

**MINUTES**  
**CATASAUQUA AREA SCHOOL DISTRICT**  
**Tuesday, June 14, 2016**  
**7:00 P.M. – District Administration Office**

**1. CALL TO ORDER** ..... **President, Penny Hahn**  
*President Penny Hahn Called the Meeting to Order at 7:16 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
Carol McCarthy		Kathleen Kotran	X
Dawn Berrigan		Wayne Karess	X
Christine Nace	X	William Gasper	
Rodney L. Nace	X	David Ascani	X
Mary Alice Hartranft	X	Melissa Inselmann	X
		Eric Dauberman	X
Student Representatives		Bryan Klass	
Amber Labezius	X	Jean Susko	
Joselyne Mera	X	Thomas Moll	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 5:30 P.M

*Executive Session was held from 5:30 P.M. until 6:15 P.M. Board Members proceeded to the Retiree Reception*

**5. PRESENTATIONS/AUDIENCE INPUT ON AGENDA**

A. None

*Mr. Moll recognized Hannah Edwards and her accomplishments*

**6. ADMINISTRATION/BOARD DISCUSSION & REPORTS**

A. Academics and Education -None

B. Athletics-None

C. Building and Grounds-None

D. Carbon Lehigh Intermediate Unit # 21 – Duane Deitrich

*Student count was provided*

- E. Borough of Catasauqua – Christine Nace - *None*
- F. Borough of North Catasauqua – Duane Deitrich  
*The Carnival starts on Wednesday, June 15<sup>th</sup>. The J4 Celebration begins on July 3rd*
- G. Hanover Township – Lois Reed  
*Postal Road will be closed for six days. Race Street construction will begin in the fall 2016.*
- H. PSBA Liaison Update – Duane Deitrich  
*Current topics include Pension Reform, and Liquor Store Modernization.*
- I. Lehigh Career & Technical Institute Update – Dawn Berrigan-*None*
- J. Student Representatives – Amber Labezius and Joselyne Mera  
*The Graduation Ceremony was great. Growing up here was phenomenal. Thank you for all of the opportunities you have provided.*

*NOTE: At this time, 7:25 p.m., Mrs. Hahn requested Board Action on Item 13F*

**ROLL CALL VOTE**

*MOTION BY: Cunningham SECONDED BY: Deitrich  
AYE: C. Nace, R. Nace, Deitrich, Panto, Cunningham, Hartranft, Hahn  
NAY: 0  
Seven Ayes, Zero Nays, Motion carried*

*NOTE: At this time, 7:26 p.m., Mrs. Hahn requested Board Action on Item 12E*

**ROLL CALL VOTE**

*MOTION BY: Deitrich SECONDED BY: Cunningham  
AYE: C. Nace, R. Nace, Deitrich, Panto, Cunningham, Hartranft, Hahn  
NAY: 0  
Seven Ayes, Zero Nays, Motion carried*

- 7. **APPROVAL OF MINUTES FROM PRIOR MEETING(S)**
  - A. [School Board Meeting Held on May 10, 2016](#)
- 8. [APPROVAL OF TREASURER’S REPORT FOR MAY 2016](#)
- 9. [APPROVAL OF BUDGET TRANSFERS MAY 2016](#)
- 10. [APPROVAL FOR PAYMENT OF ALL A/P BILLS JUNE 2016](#)
- 11. [APPROVAL TO RATIFY ALL EXPENSES OTHER THAN A/P MAY 2016](#)
- 12. **FINANCIAL**

- A. APPROVAL TO RUN MANUAL CHECKS ON JUNE 30, 2016 – PRIOR TO JULY 19, 2016 BOARD MEETING – END OF YEAR RECOMMENDATION**
- B. Approval of Copier Lease with Edwards Business Systems**  
Administration recommends approval of this lease for three (3) copiers that provides updated copy equipment in multiple locations throughout the district
- C. Approval of Copier Maintenance Agreement with Edwards Business Systems**  
Administration recommends approval of this maintenance agreement for seven (7) copiers that provides support throughout the district
- D. Approval of Lease Purchase Agreement Between Catasauqua Area School District and Hewlett-Packard Financial Services Company, Including Attachment A**  
Administration recommends approval of this Lease Purchase Agreement that provides a new replacement HP 3PAR System, providing 9.6 TB of data storage.
- E. RESOLUTION FOR THE FINAL ADOPTION OF BUDGET FOR 2016-2017**  
The Catasauqua Area School district budget for the school year 2016-2017 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 (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 2016-2017 school year. ([PDE 2028](#))
- F. FINAL ADOPTION OF CAFETERIA FUND BUDGET FOR 2016-2017**  
The Catasauqua Area School District cafeteria fund budget for the school year 2016-2017 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 \$889,792.
- G. Approval/Renewal of Service Contracts**  
Approval is requested of the attached service contracts in effect during the 2016-2017 school year.
- H. 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 2016-2017.  
**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 2016-2017 school year.**

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

**I. Approval of Lunch Prices for the 2016-2017 School Year**

Recommendation from the Food Service Manager for the 2016-2017 school year, to approve the following lunch prices. [Last Year Comparison](#)

Catasauqua School District Foodservice Price List			
2016-2017			
<i>Breakfast</i>		<i>Lunch</i>	
Breakfast Full Paid	\$1.45	Main Lunch Full Paid	
Breakfast Reduced	\$0.30	Secondary Student	\$2.70
Extra or A La Carte Entree	\$1.30	Elementary Student	\$2.55
<u>Milk 8 oz, Juice 4 oz</u>		Reduced Price Lunch	\$0.40
Secondary Student	\$0.95	Adult Lunch	\$3.55
Elementary Student	\$0.85		
<i>A la Carte Items HS/MS</i>		Extra or A La Carte Entree	
Dinner Roll	\$0.35	Secondary Student	\$1.75
Baked Chips & Bagged Snacks	\$0.85	Elementary Student	\$1.65
100 Calorie Packs	\$0.85		
New York Soft Pretzel	\$0.85	Extra or A La Carte Fruit	
Yogurt, 8 oz	\$1.00	Secondary Student	\$0.95
16 oz Water,	\$0.95	Elementary Student	\$0.90
Izze Fruit Fizz Drinks	\$1.25		
Flavored Water	\$1.10	Extra or A La Carte Vegetable	
<i>A la Carte Items Elem</i>		Secondary Student	\$0.95
Bagged Snacks	\$0.35	Elementary Student	\$0.90
8 oz water	\$0.80		
Yogurt	\$0.65	Extra or A La Carte Milk	
		Secondary Student	\$0.95
		Elementary Student	\$0.90
Bowl of Cereal	\$0.85	Grab n' Go Entrée Salads Student	\$2.45
Toast	\$0.50	Sheckler Adult Specialty Entrée	\$2.95
Juice	\$0.75	Salad Dressing Pack	\$0.30

**J. Recommended Insurance Quotes**

The Superintendent requests approval of the following insurance policies for the 2016-2017 school year.

	2015-2016	2016-2017
<b>Student Accident Insurance/ All Sports Insurance K &amp; K Insurance Group Inc.</b>	\$22,450 (\$9,560 Increase)	\$40,320.68 (\$17,870.68 Increase)
<b>Long Term Disability – (PSBA</b>	\$.36/\$100 of Payroll	\$.36/\$100 of Payroll

<b>Assurant)</b>	Est. \$5,594	Est. \$6,035
<b>Short Term Disability – (PSBA Assurant)</b>	\$.71/\$100 of payroll Est. \$3,410	\$.71/\$100 of payroll Est. \$6,204
<b>Life Insurance (PSBA Assurant) Accidental/Death/Dismemberment</b>	\$.20/\$1,000 Est. \$22,626	.20/\$1,000 Est. \$21,500
<b>Workers' Compensation (PSBA Insurance Trust)</b>	\$47,471(\$35,918 Decrease)	\$45,433 (\$2,038 Decrease)

### 13. PERSONNEL

#### A. Substitutes

The following applicants have requested to be added to the Substitute Employment List for the 2016-2017 School Year as follows:

<b>Name</b>	<b>Assignment</b>
Ann Cooke	Substitute Teacher
Joanne Santoroski	Substitute Teacher
Susan Santa Maria-Ritter	Substitute Teacher
Marlene Safadi	Non-Certified Instructional Aid Substitute
Erin Mattern	Substitute Teacher
Kara Stianche	Substitute Nurse

#### B. Substitute Removal

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

<b>Name</b>	<b>Position</b>	<b>Reason</b>
Kimberly Macasevich	Substitute Teacher	Personal

*Items 7A, 8, 9, 10, 11, 12A, 12B, 12C, 12D, 12F, 12G, 12H, 12I, 12J, 13A, and 13B were combined by Board request*

### **ROLL CALL VOTE**

*MOTION BY: Deitrich      SECONDED BY: Cunningham*

*AYE: C. Nace, R. Nace, Deitrich, Panto, Cunningham, Hartranft, Hahn*

*NAY: 0*

*Seven Ayes, Zero Nays, Motion carried*

**C. Appointment of Extra-Curricular Positions – 2016-2017 School Year**

It is recommended that the names listed below of Extra-Curricular positions be appointed as noted for the 2016-2017 school year:

Name	Position	Stipend
Penny Hahn	Assistant Girls Volleyball Coach	Volunteer

**ROLL CALL VOTE**

*MOTION BY: Deitrich*

*SECONDED BY: Cunningham*

*AYE: Cunningham, Panto, C. Nace, R. Nace, Hartranft, Deitrich*

*NAY: 0*

*Abstention by Hahn*

*Six Ayes, Zero Nays, Motion carried*

**D. Appointment of Extra-Curricular Positions – 2016-2017 School Year**

It is recommended that the names listed below of Extra-Curricular positions be appointed as noted for the 2016-2017 school year:

Name	Position	Stipend
Donald Panto	Assistant Football Coach	Volunteer

**ROLL CALL VOTE**

*MOTION BY: Deitrich*

*SECONDED BY: Cunningham*

*AYE: Cunningham, Hahn, C. Nace, R. Nace, Hartranft, Deitrich*

*NAY: 0*

*Abstention by Panto*

*Six Ayes, Zero Nays, Motion carried*

**E. Appointment of Extra-Curricular Positions – 2016-2017 School Year**

It is recommended that the names listed below of Extra-Curricular positions be appointed as noted for the 2016-2017 school year:

Name	Position	Stipend
Travis Brett	Assistant Football Coach	\$4,633.00
Matthew Hagelgans	Assistant Football Coach	Volunteer
Phillip Dorn	Weight Room Monitor – Summer	\$600.00
Alexis Sziy	Assistant Cheerleading Coach	Volunteer
Robert Arnold	Marching Band Director	\$4,500.00
Amanda Graser	Assistant Marching Band Director	\$1,734.00
Robert Arnold	Pep Band Director	\$600.00
Robert Arnold	High School Vocal Director	\$2,566.00
Robert Arnold	High School Music Drama Director	\$1,162.00
Robert Arnold	High School Honor Band Director	\$905.00
Brenda McGuire	High School Drama Director	\$4,172.00

Kerry McGuire	Assistant High School Drama Director	\$2,060.00
Eric Snyder	Varsity C Club	\$1,465.00
Jacqueline Yanek	High School SADD Advisor	\$646.00
Andrew Gruver	Junior Class Advisor	\$1,467.00
John Yanek	Debate Advisor	\$2,787.00
Tara Roseman	Student Council Advisor	\$2,349.00
James Schaffer	High School Audio Visual Coordinator	\$1,742.00
Janet Schmitt	National Honor Society Advisor	\$1,299.00
Janet Schmitt	High School Scholastic Scrimmage Advisor	\$1,566.00
Mary Anne Haney	High School German Club Advisor	\$515.00
Kevin Karchner	Middle School Audio Visual Coord. (shared)	\$580.67
Amy Dymond-Jones	Middle School Audio Visual Coord. (shared)	\$580.67
Jonathan Kiefer	Middle School Audio Visual Coord. (shared)	\$580.67
Jonathan Kiefer	Middle School Student Store Advisor	\$784.00
Jonathan Kiefer	Middle School Book Fair Coordinator	\$130.00
Lisa Roth	Middle School Scholastic Bowl (shared)	\$509.00
Lisa Roth	Middle School Newsletter	\$517.00
Ronald DeMaio	Elementary Program Coordinator (shared)	\$682.00
Wendy Laubenstein	Elementary Program Coordinator (shared)	\$682.00
Erica McDonough	Elementary Audio Visual Coord. (shared)	\$871.00
Deborah Elek	Elementary Audio Visual Coord. (shared)	\$871.00
Lois Morrissey	Elementary Yearbook Advisor	\$517.00

#### **F. Nomination for Appointment**

- Name: Lindsey Hollingsworth  
 Status: Special Education Teacher  
 Assignment: Catasauqua Middle School  
 Salary: As per Collective Bargaining Agreement  
 Step: Step 1 B.S. + 0 credits  
 Benefits: As per Collective Bargaining Agreement  
 Effective: August 18, 2016
- Name: Adam Schnug  
 Status: Assistant High School Principal  
 Assignment: Catasauqua High School  
 Salary: \$92,000.00  
 Benefits: As Per Act 93 Agreement  
 Effective: Upon Release from Current Employer

#### **G. Approval for Days Without Pay**

- Name: Casey Gillespie  
 Reason: Personal  
 Effective: May 13, 2016 Half Day
- Name: Patrick MacLaughlin  
 Reason: Personal  
 Effective: June 7, 2016 Half Day

**H. Letter of Resignation****1. Liliana Hnatow**

Status: General Kitchen Help  
 Assignment: Catasauqua Middle School  
 Reason: Personal  
 Effective: June 6, 2016

**I. Intent to Retire**

Approval is requested to accept the Intent to Retire notifications as indicated below.

Name	Assignment	Years of Service	Effective
Christine Schuebel	Districtwide	8	Last Contractual Day of 2015-2016 S.Y.
William Gasper	Districtwide	13	July 31, 2016

**J. Appointment of Mentor Teachers – 2016-2017 School Year**

Administration recommends that the individuals listed below be approved as a Mentor Teacher for the 2016-2017 school year at a stipend of \$750.00 as per Collective Bargaining Agreement:

Mentor	New Teacher
Deborah Elek	Brett Zieber, Sheckler Elementary, 4 <sup>th</sup> Grade
Stacey Reilly	Lindsey Hollingsworth, Middle School Special Education
Carisa Caracio	Kimmie Miller, Middle School, Art
Erin DeBoer	Leslie Estrada, High School, Spanish

**14. CURRICULUM****A. Final Approval of Textbook for 2016--2017 School Year – 6<sup>th</sup> Grade Math**

Administration requests final approval of the following textbook for the 2016-2017 school year for Catasauqua Middle School (grade 6) as follows:

**Elementary Mathematics – Grade 6**

Title: enVision Math 2.0 w/digital courseware

Author: Berry et al.

Publisher: Pearson

*Items 13E, 13G, 13H, 13I, 13J, and 14A were combined by Board request*

**ROLL CALL VOTE**

*MOTION BY: Cunningham SECONDED BY: Deitrich*

*AYE: C. Nace, R. Nace, Deitrich, Panto, Cunningham, Hartranft, Hahn*

*NAY: 0*

*Seven Ayes, Zero Nays, Motion carried*



## 15. BOARD APPROVALS

### A. Nomination of Board Member to represent Catasauqua Area School District on the Lehigh Career & Technical Institute Board of Directors, Completing the Current Term Presently Filled by Mrs. Dawn Berrigan

Approval is requested to nominate a Catasauqua Area School District Board Member to represent the district on the Lehigh Career & Technical Institute Board of Directors. Candidate will serve from July 1, 2016 to December 1, 2016.

Candidate: Christine Nace

Name of Alternate: Mary Alice Hartranft

## **ROLL CALL VOTE**

*MOTION BY: Cunningham SECONDED BY: Deitrich*

*AYE: C. Nace, R. Nace, Deitrich, Panto, Cunningham, Hartranft, Hahn*

*NAY: 0*

*Seven Ayes, Zero Nays, Motion carried*

### B. Free & Reduced Lunch Program – 2016-2017

Approval is requested by the Administration to participate in the Free & Reduced price lunch program for the school year 2016-2017.

### C. Approval of Homestead and Farmstead Exclusion Resolution 2016-2017

Request approval of the Homestead and Farmstead Exclusion Resolution

### D. RESOLUTION – EQUAL OPPORTUNITY EMPLOYER

The Equal Opportunity Resolution must be approved for the school year 2016-2017

#### **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-Title VII-Title IX-ADA Coordinator). The nondiscrimination policy and complaint procedures are also available on the District's web site: [www.cattysd.org](http://www.cattysd.org)

*Items 15B, 15C, and 15D were combined by Board request*

## **ROLL CALL VOTE**

*MOTION BY: Cunningham SECONDED BY: Deitrich*

*AYE: C. Nace, R. Nace, Deitrich, Panto, Cunningham, Hartranft, Hahn*

*NAY: 0*

*Seven Ayes, Zero Nays, Motion carried*

## **16. OLD BUSINESS**

## **17. NEW BUSINESS**

## **18. COMMENDATIONS**

## **19. INFORMATION ITEMS**

## **20. CORRESPONDENCE**

*Thomas Moll – Various accolades were announced.*

*Wayne Karess – Thank you for approving the various technology agreements.*

*Eric Dauberman – Provided an overview of end of year activities. Sheckler is preparing for the 2016-2017 school year. Recognized Joanne Santoroski's retirement.*

*Melissa Inselmann – Recognized Anne Cooke's retirement.*

*Christine Nace – Good luck to Amber and Joselyn.*

*Duane Deitrich – Thank you to the student representatives, administration for the budget, and the Troop 94 attendees, pursuing their merit badge.*

*Donald Panto – It is nice to look back over the successful school year due to the work of our students, staff, and administration.*

*Christina Lutz-Doemling – Thank you for your approval of the Math Textbook.*

*Carol Cunningham – Catasauqua Area School District is a tremendous school district. We rise to adversity and take care of things. As per the retiree's comments, this is a family.*

*Rodney Nace – I echo all of the sentiments already said.*

*Mary Alice Hartranft – Thanks for the great year.*

*David Ascani – Recognized Susanne Ritter retirement. Thank you to Jean Susko.*

*Amber Labezius – Graduating is bitter sweet. We have come so far as a school district.*

*Students have enjoyed the 1:1 initiative, etc.*

*Joselyne Mera – This is a really school district. Coming from another country, Catasauqua Area School District has provided a great experience for me.*

## **21. RECOGNITION OF GUESTS & VISITORS**

**22. NEXT MEETING DATES**

**A. ~~TBD~~ Tuesday, August 9, 2016                      7:00 PM                      School Board Meeting**

**23. ADJOURNMENT**

*MOTION BY: Cunningham*

*SECONDED BY: Deitrich*

*Motion carried*

**Time Adjourned: 8:03P.M.**

Respectfully submitted,

Duane Deitrich  
Secretary