

MINUTES
CATASAUQUA AREA SCHOOL DISTRICT
Tuesday, November 14, 2023
7:00 PM – Lehigh Career & Technical Institute

1. **CALL TO ORDER** **President, Duane Deitrich**
Duane Deitrich, School Board President, Called the Meeting to Order at 7:05 P.M.

2. **PLEDGE OF ALLEGIANCE TO THE FLAG**
The Pledge of Allegiance was given

3. **ROLL CALL**

Board Members		Non-Board Members	
Duane Deitrich	X	Dave Knerr	X
Carol Cunningham		Christina Lutz-Doemling	X
Jason Bashaw	X	Lindsey Wallace	X
Donald Panto	X	Kathleen Kotran	X
Lauren Cieslak	X	Paul Reilly	
Christy Cooper	X	Eric Dauberman	X
Jillian Emert	X	Melissa Inselmann	X
Dale Hein	X	David Todd	X
Shawn McGinley		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. **Acceptance of Resignation of Donald Panto From The Elected Position Of School Board Treasurer, Catasauqua Area School District, Effective November 30, 2023**

MOTION BY: Emert SECONDED BY: Hein

AYE: Bashaw, Emert, Cooper, Hein, Panto, Cieslak, Deitrich

NAY: 0

Seven Ayes, Zero Nays, Motion carried

5. **ELECTION OF BOARD TREASURER**

Call for nominations for Treasurer – Effective December 1, 2023 to June 30, 2024

Nominations:

Christy Cooper Nominated by Emert Seconded by Hein

Nominations Closed:

Ballot for Treasurer: Christy Cooper

AYE: Bashaw, Hein, Cieslak, Emert, Panto, Deitrich

NAY: 0

Abstention by Cooper

Six Ayes, Zero Nays, Motion carried

6. NOTICE OF EXECUTIVE SESSIONS - None

7. PRESENTATIONS/AUDIENCE INPUT ON AGENDA

A. School Board Member Recognition – Dr. Christina Lutz-Doemling

Dr. Lutz-Doemling recognized the years of service for Board President, Duane Deitrich, Board Treasurer, Donald Panto, Board Member Carol Cunningham, (not in attendance), as their elected term in office expires.

8. ADMINISTRATION/BOARD DISCUSSION & REPORTS

A. Budget Update – Dr. Christina Lutz-Doemling and Lindsey Wallace

Dr. Lutz-Doemling and Lindsey Wallace provided a budget update to the board
[November 2023 Budget Update](#)

9. APPROVAL OF MINUTES FROM PRIOR MEETING(S)

A. School Board Meeting Held on October 10, 2023

10. APPROVAL OF TREASURER’S REPORT FOR OCTOBER 2023

11. APPROVAL OF BUDGET TRANSFERS OCTOBER 2023

[**ACCOUNT CODES LINK**](#)

12. APPROVAL FOR PAYMENT OF ALL A/P BILLS NOVEMBER 2023

13. APPROVAL TO RATIFY ALL EXPENSES OTHER THAN A/P OCTOBER 2023

14. FINANCIAL

A. Exoneration – Tax Collectors 2022-2023 Interim Taxes

The following tax collector(s) of the Catasauqua Area School District request exoneration from collecting the following interim taxes for the 2022-2023 school year in accordance with Section 685 of the Public School code. 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 10-31-23.

Tax Collector	Municipality	2022-2023 Interim
James Delbertis	Catasauqua	\$0.00
Catasauqua Area SD	Hanover	\$0.00
Donna Schifko	North Catasauqua	\$925.99

B. Approval of Energy Service Company (ESCO)

Approval is requested to select McClure Company as the Energy Service Company to engage in an Investment Grade Audit (IGA) of the District facilities at no expense to the District.

C. Approval of Addendum to Agreement for Collection of Delinquent Real Estate Taxes on Behalf of the Catasauqua Area School District

Administration requests approval of this addendum which authorizes Portnoff Law Associates to continue collection of delinquent Real Estate Taxes.

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

Name	Position	Reason
Donnie Lilly	Substitute Non CDL Driver	Did Not Complete Employment Paperwork
Earl Kocher Jr	Substitute Custodian	Did Not Complete Employment Paperwork
Christina Mondschein	Substitute Teacher	Personal
Michael Conner	Substitute Teacher	Personal

B. Substitutes

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

Name	Assignment
**Paul Williams*	Substitute Non CDL Driver
Charmaine Cole*	Substitute Non CDL Driver
Jennifer Bartholomew*	Substitute Non CDL Driver
Phillip Hawk*	Substitute Non CDL Driver
Felix Vidal Vega	Substitute Non CDL Driver
Stephanie DeLaCruz*	Substitute Non CDL Driver/Cafeteria
Amanda Deering*	Substitute Teacher
Roseaida Nieves	Substitute Cafeteria Worker

*pending receipt of employment paperwork

** revision from October Agenda

C. Approval for Days Without Pay

1. Name: Cherie Gebhardt
- Reason: Sick
- Effective: October 20, 2023 Half Day
- October 23, 2023 Full Day
- October 24, 2023 Half Day
- October 25, 2023 Half Day
- October 26, 2023 Full Day
- October 27, 2023 through November 3, 2023 Half Day

2. Name: Courtney Schwartz
Reason: Sick
Effective: October 24, 2023 Half Day
November 2, 2023 Full Day
November 3, 2023 Full Day

3. Name: Cody Velez
Reason: Personal
Effective: November 10, 2023 Half Day

D. Approval To Return Employee To Former Position

Request to return employee #2351 to former position, pay rate and benefits upon expiration of 90 day probationary period effective 11/01/2023 as per the Collective Bargaining Agreement.

E. Approval of Paid Administrative Leave

Approval for paid administrative leave for employee #1603 effective October 31, 2023 until November 6, 2023

F. Approval of Unpaid Suspension

Approval for unpaid suspension for employee #1603 effective November 7, 2023 to November 8, 2023

Items 9A, 10, 11, 12, 13, 14A, 14B, 14C, 15A, 15B, 15C, 15D, 15E, and 15F were combined by Board request

ROLL CALL VOTE

MOTION BY: Hein

SECONDED BY: Emert

AYE: Emert, Panto, Hein, Cooper, Cieslak, Bashaw, Deitrich

NAY: 0

Seven Ayes, Zero Nays, Motion carried

G. Approval of Unpaid Leave of Absence

Approval for unpaid leave of absence for employee #2076 effective November 13, 2023 to January 19, 2024

H. Approval of Unpaid Leave of Absence

Approval for unpaid leave of absence for employee #1720 effective October 23, 2023 to approximately March 1, 2024

I. Revision Of Approval For Short Term Substitute Vicki Maclaughlin Effective September 8, 2023 To October 18, 2023

J. Approval for Extension of Short Term Substitute Rate of \$190.00 per day for Deborah Elek until October 31, 2023

K. Approval for Extension of Short Term Substitute Rate of \$190.00 per day for Audrey Hackett until January 19, 2024

Items 15G, 15H, 15I, 15J,, and 15K were combined by Board request

ROLL CALL VOTE

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

L. Approval for, Where Such Services Are Required or Requested, The Employee Pay Rate of \$35.25 Per Hour For Site Managers With The Billing Rate of \$50.00 Per Hour To The Organization/Group for the 2023-2024 School Year.

ROLL CALL VOTE

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

M. Intent to Retire

Approval is requested to accept the Intent to Retire, effective June 28, 2024

Name	Assignment	Service Years
Kathleen Kotran	Coordinator of Instructional Technology & Federal Programs	27

ROLL CALL VOTE

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

N. Retirement

- 1. Employee: Annette Noll
- Status: General Kitchen Help
- Assignment: Catasauqua Middle School
- Effective: End of the School Year 2023-2024

O. Resignation

- 1. Employee: Lisa Nagy
- Status: Lead Cook/Kitchen Manager
- Assignment: Sheckler Elementary School
- Reason: Personal
- Effective: February 2, 2024

2. Employee: Keira Thomas
Status: Student Worker
Assignment: Districtwide
Reason: Did not complete employment paperwork
Effective: October 20, 2023
3. Employee: Meghan Hinkle
Status: CHS Class of 2026 Advisor
Assignment: Catasauqua High School
Reason: Personal
Effective: October 18, 2023
4. Employee: Alicia Roman
Status: Van Driver (non CDL)
Assignment: Transportation
Reason: Other Employment/Did Not Complete Employment Paperwork
Effective: October 24, 2023
5. Employee: Zachary Turk
Status: Custodial B
Assignment: Catasauqua High School
Reason: Other Employment
Effective: November 24, 2023
6. Employee: Cecilia Ramirez
Status: Non Certified Instructional Aide
Assignment: Sheckler Elementary School
Reason: Other Employment
Effective: November 22, 2023

P. Nomination for Appointment

1. Name: Jennifer Fendrick
Status: Part Time Cafeteria
Assignment: Catasauqua High School
Rate of Pay: \$16.86/per hour
Benefits: N/A
Effective: October 20, 2023
2. Name: Allanah George
Status: Non Certified Instructional Aide
Assignment: Sheckler Elementary School
Rate of Pay: \$138.00/per day
Benefits: N/A
Effective: November 7, 2023

3. Name: Arianna Stallworth*
 Status: Student Worker
 Assignment: Catasauqua Middle School
 Rate of Pay: \$10.00 per hour 2 hours per day
 Benefits: N/A
 Effective: Upon Completion of Employment Paperwork

4. Name: Jaiden Bailey*
 Status: Student Worker
 Assignment: Catasauqua Middle School
 Rate of Pay: \$10.00 per hour 2 hours per day
 Benefits: N/A
 Effective: Upon Completion of Employment Paperwork

Q. Change in Employment Status

1. Name: Tamara Miller
 Previous Status: General Kitchen Help
 Current Status: Lead Cook/Kitchen Manager
 Assignment: Sheckler Elementary School
 Rate of Pay: \$125.00/per day
 Benefits: N/A
 Effective: February 5, 2024

2. Name: Ian Hymans
 Previous Status: Custodial B
 Current Status: Maintenance A
 Assignment: Districtwide
 Rate of Pay: As per the Collective Bargaining Agreement
 Benefits: As per the Collective Bargaining Agreement
 Effective: November 1, 2023

3. Name: Bernard Pluchinsky
 Previous Status: Custodial A
 Current Status: Custodial Leader
 Assignment: Districtwide
 Rate of Pay: As per the Collective Bargaining Agreement
 Benefits: As per the Collective Bargaining Agreement
 Effective: January 1, 2024

4. Name: Clay Perry
 Previous Status: Custodial Substitute
 Current Status: Custodial B
 Assignment: TBD
 Rate of Pay: As per the Collective Bargaining Agreement
 Benefits: As per the Collective Bargaining Agreement
 Effective: November 27, 2023

R. Appointment of Extra-Curricular Positions 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	Jonathan Kiefer	CHS Debate Team Advisor - shared revised from original approval on 6/13/23 \$3,137.00	\$1,568.50
2	John Yanek	CHS Debate Team Advisor - shared	\$1,568.50
3	Meghan Hinkle	CHS Class of 2026 Advisor revised from original approval on 6/13/2023 \$1,443.00	\$274.17
4	Benjamin Ritter	CHS Class of 2026 Advisor prorated (replaces Hinkle)	\$1,168.83
5	Daniel Wismer	CHS Green Team Advisor	\$579.00
6	Adam Landis*	**Assistant Girls Basketball Coach (approved as a volunteer 6/13/23)	\$834.00
7	Robert Skipper	**Assistant Girls Basketball Coach (approved as a volunteer 6/13/23)	\$3,500.00
8	Jacquelyn Garner	**Assistant Girls Basketball Coach (approved as TBD 6/13/23)	\$1,000.00
9	Mark Seremula	**Head Girls Basketball Coach (approved as TBD 6/13/23)	\$6,432.00
10	Joseph Stofko Jr	**Assistant Wrestling Coach (approved as TBD 6/13/23)	\$1,668.00
11	Branden Strohl	**Assistant Wrestling Coach (approved as TBD 8/8/23)	\$3,750.00
12	Frank Piff*	**Assistant Wrestling Coach (approved as TBD 10/10/23)	\$3,250.00
13	Mark Bartholomew	Assistant Wrestling Coach	Volunteer
14	Joseph Billy*	Assistant Wrestling Coach	Volunteer
15	Tom Reap	Assistant Boys Basketball Coach	Volunteer
16	James Luchansky	Assistant Boys Basketball Coach	Volunteer
17	Makenzie Bradley*	Assistant Girls Basketball Coach	Volunteer
18	Joseph Harakal	Assistant Football Coach	Volunteer
19	Amy LeFever	Swimming Coach	Volunteer

* pending receipt of employment paperwork

** split stipend

S. Approval Of Student Teachers/Interns/Job Shadows

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

College – Kutztown University	Effective: November 15, 2023 to January 31, 2024
Name: Haley Lewis	High School Math: Eric Murray

16. CURRICULUM

A. None

17. BOARD APPROVALS

A. Overnight Student Activity Trips for the 2023-2024 School Year

Approval is requested for potential overnight student athletic trips for the 2023-2024 school year.

B. Approval Of The Following Job Descriptions:

Elementary School Assistant Principal
Middle School Assistant Principal
High School Assistant to the Principal

C. Resolution Confirming School District Will Not Assert That it is Not Obligated to Provide Medical, Dental, or Prescription Coverage to Robert J. Spengler Under His Last Employment Agreement Under Certain Circumstances

D. 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.

Items 15N, 15O, 15P, 15Q, 15R, 15S, 17A, 17B, 17C, and 17D were combined by Board request

ROLL CALL VOTE

MOTION BY: Emert:

SECONDED BY: Cieslak

AYE: *Emert, Panto, Cieslak, Cooper, Bashaw, Hein, Deitich*

NAY: 0

Seven Ayes, Zero Nays, Motion carried

18. RECOGNITION OF GUESTS & VISITORS

Dr. Robert Kucharczuk:

- *Great Halloween parade and event on 10/27, we had a wonderful turnout as usual.*
- *Upcoming Thanksgiving Dinner Day at Sheckler on 11/16, we're looking forward to having our families join us throughout the day*
- *Upcoming conferences scheduled prior to Thanksgiving break. Our teachers are preparing to invite families in to discuss student learning and progress.*

Dr. Carey Pammer:Completed:

- *1st Marking Period Concluded*
 - *Parent Teacher Conferences (conferences open to all families, many sign ups!)*
 - *11/3 - First School Dance*
 - *Moved to Sheckler due to unforeseen facilities circumstances - great event!*
 - *Mid October - Weller Center Presentations*
 - *Grade 5 - Bullying*
 - *Grade 6 - Body Positivity*
 - *Grade 7 - Body Positivity*
 - *Grade 8 - Brain Health*
 - *Programs continue throughout the year - Winter/Spring*
 - *PBIS Student Assembly (Basketball/Raffle) - Homework Goal*
 - *Working toward a Hot Chocolate Bar for 2nd M.P. - No office discipline referrals*
 - *Air Force: Mikey Gilmartin*
 - *Donated folded flag flown on a mission in thanks to the MS writing letters while he was deployed*
- CMS Upcoming Events:*
- *12/2 - Shop w a Cop event*
 - *12/3 - Girls on the Run 5k*
 - *12/7 - Choral and Band concert*

David Todd:

- *Excitement around the building for Thanksgiving, the Pep Rally, Game, and events leading up to the holiday including the announcement of the Homecoming Court*
- *PSAT was completed with some technical difficulties, but I.T. and CHS Counselors did a great job troubleshooting and getting all students tested.*
- *We continue to appreciate the support of the Army National Guard, teaching classes, Physical Ed activities such as Knocker Ball and P.T., and in Family and Consumer Sciences a “Chopped” lesson which included creating a meal with MRE’s.*
- *SAP and MTSS continue to work to provide services to our students and are progressing nicely as teams.*
- *Math and Science Departments continue to work on their curriculum, courses of study, and textbook adoptions with Melissa Inselmann.*
- *The Building Feasibility study was positive and the building is sound minus a few items that are aging and general maintenance such as the roof and a/c units. Discussed better utilization of some spaces such as the old Industrial Arts Room.*
- *Positive note on the Team Work and general support of the CASD team. Everyone does a fantastic job of providing help, direction, and necessary support.*

Kathleen Kotran:

- *Paul and I started the website conversion process today. Our existing webhost, Blackboard, was purchased by Finalsite and conversion is free this year. Our expected launch date will be early/mid February. Training for staff will be planned in the coming weeks. We will provide monthly updates.*

- iPad buy back inspection came back with a payment of \$246,105, for 1735 devices. We sent back 50 in late October so an additional amount is expected in the coming weeks.

Thomas Moll:

- Recognized the following individuals with Catasauqua ties that have been inducted into the District XI Hall of Fame since its inception in 2018
 - Larry Miller
 - Matt Gerhard
 - Debbie Linton
 - Donna Kennedy
 - Patti Heffner
 - Ronald Hassler
- Congratulations to Larry Miller on his induction into the PA Sports Hall of Fame.
- Updates provided to the board and administration on the events of Turkey Day week...
 - Sunday- Powder Puff football game at Northampton (1:00pm) and 100th Game Kickoff Event at CHS (6:30pm)
 - Monday- Bowling event at Hampton Lanes for Senior football players
 - Tuesday- Bury the Hatchet Dinner at Northampton Banquet and Event Center (6:30pm)
 - Wednesday- Pep Rally at CHS (9:30am) and Bonfire at Sheckler (6:30pm)
 - Thursday- Turkey Day game at home (10:00am)
- Recognized our fall sports teams and athletes that excelled:
- Cross Country- Senior runners Alivia Bear and Ava Smith qualified for the PIAA State Meet. Alivia finished 47th and Ava finished 97th...out of 267 runners. Alivia also finished 8th at Districts and earned a medal.
- Field hockey- team qualified for the District XI playoffs for the first time since 2015
- Football- team qualified for the District XI playoffs for the fourth year in a row
- Commendation to Don Panto and Duane Dietrich for their time served on the board and wished them both the best of luck.

Eric Dauberman:

- Paul Reilly, David Cressman, Dan Muthersbaugh, and myself met to discuss the possibility of rolling out the Stop FINDER App to high school parents and students in January. We would like to use it with that population of students and parents before we make the decision to make it available to the entire district by next summer.
- We are in the process of identifying the tree at the high school that needs to be replaced in memory of Jessie Crossley. We plan on replanting that tree in the spring.

Melissa Inselmann:

- Math and Science teachers had met Friday, November 10th, during our in-service to collaborate. Our science teachers met regarding the implementation of the new STEELS standards, and our math teachers met to review the Envision's math program and textbook adoption for Algebra I, Geometry, and Algebra II. All is going nicely with both implementation plans.

Lindsey Wallace:

- 2 new school busses were delivered this morning.

Dr. Christina Lutz-Doemling:

Congratulations to Duane, Don, and Carol. We are really going to miss you. Congratulations to Christy Cooper on her new leadership role as Treasurer. Congratulations to Kathy and thank you for the technology and grant leadership she has provided to the District over the years. We are planning to recognize former CASD student Michael Gilmartin, US Air Force Captain, and his flag donations at our December board meeting. Finally, I'd like to recognize the themes of collaboration, communication, and continuous improvement that we see in our actions, hear in our words, and feel at these board meetings. We have an incredible team and I look forward to the future of CASD!

19. NEXT MEETING DATE(S)

- A. Tuesday, December 5, 2023 7:00 P.M. Reorganization and Monthly School Board Meeting

20. ADJOURNMENT

MOTION BY: Panto SECONDED BY: Deitrich

Motion carried

Time Adjourned: 8:14 P.M.

Respectfully submitted,

Jason Bashaw
Secretary