

MINUTES
CATASAUQUA AREA SCHOOL DISTRICT
MONTHLY SCHOOL BOARD MEETING
MONDAY, NOVEMBER 11, 2013

5377

PURPOSE The regular meeting of the Board of Directors of the Catasauqua Area School District was held on Monday, November 11, 2013 in the District Administration Office Board Room. President Hahn called the meeting to order at 7:00 P.M.

Pledge of Allegiance to the Flag was given

ROLL CALL Members present: Dawn Berrigan, Carol Cunningham, Duane Deitrich, Penny Hahn, Mary Alice Hartranft, Carol McCarthy (arrived 7:03 P.M.), Donald Panto (arrived 7:05 P.M.), and Sally J. Reiss (arrived 7:04 P.M.)

Members absent: Christine Naegel

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
Ronald DeMaio, Assistant to the Elementary Principal Literacy Coordinator
Melissa Inselmann, Middle School Principal
David Ascani, High School Principal
Lois Reed, Business Supervisor
William Gasper, Facilities Manager
Wayne Karess, District Network Manager
David Knerr, Solicitor
Janae Matos, Student Representative
Rachel Sell, Student Representative

Visitors: List of names inserted in Permanent Minute Book

**At this time, during student of the month presentations, the following board members arrived:
Carol McCarthy – 7:03 P.M. – Sally J. Reiss – 7:04 P.M. – Donald Panto – 7:05 P.M.**

**PRESENTATIONS/
AUDIENCE INPUT
ON AGENDA**

A. Sheckler Elementary School Students of the Month – October 2013
Ronald DeMaio

| <u>Grade 1</u> | <u>Grade 2</u> | <u>Grade 3</u> | <u>Grade 4</u> |
|-----------------|----------------|------------------|-----------------|
| Charlotte Bynoe | Mylie Sanchez | Julia Dolon | Lucy Brubaker |
| Amanda Tedesco | Tyler Smith | Mason Forstoffer | Makenna DeLucia |

B. Melissa Inselmann - presented Catasauqua Middle School Star Players of the Month for September 2013 with a pin and certificate

| <u>Grade 5</u> | <u>Grade 6</u> | <u>Grade 7</u> | <u>Grade 8</u> |
|----------------|----------------|------------------|------------------|
| Kasey Erwin | Ella Kielmeyer | Charlotte Snyder | Lucas Bloszinsky |

PRESENTATIONS/AUDIENCE INPUT ON AGENDA (continued)

Melissa Inselmann - presented Catasauqua Middle School Star Players of the Month for October 2013 with a pin and certificate

Grade 5

Jade Moseley

Grade 6

Summer Hill

Grade 7

Cody Velez

Grade 8

Iasia Caraballo

C. Report from Medical Academy Charter School Representatives – Joanna Hughes and Dr. Craig Haytmanek

Dr. Haytmanek – have established relationships for observations with Sacred Heart, Manor Care and Whitehall Manor

Joanna Hughes – working with At Home Health Care Associates for observations

Curriculum has been reviewed by Christina Lutz-Doemling and Robert Spengler. Social Studies curriculum needs revision, otherwise all else is there.

ADMINISTRATION/BOARD DISCUSSION & REPORTS

A. Athletics

No report

B. Buildings & Grounds

1. Sidewalks completed
2. Boilers are 80% complete
3. Duane Deitrich questioned how the contracted custodians are working out?
William Gasper replied he felt it was a good relationship – working out well.

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

1. Debbie Tice received the Anne Sullivan Award
2. Explained about interpreters and their students
3. Two students attended the meeting and it was a great experience

D. Lehigh Career & Technical Institute – Dawn Berrigan

This item has been moved to the first Tuesday of the month meeting.

E. Borough of Catasauqua

No report

F. Borough of North Catasauqua – Duane Deitrich

No report

G. Hanover Township – Lehigh County – Sally J. Reiss

No report

H. PSBA Liaison Update

No report

ADMINISTRATION/BOARD DISCUSSION & REPORTS (continued)

- I. Lehigh Valley International Airport – Sally J. Reiss
 - 1. Revenue down
 - 2. In the next 24 months – 24 acres need to be sold

- J. Student Representatives – Janae Matos and Rachel Sell
 - 1. Powder Puff game Sunday, November 17, 2013
 - 2. Drama Club presentation of “Smokey Joe’s Café “
Saturday, November 16, 2013 – 8:00 P.M.
& Sunday, November 17, 2013- 2:00 P.M.
 - 3. Saturday, November 23, 2013 – Homecoming Dance
 - 4. Preparing for Thanksgiving Pep Rally Wednesday, November 27, 2013

MINUTES APPROVED SCHOOL BOARD MEETING Motion by Cunningham, seconded by McCarthy, the minutes of the school board meeting held on October 1, 2013 be approved as presented.

OCTOBER 1, 2013 Motion carried.

MINUTES APPROVED SCHOOL BOARD MEETING Motion by Cunningham, seconded by McCarthy, the minutes of the school board meeting held on October 7, 2013 be approved as presented.

OCTOBER 7, 2013 Motion carried.

TREASURER’S REPORT Motion by Berrigan, seconded by Deitrich, report of the Treasurer for October 2013
OCTOBER 2013 be approved. Motion carried.

APPROVAL OF BUDGET TRANSFERS Motion by Cunningham, seconded by McCarthy, approving the request for budget transfers for the month of October 2013.

OCTOBER 2013 ROLL CALL VOTE

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

APPROVAL FOR PAYMENT OF ALL ACCOUNTS PAYABLES Motion by Cunningham, seconded by McCarthy, all accounts payables bills as presented in the amount of **\$872,698.38** be approved as follows:

| | | |
|------------------------------|--|-------------------------|
| BILLS - NOVEMBER 2013 | General Fund Bills-A/P Nov. 11, 2013 | \$819,983.94 |
| | Cafeteria Bills – A/P November 11, 2013 | <u>52,714.44</u> |
| | TOTAL | \$872,698.38 |

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

CHECK APPROVED FOR ALBARELL ELECTRIC Motion by Hartranft, seconded by Deitrich, to approve cafeteria fund check #1298 in the amount of \$470.78 issued to Albarell Electric.

Roll Call – Berrigan aye, Cunningham aye, Deitrich aye, Hartranft 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.

APPROVAL TO RATIFY ALL MANUAL BILLS Motion by Cunningham, seconded by McCarthy, all manual bills as presented in the amount of **\$1,216,852.94** be approved as follows:

| | | |
|---------------------|---|------------------------|
| OCTOBER 2013 | General Fund Manual Checks – Oct. 2013 | \$ 277,655.79 |
| | Cafeteria fund Manual Checks – Oct. 2013 | 4,036.14 |
| | 2013 Bond Construction – October 2013 | 26,057.56 |
| | Payroll – General Fund – Oct. 2013 | 870,747.06 |
| | Payroll – Cafeteria – Oct. 2013 | 29,863.60 |
| | Activities Fund Bills – October 2013 | <u>8,492.79</u> |
| | TOTAL | \$1,216,852.94 |

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

APPROVAL TO APPOINT DELINQUENT REAL ESTATE TAX COLLECTOR Motion by Cunningham, seconded by Hartranft, approving the attached Addendum to Agreement for Collection of Delinquent Real Estate Taxes on Behalf of the Catasauqua Area School District, which renews the contract with Portnoff Law Associates, Ltd. for the collection of delinquent real estate taxes through December 31, 2014 and includes the collection of unpaid real estate taxes for the year 2013.

ROLL CALL VOTE

Roll Call – Cunningham aye, Deitrich aye, Hahn aye, Hartranft aye, McCarthy aye, Panto aye, and Reiss aye; Berrigan nay One (1) nay. Motion carried.

APPROVAL OF PLANNED COURSE OF STUDY – 2013-2014 Motion by Reiss, seconded by Cunningham, approving the following planned course of study for the 2013-2014 school year as listed:

SCHOOL YEAR SHECKLER ELEMENTARY SCHOOL

Grade 1 Math Planned Course of Study

ROLL CALL

Roll Call – Cunningham aye, Deitrich aye, Hahn aye, Hartranft aye, McCarthy aye, Panto aye, and Reiss aye; Berrigan nay One (1) nay. Motion carried.

PERSONNEL MATTERS - 2013-2014 Motion by Deitrich, seconded by Cunningham, approving personnel for the 2013-2014 school year as follows:

SCHOOL YEAR

A. Substitute Employees

The following applicants have been approved to be added to the substitute employment list for the 2013-2014 school year as follows:

| | |
|-------------------|---|
| Allison Bernecker | Day-to-Day Substitute Teacher |
| Alison Monahan | Substitute Non-Certified Instructional Aide |
| *Barry Steckel | Substitute Bus/Van Driver |

*Pending receipt of required employment forms.

ROLL CALL VOTE

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

PERSONNEL MATTERS 2013-2014 SCHOOL YEAR (continued)

Motion by Berrigan, seconded by Deitrich, approving personnel for the 2013-2014 school year as follows:

B. Approval of Student Teachers/Interns

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

Sheckler Elementary School

| <u>Name & College</u> | <u>Area of Certification</u> | | <u>Effective</u> |
|----------------------------------|------------------------------|-----------------------|---------------------------|
| Christy McKinney – DeSales Univ. | Shannon Wanko | 1 st Grade | March 10 – April 25, 2014 |
| Ashley Koren – DeSales Univ. | Valerie Roberts | 3 rd Grade | March 10 – April 25, 2014 |
| James McGee – DeSales Univ. | James Wilson | 4 th Grade | March 10 – April 25, 2014 |
| Jackie Raab – DeSales Univ. | Erica Schlamp | 4 th Grade | March 10 – April 25, 2014 |

Catasauqua High School

| | | | |
|--------------------------------|------------------|---------|-----------------------------|
| Brendan Burke – Kutztown Univ. | Edward Whitehead | English | January 28 – March 14, 2014 |
| Brianna Knipe – Kutztown Univ. | Molly LaVigne | Math | March 17 – May 8, 2014 |

ROLL CALL VOTE

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

Motion by Hartranft, seconded by Deitrich, approving personnel for the 2013-2014 school year as follows:

C. Letter of Resignation1. Jason MacHose

Status: Assistant Girls' Soccer coach
 Assignment: Catasauqua High School Athletics
 Effective: As of September 3, 2013
 never coached during the 2013-2014 school year
 Reason: Personal

ROLL CALL VOTE

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

Motion by Cunningham, seconded by Deitrich, approving personnel for the 2013-2014 school year as follows:

D. Appointment of Extra-Curricular Positions – 2013-2014 School Year

| <u>Name</u> | <u>Position</u> | <u>Stipend</u> |
|-----------------|---------------------------|----------------|
| 1. Dave Rusnock | Assistant Wrestling Coach | Volunteer |

ROLL CALL VOTE

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

PERSONNEL MATTERS 2013-2014 SCHOOL YEAR (continued)

Motion by Reiss, seconded by McCarthy, approving personnel for the 2013-2014 school year as follows:

E. Removal of Substitute Employees

| <u>Name</u> | <u>Position</u> | <u>Reason</u> |
|----------------|-------------------------------|----------------------|
| Amanda Ressler | Day-to-Day Substitute Teacher | Full-time employment |

ROLL CALL VOTE

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

RE-APPROVAL OF WELLNESS POLICY

Motion by Reiss, seconded by McCarthy, re-approving the Wellness Policy of the Catasauqua Area School District for the 2013-2014 school year, as required by the Pennsylvania Department of Education.

Wellness Policy inserted in Permanent Minute Book

ROLL CALL VOTE

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

APPROVAL OF BOARD GOALS 2013-2014 SCHOOL YEAR

Motion by Cunningham, seconded by McCarthy, approving the board goals for the 2013-2014 school year as presented.

2013-2014 Board Goals inserted in Permanent Minute Book

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

APPROVAL TO ATTEND - CONF., SEMINARS, ETC.

Motion by Cunningham, seconded by McCarthy, granting approval to the following to attend conferences, seminars, etc:

1. Name of Employee(s): Kathleen Kotran, Coordinator of Instructional Technology
Federal Programs, & Community Education
Christina Lutz-Doemling, Dir. of Curriculum & Assessment
- Dates Requested: December 8, 9, & 10, 2013
- Conference Title: 2013 SAS Institute: Pathways to Student Achievement:
Resources for Improving School Effectiveness
- Location: Hershey Lodge & Convention Center – Hershey, PA
- Estimated Cost to District: Mileage: \$93.23 – mileage (will carpool)
Registration: \$400.00 (\$200.00) per person
(registration includes lodging & meals)
Total = \$493.23
Kathleen Kotran’s costs paid w/Title 1 grant funds
Christina Lutz-Doemling’s costs paid w/Title 2A grant funds

APPROVAL TO ATTEND CONF., SEMINARS, ETC. (continued)

2. Name of Employee(s): Erica Schlamp – 4th Grade Teacher
James Wilson – 4th Grade Teacher
Sheckler Elementary School
- Dates Requested: February 4 & 5, 2014
Conference Title: i3 Human Body Module Training
Location: Penn State Great Valley Campus – Malvern, PA
Estimated Cost to District: All expenses including substitute costs paid by i3 Grant
3. Name of Employee(s): Kathleen Kotran, Coordinator of Instructional Technology
Federal Programs, & Community Education
Christina Lutz-Doemling, Dir. of Curriculum & Assessment
- Dates Requested: February 9, 10, 11, & 12, 2014
Conference Title: 2014 PETE&C
Location: Hershey Lodge & Convention Center – Hershey, PA
Estimated Cost to District: Mileage: \$93.23 – mileage (will carpool)
Registration: \$484.00 (\$242.00 per person)
Meals: \$240.00 (\$120.00 per person)
Lodging: \$502.83
Total = \$1,320.06
All district costs will be paid with Title 1 grant funds
4. Name of Employee(s): Eric Dauberman, Principal, Sheckler Elementary School
- Dates Requested: February 9, 10, 11, & 12, 2014
Conference Title: 2014 PETE&C
Location: Hershey Lodge & Convention Center – Hershey, PA
Estimated Cost to District: Mileage: N/A – will carpool
Registration: Free
Meals: \$120.00
Lodging: \$469.53
Total = \$589.53
All district costs will be paid with Title 1 grant funds

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

**APPROVAL OF
REVISED ADDITIONAL
BUS & VAN STOPS
2013-2014
SCHOOL YEAR
NOVEMBER 2013**

Motion by Cunningham, seconded by McCarthy, approving the revised, additional bus/van stops for the 2013-2014 school year, effective November 2013. 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 list 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.

Below stops are a combination of elementary, middle school, high school, hazardous, non-public, special needs, outplacement, and charter school stops.

Note: Grades 5 – 12 for non-public and charter use Sheckler and middle school hubs unless there is an elementary student stop closer on that van/bus run.

Added

1040 Flexer Avenue, Allentown, PA 18103 – St. Thomas Moore

Removed

539 Eighth Avenue, Bethlehem, PA 18018 – Valley Youth House

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

**APPROVAL OF
CONSENT OF
TRANSACTIONS
REQUESTED BY
AT&T CONCERNING
CELL PHONE
TOWER LEASE**

Motion by McCarthy, seconded by Deitrich, to consent to the transactions requested by AT&T concerning the cell phone tower lease at the school district site (including transferring AT&T rights in the lease and its rights in the site to another subsidiary of AT&T and subletting or granting rights in the site, including the right to manage and operate the site, to a subsidiary of Crown Castle International Corp.), and authorizing the President to sign the written consent on behalf of the School District.

ROLL CALL VOTE

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

OLD BUSINESS

1. Penny Hahn
 - A. Uniform Policy – would like to revisit. She saw dress code violations recently.
2. Carol Cunningham
 - A. Educational issues would be better served if they do not need to deal with dress code issues. Would like to move forward.
3. Duane Deitrich, Mary Alice Hartranft and Donald Panto
 - A. Want to proceed forward on dress code/uniform policy.
4. Dawn Berrigan and Carol McCarthy
 - A. Not in favor of revisiting dress code/uniform policy
5. Starting in December, administration will put together some variations

**LETTERS OF
COMMENDATION**

1. Christina Lutz-Doemling
 - A. To Lorinne Bodner – Thank You for the time and effort that you devoted to writing a standards-aligned, high quality first grade math curriculum.
2. Donald Panto
 - A. To Coach William Milne, Jeremy Eberhardt, Josh Knecht, and the rest of the football coaching staff – exceptional field management and coaching that has gone far beyond just football, but valuable life lessons and skills to young people. Well done! Letter received from Sue Arndt regarding deaf student and coaching staff.
3. Melissa Inselmann
 - A. To Ronald Hassler – Science Curriculum
4. Penny Hahn
 - A. To Sally J. Reiss – For 12 years of dedication to the Catasauqua Area School Board. Your presence and insight will be missed. Thank You Sally!

INFORMATION ITEMS

1. Ronald DeMaio
 - A. Successful day with high school students reading
 - B. Thanksgiving Day Dinner, Thursday, November 21, 2013
2. Melissa Inselmann
 - A. Red Ribbon Week – lots of participation from staff and students
 - B. Parent Teacher Forum – Tuesday, November 19, 2013
 - C. Parent/Teacher Conferences scheduled for Nov. 20, 21, 22, 25 & 26, 2013
3. Wayne Karess
 - A. Video available tonight – elementary bullying
4. Robert J. Spengler
 - A. Pennsylvania School Boards Association Certification of Appreciation presented to Sally J. Reiss – 12 Years of Service

**RECOGNITION OF
GUESTS & VISITORS**

1. Karla Fryslin – question how many board members have children in district?
Four board members have children in district
2. Cindy Weiss
 - A. Has two children at high school – thinks our district policy is too strict on dress code – disagree with no leggings, jeggings or yoga pants – gender discriminator
 - B. Cell phone policy – cell not permitted during school to be on their person – against 5-day rule of taking phones – request receipt for confiscated property

As a resolution to cell phone policy concern, discussion by board followed and about addressing this issue and if we should wait until spring.

NEXT SCHOOL BOARD MEETING DATES

NO BOARD WORKSHOP OR COMMITTEE MEETINGS SCHEDULED IN DECEMBER

A. Thursday, December 5, 2013 7:00 P.M. Reorganization and Monthly
School Board Meeting

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

ADJOURNMENT Motion by Berrigan, seconded by Reiss, to adjourn meeting.
Meeting adjourned at 8:48 P.M.

Respectfully submitted,

Duane Deitrich
Secretary