

MINUTES
CATASAUQUA AREA SCHOOL DISTRICT
MONTHLY SCHOOL BOARD MEETING
MONDAY, SEPTEMBER 14, 2009

4626

- PURPOSE** The regular meeting of the Board of Directors of the Catasauqua Area School District was held on Monday, September 14, 2009 in the Catasauqua High School Library. President Hahn called the meeting to order at 7:02 P.M.
- ROLL CALL**
- Members present: Carol Cunningham, Penny Hahn, Mary Alice Hartranft, Robert Levine (arrived at 7:06 p.m., left at 9:00 p.m.), Carol McCarthy (arrived at 7:05 p.m.), Shannon Reinhard (left at 8:45 p.m.), and Patricia Snyder (left at 8:55 p.m.)
- Member absent: Donald Panto and Sally J. Reiss
- 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
Lois Reed, Business Supervisor
Eric Dauberman, Elementary School Principal
Melissa Inselmann, Middle School Principal
David Ascani, High School Principal
Bryan Klass, Assistant Middle School Principal
Wayne Karess, District Network Manager
William Gasper, Supervisor of School Facilities
Shelley Keffer, Coordinator of Student Services
Patricia Lopsonzski, Transportation Supervisor
Thomas R. Moll, II, Director of Student Activities
David Knerr, Solicitor
Jessica Croll, Student Representative
- Visitors: See sign-in sheet inserted in Permanent Minute Book
- Pledge of Allegiance to the Flag was given
- NOTICE OF EXECUTIVE SESSIONS**
1. Tuesday, September 8, 2009 after workshop meeting for legal issues
- PRESENTATIONS/ AUDIENCE INPUT ON AGENDA**
- A. Continuation of supplemental public hearing on application of Thomas Paine Charter School.

PRESENTATIONS/AUDIENCE INPUT ON AGENDA (continued)

B. 2009 PSSA Results Presentation - Christina Lutz-Doemling

At this time, 7:05 p.m. – board member Carol McCarthy arrived at meeting.

At this time, 7:06 p.m. – board member Robert Levine arrived at meeting.

COMMITTEE
REPORTS

- A. Buildings & Grounds – Shannon Reinhard – meeting held Sept. 8, 2009
1. See minutes inserted in Permanent Minute Book
- B. Policy Committee – Carol Cunningham – meeting held Sept. 10, 2009
1. See minutes inserted in Permanent Minute Book
- C. Borough of Catasauqua – Shannon Reinhard
No report
- D. Borough of North Catasauqua – Carol McCarthy
1. Forming an adult chorus – high school students and older are welcome to join – looking for participants
2. Fall Festival on October 11, 2009 at North Catasauqua Playground
- E. Lehigh Valley International Airport – Sally J. Reiss
No report
- F. Carbon-Lehigh Intermediate Unit #21 – Penny Hahn
1. Mr. Robert Keegan handed in his letter of intent to retire next spring
- G. Lehigh Career & Technical Institute – Carol McCarthy
1. Approved a grant for \$269,972 from 2009 Lehigh Valley Workforce Investment Board for Innovative Summer Youth Program for LCTI, CLIU and school district's students involved in work readiness classes and worksite placements.
2. Approved the increase in the 2008-2009 Pennsylvania Department of Education Dual Enrollment Grant to \$56,079.43, up from \$29,222.00
3. Summer Camp
a. 137 attended session one
b. 105 attended session two
c. 94 attended both sessions
d. 430 total attended (5 students from Catasauqua attended)
- H. Student Representatives
No Report

MINUTES APPROVED BOARD WORKSHOP MEETING AUGUST 4, 2009 Motion by Cunningham, seconded by Hartranft, the minutes of the board workshop meeting held on August 4, 2009 be approved as presented.
Motion carried.

MINUTES APPROVED REGULAR MEETING AUGUST 10, 2009 Motion by Reinhard, seconded by McCarthy, the minutes of the regular meeting held on August 11, 2009 be approved as presented. Reinhard abstained from voting due to not being present at the meeting. Motion carried.

TREASURER'S REPORT AUGUST 2009 Motion by McCarthy, seconded by Reinhard, the report of the Treasurer for August 2009 be approved as presented. Motion carried.

APPROVAL OF BUDGET TRANSFERS AUGUST 2009 Motion by Cunningham, seconded by Hartranft, approving the request for budget transfers for the month of August 2009.

ROLL CALL VOTE

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

APPROVAL FOR PAYMENT OF ALL ACCOUNTS PAYABLES Motion by Reinhard, seconded by Levine, all accounts payables bills as presented in the amount of **\$862,661.97** be approved as follows:

BILLS - SEPTEMBER 2009	General Fund Bills-A/P Sept. 14, 2009	\$682,713.25
	General Fund – M.S. Construction	117,618.98
	Construction Fund Bills – Sept. 14, 2009	31,232.27
	Cafeteria Bills – A/P Sept. 14, 2009	19,437.58
	Athletic Bills – A/P Sept. 14, 2009	<u>11,659.89</u>
	TOTAL	\$862,661.97

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

APPROVAL TO RATIFY ALL MANUAL BILLS Motion by Reinhard, seconded by Levine, all manual bills as presented in the amount of **\$1,115,208.34** be approved as follows:

AUGUST 2009	General Fund Manual Checks – August 2009	\$259,978.13
	Constrect. Fund Manual Checks – Aug. 2009	6,481.20
	Payroll – General Fund – August 2009	842,691.75
	Payroll – Cafeteria – August 2009	4,933.30
	Athletic Bills Manual Checks – August 2009	927.00
	Activity Fund Bills Manual Checks – Aug. 2009	<u>196.96</u>
	TOTAL	\$1,115,208.34

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

<p>APPROVAL OF CHANGE ORDERS RELATIVE TO TRANSPORTATION/ OPERATIONS CENTER PROJECT</p>	<p>Motion by Cunningham, seconded by Reinhard, approving the following change orders relative to the Transportation/Operations Center Project:</p>						
	<p><u>Item</u></p>						
	<p><u>Cost</u></p>						
	<table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">1. Water line replacement</td> <td style="text-align: right;">\$42.87 / LF</td> </tr> <tr> <td>2. Upgrade fence to black vinyl coated chain link fence posts & rails</td> <td style="text-align: right;">\$3,294.00</td> </tr> <tr> <td>3. Remove existing oil tanks & replace with 12,000 gal. tank</td> <td style="text-align: right;">\$157,187.69</td> </tr> </table>	1. Water line replacement	\$42.87 / LF	2. Upgrade fence to black vinyl coated chain link fence posts & rails	\$3,294.00	3. Remove existing oil tanks & replace with 12,000 gal. tank	\$157,187.69
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2. Upgrade fence to black vinyl coated chain link fence posts & rails	\$3,294.00						
3. Remove existing oil tanks & replace with 12,000 gal. tank	\$157,187.69						

ROLL CALL VOTE

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

AWARDING OF BID FOR SHECKLER ELEMENTARY SCHOOL RENOVATION PROJECT - DISTRICT ADMINISTRATIVE OFFICE BUILDING - GENERAL CONTRACTOR

Motion by McCarthy, seconded by Cunningham, granting approval to (1) elect to include alternate GC-01 and GC-02 in the General Construction contract for the Sheckler Elementary School Renovation Project - District Administrative Office Building as submitted for bids by the School District; (2) determine that the lowest responsible bidder for such contract is Walter Brucker; and (3) award the General Construction contract for the Sheckler Elementary School Renovation Project - District Administrative Office Building to Walter Brucker in the amount of \$1,358,570, conditioned upon Walter Brucker providing in a timely manner all bonds, insurance certificates, certifications, clearances, and other documents required under the contract documents, provided that the award is conditioned upon receipt of PlanCon F approval from the Pennsylvania Department of Education and the officers of the District shall not sign the contract documents until after receipt of the PlanCon F approval.

ROLL CALL VOTE

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

AWARDING OF BID FOR SHECKLER ELEMENTARY SCHOOL RENOVATION PROJECT - DISTRICT ADMINISTRATIVE OFFICE BUILDING - ELECTRICAL CONTRACTOR

Motion by Cunningham, seconded by Reinhard, granting approval to (1) elect to include alternate EC-01 in the Electrical Construction contract for the Sheckler Elementary School Renovation Project - District Administrative Office Building as submitted for bids by the School District; (2) determine that the lowest responsible bidder for such contract is Albarell Electric; and (3) award the Electrical Construction contract for the Sheckler Elementary School Renovation Project – District Administrative Office Building to Albarell Electric in the amount of \$244,383, conditioned upon Albarell Electric providing in a timely manner all bonds, insurance certificates, certifications, clearances, and other documents required under the contract documents, provided that the award is conditioned upon receipt of PlanCon F approval from the Pennsylvania Department of Education and the officers of the District shall not sign the contract documents until after receipt of the PlanCon F approval.

ROLL CALL VOTE

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

AWARDING OF BID FOR SHECKLER ELEMENTARY SCHOOL RENOVATION PROJECT - DISTRICT ADMINISTRATIVE OFFICE BUILDING - MECHANICAL CONTRACTOR Motion by Cunningham, seconded by Levine, granting approval to (1) determine that the lowest responsible bidder of the mechanical contractor contract for the Sheckler Elementary School Renovation Project - District Administrative Office Building is Dual Temp; and (2) award the Mechanical Construction contract for the Sheckler Elementary School Renovation Project - District Administrative Office Building to Dual-Temp in the amount of \$249,700, conditioned upon Dual-Temp providing in a timely manner all bonds, insurance certificates, certifications, clearances, and other documents required under the contract documents, provided that the award is conditioned upon receipt of PlanCon F approval from the Pennsylvania Department of Education and the officers of the District shall not sign the contract documents until after receipt of the PlanCon F approval.

ROLL CALL VOTE

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

AWARDING OF BID FOR SHECKLER ELEMENTARY SCHOOL RENOVATION PROJECT - DISTRICT ADMINISTRATIVE OFFICE BUILDING - PLUMBING CONTRACTOR Motion by Cunningham, seconded by Reinhard, granting approval to (1) determine that the lowest responsible bidder for the plumbing contractor contract for the Sheckler Elementary School Renovation Project - District Administrative Office Building is FS Mechanical; and (2) award the Plumbing Construction contract for the Sheckler Elementary School Renovation Project - District Administrative Office Building to FS Mechanical in the amount of \$130,000, conditioned upon FS Mechanical providing in a timely manner all bonds, insurance certificates, certifications, clearances, and other documents required under the contract documents, provided that the award is conditioned upon receipt of PlanCon F approval from the Pennsylvania Department of Education and the officers of the District shall not sign the contract documents until after receipt of the PlanCon F approval.

ROLL CALL VOTE

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

APPROVAL OF MISCELLANEOUS INSURANCE RATES Motion by Hartranft, seconded by Reinhard, approving the following insurance rates from PSBA Insurance Trust and Erie Insurance as listed:

2009-2010 SCHOOL YEAR	<u>2008-2009 Rates</u>	<u>2009-2010 Rates</u>
Package/Boiler (PSBA)	\$49,832	\$49,444
Umbrella (PSBA)	\$15,757	\$15,757
Vehicle Fleet (Erie Insurance)	\$26,936	\$22,988*
Annual Premium	\$92,525	\$86,531

*This includes three (3) new vans @ \$1,668/year.

ROLL CALL VOTE

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

At this time – 8:47 p.m. – board member Shannon Reinhard left meeting.

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

2009-2010

SCHOOL YEAR

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:

Kathryn Anchorstar	Day-to-Day Substitute Teacher and Substitute Certified Instructional Aide
Amanda Bankos	Day-to-Day Substitute Teacher and Substitute Certified Instructional Aide
Kaitlin Breslin	Day-to-Day Substitute Teacher and Substitute Certified Instructional Aide
William Burch	Day-to-Day Substitute Teacher and Substitute Certified Instructional Aide
Amberly K. Gable	Day-to-Day Substitute Teacher and Substitute Certified Instructional Aide
Robert Glase	Day-to-Day Substitute Teacher and Substitute Certified Instructional Aide
Heather Gray	Day-to-Day Substitute Teacher and Substitute Certified Instructional Aide
Christen Hummel	Day-to-Day Substitute Teacher and Substitute Certified Instructional Aide
Randi Lambright	Day-to-Day Substitute Teacher and Substitute Certified Instructional Aide
Frank J. Olszewski	Day-to-Day Substitute Teacher and Substitute Certified Instructional Aide
Kristen Terry	Day-to-Day Substitute Teacher and Substitute Certified Instructional Aide
Jessica Vaughn	Day-to-Day Substitute Teacher and Substitute Certified Instructional Aide
David Young	Day-to-Day Substitute Teacher and Substitute Certified Instructional Aide
Eric Yurvati	Day-to-Day Substitute Teacher and Substitute Certified Instructional Aide
Roseann Egan	Substitute Nurse
Thomas F. Mitman	Substitute Van Driver
Tara Mathias	Substitute Cafeteria Worker
Justin Blickley	Substitute Custodian

*Pending receipt of required employment forms

B. Re-Approval of Substitute Guest Teacher

The following substitute guest teacher has been re-approved for the 2009-2010 school year as listed:

Jamie McNeal (Strouse)

PERSONNEL MATTERS 2009-2010 SCHOOL YEAR (continued)**C. Letter of Resignation**1. Linda Pluchinsky

Status: Cafeteria Worker
 Assignment: Catasauqua Middle School
 Effective: August 4, 2009
 Reason: Personal

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

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

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Scott Bateman	High School Technical Stage Manager	\$2,000
Stacy Reilly	Middle School Student Forum – co-advisor	\$358.50
Daniel Wismer	Middle School Student Forum – co-advisor	\$358.50

E. Maternity/Family & Medical Leave of Absence1. Erin DeBoer

Status: Spanish Teacher
 Assignment: Catasauqua High School
 Effective: Will work until December 18, 2009, and then will use available sick, personal and unrestricted personal days
 Remainder of leave: After use of available days, request Family & Medical leave time – starting approximately February 9, 2010
 Return to Work: February 22, 2010 (approximately)

G. Nomination for Appointment1. Jacklin Sabbagh*

Status: Lunch Room Monitor
 Assignment: Catasauqua Middle School
 Rate of Pay: \$7.25/hour
 Effective: September 16, 2009

2. Tony Urso*

Status: Lunch Room Monitor
 Assignment: Catasauqua Middle School
 Rate of Pay: \$7.25/hour
 Effective: September 16, 2009

*Pending receipt of required employment forms

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

PERSONNEL MATTERS 2009-2010 SCHOOL YEAR (continued)

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

f. Confirmation of Salary Placement – Teachers – 2009-2010 School Year

Approval is granted to confirm the salary, placement, educational level, and credits of the professional teaching staff, as reviewed by the Superintendent, for the 2009-2010 school year in compliance with the Collective Bargaining Agreement.

ROLL CALL VOTE

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

**APPROVAL OF
STUDENT
REPRESENTATIVE
TO CATASAUQUA
BOROUGH COUNCIL**

Motion by McCarthy, seconded by Cunningham, approving the appointment of Jessica Croll as the Catasauqua Area School District 12th grade student representative to Catasauqua Borough Council for the 2009-2010 school year.

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

**APPROVAL TO
ATTEND
CONFERENCES,
SEMINARS, ETC.**

Motion by Cunningham, seconded by Levine, approving the following to attend a conference, seminar, etc. as listed:

1. Name of Employees: Shelley Keffer, Coordinator of Student Services
David Ascani, High School Principal
Christina Lutz-Doemling, Dir. of Curriculum & Assessment
Christine Schuebel, District Psychologist
Marie Hallquist, 6th Grade Teacher – Middle School
James Grabusky, Earth & Space Science Teacher – High School
Kimberly Race, 7th Grade Teacher – Middle School
- Dates Requested: Monday, October 19 & Tuesday, October 20, 2009
- Conference Title: LRE (Least Restrictive Environment) Improvement Retreat
- Location: Penn Stater Conference Center
State College, PA
- Estimated Mileage: \$396.00 – estimated for two drivers
- Meals: \$210.00
- Lodging: \$531.67 (four (4) rooms)
- Substitute Teacher: \$720.00 (three subs. @ 2 days each = 6 days @ \$120.00)
- Est. Cost to District: \$1,857.67 - all paid by State Mini-Grant Funds

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

**APPROVAL OF BUS
STOPS/RUNS –
2009-2010
SCHOOL YEAR
AS OF SEPT. 14, 2009**

Motion by Cunningham, seconded by Snyder, approving the revised bus stops/runs for the 2009-2010 school year, effective September 14, 2009. Indicated stops/runs 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 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, and Snyder aye. Zero nay. Motion carried.

**APPROVAL OF
CONFIDENTIAL
AGREEMENT
STUDENT #SE-102**

Motion by McCarthy, seconded by Levine, granting approval of the Settlement Agreement and Release with respect to student #SE-102 as discussed.
NOTE: Confidential agreement not attached to the minutes.

ROLL CALL VOTE

Roll Call – Cunningham aye, Hahn aye, Hartranft aye, Levine aye, and McCarthy aye. Snyder abstained from voting because of not attending any meetings and did not feel informed of enough details. Zero nay. Motion carried.

At this time, 8:55 p.m. – board member Patricia Snyder left meeting.

**LETTERS OF
COMMENDATION**

1. By Carol Cunningham
 - A. To Amanda Knauss – 10th Grade Student at Catasauqua High School
- for winning several bronze, silver, and gold medals as a result of her participation as a swimmer in Special Olympics. She was also voted “Athlete of the Year” at the 2009 banquet.

At this time, 9:00 p.m. – board member Robert Levine left meeting.

**LETTERS OF
COMMENDATION**

2. By David Ascani
 - A. To Charles Post, James Schaffer, Doug Jinks and the Brown & White Staff
– for receiving a gold rating from the PSPA as one of the outstanding scholastic newspapers in Pennsylvania for the production of the Brown & White Newspaper
3. By Lois Reed
 - A. To Linda Newhard and Lisa Tkach
- for development of guidelines and procedures and for updating all information in PowerSchool for all students placed outside of district.

INFORMATION ITEMS

1. Eric Dauberman
 - A. September 17, 2009 – Meet the Teacher Night
2. Melissa Inselmann
 - A. September 18, 2009 – Catasauqua Middle School – first dance
 - B. September 24, 2009 – Meet the Teacher Night
 - C. September 24 – 30, 2009 – Book Fair
 - D. September 28, 2009 – Picture Day
3. David Ascani
 - A. September 17, 2009 – Open House
4. Thomas R. Moll, II
 - A. Intern Josh Shollenberger doing well

NEXT SCHOOL BOARD MEETING DATES

- | | | |
|-------------------------------|--|---|
| A. Tuesday, October 6, 2009 | 5:30 P.M.
7:00 P.M. | Buildings & Grounds Committee
Board Workshop Meeting
Sheckler Elementary School Faculty Room |
| B. Thursday, October 8, 2009 | 4:00 P.M.
5:00 P.M.
6:00 P.M.
7:15 P.M. | Academics & Education Committee
Policy Committee
Athletic Council
Finance Committee
Catasauqua High School
Community Meeting Room |
| C. Monday, October 12, 2009 | 7:00 P.M. | Regular Monthly School Board Meeting
Catasauqua High School Library |
| D. Thursday, November 5, 2009 | 5:30 P.M.
6:00 P.M. | Buildings & Grounds Committee
Board Workshop Meeting
(Board Workshop Meeting to be held at
Lehigh Career & Technical Institute, 4500
Education Park, Schnecksville, PA 18078) |
| E. Monday, November 9, 2009 | 7:00 P.M. | Regular Monthly School Board Meeting
Catasauqua High School Library |

ADJOURNMENT Motion by Cunningham, seconded by Hartranft, to adjourn meeting.
Meeting adjourned at 9:05 P.M.

Respectfully submitted,

Sally J. Reiss
Secretary