

**MINUTES**  
**CATASAUQUA AREA SCHOOL DISTRICT**  
**Tuesday, April 10, 2018**  
**7:00 P.M. – District Administration Office**

1. **CALL TO ORDER** ..... **President, Carol Cunningham**  
*President Carol Cunningham Called the Meeting to Order at 7:02 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
Christine Nace		Kathleen Kotran	
Rodney L. Nace	X	Wayne Karess	X
Donald Panto	X	David Ascani	X
Stephen M. Becker		Melissa Inselmann	X
TBD		Eric Dauberman	X
		Bryan Klass	
Student Representatives		Adam Schnug	
Hannah Matchette		Thomas Moll	X
Maria Rosario	X		

4. **NOTICE OF EXECUTIVE SESSIONS**
  - A. An Executive Session for Legal and Personnel Reasons Will be Held Prior to the Meeting at 6:00 P.M.  
*Executive Session was held until 7:00 P.M*

5. **PRESENTATIONS/AUDIENCE INPUT ON AGENDA**
  - A. Sheckler Elementary School Students of the Month - Eric Dauberman

GRADE 1	GRADE 2	GRADE 3	GRADE 4
Desmond Murray	Destiny Falk	Joshua Cline	Evan Reed
Arlene Eisert	Brennan Coulter	Ava Wetzal	Kelly Leon

- B. Catasauqua Middle School Star Players of the Month - Melissa Inselmann

GRADE 5	GRADE 6	GRADE 7	GRADE 8
Christopher Ramos	Morgan Jackowski	Vinicius Rocha Takahashi	Gavin Dollar

*\* At this point a motion was made to act on Item 13B “Student Custodian Summer Employment – Summer of 2018” and summer students present at the Board Meeting were recognized.*

**ROLL CALL VOTE**

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

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

- A. Academics and Education – Christina Lutz-Doemling  
*Christina Lutz-Doemling -Provided an update on various initiatives and grant applications currently underway*
- B. Finance – Robert J. Spengler
  - Brad Remig, PFM – Bond Restructuring Presentation  
*Robert J. Spengler provided the context of the proposed debt refinancing relative to the 2018-2019 Budget development process. Mr. Brad Remig and Ms. Melissa Hughes provided an overview of the proposed debt refinancing, which accomplishes the goals indicated by Mr. Spengler, reducing 2018-2019 debt service by approximately \$1 million and approximately \$220,000 annually thereafter. The Board provided approval for Mr. Remig and Ms. Hughes to work with administration in proceeding with the refinancing as proposed.*

*\* At this point a motion was made to act on Item 15B “Approval of Engagement Letter Between Catawauqua Area School District and PFM Financial Advisors, LLC” and item 15C “Approval of Regulatory Disclosure Letter with RBC Capital Markets, LLC”.*

**ROLL CALL VOTE**

*MOTION BY: Deitrich            SECONDED BY: Bashaw  
AYE: Hein, Cunningham, R. Nace, Deitrich, Panto, Bashaw  
NAY: 0*

- C. Building & Grounds – Robert J. Spengler
  - Summer Worker Approval  
*Robert J. Spengler thanked the Board for their support of the Summer Student Worker Program and discussed the holistic benefits of the program, thanking Mrs. Reed for her supervision of this program. Mr. Spengler indicated the supplies for replacement of the front landscape wall at CHS have been ordered and replacement by our maintenance crew should begin within 2 weeks.*
- D. Policy – David Knerr – None
- E. Athletics-Thomas Moll  
*Thomas Moll provided a general update on Spring Sports as well as the Annual Golf Tournament.*

- F. Carbon Lehigh Intermediate Unit # 21 – Duane Deitrich  
*Duane Deitrich indicated that the Business operation of CLIU is going well and support staff negotiations continue.*
- G. Borough of Catasauqua – Dale Hein  
*Dale Hein provided an update on Catasauqua Borough happenings, including the naming of an area of the new Borough Offices in honor of Mr. Gene Goldfeder, longtime Borough Manager who recently retired, as well as the hiring of a new Borough Manager.*
- H. Borough of North Catasauqua – Jason Bashaw - *None*
- I. Hanover Township – Lois Reed - *None*
- J. PSBA Liaison Update – Carol Cunningham  
*Carol Cunningham highlighted the two resolutions on the agenda for consideration and moved these items (15D and 15E) for approval at this time.*

*\*\* At 7:50 PM, Duane Deitrich left the room*

*\* At this point a motion was made to act on Item 15D “Request Approval of Resolution to Oppose Senate Bill 2 To Implement Tuition Vouchers” and 15E “Request Approval of Resolution Supporting School Safety and Reducing School Violence”*

#### **ROLL CALL VOTE**

*MOTION BY: Hein    SECONDED BY: Bashaw  
AYE: Hein, Cunningham, R. Nace, Panto, Bashaw  
NAY: 0  
Five Ayes, Zero Nays, Motion carried*

*\*\* At 7:54PM, Duane Deitrich returned to the meeting*

- K. Lehigh Career & Technical Institute Update – Carol Cunningham  
*Mrs. Cunningham recognized Catasauqua High School and LCTI Student, Dylan Gino as the LCTI Student of the Month and Stephen Betters, Catasauqua High School and LCTI Student, for placing 2nd in the CLIU Graphic Design Competition. Nice job!!!*
- L. Student Representatives – Hannah Matchette & Maria Rosario - *None*

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

**A. School Board Meeting Held on March 13, 2018**

#### **8. APPROVAL OF TREASURER’S REPORT FOR MARCH 2018**

#### **9. APPROVAL OF BUDGET TRANSFERS MARCH 2018**

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

**ROLL CALL VOTE**

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

**10. APPROVAL FOR PAYMENT OF ALL A/P BILLS APRIL 2018 WITH THE EXCEPTION OF:**

**CHECK # 14795 - \$8,022.90 (Catasauqua Borough-general fund, fuel)  
CHECK # 14796 - \$5,596.34 (Catasauqua Borough-general fund, fuel)  
CHECK # 2814 - \$27.01 (Catasauqua Borough-café fund, fuel)**

**ROLL CALL VOTE**

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

**10.1 APPROVAL FOR PAYMENT OF CHECK # 14795 - \$8,022.90 & #14796 - \$5,596.34 (Catasauqua Borough- general fund fuel), and CHECK # 2814 - \$27.01 (Catasauqua Borough-Café fund fuel)**

**ROLL CALL VOTE**

*MOTION BY: Deitrich      SECONDED BY: Bashaw  
AYE: Cunningham, Bashaw, R. Nace, C. Nace, Deitrich  
NAY: 0  
**Abstention** Hein  
Five Ayes, Zero Nays, Motion carried*

**11. APPROVAL TO RATIFY ALL EXPENSES OTHER THAN A/P MARCH 2018**

**12. FINANCIAL - None**

### 13. PERSONNEL

#### A. Approval of a Salary Freeze for Certain Administrative and Related Personnel

Discussions have taken place with various employees and groups of employees to assist the School District through next year's considerable financial challenges, and, to date, the following have conditionally offered to incur a salary freeze next year such that their salaries for the 2018-2019 fiscal year are the same as their salaries for the 2017-2018 fiscal year. Accordingly, the Board of School Directors approves, with gratitude, such a salary freeze for the following subject to an acceptable memorialization of the terms signed by the affected individuals/groups:

- Mrs. Lisa Tkach, Administrative Assistant to the Superintendent
- The school administrators covered by the current Act 93 Administrator Compensation Plan
- Mr. Robert J. Spengler, Catasauqua Area School District Superintendent

#### B. Student Custodian Summer Employment – Summer of 2018

Recommendation to hire the following for districtwide summer employment:

Name	Start/End Time	Pay Rate	Effective
Gabriel Atiyeh *	7:00 - 12:00	\$7.25/hour	June 18, 2018
Zachery Bolzau*	7:00 - 12:00	\$7.25/hour	June 18, 2018
Ryder Faustner*	7:00 - 12:00	\$7.25/hour	June 18, 2018
Bradshaw Henning	7:00 - 12:00	\$7.50/hour	June 18, 2018

\*pending receipt of employment clearances

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

#### C. Appointment of Extra-Curricular Positions – 2017-2018 School Year

It is recommended that the names listed below of extra-curricular positions be appointed as noted for the 2017-2018 school year:

Name	Position	Stipend
Jason Dankel	Assistant Baseball Coach	Volunteer

#### D. Approval of Student Teachers/Interns

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

##### Sheckler Elementary

College - University of Phoenix	Effective: September 10, 2018 to December 23, 2018
Name: Amy Gair	Fourth Grade - Deborah Elek

**E. Intent to Retire**

Approval is requested to accept the Intent to Retire, effective at the end of the 2017-2018 school year:

Name	Assignment	Years of Service
DiAnne Galm	High School Teacher	25 Years
Mary Anne Haney	High School Teacher	21 Years
Jill Wismer	Middle School Teacher	14 Years

**F. Substitutes**

The following applicants have requested to be added to the Substitute Employment List for the 2017-2018 School Year as follows:

Name	Assignment
Tarik Haddad	Guest Teacher*
David McFadden	Guest Teacher*
Corey Lentz	Guest Teacher
Leslie Tobin-Smeltz	Guest Teacher*
Thomas Murgitroyde	Guest Teacher*
Donette Meyers-Wager	Guest Teacher*
Emmeline Enchautegui	Instructional Aide Substitute
Adam Mani	Substitute Bus Driver*

\*Pending employment paperwork

**G. Removal of the Following Substitutes for the 2017-2018 School Year**

Name	Assignment	Reason
Carlye Dunleavy	Substitute Teacher	Other Employment
Elena Krupa	Substitute Teacher	Other Employment

**H. Substitutes**

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

Name	Assignment
David Burker	Substitute Teacher
Mary Anne Haney	Substitute Teacher
Barbara Kennedy	Substitute Teacher
Janet Schmitt	Substitute Teacher

**I. Change in Employment Status**

1. Name: Xavier Fryslin  
Previous Status: Part Time Custodian  
Current Status: Custodial B Part Time  
Assignment: Districtwide  
Salary: As per Collective Bargaining Agreement  
Benefits: N/A  
Effective: July 1, 2018
  
2. Name: Loubriel Rivera  
Previous Status: Custodial B Part Time  
Current Status: Custodial B  
Assignment: Catasauqua Middle School  
Salary: As per Collective Bargaining Agreement  
Benefits: As per Collective Bargaining Agreement  
Effective: July 1, 2018
  
3. Name: Emma Jones  
Previous Status: Certified Aide  
Current Status: Teacher  
Assignment: Sheckler Elementary School  
Salary: As per Collective Bargaining Agreement  
Benefits: As per Collective Bargaining Agreement  
Effective: August 16, 2018
  
4. Name: Taylor Krause  
Previous Status: Certified Aide  
Current Status: Teacher Grade 6  
Assignment: Catasauqua Middle School  
Salary: As per Collective Bargaining Agreement  
Benefits: As per Collective Bargaining Agreement  
Effective: August 16, 2018

*Items 11, 13A, 13C, 13D, 13E, 13F, 13G, 13H and 13I, were combined by Board request*

**ROLL CALL VOTE**

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

**J. Approval for Days Without Pay**

1. Name: Cynthia Bass  
Reason: Personal  
Effective: March 12-16, 2018 Full Days
  
2. Name: Lisa Casciotti  
Reason: Personal  
Effective: March 19-21, 2018 Full Days
  
3. Name: Janice Kovacs  
Reason: Personal  
Effective: March 15, 2018 Full Day  
March 28, 2018 Full Day
  
4. Name: Jessica Suhaka  
Reason: Personal  
Effective: April 17-27, 2018 Full Days
  
5. Name: Maria Keiper  
Reason: Personal  
Effective: April 2-3, 2018 Full Days  
April 9, 2018 Full Day
  
6. Name: Cherie Gebhardt  
Reason: Personal  
Effective: April 6, 2018 Half Day

**K. Resignation**

1. Name: Maria Keiper  
Status: Custodial B  
Assignment: Catasauqua High School  
Reason: Other Employment  
Effective: April 10, 2018

**L. Nomination for Appointment**

1. Name: Tierre Robinson\*  
Status: Custodial B  
Assignment: Catasauqua High School  
Rate of Pay: As Per Collective Bargaining Agreement  
Benefits: As Per Collective Bargaining Agreement  
Effective: Upon completion of employment paperwork

\*pending receipt of employment paperwork



*Items 13J, 13K, and 13L, were combined by Board request*

**ROLL CALL VOTE**

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

**14. CURRICULUM**

**A. Preliminary Approval of Techbooks for 2018-2019 School Year**

Administration requests preliminary approval of the following textbooks for the 2018-2019 school year as follows:

**Discovery Education Math Techbook (2017) Grade 7**

**Discovery Education Math Techbook (2017) Grade 8**

**Discovery Education Math Techbook (2017) Algebra I**

**Discovery Education Math Techbook (2017) Algebra II**

**ROLL CALL VOTE**

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

**15. BOARD APPROVALS**

**A. Approval of the Catasauqua Area School District Special Education Plan (PDE Requirement and Format) 7-1-2018 to 6-30-2021**

**B. Approval of Engagement Letter Between Catasauqua Area School District and PFM Financial Advisors, LLC**

**C. Approval of Regulatory Disclosure Letter with RBC Capital Markets, LLC.**

Administration recommends this required agreement to engage RBC Capital Markets, LLC, to serve as an underwriter or bank loan agent in connection with the issuance of financing.

*\* Items 15B, and 15C were acted upon after item 6B*

**D. Request Approval of Resolution to Oppose Senate Bill 2 To Implement Tuition Vouchers**

**E. Request Approval of Resolution Supporting School Safety and Reducing School Violence**

*\* Items 15D, and 15E were acted upon after item 6J*

**F. Approval to Attend Conferences, Seminars, etc**

**G. Approval of Additional Revised Van/Bus Stops – 2017-2018 School Year**

Approval is requested of the revised Van/Bus Stops for the 2017-2018 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.

Fountain Hill Elem  
Easton Area Academy  
Easton Middle School

*Items 15A, 15F, and 15G were combined by Board request*

**ROLL CALL VOTE**

*MOTION BY: Deitrich                      SECONDED BY: R. Nace  
AYE: Hein, Cunningham, R. Nace, Deitrich, Panto, Bashaw  
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*

*Eric Dauberman- Various dates and activities were announced, including Kindergarten registration, Career Day, the Annual Egg Drop, and more.*

*Melissa Inselmann- Provided updates and information on a variety of activities occurring at CMS, including PSSA testing, PSSA Pep Rally, the upcoming Fiesta! and other spring events. Ms. Inselmann also recognized Mrs. Dawn Fisher and Mrs. Lisa Roth for their work on the Catasauqua Middle School Spring Newsletter.*

*Don Panto - Expressed accolades to the CHS Drama Club and Director(s) for the exceptional Show, "Singing in the Rain". Mr. Panto also expressed his sincere gratitude to the Superintendent, Administration, and Admin. Assistant to the Superintendent for offering a salary freeze for the 2018-2019 school year. Mrs. Cunningham echoed the sentiment.*

*Christina Lutz-Doemling - Reminded everyone that the Techbook preview will be made available to Board members via email, informed the Board about a recent Grant application, and announced the award of a LifeSkills grant award that will benefit the students of Catasauqua Middle School.*

*David Ascani - Announced recent and upcoming events including, but not limited to: the beginning of the 4<sup>th</sup> marking period, upcoming Senior Assembly, Spirit Week, Spirit Day, Prom, National Honor Society Induction, Baccalaureate, and Commencement.*

*Dale Hein - Commented and commended our Star Players, in particular, Vinicius Rocha Takahashi, who is always very kind and friendly, as noticed by Mr. Hein as he sees many of our Middle School students walking to and from school. Mr. Hein commented on the exceptional student body we have and the value of a small school education and community.*

*Robert J. Spengler - Mr. Spengler commented on Mr. Hein's experience with our student body, echoing the value of our small community and school system. Mr. Spengler thanked administrators and his Admin. Assistant for offering a pay freeze, highlighting the exceptional relationship between Board, Administration, Staff, and Students that exists in our District, working together for the common benefit of our students and community. Safety training and drills are being planned. State Representative Jeanne McNeill will be visiting Sheckler Elementary School on Friday, April 13. A Budget meeting is scheduled and advertised for April 25<sup>th</sup> at 6pm.*

## 21. RECOGNITION OF GUESTS & VISITORS

*Dawn Fisher - Commended Johan Shiju, placing in the Final Four, Regional Spelling Bee.*

*Emma Jones - Expressed her thanks for being hired as a Sheckler Elementary Teacher and reflected on her exceptional experience being raised in our small community, learning in our schools, and now teaching at Sheckler.*

*Taylor Krause - Expressed her gratitude for the opportunity to teach at Catasauqua Middle School, surrounded by fantastic students and a tremendous staff.*

**22. NEXT MEETING DATES**

- |                                     |                |                                     |
|-------------------------------------|----------------|-------------------------------------|
| <b>A. Wednesday, April 25, 2018</b> | <b>6:00 PM</b> | <b>Special Budget/Board Meeting</b> |
| <b>B. Wednesday, May 2, 2018</b>    | <b>4:00 PM</b> | <b>B &amp; G Committee Meeting</b>  |
|                                     | <b>5:00 PM</b> | <b>Academics Committee Meeting</b>  |
|                                     | <b>6:00 PM</b> | <b>Athletic Committee Meeting</b>   |
| <b>C. Tuesday, May 8, 2018</b>      | <b>7:00 PM</b> | <b>School Board Meeting</b>         |

**23. ADJOURNMENT**

*MOTION BY: Deitrich*

*SECONDED BY: Bashaw*

*Motion carried*

**Time Adjourned: 8:17 P.M.**

Respectfully submitted,

Jason Bashaw  
Secretary