

MINUTES
CATASAUQUA AREA SCHOOL DISTRICT
Tuesday, April 11, 2017
7:00 P.M. – District Administration Office

1. CALL TO ORDER **President, Penny Hahn**
President Penny Hahn Called the Meeting to Order at 7:00 P.M

2. PLEDGE OF ALLEGIANCE TO THE FLAG
The Pledge of Allegiance was given

3. ROLL CALL

Board Members		Non Board Members	
Penny Hahn	X	Robert J. Spengler	X
Carol Cunningham	X	Dave Knerr	X
Donald Panto	X	Christina Lutz-Doemling	X
Duane Deitrich		Lois Reed	X
Jason Bashaw	X	Kathleen Kotran	X
Dale Hein	X	Wayne Karess	X
Christine Nace	X	David Ascani	X
Rodney L. Nace	X	Melissa Inselmann	X
Mary Alice Hartranft		Eric Dauberman	X
		Bryan Klass	
Student Representatives		Adam Schnug	
Samuel Safadi		Thomas Moll	X
Sofia Alquirih			

X = Present

Visitors: See List inserted in Permanent Minute Book

4. NOTICE OF EXECUTIVE SESSIONS

An Executive Session for Legal and Personnel Reasons Will be Held Prior to the Meeting at 6:00 P.M. *Executive Session was held from 6:00 P.M. until 6:55 P.M*

5. PRESENTATIONS/AUDIENCE INPUT ON AGENDA

A. Sheckler Elementary School Students of the Month - Eric Dauberman

GRADE 1	GRADE 2	GRADE 3	GRADE 4
Taylor Gannon	Grace DeWalt	Emily DeLong	Juliana Camfield
Brandon Munoz	Shahiem Roberts	Molly Petruno	Owen Dungan
Lacey Biegley			Damien Gomez

B. Catasauqua Middle School Star Players of the Month - Melissa Inselmann

GRADE 5-February	GRADE 6 - February	GRADE 7 - February	GRADE 8 - February
Alex Sasdi	Bruce Fryslin	Lawson Szerencits	John Zappacosta
GRADE 5-March	GRADE 6 - March	GRADE 7 - March	GRADE 8 -March
Hunter Reitz	Skarlett Torres	Sydney Gebhardt	Michaiah Ford

- C. Recognition of Dylan Gino, Distributive Education Clubs of America (DECA) State Executive Council – David Ascani
Dylan Gino was introduced and recognized by Mr. David Ascani and Cyndee Barkley, LCTI DECA Advisor for his accomplishments in representing DECA, LCTI, and the Catasauqua Area School District.
- D. [“What’s So Cool About Manufacturing”](#) - Janine Hemond
Janine Hemond and her 8th grade students presented the video they created for the “What’s So Cool About Manufacturing” contest and received recognition by the Board of Education.

* NOTE: At this time Mrs. Hahn requested Board Action on Item 17L

ROLL CALL VOTE

MOTION BY: Cunningham SECONDED BY: C. Nace

AYE: C. Nace, R. Nace, Hahn, Bashaw, Panto, Hein, Cunningham

NAY: 0

Seven Ayes, Zero Nays, Motion carried

6. ADMINISTRATION/BOARD DISCUSSION & REPORTS

- A. Academics and Education – Christina Lutz-Doemling
Christina Lutz-Doemling provided an overview and status report on the 1308 Grant.
- B. [Finance 2017-2018 Budget Update](#) – Robert J. Spengler
Mr. Spengler provided an overview of the proposed 2017 Budget. Jason Bashaw commended the Administration for its plan to address the Charter School impact on our annual expenditures.
- C. Policy – David Knerr
- Policy #601 - Fiscal Objectives
 - Policy #602 - Budget Preparation and Adoption
 - Policy #808 - Food Services
 - Policy #610 – [Purchases Subject to Bid/Quotation](#) (2nd Reading)
 - Policy #612 – [Purchases Budgeted and Purchases Not Budgeted](#) (2nd Reading)
 - Policy #613 – [Cooperative Purchasing](#) (2nd Reading)
 - Policy #626 – [Procurement Cards](#) (2nd Reading)
 - Policy #628 - [Conflicts of Interest](#) (2nd Reading)
 - Policy #629 - [Federal Fiscal Compliance](#) (2nd Reading)
 - Policy #630 - [Classification of Costs](#) (Federal Programs) (2nd Reading)
 - Policy #631 - [Allowability of Costs](#) (Federal Programs) (2nd Reading)
 - Policy #632 - [Timely Obligation of Funds](#) (Federal Programs) (2nd Reading)
 - Policy #633 - [Cash Management](#) (Federal Programs) (2nd Reading)
 - Policy #634 - [Procurement](#) (Federal Programs) (2nd Reading)
 - Policy #635 - [Management of Property Acquired with Federal Funds](#) (2nd Reading)
 - Policy #636 - [Grant Subrecipient Monitoring Procedures](#) (Federal Programs) (2nd Reading)

Policies 601, 602, and 808 were tabled for discussion until next month.

- D. Athletics-Thomas Moll
Fall and winter athletic updates and accolades were announced. Spring sport programs are at the midpoint of the season.
- E. Carbon Lehigh Intermediate Unit # 21 – Duane Deitrich - *None*
- F. Borough of Catasauqua – Dale Hein
The Lot Consolidation Plan was approved and filed with Lehigh County. The Race Street Bridge project has been delayed until next April 2018. A Walnut Street bridge replacement project is being planned.
- G. Borough of North Catasauqua – Jason Bashaw - *None*
- H. Hanover Township – Lois Reed - *None*
- I. PSBA Liaison Update – Duane Deitrich - *None*
- J. Lehigh Career & Technical Institute Update – Christine Nace - *None*
- K. Student Representatives – Sofia Alquirih and Samuel Safadi - *None*

7. APPROVAL OF MINUTES FROM PRIOR MEETING(S)

A. School Board Meeting Held on February 14, 2017

8. APPROVAL OF TREASURER’S REPORT FOR FEBRUARY 2017

9. APPROVAL TO RATIFY BUDGET TRANSFERS FEBRUARY 2017

10. APPROVAL TO RATIFY PAYMENT OF ALL A/P BILLS MARCH 2017

11. APPROVAL TO RATIFY ALL EXPENSES OTHER THAN A/P FEBRUARY 2017

12. APPROVAL OF TREASURER’S REPORT FOR MARCH 2017

13. APPROVAL OF BUDGET TRANSFERS MARCH 2017

14. APPROVAL FOR PAYMENT OF ALL A/P BILLS APRIL 2017 WITH THE EXCEPTION OF CHECK # 2542 (Albarell-cafe fund) IN THE AMOUNT OF \$188.00

Items 7A, 8, 9, 10, 11, 12, 13 and 14, were combined by Board request

ROLL CALL VOTE

MOTION BY: Cunningham SECONDED BY: C. Nace

AYE: C. Nace, R. Nace, Hahn, Bashaw, Panto, Hein, Cunningham

NAY: 0

Seven Ayes, Zero Nays, Motion carried

14.1 APPROVAL FOR PAYMENT OF CHECK # 2542 (Albarell -cafe fund) IN THE AMOUNT OF \$188.00 APRIL 2017

ROLL CALL VOTE

*MOTION BY: Cunningham SECONDED BY: Hein
AYE: C. Nace, R. Nace, Bashaw, Panto, Hein, Cunningham
NAY: 0
Abstention by Hahn
Six Ayes, Zero Nays, Motion carried*

15. APPROVAL TO RATIFY ALL EXPENSES OTHER THAN A/P MARCH 2017

16. FINANCIAL

A. Approval/Renewal of Service Contracts

The following property/professional service contracts are presented for approval:

- 1. Service Provider: IntegraOne
 - a. Service: HPE Foundation Care for HP 6200-24G-mGBIC Y1 Switch (CMS Core)
 - Amount: \$106.66
 - Term: March 22, 2017 – July 1, 2017
 - b. Service: HPE Foundation Care for HP 5412-92G-POE+-2XG v2 zl Switch (District Core)
 - Amount: \$378.00
 - Term: April 1, 2017 – July 1, 2017
 - c. Service: HPE/Aruba 2920 48G Switch (Server Room)
 - Amount: \$34.07
 - Term: April 1, 2017 – July 1, 2017

Items 15 and 16A, were combined by Board request

ROLL CALL VOTE

*MOTION BY: Cunningham SECONDED BY: Hein
AYE: C. Nace, R. Nace, Hahn, Bashaw, Panto, Hein, Cunningham
NAY: 0
Seven Ayes, Zero Nays, Motion carried*

B. Approval of Lehigh Carbon Community College Proposed 2017-2018 Budget

The Lehigh Carbon Community College Operational Budget for the fiscal year 2017-2018 is presented for approval. The total 2017-2018 operating debt service and capital budgets are \$48,794,629 a decrease of -\$2,115,778 from prior year's revised budget. The Catasauqua Area School District sponsor share will be \$169,044, a decrease of \$5,949 or -3.4% from last year's revised budget.

ROLL CALL VOTE

MOTION BY: Hein SECONDED BY: R. Nace

AYE: C. Nace, R. Nace, Bashaw, Panto, Hein, Cunningham

NAY: Hahn

Six Ayes, One Nay, Motion carried

C. Approval of Carbon-Lehigh Intermediate Unit Budget: 2017-2018

The Carbon-Lehigh Intermediate Unit #21 Operational Budget for the fiscal year 2017-2018 is presented for approval. The total 2017-2018 Operational budget is \$3,212,643 an increase of \$78,510 from prior year's adjusted budget. The total of all Lehigh and Carbon County district contributions of the operating budget is \$823,241, a 0% change. The Catasauqua Area School District share is \$24,859, a decrease of \$6, a decrease of 0.02%.

D. Approval of Lehigh Career & Technical Institute Proposed 2017-2018 Budget

Approval is requested for the 2017-2018 budget of the Lehigh Career & Technical Institute. The total 2017-2018 operating budget is \$26,259,100, an increase of \$651,800, or 2.55% increase from prior year. The Catasauqua Area School District share is \$751,215.54, a decrease of \$12,630 or 1.65% decrease. The proposed Academic Center Budget is \$1,746,300 based on a projected enrollment of 400 total students at a cost of \$4,366 per student. The Catasauqua Area School District share of the Academic Center Budget is \$43,660 an increase of \$1,635 or 3.9% increase.

17. PERSONNEL**A. Substitute**

The following applicants have requested to be added to the substitute employment list for the 2016-2017 school year:

Name	Assignment
Fredericka Bockry	Non-Certified Instructional Aide Substitute /Van Driver Substitute
Yvonne Bachert	Non-Certified Instructional Aide Substitute
Jean Maslany	Custodian Substitute

B. Removal of Substitute Teachers/Aides for the 2016-2017 School Year:

Name	Reason
Wendy Knutsen-Hess	Other Employment

C. Appointment of Extra-Curricular Positions – 2016-2017 School Year

It is recommended that the names listed below of extra-curricular positions be appointed as noted for the 2016-2017 school year

Name	Position	Stipend
Janice Walenta	Middle School Yearbook Advisor	\$517.00
James Snyder	Assistant Baseball Coach	Volunteer *
Norman Best	Assistant Softball Coach	\$2,671.00 *

* Effective March 14, 2017

D. Appointment of Extra-Curricular Positions – 2017-2018 School Year

It is recommended that the names listed below of extra-curricular positions be appointed as noted for the 2017-2018 school year

Name	Position	Stipend
Mikeshia Calhoun	Head Cheerleading Coach	\$2,000.00

E. Intent to Retire

Approval is requested to accept the Intent to Retire, effective at the end of the 2016-2017 school year:

Name	Assignment	Years of Service
Glenn Reightler	High School Teacher	17 Years

F. Retirement

Name	Assignment	Effective Date
Hollis Winkler	Secretary	June 30, 2017
David Dunn	Bus Driver	June 10, 2017

G. Change in Employment Status1. Suzanne Moser

Current Status: Non-Certified Instructional Aide

New Status: High School Secretary

Assignment: Catasauqua High School

Rate of Pay: TBD

Effective: July 1, 2017

H. Resignation

- Name: Shane Brader
Status: PT Student Custodian
Assignment: Districtwide

Reason: Personal
Effective: March 28, 2017

I. Approval for Days Without Pay

1. Name: Cynthia Bass
Reason: Personal
Effective: February 16, 2017 Half Day
2. Name: Susan Lesko
Reason: Personal
Effective: February 27, 2017 Half Day
March 29, 2017 Full Day
April 7, 2017 Full Day
3. Name: Karen Casey
Reason: Personal
Effective: April 18, 2017 Full Day
April 19, 2017 Full Day
April 20, 2017 Full Day
April 21, 2017 Full Day

J. Approval to Temporarily Suspended With Pay Employee #73

Administration recommends suspension of the indicated employee, effective February 21, 2017 through March 8, 2017.

K. Nomination for Appointment

1. Name: Taras Kulinich
Status: Van Driver
Assignment: Districtwide
Rate of Pay: \$17.63 per hour
Benefits: N/A
Effective: March 13, 2017
2. Name: Tamara Miller
Status: Cafeteria Worker
Assignment: Catasauqua Middle School
Rate of Pay: \$10.87 per hour
Benefits: N/A
Effective: April 12, 2017
3. Name: Gavin Phillips *
Status: PT Student Custodian
Assignment: Districtwide
Rate of Pay: \$7.50 per hour

Benefits: N/A
Effective: April 18, 2017

*pending receipt of employment clearances

L. Student Custodian Summer Employment – Summer of 2017

Recommendation to hire the following for districtwide summer employment:

Name	Start/End Time	Pay Rate	Effective
Rebecca James*	7:00 - 12:00	\$7.25/hour	6/12/2017
Nyomi Gonzalez-Evans*	7:00 - 12:00	\$7.25/hour	6/12/2017
Xavier Fryslin*	7:00 - 12:00	\$7.25/hour	7/5/2017
Joseph Prevoznik *	7:00 - 12:00	\$7.25/hour	7/5/2017
Bradshaw Henning *	7:00 - 12:00	\$7.25/hour	7/5/2017
Steven Ritter*	7:00 - 12:00	\$7.50/hour	7/5/2017
Gavin Phillips	7:00 - 12:00	\$7.50/hour	6/12/2017

*pending receipt of employment clearances

* *This item was acted upon during item 5D*

18. BOARD APPROVALS

A. Authorization of Disposal of District Vehicle

Administration requests the approval to dispose, by scrap method, of the following vehicle:

- 2006 Ford Mini School Bus Vin # 1FDWE35P06HA10908

B. Approval of Special Education Services Agreement for the 2017-2018 School Year, Carbon Lehigh Intermediate Unit #21

The Superintendent requests approval of this agreement, providing services for district students with special needs.

C. Approval and Ratification of Emergency Repair and Expense for Catasauqua Middle School Waterline in the Amount of \$37,655.89 .00 paid to Elek Plumbing.

D. Approval of Resolution Rejecting All Bids Received for the Sale of Unused and Unnecessary School District Lands On the West Side of 14th Street (15.62 Acres)

E. Tax Assessment Appeal — 1836 Catasauqua Road

Authorization for the solicitor to settle the tax assessment appeal with regard to 1836 Catasauqua Road (KSW Allentown, LLC) (PIN 641814338565-1) by establishing a new assessed value of \$1,100,000.

- F. Authorization to waive the penalty (\$159.57) and Notice expenses (\$40.26) and accept the face amount (\$1595.67) as payment in full for real estate taxes relative to 266 Edward Lane, Catasauqua, PA 18032.**
- G. Approval of Le-Nor-Co Purchasing Cooperative Joint Purchase Agreement**
- H. Approval of Summer School at Allentown City, Northampton Area, Whitehall-Coplay School Districts, and eBridge Online Academy**
Approval is requested to ask for permission from Allentown City School District, Northampton Area School District, Whitehall-Coplay School District, and eBridge Online Academy to allow students from the Catasauqua Middle School (grades 5, 6, 7 and 8) and the Catasauqua High School (grades 9, 10, 11, and 12) to attend summer school for the Summer of 2017 in the Allentown City School District, Northampton Area School District, Whitehall-Coplay School District, and eBridge Online Academy at a tuition rate designated by their school board, and that tuition payment is the responsibility of the parent/guardian
- I. Approval to Establish a Student Activity Account, CHS Class of 2020**
- J. Approval to Attend Conferences**
- K. Approval of Policies – Second Reading**
Approval is requested for the second reading of the following policies:
- Policy #610 – Purchases Subject to Bid/Quotation (2nd Reading)
 - Policy #612 – Purchases Budgeted and Purchases Not Budgeted (2nd Reading)
 - Policy #613 – Cooperative Purchasing (2nd Reading)
 - Policy #626 – Procurement Cards (2nd Reading)
 - Policy #628 - Conflicts of Interest (2nd Reading)
 - Policy #629 - Federal Fiscal Compliance (2nd Reading)
 - Policy #630 - Classification of Costs (Federal Programs) (2nd Reading)
 - Policy #631 - Allowability of Costs (Federal Programs) (2nd Reading)
 - Policy #632 - Timely Obligation of Funds (Federal Programs) (2nd Reading)
 - Policy #633 - Cash Management (Federal Programs) (2nd Reading)
 - Policy #634 - Procurement (Federal Programs) (2nd Reading)
 - Policy #635 - Management of Property Acquired with Federal Funds(2nd Reading)
 - Policy #636 - Grant Subrecipient Monitoring Procedures (Federal Programs) (2nd Reading)
- L. Approval of Additional Revised Van/Bus Stops – 2016-2017 School Year**
Approval is requested of the revised Van/Bus Stops for the 2016-2017 School Year, effective immediately. 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 will be maintained by the Transportation Operation Office, and will be made available at all times. Additionally, changes are stored within the transportation software management system.

1145 Linden St- Allentown--homeless
23 S Lafayette St, Allentown- Foster
1515 Union St, Allentown- Foster
774 Benton St, Allentown- Foster
780 W Lancaster Ave, Bryn Mawr, PA
1939 Pennsylvania Ave
LV Dual Language

Items 16C, 16D, 17A, 17B, 17C, 17D, 17E, 17F, 17G, 17H, 17I, 17J, 17K, 18A, 18B, 18C, 18D, 18E, 18F, 18G, 18H, 18I, 18J, 18K, and 18L were combined by Board request

ROLL CALL VOTE

MOTION BY: Cunningham SECONDED BY: C. Nace

AYE: C. Nace, R. Nace, Hahn, Bashaw, Panto, Hein, Cunningham

NAY: 0

Seven Ayes, Zero Nays, Motion carried

19. OLD BUSINESS

20. NEW BUSINESS

21. COMMENDATIONS

22. INFORMATION ITEMS

23. CORRESPONDENCE

Items 19, 20, 21,22, and 23 were combined by Board request

Eric Dauberman – Various initiatives and fundraising efforts were highlighted. The Mobil Dentist provided two days of service for Sheckler Students. The new playground equipment installation is near completion. Thank you to the maintenance crew and all others involved in the process.

Melissa Inselmann – Distributed newsletter; SADD project discussed; fundraising efforts were highlighted. PSSA Testing is complete.

Penny Hahn – Proposed we implement some committee structure in the near future. Mr. Spengler will propose a structure and schedule for discussion during the May 9, 2017 Board Meeting.

Robert Spengler – RTKL requests and associated impact were presented and discussed.

Lois Reed – Expressed her gratitude for the Board’s support on hiring summer workers.

Dale Hein – Recognized the passing of Mr. Robert Deibert.

David Ascani – The Play, Grease, was a success. 8th Grade orientation occurred. Faculty trip to LCTI was on April 12, 2017. Various student accolades were acknowledged.

Thomas Moll – Thanked Lois Reed for managing custodial coverage during events.

24. RECOGNITION OF GUESTS & VISITORS

25. NEXT MEETING DATES

A. Tuesday, May 9, 2017 7:00 PM School Board Meeting

26. ADJOURNMENT

MOTION BY: Cunningham

SECONDED BY: Panto

Motion carried

Time Adjourned: 9:22 P.M.

Respectfully submitted,

Duane Deitrich
Secretary