

MINUTES
CATASAUQUA AREA SCHOOL DISTRICT
MONTHLY SCHOOL BOARD MEETING
MONDAY, MAY 14, 2012

5098

PURPOSE The regular meeting of the Board of Directors of the Catasauqua Area School District was held on Monday, May 14, 2012 in the District Administration Office Board Room. President Penny Hahn called the meeting to order at 7:00 P.M.

ROLL CALL Members present: Dawn Berrigan, Carol Cunningham, Duane Deitrich, Penny Hahn, Mary Alice Hartranft, Carol McCarthy (arrived at 7:01 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
David Ascani, High School Principal
Melissa Inselmann, Middle School Principal
Eric Dauberman, Elementary Principal
William Gasper, Supervisor of Facilities
Lois Reed, Business Supervisor
Wayne Karess, District Network Manager
Thomas R. Moll, II, Director of Student Activities
David Knerr, Solicitor
Taylor Augustine, Student Representative
Andrew Contreras, Student Representative

Visitors: See list inserted in Permanent Minute Book

At this time, 7:01 P.M., board member Carol McCarthy arrived at meeting.

Pledge of Allegiance to the Flag was given

TREASURER Motion by Cunningham to nominate Mr. Donald Panto as School Board Treasurer
ELECTED from July 1, 2012 to June 30, 2013.

JULY 1, 2012 TO
JUNE 30, 2013

Motion by Berrigan to nominate Mrs. Christine Naegel as School Board Treasurer from July 1, 2012 to June 30, 2013.

There being no further nominations, the ballot for nominations for treasurer was closed by Hahn.

TREASURER ELECTED - JULY 1, 2012 TO JUNE 30, 2013 (continued)**ROLL CALL VOTE**

Voting for Mr. Panto – Cunningham aye, Deitrich aye, Hahn aye, Hartranft aye, and Panto aye

Voting for Mrs. Naegel – Berrigan aye, McCarthy aye, Naegel aye, and Reiss aye

On a vote of five (5) for Mr. Panto, and four (4) for Mrs. Naegel, President Penny Hahn cast a ballot for Mr. Donald Panto as Treasurer from July 1, 2012 to June 30, 2013.

NOTICE OF EXECUTIVE SESSIONS

- A. April 10, 2012 - after board meeting for personnel and legal issues
- B. April 16, 2012 - Executive Session was held after budget development presentation during special meeting for personnel and legal issues. Board Members returned to meeting after short Executive Session.
- C. May 9, 2012 – before special board meeting for personnel and legal issues

PRESENTATIONS/AUDIENCE INPUT ON AGENDA

- A. Eric Dauberman - presented Sheckler Elementary School Students of the Month for April 2012 with certificate and gift

Grade 1

Peyton Taniser
Kaylee Weidaw

Grade 2

Lucy Brubaker
Arrianna Perez

Grade 3

Gabriel Del Re
Serenity Rios

Grade 4

Sebastian Arias
Janayshia Brown

Life Skills

Olivia Creyer

- B. Melissa Inselmann - presented Catasauqua Middle School Star Players of the Month for April 2012 with a pin and certificate

Grade 5

Bradley Panto

Grade 6

Andrew Brett

Grade 7

Bekkah Harakal

Grade 8

Scott Glose

COMMITTEE REPORTS

- A. Buildings & Grounds Committee – Sally J. Reiss – meeting held May 8, 2012
See minutes inserted in Permanent Minute Book
- B. Academics & Education Committee-Carol Cunningham-meeting held May 2, 2012
See minutes inserted in Permanent Minute Book
- C. Policy Committee – Mary Alice Hartranft – meeting held May 2, 2012
See minutes inserted in Permanent Minute Book
- E. Lehigh Career & Technical Institute – Carol McCarthy
 - 1. Camp LCTI – new pamphlet

COMMITTEE REPORTS (continued)

J. Student Representatives – Taylor Augustine and Andrew Contreras

1. Senior Class picnic – May 22, 2012
2. Lip sync contest
3. Getting ready for Graduation
4. Prom
5. Spring Sports

MINUTES APPROVED BOARD WORKSHOP MEETING - APRIL 3, 2012 Motion by Cunningham, seconded by Hartranft, the minutes of the board workshop meeting held on April 3, 2012 be approved as presented. Motion carried.

MINUTES APPROVED REGULAR BOARD MEETING - APRIL 10, 2012 Motion by Cunningham, seconded by McCarthy, the minutes of the regular board meeting held on April 10, 2012 be approved as presented. Hahn abstained from voting. Motion carried.

MINUTES APPROVED SPECIAL BOARD MEETING - APRIL 16, 2012 Motion by Cunningham, seconded by Reiss, the minutes of the special board meeting held on April 16, 2012 be approved as presented. Hahn and McCarthy abstained from voting. Motion carried.

TREASURER'S REPORT - APRIL 2012 Motion by Cunningham, seconded by Berrigan, the report of the Treasurer for April 2012 be approved as presented. Motion carried.

APPROVAL OF BUDGET TRANSFERS APRIL 2012 Motion by Berrigan, seconded by McCarthy, approving the request for budget transfers for the month of April 2012.

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 BILLS - MAY 2012 Motion by Reiss, seconded by Deitrich, all accounts payables bills as presented in the amount of **\$1,247,469.22** be approved as follows:

General Fund Bills-A/P May 14, 2012	\$1,211,628.03
Cafeteria Bills – A/P May 14, 2012	<u>35,841.19</u>

TOTAL	\$1,247,469.22
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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
CONSTRUCTION FUND
BILLS** Motion by Reiss, seconded by Deitrich, all construction fund bills as presented in the amount of **\$24,179.01** be approved as follows:

Construction Fund Bills-A/P May 14, 2012	<u>\$24,179.01</u>
TOTAL	\$24,179.01

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
CHECKS
APRIL 2012** Motion by Reiss, seconded by Deitrich, all manual bills as presented in the amount of **\$1,144,673.81** be approved as follows:

General Fund Manual Checks – April 2012	\$ 231,204.79
Payroll – General Fund – April 2012	869,447.18
Payroll – Cafeteria – April 2012	27,418.32
Activities Fund Bills – April 2012	<u>16,603.52</u>
TOTAL	\$1,144,673.81

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 McCarthy, seconded by Cunningham, approving the following property and/or service contracts as noted:

1. Service Provider: BLI Messaging
 Service: Power Announcement Notification Service
 Location: Districtwide
 Amount: \$2,656.35
 Term: July 1, 2012 – June 30, 2013

2. Service Provider: Carbon-Lehigh Intermediate Unit #21
 Service: Archipelago Learning, LLC Programs
 Elementary, Middle School Bundles, High School Package,
 ESL Reading SMART and Graphic Novel Bundle
 Location: Districtwide
 Amount: \$12,304.30*
 *When available and requested, ESL Reading Smart (\$312.40)
 will be billed to Title III Consortium.
 Term: Three years – 2012-2013, 2013-2014 and 2014-2015

APPROVAL/RENEWAL OF SERVICE CONTRACTS (continued)

- 3 Service Provider: Ohiopyle Prints, Inc.
- Service: Royalty Agreement use school Marks for marketing, manufacturing, and distribution of apparel and accessories sold to retailers and Consumers
- Location: Catasauqua High School – Athletics
- Amount: \$-0- payment will be made to school based on 7% of net sales invoiced to OP’s customers each quarter
- Term: May 14, 2012 – May 13, 2013 (will renew automatically)

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 USER AGREEMENT FOR REFPAID PAYORS

Motion by Cunningham, seconded by Berrigan, granting approval to enter into a User Agreement for RefPay Payors with RefPay, LLC, to provide for payment to referees through RefPay's internet-based services, including provisions establishing an account with RefPay, providing for the deposit of funds into a trust account, and directing payment to individual referees.

Agreement 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 CATASAUQUA AREA SCHOOL DISTRICT FINAL BUDGET 2012-2013 (PROPOSED)

Motion by McCarthy, seconded by Deitrich, approving the Catasauqua Area School District Final Budget 2012-2013 (proposed):

The Board hereby adopts the attached draft budget as the proposed final budget for fiscal year 2012-2013, prepared by the Board of School Directors in accordance with Section 687 of the Public School Code and in the form prescribed by the Pennsylvania Department of Education. The President of the Board is authorized and directed to make the certification to the Department of Education required by Section 687(a) (1) of the Public School Code.

The Board may adopt the final budget for fiscal year 2012-2013 and the necessary appropriations measures to put it into effect no less than thirty (30) days hereafter, after making such revisions and changes to the proposed final budget as appear advisable, if any. The Board currently intends to adopt the final budget on Wednesday, June 13, 2012. As soon as practicable, and in no event less than twenty (20) days before adoption of the final budget, the School District shall print the proposed final budget (on the uniform form required by the Department of Education) or otherwise make it available for public inspection to all persons, and shall make it available for duplication to any person, on request. Public notice of the proposed final

APPROVAL OF CATASAUQUA AREA SCHOOL DISTRICT FINAL BUDGET 2012-2013 (PROPOSED) (continued)

budget shall be given as soon as practicable, and in no event less than ten (10) days before adoption of the final budget.

The proposed final budget estimates General Fund expenditures of \$25,535,970 for fiscal year 2012-2013, and balances anticipated revenues and expenditures with an anticipated increase in the real estate tax rate of 1.13 mills in Lehigh County and 1.13 mills in Northampton County.

ROLL CALL VOTE

Roll Call – Cunningham aye, Deitrich aye, Hahn aye, Hartranft aye, McCarthy aye, and Panto aye; Berrigan nay, Naegel nay, and Reiss nay. Three (3) nays. Motion carried.

**PERSONNEL
MATTERS -
2011-2012 AND
2012-2013
SCHOOL YEARS**

Motion by Cunningham, seconded by McCarthy, approving personnel for the 2011-2012 and 2012-2013 school years as follows:

A. Request for Family & Medical Leave of Absence

1. Employee #955
Effective: Will use sick bank days until May 7, 2012 (this is for 6 weeks from date of birth of child)
Remainder of Leave: After use of available days (sick bank), request Family & Medical leave time – start leave May 8, 2012
Return to Work: Beginning of 2012-2013 school year
2. Employee #1378
Effective: Will work until June 6, 2012 (last day worked) then use available compensatory, vacation, sick and personal days
Remainder of Leave: After use of available days, request Family & Medical leave time – start leave June 15, 2012
Return to Work: After 6 to 8 weeks of recuperation

B. Letter of Resignation

1. Chris Blount
Status: Assistant Girls' Basketball Coach
Assignment: Athletics/Districtwide
Reason: Personal
Effective: February 9, 2012
2. Michael McFetridge
Status: Health & Physical Education Teacher
Assignment: Catasauqua High School
Reason: Personal
Effective: June 8, 2012 (last day worked)

PERSONNEL MATTERS – 2011-2012 AND 2012-2013 SCHOOL YEARS (continued)**C. Removal of Name(s) from Substitute Employee Lists**

The following applicant(s) should be removed from the substitute employments lists as noted for the 2011-2012 and do not add to 2012-2013 school year list:

<u>Name</u>	<u>Position</u>	<u>Reason</u>
Jared Case	Day-to-Day Substitute Teacher	Personal

D. 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>Positions</u>	<u>Stipend</u>
1. Lisa Roth	Middle School Scholastic Bowl Co-coach	\$ 479.50
2. Lisa Roth	Middle School Newsletter Co-Advisor	\$ 243.50
3. Jonathan Kiefer	Middle School Newsletter Co-Advisor	\$ 243.50
4. Jonathan Kiefer	Middle School Student Store Advisor	\$ 739.00
5. Jonathan Kiefer	Middle School Book Fair Coordinator	\$ 122.00
6. Eric Snyder	Varsity "C" Club Advisor	\$1,381.00
7. Daniel Kotran	Sheckler Safety Patrol	\$ 122.00
8. Daniel Kotran	Sheckler Yearbook Advisor	\$ 487.00

E. Intent to Retire1. Jill Heil

Status:	School Bus Driver
Assignment:	Transportation/Districtwide
Years of Service:	16 Years of Service
Effective:	June 7, 2012 – last day working

2. Carol Flahart

Status:	School Bus Driver
Assignment:	Transportation/Districtwide
Years of Service:	33 Years of Service
Effective:	June 7, 2012 – last day working

F. Substitute Employees - 2012-2013 School Year

The following applicant(s) has been approved to be added to the substitute employment list for the 2012-2013 school year as follows:

Carol Flahart	Substitute Bus/Van Driver
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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.

FINAL APPROVAL OF TEXTBOOK FOR 2012-2013 SCHOOLYEAR – CATASAUQUA HIGH SCHOOL SPANISH

Motion by Cunningham, seconded by McCarthy, granting final approval of the following textbook for the 2012-2013 school year for Catasauqua High School as follows (textbook was available for examination and review for a period of 30 days with final adoption in May 2012.):

High School Spanish

Title: ¡Buen viaje! – Level 3
 Author: Conrad J. Schmitt and Protase E. Woodford
 Publisher: Glencoe/McGraw-Hill
 Copyright: 2008

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
 PROFESSIONAL DAYS
 PATRICK
 MACLAUGHLIN**

Motion by Reiss, seconded by McCarthy, granting approval for professional days as follows:

1. Name of Employee: Patrick MacLaughlin, Asst. Track Coach & Custodian
Assignment: Grounds Maintenance Worker – CASD
Dates Requested: Thursday, May 24 and Friday, May 25, 2012
Reason: To attend PIAA Track & Field State Championships at Shippensburg University, if there is an athlete under his coaching supervision qualified to attend – as allowed in previous years

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
 APPLY FOR GRANT
 APPLICATIONS
 2012-2013
 SCHOOL YEAR**

Motion by Hartranft, seconded by Berrigan, granting approval to apply for all federal programs, all vocational programs, and any State or Federal competitive grants or programs for the school year 2012-2013 as listed:

**All Vocational Programs
 Any State or Federal Competitive or non-competitive Programs,
 or grants applicable to the school district program**

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 YMCA
 USE OF SCHOOL
 BUSES FOR SUMMER
 CAMP FIELD TRIPS
 SUMMER OF 2012**

Motion by Reiss, seconded by Cunningham, granting approval to allow the Suburban North YMCA to use two school buses and drivers (paid by YMCA) for YMCA summer 2012 camp field trips, in exchange for high school and middle school athletes to utilize YMCA fitness rooms and gymnasium facilities during the months of June, July, & August, as in prior years. The YMCA will incur all driver and fuel expenses.

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
ADDITIONAL REVISED
BUS & VAN STOPS
2011-2012
SCHOOL YEAR
AS OF APRIL 2012**

Motion by Cunningham, seconded by McCarthy, approving the additional revised bus/van stops for the 2011-2012 school year, effective April 2012. 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 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.

**SECOND READING
POLICY #140
ACCELERATION
POLICY**

Motion by Cunningham, seconded by McCarthy, approving the second reading of the following policy:

Section: PROGRAMS
Policy #: #140
Title: Acceleration Policy

Policy 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.

**FIRST REVISION
READING –
POLICY #113.1
DISCIPLINE OF
STUDENTS WITH
DISABILITIES**

Motion by Cunningham, seconded by McCarthy, approving the first revision reading of the following policy:

Section: PROGRAMS
Policy #: #113.1
Title: Discipline of Students with Disabilities

Policy 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 TO
ELIMINATE POLICY
#113.1G – BEHAVIOR
MANAGEMENT
SPECIAL EDUCATION
GUIDELINES/
PROCEDURES**

Motion by Cunningham, seconded by McCarthy, granting approval to eliminate the following policy as noted:

Section: PROGRAMS
Policy #: #113.1G
Title: Behavior Management Special Education Guidelines/Procedures

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.

**FIRST READING
POLICY #113.2
POSITIVE BEHAVIOR
SUPPORT FOR
STUDENTS WITH
DISABILITIES**

Motion by Cunningham, seconded by McCarthy, approving the first reading of the following policy:

Section: PROGRAMS
Policy #: #113.2
Title: Positive Behavior Support for Students with Disabilities

Policy 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
MODIFICATIONS TO
PCS SITE EQUIPMENT
WITHIN TENANT'S
PREMISES AT THE SITE**

Motion by Berrigan, seconded by McCarthy, granting approval in the near future for Spring Nextel to make certain physical modifications to equipment within Tenant's premises at the site.

Agreement 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.

**LETTERS OF
COMMENDATION**

1. From Thomas R. Moll, II
 - A. To Anthony Brinkley – First Place Winner at 2012 Colonial League Track & Field Meet – Boys' 1600 Meter run

INFORMATION ITEMS

1. Eric Dauberman
 - A. Thanks to Home & School for tickets to Iron Pigs game and Teacher Appreciation Lunch – May 9, 2012
 - B. Donated money toward new computer lab
 - C. May 11, 2012 – egg drop

INFORMATION ITEMS(continued)

2. Carol Cunningham
 - A. 20th Anniversary of CAST – “The Wizard of Oz”

3. Lois Reed
 - A. David Cressman, Thomas Eroh and Diane Daubert passed CDL tests

4. Melissa Inselmann
 - A. 7th Grade field trip to New York City
 - B. 5th Grade field trip to Philadelphia
 - C. May 25, 2012 – Middle School Fiesta
 - D. PTF – luncheon for teachers
 - E. Spring Chorus/Instrumental Concerts
 - F. May 29, 30, 31 & June 1, 2012 – Field Days
 - G. June 4, 2012 – Talent Show
 - H. June 6, 2012 – 8th Grade Promotion

5. David Ascani
 - A. Prom at Brookside Country Club – 200 in attendance
 - B. Post Prom Party at Catasauqua High School – 128 in attendance
 - C. Spring Concert

6. Kathleen Kotran
 - A. Federal Programs Audit - successful

7. Thomas R. Moll, II
 - A. May 29, 2012 – 6:30 p.m. – Athletic Awards Assembly
 - B. June 9, 2012 – 5th Annual Golf Tournament

8. Christina Lutz-Doemling
 - A. PA Leads Teacher classroom Walk thru – 15 to 20 minutes

NEXT SCHOOL BOARD MEETING DATES

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|-----------------------------|--|--|
| A. Tuesday, June 5, 2012 | 5:30 P.M.
7:00 P.M. | Buildings & Grounds Meeting
Board Workshop Meeting |
| B. Wednesday, June 6, 2012 | 4:00 P.M.
5:00 P.M.
6:00 P.M.
7:00 P.M. | Finance Committee
Academics & Education Committee
Policy Committee
Athletic Council |
| C. Wednesday, June 13, 2012 | 7:00 P.M. | Board Meeting |

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

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| D. Sunday, June 10, 2012 | 7:00 P.M. | Baccalaureate
Catasauqua High School Auditorium |
| E. Monday, June 11, 2012 | 7:30 P.M. | Commencement
Catasauqua High School Gymnasium |

ADJOURNMENT Motion by Cunningham, seconded by Reiss, to adjourn meeting.
Meeting adjourned at 8:05 P.M.

Respectfully submitted,

Sally J. Reiss
Secretary