

MINUTES
CATASAUQUA AREA SCHOOL DISTRICT
Tuesday, February 14, 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	X	Lois Reed	X
Jason Bashaw	X	Kathleen Kotran	X
Dale Hein	X	Wayne Karess	X
Christine Nace		David Ascani	X
Rodney L. Nace		Melissa Inselmann	X
Mary Alice Hartranft		Eric Dauberman	X
		Bryan Klass	X
Student Representatives		Adam Schnug	
Samuel Safadi	X	Thomas Moll	
Sofia Alquirih	X		

X = Present

Visitors: See List inserted in Permanent Minute Book

4. **NOTICE OF EXECUTIVE SESSIONS**
 - A. 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 6:50 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
Emery Miller	Reese Savercool	Logan Brown	Owen Smith
Ryan Smith	Kamryn Pushkar	Christopher Wellington	Maya Osorto

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

GRADE 5	GRADE 6	GRADE 7	GRADE 8
Lauren DeLong	Cora Soltis	Caleb Rocca	Cole Schiffer

- C. [Districtwide Bullying Prevention Programs Overview](#) – Shelley Keffer
Shelley Keffer, Amy Dymond-Jones, and Kim Ceccatti provided an overview of the current status of anti-bullying programs.
- D. Sheckler Elementary Birdhouse Project – Eric Dauberman
Daniel Kotran, Brad Evans, and Eric Dauberman presented a proposal to showcase student artwork along the exterior Sheckler school building. Input was provided by board members. A revised plan will be discussed in the near future.

6. ADMINISTRATION/BOARD DISCUSSION & REPORTS

- A. Academics and Education – Christina Lutz-Doemling
An overview of the proposed AP Principles of Computer Science course was provided.

B. Policy – David Knerr

- Policy #610 – [Purchases Subject to Bid/Quotation](#)
- Policy #612 – [Purchases Budgeted and Purchases Not Budgeted](#)
- Policy #613 – [Cooperative Purchasing](#) (redline)
- Policy #626 – [Procurement Cards](#)
- Policy #627 – [Travel Expenses](#) (2nd Reading)
- Policy #628 – [Conflicts of Interest](#)
- Policy #629 – [Federal Fiscal Compliance](#)
- Policy #630 – [Classification of Costs](#) (Federal Programs)
- Policy #631 – [Allowability of Costs](#) (Federal Programs)
- Policy #632 – [Timely Obligation of Funds](#) (Federal Programs)
- Policy #633 – [Cash Management](#) (Federal Programs)
- Policy #634 – [Procurement](#) (Federal Programs)
- Policy #635 – [Management of Property Acquired with Federal Funds](#)
- Policy #636 – [Grant Subrecipient Monitoring Procedures](#) (Federal Programs)
- Policy # 811 – [Transportation Subsidy Management](#) (2nd Reading)
- Policy # 907 – [School Visitors](#) (2nd Reading)

Board Members and Administrators discussed the proposed policies and expressed approval.

- C. Athletics-Thomas Moll - None
- D. Carbon Lehigh Intermediate Unit # 21 – Duane Deitrich
Collective Bargaining negotiations are in process.
- E. Borough of Catasauqua – Dale Hein
The small Race Street bridge will be replaced, beginning September 2017. Impacts were discussed.
- F. Borough of North Catasauqua – Jason Bashaw
There are now five full time and five part-time police officers. A new playground set is being installed currently at the North Catasauqua Playground.

- G. Hanover Township – Lois Reed
LVIA has purchased five properties along Race Street for the road widening project.
- H. PSBA Liaison Update – Duane Deitrich
Top issues include pension reform and tax reform.
- I. Lehigh Career & Technical Institute Update – Christine Nace - None
- J. Student Representatives – Sofia Alquirih and Samuel Safadi - None

7. APPROVAL OF MINUTES FROM PRIOR MEETING(S)

A. School Board Meeting Held on January 17, 2017

8. APPROVAL OF TREASURER’S REPORT FOR JANUARY 2017

9. APPROVAL OF BUDGET TRANSFERS JANUARY 2017

10. APPROVAL FOR PAYMENT OF ALL A/P BILLS FEBRUARY 2017

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

12. FINANCIAL

None

13. PERSONNEL

A. Approval of FMLA Leave of Absence for Employee

Administration recommends approval for FMLA for employee #1342 effective upon exhaustion of all personal and sick leave beginning approximately April 28, 2017.

B. Approval of FMLA Leave of Absence for Employee

Administration recommends approval for FMLA for employee #1111 effective upon exhaustion of all personal and sick leave beginning approximately April 14, 2017.

C. Approval to Establish Sick Bank for Employee Number 781

Approval is requested to establish a sick bank for Employee #781 upon exhaustion of accrued days with the exception of 24 days, effective immediately as contingency if needed, without precedence.

D. Substitute

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

Name	Assignment
Pamela Salgado	Cafeteria Substitute/ Van Driver Substitute
Alison Kocacs	Substitute Teacher

E. 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
1	Trajano Bastidas	Middle School Soccer Coach	\$2671.00
2	James Schaffer	Brown and White Co Advisor	\$1722.50*
3	Erin DeBoer	Brown and White Co Advisor	\$1722.50**
4	Erika Proctor	Assistant Softball Coach	Volunteer
5	Randy Gillespie	Assistant MS Soccer Coach	Volunteer
6	Richard Clancy	Assistant Softball Coach	\$2671.00

*originally approved on August 9, 2016 for incorrect amount of \$1672.50

**originally approved on September 13, 2016 for incorrect amount of \$1672.50

F. Approval for Days Without Pay**1. Cynthia Bass**

Reason: Personal

Effective: January 19, 2017 Half Day, January 20, 2017 Full Day

G. Rescind Intent to Retire

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

Name	Assignment	Years of Service
David Burker	Elementary Teacher	32 Years

H. Nomination for Appointment**1. Nicholas Roberts***

Status: Custodial B

Assignment: Districtwide

Rate of Pay: As Per Collective Bargaining Agreement

Benefits: As Per Collective Bargaining Agreement

Effective: TBD by the Superintendent

2. Tahree Robinson*

Status: Custodial B

Assignment: Districtwide

Rate of Pay: As Per Collective Bargaining Agreement

Benefits: As Per Collective Bargaining Agreement

Effective: TBD by the Superintendent

*pending receipt of employment papers and clearances

I. Change in Employment Status

1. Paul Holaska

Previous Status: Van Driver
 Current Status: Substitute Van Driver
 Assignment: Transportation
 Rate of Pay: \$17.63 per hour
 Effective: January 31, 2017

2. Janice Kovacs

Previous Status: Non Certified Instructional Aide Substitute
 Current Status: Non Certified Instructional Aide
 Assignment: Sheckler Elementary School
 Rate of Pay: \$112.50 per day
 Benefits: As Per Agreement
 Effective: February 6, 2017

14. BOARD APPROVALS

A. School Calendar 2017-2018

Superintendent requests approval of the proposed 2017-2018 school calendar.

B. Authorization to Bid for Fuel Oil 2017-2018

Approval is requested to authorize bidding for fuel oil via Keystone Purchasing Network, Intermediate Unit #16, effective 2017-2018 school year.

C. Approval of Policy – Second Reading

Approval is requested for the second reading of the following policy:

Section: FINANCES
Policy #: 627
Title: Travel Expenses

D. Approval of Policy – Second Reading

Approval is requested for the second reading of the following policy:

Section: OPERATIONS
Policy #: 811
Title: Transportation Subsidy Management

E. Approval of Policy – Second Reading

Approval is requested for the second reading of the following policy:

Section: COMMUNITY
Policy #: 907
Title: School Visitors

F. Approval of Policy – First Reading

Approval is requested for the first reading of the following policy:

Section: FINANCES
Policy #: 610
Title: Purchases Subject to Bid/Quotation

G. Approval of Policy – First Reading

Approval is requested for the first reading of the following policy:

Section: FINANCES
Policy #: 612
Title: Purchases Budgeted and Purchases Not Budgeted

H. Approval of Policy – First Reading

Approval is requested for the first reading of the following policy:

Section: FINANCES
Policy #: 613
Title: Cooperative Purchasing (Redline)

I. Approval of Policy – First Reading

Approval is requested for the first reading of the following policy:

Section: FINANCES
Policy # : 626
Title: Procurement Cards

J. Approval of Policy – First Reading

Approval is requested for the first reading of the following policy:

Section: FINANCES
Policy #: 628
Title: Conflicts of Interest

K. Approval of Policy – First Reading

Approval is requested for the first reading of the following policy:

Section: FINANCES
Policy #: 629
Title: Federal Fiscal Compliance

L. Approval of Policy – First Reading

Approval is requested for the first reading of the following policy:

Section: FINANCES
Policy #: 630
Title: Classification of Costs (Federal Programs)

M. Approval of Policy – First Reading

Approval is requested for the first reading of the following policy:

Section: FINANCES
Policy #: 631
Title: Allowability of Costs (Federal Programs)

N. Approval of Policy – First Reading

Approval is requested for the first reading of the following policy:

Section: FINANCES
Policy #: 632
Title: Timely Obligation of Funds (Federal Programs)

O. Approval of Policy – First Reading

Approval is requested for the first reading of the following policy:

Section: FINANCES
Policy #: 633
Title: Cash Management (Federal Programs)

P. Approval of Policy – First Reading

Approval is requested for the first reading of the following policy:

Section: FINANCES
Policy #: 634
Title: Procurement (Federal Programs)

Q. Approval of Policy – First Reading

Approval is requested for the first reading of the following policy:

Section: FINANCES
Policy #: 635
Title: Management of Property Acquired with Federal Funds

R. Approval of Policy – First Reading

Approval is requested for the first reading of the following policy:

Section: FINANCES
Policy #: 636
Title: Grant Subrecipient Monitoring Procedures (Federal Programs)

S. Approval to Attend Conferences

T. 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.

NONE

Items 7A, 8, 9, 10, 11, 12, 13A, 13B, 13C, 13D, 13E, 13F, 13G, 13H, 13I, 14A, 14B, 14C, 14D, 14E, 14F, 14G, 14H, 14I, 14J, 14K, 14L, 14M, 14N, 14O, 14P, 14Q, 14R, 14S, AND 14T, were combined by Board request

ROLL CALL VOTE

MOTION BY: Cunningham SECONDED BY: Deitrich

AYE: Deitrich, Hein, Panto, Bashaw, Hartranft, Hahn

NAY: 0

Six Ayes, Zero Nays, Motion carried

15. OLD BUSINESS**16. NEW BUSINESS****17. COMMENDATIONS****18. INFORMATION ITEMS****19. CORRESPONDENCE**

Items 15, 16, 17, 18, and 19 were combined by Board request

Eric Dauberman – Various building wide activities were announced. The installation of a new playground set was initiated with the help of our maintenance staff.

Melissa Inselmann – NAEP Testing, along with other activities were announced.

Robert Spengler – Thank you to the maintenance staff for their work on the Sheckler playground renovation. The land sale bid opening is scheduled for March 3, 2017 at 2:00 p.m.

Dale Hein – Inquired if we will be discussing the recently bequeathed gift from Mr. Bruce A. Frankenfield.

David Ascani – Various activities and student accolades were announced.

20. RECOGNITION OF GUESTS & VISITORS

21. NEXT MEETING DATES

A. Tuesday, March 14, 2017 7:00 PM School Board Meeting

22. ADJOURNMENT

MOTION BY: Deitrich

SECONDED BY: Cunningham

Motion carried

Time Adjourned: 9:05 P.M.

Respectfully submitted,

Duane Deitrich
Secretary

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