

**MINUTES**  
**CATASAUQUA AREA SCHOOL DISTRICT**  
**MONTHLY SCHOOL BOARD MEETING**  
**MONDAY, SEPTEMBER 12, 2011**

5002

**PURPOSE** The regular meeting of the Board of Directors of the Catasauqua Area School District was held on Monday, September 12, 2011 in the District Administration Office Board Room. President Hahn called the meeting to order at 7:03 P.M.

**ROLL CALL** Members present: Carol Cunningham, Duane Deitrich, Penny Hahn, Mary Alice Hartranft, Carol McCarthy (arrived at 7:11 P.M.), Donald Panto (arrived at 7:13 P.M.), Sally J. Reiss and Patricia Snyder

Member absent: 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  
Lois Reed, Business Supervisor  
Eric Dauberman, Elementary School Principal  
Melissa Inselmann, Middle School Principal  
David Ascani, High School Principal  
Bryan Klass, Assistant Middle School Principal  
Wayne Karess, District Network Manager  
Thomas R. Moll, II, Director of Student Activities  
David Knerr, Solicitor  
Taylor Augustine, Student Representative  
Andrew Contreras, Student Representative (arrived at 7:22 P.M.)

Visitors: See sign-in sheet inserted in Permanent Minute Book

Pledge of Allegiance to the Flag was given

**At this time – 7:11 P.M. – board member Carol McCarthy arrived at meeting.**

**At this time – 7:13 P.M. – board member Donald Panto arrived at meeting.**

**PRESENTATIONS/  
AUDIENCE INPUT  
ON AGENDA** A. 2011 PSSA Results Presentation - Christina Lutz-Doemling

**At this time – 7:22 P.M. – student representative Andrew Contreras arrived at meeting.**

**COMMITTEE  
REPORTS** A. Buildings & Grounds Committee – Sally J. Reiss – meeting held Sept. 6, 2011  
1. See minutes inserted in Permanent Minute Book

## COMMITTEE REPORTS (continued)

- B. Academics & Education – Carol Cunningham – meeting held Sept. 7, 2011
  - 1. See minutes inserted in Permanent Minute Book
- C. Lehigh Career & Technical Institute – Carol McCarthy
  - 1. Dr. Hornberger will be retiring this year
- D. Hanover Township Lehigh County  
No report
- E. Lehigh Valley International Airport – Sally J. Reiss  
No report
- F. Carbon-Lehigh Intermediate Unit #21 – Penny Hahn
  - 1. New Assistant Executive Director Dr. Robert W. Culp was appointed
  - 2. New Director of Business Services Andrew Lechman was appointed
- G. PSBA Liaison Update – Donald Panto
  - 1. Break No Child Left Behind
  - 2. School building size report
- H. Student Representatives – Taylor Augustine and Andrew Contreras
  - 1. Everybody is back into the swing of school

**MINUTES APPROVED  
REGULAR MEETING  
AUGUST 8, 2011**

Motion by Cunningham, seconded by Hartranft, the minutes of the regular meeting held on August 8, 2011 be approved as presented. Hahn abstained from voting due to being absent from that meeting. Motion carried.

**MINUTES APPROVED  
SPECIAL MEETING  
AUGUST 22, 2011**

Motion by Cunningham, seconded by Hartranft, the minutes of the special meeting held on August 22, 2011 be approved as presented. Hahn abstained from voting due to being absent from that meeting. Motion carried.

**TREASURER'S  
REPORT  
AUGUST 2011**

Motion by Cunningham, seconded by McCarthy, the report of the Treasurer for August 2011 be approved as presented. Motion carried.

**APPROVAL OF  
BUDGET  
TRANSFERS  
AUGUST 2011**

Motion by Reiss, seconded by Cunningham, approving the request for budget transfers for the month of August 2011.

**ROLL CALL VOTE**

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

**APPROVAL FOR** Motion by McCarthy, seconded by Reiss, all accounts payables bills as presented  
**PAYMENT OF ALL** in the amount of **\$946,947.74** be approved as follows:  
**ACCOUNTS PAYABLES**

<b>BILLS - SEPTEMBER 2011</b>	<b>General Fund Bills-A/P Sept. 12, 2011</b>	<b>\$927,899.83</b>
	<b>Cafeteria Bills – A/P Sept. 12, 2011</b>	<b><u>19,047.91</u></b>
	<b>TOTAL</b>	<b>\$946,947.74</b>

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

**APPROVAL FOR** Motion by McCarthy, seconded by Reiss, all construction fund bills as presented in  
**PAYMENT OF ALL** the amount of **\$27,911.73** be approved as follows:  
**CONSTRUCTION FUND**

<b>BILLS</b>	<b>Construction Fund Bills-A/P Sept. 12, 2011</b>	<b><u>\$27,911.73</u></b>
	<b>TOTAL</b>	<b>\$27,911.73</b>

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

**APPROVAL TO** Motion by McCarthy, seconded by Reiss, all manual bills as presented in the  
**RATIFY ALL MANUAL** amount of **\$1,068,644.53** be approved as follows:  
**BILLS**

<b>AUGUST 2011</b>	<b>General Fund Manual Checks – August 2011</b>	<b>\$168,230.93</b>
	<b>Payroll – General Fund – August 2011</b>	<b>892,313.60</b>
	<b>Payroll – Cafeteria – August 2011</b>	<b>5,081.30</b>
	<b>Activity Fund Bills Manual Checks – Aug. 2011</b>	<b><u>3,018.70</u></b>
	<b>TOTAL</b>	<b>\$1,068,644.53</b>

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

**APPROVAL OF** Motion by McCarthy, seconded by Deitrich, approving the following insurance  
**MISCELLANEOUS** rates from PSBA Insurance Trust and Erie Insurance as listed:  
**INSURANCE RATES**

**2011-2012 SCHOOL YEAR**

	<u>2010-2011 Rates</u>	<u>2011-2012 Rates</u>
<b>Package/Boiler (PSBA)</b>	<b>\$48,686</b>	<b>\$49,486</b>
<b>Umbrella (PSBA)</b>	<b>\$15,119</b>	<b>\$15,119</b>
<b>School Directors Errors &amp; Omissions</b>	<b>\$ 9,399</b>	<b>\$10,331</b>
<b>Vehicle Fleet (Erie Insurance)</b>	<b><u>\$23,568</u></b>	<b><u>\$23,457</u></b>
<b>Annual Premium</b>	<b>\$96,772</b>	<b>\$98,393</b>

### **ROLL CALL VOTE**

Roll Call – Cunningham aye, Deitrich aye, Hahn aye, Hartranft aye, McCarthy aye, Panto aye, Reiss aye, and Snyder 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 presented:

1. Service Provider: Mr. Joseph Stofko, Jr.  
Service: Catasauqua H.S. Weight room Service Agreement  
 (Note: This is replacing Fitness Shapers.)  
Location: Catasauqua High School  
Amount: \$1,318.00  
Term: September 13, 2011 - June 30, 2012

**ROLL CALL VOTE**

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

**PERSONNEL  
MATTERS  
2011-2012  
SCHOOL YEAR**

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

**A. Removal of Substitute Employees**

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

<u>Name</u>	<u>Position</u>	<u>Reason</u>
Michelle Hillpot	Substitute Non-Certified I.A.	Not used in 2010-2011
Cynthia Reppert	Substitute Non-Certified I.A.	Personal/Change of Status
Jill Branch	Day-to-Day Substitute Teacher	Personal
Ashley Cassel	Day-to-Day Substitute Teacher	Other employment
Katie Davis	Day-to-Day Substitute Teacher	Moved out of state
Meghan Godschall	Day-to-Day Substitute Teacher	Personal
Andrew Notareschi	Day-to-Day Substitute Teacher	Personal
Erin Recker	Day-to-Day Substitute Teacher	Personal
Stacy Schrettner	Day-to-Day Substitute Teacher	Other employment
Shawn Borger	Sub. Health Room Assistant	Not used in 2010-2011
Margaret Banko	Substitute Cafeteria Worker	Not used in 2010-2011
Alessar Makhoul	Substitute Cafeteria Worker	Not used in 2010-2011
Dorene Ditomasso	Substitute Cafeteria Worker	Personal
Gerald Case, Jr.	Substitute Custodian	Not used in 2010-2011

**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:

Carolyn Trostle	Substitute Bus/Van Driver
William Mitman	Substitute Bus/Van Driver
Marlanda Birns	Day-to-Day Substitute Teacher
David Morgan	Day-to-Day Substitute Teacher
Jessica Gasper*	Day-to-Day Substitute Teacher

\*Pending receipt of required employment forms

**PERSONNEL MATTERS 2011-2012 SCHOOL YEAR (continued)****C. Re-Approval Substitute Guest Teachers**

The following substitute guest teachers have been re-approved for the 2011-2012 school year as listed:

Suzanne Borovies	Dorothy Boulin	Nancy Breon
Yvette Campbell	George Gemmel	Sally Habib
James Harper	Kyle Lavigne	Victor Messina
Ellen Miller	David Puckett	Luther Smith, Jr.
Patricia Sottolano	Christine Tretter	James Valo
Elizabeth Wetzig		

**D. Re-Approval of Substitute Support Staff Employees**

The following list of substitute support staff employees have been re-approved for the 2011-2012 school year:

<b><u>Substitute Non-Certified Instructional Aides</u></b>	<b><u>Substitute Cafeteria Monitor</u></b>
Dorene Ditomasso	Linda Shultz
Eullanda Hall	

**E. Maternity Leave of Absence**1. Nadia Ross

Status:	Family & Consumer Science Teacher
Assignment:	Catasauqua High School
Effective:	starting approximately Sept. 6, 2011 through Sept. 30, 2011 and will use available sick days
Return to Work:	On or about October 3, 2011

2. Stacy Reilly

Status:	Special Education Teacher
Assignment:	Catasauqua Middle School
Effective:	starting approximately August 29, 2011 through September 30, 2011 and will use available personal and sick days
Return to Work:	On or about October 3, 2011

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

The names listed below of extra-curricular positions have been appointed as noted for the 2011-2012 school year:

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Stipend</u></b>
Jonathan Kiefer	Catasauqua Middle School Book Fair Coordinator	\$118
Jonathan Kiefer	Catasauqua Middle School Student Store Advisor	\$717
Jonathan Kiefer	Catasauqua Middle School Newsletter Co-Advisor	\$236.50
Jonathan Kiefer	M.S. Audio-Visual Co-Coordinator	\$531.33
Sharon Seritsky	Middle School Activity Coordinator	\$858
Scot Hertzog*	Assistant Boys' Middle School Soccer Coach	Volunteer

\*Pending receipt of required employment forms.

## PERSONNEL MATTERS 2011-2012 SCHOOL YEAR (continued)

**G. Approval of Internship**1. Candice Sierzega

Status:	Guidance Counselor Internship
Assignment:	Catasauqua Middle School
College:	Lehigh University
Effective:	September 13, 2011 to June 13, 2012 Tuesdays, Wednesdays & Thursdays
Rate of Pay:	No stipend

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

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

**I. Confirmation of Salary Placement – Teachers – 2011-2012 School Year**

Approval is granted to confirm the salary, placement, educational level, and credits of the professional teaching staff, as reviewed by the Superintendent, for the 2011-2012 school year in compliance with the Collective Bargaining Agreement.

**ROLL CALL VOTE**

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

**APPROVAL OF  
REVISED VAN/BUS  
STOPS FOR THE  
2011-2012  
SCHOOL YEAR  
AS OF SEPT. 13, 2011**

Motion by Deitrich, seconded by McCarthy, approving the revised van/bus stops for the 2011-2012 school year, effective September 13, 2011. 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 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 – Cunningham aye, Deitrich aye, Hahn aye, Hartranft aye, McCarthy aye, Panto aye, Reiss aye, and Snyder aye. Zero nay. Motion carried.

**APPROVAL OF  
STUDENT  
REPRESENTATIVE  
TO CATASAUQUA  
BOROUGH COUNCIL**

Motion by Cunningham, seconded by McCarthy, approving the appointment of **Brooke Genovese** as the Catasauqua Area School District 12<sup>th</sup> grade student representative to Catasauqua Borough Council for the 2011-2012 school year.

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

**LETTERS OF  
COMMENDATION**

1. From Eric Dauberman
  - A. To: Kristin Koehler of Lehigh Valley Educators Credit Union – donated \$1,000 to Sheckler Elementary School
  - B. To: Mrs. Kitty Dunn and Family – donated many wonderful books to the Sheckler Elementary School Library in lieu of gifts to her on a significant birthday year celebration – thank you to Mrs. Dunn and her family for such thoughtful gifts to current and future Sheckler students who will be enjoying these books for years to come

**INFORMATION ITEMS**

1. Eric Dauberman
  - A. Bullying Kick-Off
  - B. September 22, 2011 – Meet the Teacher Night – Open House
2. Melissa Inselmann
  - A. Opening of school going well
  - B. September 16, 2011 – Welcome Back Dance
  - C. September 22, 2011 – Meet the Teacher Night – Open House
  - D. Fund Raiser
3. David Ascani
  - A. September 21, 2011 – Open House
4. Thomas R. Moll, II
  - A. Update on Fall sports
  - B. September 28, 2011 – Rough Rider Night at the Blue Monkey
5. Wayne Karess
  - A. First week of school was very busy
  - B. PowerSchool is up and running well
6. Sally J. Reiss
  - A. LCCC – at-large seat on Board of Trustees is available
7. Penny Hahn
  - A. Bruce Krasley – Women of the Lehigh Valley magazine article about him teaching at a local college

**RECOGNITION OF  
GUESTS & VISITORS**

1. Dawn Berrigan – 707 Race Street, Catasauqua, PA 18032
  - A. Jessica Kroope – George Taylor House – will anyone be handling it at high school this year?
  - B. Board Member has not been in attendance since June – will board handle it?

**NEXT SCHOOL BOARD MEETING DATES**

- |                               |  |  |
|-------------------------------|--|--|
| A. Tuesday, October 4, 2011   | 5:30 P.M.<br>7:00 P.M.                           | Buildings & Grounds Committee<br>Board Workshop Meeting                                      |
| B. Wednesday, October 5, 2011 | 4:00 P.M.<br>5:00 P.M.<br>6:00 P.M.<br>7:00 P.M. | Finance Committee<br>Academics & Education Committee<br>Policy Committee<br>Athletic Council |
| C. Monday, October 10, 2011   | 7:00 P.M.  | Regular Monthly School 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 8:14 P.M.

Respectfully submitted,

Sally J. Reiss  
Secretary