

**MINUTES**  
**CATASAUQUA AREA SCHOOL DISTRICT**  
**Tuesday, December 5, 2017**  
**7:15 P.M. – District Administration Office**

1. **CALL TO ORDER** ..... **President, Carol Cunningham**  
*President Carol Cunningham Called the Meeting to Order at 7:15 P.M.*
2. **PLEDGE OF ALLEGIANCE TO THE FLAG**  
*The Pledge of Allegiance was given*
3. **ROLL CALL**

Board Members		Non Board Members	
Penny Hahn		Robert J. Spengler	X
Carol Cunningham	X	Dave Knerr	X
Duane Deitrich	X	Christina Lutz-Doemling	
Jason Bashaw	X	Lois Reed	X
Dale Hein	X	Kathleen Kotran	
Christine Nace	X	Wayne Karess	X
Rodney L. Nace	X	David Ascani	X
		Melissa Inselmann	X
VACANT		Eric Dauberman	
		Bryan Klass	
Student Representatives		Adam Schnug	
Hannah Matchette	X	Thomas Moll	X
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 Before the Meeting at 5:45 P.M  
*Executive Session was held from 5:45P.M. until 6:55 P.M*

**A Motion to Appoint Donald Panto to the Open Seat (2 Year) on the Board of School Directors of the Catasauqua Area School District was made by Carol Cunningham and Seconded by Duane Deitrich**

**ROLL CALL VOTE**

***AYE: C. Nace, R. Nace, Deitrich, Cunningham, Bashaw, Hein***

***NAY: 0***

***Six Ayes, Zero Nays, Motion carried***

The following Oath of Office was given to the individual listed below by Notary Public

Donald Panto

I, \_\_\_\_\_, 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 swear (or affirm) that I will support, obey and defend the Constitution of the United States and Constitution of this Commonwealth, and that I will discharge the duties of my office with fidelity.

## 5. PRESENTATIONS/AUDIENCE INPUT ON AGENDA

### A. Catasauqua Middle School Star Players of the Month – Melissa Inselmann

October Star Player of the Month			
GRADE 5	GRADE 6	GRADE 7	GRADE 8
Morgan Kessler	Lindsey Caley	Jasmine Copeland	Isabella Atiyeh
November Star Player of the Month			
GRADE 5	GRADE 6	GRADE 7	GRADE 8
Jada Keys-Pujols	Aiden Gannon	Dijon Chambers	Madison Harth

## 6. ADMINISTRATION/BOARD DISCUSSION & REPORTS

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

### B. Finance – Robert J. Spengler - *None*

### C. Building & Grounds – Robert J. Spengler

*Maintenance Staff is focusing on replacing lighting bulbs and fixtures with LED units. The road expansion on W. Bullshead is complete with the exception of replacing our light pole at the corner.*

### D. Policy – David Knerr

- Policy #115 – English Language Instruction Education Program (2nd Reading) (redline)
- Policy #218 - Graduation Requirements (2nd Reading) (redline)
- Policy #708 – Use of Facilities (redline 2nd Reading) (redline)

*Mr. Knerr provided an overview of the 2nd reading changes and indicated the final versions are on the agenda for consideration*

### E. Athletics-Thomas Moll

*Winter Sports season begins Friday Dec. 9 and participation is at a high rate this year.*

### F. Carbon Lehigh Intermediate Unit # 21 – Duane Deitrich

*Support contract negotiations are in process.*

### G. Borough of Catasauqua – Dale Hein

*A fuel supply agreement was approved at this month's Borough Council meeting and will be forwarded to the District for review.*

### H. Borough of North Catasauqua – Jason Bashaw

*The Holiday festivities and Santa arrival occurred at the N. Catty Playground.*

### I. Hanover Township – Lois Reed *None*

### J. PSBA Liaison Update – Duane Deitrich

*Recommend psba.org reading on tax relief and its impact on schools.*

### K. Lehigh Career & Technical Institute Update – Carol Cunningham

- L. Student Representatives – Hannah Matchette & Maria Rosario  
*Hannah mentioned that the pep rally was a great success along with all related Turkey Day festivities. The student body is ready for the Holiday Break.*

**7. APPROVAL OF MINUTES FROM PRIOR MEETING**

**A. School Board Meeting Held on November 13, 2017**

**8. APPROVAL OF TREASURER’S REPORT FOR NOVEMBER 2017**

**9. APPROVAL OF BUDGET TRANSFERS NOVEMBER 2017**

**10. APPROVAL FOR PAYMENT OF ALL A/P BILLS NOVEMBER 2017 WITH THE EXCEPTION OF:**

- CHECK # 14190 - \$25.00 (Catasauqua Borough-general fund)**
- CHECK # 14191 - \$983.84 (Catasauqua Borough-general fund)**

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

**ROLL CALL VOTE**

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

**10.1 APPROVAL FOR PAYMENT OF CHECK # 14190 - \$25.00 and CHECK # 14191 - \$983.84 (Catasauqua Borough- general fund)**

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

**ROLL CALL VOTE**

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

**11. APPROVAL TO RATIFY ALL EXPENSES OTHER THAN A/P NOVEMBER 2017**

**12. APPROVAL TO RUN MANUAL CHECKS PRIOR TO JANUARY 9, 2018 BOARD MEETING**

**13. FINANCIAL**

**A. Participation in Bid Supply Program**

Permission is requested to participate in the Pennsylvania Education Joint Purchasing Council (I.U. #16) and Lehigh Career & Technical Institute bid supply program for the 2018-2019 school year.

**14. PERSONNEL**

**A. Approval for Days Without Pay**

Name: Lois Morrissey

Reason: Personal

Effective: November 14, 2017 to December 15, 2017 Full Days

**B. Approval of FMLA for Employee #1585**

Re-approval of FMLA Leave for employee #1585, original start date was January 10, 2018. New start date is May 1, 2018. Original FMLA Leave approved October 10, 2017.

**C. Approval to Establish Sick Bank for Employee #955**

Approval is requested to establish a sick bank for Employee #955 upon exhaustion of accrued days, effective immediately as contingency if needed, without precedence.

*Items 11, 12, 13A, 14A, 14B, and 14C, were combined by Board request*

**ROLL CALL VOTE**

*MOTION BY: Hein      SECONDED BY: Cunningham*

*AYE: C. Nace, R. Nace, Hein, Deitrich, Bashaw, Panto, Cunningham,*

*NAY: 0*

*Seven Ayes, Zero Nays, Motion carried*

**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
Steve Bradley	Assistant Girls Basketball Coach	Volunteer
Wendy Laubenstein	Elementary Program Coordinator – shared	\$682.00
Lisa Roth	MS Yearbook Advisor – shared 33%	\$172.33
Jessica Englert	High School Assistant Drama Director	Volunteer
Timothy Picerno	Assistant Football Coach	\$4633.00*
Joseph Russo	Head Wrestling Coach	\$7065.00**
Michael Rusnock	Assistant Wrestling Coach	\$3250.00****
Jonathan Reed	Assistant Wrestling Coach	\$3500.00*****
Joseph Stofko	Assistant Wrestling Coach	\$1384.00*
Mark Seremula	Assistant Girls Basketball Coach	\$4067.00*****
Norman Best	Assistant Girls Basketball Coach	\$4067.00*****
Emily Beichy	Assistant Girls Basketball Coach	Volunteer***
Jared Case	Assistant Boys Basketball Coach	\$2567.00*****

\*change of status from volunteer to paid coach

\*\*change of status from Interim Head Wrestling Coach stipend \$7065.00

\*\*\*change of status from paid coach to volunteer coach original stipend was

- \$1627.00 approved 5/9/17
- \*\*\*\*change in stipend from \$3000.00 approved 5/9/17
- \*\*\*\*\*change in stipend from \$2134.00 approved 5/9/17
- \*\*\*\*\*change in stipend from \$3660.00 approved 5/9/17
- \*\*\*\*\*change in stipend from \$2847.00 approved 5/9/17
- \*\*\*\*\*change in stipend from \$2067.00 approved 10/10/17 (increase due to volunteer coach remaining volunteer instead of being changed to paid coach)

**ROLL CALL VOTE**

*MOTION BY: Deitrich    SECONDED BY: Bashaw  
 AYE: Deitrich, Bashaw, Panto, Cunningham,  
 NAY: C. Nace, R. Nace, Hein  
 Four Ayes, Three Nays, Motion carried*

**E. Approval of 2017-2018 Game Worker Rates**

Request for re-approval of the following 2017-2018 Game Worker Rates reflecting the addition of a two game Middle School Basketball Scoreboard Worker.

**ROLL CALL VOTE**

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

**F. Approval of Salaries for the Following Positions, Retroactive and Effective November 1, 2017**

- Administrative Assistant to the Superintendent (Section 301(13) of the PERA): \$55,263
- District Receptionist: \$28,068

**ROLL CALL VOTE**

*MOTION BY: Deitrich    SECONDED BY: Bashaw  
 AYE: Deitrich, Bashaw, Panto, Cunningham,  
 NAY: C. Nace, R. Nace, Hein  
 Four Ayes, Three Nays, Motion carried*

**G. Resignation**

- 1. Name:            Brittany Becker
- Status:         Custodial B
- Reason:         Other Employment
- Effective:       December 10, 2017

**H. Substitutes**

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

Name	Assignment
Paul Hludzik	Substitute Bus Driver
Jacquelyn Garner	Substitute Non Certified I.A.
Brittany Becker	Substitute Custodian

### **I. Nomination for Appointment**

1. Name: Nathaniel Smalls  
Status: Custodial B  
Pay/Benefits: As Per Collective Bargaining Agreement  
Effective: TBD\*  
\*upon receipt of employment clearances

*Items 14G, 14H, and 14I, were combined by Board request*

### **ROLL CALL VOTE**

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

*AYE: C. Nace, R. Nace, Hein, Deitrich, Bashaw, Panto, Cunningham,*

*NAY: 0*

*Seven Ayes, Zero Nays, Motion carried*

## **15. CURRICULUM**

- A. None

## **16. BOARD APPROVALS**

### **A. Nomination of Board Member to Represent Catasauqua Area School District on the Lehigh Career & Technical Institute Board of Directors**

Approval is requested to nominate a Catasauqua Area School District Board Member to represent the District on the Lehigh Career & Technical Institute Board of Directors. Candidate will serve from December 1, 2017 to December 1, 2018.

#### **Nominations:**

*Carol Cunningham*

Nominations Closed

*Candidate: Carol Cunningham*

### **ROLL CALL VOTE**

*MOTION BY: Deitrich SECONDED BY: Panto*

*AYE: C. Nace, R. Nace, Hein, Deitrich, Bashaw, Panto, Cunningham,*

*NAY: 0*

*Seven Ayes, Zero Nays, Motion carried*

**B. Nomination of Alternate Board Member to Represent Catasauqua Area School District on the Lehigh Career & Technical Institute Board of Directors**

Approval is requested to nominate an alternate Catasauqua Area School District Board Member to represent the District on the Lehigh Career & Technical Institute Board of Directors. Alternate Candidate will serve from December 1, 2017 to December 1, 2018.

**Nominations:**

*Jason Bashaw*

Nominations Closed      *Candidate: Jason Bashaw*

**ROLL CALL VOTE**

*MOTION BY: Deitrich    SECONDED BY: Panto*

*AYE: C. Nace, R. Nace, Hein, Deitrich, Bashaw, Panto, Cunningham,*

*NAY: 0*

*Seven Ayes, Zero Nays, Motion carried*

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

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

Section:        PROGRAMS  
Policy #        115  
Title:           English Language Instructional Educational Program

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

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

Section:        STUDENTS  
Policy #        218  
Title:           Graduation Requirements

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

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

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

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

**G. Approval of Resolution of Lehigh Carbon Community College to Preapprove Real Estate Acquisitions**

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

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.

Extended Stay Suites, 3050 Schoenersville Rd, Bethlehem, PA  
18017  
14th & Bath  
528 Euclid St, Allentown, PA (homeless student)

*Items 16C, 16D, 16E, 16F, 16G, AND 16H, were combined by Board request*

**ROLL CALL VOTE**

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

*AYE: C. Nace, R. Nace, Hein, Deitrich, Bashaw, Panto, Cunningham,*

*NAY: 0*

*Seven Ayes, Zero Nays, Motion carried*

**17. OLD BUSINESS**

**18. NEW BUSINESS**

**19. COMMENDATIONS**

**20. INFORMATION ITEMS**

**21. CORRESPONDENCE**

*Items 17, 18, 19, 20 and 21 were combined by Board request*

*Wayne Karess: Provided an overview of recent technology related inservice programs. The new website will be active effective Dec. 15, 2017. An email will be forwarded to all Board members in order to access the secure documents.*

*Melissa Inselmann: Various activities were announced. A "Wonder" movie trip occurred on December 1, 2017 for all 6<sup>th</sup> grade students with great success.*

*Don Panto: Thank you for your continued faith and welcoming me back to the Board.*

*Hannah Matchette: Thank you so much for having me as a Student Rep. and Happy Holidays!*



*David Ascani: Numerous activities, recent and future, were announced. Thanksgiving Day Game festivities were well attended and enjoyed by the student body and community.*

*Dale Hein: Inquired regarding the timeline for the appointment to the Open Board Seat. Mr. Spengler indicated that an advertisement on the District website would be posted immediately with a due date Dec. 15, 2017 and consideration to occur at the January Board meeting.*

*Robert Spengler: Reviewed the publication, "Essentials of School Board Service", at each Board member's area. He will also email out instructions on accessing the secure Board area of the new website after Dec. 15, 2017. Merry Christmas to all and have a wonderful Holiday.*

*Carol Cunningham: Wished everyone a Merry Christmas.*

**22. RECOGNITION OF GUESTS & VISITORS**

**23. NEXT MEETING DATE**

A. Tuesday, January 9, 2018                      7:00 P.M.                      School Board Meeting

**24. ADJOURNMENT**

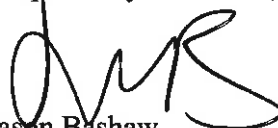
*MOTION BY: Cunningham*

*SECONDED BY: Panto*

*Motion carried*

**Time Adjourned: 9:02 P.M.**

Respectfully submitted,



Jason Bashaw  
Secretary