

MINUTES
CATASAUQUA AREA SCHOOL DISTRICT
Tuesday, March 4, 2014
7:00 P.M. – District Administration Office

1. **CALL TO ORDER** **President, Penny Hahn**
President Penny Hahn Called the Meeting to Order at 7:00 P.M

2. **PLEDGE OF ALLEGIANCE TO THE FLAG**
The Pledge of Allegiance was given

3. **ROLL CALL**

| Board Members | | Non Board Members | |
|----------------------|---|-------------------------|---|
| Penny Hahn | X | Robert J. Spengler | X |
| Carol Cunningham | X | Dave Knerr | X |
| Donald Panto | X | Christina Lutz-Doemling | X |
| Duane Deitrich | X | Lois Reed | X |
| Mary Alice Hartranft | | Kathleen Kotran | X |
| Carol McCarthy | X | Wayne Karess | X |
| Dawn Berrigan | X | William Gasper | |
| Christine Naegel | X | David Ascani | X |
| Christine Nace | X | Melissa Inselmann | X |
| | | Eric Dauberman | X |
| | | Bryan Klass | |
| | | Thomas R. Moll, II | X |

X = Present

Visitors: See list inserted in the Permanent Minute Book

4. **NOTICE OF EXECUTIVE SESSIONS**
No executive sessions were held

5. **PRESENTATIONS/AUDIENCE INPUT ON AGENDA**
 - A. **Sheckler Elementary School Students of the Month – February 2014**
Eric Dauberman

| GRADE 1 | GRADE 2 | GRADE 3 | GRADE 4 |
|-----------------|------------------|-------------------|------------------|
| Jusiah Santiago | Dylan Pacheco | Jenicia Mendonca | Ashley Ritter |
| Summer Garofalo | Abigail Peartree | Vincenzo Limandri | Andres Fernandez |

6. ADMINISTRATION/BOARD DISCUSSION & REPORTS

A. Finance

- **2006A Bond Series Refinance**

Mr. Robert Spengler and Mr. Brad Remig presented the details of the 2006A Bond Refinance. Savings amount to \$500,932.00 over the life of the Bond. The majority of the saving occurs in the 2014 - 2015 fiscal year.

B. Academics & Education

- **One to One Technology Initiative**

The third in a series of presentations proposing a one:one laptop initiative was provided by Mr. Robert Spengler, Dr. Christina Lutz-Doemling, Kathleen Kotran, David Ascani, and Wayne Karess. Mr. Spengler provided an overview of the concept. Mr. Karess reviewed the equipment proposal. Mr. Ascani described the rollout, including parent and student meetings and insurance options.

Dr. Lutz-Doemling explained the professional development plan. Mrs. Kotran discussed our experience and rationale for recommending Apple MacBook Air Laptops.

Mrs. Berrigan prefers bringing all district technologies up to date versus a one:one initiative and would like to see the costs. Mrs. Naegle would like to know where the budget stands before we do a one:one technology. Discussion followed regarding one:one versus district wide technology and staying with labs. Mrs. Nace asked if existing laptops could be moved to Catasauqua Middle School. Wayne indicated that this is not recommended. Mrs. McCarthy voiced her concern regarding the cost of insurance continually increasing. Mrs. Cunningham asked if the Board could have more information from other schools who have implemented this plan. In response, Mr. Spengler will email a link to Salisbury Township School District's laptop initiative website. Mr. Panto asked for the drop date to direct the purchase in order to implement for 2014-2015. Further discussion will occur during the April 1, 2014 Board Meeting.

C. Policy

- None

7. APPROVAL OF MINUTES FROM PRIOR MEETING(S)

A. School Board Meeting Held on January 13, 2014 (attachment)

MOTION BY: Cunningham

SECONDED BY: McCarthy

Motion carried

8. APPROVAL OF TREASURER'S REPORT FOR JANUARY 2014 (attachment)

MOTION BY: Deitrich

SECONDED BY: McCarthy

Motion carried

**9. APPROVAL AND RATIFICATION OF BUDGET TRANSFERS JANUARY 2014
(attachment)**

ROLL CALL VOTE

*MOTION BY: Cunningham SECONDED BY: Deitrich
AYE: Cunningham, Deitrich, Berrigan, Naegel, Panto, McCarthy, Hahn, Nace
NAY: 0
Eight Ayes, Zero Nays, Motion carried*

**10. APPROVAL AND RATIFICATION FOR PAYMENT OF ALL A/P BILLS
FEBRUARY 2014 (attachment)**

*MOTION BY: McCarthy SECONDED BY: Deitrich
Motion carried*

11. APPROVAL TO RATIFY ALL MANUAL BILLS JANUARY 2014 (attachment)

*MOTION BY: McCarthy SECONDED BY: Deitrich
Motion carried*

12. FINANCIAL

A. Approval/Renewal of Service Contracts

Authorize and direct the President to execute on behalf of the school district, the following contracts:

1. Service Provider: Blackboard, Inc. (SchoolWorld)
Service: Website Hosting for District, Buildings, and Teachers
Location: District-wide
Amount: \$2,310– includes anticipated 60% E-Rate discount (\$110.00 increase from last year)
Term: July 1, 2014 - June 30, 2015

2. Service Provider: Gaggle.Net, Inc.
Service: Gaggle Student & Teacher E-mail Service
Location: District-wide
Amount: \$2,200 - includes anticipated 60% E-Rate Discounting (\$369.87 increase from last year)
Term: July 1, 2014 - June 30, 2015

ROLL CALL VOTE

*MOTION BY: Cunningham SECONDED BY: McCarthy
AYE: Cunningham, Deitrich, Berrigan, Naegel, Panto, McCarthy, Hahn, Nace
NAY: 0
Eight Ayes, Zero Nays, Motion carried*

B. Accept Independent Auditor's Report of 2012-2013 General Fund Budget

Approval is requested to accept the independent auditor's report of the 2012-2013 general fund budget of the Catasauqua Area School District as prepared by France, Anderson, Basile & Company, P.C.

ROLL CALL VOTE

MOTION BY: Cunningham

SECONDED BY: McCarthy

AYE: Cunningham, Deitrich, Berrigan, Naegel, Panto, McCarthy, Hahn, Nace

NAY: 0

Eight Ayes, Zero Nays, Motion carried

C. Approval of PFM Asset Management LLC as Investment Advisor

Approval is requested to approve the agreement that PFM Asset Management LLC ("PFMAM") will serve as Investment Advisor to the Catasauqua Area School District, Lehigh and Northampton Counties, Pennsylvania (the "Issuer") in connection with structuring the escrow (the "Escrow") related to the Issuer's General Obligation Bonds, Series of 2014 (the "Bonds").

Upon recommendation by Administration, this item was tabled.

D. Approval of Bond Sale and Resolution

Approval of a resolution authorizing the issuance of bonds in the amount of Seven Million, Four Hundred Fifty Thousand Dollars (\$7,455,000.00); providing for the date, interest rates, maturity dates and place of payment with respect to the bonds; accepting the proposal of RBC Capital Markets, LLC for the purchase of the bonds; authorizing the proper officers to execute and deliver the bonds; authorizing and directing the preparation, certification and filing of the proceedings with the Pennsylvania Department of Community and Economic Development; and setting forth a form of bond.

ROLL CALL VOTE

MOTION BY: McCarthy

SECONDED BY: Cunningham

AYE: Cunningham, Deitrich, Berrigan, Naegel, Panto, McCarthy, Hahn, Nace

NAY: 0

Eight Ayes, Zero Nays, Motion carried

E. Approval of Carbon-Lehigh Intermediate Unit Budget: 2014-2015

The Carbon-Lehigh Intermediate Unit #21 Operational Budget for the fiscal year 2014-2015 is presented for approval. The total 2014-2015 Operational budget is \$2,938,736 an increase of \$136,000 from prior year's adjusted budget. The total of all Lehigh and Carbon County district contributions of the operating budget is \$823,241. The Catasauqua Area School District share is \$24,202 a decrease of \$220.

ROLL CALL VOTE

MOTION BY: Cunningham

SECONDED BY: McCarthy

AYE: Cunningham, Deitrich, Berrigan, Naegel, Panto, McCarthy, Hahn, Nace

NAY: 0

Eight Ayes, Zero Nays, Motion carried

F. Approval of Lehigh Carbon Community College Proposed 2014-2015 Budget

The Lehigh Carbon Community College Operational Budget for the fiscal year 2014-2015 is presented for approval. The total 2014-2015 operating debt service and capital budgets are \$40,833,323, a decrease of \$588,759 from prior year's budget. The Catasauqua Area School District sponsor share will be \$183,205, a decrease of \$10,483, a -5.4% from last year's budget.

ROLL CALL VOTE

MOTION BY: Cunningham

SECONDED BY: Deitrich

AYE: Cunningham, Berrigan

NAY: Naegel, Panto, McCarthy, Hahn, Nace

Two Ayes, Five Nays, Motion carried

G. Approval of Lehigh Career & Technical Institute Proposed 2014-2015 Budget

Approval is requested for the 2014-2015 budget of the Lehigh Career & Technical Institute. The total 2014-2015 operating budget is \$24,298,100, an increase of \$699,200 or 2.96% increase from prior year. The Catasauqua Area School District share is \$739,034.78, a decrease of \$46,224.60 or 5.9% decrease. The proposed Academic Center Budget is \$1,454,880 based on a projected enrollment of 400 total students at a cost of \$3,322 per student. The Catasauqua Area School District share of the Academic Center Budget is \$38,021.

ROLL CALL VOTE

MOTION BY: Cunningham

SECONDED BY: McCarthy

AYE: Cunningham, Deitrich, Berrigan, Naegel, Panto, McCarthy, Hahn, Nace

NAY: 0

Eight Ayes, Zero Nays, Motion carried

H. Approval of 2014-2015 Game Worker Rates

Request approval of the following 2014-2015 Game Worker Rates (**attachment**).

Christine Naegel indicated she would like to see volunteers fulfill these duties.

ROLL CALL VOTE

MOTION BY: McCarthy SECONDED BY: Deitrich

AYE: Cunningham, Deitrich, Panto, McCarthy, Hahn, Nace

NAY: Berrigan, Naegel

Six Ayes, Two Nays, Motion carried

I. Approval of 2014-2015 Game Ticket Prices

Request approval of the following 2014-2015 Game Ticket Prices (**attachment**).

ROLL CALL VOTE

MOTION BY: McCarthy SECONDED BY: Deitrich

AYE: Cunningham, Deitrich, Berrigan, Naegel, Panto, McCarthy, Hahn, Nace

NAY: 0

Eight Ayes, Zero Nays, Motion carried

13. PERSONNEL

A. Request for Removal from Substitute Employment

The following substitutes have requested to be removed from the substitute employment list for the 2013-2014 school year:

| Name | Assignment | Effective |
|---------------|------------------------|------------------|
| Nancy Kalata | Substitute Café Worker | 01-13-2014 |
| Samuel Brooks | Substitute Van Driver | 01-16-2014 |

B. Intent to Retire

Approval is requested to accept the Intent to Retire, effective at the end of the 2013-2014 school year:

| Name | Assignment | Years of Service |
|-------------------|-----------------------------|-------------------------|
| Catherine Graf | Sheckler Elementary Teacher | 24 Years |
| Richard Milne | High School Music Teacher | 35 Years |
| Ronald Lee Farner | Transportation | 14 Years |
| Albert J. Borda | Custodial | 19 Years |

C. Appointment of Extra-Curricular Positions 2013-2014 School Year

It is recommended that the names listed below of extra-curricular positions be appointed as noted for the 2013-2014 school year:

| <u>Name</u> | <u>Position</u> | <u>Stipend</u> |
|-----------------|---------------------------|----------------|
| David Burker | Sheckler Sci. Fair Coord. | \$243 (change) |
| David Burker | Track and Field | Volunteer |
| Timothy Moncman | Baseball | Volunteer |

Items 13A, 13B, and 13C were combined by Board request.

ROLL CALL VOTE

MOTION BY: McCarthy

SECONDED BY: Cunningham

AYE: Cunningham, Deitrich, Berrigan, Naegel, Panto, McCarthy, Hahn, Nace

NAY: 0

Eight Ayes, Zero Nays, Motion carried

D. Appointment of Extra-Curricular Positions 2014-2015 School Year

It is recommended that the names listed below of extra-curricular positions be appointed as noted for the 2014-2015 school year:

| <u>Name</u> | <u>Position</u> | <u>Stipend</u> |
|----------------------------|---|----------------------|
| Kyle Rusnock | Head Cross County Coach | \$3,510 |
| David Burker | Asst. Cross Country Coach | \$1,889 |
| Carrie Saul | Head Field Hockey Coach | \$5,399 |
| Trajano V. Bastidas | Head Girls Soccer Coach | \$5,399 |
| Amanda Peters | Asst. Field Hockey Coach | \$2,671 |
| Michael Baclawski | Head Boys Soccer Coach | \$5,399 |
| Abby Cunningham | Girls Head Volleyball Coach | \$3,510 |
| Joshua Yoo | Asst. Boys Soccer Coach | \$2,671 |
| Joseph Roth | Asst. Boys Soccer Coach | Volunteer |
| Susan Arndt | Girls Asst. Volleyball Coach | Volunteer |
| Penny Hahn | Girls Asst. Volleyball Coach | Volunteer |

*Pending receipt of required employment forms

Item 13D was revised to exclude Abby Cunningham and Penny Hahn.

ROLL CALL VOTE

MOTION BY: McCarthy

SECONDED BY: Deitrich

AYE: Cunningham, Deitrich, Berrigan, Naegel, Panto, McCarthy, Hahn, Nace

NAY: 0

Eight Ayes, Zero Nays, Motion carried

D. Appointment of Extra-Curricular Positions 2014-2015 School Year

It is recommended that the names listed below of extra-curricular positions be appointed as noted for the 2014-2015 school year:

Abby Cunningham Girls Head Volleyball Coach \$3,510

ROLL CALL VOTE

MOTION BY: McCarthy SECONDED BY: Deitrich
AYE: Deitrich, Berrigan, Naegel, Panto, McCarthy, Hahn, Nace
NAY: 0
ABSTAINED: Cunningham
Seven Ayes, Zero Nays, One Abstained Motion carried

D. Appointment of Extra-Curricular Positions 2014-2015 School Year

It is recommended that the names listed below of extra-curricular positions be appointed as noted for the 2014-2015 school year:

Penny Hahn Girls Asst. Volleyball Coach Volunteer

ROLL CALL VOTE

MOTION BY: McCarthy SECONDED BY: Deitrich
AYE: Deitrich, Berrigan, Naegel, Panto, McCarthy, Cunningham, Nace
NAY: 0
ABSTAINED: Hahn
Seven Ayes, Zero Nays, One Abstained Motion carried

E. Resignation of Extra-Curricular Positions 2013-2014 School Year

It is recommended that the name(s) listed below of extra-curricular positions be removed as noted for the 2013-2014 school year:

| <u>Name</u> | <u>Position</u> | <u>Effective</u> |
|-------------|------------------------------------|------------------|
| Shawna Beil | Girls Middle School Softball Coach | 08-12-2013 |

MOTION BY: McCarthy SECONDED BY: Cunningham
Motion carried

14. BOARD APPROVALS

A. Approval for Appointment of Matthew T. Korp as Trustee to Lehigh Carbon Community College July 1, 2014-June 30, 2020

Approval is requested to nominate and appoint a trustee to represent the Catasauqua Area School District on the Lehigh Carbon Community College Board of Trustees. The term of office runs from July 1, 2014 through June 30, 2020.

Name of Trustee Matthew T. Korp

ROLL CALL VOTE

*MOTION BY: Cunningham SECONDED BY: McCarthy
 AYE: Cunningham, Deitrich, Berrigan, Naegel, Panto, McCarthy, Hahn, Nace
 NAY: 0
 Eight Ayes, Zero Nays, Motion carried*

B. Approval to Attend - Conferences, Seminars, etc.

Approval is requested for the following individual(s) to attend the following conferences, seminars, etc:

| | |
|-----------------------------|---|
| Name of Employee: | Bradley Evans |
| Dates Requested: | March 3, 4, 5, 6, 7, 2014 |
| Conference Title: | ASSET – Science Training |
| Location: | Oakland, California |
| Estimated Cost to District: | All expenses including substitute costs paid by ASSET |

*Three additional Conferences, Seminars, etc. were added by Mr. Spengler:
 Richard Milne, PMEA All State Conference and Concert: \$550.00
 Kyle Rusnock, PIAA State Wrestling Championships: \$240.00
 Michael Conner, PIAA State Wrestling Championships: \$1,194.00*

ROLL CALL VOTE

*MOTION BY: McCarthy SECONDED BY: Cunningham
 AYE: Cunningham, Deitrich, Berrigan, Naegel, Panto, McCarthy, Hahn, Nace
 NAY: 0
 Eight Ayes, Zero Nays, Motion carried*

C. Confirmation of 2013-2014 Graduation Date

Approval to establish and confirm the district's graduation schedule for 2014 as provided in the 2013-2014 school calendar (graduation on Monday, June 2, 2014), and to not require graduating students to return to school after graduation to make up class days lost due to severe weather conditions during the 2013-2014 school year.

D. Revised School Calendar 2013-2014

It is recommended that the revised school calendar for the school year 2013-2014 be approved at this school board meeting (**attachment**).

E. School Calendar 2014-2015

It is recommended that the proposed school calendar for the school year 2014-2015 be approved at this school board meeting (**attachment**).

Items 14C, 14D, and 14E were combined by Board request

MOTION BY: Cunningham

SECONDED BY: McCarthy

Motion carried

F. Approval to Participate in Purchasing Cooperative

Approval is requested for the Catasauqua Area School District to participate in the Lehigh-Northampton Counties Purchasing Cooperative for grocery purchases.

ROLL CALL VOTE

MOTION BY: McCarthy

SECONDED BY: Deitrich

AYE: Cunningham, Deitrich, Berrigan, Naegel, Panto, McCarthy, Hahn, Nace

NAY: 0

Eight Ayes, Zero Nays, Motion carried

G. Final Approval is requested for the second reading revisions of the following policy(ies) (attachment redline) and (attachment clean):

Section: FINANCES

Policy #: #616

Title: Payment of Claims

ROLL CALL VOTE

MOTION BY: McCarthy

SECONDED BY: Deitrich

AYE: Cunningham, Deitrich, Berrigan, Naegel, Panto, McCarthy, Hahn, Nace

NAY: 0

Eight Ayes, Zero Nays, Motion carried

H. Approval of Additional Revised Van/Bus Stops – 2013-2014 School Year, as of February 2014

Approval is requested of the attached additional revised Van/Bus Stops for the 2013-2014 School Year, effective February 2014. 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.

1701 Catasauqua Road, Scottish Inn **Add**

MOTION BY: Cunningham

SECONDED BY: McCarthy

Motion carried

15. OLD BUSINESS

16. NEW BUSINESS

17. COMMENDATIONS

18. INFORMATION ITEMS

19. CORRESPONDENCE

Items 15, 16, 17, 18, and 19 were tabled at the request of the Board.

20. RECOGNITION OF GUESTS & VISITORS

No guests or visitors requested recognition or opportunities to speak.

21. NEXT MEETING DATES

A. Monday, March 10, 2014 7:00 P.M. School Board Meeting

22. ADJOURNMENT

MOTION BY: Cunningham

SECONDED BY: Berrigan

Motion carried

Time Adjourned: 10:15 P.M.

Respectfully submitted,

Duane Deitrich
Secretary