# **MINUTES**

# CATASAUQUA AREA SCHOOL DISTRICT

## Monday, January 13, 2014 7:00 P.M. – District Administration Office

#### 1. CALL TO ORDER

Vice President Carol Cunningham Called the Meeting to Order at 7:10 P.M.

#### 2. PLEDGE OF ALLEGIANCE TO THE FLAG

The Pledge of Allegiance was given

#### 3. ROLL CALL

Board Members Present: Carol Cunningham, Christine Naegel, Dawn Berrigan, Donald Panto, Mary Alice Hartranft, Christine Nace

Member (s) Absent: Carol McCarthy, Duane Deitrich, Penny Hahn

Non-Members Present: Christina Lutz-Doemling, David Ascani, David Knerr, Eric Dauberman, Kathleen Kotran, Lois Reed, Robert Spengler, Thomas R. Moll, II (arrived 8:50), Wayne Karess, William Gasper

Visitors: See list inserted in 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 – December 2013 Eric Dauberman

Due to no quorum at 7:00 P.M. this item occurred prior to the Call To Order

<u>Grade 1</u>	<u>Grade 2</u>	<u>Grade 3</u>	<u>Grade 4</u>
Jeremyah Arroyo	Kaitlyn Lawton	Kyli Cruz	Isabella Atiyeh
Brooke Weidaw	Alex Sasdi	Conlan Gair	Jaryn Hartranft

## B. Catasauqua Middle School Star Players of the Month – December 2013 Melissa Inselmann

This item will occur at the February 10, 2014 Board Meeting

# C. School Board Director Recognition Month – Robert J Spengler and Student Representatives

Robert Spengler expressed his thoughts and gratitude to the Board of Education and presented a cake from LCTI in honor Board appreciation month. On behalf of the student representatives, David Ascani presented a letter acknowledging the appreciation and support of the Board of Education

#### 6. ADMINISTRATION/BOARD DISCUSSION & REPORTS

#### A. Academics & Education

## Catasauqua High School One to One Technology

Mrs. Youwakim and Mrs. DeBoer presented on their experiences and views relative to a Catasauqua High School technology one to one initiative. Dawn Berrigan expressed her pleasure with Mrs. You wakim and Mrs. DeBoer. Dawn Berrigan also expressed her concerns with consistency in instructional techniques by all staff members. Mary Alice Hartranft mentioned her concern with internet access for all students at home.

## • Catasauqua High School Career Planning Guide 2014-2015

Mr. Ascani presented the proposed changes to the Catasauqua High Career Planning Guide. Board approval is requested within the January 13, 2014 agenda

### **B.** Policy

#### • School Uniform/Dress Code

The Allentown School District Uniform Handbook was distributed. Discussion will occur at the February 4, 2014 Board Meeting.

## • Cell phone

A proposed revision to the 2014-2015 Catasauqua High School Student Handbook that alters the existing consequences associated with cell phone possession was discussed. A motion by Dawn Berrigan to implement this revision immediately was made, seconded by Christine Naegel. Discussion followed with Don Panto and Carol Cunningham expressing the need to wait for the commencement of the 2014-2015 school year for implementation.

#### ROLL CALL VOTE

MOTION BY: Berrigan SECONDED BY:Naegel

AYE: Berrigan, Nace, Naegel

NAY: Cunningham, Hartranft, Panto Three Ayes, Three Nays, Motion failed

## • Policy #616 Payment of Claims

David Knerr provide a handout and explanation of proposed changes. A change to the proposal was discussed. Dave Knerr will send the revision in writing tomorrow, January 14, 2014. This item is on the January 13, 2014 agenda for first reading with the proposed change incorporated.

## C. Finance

#### • 2006 A Bond Refinance

Robert Spengler provided an overview of the proposed refinance of the 2006 A Bond. Brad Remig, PFM presented two options in detail Option #1 incorporates a one time savings and maintains the bond payoff schedule. Option #2 smoothes out payments but extends the length of the bond repayment. We will discuss further at the February 4, 2014 Board Meeting.

## D. Lehigh Career & Technical Institute – Dawn Berrigan

Several Board changes occurred. Safe Schools application is submitted for a police officer. Skills USA on January 29, 2014 from 10:00 A.M. to 3:00 P.M.

## E. Athletics

Thomas Moll discussed the weather delays that winter sports has experienced. Football players were recognized for various achievements. The scholar athlete banquet was held on Sunday, January 12, 2014. Michael Conner achieved his 250<sup>th</sup>. win in wrestling. Baseball and softball intramurals begin next week.

## F. Building and Grounds

William E. Gasper discussed the completion of the Catasauqua Middle School boiler project. The domestic hot water boiler has developed a leak. An update on the repair progress will be forthcoming. We have experienced several roof leaks due to ice buildup.

#### G. Carbon-Lehigh Intermediate Unit #21 – Penny Hahn

No report provided

## H. Borough of Catasauqua – Christine Nace

Reorganization was held in January. F. L. Schmidt property was deemed tax exempt for 2013-2014. We will need to refund the submitted tax funds.

## I. Borough of North Catasauqua – Duane Deitrich

*No report provided* 

## J. Hanover Township - Christine Naegel

*No report provided* 

## K. PSBA Liaison Update – Dawn Berrigan

The PSBA dues structure was changed to reflect Act 1. Details are available on the PSBA website.

## L. Student Representatives – Janae Matos and Rachel Sell

No report provided

## 7. APPROVAL OF MINUTES FROM PRIOR MEETING(S)

- A. Reorganization School Board Meeting Held on December 9, 2013
- B. School Board Meeting Held on December 9, 2013

MOTION BY: Hartranft SECONDED BY: Berrigan

Motion carried

## 8. APPROVAL OF TREASURER'S REPORT FOR DECEMBER 2013 (attachment)

MOTION BY: <u>Berrigan</u> SECONDED BY: <u>Hartranft</u>

Motion carried

## 9. APPROVAL OF BUDGET TRANSFERS (attachment)

#### ROLL CALL VOTE

MOTION BY: <u>Hartranft</u> SECONDED BY: <u>Berrigan</u> AYE: Berrigan, Hartranft, Cunningham, Nace, Panto, Naegel

NAY: 0

Six Ayes, Zero Nays, Motion carried

- 10. APPROVAL FOR PAYMENT OF ALL A/P BILLS (January 2014) (attachment)
- 11. APPROVAL TO RATIFY ALL MANUAL BILLS (December 2013) (attachment)

MOTION BY: <u>Hartranft</u> SECONDED BY: <u>Berrigan</u>

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: Pennsylvania Trust (a collation of employee benefit trusts)

Service: GASB 45 Valuation Agreement by Conrad Siegel

Actuaries

Location: Catasauqua Area School District Administration Office

Amount: \$6,000.00 (estimated) (previous cost \$5,450)

Effective starting December 16, 2013 Term:

2. Service Provider: Lehigh Valley Hospital, Inc.

> (formerly OAA Orthopedic Associates of Allentown, Ltd. Assignment of Athletic Trainer Agreement Addendum)

Service: **Athletic Trainer Services** 

Location: Catasaugua Area School District Athletics

No change to original contract (name change only) Amount: No change to original contract (name change only) Term:

3. Service Provider: **Edwards Business Systems** 

Service: Konica Minolta 284e

Location: Catasauqua High School Guidance Office \$258.00/month (previous amount was \$277.99) Amount: Starting on or about February 3, 2014 – 5 year lease Term:

#### ROLL CALL VOTE

MOTION BY: Hartranft SECONDED BY: Berrigan AYE: Berrigan, Hartranft, Cunningham, Nace, Panto, Naegel

NAY: 0

Six Ayes, Zero Nays, Motion carried

# B. Approval of Tax Collector Salaries – Salary and Per Bill Posted and Remitted to **District** (REVISION APPROVED DURING FEBRUARY 4, 2014 BOARD MEETING)

Approval of requested to approve the tax collector salaries as noted for the 2014 – (4<sup>th</sup> year of 4-year agreement)

Per Bill Salary

\$1.30 for paid/posted and remitted to district paid \$2,300.00 Total (paid bi-weekly)

from/after the monthly tax collector's report filed

#### ROLL CALL VOTE

MOTION BY: Berrigan SECONDED BY: Naegel AYE: Berrigan, Hartranft, Cunningham, Nace, Panto, Naegel

NAY: 0

Six Ayes, Zero Nays, Motion carried

# C. <u>Approval of Resolution Directing Lehigh County Tax Claim Bureau Not to Collect Delinquent Taxes</u>

Request approval of resolution directing Lehigh County Tax Claim Bureau not to collect delinquent taxes on behalf of the school district (attachment)

# D. <u>Approval of Resolution Directing Northampton County Tax Claim Bureau Not to</u> Collect Delinquent Taxes

Request approval of resolution directing Northampton County Tax Claim Bureau not to collect delinquent taxes on behalf of the school district (attachment)

## ROLL CALL VOTE

MOTION BY: <u>Hartranft</u> SECONDED BY: <u>Berrigan</u> AYE: Berrigan, Hartranft, Cunningham, Nace, Panto, Naegel

NAY: 0

Six Ayes, Zero Nays, Motion carried

## E. Exoneration – Tax Collectors 2013-2014 Real Estate/Interim Taxes

The following tax collector(s) of the Catasauqua Area School District request exoneration from collecting the following real estate and interim taxes for the 2013-2014 school year in accordance with Section 685 of the Public School code. 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, 2013.

Tax Collector	Municipality	2013-2014 Base Real Estate
James Delbertis	Catasauqua	\$179,993.63
Catasauqua Area S.D.	Hanover Township	\$61,471.66
Donna Schifko	North Catasauqua	\$91,510.62
	TOTAL	\$332,975.91

#### ROLL CALL VOTE

MOTION BY: <u>Hartranft</u> SECONDED BY: <u>Berrigan</u> AYE: Berrigan, Hartranft, Cunningham, Nace, Panto, Naegel

NAY: 0

Six Ayes, Zero Nays, Motion carried

### F. Approval of §311(d) Resolution to Not Raise Taxes Beyond the State Index

Approval of Resolution Pursuant to Taxpayer Relief Act §311(d) for the 2014-15 Fiscal Year: Restricting the increase in the Rate of any Tax to the Applicable Index and Otherwise Satisfying the Requirements of §311(d). (attachment)

#### ROLL CALL VOTE

MOTION BY: <u>Hartranft</u> SECONDED BY: <u>Naegel</u>

AYE: Berrigan, Hartranft, Cunningham, Nace, Naegel

NAY: Panto

Five Ayes, One Nay, Motion carried

#### 13. PERSONNEL

## A. Approval of Non-Certified Instructional Aide

Approval is requested for Non-Certified Instructional Aide:

Name: Jaclyn Nielsen

Status: Non-Certified Instructional Aide

Special Education

Assignment: Sheckler Elementary School

Rate of Pay: \$105.00/day
Benefits: As per agreement

Effective: January 14, 2014 – June 11, 2014

#### **B.** Substitute Employees

The following applicants have requested to be added to the substitute employment list for the 2013-2014 school year:

Name Position

Ghania Saliby Substitute Cafeteria Worker

## C. Removal of Substitute Employees

The following applicants are to be removed from the substitute employment list for the 2013-2014 school year:

NamePositionEffective DateThomas D SuperkaSubstitute TeacherDecember 24, 2013

#### ROLL CALL VOTE

AYE: Berrigan, Hartranft, Cunningham, Nace, Panto, Naegel

*NAY:* 0

Six Ayes, Zero Nays, Motion carried

## D. Approval of Student Teachers/Interns

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

**Sheckler Elementary School** 

<b>College - Kutztown University</b>	Effective January 22, 2014 – March 14, 2014
Name	Area of Certification
Abby Luckenbaugh	Art
Ann Mcguiness	Elementary
Kacey Galasso	Elementary
<b>College - Kutztown University</b>	Effective March 17, 2014 – May 8, 2014
Rebecca Baldwin	Elementary
Heather Miller	Elementary

# E. 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:

NamePositionStipendSteve RitterAssistant Baseball CoachVolunteer

# F. Request for Leave of absence Without Pay

1. Name: Joann Heffner

Status: Non-Certified Instructional Aide Assignment: Catasauqua Middle School

Effective: After utilizing available personal days, leave without pay will be

from January 21, 2014 through January 24, 2014 (four days)

## ROLL CALL VOTE

MOTION BY: <u>Hartranft</u> SECONDED BY: <u>Berrigan</u>

AYE: Berrigan, Hartranft, Cunningham, Nace, Panto, Naegel

NAY: 0

Six Ayes, Zero Nays, Motion carried

#### 14. BOARD APPROVALS

## A. Catasaugua High School Career Planning Guide

Approval is requested for the Catasauqua High School Career Planning Guide for the 2014-2015 school year as presented.

# B. Approval of Additional Revised Van/Bus Stops 2013-2014 School Year, as of January 2014

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

Added:

1255 S Cedar Crest Blvd, Allentown - Transitions

MOTION BY: Hartranft SECONDED BY: Berrigan

Motion carried

## C. Approval is requested for the first revisions and reading of the following policy:

Section: FINANCES

Policy #: #616

Title: Payment of Claims

## ROLL CALL VOTE

MOTION BY: <u>Berrigan</u> SECONDED BY: <u>Hartranft</u> AYE: Berrigan, Hartranft, Cunningham, Nace, Panto, Naegel

*NAY:* 0

Six Ayes, Zero Nays, Motion carried

#### 15. OLD BUSINESS

## 16. NEW BUSINESS

#### 17. COMMENDATIONS

Christina Lutz-Doemling: Commendation to Jennifer Youwakim and Erin DeBoer – For sharing the high quality learning experiences taking place within your classroom and discussing the learning possibilities associated with a 1:1 learning initiative.

Christina Lutz-Doemling: Commendation to Melissa Inselmann, Catasauqua Middle School Keystone Test Administrators, David Ascani, Catasauqua High School Keystone Test Administrators – For the time devoted to preparing and ensuring a successful Keystone Exam Winter Administration.

#### 18. INFORMATION ITEMS

Wayne Karess: PATI Survey was completed today. E-Rate applications will be out in the next few weeks at level funding.

Kathleen Kotran: We applied for a Safe Schools grant in the amount of \$25,000.00. The Community Education Program will be coming out soon via LCCC.

William E. Gasper: We experienced a sewer gas smell at Catasauqua High School. The drain traps dry up and we have resolved the issue.

Eric Dauberman: Mr. David Burker is nominated for the Lehigh Valley Teacher of the Month Award. WLEV will recognize all nominees on January 15, 2015. DIBELS testing is in the process of being completed.

Donald Panto: During the last wrestling match Catasauqua High School defeated Northern Lehigh concluding with Satchel Stauffer pinning his significant opponent.

Christina Lutz-Doemling: Thank you to Jennifer Youwakim and Erin DeBoer for presentations tonight, along with Keystone Exam Administrators for smooth testing.

David Ascani: Kanyi Creppy made Regional Chorus with a chance for state competition.

Christine Naegel: Evan Deitrich made District Band to play trumpet.

Mary Alice Hartranft: Inquired about snow days. As of now the last day of school is June 12, 2014.

Robert J. Spengler: Reminded everyone the State Ethics Forms need to be completed and submitted to his office no later than February 15, 2014. Recognized Mr. Thomas R. Moll II for achieving the award of Pennsylvania Athletic Director of the Year.

## 19. CORRESPONDENCE

## 20. RECOGNITION OF GUESTS & VISITORS

Jonathan Kiefer: Presented a reminder to the Board that there are district wide technology needs to address in order to remain current.

#### 21. NEXT MEETING DATES

A. Tuesday, February 4, 2014 7:00 P.M. School Board Meeting

B. Monday, February 10, 2014 7:00 P.M. School Board Meeting

## 22. ADJOURNMENT

MOTION BY: <u>Hartranft</u> SECONDED BY: <u>Berrigan</u>

Motion carried

Time Adjourned: 10:10

Respectfully submitted,

Duane Deitrich Secretary