

**MINUTES**  
**CATASAUQUA AREA SCHOOL DISTRICT**  
**Tuesday, October 8, 2024**  
**7:00 PM – District Administration Office**

1. **CALL TO ORDER** ..... **President, Dale Hein**  
*President Dale Hein Called the Meeting to Order at 7:09 P.M*

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

3. **ROLL CALL VOTE**

Board Members		Non-Board Members	
Dale Hein, President	X	Dave Knerr	X
Jillian Emert, Vice President	X	Christina Lutz-Doemling	X
Jason Bashaw, Secretary	X	Lindsey Wallace	X
Christy Cooper, Treasurer	X	Paul Reilly	X
Lauren Cieslak	X	Eric Dauberman	X
Eric DeLabar	X	Melissa Inselmann	X
Shawn McGinley	X	David Todd	X
Jeremy Smale	X	Robert Kucharczuk	X
Jamie Nattress	X	Thomas Moll	X
Student Representatives		Daniel Kotran	
Ayden Wellington	X	Patrick McNulty	X
David Janoski	X		
		Other: Bob Steckel	X

4. **NOTICE OF EXECUTIVE SESSIONS**

- A. Legal and Personnel Reasons - Held Before the Meeting at 6:00 P.M  
*Executive Session was held from 6:00 P.M. until 7:09 P.M*

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

- A. Sheckler Elementary School Students of the Month – Dr. Robert Kucharczuk

*First Grade*

<i>Lyonel Anderson</i>	<i>Aulani Thrift</i>	<i>Sofia Ofray</i>	<i>Emma Canady</i>	<i>Scarlett McMillan</i>	<i>Isabelle De Perio</i>
------------------------	----------------------	--------------------	--------------------	--------------------------	--------------------------

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

- A. **Academics and Education** - Melissa Inselmann

- *At our upcoming Academics and Education Committee Meeting on November 6th, I'll provide an overview and highlights of the 2024 Future Ready Index Preview, and our building principals will share/celebrate successes and provide key action steps to address specific challenges. I'll provide an update on our CASD Comprehensive Plan, an update on the last phase of our implementation plan as we transition to the New Science STEELS standards, an overview of our Math 3 and 4 textbook review process, and the Principals, Allison Dolak and I will discuss how*

*we are implementing the CASD High Dosage Tutoring Program provided through Tutor.com services. Dan Kotran will provide an update and review of our 24-25 Federal and State Grants, and Shelley Keffer will provide a Spel Grant update and review.*

**B. Finance - Lindsey Wallace**

- *Act 1 Index*
  - *Base Index = 4%*
  - *Catasauqua's Adjusted Index = 7%*
- *Grants:*
  - *COPS - Still not awarded - Still No Updates when it will be awarded*
  - *Multi-Use Facility - No Update, still not awarded. Bronson from EI Associates reached out to see if he can find out more information on an anticipated award date. He has not heard back as of today.*
  - *Facilities Grant - Anticipated Award Date = October 22, 2024*
- *Audit*
  - *Auditors are on site this week and next week. So far it is going well.*
- *Investments*
  - *I am in the process of scheduling a meeting with our PDSLAF Representative to discuss opportunities and interest rates for a short term investment while we have all the Real Estate funds coming in.*

**C. Building & Grounds - Eric Dauberman**

- *Tree Management: Assessing pruning and removal needs for trees along Walnut Street near the Bus Yard. Work scheduled for completion this fall.*
- *Maintenance Pole Barn Repairs: Obtaining quotes for roof and gutter repairs. Snow guards to be installed to prevent future gutter damage and mitigate safety hazards.*
- *Howertown and Willow Bus Stop Improvements: Collaborated with NCPD to enhance safety measures:*
  - *Added painted crosswalks*
  - *Installed pedestrian crossing sign in the street center*
  - *Instructed parents and students on proper crossing procedures*
  - *NCPD to continue monitoring, collecting data, and evaluating the need for additional traffic control solutions.*

**D. Policy - David Knerr – Nothing for this month.**

**E. Athletics - Thomas Moll**

- *The fall sports season is winding down.*
- *Cross country's last regular season meet was today. Our league meet is next Wednesday at DeSales University*
- *Field hockey's last regular season game is at home on Thursday. The field hockey team will play in Districts on Wednesday, October 23rd.*
- *Girls Soccer senior night is tomorrow night vs. Dieruff*
- *Boys Soccer last game was last night at Northwestern Lehigh*
- *Girls Volleyball senior night was last night and the last regular season match is Saturday at home.*
- *Football is hosting Northern Lehigh on Friday. It is also Homecoming.*

- *Marching Band participated in a band competition at Bangor last weekend. They placed 1st in their division with a score of 79.15. They also received acknowledgement in placing first (in their division) for High Music and High Overall Effect.*
- F. Carbon Lehigh Intermediate Unit # 21 - Jason Bashaw**
- *WC Early Learning Center has opened at Gockley (IU hosted classrooms)*
  - *Annie Sullivan (given in honor of Helen Keller's teacher/friend)*
  - *Staff member who demonstrates exceptional leadership and determination - 2 individuals received the award*
  - *Discussed Extended School Year Programs*
- G. Borough of Catasauqua - Dale Hein**
- *Dale attended the Borough workshop*
  - *They reviewed the general budget during the meeting*
  - *Going out to do another grant application for the school zone in front of Sheckler - reopened the grant at a higher dollar amount.*
- H. Borough of North Catasauqua - Christy Cooper**
- *Sept. 16th Borough Meeting*
  - *Willow and Howertown Road*
  - *Consideration of a crossing guard*
- I. Hanover Township - Lindsey Wallace**
- *All milling and base repairs on Catasauqua Road are completed*
  - *The Sanitary Sewer Project and curb replacement on Marcon Blvd is complete*
  - *Regarding the Stormwater Project, there have been minor repairs on Postal Road swale and Canal Park basin.*
  - *Resolution No. 2024-45 Final Land Development Plan Approval for 795 Roble Rd (proposed by ABR Realty LLC) was approved*
    - *Reached out to Vicky and Melissa for more information regarding the final approved plan.*
    - *Preliminary Plan review included:*
      - *Demolish the existing building and redevelop the property with a 307,500 square foot building (warehouse) with parking lot, new stormwater management facilities and associated landscaping.*
- J. PSBA Liaison Update - Lauren Cieslak - Nothing for this month.**
- K. Lehigh Career & Technical Institute Update - Jillian Emert**
- *Nov. 14th is open house - LCTI sent 12,000 post cards*
  - *Those who RSVP can receive a Tshirt*
  - *If you attend, you can be entered into a raffle to win an ipad*
- L. Student Representatives - David Janoski and Adyn Wellington**
- *Scholastic Scrimmage on Oct. 23 and an online competition*
  - *LCTI lab is preparing for the tours*
  - *Drama Club - Autumn Fest (N. Catty Park 11 - 4) fundraiser and will also be holding some charity events.*



**B. Resignations**

- Name: Brittany Warner  
Status: Non certified Instructional Aide  
Assignment: Sheckler Elementary School  
Reason: Personal  
Effective : September 18, 2024

**C. Substitutes**

The following applicants have requested to be added to the Substitute Employment List for the 2024-2025 school year as follows:

<b>Name</b>	<b>Assignment</b>
Lisa Rosario*	Cafeteria Substitute
Lauren Hughes*	Non-Certified Instructional Aide Substitute
Samer ALSaman*	Substitute Non-CDL Driver
Darien Williams*	Substitute Non-CDL Driver
Albert Check*	Substitute Non-CDL Driver
Kayla Abreu*	Non-Certified Instructional Aide Substitute

\*pending receipt of employment paperwork

**D. Change In Employment Status**

- Name: Olivia Neal  
Previous Status: Substitute Teacher  
Current Status: Daily Building Substitute  
Assignment: Catasauqua Middle School  
Rate of Pay: \$145.00/day  
Benefits: N/A  
Effective: September 30, 2024
- Name: Courtney Schwartz  
Previous Status: Non Certified Instructional Aide Substitute  
Current Status: Non Certified Instructional Aide  
Assignment: Sheckler Elementary School  
Rate of Pay: \$143.00 per day  
Benefits: N/A  
Effective : September 25, 2024
- Name: Stephanie Dela Cruz  
Previous Status: CDL Driver  
Current Status: CDL Driver Substitute  
Assignment: Transportation  
Rate of Pay: \$25.72 per hour  
Benefits: N/A  
Effective : September 23, 2024

**E. Nomination For Appointment**

- 1. Name: Tara Belfield\*
- Status: Head Girls Basketball Coach
- Assignment: Catasauqua Athletic Department
- Rate of Pay: \$7,800.00
- Benefits: N/A
- Effective : October 9, 2024

\*pending receipt of employment paperwork

*Items 12A, 13A, 13B, 13C, 13D, and 13E were combined by Board request*

**ROLL CALL VOTE**

*MOTION BY: Cooper*

*SECONDED BY: Emert*

*AYE: Smale, Nattress, Bashaw, Cooper, Cieslak, Emert, DeLabar, McGinley, Hein*

*NAY: 0*

*Nine Ayes, Zero Nays, Motion carried*

**F. Approval For Days Without Pay**

- A. Name: Cecilia Ramirez
- Reason: Personal
- Effective: September 12, 2024 Full Day
  
- B. Name: Jesi Cericola
- Reason: Personal
- Effective: November 13, 2024 Full Day
- November 14, 2024 Full Day
- November 15, 2024 Full Day

**G. Appointment of Trial Extra-Curricular Positions for the 2024-2025 School Year**

It is recommended that the names listed below of extra-curricular positions be approved on a volunteer basis for the 2024-2025 school year.

Name	Position	Stipend	Trial Year
Joshua Inman	Gaming and Esports Club Advisor	Volunteer	3
Madison Walker	TEAM Catty Advisor	Volunteer	1
Hillary Hahn	Cultural Club Advisor	Volunteer	1

**H. Appointment of Extra-Curricular Positions for the 2024-2025 School Year**

It is recommended that the names listed below of trial extra-curricular positions be appointed as noted for the 2024-2025 school year.

<b>Name</b>	<b>Position</b>	<b>Stipend</b>
Tyzahnae Klotz	Assistant Cheerleading Coach	Volunteer
Marc Snyder	Assistant Boys Basketball coach	\$4,800.00
Oscar Cordon*	Junior High Wrestling Coach	\$3,000.00**
Vincent Pellechia*	Junior High Wrestling Coach	\$1,800.00**
Jonathan Reed	Wrestling Coordinator	\$7,800.00
Frank Piff	Boys Wrestling Head Coach	\$3,500.00**
Mark Bartholomew	Boys Wrestling Head Coach	\$1,300.00**
❖ Kawaunna Waldron	CHS Freshman Class Advisor 2028	\$752.00

\*pending receipt of employment paperwork

\*\* split stipend

❖ pending approval of below board action item under Board Approvals Agenda Item 15.(F)

**Approval for Establishment of the Class of 2028 Student Activity Account**

**I. Approval of Short Term Substitute Rate of \$190.00 per day for Kate Musselman from September 19, 2024 until Approximately December 6, 2024**

**J. Approval of Short Term Substitute Rate of \$190.00 per day for Vicki MacLaughlin from Approximately October 21, 2024 until Approximately November 15, 2024**

**K. Approval of Short Term Substitute Rate of \$190.00 per day for Olivia Neal from Approximately October 18, 2024 until Approximately January 9, 2025**

**L. Approval Of Short Term Non-Certified Instructional Aide Substitute Rate Of \$143.00 Per Day For Lauren Hughes From Completion Of Employment Paperwork Until Approximately January 9, 2025**

**M. Approval of FMLA**

Approval for FMLA for employee #1079 effective September 19, 2024, to October 4, 2024.

**N. Approval Of Student Teachers/Interns/Job Shadows**

Approval is requested for the following student teachers/interns/job shadows as listed for the 2024-2025 school year:

<b>College – Kutztown University</b>	<b>Effective: October 2024 to January 2025</b>
Name: Jerzi Ramos*	Kindergarten/Second Grade- Melissa Grube/Jami Gallo

\*pending receipt of employment paperwork

**O. Salary Adjustment**

Approval is requested to adjust the compensation indicated below as per the Collective Bargaining Unit Agreement:

<b>Emma Kalman*</b>	<b>Step</b>	<b>Degree</b>	<b>Credits</b>	<b>Salary</b>
<b>New</b>	7	M	0	\$80,804.00
<b>Old</b>	7	BS	33	\$77,613.00
<b>Difference</b>				\$3,191.00

<b>Kelly Sourwine*</b>	<b>Step</b>	<b>Degree</b>	<b>Credits</b>	<b>Salary</b>
<b>New</b>	5	M	0	\$75,672.00
<b>Old</b>	5	BS	30	\$72,830.00
<b>Difference</b>				\$2,842.00

<b>Taylor Snyder*</b>	<b>Step</b>	<b>Degree</b>	<b>Credits</b>	<b>Salary</b>
<b>New</b>	7	M	0	\$80,804.00
<b>Old</b>	7	BS	33	\$77,613.00
<b>Difference</b>				\$3,191.00

\* Adjustment due to the employee achieving their master's degree is effective August 24, 2024

*Items 13F, 13G, 13H, 13I, 13J, 13K, 13L, 13M, 13N, and 13O were combined by Board request*

**ROLL CALL VOTE**

*MOTION BY: DeLabar*

*SECONDED BY: Smale*

*AYE: McGinley, Smale, Emert, DeLabar, Bashaw, Cooper, Cieslak, Nattress, Hein*

*NAY: 0*

*Nine Ayes, Zero Nays, Motion carried*

**14. CURRICULUM**

**A. None**

**15. BOARD APPROVALS**

**A. APPROVAL OF INTERGOVERNMENTAL AGREEMENT FOR SCHOOL RESOURCE OFFICER BETWEEN THE BOROUGH OF NORTH CATASAUQUA, AND THE CATASAUQUA AREA SCHOOL DISTRICT**

**B. Approval Of MOU With North Catasauqua Borough For SRO Services**

**C. Approval to Attend Conference, Seminars, etc. (conference description)**

**D. Approval Of The Following Job Descriptions:**

<a href="#">School Nurse</a>	<a href="#">School Psychologist</a>
------------------------------	-------------------------------------

**E. Administration Requests Board Approval To Select McClure Company As The District's Energy Services Company (ESCO), Based From The Request For Proposal Completed March 2024 And To Assist The District With The Upcoming Catasauqua High School Roof Capital Project Bid Process At No Charge To The District**

**F. Approval For Establishment Of The Class Of 2028 Student Activity Account**  
The Class of 2028 Freshmen Student Activity account has been opened during the 2024-2025 school year and should be approved by the School Board.

**G. 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

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

### **ROLL CALL VOTE**

*MOTION BY: Emert*

*SECONDED BY: Cieslak*

*AYE: Cieslak, McGinley, Emert, Bashaw, Nattress, Cooper, Smale, DeLabar, Hein*

*NAY: 0*

*Nine Ayes, Zero Nays, Motion carried*

## **16. RECOGNITION OF GUESTS & VISITORS**

*Kristin Brobst thanked the Board and District, also shared and expressed her sincere appreciation of the Catasauqua Area School District.*

*Paul Reilly:*

*Finalizing Camera deployments with Maintenance help at CMS. Working through day to day issues as they arise with staff and students.*

*Dr. Robert Kucharczuk:*

- *Great turnout for our Meet the Teacher event on 9/19. Approximately 75% in person participation. For those families unable to attend, video presentations were provided by our staff. We are very thankful for the hard work and preparation teachers put into their presentations and partnering with families to begin the school year.*
- *Upcoming Events:*
  - *Pumpkin decorating competition (K-4) Beginning 10/21*

- *Annual Halloween Parade 10/25*

*Patrick McNulty:*

- *Becky Hunsberger started on September 30, as our Special Education teacher after being held by her previous workplace.*
- *Meet the Teacher night was very well attended, families were lined up down the block and around the corner.*
- *Cherrydale fundraiser was very successful, generating \$10,000 in sales.*
- *Two staff members earned their master's degrees Kelly Sourwine and Taylor Snyder.*
- *Congratulations to all the field hockey players and coaches as they wrap up their season this Thursday.*

*Melissa Inselmann:*

*We have many upcoming PD opportunities that our teachers are and will be participating in; these trainings include:*

- *STEELS training for our K-5 Elementary Teachers conducted by the IU*
- *Literacy Training, AI training, Text-Dependent Analysis, and Content Networking Sessions for Elementary and Secondary Math, Science, Social Studies, ELA, EL, Gifted, and Specialist areas.*
- *We also have some Professional Development trainings coming up this month on assessments and data such CDTs and PVAAS.*
- *Additionally, we have been selected to participate in PDE's pilot benchmark program called Firefly. PDE is expanding its assessments to offer LEAs a custom benchmark assessment that is aligned to the PA standards. We will pilot the program this year and look to participate in the full implementation next year.*

*Eric Dauberman:*

- *HR Software Implementation: Received pricing and quotes for HR packages to enhance hiring efficiency, document security, and applicant convenience. Reviewing options and will provide recommendations soon, aligning with practices of neighboring districts.*
- *Staffing Updates: Filled several recent vacancies. Actively recruiting for a daily substitute position at the high school, with interviews scheduled for next week.*
- *Leave Coverage: Implemented a comprehensive plan to address current and anticipated vacancies due to short-term leaves of absence across the district.*
- *Coaching Position: Applications for Varsity Head Girls Softball Coach are open until October 20th. The week of October 21st, applications will be evaluated, candidates will be contacted. Interviews will be conducted the week of 10/28. I will reach out to the athletic council soon to determine the exact interview dates.*
- *Title IX Compliance: Attended CLIU training on new Title IX regulations. Establishing district-wide Title IX structure in accordance with CASD Policy #128. Administrator training on investigative and decision-making processes to be conducted over the next two weeks.*

*David Janoski/Adyn Wellington Student Reps:*

- *Howertown Road Crossings installed for students have been effective*

*David Tod:*

- *CHS Marching Band took 1st in Competition last weekend, Very proud of the work Mr. Arnold and his team have done with the program.*
- *Homecoming Dance this Saturday at 7:00 pm.*

- *The Homecoming Court is planning to march in the Halloween Parade.*
- *Beginning to form student led groups to advance school improvement. Student Athletic Leadership Team, Student Activities Council, and Principal Advisory Council.*
- *Continuing OLWEUS training throughout the year, but initiating conversations beginning this month and throughout the school year.*
- *Today 6 students joined in the Lehigh Valley Student Forum with 9 other schools at CLIU 21. Great interaction with their peers and working to form the direction of the revitalized group.*
- *Excited to welcome Tara Belfield to the High School coaching staff.*

*Lindsey Wallace:*

- *Congratulated and welcomed Tara Belfield CHS Head Girls Basketball Coach*

*Eric DeLabar:*

- *It's been a great start of the year*

*Shawn McGinley:*

- *Recognized and congratulated marching band for their hard work*
- *Welcomed Tara Belfield*

*Jason Bashaw:*

- *Echoed what everyone else was saying about the good start of the year*
- *Thanked Dr. Christina Lutz-Doemling for her communications and for talking with the board.*

*Christy Cooper:*

- *Congratulated the Marching Band*
- *Welcomed Tara Belfield*

*Jeremy Smale:*

- *It was good seeing the Star Students again and recognizing them.*

*Lauren Cieslak:*

- *Congratulated the Marching Band and enjoyed seeing the positive news on social media.*

*Jamie Nattress:*

- *Recognized the Kristen Brobst and the support she had received from the district.*
- *Welcomed Tara Belfield*

*Jillian Emert:*

- *Congratulated Tara Belfield*
- *Recognized Kristen Brobst's expression shared during the board meeting*

*Dale Hein:*

- *Halloween Parade route has been changed this year*
- *Thanked the middle school football coaches and team for pausing their practice and removing their helmets to honor the American flag during the playing of our national anthem.*

*Dr. Christina Lutz-Doemling:*

- *Congratulations and welcome to Tara!*
- *Thank Mr. Muthersbaugh and Mr. Dauberman for investigating busing issues and working with transportation staff to address concerns.*
- *As a follow-up to our recent special Board Meeting focused on the District Feasibility Study, I would like to share that our School District website includes an overview of the*

*District Feasibility Study and Summary of Related Activities as well as links to the public feasibility study presentations.*

- ***This information is accessible via the CASD Website - Under the District Tab***
- *I also wanted to recognize CJ Matz, CHS Art Teacher, for representing our School District at the PA Art Education Association statewide conference. CJ presented a session titled "Wrecking and Rebuilding: A Weekly Approach to Encouraging and Developing Creative Problem-Solving Skills."*
- *Finally, Lois Reed, C3P Coordinator shared that the C3P Winter Coat Distribution will take place on Saturday, November 16th in the District Administration Office from 9 AM until noon.*

**17. NEXT MEETING DATES**

A. Wednesday, November 6, 2024	5:00 PM	Buildings and Grounds
	6:00 PM	Athletic Committee Meeting
	7:00 PM	Academics Committee Meeting

B. Tuesday, November 12, 2024	5:30 P.M.	Dinner
	7:00 P.M.	School Board Meeting*

\* Reminder -The November Board Meeting will be held at: Lehigh Career & Technical Institute 4500 Education Park, Schnecksville

**18. ADJOURNMENT**

*MOTION BY: McGinley*

*SECONDED BY: Emert*

*Motion carried*

***Time Adjourned: 8:07 P.M.***

*Respectfully submitted,*

*Jason Bashaw  
Secretary*