MINUTES

CATASAUQUA AREA SCHOOL DISTRICT MONTHLY SCHOOL BOARD MEETING MONDAY, NOVEMBER 9, 2009

4648

PURPOSE

The regular meeting of the Board of Directors of the Catasauqua Area School District was held on Monday, November 9, 2009 in the Catasauqua High School Library. President Hahn called the meeting to order at 7:00 P.M.

ROLL CALL

Members present: Carol Cunningham, Penny Hahn, Mary Alice Hartranft,

Robert Levine (arrived at 7:06 P.M.), Carol McCarthy, Donald Panto (arrived at 7:05 P.M.), Shannon Reinhard, Sally Reiss (arrived at 7:10 P.M.), and Patricia Snyder

Non-members present:

Robert J. Spengler, Superintendent

Christina Lutz-Doemling, Director of Curriculum &

Assessment

Kathleen Kotran, Coordinator of Instructional

Technology, Federal Programs, and Community Education

Eric Dauberman, Elementary School Principal Melissa Inselmann, Middle School Principal

David Ascani, High School Principal

Bryan Klass, Assistant Middle School Principal

Lois Reed, Business Supervisor William Gasper, Facilities Manager

Thomas R. Moll, II, Director of Student Activities

David Knerr, Solicitor

Jessica Croll, Student Representative

Visitors: List of names inserted in Permanent Minute Book

Pledge of Allegiance to the Flag was given

NOTICE OF EXECUTIVE SESSIONS

A. November 5, 2009 – after board workshop for personnel issues

PRESENTATIONS/ AUDIENCE INPUT ON AGENDA A. Sheckler Elementary School Students of the Month – October 2009 – Eric Dauberman

Elle Daubelman

Grade 1Grade 2Grade 3Grade 4Ty ReitzStone CarterCharlotte SnyderLucas BloszinskyAlexis RushatzErik SobrinskiCody VelezNatalia Montero

B. <u>Catasauqua Middle School Students of the Month-October 2009</u> <u>Melissa Inselmann</u>

<u>Grade 5</u>	Grade 6	<u>Grade 7</u>	<u>Grade 8</u>
Danielle Pluchinsky	Cristian Burker	Jacob Schneck	Arianne Aguirre
Kelly Sobrinski	Serena Cernobyl	Alicia Stoner	Aiyanna Nixon

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COMMITTEE REPORTS

A. <u>Buildings & Grounds – Shannon Reinhard – meeting held Nov. 5, 2009</u> See minutes inserted in Permanent Minute Book

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

- 1. Transportation Report
- 2. Report on I.U. classrooms using Catasauqua Area School District facilities

C. Lehigh Career & Technical Institute – Carol McCarthy

- 1. Lee Kroninger, a 12th grader, was recognized by Career Academy Program for Perfect Attendance
- FCCLA Family Career and Community Leaders of America received a plaque for being the school for raising the most money – over \$1,500.00 for Walk to Defeat ALS

D. Borough of Catasauqua – Shannon Reinhard

1. Reported on election

E. Borough of North Catasauqua – Carol McCarthy

1. Reported on election

At this time – 7:05 P.M. – board member Donald Panto arrived At this time – 7:06 P.M. – board member Robert Levine arrived

F. Student Representative(s) – Jessica Croll

- 1. Hand sanitizers in cafeteria at high school
- 2. Cross Country
- 3. Student Council working on bonfire and Pep Rally

At this time – 7:10 p.m. – board member Sally J. Reiss arrived

MINUTES APPROVED REGULAR MEETING OCTOBER 12, 2009 Motion by Reiss, seconded by Hartranft, the minutes of the regular meeting held on October 12, 2009 be approved as presented. Reinhard abstained from voting due to being absent from that meeting. Motion carried.

TREASURER'S REPORT Motion by Cunningham, seconded by Reinhard, report of the Treasurer for OCTOBER 2009 October 2009 be approved. Motion carried.

APPROVAL OF BUDGET TRANSFERS OCTOBER 2009 Motion by Cunningham, seconded by Levine, approving the request for budget transfers for the month of October 2009.

ROLL CALL VOTE

APPROVAL FOR
PAYMENT OF ALL
ACCOUNTS PAYABLES

Motion by Cunningham, seconded by Snyder, all accounts payables bills as presented in the amount of \$1,046,720.16 be approved as follows:

BILLS - NOVEMBER 2009

 General Fund Bills-A/P Nov. 9, 2009
 \$1,006,429.46

 Cafeteria Bills – A/P November 9, 2009
 34,648.84

 Athletic Bills – A/P November 9, 2009
 5,641.86

 TOTAL
 \$1,046,720.16

Roll Call – Cunningham aye, Hahn aye, Hartranft aye, Levine aye, McCarthy aye, Panto aye, Reinhard aye, Reiss aye, and Snyder aye. Zero nay. Motion carried.

CHECK APPROVED FOR ALBARELL ELECTRIC Motion by Hartranft, seconded by Snyder, to approve to pay check #19709 issued to Albarell Electric in the amount of \$43,952.73 from general fund.

Roll Call – Cunningham aye, Hartranft aye, Levine aye, McCarthy aye, Panto aye, Reinhard aye, Reiss aye, and Snyder aye. Hahn abstained from voting due to Albarell Electric being her husband's employer. Zero nay. Motion carried.

APPROVAL FOR
PAYMENT OF ALL
CONSTRUCTION FUND

Motion by Reinhard, seconded by Cunningham, all construction fund bills as presented in the amount of \$93,918.16 be approved as follows:

BILLS - NOVEMBER 2009

MS Construction Bills - A/P Nov. 9, 2009
Construction Fund Bills - A/P Nov. 9, 2009
Const. Fund Manual Checks - Oct. 2009
TOTAL

\$42,882.29
46,819.87
4,216.00
\$93,918.16

Roll Call – Cunningham aye, Hahn aye, Hartranft aye, Levine aye, McCarthy aye, Panto aye, Reinhard aye, Reiss aye, and Snyder aye. Zero nay. Motion carried.

CHECK APPROVED FOR ALBARELL ELECTRIC Motion by Hartranft, seconded by Reinhard, to approve to pay check #1025 issued to Albarell Electric in the amount of \$4,228.60 from construction fund.

Roll Call – Cunningham aye, Hartranft aye, Levine aye, McCarthy aye, Panto aye, Reinhard aye, Reiss aye, and Snyder aye. Hahn abstained from voting due to Albarell Electric being her husband's employer. Zero nay. Motion carried.

APPROVAL TO RATIFY ALL MANUAL BILLS

OCTOBER 2009

Motion by Reinhard, seconded by Cunningham, all manual bills as presented in the amount of \$1,705,128.89 be approved as follows:

 General Fund Manual Checks – Oct. 2009
 \$ 127,143.88

 Payroll – General Fund – Oct. 2009
 1,514,331.51

 Payroll – Cafeteria – Oct. 2009
 40,734.05

 Athletic Bills Manual Checks – Oct. 2009
 4,452.12

 Activities Fund Bills – October 2009
 18,467.33

 TOTAL
 \$1,705,128.89

APPROVAL/ RENEWAL OF CONTRACTS

Motion by Cunningham, seconded by Reinhard, approving the following propertyprofessional contracts as presented:

Service Provider: ITS Mailing Systems/Hasler, Inc. 1.

Service: Four mail machines, four scales and four meters

Location: One each in Administration, Sheckler Elementary School,

Catasauqua Middle School and Catasauqua High School

\$503/month for 12 months and \$727/month for 48 months Amount:

60-months on State contract pricing

Term: Starting in December 2009 for elementary, middle and high schools

Starting in April 2010 for Administration

ROLL CALL VOTE

Roll Call – Cunningham aye, Hahn aye, Hartranft aye, Levine aye, McCarthy aye, Panto aye, Reinhard aye, Reiss aye, and Snyder aye. Zero nay. Motion carried.

APPROVAL OF CHANGE ORDERS RELATIVE TO THE Motion by Cunningham, seconded by Reinhard, approving change orders relative to the Transportation/Operations Center Project as listed:

TRANSPORTATION/ **OPERATIONS** CENTER PROJECT

Change Order RFC 14 – 13 LF Additional Length of 8" DIP \$ 639.57 Change Order RFC 15 – Second Sink Hole Repair Work \$1,374.99 Change Order RFC 16 – Trench Rock Encountered \$4,955.26

ROLL CALL VOTE

Roll Call – Cunningham aye, Hahn aye, Hartranft aye, Levine aye, McCarthy aye, Panto aye, Reinhard aye, Reiss aye, and Snyder aye. Zero nay. Motion carried.

PERSONNEL **MATTERS** -2009-2010 SCHOOL YEAR Motion by Cunningham, seconded by Reinhard, approving personnel for the 2009-2010 school year as follows:

A. Substitute Employees

The following applicants have been approved to be added to the substitute employment list for the 2009-2010 school year as follows:

Elizabeth Guldin

Day-to-Day Substitute Teacher and

Substitute Certified Instructional Aide

Day-to-Day Substitute Teacher and Kimberly M. Harakal

Substitute Certified Instructional Aide

Travis Kline Day-to-Day Substitute Teacher and

Substitute Certified Instructional Aide

Marie Shuey Day-to-Day Substitute Teacher and

Substitute Certified Instructional Aide

PERSONNEL MATTERS 2009-2010 SCHOOL YEAR (continued)

B. Approval Substitute Guest Teachers

The following applicants have been approved to be added to the guest substitute employment list for the 2009-2010 school year as follows:

Mark Angelo	Dennis L. Fetter	William Quaglio
Lynn Annis	Christopher Finch	Ryan Scovanner
Annette Benedetto	Ashley Fix	Karen Sobrinski
Stephanie Berger	Joseph Fruhman	Patricia Sottolano
Dan Bergstein	James Harper	Deborah Suzadail
Galit Cohen	Megan Heffelfinger	Terri Syvret
Erin B. Cox	Donna E. Kish	Melissa Tilley
Kelly Cusick	Roderick E. Lowe	Shuk Hing Tom
Michael D. Dee	Victor Messina	Asimo Tsilikoudis
Jamie R. Farber	Kristine M. Neel	Heather Van Ackeren
Elizabeth Ferrence	Theresa Oliveira	Patrick Visconti
	David Puckett	

C. Removal of Name from Substitute Employee Lists

The following applicants have been approved to be removed from the substitute employments lists as noted:

<u>Name</u>	Position	Reason
Justin McCauley	Day-to-Day Substitute Teacher	Other employment
Emily Sheehan	Day-to-Day Substitute Teacher	Other employment
Ashley Wetherhold	Day-to-Day Substitute Teacher	Other employment

D. Letter of Resignation

1. Jacklin Sabbagh

Status: Cafeteria Lunchroom Monitor Assignment: Catasauqua Middle School

Effective: October 16, 2009 (last day worked)

Reason: Other employment

2. David Morgan

Status: Head Boys' Volleyball Coach Assignment: Catasauqua High School

Effective: Immediately for the 2009-2010 School Year

Reason: Personal

PERSONNEL MATTERS 2009-2010 SCHOOL YEAR (continued)

E. Nomination for Appointment

1. Jose Burgos

Status: Cafeteria Lunchroom Monitor Assignment: Catasauqua Middle School

Rate of Pay: \$7.25/hour

Effective: October 16, 2009

2. *Violet Sadkari

Status: Cafeteria Lunchroom Monitor Assignment: Catasauqua Middle School

Rate of Pay: \$7.25/hour

Effective: November 10, 2009

3. *Ashlie Hankee

Status: Long-Term Substitute Spanish Teacher

Assignment: Catasauqua High School
Rate of Pay: \$120/day – substitute rate
Effective: on or about December 8, 2009

F. Appointment of Extra-Curricular Positions – 2009-2010 School Year

It is recommended that the names listed below of extra-curricular positions be appointed as noted for the 2009-2010 school year:

<u>Name</u>	Position	Stipend
*Joseph Russo	Assistant Wrestling Coach	Volunteer
*David Rusnock	Assistant Wrestling Coach	Volunteer
Kyle Reifinger	Assistant Boys' Basketball Coach	Volunteer
Gerald D. Case, III	Assistant Boys' Basketball Coach	Volunteer
*Jeremy Eberhardt	Assistant Boys' & Girls' Basketball Coach	Volunteer
*Stephanie Remington	Assistant Girls' Basketball Coach	Volunteer
*Gary Washitzko	Assistant Girls' Basketball Coach	\$3,520
*Jared Case	Assistant Girls' Basketball Coach	\$3,520
Timothy Hurd	Head Baseball Coach	\$5,399
Eric Snyder	Assistant Baseball Coach	\$2,671
Dennis Kelly	Assistant Baseball Coach	\$2,671
Cory Chryst	Assistant Baseball Coach	Volunteer
Steve Bradley	Assistant Baseball Coach	Volunteer
Robert Thomas	Head Softball Coach	\$5,399
Suzanne Knepple	Assistant Softball Coach	\$2,671
Randy Sell	Assistant Softball Coach	Volunteer
John O'Connell	Assistant Softball Coach	Volunteer
Krysten Rockovits	Assistant Softball Coach	Volunteer
*Victor Diaz	Assistant Softball Coach	Volunteer

^{*}Pending receipt of required employment forms

PERSONNEL MATTERS 2009-2010 SCHOOL YEAR (continued)

F. Appointment of Extra-Curricular Positions – 2009-2010 School Year (continued)

Trajano Bastidas	Head Girls' Soccer Coach	\$5,399
Michael Baclawski	Assistant Girls' Soccer Coach	\$2,671
Glenn Reightler	Head Track Coach	\$5,399
Erin Recker	Assistant Track Coach	\$2,671
Frank Schlofer	Assistant Track Coach	\$2,671
Patrick MacLaughlin	Assistant Track Coach	\$2,671
Steve Becker	Assistant Track Coach	Volunteer
Robert Bydlon	Weight Room Monitor – Spring	\$600

^{*}Pending receipt of required employment forms.

G. Request for Maternity/Child Rearing Leave of Absence

1. Christina Lutz-Doemling

Status: Director of Curriculum & Assessment

Assignment: Administration Office

Effective: starting approximately March 9, 2010 through August 2, 2010

Will use sick and vacation days and will work some half days during

the leave of absence. Will coordinate schedule with

Superintendent's office.

Return to Work: On or about August 2, 2010

Roll Call – Cunningham aye, Hahn aye, Hartranft aye, Levine aye, McCarthy aye, Panto aye, Reinhard aye, Reiss aye, and Snyder aye. Zero nay. Motion carried.

Motion by Cunningham, seconded by Reinhard, approving personnel for the 2009-2010 school year as follows:

H. Establish Stipend for Previously Approved 2009-2010 Extra-Curricular Positions

Approval is requested to establish the stipend for the previously approved 2009-2010 extracurricular position as noted:

Name Steve Brown S

Position Marching Band Visual Coordinator

Old Stipend New Stipend

Name Christopher D'Annibale TBD \$1,080

Position Marching Band Music Coordinator (Percussion)

ROLL CALL VOTE

PERMISSION TO ADVERTISE FOR **BIDS - LAWN**

Motion by Reiss, seconded by Reinhard, granting permission to advertise for bids for lawn cutting services for 2010.

CUTTING SERVICES

ROLL CALL VOTE

Roll Call – Cunningham aye, Hahn aye, Hartranft aye, Levine aye, McCarthy aye, Panto aye, Reinhard aye, Reiss aye, and Snyder aye. Zero nay. Motion carried.

APPROVAL OF SPECIAL EDUCATION Motion by Reiss, seconded by Cunningham, approving the professional services agreement with the Carbon-Lehigh Intermediate Unit #21 to provide special

SERVICES -2009-2010 SCHOOL YEAR education services, as defined, for the 2009-2010 school year.

Agreement inserted in Permanent Minute Book

ROLL CALL VOTE

Roll Call – Cunningham aye, Hahn aye, Hartranft aye, Levine aye, McCarthy aye, Panto aye, Reinhard aye, Reiss aye, and Snyder aye. Zero nay. Motion carried.

APPROVAL TO ATTEND - CONF., SEMINARS, ETC.

Motion by Reiss, seconded by Cunningham, granting approval to the following to attend conferences, seminars, etc:

C. Approval to Attend - Conferences, Seminars, etc.

1. Name of Employee: Christina Lutz-Doemling

Director of Curriculum & Assessment

Administration Office

Dates Requested: December 7, 8, & 9, 2009

Conference Title: Using the Standards Aligned System

to Ensure 21st Century Teaching and Learning

Hershey Lodge & Convention Center, Hershey, PA Location:

Estimated Cost to District: \$89.10 – mileage

> \$90.00 - mealsTotal = \$179.10

Lodging will be paid by State/PaTTAN

All district costs will be paid with Title I funds

2. Name of Employee: Kathleen Kotran, Coordinator of Instructional Technology

Federal Programs, and Community Education

Administration Office

Dates Requested: December 7, 8, & 9, 2009

Using the Standards Aligned System Conference Title:

to Ensure 21st Century Teaching and Learning

Location: Hershey Lodge & Convention Center, Hershey, PA

Estimated Cost to District: - 0 - - mileage (will carpool with Christina Lutz-Doemling)

> \$90.00 - mealsTotal = \$90.00

Lodging will be paid by State/PaTTAN

All district costs will be paid with Title I funds

APPROVAL OF NEW STUDENT ACTIVITY FUND(S)

Motion by Cunningham, seconded by Reinhard, granting approval to establish a new student activity fund as listed:

Charles "Chink" Gallagher Award

ROLL CALL VOTE

Roll Call – Cunningham aye, Hahn aye, Hartranft aye, Levine aye, McCarthy aye, Panto aye, Reinhard aye, Reiss aye, and Snyder aye. Zero nay. Motion carried.

APPROVAL OF NEW STUDENT ACTIVITY FUND(S)

Motion by Cunningham, seconded by Reinhard, granting approval to establish a new student activity fund as listed:

Frank "Jive" Snyder Memorial Scholarship Award

ROLL CALL VOTE

Roll Call – Cunningham aye, Hahn aye, Hartranft aye, Levine aye, McCarthy aye, Panto aye, Reinhard aye, Reiss aye, and Snyder aye. Zero nay. Motion carried.

APPROVAL OF REVISED ADDITIONAL BUS & VAN STOPS/RUNS 2009-2010 SCHOOL YEAR AS OF NOV. 9, 2009 Motion by Reinhard, seconded by Cunningham, approving the revised additional bus/van stops/runs for the 2009-2010 school year, effective November 9, 2009. Indicated stops/runs are subject to change due to additional student enrollments and/or 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 to attached 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.

List of Bus Stops/Runs inserted in Permanent Minute Book

ROLL CALL VOTE

Roll Call – Cunningham aye, Hahn aye, Hartranft aye, Levine aye, McCarthy aye, Panto aye, Reinhard aye, Reiss aye, and Snyder aye. Zero nay. Motion carried.

APPROVAL OF
PLANCON PART G –
DISTRICT
ADMINISTRATION
OFFICE

Motion by Reinhard, seconded by Cunningham, granting approval of PlanCon Part G - District Administration Office.

ROLL CALL VOTE

Roll Call – Cunningham aye, Hahn aye, Hartranft aye, Levine aye, McCarthy aye, Panto aye, Reinhard aye, Reiss aye, and Snyder aye. Zero nay. Motion carried.

APPROVAL OF
PLANCON PART H –
DISTRICT
ADMINISTRATION
OFFICE

Motion by Cunningham, seconded by Reiss, granting approval of PlanCon Part H - District Administration Office.

ROLL CALL VOTE

SECOND REVISION

READING -DELETION OF POLICY #620 –

FUND RAISING

Motion by Cunningham, seconded by Reinhard, granting approval for the second revision reading to delete the following policy:

Section: FINANCES

Policy #: #620

Title: Fund Raising

See policy inserted in Permanent Minute Book

ROLL CALL VOTE

Roll Call – Cunningham aye, Hahn aye, Hartranft aye, Levine aye, McCarthy aye, Panto aye, Reinhard aye, Reiss aye, and Snyder aye. Zero nay. Motion carried.

SECOND REVISION

READING -APPROVAL OF POLICY #229 – SOLICITATION OF FUNDS BY OR FROM STUDENTS &

FUNDS BY OR FROM STUDENTS & POLICY #708 -PUBLIC USE OF

SCHOOL FACILITIES

Motion by Cunningham, seconded by Reinhard, granting approval for the second revision reading to approve the following policies:

Section: PUPILS Policy #: #229

Title: Solicitation of Funds by or From Students

Section: GENERAL

Policy: #708

Title: Public Use of School Facilities

See policies inserted in Permanent Minute Book

ROLL CALL VOTE

Roll Call – Cunningham aye, Hahn aye, Hartranft aye, Levine aye, McCarthy aye, Panto aye, Reinhard aye, Reiss aye, and Snyder aye. Zero nay. Motion carried.

NEW BUSINESS

1. Patricia Snyder

A. Questioned what I.U. does for our district

LETTERS OF COMMENDATION

1. Eric Dauberman

A. Thomas Armellino, Taylor Floyd, Curtis Garner, Cory Hahn, Brandon Lesko,
 Christopher Litzenberger, Daniel Ressler, William Thieme, Jacob Williams,
 Shawnna Beil and Jessica Lebron – Sheckler Elementary School Guest Reader
 Day participant – October 23, 2009

2. Thomas R. Moll, II

<u>Jaryth Bollinger</u> – Boys' Cross Country 2009 - Colonial League Meet - 3rd Place, District XI "AA" Meet - 4th Place, and 69th (out of 292) PIAA State Meet

4. Penny Hahn

A. Lehigh Career & Technical Institute – workshop dinner on November 3, 2009

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INFORMATION ITEMS

1. Eric Dauberman

- A. Limo lunch fund raiser raised over \$14,000
- B. November 19, 2009 Thanksgiving Lunch will be served
- C. November 22, 23, & 24, 2009 parent-teacher conferences

2. Melissa Inselmann

- A. Evening conferences November 18 & 19, 2009
- B. Catasauqua Middle School dance November 20, 2009
- C. Day conferences November 20, 23 & 24, 2009
- D. Pep Rally November 25, 2009

3. David Ascani

- A. Last day of first marking period
- B. Pep Rally for Turkey Day scheduled as usual
- C. District play-off game

4. Thomas R. Moll, II

- A. Hosting District XI Football Palisades
- B. Thanksgiving Day tickets on sale
- D. November 18, 2009 Rough Rider Night at The Blue Monkey

5. Carol McCarthy

A. Warm-up suits for soccer

NEXT SCHOOL **BOARD MEETING**

NO COMMITTEE MEETINGS SCHEDULED IN DECEMBER

DATES

A. Monday, December 7, 2009

5:30 P.M.

Reorganization/Retirement Dinner Dinner will be served at 5:30 P.M.

Catasauqua High School Cafeteria

Please confirm your attendance with Sandy Superka by Nov. 20.

7:00 P.M.

Regular Monthly School Board Meeting Catasauqua High School Library

ADJOURNMENT

Motion by Cunningham, seconded by Levine, to adjourn meeting. Meeting adjourned at 8:16 P.M.

Respectfully submitted,

Sally J. Reiss Secretary