

MINUTES
CATASAUQUA AREA SCHOOL DISTRICT
MONTHLY SCHOOL BOARD MEETING
MONDAY, MARCH 12, 2012

5070

PURPOSE The regular meeting of the Board of Directors of the Catasauqua Area School District was held on Monday, March 12, 2012 in the District Administration Office Board Room. President Hahn called the meeting to order at 7:00 P.M.

ROLL CALL Members present: Dawn Berrigan, Penny Hahn, Mary Alice Hartranft, Carol McCarthy, Christine Naegel, Donald Panto, and Sally J. Reiss (arrived at 7:10 P.M.)

Member absent: Carol Cunningham and Robert Levine

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
Eric Dauberman, Elementary School Principal
Bryan Klass, Assistant Middle School Principal
William Gasper, Supervisor of Facilities
Wayne Karess, District Technology Coordinator
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

Pledge of Allegiance to the Flag was given.

EXECUTIVE SESSION Monday, February 13, 2012, during regular school board meeting from 9:00 P.M. to 9:30 P.M. to discuss legal and personnel issues.

**PRESENTATIONS/
AUDIENCE INPUT
ON AGENDA** A. Eric Dauberman - presented Sheckler Elementary School Students of the Month for February 2012 with certificate

<u>Grade 1</u> Mason Forstoffer Alana Henry	<u>Grade 2</u> Hope Gino Travis Sterner	<u>Grade 3</u> Donovan Gair Sabrina Safadi	<u>Grade 4</u> Michael Bartlett Noel Cruz
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At this time – 7:10 P.M. – board member Sally J. Reiss arrived at meeting.

B. Bryan Klass - presented Catasauqua Middle School Star Players of the Month for February 2012 with a pin and certificate

<u>Grade 5</u> Taylor Richards	<u>Grade 6</u> Tylar Treiber	<u>Grade 7</u> Colin Hawk	<u>Grade 8</u> Kendrah Seibert
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COMMITTEE
REPORTS

- A. Buildings & Grounds Committee–Sally J. Reiss – meeting held March 6, 2012
See minutes inserted in Permanent Minute Book
- B. Finance Committee – Donald Panto – meeting held March 7, 2012
See minutes inserted in Permanent Minute Book
- C. Academics & Education –Christina Lutz-Doemling – meeting held March 7, 2012
See minutes inserted in Permanent Minute Book
- D. Policy Committee – Mary Alice Hartranft – meeting held March 7, 2012
See minutes inserted in Permanent Minute Book
- E. Carbon-Lehigh Intermediate Unit #21 – Penny Hahn
1. Board meeting held February 20, 2012 – personnel issues
 2. Discussion on Reading School District spending too much money on board dinners
 3. June 19, 2012 – Annual Golf Tournament
- F. Lehigh Career & Technical Institute – Carol McCarthy
1. Career Academy Program (CAP) Honor Roll
Nathan Chiadis – 11th grade for Masonry
 2. Voted unanimously to hire Sandra Himes
 3. Reported on votes for budget year 2012-2013
- G. Borough of North Catasauqua – Donald Panto
1. June 13 – 16, 2012 – Carnival
 2. June 24, 2012 – Annual Golf Tournament
 3. October 7, 2012 – Autumn Fest
 4. Hokendauqua bridge closing October 2012 and re-opening Spring 2014
- H. Hanover Township
No report
- I. PSBA Liaison Update – Donald Panto
1. Discussed Keystone Exams
- J. Lehigh Valley International Airport – Sally J. Reiss
1. Meeting held February 28, 2012
 2. Received \$1.5 million grant from FAA for terminal building
- K. Student Representatives – Taylor Augustine
1. National Honor Society will hold another blood drive
 2. Spring sports have started

MINUTES APPROVED
SPECIAL BOARD
MEETING
JANUARY 30, 2012

Motion by McCarthy, seconded by Berrigan, the minutes of the special board meeting held on January 30, 2012 be approved as presented.

Motion carried.

MINUTES APPROVED WORKSHOP MEETING FEBRUARY 7, 2012 Motion by McCarthy, seconded by Berrigan, the minutes of the board workshop meeting held on February 7, 2012 be approved as presented.
Motion carried.

MINUTES APPROVED REGULAR MEETING FEBRUARY 13, 2012 Motion by McCarthy, seconded by Berrigan, the minutes of the regular meeting held on February 13, 2012 be approved as presented.
Motion carried.

TREASURER'S REPORT FEBRUARY 2012 Motion by McCarthy, seconded by Hartranft, the report of the Treasurer for February 2012 be approved as presented. Motion carried.

APPROVAL OF BUDGET TRANSFERS FEBRUARY 2012 Motion by McCarthy, seconded by Berrigan, approving the request for budget transfers for the month of February 2012.
ROLL CALL VOTE

Roll Call – Berrigan 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 - MARCH 2012 Motion by Reiss, seconded by McCarthy, all accounts payables bills as presented in the amount of **\$1,028,014.34** be approved as follows:

General Fund Bills-A/P Mar. 12, 2012	\$ 992,106.70
Cafeteria Bills – A/P March 12, 2012	<u>35,907.64</u>
TOTAL	\$1,028,014.34

Roll Call – Berrigan 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 McCarthy, all construction fund bills as presented in the amount of **\$13,337.46** be approved as follows:

Construction Fund Bills-A/P Mar. 12, 2012	<u>\$13,337.46</u>
TOTAL	\$13,337.46

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

APPROVAL TO RATIFY ALL MANUAL BILLS FEBRUARY 2012 Motion by Reiss, seconded by McCarthy, all manual bills as presented in the amount of **\$1,176,166.74** be approved as follows:

General Fund Manual Checks – Feb. 2012	\$ 200,658.04
Cafeteria Fund Manual Checks – Feb. 2012	419.04
Payroll – General Fund – Feb. 2012	935,199.65
Payroll – Cafeteria – Feb. 2012	28,049.41
Activities Fund Bills – February 2012	<u>11,840.60</u>
TOTAL	\$1,176,166.74

Roll Call – Berrigan 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 Hartranft, approving service contracts for the following:

Service Provider: BlendedSchools.net
Service: Online membership fee course management system – 500 users
Location: Catasauqua High School
Amount: \$17,335
Term: July 1, 2012 - June 30, 2015

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

PERSONNEL MATTERS - 2011-2012 SCHOOL YEAR Motion by McCarthy, seconded by Hartranft, approving personnel for the 2011-2012 school year as follows:

A. Request for Sabbatical Leave of Absence

Approval is granted for sabbatical leave of absence for Employee #39 for Restoration of Health for the remainder of the 2011-2012 School Year, effective April 23, 2012 (first day of sabbatical).

B. Intent to Retire

1. Deborah Blake

Status: Sixth Grade Teacher
 Assignment: Catasauqua Middle School
 Years of Service: 24 Years of Service with the Catasauqua Area School District
 Effective: June 14, 2012 (or last contractual day of 2011-2012 school year)

2. Ann Trombetta

Status: Special Education Teacher
 Assignment: Catasauqua Middle School
 Years of Service: 16 Years of Service with the Catasauqua Area School District
 Effective: June 14, 2012 (or last contractual day of 2011-2012 school year)

3. Carol Martin

Status: Fifth Grade Teacher
 Assignment: Catasauqua Middle School
 Years of Service: 34 Years of Service with the Catasauqua Area School District
 Effective: June 14, 2012 (or last contractual day of 2011-2012 school year)

C. Letter of Resignation

1. Cynthia Urso

Status: Cafeteria
 Assignment: Catasauqua Middle School
 Years of Service: 3 Years of Service with the Catasauqua Area School District
 Effective: March 16, 2012

PERSONNEL MATTERS - 2011-2012 & 2012-2013 SCHOOL YEARS (continued)

D. Approval of Student Teachers/Interns

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

Catasauqua High School

<u>Name & College</u>	<u>Area of Certification</u>	<u>Effective</u>
Sarah Schnurr – Kutztown Univ.	Art – Barbara Resto	March 19 – May 10, 2012

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

Motion by McCarthy, seconded by Hartranft, approving personnel for the 2011-2012 school year as follows:

E. Salary Increment Increases

Increase the salary of the following professional(s) who have completed the salary credit step requirements for the second half of the 2011-2012 school year, as per Collective Bargaining Agreement (one-half of salary increment). The Superintendent has reviewed all documents, and recommends approval of the salary increases.

Schlamp, Erica

New	Step 7	Degree M	Credits 30	\$57,233
Old	Step 7	Degree M	Credits 27	\$56,233

Lynott, Victoria

New	Step 14	Degree ME	Credits 36	\$80,130
Old	Step 14	Degree ME	Credits 30	\$79,630

Reimburse second pay in March 15, 2012

ROLL CALL VOTE

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

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

F. Appointment of Extra-Curricular Positions – 2011-2012 School Year - Spring Sports

It is recommended that the names listed below of extra-curricular positions be appointed as noted for the 2011-2012 school year:

<u>Name</u>	<u>Positions</u>	<u>Stipend</u>
Donald H. Seagreaves	Assistant Girls' Soccer Coach	Volunteer

PERSONNEL MATTERS - 2011-2012 & 2012-2013 SCHOOL YEARS (continued)

G. Appointment of Extra-Curricular Positions – 2012-2013 School Year - Fall Sports

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>
Lindsay Arndt	Girls' Volleyball Head Coach	\$3,510.00
Michael Baclawski	Boys' Soccer Head Coach	TBD

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

AUTHORIZATION TO BID FUEL OIL Motion by Reiss, seconded by Hartranft, authorizing the request to bid for fuel oil via Keystone Purchasing network, Intermediate Unit #16.

ROLL CALL VOTE

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

APPROVAL TO ATTEND - CONF., SEMINARS, ETC. Motion by McCarthy, seconded by Hartranft, granting approval to the following to attend conferences, workshops, etc. as listed:

- Name of Employee(s): Christina Lutz-Doemling Kathleen Kotran
David Troxell Jennifer Thierer
Ronald DeMaio

Dates Requested: March 26, 27, & 28, 2012

Conference Title: PA Association of Federal Program Coordinators (PAFPC)
(Title 1, Title 2A, Title III Grants)

Location: Hershey Lodge – Hershey, PA

Estimated Cost to District: All expenses will be paid with Title 1 Funds
No substitutes needed
- Name of Employee(s): Eric Dauberman

Dates Requested: April 11, 12, & 13, 2012

Name of Conference: I3 Leadership Academy II Training

Location: Scranton, PA

Estimated Cost to District: All expenses, (meals, lodging, mileage, and subs.)
Paid by the i3Grant
- Name of Employee(s): Melissa Inselmann

Dates Requested: April 17, 18, & 19, 2012

Name of Conference: I3 Leadership Academy II Training

Location: Malvern, PA

Estimated Cost to District: All expenses, (meals, lodging, mileage, and subs.)
Paid by the i3Grant

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

APPROVAL OF USE OF CLASSROOM SPACE FOR EXTENDED SCHOOL YEAR (ESY) FOR SUMMER OF 2012 Motion by McCarthy, seconded by Hartranft, granting approval for the use of classroom space for Extended School Year (ESY) from July 9, 2012 through August 3, 2012. The Carbon-Lehigh Intermediate Unit #21 would like to request the use of classroom space at Catasauqua Middle School. The program would operate Monday through Friday from 8:00 a.m. to 2:30 p.m. at Catasauqua Middle School. The program would specifically be for students in MDS programs and live within the Lehigh County school districts. This has been requested through a use of facilities permit also.

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

APPROVAL OF SENIOR STUDENT TO FINISH YEAR AT CATASAUQUA HIGH SCHOOL 2011-2012 SCHOOL YEAR Motion by McCarthy, seconded by Hartranft, granting approval to allow the following student to finish the 2011-2012 school year, no tuition required, and student must provide their own transportation to and from school as follows and as per school district policy:

Samantha Stahl Catasauqua High School 12th Grade

**As of 2/13/12 moved to: 2020 Columbia Avenue
 Whitehall, PA 18052**

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

APPROVAL OF SENIOR STUDENT TO ATTEND YEAR AT CATASAUQUA HIGH SCHOOL 2012-2013 SCHOOL YEAR Motion by McCarthy, seconded by Hartranft, granting approval to allow the following student to attend the 2012-2013 school year, no tuition required, and student must provide their own transportation to and from school as follows and as per school district policy:

Mikaela Tarkocheva Catasauqua High School 12th Grade

**Will be moving to: 204 Walker Drive
 Northampton, PA 18067**

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

FIRST REVISION READING – POLICY #206 – ADMISSION OF BEGINNERS Motion by McCarthy, seconded by Reiss, approving the first revision reading of the following policy:

Section: PUPILS
Policy #: 206
Title: Admission of Beginners

Policy inserted in Permanent Minute Book

ROLL CALL VOTE

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

- OLD BUSINESS** 1. Dawn Berrigan
A. Questioned about board member not attending meetings
- CORRESPONDENCE** 1. Robert Spengler
A. Received letter of resignation from board member Robert Levine. Next step is to appoint or advertise and interview candidates at workshop meeting April 3, 2012.
- ACCEPT RESIGNATION OF BOARD MEMBER ROBERT LEVINE** Motion by Hartranft, seconded by Berrigan to accept the resignation of Robert Levine from the Board of Directors of the Catasauqua Area School District.
- Roll Call – Berrigan aye, Hahn aye, Hartranft aye, McCarthy aye, Naegel Aye, Panto aye, and Reiss aye. Zero nay. Motion carried.
- OLD BUSINESS (continued)** 2. Mary Alice Hartranft
A. Requested that we appoint Duane Deitrich to the position of board member, replacing Robert Levine.
- APPROVAL TO INTERVIEW NEW BOARD MEMBER CANDIDATES** Motion by Berrigan, seconded by Naegel, to interview the candidates that apply for the board member position at our Tuesday, April 3, 2012 board workshop meeting.
- Roll Call – Berrigan aye, McCarthy aye, Naegel aye, and Reiss aye; Hahn nay, Hartranft nay, and Panto nay. Three (3) nays. Motion carried.
- NEW BUSINESS** 1. Dawn Berrigan
A. Requested handout on assessments
2. Thomas R. Moll, II
A. Christopher Becker, high school student would like to play tennis. According to PIAA rules if the district does not have a team he may participate in another district if approved.
- APPROVAL TO ALLOW HIGH SCHOOL STUDENT TO PLAY TENNIS IN ALLENTOWN SCHOOL DISTRICT** Motion by Hahn, seconded by Reiss, allowing Catasauqua High School student Christopher Becker to play tennis at the Allentown City School District, if approved by Allentown City School District Board of Directors.
- Roll Call – Berrigan aye, Hahn aye, Hartranft aye, McCarthy aye, Naegel Aye, Panto aye, and Reiss aye. Zero nay. Motion carried.
- NEW BUSINESS (continued)** 3. Wayne Karess
A. Hewlett-Packard Virtual Desktops – new lab set up in Sheckler Elementary School, six computers, server, 28 screens. Sheckler Home & School organization is helping fund this computer system.
B. Alternative to “AlertNow” is “Power Announcement.” Looking into with a rollover July 1, 2012.

**LETTERS OF
COMMENDATION**

1. From Thomas R. Moll, II
 - A. To Luke Garner – defeated Bethlehem Catholic’s Josh Alpha 5-4 in double overtime on Saturday to win the gold medal at the Southeast Regional Wrestling Tournament. Luke improved his record to 39-2 and will advance to this weekend’s PIAA State Wrestling Tournament in Hershey. We wish him the best of luck at the state wrestling tournament.
2. From Shelley Keffer
 - A. To Janelle Locher – 6th Grade Student – Janelle was recently nominated for an Educational Achievement Award through the Arc of the Lehigh Valley. She will attend a luncheon to receive the award. She was nominated by Mr. Zieber and Mrs. Casciotti. Congratulations Janelle!
3. From Christina Lutz-Doemling
 - A. To Eric Dauberman, David Domchek, and Tara Roseman – Thank you for the time and effort devoted to preparing your faculty and students for the Spring 2012 PSSA administration

INFORMATION ITEMS

1. Robert J. Spengler
 - A. Financial document needs board approval

**ACCEPT INDEPENDENT
AUDITOR’S REPORT
2010-2011 GENERAL
FUND BUDGET**

Motion by McCarthy, seconded by Reiss, to accept the independent auditor’s report of the 2010-2011 general fund budget of the Catasauqua Area School District as prepared by France, Anderson, Basile & Company, P.C.

ROLL CALL VOTE

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

**INFORMATION ITEMS
(continued)**

2. David Ascani
 - A. PSSA tests next week at Catasauqua High School
3. Bryan Klass
 - A. PSSA tests next week at Catasauqua Middle School
4. Eric Dauberman
 - A. Recognition to Carla Wolbach for the Mobile Dentist
 - B. February 29, 2012 – Science Fair
 - C. March 1, 2012 – Book Fair/Literacy Night
 - D. March 13, 2012 – PSSA tests at Sheckler Elementary School

**RECOGNITION OF
GUESTS & VISITORS**

1. Lorinne Bodner, Sheckler Elementary School Teacher
 - A. Thanked Mr. Dauberman and Mr. DeMaio for all the help to teaching staff

NEXT MEETING DATES

- A. Tuesday, April 3, 2012 5:30 P.M. Buildings & Grounds Committee
 7:00 P.M. Board Workshop Meeting
- B. Wednesday, April 4, 2012 4:00 P.M. Finance Committee
 5:00 P.M. Academics & Education Committee
 6:00 P.M. Policy Committee
 7:00 P.M. Athletic Council
- C. Tuesday, April 10, 2012 7:00 P.M. School Board Meeting

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

ADJOURNMENT

Motion by Reiss, seconded by McCarthy, to adjourn meeting.
Meeting adjourned at 8:34 P.M.

Respectfully submitted,

Sally J. Reiss
Secretary