

MINUTES
CATASAUQUA AREA SCHOOL DISTRICT
Monday, March 9, 2015
7:00 P.M. – District Administration Office

1. CALL TO ORDER **President, Penny Hahn**
President Penny Hahn Called the Meeting to Order at 7:05 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	X	Kathleen Kotran	X
Carol McCarthy	X	Wayne Karess	X
Dawn Berrigan	X	William Gasper	X
Christine Naegel		David Ascani	X
Christine Nace		Melissa Inselmann	X
		Eric Dauberman	X
Student Representatives		Bryan Klass	
Evan Deitrich	X	Ronald DeMaio	
Michael Gilmartin	X	David Troxell	X

X = Present

Visitors: See List inserted in Permanent Minute Book

4. NOTICE OF EXECUTIVE SESSIONS

A. An Executive Session for Legal and Personnel Reasons Will be Held Before the Meeting at 6:00 P.M.

Executive session was held for Legal and Personnel reasons from 6:00 P.M. until 7:00 P.M.

B. An Executive Session for Legal and Personnel Reasons Will be Held Immediately After the Meeting.

Executive session was held for Legal and Personnel reasons from 9:25 P.M. until 10:30 P.M.

5. PRESENTATIONS/AUDIENCE INPUT ON AGENDA**A. Sheckler Elementary School Students of the Month – February 2015 –
Eric Dauberman**

GRADE 1	GRADE 2	GRADE 3	GRADE 4
<i>Ariella Miller</i>	<i>Jareel Calhoun</i>	<i>Devin Martinetti</i>	<i>Kayla Boykas</i>
<i>Christopher Wellington</i>	<i>Daniel Jones</i>	<i>Mylie Sanchez</i>	<i>Luis Silva</i>

**B. Catasauqua Middle School Star Players of the Month – December 2014, January 2015, and
February 2015 - Melissa Inselmann**

GRADE 5	GRADE 6	GRADE 7	GRADE 8
<i>Avery Daku</i>	<i>Hamyah Jenkins</i>	<i>Taylor Pattison</i>	<i>Zachary Costenbader</i>
<i>Cole Brown</i>	<i>Annabelle Cline</i>	<i>Bailey Witt</i>	<i>Madelyn Moussa</i>
<i>Lucy Brubaker</i>	<i>Daniel Stanley</i>	<i>Abbey Richerson</i>	<i>Hailey Baez</i>

C. Mr. Spengler introduced Robert Arnold who provided an overview and itinerary for a proposed Marching Band/Choir trip to Orlando Florida .Board Members verbally accepted the proposal and will formally vote on the trip request at the April 7, 2015 School Board Meeting.

6. ADMINISTRATION/BOARD DISCUSSION & REPORTS**A. Academics & Education**

- Chapter 339 Plan Overview– **(attachment)**
All Catasauqua Area School District Counselors were present and provided an overview of the process and plan.

NOTE: At this time Mrs. Hahn requested Board Action on Item 18B

- 2015-2016 Catasauqua High School Career Planning Guide – Dave Ascani
(attachment)
Mr. Ascani provided an overview of proposed changes.

NOTE: At this time Mrs. Hahn requested Board Action on Item 18C

B. Athletics

David Troxell announced the beginning of the Spring Sport Season. State wrestling playoffs have concluded with Satchel Stauffer and Ryan Greene participating. Michael Gilmartin was named as the Catasauqua High School Football Scholar Athlete of 2015

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

The High School Drama Club Presentation of Footloose occurred Friday, March 6th through Monday, March 8th.

NOTE: At this time Mrs. Hahn requested Board Action on Item 16C

- D. Borough of Catasauqua – Christine Nace
None
- E. Borough of North Catasauqua – Duane Deitrich
None
- F. Hanover Township – Christine Naegel
None
- G. PSBA Liaison Update – Duane Deitrich
The new Governor has presented the initial 2015-2016 Budget Proposal and numerous discussions will occur over the next few months
- H. Lehigh Career & Technical Institute Update – Dawn Berrigan
An Excellent Academic Rating has been achieved by Lehigh Career Technical Institute. A Counselor meeting was held in November. The Skills USA Culinary Challenge will be held on March 30, 2015 at 5:30 P.M.
- I. Student Representatives – Evan Deitrich and Michael Gilmartin
The Music Arts Banquet will be held on March 14, 2015. The Footloose Production was held last weekend with great success. National Honor Society is sponsoring a blood drive on March 19th or March 21st. The Catasauqua High School Debate Team is currently in first place, winning 2-0 in the first round of semifinals. Scholastic Scrimmage participants will forward shirt sizes to Mr. Ascani in order for Ms. Lois Reed of the Business Office to procure.

- 7. APPROVAL OF MINUTES FROM PRIOR MEETING(S)**
 - A. School Board Meeting Held on January 28, 2015 (attachment)**
- 8. APPROVAL OF TREASURER’S REPORT FOR JANUARY 2015 (attachment)**
- 9. APPROVAL OF TREASURER’S REPORT FOR FEBRUARY 2015 (attachment)**
- 10. APPROVAL OF BUDGET TRANSFERS JANUARY 2015 (attachment)**
- 11. APPROVAL OF BUDGET TRANSFERS FEBRUARY 2015 (attachment)**
Items 7A, 8, 9, 10 and 11 were combined by Board request

ROLL CALL VOTE

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

12. APPROVAL TO RATIFY PAYMENT OF ALL A/P BILLS FEBRUARY 2015 WITH THE EXCEPTION OF CHECK # 1622 (cafe fund) IN THE AMOUNT OF \$3175.68 (attachment)

ROLL CALL VOTE

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

12.A APPROVAL TO RATIFY PAYMENT OF CHECK # 1622 (cafe fund) IN THE AMOUNT OF \$3175.68 FEBRUARY 2015 (attachment)

ROLL CALL VOTE

*MOTION BY: McCarthy SECONDED BY: Cunningham
AYE: Hartranft, Deitrich, Cunningham, Berrigan, Panto, McCarthy
NAY: 0
Abstention by Hahn
Six Ayes, Zero Nays, Motion carried*

13. APPROVAL TO RATIFY PAYMENT OF ALL A/P BILLS MARCH 2015 WITH THE EXCEPTION OF CHECK # 7667 (general fund) IN THE AMOUNT OF \$182.00 (attachment)

ROLL CALL VOTE

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

13.A APPROVAL TO RATIFY PAYMENT OF CHECK # 7667 (general fund) IN THE AMOUNT OF \$182.00 MARCH 2015 (attachment)

ROLL CALL VOTE

*MOTION BY: Cunningham SECONDED BY: McCarthy
AYE: Hartranft, Deitrich, Cunningham, Berrigan, Panto, McCarthy
NAY: 0
Abstention by Hahn
Six Ayes, Zero Nays, Motion carried*

14. APPROVAL TO RATIFY ALL MANUAL BILLS JANUARY 2015 (attachment)**15. APPROVAL TO RATIFY ALL MANUAL BILLS FEBRUARY 2015 (attachment)**

Items 14 and 15 were combined by Board request

ROLL CALL VOTE

MOTION BY: Cunningham

SECONDED BY: McCarthy

AYE: Hartranft, Deitrich, Hahn, Cunningham, Panto, McCarthy, Berrigan

NAY: 0

Seven Ayes, Zero Nays, Motion carried

16. FINANCIAL**A. Approval/Renewal of Service Contracts**

The following property/professional service contracts are presented for approval:

1. Service Provider: Central Susquehanna IU
 Service: Financial Software
 Location: District Administration Office
 Amount: \$6,000.00 - \$7,000.00 estimated conversion cost
 Term: 2014-2015 School Year
2. Service Provider: Central Susquehanna IU
 Service: Financial Software
 Location: District Administration Office
 Amount: \$15,027* Fund Account, Payroll & Personnel Modules
 \$775** Employee Portal
 \$900 eSchoolmall Interface
 \$0 AESOP Interface
 \$1799 one time set up fee eSchoolmall
 \$96.75/ hour plus travel time for additional training cost
 Term: 2015 – 2016 School Year

*Estimated based on 1518 student count. Final cost will be determined by 14-15 student count.

**Final 2015-2016 price will not be determined until June 2015

3. Service Provider: IntegraOne
 Service: HP Foundation Care 24x7 Service
 HP 6200-24G-mGBIC YI Switch
 S/N SG004UY075, SG004UY079 - *these are building
 core network switches
 Location: Catasauqua Middle School/Sheckler Elementary School
 Amount: \$720.00 (per CoStars)
 Term: March 22, 2015 – March 21, 2016

ROLL CALL VOTE

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

B. Approval of Lehigh Carbon Community College Proposed 2015-2016 Budget

The Lehigh Carbon Community College Operational Budget for the fiscal year 2015-2016 is presented for approval. The total 2015-2016 operating debt service and capital budgets are \$49,299,404, an increase of \$1,983,104 from prior year's budget. The Catasauqua Area School District sponsor share will be \$175,763, a decrease of \$7,442, a -4.1% from last year's budget.

ROLL CALL VOTE

*MOTION BY: Deitrich SECONDED BY: Cunningham
 AYE: Hartranft, Cunningham, Panto, McCarthy, Berrigan
 NAY: Hahn, Deitrich
 Five Ayes, Two Nays, Motion carried*

C. Approval of Carbon-Lehigh Intermediate Unit Budget: 2015-2016

The Carbon-Lehigh Intermediate Unit #21 Operational Budget for the fiscal year 2015-2016 is presented for approval. The total 2015-2016 Operational budget is \$3,068,411 an increase of \$129,675 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 \$23,892 a decrease of \$310.

Item 16C was acted upon by the Board after Item 6C, Administration-Board Discussion and Reports

ROLL CALL VOTE

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

D. Approval of Lehigh Career & Technical Institute Proposed 2015-2016 Budget

Approval is requested for the 2015-2016 budget of the Lehigh Career & Technical Institute. The total 2015-2016 operating budget is \$24,725,700, an increase of \$427,600 or 1.76% increase from prior year. The Catasauqua Area School District share is \$734,988, a decrease of \$4,046 or .55% decrease. The proposed Academic Center Budget is \$1,613,620 based on a projected enrollment of 400 total students at a cost of \$3,653 per student. The Catasauqua Area School District share of the Academic Center Budget is \$38,395, an increase of \$374 or .01% increase (**attachment**)

ROLL CALL VOTE*MOTION BY: Cunningham**SECONDED BY: Berrigan**AYE: Hartranft, Deitrich, Hahn, Cunningham, Panto, McCarthy, Berrigan**NAY: 0**Seven Ayes, Zero Nays, Motion carried***17. PERSONNEL****A. Substitute**

The following applicants have requested to be added to the substitute employment list for the 2014-2015 school year:

Name	Assignment
Wendy Knutsen-Hess	Non-Certified Instructional Aide Substitute
Maria Staniszewski	Non-Certified Instructional Aide Substitute/ Cafeteria Substitute

B. 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

#	Name	Position	Stipend
1	Todd Rushatz *	Assistant Soccer Coach	Volunteer
2	Randy Sell	Assistant Soccer Coach	\$2,671.00
3	Lisa Packard	Student Forum Advisor (shared)	\$380.50
4	Marie Hallquist	Student Forum Advisor (shared)	\$380.50
5	Robin Rader	Assistant Track Coach	\$2,671.00
6	Joseph Stofko Jr.	Weight Room Monitor – Spring	\$600.00

*pending receipt of clearances and employment papers

C. Intent to Retire

Approval is requested to accept the retirement and resignation.

- Name: Susan Smith
Status: General Kitchen Help
Assignment: Catasauqua Middle School
Effective: February 26, 2015

D. Nomination for Appointment

- Name: Stephen Matto
Status: Food Service/General Help
Assignment: Catasauqua High School
Salary: \$10.54 per hour
Benefits: As Per Cafeteria Staff Agreement
Effective: March 10, 2015

E. Approval for Days Without Pay

- 1. Name: Susan Lesko
Reason: Personal
Effective: February 4, 2015 to March 26, 2015
- 2. Name: Raymond Blount
Reason: Personal
Effective: February 10, 2015 to February 13, 2015

Items 17A, 17B, 17C, 17D, and 17E were combined by Board request

ROLL CALL VOTE

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

F. Approval of the Following Job Descriptions as Recommended by the Superintendent

- 1. Substitute Teacher
- 2. Instructional Aide

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

18. BOARD APPROVALS

A. Letter of Resignation

- 1. **Christine E. Naegel**
 Status: School Board Member
 Assignment: Catasauqua Area School District Board of School Directors
 Effective: Immediately
 Reason: Personal

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

B. Approval is Requested for the Chapter 339 Plan (attachment)

Item 18B was acted upon by the Board after Item 6C, Administration-Board Discussion and Reports

ROLL CALL VOTE

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

C. Catasauqua High School Career Planning Guide

Approval is requested for the Catasauqua High School Career Planning Guide for the 2015-2016 school year as presented (**attachment**)

Item 18C was acted upon by the Board after Item 6C, Administration-Board Discussion and Reports

MOTION BY: McCarthy SECONDED BY: Deitrich

Motion carried

D. School Calendar 2015-2016

It is recommended that the proposed school calendar for the school year 2015-2016 be approved at this school board meeting (**attachment**)

MOTION BY: Cunningham SECONDED BY: McCarthy

Motion carried

E. Awarding of Cleaning Services Bid

Approval is requested to award the bid submitted by Executive Building Services, Inc. for the contract for Middle School Cleaning, Janitorial, and Related Services, and award the contract to the lowest responsible bidder, Executive Building Services, Inc.:

- a. Amount Bid for Three Year Contract – July 1, 2015 to June 30, 2018
- b. Amount Bid for 7/1/2015 to 6/30/2016: \$69,600.00
- c. Amount Bid for 7/1/2016 to 6/30/2017: \$71,800.00
- d. Amount Bid for 7/1/2017 to 6/30/2018: \$72,100.00
- e. Total: \$213,500.00

ROLL CALL VOTE

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

F. Awarding of Catasauqua Middle School Infrastructure Project Bid

Approval is requested to select Option B under the bid documents for the Middle School Network Switches, Wireless Access Points, and Related Infrastructure Project (“Contract”) and award the Contract to the lowest qualified, responsible, and responsive bidder for that Option— Integra Business Center, Inc. (“Contractor”)—for \$49,748.00; to authorize and direct the President (or Vice President) to execute the Contract if the Contractor provides the required insurance certificates and security in a timely fashion; and to authorize Administration to file Form 471 with the FCC (or its agent) to apply for funding for the Contract under the federal Schools and Libraries Program of the Universal Services Fund (E-Rate Program).

ROLL CALL VOTE

MOTION BY: Cunningham

SECONDED BY: Berrigan

AYE: Hartranft, Deitrich, Hahn, Cunningham, Panto, McCarthy, Berrigan

NAY: 0

Seven Ayes, Zero Nays, Motion carried

G. Authorization to Bid for Fuel Oil 2015-2016

Approval is requested to authorize bidding for fuel oil via Keystone Purchasing Network, Intermediate Unit #16, effective 2015-2016 school year.

ROLL CALL VOTE

MOTION BY: Cunningham

SECONDED BY: McCarthy

AYE: Hartranft, Deitrich, Hahn, Cunningham, Panto, McCarthy, Berrigan

NAY: 0

Seven Ayes, Zero Nays, Motion carried

H. Approval of Additional Revised Van/Bus Stops 2014-2015 School Year.

Approval is requested for additional revised Van/Bus Stops for the 2014-2015 School Year, effective immediately. 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:

2047 Pennsylvania Avenue

Days Inn – Airport Road

CSF-Bethlehem

MOTION BY: McCarthy

SECONDED BY: Cunningham

Motion carried

19. OLD BUSINESS**20. NEW BUSINESS****21. COMMENDATIONS****22. INFORMATION ITEMS****23. CORRESPONDENCE**

Items 19, 20, 21, 22, and 23 were combined by Board request

Robert Spengler – The vacant Board seat will be advertised on the District website and in the Catasauqua Press Newspaper. An April appointment is likely.

Carol Cunningham – Hopefully Catasauqua Middle School will participate in the Manufacturing Video Project in the future.

Dawn Berrigan – A book entitled “EDNA in the Desert” will be donated to the Catasauqua High School Library.

David Ascani – the Drama Production of Footloose was successful. The Middle States Association visit will occur from March 24, 2015 to March 27, 2015.

Eric Dauberman – Literacy Night was held on February 25, 2015 with approximately 500 people attending. Affordable Pet Care donated fish. Career Day is occurring through Kimberly Ceccatti, Sheckler’s Guidance Counselor, with parents providing overviews of their careers. The annual Egg Hunt will be held April 1, 2015. Claudette Burkner, Grade 4 teacher, has been nominated as an WLEV teacher of the year.

Melissa Inselmann – A thank you letter from Bruce Smith, a Pathway to Santa, was circulated. Sabrina Safadi, Catasauqua Middle School 6th grade Student, is the first place grand champion in the regional First in Math/24 Challenge. Middle School course selection has begun for 2015-2016 school year.

Carol McCarthy – Thank you to Catasauqua High School for hosting the rescheduled Band concert originally scheduled to be held at Emmaus High School.

Duane Deitrich – Due to bad weather, Catasauqua High School will sponsor the Band concert.

Christina Lutz-Doemling – The First in Math Software License were donated by PSBA. The Spring State Assessments (PSSA and Keystones) are under way. The Weller Center continues to provide high quality health and wellness programs as part of a health grant.

Wayne Karess – Thank you for support of the Catasauqua Middle School Infra Structure program. We may consider a similar project next year for Sheckler Elementary.

24. RECOGNITION OF GUESTS & VISITORS

Mr. Paul Makovsky, 1400 West Main Street, North Catasauqua – Provided an overview of his background and experience. He questioned why he was not hired for a basketball position. He was directed to apply for any open position via the district website.

25. NEXT MEETING DATES

- | | | |
|----------------------------------|----------------|-----------------------------|
| A. Tuesday, April 7, 2015 | 7:00 PM | School Board Meeting |
| B. Monday, April 13, 2015 | 7:00 PM | School Board Meeting |

26. ADJOURNMENT

MOTION BY: Cunningham

SECONDED BY: McCarthy

Motion carried

Time Adjourned: 9:20P.M.

Respectfully submitted,

Duane Deitrich
Secretary