

AGENDA
CATASAUQUA AREA SCHOOL DISTRICT
Tuesday, December 5, 2023
7:00 PM – District Administration Office

1. **CALL TO ORDER** President _____
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	X	Dave Knerr	X
Jillian Emert	X	Christina Lutz-Doemling	X
Jason Bashaw	X	Lindsey Wallace	X
Christy Cooper	X	Kathleen Kotran	X
Lauren Cieslak	X	Paul Reilly	
Eric DeLabar	X	Eric Dauberman	X
Shawn McGinley		Melissa Inselmann	X
Jeremy Smale	X	David Todd	X
TBD		Robert Kucharczuk	X
Student Representatives		Thomas Moll	X
Delaney Troxell		Carey Pammer	X
Sophia Becker		Other	
Augustus Serrano (Alternate)		Other	

X = Present
Visitors: See list inserted in Permanent Minute Book

4. **NOTICE OF EXECUTIVE SESSIONS**
A. Executive Session for legal and personnel reasons will be held before the meetings at 6:00 P.M
An Executive Session was held until 7:00 P.M

5. **PRESENTATIONS/AUDIENCE INPUT ON AGENDA**
A. Sheckler Elementary School Students of the Month – Dr. Robert Kucharczuk

<i>Grade - 1</i>					
Cameron Dottere	Brett Freiler	Savannah Judy	Isaiah Osorto	Abby Khouri	Maya Carter
<i>Grade - 4</i>					
Javien Santana	Izabella Ortiz				

- B.** Donation from Lehigh Valley Educators Credit Union of \$10,000.00 presented by Ms. Eugenia Emert, the LVECU Board Secretary/Treasurer, and Ms. Jillian Emert Lehigh Valley Educator Membership Officer.
Dr. Lutz-Doemling accepted the \$10,000 donation from Eugenia Emert, Lehigh Valley Educators Credit Union, Board Secretary/Treasurer and Jillian Emert, Lehigh Valley Educators Credit Union Membership Officer explained a little bit about the Bookbag Buddies. The donation will be used to support our students and their needs.

C. American Flags & Certificates Gifted to Sheckler, Catasauqua Middle School & Catasauqua High School - Michael Gilmartin, United States Air Force Captain & 2015 Graduate of Catasauqua High School – Dr. Christina Lutz-Doemling.
Dr. Lutz-Doemling read a letter from Captain Michael Gilmartin expressing his appreciation of all the teachers from the Catasauqua Area School District, and how they helped him to reach his dreams. The American Flags and Certificates that were gifted and given to each building, Sheckler Elementary, Middle School, and High School will be displayed in the buildings. Michael has also participated in CASD’s Career Education and Career Awareness efforts, sharing his path to the United States Air Force with the students.

6. ADMINISTRATION/BOARD DISCUSSION & REPORTS

A. Policy – David Knerr

- Policy #223 (Section 200-Pupils) – Acceptable Computer Use Policy – First Reading (clean) (redline)
- Policy #324 (Section 300-Administrative Employees) – Acceptable Computer Use Policy – First Reading (clean) (redline)
- Policy #424 (Section 400-Professional Employees) – Acceptable Computer Use Policy – First Reading (clean) (redline)

** Mr. Knerr explained how this policy is being updated, and continued to read through the policy to the board. At this time, David Knerr made a motion to amend the agenda deleting policies 223, 324, 424, and 524 and adding Policy #824. Mr. Hein moved the motion to occur instead below under the Board agenda item #16E.*

7. APPROVAL OF MINUTES FROM PRIOR MEETING

A. School Board Meeting Held on November 14, 2023

8. APPROVAL OF TREASURER’S REPORT FOR NOVEMBER 2023

9. APPROVAL OF BUDGET TRANSFERS NOVEMBER 2023

<u>ACCOUNT CODES</u>

10. APPROVAL FOR PAYMENT OF ALL A/P BILLS DECEMBER 2023

11. APPROVAL TO RATIFY ALL EXPENSES OTHER THAN A/P NOVEMBER 2023

12. APPROVAL TO RUN MANUAL CHECKS PRIOR TO JANUARY 2024 BOARD MEETING

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

ROLL CALL VOTE

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

13. FINANCIAL

A. Participation in Bid Supply Program

Permission is requested to participate in the Pennsylvania Education Joint Purchasing Council (I.U. #16) and Lehigh Career & Technical Institute bid supply program for the 2024-2025 school year.

B. Approval of §311(d) Resolution to Not Raise Taxes Beyond the State Index

Approval of Resolution Pursuant to Taxpayer Relief Act §311(d) for the 2024-2025 Fiscal Year Restricting the Increase in the Rate of any Tax to the Applicable Index and Otherwise Satisfying the Requirements of §311(d) (**PDE Form 2028**)

Items 13A, and 13B were combined by Board request

ROLL CALL VOTE

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

14. PERSONNEL

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

Name	Position	Reason
Paul Williams	Substitute Non CDL Driver	Did Not Complete Employment Paperwork
Mercy Ortiz-Susana	Cafeteria Substitute	Did Not Complete Employment Paperwork
Felix Vidal Vega	Substitute Non CDL Driver	Personal

B. Substitute(s)

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

Name	Assignment
Jill Allison Gruver*	Cafeteria Substitute
Cindy Heckman*	Non CDL Driver Substitute
Michael Smith *	Non CDL Driver Substitute

*pending receipt of employment paperwork

C. Appointment of Extra-Curricular Position(s) for the 2023-2024 School Year

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

#	Name	Position	Stipend
1	Steven Bradley	Assistant Girls Basketball Coach	\$4,334

** Dale Hein removed this item from the agenda for reasons of it being previously board approved*

D. Approval of FMLA for Employee # 2540

Approval for FMLA for employee #2540 effective beginning approximately February 1, 2024 to approximately April 25, 2024.

E. Approval of FMLA for Employee #542

Approval for FMLA for employee #542 effective beginning approximately November 28, 2023 to approximately January 1, 2024.

F. Approval of Short Term Substitute Rate of \$190.00 per day for Elizabeth Miller from November 28, 2023 until January 1, 2024

G. Approval Of Catasauqua Middle School Interim Principal At A Rate Of \$500.00 Per Day For Robert Steckel From Approximately February 1, 2024 Until Approximately April 25, 2024

H. Nomination for Appointment.

- 1. Name: Zachary Edelman *
- Status: Non Certified Instructional Aide
- Assignment: Sheckler Elementary School
- Rate of Pay: \$138.00 per day
- Benefits: N/A
- Effective: Upon receipt of employment paperwork

- 2. Name: Brandy Smale *
- Status: General Kitchen Help
- Assignment: Catasauqua Middle School
- Rate of Pay: \$14.52 per hour
- Benefits: N/A
- Effective: Upon receipt of employment paperwork

*pending receipt of employment paperwork

Items 14A, 14B, 14D, 14E, 14F, 14G, and 14H were combined by Board request

ROLL CALL VOTE

MOTION BY: Emert SECONDED BY: Cooper

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

NAY: 0

Seven Ayes, Zero Nays, Motion carried

I. Transfer of Position

- 1. Daniel Kotran
 - Previous Position: STEAM Teacher
 - Current Position: Coordinator of Instructional Technology & Federal Programs
 - Assignment: Districtwide
 - Salary: TBD As Per Act 93 Agreement
 - Benefits: As Per Act 93 Agreement
 - Effective: July 1, 2024

ROLL CALL VOTE

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

15. CURRICULUM

- A. None

16. BOARD APPROVALS

A. Nomination of Board Member to Represent Catasauqua Area School District on the Lehigh Career & Technical Institute Board of Directors

Approval is requested to nominate a Catasauqua Area School District Board Member to represent the District on the Lehigh Career & Technical Institute Board of Directors. Candidate will serve from December 1, 2023 to December 1, 2024.

Name of Candidate Jillian Emert on Nomination by Cieslak

AYE: Cooper, Smale, Cieslak, Emert, DeLabar, Bashaw, Hein
NAY: 0
Seven Ayes, Zero Nays, Motion carried

B. Nomination of Alternate Board Member to Represent Catasauqua Area School District on the Lehigh Career & Technical Institute Board of Directors

Approval is requested to nominate an alternate Catasauqua Area School District Board Member to represent the District on the Lehigh Career & Technical Institute Board of Directors. Alternate Candidate will serve from December 1, 2023 to December 1, 2024.

Name of Alternate Candidate Dale Hein on Nomination by Cooper

AYE: DeLabar, Cooper, Emert, Bashaw, cieslak, Smale, Hein
NAY: 0
Seven Ayes, Zero Nays, Motion carried

C. Nomination to fill the vacancy on the Carbon Lehigh Intermediate Unit Board of Directors (“IU Board”) caused by the expiration of the term of Duane Deitrich as a member of the Catasauqua Area School District Board of School Directors. This nomination requests the IU Board to appoint the nominee to the IU Board through the IU annual election in Spring 2024, and to place the nominee on the ballot for the Spring 2024 IU annual election to complete Mr. Deitrich’s unexpired term through June 30, 2025.

Name of Candidate Jason Bashaw on Nomination by Emert

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

NAY: 0

Seven Ayes, Zero Nays, Motion carried

D. Approval of Agreement with Carbon Lehigh Unit #21 for a SentinelOne Subscription License

Approval is requested to enter into an agreement with Carbon Lehigh Intermediate Unit #21 for a SentinelOne Subscription License effective December 1, 2023 through June 30, 2026 (based on letter of intent delivered to PAIU/CLIU).

ROLL CALL VOTE

MOTION BY: Emert SECONDED BY: Cooper

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

NAY: 0

Seven Ayes, Zero Nays, Motion carried

E. Approval of Policy – First Reading

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

Section: ~~_____ Pupils~~
Policy #: ~~_____ 223~~
Title: ~~_____ Acceptable Computer Use Policy~~

**At this point David Knerr suggested to amend the agenda and remove Acceptable Computer Use/Internet Safety Policies and the reasoning for it being added to the agenda tonight is because it was not discovered until today that there were five (5) versions of this policy outstanding, and we needed to get this taken care of. Below are the policies being deleted/removed for amending tonight’s agenda:*

- Policy #223 - under board item 16E*
- Policy #324 - under board item 16F*
- Policy #424 - under board item 16G*
- Policy #524*

To Replace board item #16E with (adding):

E. Approval of Policy - First Reading

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

Section: Operations

Policy #: 824

Title: Acceptable Computer Use/Internet Safety Policy

To Add a new board item #16F:

F. Approval of Deleting Policies 223, 324, 424, and 524

Title: Acceptable Computer Use/Internet Safety Policies – First Reading

Items 16E (new), and 16F (new) were combined by Board request

MOTION BY: Bashaw SECONDED BY: Cooper
Seven Ayes, Zero Nays, Motion carried

~~G. Approval of Policy – First Reading~~

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

~~Section: Administrative Employees
Policy #: 324
Title: Acceptable Computer Use Policy~~

~~H. Approval of Policy – First Reading~~

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

~~Section: Professional Employees
Policy #: 424
Title: Acceptable Computer Use Policy~~

E. Approval of Policy – First Reading

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

Section: Pupils
Policy #: 884
Title: Acceptable Computer Use Policy

ROLL CALL VOTE

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

F. Approval of Deleting Policies 223, 324, 424, and 524

Title: Acceptable Computer Use/Internet Safety Policies – First Reading

ROLL CALL VOTE

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

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.

*MOTION BY: Cooper SECONDED BY: Emert
Seven Ayes, Zero Nays, Motion carried*

17. RECOGNITION OF GUESTS & VISITORS

Paul Reilly: Final Total Technology iPad Buy Back- \$260,442; approx. \$149 per device

Dr. Robert Kucharczuk:

- *Great Turkey Day event at Sheckler on 11/17, wonderful participation and very grateful for all of the help and support from so many individuals*
- *Conference report: will provide conference participation statistics (82% participation)*
- *Girls on the Run 5K successful event 12/3 at DeSales University, congratulations to all participants*
- *Upcoming events: 4th Grade Christmas Show 12/13 7:00 PM; Holiday Spirit Week*

Dr. Carey Pammer:

- *Parent Teacher Conferences - 116 completed conferences*
- *Shop w a Cop Success*
- *Girls on the Run Success*
- *12/7 - Choral and Band concert @ 7pm*
- *December winter wonderland hallway decor competition - voting week of 12/18*
- *Grateful to Mr. Steckel for being on board to join our admin team with my upcoming maternity leave*

Dr. David Todd:

- *Exciting Thanksgiving week with the Pep Rally, Hall decorating, bonfire, and events throughout the week. Students and community were appreciative*
- *Honored our 8 students from Mr. Anthony and Mr. Davies Civics classes for achieving a perfect score on their Civic Knowledge test.*
- *Keystones are underway for Literature with Biology and Algebra coming up in January.*
- *Mentorship program continues to be a success with holiday cards for CMS and Scheckler. All students are enjoying it.*
- *Winter Concert -Wednesday, December 6th. 7:00 pm*

Lindsey Wallace- Welcome Bob, Welcome New Board Members and Congratulations Dale on your new position.

Investment Update:

- *All requested financial documentation for the Cash Flow Analysis has been sent to PSDLAF. They have completed the Cash Flow Analysis and Christina and I are scheduled to meet with our representative next week to review investment options.*
- *Current Rates are holding strong around 5.1% - 5.5%. They are anticipated to stay high for the next few months. Based on forecasting, we won't see much more of an increase from the Feds, and we may possibly see a slight decrease after the new year.*

Melissa Inselmann:

- *Shop with a Cop was a great success this past Saturday! I would like to recognize Jen Greig, a 7th-grade ELA teacher who put a lot of time and effort into organizing the 7th Annual Shop with a Cop event. Bob and I assisted a family with shopping, wrapping, and the fun festivities at CMS.*
- *Literature keystones are underway at the high school today and tomorrow, and David is doing a great job as the School Assessment Coordinator.*
- *We have some great PD opportunities coming up for our K-12 teachers with Tutor.com training in January, and in February, our K-12 staff will receive ESL training in best instructional practices, which the IU will provide in collaboration with our ESL teachers.*
- *We have some great PD opportunities coming up for our K-12 teachers with Tutor.com training in January, and in February, our K-12 staff will receive ESL training in best instructional practices, which the IU will provide in collaboration with our ESL teachers. This was a need identified in our Professional Development survey.*
- *I'm excited to announce that we will have 6 girls from grades 6, 7, and 8 participating in Lehigh University's Spring CHOICES event on March 22nd under the supervision of Hillary Hahn, one of our CASD teachers. CHOICES stands for Charting Horizons and Opportunities In Careers in Engineering and Science. It's a fun, one-day event designed to inspire young women to consider a future in science and engineering.*

I would like to welcome our new board members and wish everyone a happy holiday!

Eric Dauberman:

- *Sign Update: We received a quote from creative signs to replace some of the standard signs throughout the district. Digital signs are ordered and being built over the winter with the end of the SY as the goal for installation.*
- *Sewer Line Update: Agentis flushed out the line before and after the Thanksgiving Day Game - This strategy was successful. No issues have been reported.*

This winter, CASD will be a beneficiary of Giant Market's Feeding School Kids Campaign, where a local GIANT store invites customers to join in supporting Feeding School Kids by rounding up at the register. Previously, districts have eliminated student lunch account balances, provided free meals, updated kitchen equipment and supplies, and supported programs like our C3P program which sends home extra meals and snacks for after-hours and/or the weekend. When dates and the store location are established, we will announce that information on social media sites.

Thomas Moll:

All of the Turkey Day events went well

- *Powder Puff game*
- *100th Turkey Day Kickoff Event*
- *Senior Football Bowling Event*
- *Bury the Hatchet Dinner*
- *Pep Rally*
- *Bonfire*
- *Game*

The winter sports season has started. We hosted our annual Rough Rider Wrestling Tournament last Saturday. Our first regular season dual meet is tomorrow at home versus Bangor. Our girls' basketball team played in a tournament at Tamaqua this past weekend. We beat Executive Education on Friday and lost to Tamaqua in the championship game on Saturday. Our boys' basketball team opens up the season at home tonight versus Salisbury. That's it, have a good holiday.

David Knerr-Wished everyone a happy holiday

Christy Cooper – Expressed her appreciation of Catasauqua's traditions during the holidays

Jason Bashaw – Welcomed the team, and wished everyone a great holiday

Lauren Cieslak – Shared with everyone how she enjoyed the Turkey Day lunch at Sheckler and thanked the staff that participated. Wished everyone a happy holiday.

Jillian Emert – Congratulated everyone and wished all a happy holiday!

Jeremy Smale – Expressed how it is fantastic connecting with Giant and the program we have in helping our students.

Eric DeLabar-Thanked everyone for the congratulations he received, and wished everyone a happy holiday.

Dale Hein- Reminded everyone of the upcoming Committee Meetings, and also mentioned for those who are interested in being a committee member.

Dr. Christina Lutz-Doemling:

Again, I'd like to welcome our new board members! I am really looking forward to working with both of you. Congratulations to our new Board President and board members who will be serving in the various leadership roles

Thank you again to the LVECU for the donation

Commend Tom Moll for all of the time and effort he devoted to organizing the 100th Turkey Day activities both pregame and game day. The student events were a lot of fun and the joint Catty/Northampton Sunday Night Program with Special Guest Speakers was a really great way to celebrate a tradition that has lasted a century. I'd also like to thank Eric Dauberman, Randy Tkach, Jack Shollenberger, and Dan Kotran for collaborating to design a commemorative coin. All board members are receiving a coin as a keepsake!

Finally, I'd like to wish everyone a very happy holiday and a fantastic start to the new year! Please remember to take home your poinsettias and your 100th game coin.

Delaney Troxell and Sophia Becker – Board Student reps had sporting events tonight.

18. NEXT MEETING DATE

- | | | | |
|-----------|--------------------------------|-----------|-----------------------------|
| A. | Tuesday, January 9, 2024 * | 7:00 P.M. | School Board Meeting |
| B. | Wednesday, February 7, 2024 ** | 5:00 PM | Buildings and Grounds |
| | | 6:00 PM | Athletic Committee Meeting |
| | | 7:00 PM | Academics Committee Meeting |

* upon board approval of 2024 board meeting dates
 ** upon board approval of 2024 committee meeting dates

19. ADJOURNMENT

MOTION BY: Emert SECONDED BY: Cieslak

Motion carried

Time Adjourned: 8:21 P.M.

Respectfully submitted,

Jason Bashaw