

MINUTES
CATASAUQUA AREA SCHOOL DISTRICT
MONTHLY SCHOOL BOARD MEETING
MONDAY, JANUARY 9, 2012

5043

PURPOSE The regular meeting of the Board of Directors of the Catasauqua Area School District was held on Monday, January 9, 2012 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: Carol Cunningham, Penny Hahn, Mary Alice Hartranft, Carol McCarthy, Christine Naegel, and Sally J. Reiss

Member absent: Dawn Berrigan, Robert Levine, and Donald Panto

Non-members present: Robert J. Spengler, Superintendent
Kathleen Kotran, Coordinator of Instructional Technology, Federal Programs, and Community Education
David Ascani, High School Principal
Melissa Inselmann, Middle School Principal
Eric Dauberman, Elementary School Principal
David Domchek, Assistant High School Principal
Bryan Klass, Assistant Middle School Principal
William Gasper, Facilities Manager
Wayne Karess, District Network Manager
Lois Reed, Business Supervisor
David Knerr, Solicitor
Taylor Augustine, Student Representative
Andrew Contreras, Student Representative

Visitors: See list inserted in Permanent Minute Book

NOTICE OF EXECUTIVE SESSIONS A. Tuesday, January 3, 2012 – after workshop meeting for legal/personnel issues

PRESENTATIONS/AUDIENCE INPUT ON AGENDA A. Keystone Awards-Catasauqua Area School District Schools – Robert J. Spengler
B. Eric Dauberman - presented Sheckler Elementary School Students of the Month for December 2011 with an award

Grade 1

Javier Sobrado
Sophia Vargas

Grade 2

Isabella Atiyeh
Mitchel Lewis

Grade 3

Matthew Ritter
Mercades Watt

Grade 4

Lavonte Bouie
Ella Kielemeyer

PRESENTATIONS/AUDIENCE INPUT ON AGENDA (continued)

- C. Melissa Inselmann - presented Catasauqua Middle School Students of the Month for November 2011 and December 2011 with an award

	<u>Grade 5</u>	<u>Grade 6</u>	<u>Grade 7</u>	<u>Grade 8</u>
<u>November 2011</u>	Mikaela Alleyne	Kyle Zimpfer	Cody Walker	Mitchell Fehn
<u>December 2011</u>	Sebastian Henry	Alexis Meyers	Autumn Madea	Joselyne Mera

- D. Dress Code Report – Bryan Klass, Catasauqua Middle School
David Domchek, Catasauqua High School
- E. Robert J. Spengler and Student Representatives- School Director Recognition Month – Mr. Spengler honored school board members with a cake baked and decorated by students at Lehigh Career & Technical Institute and presented certificates from PSBA
- F. Kim Sandt – if the district changed to uniforms they still would have problems
- G. Joseph Kovacs – check with schools that have uniforms to see what problems they have
- H. Ashlyn Cantrel – high school – only thing that is comfortable is yoga pants because she is so small featured

COMMITTEE
REPORTS

- A. Academics & Education Committee – Carol Cunningham
Meeting held January 4, 2012
See minutes inserted in Permanent Minute Book
- B. Policy Committee – Mark Alice Hartranft – meeting held January 4, 2012
See minutes inserted in Permanent Minute Book
- C. Carbon-Lehigh Intermediate Unit #21 – Penny Hahn
1. Reported on the Holiday Dinner Meeting December 9, 2011
 2. Opened budget for two revisions to the General Operations Budget
 3. New board members
 4. Basket raffle
 5. Put in Znar (GPS device) in the buses
- D. Lehigh Career & Technical Institute – Carol McCarthy
1. Ashley Giannetti – first place winner of the scholarship essay contest
- E. Borough of Catasauqua – Mary Alice Hartranft
1. Elected new fire chief
 2. New tax collector – James R. Delbertis, 20 S. 15th St., Catasauqua, PA

COMMITTEE REPORTS (continued)

- G. Hanover Township – Robert Spengler
 - 1. New municipal building finished by June of July
 - 2. New restaurant in Hanover Mall, Logan Road House and Old Navy will be opening soon
 - 3. Tama Manufacturing building – sold
 - 4. New tenants in the Qualex Building

- I. Lehigh Valley International Airport – Sally J. Reiss
 - 1. Meeting held 12/15/11 – hired a company to manage the airport

- J. Student Representatives – Taylor Augustine and Andrew Contreras
 - 1. January 21, 2012 – Winter Formal
 - 2. Seniors getting ready for college
 - 3. Winter sports going on
 - 4. Getting ready for spring sports

MINUTES APPROVED REORGANIZATION MEETING DECEMBER 5, 2011 Motion by Cunningham, seconded by Reiss, the minutes of the reorganization meeting held on December 5, 2011 be approved as presented. McCarthy abstained from voting due to being absent from this meeting. Motion carried.

MINUTES APPROVED REGULAR MEETING DECEMBER 5, 2011 Motion by Cunningham, seconded by Reiss, the minutes of the regular meeting held on December 5, 2011 be approved as presented. McCarthy abstained from voting due to being absent from this meeting. Motion carried.

MINUTES APPROVED SPECIAL MEETING DECEMBER 12, 2011 Motion by Cunningham, seconded by McCarthy, the minutes of the special meeting held on December 12, 2011 be approved as presented. Motion carried.

TREASURER’S REPORT DECEMBER 2011 Motion by McCarthy, seconded by Reiss, the report of the Treasurer for December 2011 be approved as presented. Motion carried.

APPROVAL OF BUDGET TRANSFERS DECEMBER 2011 Motion by McCarthy, seconded by Reiss, approving the request for budget transfers for the month of December 2011.

ROLL CALL VOTE

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

APPROVAL FOR PAYMENT OF ALL ACCOUNTS PAYABLES BILLS - JANUARY 2012 Motion by Cunningham, seconded by McCarthy, all accounts payables bills as presented in the amount of **\$480,324.87** be approved as follows:

General Fund Bills-A/P Jan. 9, 2012	\$466,271.23
Cafeteria Bills – A/P January 9, 2012	<u>14,053.64</u>
TOTAL	\$480,324.87

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

**APPROVAL FOR
PAYMENT OF ALL
CONSTRUCTION FUND
BILLS**

Motion by Cunningham, seconded by McCarthy, all construction fund bills as presented in the amount of **\$117,167.00** be approved as follows:

Constr. Fund Bills – A/P Jan. 9, 2012	\$ 59,337.00
Constr. Fund Manual Cks. – Dec. 2011	<u>57,830.00</u>
TOTAL	\$117,167.00

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

**APPROVAL TO
RATIFY ALL MANUAL
BILLS
DECEMBER 2011**

Motion by Cunningham, seconded by McCarthy, all manual bills as presented in the amount of **\$1,308,303.85** be approved as follows:

General Fund Manual Checks – Dec. 2011	\$ 403,622.67
Payroll – General Fund – Dec. 2011	849,250.72
Payroll – Cafeteria – Dec. 2011	25,373.92
Cafeteria Bills Manual Checks – Dec. 2011	21,929.28
Activities Fund Bills – December 2011	<u>8,127.26</u>
TOTAL	\$1,308,303.85

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

**EXONERATION OF
TAX COLLECTORS -
2011-2012 REAL
ESTATE & INTERIM
REAL ESTATE
TAXES**

Motion by McCarthy, seconded by Cunningham, that in accordance with Section 685 of the Public School Code, the tax collectors of the Catasauqua Area School District are hereby exonerated from collecting taxes for the 2011-2012 school year. These taxes are claimed “**delinquent**” and will be submitted to Portnoff Associates for further collection as such. The deadline for collection of these taxes was December 31, 2011.

<u>Tax Collector</u>	<u>Municipality</u>	<u>2011-2012 Base Real Estate</u>
Catasauqua Area S.D.	Catasauqua	\$250,326.23
Donna Schifko	Hanover Twmsp.	\$280,624.66
	North Catasauqua	<u>\$111,336.50</u>
	Total	\$642,287.39

ROLL CALL VOTE

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

**APPROVAL/RENEWAL
OF SERVICE
CONTRACTS**

Motion by McCarthy, seconded by Cunningham, approving the following property/professional service contracts as listed:

1. Service Provider: Colonial Intermediate Unit 20
 Service: Services to fulfill the district’s responsibility for non-public school participation in the Title One Program
 Location: Notre Dame, Bethlehem, PA
 Amount: not to exceed \$930.09
 Term: September 6, 2011 – June 30, 2012

ROLL CALL VOTE

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

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

A. Removal of Substitute Employees

The following applicants are approved to be removed from the substitute employment list for the 2011-2012 school year as follows:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Thomas Abbott	Day-to-Day Substitute Teacher	December 19, 2011
Kristina Crescente	Day-to-Day Substitute Teacher	December 28, 2011
Megan Davis	Day-to-Day Substitute Teacher	December 28, 2011
Meredith Foster	Day-to-Day Substitute Teacher	December 28, 2011
Lisa Frederick	Day-to-Day Substitute Teacher	December 28, 2011
Ryan Gemmel	Day-to-Day Substitute Teacher	December 28, 2011
Matthew Goldsmith	Day-to-Day Substitute Teacher	December 28, 2011
Jacqlyn Grupp	Day-to-Day Substitute Teacher	December 28, 2011
Rebecca Masteller	Day-to-Day Substitute Teacher	December 28, 2011
John Nester	Day-to-Day Substitute Teacher	December 28, 2011
JeriAnne Weiss	Day-to-Day Substitute Teacher	December 28, 2011
Jennifer Wells	Day-to-Day Substitute Teacher	December 28, 2011
Suzanne Brinkley	Substitute Secretary	December 28, 2011

B. Appointment of Extra-Curricular Positions – 2011-2012 School Year

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>Position</u>	<u>Stipend</u>
Lois Morrissey	Catasauqua M.S. Yearbook Co-Advisor	\$236.50

C. Letter of Resignation

1. V. Trajano Bastidas

Status:	Head Boys' Soccer Coach
Assignment:	Catasauqua High School Athletics
Reason:	Personal
Effective:	Immediately

2. David Dunn

Status:	Assistant for Fleet Maintenance
Assignment:	Transportation Department
Reason:	Personal
Effective:	December 31, 2011

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

PERSONNEL MATTERS – 2011-2012 SCHOOL YEAR (continued)

APPROVAL TO ESTABLISH SICK BANK EMPLOYEE #955 Motion by McCarthy, seconded by Cunningham, to establish a sick bank for Employee #955 upon exhaustion of accrued days, effective immediately as a contingency if needed without precedence.

ROLL CALL VOTE

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

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

E. Change of Stipend1. Tara Roseman

Status:	Catasauqua Middle School Yearbook Co-Advisor
Assignment:	Catasauqua Middle School
Previous Stipend:	\$473.00
New Stipend:	\$236.50 (shared position)
Effective:	Immediately for 2011-2012 school year

ROLL CALL VOTE

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

APPROVAL TO ATTEND - CONF. WORKSHOPS, ETC. Motion by McCarthy, seconded by Cunningham, approving attendance at a conference, workshop, etc., as follows:

1. <u>Name of Employees:</u>	Brad Evans – 2 nd Grade Teacher James Wilson – 3 rd Grade Teacher Sheckler Elementary School
Dates Requested:	January 25 & 26, 2012
Name of Conference:	Teacher Training on Science Modules
Location:	Penn State – Malvern Campus - Malvern, PA
Estimated Cost to District:	All expenses, including substitutes paid by ASSET

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

ALTERNATE (2) TWO REPRESENTATIVE TO LEHIGH CAREER & TECHNICAL INSTITUTE BOARD OF DIRECTORS Motion by Cunningham to nominate Mary Alice Hartranft and closed by McCarthy and motion by Hahn to nominate Sally J. Reiss and closed by McCarthy so on motion by Cunningham, and seconded by McCarthy, Mary Alice Hartranft and Sally J. Reiss were named as the two (2) alternate district representatives to the Lehigh Career & Technical Institute Board of Directors to serve from December 1, 2011 to December 1, 2012.

ROLL CALL VOTE

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

**FIRST REVISION
READING –
POLICY #223 –
ACCEPTABLE
COMPUTER USE
POLICY**

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

Section: Pupils
Policy #: 223
Title: Acceptable Computer Use Policy

Policy inserted in Permanent Minute Book

ROLL CALL VOTE

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

**FIRST REVISION
READING –
POLICY #324 –
ACCEPTABLE
COMPUTER USE
POLICY**

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

Section: Administrative Employees
Policy #: 324
Title: Acceptable Computer Use Policy

Policy inserted in Permanent Minute Book

ROLL CALL VOTE

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

**FIRST REVISION
READING –
POLICY #424 –
ACCEPTABLE
COMPUTER USE
POLICY**

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

Section: Professional Employees
Policy #: 424
Title: Acceptable Computer Use Policy

Policy inserted in Permanent Minute Book

ROLL CALL VOTE

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

**FIRST REVISION
READING –
POLICY #524 –
ACCEPTABLE
COMPUTER USE
POLICY**

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

Section: Classified Employees
Policy #: 524
Title: Acceptable Computer Use Policy

Policy inserted in Permanent Minute Book

ROLL CALL VOTE

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

**FIRST REVISION
READING –
POLICY #824 –
ACCEPTABLE
COMPUTER USE
POLICY**

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

Section: Operations
Policy #: 824
Title: Acceptable Computer Use Policy

Policy inserted in Permanent Minute Book

ROLL CALL VOTE

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

OLD BUSINESS

1. Bryan Klass
 - A. Thanked for cooperation on the dress code, high school, middle school and elementary school staff

**LETTERS OF
COMMENDATION**

1. Kathleen Kotran
 - A. To Brad Evans and James Wilson – for their commitment to the science program for providing module training to teachers in the PA Schools
2. Melissa Inselmann
 - A. To DiAnne Galm and Michael Baclawski – won three bulletin board awards at \$50 each – selected by PeCentral.org – congratulations!!
3. William Gasper
 - A. To Jack Shollenberger and Patrick MacLaughlin – for taking the time and putting forth the initiative to get the certification of a bus inspection mechanic
3. David Ascani
 - A. To Janet Reichelderfer – for her excellent job in facilitating and developing the Catasauqua Area School District Virtual Academy

- INFORMATION ITEMS**
1. Eric Dauberman
 - A. Mr. Anchorstar's first 4th grade Christmas concert
 - B. January 27, 2012 mid-year assembly
 - C. Reported on "Giving Tree"

 2. Melissa Inselmann
 - A. January 17, 2012 – Spelling Bee
 - B. January 27, 2012 – Family Movie Night
 - C. February 1, 2012 – Report Cards distributed

 3. David Domchek
 - A. Seven high school students will attend Lehigh University Multi-Cultural Seminar

 4. Lois Reed
 - A. February 24, 2012 - webinar on budget - board room from 9:00 - 11:45 a.m.

 5. Carol Cunningham
 - A. Congratulations to the three schools for second year Achievement Awards

- RECOGNITION OF GUESTS & VISITORS**
1. Kim Sandt – safety question – questioned the safety of students, since we did the renovations at Sheckler Elementary School we removed a portion of sidewalk

 2. Joseph Kovacs
 - A. Last month - 12/16/11 – sent an e-mail to board members and letter to Penny Hahn - Questioned about custodians filling in when out on short term disability and if the board is looking at bringing back custodians. Board referred Robert J. Spengler to set up a meeting with Mr. Kovacs.

NEXT SCHOOL BOARD MEETING DATES

- | | | |
|--------------------------------|--|---|
| A. Monday, January 30, 2012 | 6:00 P.M. | Special School Board Meeting
Charter School Application
Second Hearing
And any other business that may be brought before the board |
| B. Wednesday, February 1, 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 |

NEXT SCHOOL BOARD MEETING DATES (continued)

C. Tuesday, February 7, 2012 5:30 P.M. Buildings & Grounds Committee
7:00 P.M. Board Workshop Meeting

D. Monday, February 13, 2012 7:00 P.M. Board Meeting

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

ADJOURNMENT Motion by Cunningham, seconded by McCarthy, to adjourn meeting.
Meeting adjourned at 9:10 P.M.

Respectfully submitted,

Sally J. Reiss
Secretary

