

**MINUTES**  
**CATASAUQUA AREA SCHOOL DISTRICT**  
**Tuesday, November 12, 2019**  
**7:00 P.M. – Lehigh Career & Technical Institute**

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
Steve Becker		Lois Reed	X
Lauren Cieslak		Kathleen Kotran	X
Jillian Emert	X	Wayne Karess	X
Dale Hein	X	Melissa Inselmann	X
Donald Panto	X	Eric Dauberman	X
TBD		Greg Freeman	X
		Adam Schnug	X
Student Representatives		Thomas Moll	X
Amber Kalnas			
Jacob Drummer			

*X = Present*

*Visitors: See List Inserted in Permanent Minute Book*

4. **NOTICE OF EXECUTIVE SESSIONS**
  - A. None
5. **PRESENTATIONS/AUDIENCE INPUT ON AGENDA**
  - A. 2020-2021 Budget, Robert J. Spengler
  - B. **Bond Refinance Overview**, Brad Remig-PFM

*\* At this point a motion was made to act on Item 15F “**Approval of Resolution Authorizing Administration to Proceed with a General Obligation Bond Issue.**”*

**ROLL CALL VOTE**

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

**6. ADMINISTRATION/BOARD DISCUSSION & REPORTS**

- A.** Academics and Education – Christina Lutz-Doemling  
*Christina provided an overview of the Academics Committee Meeting topics. Principal presented an overview of achievement data.*
- B.** Finance – Robert J. Spengler  
*Mr. Spengler updated the board on the fund balance status and projection.*
- C.** Building & Grounds – Robert J. Spengler  
*Robert J. Spengler provided an overview of the CHS gym lighting proposals and brown track concept. The Board agreed to pursue the lighting and the brown track.*
- D.** Policy – David Knerr  
Policy # 003 –Functions (redline) (Second Reading)  
Policy #708 – Public Use of School Facilities (redline) (Second Reading)  
*Mr. Knerr reviewed the policies on the agenda for a second reading.*
- E.** Athletics-Thomas Moll  
*Mr. Moll announced various student accolades and reviewed the successful start of the winter sport season*
- F.** Carbon Lehigh Intermediate Unit # 21 – Duane Deitrich - *None*
- G.** Borough of Catasauqua – Dale Hein  
*Mr. Hein announced the second student representative was sworn in this month. The Race Street bridge will NOT be completed by November 2019.*
- H.** Borough of North Catasauqua – Jason Bashaw - *None*
- I.** Hanover Township – Lois Reed - *None*
- J.** PSBA Liaison Update – Donald Panto  
*Mr. Panto indicated our Regional PSBA representative would like to attend a board meeting in the future to discuss PSBA initiatives and opportunities.*
- K.** Lehigh Career & Technical Institute Update – Carol Cunningham  
*Mrs. Cunningham announced the welding lab project should be completed this November.*
- L.** Student Representatives – Amber Kalnas & Jacob Drummer - *None*

**7. APPROVAL OF MINUTES FROM PRIOR MEETING(S)**

- A.** School Board Meeting Held on October 8, 2019
- B.** Special School Board Meeting Held on October 9, 2019

**8. APPROVAL OF TREASURER’S REPORT FOR OCTOBER 2019****9. APPROVAL OF BUDGET TRANSFERS OCTOBER 2019****10. APPROVAL FOR PAYMENT OF ALL A/P BILLS NOVEMBER 2019****11. APPROVAL TO RATIFY ALL EXPENSES OTHER THAN A/P OCTOBER 2019**

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

**ROLL CALL VOTE**

MOTION BY: Hein SECONDED BY: Emert

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

NAY: 0

Six Ayes, Zero Nays, Motion carried

**12. FINANCIAL**

**A. Approval of Addendum to Agreement for Collection of Delinquent Real Estate Taxes on the 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.

*\*Dale Hein commented this may be advantageous to both District and Borough*

**B. Approval of Engagement Letter for Appraisal from Imperial Realty LLC for Property of the Catasauqua Area School District Consisting of Assembled Vacant Land Totaling Approximately 15.62 Acres +/- (Instrument No. 2016031597)**

Parcel Address	Parcel ID #
201 Fairview Street, Catasauqua Borough	640930617749
221 Fairview Street, Catasauqua Borough	640930529587
900 Mulberry Street, Catasauqua Borough	640930701820
56 N 14 <sup>th</sup> Street, Catasauqua Borough	640930910114
390 N 14 <sup>th</sup> Street, Catasauqua Borough	640930827588
404 N 14 <sup>th</sup> Street, Catasauqua Borough	640930528875

**C. Approval to Accept Termination of Contract with the Members of Le-Nor-Co Purchasing Cooperative Effective December 31, 2019, Previously Approved Contract During the May 7, 2019 Board Meeting**

**D. Approval of Service Contract Between Catasauqua Area School District and CLEARVU School Services, LLC**

1. Service Provider: CLEARVU School Services, LLC
- Service: Furnish Contracted Food Procurement Specialist Services
- Location: District-wide
- Amount: \$800.00-NSLP Total Meals Served of 50,000 meals and above will be charged a one-time fee
- Term: January 1, 2020 through December 31, 2020

**E. Approval of Professional Service Contracts**

1. Service Provider: Pennsylvania Trust (a collation of employee benefit trusts)  
 Service: GASB 75 Valuation Agreement by Conrad Siegel  
 Actuaries  
 Location: Catasauqua Area School District Administration Office  
 Amount: \$6,000.00 (estimated)  
 Valuation Term: July 1, 2019 Through June 30, 2021

*Items 12A, 12B, 12C, 12D, and 12E, were combined by Board request*

**ROLL CALL VOTE**

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

**13. PERSONNEL****A. Removal of The Following Substitute Employees For The 2019-2020 School Year**

<u>Name</u>	<u>Position</u>	<u>Reason</u>
Amy Gair	Substitute Teacher	Personal
Amy Hower	Cafeteria	Personal

**B. Substitutes**

The following applicants have requested to be added to the Substitute Employment List for the 2019-2020 School Year as follows:

<u>Name</u>	<u>Assignment</u>
Nancy Sankari	Guest Teacher
Lynn Wildes	Guest Teacher
Wendy Wright	Guest Teacher*
Angela Campbell	Guest Teacher*
Chloe Flecha	Guest Teacher*
Katie Pierce	Substitute Teacher*
Jayne Serino	Non-Certified Instructional Aide Substitute*
Morgyn Hagy	Substitute Teacher*
Amanda Leamon	Substitute Teacher * **
Allysha Weaver	Non-Certified Instructional Aide Substitute
<i>Spencer Koppenol</i>	<i>Substitute * **</i>

**\*pending receipt of employment clearances**

**\*\* short term substitute rate \$180 per day**

*\*At this point Spencer Koppenol was added*

**C. Approval for Days Without Pay**

Name: Alyssa Komarow  
 Reason: Personal  
 Effective: October 09, 2019 Full Day, October 11, 2019 Half Day  
 October 15, 2019 Full Day, October 21, 2019 Full Day  
 October 22, 2019 Full Day

**D. Approval Is Requested for The Following Student Teacher/Intern as Listed:**

College – Kutztown University	Effective: March 16, 2020 to May 7, 2020
Name: Jolene Makovsky *	Elementary Third Grade: Wendy Laubenstein

\* pending receipt of employment paperwork

**E. 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:

#	Name	Position	Stipend
1	Anthony Brinkley	Assistant Boys Basketball Coach	Volunteer

**F. Removal of Game Workers – 2019-2020 School Year**

It is recommended that the following individuals be removed as Game Workers for the 2019-2020 school-year:

James Kober

**G. Appointment of Game Workers – 2019-2020 School Year**

It is recommended that the names listed below be appointed as Game Workers for the 2019-2020 school-year:

**Jason Hartranft\***  
**Brian Reily\***  
**David Ascani**

\*pending receipt of employment paperwork

*Items 13A, 13B, 13C, 13D, 13E, 13F, and 13G, were combined by Board request*

**ROLL CALL VOTE**

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

**14. CURRICULUM**

A. None

**15. BOARD APPROVALS**

**A. Approval of Policy – Second Reading**

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

**Section: LOCAL BOARD PROCEDURES**  
**Policy # : 003**  
**Title: Functions**

**B. Approval of Policy – Second Reading**

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

**Section: PROPERTY**  
**Policy # : 708**  
**Title: Public Use of School Facilities**

**C. Approval of Repository Sale**

Administration recommends approval of this repository sale of Northampton County Property: PARID: M4SE1D 8 2A 0923C

*\*Administration will follow up with North Catasauqua Borough regarding the final status.*

**D. Approval to Attend Overnight Conferences, Seminars, etc**

**E. Approval of Acceptance of a Donation to the Catasauqua Area School District, Used Clarinet and Saxophone by Mark Thomas**

**F. Approval Of Resolution Authorizing Administration To Proceed With A General Obligation Bond Issue**

*\* This item was acted upon after item 5B*

**G. 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

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

**ROLL CALL VOTE**

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

**16. OLD BUSINESS**

**17. NEW BUSINESS**

**18. COMMENDATIONS**

**19. INFORMATION ITEMS**

**20. CORRESPONDENCE**

*Items 16, 17, 18, 19, and 20 were combined by Board request*

*Thomas Moll: Announced Team/District events.*

*Eric Dauberman: The Thanksgiving lunch will occur on Thursday, November 21st. Also announced were various upcoming Sheckler Elementary events and dates.*

*Greg Freeman: Notable events announced; use of NEPRIS by various teachers.*

*Melissa Inselmann: Additional dates and events announced; Shop with a Cop on December 1st; 10,000 Lantern Fly's squashed; Pep Rally etc.*

*Dale Hein: Inquired regarding the Act 93 agreement status.*

*Jason Bashaw: Expressed School Safety initiatives are impressive.*

*Duane Deitrich: River Central Comprehensive Plan-Great partnership*

*Christina Lutz-Doemling: Provided an overview on yesterday's In-Service regarding ELA Materials; Suicide Prevention; NEPRIS Training.*

*Donald Panto: Expressed how proud he is of our numerous initiatives, SRO's/Mental Health initiatives, Stadium project etc.*

*Robert J. Spengler: We received 9 Mass Casualty kits; We will continue to work hard for this Board, this community, and our students and also be good stewards of district resources.*

*Kathleen Kotran: Announced we were awarded \$24,941 for Safe School – Visitor ID System*

*Wayne Karess: Provided updates on Technology initiatives.*

*Adam Schnug: Announced the Dance went extremely well; and the Powder Puff game also went well.*

*Jillian Emert: Attended the Regional Riverwalk Meeting.*

*Lois Reed: Thanked Samantha and Holy Trinity Church for their donations of coats, etc. 135 coats, 175 gloves, and 100 hats were given out.*

## **21. RECOGNITION OF GUESTS & VISITORS**

## **22. NEXT MEETING DATES**

A. Tuesday, December 3, 2019	7:00 P.M.	Reorganization and Monthly School Board Meeting
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## **23. ADJOURNMENT**

*MOTION BY: Deitrich      SECONDED BY: Emert*

*Motion carried*

**Time Adjourned: 8:10 P.M.**

Respectfully submitted,

Jason Bashaw  
Secretary