

MINUTES
CATASAUQUA AREA SCHOOL DISTRICT
MONTHLY SCHOOL BOARD MEETING
MONDAY, JANUARY 12, 2009

4487

PURPOSE The regular meeting of the Board of Directors of the Catasauqua Area School District was held on Monday, January 12, 2009 in the Catasauqua High School Library. President Hahn called the meeting to order at 7:00 P.M.

Pledge of Allegiance to the Flag was given.

ROLL CALL Members present: Penny Hahn, Mary Alice Hartranft, Carol McCarthy, Donald Panto, Shannon Reinhard, Sally J. Reiss and Patricia Snyder

Members absent: Carol Cunningham and Robert Levine

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
David Ascani, High School Principal
Melissa Inselmann, Middle School Principal
Eric Dauberman, Elementary School Principal
Bryan Klass, Assistant Middle School Principal
William Gasper, Facilities Manager
Thomas R. Moll, II, Director of Student Activities (arrived 7:25 p.m.)
Wayne Karess, District Network Manager
Lois Reed, Business Supervisor
David Knerr, Solicitor
Amber Morrissey, Student Representative
Veronica Jimenez, Student Representative

Visitors: See list inserted in Permanent Minute Book

PRESENTATIONS/AUDIENCE INPUT ON AGENDA A. Eric Dauberman - presented Sheckler Elementary School Students of the Month for December 2008 with an award

<u>Grade 1</u>	<u>Grade 2</u>	<u>Grade 3</u>	<u>Grade 4</u>
Shaziya Roberts Calla Shander	Katherine Fisher Brandon Jones	Eliza Hader Dylan Newhart	Ryan Greene Tiana Williams

**PRESENTATIONS/
AUDIENCE INPUT
ON AGENDA
(continued)**

B. Melissa Inselmann - presented Catasauqua Middle School Students of the Month for December 2008 with an award

Grade 5

Cristian Burker
Kendra Tomcics

Grade 6

Ashlyn Cantrel
Spencer Phillips

Grade 7

Lester Estrada
Paryss Marshall

Grade 8

Jaenis De LosSantos
Morgon Lesko

C. Robert J. Spengler - School Director Recognition Month – Mr. Spengler honored school board members with a cake baked and decorated by students at Lehigh Career & Technical Institute

D. Student Representatives – honored school board members for School Director Recognition Month

**COMMITTEE
REPORTS**

A. Bldgs. & Grounds Committee-Shannon Reinhard - meeting held Jan. 12, 2009
See minutes inserted in Permanent Minute Book

B. Academics & Education - Carol Cunningham – meeting held January 8, 2009
See minutes inserted in Permanent Minute Book

C. Athletic Council – Penny Hahn – meeting held January 8, 2009
See minutes inserted in Permanent Minute Book

D. Carbon-Lehigh Intermediate Unit #21 – Penny Hahn
1. Dinner/meeting – December 15, 2008 – Holiday Inn
(talked about “Project Search”)

**MINUTES APPROVED
REORGANIZATION
MEETING
DECEMBER 4, 2008**

Motion by McCarthy, seconded by Reinhard, the minutes of the reorganization meeting held on December 4, 2008 be approved as presented, with a note to change the time adjourned to 7:05 P.M. Motion carried.

**MINUTES APPROVED
REGULAR MEETING
DECEMBER 4, 2008**

Motion by Reiss, seconded by Reinhard, the minutes of the regular meeting held on December 4, 2008 be approved as presented. Motion carried.

**TREASURER’S
REPORT
DECEMBER 2008**

Motion by McCarthy, seconded by Hartranft, the report of the Treasurer for December 2008 be approved as presented. Motion carried.

**APPROVAL OF
BUDGET
TRANSFERS
DECEMBER 2008**

Motion by McCarthy, seconded by Hartranft, approving the request for budget transfers for the month of December 2008.

ROLL CALL VOTE

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

**APPROVAL FOR
PAYMENT OF ALL
ACCOUNTS PAYABLES
BILLS - JANUARY 2009**

Motion by McCarthy, seconded by Reinhard, all accounts payables bills as presented in the amount of **\$611,643.02** be approved as follows:

General Fund Bills-A/P Jan. 12, 2009	\$574,765.80
Cafeteria Bills – A/P January 12, 2009	21,912.32
Athletic Bills – A/P January 12, 2009	<u>14,964.90</u>
TOTAL	\$611,643.02

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

**CHECK APPROVED
FOR ALBARELL
ELECTRIC**

Motion by McCarthy, seconded by Reinhard, to approve to pay general fund check #17265 in the amount of \$77.50 issued to Albarell Electric.

Roll Call – Hartranft 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
DECEMBER 2008**

Motion by McCarthy, seconded by Reinhard, all manual bills as presented in the amount of **\$1,673,122.67** be approved as follows:

General Fund Manual Checks – Dec. 2008	\$ 663,320.82
Payroll – General Fund – Dec. 2008	951,832.11
Payroll – Cafeteria – Dec. 2008	24,512.05
Athletic Bills Manual Checks – Dec. 2008	4,211.99
Activities Fund Bills – December 2008	<u>29,245.70</u>
TOTAL	\$1,673,122.67

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

**APPROVAL OF
2009-2010 BUDGET
LEHIGH CAREER &
TECHNICAL
INSTITUTE**

Motion by Reinhard, seconded by McCarthy, to approve the 2009-2010 budget for the Lehigh Career & Technical Institute. The total 2009-2010 operating budget is \$21,719,820, an increase of \$705,140 or 3.36% from prior year. The proposed Academic Center Budget is \$1,193,270 an increase of \$43,350 or a 3.77% increase from prior year. The Catasauqua Area School District share will be \$778,747.38, and is based on a projected average enrollment of 120 part-time and full-time equivalent students. The Catasauqua Area School District share is \$778,747.38, an increase of \$19,046.55 or 2.51%.

ROLL CALL VOTE

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

**APPROVAL OF
2009-2010 BUDGET
CARBON-LEHIGH
INTERMEDIATE
UNIT #21**

Motion by McCarthy, seconded by Hartranft, to approve the 2009-2010 budget for the Carbon-Lehigh Intermediate Unit #21.

The total operational and program services budget is \$2,213,429, an increase of \$83,193, or 3.76% from prior year’s adjusted budget. The total district contribution of the operating budget is \$792,118. The Catasauqua Area School District share is \$26,626, a decrease of \$-232.

ROLL CALL VOTE

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

**APPROVAL/RENEWAL
OF SERVICE
CONTRACTS**

Motion by McCarthy, seconded by Snyder, approving the following property/professional service contracts as listed:

1. Service Provider: Colonial Intermediate Unit 20
Service: Services to fulfill the district’s responsibility for non-public school participation in the Title One Program
Location: Our Lady of Hungary School, Northampton, PA
Amount: not to exceed \$1,800
Term: August 25, 2008 through June 30, 2009

2. Service Provider: Herff Jones
Service: Yearbook contract printing/publishing
Location: Catasauqua High School
Amount: \$15,580.94 (per year)
Term: 2009-2010

ROLL CALL VOTE

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

**EXONERATION OF
TAX COLLECTORS -
2008-2009 REAL
ESTATE & INTERIM
REAL ESTATE
TAXES**

Motion by Reinhard, seconded by Reiss, that in accordance with Section 685 of the Public School Code, the tax collectors of the Catasauqua Area School District are hereby exonerated from collecting taxes for the 2008-2009 school year. These taxes are claimed “**delinquent**” and will be submitted to Portnoff Associates for further collection as such. The deadline for collection of these taxes was December 31, 2008.

<u>Tax Collector</u>	<u>Municipality</u>	<u>2008-2009 Base Real Estate</u>	<u>Interim Real Estate</u>
Crystal Gilfert	Catasauqua	\$156,553.32	\$3,798.76
Catasauqua Area S.D.	Hanover Twnsp.	\$ 81,704.24	\$ 233.09
Donna Schifko	North Catasauqua	<u>\$ 81,175.40</u>	<u>- 0 -</u>
	Total	\$319,432.96	\$4,031.85

ROLL CALL VOTE

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

PERSONNEL MATTERS – 2008-2009 SCHOOL YEAR Motion by McCarthy, seconded by Hartranft, approving personnel for the 2008-2009 school year as follows:

A. Substitute Employees

The following applicants have been approved to be added to the substitute employment list for the 2008-2009 school year as follows:

Gerald D. Case	Substitute Custodian
Larry Rothrock	Substitute Custodian
Robert Zangl	Substitute Custodian
George Zellner	Substitute Van Driver
Donna Unger	Day-to-Day Substitute Teacher & Sub. Cert. I.A.
Cynthia Groff	Day-to-Day Substitute Teacher & Sub. Cert. I.A.
Shannon Holubowski	Day-to-Day Substitute Teacher & Sub. Cert. I.A.
Jessica L. Englert	Day-to-Day Substitute Teacher & Sub. Cert. I.A.

B. Request to Extend Maternity Leave of Absence

1. Jill Vos 19 Roth Road
 Kempton, PA 19530
 Status: 5th Grade Teacher
 Assignment: Catasauqua Middle School
 Effective: January 26, 2009 for remainder of 2008-2009 school year
 (was approved for leave until January 26, 2009)
 Return to Work: Beginning of 2009-2010 School Year

C. Change of Employment Status

1. Brett Zieber 377 Long Lane Road
 Treichlers, PA 18086
 From: Day-to-Day substitute Teacher
 To: Full-Year Replacement Teacher
 Status: 5th Grade Teacher
 Assignment: Catasauqua Middle School
 Effective: January 26, 2009 (retroactive to September 2, 2008)
 Rate of Pay: Starting teacher salary
 Benefits: As per Collective Bargaining Agreement

2. Susan Sos 8 Kendon Drive
 Easton, PA 18045
 Assignment: Catasauqua Middle School Guidance Secretary
 From: Part-Time Guidance Secretary
 To: Full-Time Guidance Secretary (job description will be formalized
 for February 2009 meeting)
 Effective: February 2, 2009
 Salary: \$24,850 (pro-rated for the 2008-2009 school year)
 Benefits: Per Secretarial Agreement (pro-rated for 2008-2009 school year)

PERSONNEL MATTERS – 2008-2009 SCHOOL YEAR (continued)**D. Approval of Summer Technology Assistants**

Approval is requested for employment of four (4) temporary technology assistants for seven (7) weeks for the Summer of 2009.

E. Approval of Maintenance Summer Workers

Approval is requested for employment of fifteen (15) temporary maintenance workers for seven (7) weeks for the Summer of 2009.

F. Approval of Student Teachers

Approval is requested for the following student teachers in the Catasauqua Area School District for the Winter of 2008-2009 as noted:

Sheckler Elementary School

<u>School</u>	<u>Name</u>	<u>Assignment</u>	<u>Dates</u>
East Stroudsburg	Lynn Ziegler	2 nd Grade – Sue Conner	Jan. 12 – Mar. 9, 2009
Kutztown Univ.	Stephanie Macanela	3 rd Grade – James Wilson	Jan. 13–Feb. 27, 2009
Kutztown Univ.	Jacob Molchaney	3 rd Grade – Wendy Laubenstein	Jan. 13–Feb. 27, 2009
Kutztown Univ.	Emily Gaugler	1 st Grade – Tara Flamisch	Jan. 13–Feb. 27, 2009
Kutztown Univ.	Amanda Howey	1 st Grade – Marcia Rich	Jan. 13–Feb. 27, 2009
Kutztown Univ.	Margaret Dredge	Art – William Nothstein	Jan. 13–Feb. 27, 2009

Catasauqua Middle School

<u>School</u>	<u>Name</u>	<u>Assignment</u>	<u>Dates</u>
East Stroudsburg	Owen Shanahan	English – Brenda Shahpari	Mar. 9 – May 1, 2009
East Stroudsburg	Stephen Inghrim	Math – Jenn Keppel	Mar. 9 – May 1, 2009

G. Letter of Resignation

- Dawn K. Tehonica

1242 Washington St., Apt. 5
Whitehall, PA 18052

Assignment: Catasauqua High School
Status: Career & Student Advancement Counselor
Effective: January 26, 2009 (January 23, 2009 last day worked)
Reason: Other employment
- Michael Litzenberger

210 Main Street
Catasauqua, PA 18032

Assignment: Catasauqua Area School District
Status: Head Football Coach – Catasauqua High School
Effective: December 16, 2008
Reason: Personal

PLANNED COURSE OF STUDY APPROVAL Motion by McCarthy, seconded by Reinhard, granting approval for the 8th Grade Exploratory Spanish Planned Course of Study.

ROLL CALL VOTE

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

APPROVAL TO ATTEND - CONF. WORKSHOPS, ETC. Motion by McCarthy, seconded by Reinhard, approving attendance at a conf., workshop, etc., as follows:

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

1. Name of Employee: Christina Lutz-Doemling, Dir. of Curr. & Assessment
Catasauqua Area School District
Dates Requested: February 9, 10 & 11, 2009
Name of Conference: PETE&C Conference
Location: Hershey Lodge & Convention Center – Hershey, PA
Estimated Cost to District: Meals = \$90.00
Lodging = \$155.40 (1/2 total)
Registration = - 0 – no cost in lieu of presenting
Total estimated cost = \$245.40 – all costs paid by PA Pact/Accountability Grant

2. Name of Employee: Kathleen Kotran, Coordinator of Instructional Technology,
Federal Programs, and Community Education
Catasauqua Area School District
Dates Requested: February 9, 10 & 11, 2009
Name of Conference: PETE&C Conference
Location: Hershey Lodge & Convention Center – Hershey, PA
Estimated Cost to District: Meals = \$90.00
Lodging = \$155.40 (1/2 total)
Registration = - 0 – no cost in lieu of presenting
Estimated Mileage = \$93.83
Total estimated cost = \$339.23 (\$245.40 w/o mileage)
All costs will be paid by PA Pact/Accountability Grant

3. Name of Employee: Eric Dauberman, Sheckler Elementary School Principal
Catasauqua Area School District
Dates Requested: February 9 & 10, 2009
Name of Conference: PETE&C Conference
Location: Hershey Lodge & Convention Center – Hershey, PA
Estimated Cost to District: Meals = \$60.00
Lodging = \$49.40 (1/2 total)
Registration = \$153.00
Total estimated cost = \$262.40
All costs will be paid by PA Pact/Accountability Grant

APPROVAL TO ATTEND CONF., WORKSHOPS, ETC. (continued)

4. Name of Employee: Bryan Klass, Catasauqua Middle School Assistant Principal
 Catasauqua Area School District
Dates Requested: February 9 & 10, 2009
Name of Conference: PETE&C Conference
Location: Hershey Lodge & Convention Center – Hershey, PA
Estimated Cost to District: Meals = \$60.00
 Lodging = \$49.40 (1/2 total)
 Registration = \$153.00
 Estimated Mileage = \$93.83
 Total estimated cost = \$356.23 (\$262.40 w/o mileage)
 All costs will be paid by PA Pact/Accountability Grant
5. Name of Employee: Alexis Sziy, Technology Instructor
 Catasauqua High School
Dates Requested: February 10 & 11 2009
Name of Conference: PETE&C Conference
Location: Hershey Lodge & Convention Center – Hershey, PA
Estimated Cost to District: Meals = \$60.00
 Lodging = \$98.79
 Registration = \$128.00
 Substitute = \$240.00 (2 days @ \$120/day)
 Estimated Mileage = \$93.83
 Total estimated cost = \$401.44 (\$311.79 w/o mileage)
 All costs will be paid by PA Pact/Accountability Grant
6. Name of Employee: Janet Reichelderfer, Science Teacher
 Catasauqua High School
Dates Requested: February 10 & 11 2009
Name of Conference: PETE&C Conference
Location: Hershey Lodge & Convention Center – Hershey, PA
Estimated Cost to District: Meals = \$60.00
 Registration = \$128.00
 Substitute = \$240.00 (2 days @ \$120/day)
 Estimated Mileage = \$93.83
 Total estimated cost = \$302.65 (\$208.82 w/o mileage)
 All costs will be paid by PA Pact/Accountability Grant
7. Name of Employee: Donna Tercha, School Nurse
 Catasauqua High School
Dates Requested: June 25, 26, 27, & 28, 2009
Name of Conference: National Association of School Nurses 41st Annual Conf.
Location: Boston Seaport Trade Center – Boston, MA
Estimated Cost to District: Meals = - 0 – (employee will pay)
 Lodging = \$199.00 (shared with 3 people)
 Registration = \$270.00
 Estimated Mileage = paid by Intermediate Unit
 Total estimated cost = \$469.00

APPROVAL TO ATTEND CONF., WORKSHOPS, ETC. (continued)

8. Name of Employee: Brad Evans, 2nd Grade Teacher
 Sheckler Elementary School
Dates Requested: January 14, 15, February 3, 4, & 5, 2009
Name of Conference: Lead Teacher Changes
Location: January in Scranton
 February in Philadelphia
Estimated Cost to District: All costs paid by Science Grant, including substitutes

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

**APPROVAL OF
 ADDITIONAL BUS
 & VAN STOPS/RUNS
 2008-2009
 SCHOOL YEAR
 AS OF JAN. 12, 2009**

Motion by McCarthy, seconded by Reinhard, approving the additional bus/van stops/runs for the 2008-2009 school year, effective January 12, 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 – Hahn aye, Hartranft 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 Reinhard, seconded by McCarthy, granting approval to establish a new student activity fund as listed:

Yearbook 2010 Fund

ROLL CALL VOTE

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

OLD BUSINESS

1. Patricia Snyder - Lincoln Middle School questioned

NEW BUSINESS

1. Carol McCarthy – district possibly purchase a windmill for electric

**LETTERS OF
 COMMENDATION**

1. Thomas R. Moll, II
 - A. Corey Huerta – became the 9th boy and 19th player overall in school history to score 1,000 points in basketball at Northwestern Lehigh on Friday, January 9, 2009

LETTER OF COMMENDATION (continued)

2. Melissa Inselmann
 - A. 7th Grade Team, Jennifer Greig, Jennifer Keppel, Stacy Reilly, Lisa Roth, David Troxell and Daniel Wismer – Project Giving Tree
 - B. Brenda Shahpari – Catasauqua Middle School teacher received the “Golden Apple Award” as the Teacher of the Year
3. Kathleen Kotran
 - A. Bradley Evans – for taking the initiative to be a lead teacher for the Science: It’s elementary Grant

INFORMATION ITEMS 1. Eric Dauberman, Principal, Sheckler Elementary School

- A. January 9, 2009 – Awareness Assembly
- B. January 26 – 30, 2009 – 4Sight Exams

NEXT SCHOOL BOARD MEETING DATES

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|-------------------------------|--|--|
| A. Tuesday, February 3, 2009 | 5:30 P.M.
7:00 P.M. | Buildings & Grounds Committee
Board Workshop Meeting
Sheckler Elementary School |
| B. Thursday, February 5, 2009 | 4:00 P.M.
5:00 P.M.
6:00 P.M.
7:15 P.M. | Policy Committee
Academics & Education Committee
Athletic Council
Finance Committee |

All of the above committee meetings will be held in the CHS Community Meeting Room.

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| C. Monday, February 9, 2009 | 7:00 P.M. | Board Meeting
Catasauqua High School |
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ADJOURNMENT Motion by Reinhard, seconded by McCarthy, to adjourn meeting.
Meeting adjourned at 8:25 P.M.

Respectfully submitted,

Sally J. Reiss
Secretary