

MINUTES
CATASAUQUA AREA SCHOOL DISTRICT
 Tuesday, March 12, 2024
 7:00 PM – District Administration Office

1. **CALL TO ORDER** **President, Dale Hein**
President, Dale Hein, Called the Meeting to Order at 7:00 P.M
2. **PLEDGE OF ALLEGIANCE TO THE FLAG**
The Pledge of Allegiance was given
3. **ROLL CALL**

Board Members		Non-Board Members	
Dale Hein, President	X	Dave Knerr	X
Jillian Emert, Vice President	X	Christina Lutz-Doemling	X
Jason Bashaw, Secretary	X	Lindsey Wallace	X
Christy Cooper, Treasurer	X	Kathleen Kotran	
Lauren Cieslak	X	Paul Reilly	X
Eric DeLabar	X	Eric Dauberman	X
Shawn McGinley		Melissa Inselmann	X
Jeremy Smale	X	David Todd	X
TBD	X	Robert Kucharczuk	X
Student Representatives		Thomas Moll	X
Delaney Troxell		Carey Pammer	
Sophia Becker		Daniel Kotran	X
Augustus Serrano (Alternate)		Robert Steckel (CMS Interim Principal)	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 Prior to the Meeting at 6:00 P.M.
An Executive Session was held until 6:59 P.M

5. **PRESENTATIONS/AUDIENCE INPUT ON AGENDA**
 - A. Catasauqua Middle School Roughie of the Month –Robert Steckel, Interim Principal

FEBRUARY				
Grade 5	Grade 6	Grade 7	Grade 8	Related Arts
Fabiana Rengifo Ampuero	Austin Younes	Brielle Cunningham	Dylan Smith	Maylya Eitner
MARCH				
Jacob Chunko-Ortiz	Stellar Riccaboni	Maxwell Bergman	Camryn Cox	Sophia Dutton

B. March 2024 National Youth Art Month - CHS Students' Artistic Accomplishments – Charles Matz

- **Kaylyn Davis** (Scholastic Gold Key, Scholastic Silver Key, PAEA Youth Art Month Exhibit Region 10 Winner)
- **Juliana Vazquez** (PAEA Youth Art Month Flag Contest Advocacy Award, PAEA Youth Art Month Flag Contest Overall Design Award, Scholastic Honorable Mention)
- **Kailynn Rivera** (PAEA Youth Art Month Flag Contest High School Division Award)
- **Cassidy Stauffer** (Scholastic Gold Key)

Mr. Charles Matz presented Kaylyn Davis, Juliana Vazquez, Kailynn Rivera, and Cassidy Stauffer awards and achievements with the board. Dr. Lutz-Doemling then recognized Charles Matz for his leadership and for his Art Educator awards that he has received.

C. Middle School PA Invention Convention Finalists – Hillary Hahn

Hillary Hahn shared a video commercial of the two sixth grade middle school students who were finalists for their invention of the Pencil Dropper Stopper.

****At this point, Mr. Hein moved board item 15G - **Innovative Arts Academy Charter School** up on the agenda for board action.*

ROLL CALL VOTE

MOTION BY: Emert SECONDED BY: DeLabar

AYE: Cooper, Smale, Cieslak, Nappa, Emert, DeLabar, Bashaw, Hein

NAY: 0

Eight Ayes, Zero Nays, Motion carried

6. ADMINISTRATION/BOARD DISCUSSION & REPORTS

A. Academics and Education - Melissa Inselmann

- *The CASD Health and Safety Plan - is on the agenda tonight for your approval. The plan is in accordance with PDE requirements and CDC guidelines.*
- *A draft of the CASD Special Education Plan is available for public review until the next school board meeting on April 9th. It will be placed on the school board agenda for your approval that evening. This is a reminder that the Special Education Plan is done every three years. The last plan was approved in 2022, with an extension granted due to COVID-19; hence, this plan is addressed for 2024 - 2027. A copy of the plan is located in the Admin foyer.*
- *The CHS Math Program, EnVision A/G/A math series will be ready for final textbook adoption at the April 9th School Board Meeting. The series has been available for public review since our February 20th school board meeting (49 days).*
- *This past Friday, March 8th, we conducted the second part of our ESL PD initiative for CASD faculty and staff. Our ESL teachers, ElizaRae Michaud and Corinne Ramunni, in partnership with our IU 21 ESL Consultant, Christin Adams, provided a PD session to our 7-12 grade teachers on best Instructional practices and scaffolding strategies to support our English Learners. It was very engaging and informative, and our teachers walked away with great resources. (92 English Learners in CASD)*

Program Updates:

- *Naviance for Elementary is in the implementation phase and is going very well!*

Jillian Emert recognized Shelley Keffer for her work in completing the Special Education Plan.

B. Finance - Lindsey Wallace

- *We will have our Special Budget Meeting next week: Wednesday, March 20th at 6 PM*
- *We received the Final Audit Financial Statements. They are on the agenda tonight for board approval.*
- *We contributed approximately 1.8 million to Fund Balance, which is great for all these upcoming projects we will need to fund.*
- *We made our first short term 3 month investment with PSDLAF of a conservative \$2 million at a 5.13 interest rate. We are looking at a return of \$102,600. We will be reassessing funds every quarter and will appropriately invest or pull back depending where the District is financially. But the goal is to get on a schedule where we see returns each quarter from here on out.*

C. Building & Grounds - Eric Dauberman

Mr. Dauberman updated the board on the status of the buildings digital Marquis.

Dan Kotran updated the board on a couple of grants available. One of the grants would provide internet access to the community.

D. Policy – David Knerr

- **Policy #408 (Section 400 – Professional Employees)**

Coaching Positions; Athletic Council Second Reading (clean) (redline).

Mr. Knerr asked the audience and board for any question, non were received.

E. Athletics - Thomas Moll

Boys Basketball: *the team qualified for the District XI playoffs and lost in the quarterfinals to Executive Education.*

- *Senior John Pushkar won the Tom DeLong Award, presented annually to the Outstanding Senior Boys Basketball Player.*
- *Frank Pujkar was named to the Colonial League Boys Basketball Coaches Association Second Team*

Girls Basketball: *team qualified for the Colonial League playoffs for the first time since 2008 and lost to Pen Argyl in the quarterfinals. The team also qualified for the District XI playoffs for the first time since 2008 and beat Executive Education in the quarterfinals and Palmerton in the semifinals. The Roughs lost in the District XI finals to Notre Dame Green Pond. The Roughs advanced to the PIAA state playoffs for the first time since 2004; and lost a heart-breaking game to West Catholic to end the season.*

- *Seniors Sophia Becker and Delaney Troxell were both awarded the Dave Cunningham Award, presented annually to the Outstanding Senior Girls Basketball Player.*
- *Hailey Jenkins was named to the Colonial League Girls Basketball Coaches Association First Team and Sophia Becker was named Second Team*

Boys Wrestling: *Chad Beller finished first at Districts, earning the first Rough Rider gold medal since Rhaine Sziy in 2014. Mikhail Hartranft also finished third. Both wrestlers advanced to regionals. Beller finished second at regionals and qualified for the PIAA state wrestling for the second year in a row. Beller finished 7th at states, earning the first Rough Rider state medal since Curtis Garner in 2010.*

Girls Wrestling: *Sophomore Aerial Stallworth finished fourth at 136 lbs. and just missed qualifying for regionals. It was the first ever District XI Girls Wrestling Championship. Indoor guard finished second and indoor percussion finished first at last weekend's competition at Kutztown Area High School.*

Spring sports officially started on Monday, March 4th. Sign-up numbers are strong.

- F. Carbon Lehigh Intermediate Unit # 21 - Jason Bashaw
Mr. Bashaw had nothing to report this evening
- G. Borough of Catasauqua - Dale Hein
Mr. Hein attended several meetings. Nothing to report in regards to the school district. Noted the borough will be changing Front Street back to one way. Recognized Chief of Police Douglas F. Kish on his retirement.
- H. Borough of North Catasauqua – Christy Cooper
Ms. Cooper mentioned Parks and recreation committee is working on bringing back the youth's summer program and possibly working with our YMCA..
- I. Hanover Township - Lindsey Wallace
No updates for this evening.
- J. PSBA Liaison Update - Lauren Cieslak
Nothing to report this evening.
- K. Lehigh Career & Technical Institute Update - Jillian Emert
Ms. Emert thanked everyone for approving the LCTI budget last month. Camp LCTI was canceled this year for a variety of reasons. LCTI is starting a Five on Friday (five things happening at LCTI for the week) which will be emailed out to the parents at 5:00 am. this is a new going trend that Parkland SD and Allentown SD are doing it. Mr. Hein asked if we would be providing some type of summer camp, Dr. Lutz-Doemling mentioned they are looking at the possibility but are looking at the current funding. Dr. Lutz-Doemling also explained the situation is being monitored, for now the funds are going towards an after school remediation program to address the students who are academically struggling.
- L. Student Representatives - Delaney Troxell & Augustus Serrano-None

7. APPROVAL OF MINUTES FROM PRIOR MEETING(S)

A. School Board Meeting Held on February 20, 2024

8. APPROVAL OF TREASURER'S REPORT FOR FEBRUARY 2024

9. APPROVAL OF BUDGET TRANSFERS FEBRUARY 2024 ACCOUNT CODES

10. APPROVAL FOR PAYMENT OF ALL A/P BILLS MARCH 2024

11. APPROVAL TO RATIFY ALL EXPENSES OTHER THAN A/P FEBRUARY 2024

12. FINANCIAL

A. Accept Independent Auditor’s Report of 2022-2023 General Fund Budget

Approval is requested to accept the independent auditor’s report of the 2022-2023 General Fund Budget of the Catasauqua Area School District as prepared by Campbell, Rappold & Yurasits LLP

Items 7A, 8, 9, 10, 11, and 12A were combined by Board request

ROLL CALL VOTE

MOTION BY: Emert SECONDED BY: Cieslak

AYE: Smale, Nappa, Bashaw, Cooper, Cieslak, Emert, DeLabar, Hein

NAY: 0

Eight Ayes, Zero Nays, Motion carried

13. PERSONNEL

A. Removal Of The Following Substitute Employee For The 2023-2024 School Year:

Name	Assignment	Reason
Pauline Meouchi	Non-Certified Instructional Aide Sub	Did Not Complete Employment Paperwork

B. Substitutes

The following applicant(s) requested to be added to the Substitute Employment List for the 2023-2024 School Year as follows:

Name	Assignment
Susan Conner	Substitute Teacher
Cindy Kuntzman	Substitute Teacher
Joshua Moyer*	Substitute Teacher
Richard Quier*	Substitute Custodian

*pending receipt of employment paperwork

C. Approval for Days Without Pay

1. Name: Cherie Gebhardt
 Reason: Personal
 Effective: April 22, 2024 Full Day
 April 23, 2024 Full Day
 April 24, 2024 Full Day
 April 25, 2024 Full Day

2. Name: Allanah George
 Reason: Personal
 Effective: February 20, 2024 Full Day

- 3. Name: Courtney Schwartz
- Reason: Sick
- Effective: February 26, 2024 Full Day

D. Resignation

- 1. Name: Jaiden Bailey
- Status: Student Worker
- Assignment: Catasauqua Middle School
- Reason: Did Not Complete Employment Paperwork
- Effective: February 21, 2024

- 2. Name: Leslie Estrada
- Status: Digital Media Club Advisor
- Assignment: Catasauqua High School
- Reason: Personal
- Effective: February 29, 2024

- 3. Name: Yesenia Paulino
- Status: Non Certified Instructional Aide
- Assignment: Sheckler Elementary School
- Reason: Personal
- Effective: March 5, 2024

E. Approval of Paid Administrative Leave, Effective February 8, 2024 PM, Until February 12, 2024 AM, for Employee #2700

F. Approval of FMLA for Employee # 2522

Approval for FMLA for employee #2522 effective approximately March 18, 2024, to June 4, 2024

G. Approval of FMLA for Employee # 2496

Approval for FMLA for employee #2496 effective approximately March 12, 2024, to June 3, 2024

H. Approval of FMLA for Employee # 2495

Approval for FMLA for employee #2495 effective approximately April 2, 2024, to April 19, 2024

I. Approval Of Short Term Substitute Rate Of \$190.00 Per Day For Vicki MacLaughlin From Approximately April 2, 2024 To Approximately April 19, 2024

J. Approval Of Short Term Substitute Rate Of \$190.00 Per Day For Joshua Moyer From Approximately March 13, 2024 To Approximately June 4, 2024

K. Half Year Salary Increment Change

Approval is requested to adjust the compensation indicated below as per the Collective Bargaining Unit Agreement:

Taylor Krause	Step	Degree	Credits	Salary
New	6	BS	24	\$73,421.00
Old	6	BS	21	\$72,667.00
Difference				\$754.00
Half Increment				\$377.00

Items 13A, 13B, 13C, 13D, 13E, 13F, 13G, 13H, 13I, 13J, and 13K were combined by Board request

ROLL CALL VOTE

*MOTION BY: Cooper SECONDED BY: Nappa
 AYE: Smale, Emert, DeLabar, Bashaw, Cooper, Cieslak, Nappa, Hein
 NAY: 0
 Eight Ayes, Zero Nays, Motion carried*

L. Nomination for Appointment

1. Name: Joseph Henrich*
 Status: Teacher/Certified Instructional Aide
 Assignment: Catasauqua High School
 Rate of Pay: As Per Collective Bargaining Agreement
1 year Grant Funded Position
 50% Step 11 M+30 50% Certified Instructional Aide Rate \$180 per day
 Benefits: As Per Collective Bargaining Agreement
 Effective: August 14, 2024

2. Name: Joseph Henrich*
 Status: Head Football Coach
 Assignment: Catasauqua High School
 Rate of Pay: TBD
 Benefits: N/A
 Effective: Upon Receipt of Employment Paperwork

*pending receipt of employment paperwork

M. Appointment of Extra-Curricular Position(s) – 2023-2024 School Year

It is recommended that the names listed below of extra-curricular position(s) be appointed as noted for the 2023-2024 school-year:

#	Name	Position	Stipend
1	Joseph Harakal	Assistant Baseball Coach	Volunteer
2	Rodney Berger	Assistant Baseball Coach	Volunteer

3	Joseph Henrich*	Weight Room Monitor – Spring	\$750.00
4	Joseph Harakal	Assistant Track and Field Coach	Volunteer

*pending receipt of employment paperwork

N. Change in Employment Status

- 1. Name: Amber Wismer
- Previous Status: Custodial B
- Current Status: Custodial A
- Assignment: Districtwide
- Rate of Pay: As per the Collective Bargaining Agreement
- Benefits: As per the Collective Bargaining Agreement
- Effective: April 1, 2024 (Probationary period effective January 1, 2024)

O. Approval Of Student Teachers/Interns/Job Shadows

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

College – Moravian University	Effective: March 13, 2024 to May 3, 2024
Name: Abdul Daboul	Music: Robert Arnold

Items 13L, 13M, 13N, and 13O were combined by Board request

ROLL CALL VOTE

*MOTION BY: Emert SECONDED BY: DeLabar
 AYE: Cieslak, Emert, Bashaw, Nappa, Cooper, Smale, DeLabar, Hein
 Eight Ayes, Zero Nays, Motion carried*

14. CURRICULUM

15. BOARD APPROVALS

A. Re-Approval of the CASD Health and Safety Plan in Accordance with PDE Requirements and CDC Guidelines

B. Approval of Special Education Services Agreement for the 2024-2025 School Year Carbon Lehigh Intermediate Unit #21

The Superintendent requests approval of this agreement, providing services for district students with special needs

C. District Calendar 2024-2025

Superintendent requests approval of the proposed 2024-2025 district school calendar.

D. Approval of Policy – Second Reading

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

Section: Professional Employees
Policy #: 408
Title: Coaching Positions; Athletic Council

E. Approval Of The Following Job Descriptions Effective March 12, 2024:

<u>Elementary School</u> <u>Administrative Assistant</u>	<u>Middle School</u> <u>Administrative Assistant</u>	<u>High School</u> <u>Administrative Assistant</u>
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F. Approval of Establishment of Gaming and Esports Club Student Activity Account

Approval is requested to establish the following **Gaming and Esports Club Student Activity** account for the 2023-2024 school year.

Items 15A, 15B, 15C, 15D, 15E, and 15F were combined by Board request

ROLL CALL VOTE

*MOTION BY: Smale SECONDED BY: Bashaw
 AYE: Nappa, Emert, Cooper, Smale, Bashaw, DeLabar, Cieslak, Hein
 Eight Ayes, Zero Nays, Motion carried*

G. Innovative Arts Academy Charter School

Motion to adopt Resolution Renewing the Charter of Innovative Arts Academy Charter School for an Additional Five-Year Term to commence on July 1, 2024 through June 30, 2029 subject to the terms, conditions, limitations, and restrictions set forth in the attached form of charter, and provided that the Board of Trustees of IAACS executes the charter by April 12, 2024.

**This agenda item was discussed and voted on up under agenda Item #5C- as a result, no additional voting was required at this time.*

H. Approval of Additional Revised Van/Bus Stops

Approval is requested of the revised Van/Bus Stops for the 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.

None

**Because there were “None” listed under 15H, no votes were required.*

16. RECOGNITION OF GUESTS & VISITORS

Kristin Brobst: Provided an update on Indoor Guard. Show happening this weekend; Additional accomplishments and information presented.

Dr. Robert Kucharczuk:

Events:

- *Sheckler Literacy Night 3/7/24: We had a wonderful turnout, a big thank you to our teachers & staff, Home & School, Sheckler students and families, and support from our Admin for promoting and supporting a great school community event.*
- *First session of 2024-2025 Kindergarten Registration: We welcomed soon to be students and families to Sheckler on Friday 3/8/24 for Kdg. Registration. Our next registration session will be on 5/16/24.*
- *Sheckler 4th Grade Science fair 3/13/24: Looking forward to the upcoming Science Fair and the opportunity for our 4th grade students to showcase their hard work and science based experiments for the school community.*

Mr. Robert Steckel:

- *Wednesday, March 13 - 5th Grade students travel to LCTI for a tour*
- *Thursday, March 14 - 7th and 8th Grade students go to the high school to see Act I of the play, Cinderella, performed by our high school students.*

Regarding the incoming 9th Grade Scheduling Process:

- *Monday, March 18 - High school counselors present course options to the 8th-grade students.*
- *On Tuesday evening, the 19th of March, there is an 8th-grade parent night at the high school.*
- *Thursday, March 21st, the 8th-grade students return signed scheduling request forms to the middle school counselors*
- *Monday, March 25th, the high school counselors assist the 8th-grade students in inputting course requests into PowerSchool.*

Update:

- *We are in the process of inviting more students to our After-School Remediation Program.*

Ms. Melissa Inselmann

- *Congratulate Nickolas Kupchick and Alex Bernini for qualifying as a finalist for the state level of the PA Invention Convention with their invention, the Pencil Dropper Stopper!*
- *Thank and commend the Sheckler Administration, Jennifer Thierer, and the Sheckler Faculty and Staff for an amazing Literacy Night.*
- *The voting for What's So Cool About Manufacturing opens tomorrow, March 13th. If you go to <https://www.whatsocool.org>, click on the link to the Lehigh Valley 2024 contests, and look for Catasauqua, you can view the middle school's What's So Cool About Manufacturing video about Kitchen Magic, the business they partnered with this year, and vote!*

Mr. Eric Dauberman:

- *March 15th is the deadline for retirement declaration letters to be submitted to Christina. After the 15th we will begin to internally post anticipated openings. We will start those interviews as soon as possible to keep up with the number of retirements that we anticipate.*
- *The support post has been installed for the digital marquee at the Middle School. We have received some photos of the progress being made on the sign compartment.*
- *The electrical contractor (Albarell) should be running new wiring to that post within the next week. They will also be making adjustments to the lights at Sheckler that share the line with that sign.*
- *CASD is currently accepting applications for student summer custodians to help clean buildings, and we will have interviews and names in April and hopefully present names for board approval by May.*

Mr. David Todd:

- *High School scheduling and requests are in process.*
- *Students interested in LCTI have completed the application and are in the process.*
- *Scheduling and Visits with the 8th grade is underway*

Mr. David Knerr: Had nothing this evening

Ms. Lindsey Wallace: Had nothing this evening

Mr. Eric DeLabar: Enjoyed Literacy night and is looking forward to Science Fair.

Mr. Jason Bashaw: Thanked everyone for the wonderful job they are doing in the district.

Ms. Christy Cooper: Welcome to the Team and she excited to see Cinderella this weekend!

Mr. Jeremy Smale: Had an opportunity to attend an LCTI event and was glad to see a Catty Student being showcased.

Ms. Lauren Cieslak: Recognized the PTF at Sheckler and Middle School. The dance at CMS was a great turnout and great event. Girls basketball had a great turnout as well, and had a huge community outpouring event. The bookfair was a huge success!

Mr. Robert Nappa: Thanked everyone for being so passionate about education and every facet of education. Also thanked Dr. Lutz-Doemling with the onboarding process seamlessly and how refreshing it was to be part of it.

Ms. Jillian Emert: Thank Mr. Wilson and Mr. Kotran for spearheading another great event for our students. Also thanked Mr. Dauberman for all of his hard work and for proactively hiring all the new staff.

Mr. Dale Hein: Nothing for this evening.

