

**MINUTES
CATASAUQUA AREA SCHOOL DISTRICT
MONTHLY SCHOOL BOARD MEETING
MONDAY, JULY 11, 2011**

4981

PURPOSE The regular meeting of the Board of Directors of the Catasauqua Area School District was held on Monday, July 11, 2011 in the District Administration Office Board Room. Vice President Cunningham called the meeting to order at 7:02 P.M

ROLL CALL

Members present: Carol Cunningham, Duane Deitrich, Mary Alice Hartranft, Carol McCarthy, Sally J. Reiss, and Patricia Snyder (arrived at 7:16 P.M.)

Members absent: Penny Hahn, Robert Levine and Donald Panto

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
Eric Dauberman, Elementary School Principal
Melissa Inselmann, Middle School Principal
David Ascani, High School Principal
William Gasper, Supervisor of Facilities
Lois Reed, Business Supervisor
David Knerr, Solicitor

Visitors: See list inserted in Permanent Minute Book

Pledge of Allegiance to the Flag was given.

**COMMITTEE
REPORTS**

- A. Carbon-Lehigh Intermediate Unit #21 – Penny Hahn
 - 1. Appointed Solicitor & Public Accountant
- B. Lehigh Career & Technical Institute – Carol McCarthy
 - 1. Mrs. McCarthy will bring in photos of the house LCTI students built
- C. Borough of Catasauqua – Mary Alice Hartranft
 - No report
- D. Borough of North Catasauqua – Carol McCarthy and Donald Panto
 - No Report
- E. Hanover Township – Robert Levine
 - No report
- F. Lehigh Valley International Airport – Sally J. Reiss
 - 1. Nothing that impacts the school district

COMMITTEE REPORTS (continued)

G. PSBA Liaison Update – Donald Panto
No report

H. Student Representatives
No report

MINUTES APPROVED BOARD WORKSHOP MEETING – JUNE 7, 2011 Motion by Cunningham, seconded by McCarthy, the minutes of the board workshop meeting held on June 7, 2011 be approved as presented. Motion carried.

MINUTES APPROVED REGULAR MEETING JUNE 15, 2011 Motion by Cunningham, seconded by McCarthy, the minutes of the regular meeting held on June 15, 2011 be approved as presented. Motion carried.

MINUTES APPROVED SPECIAL BOARD MEETING – JUNE 27, 2011 Motion by Cunningham, seconded by McCarthy, the minutes of the special board meeting held on June 27, 2011 be approved as presented. Motion carried.

TREASURER'S REPORT Motion by Cunningham, seconded by McCarthy, the report of the Treasurer for June 2011 be approved as presented

ROLL CALL VOTE

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

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

ROLL CALL VOTE

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

APPROVAL FOR PAYMENT OF ALL ACCOUNTS PAYABLES BILLS - JULY 2011 Motion by Cunningham, seconded by McCarthy, all accounts payables bills as presented in the amount of **\$662,855.65** be approved as follows:

General Fund Bills-A/P July 11, 2011	\$662,266.40
Cafeteria Bills – A/P July 11, 2011	<u>589.25</u>
TOTAL	\$662,855.65

Roll Call – Cunningham aye, Hahn aye, McCarthy 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 **\$310,727.18** be approved as follows:

Construction Fund Bills-A/P July 11, 2011	\$ 13,915.79
Constr. Fund Manual Checks – June 2011	<u>296,811.39</u>
TOTAL	\$310,727.18

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

**APPROVAL TO
RATIFY ALL MANUAL
BILLS**

Motion by McCarthy, seconded by Cunningham, all manual bills as presented in the amount of **\$1,234,694.96** be approved as follows:

JUNE 2011

General Fund Manual Checks – June 2011	\$ 118,258.14
Payroll – General Fund – June 2011	1,052,581.65
Payroll – Cafeteria – June 2011	25,840.96
Cafeteria Bills Manual Checks – June 2011	9,876.13
Athletic Bills Manual Checks – June 2011	7,164.49
Activities Fund Bills – June 2011	<u>20,973.59</u>
TOTAL	\$1,234,694.96

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

**CHECK APPROVED
FOR ALBARELL
ELECTRIC**

Motion by Reiss, seconded by Cunningham, to approve to pay general fund manual check #24130 in the amount of \$425.19 issued to Albarell Electric.

Roll Call – Cunningham aye, McCarthy aye, Panto aye, and Reiss aye. Hahn abstained from voting due to Albarell Electric being her husband’s employer. Zero nay. Motion carried.

**CHECK APPROVED
FOR ALBARELL
ELECTRIC**

Motion by McCarthy, seconded by Cunningham, to approve to pay athletic fund manual check #5641 in the amount of \$1,432.19 issued to Albarell Electric.

Roll Call – Cunningham aye, McCarthy aye, Panto aye, and Reiss aye. Hahn abstained from voting due to Albarell Electric being her husband’s employer. Zero nay. Motion carried.

**2011-2012 TAX
DUPLICATES
CHARGED TO TAX
COLLECTORS AND
APPROVE BONDING
AS PRESENTED**

Motion by Reiss, seconded by McCarthy that, in accordance with Public School Codes 682, 684, hereby charge the tax collectors of the Catasauqua Area School District for the following amounts for the 2011-2012 duplicates and approve bonding as presented:

2011-2012	2011-2012		Bonds
<u>Real Estate</u>	<u>Interim</u>		
Catasauqua	\$ 4,660,460.15	\$ - 0 -	Lumberman’s Mutual
North Catasauqua	\$ 2,599,137.14	\$1,567.36	CNA Insurance Co.
Hanover Township	\$ <u>8,287,218.35</u>	\$ - 0 -	
TOTAL	\$15,546,815.64	\$1,567.36	

ROLL CALL VOTE

Roll Call – Cunningham aye, Hahn aye, McCarthy 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: Edwards Business Systems
 - Service: Three (3) Copier Replacements
5-year lease for all three
 - Location: one (1) Konica/Minolta BH601 with accessories – Central Copying
one (1) Konica/Minolta BH223 with accessories – Athletics
one (1) Konica/Minolta BH223 with accessories – H. S. Library
 - Amount: \$385.59/month for all three
 - Term: Starting July 28, 2011 for 60 months

ROLL CALL VOTE

Roll Call – Cunningham aye, Hahn aye, McCarthy aye, Panto 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. Intent to Retire

1. Robert L. Superka
 - Status: Third Shift Custodian
 - Assignment: Catasauqua High School
 - Years of Service: 23 1/2 Years of Service
 - Effective: July 1, 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:

Cynthia Reppert	Substitute Cafeteria Worker
Bernard Pluchinsky, Jr.	Substitute Custodian
Robert L. Superka	Substitute Custodian

C. Removal of Substitute Employees

The following applicants have requested to be removed from the substitute employment list for the 2010-2011 school year as follows:

<u>Name</u>	<u>Position</u>	<u>Reason</u>
Timothy R. Stampf	Substitute bus driver	Personal

D. Maternity Leave of Absence

1. Barbara Resto
 - Status: Art Teacher
 - Assignment: Catasauqua High School
 - Effective: Starting approx. Oct. 18, 2011 through Jan. 20, 2012 or start of second semester & will use accumulated personal days & sick days for leave.
 - Return to Work: On or about January 20, 2012 or start of second semester

PERSONNEL MATTERS – 2011-2012 SCHOOL YEAR (continued)

E. 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>
Todd Richards	Faculty Manager of Athletics & Extra-Curricular Activities	\$3,451
Jamie Hirner	Assistant Football Cheering Coach	\$1,000
Kori Burke	Assistant Football Cheering Coach	Volunteer
Gina Marie D’Annibale	Marching Band Assistant	Volunteer
Eric Snyder	Head Boys’ Basketball Coach	\$5,700
Scott Case	Assistant Boys’ Basketball Coach	\$3,520
Thomas Falzone	Assistant Boys’ Basketball Coach	\$3,520
Jeremy Eberhardt	Assistant Boys’ Basketball Coach	Volunteer
Thomas Reap	Assistant Boys’ Basketball Coach	Volunteer
Brett Zieber	Assistant Boys’ Basketball Coach	Volunteer
Matthew Morton	Assistant Boys’ Basketball Coach	Volunteer
Chad Werkheiser	Head Girls’ Basketball Coach	\$5,700
Brittany Lacey	Assistant Girls’ Basketball Coach	\$3,520
Jared Case	Assistant Girls’ Basketball Coach	\$3,520
Michael Conner	Head Wrestling Coach	\$5,700
Kyle Rusnock	Assistant Wrestling Coach	\$3,520
Mark Bartholomew	Assistant Wrestling Coach	\$2,000
Michael Rusnock	Assistant Wrestling Coach	\$1,520
Richard Garner	Assistant Wrestling Coach	Volunteer
Jonathan Reed	Assistant Wrestling Coach	Volunteer
Joseph Stofko, Jr.	Assistant Wrestling Coach	Volunteer
Steve Bradley	Assistant Wrestling Coach	Volunteer
David Rusnock	Assistant Wrestling Coach	Volunteer
James D’Annibale	Pep Band Advisor	\$600
Joseph Stofko, Jr.	Weight Room Monitor (Summer & Spring)	Volunteer
Joseph Stofko, Jr.	Weight Room Monitor (Fall)	\$600
Joseph Stofko, Jr.	Weight Room Monitor (Winter)	\$600
Robert Bydlon	Weight Room Monitor (Spring)	\$600
Frank Schlofer	Weight Room Monitor (Summer) (shared)	\$300
Thomas Falzone	Weight Room Monitor (Summer) (shared)	\$300
Steve Bradley	Head Baseball Coach	\$5,399
Dennis Kelly	Assistant Baseball Coach	\$2,171
Eric Snyder	Assistant Baseball Coach	\$2,171
Timothy Moncman	Assistant Baseball Coach	\$1,000
Michael Palos	Assistant Baseball Coach	Volunteer
Harold Dudeck	Assistant Baseball Coach	Volunteer
Robert Thomas	Head Softball Coach	\$5,399
Victor Diaz	Assistant Softball Coach	\$2,671
Suzanne Kropf	Assistant Softball Coach	\$2,671
John O’Connell	Assistant Softball Coach	Volunteer

PERSONNEL MATTERS – 2011-2012 SCHOOL YEAR (continued)**E. Appointment of Extra-Curricular Positions - 2011-2012 School Year (continued)**

Trajano Bastidas	Head Girls' Soccer Coach	\$5,399
Michael Baclawski	Assistant Girls' Soccer Coach	\$2,671
Glenn Reightler	Head Track Coach	\$5,399
Patrick MacLaughlin	Assistant Track Coach	\$2,671
Erin Recker	Assistant Track Coach	\$2,671
Frank Schlofer	Assistant Track Coach	\$2,671
Kristin Bond	Head Boys' Volleyball Coach	\$3,510
Erica Schlamp	Sheckler Audio-Visual Coordinator	\$1,594
William Bond	Sheckler Book Fair Coordinator	\$ 118
Wendy Laubenstein	Elementary Program Co-Coordinator	\$ 624
Ronald DeMaio, Jr.	Elementary Program Co-Coordinator	\$ 624
Joseph Alley	Sheckler Science Fair Co-Coordinator	\$ 118
David Burkner	Sheckler Science Fair Co-Coordinator	\$ 118
Lisa Roth	Catasauqua Middle School Newsletter (shared)	\$ 236.50
Lisa Roth	M.S. Scholastic Bowl Co-Coach	\$ 465.50
Judith Evans	M.S. Scholastic Bowl Co-Coach	\$ 465.50
Charles Post	Brown & White Advisor (shared)	\$1,576.50
Erin DeBoer	Freshman Class Advisor	\$ 594
Molly LaVigne	Junior Class Advisor	\$1,343
Mary Anne Haney	Senior Class Advisor	\$1,343
John Yanek	Debate Club Advisor	\$2,550
Jonathan Kiefer	National Honor Society Advisor	\$1,188
Robert Fahringer	Class Plays – Director	\$3,153
Robert Fahringer	Drama Society Coach	\$2,550
Jean Susko	SADD Advisor	\$ 591
Charles Post	H.S. Scholastic Bowl Coach	\$1,424
Paula Semmel	Student Council Advisor	\$2,150
Eric Snyder	Varsity "C" Club Advisor	\$1,341

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

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

F. Appointment of Extra-Curricular Positions - 2011-2012 School Year (continued)

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>
Penny Hahn	Assistant Boys' Volleyball Coach	Volunteer

Roll Call – Cunningham aye, McCarthy aye, Panto aye, and Reiss aye. Hahn abstained from voting due to this being her own position. Zero nay. Motion carried.

PERSONNEL MATTERS – 2011-2012 SCHOOL YEAR (continued)

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

G. Approval of Resolution Providing for Personnel Actions Due to Economic Considerations

Approval is requested to adopt the Resolution Providing for Personnel Actions Due to Economic Considerations.

Resolution inserted in Permanent Minute Book

ROLL CALL VOTE

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

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

H. Approval of Job Description

Approval is requested for the following job description as attached:

Transportation Clerk #1

Job description inserted in Permanent Minute Book

ROLL CALL VOTE

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

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

I. Nomination for Appointment

1. David Cressman

Status:	Transportation Clerk #1
Assignment:	Transportation Department
Rate of Pay:	\$14.75/hour
	220 days per year
Benefits:	As per Support Staff Benefits (pro-rated for the 2011-2012 school year)
Effective:	July 12, 2011

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

**APPROVAL TO
PARTICIPATE IN
FREE & REDUCED
PRICE LUNCH
PROGRAM - 2011-2012
SCHOOL YEAR**

Motion by Reiss, seconded by McCarthy, granting approval to participate in the Free & Reduced Price Lunch Program for the school year 2011-2012.

ROLL CALL VOTE

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

**ADOPTION OF
RESOLUTION RE
FEDERAL AND STATE
REGULATIONS RE
EQUAL OPPORTUNITY
EMPLOYER**

Motion by Reiss, seconded by McCarthy, to adopt the following resolution for the 2011-2012 school year:

RESOLUTION - EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Catasauqua Area School District that no person shall be subjected to unlawful discrimination on the ground of race, color, age, creed, religion, sex/gender, sexual orientation, ancestry, national origin, handicap/disability, familial status, genetic information, or any other legally protected classification with respect to any of its programs or activities or in the employment of any personnel. Sexual harassment or harassment relating to an individual's race, color, age, creed, religion, sex/gender, sexual orientation, ancestry, national origin, handicap/disability, familial status, genetic information, or any other legally protected classification is a form of unlawful discrimination and is expressly prohibited under the School District's policy. The School Board has adopted procedures for filing complaints of unlawful discrimination/harassment with the School District and the School District's investigation and disposition of those complaints. If you would like to obtain a copy of the complete nondiscrimination policy, including the complaint procedures, please contact the Superintendent, 201 N. 14th Street, Catasauqua, PA 18032, phone 610-264-5571. The Superintendent is the District's Compliance Officer for all nondiscrimination requirements (503/504-Title VI-Title VII-Title IX-ADA Coordinator). The nondiscrimination policy and complaint procedures are also available on the District's web site: www.cattysd.org

ROLL CALL VOTE

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

**REVIEW OF STATE
ETHICS FORMS –
STATEMENT OF
FINANCIAL
INTERESTS**

Motion by Cunningham, seconded by McCarthy, approving a review of Statement of Financial Interests of all current board members and persons who were board members in 2010, in accordance with board resolution of May 23, 2006.

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

**APPROVAL OF
SPECIAL EDUCATION
SERVICES –
2011-2012
SCHOOL YEAR**

Motion by McCarthy, seconded by Reiss, approving the professional services agreement with the Carbon-Lehigh Intermediate Unit #21 to provide special education services, as defined, for the 2011-2012 school year.

Agreement inserted in Permanent Minute Book

ROLL CALL VOTE

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

**INFORMATION
ITEMS**

1. Carol McCarthy
 - A. Eighth Grade Promotions went very well

2. Sally Reiss
 - A. Act 24 – you can open your budget

3. Penny Hahn
 - A. Thank You cards from Brian Sigafos, Drew Carfara and Catherine May

 - B. August 23, 2011 – Catasauqua Area School District will be hosting the Carbon-Lehigh Intermediate Unit #21 Opening Day for the 2011-2012 school year

4. Christina Lutz-Doemling
 - A. On June 28 and June 29, 2011 Kathleen Kotran and Christina co-taught a Staff Development Class

5. Lois Reed
 - A. Catasauqua will be hosting EIT meeting on August 11, 2011.

NEXT SCHOOL BOARD MEETING DATES

A. Tuesday, August 2, 2011	5:30 P.M. 7:00 P.M.	Buildings & Grounds Committee Board Workshop Meeting
B. Wednesday, August 3, 2011	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. Monday, August 8, 2011	7:00 P.M.	Regular monthly school board meeting

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

ADJOURNMENT

Motion by McCarthy, seconded by Cunningham, to adjourn meeting.
Meeting adjourned at 7:58 P.M.

Respectfully submitted,

Sally J. Reiss
Secretary