

MINUTES
CATASAUQUA AREA SCHOOL DISTRICT
Tuesday, November 12, 2024
7:00 PM – Lehigh Career & Technical Institute

1. **CALL TO ORDER** **President, Dale Hein**
President Dale Hein Called the Meeting to Order at 7:03 P.M
2. **PLEDGE OF ALLEGIANCE TO THE FLAG**
The Pledge of Allegiance was given
3. **MOMENT OF SILENCE IN MEMORY OF FORMER CASD BOARD MEMBER MARYALICE (DILLON) HARTRANFT**

** At this time a moment of silence was given for MaryAlice (Dillon) Hartranft –10-11-2024*

4. ROLL CALL

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

X=Present

P=Phone Present

Visitors: See list inserted in permanent minute book

5. **NOTICE OF EXECUTIVE SESSIONS**
 - A. None
6. **PRESENTATIONS/AUDIENCE INPUT ON AGENDA**
7. **ADMINISTRATION/BOARD DISCUSSION & REPORTS**
 - A. Budget Update – Dr. Christina Lutz-Doemling and Lindsey Wallace
Dr. Lutz-Doemling and Lindsey Wallace provided a budget update to the board.

8. **APPROVAL OF MINUTES FROM PRIOR MEETING(S)**
 A. **School Board Meeting Held on October 8, 2024**

9. **APPROVAL OF TREASURER’S REPORT FOR OCTOBER 2024**

10. **APPROVAL OF BUDGET TRANSFERS OCTOBER 2024**

[**ACCOUNT CODES LINK**](#)

11. **APPROVAL FOR PAYMENT OF ALL A/P BILLS NOVEMBER 2024**

12. **APPROVAL TO RATIFY ALL EXPENSES OTHER THAN A/P OCTOBER 2024**

13. **FINANCIAL**

A. **Exoneration – Tax Collectors 2023-2024 Interim Taxes**

The following tax collector(s) of the Catasauqua Area School District request exoneration from collecting the following interim taxes for the 2023-2024 school year in accordance with Section 685 of the Public School code. These taxes are claimed “Delinquent” and will be submitted to Portnoff Associates for further collection as such. The deadline for collection of these taxes was 10-31-24.

Tax Collector	Municipality	2023-2024 Interim
James Delbertis	Catasauqua	\$3,842.98
Catasauqua Area SD	Hanover	\$0.00
Donna Schifko	North Catasauqua	\$14,121.03

Items 8A, 9, 10, 11, 12, and 13 were combined by Board request

ROLL CALL VOTE

MOTION BY: Emert SECONDED BY: Cieslak
AYE: Cooper, Smale, Cieslak, Nattress, Emert, DeLabar, Bashaw, Hein
NAY: 0
Eight Ayes, Zero Nays, Motion carried

14. **PERSONNEL**

A. **Substitutes**

The following applicant(s) have requested to be added to the Substitute Employment List for the 2024-2025 School Year as follows:

Name	Assignment
Shaborn Henderson*	Substitute Non CDL Driver
Maria Rivera	Substitute Non CDL Driver
Maria Pereira*	Substitute Non CDL Driver
Karolyn De Los Angeles	Substitute Non CDL Driver
Kaitlyn Bird*	Substitute Teacher

*pending receipt of employment paperwork

B. Resignation

1. Employee: Jalyah Rosado
Status: Student Worker
Assignment: Catasauqua Middle School
Reason: Personal
Effective: October 11, 2024

C. Nomination for Appointment

1. Name: Arianna Stallworth
Status: Student Worker
Assignment: Catasauqua Middle School
Rate of Pay: \$10.00 per hour
Benefits: N/A
Effective : October 15, 2024
2. Name: Erika Proctor
Status: Head Softball Coach
Assignment: Catasauqua Athletic Department
Rate of Pay: \$5,700.00
Benefits: N/A
Effective : November 13, 2024
3. Name: ❖ Kimberly Flueso *
Status: Teacher
Assignment: Catasauqua High School
Rate of Pay: \$92,002
Benefits: As per the Collective Bargaining Agreement
Effective : Pending Release Date From Current Employer

* pending receipt of employment paperwork

- ❖ Approval of Agenda Item 14C-3 is contingent upon the approval of Agenda Item 16A – Job Description, K-12 Career Connections Coordinator/High School BCIT Teacher, under Board Approvals

Items 14A, 14B, and 14C were combined by Board request

ROLL CALL VOTE

*MOTION BY: Emert SECONDED BY: DeLabar
AYE: Smale, Nattress, Bashaw, Cooper, Cieslak, Emert, DeLabar, Hein
NAY: 0
Eight Ayes, Zero Nays, Motion carried*

D. Change in Employment Status

1. Name: Charlotte Britto
 Previous Status: Guest Teacher
 Current Status: Daily Building Substitute
 Assignment: Catasauqua High School
 Rate of Pay: \$145.00 per day
 Benefits: N/A
 Effective : November 1, 2024

E. Approval of Days Without Pay

1. Name: Nichole Grym
 Reason: Personal
 Effective: 10/31/2024 Half Day
 11/21/2024 Half Day
2. Name: Jesi Cericola
 Reason: Personal
 Effective: 11/13/24 through 11/15/24 Full Days

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

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

#	Name	Position	Stipend
1	Tara Belfield	Head Girls Basketball Coach stipend revised from \$7,800.00 approved 10/8/24	\$6,000.00
2	Hector Garcia*	Assistant Girls Basketball Coach	\$1,500.00
3	Stephen Bradley	Assistant Girls Basketball Coach originally approved as a volunteer on 6/11/24	\$4,800.00
4	Robert Skipper	Assistant Girls Basketball Coach originally approved as a volunteer on 6/11/24	\$1,800.00
5	Anthony Cunningham*	Assistant Girls Basketball Coach originally approved as a volunteer on 6/11/24	\$3,300.00
6	Kevin Carter*	Assistant Boys Basketball Coach	Volunteer
7	Robert Skipper	Indoor Track and Field Coach	Volunteer

* pending receipt of employment paperwork

G. Approval of Unpaid Leave of Absence

Approval for Unpaid Leave of Absence for employee #1399 effective September 5, 2024, to February 1, 2025.

H. Approval of FMLA

Approval of FMLA is requested for Employee #1030 Effective November 1, 2024, to January 23, 2025

Items 14D, 14E, 14F, 14G, and 14H were combined by Board request

ROLL CALL VOTE

MOTION BY: Emert SECONDED BY: Cooper
 AYE: Smale, Emert, DeLabar, Bashaw, Cooper, Cieslak, Nattress, Hein
 NAY: 0
Eight Ayes, Zero Nays, Motion carried

15. CURRICULUM

A. None

16. BOARD APPROVALS

A. Approval Of The Following Job Descriptions:

❖ K-12 Career Connections Coordinator/High School BCIT Teacher
Instructional Aide
Food Service Utility Person / Driver
Kitchen Manager
General Kitchen Help

B. Approval of Student Activity Account 2024-2025 School Year

The following activity account has been opened during the 2024-2025 school year, and should be approved by the school board.

Holy Trinity Memorial Lutheran Church of Catasauqua Scholarship

C. Approval of Policy - Second Reading to Accomplish the following:

- i. Revise Policy **304** (Family & Medical Leave) (**redline**)
- ii. Re-number Policy **406** (Leaves of Absence for Professional Personnel) as **306**.
- iii. Re-number Policy **408** (Coaching Positions) as **308**.
- iv. Re-number Policy **410** (Professional Development Act 48) as **310**.
- v. Re-number Policy **503** (Drug and Alcohol Testing) as **313**.
- vi. Re-Name Section **300** from “Administrative Employees” to “Employees”., and conform the section name at the beginning of each policy in the Section (**300, 300.1, 301, 302, 304, 306, 308, 310, 312, 313, and 323**).
- vii. Delete Section **400** (Professional Employees) and all remaining policies in it (**400, 401, 402, 404, 412, and 423**)
- viii. Delete Section **500** (Classified Employees) and all remaining policies in it (**500, 500.1, 501, 502, 504, 512, and 523**)

D. Approval To Dispose Of A Kiln That Is Not Functioning And No Longer In Use

Items 16A, 16B, 16C, and 16D were combined by Board request

ROLL CALL VOTE

MOTION BY: DeLabar

SECONDED BY: Cieslak

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

NAY: 0

Eight Ayes, Zero Nays, Motion carried

E. Authorization and Approval of Contract # C000090619 with the Commonwealth of Pennsylvania (“Commonwealth”), acting through the Commonwealth Financing Authority (“Grantor”) and the Catasauqua Area School District (“Grantee”) for the Public School Facility Improvement Grant in the amount of \$1,000,000.00 (“Grant”) The contract will cover the activity period from October 22, 2024, to June 30, 2027, as presented and the grant will partially fund the Catasauqua High School Roof Repair Project.

F. Approval is requested to enter into an agreement with First Student, Inc. to provide alternative transportation services. The term of the agreement will commence on November 1, 2024, and continue through June 30, 2027

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 16E, 16F, and 16G were combined by Board request

ROLL CALL VOTE

MOTION BY: Emert

SECONDED BY: Cooper

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

NAY: 0

Eight Ayes, Zero Nays, Motion carried

17. RECOGNITION OF GUESTS & VISITORS

18. NEXT MEETING DATE(S)

A. Tuesday, December 3, 2024 7:00 P.M. Reorganization and Monthly
School Board Meeting

MOTION BY: Emert *SECONDED BY:* Smale

Motion carried

Time Adjourned: 7:27 P.M.

Respectfully submitted,

Jason Bashaw
Secretary