

MINUTES
CATASAUQUA AREA SCHOOL DISTRICT
Tuesday, June 12, 2018
7:00 P.M. – District Administration Office

1. CALL TO ORDER President, Carol Cunningham
President Carol Cunningham Called the Meeting to Order at 7:06 P.M.

2. PLEDGE OF ALLEGIANCE TO THE FLAG
The Pledge of Allegiance was given

3. ROLL CALL

Board Members		Non Board Members	
Carol Cunningham	X	Robert J. Spengler	X
Duane Deitrich	X	Dave Knerr	X
Jason Bashaw	X	Christina Lutz-Doemling	X
Dale Hein	X	Lois Reed	X
Christine Nace		Kathleen Kotran	X
Rodney L. Nace		Wayne Karess	X
Donald Panto	X	David Ascani	
Stephen M. Becker	X	Melissa Inselmann	X
Laura Cieslak	X	Eric Dauberman	X
		Bryan Klass	
Student Representatives		Adam Schnug	X
Hannah Matchette		Thomas Moll	
Maria Rosario			

4. NOTICE OF EXECUTIVE SESSIONS

A. An Executive Session for Legal and Personnel Reasons Will be Held Before the Meeting at 5:30P.M
Executive Session was held until 6:05 P.M

5. PRESENTATIONS/AUDIENCE INPUT ON AGENDA

A. None

**** At this point a motion was made to approve employment of Amanda Meiley in the position of High School Biology Teacher effective with the start of the 2018-2019 school year. Action noted under 15. Personnel.*

6. ADMINISTRATION/BOARD DISCUSSION & REPORTS

A. Academics and Education – Christina Lutz-Doemling
Noted the various professional development activities currently occurring and planned for the summer months.

- B. Finance – Robert J. Spengler
The various financial related agenda items were reviewed.
- C. Building & Grounds – Robert J. Spengler
Custodial and Maintenance summer projects were discussed.
- D. Policy – David Knerr
The policies for consideration this evening were discussed
- E. Athletics-Thomas Moll - *None*
- F. Carbon Lehigh Intermediate Unit # 21 – Duane Deitrich
Support Staff Agreement has been reached.
- G. Borough of Catasauqua – Dale Hein
Mr. Hein attended the June Borough Council Meeting. A meeting occurred with the new Borough Manager-Steve Travers, Mrs. Cunningham, and Mr. Spengler.
- H. Borough of North Catasauqua – Jason Bashaw - *None*
- I. Hanover Township – Lois Reed - *None*
- J. PSBA Liaison Update – Carol Cunningham - *None*
- K. Lehigh Career & Technical Institute Update – Carol Cunningham - *None*
- L. Student Representatives – Hannah Matchette & Maria Rosario - *None*

7. APPROVAL OF MINUTES FROM PRIOR MEETING(S)

- A. [School Board Meeting Held on May 8, 2018](#)

8. [APPROVAL OF TREASURER’S REPORT FOR MAY 2018](#)

9. [APPROVAL OF BUDGET TRANSFERS MAY 2018](#)

10. [APPROVAL FOR PAYMENT OF ALL A/P BILLS JUNE 2018 WITH THE EXCEPTION OF:](#)

CHECK # 15077 - \$6,071.84 (Catasauqua Borough-gen. fund, fuel)
CHECK # 2863 - \$59.01 (Catasauqua Borough-café fund, fuel)

Items 7A, 8, 9 and 10, were combined by Board request

ROLL CALL VOTE

MOTION BY: Deitrich SECONDED BY: Bashaw
AYE: Hein, Cunningham, Bashaw, Deitrich, Panto, Cieslak, Becker
NAY: 0
Seven Ayes, Zero Nays, Motion carried

10.1 APPROVAL FOR PAYMENT OF CHECK # 15077 - \$6,071.84(Catasauqua Borough-general fund fuel and crossing guards), and CHECK # 2863- \$59.01 (Catasauqua Borough-Café fund fuel)

ROLL CALL VOTE

*MOTION BY: Deitrich SECONDED BY: Bashaw
AYE: Cunningham, Deitrich, Panto, Cieslak, Bashaw, Becker
NAY: 0
Abstention Hein
Six Ayes, Zero Nays, Motion carried*

11. APPROVAL TO RATIFY ALL EXPENSES OTHER THAN A/P MAY 2018

12. APPROVAL TO RUN MANUAL CHECKS ON JUNE 30, 2018 (EOY)

13. APPROVAL FOR PAYMENT OF ALL A/P BILLS JULY 2018 ON JULY 16, 2018 (RATIFICATION WILL BE REQUESTED IN AUGUST 2018)

Items 11, 12, and 13, were combined by Board request

ROLL CALL VOTE

*MOTION BY: Deitrich SECONDED BY: Hein
AYE: Hein, Cunningham, Bashaw, Deitrich, Panto, Cieslak, Becker
NAY: 0
Seven Ayes, Zero Nays, Motion carried*

14. FINANCIAL

A. RESOLUTION FOR THE FINAL ADOPTION OF BUDGET FOR 2018-2019

The Catasauqua Area School district budget for the school year 2018-2019 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 2018-2019 school year. ([PDE 2028](#))

ROLL CALL VOTE

*MOTION BY: Deitrich SECONDED BY: Bashaw
AYE: Hein, Cunningham, Bashaw, Deitrich, Panto, Cieslak, Becker
NAY: 0
Seven Ayes, Zero Nays, Motion carried*

B. FINAL ADOPTION OF CAFETERIA FUND BUDGET FOR 2018-2019

The Catasauqua Area School District cafeteria fund budget for the school year 2018-2019 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 \$952,249

ROLL CALL VOTE

*MOTION BY: Hein SECONDED BY: Cieslak
 AYE: Hein, Cunningham, Bashaw, Deitrich, Panto, Cieslak, Becker
 NAY: 0
 Seven Ayes, Zero Nays, Motion carried*

C. Approval of Resolution for the Acceptance of a Tax Revenue Anticipation Note

Administration recommends approval of this resolution that allows the district to access funds via a TRAN in drawdown format of up to \$1,500,000.00 at the rate of 2.69% annual.

ROLL CALL VOTE

*MOTION BY: Deitrich SECONDED BY: Bashaw
 AYE: Hein, Cunningham, Bashaw, Deitrich, Panto, Cieslak, Becker
 NAY: 0
 Seven Ayes, Zero Nays, Motion carried*

D. Approval of Lunch Prices for the 2018-2019 School Year

Recommendation from the Food Service Manager for the 2018-2019 school year, to approve the following lunch prices, reflecting no increase from 2017-2018 prices.

<u>Catasauqua School District Foodservice Price List</u>			
		2018-2019	Updated 5/28/18
<u>Breakfast</u>			<u>Lunch</u>
Breakfast Full Paid Elem/Ms	\$1.50	Main Lunch Full Paid	
Breakfast Full Paid HS	\$1.65	Secondary Student	\$2.80
Breakfast Reduced	\$0.30	Elementary Student	\$2.65
Extra or A La Carte Entree	\$1.35	Reduced Price Lunch	\$0.40
Milk 8 oz, Juice 4 oz		Adult Lunch	\$3.60
Secondary Student	\$1.00	Extra or A La Carte Entree	
Elementary Student	\$0.90	Secondary Student	\$1.80
<u>A la Carte Items HS/MS</u>		Elementary Student	\$1.70
Dinner Roll	\$0.35	Extra or A La Carte Fruit	
Baked Chips & Bagged Snacks	\$0.85	Secondary Student	\$1.00
100 Calorie Packs	\$0.85	Elementary Student	\$0.95
New York Soft Pretzel	\$0.85	Extra or A La Carte Vegetable	
Yogurt, 8 oz	\$1.00	Secondary Student	\$1.00
16 oz Water,	\$1.00	Elementary Student	\$0.95
Izze Fruit Fizz Drinks	\$1.25	Extra or A La Carte Milk	
Flavored Water	\$1.10	Secondary Student	\$1.00
<u>A la Carte Items Elem</u>		Elementary Student	\$0.95
Bagged Snacks	\$0.40	Extra or A La Carte Salad	
8 oz water	\$0.80	Secondary Student	\$1.00
Yogurt	\$0.65	Elementary Student	\$0.95
Bowl of Cereal	\$0.90	Grab n' Go Entrée Salads Student	\$2.50
Toast	\$0.50	Sheckler Adult Specialty Entrée	\$3.00
Juice	\$0.80	Salad Dressing Pack	\$0.30

E. Approval/Renewal of Service Contracts

Approval is requested of the attached service contracts in effect during the 2018-2019 school year.

F. Recommended Insurance Quotes

The Superintendent requests approval of the following insurance policies for the 2018-2019 school year.

	2017-2018	2018-2019
Student Accident Insurance/ All Sports Insurance AG Administrators	\$36,500.00	SAME
Long Term Disability – (PSBA Assurant)	\$.24/\$100 of Payroll	SAME
Short Term Disability – (PSBA Assurant)	\$.71/\$10 of Benefit	SAME
Life Insurance (PSBA Assurant) Accidental/Death/Dismemberment	.20/\$1,000	SAME
Workers' Compensation (PSBA CM Regent)	\$45,715.00	\$46,368.00

G. Approval of Apple Master Lease Purchase Agreement

Administration recommends approval of this four (4) year Apple Lease for iPads, Mac Books and accessories.

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 2018-2019.

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 2018-2019 school year.

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

15. PERSONNEL

*** Item was acted upon after item 5A

Nomination for Appointment

Name: Amanda Meiley
Status: High School Biology Teacher
Assignment: Catasauqua High School
Benefits: As per Collective Bargaining Agreement
Salary: As per Collective Bargaining Agreement
Effective: August 16, 2018

ROLL CALL VOTE

MOTION BY: Hein SECONDED BY: Bashaw

AYE: Hein, Cunningham, Bashaw, Deitrich, Panto, Cieslak, Becker

NAY: 0

Seven Ayes, Zero Nays, Motion carried

A. Approval for Days Without Pay

Name: Janice Kovacs
Reason: Personal
Effective: May 11, 2018 Half Day
May 22, 2018 Full Day
May 24, 2018 Full Day
May 30, 2018 Full Day

B. Approval of Student Teachers/Interns

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

Sheckler Elementary

College - Kutztown University	Effective: August 28, 2018 to October 19, 2018
Name: Rebecca Bernfeld	Second Grade: Erica McDonough
Name: Morgan Kemmerer	Fourth Grade: James Wilson
College - Kutztown University	October 22, 2018 to December 13, 2018
Name: Ashley Armstrong	Special Education: Kristine Kostura

High School

College – Cedar Crest College	August 28, 2018 to October 17, 2018
Name: Amber Khallouf	High School English: Andrew Gruver

C. Appointment of Extra-Curricular Positions – 2018-2019 School Year

It is recommended that the names listed below of extra-curricular positions be appointed as noted for the 2018-2019 school year:

#	<u>Name</u>	<u>Position</u>	<u>Stipend</u>
1	William Burch Sr.	Assistant Football Coach	\$4633.00*
2	Anthony Brinkley	Assistant Football Coach	\$4633.00*
3	Robert McClarin	Assistant Football Coach	\$4633.00*
4	Richard Ocelus	Assistant Football Coach	\$4633.00*
5	Matthew Burch	Assistant Football Coach	\$4633.00*
6	Roger Scheirer	Asst. Football Coach	Volunteer
7	Ravon Burton	Asst. Football Coach	Volunteer
8	Scott Rothrock	Asst. Football Coach	Volunteer
9	Janice Kovacs	Asst. Field Hockey Coach	\$2,671.00
10	Luke Garner	Asst. Wrestling Coach	Volunteer
11	Kyle Rusnock	Head Track and Field Coach	\$5,399.00
12	V. Trajano Bastidas	MS Soccer Coach	\$2,671.00
13	Steven Bradley	Head Baseball Coach	\$5,399.00
14	Amanda Graser	Asst. Marching Band Director	\$1,733.00
15	Todd Richards	Facilities Manager	Volunteer
16	Brenda McGuire	HS Drama Director	\$4,301.00
17	Kerry McGuire	Asst. HS Drama Director	\$2,118.00
18	Daniel Wismer	HS Yearbook Advisor	\$3,548.00
19	Andrew Oswald	HS Scholastic Bowl Advisor	\$1,603.00
20	Jennifer Youwakim	HS National Honor Society Advisor	\$1,338.00
21	Tara Roseman	HS Student Council Advisor	\$2,419.00
22	Dawn Fisher	HS Green Team Advisor	\$546.00
23	Andrew Oswald	HS Senior Class Advisor	\$1,511.00
24	Michaela LaBar	HS Junior Class Advisor	\$1,511.00
25	Elyse Gair	HS Sophomore Class Advisor	\$1,320.00
26	James Schaffer	HS Brown & White Co-Advisor	\$1,774.00
27	Erin DeBoer	HS Brown & White Co-Advisor	\$1,774.00
28	Eric Snyder	Varsity C Club Advisor	\$1,509.00
29	John Yanek	HS Debate Advisor	\$2,871.00
30	Judith Evans	MS Scholastic Bowl Advisor	\$1,049.00
31	Sharon Seritsky	Student Activities Coord.	\$966.00
32	Dawn Fisher	MS Newsletter	\$533.00
33	Vicki MacLaughlin	MS School Store Coord Shared	\$404.00
34	Kimmie Miller	MS School Store Coord Shared	\$404.00
35	Vicki MacLaughlin	MS Student Forum Advisor Shared	\$404.00
36	Kimmie Miller	MS Student Forum Advisor Shared	\$404.00
37	Laura Gregson	Elementary Book Fair Coord.	\$134.00
38	Deborah Elek	Elementary Audio Visual Coord Shared	\$897.00
39	Daniel Kotran	Elementary Audio Visual Coord Shared	\$897.00
40	Daniel Kotran	Safety Patrol Advisor	\$134.00

41	Lois Morrissey	Elementary Yearbook Advisor	\$533.00
42	Ronald DeMaio	Elementary Program Coord.	\$702.50
43	Wendy Laubenstein	Elementary Program Coord.	\$702.50

*pending receipt of employment paperwork

16. BOARD APPROVALS

A. Approval of Policy – First Reading

Approval is requested for the first reading of the following policy: (redline version)

Section: FINANCES
 Policy # 624
 Title: District-Initiated Tax Assessment Appeals

B. Approval of Policy – First Reading

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

Section: PUPIL
 Policy # 251
 Title: BULLYING/CYBERBULLYING

C. Approval of Contract Between Catasauqua Area School District and Innovative Arts Academy Charter School for Late Activity Bus Transportation Services

Administration recommends this agreement to provide transportation services for Innovative Arts Academy Charter School students using Catasauqua Area School District vehicles and staff for the 2018-2019 school year.

D. Approval of Disposal of District Equipment; Panasonic Camera Model No. HC-X920P Serial No. CK 3K A001464

E. Free & Reduced Lunch Program – 2018-2019

Approval is requested by the Administration to participate in the Free & Reduced price lunch program for the school year 2018-2019.

F. Approval of Homestead and Farmstead Exclusion Resolution 2018-2019

Request approval of the Homestead and Farmstead Exclusion Resolution

G. RESOLUTION – EQUAL OPPORTUNITY EMPLOYER

The Equal Opportunity Resolution must be approved for the school year 2018-2019

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

H. Appointment of Student Representatives (2) to the Board of School Directors

Approval is requested to appoint the following as the two (2) Student Representatives to the Board of School Directors of the Catasauqua Area School District for the 2018-2019 school year as a result of application and subsequent review by the Catasauqua High School Administration

**Andrew Kalynch
Carter Weinhofer**

I. Appointment of Student Representatives (2) to the Catasauqua Borough Council

Approval is requested to appoint the following as the two (2) Catasauqua High School Student Representatives to the Catasauqua Borough Council for the 2018-2019 school year.

**Andrew Kalynch
Dante Kaintz**

J. Appointment of Student Representative to the North Catasauqua Borough Council

Approval is requested to appoint the following Student Representative to the North Catasauqua Borough Council for the 2018-2019 school year.

Bradley Panto

K. Approval of the Following Student Activity Account: Digital Media

L. Approval to Attend Conferences, Seminars, etc

M. School Bus Bid Award

The Administration recommends that the Board select Option 78-19-Oct-60, to acquire in accordance with the contract bid documents issued in May 2018, and award the contract for the acquisition of one conforming Blue Bird Vision bus to Wolfington Body Company, Inc, with lease financing in form acceptable to the District Solicitor by Santander Bank, NA for sixty (60) equal monthly payments of \$1,445.00 for a total of \$86,700.00

N. Approval of Additional Revised Van/Bus Stops – 2017-2018 School Year

Approval is requested of the revised Van/Bus Stops for the 2017-2018 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 will be made available at all times. Additionally, changes are stored within the transportation software management system.

Camp Fowler
Whitehall High School

Items 14D, 14E, 14F, 14G, 14H, 15A, 15B, 15C, 16A, 16B, 16C, 16D, 16E, 16F, 16G, 16H 16I, 16J, 16K, 16L, 16M, and 16N, were combined by Board request

ROLL CALL VOTE

*MOTION BY: Deitrich SECONDED BY: Becker
AYE: Hein, Cunningham, Becker, Cieslak, Panto, Bashaw, Dietrich
NAY: 0
Seven Ayes, Zero Nays, Motion carried*

17. OLD BUSINESS

18. NEW BUSINESS

19. COMMENDATIONS

20. INFORMATION ITEMS

21. CORRESPONDENCE

Items 17, 18, 19, 20 and 21 were combined by Board request

*Kathleen Kotran – Expressed her gratitude to the Board for their support of technology purchases.
Wayne Karess – Also expressed his thanks to the Board for their investment in technology.
Eric Dauberman – Various updates and information were provided, including numerous fund raising and donation initiatives.
Melissa Inselmann – Updates on end of year activities including 8th grade graduation and teacher professional development.
Christina Lutz-Doemling – Provided an update on safety related professional development and teacher related professional activities.
Adam Schnug – Several athletic related accolades were announced.*

Dale Hein – The high school awards banquet was tremendous. Thousands of dollars in awards were received by our students, something charter schools may not experience.

** At this point a motion was made to hire one full time or two part-time custodian(s) without board approval but with subsequent retroactive approval at the August 14, 2018 board meeting.*

ROLL CALL VOTE

MOTION BY: Hein SECONDED BY: Cunningham

AYE: Cunningham, Deitrich, Panto, Bashaw, Becker, Cieslak, Hein

NAY: 0

Seven Ayes, Zero Nays, Motion carried

Lois Reed – Expressed her thanks for allowing the purchase of a new school bus. We are still looking for a middle school custodian.

Duane Deitrich – Attended graduation and received the Class of 2018 on behalf of Mr. Spengler. The 2018 Graduation was a fabulous event, enjoyed by all attendees.

Carol Cunningham – Also expressed her pleasure with the high quality of the graduation ceremony. Announced Holy Trinity Church, in conjunction with the YMCA will be offering complimentary lunches to those in need Monday through Thursday throughout the summer. Anyone interested in volunteering to prepare lunches may do so by arriving at Holy Trinity Church, 4th and Pine Streets, at 8:30 am.

Robert J. Spengler – Announced various safety related training and events leading up to an Active Shooter Drill in 2019. Expressed his thanks to the board for their continued support. Extended congratulations and best wishes to the 2018 retirees.

22. RECOGNITION OF GUESTS & VISITORS

23. NEXT MEETING DATES

- | | | |
|------------------------------|---------|-----------------------------|
| A. Tuesday, July 10, 2018 | 7:00 PM | School Board Meeting |
| B. Wednesday, August 1, 2018 | 3:00 PM | Buildings and Grounds |
| | 4:00 PM | Academics Committee Meeting |
| | 5:00 PM | Athletic Committee Meeting |
| C. Tuesday, August 14, 2018 | 7:00 PM | School Board Meeting |

24. ADJOURNMENT

MOTION BY: Deitrich

SECONDED BY: Cieslak

Motion carried

Time Adjourned: 7:57 P.M.

Respectfully submitted,

Jason Bashaw
Secretary