

MINUTES
CATASAUQUA AREA SCHOOL DISTRICT
Tuesday, May 7, 2019
7:00 P.M. – District Administration Office

1. **CALL TO ORDER** **President, Carol Cunningham**
President Carol Cunningham 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	
Carol Cunningham	X	Robert J. Spengler	X
Duane Deitrich	X	Dave Knerr	X
Jason Bashaw	X	Christina Lutz-Doemling	X
Dale Hein	X	Lois Reed	X
TBD		Kathleen Kotran	X
TBD		Wayne Karess	X
Donald Panto	X	Melissa Inselmann	X
Stephen M. Becker		Eric Dauberman	X
Lauren Cieslak	X	Bryan Klass	X
		Adam Schnug	
Student Representatives		Thomas Moll	
Andrew Kalynych		Shelley Keffer	X
Carter Weinhofer	X		

X = Present

Visitors: See List inserted in Permanent Minute Book

4. ELECTION OF BOARD TREASURER

Call for nominations for Treasurer –one-year-term – effective July 1, 2019 to June 30, 2020

Nominations:

Donald Panto Nominated by Carol Cunningham

Nominations Closed:

Ballot for Treasurer

Donald Panto

ROLL CALL VOTE

MOTION BY: Dietrich

SECONDED BY: Bashaw

AYE: Bashaw, Deitrich, Hein, Cieslak, Cunningham

NAY: 0

Abstention by Panto

Five Ayes, Zero Nays, Motion carried

5. NOTICE OF EXECUTIVE SESSION

A. An Executive Session for Legal and Personnel Reasons Will be Held Before the Meeting at 6:00 P.M

Executive Session was held from 6:00 P.M. until 6:55 P.M

6. PRESENTATION/AUDIENCE INPUT ON AGENDA

A. Catasauqua Middle School Recognition of the “Green Team Members”-
Melissa Inselmann

Melissa Inselmann presented the Green team members and explained the background of the program, and particularly the Share Table

B. Safety and Crisis Management Annual Report– Shelley Keffer

Shelley Keffer, School District Safety Coordinator, provided a comprehensive overview and update of the District wide safety and security program of the CASD. (See attached presentation). Catasauqua Borough Police Chief Doug Kish and Emerg. Management Coordinator, Joe Carl contributed to the presentation. On behalf of the Board and Administration, Mr. Spengler expressed gratitude to all involved in the development of an enhanced Safety program at CASD.

7. ELECTION OF NEW BOARD MEMBER TO FILL VACANCY

A. Nominations are requested to elect a new member of the Board of School Directors to fill the vacancy created by the resignation of Christine Nace for a term from May 7, 2019 to December 2019.

Nominations:

- a. *Jillian Emert* Nominated by Carol Cunningham

Nominations Closed:

ROLL CALL VOTES OCCURRED BY BOARD MEMBERS VOTING FOR NOMINEE:

Carol Cunningham	Donald Panto	Duane Deitrich	Dale Hein	Jason Bashaw	Lauren Cieslak
Jillian Emert	Jilliam Emert	Jillian Emert	Jillian Emert	Jillian Emert	Jillian Emert

Jillian Emert Received 6 Votes

Jillian Emert Appointed

8. ADMINISTRATION/BOARD DISCUSSION & REPORTS

A. Academics and Education – Christina Lutz-Doemling

- Educator in the Workplace Presentation
Christina Lutz-Doemling provided an overview of the 2018-2019 Educator in the Workplace Initiative via a video presentation and highlighted the receipt of year 2 funds for the program. Mr. Spengler thanked Christina for procuring funds and leading this initiative on behalf of the District. CASD has a long history of Business/Education partnership, enjoys many positive relationships, and will soon announce an international business/education partnership.

B. Finance – Robert J. Spengler

- 2019-2020 Budget Update
Mr. Spengler reviewed the 2019-2020 Budget binder and included documents, providing a general overview of the needs assessment performed in the Summer and Fall of 2018, the resulting budget priorities, and ultimately a description of revenues and what is included within the expense categories.

C. Building & Grounds – Robert J. Spengler

With the assistance of Mr. Hein, Mr. Spengler explained the discussion points of the May 1, 2019 Buildings and Grounds Committee meeting, including the recommendation of D'Huy Engineering for feasibility study, capital project financing overview, Contracts, CMS gymnasium floor project, 14th St. property status, and other items.

D. Policy – David Knerr

- Policy #141 – Extra-Curricular Code of Conduct (first reading)
(Student/Parent Form)
Mr. Knerr explained the revisions to Policy #141 and the issues discussed in Athletic Committee.

E. Athletics-Thomas Moll-None

F. Carbon Lehigh Intermediate Unit # 21 – Duane Deitrich

Mr. Deitrich indicated the CDL Testing Site establishment is progressing and administration is in the process of hiring CDL training and testing professionals.

G. Borough of Catasauqua – Dale Hein

Mr. Hein announced the anticipated construction schedule of the Race St. small bridge replacement and the 2nd St. roadway project. Additionally, for Arbor Day (4/27), a tree was donated in recognition of the CHS Varsity C Club.

H. Borough of North Catasauqua – Jason Bashaw

Mr. Bashaw announced several dates and programs, including the N. Catty Carnival and the Playground Summer Program.

I. Hanover Township – Lois Reed

Ms. Reed described zoning changes the Township is considering.

J. PSBA Liaison Update – Donald Panto

Mr. Panto provided a detailed overview of the multitude of issues that PSBA has established as high priority initiatives and impacts to public education. Mr. Panto also announced that CASD and Salisbury Behavioral Health representatives were invited to attend at a regional conference in the Fall as a result of the exemplary proactive safety program initiated this school year.

- K. Lehigh Career & Technical Institute Update – Carol Cunningham-None
- L. Student Representatives – Andrew Kalynych & Carter Weinhofer
Carter Weinhofer exclaimed his excitement for the end of year activities at CHS, including picnics, award ceremonies, Baccalaureate, Graduation, and more...

9. APPROVAL OF MINUTES FROM PRIOR MEETING(S)

A. School Board Meeting Held on April 9, 2019

10. APPROVAL OF TREASURER’S REPORT FOR APRIL 2019

11. APPROVAL OF BUDGET TRANSFERS APRIL 2019

12. APPROVAL FOR PAYMENT OF ALL A/P BILLS MAY 2019

13. APPROVAL TO RATIFY ALL EXPENSES OTHER THAN A/P APRIL 2019

Items 9A, 10, 11, 12, and 13, were combined by Board request

ROLL CALL VOTE

*MOTION BY: Deitrich SECONDED BY: Panto
AYE: Cieslak, Hein, Bashaw, Deitrich, Panto, Cunningham*

NAY: 0

Six Ayes, Zero Nays, Motion carried

14. FINANCIAL

A. Approval of Catasauqua Area School District Final Budget 2019-2020 (Proposed)

The Board hereby adopts the attached draft budget as the proposed final budget for fiscal year 2019-2020, prepared by the Board of School directors in accordance with Section 687 of the Public School Code and in the form prescribed by the Pennsylvania Department of Education. The President of the Board is authorized and directed to make the certification to the Department of Education required by Section 687 (a)(1) of the Public School code. The Board may adopt the final budget for fiscal year 2019-2020 and the necessary appropriations measures to put it into effect no less than thirty (30) days hereafter, after making such revisions and changes to the proposed final budget as appear advisable, if any. The Board currently intends to adopt the final budget on Tuesday, June 11, 2019. As soon as practicable, and in no event less than twenty (20) days before adoption of the final budget, the School District shall print the proposed final budget (on the uniform form required by the Department of Education) or otherwise make it available for public inspection to all persons, and shall make it available for duplication to any person, on request. Public notice of the proposed final budget shall be given as soon as practicable, and in no event less than ten (10) days before adoption of the final budget. The proposed final budget estimates General Fund expenditures of \$32,932,278 for fiscal year 2019-2020, and balances anticipated revenues and expenditures with an anticipated real estate tax rate of 19.5127 mills in Lehigh County and 61.1112 mills in Northampton County.

B. Approval/Renewal of Contracts

Approval is requested of the attached contracts in effect during the 2019-2020 school year.

~~C. Approval of a Three (3) Year Lease with HPE Financial Services~~

The Superintendent is requesting approval of a 3-Year lease with HPE Financial Services for Upgrade of HPE Blade Server System and associated peripherals as per IntegraONE quote 016154 Version 4 and COSTARS contract #HW 003-085 in the Amount of \$18,209.84 per year for a total expenditure of \$54,629.52 to begin on July 1, 2019 to June 30, 2022.

** This item was tabled and will be acted upon during the June 11, 2019 Board Meeting*

D. Recommended Insurance Quotes

The Superintendent requests approval of the following insurance policies for the 2019-2020 school year.

	2018-2019	2019-2020
Student Accident Insurance/ All Sports Insurance AG Administrators	\$36,500.00	SAME
Long Term Disability – CM Regent/Sun Life	\$.24/\$100 of Payroll	SAME
Short Term Disability – CM Regent/Sun Life	\$.71/\$10 of Benefit	SAME
Life Insurance Accidental/Death/Dismemberment CM Regent/Sun Life	.20/\$1,000	SAME

Items 14A, 14B, and 14D, were combined by Board request

ROLL CALL VOTE

*MOTION BY: Deitrich SECONDED BY: Cieslak
 AYE: Cieslak, Hein, Bashaw, Deitrich, Panto, Cunningham
 NAY: 0
 Six Ayes, Zero Nays, Motion carried*

15. PERSONNEL

A. Substitutes

The following applicants have requested to be added to the Substitute Employment List for the 2018-2019 School Year as follows:

Name	Assignment
Mary Grantham	Substitute Custodian *

**pending receipt of employment paperwork*

B. Appointment of Extra-Curricular Positions – 2019-2020 School Year

It is recommended that the names listed below of extra-curricular positions be appointed as noted for the 2019-2020 school-year:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Leslie Estrada	Assistant Girls Volleyball Coach	\$2,000.00

C. Resignation

- Name: Gwen Mutarelli
Status: Non Certified Instructional Aide
Assignment: Catasauqua Middle School
Reason: Personal
Effective: June 10, 2019

D. Change in Employment Status

- Zachary Turk
Previous Status: Substitute Custodian
Current Status: Full Time Custodial B
Assignment: Districtwide
Salary/Benefits: As per Collective Bargaining Agreement
Effective: May 8, 2019

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

ROLL CALL VOTE

*MOTION BY: Deitrich SECONDED BY: Cieslak
AYE: Cieslak, Hein, Bashaw, Deitrich, Panto, Cunningham
NAY: 0
Six Ayes, Zero Nays, Motion carried*

16. BOARD APPROVALS**A. Approval of Facilities Plan Committee Report of the CLIU #21**

Request approval of the 2019-2020 Facilities Plan Committee Report as unanimously adopted by the Carbon-Lehigh Intermediate Unit Facilities Plan Committee on March 6, 2019. In addition, the board reaffirms its commitment to the original construct of the Facilities Planning, approved November 1, 1989, which consists of a series of prioritized inquiries to be considered in determining the future location of the CLIU and school district special education classes.

B. Grant Applications: 2019-2020 School Year

Approval is needed to apply for all Federal Programs, and Vocational Programs, and any State or Federal Competitive Grants or Programs for the school year as listed:

All Vocational Programs

**Any State or Federal Competitive or Non Competitive Programs, or Grants
Applicable to the School District Program**

C. Approval of YMCA Use of School Buses for Summer Camp Field Trips

Approval is requested to allow the Suburban North YMCA to use two school buses and drivers (paid by YMCA) for YMCA Summer 2017 Camp Field Trips, in exchange for high school and middle school athletes to utilize YMCA fitness rooms and gymnasium facility during the months of June, July and August, as in prior years. The YMCA will incur all driver and fuel expenses.

~~D. Approval of MOU with Catasauqua Borough for SRO Services~~

** This item was tabled and will be acted upon during the June 11, 2019 Board Meeting*

E. Approval of 2019-2020 Game Worker Rates

Request approval of the following 2019-2020 Game Worker Rates

F. Approval of 2019-2020 Game Ticket Prices

Request approval of the following 2019-2020 Game Ticket Prices

G. Approval Of Engagement With D’Huy Engineering To Perform A Feasibility Study On Alumni Field For The Purpose Of A Future Renovation

H. Approval of Policy – First Reading

Approval is requested for the first reading of the following policy:
(Student/Parent Form)

Section: PROGRAMS
Policy # : 141
Title: Extra-Curricular Code of Conduct

Items 16A, 16B, 16C, 16E, 16F, 16G, and 16H, were combined by Board request

ROLL CALL VOTE

*MOTION BY: Deitrich SECONDED BY: Bashaw
AYE: Cieslak, Hein, Bashaw, Deitrich, Panto, Cunningham
NAY: 0
Six Ayes, Zero Nays, Motion carried*

I. Approval of Administrative Services Agreement with PNC Bank, National Association to Provide Administration of District FSA and Dependent Care, 2019-2020 Fiscal Year.

J. 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.

Magellan St & Princeton Ave- Bethlehem (homeless)

Items 16I and 16J, were combined by Board request

ROLL CALL VOTE

*MOTION BY: Deitrich SECONDED BY: Cieslak
AYE: Cieslak, Hein, Bashaw, Deitrich, Panto, Cunningham
NAY: 0
Six Ayes, Zero Nays, Motion carried*

17. OLD BUSINESS

18. NEW BUSINESS

19. COMMENDATIONS

20. INFORMATION ITEMS

21. CORRESPONDENCE

Items 17, 18, 19, 20, and 21 were combined by Board request

Eric Dauberman: Provided an update on Spring events at Sheckler Elementary. Career Day was another huge success, allowing students to understand the variety of careers available today and the emerging careers of tomorrow.

Melissa Inselmann: End of Year activities were announced, including PSSA testing, rewards, Talent Show, Health based program, Graduation, and more...

Christina Lutz-Doemling: Various assessment related activities are occurring district-wide. Professional development relative to the new textbook adoptions are already underway, and an opioid prevention program will occur at CHS.

Bryan Klass: Catasauqua High School end of year activities and celebrations were announced. Baccalaureate is on Sunday June 2, 2019 and Graduation is on Monday June 3, 2019.

Lauren Cieslak: Expressed how awesome the Sheckler 2nd Grade Show was for students and parents alike!

Dale Hein: Commended Sheckler for the great addition of Facebook Live for the 2nd Grade Show, a very nice touch!

Robert Spengler: Requested Board members complete the Carbon Lehigh Intermediate Unit #21 Ballots and return to him. Also announced we will hold an Executive Session prior to the IAACS Hearing Board Meeting scheduled for May 21, 2019

22. RECOGNITION OF GUESTS & VISITORS

Kristen Brobst: Announced the CHS Concert on May 8, 2019. Provided an overview of the Disney Trip and the exceptionally well behaved student participation, including 5 students who provided assistance for a student and exemplified what Catasauqua Area School District is all about. Thank you to Kristen for providing regular updates on the Music Arts program at CHS!

23. NEXT MEETING DATES

- A. Tuesday, May 21, 2019 6:00 P.M. Special School Board Meeting
- B. Wednesday, May 22, 2019 6:00 P.M. Special School Board Meeting
- C. Tuesday, June 11, 2019 7:00 P.M. School Board Meeting
- D. Tuesday, June 11, 2019 6:15 P.M. Retiree Reception

All meetings listed above will be held in the District Administration Office Board Room.

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- E. Sunday, June 2, 2019 7:00 P.M. Baccalaureate
Catasauqua High School Auditorium
 - F. Monday, June 3, 2019 7:30 P.M. Commencement
Catasauqua High School Gymnasium

24. ADJOURNMENT

MOTION BY: Dietrich SECONDED BY: Cieslak

Motion carried

Time Adjourned: 8:44 P.M.

Respectfully submitted,

Jason Bashaw
Secretary