

MINUTES
CATASAUQUA AREA SCHOOL DISTRICT
SCHOOL BOARD MEETING
MONDAY, SEPTEMBER 9, 2013

5350

PURPOSE The meeting of the Board of Directors of the Catasauqua Area School District was held on Monday, September 9, 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, Duane Deitrich, Mary Alice Hartranft, Penny Hahn, Carol McCarthy (arrived 7:05 P.M.), Christine Naegel, Donald Panto, and Sally J. Reiss

Non-members present: Robert J. Spengler, Superintendent
Christina Lutz-Doemling, Director of Curriculum & Assessment
Kathleen Kotran, Coordinator of Instructional Technology, Federal Programs, and Community Education
Lois Reed, Business Supervisor
Eric Dauberman, Elementary School Principal
Melissa Inselmann, Middle School Principal
David Ascani, High School Principal
William Gasper, Supervisor of Facilities
Wayne Karess, District Network Manager
Thomas R. Moll, II, Director of Student Activities (arrived 7:04 P.M.)
David Knerr, Solicitor
Janae Matos, Student Representative
Rachel Sell, Student Representative

Visitors: See sign-in sheet inserted in Permanent Minute Book

PRESENTATIONS/ AUDIENCE INPUT ON AGENDA A. Medical Academy Charter School Subsidy Deduction Update
Robert J. Spengler – nobody from Medical Academy present;
decided after discussion to return to this item if somebody arrives later

At this time – 7:04 P.M. – Director of Student Activities Thomas R. Moll, II arrived at meeting.

At this time – 7:05 P.M. – school board member Carol McCarthy arrived at meeting.

ADMINISTRATION/BOARD DISCUSSION & REPORTS

- A. Athletics – Thomas R. Moll, II
1. Mr. Moll distributed a hand out listing fall sports win/loss statistics to date
 2. Turnout is great in all sports
 3. Wednesday, September 11, 2013 – P.J. Whelihan's fundraiser
 4. Friday, September 20, 2013 – Alumni Night at Alumni Field – 5:30 P.M.

ADMINISTRATION/BOARD DISCUSSION & REPORTS (continued)

- B. Buildings & Grounds – William Gasper
1. Catasauqua Middle School Boiler Project
 - a. PowerPoint presentation with pictures
 - b. Project is on schedule – boiler due September 16, 2013
 - c. Projected completion date second week of October
 2. Discussed outside custodial service – Melissa Inselmann and William Gasper both said it was positive
- C. Carbon-Lehigh Intermediate Unit #21 – Penny Hahn
1. Girls' Club held this summer – six (6) students at Camp Wood Haven
 2. Boys' Club was not held this summer
- 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
1. Sunday, October 13, 2013 – Autumn Fest
- G. Hanover Township Lehigh County – Sally J. Reiss
No report
- H. PSBA Liaison Update – Dawn Berrigan
1. PSBA vote was held – Sally J. Reiss, Board Secretary, is Catasauqua Area School District voting representative

Vote for President of PSBA

Voting for William S. LaCoff:	Berrigan, Cunningham, Deitrich, Hahn, Hartranft, McCarthy, Naegel, Panto, and Reiss
Voting for Mark B. Miller:	No votes

Vote for Vice President of PSBA

Voting for Larry B. Breech:	Berrigan and Naegel
Voting for Charles H. Ballard:	Cunningham, Deitrich, Hahn, Hartranft, McCarthy, Panto, and Reiss

Vote for Treasurer of PSBA

Voting for Norman G. Hasbrouck:	Berrigan and Naegel
Voting for Otto W. Voit, III:	Cunningham, Deitrich, Hahn, Hartranft, McCarthy, Panto, and Reiss

Vote for At-Large Representative (East) PSBA

Voting for Maura Buri:	Naegel
Voting for Robert M. Schwartz:	Berrigan, Cunningham, Deitrich, Hahn, Hartranft, McCarthy, Panto, and Reiss

ADMINISTRATION/BOARD DISCUSSION & REPORTS (continued)

I. Lehigh Valley International Airport – Sally J. Reiss

No report

J. Student Representatives – Janae Matos and Rachel Sell

1. Good start to opening of school
2. New Student Council Advisor
3. Selling pink t-shirts – proceeds go to Susan G. Komen Breast Cancer

MINUTES APPROVED BOARD MEETING AUGUST 6, 2013 Motion by Cunningham, seconded by Berrigan, the minutes of the board meeting held on August 6, 2013 be approved as presented. Motion carried.

MINUTES APPROVED BOARD MEETING AUGUST 12, 2013 Motion by Cunningham, seconded by Berrigan, the minutes of the board meeting held on August 12, 2013 be approved as presented. Note a correction on page 5326 that the board representative to LCTI is Dawn Berrigan. Motion carried.

TREASURER'S REPORT -AUGUST 2013 Motion by Berrigan, seconded by McCarthy, the report of the Treasurer for August 2013 be approved as presented. Motion carried.

APPROVAL OF BUDGET TRANSFERS AUGUST 2013 Motion by Cunningham, seconded by Berrigan, approving the request for budget transfers for the month of August 2013.

ROLL CALL VOTE

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

APPROVAL FOR PAYMENT OF ALL ACCOUNTS PAYABLES Motion by Reiss, seconded by Cunningham, all accounts payables bills as presented in the amount of **\$914,663.52** be approved as follows:

BILLS - SEPTEMBER 2013	General Fund Bills-A/P Sept. 9, 2013	\$895,646.48
	Cafeteria Bills – A/P Sept. 9, 2013	<u>19,017.04</u>
	TOTAL	\$914,663.52

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

APPROVAL TO RATIFY ALL MANUAL BILLS Motion by Reiss, seconded by Cunningham, all manual bills as presented in the amount of **\$1,374,035.36** be approved as follows:

AUGUST 2013	General Fund Manual Cks. – August 2013	\$181,074.19
	Cafeteria Bills – Manual Checks – August 2013	1,088.33
	2013 Bond Construction Manual Check	4,841.19
	Payroll – General Fund – August 2013	1,177,623.01
	Payroll – Cafeteria – August 2013	8,855.44
	Activity Fund Bills Manual Checks – Aug. 2013	<u>553.20</u>
	TOTAL	\$1,374,035.36

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

APPROVAL/RENEWAL OF SERVICE CONTRACTS Motion by Cunningham, seconded by Deitrich, approving the following property and/or service contracts as noted:

1. Service Provider: All-Around Sports Your Sports Poster Company
Service: Publish sports poster for each season, fall, winter & spring with sponsoring advertisements to be published on the poster. Personal posters will also be provided at no extra cost to the Catasauqua Area School District
Location: Catasauqua High School Athletics
Amount: Payment will be made to school at 17% or \$500/season, whichever is greater and provide them with practice gear for their boys' and girls' basketball teams (up to 25 players) in the first year of the contract, based on all Around Sports selling a minimum of 35 ads on the poster.
Term: 2013-2014 and 2014-2015 school years

ROLL CALL VOTE

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

APPROVAL OF LEASE FOR MAILING SYSTEM Motion by McCarthy, seconded by Hartranft, approving the following lease for a mailing system as noted:

1. Service Provider: Print Management Solutions/Francotyp-Postalia
Service: Includes equipment, meter rental, on-site maintenance (all parts & labor) training, free updates
Location: Administration Office
Amount: \$349/month
Replaces: Three (3) machines at \$181.75 per machine, per month
Term: 63 Months

ROLL CALL VOTE

Roll Call – Berrigan aye, Cunningham aye, Deitrich aye, Hahn aye, Hartranft aye, McCarthy aye, Panto aye, and Reiss aye; Naegel nay. One (1) nay. Motion carried.

PERSONNEL Motion by Cunningham, seconded by Hartranft, approving personnel for the 2013-
MATTERS 2013 school year as follows:
2013-2014
SCHOOL YEAR

A. Substitute Employees

<u>Name</u>	<u>Position</u>
Leanne Heffelfinger	Day-to-Day Substitute Teacher
Terri Ertle	Day-to-Day Substitute Teacher
Ashley Krutsick	Day-to-Day Substitute Teacher
Christopher Kieszek	Day-to-Day Substitute Teacher
Michelle Hock	Day-to-Day Substitute Teacher
Dolores Superka	Substitute Secretary – Administration Office only (this is a re-approval – was removed in error)

ROLL CALL VOTE

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

Motion by Reiss, seconded by Deitrich, approving personnel for the 2013-2014 school year as follows:

B. Maternity Leave of Absence

1. Tara S. Flamisch

Status:	1 st Grade Teacher
Assignment:	Sheckler Elementary School
Effective:	Approximately November 21, 2013
Return to Work:	Six (6) weeks, using available sick and personal days Approximately by January 6, 2014

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

Motion by Cunningham, seconded by Deitrich, approving personnel for the 2013-2014 school year as follows:

I. Confirmation of Salary Placement – Teachers – 2013-2014 School Year

Approval is granted to confirm the salary, placement, educational level, and credits of the professional teaching staff, as reviewed by the Superintendent, for the 2013-2014 school year in compliance with the Collective Bargaining Agreement.

Salary Placement Schedule inserted in Permanent Minute Book

ROLL CALL VOTE

Roll Call – Berrigan aye, Cunningham aye, Deitrich aye, Hahn aye, Hartranft aye, McCarthy aye, Panto aye, and Reiss aye; Naegel nay. One (1) nay. Motion carried.

**APPROVAL OF
PLANNED COURSES
OF STUDY – 2013-2014
SCHOOL YEAR
SHECKLER ELEMENTARY
SCHOOL**

Motion by Reiss, seconded by Cunningham, approving the following planned course of study for the 2013-2014 school year as listed:

Physical Education – Grades K, 1, & 2

ROLL CALL

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

**APPROVAL OF
PLANNED COURSE
OF STUDY – 2013-2014
SCHOOL YEAR
SHECKLER ELEMENTARY
SCHOOL**

Motion by Reiss, seconded by Berrigan, approving the following planned course of study for the 2013-2014 school year as listed:

Physical Education – Grades 3 & 4

ROLL CALL

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

**APPROVAL OF
REVISED VAN/BUS
STOPS FOR THE
2013-2014
SCHOOL YEAR
AS OF SEPT, 2013**

Motion by Cunningham, seconded by Hartranft, approving the revised van/bus stops for the 2013-2014 school year, effective September 2013. Indicated stops are subject to change due to additional student enrollments/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 Operation 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, McCarthy aye, Naegel aye, Panto aye, and Reiss aye. Zero nay. Motion carried.

APPROVAL OF POTENTIAL OVERNIGHT STUDENT ACTIVITY TRIPS Motion by Hartranft, seconded by Deitrich, granting approval for potential overnight student activity trips, Fall 2013-2014, Winter 2013-2014 and Spring 2013 as listed below.

Cross Country

November 1, 2, 2013
Parkview CC Course
Hershey, PA

Boys/ Girls Soccer

November 15, 16, 2013
Hersheypark Stadium
Hershey, PA

Competitive Spirit

January 24, 25, 2014
Giant Center
Hershey, PA

Boys/ Girls Basketball

March 21, 22, 2014
Giant Center
Hershey, PA

Baseball

June 12, 13, 14, 2014
Medlar Field at Lubrano Park
Penn State University
State College, PA

Girls Volleyball

November 15, 16, 2013
Central York High School
York, PA

Football

December 13, 14, 2013
Hersheypark Stadium
Hershey, PA

Wrestling

February 28, March 1, 2014 (Regionals)
Wilson West Lawn High School
Wilson, PA

March 5, 6, 7, 8, 2014 (States)
Giant Center
Hershey, PA

Track and Field

May 22, 23, 24, 2014
Shippensburg University
Shippensburg, PA

Softball

June 12, 13, 14, 2014
Beard Field at Nittany Lion Softball Park
Penn State University
State College, PA

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

- APPROVAL TO PLAN TO REORGANIZE SHECKLER ELEMENTARY SCHOOL TO A K-5 CONFIGURATION** Motion by Reiss, seconded by Cunningham, granting authorization to administration to develop a plan to reorganize Sheckler Elementary School to a K-5 configuration, effective August 2014.
- Roll Call – Berrigan aye, Cunningham aye, Deitrich aye, Hahn aye, Hartranft aye, McCarthy aye, Panto aye, and Reiss aye; Naegel nay. One (1) nay. Motion carried.
- APPROVAL TO PLAN TO INSTITUTE AN ALL-DAY KINDERGARTEN PROGRAM** Motion by Cunningham, seconded by Deitrich, granting authorization to administration to develop a plan to institute an all-day Kindergarten program, effective August 2014.
- Roll Call – Cunningham aye, Deitrich aye, Hahn aye, Hartranft aye, McCarthy aye, Naegel aye, and Panto aye; Berrigan nay and Reiss nay. Two (2) nays. Motion carried.
- APPROVAL TO SEND MEDICAL ACADEMY CHARTER SCHOOL CERTIFIED COMMUNICATION REQUESTING REIMBURSEMENT OF DISTRICT'S BASIC SUBSIDY BY 4:00 P.M. ON MONDAY, SEPTEMBER 16, 2013** Motion by Panto, seconded by Cunningham, to send the Medical Academy Charter School a certified communication stating that the School District expects the Charter School to reimburse the School District by 4:00 pm on Monday, September 16, 2013 for PDE's deduction from the School District's basic education subsidy due to the Charter School's nonpayment of required PSERS contributions, and cordially inviting representatives of the Charter School to attend the regular School Board meeting on October 1, 2013 to explain and discuss the issue and corrective action to avoid the problem in the future, and to provide a written report in advance of the meeting. After that discussion, the Board will consider whether hearings to consider revocation of the Charter School's charter should ensue.
- Roll Call – Berrigan aye, Cunningham aye, Deitrich aye, Hahn aye, Hartranft aye, McCarthy aye, Naegel aye, Panto aye, and Reiss aye. Zero nay. Motion carried.
- LETTERS OF COMMENDATION**
1. From Christina Lutz-Doemling
 - A. To: Tracy Perl – Thank You for the time and effort you devoted to writing high quality physical education planned courses of study!
- INFORMATION ITEMS**
1. Eric Dauberman
 - A. Thursday, September 12, 2013 – Meet The Teacher Night
Phil's French Fries will be out front
 - B. Fire drill/school evacuation drill – held Monday, September 9, 2013
 2. Melissa Inselmann
 - A. Good start to the year
 - B. First Dance – September 13, 2013
 - C. Parent Teacher Forum Meeting – September 17, 2013
 - D. Meet the Teachers – September 19, 2013
 - E. Picture Day – September 26, 2013

INFORMATION ITEMS (continued)

3. David Ascani
 - A. Good start to the year
 - B. Tuesday, September 10, 2013 – Open House

**RECOGNITION OF
GUESTS & VISITORS**

1. Cherie Gebhardt – All-Day Kindergarten would be better than 5th grade at elementary school
2. Heather Fehr - All-Day Kindergarten should be optional – not for all kids
3. Kim Jarrah – In favor of 5th grade back at elementary school, but All-Day Kindergarten should be optional

NEXT SCHOOL BOARD MEETING DATES

- | | | |
|-----------------------------|-----------|----------------------|
| A. Tuesday, October 1, 2013 | 7:00 P.M. | School Board Meeting |
| B. Monday, October 7, 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 Reiss, seconded by Cunningham, to adjourn meeting.
Meeting adjourned at 8:55 P.M.

Respectfully submitted,

Sally J. Reiss
Secretary