

## ORDER OF BUSINESS

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

Vice President Ann Thompson called the meeting of the East Penn Board of School Directors to order at 7:30 p.m. followed by the Pledge of Allegiance. Mrs. Thompson acknowledged the students who were attending the meeting as a requirement for a Community Relations course at Wilkes University.

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

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: Corinne Durdock, East Penn Press Reporter

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

### 3. Approval of Minutes

Motion by Ballard, Seconded by Gannon  
RESOLVED, That the East Penn Board of School Directors approve the minutes of the June 28, 2004.

This resolution was unanimously adopted by voice vote.

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

#### 1. Personnel

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

#### Retirement/Resignations

Dr. Richard T. Gorton, Principal, Lincoln School, effective September 30, 2004 (Exhibit 1)

Dr. Morgan indicated that Dr. Gorton has been in the district many years and has always been a child advocate. Mr. Ballard said the district would be losing a fine principal and wished him well in his retirement.

Susan Hausmann, Teacher Aide, effective immediately (Exhibit 2)

Julie Kostecki, English Teacher at Emmaus HS, effective immediately (Exhibit 2A)

#### Elementary Principal Appointments

Name/Address:	Kristin Campbell 208 Susquehanna Trail, Allentown 18104
Education Level:	B. S. Degree (1995) M. Ed. Degree (2000)
Undergraduate School:	Kutztown University
Graduate School:	Lehigh University
Assignment:	Principal, Lincoln School
Effective:	August 10, 2004 Contingent on acceptance of Dr. Gorton's retirement and approval of Policy 350.1
Certification:	Administrative I, Principal K-12
Experience:	3/2003-Present: Assistant Principal, Lower Macungie MS 1995-2003: East Penn SD (IST, Head Teacher, Grades 5 & 6)
Salary:	\$82,000, plus all benefits included in the Act 93 Compensation Plan
Name/Address:	Anthony Moyer 1831 Hamilton Street, Allentown 18104
Education Level:	B. S. Degree (1987) M. Ed. Degree (1997)
Undergraduate School:	Widener University
Graduate School:	Lehigh University
Assignment:	Principal, Wescosville School Vacancy created by retirement of T. Kovalovich.
Effective:	July 13, 2004
Certification:	Administrative I, Elementary Principal
Experience:	9/93-Present: East Penn SD (Acting Principal, IST, Head Teacher, Grade 1 Teacher)
Salary:	\$80,000, plus all benefits included in the Act 93 Compensation Plan

Dr. Morgan introduced Mr. Moyer and Mrs. Campbell as the new principals of Wescosville School and Lincoln School. They received a round of applause.

#### Temporary Professional Employee Appointments

Name/Address: Michael Hubbs  
44 South 14<sup>th</sup> Street, Quakertown 18951  
Education Level: B. S. Degree (1999)  
Undergraduate Schools: West Chester University  
Moravian College (Certification Credits)  
Assignment: Science, Eyer MS  
Vacancy created by D. Smith retirement.  
Effective: August 30, 2004  
Certification: Instructional I, Biology  
Experience: 9/03-Present: East Penn SD (per diem substitute)  
Salary: \$38,500 (Step A, Year 1, Col. B)

Name/Address: Amy Golboro  
405 Meadow Lane, Merion 19066  
Education Level: B. S. Degree (2004)  
Undergraduate School: Muhlenberg College  
Certification: Instructional I, Mathematics 7-12, Elementary  
Assignment: Mathematics Remediation, Eyer MS  
Vacancy created by resignation of S. Miller  
Effective: August 30, 2004  
Experience: None  
Salary: \$38,500 (Step A, Year 1, Col. B)

Name/Address: Ellen Navitsky  
3301 Cherokee Street, Emmaus  
Education Level: B. S. Degree (1980)  
M. Ed. Degree (2004)  
MBA Degree (1982)  
Undergraduate School: Penn State University  
Graduate Schools: Kutztown University  
Lehigh University  
Certification: Instructional I, Mathematics, 7-12  
Assignment: Mathematics Remediation, Lower Macungie MS  
New Position  
Effective: August 30, 2004  
Experience: 1/03-Present: East Penn SD (per diem substitute)  
Salary: \$43,600 (Step A, Year 1, Col. M)

Name/Address: Jeannine Martini  
R. D. 6, Box 6549, Saylorsburg 18353  
Education Level: B. S. Degree (2002)  
M. Ed. Degree (2004)  
Undergraduate School: East Stroudsburg University  
Graduate School: East Stroudsburg University  
Certification: Instructional I, Health/Physical Education  
Assignment: Health/Physical Education, Emmaus HS  
New Position  
Effective: August 30, 2004  
Salary: \$43,600 (Step A, Year 1, Col. M)

#### Leave as per Collective Bargaining Agreement

Employee: Stephanie Mann  
Learning Support Teacher, Eyer MS  
Effective: August 30, 2004

#### Change in Salary Placement

Employee: Kimberly Barnes, Speech Language Teacher  
From: \$47,900, Masters +24  
To: \$49,300, Masters +36

#### JumpStart Program – Remedial Assistant Salary

\$14.00/hour

#### Head Teacher Appointments

Sandra Burdick, Wescosville School  
Cheryl Wetzel, Wescosville School  
Patrice Arnold, Lower Macungie Elementary School  
Lois Clark, Alburtis School  
Amy Jo Clemson, Macungie School

#### Appointment of Summer School Teachers

Kevin Bisignani, Biology/Chemistry  
Julie DiGiacomo, Business  
Thomas Husser, Social Studies

Heather Morningstar, English  
 Kim Reiter, Science  
 Louis Serensits, English  
 Kelly Winn, Mathematics  
 Beth Witte, Health/Physical Education  
 George Williams, Mathematics  
 Stephanie Schwab, Mathematics

Summer Band/Orchestra Appointments

\$30.00/hour

Bob Kautzman	40 hours
Connie Arnold	40 hours
Tony Simons	20 hours
Carrie England	26 hours
Lori Pressley	36 hours
Darrell Goslin	48 hours

Summer Fitness Program

\$23.00/hour - 2 hours/day – 14 sessions

Victoria Stenroos  
 Debra Janney  
 Jo-Ann Hamm

Food Service Substitute

Rose Marie Kalokitis

Faculty Transfers

Employee	From	To
Carrie Angstaadt	Special Education, LMMS	Grade 6, LMMS
Michelle Krissinger	Grade 5, Macungie School	IST, Macungie School

Temporary Professional Employee Appointments

Name/Address:	Lisa Breinder 26 South Street, Tamaqua 18252
Educational Level	B. S. Degree (2003)
Undergraduate School:	Bloomsburg University
Assignment:	Social Studies, Grade 8, Eyer MS Vacancy created by R. Morgan retirement.
Certification:	Instructional I, Social Studies
Effective:	August 30, 2004
Experience:	1/04–Present: Central Dauphin
Salary:	\$38,500 (Step A, Year 1, Col. B)
Name/Address:	Violet Althouse 1234 Blue Mountain Drive, Danielsville 18038
Educational Level	B. S. Degree (2004)
Undergraduate School:	Kutztown University
Assignment:	English Remediation, Emmaus HS New Position
Certification:	Instructional I, Social Studies 7-12
Effective:	August 30, 2004
Experience:	None
Salary:	\$38,500 (Step A, Year 1, Col. B)
Name/Address:	Jillian Lipinski 317 Shank Street, Plymouth 18651
Educational Level	B. S. Degree (2004)
Undergraduate School:	Bloomsburg University
Assignment:	English, Emmaus HS New Position
Certification:	Instructional I, English 7-12
Effective:	August 30, 2004
Experience:	None
Salary:	\$38,500 (Step A, Year 1, Col. B)
Name/Address:	Joseph Henrich 1560 Riverbend Road, Allentown 18103
Educational Level	B. S. Degree (1995) M. A. Degree (1997)
Undergraduate School:	University of Connecticut
Graduate School:	University of Redlands, California
Assignment:	Guidance Counselor, Emmaus HS Vacancy created by resignation of S. Ireland.

Certification:	Educational Specialist I, Secondary School Counselor
Effective:	August 30, 2004
Experience:	8/02-Present: Salisbury Township SD 8/01-02: Salisbury Township SD (FTS) 1/01-6/01: Northampton Area SD
Salary:	\$45,100 (Step D, Year 4, Col. M)
Name/Address:	Suzanne Smith 722 Bushkill Drive, Bath 18014
Educational Level	B. S. Degree (1985) M. S. Degree (1991)
Undergraduate School:	SUNY Oswego
Graduate School:	Syracuse University
Assignment:	Guidance Counselor, Emmaus HS New Position
Certification:	Educational Specialist I, Secondary School Counselor
Effective:	August 30, 2004
Experience:	7/03-Present: Parkland SD 7/02-6/03: East Penn SD 7/01-7/02: Parkland SD 7/94-1/01: Indian River, NY 4/93-6/94: Gouverneur, NY 10/92-4/93: Jordan Elbridge, NY
Salary:	\$55,000 (Step J, Year 10, Col. M +24)
Name/Address:	Brian Winnie R. R. 2, Box 113E New Milford, 18834
Educational Level	B. S. Degree (2004)
Undergraduate School:	Penn State University
Assignment:	Music, Lower Macungie M S Retirement of M. Kollar and subsequent transfer
Certification:	Instructional I, Music
Effective:	August 30, 2004
Experience:	None
Salary:	\$38,500 (Step A, Year 1, Col. B)

Appointment of Full-Time Substitute Teachers

Name/Address:	Lynda O'Connor 18 South Fairview Avenue, Paramus, NJ 07652
Educational Level	B. S. Degree (1992) M. Ed. Degree (2003)
Undergraduate School:	Lock Haven University
Graduate School:	William Paterson University
Assignment:	Grade 5, Macungie School Transfer of M. Krissinger; Leave for C. Deegan
Certification:	Instructional I, Elementary
Effective:	August 30, 2004
Experience:	9/93-Present: Elmwood Park SD 9/92-6/93: Paterson Public SD
Salary:	\$38,500 (Step A, Year 1, Col. B)
Name/Address:	Jennifer Hertwig RR 1, Box 1091, Henryville 18332
Educational Level	B. A. Degree (1993) M. A. Degree (1996)
Undergraduate School:	Wilkes University
Graduate School:	Wilkes University
Assignment:	School Psychologist, New Position
Certification:	Educational Specialist I, School Psychologist
Effective:	August 30, 2004
Experience:	11/00-Present: Pocono Mountain SD 5/98-11/00: Carbon Monroe Pike Mental Health 7/97-6/98: Children's Service Center
Salary:	\$49,800 (Step E, Year 5, M +36)

Appointment of Administrative Assistant

Name/Address:	Alexis Marin 912 W. Juniata Street, Allentown, 18103
Effective:	To be determined
Assignment:	Guidance Office, Emmaus HS Vacancy created by transfer of M. Readinger
Salary:	\$23,400, 35 hours/week

Head Teacher Appointment

Amy Jo Clemson, Macungie School

Reporting on early enrollment information, Dr. Morgan said there is one elementary situation developing at Alburtis that may require an additional teacher. At the high school, there is a need for an additional science position to cover the increase in enrollment in the various science classes.

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

Aye: Ballard, Earnshaw, Gannon, Rhodes, Richwine, Thompson-----  
6

Absent: DeHaan, Fuller, Robert-----  
3

5. Facilities

1. Changeorder – Shoemaker School

Motion by Richwine, Seconded by Ballard

RESOLVED, That the East Penn Board of School Directors approve GC-6 Changeorder with E. P. Stuebner, 227 Blair Avenue, Reading, PA 19601 in the amount of \$7,871.00.

Project Add:

Revise Classroom Marker Boards per SK-A-23, per E. R. Stuebner's CCPR #38.

RESOLVED, That the East Penn Board of School Directors approve EC-2 Changeorder with Wind Gap Electric, Inc., 125 West Seventh Street, Wind Gap, PA 18091 in the amount of \$32,534.00.

- Additional required demolition in all (33) classrooms: Remove soffit fluorescent fixtures, Single pole switching, Duplex receptacles, 6-Port Data outlets, TV outlets and cabling.
- Additional required devices in all (33) classrooms: Add and relocate data outlets, Duplex receptacles, Blank off switch boxes, extend TV outlets, extend wall phone outlet at teachers' stations.
- Credited items: Delete, volume controls (33), junction boxes projector screens, exterior #180 face plates, and change 47 recessed lights from 50 W fixtures to 26 PL fixtures.

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

Aye: Ballard, Earnshaw, Gannon, Rhodes, Richwine, Thompson-----  
6

Absent: DeHaan, Fuller, Robert-----  
3

6. Legislative

Charles H. Ballard

Mr. Ballard reported that Act 72 of 2004 dealing with referendum had been passed and like Act 50, it is a badly crafted bill. He explained how the bill was developed from SB 100 as well as the manner in which the bill was adopted. There is some doubt that with the newer language that referendum is 100% guaranteed. He suggested the following motion to have Public Financial Management provide a report similar to what they did in 1998 with Act 50. He indicated that he had talked to Mr. DeHaan and Mr. Reigal about the resolution. He spoke about the tax rebate that East Penn gives senior citizens, noting that this year there were 270 individuals who took advantage of this benefit that cost approximately \$110,000. Mr. Ballard pointed out that this was approximately \$406 per person which is more than the tax rebate exemption. He asked if there were any objections to the motion, hearing none, he presented the following motion:

Motion by Ballard, Seconded by Gannon

RESOLVED, That the East Penn Board of School Directors hereby authorizes the Director of Business and Fiscal Affairs to contract with Public Financial Management to perform a study, similar in content to the study performed for the District in 1998 regarding the impact of Act 50, in order to determine the impact on the District and its taxpayers of Act 72 of 2004 (Senate Bill 100) at a cost not to exceed \$25,000.

Note: The not to exceed cost of the 1998 was \$19,800 and with that cost escalated at 3% for 6 years, the resulting amount would be approximately \$25,000.

Ms. Gannon said she had no problem with the motion as written. She also expressed support to keep the senior rebate program as long as it is legal under the Act.

Mrs. Thompson said she appreciated Mr. Ballard's efforts in keeping the Board informed. She felt the Board had been active by corresponding with legislators and having the Legislative Breakfast in April. She quoted Representative Peter Daley regarding the legislation, "The referendum requirement was a Trojan horse that will cripple public education."

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

Aye: Ballard, Earnshaw, Gannon, Rhodes, Richwine, Thompson-----  
6

Absent: DeHaan, Fuller, Robert-----  
3

Dr. Morgan pointed out the Board had received a packet of information from Senator Bob Wonderling. A letter explaining the situation was also forwarded to the Tax Collectors' Offices to share with the public. The Board has also received information regarding the revenue related to the state budget. She spoke about the Act 50 Task Force and how helpful PFM was with that group. Mr. Ballard said that some of the summaries being presented are not up to date and are based on SB 100 rather than what was actually adopted. He said PSBA is also working on a seminar for late August and September to bring Boards up to date on the legislation.

7. Policy

1. Interim Reading: Board Policy 350.1, Retention Incentive Program (Exhibit 3)

Mr. Earnshaw said he was still trying to interpret the formula. He felt it should be reworded so it is more explicit about what is covered and accomplished.

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

8. Business Operations

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

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

Aye: Ballard, Earnshaw, Gannon, Rhodes, Richwine, Thompson-----  
-----6

Absent: DeHaan, Fuller, Robert-----  
-----3

9. Announcements

-Monday, July 12 7:30 p.m.-Board Meeting, Board Room

-Monday, August 9 7:30 p.m.-Board Meeting, Board Room

Mrs. Thompson said she felt there was a sense of excitement in the district, noting that there are a number of changes in administration.

10. Adjourn

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

Cecilia R. Birdsell, Board Secretary

## ORDER OF BUSINESS

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

President Jeffrey W. DeHaan called the meeting of the East Penn Board of School Directors to order at 7:30 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, M. Robert, A. Thompson

Board Member Absent: S. Rhodes, T. Richwine

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

Board Treasurer: Gary Reigal

Board Secretary: Cecilia R. Birdsell

Superintendent of Schools: Dr. Alrita L. Morgan

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 Robert, Seconded by Gannon

RESOLVED, That the East Penn Board of School Directors approve the minutes of the July 12, 2004 meeting.

This resolution was unanimously adopted by voice vote.

### 4. Archaeological Investigation for Shoemaker School – Paul Szewczak, Liberty Engineering (Exhibit 1)

Motion by Robert, Seconded by Ballard

RESOLVED, That the East Penn Board of School Directors approve the Phase II archaeological investigation for Shoemaker School with Gannett Fleming, Inc., Harrisburg, PA at a cost not to exceed \$24,000.00.

Note: The above work will be coordinated with Liberty Engineering, 7535 Windsor Drive, Allentown, PA.

Mr. Szewczak indicated that as a result of the Pennsylvania Historical and Museum Commission's report the state wants a Phase II study of the Shoemaker Parking Lot. In response to questions about the site, Mr. Szewczak said the district is required to do the investigation because it receives state money. He noted that this is a stand-alone study. Mrs. Thompson indicated that the Board does a lot of background reading but she thought the proposal was interesting to read.

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

Aye: Ballard, DeHaan, Earnshaw, Fuller, Gannon, Robert, Thompson-----7

Absent: Rhodes, Richwine-----

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### 5. Approval of Plancon A & B-Eyer MS (Exhibit 2) – Paul Felder, The Architectural Studio

Motion by Ballard, Seconded by Gannon

RESOLVED, That the East Penn Board of School Directors approve Plancon A, Project Justification for Eyer MS and Plancon B Schematic Design for submission to the Pennsylvania Department of Education.

Mr. Paul Felder introduced Mr. Ryan Kennedy, who is a 1999 graduate of Emmaus HS, noting that he had also attended Eyer MS, and is also a graduate of the five year architectural program at Virginia Tech. Through the use

of a power point presentation, Mr. Felder illustrated the new design of the Eyer Middle School. The Genesis of this design came from a group of teachers working with the administration in developing a model. The program was evaluated as part of the feasibility study and formed the basis of the cost estimates. The design also illustrates the philosophical change from a junior high school to a middle school.

It is a two story addition with a small base area for mechanical equipment. The plan shows a much stronger emphasis on the front entrance. It also brings the administration area to the front of the building. The cafeteria and kitchen facilities are also relocated. With the cafeteria relocation to the new addition, this gives an opportunity to develop a media lab and small computer rooms. There will be three art rooms along the proposed courtyard. The classroom wing will require very little contract work. Mr. Earnshaw asked about using one of the fields for a parking lot. Mr. Felder responded that the teachers felt the current fields were sufficient for their needs. In response to a question from Mr. Earnshaw regarding windows, Mr. Felder indicated that the new plan gives the district the opportunity to add a lot of windows. Mr. Felder also presented a list of items that the district may want to look at and try to re-prioritize the items. He also noted that the cost of site development is another item that needs to be addressed. Mr. Paul Szewczak indicated that the sketch plan was being presented to the Lower Macungie Township Planning Commission on Tuesday. He stated that the Township will require a traffic study as it relates to the project and a possible monetary commitment. He cited other areas such as a pine tree buffer, curbing, storm water control, number of parking spaces and student drop-off places as other areas that may require additional commitments. Mr. Szewczak said Upper Milford will also receive plans. He questioned the wisdom of the buffer trees from a security standpoint. Mr. Felder also said there are issues regarding grading and the number of spaces in the student drop-off area. Mr. Robert requested that someone check with the Umlaufs about planting evergreens next to their tree farm. Mr. DeHaan commented on the design showing angled parking. Ms. Gannon suggested that the traffic flow pattern be reviewed so that a problem similar to what happened at Lower Macungie Middle School is not encountered. The actual working capacity of the building is around 600-650 but it will increase to 1,000 or 1,100 when this project is put into place. Dr. Morgan pointed out that the design does support the middle school program. Plancon A and B will be submitted to the Department of Education so a dialog can begin.

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

Aye: Ballard, DeHaan, Earnshaw, Fuller, Gannon, Robert, Thompson-----

-----7

Absent: Rhodes, Richwine-----

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

Motion by Gannon, Seconded by Robert

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

Resignations/Retirements

David Ascani, Assistant Principal at Emmaus HS, effective August 27, 2004 (Exhibit 3)

James F. Brown, III, Social Studies Teacher at Eyer MS, effective immediately (Exhibit 4)

Carolyn Ellingson, Elementary teacher at Lincoln School, effective July 31, 2004

(Exhibit 5)

Janelle Zechman, elementary teacher at Wescosville School, effective immediately

(Exhibit 6)

Linda Storck, Guidance Office Secretary at Emmaus HS, effective August 25, 2004

(Exhibit 7)

Joanna M. Bowder, Remedial Assistant, effective August 13, 2004 (Exhibit 8)

Robyn Achey, Teacher Aide at Lower Macungie MS, effective immediately (Exhibit 9)

Lynn Baxter, Teacher Aide at Lincoln School, effective immediately (Exhibit 10)

Deborah A. Janney, Health Room Aide at Shoemaker School, effective immediately

(Exhibit 11)

Dolores Featherman, Teacher Aide at Wescosville School, effective July 31, 2004

(Exhibit 12)

Terry Hacker, Cafeteria/Recess Aide at Wescosville School, effective immediately

(Exhibit 13)



### Professional Employee Appointments

Name/Address: Joanne Billman  
5053 Homestead Drive, Coopersburg 18036  
Education Level: B. S. Degree (1979)  
M. Ed. Degree (2000)  
Undergraduate School: Penn State University  
Graduate School: Lehigh University  
Certification: Instructional II, Mathematics 7-12  
Initial Assignment: Mathematics, Emmaus HS  
Vacancy created by R. Larash retirement.  
Effective: August 30, 2004  
Experience: 7/03-Present: LV Charter HS for Performing Arts  
1/97-6/03: Pennridge SD  
Salary: \$48,600 (Step H, Year 8, M)

Name/Address: Heather Kalbach  
P. O. Box 593, Bally 19503  
Education Level: B. S. Degree (1993)  
M. Ed. Degree (1998)  
Undergraduate School: Millersville University  
Graduate School: Penn State University  
Certification: Instructional II, Elementary, Principal (K-12)  
Initial Assignment: Grade 5, Lincoln School  
Vacancy created by C. Ellingson retirement  
Effective: August 30, 2004  
Experience: 8/98-Present: Nazareth SD  
8/93-6/97: Reading SD  
Salary: \$55,400 (Step K, Year 11, Col. M +12)

Name/Address: Tracy Dreher  
218 S. West Street, Allentown 18102  
Education Level: B. S. Degree (1998)  
M. S. Degree (2003)  
Undergraduate School: Penn State University  
Graduate: Wilkes University  
Certification: Instructional II, Biology  
Initial Assignment: Biology, Emmaus HS  
New Position  
Effective: August 30, 2004  
Experience: 9/00-Present: Easton SD  
9/99-6/00: Allentown SD  
9/98-6/99: Saucon Valley SD  
Salary: \$46,200 (Step F, Year 6, Col. M)

### Temporary Professional Employee Appointments

Name/Address: Anna Andrew  
831 Broadway, Bethlehem 18015  
Education Level: B. S. Degree (2001)  
Undergraduate School: Bloomsburg University  
Certification: Instructional I, Special Education  
Initial Assignment: Emmaus HS, Learning Support, Special Education  
Vacancy created by M. Palonis resignation.  
Effective: August 30, 2004  
Experience: 2/04-Present: East Penn SD  
9/03-1/04: Whitehall Coplay SD

Salary:	\$39,000 (Step B, Year 2, Col. B)
Name/Address:	Debra Barthold 1660 Beech Lane, Macungie 18062
Education Level:	B. S. Degree (1976)
Undergraduate School:	Penn State University Cedar Crest College (certification credits)
Certification:	Instructional I, Biology
Initial Assignment:	.5 Biology, Emmaus HS New Position
Effective:	August 30, 2004
Experience:	1992-Present: Clinical Microbiologist, Warren Hospital
Salary:	\$38,500-.5 Pro-Rated (Step A, Year 1, Col. B)
Name/Address:	Amy Christoff 2019 Woodmont Drive, Bethlehem 18018
Education Level:	B. S. Degree (2002) M. S. Degree (2004)
Undergraduate School:	East Stroudsburg University
Certification:	Instructional I, Speech/Language Impaired
Initial Assignment:	Speech Language-Alburtis/Lower Macungie ES
Effective:	August 30, 2004
Experience:	None
Salary:	\$43,600 (Step A, Year 1, Col. M)
Name/Address:	Michael Duarte 4280 Hilltop Place, Bethlehem 18020
Education Level:	B. S. Degree (2004)
Undergraduate School:	Kutztown University
Certification:	Instructional I, Mathematics, 7-12
Initial Assignment:	Grade 8, Mathematics, LMMS Transfer of M. Wiley
Effective:	August 30, 2004
Experience:	None
Salary:	\$38,500 (Step A, Year 1, Col. B)
Name/Address:	Deanna Fisher 2630 Kirk Street, Slatington 18080
Education Level:	B. A. Degree (2000) M. A. Degree (2004)
Undergraduate School:	Cedar Crest College
Graduate School:	Immaculata University
Certification:	Instructional I, School Psychology
Initial Assignment:	School Psychologist (New Position)
Effective:	August 30, 2004
Experience:	None
Salary:	\$43,600 (Step A, Year 1, Col. M)
Name/Address:	Anne Garton 238 Reynolds Mill Road, York 17403
Education Level:	B. S. Degree (2003)
Undergraduate School:	Kutztown University
Certification:	Instructional I, Art, K-12
Initial Assignment:	Art, Elementary Vacancy created by R. Seibert retirement.
Effective:	August 30, 2004
Experience:	2/04-5/04: Kutztown SD
Salary:	\$38,500 (Step A, Year 1, Col. B)

Name/Address:	Melanie Hirsch 4910 Bridlepath Drive, Macungie 18062
Education Level:	B. A. Degree (1982) M. Ed. Degree (2004)
Undergraduate School:	Canisius College
Graduate School:	Lehigh University
Certification:	Instructional I, Elementary, K-6
Initial Assignment:	Grade 4, Lincoln School Transfer of B. Ringer and subsequent transfers
Effective:	August 30, 2004
Experience:	None
Salary:	\$43,600 (Step A, Year 1, Col. M)
Name/Address:	David Iobst 435 South Fifth Street, Emmaus 18049
Education Level:	B. S. Degree (1989)
Undergraduate School:	Kutztown University DeSales University (certification credits)
Certification:	Instructional I, Special Education
Initial Assignment:	Emotional Support, Emmaus HS New Position and subsequent transfers
Effective:	August 30, 2004
Experience:	9/00 –Present: Kids Peace
Salary:	\$38,500 (Step A, Year 1, Col. B)
Name/Address:	Deborah Janney 4731 Sweetbriar Circle, Emmaus 18049
Education Level:	B. A. Degree (1987) B. S. N Degree (1989)
Undergraduate School:	College of Holy Cross Pace University Cedar Crest College (certification credits)
Certification:	Educational Specialist I, School Nurse
Initial Assignment:	School Nurse, Wescosville School Vacancy created by S. Fickert retirement.
Effective:	August 30, 2004
Experience:	8/02-Present: East Penn SD 8/01-2/03: Country Meadows 6/89-4/99: Salinas Valley (CA) Memorial Hospital
Salary:	\$38,500 (Step A, Year 1, Col. B)
Name/Address:	Andrew McConville 284 Hottenstein Road, Kutztown 19530
Education Level:	B. S. Degree (2003)
Undergraduate School:	Kutztown University
Certification:	Instructional I, Earth & Space Science
Initial Assignment:	Earth/Space Science, Emmaus HS Vacancy created by N. Gilly resignation.
Effective:	August 30, 2004
Experience:	9/03-12/03: Fleetwood SD
Salary:	\$38,500 (Step A, Year 1, Col. B)
Name/Address:	Justen Reiss 3309 Birch Avenue, Allentown 18103
Education Level:	B. S. Degree (2004)
Undergraduate School:	West Chester University
Certification:	Instructional I, Health/Physical Education

Initial Assignment: Health/Physical Education, Elementary  
New position (03-04 Budget)  
Effective: August 30, 2004  
Experience: None  
Salary: \$38,500 (Step A, Year 1, Col. B)

Name/Address: Samantha Ritz  
1732 \_ W. Union Street, Allentown, PA 18104  
Education Level: B. S. Degree (2003)  
Undergraduate School: Kutztown University  
Certification: Instructional I, Elementary, K-6, Ment and/or Phys. Handicapped  
Initial Assignment: Special Education, Wescosville School  
New Position  
Effective: August 30, 2004  
Experience: 8/03-Present: Carbon Lehigh Intermediate Unit  
Salary: \$39,000 (Step B, Year 2, Col. B)

Name/Address: Kelsey Torpey  
1432 Country Club Road, Wescosville 18106  
Education Level: B. S. Degree (2003)  
Undergraduate School: West Chester University  
Certification: Instructional I, Social Studies  
Initial Assignment: Grade 7, Social Studies, Eyer MS  
Vacancy created by C. Weissberger retirement and subsequent transfer  
Effective: August 30, 2004  
Experience: None  
Salary: \$38,500 (Step A, Year 1, Col. B)

Name/Address: Danielle Walsh  
1017 Court Street, Allentown 18101  
Education Level: B. A. Degree (1994)  
Undergraduate School: Kutztown University  
Certification: Instructional I, Social Studies/Citizenship  
Initial Assignment: Social Studies, Emmaus HS  
New Position  
Effective: August 30, 2004  
Experience: 1/93-6/00: Vitalistic Therapeutic  
Salary: \$38,500 (Step A, Year 1, Col. B)

#### Full-Time Substitute Teacher Appointments

Name/Address: Amy Driscoll  
5115 Meadowview Drive, Macungie 18062  
Education Level: B. S. Degree (1984)  
Undergraduate School: Villanova University  
Cedar Crest College (certification credits)  
Certification: Instructional I, Elementary, K-6  
Initial Assignment: Grade 3, Wescosville School  
Opening created by S. Rose leave  
Effective: August 30, 2004  
Experience: None  
Salary: \$38,500 (Step A, Year 1, Col. B)

Name/Address: Lori King  
5579 Fox Lane, Emmaus 18049  
Education Level: B. S. Degree (2004)  
Undergraduate School: Kutztown University  
Certification: Instructional I, Special Education, Elementary

Initial Assignment: Special Education, Learning Support – Eyer MS  
Opening created by S. Mann leave

Effective: August 30, 2004

Experience: None

Salary: \$38,500 (Step A, Year 1, Col. B)

  

Name/Address: Meghan O'Donnell  
3727 Valley View Drive, Allentown 18103

Education Level: B. S. Degree (2003)

Undergraduate School: Kutztown University

Certification: Instructional I, Elementary, k-6, Early Childhood

Initial Assignment: Grade 1, Lower Macungie Elementary School  
Opening created by E. Coverly General Leave

Effective: August 30, 2004

Experience: None

Salary: \$38,500 (Step A, Year 1, Col. B)

  

Name/Address: Jennifer L. Weber  
3113 Sequoia Drive, Macungie 18062

Education Level: B. S. Degree (2003)

Undergraduate School: Duquesne University

Certification: Instructional I, Elementary, K-6, Special Education

Initial Assignment: Learning Support, Macungie School  
Opening created by K. Boligitz leave

Effective: August 30, 2004

Experience: None

Salary: \$38,500 (Step A, Year 1, Col. B)

#### Faculty Transfers

Employee	From	To
Brenda Ringer	Grade 5, Shoemaker	Guidance Counselor, Shoemaker
Cynthia Kemp	IST, Shoemaker	IST, Wescosville

#### Change in Employment Status

Jennifer Hertwig	Full-Time Substitute	Temporary Professional Employee
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#### Teacher Aide Hour Changes

See Exhibit 14

#### 2004-05 Coaching Appointments

See Exhibit 15

#### Co-Curricular Appointments

See Exhibit 16

#### Summer School Additions

Marissa Kichline  
Linda Richards, Guest Teacher

#### 2004-05 List of Per Diem Substitutes

See Exhibit 17

Contracted Services

Lisa Barrow, Speech/Language 30 hours

Change in Food Services Hours

<u>Employee</u>	<u>From</u>	<u>To</u>
Susan Doney	2.5 Eyer MS	4.75 Eyer/Kings Highway
Karen Keim	3.5 Wescosville	4.0 Wescosville School
Linda Boyle	2.5 Wescosville	4.0 Wescosville/Jefferson

Educational Conferences – Exhibit 18

That the East Penn Board of School Directors approve the expenses for the individuals attending the educational conferences listed on Exhibit 18.

Assistant Principal – Lower Macungie Middle School

Name/Address: David Silfies  
1226 S. Krocks Road, Wescosville

Education Level: B. S. Degree (1972)  
Penn State University  
(Elementary Principal Certification)

Undergraduate School: Kutztown University

Certification: Administrative I, Principal

Assignment: Assistant Principal, Lower Macungie MS  
Vacancy created by K. Campbell transfer

Effective: To be determined

Experience: 9/01-Present: Allentown SD, Assist. Prin.  
12/99-9/00: Allentown SD, Dean of Students  
9/72-12/99: Allentown SD, Teacher

Salary: \$72,500, plus all benefits from Act 93

Assistant Principal – Emmaus HS

Name/Address: Janine Mathiesz  
1276 S. Krocks Road, Allentown 18106

Education Level: B. S. Degree (1996)  
M. S. Degree (2003)

Undergraduate School: Cedar Crest College

Graduate School: Wilkes University

Certification: Administrative I, Principal, K-12

Assignment: Assistant Principal-Emmaus HS  
Vacancy created by D. Ascani resignation

Effective: To be determined

Experience: 12/03-Present: Whitehall Coplay SD  
(Assistant Principal)  
8/96-12/03: Whitehall Coplay SD (Teacher)

Salary: \$72,000

Professional Employee Appointments

Name/Address: Chrstine Monfredi  
1487 Kennington Lane, Macungie 18062

Education Level: B. S. Degree (1997)

Undergraduate School: Kutztown University

Certification: Instructional II, Ment/and or Phys. Handicapped  
 Assignment: Special Education-Lower Macungie MS  
 L. Whitaker retirement and subsequent transfer.  
 Effective: August 30, 2004  
 Experience: 8/99-Present: Northern Lehigh SD  
 8/97-8/99: Carbon Lehigh Intermediate Unit  
 Salary: \$46,400 (Step H, Year 8, Col. PC)

Temporary Professional Employee Appointments

Name/Address: Tracey Arnold  
 1153 W. Tyler Street, Whitehall 18052  
 Education Level: B. S. Degree (2003)  
 Undergraduate School: Kutztown University  
 Certification: Instructional I, English, 7-12  
 Assignment: English-Remediation – Eyer MS  
 (New Position)  
 Effective: August 30, 2004  
 Experience: 8/03-Present: Wyomissing SD  
 Salary: \$39,000 (Step B, Year 2, Col. B)

Name/Address: Robert Slough  
 1170 Peevy Road, East Greenville 18041  
 Education Level: B. S. Degree (1970)  
 M. S. Degree (1973)  
 Undergraduate School: University of Pittsburgh  
 Graduate School: Ohio University  
 Kutztown University (certification credits)  
 Certification: Instructional I, Chemistry, Physics, Mid-Level Mathematics  
 & Science, 7-9  
 Assignment: Physics, Emmaus HS  
 Vacancy created by transfer of C. Wilson  
 Effective: August 30, 2004  
 Experience: 2/04-6/04: Roberto Clemente Charter School  
 3/02-1/04: East Penn SD (per diem substitute)  
 Salary: \$47,800 (Step A, Year 1, M +36, prorated .48)

Dr. Morgan introduced Mr. Silfies and Mrs. Mathiesz to the Board members. She noted that they were both East Penn residents.

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

Aye: Ballard, DeHaan, Earnshaw, Fuller, Gannon, Robert, Thompson-----

-----7

Absent: Rhodes, Richwine-----

-----2

2. 2004-05 Emmaus High School – Discipline Code – Exhibit 19

Motion by Gannon, Seconded by Thompson

RESOLVED, That the East Penn Board of School Directors approve the 2004-05 Emmaus High School Discipline Code.

Dr. Morgan had asked newly appointed Emmaus High School Principal Liz Drake to review the Code with her staff. Upon Mrs. Drake's review, the Code remains the same. Dr. Morgan indicated that some of the implementation will be somewhat different. Mrs. Drake reiterated that it was not so much the Code itself but how it is implemented. During the last few weeks and in the coming weeks, Mrs. Drake has met with the faculty and some of the discussions have been based around the discipline issues. She said they are coming forward with a united, collegial, cooperative front to work with the faculty, staff, students, and parents together. She has positive feedback from the faculty, students, and parents. Her first parent meeting is on August 18 and she was positive it would be a

tremendously supportive meeting. One of the significant differences will be the use of the Black Box for handling lates. She is trying to get some of the methods or practices defined between minor infractions and something important. The lower level discipline will be specifically handled by teachers and there will be communication with parents over lates or absences. Ms. Gannon applauded the efforts being made and the common sense approach to many of these issues. She asked if there would be meetings about the Code during the year. Mrs. Drake indicated that there would be meetings. Mrs. Drake indicated that the new bell schedule has been part of her department meetings. Mrs. Thompson said the positive response to Mrs. Drake as Principal on the Security Action Team for the Take Back Initiative has been overwhelming. Mrs. Thompson applauded her efforts. Mrs. Thompson asked if there would be five or six minutes for moving between classes. Mrs. Drake said it is going to five minutes between lessons. On Page 3, there is mention of late arrivals and early dismissal when schedules allow. Mrs. Drake said early dismissals will be allowed when there is a ninth period study hall. There is a very strong sense that some aspects having been tightened up too much. Referring to late arrivals, Mrs. Drake said there were difficulties experienced with attendance for late arrivals so the practice was stopped. If late arrivals can be brought back, it will be re-instituted. Mrs. Thompson asked if there are speed bumps in the parking lot. Dr. Morgan said she spoke to Mr. Carl about it and there are problems with it for snow removal. Mrs. Thompson said this came up in the Jefferson Committee. Mrs. Thompson pointed out areas that might need revision regarding the late room. Mr. Ballard said a lot of the requirements for attendance are part of the federal legislation No Child Left Behind. Mrs. Thompson said she knew of cases where students actually stayed home if they were going to be late so they would not have to go to the Black Box. Mrs. Drake said she went through the two years of data and found that it started out successfully but the second year it was a disaster because students were turning up late for the second period class. Mr. DeHaan clarified that the Black Box is actually a theater in the high school. Mr. Earnshaw said that he thought it was the graduation rate that was important to NCLB, not the attendance rate.

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

Aye: Ballard, DeHaan, Earnshaw, Fuller, Gannon, Robert, Thompson-----

-----7

Absent: Rhodes, Richwine-----

-----2

7. Public Financial Management: Scott Shearer, Sr. Managing Consultant  
Rhoads & Sinon: Paul A. Lundeen, Esq.

Mr. Shearer reviewed the district's funding projects and how they are impacted by Act 72. Using the attached financial update, he noted that the current projects are the Alburts School and the Shoemaker School. Shoemaker has a completion date of Fall 2005 and there is approximately ten million dollars of constructions draws remaining. The Alburts School will be completed in Fall 2004 and has approximately 2.6 million dollars of construction draws remaining. The Eyer MS is estimated to be 25-26 million dollars with construction bids being accepted in Spring 2005 and an estimated completion date of Fall 2006. Currently, there is no funding in place for the Eyer MS. He said one of the key points is that Act 72 will become effective September 3, 2004. The general statement is that any debt incurred on or after the effective date could be subject to back end referendum starting with the 2006-07 budget. The exception is that if the debt is incurred before September 3, 2004. The district also has the option to forgo the State slots money and the 0.10% EIT increase altogether and void the millage restrictions of Act 72. Mr. Shearer reviewed the pros and cons of incurring debt before September 3, 2004; Incurring debt after September 3, 2004 and before July of 2005; and incurring debt after July of 2005. These are outlined in the attachment. Mr. Shearer defined a forward purchase agreement that had not been done before by the district but more districts are considering this financing option. The district would enter into the agreement and the transaction may not settle until some time in the future. Mr. Shearer estimated that the borrowing capacity of the district is 25 million dollars. His recommendation would be to issue ten million dollars as a traditional fixed rate bond issue and then issue approximately 15-16 million as a variable rate Emmaus Bond Pool issue. This would allow the debt to be considered existing if completed by September 3. The millage impact would be structured for the 2006-07 budget or later and, with PDE approval, debt service would not trigger "back end" referendum in 2006-07. He also reviewed the sample debt service schedules and the summary of future millage impact that are attached. Mr. DeHaan asked what PDE approval means. Mr. Shearer would see that the debt was grandfathered before September 3 and this would fall within the guidelines of the law. Mr. Lundeen said this is the interpretation as the attorneys can define from the law. Mr. Ballard asked if the 2006-07 limitation was based on when a district could opt in on the EIT increase. Mr. Lundeen said that when a Board opts into this legislation the revenues in 2006-07 are then capped no matter when you opted in. Mr. Ballard noted that the present recommendation is for a 10 million dollar fixed rate issue and asked if it would be bank qualified. This would be non-bank qualified because of the other refinancings that were in place for this year. Mr. Ballard asked why the



recommendation for the bulk of the issue was in a variable rate and asked what the fixed rate was. Mr. Shearer responded that the current fixed rate was 4.25% and the variable rate was 1.5%. Mr. Ballard said he would prefer to lock in the higher portion at the fixed rate rather than the variable rate. Mr. Ballard pointed out that PDE will look at the entire budget and tell districts what they may need to cut out and it may not be an automatic approval. Mr. Lundeen said he would not predict what PDE would do but it was their interpretation at this time. Mr. Lundeen felt the most flexibility was with incurring debt before September 3. Mr. Robert asked what is the latest date that the district can receive the funds. Mr. Shearer responded that it could be done within 40-45 days. Mr. Reigal confirmed that there is 12-13 million dollars currently available. The need may not be immediate. There was further discussion about the amounts that should be in either the fixed or variable rate options, refinancing the Bond Pool funds, issuance costs, interest rates and the differential. Mr. Earnshaw asked if refinancing would be considered new money and not grandfathered into the September 3 deadline. Mr. Lundeen felt the language in the act was murky. He felt the intention was probably to cover refinancing but it is not clear. Mrs. Thompson asked if it made sense to put the bulk of the funds in the variable rate. Mr. Shearer said it was a possibility. Ms. Fuller asked historically how high had variable rates extended. Mr. Shearer said there are spikes but they generally do parallel fixed rates. Mr. Reigal said it is usually a gradual increase. Mr. DeHaan asked for Mr. Reigal's recommendation. Mr. Reigal indicated he would be very comfortable with the recommendation from Public Financial Management. Mr. DeHaan said the Board needed to decide tonight so a recommendation could come back to the August 23 meeting. Mr. Robert proposed the following resolution:

Motion by Robert, Seconded by Gannon

RESOLVED, That the East Penn Board of School Directors accept the recommendation of Public Financial Management to issue ten million dollars as a traditional fixed rate bond issue and to issue approximately 15-16 million dollars as a variable rate Emmaus Loan.

Ms. Gannon discussed the synthetic swap and structuring the loan for a variable rate. Mr. DeHaan asked if the Emmaus General Authority could support a 26 million dollar issue. There was extensive discussion about converting the issues from variable rates to fixed rates, increasing the debt service, synthetic swaps, variable rate debt and interest, and interpretations based on when the debt was incurred and what is or is not new money. Mr. Lundeen said they are hoping that this current refunding language will be sorted out as provisions are interpreted and that refinancing an issue would still continue to be grandfathered. A recommendation from PFM will be presented at the August 23 Board Meeting.

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

Aye: Ballard, DeHaan, Earnshaw, Fuller, Gannon, Robert, Thompson-----  
-----7

Absent: Rhodes, Richwine-----  
-----2

## 8. Policy

1. Adoption: Board Policy 350.1, Retention Incentive Program (Exhibit 20)

Motion by Robert, Seconded by Ballard

RESOLVED, That the East Penn Board of School Directors approve Board Policy 350.1, Retention Incentive Program.

Mr. Robert and Mr. Earnshaw pointed out some editorial changes that will be included in the final policy.

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

Aye: Ballard, DeHaan, Earnshaw, Fuller, Gannon, Robert, Thompson-----  
-7

Absent: Rhodes, Richwine-----  
-----2

## 9. Legislative

Charles H. Ballard

Mr. Ballard reported that the Independent Regulatory Review Commission recently approved revisions to the State Board of Education's Chapter 11 regulations on student attendance. Changes under Chapter 11 include new language intended to clarify requirements regarding the entitlement of children to attend public school when parents reside in different districts. Of particular interest is new language regarding the enrollment of students, including those whose parents are separated or divorced. The regulation states that in such instances, "the child may attend school in the district of residence of the parent with whom the child lives for the majority of time, unless a court order or court approved custody agreement specifies otherwise. Transportation must be provided consistent with the policy of the school district that the students are attending. The Department of Education also recently announced that it has partnered with the National Board for Professional Teaching Standards. This fall, PDE will begin to administer the Board's federal Candidate Subsidy Program, which will help to financially support the application fee for Pennsylvania teachers who pursue National Board Certification. PSBA is also seeking applications for the Federal Relations Network. Regarding Act 72, Mr. Ballard said that the notification of home owners provision will start October 15. The district must mail to every tax parcel owner a Homestead Exemption application. These will be sent to the County Assessor and the figures currently being used by PASBO for East Penn indicate that property owners will receive a \$193 reduction in property tax. This applies to districts that raise the EIT and with the expectation that Pennsylvania will accrue 500 million dollars from gaming. May 30 is the deadline for districts to indicate they will raise the EIT and accept revenue from gambling. Mr. Ballard pointed out that the \$193 is approximately half the reimbursement of what senior citizens get from the current East Penn senior citizen rebate program. If the gaming funds do not generate enough revenue, the \$193 could actually be less. Pennsylvania would have to take in more revenue from the slot machines than Nevada.

1. Voting Delegates for the PSBA Legislative Policy Council Meeting – September 30, 2004

Motion by Ballard, Seconded by

RESOLVED, That the East Penn Board of School Directors appoint the following individuals as voting delegates for the PSBA Legislative Policy Council Meeting on September 30, 2004:

Charles Ballard

Cecilia Birdsell

Francee Fuller

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

Aye: Ballard, DeHaan, Earnshaw, Fuller, Gannon, Robert, Thomson-----

-----7

Absent: Rhodes, Richwine-----

-----2

Mrs. Thompson indicated that she would be a voting delegate for LCTI. Referring to the provisions under Act 72, Mr. Earnshaw asked if the district could maintain an accounting of the costs for mailing and processing information required by law. Mr. Reigal felt that was possible.

10. Facilities

1. PPL Right-of-Way Agreements (Exhibits 21 & 22)

Motion by Gannon, Seconded by Thompson

RESOLVED, That the East Penn Board of School Directors approve the Right-of-Way Agreements with PPL Electric Utilities Corporation for the following:

- Macungie Elementary School: One Pad mounted transformer and underground facilities as per Exhibit 21.
- Eyer Middle School Portable Classroom Pole and Overhead wires, cables, fixtures and apparatus per Exhibit 22.

Mr. Ballard indicated he would be abstaining because he is an employee of a subsidiary of PPL. A copy of Mr. Ballard's Conflict of Interest Abstention Memorandum is attached to the minutes of this meeting.

2. Change Orders

Motion by Robert, Seconded by Ballard

RESOLVED, That the East Penn Board of School Directors approve the following Change Orders as follows:

Emmaus High School Athletic Field Alterations

Change Order #2 Grace Industries Inc., Lehigh Valley (\$1,000.00)  
Delete fencing at basketball court

Alburtis Elementary School

EC-1-Albarell Electric, Inc. Bethlehem \$4,002.00

Add

Furnish and Install additional parking lot lighting as indicated on \$1,182.00  
Sketch SK-E3A and SK-E3B-Rev. 1

Furnish and install additional light as indicated on SK-E4 \$6,300.00

Furnish and install 120V Cir and low voltage cabling per SK-E5 \$ 695.00

Furnish and install 120V Power for Chemical Feed Tank \$ 270.00

Deduct

Delete cabling in RFP #004 above (\$4,445.00)  
stage in multi-purpose room 171 and all associated conduit  
and wiring

(GC-2) – Lyons Construction Services, Inc., Mechanicsburg, PA \$3,214.00

Add

Furnish and install Beynon Polyturf sports flooring in the  
multi-purpose room.

Note: Awarded contract to SRI Sports Floor. They were unable to complete the work due  
to bankruptcy.

Shoemaker School

FP-1-Anchor Fire Protection, Perkiomenville, \$931.66

Add

Relocate incoming fire service from utility \$766.66  
K-5 Room 101 to Shipping/Receiving 303

Provide and install sprinkle head in Principal's Office closet \$165.00

GC-7-E. R. Stuebner Inc., Reading, PA \$8,540.00

Add

Roofing of the existing concrete canopy at the new boiler room

per RFP019 and ERS's CCPR30R.

EC-3 Wind Gap Electric, Inc., Wind Gap, PA

\$41,792.00

Remove 750 MCM Aluminum Wiring Feeders from panels DP1, 2, and 3 that are fed from 1200 amp breakers and replace with 500 MCM copper wiring.

Substantial Completion – Emmaus HS Building Addition

RESOLVED, That the East Penn Board of School Directors approve substantial completion for the Emmaus High School building addition with the following contractors:

- Lyons Construction Services, Inc., Mechanicsburg, PA
- Worth & Company, Inc., Pipersville, PA
- TMI Commercial Inc., Honey Brook, PA
- A. N. Lynch Company, Inc., Spring City, PA

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

Aye: DeHaan, Earnshaw, Fuller, Gannon, Robert, Thompson-----  
-----6

Abstention: Ballard-----  
-----1

Absent: Rhodes, Richwine-----  
-----2

11. Business Operations

1. Bill List Approval

Motion by Robert, Seconded by Ballard

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

Construction Fund Disbursements – Exhibit 23

RESOLVED, That the East Penn Board of School Directors approve the construction fund payments from the Capital Reserve Fund Disbursements and the GOB 2002AAA issue.

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

Aye: Ballard, DeHaan, Earnshaw, Fuller, Gannon, Robert, Thompson-----  
-----7

Absent: Rhodes, Richwine-----  
-----2

12. Announcements

-Monday, August 9 6:30 p.m.-CLEAR Session (Litigation, Personnel)  
7:30 p.m.-Board Meeting  
-Monday, August 23 7:30 p.m.-Board Meeting

13. Adjourn

There being no further business to come before the Board, the meeting was adjourned, upon motion, at 10:00 p.m. President DeHaan declared the meeting adjourned stating, “ and that’s the way it is on Monday, August 9, 2004.”

Cecilia R. Birdsell, Board Secretary

## ORDER OF BUSINESS

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

Vice President Ann Thompson 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, A. Earnshaw, F. Fuller, E. Gannon, S. Rhodes, T. Richwine, M. Robert, A. Thompson  
Board Member Absent: J. W. DeHaan  
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  
Randy Kraft, Morning Call Reporter

### 2. Requests to Address the Board

Ms. Gina Bortz, 3331 Miriam Drive, Emmaus; Mr. Rick Huck, 6211 Martin Drive, Zionsville; and Mr. Andy Scott, 4390 Lexington Circle, Emmaus requested that the Board support the motion for artificial turf. They indicated their support and felt it would be an asset to the community youth programs as well.

### 3. Approval of Minutes

Motion by Ballard, Seconded by Gannon

RESOLVED, That the East Penn Board of School Directors approve the minutes of the August 9, 2004 meeting.

This resolution was unanimously adopted by voice vote.

### 4. Report of the Superintendent of Schools

#### 1. Personnel

Dr. Morgan withdrew the motion for a voluntary consensual demotion for Christine Sayegh since she has indicated that she would be resigning. Dr. Morgan reported that just about all personnel are in place to start the year. She indicated that tomorrow was the second day of New Teacher Induction. She also thanked the maintenance staff, information technology department, and personnel department for their outstanding efforts to get ready for the new school year. Labor and Industry inspected Alburts today and there will be another inspection on Friday. Dr. Morgan felt that the school would pass the inspection. The Shoemaker School may require work over the Labor Day weekend but it will be available for the start of school. Labor and Industry will be inspecting Shoemaker on Wednesday. Bus cards have been mailed. She noted that the redistricting plan will be coming in January. The dedication for the Alburts School is scheduled for October 15. The house on Harrison Street behind Lincoln School is undergoing demolition. The Lincoln Full-Day Kindergarten Program looks very positive for students. The new principals have moved into their assigned buildings. The Lower Macungie Middle School is highlighting its Asset Program and the Reading Apprenticeship. Jefferson and Kings Highway are working on a new program called Learning Communities. Lower Macungie Elementary School is working on a yearlong celebration of 55 years of service. Shoemaker School will be experiencing the pod by pod building program. Wescosville School is implementing a program of additional support for at-risk learners. Dr. Morgan summarized that the district is in good shape for the opening.

Referring to the ticket pricing, Dr. Morgan said the season football pass has been increased by \$2.00 for an additional game. The Articulation Agreements are renewals for every five years.

Motion by Robert, Seconded by Gannon

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

#### Resignation/Retirement

Mary Beth Riter, Food Services Department, effective immediately (Exhibit 1)  
Carol L. Fry, Remediation Assistant, effective immediately (Exhibit 2)  
Bonnie Cole, Remediation Assistant, effective immediately (Exhibit 3)  
Susan Flamisch, Teacher Aide at Alburts School, effective immediately (Exhibit 4)  
Richard Schuler, Custodial/Maintenance Department, effective September 15 (Exhibit 5)

#### Appointment of Professional Employees

Name/Address:	Maria Smith 930 Springhouse Road, Allentown 18104
Education Level:	B. S. Degree (1999) M. Ed. Degree (2004)
Undergraduate School:	Kutztown University
Graduate School:	Lehigh University
Certification:	Instructional II, Speech/Language, Special Education, N-12
Assignment:	Speech/Language Vacancy created by V. Singley resignation.
Effective:	To be determined
Experience:	8/02-Present: Allentown SD 8/01-6/03: Parkland SD 8/00-6/01: Allentown SD
Salary:	\$45,600 (Step E, Year 5, Col. M)

Name/Address:	Susan Sterkenburg 345 W. Second Street, Alburtis 18011
Education Level:	B. S. Degree (1988)
Undergraduate School:	Slippery Rock University
Certification:	Instructional II, Elementary Master's Equivalency
Assignment:	.5 Kindergarten, Alburtis School New position due to enrollment numbers (unbudgeted )
Effective:	August 30, 2004
Experience:	8/90-8/93: Fox Chapel SD 8/88-7/90: Jefferson County (WV) SD
Salary:	\$54,000-.5 Prorated (Step K, Year 11, Col. M)
Name/Address:	Joseph Ligenza 655A East Broad Street, Tamaqua 18252
Education Level:	B. S. Degree (2000)
Undergraduate School:	Penn State University
Certification:	Instructional I, Health/Physical Ed.
Assignment:	Health/Physical Education, Lower Macungie Elementary/Jefferson Schools
Effective:	To be determined
Experience:	8/01-Present: Tamaqua SD 8/00-6/01: New Holland SD
Salary:	\$40,500 (Step E, Year 5, Col. B)
Name/Address:	Rosalie Schiffert 101 Main Street, Red Hill, PA 18076
Education Level:	B. S. Degree (1984)
Undergraduate School:	M. Ed. Degree (2002)
Graduate School:	Kutztown University
Certification:	Kutztown University Instructional II, Elementary, Ment/Phys. Handicapped, Reading Specialist
Assignment:	Special Education/Learning Support, Lower Macungie MS (Transfer of C. Angstadt to Regular Ed.)
Effective:	To be determined
Experience:	9/96-Present: Brandywine SD 10/98-6/99:
Salary:	\$48,600 (Step H, Year 8, Col. M)

#### Full-Time Substitute Teacher Appointments

Name/Address:	Melissa Catalogna 2724 Lynnhurst Drive, Bethlehem 18017
Education Level:	B.S. Degree (2004)
Undergraduate School:	Shippensburg University
Certification:	Instructional I, Elementary, Mid-level Mathematics, 7-9
Assignment:	Grade 5, Alburtis School Opening created by transfers & General Leave for K. Caiati
Effective:	August 30, 2004
Experience:	None
Salary:	\$38,500 (Step A, Year 1, Col. B)
Name/Address:	Amy Case 110 Delaware Avenue, Catasauqua 18032
Education Level:	B. S. Degree (2004)
Undergraduate School:	Lock Haven University
Certification:	Instructional I, Elementary, Early Childhood
Assignment:	Kindergarten, Lower Macungie Elementary School Opening created by transfers & N. Miles leave.
Effective:	August 30, 2004
Experience:	None
Salary:	\$38,500 (Step A, Year 1, Col. B)
Name/Address:	Nancy Cleff 3248 Sequoia Drive, Macungie 18062
Education Level:	B. A. Degree (1980)
Undergraduate School:	Cedar Crest College
Certification:	Instructional II, Elementary
Assignment:	Grade 3, Shoemaker School Opening created by L. Knabb-Reed leave.
Effective:	August 30, 2004
Experience:	9/93-Present: East Penn SD (per diem substitute) 9/84-6/86: Allentown Diocese 9/80-6/81: Scranton Diocese
Salary:	\$38,500 (Step A, Year 1, Col. B)
Name/Address:	Michele Shara 2814 Russell Street, Allentown 18104
Education Level:	B. S. Degree (1986)

Undergraduate School:	Temple University
Certification:	Instructional I, Elementary
Assignment:	Grade 2, Lower Macungie Elementary School Opening created by E. Coverly leave; change of employment status for M. O'Donnell
Effective:	August 30, 2004
Experience:	5/93-Present: Lehigh Valley Hospital, Recreational Therapist 9/91-5/93: KidsPeace, Recreational Therapist
Salary:	\$38,500 (Step A, year 1, Col. B)
Name/Address:	Jennifer Rosa 73 S. Fairview Street, Macungie 18062
Education Level:	B. A. Degree (1993) M. S. Degree (2003)
Undergraduate School:	Earlham College
Graduate School:	St. Joseph's University
Certification:	Instructional I, Elementary, K-6
Assignment:	Grade 3, Macungie Opening created by N. Miles leave.
Effective:	August 30, 2004
Experience:	8/03-Present: East Penn SD 7/00-6/03: Philadelphia SD
Salary:	\$39,000 (Step B, year 2, Col. B)
Name/Address:	Daniel Deiter 1536 Country Club Road, Wescosville 18106
Education Level:	B. S. Degree (2004)
Undergraduate School:	Penn State University
Certification:	Instructional I, Communications, 7-12, English, 7-12
Assignment:	English Department, Emmaus HS Opening created by D. Bobeck leave
Effective:	August 30, 2004
Experience:	None
Salary:	\$38,500 (Step A, Year 1, Col. B)

#### Change in Employment Status

Employee	From	To
Keira Werner Elementary	Full-Time Substitute	Temporary Professional
Meghan O'Donnell Elementary	Full-Time Substitute	Temporary Professional
Lynda O'Connor Elementary	Full-Time Substitute	Temporary Professional

#### Leaves as per Collective Bargaining Agreement

Employee:	Colleen Demchak Guidance Counselor, Emmaus HS
Effective:	August 30, 2004
Employee:	Nicole Miles Elementary, Lower Macungie Elementary
Effective:	August 30, 2004

#### Teacher Aide Appointments

Name/Address	Assignment	Salary
Katie Schaffer 124 E. Main Street, Emmaus	Macungie School	\$10.30/hr.-12.5 hrs./wk.
Ellen Peters 845 Chestnut Street, Emmaus	Macungie School	\$10.30/hr.-12.5 hrs./wk.
Kristine Kleckner 4742 Jasper Road, Emmaus	Alburtis School	\$10.30/hr.-12.5 hrs./wk.
Jennifer Heffentrager 655 Fernwood Street, Emmaus	Lincoln School	\$10.30/hr.-12.5 hrs./wk.
Colene Haas 132 Cedar Street, Macungie	Macungie School	\$10.30/hr.-19 hrs./wk.
Victoria Stenroos 4771 Somerset Lane, Macungie	Health Room Shoemaker	\$10.30/hr.-32 hrs./wk.
Cindy Bogert	Lincoln School	\$10.30/hr.-18.5 hrs./wk.



159 S. Church Street, Macungie

Beth Faust 328 Avid Drive, Alburtis	Alburtis School	\$10.30/hr.-12.5 hrs./wk.
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Kathleen Lysek 8063 Heritage Drive, Alburtis	Macungie School	\$10.30/hr.-30.5 hrs./wk.
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Jeanine Miller 7383 Hillcrest Drive, Macungie	Wescosville School	\$10.30/hr.-16 hrs./wk.
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Jennifer Shubzda 750 Furnace Street, Emmaus	Lincoln School	\$10.30/hr.-18.5 hrs./wk.
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#### Appointment of Remedial Assistant

Susan Flamisch 4476 Rose Drive, Emmaus	Alburtis School	\$11.50/hr.-25 hrs./wk.
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#### Hall Monitor Appointment

Melissa Heckman 230 Adrain Street, Emmaus	Emmaus HS	\$10.30/hr.-30 hrs./wk.
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#### Aide Hours/Building Changes

Aide	From	To
Nancy Fenstermaker	EHS-25.5 hrs./wk.	EHS-32.5 hrs./wk.
Katherine Carman	Jefferson-12.5 hrs./wk.	Wescosville-12.5 hrs./wk.
Noelle Derienzo	KH-12.5 hrs./wk.	Wescosville-12.5 hrs./wk.
Ann DeSandis	Eyer-32.5 hrs./wk.	EHS-32.5 hrs./wk.
John Carter	LMMS-12.5 hrs./wk.	EHS-30 hrs./wk. (Hall Monitor)
Tami Fenstermaker	Macungie-30.5 hrs./wk.	EHS-32.5 hrs./wk.
Risa Donegan	EHS-16 hrs./wk.	EHS-12.5 hrs./wk.
Carol Richards Brown	KH-12.5 hrs./wk.	Wescosville-16 hrs./wk.
Susan Soler	Lincoln-12.5 hrs./wk.	LMMS-32.5 hrs./wk.
Teresa Altanese	Wescosville-12.5 hrs./wk.	LMMS-32.5 hrs./wk.
Janet Toy	Macungie-19 hrs./wk.	Macungie-30 hrs./wk.
Carol Coogan	LMMS-19.5 hrs./wk.	LMMS-22.5 hrs./wk.

#### Co-Curricular Advisors

Advisor	Activity	Stipend
Tracie O'Connor	National Jr. HS	\$969.00, Club C
Beth Witte	Builders Club	\$1224.00
Heather Bealer	Yearbook (Eyer MS)	\$1224.00
Carrie England	Band Director (Eyer MS)	\$2856.00
Erin Marks	Choral Director (Eyer MS)	\$2040.00
Brian Legutko	Greenhorn.Net	\$969.00, Club C
Steven Braglio	Web Design (Eyer MS)	\$408.00
	Technical Director	\$30.00/hour
Jason Palmer	Web Design (Eyer MS)	\$408.00
Brenda Kozak	Math Counts	\$255.00
Kelly Stellato	Math Counts	\$255.00
Alene Kraus	Jr. Kid-to-Kid	\$1224.00
Carol Richards-Braun	Band Front Director	\$510.00
Doug Hunsicker	Student Government	\$612.00
Linda Maxon	Student Government	\$612.00
Ralph Granger	Girls Volleyball Coach (Eyer MS)	Non-Paid

#### Additions to the 2004-05 Per Diem Substitute List- Exhibit 6

Veronica Klotz, Food Services Department  
Darlene Rinker, Food Services Department

#### Faculty Transfers

Teacher	From	To
Lori Fritz	Grade 4, Shoemaker	IST, Shoemaker
Samantha Edwards	Grade 2, Kings Highway	Grade 1, Jefferson
Stacey Confer	Grade 1, Jefferson	Kindergarten, Jefferson
Keira Werner	Kindergarten, Lower Macungie	Grade 4, Alburtis
Amy Driscoll	Grade 3, Wescosville	Grade 4, Wescosville

Cindy Snow, Eyer Middle School  
Gwen Marley, Shoemaker School

Name/Address	Assignment	Salary
Rebecca Schattner 2774 Willow Street, Coplay 18037	Lower Macungie/Jefferson (3.5 hrs./day)	\$9.96/hr.-17.5 hrs./wk.
Diane Schantzenbach 628 E. Main Street, Macungie	PT Food Serv. Assist. Wescosville (2 hrs./day)	\$9.96/hr.-10 hrs./wk.

Education Level: B. S. Degree (2003)  
 Undergraduate School: Shippensburg University  
 Certification: Instructional I, Elementary  
 Effective: August 30, 2004  
 Assignment: Grade 2, Kings Highway School  
 Opening created by transfers & N. Titus leave.  
 Experience: 9/03-Present: Allentown Diocese  
 Salary: \$38,500 (Step A, Year 1, Col. B)

Name/Address: Sarah Salvestrini  
 1328 Arch Street, Emmaus  
 Education Level: B. S. Degree (1999)  
 M. A. Degree (2001)  
 Undergraduate School: East Stroudsburg University  
 Oxford Brooks University  
 Graduate School: Lehigh University  
 Certification: Instructional I (Alien Provisional): Elementary, Ment and/or Phys.  
 Handicapped  
 Effective: August 30, 2004  
 Assignment: Special Education, Lincoln School  
 Opening created by J. Sosnovik leave.  
 Experience: 8/01-7/03: Harrisonburg, VA  
 9/03-Present: East Penn & Parkland SD  
 (per diem substitute)  
 Salary: \$38,500 (Step A, Year 1, Col. B)

#### Temporary Professional Employee Appointment

Name/Address: Aaron Gavin  
 420 S. Cannon Avenue, Lansdale 19446  
 Education Level: B. S. Degree (2003)  
 Undergraduate School: Maranatha Baptist Bible College  
 Certification: Instructional I (Temporary Teaching Permit): English,  
 7-12  
 Effective: August 30, 2004  
 Assignment: English, Emmaus HS  
 New Position  
 Experience: None  
 Salary: \$38,500, Step A, Year 1, Col. B)

#### Additions to the 2004-05 Per Diem Substitute List

Judy Bowers, Elementary Marguerite Mutchler, Special Education  
 Ann Savarese, Remedial Assistant Substitute

#### Administrative Assistant Appointment

<u>Name/Address</u>	<u>Assignment</u>	<u>Salary</u>
Anne DeSandis 2999 Sheffield Drive, Emmaus	Guidance Department, EHS	\$23,400

#### Teacher Aide Appointments

<u>Name/Address</u>	<u>Assignment</u>	<u>Salary</u>
Lorraine Yankovich 4196 Main Road West Emmaus	Health Room, Shoemaker	\$10.30/hour, 20 hrs./wk.
Karen Hustedt 233 Flint Hill Road Alburtis 18011	Lower Macungie Elementary	\$10.30/hour, 20 hrs./wk.
Rebecca Murphy 130 Spruce Street Emmaus	Hall Monitor Emmaus HS	\$10.30/hour, 30 hrs./wk.
Ellen Rae Price 1710 Beech Lane Macungie	Special Education, Wescosville	\$10.30/hour, 15 hrs./wk.

#### Co-Curricular Advisors

Kelsey Torpey Non-Paid Girls Volleyball Coach, Eyer MS  
 Daniel DeBellis Non-Paid Assistant Football Coach  
 George Halfacre Non-Paid Assistant Football Coach

#### 2004-05 Ticket Pricing for Sports – Exhibit 11

RESOLVED, That the East Penn Board of School Directors approve the 2004-05 Ticket Pricing for Sports as outlined in Exhibit 11.

Articulation Agreements for Student Teachers – Exhibits 12 & 13

RESOLVED, That the East Penn Board of School Directors approve the attached articulation agreements with the following Universities:

Kutztown University East Stroudsburg University

NOTE: This agreement applies to all students placed in East Penn Schools for field experiences, professional semester, and student teaching.

Mr. Ballard asked about the approval for IU teachers for after-school meetings. Dr. Morgan explained that the rate is for the IEP's and we pay them for transitional time for East Penn students. This is in accordance with the East Penn Collective Bargaining Agreement.

Ms. Gannon asked about the Pentamation Conference that is being attended by three members of the technology department, noting that with the problems with Pentamation they should absorb the cost of the conference. Dr. Morgan said the services have been contracted and additional support has been paid. She said she would explore that further. Mr. Richwine asked about one of the positions that is unbudgeted. Dr. Morgan said with staffing changes there is usually enough in the personnel account. The approval of the position is based on approval of the recommendation. Mr. Richwine also pointed out that two positions have been filled with graduates from Emmaus High School.

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

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

Absent: DeHaan-----1

5. Education

1. 2004-05 East Penn School District Testing Program – Exhibit 14

Motion by Ballard, Seconded by Gannon

RESOLVED, That the East Penn Board of School Directors give representational consent for the tests listed on Exhibits 13 & 14 to be administered during the 2004-05 school term.

Dr. Morgan indicated this is the list of tests given this year. Mr. Richwine asked if this was the first year for PSSA Science testing. Dr. Zinner responded that these tests are in the planning stage.

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

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

Absent: DeHaan-----1

2. Consulting Employment Agreement – Exhibit 15

Motion by Gannon, Seconded by Earnshaw

RESOLVED, That the East Penn Board of School Directors approve the contract with George P. White, Education & Management Consultants, for the Second Phase of the Middle Level Review Project at a cost not to exceed \$24,000.

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

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

Absent: DeHaan-----1

3. Strategic Planning Update – Dr. Jerry Zinner, Assistant Superintendent

Dr. Zinner reported that this Strategic Plan is in effect from 2002-2008. Dr. Zinner provided the historical background for the process. He explained the development of action plans and the charge of the implementation team members who have been working on the six goals. The plan was approved by the Board as well as the Department of Education in 2002. The next step is the implementation phase. The teams are comprised of administrators, faculty, support staff, and parents and community members. There are more than 65 people involved in this process. An orientation meeting was held last September to review expectations and the logic model was presented and explained. Updates on the work of the teams are provided on the district web site. Mr. Ballard indicated that he was on the Civic Responsibilities Implementation Team. He said that over the past year they came up with common themes and suggestions for activities and approaches for modeling behavior. There would be a mission statement and monthly themes that could be incorporated into the curriculum to reinforce the theme of the month. Mr. Ballard said there are no regulations even though there have been various bills talked about among legislators. Mr. Richwine asked if the staff members were amenable to these suggestions. Mr. Ballard felt that it had been positively received as a result of surveys that have been conducted. Ms. Gannon expressed concern about adding more to the curriculum in light of the other state and federal requirements. She cautioned substituting extra things at the expense of what is required. Mr. Ballard said the idea was to put them into thematic plans. Mr. Earnshaw asked about the timelines that have passed. Dr. Zinner indicated the original plan was completed in spring 2001 and some of the timelines were ambitious and they had elected to move them back since the plan is in effect until 2008. By spring 2005, most of the ideas will be implemented. Dr. Morgan said this will be carried as an agenda item to update the Board on the progress. This will be a year of integration and looking at timelines with the NCLB requirements, Take Back initiatives, and the strategic plan. Dr. Morgan emphasized the need for integration and cross discussion. Mrs. Thompson said the Security Action team has indicated that character education seemed to be a major issue and that students need to understand right and wrong.

6. Eyer Project Financing – Public Financial Management & Rhoads & Sinon

Mrs. Thompson introduced Kristin Kelcher from Public Financial Management and Paul Lundeen, Esq. for Rhoads and Sinon who were present to review the bond sale for the Eyer MS project financing. Ms. Kelcher reviewed the attached Bond Sale Document noting that the successful bidder was Boenning & Scattergood. Mr. Lundeen reviewed the attached resolutions.

Motion by Ballard, Seconded by Robert

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 ten million dollars to provide funds for and toward capital projects as outlined in the resolution.

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

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

Absent: DeHaan-----  
-----1

Motion by Earnshaw, Seconded by Ballard

RESOLVED, That the East Penn Board of School Directors approve the attached resolution for issuance of a fifteen million dollar General Obligation Note, Series A of 2004 and its \$15,388,480 General Obligation Note, Series B of 2004 for the purpose of providing funds as described in the attached resolution.

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

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

Absent: DeHaan-----  
-----1

Mr. Lundeen responded to a question from Ms. Gannon regarding refinancing.

7. Facilities

1. Contract Award – Artificial Turf

Motion by Ballard, Seconded by Earnshaw

RESOLVED, That the East Penn Board of School Directors approve the artificial turf multi-sports field at Emmaus High School with Atlas Tracks Inc., Tualatin, OR at a cost of \$763,365.07.

Note: Funding was added to the Five Year Capital Plan on May 24, 2004. This project is being awarded through State Contract AEPA IFB #006.

Mr. Paul Szewczak from Liberty Engineering indicated that the turf came under the state contract and was \$15,000 under the estimated cost. This also includes an 8ft. high fence around the facility and walkways. He reviewed the architectural plan that had been presented previously. This is a quality turf product and is guaranteed for eight years. The field should be ready for the girls spring season. In answer to a question from Mr. Earnshaw, Mr. Szewczak said the field would be usable one year sooner than the grass field. Mr. Robert asked if the re-grading was included in this field. Mr. Szewczak said the field would be permanently marked for soccer and field hockey. In answer to a question about the state contract from Mr. Ballard, Mr. Szewczak explained his understanding of the competitive bidding process at the state level. Mr. Ballard said this project should bring benefits to the district. Mr. Szewczak said teams should be able to practice on the field, less maintenance, especially as it relates to rain. Mr. Richwine asked about the expected life of the field and repair. Mr. Carl responded that the expected life is 10-12 years. Mr. Szewczak said extra material will be part of the contract and there can be repairs made without having to replace the whole field. Mr. Ramella said the field is similar to the one in J. Birney Crum Stadium but not the same. The closest field to this is at Gettysburg College. The fence is being installed for security reasons and to keep people from walking on it. It will be available for community programs. This is the recommended field for soccer and field hockey. Mr. Robert said he would like to go on record that when the field is not being used by the district that it should made be available for the community. Mr. Rhodes asked about the time line for installation. Mr. Szewczak said the estimate is 30-45 days. Mr. Rhodes also encouraged the use by the community when not being used by the district. Mrs. Thompson asked about injuries with artificial turf. Mr. Ramella said the number of injuries are reduced and it will feel like regular Bermuda grass. Mrs. Thompson asked if there are any other costs. Mr. Ramella did not see any additional costs other than what is involved with lining for different sports. Mr. Robert asked about future costs after the life of the field. Mr. Ramella indicated that he would have to get further information.

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

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

Absent: DeHaan-----  
-----1

Mr. Robert asked for a report about the LMT Planning Commission Meeting where the Eyer project was presented. Mr. Szewczak reported that the trees are considered a zoning issue and curbing and sidewalks on this property may not make sense. They suggested doing some research on the number of walkers to the school. He felt that overall they did not seem to have any problem with the project. They seemed to be cooperative and wanted to work with the district. Ms. Fuller called attention to a safety program with PENNDOT to use funds for providing safe walkways. She suggested that James Magee of District 5 be contacted.

8. Business Operations

1. Approval of Bill List

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

Construction Fund Payments – Exhibit 16

RESOLVED, That the East Penn Board of School Directors authorize the construction fund payments from the Capital Reserve Fund and the GOB 2002AAA issue as listed on Exhibit 16.

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

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

Absent: DeHaan-----1

9. Announcements

-Monday, August 23 7:30 p.m. – Board Meeting  
-Tuesday, August 24 8:00 a.m.-New Teacher Orientation, Cafeteria, Emmaus HS  
-Thursday, August 26 7:00 p.m.-Take Back Our Children, Auditorium, EHS  
-Tuesday, August 31 8:00 a.m.-Employee Development Day, EHS Auditorium  
-Thursday, September 2 EHS New Students & Grade 9 Orientation  
-Monday, September 6 Labor Day – All Schools and Offices Closed  
-September 7 First Student Day; Kindergarten Orientation

10. 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

Vice President Ann Thompson called the meeting of the East Penn Board of School Directors to order in the Board Room located at 800 Pine Street, Emmaus, PA, followed by the Pledge of Allegiance:

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

Board Member Absent: J. DeHaan

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: Randy Kraft, Morning Call Reporter  
Patricia Ryder, East Penn Press

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

### 3. Approval of Minutes

Motion by Robert, Seconded by Earnshaw

RESOLVED, That the East Penn Board of School Directors approve the minutes for the August 23, 2004 meeting.

This resolution was unanimously adopted by voice vote.

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

#### 1. Update on the Opening of School

Dr. Morgan reported that the opening of school went very well. She announced that this year the enrollment increased by 252 students since last September. The increase breaks down to an increase of 120 students at the elementary level; 46 students at the middle school; and 96 students at the high school. The total enrollment is 7390 which is what was projected for the 2005-06 school term. She noted that Kindergarten at Alburtis School is a trouble spot. Some modifications were made over the summer but students continue to enroll and the administration expects the enrollment to go higher. There is a part-time teacher there and she would be recommending adding another section and increase the part-time teacher to full-time since the district is already paying benefits. Ms. Gannon asked if there was room for another section and Dr. Morgan responded that there was room. Mr. Robert asked about the status of the teacher if the enrollments go down. Dr. Morgan said the person could go for a voluntary demotion or transfer to another vacancy. Mr. Richwine asked if it would be a problem for students to be reassigned. Dr. Morgan indicated that morning is the preferred time but it could be worked out. Dr. Morgan talked about redistricting but there is no control over where the students come from in the district. Mr. Robert asked about the growth at the high school and the capacity. Dr. Morgan said that after the addition at the high school all rooms are being used. She said she could find out more and report back. Mr. Robert thought the capacity was around 2300 students. Mr. Robert commented about looking at the high school capacity before addressing the redistricting. Dr. Morgan said the Academic Center at LCTI will also attract students and that will have an impact on the high school numbers.

#### 2. Personnel

Motion by Ballard, Seconded by Robert

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

##### Resignation

Elaine Kneller, Teacher Aide at Eyer MS, effective immediately (Exhibit 1)

##### Employee Dismissal

Alexis Marin, Administrative Assistant, as per Collective Bargaining Agreement

##### Teacher Aide Appointments

Name/Address	Assignment	Salary
Angela Niland 3256 Seiples Station Road Whitehall 18052	Emmaus HS (New position)	\$10.30/hour, 30 hrs./wk.
Patricia Brooke 4917 Cypress Street Allentown 18106	Emmaus HS (Resig. of J. Duckworth)	\$10.30/hour, 16 hrs./wk.
Pam Shealey 6860 Batman Road Zionsville 18092	Emmaus HS (New position)	\$10.30/hour, 30 hrs./wk.
Jackie Vollman 2021 Strathmore Drive Macungie 18062	Shoemaker (replacing D. Grois)	\$10.30/hour, 12.5 hrs./wk.
Patricia Wolle-Eck 729 N. Jordan Street Allentown 18102	Shoemaker (replacing S. Cooperman)	\$10.30/hour, 12.5 hrs./wk.
Kristin Laux 236 Furnace Street, Emmaus	Lower Macungie MS (transfer J. Carter)	\$10.30/hour, 12.5 hrs./wk.
Ann Wexler 3172 Watermill Drive Macungie 18062	Macungie School (Mogel resignation)	\$10.30/hour, 12.5 hrs./wk.
Deann Reidehour 1832 Willow Lane Macungie 18062	Lower Macungie MS (New Position)	\$10.30/hour, 32.5 hrs./wk.
Lois Frisby 650 Fernwood Street Emmaus 18049	Jefferson (K. Carman transfer)	\$10.30/hour, 12.5 hrs./wk.
Crystal Kohler 4790 Kohler Road Zionsville 18092	Emmaus HS (Huther Resignation)	\$10.30/hour, 22.5 hrs./wk.
Christine Butz 5811A Lower Macungie Road East Texas 18046	Kings Highway (transfer N. Derienzo)	\$10.30/hour, 12.5 hrs./wk.
Joanne Freeman 7300 Myrtle Drive Macungie 18062	Emmaus HS (resignation J. Duckworth)	\$10.30/hour, 12.5 hrs./wk.

Effective: September 7, 2004

Custodial/Maintenance Appointments

Michael Eisentraut 4940 Jasper Road Emmaus 181049	Maintenance A, Electrician, Stage Technician (Second Shift)	\$18.70/hour, 40 hrs./wk.
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Effective: On or about September 27, 2004

Charles Zellner 738 Donald Drive Emmaus 18049	Custodian (Second Shift)	\$15.60/hour, 40 hrs./wk.
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Effective: On or about September 27, 2004



#### Teacher Aide – Change in Hours

Name	From	To
D. Toth, Eyer MS	21.75 hrs./wk.	22.5 hrs./wk.
T. Hicks, Eyer MS	24.5 hrs./wk.	32.5 hrs./wk.
T. Frantz, Wescosville	12.5 hrs./wk.	16.0 hrs./wk.
C. O'Hara, Emmaus HS	25 hrs./wk.	30 hrs./wk.
B. Ries, EHS	25 hrs./wk.	31.25 hrs./wk.
R. Donegan, EHS	12.5 hrs./wk.	22.5 hrs./wk.
G. Smith, EHS	27.5 hrs./wk.	30.0 hrs./wk.
M. Killeen, EHS	17.5 hrs./wk.	25 hrs./wk.
T. Reed, EHS	22.5 hrs./wk.	27 hrs./wk.
C. Kohler, EHS	12.5 hrs./wk.	22.5 hrs./wk.
N. Fenstermaker, EHS	17.0 hrs./wk.	31.25 hrs./wk.
J. Demjanick, EHS	16.5 hrs./wk.	22.5 hrs./wk.
B. Kleckner, EHS	30 hrs./wk.	26 hrs./wk.
J. McCandless, EHS	23.75 hrs./wk.	23.25 hrs./wk.
K. Nemeth, EHS	25 hrs./wk.	23.75 hrs./wk.
B. Phillips, EHS	21.25 hrs./wk.	22.5 hrs./wk.
C. Richards Brown	16 hrs./wk., Wescosville	30 hrs./wk., EHS
D. Grois	12.5 hrs/wk., Shoemaker	30 hrs./wk., EHS

#### Co-Curricular Advisors

Kevin Bender	Bldg. Web Design	\$510.00
Patty Arnold	Bldg. Web Design	\$510.00
Kim Kannenberg	Web Page Features Club	\$510.00

#### 2004-05 Mentor Teachers

See Exhibit 2

#### 2004-05 Per Diem Substitute Teachers

See Exhibit 3

#### Administrative Assistant – Transfers

Employee	From	To
Annette Hoppes	Lower Macungie Elementary	EHS, Library
Joanne McDonald	Shoemaker	Maintenance Office

#### 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.

#### Resignation

Annette Ackerman, Teacher Aide at Lower Macungie Elementary School, effective immediately (Exhibit 1A)

#### Temporary Professional Employee Appointment

Name/Address:	Susan Keller 150 Jefferson Street, Washington, NJ
Education Level:	B. A. Degree (1998) M. Ed. Degree (2004)
Undergraduate School:	Rutgers University
Graduate School:	Lehigh University
Certification:	Instructional I, English

Assignment: English, Emmaus HS  
(Vacancy created by J. Kostecki)  
Effective: September 1, 2004  
Experience: None  
Salary: \$43,600 (Step A, Year 1, Col. M)

Full-Time Substitute Teacher Appointment

Name/Address: Elena Holmes  
835 S. Jefferson Street  
Allentown 18103  
Education Level: B. F. A. Degree (2002)  
Undergraduate School: Temple University, Tyler School of Art  
Certification: Instructional I, Art  
Assignment: Art-.6 (Elementary)  
Effective: September 14, 2004  
Experience: 9/03-6/04: Delaware County IU  
Salary: \$23,100 (.6), (Step A, Year 1, Col. B)

Teacher Aide Appointments

Name/Address	Assignment	Salary
Adelle Miller 148 East Penn Avenue Alburtis 18011	Wescosville, Cafeteria/Recess (T. Attanesi resing.)	\$10.30/hr., 12.5 hrs./wk. (Effective: 9/14/04)
Diane Kehs 1629 Linda Lane Allentown 18103	Wescosville, Cafeteria/Recess (T. Frantz transfer)	\$10.30/hr., 12.5 hrs./wk. (Effective: 9/9/04)
Kimberly Kemp 1569 Laurel Lane Macungie 18062	Shoemaker, Spec. Ed. (New Position)	\$10.30/hr., 12.5 hrs./wk. (Effective: 9/8/04)
Krisann Seislove 6274 Sweetbood Drive Macungie 18062	Alburtis, Cafeteria/Recess (New Position)	\$10.30/hr., 12.5 hrs./wk. (Effective: 9/14/04)

Food Services Department

Louise Fegely PT, Food Service Assist. \$9.96/hr., 18.75 hrs./wk.  
299 Hunter Forge Rd. Shoemaker  
Macungie 18062

Change in Assignment

Employee	From	To
Lori Freyman PT Food Serv. Assist.	Eyer MS; 4.5 hrs./day	LMMS; 3.75 hrs./day

Leaves as per Collective Bargaining Agreement

Employee: Jennifer Sosnovik  
Special Education, Lincoln  
Effective: September 27, 2004  
Employee: Chanin Deegan  
Learning Support, Macungie  
Effective: September 23, 2004

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

5. Other Educational Entities

-Carbon Lehigh Intermediate Unit

T. Richwine

Mr. Richwine pointed out the Annual Report received by board members. He felt it was a good guide to IU services and what has been accomplished. He explained they handle everything from curriculum to various educational programs at the local colleges. It really shows the cooperative efforts between the IU and the sponsoring districts. At the last meeting, there was a great deal of hiring and they are planning for the move to the new location on Route 100. The IU Board toured the new transportation facility.

-Lehigh Career & Technical Institute

F. Fuller  
A. Thompson  
T. Richwine  
S. Rhodes, alt.

Ms. Fuller reported that one of the benefits of serving on the Joint Operating Committee is meeting with directors from other school boards. There is also a dinner that is served by the students who are studying in the award winning culinary program. She felt the area is very fortunate to have LCTI as a resource considering the amount of national and statewide attention it has attracted. New Secretary of Education Francis Barnes asked Dr. Hornberger to come to Harrisburg as a staff member; however, Dr. Hornberger declined noting his mission is to take the school through the construction. Dr. Barnes will be attending the September JOC meeting to observe what has been done. Ms. Fuller also mentioned the major contribution of United Parcel Services to the new distribution center. She also noted that the sponsoring districts are part of the Joint Purchasing Agreement which is an arrangement to save money for districts. Ms. Fuller said the CLIU was talking about Internet 2 and real time communication and how fortunate it was that the district has the wonderful new video conferencing room that will provide East Penn students with opportunities to go anywhere in the world for instruction. She concluded it was a real compliment to the Board.

6. Legislative

C. Ballard

Mr. Ballard reported that the Legislature is not in session but there is a lot of background maneuvering taking place. There is a move to amend the gambling legislation because it was pointed out that legislators could own interest in the distributorship of slot machines and some legislators felt that was an imposition on the public. He said it was a confusing situation. He noted that board members had signed up for the Tax Referendum seminars being presented by PSBA. At the end of the month, the PSBA Legislative Conference is being held. He noted that Mrs. Thompson, Ms. Fuller, and Miss Birdsell were also attending as delegates. He asked board members to submit any legislative concerns to him.

7. Business Operations

1. Update: County Assessment Office – Gary Reigal, Director of Business & Fiscal Affairs

Mr. Reigal said that he and Mr. Snell from Southern Lehigh were delegated as the Lehigh County representatives to insure that Lehigh County was up to speed regarding their requirements relation to the Homeowner Tax Relief Act. They met with county officials and were impressed with the level of cooperation. The County will send out the notices. The deadline for processing is October 12. Residents will have until March 1 to return the forms. The charge for mailing will be charged back to the school and they are looking at funding options that would defray some of the cost. Mr. Ballard asked if there was an estimate of how many forms would be sent out. Mr. Reigal said there was some information from the Act 50 mailing and he would forward that information to the Board when it was available. Mr. Ballard said the reduction or amount of reduction is not guaranteed from year to year. Ms. Fuller said this is more of a fact-finding mission than a guarantee. Mr. Robert asked who would be controlling the verbiage of the letter. Mr. Reigal said the districts in Lehigh County will have to agree to the wording so they are trying not to infringe on individual guarantees. They will be adding something about districts having the opportunity to opt into the program. The letter states that there are no guarantees and the rebate will not be immediately. Mr. Earnshaw suggested having a few key statements on the front of the letter.

2. Approval of Bill List

Motion by Ballard, Seconded by Robert

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.

Additional Bank Depository

RESOLVED, That the East Penn Board of School Directors approve the following bank depository for the 2004-05 fiscal year:

Citizens Bank of Pennsylvania

Hold Harmless Agreement – Borough of Alburtis – Exhibit 5

RESOLVED, That the East Penn Board of School Directors approve the attached Hold Harmless Agreement with the Borough of Alburtis as outlined in Exhibit 5.

The Solicitor has reviewed the Agreement.

Record of Investments – Exhibit 6

RESOLVED, That the East Penn Board of School Directors approve the attached list of investments as outlined in Exhibit 6.

Construction Fund Payments – Exhibit 7

RESOLVED, That the East Penn Board of School Directors authorize payment from the Capital Reserve Fund and GOB 2002AAA issue as outlined in Exhibit 7.

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

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

Absent: DeHaan-----1

8. Board Member Resignation – Jeffrey W. DeHaan (Exhibit 8)

Motion by Earnshaw, Seconded by Ballard

RESOLVED, That the East Penn Board of School Directors accept, with regret, the resignation of Jeffrey W. DeHaan, President/Board member, effective September 13, 2004.

Mrs. Thompson read the attached letter from Mr. DeHaan announcing his resignation from the Board.

Mrs. Thompson said she was very sad that Mr. DeHaan would not be with the Board since he did an outstanding job as president. She spoke about the amount of time he personally committed to being President and the fact that it will be very difficult to step into those shoes. He went well beyond what was expected of the Board President. She commented on the detailed presentation he did on what referendum would mean to East Penn taxpayers. The Take Back Our Children initiative was Mr. DeHaan's brainchild. At several school openings, he had talked about how the district needed to do something. Mrs. Thompson said Mr. DeHaan has left a legacy and she was sorry that he would not be with the district any more. Mr. Earnshaw said he wished Mr. DeHaan was present so he could express his gratitude in person for the time he spent in orienting him as a new board member. He spent time with him personally as well as sending lengthy detailed emails explaining procedures and challenges facing the Board. Mr. Earnshaw said he was very grateful for Mr. DeHaan's self-less extension of his time.

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

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

Absent: DeHaan-----1

9. Election of President/Vice President

Motion by Robert, Seconded by Ballard

RESOLVED, That Mrs. Ann Thompson be elected as President.

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

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

Absent: DeHaan-----1

Motion by Gannon, Seconded by Rhodes

RESOLVED, That Mr. Maury Robert be elected as Vice President.

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

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

Absent: DeHaan-----1

10. Replacement Process for Board Member

Solicitor Marc Fisher indicated that the Board has a 30 day period to make a selection for the Board. The interviews must be done in the public. If the appointment is not made within 30 days, the Court of Common Pleas upon the petition of ten or more resident taxpayers shall fill the vacancy by the appointment of a suitable person from the qualified electors of the district. Mrs. Thompson said the vacancy could be advertised and then the candidates be interviewed. The Board has had experience with this process. Ms. Fuller said that as a member who had gone through the process she thought it was positive and she would advocate opening up the opportunity for another individual. The Board briefly discussed the process to use if there was a deadlock similar to what had happened another time. Ms. Gannon suggested that questions be submitted before the next Board Meeting. Miss Birdsell asked if all board members were available on October 4 for the interviews.

11. Announcements

Monday, September 13	7:30 p.m.-Board Meeting, Board Room, Mrs. Thompson announced that following the meeting the Board would have a CLEAR Session on personnel.
Monday, September 20	7:00 p.m.-Eyer MS Meet the Teacher Night
Tuesday, September 21	7:00 p.m.-Wescosville Meet the Teacher Night
Wednesday, September 22	7:00 p.m.-Meet the Teacher Night: Kings Highway, Lower Macungie Elementary, Lincoln, Macungie
Thursday, September 23	7:00 p.m.-EHS Parent Night
	7:00 p.m.-Meet the Teacher Night, Shoemaker
Saturday, September 25	6:00 p.m.-Festival of Champions Marching Band Competition, EHS
Monday, September 27	7:30 p.m.-Board Meeting, Board Room

Mrs. Thompson suggested that future agendas add another topic so board members can introduce topics to discuss. This would give the Board more opportunities to interact on various topics. Ms. Gannon and Mr. Rhodes indicated that any items should be called in so other board members would know what is coming up. Dr. Morgan pointed out that she would not be able to provide any information on a topic if she did not know what would be the issue. She also indicated the need to ascertain that a topic was a board direction and not simply of interest to a minority. Mr. Earnshaw felt there should a 20 minute time limit for discussion.

12. Adjourn

There being no further business to come before the Board, the meeting was adjourned, upon motion, at 8:30 p.m.

Cecilia R. Birdsell, Board Secretary

## ORDER OF BUSINESS

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

President Ann Thompson 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, followed by the Pledge of Allegiance.

Board Members present: C. H. Ballard, 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  
Superintendent of Schools: Alrita L. Morgan, Ph.D.  
Press Present: Pat Ryder, East Penn Press Reporter

Mrs. Thompson recounted her experience as a judge for the Club displays at Meet the Teacher Night at Emmaus HS. She voted for the Debate Club and shared with the Board that the food item she bought was Brownie vs. The Board of Education.

### 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 September 13, 2004 meeting.

This resolution was unanimously adopted by voice vote.

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

#### 1. Personnel

Motion by Earnshaw, Seconded by Gannon

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

#### Resignation

Cynthia Tunitis, Teacher Aide at Eyer MS, effective immediately (Exhibit 1)

#### Administrative Assistant Appointment

Name/Address: Cindy Tunitis  
4721 Waterfall Drive, Macungie 18062  
Effective: To be determined  
Assignment: Guidance Office, Emmaus HS  
(New Position)  
Salary: \$23,400, 35 hrs./week

#### Teacher Aide Appointments

Name/Address	Assignment	Stipend
Sandra Drexinger 3941 Gun Club Road Alburtis 18011	Eyer MS, Special Education (E. Kneller Resignation)	\$10.30/hour, 30 hrs./wk.

Effective: September 16, 2004

Gina Tomasino 7033 Periwinkle Court Macungie 18062	Eyer MS, Cafeteria/Xerox/Activities (T. Hicks transfer)	\$10.30/hour, 18.5 hrs./wk.
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Effective: September 7, 2004

Deborah Mientus 4280 David Drive Emmaus 18049	Eyer MS, Special Education (D. Toth transfer)	\$10.30/hour, 22.5 hrs./wk.
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Effective: September 28, 2004

Claire Danko 218 Eugene Street Catasauqua 18032	Hall Monitor, Emmaus HS (New Position)	\$10.30/hour, 30 hrs./wk.
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Effective: September 20, 2004

Patricia Vee Heid 6221 St. Peter's Road Emmaus 18049	EHS, Special Education (New Position)	\$10.30/hour, 25 hrs./wk.
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Additions to the 2004-05 List of Per Diem Substitutes (Exhibit 2)

Heidi Brough, Guest Teacher Clifford Tracey, Teacher Aide Belinda Berryman, Food Service	Beverly Cox, Guest Teacher
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Co-Curricular Advisors – Eyer MS

Joe DiRado	PJAS	\$255, Club A
Michael Hubbs	PJAS	\$255, Club A
Heidi Rauch	PJAS	\$255, Club A
Tracie O'Connor	PJAS	\$255, Club A

Change in Employment Status

Employee	From	To
Susan Sterkenburg Kindergarten Alburtis School	PT- Professional	FT- Professional

Effective: To be determined

Kristen Laux	12.5 hrs./wk., LMMS	17.5 hrs./wk., LMMS
Lori Cincilla	15 hrs./wk., Jefferson	32 hrs./wk., Jefferson
Brenda Koch	12.5 hrs./wk., Eyer MS	18.5 hrs./wk., Eyer MS
Patricia Mace	30 hrs./wk., Eyer MS	32.5 hrs./wk., Eyer MS
Dorothy Toth	22.5 hrs./wk., Eyer MS	25 hrs./wk., Emmaus HS
Michelle George	12.5 hrs./wk., Wescosville	15 hrs./wk., Wescosville
Tracy Frantz	15 hrs./wk., Wescosville	31.5 hrs./wk., Wescosville

Transfers-Administrative Assistants

Lynne Wetzel	EHS-Library	EHS-Guidance
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Educational Conferences (Exhibit 3)

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

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

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

2. Agreement Approval – Invo Health Care Associates (Exhibit 4)

Motion by Ballard, Seconded by Gannon

RESOLVED, That the East Penn Board of School Directors approve the Agreement with Invo Health Care Associates, 350 South Main Street, Suite 315, Doylestown, PA for speech therapy services as described in Exhibit 4.

Dr. Morgan indicated that there is great difficulty in hiring speech teachers; however, the services must be provided. The district has used this service in the past. Dr. Morgan said even the services of a company such as this become scarce because we are competing with other districts as well. Solicitor Fisher clarified two areas of the contract and reminded the Board that this is the same contract that has been used in previous years. Mr. Richwine pointed out that if the services are not used then no expense is incurred.

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

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

5. Policy

1. Request for Review: Board Policy 116.1, Exceptions to Academic Sequence (Exhibit 5)

Dr. Morgan explained that as the school year started there was apparently a need to have this policy revised. It is not on for a first reading but to alert board members that the policy needs a lot of consideration. At the high school level, there is very clear definition; however, at the middle schools and the elementary levels there have been some inconsistencies. She said the acceleration is mainly in the area of mathematics. The district has an obligation to provide the appropriate instruction. The Curriculum and Instruction Department, gifted education teachers, Dr. Ziolkowski, and Dr. Zinner are reviewing this policy. This year we have more students who seem to need the services. Mr. Earnshaw submitted comments about this policy that have been forwarded to the C & I office for consideration. Mr. Ballard asked if PSBA sample policies have been obtained and Miss Birdsell indicated that she had sample policies from the association that will be forwarded to the committee. Mr. Ballard brought up the Communications Policy again and asked that it be put on the list. Ms. Gannon commented on the Independent Study area and the Agreement and other areas that should be reconsidered. She suggested that 100% of the content be listed on the syllabus since it does come up. Dr. Morgan said there are many issues surrounding this policy. Mr. Robert asked if there would be community involvement. Dr. Morgan any board member who would like to make comments could do so. Ms. Gannon thought that community involvement would be helpful in reconsidering this policy. Mr. Rhodes asked if there was an overabundance of students falling into this category and was that why the policy is coming up. Dr. Morgan said there are students who are in a situation where they are ready for Algebra and they are in an elementary school that is not next to a middle school. In the past, the district was able to manage this with its resources. When discussions continued, it was obvious that there needed to be consistency since there are more students who need Algebra. It is not just passing a unit test. There are student groups ending at different places in Grade 5 and when they come together at the middle school questions are raised about the amount of acceleration. Mr. Richwine said he does not have a problem with children accelerating when they are ready but expressed concern about the incredible competition by parents. He said he would hate to see children who are not ready being accelerated. Mrs. Thompson commented that it appears there are a number of students who want to take advantage of the more complex courses. Dr. Morgan said that at the high school no child is given only the syllabus in Independent Study. With the current procedures, students are assigned a teacher. Mrs. Thompson suggested that Summer School include more than just remediation. Dr. Morgan said there has been discussion about how Summer School can be more focused and offer more opportunities for



students. Ms. Gannon said she agreed with Mrs. Thompson finding other courses that could be used in Summer School for acceleration. Dr. Morgan indicated that technology would also have an impact.

Mr. Earnshaw recounted his three years of experience and his attendance at a PSBA Fast Track Weekend where one of the responsibilities described for board members was policymaking. He felt the policies should reflect the will of the Board and its philosophy and approach to how the district should operate. He commented on past practice of listing policies on review and development as well as policies suggested by board members. He commented that the policies probably need changes to reflect the present Board's philosophy. He said policy has been an instrument of the administration telling the Board what needs to be changed and he really did not have a problem with that approach. He did not see the Board initiating policy, where the Board expresses its will to the administration. Mr. Earnshaw said he had submitted a list indicating where he thought the Board was not following its policy or where he thought there should be changes. He felt the Board should be invited into the participation of developing policies instead of just throwing it to the administration. Miss Birdsell responded that in researching the Board Communication policy it was found that out of 501 school districts, there was no policy covering the issues that had been raised by the Board. The general feeling of associates at both PSBA and NSBA was that the Sunshine Law should be followed and the Internet use would fall within the current Internet Policy. It has been a practice of the Board not to recite laws in policy. She noted that another policy regarded Attendance. This summer the State Board of Education had pupil attendance regulations under review. Miss Birdsell also pointed out that a review of policy should be done on a section-by-section basis, not haphazardly. She defined good and bad policy, as being more of a function of what works for the district and what does not work. Mr. Ballard said there is an attraction of having a subcommittee looking at policy. He claimed the Board was not following its own policy and was not giving clear direction to the staff. He thought there were two communication policies one for the Board to the staff and the staff to the Board and general communications in the district. For example, when the Central Office needs to be notified when issues come up in the schools. He said there should be a procedure to make it clear cut when something good or bad has happened in the school. Ms. Gannon felt there should be more involvement in the development of policy. Dr. Morgan said to go from a blank page is very hard. The first reading usually is a first draft. Mr. Earnshaw claimed that he read a dozen policies and found the district in violation of at least six. He recited the line about a Board self-evaluation, adding he figured it was not done because there was no real interest on the part of the Board. Mrs. Thompson indicated that she liked the suggestion to review policy by a section and did the Board want to review as a committee-of-the-whole or by a subcommittee. Ms. Fuller said that if a small group reviewed the policy and brought it to the Board the same discussion would take place. Mrs. Thompson said at LCTI she reports to the Board then they go on to the next thing. She said she assumed that there were at least five people who wanted to do a review of the policy manual. She asked if there were objections. Mr. Rhodes indicated he was not a fan of forming a subcommittee and suggested reviewing policies at a meeting. He felt having people put in extra time would only be frustrating. Ms. Gannon felt it was no different than when other people put things together and present it to the Board. Mr. Ballard said there has to be a sample (straw man) created. Mr. Richwine said it is always easier to edit a work that has been created. He did feel that work done by a committee would work out the minutiae. He felt that people on the committee could pass on the thoughts that the committee had. Miss Birdsell reminded the Board that the committee meeting would have to be advertised and minutes maintained. Mr. Earnshaw again expressed his support for committees to review the 200 plus policies in the manual. Mrs. Thompson suggested having a segment in the Board Meeting to review policies on an ongoing basis. Ms. Gannon indicated she did not favor that approach nor was she interested in going over all the policies. After all board members had discussed this issue, Mr. Robert proposed the following motion:

Motion by Robert, Seconded by Gannon

RESOLVED, That the East Penn Board of School Directors establish a Policy Committee to review which ones need to be revised.

Mr. Rhodes asked if there would be a procedure on how this committee was going to function and was there protocol at LCTI. Mrs. Thompson indicated that the LCTI Policy Committee had just decided that they would not have minutes for their Policy Committee and that she would simply report to the JOC. Solicitor Fisher concurred with Miss Birdsell that the Sunshine Law requires committee meetings to be advertised and minutes kept.

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

Aye: Ballard, Earnshaw, Gannon, Richwine, Robert, Thompson-----6

Nay: Fuller, Rhodes-----2

-----2

Board members who volunteered for the committee are Ann Thompson, Charles Ballard, and Alan Earnshaw. Mr. Ballard said he would recommend that the purpose of the committee be to review the policies a section at a time and announce the section prior to the meeting and have suggestions made by the administration or the members of the committee come back to the full Board and then have further discussion. Mr. Rhodes asked if there would be public input. Mr. Robert said he would suggest public input after the policy discussion rather than before.

6. Business Operations

1. Approval of Bill List

Motion by Ballard, Seconded by Robert

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.

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

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

7. Future Board Meetings; Discussion Topics; Board Input

-October 11	Presentation:	Act 72 of 2004, Homeowner Tax Relief Act
	Presenter:	David Sallack, Managing Director, Public Financial Management
-November 8	Presentation:	Assessment Report
	Presenter:	Dr. Jerry Zinner, Assistant Superintendent

Mr. Robert commented on the capacity of the high school for the present and future enrollment. This year there was an increase of 86 students at the high school; 404 over the last four years. Mr. Robert asked why the district was not addressing what to do at the high school in the next two years. Dr. Morgan said there are many figures that go into whether a facility is adequate. They are looking at schedules, the impact of LCTI Education Center, etc. The high school could go to 2975 to be crowded; the functional capacity is 2700. Dr. Morgan said this should be a late January or early February discussion. Mr. Robert asked that the discussion take place prior to the discussion of re-districting. Dr. Morgan said it could be put together with the re-districting time line. Mr. Ballard said there should be a projected time line to determine how the district will proceed if the numbers continue and if the high school reaches capacity.

Mrs. Thompson said that at LCTI said there was a presentation on the new teacher evaluation process put in by the state. Dr. Morgan said it has been piloted in East Penn for three years and the practicality has been discussed.

8. Announcements

Monday, September 27	6:00 p.m. - Tour of Alburtis School for Board CLEAR Session to discuss real estate. 7:30 p.m.-Board Meeting, Board Room
Tuesday, September 28	7:00 p.m.-Meet the Teacher, LMMS
Wednesday, September 29	7:00 p.m.-Guidance Information Night 6:45 p.m.-Meet the Teacher, Alburtis School 7:00 p.m.-Meet the Teacher, Jefferson School
Monday, October 4	7:30 p.m.-Board Candidate Interviews, Board Room 7:00 p.m.-CLEAR Session to Review Candidate Questions
Saturday, October 9	8:00 a.m.-SAT I & II Testing, EHS
Monday, October 11	Employee Development Day - No School For Students 7:30 p.m.-Board Meeting, Board Room

9. Adjourn

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

Cecilia R. Birdsell, Board Secretary

## ORDER OF BUSINESS

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

President Ann Thompson 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, A. Earnshaw, F. Fuller, E. Gannon, S. Kowalchuk, S. Rhodes, A. Thompson  
Board Member Absent: T. Richwine, M. Robert  
Solicitor: Marc S. Fisher, Worth, Magee & Fisher  
Board Secretary: Cecilia R. Birdsell  
Board Treasurer: Gary Reigal  
Superintendent of Schools: Alrita L. Morgan, Ph.D.  
Press Present: Stacey Duck, Morning Call Reporter  
Pat Ryder, East Penn Press Reporter

### 2. Oath of Office – Susan Kowalchuk

President Ann Thompson administered the Oath of Office to Susan Kowalchuk, a newly appointed member of the Board. Ms. Kowalchuk will be completing the term of elected board member Jeffrey DeHaan, who resigned in September. Ms. Kowalchuk took her seat at the Board table.

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

### 4. Approval of Minutes

Motion by Ballard, Seconded by Gannon

RESOLVED, That the East Penn Board of School Directors approve the minutes of the September 27, 2004 regular meeting and the minutes of the October 4, 2004 Special Board Meeting.

This resolution was unanimously adopted by voice vote.

### 5. Presentation: Now that Act 72 of 2004 is Law – Where do we go from here? Presenter: David Sallack, Managing Director, Public Financial Management, Inc.

Mr. Sallack briefly highlighted the district's history with PFM as the financial consultant, noting that PFM worked closely with the Act 50 Tax Commission a few years ago. He indicated that this is the fourth attempt at Tax Reform in Pennsylvania. He said his four objectives for this evening were to provide an overview of Act 72, discuss board decision options and timelines, identify key issues, and discuss how the Board wishes to proceed. He indicated Act 72 did not receive a lot of scrutiny before its passage so there are many interpretations of the Act. The legal community feels that many of the issues may only be addressed through litigation. Using the attached power point presentation Mr. Sallack reviewed the information, highlighting the important areas. He emphasized that the new state money is for property tax reduction only and does not increase or decrease the state money for education. The funding will be coming from the new gaming legislation that was passed. In order to make the first allocation to schools the Budget Secretary must certify that the Property Tax Relief Fund has at least 500 million dollars and the Property Tax Relief Reserve Fund has 400 million dollars. In reviewing the Board decision path, Mr. Sallack reported that the Board has the option to decline gaming revenue and to opt out of Act 72. There are three other options to consider: 1. Adopt qualifying .1% EIT tax by May 30, 2005; 2. Opt to have front end referendum for higher EIT or PIT in 2005; or 3. Board adopts resolution to have referendum in November 2007 referendum on EIT or PIT Tax. He said that the way the Act is written and being interpreted, there is a one-time opportunity to choose to opt into Act 72. Mr. Ballard said there is also another school of thought that there is another option to decline Act 72 and to conduct the district's own referendum later on. Mr. Sallack said that was one of the emerging options and interpretations. He said there are districts that are considering opting out of Act 72. Mr. Ballard came back to the concept that there was another option for districts. Mr. Sallack pointed out that that the option to which Mr. Ballard was referring was an interpretation by one law firm and is not the interpretation of the legal community. Mr. Ballard reiterated that the option involves not opting into Act 72 but having a district referendum on increasing the EIT or PIT for the purposes of property tax reduction. Mr. Sallack reviewed the attached list of pros and cons for the various options listed. He indicated that the gaming revenues would be allocated based on a Property Tax Reduction Index. The components of the Property Tax Reduction Index include the 2002 Personal Income/2003-04 ADM; 2004-05 Market Value/Personal Income Aid Ratio; 2002-03 Equalized Mills; and 2002-03 School Tax Ratio.

It is estimated that the East Penn allocation could be a Homestead Tax Reduction of anywhere from \$193 if there is 500 million dollars in gaming revenue; \$250 if there is 750 million dollars in gaming revenue; and \$307 if there is 1 billion dollars in gaming revenue. He pointed out that while the property tax may be reduced there is the increase in EIT and PIT that may counteract the decrease in property tax. As the EIT goes up, the property tax

reduction goes down. Page 10 of the power point presentation indicates the Potential Impact for East Penn taxpayers. Mrs. Thompson noted that in order to receive any benefits from this legislation an individual must be a homeowner and live at the residence at least 53% of the year. Mr. Sallack concurred, noting that renters receive no benefits from the Homestead exclusion but would have to pay the increase in EIT and/or PIT. In answer to a question from Ms. Fuller, Mr. Sallack reported that to have 1 billion dollars in gaming revenue, Pennsylvania would have to have more slot machines than Nevada. Mr. Ballard noted that the PEL Study indicated that Pennsylvania would have to be more efficient than Nevada to even reach the 500 million dollars. Mr. Sallack said surrounding states are moving to table games in order to increase their revenue when Pennsylvania begins with slot machines. Mrs. Thompson agreed and cited the State of Iowa as an example of where that situation occurred.

Mr. Sallack reviewed the operation of back end referendum provisions. Mrs. Thompson pointed out that the budget cycle will also be disrupted. Mr. Sallack indicated that a school district may apply for exceptions from a court for the cost of emergency or disaster; costs related to compliance with a court order; or costs related to resolving conditions which could result in serious harm or injury. Mr. Ballard said courts would be able to cut out items in a budget. There are at least eight exceptions that require PDE approval such as cost related to debt, AIE per student for rapidly growing districts, and health benefits in existing contracts. Mr. Ballard said the district had to budget more for health care than for salary increases. Mr. Sallack said this may change the way contracts are bargained. He indicated that the initial decision must be made by the Board as to how the district wants to proceed. He reviewed the specific questions for East Penn as outlined on Page 15. He indicated that there is the potential of having 501 taxing systems and in creating competition among districts. He said there is no upside limit for PIT or EIT and this would make a difference with renters. Mrs. Thompson said there could be a tax increase every year. Mr. Sallack responded that it would be prudent to raise taxes to the amount permitted just to have extra funds available. Mr. Sallack concluded that this is a significant decision that presents opportunities and challenges. Ms. Fuller asked how the tax relief benefit would be handled. Mr. Sallack responded that the property tax bill would be reduced; there would be no separate refund. Mr. Ballard indicated that East Penn has a senior tax rebate program that already refunds more than what seniors would get from the tax reform proposition. Mr. Reigal said the district would probably have to suspend the senior rebate tax program. Mrs. Thompson indicated that other states that have referendum fund education at a higher level. Mr. Earnshaw asked if it was possible to get the income levels for each household. Mr. Reigal indicated that information is available from the state. The Homestead Exemption will not be applied if the gaming revenues are not funded sufficiently. In answer to a question from Mr. Rhodes, Mr. Sallack said the ECI is the salary change without the fringe benefits included. This rates very closely with the SAWW. Ms. Gannon asked for more information about the fifth option and would the district be able to get gaming revenue. Mr. Sallack said the option would be totally internally drafted and would not have access to gaming revenue. Mr. Reigal said the Board has until May 30 to make the decision. In answer to a question raised by Ms. Fuller, Mr. Reigal indicated that the EIT is one-half of one percent. Mrs. Thompson asked how many homesteads would qualify. Mr. Reigal said the County Tax Assessors Office would be mailing out the exemption forms. The Tax Assessor's Office will report back to the district in March. Mr. Earnshaw noted that the property base is growing more than the income base. Mrs. Thompson asked about when information specific for East Penn will be available. Mr. Reigal felt that the district may not be able to have any more detailed information than is already available. Dr. Morgan said that she and Mr. Reigal are ready to go out and speak and get the information out. Mrs. Thompson noted that if districts do not take the gaming funds other districts will not receive any more because of the cap. Mr. Rhodes pointed out that there is nothing in this to improve educational programs, and he felt the "state is missing the boat." Mr. Glenn Williard, representing PFM, was introduced.

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

1. Personnel

Motion by Ballard, Seconded by Rhodes

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

Retirement

Dr. George Ziolkowski, Director of Pupil Personnel Services, effective December 31, 2004 (Exhibit 1)

Dr. Morgan said that everyone who has worked with George are complimentary and he has had an exemplary career and he is known throughout the state. East Penn was fortunate to have him for this period of time. He has reached a stage of life where he wants to move on. Ms. Fuller complimented Dr. Ziolkowski on his ability to work the crowd when the first Take Back Our Children meeting was held.

Cynthia Moyer, Teacher Aide at Macungie School, effective immediately as per Board Policy 554, Acceptance of Resignation.

Leave as Per Collective Bargaining Agreement

Employee: Julie DiGiacomo  
 Business & Information Systems, Emmaus HS  
 Effective: October 13-27, 2004

Appointment of Remedial Assistants

<u>Name/Address</u>	<u>Assignment</u>	<u>Salary</u>
Claudine Elzey 2658 Fieldview Drive Macungie 18062	Shoemaker	\$11.50/hr., Maximum 25 hrs./wk.
Deidre Seng 2472 Candlewick Ct. Macungie 18062	Lincoln	\$11.50/hr., Maximum 25 hrs./wk.

Appointment of Teacher Aides

<u>Name/Address</u>	<u>Assignment</u>	<u>Salary</u>
Nancy Treskolaski 1815 Willow Lane East Texas 18046	Wescosville	\$10.30/hr., 12.5 hrs./wk.
Deborah Miller 238 Village Walk Dr. Macungie 18062	Kings Highway	\$10.30/hr., 12.5 hrs./wk.
Jessi O'Donald 557 Elm Street Emmaus 18049	Lincoln	\$10.30/hr., 12.5 hrs./wk.

Transfers

<u>Employee</u>	<u>From</u>	<u>To</u>
Deb Muthard	Admin. Assist., Eyer MS	Admin. Assist., EHS
Barbara Wisk	PTFSA-LMMS, 4 hrs./day	FTFSA-EHS, 6.75 hrs./day
Susan Doney	PTFSA-Kings Highway	PTFSA-Eyer, 4.5 hrs./day

Changes in Teacher Aide Hours

<u>Employee</u>	<u>From</u>	<u>To</u>
Michelle George	Wescosville, 15 hrs./wk.	12.5 hrs./wk.
Noelle DeRienzo	Wescosville, 12.5 hrs./wk.	15 hrs./wk.
Jeanine Miller	Wescosville, 13.5 hrs./wk.	15.5 hrs./wk.
Pauline Roy	Wescosville, 14.0 hrs./wk.	24 hrs./wk.
Karen Hustedt	Lower Macungie, 12.5 hrs./wk.	22.5 hrs./wk.
Linda Parish	Lower Macungie, 19.5 hrs./wk.	29.5 hrs./wk.
Lois Hensinger	Wescosville, 20.0 hrs./wk.	28.5 hrs./wk. (Temporary)

Appointment of Administrative Assistant

Name/Address: Kathleen Prindible  
 365 Barrett Road, Emmaus  
 Effective: October 18, 2004  
 Assignment: Administrative Assistant, Lower Macungie Elementary School  
 (Vacancy created by transfer of Annette Hoppes)  
 Salary: \$23,400, 35 hours/week

Co-Curricular Advisors

Janice Schuler	Assistant Field Hockey Coach	Volunteer
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	None-Paid, Eyer MS	
Will Pike	Boys Basketball Intramurals	\$28.33/session (3)
	Talent Show	\$28.33/session (3)
John Hartzog	Trivia Research	\$28.33/session (3)
Tracey Maley	Art Club	\$28.33/session (8)
	Ski Club	\$255, Club B
Carrie England	Ski Club	\$255, Club B
Lisa Breiner	History Day	\$255, Club A
Tiffany Carl Reed	LMMS Band Front	\$510
	LMMS/Eyer Indoor Twirlers	\$969, Club C
Katrina Rainford	Jr. Kid-to-Kid, LMMS	\$1224, Club D

Additions to the 2004-05 Per Diem Substitute List

Bridget Sullivan, Teacher Aide  
 Sandra McGregor, Elementary  
 Eric Miller, Social Studies  
 Dotty MacDougall Boulton, Guest Teacher  
 Henrietta Zabrenski, Guest Teacher  
 Jane Bainhauer, Elementary

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.

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

Aye: Ballard, Earnshaw, Fuller, Gannon, Kowlachuk, Rhodes, Thompson-----7

Absent: Richwine, Robert-----2

2. Approval of Letter of Agreement with Lehigh Valley Drug & Alcohol Intake Unit (Exhibit 3)

Motion by Earnshaw, Seconded by Ballard

RESOLVED, That the East Penn Board of School Directors approve the Letter of Agreement with the Lehigh Valley Drug & Alcohol Intake Unit as described in Exhibit 3.

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

Aye: Ballard, Earnshaw, Fuller, Gannon, Kowlachuk, Rhodes, Thompson-----7

Absent: Richwine, Robert-----2

7. Facilities

1. Eyer MS – Change Order #1

Motion by Earnshaw, Seconded by Gannon

RESOLVED, That the East Penn Board of School Directors approve Change Order #1 with Wind Gap Electric, Inc., for the electrical work for modular classrooms at Eyer Middle School.

Credit, Unused Material Allowance (\$2,000.00)

Note: The PPL utility charges were paid directly by East Penn School District.

Macungie School – Change Orders

RESOLVED, That the East Penn Board of School Directors approve Change Order #1 with Thomas L. Hoffman Company, Inc. for the new electric service for Macungie School.

Credit, Unused Material allowance (\$5,000.00)

Note: The PPL utility charges were paid directly by East Penn School District.

Emmaus HS, Building L – Change Orders – Exhibit 4

RESOLVED, That the East Penn Board of School Directors approve Change Order GC #2 with Lyons Construction Services, Inc. for the changes as listed on Attachment A to AIA G701 dated September 17, 2004 at a cost of \$10,060 as per Exhibit 4.

Alburtis Elementary School – Change Orders

RESOLVED, That the East Penn Board of School Directors approve Change Order GC #3 with Lyons Construction Services, Inc. for the changes as listed on Attachment A to AIA 6701 dated September 24, 2004 at a cost of \$2,874 as per Exhibit 5; and,

be it further

RESOLVED, That the East Penn Board of School Directors approve Change Order PC #1 with JBM Plumbing Inc. for the changes as listed on Attachment A to AIA 6701 dated September 24, 2004 at a cost of \$4,987.23 as per Exhibit 6; and,

be it further

RESOLVED, That the East Penn Board of School Directors approve Change Order EC #2 with Albarell Electric, Inc. for the changes as listed on Attachment A to AIA 6701 dated September 24, 2004 at a cost of \$3,520.67 as per Exhibit 7; and,

be it further

RESOLVED, That the East Penn Board of school Directors approve Change Order #1 with Kurtz Brothers for the furniture changes as Alburtis School.

Delete: 21 Television Sets  
Add: 40 student chairs  
8 Kidney Tables  
1 TV Cart  
19 Projection Screens

Total Credit: (\$882.98)

Shoemaker School – Change Orders

RESOLVED, That the East Penn Board of School Directors approve Change Order #1 with PDG Environmental for the asbestos abatement work at Shoemaker School at a cost of \$61,723.24.

Note: This was additional work uncovered in Pods 1 & 2, Administration, and Library during Summer 2004 construction.

be it further

RESOLVED, That the East Penn Board of School Directors approve Change Order #2 with PDG Environmental for the asbestos abatement work for Pod 3 at a cost of \$19,105.

Note: This work will be required during turnover phase (Winter Break) to the next construction phase.

Shoemaker School – Substantial Completion

RESOLVED, That the East Penn Board of School Directors approve Substantial Completion for Phases 1, 3, 5, 7, & 8 for the following contractors:

- E. R. Stuebner, GC Construction
- Wind Gap Electric, EC Construction
- Worth & Company, HVAC Construction
- Anchor Fire Protection Company, Inc., FP Construction
- JBM Plumbing, Plumbing Construction



Shoemaker School – Construction Change Directive

RESOLVED, That the East Penn Board of School Directors approve Construction Change Directive #3 with E. R. Stuebner at a cost of \$30,753.13.

Note: This work is similar to what was performed in Pod 1 this summer and is directly related to the asbestos abatement operations in Pod 2 Classrooms 135, 136, 137, 141, 142, 143, 259, 260, 261, 265, 266, and 267. Also overlay as required in toilet room walls 133, 134, 257, and 258 to receive new tile installation; and,

be it further

RESOLVED, That the East Penn Board of School Directors approve Construction Change Directive #4 with E. R. Stuebner at a cost of \$9,119.45.

Note: This work is similar to what was performed in Pod 1 this summer and was unforeseen project. Conditions related to the bathroom floor and base and duct chase opening to be enlarged and new steel added to re-support floor slab.

Shoemaker School – Change Orders

RESOLVED, That the East Penn Board of School Directors approve Change Order GC #8 with E. R. Stuebner for the changes as listed on Attachment A to AIA G701 dated October 1, 2004 at a cost of \$19,941.05 as per Exhibit #8; and

be it further

RESOLVED, That the East Penn Board of School Directors approve Change Order GC #9 with E. R. Stuebner for the changes as listed on Attachment A to AIA G701 dated October 4, 2004 at a cost of \$8,156.60 as per Exhibit #9; and

be it further

RESOLVED, That the East Penn Board of School Directors approve Change Order GC #10 with E. R. Stuebner for the changes as listed on Attachment A to AIA G701 dated October 4, 2004 at a cost of \$8,595.54 as per Exhibit #10; and,

be it further

RESOLVED, That the East Penn Board of School Directors approve Change Order GC #11 with E. R. Stuebner for the changes as listed on Attachment A to AIA G701 dated October 1, 2004 at a cost of \$5,205.73 as per Exhibit #11; and,

be it further

RESOLVED, That the East Penn Board of School Directors approve Change Order GC #12 with E. R. Stuebner for the changes as listed on Attachment A to AIA G701 dated October 1, 2004 at a cost of \$8,721.63 as per Exhibit #12; and,

be it further

RESOLVED, That the East Penn Board of School Directors approve Change Order GC #13 with E. R. Stuebner for the changes as listed on Attachment A to AIA G701 dated October 1, 2004 at a cost of \$10,131.45 as per Exhibit #13; and,

be it further

RESOLVED, That the East Penn Board of School Directors approve Change Order GC #14 with E. R. Stuebner for the changes as listed on Attachment A to AIA G701 dated October 1, 2004 at a cost of \$10,959.15 as per Exhibit #14; and,

be it further

RESOLVED, That the East Penn Board of School Directors approve Change Order GC #15 with E. R. Stuebner for the changes as listed on Attachment A to AIA G701 dated October 1, 2004 at a cost of \$3,046.66 as per Exhibit #15; and,

be it further

RESOLVED, That the East Penn Board of School Directors approve Change order #16 with E. R. Stuebner for the changes as approved on CCD \$1 November 10, 2003 at a cost of \$49,527.18 as per Exhibit #16.

Note: CCD #1 was approved not to exceed \$50,227.00.

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

Aye: Ballard, Earnshaw, Fuller, Gannon, Kowalchuk, Rhodes, Thompson-----7

Absent: Richwine, Robert-----2

2. Informational

The following documents and appended materials are to be entered into the minutes of this meeting:

PLANCON PART A: PROJECT JUSTIFICATION, Eyer MS, Exhibit # 17  
PLANCON PART B: SCHEMATIC DESIGN, Eyer MS, Exhibit #18

8. Policy

Ann Thompson  
Charles Ballard  
Alan Earnshaw  
Elaine Gannon

1. Committee Schedule:

Tuesday, October 12	7:00 p.m.	Review Section 000
Tuesday, November 9	7:00 p.m.	

9. 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.

Designation of Depository

RESOLVED, That the East Penn Board of School Directors approve the following bank depository for the 2004-05 fiscal year:

National Penn Bank

Construction Fund Payments – Exhibit 19

RESOLVED, That the East Penn Board of School Directors approve the attached list of construction payments from the Capital Reserve Fund and GOB 2002AAA issue as outlined on Exhibit 19.

Facility Rental Request

RESOLVED, That the East Penn Board of school Directors grant permission for the use of Lower Macungie Middle School for a dance revue as listed below:

Dates:	May 17, June 1, 3, 4, 2005
Organization:	Patricia Bostick Dance Center, Allentown, PA
Rental Fees:	\$91.00 per hour, rehearsal fee
	\$97.00 per hour, recital fee
	\$14.00 per hour, locker room fee

\$32.11 per hour, custodial fee  
\$32.11 per hour, stage manager fee  
\$23.50 per hour, security personnel fee

. Lease Agreement – Albury Recreation Center (Exhibit 20)

RESOLVED, That the East Penn Board of School Directors authorize an Agreement between the Albury Recreation Association/Albury Area Community Center and the East Penn School District as outlined in Exhibit 20 and that the appropriate parties be authorized to sign the Agreement.

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

Aye: Ballard, Earnshaw, Fuller, Gannon, Kowalchuk, Rhodes, Thompson-----7

Absent: Richwine, Robert-----2

Mrs. Thompson said that with the renovation of Eyer the Board needs to be very vigilant about costs.

10. Other Topics

-Teacher Evaluation Form Presentation

Ms. Fuller noted that the W2A architects were present and complimented them on the Albury School.

11. Announcements

Monday, October 11	7:00 p.m.-CLEAR Session (Litigation, Real Estate, Personnel)
	7:30 p.m.-Board Meeting
	Staff Development Day, No school for students
Tuesday, October 12	7:00 p.m.-Policy Committee Meeting
Wednesday, October 13	7:00 p.m.-Take Back Our Children Meeting, EHS Auditorium
Friday, October 15	6:30 p.m.-Dedication of Albury School
October 18-23	Emmaus HS Homecoming Week
Friday, October 22	6:30 a.m.-Senior Breakfast, Cafeteria I

12. Adjourn

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

Cecilia R. Birdsell, Board Secretary

## ORDER OF BUSINESS

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

President Ann L. Thompson 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, A. Earnshaw, F. Fuller, E. Gannon, S. Kowalchuk, S. Rhodes, T. Richwine,  
M. Robert, A. Thompson

Board Solicitor: Marc S. Fisher, 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  
Pat Ryder, East Penn Press Reporter

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

### 3. Student/Staff Award Presentations

Board President Ann Thompson and Superintendent Dr. Alrita L. Morgan presented Certificates of Excellence to the following students:

-Jack Solomon, Emmaus HS History Day  
-PA Governor's Schools of Excellence:

Governor's School for the Agricultural Sciences – Penn State University  
Darrell Chin Kara Mosovsky

Governor's School for Global Entrepreneurship – Lehigh University  
Jay Weber

Governor's School for Health Care Professions – University of Pittsburgh  
Numit Agrawal

Governor's School for Information Technology – Drexel University  
Matthew Hollander Michael Minneman  
Cindy Yang Michael Yaknovoy

Governor's School for International Studies – University of Pittsburgh  
Hannah Clark Adam Hallowell

Governor's School for the Sciences – Carnegie-Mellon University  
Piotr Fidkowski

Governor's School for Teaching – Millersville University  
Anna Han Samuel Chen

The Collage – First Place, PA School Press Association's Annual Evaluation

Diane DiDonna, Advisor Margaret Stoneback Anna Han

The students received a round of applause from the audience. The Governor's School students were recognized at a dinner by the Carbon Lehigh Intermediate Unit.

### 4. Approval of Minutes

Motion by Roberts Seconded by Ballard

RESOLVED, That the East Penn Board of School Directors approve the minutes of the  
October 11, 2004 meeting.

This resolution was unanimously adopted by voice vote.

### 5. SGA Report – Brooke Patterson, Emmaus HS representative

Miss Patterson reported that the SGA has had an extremely busy beginning for the school year. The Committee for the Tail Gate Parties before home games has been working on providing a safe environment where students can interact with each other and cook hamburgers and listen to music. The first Student Forum was planned by SGA member Galen Allender and held at the Wildlands Conservancy. They have received very positive feedback from all the other schools that participated. SGA Homecoming was held throughout the week and Mrs. Drake was actively involved. This year the parade went more smoothly but the Powder Puff game was delayed until Tuesday because of the weather. There was a large turnout for the Pep Rally and Emmaus won the game on Saturday. She concluded that so far SGA is having a very positive experience. They are planning to establish a scholarship for Gene Schantzenbach, who was a former science teacher who died. Again, Miss Patterson thanked Mrs. Drake and the custodial staff for their help during Homecoming Week.

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

#### 1. Personnel

Motion by Gannon, Seconded by Ballard

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

### 2004 Teacher Tenure List

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

<u>Name</u>	<u>Assignment</u>	<u>School</u>
Carrie Angstadt	Special Education	LMMS
Stephanie L. Arner	Grade 5	Macungie
Katie Boligitz	Special Education	Macungie
Stephen D. Braglio	Tech Ed	Eyer MS
Doreen Brill	Commun. Application	LMMS
Angela Caprio	Art	Kings Highway
Alana Cross	Grade 6	LMMS
Linda Duffy	School Nurse	Eyer MS
Sean Finnegan	Grade 5	Alburtis
Jill Hammer	Grade 5	Lincoln
Alma J. Hazel	Grade 4	Lincoln
Diane L. Himmelberger	English	Emmaus HS
Sherry Holub	Social Studies	LMMS
Tanya Jennings	Grade 6	LMMS
Pamela Jankowski	School Nurse	Emmaus HS
Karin M. Kao	Grade 5	Jefferson
Michael J. Maley	Librarian	Jefferson/Lincoln/ Lowe
Stephanie L. Mann	Special Education	Macungie
Erin M. Marks	Music	Eyer MS
Sharon Shankweiler	Grade 6	Eyer MS
Audrey Stevens	Tech Ed	LMMS
Kelly A. Trela	Grade 2	LMMS
June Urbasik	Information & Tech.	Lower Macungie
Donna Wolf	Commun. Application	Emmaus HS
Paul Wood	Special Education	LMMS

### Appointment of Teacher Aides/PT Food Service Assistants

<u>Name</u>	<u>Assignment</u>	<u>Salary</u>
Faith Andrews 600 Franklin Street, Alburtis 18011	Special Education, EHS (New Position)	\$10.30/hr., 32.5 hrs./wk.
Doris H. Miller 2634 Fieldview Drive, Macungie 18062	Special Education, Eyer MS (Transfer of C. Tinitus)	\$10.30/hr., 32.5 hrs./wk.
Helen E. Lippi 1299 Mohr Circle, Macungie 18062	LMMS	\$10.30/hr., 32.5 hrs./wk.
Gayle Wagner 7510 Catalpa Drive, Macungie 18062	PT Food Service Assist. (Transfer of S. Doney)	\$9.96/hr., 12.5 hrs./wk.
Shawna Weida 1014 Donald Drive, Emmaus 18049	PT Food Service Assist. (Transfer of S. Doney)	\$9.96/hr., 12.5 hrs./wk.
Darlene Rinker 960 Hickory Street, Macungie 18062	PT Food Service Assist. (Transfer of V. Toth)	\$9.96/hr., 17.5 hrs./wk.

### Change in Employee Hours –Food Services Department

-Food Services Department, Exhibit 1

### Change in Employee Hours – Teacher Aide Positions/Food Services Department

<u>Employee</u>	<u>From</u>	<u>To</u>
Ann Wexler	12.5 hrs./wk., Macungie	31.5 hrs./week, Macungie
Kathleen Lyser	30.5 hrs./wk., Macungie	12.5 hrs./week, Macungie
Vicki Toth	PTFSA-LMMS, 3.5 hrs./day	PTFSA-4.75 hrs./day, LMMS

### Co-Curricular Advisors

Nathan Davidson	Assistant Football Coach, EHS	\$4,590.00
Peter Schintz	Freshmen Cheerleading Coach, EHS	\$1,902.00
J. Lawrence Weber	Non-Paid Girls Basketball Coach, EHS	
Robert J. Gilbert	Non-Paid Assist. Boys Basketball Coach, EHS	
Eric Farkas	Boys Basketball Coach, LMMS	\$4,039.00
Susan Carraher	Basketball Intramurals	\$25/session, 8 sessions
Steven Braglio	Photography Club, Eyer MS	\$28.33/session, 8 sessions
Joe DiRado	Photo Club	\$28.33/session, 8 sessions
	Conservancy Kids	\$28.33/session, 8 sessions

Bill Weiant	Table Tennis	\$28.33/session, 8 sessions
Marc Dobbs	Battle Bots	\$28.33/session, 8 sessions
Darrell Goslin	After School Fitness, LMMS	\$28.33/session, 8 sessions
	Marching Band Field Show	\$30/hour (50 hours)

Additions to the 2004-05 Per Diem Substitute List

Ann Savarese, Elementary  
John Rusin, Music  
Heather Frampton, Elementary  
Darlene Griffith, Social Studies  
Margaret Skrovanek, Teacher Aide

Educational Conferences – Exhibits 2 and 2A

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

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

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

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2. National Coalition Building Institute Agreement – Exhibit 3

Motion by Gannon, Seconded by Earnshaw

RESOLVED, That the East Penn Board of School Directors approve the Agreement from the National Coalition Building Institute as outlined in Exhibit 3.

Note: This Agreement has been reviewed by the Solicitor.

Ms. Gannon said she would like a copy of the agenda and more information. Dr. Morgan indicated that NCBI has been conducting workshops for the faculty and that last year there were five sessions with students and faculty. Overall it has been a positive relationship. Ms. Kowalchuk asked if there was any data about the effect the workshops had with staff and students. Dr. Morgan said that some of the students who had been in some heated situations with each other participated and it helped them to better understand other people and the person-to-person interaction. All faculty will have exposure and there will be refresher sessions. Dr. Morgan said that she does anticipate a funding source for this initiative. They will work with groups of 50 and it will be primarily at the ninth grade level. Ms. Fuller said that she had heard first hand from the Take Back initiative group that it gave students an understanding of how their words were being perceived by others. They did not realize the messages being sent out and students re-evaluated their behavior. Ms. Fuller concluded that it was a very good investment of dollars. She added that it may even negate the need for security by helping kids understand how to behave and how their actions are perceived.

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

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

3. Informational – Administrative Reports – See Exhibit Section

Mrs. Thompson noted the Administrative Reports and commented on the interesting things that are taking place at all levels.

7. Strategic Plan Update

Dr. Jerry Zinner, Assistant Superintendent

Dr. Zinner reported that the faculty had been updated on the Opening Day of School. There were also workshops on the Strategic Plan and the work that has been done over the past two and a half years. A series of posters have been created indicating the Mission Statement and they will hang in the lobbies of all buildings and a smaller version will be distributed to all classrooms and offices. The Civics Responsibility team has submitted its final report and the results have been distributed to the Social Studies Curriculum Development Team. The Expansive Program team has completed its work and the report is pending. All teams will have completed their work by June 2005. Mr. Ballard said one of the recommendations from the Civics Responsibility team was to have the information integrated throughout the curriculum and asked how that would be done. Dr. Zinner responded that the first step is to have the Social Studies team address the recommendations and they will work through the Curriculum and Instruction Office to integrate it through the curriculum. Dr. Zinner cautioned that it would not be a separate Civics curriculum.

8. Policy Committee

A. Thompson  
C. Ballard  
A. Earnshaw  
E. Gannon

1. Approval of Minutes

Motion by Ballard, Seconded by Earnshaw

RESOLVED, That the members of the Policy Committee approve the minutes of the October 12, 2004 meeting and that the minutes be incorporated into the minutes of this meeting.

Mrs. Thompson said the meeting was successful and thanked Miss Birdsell for the use of the Proxima that projected the policies on a screen so committee members could review and see the changes. Mr. Earnshaw also thanked Miss Birdsell for presenting the policies with strikethroughs and highlighting so changes are easily noticeable and requested that policies that come through the administration also contain those features. Mr. Ballard said there are no substantive changes in language and the policies are being brought up to date to reflect the current practices.

This resolution was duly adopted by the members of the Policy Committee by voice vote.

2. First Reading:

Board Policy 003, Functions, Exhibit 4  
Board Policy 004, Membership, Exhibit 5  
Board Policy 004.1, Student Representatives to the Board, Exhibit 6  
Board Policy 005, Organization, Exhibit 7  
Board Policy 006, Meetings, Exhibit 8  
Board Policy 007, Distribution of Policy Manual, Exhibit 9

3. Next Committee Meeting: November 9 7:00 p.m., Board Room

Review Communications Policies  
Section 700

9. Other Educational Entities

-Carbon Lehigh Intermediate Unit T. Richwine

Mr. Richwine reported that there was a dinner for the Governor's Schools participants. Out of the 34 participants in the Governor's Schools, 13 students were from Emmaus High School. This is a competitive program and not all students who apply are accepted. Emmaus was represented in all the schools except the Governor's School for the Arts. Mr. Richwine said that at the regular meeting there was a lot of business but at the previous meeting a new Business Manager was hired, Ivey Moore, who is replacing a retiring Dennis Rose.

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

Ms. Fuller reported that Dr. Francis Barnes, newly appointed Secretary of Education, was a special guest at the Joint Operating Committee meeting. He discussed Project 720 that PDE is promoting. The 720 represents the numbers of days in a student's high school career. Because of the success of the LCTI program, Dr. Hornberger will be working closely with PDE in the restructuring of the Career and Technology Bureau of PDE. Dr. Barnes indicated that PDE wanted Dr. Hornberger to share with them the vision and programs that have been so successful at LCTI. He emphasized that Dr. Hornberger will not be leaving LCTI. Dr. Hornberger has indicated that he felt his role was at LCTI, particularly with the building program. Dr. Hornberger has agreed to share his time with PDE through distance conferencing, visits to Harrisburg, and visits by PDE staff. Ms. Fuller said the JOC and sponsoring districts can be proud that LCTI is being used as the model for the state. Dr. Morgan indicated that the plan for the academic center is coming together after being very conceptual. She indicated that the academic program at LCTI will be what is currently being provided at the home school. She felt the opportunities were tremendous as well as the partnerships with other colleges. She indicated that internally East Penn was getting ready to be a part of this initiative. Ms. Fuller said that for some students it would mean having a full day program at LCTI. Students can go on to higher education from this career path and, if a number of students selects these programs, then it may assist in the space needs at the high school. Mrs. Thompson noted that students in Career Pathways may be earning college credits as long as they are in one of the specific areas. She cited an article in the current issue of *The American School Board Journal* that described remaking the American high school. She noted that the district is in the forefront in this area.

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.

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

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

-9

Mr. Earnshaw commented that there is over \$100,000 in new technology. He said the technology plan has not been received and he wondered how this fits into the overall master plan. Mr. Reigal said that in reviewing the invoices the Technology Department has only expended about 30% of the budget. Some of the items were discussed when the building work was being done. The last meeting of the Technology group to finish the plan was this morning. It has been challenging and almost every area of the plan has been reviewed. The mindset has been changed from one of an equipment list to educational implementation. Dr. Torma is now ready to pull it together and she hopes to distribute it at the next meeting. Mr. Earnshaw complained about not receiving the report and questioned the reference about the report not being an equipment list but support for the program. Dr. Morgan said it was previously talked about in educational terms but she felt this is really the time of the year to discuss the report before getting into the budget period. Mr. Ballard asked about the number of students attending the Lehigh Valley Charter School. Mr. Reigal responded that there are six or seven students. Mr. Ballard pointed out that the cost is approximately \$150,000 of taxpayers' money to pay for this state mandate.

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

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

2. Treasurer's Report

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

2004-05 Salary Roster

RESOLVED, That the East Penn Board of School Directors include the 2003-04 Salary Roster in the permanent minutes of this meeting.

Construction Fund Payments – Exhibit 10

RESOLVED, That the East Penn Board of School Directors authorize construction fund payments from the Capital Reserve Fund and GOB Series of 2003 as described in Exhibit 10.

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

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

11. Other/Future Topics

1. Elaine Gannon asked about the Eyer project and a recently received letter from the architect. Dr. Morgan indicated the letter had been received Thursday as the packet was being put together and that time will be scheduled at an upcoming board meeting.
2. Mr. Earnshaw asked about Pentamation and the progress and problems being experienced. Dr. Morgan said she did not know the particular problem to which he was referring. She indicated that one of the problems had been with gpa transfers from the middle school which was not a Pentamation problem. The first marking period will have the cumulative gpa. There have been some “read only” access situations and period/daily attendance issues. There is someone in the guidance office being designated for recordkeeping. Mr. Earnshaw talked about his personal work experience with a computer changeover. He asked if outstanding issues could be included in the report.
3. Mrs. Thompson asked about the Drop-Out rate. Dr. Morgan said this would be included in the District Report Card. However, the highly qualified data has not been released.
4. Mr. Richwine asked about the presentation for The Stinger. Dr. Morgan indicated that the individuals were not available for this evening. He also suggested that Mr. Reigal check on the LV Charter School billing.

12. Announcements

-Monday, October 25	7:30 p.m.-Board Meeting, Board Room CLEAR Session following the meeting (Litigation)
-Wednesday, October 27	7:00 p.m.-EHS Improv Night, Black Box
-Thursday, October 28	7:00 p.m.-PAC Meeting, Conference Room B
-Friday, October 29	11:00 a.m.-Middle School Dismissal
-Monday, November 1	7:30 p.m.-CLEAR Session (Personnel)
-Monday, November 8	7:30 p.m.-Board Meeting
-Tuesday, November 9	7:00 p.m.-Policy Committee, Board Room

13. Adjourn

There being no further business to come before the Board, the meeting was adjourned, upon motion, at 8:30 p.m.

Cecilia R. Birdsell, Board Secretary



## ORDER OF BUSINESS

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

President Ann L. Thompson 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. Mrs. Thompson indicated that there had been a CLEAR Session before the meeting to discuss real estate and litigation.

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

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

Board Treasurer: Gary Reigal

Board Secretary: Cecilia R. Birdsell

Superintendent of Schools: Dr. Alrita L. Morgan

Press Present: Randy Kraft, Morning Call Reporter  
Pat Ryder, 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 October 25, 2004 meeting.

This resolution was unanimously adopted by voice vote.

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

#### 1. Personnel

Motion by Ballard, Seconded by Robert

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

#### Retirements/Resignations

Margaret Davies, School Nurse at LMMS, effective December 31, 2004 (Exhibit 1)

Jennifer Hertwig, School Psychologist, effective immediately (Exhibit 2)

Doris Carraher, Assistant Athletic Director, effective February 2, 2005 (Exhibit 3)

Mrs. Thompson noted that Mrs. Carraher is a long-term employee and has done a fine job. Mr. Richwine wanted to know how many people will need to be hired to replace her. He also noted that a teacher being hired is a graduate of Emmaus HS.

Patricia Nace, Teacher Aide at Eyer MS, effective November 3, 2004 (Exhibit 4)

Dale R. DeLong, Food Service Department, effective immediately (Exhibit 5)

Gina Mihalik, Teacher Aide at Shoemaker School, effective November 5, 2004 (Exhibit 6)

#### Full-Time Substitute Teacher Appointments

Name/Address:	Rebecca Duh 2535 Covington Avenue, Bethlehem 18017
Education Level:	B. S. Degree (2004)

Undergraduate School: Bloomsburg University  
 Certification: Instructional I, Elementary, Early Childhood  
 Assignment: Grade 4, Shoemaker School  
 Opening created by J. Silfies leave.  
 Effective: On or about November 15, 2004  
 Experience: 9/04-Present: Teaching Assistant, Parkland SD  
 Salary: \$38,500 (Step A, Year 1, Col. B)

Name/Address: Kristi Parcel  
 4801 Parkview Drive S, Emmaus  
 Education Level: B. S. Degree (2003)  
 Undergraduate School: University of Delaware  
 Certification: Instructional I, Elementary  
 Assignment: Grade 5, Shoemaker School  
 Opening created by S. McDonald leave.  
 Effective: On or about January 3, 2005

Additions to the 2004-05 List of Per Diem Substitutes

Elizabeth Hayman, Guest Teacher                      Stacey Allford, Elementary  
 Tota Keri, Food Services                                  Debbie Godusky, Food Services

Teacher Aide Appointments

Name/Address	Assignment	Salary
Karen Heffelfinger 301 S. 35 Street, Allentown	LME/Alburtis Schools, Health Room	\$10.30/hr., 32 hrs./wk
Dale DeLong 5142 Bachman Road, Macungie 18062	Emmaus HS/Teacher Aide/Hall Monitor	\$10.30/hr., 30 hrs./wk.
Barbara Kleckner 1967 Aster Road, Macungie 18062	Emmaus HS, Health Room	\$11.22/hr., 32 hrs./wk.
Rodney Miller 815 Ward Drive, Northampton 18067	Emmaus HS, Study Hall	\$10.30/hr., 26 hrs./wk.
Jennifer Norris 212 S. Church Street, Macungie 18062	Macungie School, Spec. Ed.	\$10.30/hr., 25.5 hrs./wk.

Co-Curricular Advisors

Sharon Glassman	EHS Fall Play, Director	\$1020.00
	Director, Set Light & Sound	\$1530.00
	Costume Design	\$ 500.00
Jill Kuebler	EHS Fall Play Assistant Director	\$ 918.00
Chris Kollar	Fall Play Set Design & Construction, EHS	\$ 500.00
Joseph Azzolina	History Day Advisor	\$ 256.00, Club A
Joseph DiRado	Making Interactive Memories (CD Yearbook)	\$ 969.00, Club C

2004-05 School Dentists

Name/Address	Assignment
Dr. Allen Crawford 530 E. Main Street, Macungie	Macungie, Shoemaker, Eyer MS
Dr. Donald Rother 3261 Route 100, Macungie	Lower Macungie, Wescosville, Alburtis Schools
Dr. John Schevets 324 Main Street, Emmaus	Lower Macungie MS, Lincoln
Dr. Timothy Wright 242 Main Street, Emmaus	Jefferson, St. Ann's, The Hillside Schools
Dr. Navid Hadian 979 Brookside Road, Wescosville	Wescosville, Emmaus HS, Kings Highway

Dr. Kathy Curran  
3261 Route 100, Macungie

Eyer MS, Shoemaker, Alburtis

\$2.00/exam

Teacher Aide – Change of Hours

Employee	From	To
Lisa Mazess	25 hrs./wk., Macungie	28.5 hrs./wk., Macungie
Ellen Peters	12.5 hrs./wk., Macungie	28 hrs./wk., Macungie
Katie Schaeffer	12.5 hrs./wk., Macungie	20 hrs./wk., Macungie
Cindy Bogert	18.5 hrs./wk., Lincoln	20.5 hrs./wk., Lincoln
Jean Catas	15 hrs./wk., Wescosville	17.5 hrs./wk., Wescosville
Monica Knauss	6 hrs./wk., Alburtis	12.5 hrs./wk., Alburtis
Lisa Schupp	12.5 hrs./wk., LME	22.5 hrs./wk., LME
Linda Parish	29.5 hrs./wk., LME	22.5 hrs./wk., LME
Ann Marie Reichelderfer	25.5 hrs./wk., Macungie	30.5 hrs./wk., Macungie
Ellen Starns	31 hrs./wk., Wescosville	31.5 hrs./wk., Wescosville

Food Services – Change of Hours

Angie Aleszczyk	3.50 hrs./day, Jefferson	3.75 hrs./day, Jefferson
Sue Bellesfield	3.25 hrs./day, Shoemaker	3.75 hrs./day, Shoemaker
Judie Ziegler-Hemmis	3.00 hrs./day, Shoemaker	3.75 hrs./day, Shoemaker

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.

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

Aye: Ballard, Earnshaw, Fuller, Gannon, Kowalchuk, Rhodes, Richwine, Robert, Thompson-----  
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Motion by Ballard, Seconded by Robert

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

Appointment of Director of Pupil Personnel Services

Name/Address:	Dr. Michael Murphy 1560 Elm Street, Bethlehem 18017
Education Level:	B. S. Degree (1972) M. S. Degree (1981) Ph. D. Degree (1988)
Undergraduate School:	Drexel University
Graduate School:	Penn State University
Effective:	On or about January 10, 2005
Certification:	Supervisory II, Supvr, Pupil Personnel Services, Supvr, Special Education Educational Specialist I: School Psychologist Program Specialist Instructional II: Social Studies, Socially & Emotionally Dist.
Experience:	2001-Present: Central Bucks SD, Supervisor Spec. Ed. 1992-2001: Parkland SD, Director of Pupil Services 1990-92: Central Bucks SD, Supervisor Special Ed. 1985-1990: Pottsgrove SD 1984-85: Upper Perkiomen SD
Salary:	\$112,000, plus Act 93 benefits

Ms. Gannon complained about being emailed with the name of the individual for such a high-level position and requested that, in the future, the information be received in the packet. Dr. Morgan said that the interviews were conducted on Thursday and she thought that she had mentioned this situation in her update. She noted that the appointment is being made to replace Dr. Ziolkowski. She said he has had an excellent career as noted in his experience that includes a district of similar size. There were four candidates interviewed for this position. Mr. Ballard noted that people who are experienced in special education and in this area are receiving more than one offer at a time. They are highly recruited by districts so it is important to offer a position and have an appointment to make a smooth transition. Mrs. Thompson said she recognized this was an unusual circumstance and she hoped that unusual circumstances could be eliminated. Dr. Morgan pointed out that there is a balance and she did think she had communicated this to the Board. Dr. Murphy was introduced to the Board. He indicated that he was pleased to be joining East Penn.

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

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

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5. Education

1. 2003-04 Assessment Report

Presenters: Dr. Jerry Zinner, Assistant Superintendent  
Dr. Denise Torma, Director, Research and Evaluation

Dr. Zinner and Dr. Torma presented the 2003-04 Assessment Report, using the attached power point presentation. Dr. Zinner said the work is the compilation of many other central office and building administrators, noting the work of his Administrative Assistant, Mrs. Linda Iezzi. He provided the longitudinal data for PSSA, SAT, Advanced Placement, SAT9, and DRA. He indicated that the building reports are proactive and asked that questions be held until the end of the presentation. He explained that under No Child Left Behind the 2001-02 school year is considered the base line. The comparative information represents this three year period. He emphasized that East Penn far exceeds both state and national scores. He reviewed the NCLB expectation of 100% proficiency in 2014. He pointed out that the target goes from 35% to 45% proficiency in 2005 which is a significant increase. In reading, the AYP target is 45% and East Penn is showing that at 75% the district is well above the target. For 2005, the reading proficiency increases from 45% to 54%. At grade 11 in reading, the district has plateaued at 80% proficiency. Dr. Zinner noted that in writing there is only two years of data because, prior to the 2002-03 school year, the results in writing were scaled scores. The state has changed to proficiency scores. This is the last year that there will be results in Grades 6 and 9 in writing. For 2004-05, writing will be part of grades 5, 8, and 11. Referring to the SAT scores, Dr. Zinner indicated that the verbal score was 547 and math was 543. These scores increased over the previous year's scores of 544 and 538. In Advanced Placement, the statistics have also increased. The enrollment of students taking AP courses is over 500. The percentage of students taking the tests is 73% which is an all time high, noting that every student who takes AP courses does not take the test. Out of the 73% taking the test, 92% of the students had a score of 3 or above. The last time there was a 92% was in 1996 and only 56% of the students in AP courses actually took the AP exam. He reviewed the results of the SAT9 test, noting that this will be the last year for the test. Starting in Spring 2006, the PSSA test will be administered in grades 3-8. The Developmental Reading Assessment is a locally administered test given in Grades 1, 2, and 3. This test measures the changes from the Fall to Spring in proficiency of reading for students in Grades 1, 2, and 3. It demonstrates the increase in proficiency as a result of instruction during the year. The Elementary Spring Math Assessment was used for the first time last spring. It centers on five essential units and focuses on problem solving.

Dr. Denise Torma reviewed the graduation rate, drop out rate, and the District Report Card. She noted that the information reflects the previous school year since information for 2004-05 is not submitted to PDE until October 15. Referring to the graduation rate, she explained that the formula has been changed from year to year. The graduation rate has increased from 90.63% in 2000-01 to 94.32 in 2002-03. Providing information from 1998-99 to 2002-03, illustrates that dropouts have gone from a high of 58 in 1998-99 to 27 in 2002-03. Dr. Torma reviewed the comparison data that she compiled based on community type and socioeconomic status. Out of the 21 districts selected, East Penn ranked at 21. She reviewed the drop out profile by reason. The reasons range from academic and attendance problems to drug rehabilitation. She reviewed the district report card and the changes that have been made for proficiency levels.

Dr. Zinner referred to the compilation of the Student Assessment & Achievement Plan by the nine building principals. He noted that the district cannot stand still. This year's report is organized in four areas: Review of Last Year's Goals; Report of Last Year's Data; Analysis of the Data; and Goals for 2004-05. Dr. Zinner reviewed each area, noting the transition process and the refinement of the uniform template. He pointed out the goals for 2004-05 require the principals to be very specific. They are also listing measures for success and validation. He explained the NCLB requirements for students with an IEP, including the requirement for special education students to meet proficiency levels. He pointed out that for eight of the eleven buildings there has been a goal listed for special education students. Dr. Zinner stated the challenges for the future include the increase in AYP targets for the spring, the discontinuance of SAT9 in lieu of the PSSA, and continuing the focus on meeting the needs of all students. He noted that the Jefferson School had an insignificant number of special education students but goals were established. Future endeavors include establishing K-12 academic benchmarks, comprehensive assessment program, and implementation of the Strategic Plan action plans for 2005-06. Dr. Torma said that the district needs to not only look at assessment scores but also data on demographics, parents' and students' perceptions of the schools, as well as what areas faculty members feel should be reviewed. The administration will also be looking at what programs are in place, do they work, and are they the best programs the district could have demographic and perception wise.

In response to a question raised by Mr. Robert involving group results and the Strategic Plan direction for individual student assessment on an annual basis, Dr. Zinner responded that the plan being put together will allow the district to report to parents on individual student progress. The common assessments will show year-by-year growth, as well as group scores. Mr. Robert asked if the Board would receive a summary of that information and Dr. Zinner responded positively. Mr. Ballard said the emphasis of the report has been on comparisons with the state and not on internal comparisons with East Penn and asked how long the assessment results have been reported. Dr. Zinner said the reports go back at least ten years. Mr. Ballard expressed concern that the gaps between the East Penn performance and the state are narrowing rather than staying the same or reaching out. He concluded that looking at AYP results he felt the district is standing still, adding it did not look as though there was a plan. Dr. Zinner responded that the administration is aware that there is a significant number of students who perform below the basic score or at basic. A strong remediation program has been put in place by increasing staff to meet those students' needs. Mr. Ballard challenged that the AYP had not been met in the special education area during the past two years. Dr. Zinner responded that East Penn has not made AYP in that area but the district is working to address that issue. Dr. Torma said the district is required to submit a plan to PDE and that is why there is a special education goal in each plan. The school buildings have less than 40 students in this category but district-wide there are more than 40 students. Mr. Ballard commented on his interpretation of NCLB and the disaggregate group. Dr. Torma said with the district not meeting the AYP for year two for special education means that in year one there are no sanctions imposed and school choice is not part of this plan. Mr. Ballard said he was expecting to see a plan that allocated significant district resources in one school and questioned what had been done for that one particular school. Dr. Zinner said the scores in that particular building have increased significantly and the resources of a non-Title I program have been utilized. He concluded that appropriate resources have been included and there have been improvements. Mr. Ballard contended that improvement was in the incremental variety and there is nothing in that data that indicates a significant change in the program. Dr. Zinner said the school is no longer the lowest scoring school in the district and there has been an appropriate number of resources and there have been significant strides, concluded that the building receives a disproportionate share of resources as compared to the other schools in the district. Dr. Zinner said this particular building has shown trends upward. Dr. Torma added that under District Improvement, the district is not required to offer any supplemental education programs. Mr. Ballard concluded that he was severely disappointed that the problem had not been engaged more aggressively and he thought there needed to be different thinking on how to address the problem. Mr. Earnshaw thanked the administrators for the presentation. He asked about the drop out profile and the reasons, particularly attendance. Dr. Torma explained that there is a code of reasons so that when a student withdraws and they are asked why there needs to be a code. It could mean a student is not coming to school on a regular basis but individual cases would have to be examined. He asked about the change in graduation rate from 95% to 80%. Dr. Torma said that each state had to submit an accountability document to the federal government and 805% was in the PA plan that was approved. Mr. Earnshaw asked for clarification of IEP students and special education students. Dr. Zinner and Dr. Torma said that in this case the IEP students mentioned are special education and students with disabilities and this would exclude gifted students. Mr. Richwine reminded people that the scores are for different students each year. He felt that had to be taken into account. He commented on not making AYP in future years. He asked about the AP tests and why a student would not want to take the test and he asked if there was any survey. Dr. Zinner said he did not have that information.

He asked if there were comparisons with similar districts as had been provided in the past. Dr. Torma responded that similar school comparisons were discontinued. Mr. Richwine felt that information had been more significant than state comparisons because the district has a demanding clientele. Ms. Kowalchuk commented on dropping the SAT9 and asked how the district would be able to compare nationally. Dr. Zinner said that it was a good point. Ms. Kowalchuk, commenting on the drop out rate, asked if there were any intervention programs being developed at the high school. Dr. Zinner said that they are working on the transition of grade 9 students to the high school so they are more comfortable but more information would be provided. In response to Ms. Kowalchuk's question about the individual student reporting, Dr. Zinner said it is going to show a child's growth in comparison to the district's expected achievement. Ms. Gannon said that she, too, was concerned about testing and ranking nationally. Dr. Zinner said that it is part of the Strategic Plan. Ms. Gannon also asked if there was a way to compare with similar districts' proficiency levels to ascertain if they are showing the same kind of flat trend. She said it is difficult to get improvement if a district is already performing at a high level.

Mr. Rhodes commented on the drop out rate and expressed his concern and asked if the districts were all reporting the same information. Dr. Torma said the criteria is set by the state. Ms. Fuller asked how the district keeps track of students coming in and out of the district. Dr. Zinner and Dr. Torma said they would get back with an answer. Mr. Robert requested additional analysis on the drop out rate be provided since concern was expressed. He expressed concern that going through an annual assessment report the one area that was not mentioned was the AYP for special education. Mrs. Thompson said she always appreciates this meeting since it tells how the district is doing. She, too, felt it was helpful to know how the district compared in relationship with similar schools and suggested a profile be designed to reflect local districts.

6. Policy
 

A. Thompson  
 C. Ballard  
 A. Earnshaw  
 E. Gannon

1. Interim Reading
 

Board Policy 003, Functions, Exhibit 8  
 Board Policy 004, Membership, Exhibit 9  
 Board Policy 004.1, Student Representatives to the Board, Exhibit 10  
 Board Policy 005, Organization, Exhibit 11  
 (Please note change in Section 4, Paragraph 2)  
 Board Policy 006, Meetings, Exhibit 12  
 Board Policy 007, Distribution of Policy Manual, Exhibit 13
2. Next Committee Meeting: November 9 7:00 p.m., Board Room
 

Review Communications Policies  
 Section 700

7. Facilities

1. Substantial Completion – Shoemaker School/Alburtis School
 

Motion by Robert, Seconded by Ballard  
 RESOLVED, That the East Penn Board of School Directors approve substantial completion for Shoemaker School, Phase 4 and Phase 6, 7 partial rooms 244, 245, 246 for the following contractors:

  - F. R. Stuebner, GC Construction
  - Anchor Fire Protection Company, Inc., FP Construction
  - JBM Plumbing, Plumbing Construction
  - Worth & Company, HVAC Construction

This resolution was duly adopted by the following roll call vote:  
 Aye: Ballard, Earnshaw, Fuller, Gannon, Kowalchuk, Rhodes, Richwine, Robert, Thompson-----9
2. EnviraHealth Contract-Exhibit 14 (This item was withdrawn from the agenda.)
3. PLANCON I, Interim Reporting/Shoemaker School, Exhibit 15
 

Motion by Ballard, Seconded by Earnshaw  
 RESOLVED, That the East Penn Board of School Directors approve PLANCON I, Interim Reporting, for GC-17, GC-18, GC-19, and HVAC-2 for Shoemaker School Project to the Department of Education.

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

8. 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.

Facility Rentals

RESOLVED, That the East Penn Board of School Directors grant permission for the following Group  
V organizations to rent school facilities:

Lehigh Valley Couturiere Society

Facility Requested: Emmaus High School Auditorium, Classrooms  
Dates: April 18, 19, 2005  
Event: Annual Fashion Show  
Fees: \$91/hour, Rehearsal Fee  
\$97/hour, Show Fee  
\$14/hour, classroom fee  
\$20/hour, security fee  
\$30/hour, technician fee

That's Dancin'

Facility Requested: Emmaus High School Auditorium, Classrooms  
Dates: June 10 & 11, 2005  
Event: Dance Rehearsal and Recital  
Fees: \$91/hour, Rehearsal Fee  
\$97/hour, Show Fee  
\$14/hour, classroom fee  
\$32.11/hour, custodial fee  
\$20/hour, security fee  
\$20/hour/technician fee

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

9. Other/Future Topics

-December 13 Board Meeting: Paul Felder, The Architectural Studio-Eyer Project

Mr. Robert requested said he would like to see a prioritization of the items listed in previous correspondence.

Dave Sallack, PFM, Managing Director-Act 72

Other: Tour of Shoemaker School

10. Announcements

-Monday, November 8 7:00 p.m.-CLEAR Session (Litigation, Real Estate)  
7:30 p.m.-Board Meeting  
CLEAR Session following meeting (Litigation)  
-November 11 Veteran's Day Program - LMMS  
-November 11, 12, 13 8:00 p.m.-Senior Class Play: A Midsummer Night's Dream, EHS  
Auditorium  
-November 13 10:00 a.m.-2:00 p.m.-9<sup>th</sup> Annual Chili Cook-Off and Craft Fair,  
Eyer MS  
-Week of November 15 Elementary Parent-Teacher Conferences, Early Dismissal, Condensed  
K schedule  
-November 18, 19, 20 7:30 p.m.-First in Line...and Other Traumatic Life Experiences, LMMS  
Auditorium (LMMS Fall Comedy)  
-November 19 7:30 p.m.-Chamber Harmony Concert, EHS Auditorium  
-November 22, 23, 24 Middle School Parent-Teacher Conferences – 11:00 a.m. Early Dismissal  
-November 25, 26, 29 Thanksgiving Holiday – All Schools & Offices Closed  
-November 30 7:00 p.m.-EHS Parent-Teacher Conferences  
-December 2 7:30 p.m.-EHS Holiday Choral Concert  
-December 6 7:30 p.m.-Board Organization Meeting, Board Room  
CLEAR Session following meeting  
-December 8 7:00 p.m.-Shoemaker Winter Concert  
-December 9 7:30 p.m.-Lincoln Winter Holiday Concert  
-December 10 Middle Schools , EHS Early Dismissal – 11:00 a.m..  
7:30 p.m.-Jefferson 5<sup>th</sup> Grade Winter Concert  
-December 13 7:30 p.m.-Board Meeting  
-December 14 7:00 p.m.-EHS Symphonic Band/Wind Ensemble Winter Concert  
-December 15 7:00 p.m.-Eyer Band/Choral Concert  
7:30 p.m.-LMMS Winter Choral Concert  
-December 16 7:00 p.m.-Macungie Winter Concert  
7:30 p.m.-LMMS Winter Choral Concert  
-December 21 7:30 p.m.-Winter Band Concert, LMMS Auditorium  
-December 22 7:00 p.m.-Wescosville Winter Concert  
-December 24-January 3 Winter Holiday – All Schools and Offices Closed

11. Adjourn

There being no further business to come before the Board, the meeting was adjourned, upon motion, at 9:15 p.m.

Cecilia R. Birdsell, Board Secretary

EAST PENN SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS  
REORGANIZATION MEETING

December 6, 2004

7:30 p.m.

Board Room  
800 Pine Street, Emmaus, PA

1. Call to Order; Pledge of Allegiance

Board Secretary Cecilia R. Birdsell called the Reorganization Meeting to order at 7:40 p.m., followed by the Pledge of Allegiance.

Board Member Present: A. Earnshaw, F. Fuller, E. Gannon, S. Kowalchuk, S. Rhodes, T. Richwine, M. Robert,  
A. Thompson

Board Member Absent: C. H. Ballard

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: Pat Ryder, East Penn Press Reporter

2. Election of President Pro Tempore

Miss Birdsell asked for nominations for President Pro Tempore. The following motion was introduced:

Motion by Gannon, Seconded by Thompson

RESOLVED, That Ms. Francee Fuller be nominated as President Pro Tempore.

This resolution was unanimously adopted by voice vote.

3. Election of President

Ms. Fuller called for nominations for President. The following motion was introduced:

Motion by Robert, Seconded by Earnshaw

RESOLVED, That Ann Thompson be nominated as Board President.

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

Aye: Earnshaw, Fuller, Gannon, Kowalchuk, Rhodes, Richwine, Robert, Thompson-----

8

Absent: Ballard-----

-----1

Mrs. Thompson received a round of applause. She said she was privileged to work with the board members and and felt that together they have synergism.

4. Election of Vice President



Ms. Fuller called for nominations for Vice President. The following motion was introduced:

Motion by Gannon, Seconded by Kowalchuk

RESOLVED, That Alan Earnshaw be nominated as Board Vice President.

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

Aye: Earnshaw, Fuller, Gannon, Kowalchuk, Rhodes, Richwine, Robert, Thompson-----8

Absent: Ballard-----

-----1

5. Setting Time & Place of Board Meetings

Motion by Gannon, Seconded by Earnshaw

RESOLVED, That the East Penn Board of School Directors shall meet in regular session in the Board Room located in the Administrative Offices Building, 800 Pine Street, Emmaus, PA at 7:30 p.m. on the second and fourth Monday of each month in 2005, unless advertised otherwise:

January 10, 24  
February 14, 28  
March 14  
April 11, 25  
May 9, 23  
June 13, 27  
July 11  
August 8, 22  
September 12, 26  
October 10, 24  
November 14  
December 5, Reorganization  
December 12

This resolution was unanimously adopted by voice vote.

6. Designation of Newspapers of General Circulation for Advertising Purposes

Motion by Rhodes, Seconded by Gannon

RESOLVED, That the East Penn Board of School Directors designate the Morning Call, 101 North Sixth Street, Allentown, PA as the primary newspaper of general circulation for advertising purposes and the East Penn Press as the secondary newspaper for advertising purposes during the 2005 calendar year.

Mr. Robert suggested that the East Penn Press be named the primary newspaper of general circulation because he felt it was more cost effective. There was a discussion surrounding the issue of whether the East Penn Press could be considered a newspaper of general circulation in comparison with the Morning Call that is published daily. Ms. Fuller pointed out that, while the East Penn Press gives excellent coverage regarding district activities, the Morning Call has a broader circulation when involved in competitive bidding for big-ticket items. Miss Birdsell pointed out that bond sales, major renovation contracts, and bids are advertised in the Morning Call because it is considered the newspaper of general circulation. Mr. Robert debated that the district would be meeting the legal specifications. Solicitor Fisher said because of timing the Morning Call would be the newspaper used. Ms. Gannon felt she had not heard a compelling reason to switch papers. Solicitor Fisher said the way the resolution is written is that the daily paper of circulation is the Morning Call, but it does not say that you cannot use the East Penn Press. Mr. Fisher referred to the list of board meetings as an example of advertising. Mrs. Thompson asked if the Board

wanted to change the motion. Mr. Earnshaw said the Solicitor said the resolution as written does not prohibit using either newspapers. He suggested approving the motion as written. Ms. Gannon called the question.

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

Aye: Earnshaw, Fuller, Gannon, Kowalchuk, Rhodes, Richwine, Robert, Thompson-----

-8

Absent: Ballard-----

-----1

7. Appointments

Board President Ann Thompson announced the following appointments:

-Lehigh Career & Technical Institute-Ann Thompson, Francee Fuller, Terry Richwine, S. Rhodes, alt.

-Carbon Lehigh Intermediate Unit-Terry Richwine

-Legislative/PSBA Representative-Charles Ballard

-Policy Committee-Alan Earnshaw, Chairman; E. Gannon, C. Ballard, F. Fuller

8. Announcements

Monday, December 6

CLEAR Session prior to the meeting (Litigation, Confidential)

CLEAR Session following Board Meeting (Personnel

9. Requests to Address the Board-None

10. Adjourn

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

Cecilia R. Birdsell, Board Secretary

## ORDER OF BUSINESS

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

President Ann Thompson 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, followed by the Pledge of Allegiance.

Board Members Present: C. H. Ballard, A. Earnshaw, F. Fuller, E. Gannon, S. Kowalchuk, 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: Dr. Alrita L. Morgan

Press Present: Randy Kraft, Morning Call Reporter  
Pat Ryder, East Penn Press Reporter

President Thompson introduced the following visitors from Russia who are part of a business exchange program sponsored by the Emmaus Rotary Club:

Svetlana Alesandrovna Skosyrskaya, Attorney  
Yuriy Ivanovich Gulyayev, Business Consultant  
Valeriy Ivanovich Petrov, Political Science Professor  
Maksim Alesandrovich Karpovich, Computer Specialist  
Andrey Yurevich Fink, Facilitator for World Open Forum  
Andrei Dmitivich, Interpreter

Rotary District Governor-elect Roger Whitcomb explained that one of the goals of Rotary International is to promote world peace through cultural understanding. He said this week the group that has come to visit are future leaders of their country. The World Open Forum sponsored by the State Department made the arrangements for their visit. He said there had been an excellent briefing today by the East Penn administrative staff and he thanked Dr. Alrita Morgan, Cecilia Birdsell, Dr. Zinner, Liz Drake, Robert Misko, and Dr. Michael Waddell for an outstanding day in East Penn. He introduced the trip facilitator Andrey Fink who introduced each of the members of the team. The audience gave them a round of applause.

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

### 3. Approval of Minutes

Motion by Earnshaw, Seconded by Gannon

RESOLVED, That the East Penn Board of School Directors approve the minutes for the following meetings:

November 8, 2004-Regular Board Meeting  
December 6, 2004-Reorganization Meeting

This resolution was unanimously adopted by voice vote.

### 4. Student Government Association Report – Brooke Patterson, Representative-No report

### 5. Eyer MS Renovation – Paul Felder, The Architectural Studio

Dr. Morgan referred to the attached plans for the Eyer Middle School renovation. The purpose of tonight's presentation is to take a look at the project and the 21 million dollar funding in light of Act 72. She reviewed the attached list of priority items. She said in looking at the project there are things that must be done in putting on a new addition to the current building. The priorities include an emergency generator replacement; sprinkler system/ceiling replacement as needed; asbestos remediation; and renovations to existing spaces being vacated. These items total approximately 4 million dollars. The items that are not "musts" are auditorium lighting and sound, elevator upgrade, lighting general replacement exterior doors and hardware, clocks, HVAC upgrade, etc. She noted that this would be the first time that the whole building would not be refurbished to the same degree as Wescosville and Lincoln Schools. The items in Priority I would qualify if included as part of the project. The academic program must take precedent over the other items. The items under E are equity improvements but the district would not have to do them. Dr. Morgan said there are educational priorities that still need to be considered. Some of the items may be alternate bids so there are choices. Another consideration would be pay for some of the items under capital reserve or by borrowing more funds. The Board would have to make decisions based on the charge that was given.

Architect Paul Felder expanded on the discussion of what could be included in the project as base bid. He talked about the safety and security issues. He noted that the family and consumer science is an exception since PDE does not allow for changes in the program to be made as an alternate. When looking for potential savings, the architects came up with an alternate for the family and consumer science area since it was not in the original 21 million dollar program. Using the attached diagram, Mr. Felder reviewed the floor plans. Mr. Earnshaw asked what would go into the fitness center if it was built. Dr. Morgan said it would have appropriate exercise/fitness equipment for educational and community use. In addition, it would have a function in the health and nutrition curriculum. There is a similar area at Lower Macungie Middle School and Mr. Misko concurred. He said the administration was also working toward creating an after school fitness club. Mr. Earnshaw asked about the adaptive gym and did not see it as a great use of taxpayers money when similar facilities are available at the high school and Lower Macungie MS. He noted there are lots of gyms in the area for adults. He would support reconfiguring the area and making it computer rooms. Mr. Ballard asked who was responsible for putting the list of priorities together. Dr. Morgan said district administration was involved in the prioritization. Mr. Ballard said he was used to seeing a list of priorities and requested priorities be in the format that they are usually presented. Dr. Morgan said the list was based on previous information supplied to the board. Dr. Morgan said the items listed as M items are the ones required. There may be some structural changes also included to hold the line. Mr. Ballard said there may be some long-term savings under

repair items that would provide long-term savings. Dr. Morgan said the repair items are all cheaper to do as part of the entire project and there is some reimbursement payback. However, when the line is drawn these items need to take second place. Mr. Ballard said he is trying to find a reason to move the bottom line. Dr. Morgan emphasized that the administration is not trying to move the line but rather to illustrate what could be included. She noted that there are variables so there are not expectations that appeared in other projects. Mr. Robert said the process started with a 4 million dollar project and has expanded to 21-26 million dollars. Mr. Robert asked what was wrong with the process that the project went up to 26 million dollars. Mr. Felder answered that the Board instructed them to not look comprehensively at renovating the whole school and most of the repair items have been introduced at various meetings. There is much greater input from the educators. He noted the model developed by the teachers was extremely well done for what it was but there was not the implication of teams. The sixth grade wing was modeled after the Alburts School that was modeled after the Jefferson School and these were all elementary schools. The process was set up that excluded many of the middle school programs. He concluded that there were aspects of the project that were not complete and the Board should look at the whole thing. Ms. Fuller said that tonight is for fact finding and exploring options and ideas. She noted that the Board took a tour of Eyer three years and it is even more crowded now. The program is not being addressed and we are dealing with finances and program. She suggested that the Board take another tour of Eyer. Mr. Earnshaw commented on following through with the original appropriation and having the staff use additional creativity with the project. Mr. Ballard commented on equity, noting there is a high quality program in all the buildings.

6. Act 72 – Public Financial Management: Lou Verdelli

Mr. Reigal indicated that at this point some of the statistical data is not available. At the Lehigh County level, East Penn taxpayers have returned their forms at a greater rate than other districts. Mr. Verdelli reviewed the background and impact of Act 72 and the implementation of financing. Using the attached Financial Update, Mr. Verdelli reviewed the impact upon Project Funding, bond issues, and General Obligation Bond Series for 2005, Series AA of 2004, and Series of 2004. He explained a new borrowing for 2005 in the amount of 5 million dollars based on current value would have a .24 millage impact and for a 7 million dollar issue, there would be a .34 millage impact. Mrs. Thompson asked about how the exception could result in having other areas of the budget reviewed. Mr. Verdelli answered that in their conversations with PDE they said that as long as debt was properly incurred they would approve an exception based upon debt. Mr. Ballard talked about the allowable increase for the year. He asked how much would be allowable. Mr. Verdelli said the first payment could be built into the 05-06 budget then the first year of a budget referendum in 06-07 would be the same as the previous year. Mr. Reigal said the index is around 3%. There is an exception for the debt already incurred. Mr. Verdelli said the millage would already be in place before the district was subject to the referendum and would not impact the district constraints. Mr. Earnshaw asked where the Board should go from here. Mrs. Thompson reviewed the comments from board members. Mr. Ballard said it was the administration's job to eliminate and prioritize. Mr. Richwine said there should be some type of schedule and there should be a list of items that have been eliminated. Dr. Morgan said she did not think there was anything that had not been included. She indicated her goal for tonight was to get the items on the table. Ms. Kowalchuk was wondering if there had been a look at the aesthetics of the building and if there were areas that could be cut. Dr. Morgan said that would be reviewed. Ms. Gannon asked if there were ways to save money in the base bid items where there is a lot of space. Mr. Robert also suggested looking at the amount of open space and what is the educational value of the space. In answer to questions from Ms. Gannon, Mr. Reigal clarified that the district would be looking at an increase of 3 mills just for this project funding. Mrs. Thompson summarized that at the next meeting there should be a new format for the list, an explanation of why things below the list should be included, and a tour of Eyer.

7. Personnel

Motion by Ballard, Seconded by Gannon

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

Resignations

Sandra M. Drexinger, Teacher Aide at Eyer MS, effective immediately (Exhibit 1)  
LaMar Amey, Custodian at Eyer MS, effective December 31, 2004 (Exhibit 2)  
Karen M. Fellin, Teacher Aide at EHS, effective December 3, 2004 (Exhibit 3)  
Debra Homa, Teacher Aide at Eyer MS, effective immediately (Exhibit 4)  
Tiffany Reed, Teacher Aide at Emmaus HS, effective December 23, 2004 (Exhibit 5)

Temporary Professional Employee Appointment

Name/Address:	Victoria Stenroos 4771 Somerset Lane, Macungie 18062
Education Level:	B. S. N. Degree (1986)
Undergraduate School:	Penn State University
Graduate School:	Cedar Crest College (Certification Credits)
Effective:	January 3, 2005
Assignment:	School Nurse, LMMS (Vacancy created by M. Davies retirement)
Certification:	Educational Specialist, School Nurse
Experience:	1986-2000: St. Luke's Hospital 9/04-Present: East Penn SD (Health Room Aide) 03-04: East Penn SD, per diem substitute
Salary:	\$38,500 (Step A, Year 1, Col. B)

Appointment of Assistant Activities Director

Name/Address:	Shaun Murray 46 Kraft Drive, Allentown 18104
Education Level:	B. S. Degree (2002) Sports Management
Undergraduate School:	DeSales University
Effective:	January 3, 2005 (Vacancy created by retirement of D. Carraher)
Experience:	4/2003-Present: Schuylkill Valley Sports, Team Sales Manager 2002-2003: East Penn SD (Instructional Aide)

Salary: \$33,000

Appointment of Administrative Assistant

Name/Address: Sandra Drexinger  
3941 Gun Club Road, Alburtis 18011  
Effective: December 14, 2004  
Assignment: Eyer MS (Transfer of D. Muthard)  
Salary: \$23,400

Teacher Aide Appointments

Name/Address: Diana Vasilik  
7132 Moonbeam Lane, Macungie 18062  
Assignment: Eyer MS, Special Education  
(Vacancy created by resignation of S. Drexinger)  
Effective: December 14, 2004  
Salary: \$10.30/hour, 30 hours/week

Name/Address: Joann Litzenberger  
1108 W. Broad Street, Emmaus 18049  
Assignment: Special Education, EHS  
(Vacancy created by transfer of D. Toth)  
Effective: December 14, 2004  
Salary: \$10.30/hr., 25.5 hrs./wk.

Part-Time Food Service Assistant

Name/Address: Barbara Kline  
775 Feters Lane, Wescosville 18106  
Assignment: Part-Time Food Service Assistant  
(Vacancy created by resignation of D. DeLong; transfer of D. Hammel)  
Effective: December 14, 2004  
Salary: \$9.96/hour, 23.75 hours/week

Additions to the 2004-05 List of Per Diem Substitutes

Jacqueline Swanger, Elementary  
Lynn Martin, Guest Teacher  
Agnes Toolan, Teacher Aide  
Lisa Overholts, Teacher Aide  
Agnes Ziegler, Teacher Aide  
Susan McCann, Teacher Aide  
Danielle Schoen, Elementary  
Mary Rose Velasco, Teacher Aide  
Debra Behie, Teacher Aide  
Donna Gaumer, Teacher Aide  
Tracey Miller, School Nurse  
Sue Ann Allegar, Teacher Aide  
Elizabeth Cramsey, Teacher Aide  
Stephanie Grant, Teacher Aide  
Michele Dunleavy, School Nurse  
Shanna Gruenwald, Elementary  
Nancy Ritter, Food Services Department  
Ann Marie Busher, Food Services Department

Leave as Per Collective Bargaining Agreement

Employee	School	Effective
Sarah McDonald	Grade 5, Shoemaker	January 11, 2005
Jessica Silfies	Grade 4, Shoemaker	January 3, 2005

Mentor/New Teacher Induction

Sue Poremba (replaces C. Sayegh) \$1187/year pro-rated

Change of Hours/Positions

Employee	From	To
Diane Hammel	PTFSA-EHS, 4.75 hrs./day	FTFSA-6.75 hrs./day
Kristen Laux	Teacher Aide, LMMS	Teacher Aide, Shoemaker
(Mihalik resignation)	17.5 hrs./wk.	26.5 hrs./wk.
Jill Tillotson	Teacher Aide, EHS	Teacher Aide, Eyer MS
(Nace resignation)	30 hrs./wk.	32.5 hrs./wk.
Pat Brooke	16 hrs./wk., EHS	25 hrs./wk., EHS
Dorothy Toth	25 hr./wk., EHS	27 hrs./wk., EHS
Joann Demjanick	22.5 hrs./wk., EHS	30 hrs./wk., EHS
Risa Donegan	22.5 hrs./wk., EHS	32.5 hrs./wk., EHS

#### Co-Curricular Advisors

Employee	Activity	Stipend
Joe DiRado	PJAS Coordinator	\$255.00
Patricia Folk	PJAS Coordinator	\$255.00
Theresa Muth	Marching Band Intern	\$408.00
Laurie Oswald	Musical Program, Eyer MS Tickets, Front of House	\$255.00, Club A
Dorothy Windt	Yearbook, Eyer MS	\$1224.00
Cathy Button	Musical Tech Director Set/Lights/Sound	\$510.00
Erin Marks	Dramatics Co-Director	\$1020.00
Steve Braglio	Spring Musical Vocal/Orchestra Spring Musical Tech Director	\$1632.00 \$510.00
Mark Domyan	Set/Lights/Sound Dramatics Co-Director	\$1020.00
Bill Weiant	Set Design	\$500.00

#### Resignation

Victoria Stenroos, Health Room Aide, effective immediately (Exhibit 5A)

#### Teacher Aide Appointments

Name/Address	Assignment	Salary
Debra Behie 7388 Periwinkle Drive, Macungie	Hall Monitor, EHS Vacancy created by transfer of P. Brooke	\$10.30/hr., 16 hrs./wk.
Sally Romano 6985 Tuscan Drive, Macungie	Study Hall Monitor, EHS Vacancy created by transfer of J. Demjanick	\$10.30/hr., 22.5 hrs./wk.

#### Transition Days

That the East Penn Board of School Directors approve Dr. George Ziolkowski, Director of Pupil Personnel Services, for \$500/day for up to six transition days, following his retirement date of December 23, 2004.

#### Educational Conferences – Exhibit 6

That the East Penn Board of School Directors approve the expenses for the individuals attending educational conferences as listed on Exhibit 6.

-Administrative Reports (See Exhibit Section)

Mrs. Thompson thanked Dr. George Ziolkowski for his service to the district. She commended him for his work with the bullying program and the BMI program. She concluded that Dr. Ziolkowski had represented the district well. Dr. Morgan also commended Dr. Ziolkowski and said he was an exception leader, educator, and administrator. It is extremely hard to say goodbye to him. Dr. Ziolkowski received a round of applause.

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

#### 2. Superintendent's Compensation

Motion by Ballard Seconded by Earnshaw  
RESOLVED, That the East Penn Board of School Directors approve the compensation for Dr. Alrita L. Morgan, Superintendent of Schools, be set at \$128,750, effective December 13, 2004.

Mr. Rhodes said he would not support the motion because he felt the Dr. Morgan was being under compensated.

This resolution was duly adopted by the following roll call vote:  
Aye: Ballard, Earnshaw, Fuller, Gannon, Kowalchuk, Richwine, Robert, Thompson-----8  
Nay: Rhodes-----1

Mrs. Thompson said the Board is pleased with Dr. Morgan and her capable leadership.

#### 8. Education

##### 1. 2005-06 Program of Studies, Emmaus HS – Exhibit 7

Motion by Robert, Seconded by Ballard  
RESOLVED, That the East Penn Board of School Directors approve the 2005-06 Program of Studies.

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

Mrs. Drake said there were no significant changes to the model and tried to make the program more user friendly. It will not be a newspaper and will be much easier to look at and to actually see what is available. The administrators involved in developing the Program of Studies included Linda Delvernois, Director of Secondary Education, and Janine Mathesz, Assistant Principal at Emmaus HS. Mrs. Thompson complimented them on their work.

9. Policy

A. Thompson  
C. Ballard  
A. Earnshaw  
E. Gannon

1. Second Reading

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

Board Policy 003, Functions, Exhibit 8  
Board Policy 004, Membership, Exhibit 9  
Board Policy 004.1, Student Representatives to the Board, Exhibit 10  
Board Policy 005, Organization, Exhibit 11  
Board Policy 006, Meetings, Exhibit 12  
Board Policy 007, Distribution of Policy Manual, Exhibit 13

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

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

2. Approval of Minutes

Motion by Earnshaw, Seconded by Ballard  
RESOLVED, That the Policy Committee approve the minutes of the November 9, 2004 meeting and be made part of the permanent minutes of this meeting.

This resolution was unanimously adopted by voice vote.

3. First Reading:

010, School Board Use of Electronic Mail, Exhibit 14

Board Policy 701, Facilities Planning, Exhibit 15  
Board Policy 701.1, Disposal of Property/Equipment, Exhibit 16  
Board Policy 702, Gifts, Grants, Donations, Exhibit 17  
Board Policy 704, Maintenance, Exhibit 18  
Board Policy 705, Safety, Exhibit 19  
Board Policy 706, Property Records, Exhibit 20  
Board Policy 711, Portable Classrooms, Exhibit 21

4. Next Meeting: January 11, 2005 Conference Room B

9. Facilities

1. Storm Damage, Lower Macungie MS

Motion by Ballard, Seconded by Robert  
RESOLVED, That the East Penn Board of School Directors authorize administration to prepare bid documents for necessary repairs at Lower Macungie MS as reported in the Liberty Engineering Report entitled On-Site Storm Water Damage Report at a budget cost not to exceed \$55,000; and,

be it further

RESOLVED, That the East Penn Board of School Directors approve submitting all required forms and documents requiring approvals from state and local agencies.

NOTE: Funding for this project to come from the Capital Reserve Fund. Damages have also been reported to the insurance carrier.

Mrs. Thompson thanked Mr. Carl for such a thorough report. Mr. Ballard had a question about the magnitude of the storm water to the design criteria. Mr. Carl replied that there was a lot of offsite water because of the changes in the area. Mr. Ballard asked if there was some change in the drainage of the golf course. Mr. Carl said some of the point of volume was at Walmart. Mr. Ballard asked if there should be some discussion with Walmart. Mr. Carl said that there will be some changes made and Paul Szewczak has plans to see what they are doing differently. Mr. Ballard talked about coordinating the efforts of the engineers to take the best approach. Mr. Carl said he would pass his concerns on to Mr. Szewczak. Mr. Robert said he would like to see something from the engineers indicating they are taking adequate steps. He talked about the drainage and some of the corrections dealing with the work on Route 222 and surrounding properties (Crest Carpet, Walmart). The swale should be designed for a 100 year event in a six square mile area. Dr. Morgan said the district has applied to the state for funding. Mr. Reigal said there is a \$50,000 deductible so the district contacted FEMA for reimbursement as well.

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

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

2. Envira Heath Environmental Survey Agreement – Exhibit 22

Motion by Ballard, Seconded by Gannon  
RESOLVED, That the East Penn Board of School Directors approve the Envira Health Environmental Survey Agreement for a total cost not to exceed \$9875.00.

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

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

3. Informational

We have been notified by the Department of Education that the following PLANCON documents have been approved and should be included in the permanent minutes of this meeting:

- ❖ PLANCON I, Interim Reporting, Shoemaker School, Exhibit 23
- ❖ PLANCON K, Project Refinancing, General Obligation Bonds Series of 2004 to Refund General Obligation Bonds Series of 1999, Exhibit 24

4. Bilt-Rite Litigation

Motion by Robert, Seconded by Earnshaw  
RESOLVED, That the East Penn Board of School Directors approve the settlement agreement and Release involving litigation concerning the Lower Macungie Middle School filed in the Court of Common Pleas of Lehigh County at Nos. 1998-E-0070 and 1999-C-2235.

Solicitor Marc Fisher explained the background of the lawsuit involving the bidding process that requires the district to select the lowest responsible bidder. Bilt-Rite was the lowest bidder and under the terms of the contract they were responsible to deliver a completed school by September 1998. They were also responsible for the sequencing of the project to meet that deadline. When it became obvious that Bilt-Rite could not deliver the building in a timely manner, the school district withheld payments in the amount of \$800,000 and eventually terminated Bilt-Rite. As a result, lawsuits were filed by Bilt-Rite in excess of 7.5 million dollars. In response, the district filed its own counterclaim. After much deliberation, the parties have entered into a settlement agreement and release. Mr. Fisher outlined the terms of the Agreement as follows: 1. Bilt-Rite will receive a total of \$360,000. It is important to understand that the East Penn School District is not paying anything to Bilt-Rite on its claim. 2. The EPSD will release \$297,000 from the \$800,000 it retained and will give it directly to USF & G that is the surety for Bilt-Rite. The \$297,000 is not going to Bilt-Rite but to the surety for the sole purpose of paying local subcontractors who were not paid by Bilt-Rite and to the surety as reimbursement for payments already made to the contractors. Under the terms of the Agreement, Bilt-Rite has agreed to never directly or indirectly or through any of its successor corporations or businesses bid on any project in the East Penn School District. Bilt-Rite will be paid less than \$.05 on the dollar of their claim. Bilt-Rite will never be back in the district. The Agreement will be available in the district tomorrow after some minor changes.

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

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

Ms. Fuller completed a Conflict of Interest Abstention Memorandum that is part of the permanent minutes of this meeting.

10. Business Operations

1. 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.

Construction Fund Payments – Exhibit 25

RESOLVED, That the East Penn Board of School Directors authorize the construction fund payments from the Capital Reserve Fund and General Obligation Notes, Series A of 2004.

Request for Facility Rental

RESOLVED, That the East Penn Board of School Directors grant permission for Encore Dance & Performing Arts Center to use the Lower Macungie Middle School for a dance rehearsal and recital on June 8 and 11, 2005. This is a Group V rental and will be charged the following fees:

\$91.00 per hour rehearsal fee  
\$97.00 per hour recital fee  
\$14.00 per hour classroom fee  
\$32.11 per hour custodial fee  
\$32.11 per hour stage manager fee



\$23.50 per hour security personnel

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

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

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2. Informational

❖ Letter from Dr. Francis Barnes, Secretary of Education, Exhibit 26

11. Other Topics

Bill List Format-Mr. Reigal provided a copy of the bill list format that lists the bills by category rather than alphabetically. For auditing purposes, the bill list included in the agenda and the minutes will still appear in the alphabetical format. Mr. Earnshaw and Mr. Robert indicated they liked the new format. Mr. Robert suggested some further changes to the format.

Tax Collector Commission-There was a brief discussion about the merits of having local tax collectors vs. an outside agency or an in-house collection. Mr. Robert wanted an estimate of the cost for the district to collect the taxes. This will be discussed further at the January 10 Board Meeting.

Coordination of Storm Water

Shoemaker Tour

Technology Report– Tentatively scheduled for second meeting in January (1/24)

12. Announcements

December 13	6:30 p.m.-CLEAR Session (Litigation, Personnel, Confidentiality) Conference Room
	7:30 p.m.-Board Meeting
-December 14	7:00 p.m.-EHS Symphonic Band/Wind Ensemble Winter Concert
-December 15	7:00 p.m.-Eyer Band/Choral Concert
	7:30 p.m.-LMMS Winter Choral Concert
-December 16	7:00 p.m.-Macungie Winter Concert
	7:30 p.m.-LMMS Winter Choral Concert
-December 21	7:30 p.m.-Winter Band Concert, LMMS Auditorium
-December 22	7:00 p.m.-Wescosville Winter Concert
-December 24-January 3	Winter Holiday – All Schools and Offices Closed

13. Adjourn

There being no further business to come before the Board, the meeting was adjourned, upon motion, at 9:50 p.m.

Cecilia R. Birdsell, Board Secretary

## Order of Business

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

President Ann Thompson 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. She announced that the Board had taken a tour of Eyer prior to the meeting.

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

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

Treasurer: Gary Reigal

Board Secretary: Cecilia R. Birdsell

Superintendent of Schools: Dr. Alrita L. Morgan

Press Present: Randy Kraft, Morning Call Reporter

Corrinne Durdock, East Penn Press Reporter

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

### 3. Approval of Minutes

Motion by Rhodes, Seconded by Gannon

RESOLVED, That the East Penn Board of School Directors approve the minutes for the December 13, 2004 meeting.

This resolution was unanimously approved by voice vote.

### 4. Eyer Middle School Renovation Project: Paul Felder, The Architectural Studio Act 72 –Dave Sallack, Public Financial Management

Mr. Felder introduced George Moore from The Architectural Studio and Tom Bush and Lee Snyder from Snyder Hoffman Engineers. The items that are in categories A, B, C. and the items below are a series of priorities. The Board has the option to increase the budget or to put something from the priority list into the base bid. He reviewed the base bid items that are listed on the attached handout. He said the education program requirements are items that have been defined subsequent to the attached study. These are critical items that emphasize the team concept for middle school. The sixth grade science labs were not included in the original program. In response to a question from Mr. Ballard, Mr. Felder explained that the district administration and staff made the suggestions after the initial approval by the Board for 21 million dollars. The safety and security item was included in the original 21 million dollar project. It includes developing a separate public facility restroom in the vicinity of the gym and lobby and it would also serve the new cafeteria. In response to a question from Mr. Ballard about the total, Mr. Felder explained that he rounded off the numbers to the nearest \$100,000 dollars. When the fitness room/auxiliary gym was originally presented to the architects, he did not understand the ramifications and use of the space. It is to be primarily used for programs. It will be still called a fitness center due to the reimbursement by PLANCON. He reviewed the mechanical systems that are original to the building and are in need of repair. He noted the 20-year rule that states if there is a major renovation and a system needs replacement a year or two after the project the district cannot be reimbursed. The general construction items are in need of repair, i.e. seats in the large group instruction area. Referring to energy conservation items, Mr. Snyder did a study and determined that there were not many energy saving items. The only system that had a payback is the lighting system and that was a six-year payback in electricity. Priority 6 items are long-term facility improvements. This includes rear pod renovations, HVAC system upgrades, etc. There are some operational issues involving noise in the auditorium and the gym.

Mr. Ballard asked if the list of priorities is in a priority order. Mr. Felder cautioned that there may be items that go together but in general they are in order. Mr. Ballard said the original budget was 16 million dollars and 5 million dollars for renovations. He thought he saw items that he thought were in the renovation portion of the bid now listed as priorities. He wanted to know if the estimation for the new construction was off or if something from the educational program was added to the list of base bid items. Mr. Felder indicated that there were items for the educational program that were included in both the 16 and 5 million dollar items. Mr. Felder said there was a re-

definition of the project and some items that were in it originally are no longer included and some that have been defined are included. Mr. Ballard asked, if in Mr. Felder's professional opinion, he was recommending not including some of the mechanical items as part of a major renovation. Mr. Felder indicated that he absolutely was not, adding that the budget was established before a thorough feasibility study was conducted to develop the scope of the project. He also clarified that the process had left out certain aspects of program being included in the project. They are not must haves but if the budget is 21 million dollars then it may not be exceeded. The charge to the architects then becomes to come up with a base bid to meet the educational criteria. The district has an option to scale back some of the capacity. Mr. Robert said his understanding was to provide an adequate budget for a project then live within it. He said he had requested a list of architecturally appealing but not necessarily functional pieces of the project (covered overhang for the bus area). Mr. Felder said the overhang is not included in the base bid or as a priority. The architects are going to provide a design that will be an alternate. In the event that the project comes under the budget then it can be considered at that time. In response to a question about their fee, Mr. Felder said there is no fee in addition to the 21 million dollar. The Board has not requested that the canopy be included in the priority list. There are not items that would go in on a unit cost. Mr. Felder again clarified that if the bids for the 21 million dollar project come in over budget, the architects' fee is based on 21 million dollars, no matter how much higher the bids. If it comes in below, the fee will be on the 21 million dollars unless it falls below 8%. Ms. Fuller asked about the amount of reimbursement for this project. Mr. Reigal said it is more complicated when dealing with a renovation but what has been typically seen now is reimbursement in the 15% range. The state reimburses 15% on the 21 million dollars over the course of 20 years. Ms. Kowalchuk asked if the windows are standard or custom windows. Mr. Moore responded that there are categories of glazing and in the addition there would be standard stock size windows using the same components. Mr. Earnshaw asked about the data ports. Dr. Morgan said the tech budget had not been included in previous projects. Mr. Earnshaw asked about items that could come out of ongoing maintenance or capital reserve and asked what are the advantages and disadvantages of doing it all at once. Mr. Felder responded that primarily the economics of the reimbursement plus the time and overhead involved with the maintenance personnel. Mr. Earnshaw said there are priority items listed that could probably be done at any time and asked what items should be done as part of the project. Mr. Felder said the mechanical systems might be the most integral. Mr. Snyder cited the plumbing fixtures and HVAC upgrades could be done independent. He mentioned the heating replacement is probably not an option to consider since it has an 11-14 year payback. The heating system upgrade could be done at a later date; however, some of the heaters are not working now and probably should be part of the project. He noted that when the trades are present on a project it makes sense to do some of the things at that time. Mr. Bush addressed the electrical items said the auditorium lighting and sound system is a project that would not have a great deal of disruption since it is self-contained. He spoke about the importance of the electrical system upgrade to replace as part of the project. Mr. Earnshaw asked if the flooring would be replaced with carpeting or tile. Mr. Felder said the corridors would not be re-carpeted.

Ms. Gannon said she felt a lot of things seem necessary and she would like to focus on items that are in the architectural design. Mr. Felder said in terms of materials the materials are good quality, noting there is potential savings with lower quality materials. He noted that first floor materials such as terrazzo or Fritz tiling could be used. The terrazzo is permanent where the tile has a 20-30 year life span. He pointed out that the beauty and the quality of the school is derived from those types of materials, adding that the architectural beauty comes from that concept and they do not add features that do not have some functional value. He said that they try not to design anything into the building that is not integral in the first place. He said there has been no discussion about the auxiliary gym/fitness center or reducing the commons area. However, through conversations with Dr. Morgan and Dr. Wells the commons area is critical to provide the socialization of students in grades 6-8. The lobby area serves both the gym and auditorium for evening activities. He said he is very reluctant to suggest architectural changes that will reduce the cost of the building because he did not think anything was included that should not be there. Ms. Gannon talked about the Emmaus Jr. High School design. She felt there were common areas that could be reduced. Dr. Morgan said there is an educational aspect to this design such as the glass-enclosed area. She pointed out that Eyer does not have windows and if you put another building next to it the light will be affected. She pointed out the need to have as much natural lighting as possible. Mr. Felder said the requirements for lobby space is a code requirement for exits that did not exist when Eyer was built. He said the common space could get somewhat smaller but not considerably.

Mr. Ballard said 1.3 million dollars in educational program was moved into the base bid. He continued to insist that additional items came into the package on top of the 21 million dollar limitation. He also contended that the mechanical systems might be more important than the educational program requirements. He said if the mechanical systems are not addressed it does not matter if the educational space is available. He felt there was a priority shift. Mr. Felder explained that the difference is fees, financing costs; district supervision and administration costs are part of the 4 million dollars. Mr. Ballard wanted an explanation of adding the educational program items over some of the mechanical and security items. He concluded that he did not have adequate information. Dr. Morgan said the

additional 1.3 million dollars replaced things in the base bid; however, to do the middle school program the items need to be included. Dr. Morgan indicated that with every project that had been completed by The Architectural Studio the technology was always a separate function so it was not included. The sixth and eighth grade science labs were not included. The model developed by the teachers did not include these items. Since that time the district has gone through the Middle School evaluation, the administration is looking at program issues, the need for expansion becomes obvious and the school does not have the flexibility of Lower Macungie Middle School. Dr. Wells said the teams were not arranged in this new building that was programmatically compatible. The enrollment projection is around 1050 to give some relief to Lower Macungie Middle School. Two teams for seventh and eighth grade will not be enough teachers and so another team was added which is currently not in the building. Dr. Wells described the process that was used and it was determined that an additional seventh and eighth grade team was needed. The other concern was in the area of related arts. It was agreed to design for expansion so the school would not open at capacity. He reviewed the labs needed and the strands being done in the science area. He concluded that the administration was trying to build a program where the environment is appropriate and students' needs are being met as well as having a vision for the future. Mr. Ballard claimed what he needed next was to find out how this was going to be funded by the scenarios given by Mr. Reigal and Mr. Sallack. Dr. Wells said that the schools are offering more and more programs for children that are a result of unfunded mandates and legislation and he was hoping that the district had the vision to include things that they do not even know they are coming. In response to Mr. Ballard's comment that the fitness area be called an auxiliary gym, Dr. Wells said the Board already saw the activities going on in the school on their tour, adding it was wonderful to be able to bring the public into the building. Mr. Robert suggested that the technology be taken out and funded separately since technology does not have a 20-year life. Dr. Morgan responded that with every expansion the district has tried to be as current as possible. Before anything goes into the building, there should be an instructional analysis of how the technology is being used in instruction. Dr. Morgan said the funds could come out of the operating budget since it would be more than what the Technology Department can support. Dr. Morgan pointed out that the increase to the operating budget will be significant and it should be done this year. In response to a question from Mr. Earnshaw, Mr. Felder clarified that there is a gym and an auxiliary gym and an adaptive/weight room. If it is included in the project, it may be made smaller. Dr. Morgan said that if it is a fitness center for students it will need equipment and if it is adaptive a larger space is needed, adding that neither middle school has an adequate space. Dr. Wells clarified that the programs being conducted in the auxiliary gym area would come out and adaptive physical activities would only be taught in the auxiliary gym. Mr. Earnshaw raised a question of equity. Dr. Morgan again noted that the middle school program is being reviewed and because the space was not included at the time LMMS was built does not mean that area should not be included in Eyer. Also, with the modifications, it will give some relief to the LMMS population and provide more flexible space to be used differently. Mr. Richwine asked if there is any give in the 16 million dollars. Mr. Felder said the 16 million dollars would be needed for site work and renovations to the other large areas. Ms. Kowalchuk asked about the asbestos remediation in the auditorium and large group instruction area. Mr. Carl responded that with the removal of the asbestos then the seats would have to be removed.

Mrs. Thompson observed that it appeared the Board was struggling with the estimates in light of the environment of Act 72. Mrs. Thompson added that since she was a teacher by profession she was really more interested that the school had the science labs rather than some of the physical features. Dr. Morgan said the next step should be to get Board direction on what is the limit for this project. Mr. Earnshaw said he would think that the upper limit would probably be 25 million dollars. If it goes beyond that figure, then the Board would have to figure out where to get the funding. He suggested having the Act 72 presentation and then come back to the discussion. Mr. Reigal said at the last meeting Mr. Verdelli from Public Financial Management suggested that East Penn would have the income by adding .24 mills. Mr. Reigal said that he is already recommending a 2.5 mill increase and possibly, if the district plans on going on referendum, it could be 3 mills. It can be done under Act 72. Mr. Robert asked if there was any difference between the 25 and 26 million dollar or would it be 1 million dollars short. Mr. Felder said there are some items that are undefined. Mr. Reigal said that the district is under budget on some of the other projects with fixtures. The estimate for site costs is 2.1 million dollars, adding that the project will be submitted to the municipality in the next few weeks.

Mr. Dave Sallack, Managing Director, for Public Financial Management said the purpose of this evening's presentation was to discuss the operational aspects of Act 72 on the district. He gave an overview of Act 72, explaining the revenue from slots would be added to locally based income taxes and provide property tax reduction. The components of the Property Tax Reduction Index include personal income per student, aid ratio, equalized mills, and the school tax ratio that was created for Act 72. He reviewed the attached Property Tax Reduction Index by the school districts in the area. East Penn is ranked 131 out of 501 school districts in the relative tax effort ratio. He reviewed the attached allocation of gaming revenue and Sterling Tax Credit for both 500 million dollars and 1 billion dollars. He

explained the implications of the Philadelphia Wage Tax Credit and the average earnings of taxpayers who may work in Philadelphia. Using the attached information listing the earned income tax and the personal income tax, Mr. Sallack explained the local income taxes that the district can impose under Act 72. This would affect different taxpayers based on the descriptions. The Board may increase the earned income tax by .10 percent. To go higher, a public vote would be required. He reviewed the attached simulated versions of having the Board increase the earned income tax at 500 million dollars of state gaming distribution in the 2006-07 school year. This is all predicated on when and how much will be received from the state gaming funds. The first funds may not come until the 2007-08 school year.

Using a demographics chart based on the 2000 census figures, Mr. Sallack indicated the 2003 assessed value of property, the number of residents 65 and over, population of each municipality, weighted percentage, owner and renter occupied homes and the median household income. The homestead exclusion is the same regardless of the assessed value of the property. He explained the process of requiring a public vote on whether the public would support an earned income tax increase or a tax on personal income. Mr. Sallack also pointed out that this is actually tax shifting rather than a reduction. He reviewed the various scenarios for a number of categories from homesteads, farmsteads, and renters. The Board would prepare the ballot question regarding the referendum. It is not clear how many times the question can be presented for a vote. He reviewed the Act 72 Model for the East Penn School District based on household income. The more state gaming revenue that is generated the more the property tax will be reduced. He emphasized that nothing will be distributed unless the state has received at least \$500 million dollars from gaming.

Mr. Sallack concluded his presentation with the financial impact to the school district based on a five-year revenue and expenditure history as well as a projection to 2010-11. He noted that the projections do not include any building except for the debt already incurred. The annual index is determined annually by PDE based on the average of the percentage increase in the Statewide Average Weekly Wage (SAWW) and the average percentage increase in the Employment Cost Index (ECI). The Index announced in September 2005 would apply to the 2006-07 school district budgets. The exceptions to back end referendum include the cost of an emergency or a disaster; compliance with a court order; resolving conditions that could result in serious harm or injury, previous debt incurred, and the PSERS contribution exceeds the index. The district can retain growth in the assessed value base and earned income tax. East Penn does have underlying growth in the basis for taxation that can be retained in the budget. Any debt that could be added and phased into the millage rate in 05-06 can also be exempted from the referendum. In the area of renovations and new construction, the average construction cost per sq. ft. is \$128 both for new construction and renovations. This exception is only for academic buildings and excludes non-academic space, specifically any building for interscholastic athletic activities. The tax that is added for new construction/renovations must be rescinded after the 20-year period. All existing fund balances for school construction and any undefined fund balances for the project must be expended before you can apply for the exception. Another area exempted would be health care cost during the life of a contract.

Mr. Earnshaw asked what would happen if the gambling funds were not certified in a given year. Mr. Sallack said when that question was posed the answer was that the earned income tax would not be levied nor would you provide property tax reduction but you would be subject to the referendum provision. Mr. Earnshaw asked about providing funds for growth in the student population. Mr. Sallack responded that East Penn would have to have 7.5% growth in the student population over a three-year period. The amount of property tax relief will go down. He clarified that the homestead figure for the number of houses is probably more accurate than the 2000 census. In answer to a question from Mr. Ballard, Mr. Sallack confirmed that the state gaming funds do not go to education, only to property tax relief. The district would have to lock itself into this system by May 30, 2005; however, revenue from gambling, if certified, would not be forthcoming for up to three years. Mr. Sallack explained that after four years in Act 72 the voters could opt out the district from the system. Mr. Reigal reported that according to the Lehigh County Assessment Office East Penn has had a 60% return on the homestead/farmstead forms. He said that the district would be well above the 50% used in the scenarios. There was further discussion about the collection of the EIT and the complications with companies not withholding the appropriate information and tax collection. Ms. Fuller asked about the challenge to the gaming law. Mr. Sallack said one of the questions being raised is if the bill is found unconstitutional is the May 30 deadline still in place.

Mrs. Thompson thanked Mr. Sallack for his presentation, adding that it is certainly going to be a challenge to present this information to the public. Mr. Sallack will be returning for the February 14 Board Meeting.

The meeting was recessed at 10:40 p.m. and reconvened at 10:45 p.m.

Board members returned to the discussion regarding the Eyer project. Mr. Earnshaw asked Mr. Reigal's recommendation to transfer funds into Capital Reserve. Mr. Reigal had asked that the Board consider transferring

\$300,000 into Capital Reserve from end of year Fund Balance. He suggested waiting until the budget is considered. There is approximately three million dollars in the Capital Reserve account. Ms. Fuller suggested that this would be the window of opportunity to provide the program and facilities that have been long needed. She concluded that she was an advocate for moving ahead with the project while the opportunity presents itself. Mr. Ballard felt the project would have to stay within the budget of 25 million dollars. Mr. Earnshaw said he was willing to spend 1.5 million from the Capital Reserve, particularly for some of the payback items, including the windows. Mrs. Thompson asked if there was consensus to incur more debt. Ms. Fuller said she was interested and Mr. Rhodes said he would not want to rule that out. He felt the Board should do the right thing at Eyer. Mr. Robert said he was also willing to go forward; however, he felt the Board should be careful with the Capital Reserve Fund. He concluded there should be more discussion on the topic. Mr. Ballard said there should be more fine-tuning. He felt there should be things in the base bid that should be put back in and take out some of the others. Mrs. Thompson said the architects and the administrators have gone through this exercise. He felt the mechanical systems could not be ignored and he would not recommend raising taxes, raiding the Capital Reserve Account, or increasing the funding. He called for a compromise on the proposal. Mrs. Thompson said the program is the most important. The really fundamental question is whether the Board is willing to go above the 25 million dollars. Mr. Reigal called attention to the five-year budget projection. There is a suggested 2.7 mill increase for the coming year if the district wants to continue the five million dollar fund balance. Mr. Verdelli stated that .24 mills could be incurred this year. Mr. Richwine questioned the labs and asked if the labs were not done what would the space be used for. Mr. Felder said the science lab is somewhat larger than a classroom. For the five sixth grade science labs, there were five classrooms. The additional funding was for the larger size, citing the equipment as well. The capacity of the school would not be affected. In answer to a question from Mr. Richwine, Mr. Felder said that it would be difficult to reconfigure the space because of the laboratory layout. Mr. Richwine said he saw the value of both the educational and mechanical issues. Mr. Reigal said a financing should be 5 million dollars rather than 1 million dollars because of the cost. Mr. Reigal said that he and Mr. Carl could review what is left in the contingency funds from the other projects. Mr. Ballard suggested taking 1 million dollars from the 3 million dollar capital reserve account and spending up to 1 million dollars. Dr. Morgan reminded the Board that there are always alternates to make a choice. The administration will look at the funding and will come back to the Board. The recommendation is to do as much as possible because there is an expectation from the community. Ms. Gannon said the Board has to be careful with every dollar with Act 72 on the horizon. Mr. Robert again suggested that anything with less than a 20 year life be removed.

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

1. Personnel

Motion by Ballard, Seconded by Earnshaw

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

Leave as Per Collective Bargaining Agreement

Employee: Maureen Elite, Reading Seminar Teacher  
Eyer MS  
Effective: January 20, 2005

Maintenance/Custodial Appointments

Name/Address: John Dvoracek  
2533 Red Hill Road, Slatington 18080  
Effective: On or about January 25, 2005  
Assignment: HV Specialist-Maintenance A  
(Vacancy created by resignation of R. Schuler)  
Salary: \$8.70/hour, 40 hours/week

Name/Address: Joseph Schmoyer  
616 Ridge Street, Emmaus 18049  
Effective: On or about January 25, 2005  
Assignment: Custodian, 2<sup>nd</sup> or 3<sup>rd</sup> shift  
(Vacancy created by retirement of L. Amey)

Salary: \$15.60/hour, 40 hours/week

Teacher Aide Appointment

Name/Address: Rosemary Castellano  
4344 Mill Road, Emmaus 18049  
Effective: January 11, 2005  
Assignment: Eyer MS (Special Education)  
(Vacancy created by resignation of D. Homa)  
Salary: \$10.30/hour, 32.5 hours/week

Co-Curricular Advisors (See Exhibit 1)

Additions to the 2004-05 List of Per Diem Substitutes

Lora Holland, Elementary  
Kathryn Demchyk, Elementary  
Loretta Igo, General Science  
Dianna Riegel, Health/Physical Education  
Nancy Mombourquette, Teacher  
Gemma Ruth, Nurse  
Andrew Peartree, Biology  
Michael Quiqney, Social Studies  
Doris Carraher, Teacher Aide  
Raymond Ross, Elementary  
Kelly Haag, Special Education  
Susan Mondovich, Teacher Aide  
Jennifer Dayton, Teacher Aide  
Brian Huber, Teacher Aide  
Diane Krogstad, Teacher Aide  
Marilyn McMillen, Biology  
Chad Updegrove, Social Studies  
Joshua Collins, General Science  
Jennifer Corona, Elementary

Food Services Department

Sonia Morales  
Sandra Zettlemoyer  
Stephanie Grant

Change in Food Services Department Hour

<u>Employee</u>	<u>From</u>	<u>To</u>
Deb Andrews, Alburtis	3.0 hrs./day	3.5 hrs./day
Gayle Wagner, Eyer MS	2.75 hrs./day	4.75 hrs./day
Diane Stubits	4.50 hrs./day	4.75 hrs./day
Deb Koch	5.0 hrs./day	5.5 hrs./day
Joan Everett	4.25 hrs./day	4.75 hrs./day
Anne Crossley	7.5 hrs./day	7.75 hrs./day
Bonnie Solt	7.5 hrs./day	7.75 hrs./day
Donna George	7.5 hrs./day	7.75 hrs./day

Change in Teacher Aide Hours

<u>Employee</u>	<u>From</u>	<u>To</u>
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Karen Doney, LMMS

12.5 hrs./day

17.5 hrs./day

2004-05 Ticket Pricing for Basketball & Wrestling (Exhibit 2)

Educational Conferences (Exhibit 3)

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

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

Aye: Ballard, Earnshaw, Fuller, Gannon, Kowalchuk, Rhodes, Richwine, Robert,

Thompson-----

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Motion by Ballard, Seconded by Rhodes

RESOLVED, That the following personnel items be approved:

2004-05 Coaching/Co-Curricular Assignments

Name	Assignment	Stipend
Gretchen Santa	JV Cheerleading Coach	\$1,902.00
Regan Palazzo	Girls Soccer Assist. Coach, EHS	\$2,509.00
Sean F. Bodnar	JV Boys Basketball Coach	\$4,039.00
Faith Andrews	Costume Design, Eyer Spring Musical	\$ 500.00
Sharon Glassman	Director	\$2,040.00
	Technical Director	\$1,224.00
	Costume Design	\$ 500.00
William Sanders	Assistant Director	\$1,224.00
	Choreographer	\$1,020.00
Jill Kuebler	Assistant Director	\$1,224.00
Chris Kollar	Set Design	\$ 500.00

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

Aye: Ballard, Earnshaw, Gannon, Kowalchuk, Rhodes, Richwine, Robert, Thompson-8

Abstention: Fuller-----

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Attached is a Conflict of Interest Abstention Memorandum for Ms. Fuller.

6. Facilities

1. Substantial Completion – Albutis School

Motion by Ballard, Seconded by Gannon

RESOLVED, That the East Penn Board of School Directors approve the Substantial Completion for Albutis Elementary School Project for the contractors:

- Lyons Construction Services, Inc., GC Construction
- JBM Plumbing Inc., HVAC/Plumbing Construction
- Albarell Electric, Electrical Construction
- Anchor Fire Protection Company, Inc., FP Construction

Shoemaker School Project - Change Orders (Exhibits 4, 5, 6, 7)



RESOLVED, That the East Penn Board of School Directors approve Change Order GC 17 with E. R. Stuebner for the changes as listed on Attachment A to AIA G701 dated October 20, 2004 at a cost of \$30,753.13 as per Exhibit 4; and,

be it further

RESOLVED, That the East Penn Board of School Directors approve Change Order GC 18 with E. R. Stuebner for the changes as listed on Attachment A to AIA G701 dated October 20, 2004 at a cost of \$9,11.45 as per Exhibit 5; and,

be it further

RESOLVED, That the East Penn Board of School Directors approve Change Order GC 19 with E. R. Stuebner for the changes as listed on Attachment A to AIA G701 dated December 14, 2004 at a cost of \$39,872.58 as per Exhibit 6; and,

be it further

RESOLVED, That the East Penn Board of School Directors approve Change Order HVAC 2 with Worth & Company, Inc. for the changes as listed on Attachment A to AIA G701 dated December 14, 2004 at a cost of \$5,190.53 as per Exhibit 7.

NOTE: GC 17, GC 18, were approved by the Board of School Directors as change directives October 11, 2004 (Pod 2 work). All above items have been submitted to PDE (Plancon J, Interim Reporting) November 8, 2004 and have been reported on December 13, 2004 agenda.

Macungie Elementary School – Exhibit 8

RESOLVED, That the East Penn Board of School Directors approve Change Order 1 with Worth & Company, Inc. for the changes as listed on AIA G701 dated November 11, 2004 at zero dollar change as per Exhibit 8.

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

Aye: Ballard, Earnshaw, Fuller, Gannon, Kowalchuk, Rhodes, Richwine, Robert,

Thompson-----

-----9

8. Policy

A. Earnshaw  
C. Ballard  
F. Fuller  
E. Gannon

1. Interim Reading:

- ✓ Board Policy 010, School Board Use of Electronic Mail, Exhibit 9
- ✓ Board Policy 701, Facilities Planning, Exhibit 10
- ✓ Board Policy 701.1, Disposal of Property/Equipment, Exhibit 11
- ✓ Board Policy 702, Gifts, Grants, Donations, Exhibit 12
- ✓ Board Policy 704, Maintenance, Exhibit 13
- ✓ Board Policy 705, Safety, Exhibit 14
- ✓ Board Policy 706, Property Records, Exhibit 15
- ✓ Board Policy 711, Portable Classrooms, Exhibit 16

2. January 11, 2005 7:00 p.m. Policy Committee Meeting  
Review Sections 800 & 900

9. Business Operations

1. Approval of Bill List

Motion by Ballard, Seconded by Robert

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 17)

RESOLVED, That the East Penn Board of School Directors authorize the construction fund payments from the Capital Reserve Fund and General Obligation Bond Series A of 2004.

Student Activity Club Approval

RESOLVED, That the East Penn Board of School Directors approve the creation of a new Emmaus High School Student Activities Account for a School Store that will be run by the Business Department at Emmaus High School.

Budgetary Transfers

RESOLVED, That the East Penn Board of School Directors approve the attached list of Budgetary Transfers:

- Post audit, 2003-04 Budget Transfers as prepared by District Auditors (Exhibit 18)
- Budget Transfers redistributing per pupil allocations (Exhibit 19)
- Budget Transfers for Band Uniform purchases (Exhibit 20)

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

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

2. Tax Collector Commissions Effective in 2006 – Discussion

Mr. Reigal indicated that the decision must be made at the January 24 meeting. He noted that the Tax Collector are elected and they must be used to collect the taxes. Other outside agencies may be used for delinquent taxes. It was noted that this is in the School Code.

10. Other Topics

-Map of the District. Dr. Morgan said the district map was created by Dr. Torma and Bob Kovalchick.

-Board Member Sandy Rhodes announced that he would be resigning from the Board at the next meeting. He can no longer attend on Monday evenings because of class work he is completing to obtain teacher certification. He thanked everyone for making it possible to serve the district and the community, adding he had a lot of respect for his fellow board members, the administration, and the teaching staff. He would be willing to serve in another capacity if he is needed. Mrs. Thompson indicated that she was sad to see him leave but he must do what he wants to as well. The letter will be presented at the next meeting.

10. Announcements

Monday, January 10	6:30 p.m.-Board Tour of Eyer MS
	7:30 p.m.-Board Meeting, Board Room
Monday, January 17	Martin Luther King, Jr. Day – All schools and Offices are closed.
Wednesday, January 19	7:00 p.m.-EHS Guidance Information Night for Incoming Freshmen
January 20-22	District Orchestra

Monday, January 24

7:30 p.m.-Board Meeting

11. Adjourn

There being no further business to come before the Board, the meeting was adjourned, upon motion, at 11:30 p.m.

Cecilia R. Birdsell, Board Secretary

## ORDER OF BUSINESS

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

President Ann Thompson called the meeting of the East Penn Board of School Directors to order, followed by the Pledge of Allegiance. Due to the inclement weather, the agenda was abbreviated from its original listing of action items.

Board Members Present: C. H. Ballard, A. Earnshaw, F. Fuller, E. Gannon, S. Kowalchuk, T. Richwine, M. Robert, A. Thompson  
Board Member Absent: S. Rhodes  
Board Solicitor: Marc Fisher, Esq., Worth, Magee & Fisher  
Board Treasurer: Gary Reigal  
Board Secretary: Cecilia Birdsell  
Superintendent of Schools: Alrita L. Morgan

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

### 3. Approval of Minutes

Motion by Robert, Seconded by Earnshaw

RESOLVED, That the East Penn Board of School Directors approve the minutes of the January 10, 2005 Board Meeting.

This resolution was unanimously adopted by voice vote.

### 4. Bond Refinancing – Lou Verdelli, Public Financial Management Paul Lundeen, Esq., Rhoads & Sinon

Mr. Lou Verdelli reviewed the attached bond sale document. He noted that Moody's Investor Service had affirmed East Penn's A2 underlying rating on \$154.6 million in outstanding parity debt, including this issue. Mr. Verdelli pointed out that "the district's underlying A2 rating reflects the expectation of stable financial operations, an above average, though manageable, debt burden, and moderate growth in the district's residential tax base." The successful bidder was Legg Mason Wood Walker with a rate of 3.5297%. Ms. Fuller noted that perhaps these funds could be used for the \$500,000 in technology of Eyer.

By refinancing, East Penn has saved \$664,385.29. Mr. Paul Lundeen of Rhoads and Sinon reviewed the attached resolution.

Motion by Robert, Seconded by Ballard

RESOLVED, That the East Penn Board of School Directors approve the General Obligation Bonds in the aggregate principal amount of ten million dollars to currently refund a portion of the school district's outstanding General Obligation Bonds, Series A of 1998 as described in the attached motion.

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

Aye: Ballard, Earnshaw, Fuller, Gannon, Kowalchuk, T. Richwine, M. Robert, A. Thompson-----

-8

Absent: Rhodes-----

-----1

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

#### 1. Personnel

Motion by Gannon, Seconded by Earnshaw

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

Full Time Substitute Teacher Appointments

Name/Address: Eugene Tanzosh  
4028 Friars View Drive, Northampton 18067  
Education Level: B. S. Degree (1981)  
Undergraduate School: University of Delaware  
Graduate School: Gwynedd-Mercy College (certification credits)  
Initial Assignment: Business Education, Emmaus HS  
(Opening created by J. Urbassik leave.)  
Certification: Intern: Business Computer Information Tech.  
Effective: January 26, 2005  
Experience: 3/02-6/02: East Penn SD  
1982-2000: Victaulic Company  
2001-Present: Guest Teacher  
Salary: \$38,500 (Step A, Year 1, Col. B)

Name/Address: Kathryn Demchyk  
365 Hottenstein Road, Kutztown 19530  
Education Level: B. S. Degree (2004)  
Undergraduate School: Kutztown University  
Initial Assignment: Grade 5, Lincoln School  
(Opening created by J. Hammer leave.)  
Certification: Instructional I, Elementary, Early Childhood  
Effective: January 25, 2005  
Experience: 9/04-Present: Fleetwood SD  
Salary: \$38,500, Step A, Year 1, Col. B

Name/Address: Jacqueline Swauger  
1629 West Congress Street, Allentown 18102  
Education Level: B. S. Degree (1997)  
Undergraduate School: Kutztown University  
Graduate School: Cedar Crest College  
Initial Assignment: Reading Seminar, Eyer MS  
(Opening created by M. Leitzel leave.)  
Certification: Instructional I, Elementary  
Experience: 9/00-6/01: Salisbury Township SD  
9/01-Present: Discovery Preschool/Kindergarten  
Salary: \$38,500 (Step A, Year 1, Col. B)

Teacher Aide Appointments

<u>Name/Address</u>	<u>Assignment</u>	<u>Salary</u>
Carol Fairchild 20 Berry Circle Mertztown 19539	Health Room, Eyer MS	\$10.30/hr, 32 hrs./wk.
Kathy Weitner 5105 Meadow Lane Macungie 18062	Lower Macungie MS	\$10.30/hr., 12.5 hrs./wk.

Co-Curricular Advisors

Tyrel Ward	Assist. Basketball, LMMS	Volunteer
Peter Krasja	Odyssey of the Mind, EHS	Volunteer

Kathy Hoch	Clay Club, LMMS	\$226.64
Julianne Ream	Spanish Club, LMMS	\$500.00

Change in Teacher Aide Hours

Employee: Mary Wieder  
 Alburtis School  
 From: 18 hrs./wk.  
 To: 25.5 hrs./wk.

Request for General Leave

Employee: Edith A. Meckes  
 Teacher Aide, Emmaus HS  
 Effective: January 21-June 14, 2005

Additions to the 2004-05

Pamela Pike, Art Christina Pinkerton, Art

Spring 2002 – Community Education Instructors

See Exhibit 1

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.

Administrative Reports

See Exhibit Section

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

Aye: Ballard, Earnshaw, Fuller, Gannon, Kowalchuk, Richwine, Robert, Thompson-----8

Absent: Rhodes-----  
 -----1

6. Business Operations

1. Approval of Bill List

Motion by Earnshaw, 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 attached Treasurer's Report.

Construction Fund Payments (Exhibit 3)

RESOLVED, That the East Penn Board of School Directors authorize the construction fund payments from the Capital Reserve Fund and General Obligation Bond Series A of 2004.

Tax Collectors' Compensation Plan

RESOLVED, That the rate of compensation for the East Penn School District real estate tax collectors be set at \$3.00 for the first 2,000 tax bills; and \$2.00 for each additional tax bill, for the four-year term beginning with the 2006 school tax year.

In response to questions from board members, Mr. Reigal indicated that from the research it was found that East Penn middle of the range for compensation. This reflects an increase of 4.31% which is not a major increase. This represents an additional cost of \$1,984.

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

Aye: Ballard, Earnshaw, Fuller, Gannon, Kowalchuk, Richwine, Robert, Thompson-----

-8

5. Bid Opening Report – Asbestos Abatement for Shoemaker School (Exhibit 4)

7. Other Topics-None

8. Announcements

Monday, January 24

7:30 p.m.-Board Meeting

Tuesday, January 25

7:00 p.m.-District Parent Advisory Committee Meeting  
Conference Room B

Wednesday, January 26

7:00 p.m.-Black Box Improv Night, EHS

February 8 & 9

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

February 11

11:00 a.m. -EHS Early Dismissal

6:00-8:00 p.m.-Pasta & Pi-Jazz, EHS Cafeteria

9. Adjourn

There being no further business to come before the Board, the meeting was adjourned, upon motion, at 7:45 p.m.

Cecilia R. Birdsell, Board Secretary

EAST PENN SCHOOL DISTRICT  
BOARD OF SCHOOL DIRECTORS

SPECIAL MEETING

MARCH 7, 2005

AGENDA

1. Call to Order; Pledge of Allegiance

President Ann Thompson called the special meeting of the East Penn Board of School Directors to order at 7:00 p.m. in the Board Room, followed by the Pledge of Allegiance

Board Members Present: C. H. Ballard, A. Earnshaw, F. Fuller, E. Gannon, S. Kowalchuk,  
T. Richwine, M. Robert, A. Thompson\  
Board Solicitor: Marc S. Fisher, Esq., Worth, Magee, and Fisher  
Board Secretary: Cecilia R. Birdsell  
Superintendent of Schools: Dr. Alrita L. Morgan  
Press Present: Pat Ryder, East Penn Press Reporter

President Ann Thompson explained the purpose of the meeting was to interview candidates for the vacancy created by the resignation of Mr. Rhodes. She announced that the Board would be interviewing the following candidates:

Henry S. Luftman  
Catherine Rapose  
Cynthia Sheaffer  
Balbir Singh  
William Spaide  
Valerie Collins Thomas

Solicitor Marc Fisher explained this is an unpaid position and the successful candidate will be filling out the unexpired term of Mr. Sandy Rhodes. The term will end the first Monday in December 2005 and that both successful and unsuccessful candidates would be able to run in the spring primary. Mr. Fisher indicated that the Board is required to interview candidates in an open meeting.

Mrs. Thompson indicated that each candidate would have two minutes to make opening remarks. Board members will ask a series of six questions and candidates will respond in a rotating order. There were no requests to address the Board.

Each candidate gave opening remarks that reflected their individual background and experience. They all responded to the following questions:

1. Ms. Kowalchuk asked the following question: Do you have any particular thing you wish to accomplish as a member of this Board?  
There was a five-minute recess prior to Mr. Ballard asking the assigned question.
2. Mr. Ballard asked the following question: What is your understanding about the role of the individual director in the day-to-day activities of a school district? For example, what do you believe your role, as a board member, would be if a parent calls you to complain about the location of a bus stop?
3. Mr. Richwine asked the following question: What do you believe your role as a board member is in regard to these three different constituencies: parents, students, taxpayers?
4. Mr. Robert asked the following question: What do you see as the primary issues facing the East Penn School District and how would you, as only one member of the Board, address them?
5. Ms. Fuller asked the following question: In your opinion, what is the greatest strength of the East Penn School District? What is the greatest weakness?
6. Mrs. Thompson asked the following question: Explain your understanding of Act 72, the Taxpayer Relief Act of 2004, the one that is tied to slot machine income?

Following the questions, each candidate had one minute to make concluding remarks.

Solicitor Fisher reminded board members that they must sign the ballot and that their vote would be read publicly.



<u>Ballot 1</u>	<u># votes</u>	<u>Candidate</u>	<u>Board Member Signature</u>
	6	Valerie Collins Thomas	C. H. Ballard A. Earnshaw F. Fuller S. Kowalchuk T. Richwine M. Robert
	1	Henry Luftman	E. Gannon
	1	Cynthia Sheaffer	A. Thompson

Mrs. Thompson indicated that Ms. Fuller, Mr. Robert, Mr. Ballard, as well as herself, had been appointed to the Board. The original ballots are attached to the permanent minutes of this meeting. Mrs. Thompson indicated that candidates were welcome to attend the March 14 meeting to hear a presentation on Act 72. Dr. Morgan announced that there would be two public forums coming up – one on March 29 and one on March 31. Mr. Ballard shared his insights into Act 72.

The following motion was introduced:

Motion by Ballard, Seconded by Robert

RESOLVED, That the East Penn Board of School Directors appoint Valerie Collins Thomas, 1563 Pinewind Drive, Emmaus, PA to the East Penn Board of School Directors.

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

Aye: Ballard, Earnshaw, Fuller, Gannon, Kowalchuk, Richwine, Robert, Thompson-----8

Mrs. Thomas will be sworn in at the beginning of the March 14 Board Meeting.

The Special Meeting of the Board was adjourned, upon motion, at 8:57 p.m.

Cecilia R. Birdsell  
Board Secretary

## ORDER OF BUSINESS

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

President Ann Thompson called the meeting of the East Penn Board of Schools Directors to order at 7:30 p.m., followed by the Pledge of Allegiance. (Note: The February 28 Board Meeting was cancelled due to inclement weather.)

Board Members Present: C. H. Ballard, A. Earnshaw, F. Fuller, E. Gannon, T. Richwine, M. Robert, V. Thomas, A. Thompson  
Board Member Absent: S. Kowalchuk  
Solicitor: Marc S. Fisher, Esq., Worth, Magee & Fisher  
Board Secretary: Cecilia R. Birdsell  
Treasurer: Gary Reigal  
Superintendent of Schools: Dr. Alrita L. Morgan  
Press Present: Randy Kraft, Morning Call Reporter  
Pat Ryder, East Penn Press Reporter

### 2. Oath of Office

President Thompson administered the Oath of Office for newly appointed board member Valerie Collins Thomas. Mrs. Thomas took her seat at the board table and received a round of applause.

Mrs. Thompson also acknowledged a Letter to the Editor from former board member Sandy Rhodes.

### 3. Requests to Address the Board

Mr. Paul Johnston, 5693 Princeton Road, Macungie expressed concern about the re-districting of his development Brookfield is being moved from Wescosville to Shoemaker. He said that there are programs that are offered at Wescosville that are not offered at Shoemaker such as the Advanced Reading Program. It was ascertained that the program is offered at Shoemaker. He also asked about the methodology of dividing the schools for the middle schools. Mrs. Thompson indicated that citizens may address the Board, noting that the meeting is not an interactive session. If a problem is expressed, it is referred to the Superintendent or to someone with the responsibility for an area. Mrs. Thompson said if there is a specific problem with redistricting it should be put in writing to the Superintendent.

### 4. Approval of Minutes

Motion by Ballard, Seconded by Robert

RESOLVED, That the East Penn Board of School Directors approve the minutes of the February 14, 2005 meeting and the Special Meeting held on March 7, 2005.

This resolution was unanimously adopted by voice vote.

### 5. Student Government Association Report – Brooke Patterson, Representative – No Report.

### 6. Act 72 Presentation

Board President Ann Thompson read the attached statement regarding Act 72. Mr. Gary Reigal, Director of Business and Fiscal Affairs, conducted a basic review of data. He explained the Property Tax Index that drives the formula to determine how much a district will receive from the gaming revenues. Out of 501 school districts, East Penn is rated as 131. He noted that the lower the rating the less funds will be received because, as in East Penn's case, these are the wealthier school districts. He reviewed the attached demographics that includes the five municipalities. Mr. Reigal pointed out that the median income varies from a low of \$44,181 for the Borough of Emmaus to a high of \$69,694 for Lower Macungie Township. The median household income for the district is \$60,239.12. He also analyzed the difference between the renter occupied and the owner occupied homes. The renters will not receive any property tax relief but will experience an increase in the earned income tax. He reviewed the Act 72 model showing the impact of tax reform on homeowners and renters in each municipality. Mr. Reigal pointed out that there has been an increase of approximately 900 students over the past few years. He also noted that there were two years where East Penn did not have a tax increase; terminated the per capita tax; and instituted a \$500 rebate program of senior residents. He also reviewed the five year budget model, pointing out the debt service.

Mr. Scott Scheirer from Rhoads & Sinon reviewed the attached exceptions under Act 72 that require court approval and PDE approval. Referring to the exception for debt incurred, he noted East Penn has 2 mills that need to be put in place that has been grandfathered. He commented that if all 501 districts would opt into Act 72 there is only a small window for PDE to approve all these exceptions. PDE does not know how they will handle all the exceptions in the 10-15 day period. Referring to the debt related to the cost of new academic school buildings, shows the average elementary school at \$128/sq. ft. and the average secondary school at \$134/sq. ft. The reality is that the actual square footage costs are running in the neighborhood of \$160/sq. ft. or more. He also noted that all existing fund balances and undesignated fund balances must be spent down first. This exception is only for academic buildings, not natatoriums, gyms, cafeterias, etc. He concluded that renovations are going to be more affordable than new construction. Other areas for exceptions include special education costs and a 7.5% increase in growth. East Penn would not qualify for the growth exception because there has only been a 7% growth in enrollment. Mr. Ballard commented on the exceptions noting that the construction exception would virtually curtail new construction. He commented on the health care exception regarding current labor agreements. Mr. Scheirer said there are different interpretations regarding the starting dates of labor agreements. Mr. Scheirer concurred that the only beneficial exception was the one for debt incurred prior to the effective date and special education costs. Mr. Ballard said that according to the PA Economy League study, PA would have to take in more gambling funds than the state of Nevada. Mr. Scheirer said that is why the PFM scenarios are built on the \$500,000 revenue figure. Mr. Ballard talked about the number of gamblers who are going to gamble in other states and how that impacts the numbers. It is felt that the gambling numbers are grossly over estimated. At Mrs. Thompson's request, Mr. Ballard explained how the tax relief money is slated for decreasing property tax and not to providing funding for education programs in the East Penn School District. Mr. Ballard concluded it is a tax shift, not a tax decrease. The tax shift is neutral for school districts. If the state does not come up with the gambling revenue each year, the exception disappears. It must be a continuous flow of illusory gambling revenue. Mr. Earnshaw said the ratio for each district was set by a formula and it will not be increased. He said over time there will be less for tax relief as the amount of homes

increase and more earned income tax as salaries rise. Mr. Robert commented on the fact that people will have to gamble to get the minimum 500 million dollars. Mr. Ballard recited some of the information provided by the PA Economy League that illustrates the level of gambling that must take place in order to provide the funding for property tax relief. Mr. Ballard further commented on the costs of health care vs. salary increases.

7. Report of the Superintendent of Schools

1. Personnel

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

Resignation

Katy Lysek, Teacher Aide at Macungie School, effective immediately (Exhibit 1)

Leaves as Per Collective Bargaining Agreement

Employee: June Urabassik  
Business Education, Emmaus HS  
Effective: March 10, 2005

Employee: Melissa Aquila  
Business Education, Emmaus HS  
Effective: April 4, 2005

Employee: Alana Cross  
Grade 6, LMMS  
Effective: March 21, 2005

General Leave of Absence

Employee: Nicole Allen  
Special Education Teacher, Alburtis School  
Effective: March 29-June 17, 2005  
Reference: Board Policy 439, General Leave of Absence

Compensated Professional Leave

Employee: Steven Kutz  
Spanish Teacher, Emmaus HS  
Effective: 2005-06 School Year  
Purpose: Full-Time Graduate Student at St. Louis University,  
Madrid, Spain  
Reference: Board Policy 438.1

Appointment of Remedial Assistant

Name/Address: Kathleen Lysek  
8063 Heritage Drive, Alburtis  
Effective: March 1, 2005  
Assignment: Remedial Assistant, Wescosville School  
Salary: \$11.50/hour, 23 hrs./wk.

Appointment of Teacher Aides

Name/Address	Assignment	Salary
Hillary Wieand 1215 Eagle Street Wescosville	Special Education, Wescosville (New Position- New K student arriving) Effective: March 21, 2005	\$10.30/hr., 25 hrs./wk.
Donna Gaumer 29 N. Third Street Emmaus	Jefferson (Vacancy created by resignation of J. Kiralfy) Effective: March 15, 2005	\$10.30/hr., 12.5 hrs./wk.
Sheree Fitzgerald 7578 Woodbine Road Macungie	Special Education, Macungie (Vacancy created by resignation of K. Lysek)	\$10.30/hr., 12.5 hrs./wk.

Addition to the 2005-06 List of Per Diem Substitutes

Nancy Mombourquette, Remedial Assistant	Susan Klingaman, Teacher Aide
Lori Young, Remedial Assistant	Jason Greiss, Elementary/Mid-Level Math
Sharon Birnbaum, Elementary	Christina Deal, Elementary
Keith Walters, Elementary/Mid-Level Math	Denise Vincenty, Food Services
Linda Roberts, Teacher Aide	

Co-Curricular Advisors

Eric Holban	Girls Soccer, Assist. Coach, EHS	\$2,509.00
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Brent Landrum	Jr. Varsity Assist. Girls Soccer Coach	\$2,509.00
Jason Geist	Volunteer Jr. Varsity Girls Soccer Coach	Non-Paid
Deborah Lou Walsh	Girls Soccer Volunteer	Non-Paid
Michelle A. Carlgon	LMMS Boys Volleyball Head Coach	\$1,469.00
Mark Graham	Boys Volleyball Coach Volunteer	Non-Paid

#### Change in Aide Hours

<u>Employee</u>	<u>From</u>	<u>To</u>
Jean Kiralfy	Jefferson – 12.5 hrs./wk.	EHS, 25 hrs./wk., Spec. Ed.
Joann Litzenberger	EHS, 25 hrs./wk., Spec. Ed.	EHS, 32.5 hrs./wk., Spec. Education
Karen Hustedt	LME, 22.5 hrs./wk.	Alburtis, 13 hrs./wk., Spec. Education

#### Educational Conferences – Exhibit 2

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

#### 2005-06 Calendar – Exhibit 3

RESOLVED, That the East Penn Board of School Directors approve the 2005-06 School Calendar.

Mr. Ballard said that only two days were scheduled for snow days. Dr. Morgan said there is a reason involving the contract provisions for teachers. She said she would provide a written reply to the question. Mrs. Thompson added that at LCTI all nine districts do try to have a common calendar and while it is not perfect, it is much better than in the past.

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

Aye: Ballard, Earnshaw, Fuller, Gannon, Richwine, Robert, Thomas, Thompson-----  
8  
Absent: Kowalchuk-----  
1

#### 2. Re-Districting

Dr. Alrita L. Morgan

Dr. Morgan said that redistricting took place in 1998. The major reason for redistricting is the plan to close Kings Highway and Lower Macungie Elementary Schools after this school year. Leslie Daniel presented a comprehensive plan that addresses the Master Plan 2002 goals and the boundary parameters. A copy of the presentation is attached to the minutes of this meeting. In 1998, the district changed to a K-5, 6-8, and 9-12 grade structure. The 2005 plan actually began when the 2002 Master Plan goals were approved. The new Alburtis Elementary School is over three times the size of the former building. In 2004 when Alburtis was opened, the numbers for Shoemaker were reduced so renovations could be completed. In 2005, Kings Highway and Lower Macungie will close and the district is redistricting the boundaries for all elementary schools. This plan also takes into account Board Policy 206 that directs the assignment of students within the district for the best use of resources. Referring to the 2002 Master Plan, Mrs. Daniel indicated that as of September 2005 all elementary schools will have a K-5 structure. Within the elementary schools, there will be no portable classrooms. There will also be equity in facilities and programs and there will be a minimum of 2 classes per grade level at each school. There will be a consistent pattern for students to travel from elementary into middle school. Previously the students at Shoemaker were split between the two middle schools. Another goal to the extent possible, was to have contiguous boundaries. The major developments and areas in the district were considered as a single unit so that everyone from a development/neighborhood would follow the same pattern. They did have to go right through the Borough of Emmaus to establish the Jefferson and Lincoln boundaries. Another parameter was to try to equalize the class sizes and to balance school enrollments in relation to the size and capacity of the building so there is no overcrowding or empty classrooms. Mrs. Daniel said they were very cognizant of how many students should change elementary schools. In 1998 when redistricting took place nearly 44% of the students changed buildings. With this plan, there are only 20% who change schools. Also considered were provisions for growth distribution so it would not impact one or two schools. They also looked at the private day care facilities to get at least one or more within an attendance area so there were options for parents. Also reviewed, was special education services so that students could remain at their home school which was not possible because of some of the programs. The renovations to Eyer will increase the size and targeted enrollments will be updated. Students who are currently in grades 6 or 7 will be aged out of the middle school. Mrs. Daniel said they looked at the option of keeping Kings Highway and Lower Macungie as part of the Shoemaker attendance area but there were too many students to put into K-5. The Alburtis School had some minor changes due to the development that is taking place with the Hills of Lockridge and the Reserves at Allandale. They also looked at not altering the attendance areas for Lincoln and Jefferson but could not do that because of the need to equalize enrollments. The students who attend Alburtis, Jefferson, Lincoln, and Wescosville Schools will attend Lower Macungie Middle School. The students who attend Macungie and Shoemaker School will attend Eyer Middle School. She showed the maps that were developed for the various schools and the attendance areas.

Mrs. Daniel described the process where the district was broken into zones and then the zones were fit into school capacities and enrollments. They also had to shift patterns to get the correct balance with how buses will travel and the actual enrollments. Mrs. Daniel noted that this was achieved through the use of a very sophisticated software package. It was not done by a hand developed map as in the past. The current student data and growth data were also programmed. She indicated the growth that is taking place in Lower Macungie Township and the Alburtis area. She pointed out that Penns West and Ancient Oak South will be going to Shoemaker because it is closer. Approximately 96% of the Alburtis students will remain there. The areas of 15<sup>th</sup> Street and Shimerville Road and Tenth and Broad Streets will be added to Jefferson. Kings Highway students living in the South Fifth Street and Skytop/Vera Cruz areas will be added to Lincoln. There are approximately 100 students who attend a school outside their attendance area by special permission, mostly for day care arrangements. The school with the most students out of their attendance area is Macungie School. Mrs. Daniel continued to review the various maps and alignments for the schools. A listing of the various developments, current attendance areas, and proposed attendance areas is available in the Administrative Services Office or the Superintendent's Office. Mrs. Daniel cautioned that some areas are zoned by the colloquial name. Mrs. Thomas asked why some students were out of their attendance area and if permission was granted do they have to get that recertified each year. Mrs. Daniel

responded that most of the requests deal with day care and they do have to ask permission each year. The elementary school parents were notified by a letter in their child's report card at the end of the second marking period stating that special requests will be held until June 30 so the district has a better idea of the enrollment spread. Mr. Robert asked what would be busing costs for allowing the transition of students through middle school. Mrs. Daniel said there will be some busing costs but they do not see significant additions because of the trade off in areas served. Ms. Gannon asked about class size equalization. She said the class sizes at Jefferson look smaller than at Lincoln. Mrs. Daniel said part of this is based on special education numbers because they are not identified. Ms. Gannon observed that approximately 20% of the classroom space seems to be dedicated for special education. Mrs. Daniel said a number of special education classes were added but she would get the number. Ms. Gannon asked why there was such a high number of special education when the district is trying to mainstream students into the regular classroom. Mrs. Daniel said she could not answer the question. Mr. Richwine thanked Ms. Daniel for her work on this redistricting. He asked about shift students from Alburtis to Eyer MS. Depending on the growth, Eyer would have more capacity after the renovation. It is difficult to project out for three years what the growth will be. Mr. Ballard asked what the formal process is for students to request a change. Mrs. Daniel said parents are to put it in writing to the Superintendent the nature of the request for a transfer. It is then reviewed on the need and whether the district has the capacity. When a special request is made it is under the condition that transportation will not be provided if it is out of the attendance area. With the exception of special education students, the district does not provide routes outside an attendance area. Mr. Ballard thanked Mrs. Daniel for the work done on the process. Mr. Richwine said there are common programs in every school, all the elementary schools have been updated or are new, and, if parents have a question about a school, they can contact the principal. He felt students received a quality education at any of the schools. Parents of elementary and middle school students will receive assignment letters within the next week. Mr. Earnshaw thanked Mrs. Daniel for the thorough work. Mrs. Thompson appreciated the work that was done. Solicitor Fisher advised that the Board should vote on the redistricting plan. Mr. Earnshaw introduced the following resolution:

Motion by Earnshaw, Seconded by Ballard  
RESOLVED, That the East Penn Board of School Directors adopt the redistricting plan as presented.

Mrs. Gannon suggested voting on this plan at the next meeting. Ms. Fuller asked how that would impact the letters that were being sent to parents. Mr. Robert said there should be an opportunity for residents to comment and suggested opening up the floor for questions. Mr. Richwine did not think anything substantive could be brought to change the program. Mrs. Thompson said individual cases should be brought to the Superintendent, not to the Board. Ms. Fuller asked Mrs. Daniel how long this process took to develop. Ms. Daniel said certain aspects of the plan have been worked on for over three years and the final process has been worked on for over a year. Ms. Fuller recommended going forward with the vote. Mr. Robert said there might not be any substantive input from the audience. Mrs. Thompson asked how many wanted to address the Board. In a departure from meeting protocol, citizen input was allowed.

Jennifer Thomas, 2312 S. Pewter Drive, Macungie asked if there were plans for all-day kindergarten and what is the kindergarten class size. Mrs. Thompson indicated that there were no plans for all day kindergarten and Mrs. Daniel said the administration was contemplating 18-22 students but it would depend on the registration that is scheduled for the end of April.

As a point of order, Mr. Earnshaw asked that the citizens fill out the request form so they can be listed in the minutes and Ms. Fuller pointed out that the floor was open for comments on redistricting and the motion should proceed forward.

Paul Johnston, 5693 Princeton Road, Macungie lectured the Board on public comment. He said he was concerned about the attachment parents have with a particular school. He again spoke about the Advanced Reading program at Wescosville School. He asked what the mechanism in the plan is for parents to ask questions about the educational program. Mrs. Thompson indicated that there is a chain of command. He should go to the principal first.

Gretchen Laubach, 2120 Aster Road, Macungie said her student is at Alburtis School and questioned why they were not included with Farmington Hills so they could attend Shoemaker. She wants her child to go to Shoemaker and not Alburtis. She was concerned that her child would then be transferred to Shoemaker at a later time.

Mr. Earnshaw shared his own personal experience with redistricting both as a child and with his own children. He looked at it as a positive opportunity but one that causes unease. He said that there are outstanding staff members and elementary schools to help the children make the adjustment. Ms. Gannon said she was sure that the same programs that are at Wescosville School will be made available at Shoemaker School. Ms. Fuller said it was nice to see such passionate commitment to children in education and thanked the parents for coming to hear the presentations and indicated there are many initiatives for parents to become involved. Mr. Ballard said there are channels for communicating special requests; for program issues, they can go to their principal or the superintendent. The district has been striving for equity across the district.

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

Aye: Ballard, Earnshaw, Fuller, Gannon, Richwine, Robert, Thomas, Thompson-----  
-----8

Absent: Kowalchuk-----  
-----1

#### 8. Other Educational Entities

-Carbon Lehigh Intermediate Unit Terry Richwine

Mr. Richwine reported that the Board Briefs had been received. The process for the new building is moving along and they are still trying to keep the timeline. He noted that a new property had been found closer to Schnecksville.

-Lehigh Career and Technical Institute  
Francee Fuller  
Ann Thompson  
Terry Richwine

Ms. Fuller reported that classes have begun in the new wing, including the new expanded kitchen. LCTI had a College Awareness Night for parents.

#### 9. Legislative Charles H. Ballard

He reported that there are number of bills proposed, including one from Representative Reichley who has proposed a backend referendum even if schools do not opt into Act 72. There are number of bills for additional help for districts not making adequate yearly progress. These involve several committees that come in to give help because PDE does not have the staff to provide technical assistance. The State Board withdrew Chapter 12 regulations and will consider additional amendments. At the PSBA Legislative Leadership Conference the following priorities were identified as needing legislative attention:

- \* The association supports legislation to increase the state contribution for special education services based on actual cost incurred and students served. (Platform Item E-1)
- \* The association supports legislation that would relieve school districts from the impact of the back-end referendum requirements of Act 72 of 2004, including efforts to expand the number and scope of exceptions. (Platform Item G-5)
- \* The association supports legislation requiring a periodic review of state-mandated programs, providing for full and continual funding of such programs and authorizing school entities to discontinue programs when funding is inadequate or terminated. (Platform Item H-2)

The Governor's 2005-06 budget is just being discussed. As an aside, if Act 72 was in effect, the district would have had to prepare its budget already to be on the May ballot. PDE has had further communication with the US Department of Education regarding highly qualified teachers under NCLB regarding subject content area at the elementary level and with special education teachers. PDE is helping to develop options and will provide information as soon as possible.

10. Facilities

1. Floor Repairs & Replacement – Emmaus HS

Motion by Earnshaw, Seconded by Ballard  
RESOLVED, That the East Penn Board of School Directors approve floor repairs and replacement for Emmaus High School with Cooper Smith Brothers, Inc., Phillipsburg, NJ at a cost of \$117,000.00 for the base bid and alternate G1; and,

be it further

RESOLVED, That the East Penn Board of School Directors reject alternates G-2 and G-3.

Note: This bid has been reviewed and recommended by The Architectural Studio.

Bid Rejection – Furniture for Shoemaker School

RESOLVED, That the East Penn Board of School Directors reject all bids received on February 17, 2005 for furniture for Shoemaker Elementary School and re-bid the entire package.

Note: Bids have been reviewed by administration and W2A. Discrepancies have been reviewed with Solicitor Marc Fisher.

Mr. Robert asked what floor was being replaced. Mr. Carl indicated it is the high school floor in different hallways. Last year the bids were rejected and this year they were rebid and will be funded out of the high school project. Solicitor Fisher indicated the furniture bid was rejected because all four bidders were missing required documents.

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

Aye: Ballard, Earnshaw, Fuller, Gannon, Richwine, Robert, Thomas, Thompson-----

-----8

Absent: Kowalchuk-----

-----1

2. Bid Opening Report – Furniture for Shoemaker School (Exhibit 4)

Mr. Robert asked if bids could include the prices as well.

11. Business Operations

1. Approval of Bill List

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.

Construction Fund Disbursements – Exhibits 5 and 5A

RESOLVED, That the East Penn Board of School Directors authorize payments from the Capital Reserve Fund and the G. O. Notes, Series A of 2004 as listed on Exhibits 5 and 5A.

Transportation Contract

RESOLVED, That the East Penn Board of School Directors approve the student transportation contact with Laidlaw Transit, Inc. for the 2004-05 school year at a daily rate of \$19,750.09.

Note: East Penn is currently in the first year of a multi-year contract that expires in June 2009. 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 2003-04 daily rate was \$18,648.83. The 2004-05 daily rate reflects the addition of one full-size bus, two vans and one additional aide.

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

Aye: Ballard, Earnshaw, Fuller, Gannon, Richwine, Robert, Thomas, Thompson-----  
-----8

Absent: Kowalchuk-----  
-----1

2. Lehigh Law Enforcement Officers Association, Inc.

Motion by Earnshaw, Seconded by Robert

RESOLVED, That the East Penn Board of School Directors approve the use of the Lehigh Law Enforcement Officers Association, Inc., 435 Ridge Avenue, Allentown, PA for security purposes as needed for buildings after hour security and scheduled events.

Lehigh Law Enforcement Officers Association, Inc. will receive \$18.00 per hour for every hour of security services that are provided for the East Penn School District and will be subject to a written agreement as approved by the Solicitor.

Note: A master list of LLEOA security officers with the necessary clearances will be maintained in the Personnel Office.

Ms. Gannon asked if this was a new position. Dr. Morgan responded that it is not a position but a security service for events when needed. Mrs. Daniel said that some of them are retired police officers and some of them have training in law enforcement but they all have the required certifications. They are being hired for after hours security and will only have firearms if required. Dr. Morgan said police officers are armed because it is part of their full uniform. Mr. Ballard asked if the policy could be that they are not armed unless specifically requested. Mr. Robert asked if there was a written contract. Dr. Morgan said the Board would be approving the use of the service at the amount specified in the resolution.

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

Aye: Ballard, Earnshaw, Fuller, Gannon, Richwine, Robert, Thomas, Thompson-----  
-----8

Absent: Kowalchuk-----  
-----1

12. Other

-Ms. Fuller encouraged board members to attend the Pirates of Penzance to observe the building in action as the Board considers the renovations. She felt it would give the Board a better understanding of the Eyer needs.

-Mr. Ballard asked about the Law on Line Service. Miss Birdsell indicated that it is a service by PSBA that can be ordered.

-Mr. Richwine thanked Mr. Ballard for his Op Ed article in the Morning Call on Act 72. He reminded board members that Secretary of Education Barnes would be attending the IU Board Conference on March 30. He noted that the new board table had not arrived at LCTI.

-Dr. Morgan complimented Sharon Glassman on the EHS Spring Musical, The Mystery of Edwin Drood, noting it was complicated and very well performed.

13. Announcements

Monday, March 14	6:30 p.m.-CLEAR Session (Personnel & Litigation) Superintendent's Conference Room
	7:30 p.m.-Board Meeting
Tuesday, March 15	7:00 p.m.-Policy Committee Meeting, Conference Room B
March 17, 18, 19	7:00 p.m.-Eyer Spring Musical, "Pirates of Penzance"
	2:00 p.m.-Eyer Spring Musical, "Pirates of Penzance"
March 24, 25, 28	Spring Break - All Schools & Offices Closed
March 29 & 31	7:00 p.m.-Act 72 Public Forum, Board Room

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
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 14, 2005 minutes.

4. Lehigh Carbon Community College Joseph Lucadamo, Trustee, East Penn  
Don Snyder, President

### 2005-06 Budget

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_  
RESOLVED, That the East Penn Board of School Directors approve the 2005-06 Operating, Debt Service, and Capital Expenditure Budget for Lehigh Carbon Community College.

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

Denise Calanese, Remedial Assistant at Kings Highway, effective March 23, 2005 (Exhibit 1)

Rebecca Schattner, Part-Time Food Service Assistant, effective March 18, 2005 (Exhibit 2)

Jennifer Heffentrager, Teacher Aide at Lincoln School, effective April 8, 2005 (Exhibit 3)

Angela Caprio, Elementary Art Teacher, effective immediately (Exhibit 4)

Vicky Toth, Part-Time Food Service Assistant, effective March 28, 2005 (Exhibit 5)

#### Retirements

Ron Gotto, Grade 6 Teacher at Eyer MS, effective June 16, 2005 (Exhibit 6)

Anne Marie Groth, Social Studies Teacher at Eyer MS, effective August 18, 2005 (Exhibit 7)

Jeffrey D. Kleckner, Business Education Teacher at Eyer MS, effective June 16, 2005 (Exhibit 8)

William R. Ritz, Guidance Counselor at Emmaus HS, effective June 16, 2005 (Exhibit 9)

William J. Smith II, Health & Wellness Teacher at Eyer MS, effective June 16, 2005 (Exhibit 10)

Susan B. Stefens, English Teacher at Eyer MS, effective June 16, 2005 (Exhibit 11)

#### Appointment of Teacher Aides

Name/Address	Assignment	Salary
Dawn McQuillen 625 Tower Road Mertztown 19539	Lower Macungie Elem.	\$10.30/hr./12.5 hrs./wk.

#### Appointment of Part-Time Food Service Assistants

Nancy Ritter 564 Broad Street	PT-Food Service Assistant Jefferson School	\$9.96/hr./5 hrs./wk.
Sandra Zellner 869 Krocks Road Wescosville 18106	PT-Food Service Assistant Lower Macungie Elementary	\$9.96/hr./12.5 hrs./wk.



#### Additions to the 2005-06 Per Diem Substitute List

Melody Shaw, Teacher Aide  
Renee Carl-Fegley, Teacher Aide  
Jan Millinichik, Teacher Aide  
Robin Molnar, Teacher Aide  
Kim Pasquarello, Teacher Aide  
Sandra Zetlemoyer, Teacher Aide  
Lori Harper, Teacher Aide  
Heather Haas, Art  
Carla Lutton, Mathematics  
Douglas Folger, Social Studies  
Jennifer Reis, Biology

Judy Naab, Remedial Assistant (\$8.25/hour)

#### Leave as Per Collective Bargaining Agreement

Employee: Lori Fix, Grade 3, Wescosville School  
Effective: March 29-May 13, 2005

Employee: Tracey Maley, Art Teacher, Eyer MS  
Effective: April 18-June 1, 2005

Employee: Kelly Weaver, Reading Seminar, LMMS  
Effective: April 18-May 30, 2005

#### General Leave of Absence

Employee: Anne Marie Groth, Social Studies Teacher, Eyer MS  
Effective: June 17-August 18, 2005 (retirement purposes)

#### Compensated Professional Leaves

Employee: Barbara Valladares, Guidance Counselor, EHS  
Effective: 2005-06 School Year  
Purpose: To pursue M.S. Degree in Educational Leadership, Wilkes University

Employee: Cathleen O'Connor, School Nurse, Shoemaker School  
Effective: First Semester, 2005-06  
Purpose: To pursue elementary certification credits at Drexel University

#### Change in Employment Status

<u>Employee</u>	<u>From</u>	<u>To</u>
Donna Grant, Teacher Aide	31.5 hrs./building Wescosville	22.5 hrs., Spec. Ed. LMMS
Gayle Wagner PT Food Service Assistant	12.5 hrs/wk. Eyer MS	23.75 hrs./wk. LMMS

#### Head Teacher Substitute

Jason Palmer, Eyer MS      \$7.00/day for 38 days = \$266.00

#### Co-Curricular Advisors

Tony Toto	Playstation 2-Madden Bowl	\$500, Club B
Jessica Madow	Spring Musical Choreographer	\$1020.00
Brian Legutko	Greenhorn.net, LMMS	\$988, Club C
Jonathan Skekel	EHS Head Assist. Volleyball Coach	\$1469.00
Charles Mikosky	Boys Volunteer Volleyball Coach, LMMS	NA
Rita Cortez	EHS Spring Musical Director	\$1632.00
Robert Guzzon	Assist. Percussion Instructor, Marching Band	\$1020.00

That the East Penn Board of school Directors approve the expenses for the individuals attending the educational conferences listed on Exhibit 12.

- 3-

RESOLVED, That the East Penn Board of School Directors approve the bid award for electrical supplies as listed on Exhibit 18.

8. 2005-06 EP Budget – Major Factors
7. Pentamation Dr. Alrita L. Morgan
11. Announcements
  - Monday, April 11 6:30-7:00 p.m.-Hearing – Closing Kings Highway School, Board Room  
7:00-7:30 p.m.-Hearing – Closing Lower Macungie Elementary School, Board Room  
7:30 p.m.-Board Meeting, Board Room
  - April 14, 15, 16 7:30 p.m.-LMMS Spring Musical “Guys & Dolls”, Auditorium
  - April 16 2:00 p.m.-LMMS Spring Musical “Guys & Dolls”, Auditorium
  - Week of April 18 Elementary Parent Teach Conferences, Early Dismissal
  - Monday, April 25 7:30 p.m.-Board Meeting
12. Other
13. Adjourn

## ORDER OF BUSINESS

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

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

Board Members Present: C. H. Ballard, A. Earnshaw, F. Fuller, E. Gannon, S. Kowalchuk, T. Richwine, M. Robert, V. C. Thomas, A. Thompson

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

Board Treasurer: Gary Reigal

Board Secretary: Cecilia R. Birdsell

Superintendent of Schools: Dr. Alrita L. Morgan

Press Present: Randy Kraft, Morning Call Reporter

Loretta Fenstermacher & Corrinne Durdock, East Penn Press Reporters

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

Mrs. Thompson indicated that the district had sent out fliers and advertised in the newspaper for parents to attend the meeting to learn how Act 72 would affect school programs. She asked if there were parents in the audience and three people raised their hands. She thanked them for coming.

### 3. Approval of Minutes

Motion by Ballard, Seconded by Gannon

RESOLVED, That the East Penn Board of School Directors approve the minutes of the April 11, 2005 meeting.

This resolution was unanimously adopted by voice vote.

### 4. SGA Report – Brooke Patterson

Miss Brooke Patterson, Emmaus HS SGA representative, reported on the Blood Drive, noting that a number of people participated and some people were actually turned away. She announced the Final Fling that has a lot of events scheduled. She concluded that things are very busy but they are very excited about the end of the year.

### 5. Act 72 – Budget Impact: Programs & Resources

Dr. Morgan said the plan is to review the recommendations and what it means to look at the budget under Act 72 and what the impact will be to programs.

Referring to the attached Summary of Significant Changes, Mr. Reigal said the experience model for workers' compensation had increased over the past two years. As a result, a Safety Committee will be formed that will reduce the rate by 5%. The committee must meet monthly to review claims and talk about safety issues. Mr. Reigal noted that during the past two to three years there have been some major claims in the maintenance department. He pointed out the 27% increase in the group medical plan; the LCTI budget has decreased \$17,000; and the 38.8% increase in CLIU transportation. The IU has called for a meeting with Business Managers on May 4 to explain this increase. Mr. Reigal concluded that the budget increase was \$8,044,288. The additional personnel costs for aides is that the aides cost \$535,000 and the substitute teachers and extra duty pay amount to \$212,000 above budget. The aide requests have been increased because of special education students or safety issues. Mrs. Thomas asked if the aides were tied to NCLB. Dr. Morgan responded that they are across the board. It is the fastest growing area in the budget in the area of personnel (hall monitors, special education, playground/cafeteria supervision, etc.). In answer to Mr. Robert, Mr. Reigal indicated that it is about a 20% increase over the base. Mr. Reigal noted that it is not specifically new positions but also an increase in the hours for aides. Mr.

Robert asked that new positions be noted in the agenda when that occurs. Dr. Morgan said new aide positions have been identified as well as the increase in hours. Dr. Morgan said it is an area being studied to see how things can be done in different ways. It was estimated that approximately one-third of the cost was for special education.

Referring to the Five Year Budget Model, Mr. Reigal noted that the additional millage needed was 3.5 for 2005-06; 2.5 for 2006-07; 0.800 for 2007-08; and 0.30 for 2008-09. He pointed out that in Real Estate Transfer Tax 1.7 million dollars was budgeted but the district expects to collect 2.35 million dollars. He reviewed the attached Referendum Exception Analysis if under Act 72. For the 2005-06 budget year, the district is right on the index. In 2006-07, with the exceptions included, the budget is much less than the state projected and the district is below the index, with no new personnel. Mrs. Thompson pointed out that taxes would still be raised. With no new personnel, Mr. Reigal projected that over the next three years the district would be well below the state's projected increase. Mr. Ballard questioned the exceptions and how PDE would perceive them. Mr. Reigal said the exceptions were calculated in accordance with the PDE information provided. Ms. Gannon noted a discrepancy between the slide and the information projected. Mr. Reigal indicated that the projected amount was correct. He reviewed the tax millage increase summary since 1994-95. Mr. Ballard noted that the budget stays within the inflation rate for any year that does not have construction. Mr. Reigal agreed with that assessment.

Using the Alburtis School as a model, Mr. Reigal used the formula for getting the exception. He noted that the eligible exception was .22 mills; the actual millage was .59; and the millage above the exception was .37 mills. He said there could never be multiple projects done at the same time. Dr. Morgan said her experience with referenda is that projects are put off for ongoing maintenance. There was discussion about how to calculate the debt service and the recommendation that millage be added each year. Mr. Reigal cautioned that fund balance and budgetary reserve would have to be spent down. Ms. Gannon asked if the millage could be determined based on the PDE index for a historical perspective on how much millage would be now if the district had been under referenda. Mrs. Thompson said if the district has to allocate all available funds for building then costs go up for personnel. She concluded that there is a limited amount of money available. Mr. Reigal referred to the attached Four Year Capital Reserve Fund Budget. Mr. Reigal referred to the attached Potential 2005-06 Budget Changes.

Dr. Morgan noted that the information presented by Mr. Reigal gives the impression that the district could live under Act 72; however, it does not include any additional personnel that have been a constant because of the growth. Dr. Morgan reviewed the attached list of personnel listed as Priority I. She noted that all the positions are priorities to the people who requested them. She reviewed the Priority I requests and the services provided for the school and community for such positions as an additional guidance counselor and a Home & School Visitor. Mr. Richwine asked how many positions would be required under NCLB or IDEA. The remedial English teachers are required for NCLB and the special education teachers are required under the special education regulations. The Social Worker and guidance counselor have been discussed before. She said that most of the positions have been talked about before. The teaching staff is tied to the number of courses offered, class size, requirement for graduation, etc. Dr. Morgan noted that the amount of time taken by the assistant principal and principal could involve a whole day. The SRO could take up some of the time element. Dr. Morgan indicated that she would not be recommending the Triad program. She reflected on the tasks that take time and do not allow for any reflection. In the maintenance department, the grounds person is now in Priority I, after several years as a lesser priority. She noted that there are more regulations such as the pest management and grounds. Not on the list are the custodians for Eyer Middle School. Dr. Morgan indicated that with the projected budget under Act 72 the budget was on the line. With the additional personnel requested, this would mean that choices would have to be made.

Referring to the Budget Changes page, Dr. Morgan indicated some items that could be considered in order to accommodate the 1.2 million dollar increase in personnel. Mrs. Thompson acknowledged that her experience with referenda in East Penn is that it certainly

would not pass. Dr. Morgan said it might take a few years of deteriorating programs and buildings before people would recognize the relationship. She said that her first recommendation would not be to go to referendum. Dr. Morgan said a list of other options would have to be reviewed but once all the first-time, once-and-done items have been removed then the administration and board would have to reach further into programs, curriculum, to find the necessary funds. Mr. Earnshaw made the same assessment of the list. The budget changes are attached to the minutes of this meeting. It was noted that the district rebate program provides more money than Act 72 will ever do and for the residents who need a rebate. Another possibility mentioned was employing a more assertive Delinquent Real Estate Tax Collection Company but, in the past, the Board did not want to follow that approach. Some of the other items mentioned were sale of district property not planned for use; reducing the conference/in-service appropriation; eliminating the Thanksgiving Dinner for senior residents; rescinding scheduled transfer to capital reserve; eliminating the Triad Program because of the change in the funding arrangement. Dr. Morgan said she would rather take the funds and analyze taking a district in-house approach by using an additional assistant principal and the social worker to develop a program that better suits East Penn students. Students that fall into the category are short, out-of-school suspensions, not expulsions that are more than ten days. Under Act 72, the district would lose flexibility for making decisions. Another area to explore would be a fee for playing sports and that has been an area that people have taken for granted. Mr. Robert commented on reducing the technology budget. Dr. Morgan cautioned that if the administration and Board erodes some of these items each year then the residents would see a deterioration in program and curriculum development. Dr. Morgan also pointed out that if every district was under Act 72 that would be one thing but when one district may have it and another does not then there is an inequity in the quality of the program. Mrs. Thompson said she was a school director in Kentucky at a federally funded system; however, the districts surrounding Ft. Knox charged students for sports equipment. She concluded that it is the expectation of the East Penn community to maintain and improve.

Mr. Reigal asked for direction from the Board after hearing the presentations. Mr. Earnshaw said he appreciated the work that had been done to present this information. He asked if the Board could have the Cyclical Budget Tools to see some of the research for bringing in a new position like the Home and School Visitor. He said he would like to see what other comparable, high quality districts are doing. He shared some insight from an article where the questions asked were: What am I doing that no one should be doing? What are some of the things that I am doing that someone else could do? What are the things that only I can do? He said he did not know what it was like to work in a school district but he did know what it was like in industry. Mr. Ballard said if the district needed to fund a construction project were there items such as transportation that could be eliminated. Mr. Ballard said all sports programs could be eliminated. He also noted that there is a specific provision in Act 72 against spending public funds for advocating for or against referenda. Local state representatives can issue all types of fliers urging districts to get into Act 72 but a local school district cannot advocate. Mr. Ballard said unfortunately there are people who believe that there is so much "fat" in school budgets that a few lean years will not impact on anything. He also noted that this year there were 261 additional students. This represents at least ten classrooms in the district. Dr. Morgan indicated that the kindergarten enrollments are expected to increase, adding that in elementary there was an increase of over 40 students during the course of the year. This could mean another building program, not counting the Eyer MS. Mr. Ballard said the Board has to discuss where to go with this. He said if space has to be added then the district would be either looking at referenda or deep cuts. Dr. Morgan also pointed out that the shift over to income is much less reliable. Historically, that has been up and down according to Mr. Reigal. Mr. Richwine commented on some of the significant changes such as Charter Schools up 76.7%; Pupil Transportation up 9.8%; LCCC up 18.8% all of which are more significant than wage increases. He shared his conversation with a neighboring board member who said they have cut everything except transportation and athletics. One major savings that would help districts is the funding of special education. If a district does a good job, then people who need the services will move into the district. If the federal and state government would take over the funding, then the district could do the best job possible. He said some of the things residents think of as frills would probably have no

impact on the budget. The per pupil spending of the nine county districts and the two highest tax rates are in districts that have two of the three lowest per pupil spending.

Mr. Reigal indicated that the tentative budget would be presented at the second Board meeting in May. Mr. Ballard asked if the Priority I items should be included in the budget. Ms. Gannon showed the fallacy of the exceptions that require PDE approval such as special education must be greater than 10% and East Penn is 8%; the growth exception is above 10% and the district is less than that figure. She also pointed out that the district is fiscally responsible if the Board looks at the chart for neighboring districts. Ms. Gannon said she thought a 4.48 mill increase was too high. Mrs. Thomas asked if the 3.48 mill increase includes the personnel. She was told that it does. Ms. Kowalchuk asked about the options on Eyer. Mr. Reigal responded that the bid opening should be later on in the year (December). He did not think that the millage would have to be in place this year but could be shifted to the following year. In answer to a question from Mr. Robert, Mr. Reigal said that tentative adoption would be at the second meeting in May as well as the decision on Act 72. Mr. Robert indicated he would like to see a smaller millage increase. There was also speculation that the Priority 1 list could be decreased somewhat. Mr. Ballard said to decrease the budget by 1 mill requires 1 million dollars to be cut. He insisted that board members need to give direction specifically on what the millage amount should be for the budget and what could they support. Mr. Earnshaw said the new personnel would be .9 mills. He reviewed the list of changes. Dr. Morgan said the small school appropriation would be eliminated. Board members continued to discuss the suggested budget changes and how much they want to reduce. Ms. Gannon suggested eliminating the budgetary reserve level at the 04-05 amount. Dr. Morgan said the administration would review the information again and come back to the Board. Ms. Fuller remarked about some of the scenarios that played out because of initiatives like Take Back Our Children and some of the initiatives such as security. She discussed the ramifications of what some items might mean like the cell phones in relation to security. Referendum does not go into effect until at least 2007 when the state has accumulated enough revenue from gaming to provide tax relief. Mrs. Thompson said that with the personnel requests it would be 4.4 mills, noting the highest increase in recent years has been 3.5 mills. She felt it was too high. She talked about the year the Board decided on a parking fee and the number of upset people. She said if the Board is forced into back end referendum then the district could be pushed into that type of direction.

Dr. Morgan announced that she was part of a panel with Lisa Boscola, Don Snyder, and Bob Keegan to discuss Act 72. The panel was part of the show Money Matters and will be aired on May 7. She indicated that Governor Rendell has made comments about the Boards and Superintendents wanting to keep power. She said administrators and boards have the responsibility and local expectations and they need discretion locally. She felt his comments were inflammatory. She noted that there are districts that will not exist. Mrs. Thompson talked about the Legislative Breakfast on Friday. Mr. Ballard said he had tallied the cuts mentioned by board members and he concluded that only 1 million dollars would be cut to reduce millage. He commented on Lisa Boscola's comments about board members not having paid jobs like the legislators. Ms. Gannon said she felt the legislation was undercutting the Board's accountability and responsibility.

6. Report of the Superintendent of Schools – Dr. 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:

Retirements/Resignations

Lois Abbott, Librarian, Emmaus HS, effective June 16, 2005  
(Exhibit 1)

Sharon Lee Glassman, English Teacher, Emmaus HS, effective June 16, 2005  
(Exhibit 2)

Claire S. Grant, Special Education Teacher, Macungie School, effective  
June 16, 2005 (Exhibit 3)

Robert Kautzman, Music Teacher, Emmaus HS/Elementary, effective June 16,  
2005 (Exhibit 4)

Edward Lutterschmidt, Business Education Teacher, LMMS, effective June 16,  
2005 (Exhibit 5)

Jean M. Maier, Spanish Teacher, Emmaus HS, effective June 16, 2005  
(Exhibit 6)

Dorothy Windt, Grade 6 Teacher at Eyer MS, effective June 16, 2005  
(Exhibit 7)

Sarita Witko, Elementary Art Teacher, effective June 16, 2005  
(Exhibit 8)

Brenda Kozak, Mathematics Teacher at Eyer MS, effective June 16, 2005  
(Exhibit 9)

Rosemary Castellano, Teacher Aide at Eyer MS, effective April 15, 2005  
(Exhibit 10)

Carol Fairchild, Health Room Aide, effective April 28, 2005 (Exhibit 11)

Gayle Wagner, Part-Time Food Service Assistant, effective April 25, 2005  
(Exhibit 12)

#### Teacher Aide Appointment

Name/Address: Gayle Wagner  
7510 Catalpa Drive, Macungie  
Effective: April 26, 2005  
Assignment: Special Education, EHS  
Salary: 10.30/hr., 32.5 hrs./wk.

#### Co-Curricular Advisors

<u>Name</u>	<u>Activity</u>	<u>Stipend</u>
Nancy Davis	Knitting Crafts	\$28.33/session (5 Sessions)
Greg Scholl	After-School Intramurals Volleyball	\$28.33/session(8 Sessions)
Michael Barker	After School-Intramurals Grade 6, Volleyball	\$28.33/session(8 Sessions)
Richard Frederick	After School-Intramurals Grade 6-Volleyball	\$28.33/session(8 Sessions)
Jamie Hudak	After-School-Intramurals Grade 6-Volleyball	\$28.33/session (8 Sessions)
Skip Wilkins	Jazz Combo	\$255.00, Club A

#### Awarding Tenure



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

Samantha Edwards, Grade 1, Jefferson School  
Julie Nohe Ream, Spanish/French, Lower Macungie MS

Additions to the 2005-06 Per Diem Substitute List

Robert McFetridge, Art  
Tara Mushko, English  
Jeremy Hess, Social Studies  
Peg Davies, Nurse  
Maryna Wetzol, Food Services Department

Extended School Year Teacher Aides

Effective: June 27 to August 4, 2005

Assignment: 12 hours/week

Jane Kressley \$11.22/hour  
Michaelena Ryan \$11.22/hour  
Melody Shaw \$6.80/hour

Change in Assignment – Teacher Aide

Name	From	To
Georgette Blyler	32.5 hrs./wk., Eyer MS	32.5 hrs./wk., Emmaus HS

Summer Maintenance Program

Former Employees - \$7.20/hour:

Aaron Bartholomew	Brandon Bartholomew	Brady Carr
Kevin Dover	Eric Fritz	Joel Gaugler, Jr.
Julianne Gehman	Donald Heiminitz	Kevin Hickey
Craig Huber	Kirstin Kahler	Nathan Kiechel
Nathan Kuster	Reece Metzger	Richard Schupp
Jacob Smith	Curt Cenci	
Shawn Kuhns		

New Employees/Possible Alternates - \$6.70/hour:

Daniel Wiede	Jacob Wieder	Alisha Salter
Brian Donovan	Jonathan Wieand	Matthew McCowan
Nick Shahani	Robert Metzger	Brian Hickey
Brandon Kleckner	Benjamin Whalen	Charles Zellner
Yu (Brandy) Zhang	Jeremy Schurawlow	Mustafa Bauer
Timothy Grubel	Alexander Pierog	Samir Shahani
Kathleen Timalonis	Aaron Swavely	Shawn Kuhns
Keriann Skawski	Jeffrey Obelcz	Matthew Prockup
Danielle Norton	William Solan	Eric Mushock
Alex Palanzo	Todd Bowers	Drew Bowers
Zachary Stubits		

Note: The total number of hires for 2005 will be determined on an as-needed basis

Educational Conferences (Exhibit 13)

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

Informational: Administrative Reports (Exhibit Section)

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

Aye: Ballard, Earnshaw, Fuller, Gannon, Kowalchuk, Richwine, Robert,  
Thomas, Thompson-----9

The Board recessed at 9:55 p.m. and reconvened at 10:00 p.m.

7 Education

1. Curriculum Review: Social Studies & Family & Consumer Science

Mrs. Linda DeIvernois, Director of Secondary Education, introduced the Department Chairs Thad Smith, Middle School Social Studies; Eric Kahler, High School Social Studies, and Anne Beal, Grades 6-12 Family and Consumer Science. Mrs. DeIvernois highlighted the curriculum review process that began with the Steering Committee that developed the mission statement and goals. The Faculty Committee reviews and revises the curriculum by using curriculum mapping and aligning the curriculum with the standards. After the Board has approved the textbooks and curriculum, the unit designed will be completed and implemented with adjustments if needed. Using the attached power point presentation, Mrs. DeIvernois reviewed the paradigm shift, the detailed areas for each standard, and the sequencing for each grade level. Ms. Jan Hoffman, Director of Elementary Education, indicated that there are Third Grade Standards for elementary. She worked with a multi-discipline committee (Health, Wellness/Fitness, Social Studies, Math and Science). What they did is actually find in the curriculum standards and objectives that are fully aligned with the standards so that throughout the curriculum there is integration. Mrs. DeIvernois explained that Department Chair Anne Beal did sit down with the Health, Wellness/Fitness and Business Department to see where standards could be integrated. Today the emphasis is teaching every child, not just by gender. Mrs. DeIvernois pointed out the nutrition aspects, family and community responsibility, and financial resource management. Referring to the social studies curriculum review, Mrs. DeIvernois indicated that the department did go through the same process as Family & Consumer Science. The four focus areas included civics and government, economics, geography, and history. She explained how the Social Studies Department had to look at these four different areas and then integrate them into the curriculum. Ms. Hoffman pointed out that they cluster the grade levels (K-3, 4-6) and then specify what time periods should be taught. She reviewed the attached K-5 Social Studies Curricula and the areas to be covered. She noted that the grade 5 curriculum has some very big changes when compared to previous years. Mrs. DeIvernois reviewed the changes for grades 6-12. She noted there are five areas for Advanced Placement courses in U. S. History, Government & Politics, European History, and Micro and Macro Economics. These courses are based on the guidelines established by the College Board. There will be professional development hours designated this summer so teachers can continue their work by designing units and familiarizing themselves with the textbooks. Mr. Robert asked if there should be some type of resolution. Mrs. Thompson indicated that they did not vote until later. Mr. Ballard asked about the area Family, Form and Functions in the Family and Consumer Science Curriculum. Mrs. Beale explained the curriculum would cover how families have changed over time and will address the extended family, the nuclear family, and single parent families. Mr. Ballard asked how the recommendations from the Strategic Planning Committee on Civics was integrated into the material. Ms. Hoffman responded that in the social studies curriculum you will find civics and citizen-type criteria integrated in the standards. What came from the Strategic Planning Committee was a lot of research and materials that would be put on the calendar and read and shared at the schools. Mr. Ballard said he thought it should be in the philosophy. He said one of the themes was to have a civics/civility curriculum stretching from K-12. He did not find it in the materials. Ms. Gannon requested a copy of the power point presentation. Mr. Earnshaw thanked the team for the work that was done, noting things have changed since he was in high school. Ms. Kowalchuk asked if it would be difficult to incorporate the information

in to the limited instructional time. Mrs. DeIvernois noted that a recent conference it was stated that if schools taught every standard given, it would take 22 years to complete. Mr. Richwine asked if there would be a change in personnel due to the tremendous change in the social studies curriculum. Mr. Kahler did not see any changes or additional personnel. He said the existing staff should be able to meet the standards. Mr. Richwine said how would they respond to accusations that history has been watered down history. Mr. Smith responded that people could recite dates but what is taught now is how the time periods relate. Ms. Hoffman pointed out that instead of learning history in isolation, students would learn the economics, the geography, art, music, and government of the time period. Mr. Kahler commented on the four content areas, technology, and the ability to really cover some of the areas. Ms. Fuller asked how the transition is going to happen. Mr. Smith said the grade 8 curriculum is totally changing. The current seventh graders will pickup what they are missing in grade 11. In 2007, the PSSA test for science and social studies will be introduced. Mrs. Thompson thanked the group for the presentation.

## 8. Facilities

1. Bid Opening Report: Shoemaker Parking Lot, Storm Water Damage Repairs at LMMS, and Furniture for Shoemaker (Exhibit 14)
2. Soccer and Practice Field Lighting, E.H.S

Motion by Ballard, Seconded by Earnshaw

RESOLVED, That the East Penn Board of School Directors approve Change Order #1 with Barry J. Hoffman Co., Inc., Allentown, PA for \$800.00.

NOTE: This was for rock excavating in two light- pole foundations.

### Shoemaker Elementary Asbestos Abatement.

RESOLVED, That the East Penn Board of School Directors approve Change Order #3 with PDG Environmental, Drums, PA for \$5,083.85.

NOTE: This was additional work uncovered in Pod 3, lower level during the winter break while removing the window systems.

### Plancon I, Interim Reporting/Shoemaker Elementary School (Exhibit 15)

RESOLVED, That the East Penn Board of School Directors approve Plancon I, Interim Reporting for GC-21, GC-22, EC-4, EC-5, PC-1, PC-2, HVAC-4 and SC-2 for Shoemaker Elementary School project for submission to the Department of Education.

### Shoemaker Elementary School

RESOLVED, That the East Penn Board of School Directors approve Change Order GC-20 with E.R. Stuebner, Reading, PA for \$1,553.10.

Increase mulch depth from 8" to 12" on lower playground.

be it further

RESOLVED, That the East Penn Board of School Directors approve Change Order HVAC-3 with Worth & Co., Doylestown, PA for \$4,991.53

Relocate existing outside air intake location.	\$1,090.13
Additional exhaust hardware	\$2,658.02
Provide splashguard above switchgear in	

mechanical room \$1,243.38

NOTE: The above Change Orders GC-20 and HVAC-3 had been submitted to and approved by the Department of Education February 18, 2005 and April 11, 2005.

Alburtis Elementary School

RESOLVED, That the East Penn Board of School Directors approve Change Order EC-3 with Albarell Electric, Inc., Bethlehem, PA for \$9,796.39.

ADD:

FA/Security Panel Tie-in	\$2,138.96
Proxima System (Wire mold)	\$2,227.25
Jack Heater (Chiller)	\$ 398.61
Winter Engine (Emergency Generator)	\$ 363.99
Emergency Power (Mechanical Equip.)	\$2,520.00
Booster Heater (Kitchen)	\$1,775.00
Replace Ceiling Devices	\$ 372.58

and, be it further

RESOLVED, That the East Penn Board of School Directors approve Change Order MC-1 with JBM Plumbing, Inc., Nazareth, PA for \$3,270.38

Add:

Fire Dampers	\$2,507.89
Propylene, Chiller Water System	\$ 762.49

Lower Macungie Middle School and Shoemaker Elementary School

RESOLVED, That the East Penn Board of School Directors authorize the issuance of "Notice of Intent to Award Contracts" for Lower Macungie Middle School storm water damage repairs with Grace Industries, Inc., Lehigh Valley, PA at a cost of \$83,050.00

and, be it further

RESOLVED, That the East Penn Board of School Directors authorize the issuance of "Notice of Intent to Award Contract" for Shoemaker Elementary School construction of a parking lot to Nimaris Construction, Bath, PA at a cost of \$205,175.00

NOTE: (1) This bid includes required plantings by Lower Macungie Township Zoning Ordinance. (181 buffer yard trees)  
(2) This award will be pending Plancon I approval with P.D.E.

and, be it further

RESOLVED, That the East Penn Board of School Directors authorize the issuance of "Notice of Intent to Award Contracts"

for the furniture and equipment bid packages for Shoemaker Elementary School as follows:

Furniture Package 1

Kurtz Bros, Clearfield, PA	\$160,580.21
Educational Furniture Solutions Limerick, PA	\$166,564.00
Tanner School Furniture New Brunswick, NJ	\$ 61,259.94
Corporate Interiors, East Norriston	<u>\$ 75,597.91</u>
Sub Total	\$464,002.06

Appliance Package 2

Educational Furniture Solutions Limerick, PA	<u>\$ 7,118.00</u>
Total	\$471,120.06

NOTE: The above bidders are the lowest responsible bidders meeting specifications, and,  
  
be it further

RESOLVED, That the Notice of Intent to Award Contracts are issued contingent upon submittal and approval of the required documents to the Department of Education and other state and local agencies with the appropriate parties being authorized to sign the documents, submittal and approval of the required bonds, certificates of insurance and the required documents from the contractors as specified in bid instructions and material, and execution of a contract as required in the bid instructions and materials, all of the aforementioned being completed to the satisfaction of the district solicitor.

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

9. Policy

1. Interim Reading: Board Policy 707, Use of Facilities (Exhibit 16)

Mr. Robert suggested changing the group definition from "any organization with headquarters in the East Penn School District" because there may be organizations that offer benefits to residents who are not headquartered in East Penn. It would also reduce the rental fees. Ms. Fuller pointed out that Group V covers that category. Mr. Robert said that Group V is the highest fee.

10. 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 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.

Record of Investments – Exhibit 17

RESOLVED, That the East Penn Board of School Directors approve the record of investments as listed on Exhibit 17.

Construction Fund Disbursements – Exhibit 18

RESOLVED, That the East Penn Board of School Directors authorize payment from the Capital Reserve Fund and GO Notes, Series A of 2004 for the items listed on Exhibit 18.

Bid Award – Art Supplies – Exhibit 19

RESOLVED, That the East Penn Board of School Directors award the contracts for art supplies to the successful bidders listed on Exhibit 19.

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

10. Announcements

Monday, April 25	6:30 p.m.-CLEAR Session (Personnel) 7:30 p.m.-Board Meeting, Board Room
April 25 & 26	Kindergarten Conferences
April 30	Seventh Annual Used Book Sale & Nutrition, Health & Safety Fair Lower Macungie Middle School
Week of April 25	Kindergarten Registration
May 2	9:30 a.m.-Eyer Incoming Grade 6 Student Tour 7:00 p.m.-Eyer Parent Meeting for Incoming Grade 6 Students
May 4	7:00 p.m.-Eyer Band Concert 7:30 p.m.-LMMS Parent Information Night for Incoming Grade 6 Students
May 6	7:00 p.m.-Elementary Spring Instrumental Concert, Shoemaker School
May 7	7:00-10:30 p.m.-Junior Prom, Days Inn
May 9	7:30 p.m.-Board Meeting, Board Room

12. Other

Mrs. Thompson announced that Dr. Morgan, Ms. Fuller, and Mr. Earnshaw had been present for the LVBEP Annual Dinner where there was a presentation on Project 720, improving the education of the work force for PA. On Friday, she attended the Legislative Breakfast where they met with legislators regarding Act 72 which will be counterproductive to what was discussed about Project 720.

Mr. Ballard indicated that Commonwealth Court is scheduled to hear the PSBA case to extend the deadline for Act 72. The hearing will be held on Thursday, April 28.

Mrs. Thompson said it would be nice to have something that describes how a resident's request was handled at the beginning of the meeting. Dr. Morgan said she would respond to questions, if appropriate. Dr. Morgan said she responded to the citizen about his football request and redistricting is still being resolved. There have only been two exceptions that are not related to the speakers or the areas.

13. Adjourn

There being no further business to come before the Board, the meeting was adjourned, upon motion, at 10:50 p.m.

Cecilia R. Birdsell  
Board Secretary

## ORDER OF BUSINESS

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

President Ann Thompson 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.

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

Board Member Absent: V. C. Thomas

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  
Loretta Fenstermacher, East Penn Press Reporter

Mrs. Thompson indicated that later in the meeting there would be a report on redistricting and discussion about the School Resource Officer. Citizens had brought both of these issues up at previous board meetings.

### 2. Requests to Address the Board

Dee Barebo, 4602 S. Fifth Street, Emmaus expressed concern about possibly changing the direction of redistricting after she has prepared her children for their transfer to Lincoln School. She felt there were some problems with class sizes. She concluded that she was willing to make the change if the Board was willing to accommodate the class sizes.

### 3. Approval of Minutes

Motion by Robert, Seconded by Ballard

RESOLVED, That the East Penn Board of School Directors approve the minutes of the May 9, 2005 meeting.

Mrs. Thompson complimented Miss Birdsell on how she captured the meeting discussion in the minutes.

This resolution was unanimously adopted by voice vote.

### 4. Act 72 of 2004, Property Tax Relief Act

President Thompson indicated that she and Vice President Alan Earnshaw had met to develop the written statement for Act 72 listing a number of the concerns and comments expressed during the many months of discussion. Mr. Earnshaw read the statement that is listed below and is part of the following resolution.

Motion by Thompson, Seconded by Robert

RESOLVED, That the East Penn Board of School Directors is charged by the School Code to provide a "thorough and efficient education" for the children of this district. We are advocates for public education. We have attended many meetings about Act 72, spent many long hours discussing and studying it, have sought and received input from the community, and have carefully considered its consequences for our district, our students, and our taxpayers.

During our discussions, individual members of this school board have raised many concerns about Act 72. We have listed many of them here, in no particular order:

\$ East Penn's per-student spending is slightly below the median, and our educational results are well above the median in Pennsylvania. We are providing both a thorough and an efficient public education in our district.

\$ We have implemented our own property tax relief program. Last year, it provided over \$107,000 in real property tax relief for the lowest income senior citizens in our district.

\$ State funding of our district is about 22% of the total budget. To reduce our reliance on property taxes, the state must provide a greater share of our budget.

\$ Total state education funding for our district has increased over the last several years, but on a per-student basis, increases have been below the index level in five of the last seven years. In



three of those years, we actually had a decrease in per-student state funding.

\$ The state, through new laws and regulations, often requires school districts to implement new programs without providing full funding for them. Called unfunded or underfunded mandates, these costs are borne by the local taxpayers.

\$ Federal funding has steadily decreased in our district, passing a greater burden onto our local taxpayers.

\$ We are a growing district. As the number of students has grown, our rising costs have only been partially offset by the new home construction in the district.

\$ The amount of relief provided to the district is fixed. As more homeowners file their homestead certification forms and more homes are built, the amount of property tax relief per homeowner will decrease.

\$ If gambling revenues are insufficient to provide property tax relief in any year, the earned income tax rate will change on July 1. Our local income tax returns will be much more complicated, and the tax collection burdens for businesses will be greater.

\$ To be fiscally prudent, this school board will have to raise the tax rate every year, by the full amount allowed under Act 72, to offset potential future spikes in expenses.

\$ If our district comes under increased spending constraints due to failed referenda, we may need to reduce funding for the Lehigh Career and Technical Institute and LCCC.

\$ Renters will pay higher earned income taxes without receiving any property tax relief; about 22% of district residents are renters.

\$ The head of the Pennsylvania Department of Education has expressed misgivings over the referendum provisions of Act 72.

\$ Each district will receive a different level of property tax relief. East Penn, considered a wealthy district, will receive less relief than most of the other districts in the county.

\$ Act 72 does not address the inequity and inadequacy of the present State funding formula.

\$ The exemptions built into Act 72 will provide minimal relief for the cost increases we expect to see in our district.

\$ The amount of gambling revenue is uncertain; different studies show wildly different revenue levels.

\$ We do not know when gambling revenues will become available for property tax relief.

\$ Gambling and education should not be linked.

\$ Gamblers will need to lose nearly \$3,000,000,000 *every year* in the slot machines to provide \$1 billion in tax relief.

\$ There are about 8,800,000 adults in Pennsylvania. To provide \$1 billion in tax relief, each adult will have to lose an average of about \$340 per year.

\$ Using gambling revenues to fund schools has not worked well in other states.

\$ We are a Republic, which means rule by representatives. Act 72 undercuts the principles on which our system of government was founded.

\$ Act 72 does nothing to improve education.

We support real property tax relief and urge our legislators and governor to provide workable, consistent, real tax relief for the citizens of the East Penn School District and this Commonwealth.

In consideration of one or more of these concerns, the East Penn Board of School Directors hereby adopts this statement on property tax relief and Act 72, the Homeowners Tax Relief Act.

Mr. Ballard indicated that he would not support any resolution that would have the district opt in to Act 72. He described the history of what he termed the "worst piece of legislation drafted in the Commonwealth of Pennsylvania." In addition, this is not an efficient way to distribute revenue to the public. If the legislators had put funds into the senior citizen property rebate program that currently exists by expanding the income levels, no one would have had a problem with the gaming funds. He concluded that he objected to the direct attack on representative government. He said the idea of referenda is popular when people do not like what their elected representatives are doing. This particular bill is nothing more than an attempt by legislators to shirk their responsibility for funding education and a direct attempt to essentially give every voter a bribe to elect them for another term.

Ms. Fuller read the attached statement that indicated her reasons for not supporting Act 72.

Mrs. Valerie Thomas, who was unable to attend the meeting, submitted the attached statement indicating she would not support Act 72.

Ms. Gannon said there is a lot of risk associated with the Act and the benefits are unclear. She noted that there are no provisions for opting out of the Act if the gaming funds are not realized; yet, school boards would be subject to referenda. It is an irreversible decision. She asked why the Boards are being asked to make a decision before the revenues are even determined, adding the budget timeline

would be negatively impacted. A preliminary budget would have to be completed by January. She indicated she would not support Act 72.

Mr. Richwine said he has heard comments from local legislators, particularly T. J. Rooney who admitted this is not an education law but a tax reform law. It has absolutely nothing to do with education. A real education reform package would address an adequate funding of education on a statewide basis. Representative Reichley has accused PFM of unethical practices by giving information that he claims is inaccurate and is in their interest. He refers to out of control spending and made a comment that this bill would reign in school boards. However, Representative Reichley felt the earned income tax would give the district plenty of money. He said that legislators need to act on true tax reform that equitably funds education. Mr. Richwine indicated he would not support the Act.

Ms. Kowalchuk said she would echo the comments of other board members and did not feel she could sanction something that would compromise the quality of education provided by the school district. She felt legislators should go back to the drawing board to craft legislation that truly provides property tax relief and adequate education funding.

Mr. Robert said when the state was putting all kinds of restraints on districts regarding Act 72 it made no provisions for funding the cost of new construction, citing the provisions of the exceptions listed under the Act. He would not support Act 72.

There was a brief discussion about the order of the resolutions, the statement, and the voting procedure. In response to the suggestion by Mr. Ballard for a ballot vote, Mr. Robert said he wanted his vote recorded in a roll call vote. Mrs. Thompson said she agreed with the other board members, adding the Board has tried to inform the public through public hearings. One of the citizens commented on only 80 people attending and indicated that whatever the Board decided is the right thing. She thanked the public for their support, indicating that a majority of the comments urged the Board not to opt in to Act 72.

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

Aye: Ballard, Earnshaw, Fuller, Gannon, Kowalchuk, Richwine, Robert, Thompson-----8  
Absent: Thomas-----1

Motion by Thompson, Seconded by Robert

RESOLVED, That the East Penn Board of School Directors impose an additional earned income tax upon residents of the East Penn School District pursuant to Act 72 of 2004 for the purpose of qualifying the East Penn School District to receive property tax relief allocations provided for under Act 72, allocations that can occur only by means of revenues derived from taxes or assessments by the Commonwealth of Pennsylvania upon gambling activity as provided for in Act 71 of 2004 for the reasons listed above.

This resolution was defeated by the following roll call vote:

Nay: Ballard, Earnshaw, Fuller, Gannon, Kowalchuk, Richwine, Robert, Thompson-----8  
Absent: Thomas-----1

5. 2005-06 Tentative Budget Adoption

Motion by Ballard, Seconded by Richwine

RESOLVED, That the East Penn Board of School Directors adopt the tentative 2005/06 Budget in the amount of \$91,141,440  
With the following tax levies:

38.83 mills on the assessed valuation of real estate  
1/2% (.005) Act 511 Earned Income Tax  
1% Act 511 Real Estate Transfer Tax

and,

That the Senior Citizens real estate tax rebate program  
be continued for the 2005/06 year.

Dr. Morgan indicated Priority I personnel is still fluid, noting there are two elementary positions that are being held because administration is following class sizes. She noted that the kindergarten

enrollment came in higher than projected. At this point, Priority I is recommended as it stands. Mr. Reigal said there are not a lot of changes since the meeting two weeks ago. He indicated that the Maintenance Overtime reduction was new (\$24,000) and the additional facilities Usage Billing (\$10,000) had been added. Ms. Gannon had completed some calculations comparing actual budgets to proposed budgets. She concluded that the revenue usually is higher and expenditures are usually under the budget. Ms. Gannon asked if a more accurate fund balance could be reflected. Mr. Reigal responded that the beginning fund balance is the best estimated based on the current status of revenue and expenditures. Mr. Reigal said the interim real estate has not been as high as projected in February. He indicated that the figures are monitored on a weekly basis. Mr. Reigal said they would continue to look at the fund balance for the next month. Ms. Gannon questioned the ending fund balance being \$3,913,657. Mr. Reigal explained that the budgetary reserve is the amount budgeted each year as part of the budget to cover unforeseen expenditures. It is around 5% of the budget. If it is not used during the year, then it becomes part of the fund balance. What is unspent in other accounts is also rolled over for the fund balance. Ms. Gannon again questioned the fund balance amount. Mr. Reigal responded that until it is determined that this 5.2 million dollars is not an accurate estimate it remains the same. He said it is a difficult budget year and they are still working with the budget. Ms. Gannon felt it would be better to get lower estimates rather than lower on the revenue side and higher on the expenditure side. Mr. Reigal said he would stand by the 5.2 million dollar fund balance at this point.

Mr. Richwine said that it is true that with the more rapid growth in real estate taxes revenue has gone ahead of expenditures. We have done better on previous budgets but looking at the current budget, he was not sure where Ms. Gannon wanted to make changes. Looking at the revenue sources and expenses, as budgeted, they are pretty well in balance. Mr. Reigal said we had \$400,000 more than expected because of the increase in the assessed value. Mr. Richwine felt the conservative figures are more reliable. Mr. Ballard said part of this is a philosophy of budgeting. He said the district is budgeting to 95% depending on the swing. He did not find the figures alarming in a budget this size. Mr. Ballard addressed the \$400,000 option for delinquent tax and the fact that it is a one-time option. Mr. Reigal pointed out that Mr. Ballard noted at the last meeting that \$700,000 would have to be cut out of the budget to get it down to 3 mills. Rather than cut positions, at least \$400,000 in revenue could be attained if the district went for the delinquent tax collection option without harming the educational program. Mr. Reigal said that after the first year the tax collection would be a savings of \$80,000. Mr. Ballard commented that it does not balance the revenue and expenditures. Dr. Morgan said positions have not been identified because of the fluid nature. The positions that would be moved from Priority I to II would be the elementary guidance counselor, the School Resource Officer, grounds maintenance, mechanic, and some aide positions. She is working on not adding any aides and see if there could be some compaction of duties. The instructional areas need to be first. Dr. Morgan would cut more from conferences, substitutes, and curriculum rather than just keep eating away at Priority I. Mr. Ballard said he was opposed to one-time revenue tricks and wanted the cuts to be more long term.

Mr. Earnshaw did not want to see one-time revenues. If there was a tentative budget in the 3-mill range, he could support moving the positions out of Priority I and out of the budget. He asked about the per pupil reserve of 8%. Dr. Morgan said they are held for the fluctuation in enrollment until November. Mr. Reigal said that eliminating that area would mean an 8% cut in each building principal's budget. Dr. Morgan said the first time through students can do without some things but it will change the program if what is in place is cut and no new items added. Mr. Earnshaw said he would like to hear from the building principals. He felt the personnel decisions were difficult to make. Dr. Morgan said she would send the impact chart about what would happen with personnel cuts when students cannot be served. Ms. Fuller asked Mr. Reigal what the .5 mills would be between a 3 or 3.5 mill increase. Mr. Reigal said the average assessed value is \$69,000 so .5 mills would be about \$34. She pointed out that for \$34 the district could have the Priority I staff. The Option 1, Priority I would be the route to go. She said having been at a CORE meeting, the SRO is a priority, the home and school visitor, and the LMMS hall monitors. To continue to talk about \$34 for all those Priority I positions shows that it is very good value.

Ms. Gannon said \$34 does not seem very much but it is on top of the other 3 mills. She talked about incurring debt for Eyer MS and putting millage in place. She did not feel this was the year to put every Priority I position in the budget. Mr. Robert thanked the administration for the cuts included in the budget summary. The 8% pupil reserve had been cut in the past but it has occurred in the recent past but decreasing it for one year would not have an impact. He asked what would be the increase for typical taxpayer. Mr. Reigal indicated it would be an increase of about \$220. He also agreed with Mr. Ballard and the one time option of the tax collection. In a very tight budget year, Mr. Robert felt they needed to be as fiscally responsible as possible. He would recommend the millage be 38.5 and eliminate the \$400,000 delinquent tax option. He could support a budget in the 3.2 mill range. Dr. Morgan said that whatever millage is decided, the administration will come back with the best recommendation they could to achieve the mission. When the Board comes to an agreement tonight, the next step will be to come back to the Board and to say what is the best that can be done with that direction. In response to Mr. Robert's question, Mr. Reigal indicated that he had provided the Board with the maximum millage increase if the

district was under Act 72. He indicated there was a huge exception for the debt increase. Ms. Fuller said the Board has agreed to not opt into Act 72 but there are powers moving in the state that might push the district in that direction. The budget that is created here this year will be the base for future budgets. It was her concern that positions that are needed be incorporated into this year's budget because they may not be possible in the future. Mr. Earnshaw said the projected cost was \$57,000 for the SRO and asked if it does represent the full year cost of the officer and benefits. Dr. Morgan said the cost is based on the Borough contract and does not include the summer. She indicated that this has a long history (10 to 12 years) including applying for the federal grant. The current chief is very involved in the district and it takes movement on both the part of the Borough and the Board. The Borough sees this as a positive. Dr. Morgan said the Board has never shown willingness or direction to go ahead. There are already people on the police force that would be in line for this position. The earliest this could happen is in September. Dr. Morgan indicated that the Borough might have changed their mind. Mr. Earnshaw questioned how often the police are called to the high school. It was estimated that 60% of the officer's time would be in the high school. Mr. Earnshaw also said he would need more data before he supported the home and school visitor. Dr. Morgan pointed out that the home and school visitor is already in Priority II so there was no reason to create data for a position that is not being recommended.

Mr. Ballard said he leaned toward a 3.2 millage increase in the tentative budget. He thought the delinquent tax collector might be a one-time option to help fund Eyer. He said he has no position on the SRO but he would not support any budget with the SRO unless there was a draft of a policy. Ms. Kowalchuk said the Board is just approving a tentative budget not necessarily positions. She wanted to clarify the aides and the status. Dr. Morgan said she would cut back and not add. Ms. Kowalchuk asked for the revised Priority list for the next meeting. She said she would like to see some data about the SRO. She has worked in social services and has seen how they helped families. She said she is open to the discussion but she is uncomfortable with an armed officer in the high school. Dr. Morgan said in previous years when this was discussed with administrators and SROs from around the area there was a lot of anecdotal information that is probably out of date. Ms. Kowalchuk asked if an additional assistant principal has been proposed. Mr. Robert said the discussions about the SRO and home and school visitor deviated from the core discussion of the budget. He felt the positions should be looked at as an overall plan. It involves pieces of Triad that must be pulled together as a comprehensive program. Dr. Morgan said Take Back Our Children was about the whole area of the charges. These positions bring knowledge that is not currently in the district. Dr. Morgan concurred with Mr. Robert that it is part of the big picture. Ms. Gannon said she would like to see other alternatives rather than an armed police official. She is opposed to an SRO but would support pursuing the delinquent tax collector. She would support a 3.0 mill increase and would support something less. Mr. Richwine asked about Mr. Ballard's issue with the SRO and asked if he was aware of what other districts have done regarding the issues raised. East Penn is actually one of the few districts who does not have an officer. Mr. Ballard cited information that he has seen regarding the legal issues and the policies. Miss Birdsell has pursued policies through both NSBA and PSBA.

Mr. Richwine asked when the 5% budgetary reserve was put in place. He also talked about the years when there was a zero mill increase and how it would have been beneficial to raise the millage in smaller increments so there would not be such a large increase this year. The following motion to amend was introduced:

Motion by Earnshaw, Seconded by Robert  
RESOLVED, That the East Penn Board of School Directors adopt the tentative 2005/06 Budget in the amount of \$90,820,002 With the following tax levies:

38.60 mills on the assessed valuation of real estate  
1/2% (.005) Act 511 Earned Income Tax  
1% Act 511 Real Estate Transfer Tax

and,

That the Senior Citizens real estate tax rebate program be continued for the 2005/06 year.

This represents a 3.29 mill increase.

This resolution was duly adopted by the following roll call vote:  
Aye: Ballard, Earnshaw, Kowalchuk, Richwine, Robert, Thompson-----6  
Nay: Fuller, Gannon-----2  
Absent: Thomas-----1

Mrs. Thompson said the best budget scenario is when everyone feels some pain. She felt the taxpayers would feel the pain and the school district. She felt it was a compromise that would work.

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

Amy Treichler, Librarian at Lower Macungie MS, effective June 16, 2005 (Exhibit 1)

Kathy Murphy, Administrative Assistant at Emmaus HS, effective September 6, 2005 (Exhibit 2)

Carol Spaide, Health Room Aide at Eyer MS, effective June 16, 2005 (Exhibit 3)

Rodney Miller, Teacher Aide at Emmaus HS, effective May 27, 2005 (Exhibit 4)

Leaves as Per Collective Bargaining Agreement

Employee: Maureen Leitzel, Eyer Reading Seminar  
Effective: 2005-06 School Year

Employee: Jill Hammer, Grade 5, Lincoln School  
Effective: 2005-06 School Year

General Leave of Absence

Employee: Stephanie Mann, Eyer MS, Special Education  
Effective: 2005-06 School Year

Temporary Professional Employee Appointment

Name/Address: Tanya Piasecki  
421 McKeever Lane, Northampton 18067  
Education Level: B. S. Degree (2003)  
Undergraduate School: Shippensburg University  
Certification: Instructional I, Elementary  
Assignment: Grade 1, Jefferson School  
Vacancy created by retirement of D. Windt and subsequent transfers.  
Effective: August 29, 2005  
Experience: 9/03-04: Allentown Diocese  
9/04-Present: East Penn SD  
Salary: \$39,200 (Step B, Year 2, Col. B)

Co-Curricular Advisor

Darlene Kale                      Fencing Club, Emmaus HS                      Volunteer

Ms. Kowalchuk commented positively on someone coaching the Fencing Club.

Change of Employment Status

Employee: Lisa Schupp, Teacher Aide  
From: Lower Macungie Elementary School  
To: Eyer MS

Additions to the 2005-06 Per Diem Substitute List

Jeremy Hess, Social Studies  
Kristen Swanson, Elementary/Special Education  
Rachel Kollar, Elementary  
Gretchen Titmas, Elementary

2005 Emmaus High School Graduates (Exhibit 5)

That the East Penn Board of School Directors approve the list of students in the Class of 2005 for graduation.

Educational Conferences (Exhibit 6)

That the East Penn Board of School Directors approve the expenses for the individuals attending the educational conferences listed on Exhibit 6.

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

Aye: Ballard, Earnshaw, Fuller, Gannon, Kowalchuk, Richwine, Robert, Thompson-8

Absent: Thomas-----1

Informational

Mrs. Thompson commented on the Lunch Lines publication that included the picture of a board member at the Nutrition Fair. She commented on how much her grandchildren and family enjoyed the day. She felt it was very positive.

She commented on the courses being offered so students could take required courses during the summer. Dr. Morgan said it would also help with the LCTI scheduling.

-Update on Redistricting

Dr. Morgan said the administration went back to take a look at the Upper Milford redistricting, noting that this report will bring closure to the issue. There has always been priority for day care and those people need to get an answer so they can make their arrangements. The second area of priority has been sibling requests and a variety of issues. The district has been very accommodating as long as there was a legitimate request. The approval is only granted for one year. People will also be required to provide transportation. The enrollments are pretty well balanced at this time.

Ms. Daniel described the impact of the requests by a few residents of Upper Milford. Currently, the way the attendance areas are split, the Upper Milford/Zionsville students are already split between Kings Highway and Macungie Schools. This has not been a group together. Ms. Daniel reviewed the number of students that were divided into three sections. She noted that the schools did not have the capacity to put a whole school into one building. If this would happen, then the administration would have to redo the students who have already been assigned. She explained the various scenarios considered and the impact on students currently assigned. It would also change the class sizes at Macungie by increasing to 24-29 class size; Shoemaker would be 18-25; and at Lincoln it would take students from 22-28 to 13-22. She noted that there have been 110 requests to attend schools outside their attendance areas with Macungie School having the greatest number of requests for attendance from outside the assigned attendance areas. Dr. Morgan said there does not seem to be any question the downside will outweigh any benefits. Overall there are 100 requests on hold across the district because of the 13 requests from the Upper Milford/Zionsville area. The administration has looked at it thoroughly and she was recommending that the district remain with the plan. Mr. Ballard said there is no way to do this without discomfort. Dr. Morgan said 1998 was the last year for redistricting and at that redistricting there was a change of 60% of the assignments. This redistricting affected 20% of the students. Mr. Earnshaw relayed his personal experience on changing schools, noting his siblings do not bear any long-term scars. He said elementary students would have wonderful opportunities no matter which school they attend. Ms. Fuller thanked Dee Barebo for preparing her children for the change. Kids take the lead from the parents and the children reflect the expectation that the parent provides.

-Administrative Reports (See Exhibit Section)

Mrs. Thompson commented on the positive activities mentioned in the reports.

-Professional Transfer List (See Exhibit 7)

Dr. Morgan commented on the transfers by teachers who are looking for personal growth as well as being reassigned because of the closing of Kings Highway and Lower Macungie Elementary School.

7. Education

1. Modification to Emmaus High School Graduation Requirements

Motion by Ballard, Seconded by Gannon

RESOLVED, That the East Penn Board of School Directors approve the following modifications to the Emmaus High School Graduation Requirements for those students who opt to enroll in an Lehigh Career and Technical Institute program as ninth graders:

- Students will take 3 rather than 4 Wellness/Fitness courses, one of which may be Aquatics
- Students will take Wellness/Fitness in Grades 10 and 12 only, rather than every year
- Students will not be required to take the Driver Education Course, but may take it as an elective in their senior year or in summer school, if offered.
- Students will not be required to take one semester of an individual computer applications course, but may take it as an elective in their senior year or in summer school, if offered.

Note: The Tenth Grade Health and Wellness/Fitness Course and the Eleventh Grade World Studies social studies course will be taught at LCTI.

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

Aye: Ballard, Earnshaw, Fuller, Gannon, Kowalchuk, Richwine, Robert, Thompson----8

Absent: Thomas-----1

2. Textbook Adoption – Second Reading (Exhibit 8)

The textbooks will be available in the Curriculum Library until June 10. A resolution for adoption will be presented at the June 13 Board Meeting.

8. Facilities

1. Approval of PLANCON K: Project Refinancing (Exhibit 9)

Motion by Ballard, Seconded by Robert

RESOLVED, That the East Penn Board of School Directors approve Plancon K, Project Refinancing, General Obligation Bond Series of 2005.

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

Aye: Ballard, Earnshaw, Fuller, Gannon, Kowalchuk, Richwine, Robert, Thompson----8

Absent: Thomas-----1

9. Business Operations

1. Bill List Approval

Motion by Earnshaw, 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.

#### Appointment of Auditor

RESOLVED, That the East Penn School Directors appoint the audit firm of Hutchinson, Gorman & Freeh, P.C. to audit the records of The East Penn School District for the year ended June 30, 2005 at a fee of \$29,000, and a single audit fee of \$2,800, if necessary, per their letter of engagement dated March 24, 2005.

#### Appointment of Treasurer & Board Secretary

RESOLVED, That Mr. Gary E. Reigal be appointed as Treasurer; that the Term of office shall be for one year, July 1, 2005 to June 30, 2006; 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; and,

Be it further

RESOLVED, That Miss Cecilia R. Birdsell be re-appointed as Board Secretary for a four year term effective July 1, 2005 to June 30, 2009 and that she be directed to perform such duties, as are appropriate for the position in accordance with the Public School Code of 1949 as Amended and implement relevant local regulations at the direction of the Board of School Directors and the Superintendent of Schools; and, that the Board Secretary's bond be set at \$20,000.

Mr. Earnshaw thanked Mr. Reigal and Miss Birdsell for their diligent service to the Board.

#### Designation of 2005-2006 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 2005-06 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 Star Savings Bank  
Citizens Bank

#### Earned Income Tax Commission

RESOLVED, That the East Penn Board of School Directors set the Following commission 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, 2005 through June 30, 2006:

Borough of Alburtis 5%, plus 1/2 of printing & postage costs

Borough of Emmaus 2.5%



Borough of Macungie	5%, plus 1/2 of printing & postage costs
Lower Macungie Twnshp.	1/2 of cost of salaries, fringe benefits, and Office expense of the EIT office.
Upper Milford Twnshp.	5%, plus 1/2 of printing & postage costs

Earned Income Tax Bonds

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

Borough of Alburtis  
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 Township

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

This resolution was duly adopted by the following roll call vote:  
Aye: Ballard, Earnshaw, Fuller, Gannon, Kowalchuk, Richwine, Robert, Thompson----8  
Absent: Thomas-----1

2. Delinquent EIT Costs of Collection (Exhibit 10)

Motion by Earnshaw, Seconded by Ballard  
RESOLVED, That, in accordance with Act 192, of 2004, The East Penn Board of School Directors adopt the cost of collection Schedule submitted by the Emmaus Borough Local EIT Collector, Berkheimer.

Please note: This resolution has been reviewed by Atty. Fisher.

Mrs. Thompson said she has a problem collecting from people who are having difficulty paying their taxes. This is for people who have not returned their tax returns.

This resolution was duly adopted by the following roll call vote:  
Aye: Ballard, Earnshaw, Fuller, Gannon, Kowalchuk, Richwine, Robert, -----7  
Nay: Thompson-----1  
Absent: Thomas-----1

3. 2005 Capital Projects

Motion by Earnshaw, Seconded by Robert  
RESOLVED, That the East Penn Board of School Directors authorize the Administration to submit all documents requiring approval From state and local agencies for the projects as presented In the 2005/06 Capital Reserve Fund Budget.

This resolution was duly adopted by the following roll call vote:  
Aye: Ballard, Earnshaw, Fuller, Gannon, Kowalchuk, Richwine, Robert, Thompson----8  
Absent: Thomas-----1

4. Construction Fund Payments (Exhibit 11)

Motion by Ballard, Seconded by Robert  
RESOLVED, That the East Penn Board of School Directors authorize the payment of funds from the Capital Reserve Account and General Obligation Bond Series A of 2004 for the items listed on Exhibit 11.

This resolution was duly adopted by the following roll call vote:  
Aye: Ballard, Earnshaw, Fuller, Gannon, Kowalchuk, Richwine, Robert, Thompson----8  
Absent: Thomas-----1

Bid Award – Diesel Fuel & Fuel Oil

RESOLVED, That the East Penn Board of School Directors award the contracts for Diesel Fuel & Fuel Oil as follows:

Diesel Fuel: Reimer Brothers, Inc.  
P. O. Box 16, Bangor, PA

Diesel Cost: Opis average rack price plus delivery/transportation cost of \$.0205.

Fuel Oil: Reimer Brothers, Inc.  
P. O. Box 16, Bangor, PA

Heating Oil Cost: Opis average rack price plus delivery/transportation cost of \$.0265.

This resolution was duly adopted by the following roll call vote:  
Aye: Ballard, Earnshaw, Fuller, Gannon, Kowalchuk, Richwine, Robert, Thompson----8  
Absent: Thomas-----1

5. Bid Opening Reports – Exhibit 12

-General School Supplies  
-Diesel Fuel & Fuel Oil

13. Announcements

Monday, May 23 6:30 p.m.-CLEAR Session (Personnel)  
7:30 p.m.-Board Meeting, Board Room

Tuesday, May 24 7:00 p.m.-Policy Committee Meeting  
Board Room

Monday, May 30 Memorial Day-All Schools & Offices Closed

Monday, June 13 **7: 30 p.m. -Board Meeting – Emmaus HS Auditorium (Please note change in location.)**

The final report for Take Back Our Children Initiative will be given to the Board and Community as part of the regular meeting.

14. Other

Ms. Kowalchuk requested the agenda be on the website so people can access it over the weekend.

15. Adjourn

There being no further business to come before the Board, the meeting was adjourned, upon motion, at 10:17 p.m.

Cecilia R. Birdsell, Board Secretary

## ORDER OF BUSINESS

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

President Ann Thompson called the meeting of the East Penn Board of School Directors to order at 7:40 p.m. in the Auditorium of Emmaus High School, 500 Macungie Avenue, Emmaus, PA, followed by the Pledge of Allegiance.

Board Members Present: C. H. Ballard, A. Earnshaw, F. Fuller, E. Gannon, S. Kowalchuk, T. Richwine,  
V. Thomas, A. Thompson

Board Member Absent: M. Robert

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

Secretary: Cecilia R. Birdsell

Treasurer: Gary Reigal

Superintendent of Schools: Dr. Alrita L. Morgan

Press Present: Randy Kraft, Morning Call Reporter

Loretta Fenstermacher, East Penn Press Reporter

Two students from a physics class at Emmaus High School presented retiring Assistant Superintendent Dr. Jerry Zinner with a rocket and a bridge in recognition of his support for the activities of the class, including the annual trip to Great Adventure.

### 2. Requests to Address the Board

President Ann Thompson explained that when someone addresses the Board they should not be discussing specific individuals or students. The person should deal with the appropriate administrator.

Cindy Bailey, 2549 Chandler Court, Macungie criticized the district for relocating a special needs class to Alburtis School, claiming it was segregating these students. She also complained that Dr. Murphy and Dr. Morgan had not returned her calls. She claimed that this would be the first of the board meetings she would be attending.

President Thompson also noted that she had attended the closing ceremonies for both the Lower Macungie Elementary School and Kings Highway Elementary Schools. Mrs. Thompson said she could see the community spirit of the residents of Upper Milford Township. She also commented on the Senior and Undergraduate Award ceremonies. She congratulated Dr. Morgan for being a nominee for the Athena Award sponsored by the Greater Lehigh Valley Chamber of Commerce. Mrs. Thompson concluded that there had been a lot of positive experiences.

### 3. Take Back Our Children: An East Penn Community Initiative (Final Report)

Dr. Morgan provided the background information on how the Take Back initiative was introduced by former Board President Jeff DeHaan who had the vision to believe the district needed to address the destructive behavior of students. On April 14, 2004, the community and district came together to discuss the issue, share experiences, and decide on a direction. Task Groups were then formed and have worked over the past year to develop outcomes, programs, or other procedures. Dr. Morgan thanked everyone who was involved in the initiative. The report is available on the website or by contacting Dr. Denise Torma. Mrs. Thompson read the attached letter that was received from Mr. DeHaan.

Dr. Denise Torma, Director of Information and Research, introduced the presenters of the Outcome Task Groups who then explained what had been accomplished. Listed below is a synopsis of the presentations. The complete report is attached to the permanent minutes of this meeting.

#### Outcome 1 Task Group

Ms. Alene Kraus, Chairperson, described the Guide for Community Resources that was developed and research by the Committee. Judy Knoop, Lehigh Valley Hospital, and Pam Stiles, Guidance Counselor, were responsible for sifting and sorting through the information to develop a guide that would work for the East Penn community. The group is working on a credit card size guide and the district web master will provide links to schools. The emergency phone numbers will be included in the district calendar. Dr. Michael Murphy, Director of Pupil Personnel Services, reported that the Student Assistance Program was promoted; the Safe Schools Committee will be offering presentations about cyber bullying and identity theft in the Fall of 2005. He noted that there was a need to revise the procedures to ensure that all students, who are involved in mental health interventions, receive a teaming overview to include parents as they return to school. Dr. Murphy explained the training of one of our guidance counselors and one of

our school psychologists in the Columbia University Teen Screen Program for middle and high school levels. The Crisis Assistance Guides for each building in the district were edited and reviewed. Mr. Peter Schutzler, Assistant Principal of Lower Macungie MS, talked about the "Who Do You Trust" and Big Changes, Big Choices assemblies at the middle level. Mr. Dan Griesbaum, Assistant Principal at Emmaus HS, reported on the locker search with drug sniffing dogs during the school day under a school-wide lockdown. He was pleased to report that no drugs were found. They are planning to conduct the activity again next year. Ms. Kraus spoke about the Operation Safe Student program that involved students and staff, police officers, community businesses and churches, and parents. Mike Adams and Lisa Simon from ALERT Partnership were instrumental in starting this program. Ms. Simon designed the poster that was distributed to senior homerooms and local businesses. The junior and senior homeroom teachers distributed bracelets to their students inscribed with "everyone matters." The 2005 EHS After Ball Party was attended by over 545 students. Over 150 businesses showed their support by donating food, monetary donations, and, as a result over \$10,000 in cash and prizes were awarded.

Other recommendations include investigating an elementary student assistance program sponsored by the PA Department of Education and completing a Cyclical Budget Evaluation Tool for a Home School Visitor.

#### Outcome 2 Task Group

Mr. Peter Schutzler talked about how the group was formed and how they arrived at the list of outcomes. Mr. Wally Vinovskis, Chairperson and a parent of a child at Eyer MS, described how administrators and staff could be more proactive in setting a positive tone in their interactions with parents and students. To accomplish this goal it was suggested that the district provide professional development to all its employees by using programs such as the FISH Philosophy and The Disney Institute Approach to Customer Service. It was suggested that information boards be created in all schools so parents have access to current information. Also suggested was establishing a link on the district and school websites with frequently asked question and consistent topics in principals' monthly newsletters. He said the Task Group thought it was important to extend the programs by the National Coalition Building Institute and the DARE Program to parents. Becky Beidelman, Assistant Principal at Emmaus HS, described the positive feedback. They will be conducting abbreviated versions for ninth grade orientation and try to get parents to sign up for future workshops. Dr. Murphy said they are looking at ways to link parents with the DARE Program as well. Mr. Vinovskis talked about actively involving parents and suggested creating a parent-to-parent school issues panels. He urged the district to explore moving forward with this option and after school programs and activities thus making schools community centers. He thanked Mr. Schutzler and recognized, Bonnie McDonald, Susan Kowalchuk and Nancy Watkins for their work as well. In conclusion, he thanked the Board for taking this initiative. He urged and encouraged the administration and Board to continue the work of the committee.

#### Outcome 3 Task Group

Mrs. Becky Beidelman, Assistant Principal of Emmaus HS, talked about the workshops conducted as part of the ninth grade orientation to the high school. As part of a survey, it was found that gossip was a huge problem. The groups that emerged from the NCBI workshops were surprising. The students indicated they wanted to be more tolerant but did not know how. Through the workshops they learned how to deal with intolerant behavior without becoming abrasive. The goal is to continue the training and it will be required as part of the ninth grade transition to the high school. There is also a goal to retrain Grade 11 students. She thanked Phyllis Alexander and Guillermo Lopez from NCBI for their time. Dr. Murphy talked about the survey being conducted in conjunction with the Weller Center. Melissa Lee from the Weller Health Education Center described the relationship that they have with the district and commended the district for taking this stand. She said districts look to the East Penn School District to set the standard and then a few years later they too try to introduce the same programs. She thanked Air Products for helping them to get started with the survey. Cassie Hilbert from Air Products said they were impressed with the partnership approach that the East Penn School District was willing to undertake. She said that she hoped the district would stay committed to this initiative. Ms. Lee explained the anonymous base line survey for students. Also involved in this study is the staff from the Robert Wood Johnson University Hospital that is the principal hospital for the University of Medicine and Dentistry. Parents would have to opt in to the survey. The final report is expected by July 2005. After that time, Weller is committed to developing a program specifically for this district based on the survey results. The programs will be evaluated. After three years, the Weller Center will be able to give a report as well as the outcomes. This will be at no cost to the school district. She concluded that it is a unique pilot program and the Weller Center is thrilled to be working with the school district.

Ms. Kowalchuk asked how many students took the survey. Ms. Lee indicated that 800 students took the survey.

Dr. Murphy spoke about developing a list of internal resources with staff members' roles and their contact information. He explained that he was working with Board Secretary Cecilia Birdsell to monitor legislation and State Board initiatives that involve policies for anti-bullying and anti-intimidation. PSBA will provide the district with sample policies and guidelines. Mr. Schutzler described the Change of Heart training for parents, students, and teachers at LMMS. He referred to the identified needs and the intended outcomes of the program. The program was conducted in conjunction with United Way and the facilitator was Roberta Meek. This process has built the framework for change. At the sixth grade level, the Mean Streets assembly that defined bullying/intimidation was presented.

Ms. Deborah Janney, Chairperson, said another initiative is to have K-5 assemblies. The Anti-bullying performances Under Construction were presented at four elementary schools during the 2004-05 school year. She indicated that it recommended that the Peer Mediation Program at Emmaus High School would be improved next year. Mr. Ron DeIaco reported that another initiative was to maintain conflict resolution programs at the elementary level. Elementary counselors will be working with the Director of Pupil Personnel Services and other counselors from other levels in prioritizing this activity in the context of the K-12 developmental counseling program. For Grades 1 and 2, the Center for Humanistic Change presented "Peacemaking Skills and Conflict Resolution." The EHS administration is researching peer leadership programs offered by the Princeton Center for Leadership Training.

Ms. Janney said there was a perception that bus drivers did not have enough training in dealing with student behavior. However, the group learned through Laidlaw sources that drivers receive training both on the road and in the classroom and the training is above and beyond what is required by the state. After the presentation, the group decided that there is no need for the district to provide any additional training or in-service workshops for Laidlaw employees. Mr. DeIaco said the Laidlaw personnel reported a lack of support from building administrators and suggested improvement in the areas of staff and administrator presence and increasing participation in the elementary bus safety program offered by Laidlaw. As part of the employee development days held in August, Mrs. Daniel will also provide a concise list of EPSD Board policies that pertain to staff and students and their conduct. Building principals will also review these policies with faculty and staff. Ms. Janney said another recommendation was to increase adult presence in the buildings. A request for two hall monitors at LMMS for 2005-06 was presented. Ms. Janney and Mr. DeIaco reviewed the bus safety program and listed the items discussed. Areas of improvement include empowering middle school students to participate in the report of bus incidents and problems.

Mrs. Linda DeIvernois, Director of Secondary Education, reviewed the transitional activities for various levels of students such as grade 5 classes visiting grade 6 classes and eighth graders visiting ninth grade classrooms; middle level parenting workshops conducted by Dr. George White from Lehigh University; and Guidance Information Nights for the parents of incoming ninth graders and Parent Nights for incoming sixth graders. Dr. Murphy talked about the guidance evaluation report that will continue into the 2005-06 school year.

Dr. Torma thanked all the presenters. Dr. Morgan thanked all the participants, noting that a lot has happened either to strengthen what is already in place or extend it. The whole purpose is to see what is needed and where do we go from here. It would be unfair to not continue some evaluation on a regular basis. Mr. Earnshaw thanked the committee for a fabulous job and talked about engaging the community. He said he was happy to see that there has been a smooth transition into so many of the programs. He expressed his thanks for the many hours contributed. Ms. Fuller said she was impressed by the number of people employed by the district professionally who came back after hours to better the district and the community. She said the requests have been heard and will be evaluated.

The meeting was recessed at 9:15 p.m. and reconvened at 9:25 p.m.

4. Approval of Minutes

Motion by Ballard, Seconded by Gannon

RESOLVED, That the East Penn Board of School Directors approve the minutes of the May 23, 2005 meeting.

This resolution was unanimously adopted by voice vote.

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

1. Personnel

Motion by Earnshaw, Seconded by Gannon

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

Resignations/Retirements

- Nicole Titus, Elementary Teacher, effective immediately (Exhibit 1)
- Erica Coverly, Elementary Teacher, effective immediately (Exhibit 2)
- Karen Caiati, Elementary Teacher, effective immediately (Exhibit 3)
- Kerry Ann Sorrentino, English Teacher at EHS, effective June 16, 2005 (Exhibit 4)
- Leonard Seachrist, Maintenance/Custodial Department at EHS, effective August 5, 2005 (Exhibit 5)
- Kelly Link, Administrative Assistant in the Athletic Office, effective June 10, 2005 (Exhibit 6)
- Georgeanne M. Smith, Study Hall Monitor at Emmaus HS, effective June 3, 2005 (Exhibit 7)
- Judie Zieger-Hemmis, Part-Time Food Service Department, effective June 2, 2005 (Exhibit 8)

Rescind Compensated Professional Leave

That the Compensated Professional Leave approved at the April 11, 2005 meeting for Cathleen O'Connor, School Nurse, for the first semester of the 2005-06 school term be rescinded.

Change in Employment Status

Employee: Claudia Risi, Spanish Teacher, Emmaus HS  
From: Temporary Professional Employee  
To: Professional Employee, tenure was verified by the Upper Darby School District

Employee: Darlene Kale  
From: Fencing Club, Volunteer  
To: Fencing Club, Club B

Additions to the 2005-06 List of Per Diem Substitutes

Pauline Lokay, Food Service Department  
Pamela Henning, Food Service Department

Co-Curricular Advisor

Michael Welsh JV Baseball Coach, Volunteer

Summer Employment – Information Technology Department

Houstin Lee Lichtenwalner, Jr., Returning  
William Burroughs, Returning  
Thomas Johnson, Returning  
Jeffrey Dowgala, Returning  
Micah Roberts, Returning  
Jeffrey McLeod, New  
Brent Zahjradnik, New

Book Repair Program

Ramona Romanik Sharon Woodeshick

Salary: \$7.35/hr.

Appointment of Temporary Professional Employees

Name/Address: Kristi Parcel  
4801 Parkview Drive S., Emmaus  
Education Level: B. S. Degree (2003)  
Undergraduate School: University of Delaware

Certification:	Instructional I, Elementary
Effective:	August 29, 2005
Assignment:	Grade 4, Shoemaker School Vacancy created by resignation of N. Titus and subsequent transfers
Experience:	1/05-Present: East Penn SD 8/03-12/04: Central Bucks SD
Salary:	\$40,200, Step C, Year 3, Col. B
Name/Address:	John Dietrick 6503 Tower Drive, Alexandria, VA 22306
Education Level:	B. S. Degree (1995)
Undergraduate School:	SUNY (Fredonia), NY
Certification:	Instructional I, Business, Computer-Info Tech
Effective:	August 29, 2005
Assignment:	Business, Computer-Info Tech, Emmaus HS Vacancy created by retirement of J. Kleckner & subsequent transfers
Experience:	8/02-Present: Alexandria, VA
Salary:	\$40,700 (Step D, Col. B, Year 4)
Name/Address:	Anne Cherasara 1413 Roberts Avenue, Hazleton 18201
Education Level:	B. S. Degree (1998) M. Ed. Degree (2004)
Undergraduate School:	Penn State University
Graduate School:	Bloomsburg University
Certification:	Instructional I, Businss, Computer-Info Tech
Effective:	August 29, 2005
Assignment:	Business, Computer-Info Tech, Emmaus HS Vacancy created by retirement of E. Lutterschmidt and subsequent transfers
Experience:	3/05-Present: Hazleton SD
Salary:	\$46,300 (Step A, Year 1, Col. M +12)

Full-Time Substitute Teacher Appointments

Name/Address:	Jennifer Corona 3202 Vermont Street, Easton 18045
Education Level:	B. S. Degree (2004)
Undergraduate School:	Kutztown University
Certification:	Instructional I, Elementary
Effective:	August 29, 2005
Assignment:	Grade 6, Lower Macungie MS Opening created by M. Bosse leave.
Experience:	2/05-Present: East Penn SD
Salary:	\$39,700 (Step B, Year 2, Col. B)
Name/Address:	Jacqueline Swauger 1629 W. Congress Street, Allentown 18102
Education Level:	B. S. Degree (1997)
Undergraduate School:	Kutztown University
Certification:	Instructional I, Elementary, Reading Spec.
Effective:	August 29, 2005
Assignment:	Grade 8, Reading Seminar, Eyer MS Opening created by M. Leitzel leave
Experience:	1/05-Present: East Penn SD 9/00-01: Salisbury SD 9/01-12/04: Discovery Pre-School
Salary:	\$39,700 (Step B, Year 2, Col. B)

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.



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

Informational

2005-06 Transfers (Exhibit 10)

6. Education

1. Text Book Adoption – Exhibit 11

Motion by Ballard, Seconded by Gannon  
RESOLVED, That the East Penn Board of School Directors approve the textbooks listed on Exhibit 11 for use in the East Penn School District.

Course of Study Addition to 2005-06 Program of Studies

RESOLVED, That the East Penn Board of School Directors approve the addition of the following course to the 2005-06 EHS Program of Studies:

Course: Dimensions of Communications II  
Grades: Grades 10, 11, 12

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

7. Facilities

1. Bid Opening Report – Tile for Lincoln; Maintenance Equipment for Shoemaker School – Exhibit 12
2. Notice of Intent to Award Contracts

Motion by Gannon, Seconded by Ballard  
RESOLVED, That the East Penn Board of School Directors authorize the issuance of "Notice of Intent to Award Contracts" for the carpet/tile replacement at Lincoln Elementary School to Owen M. Bastian, Inc. Wescosville, PA at a cost of \$17,865.00.

Note 1: Funding for this project, Capital Reserve Fund.

Note 2: All contingent on submittal and approval of the required bonds, certificates of insurance and the required documents from the contractor as specified in the bid instructions and material, and execution of a contract as required in the bid instructions and materials. All of the afore mentioned being completed to the satisfaction of the district solicitor.

Awarding of Maintenance Contract – Shoemaker School

RESOLVED, That the East Penn Board of School Directors award the Shoemaker Elementary School maintenance equipment bid to the following:

Northeast Janitorial Supply	Canns-Bilco
Item #4 – total \$2,200.00	Item #8 – total \$8,760.00

Buy-Rite Equipment Co.	Allen Maintenance Supply Co., Inc.
Items #14&15-total \$1,652.00	Item #6-total \$2,595.00

V&C Accessories	Quaker City paper Co.
Items #9,10-total \$477.00	Items #1,2,3,5,7-total

\$14,564.00

Eagle Maintenance Supply Inc. Del-Val  
Items #11,12,13,116,17,18,19 Item #21-total \$8,850.00  
20,22,23 – total \$10,084.59

Note: No bids were received during bidding. We obtained quotes and are recommending this item to be included with award.

Allied Door & Maintenance Inc.  
Item #24 Security Gates (2)  
Locations - \$6,445.00

Simplex-Grinnell Inc.  
Adding above to fire system - \$3,500.00

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

3. Change Orders, Shoemaker Elementary School

Motion by Earnshaw, Seconded by Gannon  
RESOLVED, That the East Penn Board of School Directors approve change order GC-21 with E.R. Stuebner, Reading, PA for \$28,398.02.

- Provide temporary wall for asbestos abatement operations.
- Re-work counter support panel at administration counter.
- Provide floor finishes in custodial 243
- Provide various credit values for work, either deleted, revised or performed by others.
- Revise roof equipment steel per existing column conditions at roof deck locations.
- Per existing conditions remove unsuitable subfloor. Install new for quarry tile to be installed.
- Revise faculty dining kitchenette per RFP-037 & CCPR 03017.80

Be it further

RESOLVED, That the East Penn Board of School Directors approve change order HVAC-4 with Worth & Company, Pipersville, PA for \$32,172.95.

- Provide and install EPD160 Fireye programmer to the burner control panels.
- Provide ductwork and connections for dining revision
- Spray insulation and fireproofing to the Pod 1 & Pod 2 perimeter at roof deck & walls.

Be it further

RESOLVED That the East Penn Board of School Directors approve change order EC-4 with Wind Gap Electric, Wind Gap, PA for \$8,871.27.

- Replace lower level gym lenses.
- Provide & install S.Q.D. interlock kit for new elevator.
- Patch soffets after removal of existing fixtures for Pods 1,2,3.
- Miscellaneous electrical work above & beyond the contractor labor allowance.
- Extend emergency circuit for lighting per code enforcement official.
- Add light and GFI outlet in elevator pit.
- Revise/change outlets for dining revisions

Be it further

RESOLVED That the East Penn Board of School Directors approve change order PC-1 with JBM Plumbing, Inc., Nazareth, PA for \$10,900.51.

- Replace and insulate (8) eight domestic water main valves in the building

Note The above change orders GC21, HVAC-4, EC-4 and PC-1 had been submitted to and approved by the Department of Education April 25, 2005 and May 11, 2005.

Be it further

RESOLVED That the East Penn Board of School Directors approve change order #01 A,B,C,D for extension of time only of 19 days (phase 1 only) Delivery and start installation July 5, 2005. Substantial completion July 7, 2005 for the following vendors for the Shoemaker Furniture Project.

- Educational Furniture Solutions, Limerick, PA
- Kurtz Brothers, Clearfield, PA.
- Corporate Interiors, East Norriton, PA
- Tanner School Furniture Corp., New Brunswick, NJ.

Be it further

RESOLVED That the East Penn Board of School Directors approve change order #02 A & B for Shoemaker Furniture Project with the following vendors.

- Educational Furniture Solutions, Limerick, PA  
Deduct \$18,126.63 from their contract
- Kurtz Brothers, Clearfield, PA  
Add \$18,126.63 to their contract

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

Aye: Ballard, Earnshaw, Fuller, Gannon, Kowlachuk, Richwine, Thomas, Thompson-8

Absent: Robert-----1

8. Policy

A. Earnshaw  
C. Ballard  
E. Gannon  
F. Fuller

1. Policy Committee Meeting Minutes

Motion by Ballard, Seconded by Gannon

RESOLVED, That the minutes of the April 12, 2005 Policy Committee meeting be attached to the permanent minutes of this meeting.

This resolution was unanimously adopted by voice vote by the Policy Committee members.

2. Board Policy 707, Use of School Facilities, will be presented for final reading at the June 27, 2005 meeting. The policy was reformatted and submitted to the administration to review. The Policy Committee will reconvene in September unless there is an emergency.

9. Other Educational Entities

-Carbon Lehigh Intermediate Unit

T. Richwine

1. Assurance for the Operation of Special Education Services & Programs (Exhibit 13 )

Motion by Richwine, Seconded by Earnshaw

RESOLVED, That the East Penn Board of School Directors approve the Assurance for the Operation of Special Education Services and Programs as presented on Exhibit 13.

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

Mr. Richwine indicated that Scott Kinney, Director of Educational Technology, has accepted a position with the Discovery Channel. Mr. Reigal reported on the increase in expenditures in excess of \$500,000. It appears that the IU has been using improper costs for estimates and now the districts must catch up. These are the real costs. They will not be recovering any short fall from previous years. The IU administration has been meeting with each district. Dr. Morgan said the superintendents have asked for a plan for cost containment. The Business Managers and Superintendents have asked for a monthly monitoring of these costs. Mr. Ballard asked what is happening at the IU. Mr. Richwine indicated that the budget approved by sponsoring districts is not the budget that is involved in this issue. Mr. Reigal indicated that these are IDEA funds that are received by the IU numerous times during the year. The IU was using the IDEA funds to pay bills. None of the districts in the IU have received their IDEA funding for this year. The IU Board has authorized a loan to pay school districts their IDEA funds. Mr. Richwine said what the auditors found was a timing issue. He said what he believed happened was that the IU underestimated the benefits for the employees providing services and it was so great that this year it showed up. They are now billing at what it should cost. Mr. Ballard asked how that could happen. Mr. Richwine said there were communication problems between the departments and this year it was found as part of the audit. Mr. Ballard asked if there was an audit report. Dr. Morgan said Mr. Ballard was asking the same kinds of questions as asked by the superintendents and business managers. When more specific answers are forthcoming, it will be shared with the Board. Dr. Morgan said it is a recent occurrence. Mr. Ballard asked if this could add a half mill to the budget and Mr. Reigal responded affirmatively. Mr. Earnshaw commented on the accounting mismanagement and the impact on the districts who will have to help pay for the interest costs for the loan. Ms. Kowalchuk asked if this could happen again next year. Mr. Reigal said he did not think it will happen again. He thought the audit reports would be looked at carefully as well as the invoices to the schools. Dr. Morgan said the superintendents have asked for a bi-monthly report. Mr. Richwine said there is a new business manager at the IU and the problem has been recognized and will be rectified. Mr. Ballard asked if this has been referred to the Auditor General. Mr. Reigal said the audit should have the findings that will automatically be taken care of through that office.

-Lehigh Career & Technical Institute

F. Fuller  
T. Richwine  
A. Thompson

1. Student Built House Project – Auction – 10 a.m.-June 18, 2005

Ms. Fuller reported on a new program for high school seniors who want a medical career. This program is part of a partnership developed through LCTI, Lehigh Valley Hospital, and Penn State campus. Students will have classroom training in biology and chemistry and spend time (200 clinical hours) in the hospital. Ms. Kowalchuk asked if this affects student's requirements for graduation. Ms. Fuller said there have been meetings with the districts for dispensations. Mrs. Thompson said the program is specifically for students who want to be doctors.

10. 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.

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

Aye: Ballard, Earnshaw, Fuller, Gannon, Kowlachuk, Richwine, Thomas, Thompson-8  
Absent: Robert-----1

2. Special Funds Disbursements (Exhibit 16)

RESOLVED, That the East Penn Board of School Directors authorize the Construction Fund payments from the Capital Reserve Fund and GOB 2004A Bond Issue.

Authorization to Work with Public Financial Management

RESOLVED, That the East Penn Board of School Directors authorize the administration to work with Public Financial Management, Inc., and Rhoads & Sinon LLP to prepare the necessary documents to refinance a part of the 2001A and 2002A bond issues, and receive bids for consideration at the June 27, 2005 Board Meeting.

Mr. Reigal said interest rates have been lower than they have been historically. PFM feels we could save approximately \$240,000. Mr. Richwine asked if they would be expecting to put those funds into capital reserve. Mr. Reigal said that will be the Board's decision.

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

Aye: Ballard, Earnshaw, Fuller, Gannon, Kowalchuk, Richwine, Thomas, Thompson-8

Absent: Robert-----1

2. Bid Award Recommendations: General School Supplies; Medical and Athletic (Exhibit 14 & 15)

Motion by Earnshaw, Seconded by Gannon

RESOLVED, That the East Penn Board of School Directors approve the bid awards for the general school supplies and medical and athletic bids as listed on Exhibits 14 and 15.

Mr. Ballard questioned some of the items under medical goods that appeared to be athletic items and the cost for basketballs. Mr. Reigal explained the bidding process that requires going to bid for items in excess of \$4,000. He said they try to keep the bidding as open and as competitive as possible. Mr. Ballard requested a review of the pricing. Addressing Mr. Ballard about his questions, Ms. Fuller indicated the questions could have been called in. Mr. Ballard responded he was traveling and could not call from the road. Mrs. Thompson said she was familiar with walkie talkies being listed under medical for the girls camp she is involved with next week.

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

Aye: Earnshaw, Fuller, Gannon, Kowalchuk, Richwine, Thomas, Thompson-----7

Nay: Ballard-----1

Absent: Robert-----1

3. 2005-06 Budget

Mr. Reigal said the fund balance is projected to be \$5,688,133. Using the attached handout, he reviewed the adjustments that had been made since the last meeting that with a 3.29 mill increase he was projecting a fund balance of \$477,881 which is the equivalent of .333 mills. Mr. Reigal pointed out the personnel lists. Dr. Morgan said the administration is continuing to look at the sign ups for the high school and enrollments in other areas so this is still fluid and it may be necessary to add a special education teacher and family and consumer science teacher. However, based on enrollments, the administration may be able to reduce a teacher. Ms. Gannon discussed the revenue projections and fund balance for several years and contended that the revenue projections are too conservative. She felt that it should be used to offset any increase in millage. She said revenue continues to grow since 2003-04 and that not only does revenue continue to grow but it also includes the millage increases. She felt that the actual natural growth in revenue has been in the neighborhood of five million dollars. She concluded that she could not support a 3 mill tax increase when there is still more that can be squeezed out of the projections for revenues and expenses. Mr. Earnshaw said he appreciated the depth of her analysis. He said there have been predictions that the real estate bubble is going to burst. Mr. Earnshaw said he was very uncomfortable with overruling Mr. Reigal and telling him that his projections are too conservative. He supported the work Mr. Reigal has done. Mr. Ballard shared Mr. Earnshaw's concerns. He said he took exception with the statement about doing the budget as we should be and the zero budgeting. Mr. Ballard said Mr. Reigal has tightened up previous conservative projections but he said the fact is the revenue has been steady and the projections are reasonably correct for the situation. He also talked about what rating services look at, noting that 5%-8% is not out of line. For a 90 million dollar budget, having a fund balance in the five to seven million dollar range is well within financial guidelines for maintaining sufficient reserves. He concluded he was against going to tighter budgetary estimates in order to have less millage increases. Ms. Kowalchuk asked about the personnel request list and the possible addition of 2 teachers. Dr. Morgan said one of the requested teachers in Priority I may be moved. Dr. Morgan talked about the expected rate of actual building. There are fewer developments in the pipeline based on the amount of land left in the township. Ms. Gannon talked about a large development being put in by a national company. She defended her position that the revenue projections are too conservative. Mr. Earnshaw said he did not disagree about the increase but what are they supposed to do - abandon the budget model of Mr. Reigal. Mr. Ballard said if increased revenue comes in then the Board will know what to do

but cautioned the Board about the ramifications if the revenue does not increase as projected. Ms. Fuller said she agreed with Mr. Ballard and Mr. Earnshaw and Mr. Reigal's projections. Mrs. Thompson commented on the past ten years, noting the revenue has increased each year more than projected. She said concluded that the millage needed to come down. Ms. Gannon talked about the budget reserve and suggested the local sources be reviewed. Dr. Morgan said they will try to tighten up the budget and try to get some kind of reduction. Mrs. Thomas asked if fuel cost had been an item that had increased this past year. Mr. Reigal indicated it was a major increase in the cost of pupil transportation. Mr. Ballard said it was his understanding that most of the districts in the area were raising their budgets/millage around 10%. He said much has been made about the four million dollar contingency fund, pointing out that the district spends approximately seven to eight million dollars a month. He translated that into meaning the district contingency would only have two weeks of operational funds available. He said he would be very hesitant to having less in the contingency fund. Mr. Earnshaw said most of the costs are fixed. Mrs. Thompson requested that a note be made on the agenda when a position is new and whether or not it is in the budget.

11. Announcements

Monday, June 13	6:30 p.m.-CLEAR Session (Personnel and Negotiations), Superintendent's Conference Room
	7:30 p.m.-Board Meeting, Emmaus HS Auditorium
Tuesday, June 14	6:30 p.m.-Commencement, Stabler Arena
Thursday, June 16	Last day for students and faculty
Monday, June 27	7:30 p.m.-Board Meeting, Board Room

12. Other

Ms. Fuller commented on moving board meetings around to different buildings, noting the concerns about Lincoln as an election site. It was also noted that the agenda and tentative budget were on the web.

13. Adjourn

There being no further business to come before the Board, the meeting was adjourned, upon motion, at 10:17 p.m.

Cecilia R. Birdsell, Board Secretary