

MINUTES
CATASAUQUA AREA SCHOOL DISTRICT
Wednesday, June 15, 2015
7:00 P.M. – District Administration Office

1. CALL TO ORDER **Vice President, Carol Cunningham**
Vice President Carol Cunningham Called the Meeting to Order at 7:04 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		Robert J. Spengler	X
Carol Cunningham	X	Dave Knerr	
Donald Panto	X	Christina Lutz-Doemling	X
Duane Deitrich	X	Lois Reed	X
Mary Alice Hartranft	X	Kathleen Kotran	X
Carol McCarthy		Wayne Karess	X
Dawn Berrigan		William Gasper	X
Joseph Kovacs		David Ascani	X
Christine Nace	X	Melissa Inselmann	X
		Eric Dauberman	X
		Bryan Klass	
Student Representatives		Ronald DeMaio	
Evan Deitrich	X	David Troxell	
Michael Gilmartin	X	Jean Susko	

X = Present

Visitors: See List inserted in Permanent Minute Book

4. NOTICE OF EXECUTIVE SESSIONS
A. None

5. PRESENTATIONS/AUDIENCE INPUT ON AGENDA
A. George Maureka-378 Faith Drive, Catasauqua, PA – voiced his concerns regarding the appointment and compensation of Thomas Moll as the Director of Student Activities.

6. ADMINISTRATION/BOARD DISCUSSION & REPORTS

- A. Borough of Catasauqua – Christine Nace
 - None
- B. Borough of North Catasauqua – Duane Deitrich
 - None
- C. Hanover Township –
 - None
- D. PSBA Liaison Update – Duane Deitrich
 - We are awaiting modifications to Governor Wolf’s Budget
- E. Lehigh Career & Technical Institute Update – Dawn Berrigan
 - None

7. APPROVAL OF MINUTES FROM PRIOR MEETING(S)

- A. **School Board Meeting Held on May 5, 2015** ([attachment](#))
- B. **School Board Meeting Held on May 11, 2015** ([attachment](#))

8. APPROVAL OF TREASURER’S REPORT FOR MAY 2015 ([attachment](#))

9. APPROVAL OF BUDGET TRANSFERS MAY 2015 ([attachment](#))

10. APPROVAL FOR PAYMENT OF ALL A/P BILLS JUNE 2015 ([attachment](#))

11. APPROVAL TO RATIFY ALL MANUAL BILLS MAY 2015 ([attachment](#))

12. FINANCIAL

A. APPROVAL TO RUN MANUAL CHECKS ON JUNE 30, 2015 – PRIOR TO JULY 22, 2015 BOARD MEETING – END OF YEAR RECOMMENDATION

B. FINAL ADOPTION OF CAFETERIA FUND BUDGET FOR 2015-2016

The Catasauqua Area School District cafeteria fund budget for the school year 2015-2016 for the school district should be adopted at this special meetings of the School Board
RECOMMENDATION: That the Board of School Directors adopt the Final Adoption of the Cafeteria Fund Budget of the Catasauqua Area School District in the amount of \$831,452. ([attachment](#))

C. Approval of Lunch Prices for the 2015-2016 School Year

Recommendation from the Food Service Manager for the 2015-2016 school year, to approve the following lunch prices. [2014-2015 Comparison](#)

Breakfast		Lunch	
Breakfast Full Paid	\$1.40	Main Lunch Full Paid	
Breakfast Reduced	\$0.30	Secondary Student	\$2.60
Extra or A La Carte Entree	\$1.25	Elementary Student	\$2.45
Milk 8 oz, Juice 4 oz		Reduced Price Lunch	\$0.40
Secondary Student	\$0.90	Adult Lunch	\$3.45
Elementary Student	\$0.80		
<i>A la Carte Items HS/MS</i>		Extra or A La Carte Entree	
Saltines (2 pack)	\$0.25	Secondary Student	\$1.70
Dinner Roll	\$0.35	Elementary Student	\$1.60
Baked Chips & Bagged Snacks	\$0.80		
100 Calorie Packs	\$0.80	Extra or A La Carte Fruit	
New York Soft Pretzel	\$0.80	Secondary Student	\$0.90
Yogurt, 8 oz	\$1.00	Elementary Student	\$0.85
16 oz Water,	\$0.95		
100% Fruit Juice Slush Puppie	\$0.95	Extra or A La Carte Vegetable	
Izze Fruit Fizz Drinks	\$1.25	Secondary Student	\$0.90
Flavored Water	\$1.10	Elementary Student	\$0.85
<i>A la Carte Items Elem</i>			
Bagged Snacks	\$0.35	Extra or A La Carte Milk	
8 oz water	\$0.80	Secondary Student	\$0.90
Yogurt	\$0.65	Elementary Student	\$0.85
Bowl of Cereal	\$0.80	Grab n' Go Entrée Salads Student	\$2.35
Toast	\$0.40	Sheckler Adult Specialty Entrée	\$2.85
Juice	\$0.65	Salad Dressing Pack	\$0.25

Items 7A, 7B, 8, 9, 10, 11, 12A, 12B, and 12C were combined by Board request

ROLL CALL VOTE

MOTION BY: Deitrich SECONDED BY: Hartranft

AYE: Cunningham, Panto, Nace, Deitrich, Hartranft

NAY: 0

Five Ayes, Zero Nays, Motion carried

D. RESOLUTION FOR THE FINAL ADOPTION OF BUDGET FOR 2015-2016

The Catasauqua Area School district budget for the school year 2015-2016 and the taxes incorporated into the collection of needed receipts for the school district should be adopted at this meeting of the School Board. The budget has been duly advertised as prescribed by State Law. ([ATTACHMENT-RESOLUTION](#)) (Public School code Section 687)

RECOMMENDATION: That the Board of School Directors adopt the Resolution for the Final Adoption of the General Fund Budget of the Catasauqua Area School District for the 2015-2016 school year.(attachment)

ROLL CALL VOTE

MOTION BY: Deitrich SECONDED BY: Hartranft
AYE: Cunningham, Panto, Nace, Deitrich, Hartranft
NAY: 0
Five Ayes, Zero Nays, Motion carried

E. Approval of Financial Institutions

Administration recommends that the School Board adopt the following resolution approving financial depositories for the school district for the school year 2015-2016.

RESOLUTION – FINANCIAL INSTITUTIONS

RESOLVED, that the Catasauqua Area School District authorize the following financial institutions to act as an approved depository for school district funds and/or temporary investments. The Catasauqua Area School District further authorizes the following recommended financial institutions to transfer any funds of deposit to any other school district account or to any other bank for the credit of the Catasauqua Area School District. And further authorizes the Superintendent and/or designee to enter into agreements, supplements or amendments to implement the foregoing of operation for the 2015-2016 school year.

**M & T Bank (Bonds – Paying Agent)
First Niagara Bank N.A.**

F. Approval/Renewal of Service Contracts ([attachment](#))

Approval is requested of the attached service contracts in effect during the 2015-2016 school year.

G. Approval of School District Auditor

Approval to appoint France, Anderson, Basile & Co., P.C., CPA’s as the auditor for all school district funds and accounts, review internal controls, perform Single Audit Act compliance and prepare required annual financial reports for a three year contract as follows:

Year ending June 30, 2016	\$18,025
Year ending June 30, 2017	\$18,600
Year ending June 30, 2018	\$19,125
Management Advisory Services as needed \$90 per hour	
Single Audit will be billed on hourly rate estimated cost each year \$4,000 to \$6,000	

H. Recommended Insurance Quotes

The Superintendent requests approval of the following insurance policies for the 2015-2016 school year.

	2014-2015	2015-2016
Student Accident Insurance/ All Sports Insurance A-G Administrators Inc. Underwritten by U.S. Fire Insurance Co.	\$12,890	\$22,450 (\$9,560 Increase)
Long Term Disability – (PSBA Assurant)	\$.31/\$100 of payroll Est. \$4,892	\$.36/\$100 of Payroll Est. \$5,594
Short Term Disability – (PSBA Assurant)	\$.71/\$100 of payroll Est. \$3,280	\$.71/\$100 of payroll Est. \$3,410
Life Insurance (PSBA Assurant)	\$.18/\$1,000	\$.18/\$1,000
Accidental/Death/Dismemberment	\$.02/\$1,000 Est. \$18,585	\$.02/\$1,000 Est. \$22,626
Workers’ Compensation (PSBA Insurance Trust)	\$83,389	\$47,471(\$35,918 decrease)

Items 12E, 12F, 12G, and 12H were combined by Board request

ROLL CALL VOTE

*MOTION BY: Deitrich SECONDED BY: Hartranft
 AYE: Cunningham, Panto, Nace, Deitrich, Hartranft
 NAY: 0
 Five Ayes, Zero Nays, Motion carried*

13. PERSONNEL

A. Appointment of Extra-Curricular Positions – 2015-2016 School Year

It is recommended that the name listed below of Extra-Curricular position be appointed as noted for the 2015-2016 school year:

Name	Position	Stipend
1 Abby Cunningham	Head Girls Volleyball Coach	\$4,000.00

Upon recommendation by the Board, this item was tabled and will be considered during the July 22, 2015 Board Meeting.

B. Appointment of Extra-Curricular Positions – 2015-2016 School Year

It is recommended that the names listed below of Extra-Curricular positions be appointed as noted for the 2015-2016 school year:

	Name	Position	Stipend
1	Lloyd Brooks	Assistant Football Coach	\$4,633.00
2	Alexis Sziy	Assistant Football Cheering Coach	Volunteer
3	Janice Kovacs	Assistant Girls Basketball Coach	\$4,067.00
4	Robert Thomas	Head Softball Coach	\$5,399.00
5	Phillip Dorn	Weight Room Monitor Summer	\$600.00
6	Joseph Stofko Jr.	Weight Room Monitor Fall	\$600.00
7	Todd Richards	Facility Manager (shared)	\$2,250.00
8	David Troxell	Facility Manager (shared)	\$2,250.00
9	Ronald DeMaio Jr.	Elementary Program Coordinator (shared)	\$662.00
10	Wendy Laubenstein	Elementary Program Coordinator (shared)	\$662.00
11	Erica McDonough	Elementary Audio Visual Coord (shared)	\$845.50
12	Deborah Elek	Elementary Audio Visual Coord (shared)	\$845.50
13	Lois Morrissey	Elementary Yearbook Advisor	\$502.00
14	Kevin Karchner	Middle School Audio Visual Coord (shared)	\$563.67
15	Lisa Roth	Middle School Scholastic Bowl (shared)	\$494.00
16	John Yanek	High School Debate Team Advisor	\$2,706.00

C. Substitutes

The following applicants have requested to be added to the Substitute Employment List for the 2015-2016 School Year as follows:

Name	Assignment
Karen Dunn	Substitute Teacher
Dolores Johns	Substitute Teacher
Karla Fryslin	Non-Certified Instructional Aide Substitute

D. Substitute Removal

The following substitute has requested to be removed from the Substitute Employment List for the 2015-2016 School Year:

Name	Position	Reason
Audrey Konecsny	Non Certified Instructional Aide/Cafeteria	Personal

E. Change of Status

- Name: Liliana Hnatow
 Previous Status: Substitute Cafeteria Employee
 Current Status: General Kitchen Help
 Assignment: Catasauqua Middle School
 Rate of Pay: \$10.65/hour
 Benefits: As Per Cafeteria Staff Agreement
 Effective: Beginning of 2015-2016 school year

F. Nomination for Appointment

1. Name: **Jennifer Churetta**
 Status: School Nurse
 Assignment: Sheckler Elementary School
 Salary: As per Collective Bargaining Agreement
 Step: Step 3
 Credits: B.S. + 9 credits
 Years: Start at year 3
 Benefits: As per Collective Bargaining Agreement
 Effective: August 19, 2015

G. Approval is Requested for the Following Student Teacher, 2015-2016 School Year:

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

Sheckler Elementary

College - Kutztown University	Effective August 25, 2015 to October 16, 2015
Name	Area of Certification
Kristen Snyder	Elementary - Grade 2 (Susan Conner)

H. Approval for Days Without Pay

1. Name: Susan Lesko
 Reason: Personal
 Effective: May 14, 2015
2. Name: Lisa Casciotti
 Reason: Personal
 Effective: June 1, 2015 ½ day
 June 12, 2015 ½ day
3. Name: Patrick MacLaughlin
 Reason: Personal
 Effective: May 29, 2015 1 day (8 hours)
4. Name: Erica McDonough
 Reason: Personal
 Effective: June 16-17, 2015

I. Letter of Resignations/Retirements**1. Stephanie Petrucci**

- Status: Biology Teacher
 Assignment: Catasauqua High School
 Reason: Resignation/Personal
 Effective: End of 2014-2015 School Year

2. Robin Rader

Status: Librarian
 Assignment: Catasauqua High School
 Reason: Retirement
 Years of Service: 31 years
 Effective: End of 2014-2015 School Year

Items 13B, 13C 13D, 13E, 13F, 13G, 13H, 13I-1 and 13I-2, were combined by Board request

ROLL CALL VOTE

MOTION BY: Deitrich SECONDED BY: Nace

AYE: Cunningham, Panto, Nace, Deitrich, Hartranft

NAY: 0

Five Ayes, Zero Nays, Motion carried

14. CURRICULUM

A. Approval of Planned Course of Study

Approval is requested for the Planned Course of Study as listed:

8th Grade English Language Arts

ROLL CALL VOTE

MOTION BY: Deitrich SECONDED BY: Hartranft

AYE: Cunningham, Panto, Nace, Deitrich, Hartranft

NAY: 0

Five Ayes, Zero Nays, Motion carried

15. BOARD APPROVALS

A. Letter of Resignation

1. Joseph T. Kovacs

Status: School Board Member
 Assignment: Catasauqua Area School District Board of School Directors
 Effective: Immediately
 Reason: Personal

MOTION BY: Deitrich SECONDED BY: Hartranft

Motion carried

B. Free & Reduced Lunch Program – 2015-2016

Approval is requested by the Administration to participate in the Free & Reduced price lunch program for the school year 2015-2016.

C. Approval to Establish a Student Activity Account, Class of 1951 Scholarship Fund

Items 15B and 15C were combined by Board request

ROLL CALL VOTE

MOTION BY: Deitrich SECONDED BY: Hartranft

AYE: Cunningham, Panto, Nace, Deitrich, Hartranft

NAY: 0

Five Ayes, Zero Nays, Motion carried

D. Approval of Homestead and Farmstead Exclusion Resolution 2015-2016

Request approval of the Homestead and Farmstead Exclusion Resolution ([attachment](#))

ROLL CALL VOTE

MOTION BY: Hartranft SECONDED BY: Deitrich

AYE: Cunningham, Panto, Nace, Deitrich, Hartranft

NAY: 0

Five Ayes, Zero Nays, Motion carried

E. Approval of Policy – Second Reading

Approval is requested for the second reading of the following policy:

Section: **PUPILS**
Policy #: **#251**
Title: **Bullying/Cyber Bullying**

MOTION BY _____ SECONDED BY _____

NUMBER AYE _____ NUMBER NAY _____

F. Approval of Policy – Second Reading

Approval is requested for the second reading of the following policy:

Section: **OPERATIONS**
Policy #: **#806**
Title: **Child Abuse and Employee Clearances**

MOTION BY _____ SECONDED BY _____

NUMBER AYE _____ NUMBER NAY _____

G. Approval of Policy – Second Reading

Approval is requested for the second reading of the following policy:

Section: PUPILS
Policy #: #129
Title: Wellness

MOTION BY _____ SECONDED BY _____

NUMBER AYE _____ NUMBER NAY _____

H. RESOLUTION – EQUAL OPPORTUNITY EMPLOYER

The Equal Opportunity Resolution must be approved for the school year 2015-2016

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-TitleVII-Title IX-ADA Coordinator). The nondiscrimination policy and complaint procedures are also available on the District’s web site: www.cattysd.org

Items 15F, 15G, and 15H were combined by Board request

MOTION BY: Hartranft

SECONDED BY: Deitrich

Motion carried

16. OLD BUSINESS

17. NEW BUSINESS

18. COMMENDATIONS

19. INFORMATION ITEMS

20. CORRESPONDENCE

Items 16, 17, 18, 19, and 20 were combined by Board request

David Ascani – Thank you to all involved in this year’s Graduation. Thank you to the Board for your support throughout the year.

Don Panto- The Eighth Grade Celebration was very well done and much appreciated.

Christina Lutz-Doemling – Professional Development has been occurring this week in the areas of On-Line Course Development, Curriculum Review, iTune Courses, and EnVision Math.

Evan Deitrich – Thank you to the Board for this wonderful experience.

Michael Gilmartin – This has been a great experience. Tom Moll has done a great job and I am glad he is returning.

Carol Cunningham – Our students represented us well at Graduation. The ceremony was student centered and well organized.

William Gasper – School building cleaning has begun with 10 hour shifts. Alumni Field concession stand upgrade and camera installation are the major projects planned for the summer.

Eric Dauberman – Building cleanup has begun. Select teachers are in the process of moving their classrooms.

Melissa Inselmann – The Eight Grade celebration was well attended.

Christine Nace – Congratulations to Evan and Mike.

Duane Deitrich – Congratulations to all Retirees and to the Graduates.

Robert Spengler – Thank you to Board Members for your support of our students. Congratulations to Graduates and Retirees. Thank you to Lois Reed for her dedication and work on the Financial Accounting Software conversion.

21. RECOGNITION OF GUESTS & VISITORS

Shawn Newhart – Expressed his experience and views after a full year of the 1:1 Initiative. Shawn expressed his concerns regarding the Digital Citizenship Course and the Health classes.

22. NEXT MEETING DATES

JULY 2015 BOARD MEETING

A. Wednesday, July 22, 2015 7:00 PM School Board Meeting

23. ADJOURNMENT

MOTION BY: Deitrich

SECONDED BY: Hartranft

Motion carried

Time Adjourned: 7:47 P.M.

Respectfully submitted,

Duane Deitrich
Secretary