

**MINUTES**  
**CATASAUQUA AREA SCHOOL DISTRICT**  
**Tuesday, February 13, 2018**  
**7:00 P.M. – District Administration Office**

- 1. CALL TO ORDER** ..... **President, Carol Cunningham**  
*President Carol Cunningham Called the Meeting to Order at 7:00 P.M.*

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

**2.1 OATH OF OFFICE FOR NEWLY APPOINTED BOARD OF SCHOOL DIRECTOR**

*The Oath of Office was given to the individual listed below by Notary Public, Lois Reed.*

I, Stephen M. Becker, having been appointed to the office of school director for the Catasauqua Area School District, Counties of Lehigh and Northampton and State of Pennsylvania, do solemnly affirm that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth, and that I will discharge the duties of my office with fidelity.

**3. ROLL CALL**

Board Members		Non Board Members	
Penny Hahn		Robert J. Spengler	
Carol Cunningham	X	Dave Knerr	X
Duane Deitrich		Christina Lutz-Doemling	
Jason Bashaw		Lois Reed	X
Dale Hein	X	Kathleen Kotran	
Christine Nace	X	Wayne Karess	X
Rodney L. Nace	X	David Ascani	X
Donald Panto		Melissa Inselmann	X
Stephen M. Becker	X	Eric Dauberman	X
		Bryan Klass	
Student Representatives		Adam Schnug	X
Hannah Matchette	X	Thomas Moll	
Maria Rosario			

*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 Prior to the Meeting at 6:00 P.M.

*Executive Session was held until 6:50 P.M*

**5. PRESENTATIONS/AUDIENCE INPUT ON AGENDA**

- A. Catasauqua Middle School Star Players of the Month –Melissa Inselmann
- B. Recognition of Dawn Fisher, B104 December Teacher Salute Winner – Melissa Inselmann  
*Melissa Inselmann recognized Mrs. Dawn Fisher, the B104 December 2017 Teacher Salute Winner. Mrs. Fisher expressed her gratitude to all involved in her nomination and reflected upon the program she has developed and her passion in working with the students of the Catasauqua Area School District. Many thanks were expressed by Board Members and Mr. Spengler*
- C. Catasauqua Middle School Spelling Bee Winners – Melissa Inselmann  
*Melissa Inselmann introduced the CMS Spelling Bee Winner and Runner Up while awarding them each with gift certificates and certificates.*
- D. Catasauqua Middle School Anti-Bullying Poster Contest Winners- Melissa Inselmann  
*Melissa Inselmann recognized the CMS Student Poster Contest Winners who were present and awarded them each with a gift certificate and certificate of recognition. Amy Dymond Jones and Shannon Van Spanje provided an overview of the Olweus Anti-Bullying program that is currently being integrated within the curriculum and activities at CMS. A video presentation was provided that captured student thoughts and views on bullying. The Board and Mr. Spengler expressed gratitude for all that our staff does to promote the well-being and the positive culture at CMS.*

*Mr. Al France and Mr. Michael Green presented an overview of the 2016-2017 Fiscal Year Audit Report and financial statements. Mr. France noted the audit was a "clean" audit with no management or internal control issues. Additionally, all federal funds were managed in accordance with proper accounting principles. The District experienced a net deficit within this fiscal year and will need to budget accordingly in order to eliminate the negative caused by escalating charter school and special education costs.*

*Eric Dauberman and Christina Lutz Doemling presented, via Google Meeting, an overview of the proposed Full Day K program to be implemented at Sheckler Elementary for the 2018-2019 School Year. The Board and Mr. Spengler expressed their support of the program and agree with the importance of implementing for the 2018-2019 School Year.*

*\* At this point a motion was made to act on Item 15A, "Approval Of The Full Day Kindergarten Program For The Catasauqua Area School District As Presented And Authorization For Administration To Plan And Implement The Necessary Changes And Activities, Effective For The 2018-2019 School Year" Agenda Item #15A was acted upon at this time.*

**ROLL CALL VOTE**

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

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

A. Academics and Education – Christina Lutz-Doemling - *None*

B. Finance – Robert J. Spengler

*Mr. Spengler provided an overview of the current Proposed 2018-2019 Budget (handout)*

C. Building & Grounds – Robert J. Spengler

*Mr. Spengler will develop a sample plan for the rebuilding of the front entrance CHS landscape wall for review in March.*

D. Policy – David Knerr - *None*

E. Athletics-Thomas Moll

*Mrs. Cunningham recognized Mr. Michael McClarin, the candidate for Head Football Coach, and reflected on the comprehensive process utilized.*

*\*At this point, Agenda Item 13E was acted upon.*

**ROLL CALL VOTE**

*MOTION BY: Hein    SECONDED BY: R. Nace*

*AYE: Hein, Cunningham, R. Nace, C. Nace, Becker*

*NAY: 0*

*Five Ayes, Zero Nays, Motion carried*

F. Carbon Lehigh Intermediate Unit # 21 – Duane Deitrich - *None*

G. Borough of Catasauqua – Dale Hein

*Mr. Hein indicated the Borough Manager position is open due to the retirement of Mr. Gene Goldfeder, and candidate selection is in the process. The Mayor will initiate an Opioid crisis presentation and may contact Mr. Spengler for cooperation. IAACS is considering approval for a School Zone designation on Howertown Rd near their school. Mr. Spengler thanked Mr. Hein for informing us of an available Pennsylvania State Police Training presentation on “Active Shooter Preparedness”*

H. Borough of North Catasauqua – Jason Bashaw - *None*

I. Hanover Township – Lois Reed

*Lois Reed indicated Race St construction was to begin on Feb. 12, between the hours of 8pm and 5am. The position of Township Manager is open due to the retirement of Mrs. Sandra Pudleiner*

J. PSBA Liaison Update – Carol Cunningham

*The recommendation of adoption of the PSBA Principles of Leadership is on the agenda for our consideration.*

*\* At this point a motion was made to act on Item 15F, “Approval to Adopt the Pennsylvania School Boards Association, “Principles for Governance and Leadership””*

*MOTION BY: C. Nace                      SECONDED BY: Hein*

*Motion carried*

- K. Lehigh Career & Technical Institute Update – Carol Cunningham  
*Skills USA District Competition was held. Weidenhamer completed a technology audit of LCTI. Excell Revenues from the Academic Center and General Fund were credited on the January bill.*
- L. Student Representatives – Hannah Matchette & Maria Rosario  
*Hannah Matchette indicated everything is going smoothly.*

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

A. **School Board Meeting Held on January 9, 2018**

8. **APPROVAL OF TREASURER’S REPORT FOR JANUARY 2018**

9. **APPROVAL OF BUDGET TRANSFERS JANUARY 2018**

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

**CHECK # 14499 - \$600.00 (Albarell-general fund)**

**CHECK # 14515 - \$19.00 (Catasauqua Borough-general fund)**

**CHECK # 14516 - \$5,878.09 (Catasauqua Borough-general fund, fuel)**

**CHECK # 2771 - \$49.73 (Catasauqua Borough-café fund)**

10.1 **APPROVAL FOR PAYMENT OF CHECK # 14499 - \$600.00 (Albarell-gf), CHECK #'s 14515 - \$19.00, 14516 - \$5,878.09 (Catasauqua Borough- gf), and CHECK # 2771 - \$49.73 (Catasauqua Borough Café Fund)**

*\* At this point Mr. Hein remarked he voted affirmative in order to facilitate bill payment but noted he would typically abstain from this item.*

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

12. **FINANCIAL**

A. **Approval of Resolution for Preliminary Adoption of the 2018-2019 Catasauqua Area School District Budget, Including Application for Exceptions.**

Administration recommends the approval of the 2018-2019 Preliminary Budget of \$31,260, 448, a budget to budget increase of 3.38%. Lehigh County millage is 18.5739 mills, an increase of 1.173 mills. Northampton County millage is 57.7260, an increase of 1.2582 mills. This preliminary proposal includes authorization to apply to PDE for a special education exception.

B. **Accept Independent Auditor’s Report of 2016-2017 General Fund Budget**

Approval is requested to accept the independent auditor’s report of the 2016-2017 general fund budget of the Catasauqua Area School District as prepared by France, Anderson, Basile & Company, P.C.

**C. Approval of Service Contracts, As Per Federal E-rate Program Requirements****1. Service Electric Cable TV & Communications**

2200 Ave. A

Bethlehem, PA 18017

10 Gbps Lit Fiber Connectivity:

Catasauqua High School to Catasauqua Middle School

Catasauqua High School to Sheckler Elementary School

Pre-ERate Cost: \$2200/Month = \$26,400 / year

Cost After Anticipated 80% E-Rate Discount: \$440/Month = \$5280.00 / year

Term of Contract:

7/1/18 - 6/30/23

**2. IntegraONE**

7243 Tilghman St. Suite 120

Allentown, PA 18106

Fortinet Fortigate 201E Security Appliance with 1 year FortiCare 24x7 Enterprise Bundle - GigE - 2U

FortiCloud Management, Analysis Subscription License (1 year) hosted with 1 Year Log Retention

IntegraONE Professional Services

Pre-ERate Cost: \$12011.00

Cost After Anticipated 80% E-Rate Discount on Eligible Elements of Project: \$5167.35

**13. PERSONNEL****A. Approval for Days Without Pay**

1. Name: Janice Kovacs  
Reason: Personal  
Effective: January 3, 2018 Half Day  
January 12, 2018 Full Day  
January 24, 2018 Full Day  
January 25, 2018 Half Day  
January 30, 2018 Full Day  
January 31, 2018 Full Day
2. Name: Gwen Mutarelli  
Reason: Personal  
Effective: March 2, 2018 Half Day  
March 5, 2018 to April 3, 2018 Full Days

**B. Approval For Short Term Substitute Rate Of \$180.00 Per Day For Ronald Hassler Effective November 14, 2017, Due To Extended Absence Of Employee #955.****C. Approval For Short Term Substitute Rate Of \$180.00 Per Day For Andromeda Blumenau Effective January 18, 2018, Due To Extended Absence Of Employee #565.**

**D. 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
Deborah Ihling	Assistant Drama Director	Volunteer
Victor Diaz	Assistant Softball Coach	\$2,671.00*

\*Pending employment paperwork

**E. Extra-Curricular**

Approval is requested for the following extra-curricular position:

- Name: Michael McClarin\*  
Status: Head Football Coach  
Assignment: Catasauqua High School  
Effective: 2018-2019 School Year  
Stipend: \$7988.00

\*Pending employment paperwork

*\* This item was acted upon during item 6E.*

**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
Karen Stem	Substitute Custodian *
Michele Walters	Substitute Driver

\*Pending employment paperwork

*Items 7A, 8, 9, 10, 10.1, 11, 12A, 12B, 12C, 13A, 13B, 13C, 13D, AND 13F were combined by Board request*

**ROLL CALL VOTE**

*MOTION BY: Hein    SECONDED BY: C. Nace*

*AYE: Hein, Cunningham, R. Nace, C. Nace, Becker*

*NAY: 0*

*Five Ayes, Zero Nays, Motion carried*

**G. Change in Employment Status**

1. Adam Schnug
  - Previous Status: Assistant High School Principal
  - Current Status: High School Principal
  - Assignment: Catasauqua High School
  - Salary: \$112,000.00
  - Benefits: As Per Act 93 Agreement
  - Effective: July 1, 2018

**ROLL CALL VOTE**

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

2. Tina Thomas
  - Previous Status: Non Cert Instructional Aide Substitute
  - Current Status: Non Cert Instructional Aide Life Skills
  - Assignment: Catasauqua Middle School
  - Salary: \$116.00 per day
  - Benefits: As Per Collective Bargaining Agreement
  - Effective: February 14, 2018 – June 8, 2018
3. Tahree Robinson
  - Previous Status: Class B Custodian
  - Current Status: Class B Custodian, Enhanced
  - Assignment: Districtwide
  - Salary: \$15.75/Hour
  - Benefits: As Per Collective Bargaining Agreement
  - Effective: February 14, 2018

**H. Resignation**

1. Name: Thomas Eroh
  - Status: Bus Driver
  - Assignment: Districtwide
  - Effective: March 3, 2018
2. Name: Tyquawn Gray
  - Status: Part-Time Custodian (never started, lack of employment paperwork)
  - Assignment: Districtwide
  - Effective: March 3, 2018

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

Name	Assignment	Reason
Gregory Williams	Guest Teacher	Other Employment

**14. CURRICULUM****A. Catasauqua High School Career Planning Guide**

Approval is requested for the Catasauqua High School Career Planning Guide for the 2018-2019

**15. BOARD APPROVALS**

**A. Approval Of The Full Day Kindergarten Program For The Catasauqua Area School District As Presented And Authorization For Administration To Plan And Implement The Necessary Changes And Activities, Effective For The 2018-2019 School Year**  
Document A Kindergarten Program      Document B Kindergarten Master Schedule

*\* This item was acted upon during item 5D.*

**B. School Calendar 2018-2019**

Superintendent requests approval of the proposed 2018-2019 school calendar.

**C. Authorization to Bid for Fuel Oil 2018-2019**

Approval is requested to authorize bidding for fuel oil via Keystone Purchasing Network, Intermediate Unit #16, effective 2018-2019 school year.

**D. Approval of Pennsylvania Historical and Museum Commission Accessions Form and Gift Agreement**

Administration recommends approval of this agreement which donates artifacts from a 2014 roadway (corner of Willowbrook and Bullshead) preconstruction archeological survey to the State Museum

**E. Approval to Attend Conferences, Seminars, etc****F. Approval to Adopt the Pennsylvania School Boards Association, "Principles for Governance and Leadership"**

*\* This item was acted upon during item 6J*

**G. Approval of Proposal and Vendor Agreement with DVM Investigations and Consulting LLC**

Superintendent recommends approval of this agreement that outlines the responsibilities and associated costs for indicated investigative services provided as directed.

**H. Approval of Tax Collector Reporting and Payment Resolution**



**I. Approval of Additional Revised Van/Bus Stops –2017-2018 School Year, as of January 2018**

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.

Weisenberg Elem
10th & Pearl
Beckers Mobile Park, Walnutport

*Items 13G.2, 13G.3, 13H, 13I, 14A, 15B, 15C, 15D, 15E, 15G, 15H, AND 15I were combined by Board request*

**ROLL CALL VOTE**

*MOTION BY: C. Nace      SECONDED BY: Hein*

*AYE: Hein, Cunningham, R. Nace, C. Nace, Becker*

*NAY: 0*

*Five 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*

*Wayne Karess: Expressed his gratitude for approval of the E-rate funded technology approvals. Discussed the technological advancements of the new equipment and the level in which it will provide additional filtering and protection in the best interest of our students.*

*Melissa Inselmann: Upcoming events and activities were announced. Many exciting initiatives occurring at Catasauqua Middle School!*

*Stephen Becker: Thank you to all for your support in being part of the Board of Education.*

*Hannah Matchette: Thank you for your support of the students of Catasauqua Area SD*

*David Ascani: Various recognitions and upcoming Spring events, including the Spring Musical on March 9, 10, and 11; Course Registration; Student of the Semester Assembly (31 students recognized and a pizza party held for students and parents); Boys Basketball in District Playoffs; and Wrestling District Playoffs are upcoming.*

*Lois Reed: Expressed her positive impression with the Drama Club's practices and tap dancing skill level.*

*Dawn Fisher: Thank you to the Board and Administration for their support and recognition.*

*Robert Spengler: Thank you to our Teachers, Specialists, and Administrators who provide a nurturing environment in order to foster student success in all buildings. Thank you to the Board for their support in initiatives like Full Day Kindergarten that have a positive impact on the greater Catasauqua Area SD community. Congratulations to Steve Becker on his appointment to the Board of School Directors. I will work with Board Officers to develop a schedule for Budget meetings this spring, most likely starting in March.*

**21. RECOGNITION OF GUESTS & VISITORS**

**22. NEXT MEETING DATES**

A. Tuesday, March 13, 2018 7:00 PM School Board Meeting

**23. ADJOURNMENT**

*MOTION BY: C. Nace*

*SECONDED BY: Hein*

*Motion carried*

**Time Adjourned: 8:42 P.M.**

Respectfully submitted,

Jason Bashaw  
Secretary