

**MINUTES**  
**CATASAUQUA AREA SCHOOL DISTRICT**  
**MONTHLY SCHOOL BOARD MEETING**  
**MONDAY, JANUARY 14, 2013**

5211

**PURPOSE** The meeting of the Board of Directors of the Catasauqua Area School District was held on Monday, January 14, 2013 in the District Administration Office Board Room. President Hahn called the meeting to order at 7:00 P.M.

Pledge of Allegiance to the Flag was given.

**ROLL CALL** Members present: Dawn Berrigan, Carol Cunningham (left at 7:50 p.m.)  
Duane Deitrich, Penny Hahn, Mary Alice Hartranft,  
Donald Panto (arrived 7:05 p.m.), and Sally J. Reiss

Member absent: Carol McCarthy and Christine Naegel

Non-members present: Robert J. Spengler, Superintendent  
Christina Lutz-Doemling, Director of Curriculum  
& Assessment  
David Ascani, High School Principal  
Melissa Inselmann, Middle School Principal  
Eric Dauberman, Elementary School Principal  
William Gasper, Facilities Manager  
Wayne Karess, District Network Manager  
Thomas R. Moll, II, Director of Student Activities  
Lois Reed, Business Supervisor  
David Knerr, Solicitor  
Selena Contreras, Student Representative  
Zachary Labezius, Student Representative

Visitors: See list inserted in Permanent Minute Book

**At this time, 7:05 P.M., Board Member Donald Panto arrived at meeting.**

**PRESENTATIONS/  
AUDIENCE INPUT  
ON AGENDA** A. Melissa Inselmann - presented Catasauqua Middle School Star Players of the  
Month for December 2012 with an award

**Grade 5**  
Alyssa Lee

**Grade 6**  
Riley Peters

**Grade 7**  
Iasia Caraballo

**Grade 8**  
Colin Hawk

B. Robert J. Spengler and Student Representatives- School Director Recognition  
Month – Mr. Spengler honored school board members with a cake baked and  
decorated by students at Lehigh Career & Technical Institute and presented  
certificates from PSBA

**ADMINISTRATION/  
BOARD DISCUSSION  
& REPORTS**

- A. Athletics – Thomas R. Moll, II
1. Reported on winter sports season
  2. 2012 Morning Call All-Area Football Team

Zack Bradley	Quarterback
Paryss Marshall	Wide Receiver
Ra'Von Burton	Athlete
Eric Matz	Linebacker
Alex Parker	Defensive Back

2012 Pennsylvania Sportswriters Class AA First Team All-State  
Paryss Marshall

Lehigh Valley Soccer Scholar Athlete  
Melissa Fuhrman
  3. Reported on financial status– good
  4. Volleyball Coach – looking to fill position
- B. Buildings & Grounds – William Gasper
1. Boiler project – working on specifications
  2. Lift was installed in pole building
  3. Discussed Hurricane Sandy roof project
- C. Carbon-Lehigh Intermediate Unit #21 – Penny Hahn
1. Basket raffle proceeds were \$3,000 – went to needy families
  2. Budget went up a small amount
  3. Septic system issues
  4. Jack Houser – retiring
  5. January meeting set for last week of January
- D. Lehigh Career & Technical Institute – Dawn Berrigan  
No report
- E. Borough of Catasauqua – Mary Alice Hartranft  
No report
- F. Borough of North Catasauqua – Duane Deitrich  
No report
- G. Hanover Township – Sally J. Reiss
1. Study on Race Street – warrants no traffic light
  2. Hanover Township – reduce tax rate for 2013
- H. PSBA Liaison Update – Dawn Berrigan
1. Reported on office election process
  2. Magazine set-up change

**ADMINISTRATION/BOARD DISCUSSION & REPORTS (continued)**

- I. Lehigh Valley International Airport – Sally J. Reiss
  - 1. New fuel contract – five years
  - 2. Frontier Airlines leaving April 2013
- J. Student Representatives – Selena Contreras
  - 1. Working on Junior Prom
  - 2. Drama Society – **The King and I** – February 28, March 1, 2, & 3, 2013
  - 3. SADD/Yearbook – Basket Bingo at H.S. – Sun., Feb. 3, 2013 – 1:00 p.m.

**TREASURER'S  
REPORT  
DECEMBER 2012**

Motion by Cunningham, seconded by Berrigan, the report of the Treasurer for December 2012 be approved as presented. Penny Hahn questioned what expenses were paid by student activity account. It was stated that was for the caps and gowns for graduation. Motion carried.

At this time, there was a moment of silence for Jaenis DelosSantos, the high school student that was killed in an auto accident on Race Street.

**APPROVAL OF  
BUDGET  
TRANSFERS  
DECEMBER 2012**

Motion by Reiss, seconded by Deitrich, approving the request for budget transfers for the month of December 2012.

**ROLL CALL VOTE**

Roll Call – Berrigan aye, Cunningham aye, Deitrich aye, Hahn aye, Hartranft aye, Panto aye, and Reiss aye. Zero nay. Motion carried.

**APPROVAL FOR  
PAYMENT OF ALL  
ACCOUNTS PAYABLES  
BILLS - JANUARY 2013**

Motion by Cunningham, seconded by Deitrich, all accounts payables bills as presented in the amount of **\$634,247.09** be approved as follows:

<b>General Fund Bills-A/P Jan. 14, 2013</b>	<b>\$593,537.32</b>
<b>Cafeteria Bills – A/P January 14, 2013</b>	<b><u>40,709.77</u></b>
<b>TOTAL</b>	<b>\$634,247.09</b>

Roll Call – Berrigan aye, Cunningham aye, Deitrich aye, Hahn aye, Hartranft aye, Panto aye, and Reiss aye. Zero nay. Motion carried.

**APPROVAL TO  
RATIFY ALL MANUAL  
BILLS  
DECEMBER 2012**

Motion by Cunningham, seconded by Deitrich, all manual bills as presented in the amount of **\$1,184,519.70** be approved as follows:

<b>General Fund Manual Checks – Dec. 2012</b>	<b>\$ 266,472.52</b>
<b>Payroll – General Fund – Dec. 2012</b>	<b>879,033.65</b>
<b>Payroll – Cafeteria – Dec. 2012</b>	<b>24,928.11</b>
<b>Activities Fund Bills – December 2012</b>	<b><u>14,085.42</u></b>
<b>TOTAL</b>	<b>\$1,184,519.70</b>

Roll Call – Berrigan aye, Cunningham aye, Deitrich aye, Hahn aye, Hartranft aye, Panto aye, and Reiss aye. Zero nay. Motion carried.

**APPROVAL OF TAX  
COLLECTOR  
SALARIES – SALARY  
AND PER BILL  
POSTED AND  
REMITTED TO  
DISTRICT**

Motion by Cunningham, seconded by Hartranft, approving the tax collector salaries as noted for the year 2013.... 4<sup>th</sup> year of 4-year agreement.

**Salary**

\$2,300

paid bi-weekly

**Per Bill**

\$1.30 for paid/posted & remitted to district

paid from/after monthly tax collector's report filed

**ROLL CALL VOTE**

Roll Call – Berrigan aye, Cunningham aye, Deitrich aye, Hahn aye, Hartranft aye, Panto aye, and Reiss aye. Zero nay. Motion carried.

**APPROVAL OF  
RESOLUTION  
DIRECTING LEHIGH  
COUNTY TAX CLAIM  
BUREAU NOT TO  
COLLECT  
DELINQUENT TAXES**

Motion by Cunningham, seconded by Hartranft, approving resolution directing Lehigh County Tax Claim Bureau not to collect delinquent taxes on behalf of the school district.

**ROLL CALL VOTE**

Roll Call – Berrigan aye, Cunningham aye, Deitrich aye, Hahn aye, Hartranft aye, Panto aye, and Reiss aye. Zero nay. Motion carried.

**APPROVAL OF  
RESOLUTION  
DIRECTING  
NORTHAMPTON  
COUNTY TAX CLAIM  
BUREAU NOT TO  
COLLECT  
DELINQUENT TAXES**

Motion by Reiss, seconded by Berrigan, approving resolution directing Northampton County Tax Claim Bureau not to collect delinquent taxes on behalf of the school district.

**ROLL CALL VOTE**

Roll Call – Berrigan aye, Cunningham aye, Deitrich aye, Hahn aye, Hartranft aye, Panto aye, and Reiss aye. Zero nay. Motion carried.

**EXONERATION OF  
TAX COLLECTORS -  
2012-2013 REAL  
ESTATE & INTERIM  
REAL ESTATE  
TAXES**

Motion by Cunningham, seconded by Deitrich, that in accordance with Section 685 of the Public School Code, the tax collectors of the Catasauqua Area School District are hereby exonerated from collecting taxes for the 2012-2013 school year. These taxes are claimed “**delinquent**” and will be submitted to Portnoff Associates for further collection as such. The deadline for collection of these taxes was December 31, 2012.

<u>Tax Collector</u>	<u>Municipality</u>	<u>2012-2013 Base Real Estate</u>
James Delbertis	Catasauqua	\$161,435.72
Cata. Area S.D.	Hanover Twmsp.	\$104,306.28
Donna Schifko	North Catasauqua	<u>\$109,541.14</u>
	<b>Total</b>	<b>\$375,283.14</b>

**ROLL CALL VOTE**

Roll Call – Berrigan aye, Cunningham aye, Deitrich aye, Hahn aye, Hartranft aye, Panto aye, and Reiss aye. Zero nay. Motion carried.

**APPROVAL/RENEWAL OF SERVICE CONTRACTS** Motion by Deitrich, seconded by Hartranft, approving the following property/professional service contracts as listed:

1. Service Provider: Service Electric Telephone  
Service: Telephone service to all district buildings  
Location: Districtwide  
Amount: \$11.50/line/month (current total = 50 lines – plus Federal Tax  
And PA Relay Fees, plus long distance service at \$.04/minute  
Less current E-Rate Discounting (presently 60%)  
Term: July 1, 2013 - June 30, 2018
2. Service Provider: Service Electric Cable TV & Communications, Inc.  
Service: Gigabit and T1 Connectivity between district buildings  
Location: Districtwide  
Amount: \$1,500/month less current E-Rate Discounting (presently 60%)  
Term: July 1, 2013 – June 30, 2018
3. Service Provider: Gaggle.Net  
Service: Student/Teacher E-Mail/Web Hosting Service  
Location: Catasauqua High School and Catasauqua Middle School  
Amount: \$1,860.13 (after expected 60% E-Rate Discounting)  
Term: 7/1/13 – 6/30/14 (this is the 2<sup>nd</sup> one-year extension of contract Covering 7/1/11 – 6/30/13, with two more one-year extensions possible)
4. Service Provider: SchoolWorld, an Edline Solution  
Service: District, Building, and Teacher Web Hosting Services  
Location: Districtwide  
Amount: \$2,200 (after expected 60% E-Rate Discounting)  
Term: 7/1/13 – 6/30/14 (this is the 2<sup>nd</sup> and final one-year extension of Contract covering 7/1/11 – 6/30/13)
5. Service Provider: IntegraOne  
Service: Hardware Support for HP 6200-24G Network Core Switches  
Location: Catasauqua Middle School and Sheckler Elementary School  
Amount: \$696.00  
Term: 3/22/13 – 3/21/14

**ROLL CALL VOTE**

Roll Call – Berrigan aye, Cunningham aye, Deitrich aye, Hahn aye, Hartranft aye, Panto aye, and Reiss aye. Zero nay. Motion carried.

**PERSONNEL  
MATTERS –  
2012-2013  
SCHOOL YEAR**

Motion by Cunningham, seconded by Berrigan, approving personnel for the 2012-2013 school year as follows:

**A. Substitute Employees**

The following applicants have been approved to be added to the substitute employment list for the 2012-2013 school year as follows:

Jillian Galm	Day-to-Day Substitute Teacher
Phuong Huynh	Day-to-Day Substitute Teacher
Kristina Koufalis	Day-to-Day Substitute Teacher
Jason Kremus	Day-to-Day Substitute Teacher
Kimberly Labezius	Day-to-Day Substitute Teacher
Michael Wrecsics	Day-to-Day Substitute Teacher

**B. Removal of Substitute Employees**

The following applicants are approved to be removed from the substitute employment list for the 2012-2013 school year as follows:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
JoAnn Zarambo	Day-to-Day Substitute Teacher	December 29, 2012
Robert Zarambo	Day-to-Day Substitute Teacher	December 29, 2012
Cynthia Doyne	Day-to-Day Substitute Teacher	January 10, 2013

**C. Long-Term Replacement Teacher**

1. Mary Ellen LaDuke

Assignment:	Catasauqua High School
Status:	Long-Term Replacement Teacher
	Family & Consumer Science (replacing Nadia Ross on sabbatical)
Effective:	February 27, 2013 to June 7, 2013
Stipend:	\$120/day

**D. Approval of Student Teachers/Interns**

Approval is requested for the following student teachers/interns as listed:

**Catasauqua Middle School**

<u>Name &amp; College</u>	<u>Area of Certification</u>	<u>Effective</u>
Daniel Christman – Kutztown Univ.	Social Studies – Lisa Roth	Jan. 29 – March 15, 2013

**E. Letter of Resignation**

1. Lindsay Olang (Arndt)

Status:	Head Girls' Volleyball Coach
Assignment:	Athletics – Districtwide
Effective:	Immediately
Reason:	Moved out of state

**PERSONNEL MATTERS – 2012-2013 SCHOOL YEAR (continued)****F. Appointment of Extra-Curricular Positions – 2012-2013 School Year**

It is recommended that the names listed below of extra-curricular positions be appointed as noted for the 2012-2013 school year:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
1. James Kober*	Assistant Baseball Coach	Volunteer
2. John O'Connell	Assistant Softball Coach	Volunteer

\*Pending receipt of required employment forms

Roll Call – Berrigan aye, Cunningham aye, Deitrich aye, Hahn aye, Hartranft aye, Panto aye, and Reiss aye. Zero nay. Motion carried.

**APPROVAL TO ESTABLISH SICK BANK EMPLOYEE #642** Motion by Berrigan, seconded by Cunningham, to establish a sick bank for Employee #642 upon exhaustion of accrued days, effective immediately as a contingency if needed without precedence.

**ROLL CALL VOTE**

Roll Call – Berrigan aye, Cunningham aye, Deitrich aye, Hahn aye, Hartranft aye, Panto aye, and Reiss aye. Zero nay. Motion carried.

**APPROVAL TO ATTEND - CONF. WORKSHOPS, ETC.** Motion by Cunningham, seconded by Hartranft, approving attendance at a conference, workshop, etc., as follows:

- Name of Employees: Lorinne Bodner, Tara Flamisch, Marcia Rich, Christina Snyder, Michele Hillanbrand, and Kelly Strauch  
Sheckler Elementary School Teachers  
David Linton, Jane Bear & Ronald Hassler  
Catasauqua Middle School Teachers

Dates Requested: March 5 – 7, 2013  
Name of Conference: i3 ASSET Leadership Academy III  
Location: Penn State – Malvern Campus - Malvern, PA  
Estimated Cost to District: All expenses, including substitutes paid by i3 ASSET Grant
- Name of Employees: Susan Conner, Michael Conner, Erica Schlamp, Brad Evans, Wendy Laubenstein, Lynn Hurd, Michele Bolza, and Melissa Brown  
Sheckler Elementary School Teachers  
Jeff Jacksits  
Catasauqua Middle School Teacher

Dates Requested: March 12 – 14, 2013  
Name of Conference: i3 ASSET Leadership Academy III  
Location: Bloomsburg, PA  
Estimated Cost to District: All expenses, including substitutes paid by i3 ASSET Grant

**APPROVAL TO ATTEND - CONF. WORKSHOPS, ETC. (continued)**

3. Name of Employees: Karen Dunn, Shannon Wanko, and Valerie Roberts  
Sheckler Elementary School Teachers  
Dates Requested: March 19 – 21, 2013  
Name of Conference: i3 ASSET Leadership Academy III  
Location: Penn State – Malvern Campus - Malvern, PA  
Estimated Cost to District: All expenses, including substitutes paid by i3 ASSET Grant
4. Name of Employees: Claudette Burkner, David Burkner, James Wilson, Deborah  
Deborah Elek, Joanne Santoroski, and Joseph Alley  
Sheckler Elementary School Teachers  
Dates Requested: May 7 – 9, 2013  
Name of Conference: i3 ASSET Leadership Academy III  
Location: Harrisburg, PA  
Estimated Cost to District: All expenses, including substitutes paid by i3 ASSET Grant

Roll Call – Berrigan aye, Cunningham aye, Deitrich aye, Hahn aye, Hartranft aye, Panto aye, and Reiss aye. Zero nay. Motion carried.

**APPROVAL OF  
ACTIVITY ACCOUNT  
2012-2013  
SCHOOL YEAR**

Motion by Cunningham, seconded by Hartranft, approving the following activity account that has been opened during the 2012-2013 school year:

**Hannah Kowaleski Scholarship Fund**

**ROLL CALL VOTE**

Roll Call – Berrigan aye, Cunningham aye, Deitrich aye, Hahn aye, Hartranft aye, Panto aye, and Reiss aye. Zero nay. Motion carried.

**APPROVAL OF HIGH  
SCHOOL CAREER  
PLANNING GUIDE  
2013-2014  
SCHOOL YEAR**

Motion by Cunningham, seconded by Deitrich, approving the Catasauqua High School Career Planning Guide for the 2013-2014 school year as presented.

Roll Call – Berrigan aye, Cunningham aye, Deitrich aye, Hahn aye, Hartranft aye, Panto aye, and Reiss aye. Zero nay. Motion carried.

**APPROVAL OF  
ADDITIONAL REVISED  
BUS & VAN STOPS  
2012-2013  
SCHOOL YEAR  
AS OF JANUARY 2013**

Motion by Deitrich, seconded by Berrigan, approving the additional revised bus/van stops for the 2012-2013 school year, effective January 2013.

Indicated stops are subject to change due to additional student enrollments and or withdrawals, alternate educational placements, new students/changes that occur at an address that is classified by the state as a hazardous road, or change/addition to a student IEP. All revisions to attached will be maintained by the Transportation Operations Office, and be made available at all times. Additionally, changes are stored within the transportation software management system.

**List of Bus Stops inserted in Permanent Minute Book**

**ROLL CALL VOTE**

Roll Call – Berrigan aye, Cunningham aye, Deitrich aye, Hahn aye, Hartranft aye, Panto aye, and Reiss aye. Zero nay. Motion carried.



**At this time, 7:50 P.M., board member Carol Cunningham left meeting.**

**APPROVAL OF  
RESOLUTION NOT  
TO EXCEED INDEX**

Motion by Berrigan, seconded by Hartranft, approving the resolution not to exceed index.

**Resolution inserted in Permanent Minute Book**

**ROLL CALL VOTE**

Roll Call – Berrigan aye, Deitrich aye, Hahn aye, Hartranft aye, Panto aye, and Reiss aye. Zero nay. Motion carried.

**LETTERS OF  
COMMENDATION**

1. Christina Lutz-Doemling
  - A. To David Ascani and David Domchek – Thank You for your efforts to effectively prepare our students and faculty for the Keystone Exams!

**INFORMATION ITEMS**

1. Eric Dauberman
  - A. Think First Bingo
  - B. February 2, 2013 – PSSA Writing Field Test – 3<sup>rd</sup> & 4<sup>th</sup> grades
2. Melissa Inselmann
  - A. Parent Teacher Forum will be meeting Tuesday, January 15, 2013
  - B. January 18, 2013 – Spelling Bee
  - C. Report Cards
3. David Ascani
  - A. Keystone Exams – December 2012 and January 2013
  - B. January 14, 2013 – visitor from Pennsylvania Department of Education unannounced visit
4. Wayne Karess
  - A. Reported on Annual PA Tech Inventory
  - B. E-Rate to continue
5. Thomas R. Moll, II
  - A. February 20, 2013 – OAA will conduct a concussion seminar at Catasauqua High School
6. Robert J. Spengler
  - A. Next month will bring resolution to board for 2009 Bond Issue
7. Donald Panto
  - A. Bond Issue 2009 – when we refinance, keep money we saved – don't spend
8. Penny Hahn
  - A. Committee to saving money looking into student hand held devices

The Medical Academy Charter School has notified us that representatives will be at the Tuesday, February 5, 2013 board meeting to respond to letter.

**NEXT SCHOOL BOARD MEETING DATES**

A. Tuesday, February 5, 2013                      7:00 P.M.                      School Board Meeting

B. Monday, February 11, 2013                      7:00 P.M.                      School Board Meeting

**All of the above meetings will be held in the District Administration Office Board Room.**

**ADJOURNMENT**                      Motion by Hartranft, seconded by Reiss, to adjourn meeting.  
Meeting adjourned at 8:15 P.M.

Respectfully submitted,

Sally J. Reiss  
Secretary

