

MINUTES
CATASAUQUA AREA SCHOOL DISTRICT
Monday, November 13, 2017
7:00 P.M. – Lehigh Career & Technical Institute

1. **CALL TO ORDER** **President, Penny Hahn**
Board President, Penny Hahn, Called the Meeting to Order at 7:00 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	X	Robert J. Spengler	X
Carol Cunningham	X	Dave Knerr	X
Donald Panto	X	Christina Lutz-Doemling	X
Duane Deitrich	X	Lois Reed	X
Jason Bashaw	X	Kathleen Kotran	X
Dale Hein	X	Wayne Karess	X
Christine Nace	X	David Ascani	X
Rodney L. Nace	X	Melissa Inselmann	X
Mary Alice Hartranft	X	Eric Dauberman	X
		Bryan Klass	
Student Representatives		Adam Schnug	
Hannah Matchette		Thomas Moll	X
Maria Rosario			

X = Present

Visitors: See List inserted in Permanent Minute Book

4. **NOTICE OF EXECUTIVE SESSIONS**
 - A. Executive Session for Legal and Personnel Reasons after Adjournment.
Executive Session was held from 9:15 P.M. until 10:00 P.M

5. **PRESENTATIONS/AUDIENCE INPUT ON AGENDA**
Parent representatives of the girls' high school soccer team presented various concerns regarding the program and program leadership. (Tim Richards, Eric Warren, Greg Emery, Shannon Hawk, Michele Bunce, Amy Weiss, Kyle Martell). Mr. Moll thanked the parents for attending and for following the correct procedure for expressing program concerns.

6. **ADMINISTRATION/BOARD DISCUSSION & REPORTS**
 - A. Academics and Education – Christina Lutz-Doemling
Building level improvement plans were shared during the Academics Meeting.
 - B. Finance – Robert J. Spengler
The 2018-2019 initial Budget outlook was shared and discussed.

- C. Building & Grounds – Robert J. Spengler
The realtor RFP's were shared during the committee meeting and a recommendation is on this agenda for consideration. The field house lighting project is complete. The upper CMS parking lot lighting upgrade will begin soon. Significant outdoor lighting replacement has been necessary at CHS.
- D. Policy – David Knerr
- [Policy #115](#) – English Language Instruction Education Program (1st Reading)
 - [Policy #218](#) - Graduation Requirements (1st Reading)
 - [Policy #708](#) – Use of Facilities (redline 1st Reading)
 - [Policy #806](#) – Child Abuse and Employee Certifications – (2nd Reading)
 - [Policy #139](#) – Volunteer Certifications - (2nd Reading)
- An overview was provided of each policy. Mr. Hein inquired regarding the Mandated Reporter Training requirement for volunteers.*
- E. Athletics-Thomas Moll
Provided an update on current programs and reminded everyone about the Thanksgiving Game festivities.
- F. Carbon Lehigh Intermediate Unit # 21 – Duane Deitrich
Support Employee Contract Negotiations are ongoing.
- G. Borough of Catasauqua – Dale Hein
The 2018 Budget process has initiated.
- H. Borough of North Catasauqua – Jason Bashaw
Ground breaking for the new housing development will begin in March 2018. The Tree Lighting is scheduled for November 26th.
- I. Hanover Township – Lois Reed
A presentation was made by Lois to the Hanover Township Counsel regarding Charter Schools and their impact on district finances.
- J. PSBA Liaison Update – Duane Deitrich
The PSBA State Officers have been elected. Plaques were presented to Penny Hahn for 16 years of service and to Don Panto for 8 years of service as Board of School Directors.
- K. Lehigh Career & Technical Institute Update – Carol Cunningham
The LCTI 2018-2019 Budget will be presented during the November JOC meeting.
- L. Student Representatives – Hannah Matchette & Maria Rosario - None

7. APPROVAL OF MINUTES FROM PRIOR MEETING(S)

A. [School Board Meeting Held on October 10, 2017](#)

8. [APPROVAL OF TREASURER'S REPORT FOR OCTOBER 2017](#)

9. [APPROVAL OF BUDGET TRANSFERS OCTOBER 2017](#)

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

- CHECK # 14029 - \$622.00 (Albarell-general fund)
- CHECK # 14042 - \$9,729.22 (Catasauqua Borough-general fund)
- CHECK # 2693 - \$52.64 (Catasauqua Borough-cafe fund)

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

ROLL CALL VOTE

MOTION BY: Cunningham SECONDED BY: Hein

*AYE: Hein, Hahn, Cunningham, Bashaw, Hartranft, Panto, R. Nace, C. Nace, Deitrich
NAY: 0*

Nine Ayes, Zero Nays, Motion carried

10.1 APPROVAL FOR PAYMENT OF CHECK #14029 (Albarell-general fund)

10.2 APPROVAL FOR PAYMENT OF CHECK # 14042 (Catasauqua Borough-general fund) AND CHECK #2693 (Catasauqua Borough-cafe fund)

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

ROLL CALL VOTE

MOTION BY: Cunningham SECONDED BY: Deitrich

*AYE: Cunningham, Bashaw, Hartranft, Panto, R. Nace, C. Nace, Deitrich
NAY: 0*

Abstention by Hein and Hahn

Seven Ayes, Zero Nays, Motion carried

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

12. FINANCIAL

13. PERSONNEL

A. Approval of Job Description, State and Federal PIMS Reporting Assistant

B. Change in Employment Status

1. Rebecca Moore

Previous Status: Middle School Secretary

Current Status: Federal and State Reporting PIMS Assistant

Assignment: District Office

Rate of Pay: \$32,000 pro-rated

Benefits: As Per Support Staff Agreement

Effective: November 1, 2017

2. Edward Heiser
Previous Status: Custodial B
Current Status: Maintenance B
Assignment: Districtwide
Rate of Pay: \$12.75/hour
Benefits: As Per Collective Bargaining Agreement
Effective: November 14, 2017

A. Nomination for Appointment

1. Name: Jose Rivera
Status: Custodial B
Assignment: Districtwide
Rate of Pay: As Per Collective Bargaining Agreement
Benefits: As Per Collective Bargaining Agreement
Effective: November 14, 2017

2. Name: Tyquawn Gray
Status: Custodial B Part Time 4 hours per day
Assignment: Districtwide
Rate of Pay: As Per Collective Bargaining Agreement
Benefits: N/A
Effective: November 14, 2017*

3. Name: Lisa Muffley
Status: Secretary
Assignment: Catasauqua Middle School
Rate of Pay: \$24,500.00
Benefits: As Per Agreement
Effective: November 28, 2017*
*upon receipt of employment clearances

D. Approval of FMLA for Employee # 1323

Approval for FMLA for employee #1323 effective upon exhaustion of all personal and sick leave beginning approximately February 26, 2018.

E. Approval Of Short Term Substitute Rate Of \$180.00 Per Day For Kyle Davies Effective Upon Commencement Of FMLA Leave Of Employee #1585.

F. Approval for Days Without Pay

- Name: Lois Morrissey
Reason: Personal
Effective: October 18, 2017 to November 13, 2017

G. Substitutes

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

Name	Assignment
Brian Byrd	Substitute Teacher
Luke Garner	Substitute Teacher

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

Name	Assignment	Reason
Gregory Williams	Guest Teacher	Other Employment

Items 11, 12, 13A, 13B, 13C, 13D, 13E, 13F, 13G, and 13H, were combined by Board request

ROLL CALL VOTE

MOTION BY: Cunningham SECONDED BY: Deitrich

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

NAY: 0

Nine Ayes, Zero Nays, Motion carried

I. 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
1	Robert Arnold	High School AV Technology Coordinator	\$1,742.00
2	Christopher Casciotti	Assistant Boys Basketball Coach	Volunteer
3	Joshua Ritter	Assistant Boys Basketball Coach	Volunteer
4	Amanda Graser	Head Indoor Guard Coach	Volunteer
5	Robert Arnold	Assistant Indoor Guard Coach	Volunteer
6	Marie Hallquist	Middle School Yearbook Advisor – Shared	\$172.34
7	Joann Heffner	Middle School Yearbook Advisor – Shared	\$172.33
8	Luke Garner	Assistant Wrestling Coach	Volunteer
9	Vincent Pellechia	Assistant Wrestling Coach*	Volunteer
10	Jonathan Kiefer	Rescind position of Middle School Student Forum Co-Advisor approved June 13, 2017 Stipend was \$392.00	
11	David Stires	Head Indoor Track and Field Coach	Volunteer
12	Kyle Rusnock	Resign from Position of Head Wrestling Coach	
13	Kyle Rusnock	Head Track and Field Coach	\$5399.00
14	Dylan Haklar	Assistant Track and Field Coach	\$2671.00
15	Kyle Rusnock	Assistant Wrestling Coach	Volunteer

- 16 Joseph Russo Resign from Position of Assistant Wrestling Coach
- 17 Joseph Russo Interim/Prorated Head Wrestling Coach \$7065.00
*Pending receipt of employment clearances

ROLL CALL VOTE

MOTION BY: Hein SECONDED BY: Bashaw

AYE: C. Nace, R. Nace, Deitrich, Bashaw, Panto, Hahn, Cunningham, Hartranft

NAY: Hein

Eight Ayes, One Nay, Motion carried

14. CURRICULUM

15. BOARD APPROVALS

- A. Approval to Enter into Real Estate Broker Services with Century 21, Keim Realtors for Professional Services Related to the Marketing and Sale of the Surplus 14th Street Property**

- B. Approval of Policy – First Reading**

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

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

- C. Approval of Policy – First Reading**

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

Section: STUDENTS
Policy # 218
Title: Graduation Requirements

- D. Approval of Policy – First Reading (redline)**

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

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

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

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

Section: OPERATIONS
Policy # 806
Title: Child Abuse and Employee Certifications

F. Approval of Policy Revision – Second Reading

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

Section: PROGRAMS
Policy # 139
Title: Volunteer Certifications

G. Approval to Attend Conferences, Seminars, etc

H. Approval of Additional Revised Van/Bus Stops

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

2nd & Pine
Donegan Elem School- Bethlehem
448 Jasper St, Allentown
2 Cambridge Place
Extended Stay Suites, 3050 Schoenersville Rd, Bethlehem, PA 18017

Items 15A, 15B, 15C, 15D, 15E, 15F, 15G, and 15H, were combined by Board request

ROLL CALL VOTE

MOTION BY: Cunningham SECONDED BY: Hartranft

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

NAY: 0

Nine 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

Duane Deitrich – Thank you to the soccer parent representatives for coming out tonight and expressing their concerns.

Carol Cunningham – Holy Trinity Memorial Lutheran Church provided hot dogs and hot chocolate for children and their parents on trick or treat night. The event was well attended and all were extremely polite and respectful.

Penny Hahn – Expressed the need to contact FedEx Representatives in order to begin discussion on possible donations. A request was made for an update on the police substation concept for CHS. Dave Ascani will discuss with Adam Schnug and provide a future update.

Eric Dauberman – The Thanksgiving lunch will occur on Thursday, November 16th. Also announced were various upcoming Sheckler Elementary events.

Melissa Inselmann – Various random acts of kindness are occurring during this November promotion. Upcoming events were announced. She recognized Vicki MacLaughlin, Mark Schultheis, and Kimmie Miller for their participation in the Barnes & Nobles fundraiser.

David Ascani – Upcoming events for Turkey Day were announced. ASVAB testing has been completed and Veterans Day activities were highlighted.

Donald Panto – Speaking as a parent, Mr. Panto expressed his honor and appreciation in the ability for his children to attend the Catasauqua Area School District schools.

Christine Nace – Wished everyone a Happy Thanksgiving and a Merry Christmas.

Thomas Moll – Announced the 100lb Youth Football Team won the Region Championship.

21. RECOGNITION OF GUESTS & VISITORS

22. NEXT MEETING DATES

A. Tuesday, December 5, 2017	7:00 P.M.	Reorganization and Monthly School Board Meeting
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23. ADJOURNMENT

MOTION BY: Cunningham

SECONDED BY: Hartranft

Motion carried

Time Adjourned: 9:02 P.M.

Respectfully submitted,

Duane Deitrich
Secretary