

MINUTES
CATASAUQUA AREA SCHOOL DISTRICT
Wednesday, January 28, 2015
5:30 P.M. – District Administration Office

1. **CALL TO ORDER** **President, Penny Hahn**
President Penny Hahn Called the Meeting to Order at 5:30 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	
Duane Deitrich	X	Lois Reed	X
Mary Alice Hartranft		Kathleen Kotran	
Carol McCarthy		Wayne Karess	
Dawn Berrigan	X	William Gasper	
Christine Naegel		David Ascani	
Christine Nace		Melissa Inselmann	
		Eric Dauberman	
Student Representatives		Bryan Klass	
Evan Deitrich		Ronald DeMaio	
Michael Gilmartin		David Troxell	

This was a rescheduled meeting with no Administrative reports.

X = Present

David Knerr arrived at 5:55 P.M

David Knerr left at 6:30 P.M

Visitors: See List inserted in Permanent Minute Book

4. **NOTICE OF EXECUTIVE SESSIONS**
 - A. No Executive Session was Held

5. **PRESENTATIONS/AUDIENCE INPUT ON AGENDA**
 - A. **School Board Director Recognition Month**
School Board Directors were recognized after the meeting

6. **ADMINISTRATION/BOARD DISCUSSION & REPORTS**
 - A. None

NOTE: At this time Mrs. Hahn requested Board Action on Item 14B

7. **APPROVAL OF MINUTES FROM PRIOR MEETING(S)**
 - A. **Reorganization School Board Meeting Held on December 4, 2014 (attachment)**
 - B. **School Board Meeting Held on December 4, 2014 (attachment)**
8. **APPROVAL OF TREASURER'S REPORT FOR DECEMBER 2014 (attachment)**
9. **APPROVAL OF BUDGET TRANSFERS DECEMBER 2014 (attachment)**

Items 7A, 7B, 8, and 9 were combined by Board request

ROLL CALL VOTE

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

10. **APPROVAL FOR PAYMENT OF ALL A/P BILLS JANUARY 2015
WITH THE EXCEPTION OF CHECK # 7298 (general fund) IN THE AMOUNT OF
\$ 3,364.68 (attachment)**

ROLL CALL

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

- 10.A **APPROVAL OF PAYMENT OF CHECK # 7298 (general fund) IN THE AMOUNT
OF \$3,364.68 JANUARY 2015 (attachment)**

ROLL CALL

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

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

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

12. FINANCIAL

A. Acceptance of the Independent Auditors Single Audit Report of the Catasauqua Area School District for the Fiscal Year Ending June 30, 2014 (attachment)

ROLL CALL

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

B. 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 2015-2016 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

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

C. Exoneration – Tax Collectors 2014-2015 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 2014-2015 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, 2014.

Tax Collector	Municipality	2014-2015 Base Real Estate	2014-2015 Interim
James Delbertis	Catasauqua	\$170,800.91	-0-
Catasauqua Area SD	Hanover Township	\$25,375.06	\$160.79
Donna Schifko	North Catasauqua	\$115,966.39	\$2271.55
	TOTAL	\$312,142.36	\$2,432.34

ROLL CALL

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

13. PERSONNEL

A. Letter of Resignation

1. Timothy Grube

Status: Cafeteria Driver-Helper-Utility Person
 Assignment: Food Service Department – District Wide
 Reason: Other Employment
 Effective: January 29, 2015

B. Approval for Days Without Pay

1. Name: Susan Lesko
 Reason: Personal
 Effective: January 13, 2015 to February 3, 2015 *
2. Name: Lisa Casciotti
 Reason: Personal
 Effective: January 15, 2015 to January 23, 2015 *
3. Name: Gwen Mutarelli
 Reason: Personal
 Effective: February 18, 2015 to March 24, 2015 *
4. Name: Employee #281
 Reason: Disciplinary
 Effective: January 23, 2015

*pending use of available days

C. Request for Professional Leave of Absence (Health Sabbatical), Effective the Second Half of the 2014-2015 School Year for Employee #1219.

The Superintendent recommends the approval of this request as submitted by the indicated employee, who has met all requirements set forth in the collective bargaining agreement.

D. Substitute Employees

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

<u>Name</u>	<u>Position</u>
Amy Ahart	Non-Certified Instructional Aide Substitute

E. Approval of Student Teachers/Interns

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

Catasauqua High School

College - Kutztown University	Effective January 21, 2015 – March 13, 2015
Name	Area of Certification
Stephanie Laub	High School Math

College - Kutztown University	Effective March 16, 2015 – May 7, 2015
Name	Area of Certification
Natalie Yonak	High School English

F. 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	Luke Garner	Assistant Wrestling Coach	Volunteer
2	Tyler Trobetsky *	Assistant Wrestling Coach	Volunteer
3	Jared Case *	Assistant Basketball Coach	Volunteer
4	Eric Snyder	Assistant Baseball Coach	\$2,200.00

*pending receipt of clearances and employment papers

Items 13A, 13B, 13C, 13D, 13E, and 13F were combined by Board request

ROLL CALL

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

14. BOARD APPROVALS

- A. MOTION to authorize the President (or Vice President) and the Secretary (or Assistant Secretary) to execute and deliver the Deed of Easement presented to this meeting for a waterline easement to the Borough of Catasauqua in accordance with the requirements of the land development approval for the Equipment/Storage Building and Transportation Center at the Catasauqua Middle School campus.**

ROLL CALL

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

B. Approval of RESOLUTION OF LEHIGH CARBON COMMUNITY COLLEGE TO PREAPPROVE REAL ESTATE ACQUISITIONS (attachment)

** This item was acted upon prior to item 7A at the beginning of the meeting.*

ROLL CALL

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

C. Approval of Agreement with MacAuthority, a Division of Computer Marketing Corporation, for the Sale and Disposal of Excess MacBook Laptops, as Described in the Agreement (attachment)

Administration recommends this Agreement to dispose of obsolete MAC Book Laptops that have been replaced by new MAC Book Air Notebooks.

D. Approval to advertise for bids for Custodial Services at the Catasauqua Middle School Building

E. Approval is Requested for the First Revisions and Reading of the following Policy: (attachment-clean) (attachment-redline)

Section: PROGRAMS
Policy #: #139
Title: Volunteer Clearances

F. Authorization to Bid the Catasauqua Middle School Infrastructure Project

Administration requests Board authorization to publicly bid the purchase and installation to upgrade the Catasauqua Middle School Communication Infrastructure. An 80% E-rate discount is anticipated and contingent on receipt of E-rate discount.

G. Approval to Attend Conferences, Seminars, etc (attachment)

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

ROLL CALL

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

- H. Motion to approve Donna Schifko's appointment of Stacy Zellner to be the deputy tax collector to collect and settle real property taxes for the Catasauqua Area School District on properties within the Borough of North Catasauqua, Northampton County for the duration of any incapacitation Donna Schifko may incur during her term of office. The term "incapacitation" shall have the meaning set forth in Section 22(b) of the Local Tax Collection Law, 72 Pa. Stat. Ann. § 5511.22(b). Ms. Schifko must also obtain the approval of her surety in order to make this appointment.**
- I. Motion to approve James R. Delbertis' appointment of Stacy Zellner to be the deputy tax collector to collect and settle real property taxes for the Catasauqua Area School District on properties within the Borough of Catasauqua, Lehigh County for the duration of any incapacitation James R. Delbertis may incur during his term of office. The term "incapacitation" shall have the meaning set forth in Section 22(b) of the Local Tax Collection Law, 72 Pa. Stat. Ann. § 5511.22(b). Mr. Delbertis must also obtain the approval of his surety in order to make this appointment.**

Items 14H and 14I were combined by Board request

ROLL CALL

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

J. Approval of Additional Revised Van/Bus Stops 2014-2015 School Year, as of January 2015

Approval is requested for additional revised Van/Bus Stops for the 2014-2015 School Year, effective January 2015. 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:
Red Roof Inn
St John & Church Streets

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

15. OLD BUSINESS

None

16. NEW BUSINESS

Approval of Retail Electricity Agreement with PPL EnergyPlus, LLC for electricity services for a 20 month term commencing on May 2015. As per agreement presented by the Superintendent to the Board of School Directors.

ROLL CALL

MOTION BY: Cunningham SECONDED BY: Hahn

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

NAY: 0

Five Ayes, Zero Nays, Motion carried

17. COMMENDATIONS

None

18. INFORMATION ITEMS

Lois Reed – Informed the Board of the required timeline for a new Financial Software package. The current software will no longer be available effective July 1, 2015.

19. CORRESPONDENCE

None

20. RECOGNITION OF GUESTS & VISITORS

Mr. Paul Makovsky, 1400 West Main Street, North Catasauqua – Distributed documents and materials to the Board of Education and spoke of his basketball related accomplishments. Board Members and Administration requested Mr. Makovsky contact the girls' varsity basketball coach relative to his interest in assisting.

21. NEXT MEETING DATE

A. ~~Tuesday, February 3, 2015~~ ~~7:00 P.M.~~ ~~School Board Meeting (cancelled)~~

B. Monday, February 9, 2015 7:00 P.M. School Board Meeting

22. ADJOURNMENT

MOTION BY: Cunningham
Motion carried

SECONDED BY: Deitrich

Time Adjourned: 6:44 P.M.

Respectfully submitted,

Duane Deitrich
Secretary