

MINUTES
CATASAUQUA AREA SCHOOL DISTRICT
Tuesday, August 13, 2019
7:00 P.M. – District Administration Office

1. CALL TO ORDER **President, Carol Cunningham**
President Carol Cunningham Called the Meeting to Order at 7:08 P.M

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

3. ROLL CALL VOTE

| 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 | X | Lois Reed | |
| Lauren Cieslak | X | 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 | | |

**Arrived to the meeting at 7:47 P.M.*

*** Arrived to the meeting at 7:20 P.M.*

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 before the meeting at 6:00 P.M.

Executive Session was held from 6:00 P.M. until 7:00 P.M

5. PRESENTATIONS/AUDIENCE INPUT ON AGENDA

A. Innovative Arts Academy Charter School Discussion

Mr. Brad Schifko, Interim CEO of IAACS, along with Mr. Ernest Batha, Director of Curriculum of IAACS, provided an overview of the IAACS Comprehensive Review Plan. Mr. Knerr indicated the Board will postpone any decision regarding the renewal until the Board reviews the plan and the 2018-2019 achievement data is received.

*** Thomas Moll arrived to the meeting at this point*

6. ADMINISTRATION/BOARD DISCUSSION & REPORTS

- A. Academics and Education – Christina Lutz-Doemling
Dr. Lutz-Doemling announced the Teacher Induction program and other professional development is planned. The Educator in the Workplace Grant summer program is complete. Additional activities will take place during the school year.
- B. Finance – Robert J. Spengler
Mr. Spengler indicated revenues are strong for the month of July and early August due to tax receipts.
- C. Building & Grounds – Robert J. Spengler - *None*
- D. Policy – David Knerr
- Policy #808 – Food Services (First Reading)
Mr. Knerr provided an overview of minor changes as requested by Mr. Muthersbaugh. Any additional changes or recommendations will be discussed next month.
- E. Athletics-Thomas Moll
Mr. Moll provided a Fall Sports Update and indicated the additional Trainer provided by LVHN is working out very well.
- F. Carbon Lehigh Intermediate Unit # 21 – Duane Deitrich - *None*
- G. Borough of Catasauqua – Dale Hein
Mr. Hein reported that the SRO agreement was finalized at the August Borough Council meeting and truck traffic will be banned on Walnut and 14th St.
- H. Borough of North Catasauqua – Jason Bashaw
Mr. Bashaw reviewed items from the latest Recreation Committee meeting and announced the Memorial Service for Chief Moyer will be held on August 22, 2019 at the Catasauqua High School Auditorium.
- I. Hanover Township – Lois Reed - *None*
- J. PSBA Liaison Update – Donald Panto
- K. Lehigh Career & Technical Institute Update – Carol Cunningham
- L. Student Representatives – Amber Kalnas & Jacob Drummer
Student Rep: Jacob Drummer was introduced by Mr. Schnug as one of the Student Representatives. Mr. Bashaw inquired regarding the Race St./Willowbrook Rd. Left Turn Light. Mr. Spengler updated the Board regarding his contact with PennDOT and will further communicate for any additional information.

7. APPROVAL OF MINUTES FROM PRIOR MEETING(S)

- A. **Special School Board Meeting Hearing of Innovative Arts Academy Charter School Request for Renewal of Charter Held on May 21, 2019**
- B. **Special School Board Meeting Hearing of Innovative Arts Academy Charter School Request for Renewal of Charter Held on May 22, 2019**
- C. **School Board Meeting Held on June 11, 2019**

- 8. **RATIFICATION OF TREASURER’S REPORT FOR JUNE 2019**
- 9. **APPROVAL OF TREASURER’S REPORT FOR JULY 2019**
- 10. **RATIFICATION OF BUDGET TRANSFERS JUNE 2019**
- 11. **APPROVAL OF BUDGET TRANSFERS JULY 2019 - None**
- 12. **APPROVAL FOR PAYMENT OF ALL A/P BILLS AUGUST 2019**
- 13. **APPROVAL TO RATIFY ALL EXPENSES OTHER THAN A/P JUNE 2019**
- 14. **APPROVAL TO RATIFY ALL EXPENSES OTHER THAN A/P JULY 2019**

Items 7, 8, 9, 10, 11, 12, 13, and 14, were combined by Board request

ROLL CALL VOTE

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

15. FINANCIAL

~~A. Approval of Miscellaneous Insurance Rates 2019-2020 School Year~~

Approval is requested for the following 2019-2020 insurance rates from PSBA Insurance Trust and Erie Insurance as listed:

| | 2018-2019 | 2019-2020 |
|---|-------------|-------------|
| Commercial Package: | \$71,392 | |
| School Board Legal Liability | | |
| Umbrella | \$11,842 | |
| Fleet Auto (Erie) * | \$24,335 | |
| Workers’ Compensation (PSBA CM Regent) | \$46,368.00 | \$43,914.00 |

*Based on current vehicle

** This item was tabled and will be acted upon during the September 10, 2019 Board Meeting*

B. Charge 2019-2020 Tax Duplicates/Approve Bonds

The tax duplicates listed below for the 2019-2020 fiscal year to be charged to the tax collectors of the Catasauqua Area School District. The tax collectors have furnished proper bonds as reviewed by the Business Office (Public School code 682, 684).

| Municipality | Real Estate | Interim | Bonds |
|------------------|-----------------|-------------|-----------------------|
| Catasauqua | \$ 6,180,148.06 | \$ 1,106.80 | USI Mid-Atlantic Inc. |
| North Catasauqua | \$ 3,113,292.89 | \$ 4,086.71 | Erie Insurance Co. |
| Hanover | \$ 9,829,372.70 | \$ 262.67 | |

ROLL CALL VOTE

MOTION BY: Deitrich SECONDED BY: Hein
AYE: Cieslak, Hein, Bashaw, Deitrich, Emert, Becker
NAY: 0
Six Ayes, Zero Nays, Motion carried

16. PERSONNEL**A. Appointment of Mentor Teachers – 2019-2020 School Year**

Administration recommends that the names listed below be approved as Mentor Teachers for the 2019-2020 school year at a stipend of \$750.00 as per Collective Bargaining Agreement:

| New Educator/Specialist | Mentor |
|---|---|
| Brandon Keks (3rd Grade Teacher) | Tina Snyder (3rd Grade Teacher) |
| Jennifer Schmidt (Elem Special Education) | Jaclyn Nielsen (Elem Special Education) |
| Derek Saltzgeber (CMS Wellness/Fitness) | Kyle Rusnock (CMS Math/Science) |
| Alexander Hess (CHS Physics) | Paula Semmel (CHS Chemistry) |
| Kelly Robertson (CHS English) | Jon Lenert (CHS English) |
| Meghan Hinkle (CHS Wellness/Fitness) | Mike Baclawski (CHS Wellness/Fitness) |
| Eamon Murray (CHS Special Education) | Allison Dolak (CHS Special Education) |

B. Re-Approval of the Following Substitutes for the 2019-2020 School Year

The attached list of current substitutes is requested to be re-approved for the 2019-2020 school year, pending receipt of their required clearances.

C. Approval of Tenure

The following professionals have successfully completed three years of service as noted and the Superintendent recommends tenure be granted:

| Name | Assignment |
|-----------------------|--------------------------|
| Leslie Estrada | Catasauqua High School |
| Elyse Gair | Catasauqua High School |
| Lindsey Hollingsworth | Catasauqua Middle School |
| Kimmie Miller | Catasauqua Middle School |
| James Snyder | Catasauqua Middle School |

| | |
|--------------|----------------------------|
| Brett Zieber | Sheckler Elementary School |
|--------------|----------------------------|

D. Appointment of Certified and Non-Certified Instructional Aides

Administration recommends appointment of the following individuals as Certified (daily rate of \$159.00) and Non-Certified (daily rate of \$122.00) Instructional Aides to perform the duties of the identified assignment effective August 19, 2019 to June 10, 2020 with benefits as per CBA:

| Catasauqua High School | Assignment | Certified/Non Certified |
|---------------------------------|-------------------------------|-------------------------|
| 1. Yvette Campbell | Library | Non Certified |
| 2. Phillip Dorn | Learning/Emotional Support | Non Certified |
| 3. Susan Lesko | Learning Support | Non Certified |
| 4. Lois Morrissey | Learning Support | Non Certified |
| 5. Jessica Suhaka | Work Experience / Life Skills | Non Certified |
| 6. Jacqueline Yanek | Work Experience / Life Skills | Non Certified |
| Catasauqua Middle School | Assignment | Certified/Non Certified |
| 1. Christopher Casciotti | Emotional Support | Non Certified |
| 2. Lisa Casciotti | Learning Support 5/6 | Non Certified |
| 3. Tasha Albright ** | Learning Support | Non Certified |
| 4. Karla Fryslin | Library/Transportation | Non Certified |
| 5. Cherie Gebhardt | Life Skills | Non Certified |
| 6. Joann Heffner | Life Skills | Non Certified |
| 7. Tanya Saruba | Emotional Support | Non Certified |
| 8. Tina Thomas | Life Skills One on One | Non Certified |
| 9. New Hire | Learning Support 7/8 | Non Certified |
| 10. New Hire | Life Skills | Non Certified |
| Sheckler Elementary | Assignment | Certified/Non Certified |
| 1. Shelly Alexander | Life Skills Support | Non Certified |
| 2. Cynthia Bass | Life Skills | Non Certified |
| 3. Karen Casey | Learning Support | Non Certified |
| 4. Sarah Forstoffer | Library | Non Certified |
| 5. Adrienne Gorzelic | Title I | CERTIFIED |
| 6. Terri Lubenesky | Title I | CERTIFIED |
| 7. Meredith Miller | Learning Support | Non Certified |
| 8. Claire Murawski | Learning Support – Kdg. | Non Certified |
| 9. Laurie Nebbia | Learning Support | Non Certified |
| 10. Erin Stamitis | Kindergarten-Title I | CERTIFIED |
| 11. Colleen Whitsett | Title I | CERTIFIED |

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 | Zachary Bradley | Assistant Baseball Coach | Volunteer |
| 2 | Matthew Merkel | Assistant Boys Soccer Coach | Volunteer* |
| 3 | Anthony Orlando | Assistant Football Coach | Volunteer |
| 4 | Amanda Peters | Assistant Field Hockey Coach | \$2,671.00 |
| 5 | Derek Saltzgeber | Assistant Boys Soccer Coach | Volunteer |
| 6 | Derek Saltzgeber | Assistant Girls Soccer Coach | Volunteer |
| 7 | Amanda Graser | Indoor Winter Guard Instructor | \$1,051.00 |
| 8 | Morgan Wagner | Assistant Marching Band Instructor | Volunteer |
| 9 | Edward Forstoffer IV | Assistant Marching Band Instructor | Volunteer* |
| 10 | Daniel Kotran | Sheckler Audio Visual Coordinator | \$1,794.00 |
| 11 | Jessica Englert | Assistant High School Drama Club Director | Volunteer |
| 12 | Karla Fryslin | CMS School Yearbook Advisor | \$533.00 |
| 13 | Karla Fryslin | CMS Book Fair Coordinator | \$134.00 |
| 14 | Karla Fryslin | CMS Audio Visual Coord – Shared 30% | \$538.20 |
| 15 | Kimmie Miller | CMS Student Forum Advisor– Shared | \$404.00 |
| 16 | Kimmie Miller | CMS Student Store Advisor – Shared | \$404.00 |

*Pending receipt of employment clearances

F. Retirement

- Name: Linda Morgan
 Status: Cafeteria Worker
 Assignment: Sheckler Elementary School
 Reason: Personal
 Effective: June 6, 2019

G. Resignation

- Name: Lisandra Collazo
 Status: Non Certified Instructional Aide
 Assignment: Catasauqua Middle School
 Reason: Personal
 Effective: August 4, 2019

H. Removal of the Following Substitute Employees for the 2019-2020 School Year:

| Name | Position | Reason |
|----------------|------------|----------|
| Samuel Burrows | Bus Driver | Personal |

I. Nomination for Appointment

1. Name: Rosa Cortes
 Status: General Kitchen Help
 Assignment: Catasauqua Middle School
 Salary: \$11.63/hour
 Effective: August 19, 2019

2. Name: Theresa Armbruster *
 Status: General Kitchen Help
 Assignment: Sheckler Elementary School
 Salary: \$11.63/hour
 Effective: August 19, 2019*

3. Name: Annette Noll
 Status: General Kitchen Help
 Assignment: Catasauqua Middle School
 Salary: \$11.63/hour
 Effective: August 19, 2019

4. Name: Marissa Montanez*
 Status: Part Time Student Custodian
 Assignment: Districtwide
 Rate of Pay: \$7.75 per hour
 Benefits: N/A
 Effective: August 14, 2019

5. Name: Jordan Nonemaker*
 Status: Part Time Student Custodian – Substitute
 Assignment: Districtwide
 Rate of Pay: \$7.75 per hour
 Benefits: N/A
 Effective: August 14, 2019

*pending receipt of employment packet

J. Substitutes

| Name | Assignment |
|------------------|--|
| Amy Trocki | Non-Certified Instructional Aide, Cafe |
| Rosemarie Seeley | Cafeteria Substitute |
| Michael Ritter | Substitute Van/Bus Driver |

K. Change in Employment Status

1. Amy Hower
Previous Status: General Kitchen Help
Current Status: Cafeteria Substitute
Assignment: Districtwide
Salary: \$10.67/hour
Effective: August 26, 2019

2. Teal Solt
Previous Status: Non Certified Instructional Aide
Current Status: Non Certified Instructional Aide Substitute
Assignment: Districtwide
Salary: \$86.25 per day
Effective: August 26, 2019

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

ROLL CALL VOTE

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

17. BOARD APPROVALS

- A. Approval of Innovative Arts Academy Charter School Food Service Contract**
Superintendent requests for approval of the Innovative Arts Academy Charter School Food Service contract for the 2019-2020 school year.

- B. Review of 2018 State Ethics Forms – Statement of Financial Interest**
Approval of review of Statement of Financial Interests of all current board members and persons who were Public Officials in 2018 or 2017 in accordance with board resolution of May 23, 2006.

- C. Approval of 2019-2020 Sheckler Elementary School Student Handbook**
Request is made for board approval of the Sheckler Elementary School Student Handbook for the 2019-2020 school year as presented. SES Overview of Changes

- D. Approval of 2019-2020 Catasauqua Middle School Student Guidelines**
Request is made for board approval of the Catasauqua Middle School Student Guidelines for the 2019-2020 school year as presented. CMS Overview of Changes

- E. Approval of 2019-2020 Catasauqua High School Student Handbook Revisions**
Request is made for board approval of the Catasauqua High School Student Handbook revisions for the 2019-2020 school year as presented. CHS Overview of Changes
- F. Approval of 2019-2020 Letter of Agreement for Title I Services with Colonial Intermediate Unit #20**
Administration recommends approval of the attached agreement, complying with all Title I statutory and regulatory requirements.
- G. Approval of Agreement With Salisbury Behavioral Health, Inc. to Provide Services Effective July 1, 2019 Through June 30, 2020**
- H. Exoneration Real Estate Interim Taxes**
The following tax collector of the Catasauqua Area School District requests exoneration from collecting the following interim taxes for the 2018-2019 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.

| Tax Collector | Municipality | 2018-2019 Interim |
|----------------------|---------------------|--------------------------|
| James Delbertis | Catasauqua | \$166.53 |

- I. Approval of Policy – First Reading**
Approval is requested for the first reading of the following policy:
Section: OPERATIONS
Policy # : 808
Title: Food Services
- J. Approval of Van/Bus Stops 2019-2020 School Year**
Approval of Van/Bus Stops for the 2019-2020 School Year. 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 be made available at all times. Additionally, changes are stored within the transportation software management system.

Items 17A, 17B, 17C, 17D, 17E, 17F, 17G, 17H, 17I, and 17J, were combined by Board request

ROLL CALL VOTE

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

18. OLD BUSINESS

19. NEW BUSINESS

20. COMMENDATIONS

21. INFORMATION ITEMS

22. CORRESPONDENCE

Items 18, 19, 20, 21, and 22 were combined by Board request

Greg Freeman indicated he has been reviewing various items and aspects of the CMS operation and associated procedures.

Wayne Karess reviewed the numerous summer technology related projects, including but not limited to: WiFi upgrade, Server update; Computer Lab replacements, iPads, etc.)

Kathy Kotran provided updates on summer projects, grants, and technology training.

Eric Dauberman announced Sheckler beginning of the year preparations are underway; Class lists are sent home and teachers have been in the building preparing for the new year.

Melissa Inselmann provided an overview of the school year preparations, 5th Grade Orientation, new Agendas, and more.

Christina Lutz-Doemling announced that the Educator in the Workplace Grant Summer Program is wrapped up. New Teacher Induction begins on Thursday August 15, 2019. New curriculum materials and professional development are in place.

Adam Schnug indicated CHS Freshman Orientation is coming up. iPad distribution is occurring and CHS staff is ready for the beginning of the 2019-2020 school year!

Jillian Emert announced that Feed the Children volunteers she encountered expressed how appreciate they are of the Catty Teachers!

Lauren Cieslak expressed her gratitude to all administrators and staff who are preparing our district for the 2019-2020 school year.

Dale Hein Inquired regarding the status of the ACT93 agreement. Mr. Spengler indicated we will be discussing during the next Executive Session.

Robert Spengler Introduced Tracy Genovese, the new District Office Receptionist, who happened to be in the audience. Mr. Spengler expressed his sincere gratitude to the entire staff for preparations relative to the new school year.

Duane Deitrich expressed his thanks to all for their time and effort in preparing the district for the school opening. Well Done!

Carol Cunningham expressed her sincere thanks to all at the table and recognized all who prepared the district for the 2019-2020 school year.

** Donald Panto arrived to the meeting at this point*

23. RECOGNITION OF GUESTS & VISITORS

Kristen Brobst - distributed Music Arts glasses to each Board Member and Administrator. She and Mr. Arnold debuted the new Band uniform design. Various fundraisers and activities were announced, including a September 20 Spaghetti Dinner at St. Mary's.

24. NEXT MEETING DATE(S)

A. Tuesday, September 10, 2019 7:00 P.M. School Board Meeting

25. ADJOURNMENT

MOTION BY: Deitrich SECONDED BY: Cieslak

Motion carried

Time Adjourned: 7:50 P.M.

Respectfully submitted,

Jason Bashaw
Secretary