

**MINUTES**  
**CATASAUQUA AREA SCHOOL DISTRICT**  
**MONTHLY SCHOOL BOARD MEETING**  
**MONDAY, OCTOBER 10, 2011**

5010

**PRESENTATIONS/  
AUDIENCE INPUT  
ON AGENDA**

A. Eric Dauberman - presented Sheckler Elementary School Students of the Month for September 2011 with a pin and certificate

<u>Grade 1</u>	<u>Grade 2</u>	<u>Grade 3</u>	<u>Grade 4</u>
Conlan Gair	Randy Costenbader	Joelyne Jacob	Amber Kalnas
Cheyenne Gioielli	Georgia Kielmeyer	Alexis Rushatz	Zachary Scheirer

B. Cherie Gebhardt – concerns about busing

**PURPOSE**

The regular meeting of the Board of Directors of the Catasauqua Area School District was held on Monday, October 10, 2011 in the District Administration Office Board Room. President Hahn called the meeting to order at 7:15 P.M.

**ROLL CALL**

Members present: Duane Deitrich, Penny Hahn, Donald Panto, Sally J. Reiss and Patricia Snyder

Members absent: Carol Cunningham, Mary Alice Hartranft, Robert Levine, and Carol McCarthy

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  
Lois Reed, Business Supervisor  
David Ascani, High School Principal  
Melissa Inselmann, Middle School Principal  
Eric Dauberman, Elementary School Principal  
Wayne Karess, District Network Manager  
Thomas R. Moll, II, Director of Student Activities  
(Mr. Moll arrived at 8:11 P.M.)  
David Knerr, Solicitor  
Taylor Augustine, Student Representative

Visitors: See attached list inserted in Permanent Minute Book

Pledge of Allegiance to the Flag was given.

**COMMITTEE  
REPORTS**

- A. Buildings & Grounds Committee – Sally J. Reiss – meeting held October 4, 2011  
See minutes inserted in Permanent Minute Book
- B. Academics & Education – Christina Lutz-Doemling – meeting held Oct. 5, 2011  
See minutes inserted in Permanent Minute Book
- C. Athletic Council – David Ascani – meeting held Oct. 5, 2011  
See minutes inserted in Permanent Minute Book
- D. Carbon-Lehigh Intermediate Unit #21 – Penny Hahn  
1. Sullivan Award – Joan Lang  
2. Autism Walk - \$7,181.14  
3. CLIU – Summer Camper Program  
4. Parkland thinking about putting advertisements on their buses to raise revenue
- E. Borough of Catasauqua – Penny Hahn  
1. Water main break
- F. Hanover Township – Lehigh County  
1. Building of new township building
- G. Lehigh Valley International Airport – Sally J. Reiss  
1. New website and logo  
2. Airport trying to get Southwest Airlines
- H. Borough of North Catasauqua – Cherie Gebhardt  
1. Autumn Festival  
2. Recycling going well
- I. PSBA Liaison Update – Donald Panto  
1. Vouchers and website surveys
- J. Student Representatives – Taylor Augustine  
1. Post Prom Party – hope to have this year  
2. Open west wing side door to students

**MINUTES APPROVED** Motion by Reiss, seconded by Deitrich, the minutes of the board workshop  
**BOARD WORKSHOP** meeting held on September 6, 2011 be approved as presented. Motion carried.  
**MEETING – SEPTEMBER 6, 2011**

**MINUTES APPROVED** Motion by Reiss, seconded by Deitrich, the minutes of the regular meeting  
**REGULAR MEETING** held on September 12, 2011 be approved as presented. Motion carried.  
**SEPTEMBER 12, 2011**

**TREASURER'S REPORT SEPTEMBER 2011** Motion Deitrich, seconded by Reiss, the report of the Treasurer for September 2011 be approved as presented. Motion carried.

**APPROVAL OF BUDGET TRANSFERS SEPTEMBER 2011** Motion by Deitrich, seconded by Snyder, approving the request for budget transfers for the month of September 2011.

### **ROLL CALL VOTE**

Roll Call – Deitrich aye, Hahn aye, Panto aye, Reiss aye, and Snyder aye. Zero nay. Motion Carried.

**APPROVAL FOR PAYMENT OF ALL ACCOUNTS PAYABLES BILLS - OCTOBER 2011** Motion by Reiss, seconded by Deitrich, all accounts payables bills as presented in the amount of **\$711,641.04** be approved as follows:

<b>General Fund Bills-A/P October 10, 2011</b>	<b>\$667,980.01</b>
<b>Cafeteria Bills – A/P October 10, 2011</b>	<b><u>43,661.03</u></b>
<b>TOTAL</b>	<b>\$711,641.04</b>

Roll Call – Deitrich aye, Hahn aye, Panto aye, Reiss aye, and Snyder 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 **\$215,790.77** be approved as follows:

<b>Construction Fund Bills - A/P Oct. 10, 2011</b>	<b><u>\$215,790.77</u></b>
<b>TOTAL</b>	<b>\$215,790.77</b>

Roll Call – Deitrich aye, Hahn aye, Panto aye, Reiss aye, and Snyder aye. Zero nay. Motion Carried.

**APPROVAL TO RATIFY ALL MANUAL BILLS SEPTEMBER 2011** Motion by Reiss, seconded by Deitrich, all manual bills as presented in the amount of **\$1,482,027.36** be approved as follows:

<b>General Fund Manual Checks – Sept. 2011</b>	<b>\$236,951.13</b>
<b>Payroll – General Fund – Sept. 2011</b>	<b>1,219,361.42</b>
<b>Payroll – Cafeteria – Sept. 2011</b>	<b>24,627.19</b>
<b>Activities Fund Bills – September 2011</b>	<b><u>1,087.62</u></b>
<b>TOTAL</b>	<b>\$1,482,027.36</b>

Roll Call – Deitrich aye, Hahn aye, Panto aye, Reiss aye, and Snyder aye. Zero nay. Motion Carried.

**APPROVAL/  
RENEWAL OF  
SERVICE  
CONTRACTS**

Motion by Panto, seconded by Snyder, approving the following property and/or service contracts as presented:

1. **Service Provider:** All-American Sports Posters  
**Service:** Fall, Winter & Spring sports seasons  
athletic schedule posters and pocket schedules production  
**Location:** Catasauqua High School – Athletics  
**Amount:** \$-0- - the company is paid by sponsors for the poster schedules and  
pocket schedules - and school district gets 10% of gross receipts  
from advertisers who pay for space on poster  
**Term:** one-year contract to begin Spring 2012 and end after Winter 2013

**ROLL CALL VOTE**

Roll Call – Deitrich aye, Hahn aye, Panto aye, Reiss aye, and Snyder aye. Zero nay.  
Motion Carried.

**PERSONNEL  
MATTERS  
2011-2012  
SCHOOL YEAR**

Motion by Deitrich, seconded by Snyder, approving personnel for the 2011-2012 school year as follow:

**A. Removal of Name from Substitute Employee Lists**

The following applicants have been approved to be removed from the substitute employments lists as noted:

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Reason</u></b>
Melanie Serrano	Substitute Cafeteria worker	Personal
Stephanie Valle	Day-to-Day Substitute Teacher	Personal

**B. Substitute Employees**

The following applicants have been approved to be added to the substitute employment list for the 2011-2012 school year as follows:

Robert L. Superka	Substitute Cafeteria Worker
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**C. Re-Approval Substitute Guest Teacher(s)**

The following substitute guest teacher(s) should be re-approved for the 2011-2012 school year as listed:

Joann Heffner  
Jacqueline Yanek

**PERSONNEL MATTERS 2011-2012 SCHOOL YEAR (continued)****D. Letter of Resignation**

1. Jonathan Kiefer  
 Status: National Honor Society Advisor  
 Assignment: Catasauqua High School  
 Effective: September 9, 2011  
 Reason: Change of assignment to Catasauqua Middle School
  
2. James Siegfried  
 Status: School Bus Driver  
 Assignment: Districtwide - Transportation  
 Effective: September 20, 2011  
 Reason: Personal

**E. Change of Retirement Date**

1. Eugenia Emert  
 Status: Family & Consumer Science Teacher  
 Assignment: Catasauqua Middle School  
 Years of Service: 35 Years of Service  
 Effective: December 16, 2011 (previous date was November 28, 2011)

**F. Approval of Student Teachers/Interns**

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

**Catasauqua High School**

<u>Name &amp; College</u>	<u>Area of Certification</u>	<u>Effective</u>
Regina Iannello – Kutztown Univ.	Art – Barbara Resto	Jan. 24 – March 9, 2012
Thomas Mosser – Kutztown Univ.	Social Studies – Eric Anthony	Jan. 24 – March 9, 2012
Adam Stofko – Kutztown Univ.	Social Studies – Kevin Foley	Jan. 24 – March 9, 2012
Lori Bayard – Kutztown Univ.	Math – Molly LaVigne	Jan. 24 – March 9, 2012
Edward Youwakim – Kutztown U.	English – Edward Whitehead	March 19 – May 10, 2012

**Catasauqua Middle School**

<u>Name &amp; College</u>	<u>Area of Certification</u>	<u>Effective</u>
Heather Romero – Kutztown Univ.	English – Brenda Shahpari	Jan. 24 – March 9, 2012
Sally Lulcivc – Kutztown Univ.	Social Studies – Lisa Roth	Jan. 24 – March 9, 2012
Sarah Schaffer – Kutztown Univ.	5 <sup>th</sup> Grade Reading – Lisa Packard	March 19 – May 10, 2012
Ryan Yosca – Kutztown Univ.	6 <sup>th</sup> Grade Math – Vicky Lynott	March 19 – May 10, 2012

**PERSONNEL MATTERS 2011-2012 SCHOOL YEAR (continued)****G. 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>
Richard Milne	Honor Band Coordinator	\$ 828
Richard Milne	Music Drama Director	\$1,063
Richard Milne	Vocal Director	\$2,348
Charles Post, Jr.	National Honor Society Advisor	\$1,188
Barbara Resto	Yearbook Advisor	\$3,153
Amy Dymond-Jones	M.S. Audio-Visual Coordinator (1/3 shared)	\$ 531.33

Roll Call – Deitrich aye, Hahn aye, Panto aye, Reiss aye, and Snyder aye. Zero nay.  
Motion Carried.

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

**H. Salary Increment Increases**

Increase the salary of the following professional(s) who have completed the salary credit step requirements for the first 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.

**DeBoer, Erin**

New	Step 4	Degree – B.S.	Credits + 24	\$45,659
Old	Step 4	Degree – B.S.	Credits + 21	\$45,210

**Tercha, Donna**

New	Step 9	Degree – M	Credits + 0	\$60,367
Old	Step 9	Degree – B.S.	Credits + 56	\$57,006

**ROLL CALL VOTE**

Roll Call – Deitrich aye, Hahn aye, Panto aye, Reiss aye, and Snyder aye. Zero nay.  
Motion Carried.

**APPROVAL OF REVISED ADDITIONAL BUS & VAN STOPS 2011-2012 SCHOOL YEAR AS OF OCT. 11, 2011** Motion by Deitrich, seconded by Snyder, approving the revised, additional bus/van stops for the 2011-2012 school year, effective October 11, 2011. 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 – Deitrich aye, Hahn aye, Panto aye, Reiss aye, and Snyder aye. Zero nay. Motion Carried.

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

- |                                |  |
|--------------------------------|--|
| 1. <u>Name of Employee(s):</u> | Christina Lutz-Doemling<br>Kathleen Kotran<br>Melissa Inselmann<br>Kristen Zavar<br>Eric Dauberman |
| Dates Requested:               | October 16, 17 & 18, 2011  |
| Conference Title:              | SAS Model District Kick-Off Event  |
| Sponsored by:                  | Pennsylvania Department of Education   |
| Location:                      | Hilton Harrisburg  |
| Estimated Mileage:             | \$90.00/per person covered by Title IIA (will carpool)   |
| Meals:                         | \$30.00/per person covered by Title IIA  |
| Lodging:                       | Lodging costs covered by PDE   |
| Registration:                  | No cost  |
| Substitute:                    | No substitute costs.   |
| Estimated Cost to District:    | \$0.00   |

Roll Call – Deitrich aye, Hahn aye, Panto aye, Reiss aye, and Snyder aye. Zero nay. Motion Carried.

- INFORMATION ITEMS**
1. Eric Dauberman
    - A. October 7, 2011 – Fire Prevention Day
    - B. October 13, 2011 – Picture Day
    - C. October 24, 2011 – Classroom Visitations & Pumpkin Contest
    - D. October 28, 2011 - Sheckler Elementary School Halloween Parade
  2. David Ascani
    - A. October 22, 2011 – Homecoming/Halloween Dance

## INFORMATION ITEMS (continued)

3. Melissa Inselmann
  - A. October 7, 2011 – Family Movie Night – 224 people
  - B. October 19, 2011 – classroom visitation
  - C. October 28, 2011 – Students can dress-up for Halloween
  
4. Duane Deitrich
  - A. Marching band won 1<sup>st</sup> place in two competitions – 29 members

## NEXT SCHOOL BOARD MEETING DATES

- |                                |                      |  |
|--------------------------------|----------------------|--|
| A. Wednesday, November 2, 2011 | 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   |
| B. Thursday, November 10, 2011 | <del>5:30 P.M.</del> | <del>Buildings &amp; Grounds Committee Canceled</del>  |
|                                | 5:45 P.M.            | Dinner at LCTI Restaurant  |
|                                | 7:00 P.M.            | Board Workshop Meeting<br>(Board Workshop Meeting to be held at Lehigh<br>Career & Technical Institute, 4500 Education<br>Park, Schnecksville, PA 18078) |
|                                |                      |  |
| C. Monday, November 14, 2011   | 7:00 P.M.            | Regular Monthly School Board Meeting   |

**ADJOURNMENT**      Motion by Reiss, seconded by Deitrich, to adjourn meeting.  
Meeting adjourned at 8:26 P.M.

Respectfully submitted,

Sally J. Reiss  
Secretary