

**MINUTES**  
**CATASAUQUA AREA SCHOOL DISTRICT**  
**Held Virtually at 7:00 P.M.**  
**Tuesday, September 8, 2020**

1. **CALL TO ORDER** ..... **President, Carol Cunningham**  
*President Carol Cunningham Called the Meeting to Order at 7:11P.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
Lauren Cieslak	X	Lois Reed	X
Christy Cooper	X	Kathleen Kotran	X
Jillian Emert	X	Wayne Karess	X
Dale Hein	X	Eric Dauberman	X
Donald Panto	X	Melissa Inselmann	X
Shawn McGinley		Adam Schnug	X
Student Representatives		Shelley Keffer	
TBD		Thomas Moll	X
TBD		Ronald DeMaio	
		Kimberly Mooney	

*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 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. None
  
6. **ADMINISTRATION/BOARD DISCUSSION & REPORTS**
  - A. Academics and Education – Christina Lutz-Doemling  
*Christina Lutz-Doemling: Provided an overview of the incredible start of the 20-21 school year she indicated it was attributed to everybody’s thoughtful and detailed planning efforts.*  
  
*Kathy Kotran and Wayne Karess were then given the opportunity to provide a brief technology update. Along with their update, Kathy and Wayne recognized all who were instrumental in helping with the unloading and unboxing of 1,600 iPads. The custodial staff, a current High School student “Derek”, Joanne Heffner, Melanie Doll, and Karla Fryslin.*  
  
*The building principals were then given the opportunity to share a brief school opening report.*

B. Finance – Robert J. Spengler

- Bond Refinance: Brad Remig, PFM Presentation

*Mr. Spengler – Provided an update on a Bond Refinancing scenario that was discussed a few months ago. After briefly discussing the district’s goals, Mr. Spengler then allowed Mr. Brad Remig, Financial Consultant from PFM, to say a few words and to review a document provided by PFM.*

*After Mr. Remig’s review, Donald Panto asked the question “how does this impact our ratings”? Mr. Brad Remig explained that this shows we have a plan to build up our fund balance. Mr. Remig also noted that Mr. Spengler has done a great job notifying S&P during ratings call.*

*Dale Hein asked the question to Mr. Remig “so we are not extending the time for payoffs at all, and they are the exact same payoff dates”? Mr. Remig responded, with correct.*

C. Building & Grounds – Robert J. Spengler

*Mr. Spengler - Scheduled a stadium project design team meeting on Wednesday, September 16<sup>th</sup> at 9:00-11:00 am. Invitees are: Dale Hein, Don Panto, Carol Cunningham, and Thomas Moll. Detail work on the Field House and some of the details around the site will be discussed at the upcoming meeting. December design finish, and bid documents out and a March 2021 construction start.*

D. Policy – David Knerr

- Policy # 128 – Nondiscrimination, redline – clean (First Reading)

*Mr. Knerr provided an in depth summary of the policy and all of its changes listed in the attached redline version of the policy.*

E. Athletics-Thomas Moll

*Mr. Moll provided an update of how fall sports are currently going. There are 250 students participating in fall sports. They have met as a league to go over schedules. The group also came up with a game day action plan for each of the sports.*

F. Carbon Lehigh Intermediate Unit # 21 – Duane Deitrich

*The Intermediate Unit held a meeting on August 17<sup>th</sup> in which Mr. Deitrich was not able to attend.*

G. Borough of Catasauqua – Dale Hein

*Mr. Hein attended an executive virtual meeting last week. During the meeting, Chief Kish, Catasauqua Police Department, mentioned there were some positive articles that our School Resource Officers were receiving on the [National Association of School Resource Officers Facebook](#) page back on April 21<sup>st</sup>. Mentioned were chalk your walk, the book readings, and flat Pats. Things our SRO’s had done to help keep the spirit of children up over the summer.*

H. Borough of North Catasauqua – Jason Bashaw – *Nothing to report at this time*

I. Hanover Township – Lois Reed – *Nothing to report at this time*

J. PSBA Liaison Update – Donald Panto – *Nothing to report at this time*

K. Lehigh Career & Technical Institute Update – Carol Cunningham – *Nothing to report at this time.*

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

**A. School Board Meeting Held on August 11, 2020**

8. **APPROVAL OF TREASURER'S REPORT FOR AUGUST 2020**
9. **APPROVAL OF BUDGET TRANSFERS AUGUST 2020**
10. **APPROVAL FOR PAYMENT OF ALL A/P BILLS SEPTEMBER 2020**
11. **APPROVAL TO RATIFY ALL EXPENSES OTHER THAN A/P AUGUST 2020**

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

### **ROLL CALL VOTE**

*MOTION BY: Hein SECONDED BY: Emert*

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

*NAY: 0*

*Eight Ayes, Zero Nays, Motion carried*

### **12. FINANCIAL**

#### **A. Approval of Miscellaneous Insurance Rates 2020-2021 School Year**

Approval is requested for the following 2020-2021 insurance rates from CM Regent Insurance Company endorsed from PSBA Insurance Trust, Erie Insurance and Coalition Insurance Solutions, Inc.

	<b>2019-2020</b>	<b>2020-2021</b>
<b>Commercial Package:</b>	\$75,438	\$78,599
<b>School Board Legal Liability</b>	\$9,302	\$9,633
<b>Umbrella</b>	\$12,000	\$12,059
<b>Fleet Auto (Erie) *</b>	\$22,460	\$21,152
<b>Cyber Policy</b>	-0-	\$14,441

\*Based on current vehicle

#### **B. Exoneration – Tax Collectors 2019-2020 Interim Taxes**

The following tax collector(s) of the Catasauqua Area School District request exoneration from collecting the following interim taxes for the 2019-2020 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 7-31-20.

<b>Tax Collector</b>	<b>Municipality</b>	<b>2019-2020 Interim</b>
James Delbertis	Catasauqua	\$195.13
Catasauqua Area SD	Hanover Twp	\$38.05
Donna Schifko	North Catasauqua	\$4,962.21
	<b>TOTAL</b>	\$5,195.39

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

*\* At this time Duane Deitrich needed clarification on Item 12A "Cyber Policy" and what it covered. Lois Reed responded that it was a new policy and that it would protect against Cyberattacks and coverage features with iPads and malware in today's world.*

**ROLL CALL VOTE**

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

**13. PERSONNEL**

**A. Approval for Short Term Substitute Rate of \$180.00 Per Day for Nancy Sankari Effective August 24, 2020**

**B. Approval for Short Term Substitute Rate of \$180.00 Per Day for Amanda Peters Effective August 24, 2020**

**C. Approval for Short Term Substitute Rate of \$180.00 Per Day for Kyle Davies Effective August 24, 2020**

**D. Approval for Substitute Rate of \$130.00 Per Day for Matthew Trust Effective August 24, 2020**

**E. Removal of the Following Substitutes Employees for the 2020-2021 School Year:**

Name	Assignment	Reason
Alison Monahan	Substitute Nurse	Did Not Renew Clearances
Candace Steffie	Substitute Nurse	Did Not Renew Clearances
Katie Wasilko	Substitute Teacher	Personal
Kristin Krause	Substitute Teacher	Personal

**F. Substitutes**

The following applicants have requested to be added to the Substitute Employment List for the 2020-2021 School Year as follows:

Name	Assignment
James D'Annibale	Substitute Teacher
Laura Gerhard	Substitute Teacher*
Laurie Miller	Substitute Teacher*

\*pending receipt of employment clearances

**G. Re-Approval of the Following Substitutes for the 2020-2021 School Year**

**H. Approval of FMLA for Employee # 2135**

Approval for FMLA for employee #2135 effective upon exhaustion of all personal and sick leave beginning approximately October 20, 2020 to approximately January 12, 2021

**I. Appointment of Extra-Curricular Position – 2020-2021 School Year**

It is recommended that the name listed below of extra-curricular positions be appointed as noted for the 2020-2021 school-year:

Name	Position	Stipend
Kyle Zimpfer	Assistant Football Coach	Volunteer*

**J. Resignation**

- Employee: Jamie DeLong  
 Status: Certified Instructional Aide  
 Assignment: Sheckler Elementary School  
 Reason: Other Employment  
 Effective: August 21, 2020

**K. Intent to Retire**

Approval is requested to accept the Intent to Retire, effective March 9, 2021

Name	Assignment	Years of Service
Jeffrey Jacksits	Middle School	20

**L. Change in Employment Status**

- Marlene Safadi  
 Previous Status: General Kitchen Help  
 Current Status: Kitchen Manager  
 Assignment: Catasauqua High School  
 Salary: \$110.60 per day  
 Benefits: N/A  
 Effective: August 31, 2020
- Jordan Schutter  
 Previous Status: Substitute Teacher  
 Current Status: Long Term Substitute 4th grade  
 Assignment: Sheckler Elementary School  
 Salary/Benefits: As Per Collective Bargaining Agreement  
 Effective: August 24, 2020
- Katherine Haberern  
 Previous Status: Substitute Teacher  
 Current Status: Long Term Substitute 3rd grade  
 Assignment: Sheckler Elementary School  
 Salary/Benefits: As Per Collective Bargaining Agreement  
 Effective: August 24, 2020
- Abigail Tsihlis  
 Previous Status: Substitute Teacher  
 Current Status: Long Term Substitute 1st grade  
 Assignment: Sheckler Elementary School  
 Salary/Benefits: As Per Collective Bargaining Agreement  
 Effective: August 24, 2020

5. Zachary Turk

Previous Status: Custodial B

Current Status: Custodial B Enhanced

Assignment: Districtwide

Salary/Benefits: As Per Collective Bargaining Agreement

Effective: September 14, 2020

6. Amber Wismer

Previous Status: Custodian B

Current Status: Custodial Substitute

Assignment: Districtwide

Salary: \$11.00/hour

Benefits: N/A

Effective: September 4, 2020

7. Jose Rivera

Previous Status: Custodian B Enhanced

Current Status: Custodial Substitute

Assignment: Districtwide

Salary: \$11.00/hour

Benefits: N/A

Effective: September 2, 2020

(revised retirement date from 8/28/2020 approved at the 8/11/2020 board meeting)

**M. Appointment of Certified and Non-Certified Instructional Aides**

Administration recommends appointment of the following individuals as Certified (daily rate of \$162.00) and Non-Certified (daily rate of \$125.00) Instructional Aides to perform the duties of the identified assignment effective August 24, 2020 to June 11, 2021 with benefits as per CBA:

#	High School	Assignment	Certified/Non Certified
1	AnneMarie Hartranft	Tech	Non Certified
2	Phillip Dorn	Learning Support	Non Certified
3	Susan Lesko	Emotional 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
#	Middle School	Assignment	Certified/Non Certified
1	Allysha Weaver	Tech	Non Certified
2	Christopher Casciotti	Life Skills Support	Non Certified
3	Lisa Casciotti	Learning Support 5/6	Non Certified
4	Cherie Gebhardt	Life Skills	Non Certified
5	Joann Heffner	Life Skills	Non Certified
6	Tanya Saruba	Emotional Support	Non Certified
7	Janelle Taylor	Supplemental Learning Support	Non Certified
8	Tina Thomas	Learning Support 7/8	Non Certified
#	Sheckler Elementary	Assignment	Certified/Non Certified
1	Sarah Forstoffer	Library	Non Certified
2	Shelly Alexander	Learning Support KDG Learning Support-Online	Non Certified
3	Cynthia Bass	Students	Non Certified

4	Karen Casey	Learning Support	Non Certified
5	Morgan Kemmerer	Regular Ed 4th Grade	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 Stramitis	Kindergarten-Title I	CERTIFIED
11	Colleen Whitsett	Title I	CERTIFIED

*Items 13A, 13B, 13C, 13S, 13E, 13F, 13G, 13H, 13I, 13J, 13K, 13L, and 13M, were combined by Board request*

### **ROLL CALL VOTE**

*MOTION BY: Hein    SECONDED BY: Deitrich*

*AYE: Panto, Deitrich, Emert, Cooper, Cieslak, Bashaw, Cunningham*

*NAY: 0*

***Abstention by Hein***

*Seven Ayes, Zero Nays, Motion carried*

## **14. CURRICULUM**

## **15. BOARD APPROVALS**

### **A. Review of 2019 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 2019 or 2018 in accordance with board resolution of May 23, 2006.

### **B. Re-Approval of Innovative Arts Academy Charter School Food Service Contract**

Superintendent requests for a re-approval of the Innovative Arts Academy Charter School Food Service contract for the 2020-2021 school year, previously board approved at the August 11, 2020 School Board Meeting.

*Items 15A, and 15B, were combined by Board request*

*\* At this time David Knerr noted why the Innovative Arts Academy Charter School Food Service Contract was being reapproved during tonight's board meeting. There were small cosmetic changes that were made and requested by Innovative Arts and Dan Muthersbaugh since its previous August 11, 2020 board approval.*

### **ROLL CALL VOTE**

*MOTION BY: Deitrich    SECONDED BY: Bashaw*

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

*NAY: 0*

*Eight Ayes, Zero Nays, Motion carried*

### **C. Election of Pennsylvania School Boards Association (PSBA) Officers**

*i. The following nomination of PSBA President Elect was made, and the Secretary of the Catasauqua Board of Education is authorized to electronically record this vote using the PSBA System*

*Unanimous Vote: **David Hein***

*ii. The following nomination of PSBA Vice President Elect was made, and the Secretary of the Catasauqua Board of Education is authorized to electronically record this vote using the PSBA System*

*Unanimous Vote: **Sabrina Backer***

*iii. The following nomination of PSBA Treasurer was made, and the Secretary of the Catasauqua Board of Education is authorized to electronically record this vote using the PSBA System*

*Unanimous Vote: **Michael Gossert***

*iv. The following nomination of PSBA Western At Large was made, and the Secretary of the Catasauqua Board of Education is authorized to electronically record this vote using the PSBA System*

*Unanimous Vote: **Marsha Pleta***

*v. The following nomination of PSBA Section 2 Advisor was made, and the Secretary of the Catasauqua Board of Education is authorized to electronically record this vote using the PSBA System*

*Unanimous Vote: **Aimee Kemick***

*vi. The following nomination of PSBA Section 4 Advisor was made, and the Secretary of the Catasauqua Board of Education is authorized to electronically record this vote using the PSBA System*

*Unanimous Vote: **Brian Petula***

*vii. The following nomination of PSBA Section 6 Advisor was made, and the Secretary of the Catasauqua Board of Education is authorized to electronically record this vote using the PSBA System*

*Unanimous Vote: **Andrea Christoff***

*viii. The following nomination of PSBA Insurance Trust Trustees Elect (term ends December 31, 2023) was made, and the Secretary of the Catasauqua Board of Education is authorized to electronically record this vote using the PSBA System*

*Majority Vote: **Michael Faccinetto***

*Unanimous Vote: **Marianne Neel***

*ix. The following nomination of PSBA Forum Steering Committee was made, and the Secretary of the Catasauqua Board of Education is authorized to electronically record this vote using the PSBA System*

*Unanimous Vote: **Stephen Skrocki, Tracy Long***



**D. Approval of Revised Guidelines for Returning to Sports Competition**

*\* At this time Dale Hein Motioned, the Motion would be with adjustments, to be reported by David Knerr. Duane Deitrich Seconded the Motion. David Knerr then suggested on making a couple of minor modifications to the Guidelines. First, a reference in the Guidelines to limiting competition to within the "Region", consistent with what we did over the summer, this should be modified to include "within district 11" if the Board is so inclined.*

*Secondly, references that say "should" be done by various people, and since this is now our policy, all references to "should" be done, should be changed to "must" be done or "shall" be done.*

*Third, if such legislation will be passed granting additional discretion by the school district, that the School Board would authorize the Superintendent to allow further and additional spectators as he sees fit, unless until further action is taken by the School Board on the matter.*

*Carol Cunningham then asked again if there were any discussions of Mr. Knerr's proposals.*

*Dale Hein then commented he agreed to the making of all proposals and Mr. Deitrich seconded. A Roll Call Vote then occurred.*

**ROLL CALL VOTE**

*MOTION BY: Hein    SECONDED BY: Deitrich*

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

*NAY: 0*

*Eight Ayes, Zero Nays, Motion carried*

**E. Approval of Policy – First Reading**

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

**Section:            PROGRAMS**  
**Policy #:           128**  
**Title:                Nondiscrimination**

**F. Approval of Additional Revised Van/Bus Stops.**

Approval is requested for additional revised Van/Bus Stops 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 be made available at all times. Additionally, changes are stored within the transportation software management system.

2nd & Bridge Street  
 Howertown & School

**ROLL CALL VOTE**

*MOTION BY: Deitrich            SECONDED BY: Emert*

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

*NAY: 0*

*Eight 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.*

*Kathleen Kotran – Thanked the Board for their support of the iPads initiative.*

*Wayne Karess – Seconded with Kathy Kotran’s comment with the appreciation of the support from the Board.*

*Thomas Moll – Thanked Mr. Spengler and the Board for all their support during this time and for getting all the student athletes back out on the field and expressed how appreciative the kids are being back on the field.*

*Eric Dauberman – Updated the Board with Sheckler’s picture day and “Back to School Night”. There will be live video conferences this year as opposed to in person conferences. Mr. Dauberman thank the Board and also thanked Denise Shoemaker and Lisa Meckes, Sheckler’s secretaries, for all their work in helping make this work, he also thanked the guidance counselors Kimberly Ceccatti and Kirsten Spengler for reaching out to the parents and being compassionate, Ronald DeMaio, and last but not least the school nurses for all they have been doing.*

*Melissa Inselmann – Updated the Board on Meet the Teacher Night, and how it will be a video conference, also Picture Day on September 11, 2020 and Picture Day for online students will be on September 15, 2020. Mrs. Inselmann also thanked various people for their support and help.*

*Adam Schnug – Updated the Board on Picture Day September 14, 2020, and various high school student activities. Mr. Schnug also gave a genuine thank you to all who helped in the process of opening and getting schools ready.*

*Christina Lutz-Doemling – Expressed her excitement the implementation of online student registration for new students, also Keystone Exams will be occurring at the end of this month, these are the spring keystones that were rescheduled for this fall. Dr. Lutz-Doemling gave a shout out to Dawn Fisher and Ashley Schmidt for being instrumental in supporting our online programs and troubleshooting some of our technology issues, they were a big help. Also commended all our stakeholders for a really great school reopening.*

*Jillian Emert – Thanked all involved, and thanked Mr. Spengler for spearheading everything and being the voice of reason for not just our district, but the whole Lehigh Valley*

*Lauren Cieslak - Mrs. Cieslak reiterated the thank you, and mentioned our district is resilient and consistent and will be ok.*

*Dale Hein – Nothing at this time.*

*Duane Deitrich – Mr. Deitrich reiterated the thanks to everyone, and also mentioned we will persevere and Rough Riders would do it no other way.*

*Jason Bashaw – Expressed how envious as an educator he was with how the Catasauqua Area School District was able to go back full in person and hold it successfully and safely while still being able to hold simultaneously a virtual program. This is a testament of every single person in our district. Mr. Bashaw also expressed how much he has learned from Bob and the multiple stakeholders in our district. He is proud to be a member of this community. He also thanked everyone for all they are doing for every child of the Catasauqua area school district.*

*Donald Panto – Shared a firsthand experience of 30 young men who have devoted a lot of time and energy this summer without knowing what they were going to be able to do. They were very appreciative of what all Mr. Panto’s colleagues, and everyone has done for them because it was a piece of normality they did not think they were going to have. There are a bunch of Rough Riders that are ready to go!*

*David Knerr – Had nothing else to add to tonight’s meeting.*

*Mr. Spengler – Expressed how everyone has already captured everything he would say, and could not add anything more to what has already been stated. Mr. Spengler then thanked everyone himself.*

*\* At this time Mr. Spengler mentioned there were no comments from Guests or Visitors.*

*Carol Cunningham – She expressed her thanks to everyone for a tremendous start of the school year.*

**21. RECOGNITION OF GUESTS & VISITORS**

**22. NEXT MEETING DATES**

- |           |                             |           |                             |
|-----------|-----------------------------|-----------|-----------------------------|
| <b>A.</b> | Tuesday, October 13, 2020   | 7:00 P.M. | School Board Meeting        |
| <b>B.</b> | Wednesday, November 4, 2020 | 4:00 PM   | Buildings and Grounds       |
|           |                             | 5:00 PM   | Academics Committee Meeting |
|           |                             | 6:00 PM   | Athletic Committee Meeting  |

**23. ADJOURNMENT**

*MOTION BY: Deitrich      SECONDED BY: Emert*

*Motion carried*

**Time Adjourned: 9:20 P.M.**

Respectfully submitted,

Jason Bashaw  
Secretary