.**
- **PA Department of Education announced that the State Report Card will be released on November 19.**
- **The Senate and House of Representatives remain in recess but are on call. No action has been reported concerning the education budget impasse.**

Business Operation approvals:

- **Bill List**
- **Construction Fund Payments**
- **Budget Transfers**

December Board Meetings

- **Tuesday, December 2 7:30 p.m.- Reorganization**
- **Monday, December 8 7:30 p.m.-Regular Meeting**

For further information on any of these items contact Cecilia R. Birdsell, Board Secretary, at 610-966-8333.

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 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 Solicitor: 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: Peggy Himinitz, East Penn Press Reporter

2. Recognition:

Dr. Morgan provided background information regarding the selection of students from the scores attained in the preliminary SAT. The merit semi-finalists have scored among the top 16,000 students of the over one million who have taken the test. The commended students are of the 34,000 students who fell just below the semi-finalists. The semi-finalists must complete further requirements to become finalists who will be announced in February. Dr. Morgan and President DeHaan distributed Certificates of Achievement to the students who were present.

Merit Semi-Finalists

Bradley Bortree
Stuart Glaser
Michael Kunkel
Xi-Henry Lu
Anthony Manzella
Ivano Ventresca
David Wagner
Mark Witmer
Yan Zhang

Commended Students

Stephanie Berger
Stephanie Forbes
Beth Gockley
Christopher Green
Michael Herrick
Theodore Iobst
Sharon Kotz
Matthew Kovak
Christopher Moreland
Andrew Potter
Emily Ross
Jessica Smith
Sandra Strobel
Eliana Verghese
Brett Werner
Charles Zagnoli

The students received a round of applause from the audience.

PSBA Honor Roll of School Board Service

Jeffrey W. DeHaan – President, (10 Years of Service)

Vice President Ann Thompson presented President DeHaan with the certificate of service from PSBA. Mrs. Thompson noted that she was glad Mr. DeHaan had accepted the presidency and has been for so long. Mr. DeHaan said it has been exciting ten years with a lot of change. He appreciated their support and thanked Mrs. Thompson for presenting the certificate.

3. Requests to Address the Board-None

4. Approval of Minutes

Motion by Ballard, Seconded by Robert

RESOLVED, That the East Penn Board of School Directors approve the minutes of the November 10, 2003 Regular Meeting, with the following clarification, and the minutes of the December 2, 2003 Reorganization Meeting.

November 10, 2003-Page 4, Paragraph 3

Dr. Torma, Director of Research and Evaluation, reviewed the graduation rate. She noted that the average *projected graduation rate for 2002-03 is 93.81% as per PDE. The formula used to calculate the rate may change, therefore, altering this calculation.*

This resolution was unanimously adopted by voice vote.

5. SGA Report – Mark DiCristafaro

SGA Representative Mark DiCristafaro said that he was not able to compile the video for this meeting but hoped to have it completed for January. It will include the holiday activities that are being sponsored by SGA. He recapped what had taken place during Homecoming Week and what could be done differently. Overall it was extremely successful based on the comments of the administration, faculty, and students. He indicated that Spirit Week is a difficult task when trying to find ideas that will appeal across the student body. The parade went as scheduled. Next year they will be doing more advertising for Spirit Week. The faculty skit will need more participation but the teachers did come through with a faculty skit at the last minute. He felt the SGA was working well with the administration. They would like to move the Homecoming Dance to a larger area but not have it as a prom. The SGA will be looking at that next year. He complimented Mr. Ramella and Mr. Carl for working with them for different options for the Powder Puff game. He reported on the state SGA Conference, the senior class play, and the Key Club Karaoke Night. Upcoming activities include a blood drive, Santa pictures, Battle of the Bands, and Home Room Decorating Contest. SGA will be including the International Fair in their activities. The Carbon Lehigh Student Forum will be hosted by EHS in January. He reported that Emmaus High School has submitted a request to be the site of a future state SGA conference.

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

1. Personnel

Motion by Robert, Seconded by Ballard

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

Resignations

-Teresa J. Delikat, Title I Secretary, effective November 21, 2003 (Exhibit 1)

-Debbie DePue, Part-Time Food Service Assistant, Shoemaker School, effective November 21, 2003 (Exhibit 2)

Change in Assignment

Employee:	Patrice Helfrich
From:	IST Teacher, Lower Macungie Elementary School
To:	English as a Second Language Teacher (New Position)
Effective:	TBA

Temporary Professional Employee Appointment

Name/Address: Jessica Ortiz
189 Shiloh Court, Whitehall 18052
Education Level: B. S. Degree (2001)
M. S. Degree (2003)
Undergraduate School: Kutztown University
Graduate School: Wilkes University
Certification: Instructional I, Ment and/or Phys. Handicapped,
Elementary K-6
Assignment: Special Education Teacher, Emmaus HS
Autistic Support (New Position)
Effective: January 26, 2004 (on or about)
Experience: 8/01-Present: Bethlehem SD
Salary: \$43,400 (Step C, Year 3, Col. M)

Leaves as per Collective Bargaining Agreement

Employee: Cheryl Wetzel, Elementary Teacher
Effective: November 27, 2003

General Leave of Absence

Employee: Tara Dawson, Teacher Aide
Effective: November 17, 2003
Reference: Board Policy 539, General Leave

Co-Curricular Appointments

Emmaus High School See Exhibit 3

Mr. DeHaan asked that the list be amended by removing the name of Sue Butz Stavin as an advisor for the Field Hockey Club.

Lower Macungie Middle School

Mark Scisly	Fitness Club	\$500, Club B
Tanya Jennings	Fall Play	\$250, Club A
Jennifer Campbell	Fall Play	\$250, Club A

Eyer Middle School

Joseph DiRado	Making Interactive Memories	\$950
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Appointment of Instructional Support Assistant

Name/Address: Glenda Greenawalt
9680 Bachelor Road, Kutztown 19530
Effective: December 11, 2003
Assignment: Wescosville (Vacancy created by resignation
of M. Eck)
Salary: \$11.25/hour, 25 hrs./week

Teacher Aide Appointments

<u>Name/Address</u>	<u>Assignment</u>	<u>Salary</u>
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John Carter 164 Windermere Avenue Allentown 18104	Lower Macungie MS (New Position)	\$10.30/hr., 12.5 hrs./wk.
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Diane Amelio 66621 Pioneer Drive Macungie	Lower Macungie MS (Transfer of B. Boyle)	\$10.30/hr. 12.5 hrs./wk.
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Part-Time Food Service Assistant

Judie Zieger-Hemmis 410 Daniel Street Allentown 18104	Shoemaker School (D. DePue resignation)	\$9.61/hr.
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Change in Assignment for Teacher Aides

<u>Employee</u>	<u>From</u>	<u>To</u>
Jean Catao	12.5 hrs./wk.	15 hrs./wk., Wescosville
Debbie Dahms	12.5 hrs./wk.	15 hrs./wk., Wescosville
Dorothy Toth	15 hrs./wk.	26.5 hrs.wk., Eyer MS
Mary Ann Boehm	30 hrs./wk.	31.5 hrs.wk., LMMS
Jean Deischer	30 hrs./wk.	31.5 hrs.wk., LMMS

Additions to the 2003-04 List of Per Diem Substitutes

Felicia DeLosReyes, Art
Michelle Brownback, Elementary
Megan Dahms, Elementary
JoAnne Landis, Elementary
Debbie DePue, Food Services

Educational Conferences – Exhibit 4

That the East Penn Board of School Directors approve the expenses for the individuals attending the Educational Conferences listed on Exhibit 4.

2. Informational

- In accordance with Board Policy 702, Gifts, Grants, Donations, Mr. Bob Hoffman representing Air Products & Chemicals has donated 252 World Atlases at a total value of \$4,951.80. Class sets of Atlases will be distributed to all schools.
- Administrative Reports-See Exhibit Section-Mrs. Thompson noted that there was not a report from the high school. Dr. Morgan indicated that the report had not been received.

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. Emmaus High School – 2004-05 Program of Studies Revisions – (Exhibit 5)

Motion by Thompson, Seconded by Gannon
RESOLVED, That the East Penn Board of School Directors approve the 2004-05 Emmaus High School Program of Studies Revisions.

Dr. Morgan said the majority of the changes are in the general information section and in language. There has been an addition of two art classes. There has been a problem since the addition of the state requirements in the Fine Arts area and the number of student requests, particularly at the ninth grade level have not been accommodated. This will give availability from grades 9-12. The Business and English sections are revisions. In science and in the wellness/fitness area, these are the classes that have had the most revision in order to align them with the PA Standards. There is a revision in Biology that will require all students to have a lab. There was one level of Biology where students did not have a hands-on experience with a lab. The wellness/fitness area has a lot of revisions because of the work that has been done in that area. The revisions will come to the Board later in the year. Ms. Gannon asked about the number of cycles for Biology. Mrs. Linda Delvernois, Director of Secondary Education, indicated that based on research it was found that it is necessary for all students to have a lab and that is why it went from six to seven periods. Ms. Gannon asked if they anticipated a problem with students who had multiple science courses. Mrs. Delvernois did not feel it would be a problem because of the number of study halls that will be replaced, particularly at the ninth grade level. It should not impede any freshman. Dr. Morgan interjected that ninth grade students usually have more study halls than any other grade. Individual situations will have to be addressed at the time. Ms. Gannon asked if there were any plans to look at the Intro to Art course, adding that the one course added was for Grades 10-12. Ms. Gannon said that if students do not take the Intro to Art course then they are unable to take the upper courses. Mr. Richwine asked what had changed in the scheduling process that allows the school to put Biology back in the ninth grade. Mrs. Delvernois said the history behind dropping lab time at the ninth grade level was to provide students more time to work on non-academics and to get more electives into their schedule. However, with the standards, there are different priorities under the state mandates. Dr. Morgan said there was a schedule for many years and standards and requirements changed. The schedule became more complicated. This summer it was stripped back to refine the schedule. Mrs. Thompson asked if the courses under English/Reading and Math Connections II are a result of No Child Left Behind. Mrs. Delvernois answered that it was only the wording that was tweaked for the English/Reading courses. The Math Connections II Course is to address the need at the high school level that did not exceed and it does related to NCLB.

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

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

8. Other Educational Entities

-Carbon Lehigh Intermediate Unit

T. Richwine

Mr. Richwine reported that the outgoing members of the IU Board had been honored at the November meeting. He noted that through elections and resignations the IU has lost about half of the members of the Board. President Olivia Herman attended the November meeting despite her health problems. There was a brief presentation by Scott Kinney on the Media Center Program. He has a presentation that can fit any time slot so it might be something that the Board can pursue. The next meeting is December 15, the final one for the year.

-Lehigh Career & Technical Institute

A. Thompson

F. Fuller

T. Richwine

S. Rhodes, Alt.

Mrs. Thompson reported that the Christmas meeting had been held and elaborated on the wonderful dinner and decorations that were provided. She noted that Dr. Morgan had attended

the dinner as well. On the business side, Ms. Francee Fuller had been elected Vice Chair of the JOC and Mr. Richwine is serving as Treasurer. Mrs. Thompson Chairs the Policy Committee. Mrs. Thompson said East Penn supports the organization well, noting that Mr. Rhodes serves as an alternate. He also noted that Dr. Corradetti had been elected to the Parkland Board and would be serving on the JOC. LCTI is moving ahead with the building program. Ms. Fuller reported that she and Mrs. Thompson have been meeting with others to help promote the programs at LCTI. There was a special program for guidance counselors in November. The Culinary Arts Department has been named exemplary twice, from Ohio State University and the PA Department of Education. They received a \$100,000 grant to promote the program. Mr. DeHaan congratulated Ms. Fuller and Mr. Richwine.

9. Legislative

C. Ballard

Mr. Ballard reported that the Legislature better move fast since there are only six days left until they leave Harrisburg. If another basic education subsidy payment is missed this month, the total amount of money due to districts would close to 2 billion dollars. PSBA is estimating that it is costing school districts over 1.5 million dollars per week because of the delay in funding. PSBA has estimated that 100 out of the 501 school districts have borrowed that an additional 40 have established lines of credit with financial institutions. At least four school districts have approved resolutions calling for their district to cease operations by a certain date if state funding is not received. The four districts are New Brighton Area (Beaver County), Connellsville Area (Fayette County), Moshannon Valley (Clearfield County), and Upper Dauphin Area (Dauphin County). The he Brownsville Area school board in Fayette County approved a resolution instructing the administrative staff of the district to plan for the closing of its schools if the budget impasse is not resolved. Mr. Ballard suggested that board members contact legislators and ask why they cannot get this funding taken care of. HB 578 would allow districts to reopen their budgets following the passage of the state budget. School districts would be given a 30-day extension beginning in the month following the appropriation of the state allocations for school districts. HB 657 would amend the Clean and Green Act to remove the ability for preferential assessment of farmstead land on forest reserve tracts. HB 792 would amend the School Code to provide for a Prototypical School Design Clearinghouse. Mr. Ballard noted that a local resident had proposed this idea. HB 1174 would create the Keystone Community, Business and Education Partnership Act that would establish the Office of Community, Business and Education Partnerships.

The State Board of Education is proposing revisions to Chapter 7 and Chapter 12. One of the major changes would be to delete Chapter 7 and incorporate that subject matter concerning student services by creating a new subchapter in Chapter 12. He indicated this would require administrative review.

Mr. Ballard announced that PSBA now has online courses available. Mrs. Thompson mentioned that Ms. Fuller had suggested that the Board send a letter to the "power brokers" in the Legislature to encourage them to resolve this problem. Mr. Ballard and Mr. DeHaan will draft a letter to be sent. Mr. Richwine noted that a school district in the area served by Mr. Brightbill is in desperate need of cash and may shutdown by January.

10. Facilities

1. Agreement – The Architectural Studio (Exhibit 6)

Motion by Ballard, Seconded by Robert

RESOLVED, That the East Penn Board of School Directors approve the Agreement with The Architectural Studio as per Exhibit 6 at a cost not to exceed \$5,000; and,

be it further

RESOLVED, That the Board authorize the administration and architects to submit all required paper work to the Department of Education.

Note: This Agreement has been reviewed by the Solicitor.

Change Order – Albutis School

RESOLVED, That the East Penn Board of School Directors approve GC #1 Change Order with Lyons Construction Services, Inc. Mechanicsburg, PA in the amount of \$8,335.00 for Albutis Elementary School Project.

Project Adds:

Provide and Install Roof Drain Connections per Drawings SK-GU-2, SK-GU-3, and SK-GU-4	\$4,963.00
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Provide and install additional and larger diameter water lines as per Drawing SK-GU-1	\$6,372.00
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Project Deduct:

Change from stainless steel to aluminum geared continuous hinges	(\$3,000)
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TOTAL CHANGE ORDER	\$8,335.00
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Change Order – Emmaus High School

RESOLVED, That the East Penn Board of School Directors approve EC-1 Change Order with A. N. Lynch, Spring City, PA in the amount of \$5,211.15 for the Emmaus High School Project.

Project Adds:

Install additional receptacles and TV cable outlets	\$1,432.00
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Install additional telephone outlets as indicated SK-E4	\$2,684.00
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Furnish (3) floor boxes for multi-media area C.O.R. #1	634.00
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Additional electrical work as indicated on SK-GC-8	764.27
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Additional electrical work as indicated on C.O.R. #3	204.09
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Additional electrical work as indicated on C.O.R. #4	99.90
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Additional electrical work as indicated on C.O.R. #5	90.12
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Project Delete:

Delete electrical work as shown on SK-E1 & SK-E2	(697.23)
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TOTAL CHANGE ORDER	\$5,211.15
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Mr. Richwine asked when the new portion of the high school is ready for occupancy. Dr. Morgan noted that the occupancy date is December 25. The district anticipates moving into the area in January. The multi media room will need to be completed. Mr. Carl confirmed that the contractors are still holding to December 25. In this situation, there is not another project hinged on it. If it is not ready, it will not have a huge impact. There was some slow down on heating the site but that has been rectified.

Ms. Gannon asked about the Architectural Studio costs. Mr. Carl explained about the outstanding items and the Board's previous authorization and the need to have the architect's certification for the punch list. Dr. Morgan mentioned the replacement of the cafeteria floor replacement and the agreements reached with the contractor and architect. Mr. Ballard indicated that the district has now become the contractor are now responsible. Since the district does not have the engineering expertise, then it falls back on the architect.

Ms. Gannon asked about the archway connection between this building and the old junior high. Mr. Carl said there would be a gate system that can be closed off during the school day. Dr. Morgan reviewed the need for emergency vehicles to get into the area as well as for evacuation. Ms. Gannon asked if that was part of the original design and was told that it was included.

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

11. Business Operations

1. Bill List Approval

Motion by Ballard, Seconded by Earnshaw
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.

In answer to a request by Mr. Robert at a previous meeting, Mr. Reigal said he had contacted the software provider. The Business Office has completed a draft of the bill list by category and accounting object but it has not been refined to define the object and not the code number. He said he would do this for the next Board Meeting but would prefer not to generate two separate reports. Mr. DeHaan asked board members to look over the format. It was noted that an alphabetical listing would still be required for the auditors.

Treasurer's Report

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

Bid Award – Fitness Education & Assessment System

RESOLVED, That the East Penn Board of School Directors award the contract for a Fitness Education & Assessment System to Polar Electro, Inc. of Lake Success, NY for the low bid meeting specifications of \$162,160.00, less a PEP discount of \$12,461.00.

Note: Funds for this are coming from the Carol M. White Federal Grant.

Refunding Authorization for General Obligation Bond Series of 1999

RESOLVED, That the East Penn Board of School Directors authorize the administration to work with Public Financial Management as financial advisor, and Rhoads & Sinon as Bond Counsel, in

conjunction with the refunding of the Series of 1999, General Obligation Bonds.

Mr. Reigal said the district is trying to refinance before the interest rates go up. As things stand right now, the district could save \$200,000. This will not affect the district's bank qualification since it is a refinancing.

Renewal of Xerox Business Services Contract – Exhibit 7

RESOLVED, That the East Penn Board of School Directors approve the renewal of the Xerox Business Services Contract at a monthly rate of \$24,814, for a term of 60 months.

Note: The monthly rate is increasing \$377 over the previous 60-month contract.

Mr. Ballard asked what has been done to study copy use and how we determine the volumes and if it is being done wisely. Mr. Reigal said these numbers are for the actual use based on equipment meters so we know how and for what the copiers are being used. Xerox reviewed the district needs that include a full-time Xerox employee for the high school and other locations. The Xerox representative spoke to each building principal to determine usage. We are converting to digital so the bulk is done in the copying center and also eliminating having to hand delivered copying to the center. There is much that can be done through the network. The materials would then be forwarded to the building. The overage rate has been cut in half even with the escalation of usage. In answer to a question raised from Mr. Ballard, Mr. Reigal responded that the printers in the building do not have the capacity or the ability to be linked with the copy center. Dr. Morgan said the savings would be in the connection. Ms. Milliken will have to do work in the network and it will be on line in a month or so. It is cheaper to run it here than in the buildings. Mr. Ballard suggesting networking all the machines over the five years. Mr. Reigal said the large volume jobs must be done in the copy center. Mr. Ballard asked that something be done in the technology. Mr. Earnshaw asked if there would be replacement machines and then eliminating copiers as the small schools close down. Mr. Reigal said some of that will happen and amendments may be made to the contract.

Construction Fund Payments – Exhibit 8

RESOLVED, That the East Penn Board of School Directors authorize payments from the 2002-AAA-Bond Issue and the Capital Reserve Fund for the items listed on Exhibit 8.

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

2. Bid Opening Report – Fitness Education & Assessment System

The following bids were opened at 2:00 p.m. in Conference Room C of the East Penn School District Administrative Offices on December 2, 2003. Staff Present: Cecilia Birdsell, Gary Reigal and Debra Surdoval

Fitness Education and Assessment System
Polar Electro, Inc., Lake Success, NY

12. Announcements

Monday, December 8	7:30 p.m.-Board Meeting, Board Room
Tuesday, December 9	7:00 p.m.-Shoemaker Winter Concert
Wednesday, December 10	7:30 p.m.-Winter Choral Concert, LMMS
Thursday, December 11	7:30 p.m.-Winter Choral Concert, LMMS 7:30 p.m.-Lincoln Winter Holiday Concert 7:00 p.m.-Macungie Winter Concert
Friday, December 12	2:00 p.m. & 7:30 p.m.-Jefferson 5 th Grade Winter Concert 11:00 a.m.-Early Dismissal, Middle School
Tuesday, December 16	7:00 p.m.-Eyer Band/Choral Concert 7:30 p.m.-LMMS Winter Holiday Band Concert
Wednesday, December 17	7:00 p.m.-Wescosville Winter Concert 7:00 p.m.-EHS Winter Concert, Symphonic Band/Wind Ensemble
Monday, December 22	7:30 p.m.-Chamber Harmony Winter Concert, EHS
December 24-January 5	Winter Holiday-Schools & Offices Closed
Monday, January 12	7:30 p.m.-Board Meeting

Mr. Earnshaw asked when the Board would be receiving the Construction Reports. Copies will be mailed to board members shortly. Mrs. Thompson requested that a policy be established for email among board members and student travel during the school year.

President DeHaan thanked Mr. Magee for his services when Mr. Fisher was not able to attend the East Penn meetings. Mr. Fisher will no longer be representing another neighboring district so he will be in attendance at East Penn's meetings.

13. Adjourn

There being no further business to come before the Board, the meeting was adjourned, upon motion, at 8:55 p.m.

Cecilia R. Birdsell, Board Secretary

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 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 Solicitor: 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: Peggy Himinitz, East Penn Press Reporter

2. Recognition:

Dr. Morgan provided background information regarding the selection of students from the scores attained in the preliminary SAT. The merit semi-finalists have scored among the top 16,000 students of the over one million who have taken the test. The commended students are of the 34,000 students who fell just below the semi-finalists. The semi-finalists must complete further requirements to become finalists who will be announced in February. Dr. Morgan and President DeHaan distributed Certificates of Achievement to the students who were present.

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David Wagner
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Yan Zhang

Commended Students

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Beth Gockley
Christopher Green
Michael Herrick
Theodore Iobst
Sharon Kotz
Matthew Kovak
Christopher Moreland
Andrew Potter
Emily Ross
Jessica Smith
Sandra Strobel
Eliana Verghese
Brett Werner
Charles Zagnoli

The students received a round of applause from the audience.

PSBA Honor Roll of School Board Service

Jeffrey W. DeHaan – President, (10 Years of Service)

Vice President Ann Thompson presented President DeHaan with the certificate of service from PSBA. Mrs. Thompson noted that she was glad Mr. DeHaan had accepted the presidency and has been for so long. Mr. DeHaan said it has been exciting ten years with a lot of change. He appreciated their support and thanked Mrs. Thompson for presenting the certificate.

3. Requests to Address the Board-None
4. Approval of Minutes

Motion by Ballard, Seconded by Robert
RESOLVED, That the East Penn Board of School Directors approve the minutes of the November 10, 2003 Regular Meeting, with the following clarification, and the minutes of the December 2, 2003 Reorganization Meeting.

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This resolution was unanimously adopted by voice vote.

5. SGA Report – Mark DiCristafaro

SGA Representative Mark DiCristafaro said that he was not able to compile the video for this meeting but hoped to have it completed for January. It will include the holiday activities that are being sponsored by SGA. He recapped what had taken place during Homecoming Week and what could be done differently. Overall it was extremely successful based on the comments of the administration, faculty, and students. He indicated that Spirit Week is a difficult task when trying to find ideas that will appeal across the student body. The parade went as scheduled. Next year they will be doing more advertising for Spirit Week. The faculty skit will need more participation but the teachers did come through with a faculty skit at the last minute. He felt the SGA was working well with the administration. They would like to move the Homecoming Dance to a larger area but not have it as a prom. The SGA will be looking at that next year. He complimented Mr. Ramella and Mr. Carl for working with them for different options for the Powder Puff game. He reported on the state SGA Conference, the senior class play, and the Key Club Karaoke Night. Upcoming activities include a blood drive, Santa pictures, Battle of the Bands, and Home Room Decorating Contest. SGA will be including the International Fair in their activities. The Carbon Lehigh Student Forum will be hosted by EHS in January. He reported that Emmaus High School has submitted a request to be the site of a future state SGA conference.

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

1. Personnel

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

Resignations

-Teresa J. Delikat, Title I Secretary, effective November 21, 2003 (Exhibit 1)
-Debbie DePue, Part-Time Food Service Assistant, Shoemaker School, effective November 21, 2003 (Exhibit 2)

Change in Assignment

Employee:	Patrice Helfrich
From:	IST Teacher, Lower Macungie Elementary School
To:	English as a Second Language Teacher (New Position)
Effective:	TBA

Temporary Professional Employee Appointment

Name/Address: Jessica Ortiz
189 Shiloh Court, Whitehall 18052
Education Level: B. S. Degree (2001)
M. S. Degree (2003)
Undergraduate School: Kutztown University
Graduate School: Wilkes University
Certification: Instructional I, Ment and/or Phys. Handicapped,
Elementary K-6
Assignment: Special Education Teacher, Emmaus HS
Autistic Support (New Position)
Effective: January 26, 2004 (on or about)
Experience: 8/01-Present: Bethlehem SD
Salary: \$43,400 (Step C, Year 3, Col. M)

Leaves as per Collective Bargaining Agreement

Employee: Cheryl Wetzel, Elementary Teacher
Effective: November 27, 2003

General Leave of Absence

Employee: Tara Dawson, Teacher Aide
Effective: November 17, 2003
Reference: Board Policy 539, General Leave

Co-Curricular Appointments

Emmaus High School See Exhibit 3

Mr. DeHaan asked that the list be amended by removing the name of Sue Butz Stavin as an advisor for the Field Hockey Club.

Lower Macungie Middle School

Mark Scisly	Fitness Club	\$500, Club B
Tanya Jennings	Fall Play	\$250, Club A
Jennifer Campbell	Fall Play	\$250, Club A

Eyer Middle School

Joseph DiRado	Making Interactive Memories	\$950
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Appointment of Instructional Support Assistant

Name/Address: Glenda Greenawalt
9680 Bachelor Road, Kutztown 19530
Effective: December 11, 2003
Assignment: Wescosville (Vacancy created by resignation
of M. Eck)
Salary: \$11.25/hour, 25 hrs./week

Teacher Aide Appointments

<u>Name/Address</u>	<u>Assignment</u>	<u>Salary</u>
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John Carter 164 Windermere Avenue Allentown 18104	Lower Macungie MS (New Position)	\$10.30/hr., 12.5 hrs./wk.
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Diane Amelio 66621 Pioneer Drive Macungie	Lower Macungie MS (Transfer of B. Boyle)	\$10.30/hr. 12.5 hrs./wk.
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Part-Time Food Service Assistant

Judie Zieger-Hemmis 410 Daniel Street Allentown 18104	Shoemaker School (D. DePue resignation)	\$9.61/hr.
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Change in Assignment for Teacher Aides

<u>Employee</u>	<u>From</u>	<u>To</u>
Jean Catao	12.5 hrs./wk.	15 hrs./wk., Wescosville
Debbie Dahms	12.5 hrs./wk.	15 hrs./wk., Wescosville
Dorothy Toth	15 hrs./wk.	26.5 hrs.wk., Eyer MS
Mary Ann Boehm	30 hrs./wk.	31.5 hrs.wk., LMMS
Jean Deischer	30 hrs./wk.	31.5 hrs.wk., LMMS

Additions to the 2003-04 List of Per Diem Substitutes

Felicia DeLosReyes, Art
Michelle Brownback, Elementary
Megan Dahms, Elementary
JoAnne Landis, Elementary
Debbie DePue, Food Services

Educational Conferences – Exhibit 4

That the East Penn Board of School Directors approve the expenses for the individuals attending the Educational Conferences listed on Exhibit 4.

2. Informational

- In accordance with Board Policy 702, Gifts, Grants, Donations, Mr. Bob Hoffman representing Air Products & Chemicals has donated 252 World Atlases at a total value of \$4,951.80. Class sets of Atlases will be distributed to all schools.
- Administrative Reports-See Exhibit Section-Mrs. Thompson noted that there was not a report from the high school. Dr. Morgan indicated that the report had not been received.

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. Emmaus High School – 2004-05 Program of Studies Revisions – (Exhibit 5)

Motion by Thompson, Seconded by Gannon
RESOLVED, That the East Penn Board of School Directors approve the 2004-05 Emmaus High School Program of Studies Revisions.

Dr. Morgan said the majority of the changes are in the general information section and in language. There has been an addition of two art classes. There has been a problem since the addition of the state requirements in the Fine Arts area and the number of student requests, particularly at the ninth grade level have not been accommodated. This will give availability from grades 9-12. The Business and English sections are revisions. In science and in the wellness/fitness area, these are the classes that have had the most revision in order to align them with the PA Standards. There is a revision in Biology that will require all students to have a lab. There was one level of Biology where students did not have a hands-on experience with a lab. The wellness/fitness area has a lot of revisions because of the work that has been done in that area. The revisions will come to the Board later in the year. Ms. Gannon asked about the number of cycles for Biology. Mrs. Linda Delvernois, Director of Secondary Education, indicated that based on research it was found that it is necessary for all students to have a lab and that is why it went from six to seven periods. Ms. Gannon asked if they anticipated a problem with students who had multiple science courses. Mrs. Delvernois did not feel it would be a problem because of the number of study halls that will be replaced, particularly at the ninth grade level. It should not impede any freshman. Dr. Morgan interjected that ninth grade students usually have more study halls than any other grade. Individual situations will have to be addressed at the time. Ms. Gannon asked if there were any plans to look at the Intro to Art course, adding that the one course added was for Grades 10-12. Ms. Gannon said that if students do not take the Intro to Art course then they are unable to take the upper courses. Mr. Richwine asked what had changed in the scheduling process that allows the school to put Biology back in the ninth grade. Mrs. Delvernois said the history behind dropping lab time at the ninth grade level was to provide students more time to work on non-academics and to get more electives into their schedule. However, with the standards, there are different priorities under the state mandates. Dr. Morgan said there was a schedule for many years and standards and requirements changed. The schedule became more complicated. This summer it was stripped back to refine the schedule. Mrs. Thompson asked if the courses under English/Reading and Math Connections II are a result of No Child Left Behind. Mrs. Delvernois answered that it was only the wording that was tweaked for the English/Reading courses. The Math Connections II Course is to address the need at the high school level that did not exceed and it does related to NCLB.

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

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

8. Other Educational Entities

-Carbon Lehigh Intermediate Unit

T. Richwine

Mr. Richwine reported that the outgoing members of the IU Board had been honored at the November meeting. He noted that through elections and resignations the IU has lost about half of the members of the Board. President Olivia Herman attended the November meeting despite her health problems. There was a brief presentation by Scott Kinney on the Media Center Program. He has a presentation that can fit any time slot so it might be something that the Board can pursue. The next meeting is December 15, the final one for the year.

-Lehigh Career & Technical Institute

A. Thompson

F. Fuller

T. Richwine

S. Rhodes, Alt.

Mrs. Thompson reported that the Christmas meeting had been held and elaborated on the wonderful dinner and decorations that were provided. She noted that Dr. Morgan had attended

the dinner as well. On the business side, Ms. Francee Fuller had been elected Vice Chair of the JOC and Mr. Richwine is serving as Treasurer. Mrs. Thompson Chairs the Policy Committee. Mrs. Thompson said East Penn supports the organization well, noting that Mr. Rhodes serves as an alternate. He also noted that Dr. Corradetti had been elected to the Parkland Board and would be serving on the JOC. LCTI is moving ahead with the building program. Ms. Fuller reported that she and Mrs. Thompson have been meeting with others to help promote the programs at LCTI. There was a special program for guidance counselors in November. The Culinary Arts Department has been named exemplary twice, from Ohio State University and the PA Department of Education. They received a \$100,000 grant to promote the program. Mr. DeHaan congratulated Ms. Fuller and Mr. Richwine.

9. Legislative

C. Ballard

Mr. Ballard reported that the Legislature better move fast since there are only six days left until they leave Harrisburg. If another basic education subsidy payment is missed this month, the total amount of money due to districts would close to 2 billion dollars. PSBA is estimating that it is costing school districts over 1.5 million dollars per week because of the delay in funding. PSBA has estimated that 100 out of the 501 school districts have borrowed that an additional 40 have established lines of credit with financial institutions. At least four school districts have approved resolutions calling for their district to cease operations by a certain date if state funding is not received. The four districts are New Brighton Area (Beaver County), Connellsville Area (Fayette County), Moshannon Valley (Clearfield County), and Upper Dauphin Area (Dauphin County). The he Brownsville Area school board in Fayette County approved a resolution instructing the administrative staff of the district to plan for the closing of its schools if the budget impasse is not resolved. Mr. Ballard suggested that board members contact legislators and ask why they cannot get this funding taken care of. HB 578 would allow districts to reopen their budgets following the passage of the state budget. School districts would be given a 30-day extension beginning in the month following the appropriation of the state allocations for school districts. HB 657 would amend the Clean and Green Act to remove the ability for preferential assessment of farmstead land on forest reserve tracts. HB 792 would amend the School Code to provide for a Prototypical School Design Clearinghouse. Mr. Ballard noted that a local resident had proposed this idea. HB 1174 would create the Keystone Community, Business and Education Partnership Act that would establish the Office of Community, Business and Education Partnerships.

The State Board of Education is proposing revisions to Chapter 7 and Chapter 12. One of the major changes would be to delete Chapter 7 and incorporate that subject matter concerning student services by creating a new subchapter in Chapter 12. He indicated this would require administrative review.

Mr. Ballard announced that PSBA now has online courses available. Mrs. Thompson mentioned that Ms. Fuller had suggested that the Board send a letter to the "power brokers" in the Legislature to encourage them to resolve this problem. Mr. Ballard and Mr. DeHaan will draft a letter to be sent. Mr. Richwine noted that a school district in the area served by Mr. Brightbill is in desperate need of cash and may shutdown by January.

10. Facilities

1. Agreement – The Architectural Studio (Exhibit 6)

Motion by Ballard, Seconded by Robert

RESOLVED, That the East Penn Board of School Directors approve the Agreement with The Architectural Studio as per Exhibit 6 at a cost not to exceed \$5,000; and,

be it further

RESOLVED, That the Board authorize the administration and architects to submit all required paper work to the Department of Education.

Note: This Agreement has been reviewed by the Solicitor.

Change Order – Albutis School

RESOLVED, That the East Penn Board of School Directors approve GC #1 Change Order with Lyons Construction Services, Inc. Mechanicsburg, PA in the amount of \$8,335.00 for Albutis Elementary School Project.

Project Adds:

Provide and Install Roof Drain Connections per Drawings SK-GU-2, SK-GU-3, and SK-GU-4	\$4,963.00
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Provide and install additional and larger diameter water lines as per Drawing SK-GU-1	\$6,372.00
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Project Deduct:

Change from stainless steel to aluminum geared continuous hinges	(\$3,000)
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TOTAL CHANGE ORDER	\$8,335.00
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Change Order – Emmaus High School

RESOLVED, That the East Penn Board of School Directors approve EC-1 Change Order with A. N. Lynch, Spring City, PA in the amount of \$5,211.15 for the Emmaus High School Project.

Project Adds:

Install additional receptacles and TV cable outlets	\$1,432.00
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Install additional telephone outlets as indicated SK-E4	\$2,684.00
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Furnish (3) floor boxes for multi-media area C.O.R. #1	634.00
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Additional electrical work as indicated on SK-GC-8	764.27
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Additional electrical work as indicated on C.O.R. #3	204.09
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Additional electrical work as indicated on C.O.R. #4	99.90
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Additional electrical work as indicated on C.O.R. #5	90.12
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Project Delete:

Delete electrical work as shown on SK-E1 & SK-E2	(697.23)
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TOTAL CHANGE ORDER	\$5,211.15
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Mr. Richwine asked when the new portion of the high school is ready for occupancy. Dr. Morgan noted that the occupancy date is December 25. The district anticipates moving into the area in January. The multi media room will need to be completed. Mr. Carl confirmed that the contractors are still holding to December 25. In this situation, there is not another project hinged on it. If it is not ready, it will not have a huge impact. There was some slow down on heating the site but that has been rectified.

Ms. Gannon asked about the Architectural Studio costs. Mr. Carl explained about the outstanding items and the Board's previous authorization and the need to have the architect's certification for the punch list. Dr. Morgan mentioned the replacement of the cafeteria floor replacement and the agreements reached with the contractor and architect. Mr. Ballard indicated that the district has now become the contractor are now responsible. Since the district does not have the engineering expertise, then it falls back on the architect.

Ms. Gannon asked about the archway connection between this building and the old junior high. Mr. Carl said there would be a gate system that can be closed off during the school day. Dr. Morgan reviewed the need for emergency vehicles to get into the area as well as for evacuation. Ms. Gannon asked if that was part of the original design and was told that it was included.

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

11. Business Operations

1. Bill List Approval

Motion by Ballard, Seconded by Earnshaw
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.

In answer to a request by Mr. Robert at a previous meeting, Mr. Reigal said he had contacted the software provider. The Business Office has completed a draft of the bill list by category and accounting object but it has not been refined to define the object and not the code number. He said he would do this for the next Board Meeting but would prefer not to generate two separate reports. Mr. DeHaan asked board members to look over the format. It was noted that an alphabetical listing would still be required for the auditors.

Treasurer's Report

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

Bid Award – Fitness Education & Assessment System

RESOLVED, That the East Penn Board of School Directors award the contract for a Fitness Education & Assessment System to Polar Electro, Inc. of Lake Success, NY for the low bid meeting specifications of \$162,160.00, less a PEP discount of \$12,461.00.

Note: Funds for this are coming from the Carol M. White Federal Grant.

Refunding Authorization for General Obligation Bond Series of 1999

RESOLVED, That the East Penn Board of School Directors authorize the administration to work with Public Financial Management as financial advisor, and Rhoads & Sinon as Bond Counsel, in

conjunction with the refunding of the Series of 1999, General Obligation Bonds.

Mr. Reigal said the district is trying to refinance before the interest rates go up. As things stand right now, the district could save \$200,000. This will not affect the district's bank qualification since it is a refinancing.

Renewal of Xerox Business Services Contract – Exhibit 7

RESOLVED, That the East Penn Board of School Directors approve the renewal of the Xerox Business Services Contract at a monthly rate of \$24,814, for a term of 60 months.

Note: The monthly rate is increasing \$377 over the previous 60-month contract.

Mr. Ballard asked what has been done to study copy use and how we determine the volumes and if it is being done wisely. Mr. Reigal said these numbers are for the actual use based on equipment meters so we know how and for what the copiers are being used. Xerox reviewed the district needs that include a full-time Xerox employee for the high school and other locations. The Xerox representative spoke to each building principal to determine usage. We are converting to digital so the bulk is done in the copying center and also eliminating having to hand delivered copying to the center. There is much that can be done through the network. The materials would then be forwarded to the building. The overage rate has been cut in half even with the escalation of usage. In answer to a question raised from Mr. Ballard, Mr. Reigal responded that the printers in the building do not have the capacity or the ability to be linked with the copy center. Dr. Morgan said the savings would be in the connection. Ms. Milliken will have to do work in the network and it will be on line in a month or so. It is cheaper to run it here than in the buildings. Mr. Ballard suggesting networking all the machines over the five years. Mr. Reigal said the large volume jobs must be done in the copy center. Mr. Ballard asked that something be done in the technology. Mr. Earnshaw asked if there would be replacement machines and then eliminating copiers as the small schools close down. Mr. Reigal said some of that will happen and amendments may be made to the contract.

Construction Fund Payments – Exhibit 8

RESOLVED, That the East Penn Board of School Directors authorize payments from the 2002-AAA-Bond Issue and the Capital Reserve Fund for the items listed on Exhibit 8.

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

2. Bid Opening Report – Fitness Education & Assessment System

The following bids were opened at 2:00 p.m. in Conference Room C of the East Penn School District Administrative Offices on December 2, 2003. Staff Present: Cecilia Birdsell, Gary Reigal and Debra Surdoval

Fitness Education and Assessment System
Polar Electro, Inc., Lake Success, NY

12. Announcements

Monday, December 8	7:30 p.m.-Board Meeting, Board Room
Tuesday, December 9	7:00 p.m.-Shoemaker Winter Concert
Wednesday, December 10	7:30 p.m.-Winter Choral Concert, LMMS
Thursday, December 11	7:30 p.m.-Winter Choral Concert, LMMS 7:30 p.m.-Lincoln Winter Holiday Concert 7:00 p.m.-Macungie Winter Concert
Friday, December 12	2:00 p.m. & 7:30 p.m.-Jefferson 5 th Grade Winter Concert 11:00 a.m.-Early Dismissal, Middle School
Tuesday, December 16	7:00 p.m.-Eyer Band/Choral Concert 7:30 p.m.-LMMS Winter Holiday Band Concert
Wednesday, December 17	7:00 p.m.-Wescosville Winter Concert 7:00 p.m.-EHS Winter Concert, Symphonic Band/Wind Ensemble
Monday, December 22	7:30 p.m.-Chamber Harmony Winter Concert, EHS
December 24-January 5	Winter Holiday-Schools & Offices Closed
Monday, January 12	7:30 p.m.-Board Meeting

Mr. Earnshaw asked when the Board would be receiving the Construction Reports. Copies will be mailed to board members shortly. Mrs. Thompson requested that a policy be established for email among board members and student travel during the school year.

President DeHaan thanked Mr. Magee for his services when Mr. Fisher was not able to attend the East Penn meetings. Mr. Fisher will no longer be representing another neighboring district so he will be in attendance at East Penn's meetings.

13. Adjourn

There being no further business to come before the Board, the meeting was adjourned, upon motion, at 8:55 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. Earnshaw, F. Fuller, E. Gannon, S. Rhodes, T. Richwine, M. Robert, A. Thompson

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

Board Secretary: Cecilia R. Birdsell

Board Treasurer: Gary Reigal

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

Press Present: Peggy Himinitz, East Penn Press Reporter

2. Requests to Address the Board-None

3. Approval of Minutes

Motion by Robert, Seconded by Gannon

RESOLVED, That the East Penn Board of School Directors approve the minutes of the December 8, 2003 meeting as presented.

This resolution was unanimously adopted by voice vote.

4. Bond Refinancing – Lou Verdelli, Public Financial Management

Mr. Lou Verdelli, representing Public Financial Management, indicated that the bond sale conducted today had been very favorable. Mr. Verdelli reviewed the attached Bond Sale Document. Again, Moody's has affirmed the A2 rating for East Penn because of its strong financial performance. There were six groups that placed 26 bids during the internet auction. The successful bidder was Griffin, Kubik, Stephens & Thompson, Inc. with a bid of 3.2170%. The total net savings for the district represents \$513,835. Mr. Verdelli indicated there is one other issue, 1998 financing through the Emmaus General Authority, that may be reviewed to generate some substantial savings. The next refinancing would be on the 1998A issue that can be done a year from today. Mrs. Thompson and Mr. Ballard thanked Mr. Verdelli for his exemplary performance on behalf of the district.

Mr. Rob Tribeck, representing Rhodes & Sinon reviewed the attached resolution. Mr. Richwine asked if it was necessary to include a resolution to include the savings in capital reserve. President DeHaan and Mr. Reigal indicated that could be part of the budget. Mr. Reigal informed the Board that he would be presenting the Five-Year Budget Plan at the next Board Meeting. The recommendation would be to put the savings in capital reserve. Mr. DeHaan asked if Mr. Reigal could also present a dollar amount in savings from refinancing. Mr. Reigal said he had a spreadsheet that indicates that information.

Motion by Ballard, Seconded by Rhodes

RESOLVED, That the East Penn Board of School Directors approve the attached resolution for a Series of General Obligation Bonds in the aggregate principal amount of \$9,275,000 as described and that the appropriate officers of the Board be authorized to execute the documents.

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

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

5. Update on State Budget – Gary Reigal, Director of Business & Fiscal Affairs

Mr. Reigal summarized the actual increase since the state budget was adopted. He indicated the district will receive \$286,000 in Basic Education Subsidy; \$96,000 for special education; and \$9,265 for interest lost from investments during the period the district did not have the funds for investment. The three payments were received on December 30 so the district is now up to date. The interest amount is approximately what would have been accrued from investments. Mr. Reigal noted the Priority 1A budget items that had been put on hold until the state budget was adopted. Mr. DeHaan indicated that Mr. Earnshaw had made the motion originally. Mr. Earnshaw said the resolution did not restrict it so according to the budget that was passed the district could move ahead. Mr. DeHaan also noted that the PSBA Policy On Line Service proposed by Mr. Ballard could also move forward. In answer to a question raised by Mr. Ballard, Mr. Reigal said the district would not have to re-open the budget because East Penn's budget as adopted included a 3.9 million dollar budgetary reserve account and those funds could be spent by transferring money into the proper account.

1. District Impact – Alrita L. Morgan, Ph.D., Superintendent of Schools

Dr. Morgan reported on what had happened since the budget was approved. In the budget there were provisions for a school psychologist for two days a week but the district has been unable to fill the position and with the increase of students, a five day a week psychologist is needed as well as an ESL teacher. A new special education teacher will be added at the January 26 Board Meeting. The Board has received the cyclical budget tools. Dr. Morgan indicated that they would go ahead with the secondary remedial reading and math teachers because there a number of students to be serviced. The custodian and stage/electrical technician are the other two positions. It puts on hold until next year the two elementary health and physical education teachers. Dr. Morgan said she has included the band uniforms because of the lead time required to order uniforms. Mr. Reigal noted that the district would have to bid the uniforms and then award the bid. It was doubtful that the district would even be billed for the uniforms this year. Mrs. Thompson asked if the electrician position listed was the same position. Dr. Morgan clarified the two remedial secondary reading and math positions. The additional positions were a special education teacher and an ESL teacher. Dr. Morgan indicated that the ESL teacher and the remedial teachers are a direct result of the rules set up for No Child Left Behind. The special education teacher and the school psychologist represent a change in the student population. Mr. DeHaan clarified the \$45,000 for band uniforms is only a cost for one year. In answer to a question from Mr. Earnshaw, Dr. Morgan explained that the health and wellness teachers will be coming back in the budget process for next year since they were not filled for this year. Dr. Morgan said at the next meeting the Five Year Budget will be presented. Mr. Reigal indicated that the total, including the correct amount for the two secondary remedial teachers is \$247,411. When the people are officially presented and the band uniforms are bid the resolutions will be brought back for a Board vote.

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

1. Personnel

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

Leaves as per Collective Bargaining Agreement

<u>Employee</u>	<u>Assignment</u>	<u>Effective</u>
Melanie Bosse	Grade 6, Lower Macungie MS	January 15, 2004
Kathryn Barnes	Speech	January 6, 2004
Gail Cannon	IST, Jefferson/Kings Highway	January 5, 2004

Leave as per Board Policy 539, General Leave

Amy Driscoll	Teacher Aide, Wescosville	1/20-5/7/04
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Title I Secretary Appointment

Name/Address: Deborah Diefenderfer
 807 North Second Street, Emmaus
 Assignment: Title I (Vacancy created by resignation of T. Delikat)
 Effective: January 13, 2004
 Salary: \$23,200, 35 hours/week

Teacher Aide Appointments

<u>Name/Address</u>	<u>Assignment</u>	<u>Salary</u>
Rebecca Gilbert 2166 Huckleberry Rd. Allentown 18104	Teacher Aide, Jefferson School	\$10.30/hour 32 hours/wk.
Effective: December 12, 2003		
Renee Van Wert 5989 Clubhouse Lane Wescosville 18106	Teacher Aide, Lincoln School Vacancy due to reassignment of K. Norton.	\$10.30/hour 12.5 hours/wk.
Effective: January 13, 2004		

Joanne McCandless Teacher Aide, Emmaus HS \$10.30/hour
 7116 Periwinkle Drive Vacancy due to resignation of 23.75 hours/wk.
 Macungie 18062 K. Hanchett

Effective: January 13, 2004

2003-04 Additions to the List of Per Diem Substitutes

Corinne Hummel, Biology
 Perry Frymoyer, Elementary
 Laila Khoury, Guest Teacher
 Rebecca Reilly, Teacher Aide
 Denise Calanese, Elementary
 Ingrid Siwy, Teacher Aide
 Linda Richards, Guest Teacher
 Daniel Shea, Guest Teacher
 Anna Reichelderfer, Teacher Aide

Rebecca Schattner, Food Services Department
 Sandra Fritchman, Food Services Department

Substitute Head Teacher Appointment

Anthony Moyer Wescosville School January 13, 2004

Co-Curricular Appointments

Jill Kuebler	Assistant Play Director Fall Musical	\$900
Laura McKelvey	Science Olympiad	\$250, Club A
Robert Bogwist	Jr. Varsity Girls Basketball Coach	\$3,960.00
Dennis Udicious	MS Wrestling Coach	\$3,480.00
Gary Haas	Volunteer Football Coach	No Stipend
Kelley Young	Volunteer, Girls Basketball	No Stipend

Change in Employment Status

Employee	From	To
Cynthia Guthrie Teacher Aide, Wescosville	12.5 hours/wk.	15 hours/wk., Special Ed.
Sharon Shoemaker Teacher Aide, Wescosville	12.5 hours/wk.	15 hours/wk., Special Ed.
Robyn Achey Teacher Aide, Lower Macungie MS	32.5 hours/wk.	13 hours/wk., Special Ed

Instructions for Community Education, Spring 2004

See Exhibit 1

Addition to the 2003-04 List of Per Diem Substitutes

Victoria Stenroos, School Nurse

Teacher Aide Appointment

Name/Address: Teresa Attanese
 5317 Lamb Terrace, Allentown 18106
 Assignment: Wescosville School
 Vacancy created by reassignment
 Effective: November 13, 2003
 Salary: \$10.30/hour, 12.5 hours/week

Educational Conferences – Exhibit 2

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

Mrs. Thompson asked where the Gallup organization was being discussed. Mr. DeHaan said it was not on the agenda for this evening but the Board had received additional information. Questions should be directed to Dr. Morgan.

Ms. Fuller asked about the difference between a regular per diem substitute and a guest teacher. Dr. Morgan and Personnel Director Leslie Daniel explained that guest teachers are individuals who have Bachelor's Degrees but are not certified to teach. They complete the IU training program in the spring and then may be used to substitute. When filling a per diem position, the substitute who is certified in the subject area is requested first; then a certificated person who may not be certified in the subject area; and then a guest teacher. The guest teacher are certified in a number of areas, not just in the area of their degree.

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

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

7. Policy

1. First Reading for Policy Amendment: Board Policy 202, Non-Resident Students-Exhibit 3

Dr. Morgan indicated that because of various situations, including building new houses and other unique circumstances to stay strictly with the policy students may be pulled out of the district and then be coming back in a week or two. The policy for 20 days does not meet the needs. She indicated there are times when families are in trouble and students become caught in the middle of very serious issues. In the interest of the child with the eventuality that the student will remain in the district, this would give the administration some latitude. Mr. Ballard asked about tuition. Dr. Morgan indicated that the district does not accept tuition students. Dr. Morgan explained that this policy deals with residents and future residents that have verified residency status. Mr. Ballard talked about legal implications. Miss Birdsell tried to explain how the policy is used in the district for students who have been enrolled in grades 10 and 11 and move out their senior year and families waiting for homes to be completed. Mr. Ballard continued with wanting a legal explanation. Ms. Gannon asked if the only change was in the bold highlighting and was told that was correct. Mr. Earnshaw said he felt the way it was stated in the policy that it would be all three conditions that would need to exist.

2. Upcoming New and Revised Policies

Mr. Earnshaw said the Board has not been proactive and has not taken a collective look at policy and suggested the Board may want a Policy Committee or Policy Committee-of-the-Whole. Dr. Morgan gave an update on policies that will be coming forward. She noted that of the 26 policies required by NCLB, the district has all but 8 of them. The ones not in place deal with migrant education, the homeless, and the standards for persistently dangerous schools. NCLB has put so much stress on attendance that educational trips needs to be reviewed and brought back. In addition, all of the curriculum policies are being reviewed to be sure that the current standards are addressed. Dr. Morgan noted that the military recruiter and student third party have already been adopted. Student Discipline is in place; however, Supplemental Discipline Records is being developed. Dr. Morgan pointed out that some of the policy numbers may not match the PSBA template. The policies on the highly qualified teacher are being held up because the information has not been received from the state. She emphasized that many policies have been in place even before they became issues. The one area that is very difficult and complex is the HIPPA area. There are training materials available through PSBA and a lot of staff inservice will be required. Mr. Ballard seconded Mr. Earnshaw's suggestion about being proactive and suggesting policies. He cited Mrs. Thompson's suggestion about email. He wanted to broaden that by suggesting a policy for electronic communications, citing a number of areas such as email accounts for the board. He felt a board communications policy was needed such as what the Board could hear about discipline cases, incidents in the schools, etc. He felt it would be helpful in years to come. He suggested reviewing the meeting policies and how to handle situations if they occur. Mr. DeHaan said the school board membership could change every two years, noting the district has been in existence since the early 1950s (Secretary's Note: July 7, 1952). The policies have been in place by the East Penn School Board so they do reflect the Board. He said the policy book was reviewed ten years ago but there has not been a review of the entire policy book since that time. There is a process where board members can bring a policy forth for discussion and that process has not been denied. There are policies that will reflect how the administration governs and then there are policies on Board operation. Ms. Gannon suggested keeping policy as a standard item on the agenda. Dr. Morgan indicated that there are many resources to get policy language instead of trying to develop something that could already be in place. Mrs. Thompson said it makes sense to have something at their place and then work from that sample. Mr. Earnshaw said he did not want to criticize the

administration or insinuate that the policies do not reflect the intent of the Board. He suggested a committee because he did not want to waste time. Mr. Richwine said he was not sure board members could write policy "legalese" and suggested that the topics be addressed as well as points to be covered. Mr. DeHaan summarized that from the discussion that there were four areas suggested: educational trips; electronic communications; board communications; and meeting policy.

8. Legislative

Charles H. Ballard

Mr. Ballard reported that the state budget had been adopted. He felt there would be some kind of flurry before May to get a property tax relief bill drafted. He said there is talk about funding education with gambling revenues. There is the re-writing of some of the standards without very much public comment. He felt something would be coming within the next month. The PSBA Legislative Conference is February 8 and 9. Mrs. Thompson commented positively on the recent article in the current issue of the PSBA BULLETIN regarding NCLB written by PSBA General Counsel Michael Levine. She felt local control over education and public education are important. Dr. Morgan shared information she had received at a meeting today. She talked about an agenda against public education and the educational community needs to be aware. Ms. Fuller suggested the district web page have an interpretation on how NCLB is impacting East Penn. Dr. Morgan thought the web page had been changed. Mr. Richwine cited an editorial by Chester Finn who supported the abolition of school boards. He felt the whole column needed to be challenged. Ms. Fuller commented on the Pride and Promise program from PSBA that is a way to tell the good news. She also commented on districts labeled as failing because of the performance of a subgroup. Ms. Gannon commented on an article from the Wall Street Journal and the impact of NCLB on gifted programs. Referring to the graduation numbers and how Emmaus HS was on the warning list before the appeal, Mrs. Thompson noted that according to the enrollment numbers, there are 49 less students at Emmaus High School and asked if there was a problem. Dr. Morgan said that would have to be reviewed. The Drop-Out Report that went to the state had been forwarded to board members. The administration is looking at case histories of drop-outs rather than just statistical information.

9. Facilities

1. Update on Building Projects

Dr. Morgan reviewed the projects that are currently in progress. The high school addition is projected for completion on January 15, noting nothing is dependent on its completion. The contractor will still be held to a schedule. Lyons is the general contractor for both the high school addition and the new Alburdis School. In terms of the schedule for Alburdis, the contractor is three days behind at this time. This is critical because of the work to be completed at Shoemaker and the multiple phases. The district does not feel that the contractor is staffing the projects sufficiently and there is a meeting with the contractor this week. Referring to the high school, when the addition is finished the furniture can go in, then the technology. It is expected that by February 1 this can take place. The substantial completion of the high school on the agenda is the summer work that took place. There is one issue with the floor of the field house and the concrete. Dr. Morgan indicated that space occupied by Alburdis at Shoemaker School can be opened when Alburdis is complete. The most critical issue is to have Alburdis moved. Mr. Carl said the severe cold may hold up pouring the concrete in front of the high school and it may have to be put off until spring. Mr. Robert asked about the motion for Buildings G and K. Mr. Carl explained it is the area where halls had to be connected on the second story. Mr. Robert asked about the status of the fields at Lower Macungie MS. Mr. Carl said the repairs are the responsibility of the contractor and they will be back in the spring to complete the work. Mr. Ballard asked when Eyer MS will come up again. Dr. Morgan said when the Five Year Budget is discussed in two weeks one of the documents is dealing with the projects. Dr. Morgan said some informal work has been done on the Eyer MS. The archeological study at Shoemaker may turn around the sports facilities. Mr. DeHaan noted that there is a Zoning Hearing for soccer lights on January 22. Based on discussions with Borough officials, Dr. Morgan was optimistic and Solicitor Fisher indicated that the representatives were taking a different approach to the issues raised.

2. Certificate of Substantial Completion – Emmaus High School Projects

Field House

Motion by Ballard, Seconded by Earnshaw
RESOLVED, That the East Penn Board of School Directors approve the Certificate of Substantial Completion for the Field House at the Emmaus High School Stadium with Barry J. Hoffman Company, Inc. (Electrical Construction), and

be it further

Emmaus High School Buildings G & K

RESOLVED, That the East Penn Board of School Directors approve the Certificate of Substantial Completion for Emmaus High school Buildings G & K with the following contractors:

- Lyons Construction Services Inc. (General Contractor)
- Worth and Company, Inc. (Mechanical Contractor)
- TMI Commercial Inc. (Plumbing Contractor)
- A. N. Lynch Company, Inc. (Electrical Contractor)

Change Order – Shoemaker Elementary School

RESOLVED, That the East Penn Board of School directors Approve GC #3 Change Order with E. R. Stuebner, Reading, PA in the amount of \$3,291.16 for Shoemaker Elementary School project:

Project Adds:

Revise steel to accommodate elevator clearance requirements	\$ 788.00
Provide and install support steel for library windowsill	\$1,753.20
Provide and install steel lintel door #120A	\$ 744.00
Provide and install roof deck support steel at administration addition	\$1,273.00
Modify existing grades at curb line with existing driveway	\$1,844.96
Provide and install masonry foundation wall at elevator lobby 119 for RFP 005	\$1,434.00
Provide and install color contrasting warning dome indicators at sidewalk curb cut ramp locations	\$1,830.00
Provide and install additional Rebar into existing footings	\$ 616.00

Project Deducts:

Delete fire service piping per SK-C-18 and install as per SK-C-19	(\$3,952.00)
Revise door 157 from 36" wide to 34" wide and provide continuous hinges stainless to aluminum lifetime warranty and typical door hinges from Stanley to Hager.	(\$3,040.00)

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

4. Informational:

The following approvals were received from the Department of Education regarding the Alburkis Elementary School Project:

- Exhibit 4: Revision of Temporary Reimbursable Percent
- Exhibit 5: Approval of Plancon Part H, Project Financing

10. Business Operations

1. Bill List Approval

Motion by Ballard, Seconded by Thonpson
 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.

Construction Fund Payments (Exhibit 6)

RESOLVED, That the East Penn Board of School Directors authorize the expenditure of funds from the Capital Reserve Fund and the 2002 AAA-Bond Issue as indicated on Exhibit 6.

Addendum to Agreement on Sale – Fenstermaker Property (Exhibit 7)

RESOLVED, That the East Penn Board of School Directors approve the Addendum to Agreement of Sale with Scot and Shirley Fenstermaker as described in Exhibit 7.

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

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

11. Announcements

Monday, January 12 6:30 p.m.-CLEAR Session (Negotiations)
7:30 p.m.-Board Meeting

Monday, January 19 Martin Luther King, Jr. Day-Schools and Offices Closed

Wednesday, January 21 7:00 p.m.-8th Grade Guidance Information Night, EHS

Monday, January 26 7:30 p.m. – Board Meeting

12. Adjourn

There being no further business to come before the Board, the meeting was adjourned, upon motion, at 9:20 p.m.

Cecilia R. Birdsell, Board Secretary

ORDER OF BUSINESS

1. Call to Order; Pledge of Allegiance
2. Requests to Address the Board
3. Approval of Minutes

Motion by _____, Seconded by _____
RESOLVED, That the East Penn Board of School Directors approve the minutes of the January 12, 2004 meeting.

4. Five Year Capital Plan
-Update on Archaeological Investigation – Paul A. Szewczak, Liberty Engineering
5. 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:

Resignation

Donna Hibsham, Learning Support Teacher at Emmaus HS, effective date to be determined (Exhibit 1)

Leave as per Collective Bargaining Agreement

Employee: Sallie Yencho, Grade 4 Teacher, Jefferson School
Effective: February 11-March 28, 2004

Professional Employee Appointment

Name/Address: Kim Lysakowski
6522 Heidelberg Court, Orefield 18069
Education Level: B. S. Degree (1989)
M. Ed. Degree (1994)
Undergraduate School: Millersville University
Graduate School: Kutztown University
Certification: Instructional II, Elementary
Assignment: IST Teacher, Lower Macungie Elementary
Vacancy created by transfer of P. Helfrich to ESL
Experience: 9/90-Present: Brandywine Heights SD
Salary: \$57,000 (Step L, Year 14, M +12)

Teacher Aide Appointments

Name/Address	Assignment	Salary
Monica Knauss 205 S. Main St. Alburtis, 18011 Effective: January 27, 2004	Alburtis Library Aide New Position	\$10.30/hour, 6 hours/wk.
Tracey Frantz 5166 Jarrett Farm Road Macungie 18062 Effective: January 27, 2004	Wescosville School Reassignment of Aide	\$10.30/hour, 12.5 hrs./wk.

Additions to the 2003-04 List of Per Diem Substitutes

Karen Houtz, Elementary
Jennifer Lampasona, Elementary/Special Education
Glenda Greenawalt, Elementary
Karen Baer, Elementary

Co-Curricular Advisors

Steve Braglio	Technical Director, Eyer MS	\$30/hour as needed
	Co-Musical Tech Director	\$ 500.00

Mark Domyan	Dramatics, Spring Director	\$2000.00
Erin Marks	Spring Musical Vocal/Orchest.	\$1600.00
Cathy Button	Co-Musical Tech Director	\$ 500.00
Faith Andrews	Costume Design, Spring Musical	\$ 500.00
Bill Weiant	Co-Set Design, Spring Musical	\$ 500.00
Tracey Maley	Co-Set Design, Spring Musical	\$ 500.00
Kimberly Moncman	Assist. Girls Swimming Coach	\$3000.00

Change in Employment Status

Name	From	To
Brenda Boyer, LMMS	27 hrs./wk.	32.5 hrs./wk.
Linda Christman, Jefferson	25 hrs./wk.	28 hrs./wk.
Susan Davis, Macungie	12.5 hrs./wk.	15.5 hrs./wk.
Josephine Bauer, Macungie	15 hrs./wk.	18 hrs./wk.
Kristin Dremock, Wescosville	12.5 (Teacher Aide)	25 hrs./wk., (Instructional Support Assistant for A. Driscoll on leave.)
Terri Hacker, Wescosville	12.5 hrs./wk.	16 hrs./wk.
Cynthia Moyer, Wescosville	12.5 hrs./wk.	16.5 hrs./wk.

Educational Conferences (Exhibit 2)

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

Informational: Administrative Reports (See Exhibit Section)

6. Other Educational Entities:

-Carbon Lehigh Intermediate Unit	T. Richwine
-Lehigh Career & Technical Institute	A. Thompson
	F. Fuller
	T. Richwine
	S. Rhodes, alt.

7. Facilities

1. Bid Rejection – Soccer Field Lighting

Motion by _____, Seconded by _____
RESOLVED, That the East Penn Board of School Directors reject EHS AF-4, Alternate Bid, for \$80,000 received for new Soccer Field lighting at Emmaus High School.

Note: Base bid with Barry J. Hoffman Company, Inc. 213 N. 14th Street, Allentown, PA was approved April 28, 2003. The above was a deferred action approved by the Board.

2. Bid Rejection – Faculty Parking Lot, Shoemaker School

Motion by _____, Seconded by _____
RESOLVED, That the East Penn Board of School Directors reject GC1B, Alternate Bid received for faculty parking addition for \$220,000 for Shoemaker School.

Note: Base bid with E. R. Stuebner, Inc., 227 Blair Avenue, Reading was approved June 23, 2003. The above was a deferred action approved by the Board.

8. Policy

1. Final Adoption: None

2. Interim Reading: Board Policy 202, Non-Resident Students (Exhibit 3)

3. First Reading: None

4. Requested for Review: Board Policy 903, Public Participation in Board Meetings (Exhibit 4)

5. Board Policies Under Development:

Board Policy 204-Family Education Trips (New Policy)

Board Policy 121-Field Trip
Board Policy 404-Highly Qualified Teachers

9. Legislative C. H. Ballard

10.. Business Operations

1. Bill List Approval

Motion by _____, Seconded by _____
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.

2. Construction Fund Payments (Exhibit 5)

Motion by _____, Seconded by _____
RESOLVED, That the East Penn Board of School Directors authorize construction payments from the Capital Reserve Fund and the Emmaus General Authority Fund.

11. Announcements

Monday, January 26	6:30 p.m.-CLEAR Session
	7:30 p.m.-Board Meeting
Thursday, January 29	7:00 p.m.-District PAC Meeting
Friday, February 6	11:00 a.m.-EHS Early Dismissal Day
Monday, February 9	7:30 p.m.-Board Meeting

12. Adjourn

ORDER OF BUSINESS

1. Call to Order; Pledge of Allegiance

(Secretary's Note: The January 26, 2004 Board Meeting was cancelled due to inclement weather.)

2. Requests to Address the Board

3. Approval of Minutes

Motion by _____, Seconded by _____
RESOLVED, That the East Penn Board of School Directors approve the minutes of the January 12, 2004 meeting.

4. Five Year Capital Plan

-Update on Archaeological Investigation – Paul A. Szewczak, Liberty Engineering

5. English As a Second Language Program – Jan Hoffman, Director of Elementary Education

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:

Resignation

Donna Hibsham, Learning Support Teacher at Emmaus HS, effective date to be determined (Exhibit 1)

Lisa Barrow, Speech Teacher, effective March 19, 2004 (Exhibit 2)

Leave as per Collective Bargaining Agreement

Employee: Sallie Yenko, Grade 4 Teacher, Jefferson School
Effective: February 11-March 28, 2004

Professional Employee Appointment

Name/Address: Kim Lysakowski
6522 Heidelberg Court, Orefield 18069
Education Level: B. S. Degree (1989)
M. Ed. Degree (1994)
Undergraduate School: Millersville University
Graduate School: Kutztown University
Certification: Instructional II, Elementary
Assignment: IST Teacher, Lower Macungie Elementary
Vacancy created by transfer of P. Helfrich to ESL
Experience: 9/90-Present: Brandywine Heights SD
Salary: \$57,000 (Step L, Year 14, M +12)

Teacher Aide Appointments

<u>Name/Address</u>	<u>Assignment</u>	<u>Salary</u>
Monica Knauss 205 S. Main St. Alburtis, 18011 Effective: February 10, 2004	Alburtis Library Aide New Position	\$10.30/hour, 6 hours/wk.
Tracey Frantz 5166 Jarrett Farm Road Macungie 18062 Effective: February 10, 2004	Wescosville School Reassignment of Aide	\$10.30/hour, 12.5 hrs./wk.
Mary Karen Wylie 5011 Cypress Street Wescosville 18106 Effective: February 10, 2004	Wescosville School	\$10.30/hour, 12.5 hrs./wk.

Additions to the 2003-04 List of Per Diem Substitutes

Karen Houtz, Elementary	Colene Haas, Teacher Aide
Jennifer Lampasona, Elementary/Special Education	Heather Miller, Food Services
Glenda Greenawalt, Elementary	
Karen Baer, Elementary	

Co-Curricular Advisors

Steve Braglio	Technical Director, Eyer MS	\$30/hour as needed
	Co-Musical Tech Director	\$ 500.00
Mark Domyan	Dramatics, Spring Director	\$2000.00
Erin Marks	Spring Musical Vocal/Orchest.	\$1600.00
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Faith Andrews	Costume Design, Spring Musical	\$ 500.00
Bill Weiant	Co-Set Design, Spring Musical	\$ 250.00
Tracey Maley	Co-Set Design, Spring Musical	\$ 250.00
Kimberly Moncman	Assist. Girls Swimming Coach	\$3000.00

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Terri Hacker, Wescosville	12.5 hrs./wk.	16 hrs./wk.
Cynthia Moyer, Wescosville	12.5 hrs./wk.	16.5 hrs./wk.

Educational Conferences (Exhibit 3)

That the East Penn Board of School Directors approve the expenses for the individuals attending the educational conferences on Exhibit 3.

Informational: Administrative Reports (See Exhibit Section)

2. 2004-05 School Calendar (Exhibit 4)

Motion by _____, Seconded by _____
RESOLVED, That the East Penn Board of School Directors approve the 2004-05 School Calendar.

6. Other Educational Entities:

-Carbon Lehigh Intermediate Unit	T. Richwine
-Lehigh Career & Technical Institute	A. Thompson
	F. Fuller
	T. Richwine
	S. Rhodes, alt.

7. Facilities

1. Bid Rejection – Soccer Field Lighting

Motion by _____, Seconded by _____
RESOLVED, That the East Penn Board of School Directors reject EHS AF-4, Alternate Bid, for \$80,000 received for new Soccer Field lighting at Emmaus High School.

Note: Base bid with Barry J. Hoffman Company, Inc. 213 N. 14th Street, Allentown, PA was approved April 28, 2003. The above was a deferred action approved by the Board.

2. Bid Rejection – Faculty Parking Lot, Shoemaker School

Motion by _____, Seconded by _____

RESOLVED, That the East Penn Board of School Directors reject GC1B, Alternate Bid received for faculty parking addition for \$220,000 for Shoemaker School.

Note: Base bid with E. R. Stuebner, Inc., 227 Blair Avenue, Reading was approved June 23, 2003. The above was a deferred action approved by the Board.

8. Policy

1. Final Adoption: None
2. Interim Reading: Board Policy 202, Non-Resident Students (Exhibit 5)
3. First Reading: None
4. Requested for Review: Board Policy 903, Public Participation in Board Meetings (Exhibit 6)
5. Board Policies Under Development:
Board Policy 204-Family Education Trips (New Policy)
Board Policy 121-Field Trip
Board Policy 404-Highly Qualified Teachers

9. Legislative

C. H. Ballard

10. Business Operations

1. Bill List Approval
Motion by _____, Seconded by _____
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.
2. Construction Fund Payments (Exhibit 7)
Motion by _____, Seconded by _____
RESOLVED, That the East Penn Board of School Directors authorize construction payments from the Capital Reserve Fund and the Emmaus General Authority Fund.

11. Announcements

Monday, February 9 6:30 p.m.-CLEAR Session
7:30 p.m.-Board Meeting

February 10, 11, 12 11:00 a.m.-Early Dismissal, Middle School Parent-Teacher Conferences

Friday, February 13 SNOW MAKEUP DAY-ALL SCHOOLS AND OFFICES ARE OPEN

Monday, February 16 Presidents' Holiday-All Schools and Offices are Closed

KINDERGARTEN REGISTRATION

Monday, March 8-Lower Macungie (9-11 a.m. & 1-3 p.m.)
Tuesday March 9, Kings Highway School (9-11 a.m.)
Tuesday, March 9, Albutis School (1-3 p.m.)
Wednesday, March 10, Wescosville School (9-11 a.m. & 1-3 p.m.)
Thursday

12. 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 7:40 p.m., followed by the Pledge of Allegiance.

Mr. DeHaan welcomed Mr. Randy Kraft, the new reporter from the Morning Call.

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

Board Secretary: Cecilia R. Birdsell

Board Treasurer: Gary Reigal

Press Present: Peggy Himinitz, East Penn Press Reporter
Randy Kraft, 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 February 9, 2004 meeting.

This resolution was unanimously adopted by voice vote.

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

1. Personnel

Motion by Earnshaw, Seconded by Rhodes

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

Resignations

Glenda Greenawalt, Remedial Assistant, effective February 23, 2004 (Exhibit 1)

Kelly Howatt, Speech Teacher, effective April 9, 2004 (Exhibit 2)

Teacher Aide Appointment

Name: Diane Kick
5061 Buss Drive, Emmaus, PA
Effective: February 24, 2004
Assignment: Lincoln School
Vacancy created by transfer of D. McGinnis
Salary: \$10.30/hour, 17.75 hrs./wk.

Additions to the 2003-04 List of Per Diem Substitutes

Debbie Schenkel, Elementary
Paul Havanko, Library Science
Jennifer Phillips, Elementary/Special Education
Diane Kehs, Food Services

Crystal Miller, Elementary/Special Education
Anna Andrew, Special Education

Susan Marsteller, Teacher Aide
Michele George, Teacher Aide

Request for General Leaves

Employee: Carol Spaide, Teacher Aide, Eyer MS
Effective: January 20, 2004-Until End of School Year

Employee: Marla Palonis, Special Education Teacher, Emmaus HS
Effective: February 3, 2004-End of School Year

Co-Curricular Advisors

See Exhibit 3

Change in Employment Status

<u>Employee</u>	<u>From</u>	<u>To</u>
Lynn Baxter	12.5 hrs./wk.	18.5 hrs./wk., Lincoln
Kim Kotch	12.5 hrs./wk.	21.5 hrs./wk., Lincoln
Linda Parish	12.5 hrs./wk.	19.5 hrs./wk., Lower Macungie Elementary

Appointment of Professional Employee

Name/Address: Andrea Edmonds
422 Pine Street, Tamaqua 18252
Undergraduate School: Kutztown University
Graduate School: Wilkes University (12 credits toward M.S. Ed.)
Education Level: B. S. Degree (2000)
Certification: Instructional I, Elementary, Ment and or Phys.
Handicapped
Effective: To Be Determined
Assignment: Special Education, Emmaus HS
(Vacancy created by resignation of D. Hibsham)
Experience: 8/00-Present: Northern Lehigh SD
Salary: \$40,000 (Step D, Year 4, B)

Appointment of Temporary Professional Employee

Name/Address: Jennifer Sosnovik
8350 Mohr Lane, Fogelsville 18051
Undergraduate School: Susquehanna University (2000)
Graduate School: Lehigh University (2003)
Education Level: B. A. Degree
M. Ed. Degree
Certification: Instructional I, Special Education, N-12
Effective: To be Determined
Assignment: Special Education, Lincoln School
New Position
Experience: 6/03-Present: Souderton SD

Salary: \$42,400 (Step A, Year 1, Col. M)

Co-Curricular Advisors

William Sanders	Assist. Director, Spring Musical	\$1200.00
	Choreographer, Spring Musical	\$1000.00
Craig Souders	Assist., Boys & Girls Track Coach	Volunteer

Educational Conferences – Exhibit 4

That the East Penn Board of School Directors approve the expenses for the individuals attending the educational conferences listed on Exhibit 4.

Informational

-Administrative Reports

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

Dr. Morgan reported on the changeover to the new student management system with Pentamation. The customized system through the Intermediate Unit had come to the end of its life. Approximately five years ago, the district administration started to look at different management systems and the recommendation was to go with the Pentamation system. However, the district has been confronted with some problems in the changeover for the GPA at Emmaus High School. She indicated the system conversion at the end of the first marking period was much "dirtier" than anticipated. There was a commitment to have the information corrected by the end of the second marking period but, from that point until today, we have been working to try to correct the system. Dr. Morgan illustrated that the previous system could only handle two digits so when a student made a 100 the system recorded 10. However, when printed out, it became 100. The Pentamation system reads 10 as 10, not as 100. Also, student ID numbers were re-assigned to other students. The Pentamation system is more powerful so what happened is the ID numbers may be computing elementary grades at the high school level. The high school staff, the guidance office, the IT office, Dr. Zinner, and Dr. Ziolkowski have been trying to see what can be done to correct the situation. The expected deadline was not met. Parents received a letter indicating that if their child's college/university needs the GPA then the parents should contact the Guidance Office and it will be computed by hand. Dr. Diane Flisser, the Department Head for the Guidance staff, contacted many of the schools to which students had applied and asked what the impact would be and the Admissions Offices indicated that they were looking for confirming information at this time. The Guidance Offices will also be sending letters to the schools to which students have applied explaining the problem with the GPA. Assistant Principal Rebecca Beidelman has been assigned to work full time with the Guidance and the IT Offices. Dr. Morgan stated that she had contacted the CEO of Pentamation to indicate the administration's level of dissatisfaction with the support services provided from Pentamation. She told the President of Operations that the district needed a support person who was forward thinking and not just reacting to the problems experienced. President Appleton of Pentamation gave assurances that they would provide the necessary support services. The district concern is for the student and the counselors have been putting their "heart and soul" into the process. If you want to say who is to blame, then there is probably enough to go around for everybody. Dr. Morgan said the situation is getting better and that she expected a more positive response from Pentamation. She indicated it could be at least one to two weeks for seniors. Mr. Ballard said he did not necessarily think anyone had done something wrong because he understood the complexity of the system. He thought it would be a good idea to have a document that indicated the customizations and changes to the base Pentamation code so that when there is another conversion it can be completed more timely. In response to a question by Mr. Ballard, Emmaus

HS Principal Dennis Murphy indicated that parents would be notified this week that if there was a problem they should contact the Guidance Office and have the GPA computed. Mr. Ballard said he did have an objection with the communication with the parents and indicated a parent had contacted him to say he had to do all the legwork. He felt this was a communications issue and had given information to the Board Secretary. Dr. Morgan said there was information on the first report card and the person referred to her had some misinformation. A letter was sent home with report cards explaining what had happened.

5. Facilities

1. Authorization for Preliminary Study of Eyer MS

Motion by Ballard, Seconded by Thompson

RESOLVED, That the East Penn Board of School Directors authorize The Architectural Studio to review the preliminary studies completed by the East Penn School District for the Eyer MS for a cost not to exceed \$4,000.

Construction Fund Payments-Exhibit 5

RESOLVED, That the East Penn Board of School Directors authorize construction fund payments from the appropriate bond issue or the Capital Reserve Fund.

Mr. Richwine asked if the architects would be studying the diagram developed by Eyer staff. Dr. Morgan indicated that they would be reviewing the proposal in order to estimate price.

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

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

6. Policy

1. Final Adoption: Board Policy 202, Non-Resident Students-Exhibit 6

Motion by Robert, Seconded by

RESOLVED, That the East Penn Board of School Directors adopt Board Policy 202, Non-Resident Students for inclusion in the Board Policy Manual.

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

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

2. Interim Reading: None

3. First Reading: Board Policy 204-Family Education Trips – Exhibit 7

Dr. Morgan said one of the issues with No Child Left Behind is attendance. The format on the application was more specific and procedurally, there is nothing new. In order to provide more consistency it was recommended that this be included in policy. She reviewed the procedures outlined. She noted that to date there have 3,115 days used for family trips, K-8. The administrators have reviewed the policy; the District Parent Advisory Council has also reviewed the policy. Board members commented on the requirement of NCLB to have 95% attendance and how this number of days could impact the attendance rate for a school or the entire district. Mr. Earnshaw asked how many trips are actually rejected and if the days correlate

with sick leave. Dr. Morgan said she would like to study the patterns to see if dates are clustered around a holiday period. Mrs. Thompson suggested making it more specific so it does not sound like a vacation rather than an educational trip. Mr. DeHaan asked if the Board wanted to reduce the number of days granted. Mr. Ballard suggested adding language about NCLB attendance requirements. Mr. Robert asked about other student absences and a statement on punitive measures. He also asked if there would be any type of appeal process. Mr. Richwine asked what type of absences are counted toward No Child Left Behind. Dr. Morgan indicated that when school trips are part of a curriculum then students are considered present. A non-school sponsored trip counts as an excused absence. Mr. Ballard said districts would have to be unfriendly because of the Draconian measures of NCLB. Ms. Gannon pointed out that there are students who may not take any vacations in the school year and suggested an historical look to see if the schools are reaching the 95% attendance requirement. Dr. Morgan said the district might not be able to retrieve historical data detailing the type of absence since students were marked either absent or present. The policy will be effective July 1, 2004.

4. Board Policies Under Development:

Board Policy 404-Highly Qualified Teachers
Board Electronic Communications

7. Business Operations

1. Approval of Bill List

Motion by Ballard, Seconded by Gannon

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

Transportation Contract – Laidlaw Transit, Inc.

RESOLVED, That The East Penn Board of School Directors approve the student transportation contract with Laidlaw Transit, Inc. for the 2003-04 school year at a daily rate of \$18,648.83.

NOTE: East Penn is currently in the last year of a multi-year contract that expires in June 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 2002-03 daily rate was \$17,422.45. The 2003-04 daily rate reflects the addition of two full-size buses and one mini-bus.

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

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

8. Legislative

Mr. Ballard reported that the Legislature is in recess. Any discussions on property tax relief are taking place in a back room and supposedly the bills are being rewritten out of the public

domain. He noted that PSBA is stepping up their Stop Referendum Campaign. Letters are being sent to legislators requesting a meeting with them. The PA Economy League has conducted a thorough study of the Gambling issue, and Mr. Ballard submitted information for the Board. The Spring Legislative Breakfast will be held on April 16 at 7:30 a.m. He urged the Board to send individual letters to legislators.

9. Announcements

Monday, February 23	6:00 p.m.-CLEAR Session (Litigation) 7:30 p.m.-Board Meeting CLEAR Session following meeting (Negotiations)
February 23-27	11 th Grade PSSA Writing Tests – Emmaus HS
February 25	7:00 p.m.-EHS Black Box Improv Night
February 26	7:30 p.m.-EHS Pops Concert, Cafeteria
February 26-28	Regional Orchestra – One student is attending.
March 4	7:00 p.m.-10 th & 11 th Grade Guidance Information Night – EHS
March 5	11:00 a.m.-Early Dismissal – Middle Schools
March 8	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 8:25 p.m.

Cecilia R. Birdsell, Board Secretary

ORDER OF BUSINESS

1. Call to Order; Pledge of Allegiance
2. Requests to Address the Board
3. Approval of Minutes

Motion by _____, Seconded by _____
RESOLVED, That the East Penn Board of School Directors approve the minutes of the
February 23, 2004 meeting.

4. SGA Report – Mark DiCristafaro

1. Video Presentation

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

6. Education

Presentation: PSSA Remediation Program
Presenters: Claudia Shulman, Director of Curriculum & Instruction
Linda Delvernois, Supervisor of Secondary Education
Jan Hoffman, Supervisor of Elementary Education
Tricia Arangio, Title I Coordinator

7. Other Educational Entities

-Carbon Lehigh Intermediate Unit

T. Richwine

1. Approval of 2004-05 IU Operational and Program Services Budget

Motion by _____, Seconded by _____
RESOLVED, That the East Penn Board of School Directors approve the 2004-
05 Carbon Lehigh Intermediate Unit Operational and Program
Services Budget.

2. Approval of 2004-05 Facilities Plan Committee Report – Attachment

Motion by _____, Seconded by _____
RESOLVED, That the East Penn Board of School Directors approve the 2004-
05 Facilities Plan Committee Report .

-Lehigh Career & Technical Institute

A. Thompson
F. Fuller
T. Richwine
S. Rhodes (alt.)

8. Policy

1. Final Adoption: None
2. Interim Reading: Board Policy 204-Family Educational Trips
3. Policies Under Development:

- ✓ Migrant Students
- ✓ District/School Report Cards
- ✓ Highly Qualified Teachers
- ✓ Board Communications

9. Legislative C. Ballard

10. Business Operations

1. Bid Opening Report – Band Uniforms

The following bids were opened at 2:00 p.m. in Conference Room C of the East Penn School District Administrative Offices on February 23, 2004. Bidders Present: Robert Munyon & Vaughn Sawdon of DeMoulin. Staff present: Gary Reigal, Debra Surdoval.

Emmaus High School Marching Band Uniforms

DeMoulin Brothers & Company, Greenville, IL Total Cost: \$36,290.51

2. Bill List Approval

Motion by _____, Seconded by _____
 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.

3. Bid Award – Emmaus High School Marching Band Uniforms

Motion by _____, Seconded by _____
 RESOLVED, That the East Penn Board of School Directors award the bid for Emmaus High School Marching Band uniforms to DeMoulin Brothers & Company of Greenville, IL for the low bid meeting specifications of \$36,290.51.

11. Announcements

- | | |
|--------------------|--|
| Monday, March 8 | 6:30 p.m.-CLEAR Session
7:30 p.m.-Board Meeting |
| Thursday, March 11 | 7:00 p.m.-Parents Meeting for In-Coming 7 th Graders, Eyer MS |
| Saturday, March 13 | 3:00-10:00 p.m.-Festival of Champions |
| March 18, 19, 20 | 7:00 p.m.-Fiddler on the Roof, Eyer MS |
| March 20 | 2:00 p.m.-Fiddler on the Roof, Eyer MS |

12. Adjourn

ORDER OF BUSINESS

1. Call to Order; Pledge of Allegiance
2. Requests to Address the Board
3. Approval of Minutes

Motion by _____, Seconded by _____
RESOLVED, That the East Penn Board of School Directors approve the March 8, 2004 minutes.

4. Bond Refinancing – Public Financial Management
5. Report of the Superintendent of Schools – Alrita L. Morgan, Ph. D.

1. Personnel

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

Resignations

Ingrid Siwy, Teacher Aide at Lincoln School, effective immediately (Exhibit 1)

Barbara Phillips, Food Services Department, effective March 18, 2004 (Exhibit 2)

Joyce Mohr, Food Services Department, effective immediately (Exhibit 3)

Professional Employee Appointment

Name/Address: Denise Mellon
3202 Watermill Drive, Macungie
Education Level: B. S. Degree (1995)
M. Ed. Degree (2002)
Undergraduate School: Kutztown University
Graduate School: Kutztown University
Effective: March 23, 2004
Assignment: Speech
Experience: Vacancy due to resignation of T. Niedrowski
1/97-12/02: Berks County Intermediate Unit
Salary: \$44,400 (Step E, year 5, Col. M)

Request for a General Leave of Absence- (Exhibit 4)

Employee: Marie Kollar, Elementary Music Teacher
Effective: June 18-August 7, 2004
Reason: Retirement – August 7, 2004
Reference: Board Policy 439, General Leave

Co-Curricular Advisor

Laura Santoro	Winter Guard Director	\$2,800.00
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Educational Conferences (Exhibit 5)

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

Informational

Administrative Reports (See Exhibit Section)

6. Policy

1. Final Adoption: Board Policy 204-Family Educational Trips (Exhibit 6)
2. Interim Reading: Board Policy 919, District/School Report Cards (Exhibit 7)
3. Under Development
 - ✓ Use of School Facilities
 - ✓ Highly Qualified Teachers
 - ✓ Migrant Workers
 - ✓ Board Communications
 - ✓ Supplemental Discipline Records
 - ✓ Employment of Professional Employees
 - ✓ Homeless Students
 - ✓ Title I Parent Involvement

7. Legislative – Charles H. Ballard, Legislative Chairperson

8. 2004-05 Budget Presentation

9. Facilities

1. Eyer Middle School Expansion – Paul Felder & Barry Brobst, The Architectural Studio
2. Approval of Certificate of Substantial Completion – Shoemaker School

Motion by _____, Seconded by _____

RESOLVED, That the East Penn Board of School Directors approve the Certificate of Substantial Completion for Phase 2 Shoemaker Elementary School Project with the following contractors:

E. R. Stuebner, Inc. (General Construction Contract)
Worth & Company (HVAC Contract)
JPM Plumbing (Plumbing Contractor)
Wind Gap Electric (Electric Contractor)
Anchor Fire Protection Company (Fire Protection Contract)

3. Change Order – Emmaus HS Building L Addition

Motion by _____, Seconded by _____

RESOLVED, That the East Penn Board of School Directors approve GC 1 Change Order with Lyons Construction Services, Inc., Mechanicsburg, PA in the amount of \$6,013.00 for Emmaus High School Building L addition.

Project Adds

Furnish & Install Brushed Stainless Steel Elevator for Entrances PCO 3	\$1961.00
Floor Patch Room G01 & G02, PCO #5	\$ 683.00
Furnish & Install Steel Support for Soffit above Lockers G Bldg. PCO #6	\$ 536.00
Relocate Display Boards per drawing SK-GC-8, PCO 7	\$ 349.00
Relocate TV Bracket Framing K & G Wings, PCO 8	\$1396.00
Furnish & Install 30" Riser to Manhole #3, PCO 9	\$ 615.00
Change the Precast Support Angle as Detailed, PCO 12	\$2078.00
Revise Soffit & Chase Wall for SF-GG-15, PCO 15	\$2302.00
Furnish & Install Gypsum Board Ceiling per SK-GC-10 PCO 16	\$ 724.00

Project Deducts

Furnish & Install LSI National Locks In lieu of Best Cylinders, PCO 4	(\$3168.00)
Change location of Dorr LO1B for SK GC-2	(\$ 863.00)
Backcharge Lyons Construction Clean Smoke Detectors, Bldg K & G	(\$ 600.00)
Change Order #1 Total	\$6,013.00

4. Change Order #2 – Shoemaker School

Motion by _____, Seconded by _____
RESOLVED, That the East Penn Board of School Directors approve Change Order #2 with E. R. Stuebner, Reading, PA in the amount of \$20,350.00 and an increase in contract time for Phase 3 of 47 days.

Note: The Board of School Directors approved Change Directive #2, November 10, 2003 for the above work. Time and material to perform installing 15" diameter and 10" diameter pipe to maintain two existing roof drain lines to new inlet box.

10. Business Operations

1. Bid Opening Reports (Exhibit 8)

Art Supplies; Custodial Supplies; Asbestos Abatement; Floor Repair & Replacement; Soccer and Practice Field Lighting

2. Approval of Bill List

Motion by _____, Seconded by _____
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.

3. Treasurer's Report

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

4. Construction Fund – Exhibit 9

Motion by _____, Seconded by _____
RESOLVED, That the East Penn Board of School Directors authorize
payments from the appropriate construction funds.

5. Facility Rental Request – Emmaus HS Auditorium

Motion by _____, Seconded by _____
RESOLVED, That the East Penn Board of School Directors authorize the use
of Emmaus High School Auditorium for a dance recital and
rehearsals by Stanton Studios, 89 Forge Hill Road, Glen
Gardner, NJ on June 24 and 25, 2004. This is a Group V Rental
and will be charged the following rental fees:

\$91.00 per hour rehearsal fee
\$97.00 per hour recital fee
\$30.31 per hour custodial fee
\$30.31 per hour stage manager fee

11. Announcements

Monday, March 22	6:30 p.m.-CLEAR 7:30 p.m.-Board Meeting, Board Room
March 22-26	PSSA Reading/Math Tests, Grades 3, 5, 8, 11 PSSA STEE Field Tests, Grades 4, 7, 10
April 1	7:30 p.m.-Emmaus HS Chamber Harmony Italy Concert
April 1, 2, 3 April 3	7:30 p.m.-HONK! - Lower Macungie MS Spring Musical 2:00 p.m.-HONK! - Lower Macungie MS Spring Musical
April 8, 9, 12	Spring Break – All Schools and Offices Closed
April 19-23	Elementary Parent-Teacher Conferences, Early Dismissal
April 24	9:00 a.m. -Nutrition, Health, Safety Fair/Emmaus Public Library Book Sale-Lower Macungie MS
April 26	7:30 p.m.-Board Meeting, Board Room

12. Adjourn

EAST PENN SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
SPECIAL MEETING

MONDAY, APRIL 5, 2004

7:00 P.M.

Minutes

1. Call to Order; Pledge of Allegiance

President Jeffrey W. DeHaan called the Special Meeting of the East Penn Board of School Directors to order at 7:00 p.m., 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 Secretary: Cecilia R. Birdsell

Board Treasurer: Gary Reigal

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

Press Present: Peggy Himinitz, East Penn Press Reporter

2. Requests to Address the Board-None

3. Agreement with the Architectural Studio

Motion by Robert, Seconded by Ballard

RESOLVED, That the East Penn Board of School Directors approve the attached Agreement with the Architectural Studio for proposed additions and renovations, with total construction costs estimated to be twenty-one million dollars, at the Eyer Middle School.

Mr. DeHaan explained that the Special Meeting was being held because the Board had decided to obtain a written contract for some or all of the renovations to the Eyer Middle School. Since there was not another Board Meeting until April 26, this meeting was scheduled. The other reason was to save taxpayers' money by passing this Agreement tonight before international standard requirements go into effect that would increase costs.

Dr. Morgan said she was very pleased to acknowledge that Mr. Carl working with people in the building generated this project. Mr. Ballard asked if the Solicitor had approved the resolution and contracts. Attorney Magee responded that the contracts had been reviewed. Mr. Earnshaw asked about the arbitration clause. Mr. Magee said the language would give the district maximum flexibility. Mr. Robert asked for clarification regarding compensation. Mr. Magee explained that the construction costs come in between \$19,500,000 and \$21,000,000 then the fee shall be 6%. Even if the construction costs come in above \$21,000,000 the architects are capped at 6%. In order to clarify the language, Mr. DeHaan suggested that the language be changed to "unless the budget shall have been increased by the Owner prior to bid." Mr. Magee felt this change was acceptable by adding conditional approval.

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

Aye: Ballard, DeHaan, Earnshaw, Gannon, Rhodes, Richwine, Robert,

Thompson-----8

Abstention: Fuller-----1

Ms. Fuller abstained because she works for a firm that has a professional relationship with The Architectural Studio. A copy of the Conflict of Interest Abstention Memorandum is attached to the minutes of this meeting.

4. Adjourn

There being no further business to come before the Board, the meeting was adjourned, upon motion, at 7:10 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 Secretary: Cecilia R. Birdsell

Board Treasurer: Gary Reigal

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

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

Press Present: Peggy Himinitz, East Penn Press Reporter
Randy Kraft, Morning Call Reporter

Mr. DeHaan noted that there was a Boy Scout in the audience and asked him to introduce himself. Boy Scout Alex Alonzo from Troop 431 indicated he was in the audience to observe the meeting as part of the requirements for the Citizenship in the Community badge.

2. Requests to Address the Board-None

3. Approval of Minutes

Motion by Ballard, Seconded by Robert

RESOLVED, That the East Penn Board of School Directors approve the minutes for the March 22, 2004 regular meeting and the minutes of the April 5, 2004 Special Board Meeting as presented.

This resolution was unanimously adopted by voice vote.

Mrs. Thompson said that as part of Secretary's Day she wanted to acknowledge Board Secretary Cecilia Birdsell for the wonderful job she does taking the minutes and taking care of the Board. Miss Birdsell received a round of applause.

4. Lehigh Carbon Community College

1. Approval of the 2004-05 Capital & Operating Budget

Mr. DeHaan acknowledged LCCC Chief Financial Officer Mike Stoudt who was in the audience.

Motion by Rhodes, Seconded by Robert

RESOLVED, That the East Penn Board of School Directors approve the 2004-05 Capital and Operating Budget of the Lehigh Carbon Community College.

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

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

5. Education

-Curriculum Presentation: Science/Heath Wellness/Driver Education

Mrs. Claudia Shulman, Director of Curriculum and Instruction, provided the background information for the steering committees that were comprised of teachers, administrators, parents and community members. The Steering Committees were charged to develop a philosophy and goals and then handed their work over to faculty committees. The curriculum was aligned to state standards and broken down into elementary, middle, and high school levels. Mrs. Shulman emphasized that this was a K-12 effort for each of the curriculum areas. Throughout the past year, the curriculum guidelines were developed. The presentations will indicate what has changed and the future direction.

Mr. Mike Seip, Department Chair for Health/Wellness/Fitness, and Doug Povilaitis, Health Teacher at Emmaus High School, introduced the members of the Steering Committee and asked those who were present to stand. The committee members were Beth Witte; Will Pike; Maureen Welsh; Lisa Decker; Nancy Krajcir; Kathy Kline and Mike Borrell. He talked about childhood obesity and how health/wellness/fitness can help. Mr. Povilaitis reviewed the changes in the secondary health curriculum from 1998 to 2004. A copy of the changes are included in the minutes of this meeting. One of the requirements for graduation is .5 credits in health that is usually covered in tenth grade. The middle school curriculum is covered over three years. The Kindergarten teachers will teach kindergarten health. In Grades 1-5, the classes are integrated and taught by the Health/Wellness staff. Mr. Povilaitis stated that the course content is aligned with the academic standards; there is an increased focus on nutrition, K-12; and there is a change in name from Remedial Health to General Health to be consistent with other areas. Mr. Seip said there has been a change in emphasis from sports to life-long fitness and a change from large group to small group games, and a change to more cognitive and

authentic assessments. Mr. Seip indicated that the district had received a \$150,000 grant that will be used to purchase heart monitors. This will help students understand what happens when they work out and what the heart rate indicates. Students will also develop a personal wellness program for themselves. He explained there are adaptive classes for students who have IEPs. There will be an advanced wellness fitness class for eleventh and twelfth graders and modified classes for students who may have a broken bone or a temporary injury. As part of the graduation requirement, students must earn one credit over the four years. They must take one course per year and are not allowed to take all the courses in one year. Referring to driver education, Mr. Seip indicated that it is required for graduation; driver training is nine hours on the simulator and three hours in the car for a fee of \$45.00. He noted that the staff have been trained and are authorized to give students their actual license.

Ms. Jan Hoffman, Supervisor of Elementary Education, reviewed the changes for the elementary science curriculum. Each grade level worked on the curriculum and concentrated on capitalizing on the natural curiosity of children; utilizing the investigation of natural phenomena; exploring details of the why and how. The program will continue to use the hands on science activities, adding supporting content area texts, integrating with reading, math, writing, health, social studies, technology, and the arts. Ms. Hoffman emphasized that the scientific method is taught and addressed in all grade levels. Teachers Christine Hamster and Kristin Yessen talked about how this would be handled at the primary and the intermediate level through trade books and hands on activity. The intermediate level will use the Harcourt textbook. Mrs. Linda Delvernois, Supervisor of Secondary Education, indicated that grade 6 teachers worked with grade 5 teachers and grade 8 teachers worked with grade 9 teachers in order to have a smooth transition from one level to another. The units have stayed the same except that chemistry and motions and forces have expanded. Mrs. Delvernois explained the changes between the 1997 curriculum and the 2004 curriculum (attached). In grade 8 there is more concentration on the scientific methodology and basic concepts of physics and chemistry are interwoven. Dr. Pat Waller, Biology Teacher at Emmaus HS, indicated that the Biology I curriculum had the major changes. She indicated that Biochemical Molecules and Systems were removed from the curriculum. The systems areas have greater emphasis in the middle and elementary schools. The Biochemical Molecules has more emphasis in grade 10 chemistry. The 2004 curriculum has added ecology and evolution. The most interesting change has been the addition of a lab period at the high school level. They are also very excited about adding a web-enhanced textbook. Mr. John Hnatow, Chemistry teacher at Emmaus HS, explained the changes between the 1995 and 2004 curriculum. For science areas, the only standards available were Project 2061 in 1995. The curriculum was also more textbook driven but now there is more integration of environmental materials. There is also a core of 18 lab activities. There is also more in the Kinetics area since more technology is available. Planetary Motion Study and Simple Machines have been deleted since they are covered in earlier grades. Mr. Hnatow explained the math rigor has been adjusted and the emphasis has shifted to include more analysis and higher order thinking skills. There are common labs and the addition of rotation and torque. Dr. Waller explained that there is a new course called Integrated Science because it integrates the physical sciences of chemistry and physics through the pathway of Earth Science. It will focus on concrete activities and provide opportunities for the ninth graders to meet the standards that they will be tested on in tenth grade. Students will also have a choice in ninth grade between the Integrated Science course and Biology. Dr. Waller indicated it is not a limiting factor but an opportunity to open up to other avenues.

After Board approval, Mrs. Shulman indicated that the teachers will be working collaboratively and the Curriculum and Instruction Office will be committed to offering the necessary time and support for professional development. Mrs. Shulman said that she was impressed by the amount of work that has been done and it shows the level of commitment of the staff to the children and schools today. Dr. Morgan said the curriculum is impressive, pointing out that it is the most integrated curriculum seen so far. Mr. Earnshaw asked how the transition with the new curriculum would take place since there is a shift. Mrs. Shulman said that this summer they will be talking about transition and concentration on key areas. In the science area in elementary, there will be a pre-implementation program. Ms. Gannon said she was happy to see there would be content area tests and hands on activities at the elementary level. She felt students need to be reading science. She asked if students would be allowed to take home textbooks. Ms. Hoffman said there would probably be some trade books that will be kept in the classroom. Ms. Gannon also asked about the 18 core labs and whether additional labs will be allowed. Mr. Hnatow said 18 is the minimum number of labs and teachers will be given the opportunity to have in excess of 32 lab activities. Mr. Robert asked in what ways has technology been enhancing the curriculum. Ms. Hoffman explained said at the elementary level the Harcourt website lists activities, CDs and there are links to the Smithsonian Institute. Mrs. Shulman indicated that when different learning styles are discussed they have to look at technology as a strategy. Mr. Hnatow said that both in chemistry and physics the software has allowed students to concentrate on concepts and do real time graphing and see temperature and pH changes over time while they are performing experiments. Mr. Ballard commended all the people involved. He noted that while there are new state standards for this curriculum the measure for this curriculum is the PSSA. He expressed concern about teaching to the test and asked how we are insuring that the content material has been addressed in the program. Mrs. Shulman explained the testing would not take place until 2007. She said the guidelines were commendable and helped the group to focus on the goals of the district. The group has been concentrating on the use of authentic assessments and mid term exams and common labs. She said that teachers were encouraged to not focus on the test. Mr. Richwine thanked the committee members. He asked how the health/wellness is working when there are only partial year classes. Mr. Seip said that ideally they would like to have it every day. At the high school, there will be a course offered as an elective that will go all year and may be able to meet some more students' needs. Mr. Seip also noted that they are also doing a lot in technology and they can also imprint a health report card. He also noted that the profile of the child would follow them through their academic career. Mr. Richwine asked about the changes in technology and if the curriculum review cycle needed to be accelerated. Mrs. Shulman responded that they are putting the curriculum on the web so everybody will have access. This will be a living document that as we are going through this process we want to have this be an ongoing professional development activity. Ms. Fuller asked how the Health and Wellness Community Forum impacted the department's thinking. Mr. Seip responded that they took back to the committee what was learned from the

Forum and he would encourage similar activities. Mrs. Thompson also thanked the group and said with the stress being put on districts from Harrisburg it is good to come back to the district and see professional people doing wonderful things about education and teachers and others doing an exceptional job. Ms. Gannon asked if the health/wellness schedule could be prioritized at the middle school level so there would be exercise throughout the year. She asked that it be considered in the next budget cycle. Mr. Earnshaw asked what math is being used in physics. Mr. Hnatow responded that if a student is in the Honors class they will be using trigonometry and the students may or may not have had calculus. If they were taking AP course they would be using calculus. In conclusion, Mr. DeHaan thanked the presenters and said that he was happy the children would reap the benefits of their work in the years to come.

-Textbook Adoption – Exhibit 1

The textbooks listed on Exhibit 1 will be on display in the curriculum library until Friday, May 7. A recommendation for adoption will be presented at the May 10 Board Meeting.

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

1. Personnel

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

Retirements/Resignations

Bonnita L. Csencsits, Grade 4 Teacher at Shoemaker School, effective June 18, 2004 (Exhibit 2)
Nancy Kressley, Spanish Teacher at Emmaus HS, effective June 18, 2004 (Exhibit 3)
Rodney Larash, Mathematics Teacher at Eyer MS, effective June 18, 2004 (Exhibit 4)
Roberta Morgan, Social Studies Teacher at Eyer MS, effective June 18, 2004 (Exhibit 5)
David M. Smith, Science Teacher at Eyer MS, effective June 18, 2004 (Exhibit 6)
Maureen Reitnour, Grade 4 Teacher at Lincoln School, effective June 18, 2004 (Exhibit 7)
Cheryl Weisberger, Social Studies Teacher at Emmaus HS, effective June 18, 2004 (Exhibit 8)
Lynn Whitaker, Grade 1 Teacher at Wescosville School, effective June 18, 2004 (Exhibit 9)
Milton Whitaker, Grade 6 Teacher at Lower Macungie MS, effective June 18, 2004 (Exhibit 10)
Greg Willman, Assistant Principal at Eyer MS, effective June 30, 2004 (Exhibit 11)
Kerry Smith, Speech Teacher, effective June 4, 2004 (Exhibit 12)
Valerie Singley, Speech Teacher, effective June 11, 2004 (Exhibit 13)
Denise Christman, Teacher Aide at Jefferson School, effective April 20, 2004 (Exhibit 14)

Dr. Morgan acknowledged the retirees who had spent so much time in East Penn.

General Leaves of Absence

Employee: Audrey Snyderman, Health Room Aide
Effective: March 15, 2004
Reference: Board Policy 539-General Leave

Employee: Nicole Titus, Grade 3 Teacher, Wescosville School
Effective: 2004-05 School Year
Reference: Board Policy 439-General Leave

Leave as Per Collective Bargaining Agreement

Employee: Nicole Allen, Special Education Teacher, Shoemaker School
Effective: March 29, 2004

Employee: Kimberly Reiter, Mathematics Teacher, Emmaus HS
Effective: April 19-April 30, 2004

Request for Compensated Professional Leave

Employee: Lorraine Carey, Health Teacher, Lower Macungie MS
Effective: Second Semesters 2004-05 and 2005-06 School Years
Reference: Board Policy 438.1-Compensated Professional Leave

Temporary Professional Employee Appointment

Name/Address: Jane Kent
3440 Colonial Court, Allentown 18104
Education Level: B. S. Degree (1995)
M. A. Degree (1997)
Undergraduate School: SUNY Genesco
Graduate School: Indiana University
Effective: April 27, 2004
Assignment: Speech/Language
Vacancy created by resignation of K. Howatt
Experience: 6/97-8/03: Good Shephard Rehabilitation
9/03-Present: East Penn SD (FTS)
Salary: \$42,400 (Step A, Year 1, Col. M)

Mentors-New Teacher Induction Program

Paul Valent, effective 9/1/03
Thomas Warnke, effective 9/1/03
Geraldine LaSalle, effective 11/1/03
Lori Schaeffer, effective 11/1/03

Appointment of Remedial Assistant

Name/Address: Rachel Berrigan
1063 Manor Drive, Allentown 18103
Assignment: Shoemaker School
Vacancy created by K. Onuschco resignation.
Effective: April 29, 2004
Salary: \$11.25/hour, 25 hours per week

Teacher Aide Appointments

Name/Address: Cynthia Tunitis
4721 Waterfall Drive, Macungie 18062
Assignment: Eyer MS, vacancy created by transfer of A. DeSantis
Effective: April 27, 2004
Salary: \$10.30/hour, 32.5 hours/week

Name/Address: Michele George
1740 Riverbend Road, Allentown
Assignment: Wescosville School, Vacancy created by aide transfer
Effective: April 27, 2004
Salary: \$10.30/hour, 12.5 hours/week

Name/Address: Susan Soler
3451 Churchview Road, Emmaus
Assignment: Lincoln School, Vacancy created by resignation of
I. Siwy
Effective: April 27, 2004
Salary: \$10.30/hour, 12.5 hours/week

Part-Time Food Service Assistant Appointment

Name/Address: Susan Doney
2991 Main Road, E., Emmaus
Assignment: Part-Time Food Service Assistant, Eyer MS
Vacancy created by resignation of B. Phillips
Effective: April 27, 2004
Salary: \$9.61/hour, 12.5 hours/week

Student Management System Coordinator

Name/Address: Michelle Readinger
86 Lobachsville Road, Fleetwood 19522
Effective: To be determined
Assignment: SMS Coordinator, New Position
Salary: \$31,000/year, 35 hours/week

Dr. Morgan referred to the Cyclical Budget document that is attached. She said this was unfilled budgeted position that was modified. This had been a Data Manager position. Dr. Morgan said Ms. Readinger has been a secretary in the district and is now taking over this task. This person will work in the technology department and keep on top of the files related to students. In response to a question from Ms. Gannon, Dr. Morgan said the position had not been filled to the extent it was needed. Mr. Ballard asked if this was the person who would be responsible for the data safety and records retention and HIPPA compliance. Dr. Morgan said all those areas will not be covered. HIPPA information is going to be handled by other areas. He wanted to know who was responsible for how the data is collected, compliance, and how it is stored. Dr. Morgan responded that Sally Milliken has the overall data responsibility. The compliance issues belong to different offices. Dr. Morgan said a chart could be put in the Technology Report showing the relationship of the positions. Mr. Earnshaw asked why the position was not filled. Dr. Morgan said the district could not find anyone.

Full-Time Technology Assistant

Name/Address: Sandra Caverly
940 Macungie Avenue, Emmaus
Effective: April 27, 2004
Assignment: Full-Time Technology Assistant, Combination of
2 part-time positions (new position)
Salary: \$29,000, 35 hours/week

Summer Book Repair Program - \$7.10 per hour

Ramona Romanik Sharon Woodeshick

Co-Curricular Advisors

Angel Kiechel	Assistant Winter Guard	\$1,000
Michael Barker	LMMS After School Intramurals	\$24.00/session, 10 sessions
Richard Frederick	LMMS After School Intramurals	\$24.00/session, 10 sessions
Jamie Hudak	LMMS After School Intramurals	\$24.00/session, 10 sessions
Milton Whitaker	LMMS After School Intramurals	\$24.00/session, 10 sessions
Eileen Portz-Shovlin	Assistant B/G Track Coach	\$1,800

Change in Employment Status

Name	From	To
Kelly Howatt, Speech	.8	1.0
Jackie Butz	PT Food Service Assist-LME 5 hours	Kings Highway School 5 hours
Bonnie Kirka Teacher Aide, Wescosville	12.5 hrs./wk.	30 hrs./wk. remainder of 03-04
Linda Miller Teacher Aide, Wescosville	20 hrs./wk.	22 hrs./wk. remainder of 03-04
Paula Wesloski Teacher Aide, Wescosville	17 hrs./wk.	22 hrs./wk. remainder of 03-04

Summer Maintenance Program

See Exhibit 15

Additions to the 2003-04 List of Per Diem Substitutes

Brian Kressley, Social Studies Kelly Berg, Elementary
Anne Butcher, Teacher Aide
Susan Klingman, Teacher Aide
Victoria Stenroos, Teacher Aide
Jennifer Heffentrager, Teacher Aide

Retirements/Resignations

Robert Seibert, Elementary Art Teacher, effective June 18, 2004 (Exhibit 14A)

Georganne Moyer, Grade 5 Teacher at Shoemaker School, effective June 18, 2004 (Exhibit 14B)

Robin Cameron, Teacher Aide at Alburtis School, effective April 30, 2004 (Exhibit 14C)

Teacher Aide Appointment

Name/Address: Lori Cincilla
2131 Belmont Street, Allentown 18104
Effective: April 27, 2004
Assignment: AM Kindergarten, Jefferson School
Salary: \$10.30/hour, 15 hrs./wk.

Information Technology Department Temporary Employment (Students)

Abraham Daniel Pennebacker
H. Lee Lichtenwalner
Thomas Johnson
Michael Stewart

Co-Curricular Advisor

Maureen Welsh Flag Football, LMMS \$192.00

Teacher Aide Appointment

Name/Address: Anne Marie Reichelderfer
2667 Fieldview Drive, Macungie 18062
Effective: April 27, 2004
Assignment: Teacher Aide, Macungie School
Vacancy created by transfer of T. Fenstermacher
Salary: \$10.30.hour, 25.5 hours/wk.

Change in Employment Status

Employee: Tami Fenstermacher, Teacher Aide
From: 25.5 hours/wk., Macungie School
To: 30.5 hours/wk., Macungie School

Educational Conferences (Exhibit 16)

That the East Penn Board of School Directors approve the expenses for the individuals attending the educational conferences listed on Exhibit 16.

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

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

2. Approval of Foodcrafters Association Collective Bargaining Agreement

Motion by Thompson, Seconded by Gannon

RESOLVED, That the East Penn Board of School Directors approve the tentative collective bargaining agreement with the Foodcrafters Association, subject to the solicitor's approval, and authorize the appropriate personnel to affix their signatures thereto.

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

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

Mr. DeHaan announced that the Foodcrafters Association had ratified their contract last week.

3. Approval of Teamsters 773 Contract Agreement

Motion by Ballard, Seconded by Gannon

RESOLVED, That the East Penn Board of School Directors approve the tentative collective bargaining agreement with the Teamsters 773, subject to the solicitor's approval, and authorize the appropriate personnel to affix their signatures thereto.

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

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

Mr. DeHaan announced that the Teamsters had ratified their contract on Sunday.

Informational

-Update on Take Back Our Children Initiative

Dr. Morgan said the April 14 Take Back Our Children meeting was an overwhelming success. There were over 370 people in attendance with all the administrative staff, except those with personal commitments, and six board members. There has been an overwhelming response and outpouring of interest. The next meeting is May 18 at 7:00 p.m. in the Emmaus HS Auditorium. The plan that evening will be to respond to what was addressed at the previous meeting but there are more important issues that will need more time and an action plan. The forum approach and subcommittees worked well with the Nutrition/Wellness Forum. She indicated that for the next meeting it would be important that people feel they were heard and that there is a place for everybody in this process. President DeHaan thanked Jeanne Afflerbach, Secretary in Pupil Personnel Services, for the time and effort she put into the minutes. She did a good job in capturing what was said over the three hours and forty-five minutes. He asked the Board to keep the minutes they had as confidential since there are names listed. The minutes on the web will be anonymous. Mr. Richwine suggested that the next meeting have regular coffee, have a time limit for audience input, and that the Action Committees be publicized in advance. Dr. Morgan said a district staff person would be assigned with a community co-chair. Mr. Richwine said some of the things that were said were personal and may not portray the district in an appropriate fashion. He said his children have gone to the high school and are not afraid and it is not a place for students to be afraid. Dr. Morgan thanked the press for not sensationalizing the comments expressed at the meeting. Mr. Earnshaw said it was an exhausting and rewarding meeting. He said things have changed since he graduated from high school 20 years ago but some of the contributing factors that existed then still exist now. He shared a personal experience about parent's behavior after his graduation where parents poured champagne for underage graduates. He stressed the importance of engaging parents for this initiative to be a success. He also urged caution about managing the expectations of community members and asked that Solicitor Fisher be involved in Action Plans that emerge from the various committees. Dr. Morgan said one of the ways to be on top of that is the requirement to have minutes of every committee meeting and share them with the other committees so that something does not take on a life of its own. It will be monitored carefully. Mr. Earnshaw talked about Mr. DeHaan's comment about smaller school but he felt since he was on the Board the schools were bigger in order to provide better programs. Mr. DeHaan responded that he did not actually say that he felt the district needed smaller schools. The staff has been saying because of the size of the schools it makes it a lot less welcoming environment. If there is anything that we can put into the schools to facilitate the staff and administration in knowing the students, it would be helpful. Dr. Morgan said this year that they were working on a transition for the incoming ninth graders. Mrs. Thompson complimented the reporters for reporting the spirit of the meeting without sensationalizing some of the things said. She felt it was necessary to let people have the time to speak. She thanked Mr. DeHaan for being very courageous and stepping up to get the ball rolling. She did express concern that in the effort to Take Back Our Children, there may be things done to turn-off the children. There are students doing things that they absolutely should not be doing and that are hurtful to themselves and others. There are also students who are making responsible decisions. Mrs. Thompson referred to information that was in the Superintendent's Update to the Board about a plan that was showing what would happen. Dr. Morgan responded that it was only a draft copy. Mr. Ballard talked about speaking with facts and knowing what the magnitude of the problem is to a greater certainty. He expressed his concern about mandatory drug testing and said there was a need to be careful and contemplative about what is being done and why it is being done. He talked about the cost of drug testing and what is needed to perform the test, appeals processes, considerations of what a public entity does with knowledge of a potential crime, privacy policies, and many more considerations. He concluded that the district should get to the goal by means that everyone will be satisfied with. Dr. Morgan said the Board has seen the Logic Model and it is a requirement. She acknowledged it is frustrating to the "true believer" who wants to go on and find all the solutions. She emphasized that there are no simple solutions. Dr. Torma will develop the model and the requirements for data will be a very important part for all working committees. No recommendation will be accepted with this kind of background. Each committee will be asked to work with the model. Mr. DeHaan said the district has demonstrated through other task forces and Strategic Planning, that it comes up with an end result that is satisfactory for the community. He said it is good to see 300 people show up for a meeting to discuss the destructive decisions that children are making and saving their lives. The district has come a long way and it will be interesting to see what path the committees will take in order to take back our children. Ms. Gannon said it is an excellent initiative but she would hope that instead of focusing on monitoring and policing that the district focus on peer pressure counseling and some of the possible ways to make changes. The emphasis should be on trying to get a few to comply with the goals of the majority rather than subjecting the majority to testing and stringent controls. Mr. DeHaan felt the best thing coming from this initiative is the district will be covered through education and awareness.

The meeting was recessed at 9:30 p.m. and reconvened at 9:35 p.m.

-Administrative Reports (See Exhibit Section)

7. 2004-05 Budget

Mr. Gary Reigal, Director of Business and Fiscal Affairs, reviewed the Assessed Value Growth that indicates the growth is about 6.4%. He reviewed the attached changes from the original draft at the March 22 meeting. He said the district will not meet the budget for Earned Income Tax but more funds may come in following the April 15 income tax deadline. The estimated Fund Balance is \$6,591,442. The Health Insurance rate came down from a 37% increase to a 25%. The Consortium has decided to go with Highmark Blue Cross. The contribution to LCTI has increased because of the increase in health care insurance. The Athletic Fund Transfer was downgraded by \$25,000. He is recommending increasing the contribution to the capital reserve fund. The budget is increasing by 7.2% but, if employee benefits are removed, the actual budget is only increasing 4%. This includes the Accountability Block Grants. The district is holding the line in most of the areas of the budget that can be controlled. He pointed out the personnel request list and the priority order. In the Curriculum and Instruction Office there was the addition of \$15,000 for an after-school remediation program and one additional English teacher and social studies teacher were added to Emmaus HS. The Priority #1 requests are estimated to be \$972,478. Referring to the attached Funding Summary, Mr. Reigal indicated the additional IDEA funding for special education positions is \$127,968 and the Accountability Block Grant funding for remedial positions is \$365,000. He indicated the Accountability Block Grant Application is due in Harrisburg on May 10 and the funding will be received after July 1. Mr. Earnshaw asked if the state could reject the grant. Mr. Reigal said that could happen but, if the district is in compliance with the guidelines, the funding will be approved. Mr. Ballard asked if there was anything in the grant that restricted the type of personnel. He questioned if there was anything that would not allow contracting the services and not provide the personnel through the district. Mr. Reigal said he did not think there was a restriction, noting that it does not necessarily need to be spent on personnel. Mr. Ballard thought there were entities that would provide remedial services. Mr. Reigal said that if this is just a one year infusion of funds he really believes that next year it will be included in the Basic Education Subsidy in future years. As a line item, it may disappear. Dr. Morgan said the positions being funded are required for remediation and would not be the ones eliminated. The district would still have to find a way to fund the required remediation positions. Mr. Reigal said the growth in revenue is about 6.2% and next year he is projecting 4.5%. Ms. Gannon asked if the debt service for Eyer is included. Mr. Reigal indicated that it was not included and would be phased in over the years. He reviewed the three scenarios for no tax increase; a 1 mill tax increase; and a 1.5 mill increase. In answer to a question raised by Mr. Ballard, Mr. Reigal indicated that if the Board wanted to maintain a 7 million dollar fund balance the district would need more than 1.5 mills. He noted that the developments are still being built. Mr. Robert asked about the SAWW. Referring to the Five Year Budget model with a 1 mill increase, plus the SAWW average for the last three years of 2.33%, for the next three years. It would be approximately .79 mills and it indicates that through the whole five year process the district would be short \$164,856. He said this requires spending the Fund Balance but the district could probably get through the five-year projection without going to the taxpayers. He said the district would learn to live with the SAWW but the worse thing would be to spend down the Fund Balance. Mr. Reigal summarized that he could not remember a time when there were so many things up in the air or changes that are possible. Dr. Zinner has indicated that the district is in the same situation with Title I as it was last year. The district will be notified probably by the first week in June.

Mr. DeHaan asked the Board if they would be comfortable having tentative adoption at the May 10 meeting. Mr. Ballard suggested the Board wait until the second meeting in May since the Legislature will be reconvening on May 3 and May 10. Mr. DeHaan pointed out that even if the Legislature does do something it might be nice to have preliminary adoption. Dr. Morgan asked that questions be submitted so the administration can respond on May 10. Mr. DeHaan asked if the Board was willing to commit to a "not to exceed" tax millage increase. Mr. Earnshaw said a 1.5 mill increase is a 4.5% increase and that could be hard for people to accept. Mr. DeHaan asked if there was consensus for a 1.5 mill not to exceed. Ms. Fuller pointed out that other districts are going higher to protect against referendum. She did not prefer to take that approach but it may be necessary. She would be happy to have preliminary adoption but not cap at 1.5 mills. She suggested a cap at 2 mills. Mr. Robert said he still had budget questions. He asked if there would be some costs for the Take Back Our Children initiative. He also pointed out that Plancon A & B for Eyer has been approved but the funds are not included in the budget and the Title I funds in the amount of \$333,000 may not be forthcoming. Mr. Reigal said the Eyer project would not affect this year's budget. Mr. Reigal said the Governor's budget does propose more funds for the Block Grants. Mr. DeHaan said that essentially what the Board has received this evening is what the budget will be and there will not be anything new added. Mr. DeHaan asked board members to study the budget, adding he would like a commitment to a "not to exceed" number at the next meeting. Mr. Earnshaw asked if Mr. Reigal would prepare a scenario with a 2 mill increase. Ms. Gannon asked that Eyer be included in the projects. Ms. Fuller indicated that the Board is being forced into a stance that it would prefer not to take because of the short-term gain seen by some politicians. She also noted that East Penn already has a senior tax rebate program.

8. Other Educational Entities

-Carbon Lehigh Intermediate Unit

Terry Richwine

Mr. Richwine reported that the Board moved ahead with a financial advisor for issuing bonds for the purchase of the new transportation facility that is currently being leased. They discussed proposals that would be the same as the lease payments. There was a presentation by two staff members on cochlear implants that helps profoundly deaf students hear. He noted that there are 25 students within the IU area.

-Lehigh Career & Technical Institute

Ann Thompson

Mrs. Thompson reported that the JOC recognized the winners of the USA Skills VICA program and the FBLA business winners. She noted that UPS has been very helpful with the Warehouse and Materials Management System for the collective school districts. They have been generous in purchasing the software. Dr. McCartney has retired as the Superintendent of Record and Mr. Al Fields, Superintendent of Salisbury School District, has been appointed. The LCTI

budget was presented and will be adopted at the next meeting. The building program is again back on schedule. Mr. Richwine said he did not get a chance to calculate the health insurance saving.

Francee Fuller
Terry Richwine
Samuel F. Rhodes, III (alt.)

9. Legislative

Charles H. Ballard

Mr. Ballard urged the community to vote in the primary tomorrow. He indicated that because of the Primary the Senate was adjourned until May 3 and the House until May 10. He attended the Referendum Forum sponsored by the LVBE Partnership where Jennifer Mann was on the panel. The Senate Calendar includes the following quote, "The faulty interface lies between the Chair and the Key Board." His observation suggested that the quote should be, "The faulty interface lies between the voter and the legislation." Mr. Ballard noted that Act 596, the Character Education Act, amends the PA School Code to establish criteria and authority to put character education in the curriculum. He noted that East Penn has an Action Team on Civics and Civic Responsibility, chaired by Liz Drake, as part of the Strategic Plan. At the federal level, the House has extended the school lunch bill for another month. The Keystone Program for principals to nominate classroom teachers who are technology integration. PSBA is holding a Lobby Day on Tuesday, May 11, following with a news conference at 1:00 p.m. Attendees should arrange to meet with their local legislators in Harrisburg. Mr. Ballard reported that the Board had met with Representative Doug Reichley, Senator Wonderling, and various aides on April 8. Mr. Reigal is compiling a list of unfunded mandates to be forwarded to the legislators. He suggested that interested citizens should go to the www.issuespa.net website to check out the spreadsheets that show the actual tax decrease in each district if referendum went into effect. There would be a 10% reduction in East Penn. He indicated that there are a lot of bad numbers being used to support referendum. Mr. Ballard reviewed the ominous results of referendum and the whipsawing of taxpayers. The PA Economy League has stated that PA would have to take in more revenue from gambling than is accrued in Nevada.

10. Policy

1. Final Adoption: Board Policy 919, District/School Report Cards (Exhibit 17)

Motion by Gannon, Seconded by Rhodes

RESOLVED, That the East Penn Board of School Directors adopt Board Policy 919, District/School Report Cards for inclusion in the Board Policy Manual.

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

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

2. Under Development

- ✓ Use of School Facilities
- ✓ Highly Qualified Teachers
- ✓ Migrant Workers
- ✓ Board Communications
- ✓ Supplemental Discipline Records
- ✓ Employment of Professional Employees
- ✓ Homeless Students
- ✓ Title I Parent Involvement
- ✓ Attendance

Ms. Gannon asked that Section 12.6 dealing with exclusion from school be included, particularly as it relates to homeroom.

11. Facilities

1. Contract Awards

Motion by Earnshaw, Seconded by Gannon

RESOLVED, That the East Penn Board of School Directors authorize the issuance of "Notice of Intent to Award Contracts" to the contractors listed below and in the awards listed who are the lowest responsible bidders meeting specifications for the following projects:

Emmaus High School – Soccer and Practice Field Lighting

Electrical Contractor: Barry Hoffman
213 N. 14th Street, Allentown

Base Bid	\$ 87,800.00
Alt. #1	<u>\$ 39,000.00</u>

TOTAL \$126,800.00

Note: These funds are coming from Capital Budget

Shoemaker Elementary School, Phase 2 Asbestos Abatement Project

Abatement Contractor: PDG, Inc.
Box 400, Drums, PA
Base Bid \$ 39,700.00

Alburtis School, Package 1-8 Furniture and Equipment

Furniture: Kurtz Brothers
400 Reed Street, Clearfield, PA
Base Bid \$413,339.51
Playground Equipment: Boyce Associates
Little Tykes
P. O. Box 85, Trexlertown
State Contract Bid #7810-01
Sub Total Cost \$ 16,149.51
Update existing structure to meet
ADA, ASTM, and CPSC Guidelines \$ 3,811.50
TOTAL \$ 19,961.01

Rejection of Bid

RESOLVED, That the East Penn Board of School Directors reject the bids received for Emmaus High School floor repairs and replacement opened on March 10, 2004.

Note: This project will be rebid

Change Orders

RESOLVED, That the East Penn Board of School Directors approve the following change orders:

Emmaus High Project

A. N. Lynch, Spring City, PA in the amount of \$3,260.80 (EC-2)

Project Adds:

Furnish and Install FK-24 Flange Kit RFP #010 \$ 94.56
Furnish and Install (2) 30 amp transformer disconnect
switches CDR #6 \$ 865.13
Furnish and Install additional coax cable G & K Bldg.
CDR #7 \$2,400.68
Furnish and Install Type M fixtures in administration
corridor CDR #8 \$ 207.55
Furnish and Install (3) G fixtures per SK-E-12 \$1,253.00
Furnish and Install a safety switch on condensing unit \$ 257.69

Project Deduct:

Delete 18 data outlets (\$1,818.53)

Worth & Company, Inc., Pipersville in the amount of \$4,021.02 (HVAC 1)

Project Adds:

Furnish and Install condensate drain for SC-14CV-5/PCO-002 \$1,438.47

Furnish and Install (2) fire dampers PCO-003	\$ 760.25
Re-route condensate piping from unit ventilators PCO-004	\$ 930.23
Re-Route hot water supply & return piping PCO-0005	\$ 982.07

Project Deduct:

Delete painting of exhaust fans	(\$ 90.00)
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Shoemaker School Project

Wind Gap Electric, Inc., Wind Gap, PA in the amount of \$3,720.04 (EC-1)

Project Adds:

Delete junction box in Library ceiling & provide floor box with power and data ports RFP-001	\$1,476.40
Relocate 3 gang switch box as required to accommodate	\$ 557.10
Provide GFI outlet and two light fixtures in plumbing chase RFP-013	\$ 823.54
Provide required lighting fixtures for new lighting layout and for elevator equipment room enclosure RFP-007, 014	\$ 863.00

Field House-Emmaus HS

Hollenbach Construction, Inc., Boyertown in the amount of \$11,680.80.

Project Add:

Backfill for abandoned 12" RCP Storm Line	\$2,600.80
Epoxy Floor Covering	\$9,480.00

Project Credit:

Back Charge for Electric Use	(\$400.00)
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Approval of Plancon H – Shoemaker School (Exhibit 18)

RESOLVED, That the East Penn Board of School Directors approve Plancon H, Project Financing, for the Shoemaker School project.

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

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

2. 2004 Capital Projects

Motion by Ballard, Seconded by Rhodes

RESOLVED, That the East Penn Board of School Directors authorize administration to submit all documents requiring approval from state and local agencies for the capital projects as presented in the Five-Year Capital Plan on February 9, 2004 and April 26, 2004 and authorize the appropriate personnel to sign the documents.

It was clarified that engineering work for the fields was not included with motion. Dr. Morgan said engineering work would come back to the Board. There may be surveying and municipal fees and permits. Mr. Ballard suggested that wording be included that would indicate only engineering work for those projects listed. Mr. Robert indicated that he did not want to approve any engineering work in next year's capital reserve fund.

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

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

3. Three-Year Lease for Portable Classrooms – Eyer MS

Motion by Robert, Seconded by Gannon

RESOLVED, That the East Penn Board of School Directors approve the three-year lease as submitted by Williams Scotsman, 2780, Route 100, Macungie, PA for two used portable classrooms for Eyer Middle School.

In response to a question from Mr. Robert, Dr. Morgan said it would be reasonable when considering Plancon and the bidding process that it could be close to three years.

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

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

7. Substantial Completion-Emmaus HS, Athletic Field Alterations

Motion by Robert, Seconded by Earnshaw

RESOLVED, That the East Penn Board of School Directors approve the Certificate of Substantial Completion for electrical construction with Barry J. Hoffman Company, Inc., Allentown, PA for Emmaus HS Athletic Field alterations.

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. Bid Opening Reports: Exhibit 19

- ✓ Computer Supplies
- ✓ General School Supplies
- ✓ Athletic Supplies
- ✓ Science Equipment
- ✓ Alburdis Elementary School Furniture

2. Approval of Bill List

Motion by Robert, Seconded by Gannon

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

Facility Rental Requests – Group V

RESOLVED, That the East Penn Board of School Directors authorize the use of the school facilities listed below and that the Group V organizations are charged the following fees:

Lower Macungie MS

Encore Dance & Performing Arts Center
10 North Third Street, Emmaus

Activity: Dance Recital and Rehearsal
Dates: June 3 and June 5, 2004
Fees: \$91.00/hour (Rehearsal Fee)
\$97.00/hour (Recital Fee)
\$14.00/hour (Classroom Fee)

Patricia Bostick Dance Center
5925 Tilghman Street, Allentown

Activity: Dance Rehearsal & Recital
Dates: June 1, 9, 11, 12
Fees: \$91.00/hour (rehearsal fee)
\$97.00/hour (recital fee)
\$14.00/hour (classroom fee)

Hindu Temple Society
4200 Airport Road, Allentown

Activity: Cultural Festival of Indian Origin
Dates: April 16 & May 1, 2004
Fees: \$91.00/hour (auditorium fee)

\$34.00/hour (cafeteria fee)

Emmaus High School

Lehigh Valley Couturiere Society
1545 Gruversville Road, Richlandtown

Activity: Fashion Show
Dates: April 19 & 20, 2004
Fees: \$91.00/hour (auditorium fee/rehearsal)
\$97.00/hour (auditorium fee/show)
\$14.00/hour (classroom fee)

Mr. Richwine asked if there could be a listing of the number of outside agencies that use school facilities. Dr. Morgan indicated that not only do outside agencies use the facilities but also the local youth associations. Mr. Reigal said that was available.

Construction Fund Payments (Exhibit 20)

RESOLVED, That the East Penn Board of School Directors authorize payment from the appropriate accounts as listed on Exhibit 20.

Bid Awards (Exhibit 21)

RESOLVED, That the East Penn Board of School Directors award the bids for art supplies, general school supplies, computer supplies, science equipment, and custodial supplies as listed on Exhibit 21. These awards are based on low bid meeting specifications.

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

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

Dr. Morgan indicated that the Alburtis School building program is on schedule but is being monitored very carefully.

13. Announcements

Monday, April 26	6:30 p.m.-CLEAR Session (Negotiations, Litigation, Personnel, Real Estate), Superintendent's Conference Room
	7:30 p.m.-Board Meeting, Board Room
April 26-27	Kindergarten Conferences, Condensed Kindergarten Schedule
April 30	11:00 a.m.-Emmaus HS Early Dismissal
May 4	7:00 p.m.-Eyer Choral Concert
	7:00 p.m.-LMMS Parent Information Night for Incoming 6 th Graders
May 5	7:00 p.m.-Alburtis School – Open House at Shoemaker
	9:30 a.m.-Eyer Incoming 6 th Graders Building Tour
	7:00 p.m.-Eyer Parent Information Night for Incoming 6 th Graders
May 6	7:00 p.m.-Elementary Spring Instrumental Concert, Shoemaker School
	7:30 p.m.-Emmaus HS Spring Choral Concert
May 7	11:00 a.m.-Middle Schools Early Dismissal
May 10	7:30 p.m.-Board Meeting

14. Adjourn

There being no further business to come before the Board, the meeting was adjourned upon motion at 10:45 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, A. Earnshaw, F. Fuller, E. Gannon, S. Rhodes, T. Richwine, M. Robert, A. Thompson

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

Board Treasurer: Gary Reigal

Board Secretary: Cecilia R. Birdsell

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

2. Requests to Address the Board

Susan Arnold, President of the East Penn Education Association, said she was there to share commitments and concerns of the teachers in the East Penn School District. She spoke about the accountability of the PSSA testing requirement, unfunded and underfunded mandates, No Child Left Behind Act, and the looming vote on backend referendum. On April 29, the Representative Council of the East Penn Education Association met to approve five statements that expressed their goals. She reviewed the five statements that were adopted and explained the position of the professional staff for each one.

1. *EPEA is committed to buildings which provide a secure learning environment for both students and staff.* Ms. Arnold said to accomplish this goal it is imperative to keeping students safe within the building itself. In Emmaus HS, they discussed the implementation of ID badges for students. Most buildings are secure from intruders but at EHS has a need for security within the building. She indicated that have requests through the Superintendent increased security through the hiring of officers at the high school levels. She stated that no student or teachers should be exposed to verbal or physical assault and requested that the administration handle these situations in a timely manner.
2. *Teachers in the school district are committed to a fair discipline policy for the sake of providing a stable academic and social atmosphere in our schools.* While the Association understands the law regarding special needs students and IDEA, they also acknowledge the accommodations they are asked to make in regards to student behavior often have negative results for other students in the classroom. They believe that greater attention needs to be given to writing behavioral accommodations in IEPs and 504s so a safe environment can be maintained. They also requested that administrators apply fair and consistent discipline policies without making personal interpretations.
3. *Teachers in the school district are committed to delivering a curriculum that accommodates the needs and interests of all students and reflects the community's tradition of academic excellence.* They believe that curriculum should be designed to meet state standards and to reflect the interest and values of the community. Most importantly, self-esteem is not enhanced through indulgence or contrivances but is achieved through the pursuit of academic excellence.
4. *Teachers are committed to a curriculum driven technology plan that serves the academic program.* The professional staff is grateful for the technology and the facilities that this Board has provided to them. They believe that it is imperative to use technology to enhance instruction and to equip students to live in the 21st Century. Ms. Arnold said that, on the other hand, it seems they are controlled by the technology. She indicated that the experience with Pentamation has been dismal. There have been serious issues in grading, scheduling, and attendance and the elementary staff is not happy with the software chosen for the report cards. Ms. Arnold said that every time a clerical job is given to the professional staff there is that much time taken from working with students. She said the three most fundamental duties of a teacher are to plan challenging, motivating curriculum; to create materials that teach, reinforce, and enrich those lessons; and to perform evaluations that reflect levels of achievement. She said the teachers should not assume any more clerical tasks. They need their free time to help students, to participate in student activities, and to coach and collaborate with colleagues.
5. *Teachers in the East Penn School District support a concise, in-service program provided by the Central Administration that reflects the needs assessment of the staff.* She said there is no program that generates more discussion than the Act 48 Professional Development program. She said that in April they asked to bargain the conditions of this program but were refused by Mrs. Daniel and Mr. DeHaan. She said the time requirement often outweighs the level of quality. She has discussed this with Mrs. Shulman regarding the procedures for completing professional development, and they agree that the process should be collaborative. Teachers have to meet the state required 180 hours next spring in order to maintain their teaching license. She said that after checking with other teachers in the Lehigh Valley she found that most teachers have between 200-300 hours of the required 180 hours. She felt the program in East Penn is too rigidly administrated and the staff is not being credited

for other activities. East Penn has treated professional development in a much tighter fashion. She felt that attitude must end. She talked about requiring teachers to register on Cpe Tracker which they consider another clerical task. She said many times the courses listed are cancelled or removed.

She said the five the goals will appear in the East Penn Press in order to celebrate their commitment to the students and parents in the East Penn School District. She said she is hopeful that through collaboration they will be able to effect the changes they need to maintain their status as the district of choice in the Lehigh Valley. She said about a month ago Dr. Morgan started meeting with the staff in each building. She does understand that the teachers feel overwhelmed by the demands put on their time. She remarked that teachers do not need to fill out pages of introspective data such as the Framework for Teachers. Students need to look at teachers as mentors. She spoke about the growing class loads and they did not think the rigorous academic program could be maintained unless someone comes forward to streamline the clerical tasks. She said the teachers know the expectations of the Board and the community and the drive for excellence exists in the teachers. The teachers were present to support this position. The message they had for the Board is clear, "a long time ago before any of the current Board was elected, there was another Board who had a member on it that referred to students often as a product." This dismayed teachers but they looked at the reality that because of the federal and state programs, students do appear as products. She said they are requesting that the clerical work be streamlined and they are asking to build more valuable relationships with their students.

President DeHaan thanked Ms. Arnold for her comments.

3. Approval of Minutes

Motion by Ballard, Seconded by Earnshaw
RESOLVED, That the East Penn Board of School Directors approve the minutes for the April 22, 2004 meeting.

This resolution was unanimously adopted by voice vote.

4. SGA Report – Mark DiCristafaro

SGA Representative Mark DeCristafaro reported that they are busy putting together packets for incoming officers, noting the elections will take place in two weeks. The information for Summer Leadership Workshops is being prepared. He introduced two students who are considering being the SGA representatives, Marissa King and Brook Patterson, who are sophomores. He spoke about the article in the East Penn Press that highlighted the National Student Leadership Conference and their very positive response. The International Fair was the best yet and it was chaired by Katy Sullivan, a senior senator. The SGA Coffee House Battle of the Bands was a big success and the revenue was over \$1200. The Blood Drive was a moderate success. The PASCD District Conference was held in East Penn and Dr. Morgan and Mrs. Thompson spoke. This, too, was a success and it rejuvenated interest in the conference. Referring to the May Daze, he said that there were a lot of great ideas that were different and diverse, noting a great deal of time was spent on planning this activity. Unfortunately due to a lack of support by the faculty and administration, the May Daze will not happen this year. The final rival games are going very well with staff and students working together and will be held Tuesday, May 25. There is also an Ice Cream Social on May 26. He invited board members to attend the Spring Fling activities. Mr. DeHaan congratulated Mr. DeCristafaro on his acceptance and commitment to Boston University.

5. 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:

Retirements/Resignations

Anthony J. Kovalovich, Principal of Wescosville School, effective June 30, 2004
(Exhibit 1)

Sandra Fickert, School Nurse at Wescosville School, effective June 18, 2004
(Exhibit 2)

Tracie Unterberg, Food Services Department, effective immediately
(Exhibit 3)

Dr. Morgan commented on the retirements and wished the retirees well.

Approval of Leaves as per Collective Bargaining Agreement

Employee: Megan Mang, Grade 1 Teacher, Kings Highway
Effective: May 18, 2004

Employee: Christine Sayegh, Speech Teacher, Emmaus HS/LMMS
Effective: May 18, 2004

Employee: Melissa Palmer, Special Education Teacher, LMMS
Effective: May 19, 2004

Employee: Lisa Evans, Grade 1 Teacher, Wescosville School
Effective: May 28, 2004

Employee: Megan Behr, Grade 1 Teacher, Jefferson School
Effective: June 1, 2004

Carbon Lehigh Intermediate Unit Employees for Meeting Attendance

Colleen Bruen

Samantha Ritz

\$30.00/hour

Temporary Professional Employee Appointments

Name/Address: Heather Arnold
2725 Andrea Drive, Allentown 18103
Education Level: B. A. Degree (1996)
Undergraduate School: University of Michigan
Certification: Instructional I, Elementary
Assignment: Grade 1, Macungie School
Vacancy created by retirement of B. Csencits
Effective: August 30, 2004
Experience: 8/97-6/02: Taylor SD, Michigan
4/03-6/03: East Penn (Per Diem)
9/03-Present: East Penn SD
Salary: \$39,000 (Step B, Year 2, Col. B)

Name/Address: Samantha Edwards
4134 Laliq Lane, Center Valley 18034
Education Level: B. S. Degree (2000)
M. S. Degree (2002)
Undergraduate School: Kutztown University (2000)
Graduate School: Wilkes University (2002)
Certification: Instructional I, Elementary
Assignment: Grade 2, Kings Highway School
Vacancy created by retirement of G. Moyer
and subsequent transfers
Effective: August 30, 2004
Experience: 9/00-6/03: East Penn SD
Salary: \$45,100 (Step D, Year 4, Col. M)

Resignations

Karen Mogel, Teacher Aide at Macungie School, effective immediately
(Exhibit 3A)

Michele Readinger, Secretary in Guidance Office at Emmaus HS, effective date TBA (Exhibit 3B)

Amy L. Driscoll, Instructional Support Assistant, effective May 10, 2004
(Exhibit 3C)

Co-Curricular Advisor

Andrew Stephens Boys Basketball Coach \$6,732.00

Addition to the 2003-04 List of Per Diem Substitutes

Amy Driscoll, Elementary

Educational Conferences-(Exhibit 4)

That the East Penn Board of School Directors approve the expenses for the individuals attending educational conferences as listed on Exhibit 4.

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

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

6. Education

1. Textbook Adoption (Exhibit 5)

Motion by Rhodes, Seconded by Robert

RESOLVED, That the East Penn Board of School Directors approve the list of textbooks on Exhibit 5 that will be used in the district beginning with the 2004-05 school term.

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

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

7. 2004-05 Budget Update

8. Facilities

1. Fields – Artificial Turf

Motion by _____, Seconded by _____

RESOLVED, That the East Penn Board of School Directors approve the artificial turf multi-sports field at Emmaus High School and that this project be added to the Five-Year Capital Plan; and,

be it further'

RESOLVED, That the Board of School Directors authorize the administration to submit all documents requiring approval from state and local agencies and authorize the appropriate personnel to sign the documents.

2. Approval of Agreement with JBM Plumbing (Exhibit 6)

Motion by _____, Seconded by _____

RESOLVED, That the East Penn Board of School Directors approve the attached Agreement with JBM Plumbing, Inc., 3273 Gun Club Road, Nazareth, PA and United States Fidelity and Guaranty Company c/o Shepherd Agency, 7051 Camp Hill Road, Fort Washington, PA for the Albutis Elementary School Project as described in the Agreement.

3. Shoemaker School – Change Order

Motion by _____, Seconded by _____

RESOLVED, That the East Penn Board of School Directors approve the following change orders for Shoemaker Elementary School Project with E. R. Stuebner, Reading, PA (GC-4) in the amount of \$5,711.00.

Provide and Install rebar reinforcement within masonry piers at Kindergarten Playground	\$2,180.00
Provide and Install expansion joint covers at elevator addition	\$ 811.00
Delete (5) File Cabinets in administration storage 205 add storage cabinets 107 and 115	\$ 480.00
Provide and Install Door into Plumbing Chase	\$ 901.00
Revise Door 155B into Maintenance Storage Area from 36" to 40"	\$1,339.00

9. Policy

1. Under Development

✓ Use of School Facilities

- ✓ Highly Qualified Teachers
- ✓ Migrant Workers
- ✓ Board Communications
- ✓ Supplemental Discipline Records
- ✓ Employment of Professional Employees
- ✓ Homeless Students
- ✓ Title I Parent Involvement
- ✓ Attendance

10. 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 addenda, and that the Treasurer be authorized to issue checks and vouchers in the amounts indicated.

2. Construction Fund Payments – Exhibit 7

Motion by _____, Seconded by _____
 RESOLVED, That the East Penn Board of School Directors authorize payment from the appropriate construction fund for the items listed on Exhibit 7.

3. Approval of Laidlaw Contract

Motion by _____, Seconded by _____
 RESOLVED, That the East Penn Board of School Directors approve an extension of the student transportation contract with Laidlaw Transit, Inc. beginning with the 2004-05 school year through the 2008-09 school year. The rates for the 2004-05 school year will reflect a 1.5% increase of current rates and 2.5% increase thereafter for each of the subsequent years of the contract.

Note: The contract has been reviewed and approved by the district solicitor. East Penn is currently in the last year of a multi-year contract that expires June 30, 2004. The 2003-04 daily rate is \$18,648.83.

11. Announcements

- | | |
|-------------------|---|
| Monday, May 10 | 7:00 p.m.-CLEAR Session
7:30 p.m.-Board Meeting |
| Wednesday, May 12 | 7:30 p.m.-LMMS Spring Choral Concert, Auditorium
7:00 p.m.-Shoemaker Spring Concert |
| Thursday, May 13 | 7:30 p.m.-LMMS Spring Choral Concert, Auditorium
7:30 p.m.-Lincoln Spring Concert
7:00 p.m.-Open House, Lower Macungie Elementary |
| Friday, May 14 | 7:30 p.m.-Jefferson 5 th Grade Spring Concert |
| Wednesday, May 19 | 7:30 p.m.-Pinecrest, Eyer MS Auditorium
7:00 p.m.-Macungie School, Jefferson School
7:00 p.m.-Wescosville Spring Concert
7:30 p.m.-EHS Drama Department Evening of Theater |
| Thursday, May 20 | 7:00 p.m.-Open House, Shoemaker School
7:00 p.m.-EHS Symphonic Band/Wind Ensemble Spring Concert |
| Friday, May 21 | 9:00 a.m.-Volunteer Brunch, LMMS Cafeteria
Senior Ball Holiday Inn |

12. 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 7:40 p.m. in the Board Room located at 800 Pine Street, Emmaus, followed by the Pledge of Allegiance. President DeHaan said the meeting was starting a little late because the Board had toured the new wing of Emmaus HS, including a presentation in the new video conferencing room. He also distributed the new Emmaus Hornet Bobbleheads that are part of a fundraiser for the sophomore class and commemorate the opening of the new wing.

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

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

Board Secretary: Cecilia R. Birdsell

Treasurer: Gary Reigal

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

Press Present: Peggy Himinitz, East Penn Press Reporter

Randy Kraft, Morning Call Reporter

2. Requests to Address the Board

Rise Donegan, 9 Coach Street, Macungie spoke about the conflicts in scheduling for individual building and district activities. She criticized board members for not attending the Pinewind Concert arranged by Music Teacher Carrie England at Eyer MS on May 19. She felt this did not show support for the students or the teacher. Ms. England had arranged with a composer to have an original piece of music performed at the band concert.

3. Approval of Minutes

Motion by Robert, Seconded by Gannon

RESOLVED, That the East Penn Board of School Directors approve the minutes of the May 10, 2004 meeting.

This resolution was unanimously adopted by voice vote.

4. Enrollment Projections – Paul Felder, The Architectural Studio

Motion by Rhodes, Seconded by Earnshaw

RESOLVED, That the East Penn Board of School Directors approve the May 18, 2004 Addendum #2 to the Facilities Study prepared by The Architectural Studio.

Mr. Felder indicated that this is an update to the facilities study that is required by the Department of Education. He explained that most aspects of the previous study are up to date but the district is considering a significant expansion to the middle school program so from a reimbursement stand it is important that the projected enrollment be as high as possible to qualify for the maximum state reimbursement. Mr. Felder has worked with both Dr. Zinner and Mrs. Daniel to develop the projections. However, PDE's projections remain to be the governing factor but the district is allowed to add 10% to the highest number. The good news is that as the district moves toward completion of the project, the enrollment figures may go up as well as the reimbursement. The district will be building something that is greater than the enrollment projections because of the way the building is actually used. Mrs. Thompson said that as actual bodies are in the school the district could then go forward with revising the PDE projections. Mr. Earnshaw asked if the PDE projections are revised on a regular schedule. Mr. Felder responded that that PDE revises the projections on an annual basis. To illustrate the point, Ms. Fuller and Mr. Felder pointed out that the PDE projection indicates an enrollment of 7268 and the actual enrollment is currently 7118. In answer to a question from Ms. Gannon, Mr. Felder indicated that the PDE projections are based on 25 pupils per classroom and that is not how the building will be used based on program. Dr. Morgan also noted that no project has been opened with excess space. She reiterated that the state does not take into consideration the middle school program. She also noted that the district would be using re-districting to balance the size of both middle schools. Ms. Gannon questioned whether the project should be pared back. Mr. Felder said that would be the prerogative of the Board. Mr. Felder also noted that the theoretical enrollment was 1200 at LMMS but it is actually crowded at 1100. Dr. Morgan said the initial design is a three-story building and a block of classrooms could be removed. Mr. Felder said PDE will not prevent the district building what it wants to build but it becomes a reimbursement factor. Mr. Ballard said there is not a significant amount of difference in money. Mr. Reigal said the true net reimbursement rate is around 14%. Mr. Ballard also urged that PLANCON A & B be prepared, acted on, and forwarded to PDE prior to June 30. Mr. Felder said they were meeting with the administration in mid-June. Mr. Ballard said it is important that the project be in PDE prior to the effective date of any referendum legislation so the district could complete the Eyer project. Mr. Felder said his firm is prepared to submit PLANCON A & B before the end of June. Mr. Robert asked if special ed classes were in the enrollment of 2546. Mr. Felder said special ed is above the capacity. Mr. Felder indicated that there are 6 classrooms designated for Eyer. Mr. DeHaan said he would not have any problem approving the enrollment projections. Ms. Gannon said she would approve the projections but was concerned that the district was overbuilding. Mr. Earnshaw asked that the last sentence be removed from the report. Mr. Felder indicated he would remove the sentence.

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

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

5. Building Program Update – Bob Dickman, Owner's Representative, URS

Dr. Morgan introduced Mr. Dickman who has been working with the district throughout the building programs that have been completed and the new projects that are currently under construction. Through the use of slides, Mr. Dickman reviewed the individual projects. He reported that the roofer would begin completion of roofing on EHS in June. The site contractor will make a clean connection from the new driveway to Macungie Avenue. The general contractor must construct a small retaining wall on the south side of the addition and a larger retaining wall on the north side. In order to obtain the final Certificate of Occupancy for the addition, a general contractor must schedule an exterior Labor and Industry inspection. Referring to the Shoemaker School project, Mr. Dickman said the Kindergarten play area that was scheduled to be completed in January will now be completed this summer. The lower level gym renovations were completed in mid-February. The administration addition will be completed ahead of schedule and the Library and Multipurpose room will begin in June and is scheduled to be completed in early October. New classrooms and pod areas will begin in June and are scheduled to be completed in August. The Lower Level offices began ahead of schedule and the district will occupy them in August instead of December. The classrooms and pod areas will begin in June and be completed in December. Referring to the Alburdis School project, Mr. Dickman said that there was lost time in the winter months but the project remains on track. The completion date for Alburdis is August 16, 2004. Ms. Fuller asked how the district recovered the 17 days. Mr. Dickman explained that more workers were added to bring the project up to date. She also asked about the complaints from residents about mud on the streets. Mr. Dickman said they have taken measures to clean up the mud by using street sweepers and stones. He added that with the lack of rain they are now dealing with dust. Mr. Earnshaw asked about the Shoemaker schedule and the problems with the Alburdis Borough Council. Mr. Dickman responded that the Shoemaker project is doing well. There had been a problem with the plumbing contractor at the Alburdis School project that got some press but that was resolved.

6. Athletic Fields Project – Dennis Ramella, Athletic Director

1. Fields – Artificial Turf-Tabled at May 10, 2004 Meeting

Motion by Ballard, Seconded by Robert

RESOLVED, That the East Penn Board of School Directors remove the motion regarding artificial turf from the table.

This motion was unanimously adopted by voice vote.

Dr. Morgan indicated that she had met with Mr. Reigal, Mr. Carl, and Mr. Ramella and they had updated the cash flow chart and the revision of priorities for the fields. Mr. Reigal indicated that Eyer was not included in the chart because it would be funded from future bond issues. The funds (\$36,252,546) for the projects listed on the chart are all in place. Mr. Ramella reported that the first priority is the multi-sport stadium that requires the installation of artificial turf and stadium fencing. The Wescosville baseball field is the second priority but the lights have been removed. It also eliminates the concerns about approval for Church Lane. At Eyer the fields are already there and they are waiting for a decision on the Eyer project. The Shoemaker softball field is being held up by the archaeological studies. The fields at Lower Macungie MS have been completed, except for the baseball field. The all-weather track has not been funded. Referring to the cash flow chart, Mr. Reigal indicated that the lights for the Wescosville fields have been removed for \$250,000; the quality of playing surfaces for Wescosville have been reduced for \$10,000; the lights at Eyer for both fields have been eliminated for \$250,000; the tennis courts for \$150,000 have been eliminated; and the lights for the tennis courts for another \$100,000. If the changes are balanced with the request for the artificial turf, then there is \$19,000 needed to complete the turf. If the \$19,000 is not saved, then it could be removed from the Capital Reserve Fund. Mr. Robert requested that when an item such as the tennis courts at Eyer is eliminated then why are the funds still carried in the chart. Mr. Reigal said when that was addressed it was determined that the tennis courts could be used for the community. Mr. Ballard asked that the soccer field not be referred to as a stadium that may give the wrong impression. Mr. Ballard also commented on the legal agreement with the Borough for the use of Community Park fields. Mr. Ballard said he wanted reassurances that the projects did not creep back into the plan. Mr. Ballard said he could support the installation of artificial turf because of the reduction in maintenance costs and injuries, the multi-uses for the fields, and the scaling back of other projects. He stated that he wanted to make it clear that all the projects that were eliminated to provide the funds will not show up again. Mrs. Thompson asked about scheduling a number of activities for the turf field. Mr. Ramella indicated that it is something that can be accomplished by working with the coaches and it does require compromises. Mrs. Thompson felt that having the games on campus would be nice and Mr. Ramella said it would also increase attendance. Mr. Earnshaw asked about the grading and seeding that has been done on the field. Mr. Carl said the contracted work has been completed. Mr. Carl said the seeding had to be done to stabilize the ground in place. Ms. Fuller asked if there will be further engineering costs. Mr. Carl responded that basically the contract with Liberty Engineering will be completed with the fields that are in place but, with the elimination of other projects, the contract is still in place as well as the engineering funds. Mr. Richwine said he would not support the motion because all his questions had been answered; however, he did support the concept of having an artificial turf field. He also questioned what was being accomplished with the motion. Mr. Roberts said he had asked if the artificial turf should be in the stadium and was the size of the bleachers ample for the size of the crowds that attend the other types of events. Mr. Ramella said it was sufficient for soccer and there was the possibility of bringing in portable bleachers. It was ascertained through Mr. Ramella that the only event that would not have enough seating would be a band competition. Mr. Ramella also clarified that the only reason a band competition would use the turf is when the track in the stadium would be flooded and it would

be impossible to have a competition. This provides an alternative and the competition would go on schedule. Mr. Robert asked if everything that the district has would fit on the field. Mr. Ramella said the sports that are currently on the Eyer field would be moved to the field on the Macungie School Campus. In response to a question from Mr. Robert, Mr. Ramella said if the district wants to create a situation where all fields in the Borough of Emmaus are vacated, the Wescosville fields could be upgraded to scholastic fields. Mr. Ramella felt that the program was in a good place even if Lacrosse is added. Ms. Gannon asked about putting turf in the football stadium. Mr. Ramella said it was discussed but he did not support it because the whole project would have to be done at once, and the bleachers and light standards would have to be moved. He estimated to move the bleachers would be around one million dollars. He also felt that football should be played on natural turf. Ms. Fuller asked when the artificial turf would be ready for play. Mr. Ramella said the field should be ready by late October and definitely will be ready for the spring sports. Mr. Ballard said that there is still the bidding process and then the final approval, noting there are other opportunities to stop the project if the costs increase. Mr. DeHaan asked if the Baseball Boosters knew the lights were being eliminated. Mr. Ramella responded that he had not had a conversation with them. Mr. DeHaan pointed out that the Boosters would probably be unhappy while the residents of Brookside Villa will be happy. Mr. DeHaan cautioned against thinking the lights may never come back to the Board since the Boosters may raise funds or look for sponsors for the lights. Mr. DeHaan said he would support both the artificial turf and the lights since the community would get a great deal of use and the district should have this type of a facility.

Motion by Ballard, Seconded by Robert
 RESOLVED, That the East Penn Board of School Directors approve the artificial turf multi-sports field at Emmaus High School and that this project be added to the Five-Year Capital Plan; and,

be it further'

RESOLVED, That the Board of School Directors authorize the administration to submit all documents requiring approval from state and local agencies and authorize the appropriate personnel to sign the documents.

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

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

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

1. Personnel

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

Resignations/Retirement

Kristin Dremock, Teacher Aide, Wescosville School, effective immediately (Exhibit 1)
 Barbara Poling, Teacher Aide, Wescosville School, effective immediately (Exhibit 2)
 David C. Wentz, Custodian at Lincoln School, effective August 4, 2004 (Exhibit 3)

Teacher Aide Appointments

Name	Assignment	Salary
Susan Klingman 4177 Ford Drive, Emmaus	Teacher Aide, Alburtis School Vacancy created by R. Cameron resignation.	\$10.30/hour 12.5 hrs/wk.
Barbara Philips 3193 Sequoia Drive, Macungie	Teacher Aide (Hall Monitor), EHS (New Position)	\$10.30/hour 21.25 hrs/wk.

Mrs. Thompson sad she was glad that an additional hall monitor was being hired.

Instructional Support Assistant

Name	Assignment	Salary
Barbara Poling 1473 Dayspring Drive Wescosville	Wescosville School Vacancy created by resign. of A. Driscoll	\$11.25/hour 25 hrs/wk
Kristin Dremock 2520 Lantern Ct., Macungie	Wescosville School Vacancy created by resign. of G. Greenawalt	\$11.25/hour 25 hrs/wk.

Additions to the 2003-04 List of Per Diem Substitutes

Lori King, Elementary/Special Education Gayle Wagner, Food Services Department

Temporary Professional Appointment

Name/Address: Kimberly Barnes
322 West Second Street, Alburtis 18011
Education Level: B. S. Degree (1999)
M. S. Degree (2001)
Undergraduate: James Madison University
Wilkes University
Indiana University
Assignment: Speech/Language
Vacancy due to the resignation of K. Smith
Effective: August 30, 2004
Certification: Instructional I, Speech/Language Impaired,
Ment and/or Phys Handicapped
Experience: 1/02-Present: Bucks County IU
Salary: \$47,900 (Step D, Year 4, Col. M +24)

Request for General Leave of Absence

Employee: Irene Opilla
Effective: May 18-June 17, 2004
Reference: Board Policy 539, General Leave of Absence

Educational Conferences (Exhibit 4)

That the East Penn Board of School Directors approve the expenses for the individuals attending the educational conferences listed on Exhibit 4.

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

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

Informational

- Update on May 18 Take Back Our Children Meeting

Mr. DeHaan reported that the TBOC Task Force met on May 18 and had 218 members of the community and staff were in attendance. The district recommended five task forces and the group broke into those task groups. Dr. Torma presented the logic model that will be used in developing outcomes. He said the feedback that he received was very positive and productive. Each of the individual groups will be meeting at least once before the June 24 meeting where they will be reporting their progress. He said the largest amount of interest was in the Safe Schools Committee. This committee still had more input similar to the April 14 meeting. The other task groups actually started developing plans and had a lot of solid discussion around the table. The goal is to have an action plan in place by September. Dr. Morgan said the actions taken by each of the task groups will be on the website. Dr. Morgan said that she, too, had not heard any negative comments and she had spent time with two groups. One group was very engaged in discussing issues and differences of opinion were handled well.

- Next Meeting: June 24 – 7:00 p.m.-**Lower Macungie MS Auditorium**
- Administrative Reports (See exhibit section)

8. Other Educational Entities

-Lehigh Carbon Community College

1. East Penn Trustee Appointment

Motion by Robert, Seconded by Lucadamo
RESOLVED, That the East Penn Board of School Directors approve Joseph J. Lucadamo, 6389 Sauterne Drive, Macungie as East Penn's representative on the LCCC Board of Trustees for a term of office from July 1, 2004 through June 30, 2010.

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

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

-Carbon Lehigh Intermediate Unit

Terry E. Richwine

Mr. Richwine indicated he was not able to attend the IU Board Meeting that was held at the Youth Forestry Camp in White Haven. He reported on the IU Work Experience Program that provides an opportunity for students to work in various local establishments, such as Trexler Game Preserve, Old Country Buffet, Radio Station WZZO, Blue Mountain Candle Shop, and several other locations.

-Lehigh Career & Technical Institute

Ann Thompson
Francee Fuller
Terry Richwine
Samuel F. Rhodes, III (alt.)

Mrs. Thompson reported that LCTI had received approval for a Mandate Waiver for the addition of a Conference Center and Lab. This addition could have resulted in having to go out on bid. The JOC also recognized the outstanding Co-Op students who also explained about their employment. Mrs. Thompson reported on the Joint Coordinating Committee meeting where there was a presentation from Jacqueline Sham who talked about students who are unable to read high school or college textbooks. Dr. Morgan indicated that several staff members have been involved in the Reading Apprenticeship Program during the past two years. She felt it was a very good program. Mrs. Thompson noted that LCCC is building a Health/Science Center and Lehigh Valley Hospital will be a partner in this activity. She reported that health care is the largest employer in the Lehigh Valley and there is a real need for a training facility. Dr. Morgan said it has come up several times about whether LCTI students could participate in any of the building projects in East Penn. Mr. Carl is meeting with some of the people from LCTI this week to see if there are any parts of the upcoming projects in which they could participate. Mr. DeHaan announced that the Board has received the LCTI budget and the Board would be voting on it at the next meeting.

9. Facilities

- 1. Certificate of Substantial Completion – Emmaus HS/Lower Macungie MS Athletic Field

Motion by Robert, Seconded by Ballard

RESOLVED, That the East Penn Board of School Directors approve the Certificate of Substantial Completion with Kurtz Brothers, Inc., Clearfield, PA for the Emmaus High School furniture and installation of Building L; and,

be it further,

RESOLVED, That the East Penn Board of School Directors approve substantial completion for the Emmaus High School and Lower Macungie Middle School Athletic Field Alterations with Grade Industries, Inc., P. O. Box 21777, Lehigh Valley, PA.

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

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

10. Legislative

Charles H. Ballard

Mr. Ballard reported that both the Philadelphia and Pittsburgh papers stated that a deal has been struck on the gambling issue and the only thing holding up the process was reducing it to writing. There appears to be agreement on the legalizing of slot machines in Pennsylvania. He also noted that there is a rumor that referendum is part of the package. He reported that taxpayers would receive far less in property tax relief. with the average saving being about \$217 in East Penn. He explained the implications of inflation in relation to increases in the student population and the impact of referendum in Pennsylvania. He again urged board members to contact legislators about referendum. The Legislature is currently in budget discussions. The Accountability Block Grant program's line item has been increased to the governor's proposed \$250 million dollars. Mr. Ballard reviewed proposed bills dealing with school improvement, professional development plans, and technical assistance for school districts not meeting performance targets. The State Board has revised professional certification regulations and will be moving through the regulatory review process. The State Board did not take any action on Chapter 4. He reported on a recent court case that states the full faith and credit provisions of the School Code are not enforceable for disciplinary actions that do not take place in a school district. If a student is disciplined in a school district and then enrolls in another district, the district cannot take any disciplinary against the student for the offence he committed in the previous district. Mrs. Thompson suggested that the district supply information to Tax Collectors about referendum and tax increases. Mr. Reigal felt confident something could be worked out to provide this information. Mr. Richwine commented on the Opinion Page of the Morning Call and taxation without representation, adding that board members are elected representatives.

11. Policy

- 1. First Reading: Board Policy 609, Investment of District Funds (Exhibit 5)

Mr. Reigal explained that the company that was hired to review the investment policies has suggested the changes to the policy that is currently in place. In answer to a question raised by Mr. Ballard, Mr. Robert indicated that

Sarpene Oxley only refers to publicly held companies. Solicitor Fisher said he would review it. Mrs. Thompson commented on Page 3, Section 6 that covers any changes in the School Code. Mr. Robert questioned why the longer list of policies was not included. Board Secretary Cecilia Birdsell responded that she removed the lengthy list.

2. Review – Current Policy
 - ✓ Use of School Facilities
 - ✓ Attendance

12. Board Operations

1. 2004-05 Budget Update

Dr. Morgan and Mr. Reigal said that they are continuing to watch and monitor the budget. Mr. Reigal said it was clear that the district would not be getting Title I funding but he also did not include it in the budget. Dr. Ziolkowski has been notified that the district may be receiving \$90,000 from ACCESS funding rather than \$45,000. They are planning to send something out before the next Board Meeting in case the Board would want to do something at the June 14 meeting. Mr. Earnshaw and Mr. Ballard indicated they would not be present for the June 14; Ms. Gannon indicated she would not be present for the June 28 meeting. Mr. Reigal said if the Board waits until the June 28 meeting to adopt the budget the tax bills would be sent out two weeks later. It might mean a slight adjustment to the district's cash flow. Mr. Ballard said the district might want to wait until June 28 to see if there is referendum legislation.

2. Senior Citizens Tax Rebate Program

Motion by Robert, Seconded 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 the 2004-05 property taxes that exceed \$500 and be limited to a maximum rebate of \$500.

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

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

Mr. Robert indicated that he thought there might be some improvements to the program. Solicitor Fisher expressed concern about increases that go beyond what is legislated. The State Constitution authorizes the Legislature to establish classes of person who may deserve special tax consideration. He emphasized that the Legislature adopted the Senior Citizens Rebate Program and the standards that are applicable. It was his opinion that it is only the Legislature that can adopt the standards and for the district to go beyond those standards would be unconstitutional. Mr. Robert asked if it was the income levels. Solicitor Fisher responded that anything in the legislation, including the income levels, would be involved. The district has adopted the same the schedule that state uses. Solicitor Fisher said this is clearly an action left exclusively for the state legislature. There are other districts that feel even having the rebate program is unconstitutional. Mr. Robert continued the questioning about raising the benefit for residents. Mr. Reigal said there are 98 people who got the maximum \$500. He estimated that there were less than 15 people who got the full 100%. Mr. Robert continued to support raising the limits. Mrs. Thompson asked if senior citizens are aware of the program both locally and at the state level. Mr. Reigal said the Tax Collectors have the forms. Mr. Earnshaw said it is a limited class of people who qualify. He asked if the state changes the incomes. Mr. Reigal said a major change was made by the state about five years ago to make more people eligible. Mr. Earnshaw suggested that seniors lobby their legislators. Pensions are included for this purpose.

3. 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.

Treasurer's Report

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

Appointment of Auditor

RESOLVED, That the East Penn School Directors appoint the audit firm of

Hutchinson, Gorman & Freeh to audit the records of the East Penn School District for the year ended June 30, 2004 at a fee of 25,250, with a single audit fee of \$2,700, if necessary, per their letter of engagement dated March 18, 2004.

Mr. Richwine said the district has had clean audits for as long as he could remember in the event there are questions.

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

RESOLVED, That Mr. Gary E. Reigal be appointed as Treasurer; that the Term of office shall be for one year, July 1, 2004 to June 30, 2005; 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.

Mr. Earnshaw thanked Mr. Reigal for the fine job he is doing as Treasurer and he appreciated his diligence on the Board's behalf.

Designation of 2004-05 Depositories

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 2004-05 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:

M & T Bank
Lafayette/Ambassador Bank (Fulton Financial)
PA Treasury/Invest
PA Local Government Investment Trust
East Penn Bank
Wachovia Bank
PA Liquid Asset Fund
First Start Savings Bank

Earned Income Tax Commission

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, 2004 through June 30, 2005:

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

Earned Income Tax Officer Bonds

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 Alburdis
Kerstin Paey, 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

Trainer Services Agreements

RESOLVED, That the East Penn Board of School Directors approve the renewal of the following Trainer Services Agreements with Orthopedic Associates of Allentown Sports Medicine Institute:

Middle School trainer Agreement:

2004-05 Year	\$21,250
2005-06 Year	\$22,000
2006-07 Year	\$22,500

High School Trainer Agreements:

2004-05 Year	\$45,800
2005-06 Year	\$47,400
2006-07 Year	\$48,800

Note: the District Solicitor has reviewed these contracts.

Construction Fund Payments – Exhibit 6

RESOLVED, That the East Penn Board of School Directors authorize payment from the appropriate Construction Funds as indicated on Exhibit 6.

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

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

4

Ratification of Collective Bargaining Agreement with Secretarial/Aide Employees

Motion by Thompson, Seconded by Earnshaw

RESOLVED, That the East Penn Board of School Directors approve the tentative Collective Bargaining Agreement with the Secretarial and Aide Employees, subject to the solicitor's approval and authorize the appropriate personnel to affix their signatures thereto.

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

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

13. Announcements

Monday, May 24	6:30 p.m.-Board Tour of new wing of EHS (Video Conferencing Room) 7:30 p.m.-Board Room, Board Meeting
Tuesday, May 25	7:30 p.m.-LMMS Spring Band Concert, Auditorium
Wednesday, May 26	7:00 p.m.-Open House-Lincoln, Kings Highway
Wednesday, May 26	7:00 p.m.-EHS Black Box Improv Night
Thursday, May 27	7:00 p.m.-Open House, Wescosville School 7:00 p.m.-Macungie Elementary Spring Concert

Friday, May 28 4:00 p.m.-Macungie Elementary School Festival
7:00 p.m.-Esquires Concert in the Park, Macungie Park

Tuesday, June 1 3:00 p.m.-Eyer Picture Framing Ceremony

June 2 Academic Senior Awards Program
Thursday, June 3 7:00 p.m.-EHS Art Show, Cafeteria I
Friday, June 4 7:30 p.m.-Chamber Harmony Spring Concert
5:00-8:00 p.m.-Jefferson Spring Celebration

14. Adjourn

There being no further business to come before the Board, the meeting was adjourned, upon motion, at 10:05 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, S. Rhodes, T. Richwine, M. Robert, A. Thompson
Board Members Absent: C. H. Ballard, A. Earnshaw
Board Solicitor: Marc S. Fisher, Esq., Worth, Magee & Fisher
Board Treasurer: Gary Reigal
Board Secretary: Cecilia R. Birdsell
Superintendent of Schools: Alrita L. Morgan, Ph.D.
Press Present: Randy Kraft, Morning Call Reporter
Peggy Himinitz, East Penn Press Reporter

2. Requests to Address the Board-None

3. Approval of Minutes

Motion by Rhodes, Seconded by Robert
RESOLVED, That the East Penn Board of School Directors approve the minutes for the May 24, 2004 meeting.

This resolution was unanimously adopted by voice vote.

4. Student/Staff Recognition

American Computer Science League

Carlen Blackstone, Advisor, relayed the background of the American Computer League over the past 24 years and the progress that has been made by the group. She indicated that the League has been taken over primarily by Math and Science Magnet Schools and by private academies. Emmaus High School is one of a few public high schools that compete. The contest requires students to write generalized solutions to specific problems that are very challenging. Ms. Blackstone noted that she had talked to Dr. Morgan about hosting the competition at Emmaus High School next year. There would be about 450-500 students and advisors from around the world. Emmaus HS placed second in the contest to a team from Croatia. Mr. DeHaan and Dr. Morgan presented certificates to the following students:

Brad Bortree	Stuart Glaser, Absent
Piotr Fidkowski	Steven Troxell, Absent
Chris Hinnerschietz	Michael Kunkel, Absent
Matt Prockup	
Yan Zhang	
Adam Hallowell	
Tom Johnson	
Carlen Blackstone, Advisor	
Mei-Ling Blackstone, Mascot	

Each person received a round of applause from the Board and the audience. Ms. Blackstone said the only thing wrong was that there were no girls represented but she hoped that would change over the next few years.

John Hartzog – Eyer MS, Mathematics Teacher

Dr. Morgan and Mr. DeHaan presented a certificate to John Hartzog recognizing him as a 2004 DisneyHand Teacher Awards Honoree. Mr. Hartzog said he was proud to represent his hometown of Weatherly and the East Penn School District. Over 150,000 people were nominated and only 39 teachers were selected as an honoree. He will be flying to California to Disneyland on July 22 to participate in an Awards Gala on July 25. He thanked the Board for the training and internships from the early days of Open Space/Concept, Project PROCEED, and other activities. The honorees will also be selecting the Elementary Teacher of the Year; Middle School Teacher of the Year; High School Teacher of the Year; and Outstanding Teacher of the Year. In October, John and his principal will be attending a workshop/seminar to share their creative teaching practices. There are also professional development opportunities. Dr. Morgan congratulated John and indicated he will be bringing his training back to East Penn. Mr. Hartzog received a round of applause from the Board and the audience.

5. SGA Report – Mark DiCristafaro

Mr. DeHaan noted that this would be the last meeting for Mark, adding that he brought a new dimension to the role with his reporting style and video. Mr. DiCristafaro said he had enjoyed the experience and reported on the end of year activities – Ice Cream Social, Final Rival Games, and Senior Final Fling. He complimented the committee members

for their dedication and originality. Junior Jamie Jermany did an incredible job of running the activities. He thanked Mrs. Drake for hosting the Final Fling at Eyer Middle School. The Homecoming Committee and the Freshman Orientation Committee have also been appointed for next year and will be meeting over the summer to plan the activities. He acknowledged the Fitness Team and Coach George Gibb, for their fourth year of placing first. The newly elected SGA Officers were introduced: Jamie Jermany, President; Alex Ohlman, Vice President; Brooke Patterson, Junior Vice President; Christina Ventruska, Secretary; and Matt Hollander, Treasurer. Neil Smartschan is the Director of Communications for next year. SGA will also have a permanent place on the Jefferson Committee. He introduced Brooke Patterson who will be serving as the SGA Representative to the Board. Mr. DiCristaro indicated that over the last two years SGA has been totally revamped and thanked the students and administration for their support. His experience as a Board representative has allowed him to make a difference in his school and he thanked the Board for their support. He indicated that the SGA is now powerful and influential. He said he would now move on to new endeavors. Mark received a round of applause and a certificate recognizing his service. Mr. DeHaan encouraged students to also participate in the Take Back Our Children initiative and invited them to attend the June 24 meeting being held at 7:00 p.m. in the Lower Macungie Middle School.

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

1. Personnel

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

Resignations

- Kathryn Barnes, Speech Teacher, effective immediately (Exhibit 1)
- Shelley Miller, Mathematics Teacher at LMMS, effective June 18, 2004 (Exhibit 2)
- Sharon Zimmerman, Special Education Teacher at Eyer MS, effective June 18, 2004 (Exhibit 3)
- Diane Amelio, Teacher Aide at LMMS, effective May 21, 2004 (Exhibit 4)
- Jenny Duckworth, Teacher Aide at EHS, effective June 10, 2004 (Exhibit 5)
- Adrienne Maiatico, Teacher Aide at EHS, effective June 18, 2004 (Exhibit 6)

Awarding Tenure

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

Nicole Stanchock Special Education Lower Macungie MS

Professional Employee Appointment

Name/Address: Andrea Edmonds
422 Pine Street, Tamaqua 18252
Educational Level: B. S. Degree (2000)
Undergraduate School: Kutztown University
Graduate School: Wilkes University (graduate work)
Certification: Instructional I, Elementary, Ment and/or Phys Hand.
Assignment: Special Education, Emmaus HS
Vacancy created by resignation of D. Hibshman
Effective: To be Determined
Experience: 8/00-Present: Northern Lehigh SD
Salary: \$39,500 (Step D, Year 4, Col. B)

Requests for General Leave of Absence

Employee: Erica Coverly
Elementary Teacher, Macungie School
Effective: 2004-05 School Year
Reference: Board Policy 439, General Leave

Employee: Karen Caiati
Elementary Teacher
Effective: 2004-05 School Year
Reference: Board Policy 439, General Leave

Temporary Professional Employee Appointments

Name/Address: Stephanie Morgan Schwab
238 South Madison Street, Allentown 18102
Education Level: B. A. Degree (2001)
Undergraduate School: Bucknell University
Graduate School: Wilkes University
Certification: Instructional I, Mathematics
Assignment: Mathematics (PSSA Remediation), Emmaus HS
New Position (Approved in 2003-04 Budget)
Effective: August 30, 2004
Experience: 8/01-Present: Allentown SD
Salary: \$40,000 (Step D, Year 4, Col. B)

Name/Address: Janelle Zechman
1301 Mickley Road, Whitehall 18052
Education Level: B. S. Degree (2003)
Undergraduate School: Kutztown University
Certification: Instructional I, Elementary/Ment and/or Phys. Hand)
Assignment: Grade 4, Wescosville School
M. Ritenour retirement and subsequent transfers
Effective: August 30, 2004
Experience: 9/03-Present: East Penn SD
Salary: \$39,000 (Step B, Year 2, Col. B)

Full Time Substitute Teacher Appointments

Name/Address: Heather Herman
533 Sixth Avenue, Bethlehem 18018
Education Level: B.F.A. Degree (1994)
B. S. Degree (2003)
Undergraduate School: Kutztown University
Graduate School: Penn State University
Certification: Instructional I, Elementary
Assignment: Grade 3, Wescosville School
S. Rose leave as per collective bargaining agreement
Effective: August 30, 2004
Experience: 9/03-10/03: Parkland/Bethlehem School Districts
10/03-Present: East Penn SD
Salary: \$39,000 (Step B, Year 2, Col. B)

Name/Address: Crystal Miller
1398 Walnut Lane, Macungie 18062
Education Level: B. S. Degree (2003)
Undergraduate School: Kutztown University
Certification: Instructional I, Elementary/Special Education N-12
Assignment: Alburtis School, Learning Support
N. Allen leave as per collective bargaining agreement
Effective: August 30, 2004
Experience: 3/03-Present: East Penn SD (per diem substitute)
Salary: \$38,500 (Step A, Year 1, Col. B)

Name/Address: Kiera Werner
1650 Cross Lane, Bethlehem 18015
Education Level: B. S. Degree (1980)
M. A. Degree (2003)
Undergraduate School: Penn State University
Graduate School: Marygrove College
Certification: Instructional I, Elementary
Assignment: Kindergarten, Lower Macungie Elementary School
E. Coverly General Leave
Effective: August 30, 2004
Experience: 2000-01: Michigan
9/03-Present: East Penn SD
Salary: \$39,000 (Step B, Year 2, Col. B)

Name/Address: Laurie Hillanbrand

575 N. Sixth Street, Emmaus 18049
 Education Level: B. S. Degree (1984)
 Undergraduate School: Penn State University
 Certification: Instructional I, Elementary
 Assignment: Grade 2, Kings Highway School
 Opening created by M. Mang leave.
 Experience: 9/84-3/86 & 9/97-6/01: Allentown, East Penn
 11/01-6/02: East Penn SD
 Salary: \$39,000, Step B, Year 2, Col. B)

Temporary Summer Employees – Information Technology Department

William Burroughs, New \$6.50/hour for new employees
 Jeff Dowgala, New \$7.00/hour for returning employees

Thomas Johnson, Returning
 Michael Stewart, Returning
 H. Lee Lichtenwalner, Returning
 Abraham Lichtenwalner, Returning

Educational Conferences – Exhibit 7

That the East Penn Board of School Directors approve the expenses for the individuals attending the educational conferences listed on Exhibit 7.

Informational

2004-05 Transfers – Informational

Employee	From	To
Deborah Barlup	Grade 1, LME	Grade 1, Alburdis
Meta Binder	Grade 2, KH	Grade 2, Alburdis
Sue Porembo	Grade 2, LME	Grade 2, Alburdis
Sean Finnegan	Grade 5, Shoemaker	Grade 5, Alburdis
Christine Gogel	Grade 5, Shoemaker	Grade 5, Alburdis
Susan Noack	Grade 5, Lincoln	Grade 5, Alburdis
Robert Torpey	ES, Spec. Ed. Jefferson	Grade 5, Lincoln
John Gallagher	Social Studies, Eyer MS	Social Studies, EHS
Carole Banko	Grade 1, Jefferson	Grade 4, Wescosville
Sue Smith	Music, EHS	Music, Wescosville
Rita Cortez	Music, LMMS	Music, EHS
Barbara Ahner	Learn. Support, Lincoln	Learn. Support, Alburdis
Deb Kaplan	PT Learn. Support, Macungie	PT Learn. Support, LMMS
Nicole Allen	Learn. Support, Shoemaker	Learn. Support, Alburdis
Katie Boligitz	Learn. Support, Shoemaker	Learn. Support, Macungie
Ron Karboski	Learn. Support, LMMS	Emotional Support, Jefferson
Linda Dunnette	Learn. Support, Eyer MS	Learn. Support, Lincoln
David Domchek	Emotional Support, EHS	PT Learn. Support, Eyer MS

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

2. Class of 2004-Exhibit 8

Motion by DeHaan, Seconded by Gannon
 That the East Penn Board of School Directors approve the list of students in the Class of 2004 for graduation.

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

Absent: Ballard, Earnshaw-----2

7. Facilities

1. Approval of Electrical Work – Eyer MS Modulars

Motion by Robert, Seconded by Gannon

RESOLVED, That the East Penn Board of School Directors approve the electrical work for the modular classrooms at Eyer MS with Wind Gap Electric, Inc., 125 West Seventh Street, Wind Gap, PA at the bid cost of \$33,700.00

Floor Repairs and Replacement – Macungie School

RESOLVED, That the East Penn Board of School Directors approve the floor repairs and replacement for Macungie School with Cope Floor & Wall Coverings, 302 Sumner Avenue, Allentown, PA at the bid cost of \$12,500.00.

Electrical Service for Macungie School

RESOLVED, That the East Penn Board of School Directors approve the new electric service work for the Macungie School with Thomas L. Hoffman Company, Inc., 635 E. Westminster Street, Allentown, PA at the bid cost \$42,142.00.

Renovations to Existing Boiler Room for Macungie School

RESOLVED, That the East Penn Board of School Directors approve the Macungie School renovations to existing boiler room with Worth & Company Inc., 6263 Kellers Church Road, Pipersville, PA at the bid cost of \$306,816.00.

Subsurface Investigation – Eyer MS – Exhibit 9

RESOLVED, That the East Penn Board of School Directors approve the Eyer Middle School subsurface Investigation with Philip C. Kitlinski, PE, Geotechnical Engineering, 158 Sweetbriar Lane, Halifax, PA at the cost of not to exceed \$24,490.

Note: This work is required for development of design for Eyer MS.

Dr. Morgan indicated that these are capital budget projects and have been discussed at previous meetings. Mr. Robert said he thought only the burners were being replaced at Macungie School. Dr. Morgan and Mr. Carl ascertained that it was the whole boiler.

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

Aye: DeHaan, Fuller, Gannon, Rhodes, Richwine, Robert, Thompson-----7

Absent: Ballard, Earnshaw-----2

6. Informational

The East Penn School District has received approve from the PA Department of Education for the following Plancon Documents:

-PLANCON PART H: PROJECT FINANCING, Alburts School (Exhibit 10)

-PLANCON PART H: PROJECT FINANCING, Shoemaker School Additions/Renovations (Exhibit 11)

8. Other Educational Entities

-Carbon Lehigh Intermediate Unit

Terry E. Richwine

Mr. Richwine indicated that the Board of Directors had not met since the last meeting.

-Lehigh County Career & Technical Institute Ann Thompson

Francee Fuller
Terry E. Richwine
Samuel F. Rhodes (alt.)

1. Approval of 2004-05 LCTI Budget

Motion by Thompson, Seconded by Richwine
RESOLVED, That the East Penn Board of School Directors approve the LCTI 2004-05 Budget.

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

Mrs. Thompson reported that students who had received various awards were introduced. The Emmaus HS students recognized were Christian Bevin, Culinary Arts; Sylvana DeLa Cruz, Public Speaking/Free Enterprise Written Test; Samantha Lagler, Front of the House; Shannon Mondovich, Baking; Sara Rice and Ashley Schwartz for Illustrated Talk; and Sean Marsh received the Elmer Gates Award. Board members who were acknowledged for perfect attendance were Terry Richwine and Ann Thompson. Two members from the Parkland Board, Bob Bold and Jay Kennedy, and Bill Miracle from Southern Lehigh were also recognized. Mrs. Thompson noted that she is in charge of the Policy Committee; Mr. Richwine is the Treasurer; Ms. Fuller is the Vice President of the Joint Operating Committee. She commented on the ISO-9001 program and its re-certification.

9. Policy

1. Interim Reading: Board Policy 609, Investment of District Funds (Exhibit 12)

Mr. Reigal indicated the policy is a result of the work completed by the consultant who was hired to review investment practices.

2. Board Policies Under Review or Development

- Use of Facilities
- Highly Qualified Teachers
- Migrant Workers
- Board Communications
- Supplemental Discipline Records
- Employment of Professional Employees
- Homeless Students
- Title I Parent Involvement
- Attendance

10. Business Operations

Mr. DeHaan reported that an Exit Audit with the state auditors had been conducted this morning. He said that the auditors found no problems with the many reports and procedures in the district and were extremely pleased with all the people with whom they had interacted over the four month audit. Mr. DeHaan said that on behalf of the Board he would like to congratulate everyone for the quality work that is being done in the district.

1. Bid Opening Reports (Exhibit 13)

2. Bill List Approval

Motion by Robert, Seconded by Gannon
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.

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 nay 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; nonprofit fire, rescue, or ambulance company, and any nonprofit corporation operating a charitable hospital; and,

be it further

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 the 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.

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 request authorization to participate in purchase contracts of the Carbon Lehigh Intermediate Unit, Lehigh Career and Technical Institute, PENCON AND PEPPM_and Joint Purchasing Authorization PA Education Joint Purchasing Council.

Construction/Special Fund Disbursements (Exhibit 14)

RESOLVED, That the East Penn Board of School Directors authorize payment from the appropriate construction funds as indicated on Exhibit 14.

Budgetary Transfers (Exhibit 15)

RESOLVED, That the East Penn Board of School Directors authorize the list of General Fund Budget Transfers as listed on Exhibit 15.

Bid Awards (Exhibit 16 & 17)

RESOLVED, That the East Penn Board of School Directors award the contracts for the following items to the successful bidders:

Alburtis School – Maintenance Equipment
Athletic Supplies

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

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

8. 2004-05 Budget Update

Mr. Reigal updated the Board on the latest changes to the tentative budget. He indicated that there had been minor changes. The positions that were requested are definitely needed and will remain a priority. At the state level, he reported that the state is looking at different scenarios and there was some kind of resolution passed that if the state budget is not adopted, school districts will receive the basic

education subsidy at last year's level. Mr. Reigal concluded the Board could entertain adopting a budget this evening or on June 28. Mr. DeHaan said the district has gone beyond the 30 day limit, noting the budget must be passed at the June 28 meeting. Ms. Fuller said there was a personnel request for a social worker at the high school. She said she wanted it to move into Priority 1. Dr. Morgan said with the addition of the behavioral specialist they would see what kind of difference that would make before pursuing the social worker. The school psychologist position was not filled last year. The district is going with additional services and will monitor the results. Mrs. Thompson presented the following motion to approve a 1.5 mill increase:

Motion by Thompson, Seconded by Gannon
 RESOLVED, That the 2004-05 East Penn School District budget in the amount of \$83,111,490 be adopted with the following tax levies:

35.00 mills on the assessed valuation of real estate
 _% (.005) Act 511 Earned Income Tax
 1% Act 511 Real Estate Transfer Tax

Mr. Robert suggested the millage be amended to 35.00, instead of 35.06. Mrs. Thompson and Ms. Gannon agreed to the amendment. Mr. Richwine said he would not support the motion because revenues and expenditures have been running close and there has been a fairly health fund balance. Under the 2 mill increase, the revenue would be around 77 million dollars and expenditures around 83 million dollars plus the budget reserve. The 1.5 mill increase would run the district into a deficit that would affect the fund balance. He believed it was fiscally responsible to try to maintain as much of a fund balance as possible. He concluded that he would not support a 1.5 mill increase but he would support a 2 mill increase.

The motion failed based on the following roll call vote:
 Aye: DeHaan, Gannon, Robert, Thompson-----4
 Nay: Fuller, Rhodes, Richwine-----3
 Absent: Ballard, Earnshaw-----2

According to Section 508 of the Public School Code of 1949, five votes would be required to adopt the budget.

Mr. Robert presented the following compromise motion:

Motion by Robert, Seconded by Gannon
 RESOLVED, That the 2004-05 East Penn School District budget in the amount of \$83,111,490 be adopted with the following tax levies:

35.25 mills on the assessed valuation of real estate
 _% (.005) Act 511 Earned Income Tax
 1% Act 511 Real Estate Transfer Tax

Ms. Gannon indicated that she would be absent from the next board meeting and would not support a 2 mill increase. She said in the past the Board has been able to ride out the storm and the budgets approved had been conservative, yet provided appropriate funds without burdening the taxpayers. She was disappointed the Board would split on such a narrow position. Mr. Rhodes said he had no problems with the 1.5 mill budget but he was concerned about what the State Legislature is doing with referendum. He would like to have more time to get a feel about the direction. The only reason he would vote for a 2 mill increase is because the state legislature is putting the district in a position where the district needs to have funds available. Mr. Robert agreed that there are concerns with the direction of the state but the Board needs to keep in mind that 35 mills is a substantial tax. He suggested the compromise of 1.75 mill. Mr. Richwine mentioned that there are two members of the Board not present. He did not think the Board would be voting at this meeting. He thought it was unfair to vote before two board members had an opportunity to comment. Ms. Gannon said she would not be present at the next meeting and the vote could be deadlocked at 4-4. Mr. DeHaan said there was the conversation about the possibility of not having the vote but he could not prevent board members presenting a resolution. Mr. Reigal had completed the calculations and suggested that any balance could be put into the fund balance.

This resolution was defeated by the following roll call vote:
 Aye: DeHaan, Gannon, Robert, Thompson-----4
 Nay: Fuller, Rhodes, Richwine-----3
 Absent: Ballard, Earnshaw-----2

Mr. DeHaan asked if there was a number that the administration could print on the agenda for the next time. Mr. Rhodes and Mrs. Thompson suggested coming back with a 1.5 mill increase. Mr. Richwine asked what the protocol would be to re-introduce a motion. Solicitor Fisher said the prevailing side could introduce a motion.

11. Announcements

Monday, June 14	6:30 p.m.-CLEAR Session (Personnel, Negotiations, Real Estate) 7:30 p.m.-Board Room
Tuesday, June 15	7:30 p.m.-Academic Awards, EHS Auditorium
Wednesday, June 16	7:00 p.m.-Baccalaureate, EHS Gym
Thursday, June 17	6:30 p.m.-Graduation, Stabler Arena
Friday, June 18	Last student day
Thursday, June 24	Last teacher day
Monday, June 28	7:00 p.m.-Take Back Our Children Meeting, Auditorium, Lower Macungie Middle School 7:30 p.m.-Board Meeting

12. Adjourn

There being no further business to come before the Board, the meeting was adjourned, upon motion, at 8:40 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, A. Earnshaw, F. Fuller, S. Rhodes, T. Richwine, M. Robert, A. Thompson

Board Member Absent: E. Gannon

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

Board Treasurer: Gary Reigal

Board Secretary: Cecilia R. Birdsell

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

Press Present: Peggy Himinitz, East Penn Press Reporter
Randy Kraft, Morning Call Reporter

President DeHaan presented a plaque to Cecilia Birdsell, Board Secretary, acknowledging her 30 years of service to the district as of July 29. He noted that not only had Miss Birdsell been involved in district activities but also in the community through her service to the Emmaus Rotary Club, as the first female president, and with the Friends of the Emmaus Public Library as Vice President. She is also an active member of St. Ann's Church. He noted that she was President of the PSBA Board Secretary's organization and published several articles. She was named the 1995 recipient of the PSBA Board Secretary of the Year Award (nominated by the East Penn Board). She co-chaired the Celebration 2000 Committee. She worked full-time and went to Cedar Crest College part-time where she earned her Bachelor of Arts Degree. He concluded that "when all else fails then call Ceil." She received a round of applause.

2. Requests to Address the Board: None

3. Approval of Minutes

Motion by Thompson, Seconded by Robert

RESOLVED, That the East Penn Board of School Directors approve the minutes of the June 14, 2004 meeting.

This resolution was unanimously adopted by voice vote.

4. 2004-05 East Penn School District Budget

Mr. Reigal said the changes and minor adjustments were so small and did not impact the budget. He indicated that he had prepared information giving the Board various options.

Motion by Ballard, Seconded by Fuller

RESOLVED, That the East Penn Board of School Directors adopt the 2004-05 budget that was tentatively adopted on May 10, 2004 and revised; and,

be it further

RESOLVED, That the East Penn Board of School Directors, Lehigh County, Commonwealth of Pennsylvania, hereby authorize expenditures totaling \$83,378,808 as set forth therein; and,

be it further

RESOLVED, That the East Penn Board of School Directors levy a tax of 35.56 mills per dollar of assessed valuation on real estate, and the following taxes levied under Act 511:

A one-half (.05%) earned income tax; and,
A one-percent (1.0%) real estate transfer tax

Mr. Earnshaw said he had given this a lot of consideration and was not convinced that the Legislature would be acting on tax reform. While he did support a 2 mill increase for the tentative budget, he felt he could only support a 1.5 mill increase for the final budget. Mr. Ballard said there are new drafts of the Homeowner Tax Relief Act circulating and a number of features in the law will make it very difficult for school districts in future years. A number of the exemptions have been removed although ones dealing with new construction and retirement funding are being considered. Mr. Ballard reviewed options that require school districts to notify property owners by first-class mail to get homestead exemptions; send a second notice by January 1; and send a notice to property owners publicizing the existence of the program and deadlines following the application. Using the attached Referendum Update that he received at the PSBA meeting, Mr. Ballard highlighted some of the implementation procedures, back end referendum, back end structure and exceptions. Mr. Ballard pointed out that there is also language that states a district cannot expend public monies to fight for a referendum. It must be voluntary donations. He also added that a notice printed on the tax bills must include a statement that the reduction that they are seeing is courtesy of the General Assembly. He concluded that the only hope is that legislators not in favor of gambling vote against it. The caucuses are going to tell their members how to vote since legislators are being promised funds for their area. He asked board members to consider the referendum and remember what is on the agenda for the Five-Year Plan, cautioning that depleting the fund balance may not be wise. Mrs. Thompson said it is very important that the Board get the message out about raising taxes citing No Child Left Behind and the state government regulations and requirements that are not fully funded. She pointed out that other states fund education at the rate of 50% while Pennsylvania only funds around 33%. She suggested that a one-sheet explanation be provided to the tax collectors' offices that explained No Child Left Behind and the cost of health insurance and referendum as very complex topics for the average taxpayer. Mr. Richwine said it is possible but not desirable to not raise taxes because 75% of the fund balance would have to be used. The current motion of 2 mills used about one-third of the fund balance to cover. The Board is looking at the possibility of working with some dire numbers if referendum passes and more expenses for referendum. Based on comments by Mr. Brightbill, he felt there was no doubt that he was pushing for the destruction of public education. He indicated his support for 2 mills. Ms. Fuller said when taxes are raised on taxpayers the Board is also raising taxes on themselves. She felt board members had the advantage of knowing how the dollars are being spent and the wonderful things

that our tax dollars are doing. Ms. Fuller endorsed the 2 mill increase. Mr. Rhodes said the employee benefits are over 1 mill increase. He felt the Board had held the line but in the face of the state legislature's direction the least that he could do was to put the district on a fiscal standing to get it through the next year. He said he was perfectly willing to get the work done and make the decisions on what it is going to cost his community. However, if referendum came to pass, he would have to think very hard, as a director, if he wanted to keep being a "whipping boy" for the state legislature. He indicated his support for a 2 mill increase. Mr. DeHaan asked what would be the dollar difference between a 2 mill increase or a 1.5 mill increase. Mr. Reigal said the average assessment is \$65,204. For 1.5 mills the increase would be \$97.00; for a 2 mill increase it would be \$130. Mr. DeHaan indicated he would not support the 2 mill increase but would support a 1.5 increase. He did not feel that referendum would be approved. He commented on past history and how the fund balances appeared. He did not see the need for a 2 mill increase because of the fear of legislation. He would support a 1.5 mill increase. Mr. Ballard said the Board has done more for taxpayers in this district by having the rebate program, noting 270 residents have received over \$100,000 in rebates that were matched by the state. On the other hand, there is a growing student population and putting money aside for the construction projects is not an unconscionable thing to do. Mr. Earnshaw expressed his reservations about referendum passing. He asked about the district being limited by SAWW or index increases noting those fund balance deficits would be improved. He also added that he did not believe the district could continue to add new personnel at the rate of 1 million dollars per year. He indicated his support for a 1.5 mill increase.

The motion was defeated by the following roll call vote:

Nay: DeHaan, Earnshaw, Robert, Thompson-----
-----4
Aye: Ballard, Fuller, Rhodes, Richwine-----
-----4
Absent: Gannon-----
-----1

Motion by Earnshaw, Seconded by FRobert
RESOLVED, That the East Penn Board of School Directors adopt the 2004-05 budget that was tentatively adopted on May 10, 2004 and revised; and,

be it further

RESOLVED, That the East Penn Board of School Directors, Lehigh County, Commonwealth of Pennsylvania, hereby authorize expenditures totaling \$83,111,490 as set forth therein; and,

be it further

RESOLVED, That the East Penn Board of School Directors levy a tax of 35.00 mills per dollar of assessed valuation on real estate, and the following taxes levied under Act 511:

A one-half (.05%) earned income tax; and,
A one-percent (1.0%) real estate transfer tax

Mrs. Thompson reminded the Board that Ms. Gannon had indicated her support for a 1.5 mill increase at the last meeting. Mr. Robert asked for consideration of the following motion:

Motion by Robert, Seconded by Thompson
RESOLVED, That the Board of School Directors approve a 1.44 mill increase for a total budget of \$83,031,059.

Mr. Ballard felt the motion was fiscally irresponsible.

This motion was defeated by the following roll call vote:

Aye: DeHaan, Earnshaw, Robert, Thompson-----
-----4
Nay: Ballard, Fuller, Rhodes, Richwine-----
-----4
Absent: Gannon-----
-----1

Returning to the motion for a 1.5 mill increase, the motion was defeated by the following roll call vote:

Aye: DeHaan, Earnshaw, Robert, Thompson-----
-----4
Nay: Ballard, Fuller, Rhodes, Richwine-----
-----4
Absent: Gannon-----
-----1

Mr. DeHaan reminded the Board that they needed to take action by June 30. Mr. Ballard said that according to Act 48 of 2003 the Board had 15 days after the General Assembly passes the budget to approve the district's budget and suggested the Board could pass the budget at the July 12 meeting. Solicitor Fisher clarified that Act 48 was passed last year in answer to the debacle with the budget and he was not aware of any district that had passed on it. Mr. Robert pointed out that three board members would not be attending the next meeting so passing a budget would not be viable. Mr. DeHaan asked for another motion.

Motion by Richwine, Seconded by Fuller
RESOLVED, That the East Penn Board of School Directors adopt the 2004-05 budget that was tentatively adopted on May 10, 2004 and revised; and,

be it further

RESOLVED, That the East Penn Board of School Directors, Lehigh County, Commonwealth of Pennsylvania, hereby authorize expenditures totaling

\$83,378,808 as set forth therein; and,

be it further

RESOLVED, That the East Penn Board of School Directors levy a tax of 35.31 mills per dollar of assessed valuation on real estate, and the following taxes levied under Act 511:

A one-half (.05%) earned income tax; and,
A one-percent (1.0%) real estate transfer tax

Mr. Richwine said he was willing to live with 1.75 mill increase. Mr. Earnshaw asked what the impact would be on the average taxpayer. Mr. Reigal said it would be \$114.

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

Aye: Ballard, DeHaan, Fuller, Rhodes, Richwine-----

5

Nay: Earnshaw, Robert, Thompson-----

3

Absent: Gannon-----

1

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

1. Personnel

Motion by Robert, Seconded by Ballard

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

Resignations

Nicholas Gilly, Science Teacher at Emmaus High School, effective June 22, 2004
(Exhibit 1)
Susan Ireland, Guidance Counselor at Emmaus High School, effective July 9, 2004
(Exhibit 2)
Laura Leiby, Science Teacher at Emmaus High School, effective June 18, 2004
(Exhibit 3)
Rae-Ann Richards, Teacher Aide at Macungie School, effective June 17, 2004
(Exhibit 4)
Renee Van Wert, Teacher Aide at Lincoln School, effective June 17, 2004
(Exhibit 5)

Appointment of Assistant Principal – Eyer Middle School

Name/Address: Michele Wiley
407 Gehman Road, Barto 19504
Education Level: B. S. Degree (1995)
M. Ed. Degree (2002)
Undergraduate School: Kutztown University
Graduate School: Kutztown University
Effective: July 1, 2004
Assignment: Assistant Principal, Eyer MS
Vacancy created by retirement of G. Willman
Certification: Administrative I, Principal (K-12)
Instructional II, Mathematics (7-12)
Experience: 1996-00: Allentown SD (Math teacher)
2000-01: Allentown SD (Dean of Students)
2001-Present: East Penn School District
Salary: \$65,000, plus Act 93 Administrative Compensation Plan

Leaves as Per Collective Bargaining Agreement

Employee: Lisa Knabb Reed, Elementary Teacher
Effective: August 30, 2004
Employee: Kathryn Boligitz, Special Education Teacher, Shoemaker School
Effective: August 30, 2004
Employee: Anne Finnegan, Elementary Teacher
Effective: August 30, 2004
Employee: Angela Caprio, Art Teacher, Kings Highway/Lower Macungie
Effective: August 30, 2004

Secondary Department Chairs (Exhibit 6)

Temporary Professional Employee Appointments

Name/Address: Sarah Kinzel
2035 Adams Road, Fogelsville 18051
Education Level: B. A. Degree (2000)
M. Ed. Degree (2001)

Undergraduate School: Rutgers University
 Graduate School: Rutgers University
 Certification: Instructional I, Mathematics 7-12
 Assignment: Math – PSSA Remediation – Emmaus HS
 New Position (approved 03-04 Budget)
 Effective: August 30, 2004
 Experience: 9/01-6/04: Cherry Hill SD, NJ
 2/01-6/01: Rancocas Valley, NJ
 Salary: \$45,100 (Step D, Year 4, Col. M)

Appointment of Full-Time Substitute Teacher

Name/Address: Beth Anne Weber
 148 Maple Street, Coplay 18037
 Education Level: B. S. Degree (1999)
 Undergraduate School: Penn State University
 Certification: Instructional I, Elementary
 Assignment: Shoemaker, Grade 5
 Opening created by A. Finnegan leave.
 Effective: August 30, 2004
 Experience: 9/01-Present: East Penn SD
 9/99-01: Charles County, MD
 Salary: \$40,000 (Step D, Year 4, Col. B)

Part-Time Food Service Assistant – Emmaus HS

Name/Address: Kathleen Durante
 2946 Klein Street, Allentown 18103
 Effective: August 30, 2004
 Assignment: Emmaus HS, Opening created by resignation of T. Unterberg
 Salary: \$9.96/hour; 23.75 hours/week

Assist in Psychological Evaluations

Name/Address: Margaret Haines
 2824 Rolling Green Place, Macungie 18062
 Salary: \$110/evaluation

Chief School Physician

Physician: Dr. Robert A. Barnes Retainer: \$4,000
 723 Chestnut Street, Emmaus

Mrs. Thompson suggested a letter be sent to Dr. Barnes thanking him for his service.

Jumpstart Summer Program (Exhibit 7)

Salary: \$30.00/hour; 16 hours/week

Change in Employment Status

Employee	From	To
Carole Wilson	PT Physics (.48), EHS	FT Physics (1.0), EHS Resignation of L. Leiby
Kiera Werner	FTS – E. Coverly	Temporary Prof. Employee
Heather Herman	FTS – S. Rose	Temporary Prof. Employee

Approval of Act 93 Compensation/Non-Bargaining Unit Salaries –Exhibit 8

That the East Penn Board of School Directors approve the 2004-05 Act 93 Salaries and Compensation Plan; and, that the salaries and fringe benefits for the non-bargaining unit employees be approved, effective July 1, 2004.

Resignation

Marla Palonis, Special Education Teacher, effective immediately (Exhibit 5A)

Addition to the Secondary Department Chair Listing

Steve Kutz 7-12 World Languages

Appointment of Professional Employee

Name/Address: Carol Stengel
 241 Ridge Street, Emmaus 18049
 Education Level: B. S. Degree (1994)
 M. A. Degree (2004)
 Undergraduate School: Millersville University
 Graduate School: California State University

Effective: August 30, 2004
 Assignment: Spanish, Emmaus HS
 Vacancy created by retirement of N. Kressley
 Certification: Instructional II, Spanish
 Experience: 9/96-Present: Upper Perkiomen SD
 Salary: \$50,400 (Step I, Year 9, M)

Appointment of Temporary Professional Employees

Name/Address: Colleen Bruen
 503 Harrison Street, Emmaus 18049
 Education Level: B. S. Degree (1997)
 Undergraduate School: Penn State University
 Effective: August 30, 2004
 Assignment: Learning Support, Macungie School
 New Position and subsequent transfers
 Certification: Instructional I, Ment and/or Phys. Handicapped
 Experience: 11/03-Present: Carbon Lehigh Intermediate Unit
 8/02-5/03: Charleston County (SC)
 9/00-5/02: Mount Pleasant (SC)
 8/97-6/00: Killingworth, CT
 Salary: \$41,500 (Step G, Year 7, Col. B)

Name/Address: Jennifer Phillips
 16 Poplar Drive, New Ringgold 17960
 Education Level: B. S. Degree (2003)
 Undergraduate School: Lock Haven University
 Effective: August 30, 2004
 Assignment: Learning Support, Lower Macungie MS
 Vacancy created by resignation of S. Zimmerman
 and subsequent transfers.
 Certification: Instructional I, Elementary, Ment and/or Phys.
 Handicapped
 Experience: None (per diem substitute)
 Salary: \$38,500 (Step A, Year 1, Col. B)

Informational:

Transfer	From	To
Kathy Swanson	Grade 6, LMMS	PSSA Remediation-LMMS (New Position)

Educational Conferences (Exhibit 9)

That the East Penn Board of School Directors approve the expenses for the individuals attending the educational conferences listed on Exhibit 9.

Informational:

Transfers for 2004-05

Administrative	From	To
Dennis Murphy	Principal, Emmaus Hs	Principal, Shoemaker School
Liz Drake	Principal, Eyer MS	Principal, Emmaus HS
Dr. Doug Wells	Principal, Shoemaker	Principal, Eyer MS

Professional Staff	From	To
Brian Hubbs	Shoemaker, Grade 5	Eyer MS, Grade 6 (New Position)
Anjanette Hoffman	Macungie, Grade 3	Shoemaker, Grade 3
Ellen Nixon	Wescosville, Grade 2	LMMS, Grade 6

Food Services	From	To
Janice Miller	PT FSA, KH-2.75 hrs./day	PT-FSA, Alburdis- 4.75 hrs./day
Alice Ferraro	PT FSA, Wesc.-4 hrs./day	PT-FSA, Alburdis-4 hrs./day
Deb Andrews	PT FSA, LME-2.5 hrs./day	PT-FSA, Alburdis-3 hrs./day

-Administrative Reports: See Exhibit Section

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

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

Absent: Gannon-----1

Dr. Morgan introduced Mrs. Michele Wiley to the Board as the new Assistant Principal for Eyer MS.

6. Facilities

1. Change Orders – Shoemaker School

Motion by Robert Seconded by Earnshaw
RESOLVED, That the East Penn Board of School Directors approve HVAC-1 Change Order with Worth and Company, Inc., Kellers Church Road, Pipersville, PA 18947 in the amount of \$2,792.71.

Project Adds:

Per RFP015, Sketch SK-14-15 and PCU-001 revised Provide horizontal fire dampers at floor penetrations. \$1,353.74
Per Sketch SK-14-16 Transfer ducts in lower level office. \$ 492.77
Per RFP 25 and Sketch SK-14-12 Revise round ductwork to oval per existing above the ceiling clearances. \$1,096.20
Project Deduct:
Removal of LP Gas from existing underground storage tank. (\$140.00)

Change Orders – Shoemaker School

RESOLVED, That the East Penn Board of School Directors approve GC #5 Change Order with E. R. Stuebner, 227 Blair Avenue, Reading, PA 19601 in the amount of \$11,326.00.

Project Adds:

Per RFI G.C. 42 Provide labor and material for wall tier over existing wall tile, toilet rooms 129, 130, 254, and 255. \$3,074.00
Per RFP-D16 and CCPR-35 Provide and install finished gypsum board bulkheads at exterior window locations to accommodate lowered ceiling elevations. \$4,515.00
Per CCPR-22 Provide labor and materials required to remove and reconstruct opening in existing walls to accommodate scheduled window. \$3,737.00

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

7. Policy

1. Adoption: Board Policy 609, Investment of District Funds (Exhibit #11)

Motion by Earnshaw, Seconded by Rhodes
RESOLVED, That the East Penn Board of School Directors adopt Board Policy 609, Investment of District Funds, in the Board Policy Manual.

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

2. First Reading: Board Policy 350.1, Retention Incentive Program (Exhibit #12)

Several editorial changes for clarity were suggested for the interim reading, including a chart format for the financial incentive. Dr. Morgan commended the Board for considering the policy, noting that there are no sample policies for this concept.

3. Board Policies Under Review or Development

- Use of Facilities
- Highly Qualified Teachers
- Migrant Workers
- Board Communications
- Supplemental Discipline Records
- Employment of Professional Employees
- Homeless Students
- Title I Parent Involvement

8. Legislative

Charles H. Ballard

Mr. Ballard reported on the special requirement for special education teachers to be certified in the subject area they are teaching. Currently there is talk about a bridge certificate for special education teachers and ESL teachers. There is also talk about special education teachers taking the Praxis exam for one of the core subject areas. SB 1040 would amend the Environmental Education Act. The bill would establish the PA Center for Environmental Education. HB 445 would require state licensure of individuals who provide sign language interpretation. SB 200 would allow retired certified teachers or other personnel to return to school service in the event of an emergency shortage. HB 1130 would require emergency vehicles to come to a complete stop when school buses have flashing lights. HB 2357 would establish a School Zone Safety Study be made of traffic areas around schools. HB 2474 would limit some of the reporting mandates for the Standards & Poors report. SB 2368 would allow school districts to negotiate cyber charter schools' tuition payment. SB 137 would allow for a child 14 years or older to consent for voluntary outpatient or inpatient mental services without the consent of a parent or guardian. SB 971 would provide for forfeiture of pension if a criminal offense is committed against a student. There has been an agreement in principle on gambling. HB 2188 would amend the School code to provide for Limited English Proficiency Programs. The bill would provide state reimbursement to school districts on account of LEP students and reimbursement would be based on a district's aid ratio multiplied by \$1,000 for every LEP student. He remarked about the Auditor General's Report to review solicitor's bills and legal fees.

Dr. Morgan reported that Dr. Ziolkowski will be testifying before the House Education Committee on July 7 regarding childhood obesity and issues relative to school nurses. Dr. Torma will be meeting with Senator Specter's legislative aides in Washington on June 30 regarding the termination of Title I funding for East Penn.

9. Business Operations

1. Bid Opening Report – Scoreboards (Exhibit 13)
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 East Penn Board of School Directors approve the Treasurer's Report.

Insurance Advisory Council Recommendations

PACKAGE POLICY

RESOLVED, That the East Penn Board of School Directors accept the recommendation of the Insurance Advisory Council and Award the contract for the package policy including EDP Coverage and boiler coverage, to ACE USA (PSBA Insurance Trust Program) through USI (Flanigan, O'Hara, Gentry and Associates) at the quotation price of \$101,439.

Note: Terrorism coverage is included at an annual premium of \$2,364. Last year this policy was awarded to CIGNA for a total premium of \$94,522.

UMBRELLA COVERAGE

RESOLVED, That the East Penn Board of School Directors accept the recommendation of the Insurance Advisory Council and award the contract for \$15 million umbrella coverage to Old Republic Insurance Company (PSBA Insurance Trust Program) at a quotation price of \$24,800 Through USI (Flanigan, O'Hara, Gentry and Associates).

Note: Last year this policy was awarded to Old Republic Insurance Company for a total premium of \$25,048.

ERRORS & OMISSIONS POLICY

RESOLVED, That the East Penn Board of School Directors accept the Recommendation of the Insurance Advisory Council and Award the contract for School Leaders Errors & Omissions, Including an enhanced employment liability endorsement, to The Pennsylvania School Boards Insurance Trust at a Quotation rate of \$43,392 through the Miers Insurance Agency.

Note: Last year this policy was awarded to the Pennsylvania School Boards Insurance Trust for a total premium of \$42,775.

FLEET INSURANCE

RESOLVED, That the East Penn Board of School Directors accept the recommendation of the Insurance Advisory Council and award the contract for fleet insurance to the CIGNA

companies (PSBA Insurance Trust Program) at the quotation price of \$21,201 through USI (Flanigan, O'Hara, Gentry, and Associates.)

Note: Last year this policy was awarded to CIGNA for a premium of \$19,166.

WORKERS' COMPENSATION POLICY

RESOLVED, That the East Penn Board of School Directors accept the recommendation of the Insurance Advisory Council and award the contract for Workers' Compensation Insurance to Old Republic Insurance Company (PSBA Insurance Trust Program) at the quotation price of \$196,574 through USI (Flanigan, O'Hara, Gentry and Associates).

Note: Last year this policy was awarded to Old Republic for a total premium of \$139,067.

STUDENT/ACCIDENT INSURANCE

RESOLVED, That the East Penn Board of School Directors award the Contract for Student/Accident Insurance to Boston Mutual Life Insurance Company for the Interscholastic all sports Package AAA, which includes junior and senior high school football, junior and senior high school interscholastic and Intramural sports, gym classes, band, cheerleaders and majorettes, loss of use, and expanded sports/medicine rider and \$10,000,000 catastrophic accident medical benefit for the total annual premium of \$14,775 for Primary Excess over \$100.00 plan, as made available through Mid-Penn Insurance Associates, Inc.

And be it further

RESOLVED, That the East Penn Board of School Directors make Available the voluntary enrollment primary excess over \$100 Student insurance plan AA with a maximum benefit of \$500,000, which is offered to parents on a voluntary basis through Boston Mutual Life Insurance Company at \$30 for school-time coverage and \$116 for 24 hour coverage, through Mid-Penn Insurance Associates, Inc.

Note: Last year this policy was awarded to Boston Mutual Life Insurance Company \$14,150.

PUBLIC OFFICIAL BONDS

RESOLVED, That the East Penn Board of School Directors accept the Recommendation of the Insurance Advisory Council and Award the contract for Public Official Bonds, including the Board Secretary, and Board Treasurer to the Ohio Casualty Insurance Company at the quotation price of \$2,862 through The Miers Insurance Agency.

Note: Last year this policy was awarded to Ohio Casualty at the same cost.

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, 2004 to June 30, 2005; and,

Be it further

RESOLVED, That following review and approval by the Solicitor, appropriate district officials be authorized to affix their signatures thereto.

Note: The guaranteed return to the district for the 2004/05 year is \$95,885.

Mrs. Thompson complimented the staff of Nutrition for their outstanding service. Dr. Morgan concurred.

Alternative Education Program Contract

RESOLVED, That the East Penn Board of School Directors approve the Contract with Teach Me Tutoring School to provide Alternative Education Program services for the 2004/05 School year. The total cost of the contract will be \$131,850 shared equally by the three districts participating in the TRIAD program (East Penn, Southern Lehigh, and Salisbury).

Construction/Special Fund Disbursements (Exhibit 14)

RESOLVED, That the East Penn Board of School Directors authorize Payment from the appropriate construction funds as Indicated on Exhibit 14.

Diesel and Fuel Oil Contract Extension

RESOLVED, That the East Penn Board of School Directors approve the Extension of the contract for diesel and fuel oil with Reimer Bros. Inc., PO Box 16, Bangor, PA 18013-0016.

Note: The District has received written confirmation from the above vendor that They will exercise the option to extend as specified in the original contract at the Opus average rack price plus delivery/transportation cost of \$.0052 for diesel fuel, and \$.0098 for heating oil.

Bid Award – Scoreboards

RESOLVED, That the East Penn Board of School Directors award the bid for scoreboards to Degler-Whiting, Inc. of Frazer, PA for the low bid meeting specifications of \$26,500 as follows:

- 1. BB-1653-4 LED Basketball Scoreboard with player statistics panel and accessories - \$13,500.
2. BB-1620-4 LED Basketball Scoreboard - \$5,500
3. Alt.-SC-8114-2 Soccer Scoreboard with MP-50 control - \$7,500

Mr. Ballard said there had been a \$67,000 increase in insurance premiums over last year. Mr. Earnshaw asked where the scoreboards were being installed. The basketball scoreboards are being installed at the high school and the soccer scoreboard will be installed on the field. There has been a contribution of \$10,000 for the scoreboards.

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

Monday, June 28 7:30 p.m. – Board Meeting

Summer Board Meetings:

July 12; August 9; August 23 7:30 p.m., Board Room

Mr. Richwine pointed out that the EHS Math Team came in 10th out of 88 competing teams. The teams were mostly from magnet schools in major metropolitan areas. Mrs. Thompson asked about the Academic Team that went to Disney. Dr. Morgan said that she did not have that information.

11. Adjourn

There being no further business to come before the Board, the meeting was adjourned, upon motion, at 8:55 p.m.

Cecilia R. Birdsell, Board Secretary