

**MINUTES**  
**CATASAUQUA AREA SCHOOL DISTRICT**  
**Tuesday, July 15, 2014**  
**7:00 P.M. – District Administration Office**

1. **CALL TO ORDER** ..... **President, Penny Hahn**  
*President Penny Hahn Called the Meeting to Order at 7:00 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	
Carol McCarthy	X	Wayne Karess	X
Dawn Berrigan	X	William Gasper	X
Christine Naegel		David Ascani	X
Christine Nace	X	Melissa Inselmann	
		Eric Dauberman	
		Bryan Klass	X
		Ronald DeMaio	X
		Thomas R. Moll, II	X

*X = Present*

4. **NOTICE OF EXECUTIVE SESSIONS**
  - A. **Executive Session for Personnel Reasons Held on Tuesday, July 15, 2014 at 6:00 P.M.**  
*Executive Session was held from 6:00 P.M. until 6:50 P.M.*
5. **PRESENTATIONS/AUDIENCE INPUT ON AGENDA**
  - A. None
6. **ADMINISTRATION/BOARD DISCUSSION & REPORTS**
  - A. **Academics and Education**
    - Student Handbooks (Sheckler Elementary and Catasauqua Middle School)  
*Bryan Klass reviewed changes for the 2014-2015 Handbook.*  
*The Sheckler Elementary Handbook will be discussed during August’s Board Meeting.*
    - Algebra Planned Courses  
*Christina reviewed the courses and associated “timing” issues. Emphasis on various topics was shifted throughout the courses.*
    - ESL Policy  
*ESL changes will be reflected in a proposal to be discussed next month.*

- Graduation Requirements Policy  
*Changes will be forthcoming upon PSBA's recommendation.*
- Catasauqua High School 1:1 Initiative Update  
*David Ascani, Wayne Karess, Christina Lutz-Doemling provided an update. All referenced documents and information is on the Catasauqua website.*

**B. Policy**

- Policy #624 – District Initiated Tax Assessment Appeals  
*Dave Knerr reviewed the Policy and solicited Board input prior to the final approval.*

**C. Building and Grounds**

*Summer workers have started. Sheckler cleaning is nearly finished. All office cleaning is complete. Gymnasium floor finishing is planned for next year. The Middle School Field Hockey program may be affected by the field vandalism damage that occurred.*

**D. Borough of Catasauqua – Christine Nace**

*The J4 Celebration is complete and was very successful. The traffic impact of the planned FedEx Facility is being discussed.*

**E. Borough of North Catasauqua – Duane Deitrich**

*The J4 Mega Reunion was a great success. Car Cruises are planned for August 1, 2014 and September 1, 2014. Autumn Fest is planned for October 12, 2014.*

**F. Hanover Township – Christine Naegel**

*None*

**G. PSBA Liaison Update – Dawn Berrigan**

*Updates are posted on [www.PSBA.org](http://www.PSBA.org). Dawn provided LCTI Marketing materials including the Academic Center Yearbook.*

*Other – Penny Hahn announced that the CLEA reached an agreement with CLIU. Panther Valley School District approved the outsourcing of custodial services.*

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

- A. School Board Meeting Held on June 3, 2014 (attachment)**
- B. School Board Meeting Held on June 11, 2014 (attachment)**

*Items 7A, and 7B were combined by Board request.*

*MOTION BY: Cunningham                      SECONDED BY: Dietrich  
Abstention by McCarthy*

*Motion carried*

**8. APPROVAL OF TREASURER'S REPORT FOR JUNE 2014 (attachment)**

*MOTION BY: Berrigan                      SECONDED BY: Deitrich*

*Motion carried*

**9. APPROVAL OF BUDGET TRANSFERS JUNE 2014 (attachment)**

**ROLL CALL VOTE**

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

**10. APPROVAL FOR PAYMENT OF ALL A/P BILLS JULY 2014 (attachment)**

**11. APPROVAL TO RATIFY ALL MANUAL BILLS JUNE 2014 with the exception of check # 5888 in the amount of \$ 398.25 (attachment)**

*Items 10 and 11 were combined by Board request.*

*MOTION BY: McCarthy                      SECONDED BY: Dietrich*

*Motion carried*

**11.A APPROVAL TO RATIFY CHECK # 5888 in the Amount of \$ 398.25, MANUAL BILL JUNE 2014**

*MOTION BY: Cunningham                      SECONDED BY: Berrigan  
**Abstention by Hahn***

*Motion carried*

**12. FINANCIAL**

**A. Acceptance of the Commonwealth of Pennsylvania, Department of the Auditor General, Performance Audit Report of the Catasauqua Area School District June 2014.**

The Superintendent requests the Board of School Directors' acceptance of the Auditor General's Performance Audit report dated June 24, 2014. This audit finds the District complied with relevant state laws, regulations, contracts, grant requirements, and administrative procedures. No findings or observations were determined.

**ROLL CALL VOTE**

*Donald Panto left the room at 8:05 P.M and returned at 8:10 P.M., not present for 12A. Roll Call Vote.*

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

**B. School Bus and School Mini Bus Bid Award**

The Administration recommends that the Bid for One (1) 77 Passenger School Bus (*November 15, 2014 Delivery*) at a 60 month lease cost of \$84,720 be awarded to Wolfington Body Company Inc./*Santander Bank, N/A*, and the bid for One (1) 27 Passenger School Bus (*November 15, 2014 Delivery*) at a 60 month lease cost of \$61,751 be awarded to Leibensperger Transportation Inc./*Municipal Capital Finance, conditional upon review of final lease documents by the Solicitor.* (attachment)

**ROLL CALL VOTE**

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

**C. Charge 2014-2015 Tax Duplicates/Approve Bonds**

The tax duplicates listed below for the 2014-2015 fiscal year to be charged to the tax collectors of the Catasauqua Area School District. The tax collectors have furnished proper bonds as reviewed by the Business Office (Public School code 682, 684).

Municipality	Real Estate	Interim	Bonds
Catasauqua	\$4,988,683.71	-0-	USI Mid-Atlantic Inc.
North Catasauqua	\$2,683,202.45	\$2,325.43	Erie Insurance Company
Hanover	\$8,113,538.68	-0-	

**ROLL CALL VOTE**

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

**13. PERSONNEL**

**A. Letter of Resignation**

Satchel Stauffer  
 Status: Summer Student Custodial Worker  
 Assignment: Catasauqua Area School District  
 Reason: Personal  
 Effective: June 10, 2014

**B. Summer Employment – Summer of 2014**

Recommendation to hire the following for summer employment as noted:

<b>CUSTODIAN SUMMER EMPLOYMENT</b>				
<b>Name</b>	<b>Start/End Date</b>	<b>Start/End Time</b>	<b>Pay Rate</b>	<b>Assignment</b>
Ashley Dries	July 16, 2014- August 8, 2014	7:00 to 12:00	\$7.25/hour	Districtwide

**C. Nomination for Appointment**

1. Name: **David Morgan**  
 From: Furlough/Call Back List  
 To: Math/English Teacher  
 Assignment: High School  
 Effective: August 18, 2014  
 Rate of Pay/Benefits: As per Collective Bargaining Agreement
  
2. Name: **Kimberly Labezius**  
 Status/Assignment: Special Education Teacher/Sheckler Elementary  
 Salary: TBD  
 Step/Credits/Year: Step 1/ B.S. + 0 credits/Start at year 1  
 Benefits: As per Collective Bargaining Agreement  
 Effective: August 13, 2014
  
3. Name: **Jaclyn Nielsen**  
 Status/Assignment: Special Education Teacher/Sheckler Elementary  
 Salary: TBD  
 Step/Credits/Year: Step 1/ Masters + 0 credits/Start at year 1  
 Benefits: As per Collective Bargaining Agreement  
 Effective: August 13, 2014
  
4. Name: **Shannon Van Spanje**  
 From: Middle School Guidance Counselor Part-time 40%  
 To: Middle School Guidance Counselor Full-Time  
 Assignment: Middle School  
 Effective: August 18, 2014  
 Rate of Pay/Benefits: As per Collective Bargaining Agreement

**D. Nomination for Re-Appointment**

1. Lisa Meckes  
 Status: Non-Certified Instructional Aide - Main Office  
 Assignment: Sheckler Elementary School  
 Rate of Pay: \$107.50/day  
 Benefits: As per agreement  
 Effective: July 1, 2014 – June 30, 2015

**E. 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
Steven Bradley	Head Baseball Coach	\$5,399.00
Dennis Kelly	Asst. Baseball Coach	Volunteer
Patrick MacLaughlin	Asst. Track Coach	\$2,671.00
Stephanie Petrucci	Freshman Class Advisor	\$630.00
John O'Connell	Asst. Softball Coach	Volunteer
Glenn Reightler	Head Track Coach	\$5,399.00
Stephen Ritter	Asst. Baseball Coach	Volunteer
Frank Schloffler	Asst. Track Coach	\$2,671.00
Eric Snyder	Asst. Baseball Coach	\$2,171.00
Joseph Stofko Jr.	Weight Room Monitor-Fall	\$600.00
Joseph Stofko Jr.	Weight Room Monitor-Winter	\$600.00
Joseph Stofko Jr.	Weight Room Monitor-Spring	Volunteer
Joseph Stofko Jr.	Weight Room Monitor-Summer	Volunteer
Joseph Stofko Jr.	Asst. Wrestling Coach	Volunteer

**F. Request for Removal from Substitute Employment, 2014-2015 School Year**

Removal of the following substitute employees 2014-2015 school year who did not work in the 2013-2014 school year.

<b>Michele Bean</b>	<b>Megan Becker</b>	<b>Allison Bernecker</b>
<b>Robert Bogwist</b>	<b>Donald Brensinger</b>	<b>Tim Cadden</b>
<b>Katelyn Christian</b>	<b>Sarah Egan</b>	<b>Sara Gareca</b>
<b>Lindsay Graybill</b>	<b>Andrew Gruver</b>	<b>Sara Heffner</b>
<b>Robin Hersh</b>	<b>Kristine Hudak</b>	<b>Lindsay Jordan</b>
<b>Julianne Kelhart</b>	<b>Christopher Kieszek</b>	<b>Kris Maiella</b>
<b>Jordan Nichols</b>	<b>Amanda Peters</b>	<b>Kaitlin Phillips</b>
<b>Kelsea Reed</b>	<b>Carrie Saul</b>	

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

**ROLL CALL VOTE**

*MOTION BY: McCarthy*

*SECONDED BY: Cunningham*

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

*NAY: 0*

*Eight Ayes, Zero Nays, Motion carried*

- G. Approval of Program Change Resolution in form presented to the Board of Education**  
Superintendent recommends the approval of this Administrative reorganization.

**ROLL CALL VOTE**

*MOTION BY: Cunningham                      SECONDED BY: McCarthy*  
*AYE: Cunningham, Hartranft, Nace, Deitrich, Panto, Berrigan, Hahn, McCarthy*  
*NAY: 0*  
*Eight 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:  
**Alg I CP – 8<sup>th</sup> Grade**
- B. Approval of Planned Course of Study**  
Approval is requested for the Planned Course of Study as listed:  
**Alg I CP – 9<sup>th</sup> Grade**

*Items 14A, 14B were combined by Board request.*

**ROLL CALL VOTE**

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

**15. BOARD APPROVALS**

- A. Approval of Disposal of 2006 Ford Van #3, VIN#1FTSS34D46DA18711.**  
Administration recommends the disposal of 2006 Ford Van #3, VIN#1FTSS34D46DA18711 at current scrap rate, estimated total of up to \$2,500.00.

**ROLL CALL VOTE**

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

- B. Approval of Sheckler Elementary School Student Handbook 2014-2015 School Year**  
Request is made for board approval of the Sheckler Elementary School Student Handbook for the 2014-2015 school year as presented.

*Item 15B is Tabled and will be discussed during the August 5, 2014 Board Meeting*

- C. Approval of Catasauqua Middle School Student Handbook and Student Guidelines 2014-2015 School Year**  
Request is made for board approval of the Catasauqua Middle School Student Handbook and Student Guidelines for the 2014-2015 school year as presented.

*MOTION BY: Cunningham                      SECONDED BY: McCarthy*

*Motion carried*

- D. Approval to Convert Catasauqua High School Class of 2014 account to Class of 2014 Milne/ Fahringer Arts Scholarship Fund**  
Administration recommends the approval of this change.

*Duane Dietrich commented that this action is a fabulous tribute to Mr. Milne and Mr. Fahringer.*

**ROLL CALL VOTE**

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

- E. Approval of Policy – Second Reading**  
Approval is requested for the second reading of the following policy (**attachment**)

<b>Section:</b>	<b>FINANCES</b>
<b>Policy #:</b>	<b>#624</b>
<b>Title:</b>	<b>District Initiated Tax Assessment Appeals</b>

**ROLL CALL VOTE**

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



**F. Acceptance of Resignation of District Superintendent**

Recommendation is requested to accept the resignation of Robert J. Spengler as District Superintendent, and consent to Mr. Spengler's termination of the employment agreement between the District and Mr. Spengler dated September 10, 2012, as amended on June 3, 2014, effective immediately.

*MOTION BY: McCarthy*

*SECONDED BY: Berrigan*

*Motion carried*

**G. Election of District Superintendent and Approval of Employment Agreement**

Recommendation is requested to elect Robert J. Spengler as District Superintendent for a term of five years beginning July 16, 2014, and to enter into an Employment Agreement with Mr. Spengler in the form presented to the meeting.

**ROLL CALL VOTE**

*MOTION BY: McCarthy*

*SECONDED BY: Cunningham*

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

*NAY: 0*

*Eight Ayes, Zero Nays, 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.*

- *Bryan Klass – Summer is going well and Staff is getting ready for August*
- *Wayne Karess – Apple Professional Services have been exceptional. Numerous tools are available to assist in the deployment and management of the laptops.*
- *Donald Panto – Expressed interest to discuss the Committee Meeting structure and associated ideas.*
- *William Gasper – Bus inspections are complete and students are currently detailing the vehicles. A new path for Catasauqua Middle School Students to cross the bus lot will be complete within a week.*
- *David Ascani – Expressed thanks to all who are involved in the 1:1 Initiative Planning*

- *Robert J. Spengler – Shared a communication from the Catasauqua J4 Committee, and a note from Sandra Himes, Executive Director of LCTI thanking the Catasauqua Board of Directors for the approval of the 2014-2015 LCTI Budget.*
- *Dawn Berrigan – Suggested Executive Sessions be held on a regular basis.*
- *Christina Lutz-Doemling – Expressed gratitude to Judy Evans and Molly LaVigne for their work on the Algebra Planned Courses*

*Christina Lutz-Doemling requested approval of an overnight conference (Submission ID: 1172554) for DiAnne Galm. The PDE Adolescent Grant covers all costs to the District with the exception of \$60.00 for meal reimbursement.*

*MOTION BY: McCarthy*

*SECONDED BY: Cunningham*

*Motion carried*

**21. RECOGNITION OF GUESTS & VISITORS**

- *Kimberly Labezius and Jaclyn Nielsen expressed their gratitude to the Board for the opportunity to work in the Catasauqua Area School District.*
- *Dr. Haytemanek – Announced a new Administrative team is in place. Hopefully, a CNA Certificate will be offered in the near future. The 2014-2015 school year will now include a 12<sup>th</sup> grade.*
- *Jeff LaVigne – Questioned the district’s plan to address and prevent communications and other peer to peer network issues that may occur. Jeff also questioned the liability in the case of a teacher’s laptop knocked off a desk. Administration responded that we have the ability specific sites and applications. Policies will be developed and implemented. Students will be taught to model appropriate use and teachers will learn appropriate classroom management. All incidents will be investigated relative to district policies.*

**22. NEXT MEETING DATES**

- A. Tuesday, August 5, 2014 7:00 P.M. School Board Meeting
- B. Monday, August 11, 2014 7:00 P.M. School Board Meeting

**23. ADJOURNMENT**

*MOTION BY: Cunningham*

*SECONDED BY: Nace*

*Motion carried*

**Time Adjourned: 8:55 P.M.**

Respectfully submitted,

Duane Deitrich  
Secretary