

MINUTES
CATASAUQUA AREA SCHOOL DISTRICT
Tuesday, February 11, 2025
7:00 PM – District Administration Office

1. **CALL TO ORDER** **President, Dale Hein**
President, Dale Hein Called the Meeting to Order at 7:01P.M
2. **PLEDGE OF ALLEGIANCE TO THE FLAG**
The Pledge of Allegiance was given
3. **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	X
Lauren Cieslak	X	Eric Dauberman	
Eric DeLabar	X	Melissa Inselmann	X
Shawn McGinley	X	David Todd	
Jeremy Smale		Robert Kucharczuk	X
Jamie Nattress	X	Thomas Moll	X
Student Representatives		Daniel Kotran	
Ayden Wellington		Patrick McNulty	X
David Janoski	X		

X=Present

P=Phone Present

Visitors: See list inserted in permanent minute book

4. **NOTICE OF EXECUTIVE SESSIONS**
 - A. Executive Session for Legal and Personnel Reasons at 6:00 P.M.
An executive session was held until 7:00 P.M
5. **PRESENTATIONS/AUDIENCE INPUT ON AGENDA**
 - A. Middle School Students Roughie of the Month – Patrick McNulty

DECEMBER				
Grade 5	Grade 6	Grade 7	Grade 8	Related Arts
Julian Carey	Nour Mamari	Alexander Bernini	Trever Hartzell	Alisha Perez-Porrata
JANUARY				
Grade 5	Grade 6	Grade 7	Grade 8	Related Arts
Sylvia Murzdeck	Katelynn Beatty	Ryha Miller	Viviana Carvajal	Claire Snyder

6. ADMINISTRATION/BOARD DISCUSSION & REPORTS

A. Academics and Education - Melissa Inselmann

Academics and Education Committee Meeting Recap

The following is a recap of the Academics and Education Committee agenda items and discussions that occurred during the meeting on February 5th at 7:00 PM:

- *Allison Dolak provided an update on the success of the High Dosage Tutoring Program that concluded on January 17th for grades 3 - High School Algebra I.*
- *Dr. Kucharczuk and Mr. McNulty provided an update on their MOY Assessment Data, a Firefly update, and an update on building initiatives and events.*
- *Mr. Todd provided an update on progress made with the High School Career Pathways initiative for the 26-27 school year. He also provided an overview of the 25-26 Career Planning Guide, which is on the board agenda for your approval tonight.*
- *Curriculum Updates were provided, this includes Math 3 and 4 courses, STEELS transition along with Professional Development items, and the extension of the ELA Wonders Program K - 4*
- *The CASD Comprehensive Plan for the 2025-2028 was reviewed. It is on public display on our website, and you can find hard copies in our foyer. The plan will be placed on the March agenda for School Board approval.*
- *The CMS TSI for ELL was reviewed.*
- *Allison Dolak provided an update on the Catty Works program, which is our career readiness program for students with an IEP.*
- *Lastly, Dan Kotran summarized our current grants and the Title I Equity Plan for the committee to review and provided an update on the review of District Technology.*

B. Finance - Lindsey Wallace

Proposed State Budget Highlights (Proposed - NOTHING FINAL)

- *BEF = \$75 Million Increase*
 - i. *CASD Increase = \$114,507 (1.8%)*
- *SEF = \$40 Million Increase*
 - i. *CASD Increase = \$13,848 (1%)*
- *Adequacy/Equity = \$526 Million Increase*
 - i. *CASD Share = \$59,424*
- *Safety/Security Grants = \$100 Million Total*
 - i. *Estimating we receive similar amount as current year (\$130,000)*
- *School Facilities Grants - \$125 Million Total*
 - i. *Opportunity to apply for projects (competitive)*
- *Cyber Charter*
 - i. *No Proposed Reimbursement (Current Year Received \$80,000)*
 - ii. *Looking to move to a flat rate \$8,000*
 - iii. *CASD Projected "Savings" with the Tuition Rate Calculation Change = \$178,035*
- *Proposing Minimum Wage increase to \$15 beginning January 1, 2026*
- *Increase Homestead/Farmstead \$120 Million (Property Tax Relief)*

C. Building & Grounds - Eric Dauberman

Buildings and Grounds Committee Meeting was held Feb 5th at 5 pm***The following topics were discussed:***

- ***CHS and Concession Stand Roofing Projects Update*** - *The Performance Energy Savings Agreement associated with the roof projects is on tonight's agenda for approval.*
- ***Long Term Capital Project and Bond Planning Overview*** - *PFM presented financing options in January and the approval of financing authorization to proceed resolution associated with the CHS Roof Project and other priority projects is on tonight's board agenda for approval.*
- ***Also discussed during the meeting:***
 - ***PCCD School Safety Grant***
 - ***Lawn Care Bid Update***
 - ***Staff Summer Project Planning***
 - ***CHS Container for storage***
 - ***CHS Modernfold Gym Curtain Repair***

D. Policy - David Knerr

- Policy #236 - Threat Assessment - First Reading
- Policy #805 - Use of Force by School Security Personnel - First Reading
David Knerr provided the Board with an overview of the new policies being adopted this evening for first reading. A brief description of each policy was presented. An opportunity was provided for questions or comments.

E. Athletics - Thomas Moll

- ***High School Weight Room Bid Update*** - *The bid proposal will be advertised tomorrow and it will expire three weeks from the time of being published. The bids will be opened around the first week of March. The equipment, flooring and custom logos are being quoted separately in each bid.*
- ***Coaching Salaries*** - *A spreadsheet was shared with the committee proposing salary increases over the next 4 years to be competitive with other districts around us who are similar in size.*
- ***End of Season Student-Athlete Surveys*** - *We received 33 responses from the fall athletes. The winter surveys will be distributed to the athletes about 1-2 weeks after the end of the winter season. The responses will help guide end of the season meetings with the coaches.*
- ***Weekly Sports Schedule*** - *Kawaunna Waldron will create a schedule template that will be displayed on the digital boards and on social media, advertising Catty sport schedules weekly. A special thank you to Brittany Keyser - Sheckler Administrative Assistant for helping Kawaunna learn the SM Infinity software.*
- ***Sports and Levels of Play*** - *Girls Soccer and Boys Soccer - The Colonial League is moving in the direction of fielding more soccer teams at the Junior High and Varsity levels as opposed to the Junior Varsity and Varsity levels. To provide our athletes with the best opportunities to compete with other teams in the league we will follow that trend starting in the 2025-2026 school year. Coaching positions will be flexed and adjusted as needed based on participation numbers.*
- ***Middle School Girls Volleyball Discussion*** - *Mr. Moll would like to explore the possibility of creating a girls' intramural volleyball program.*

- F. Carbon Lehigh Intermediate Unit # 21 - Jason Bashaw
Thanked the board for his nomination at CLIU for another 3 year term.
- G. Borough of Catasauqua - Dale Hein
Attended meetings, but no discussions held pertaining to the school district.
- H. Borough of North Catasauqua - Christy Cooper
A 4-way stops sign was installed at Howertown Road and Willow Drive, North Catasauqua.
- I. Hanover Township - Lindsey Wallace – *No updates*
- J. PSBA Liaison Update - Lauren Cieslak
Provided an overview of the various new resources that PSBA has available for Board Members.
- K. Lehigh Career & Technical Institute Update - Jillian Emert – *No updates*
- L. Student Representatives - David Janoski and Adyn Wellington – *Not in attendance*

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

A. **School Board Meeting Held on January 14, 2025**

8. **APPROVAL OF TREASURER’S REPORT FOR JANUARY 2025**

9. **APPROVAL OF BUDGET TRANSFERS JANUARY 2025**

10. **APPROVAL FOR PAYMENT OF ALL A/P BILLS FEBRUARY 2025**

11. **APPROVAL TO RATIFY ALL EXPENSES OTHER THAN A/P - JANUARY 2025**

12. **FINANCIAL**

A. **Approval of Lehigh Carbon Community College Proposed 2025-2026 Budget**

Approval of Lehigh Carbon Community College Proposed 2025-2026 Budget. The Lehigh Carbon Community College Operational Budget for the fiscal year 2025-2026 is presented for approval. The total 2025-2026 Operating debt service and capital budgets are \$62,569,671, an increase of \$1,020,890 or 1.7% from prior year’s budget. The Catasauqua Area School District sponsor share will be \$162,221, an increase of \$388 or 0.2% from last year’s budget.

B. **Approval of Carbon-Lehigh Intermediate Unit 2025-2026 Proposed Budget**

The Carbon-Lehigh Intermediate Unit #21 Operational Budget for the fiscal year 2025-2026 is presented for approval. The total 2025-2026 General Operating Budget is 1,729,075 and increase of \$36,710 or 2.17% from prior year. The total of all Lehigh and Carbon County district contributions of the operating budget is \$819,040, a 0% change. The Catasauqua Area School District share is \$25,282, an increase of \$472.

C. Approval of Lehigh Career & Technical Institute Proposed 2025-2026 Budget

Approval is requested for the 2025-2026 Budget of Lehigh Career & Technical Institute. The total 2025-2026 Operating Budget is \$33,499,540, an increase of \$1,535,345 or 4.8% increase. The Catasauqua Area School District share is \$993,964.95, an increase of \$16,762.15 or, 1.72% increase. The proposed Academic Center Budget is \$2,720,871, an increase of \$195,438 or, 7.74% increase, based on a projected enrollment of 400 total Students at a cost of \$5,969 per Student. The Catasauqua Area School District share of the Academic Center Budget is \$110,132 an increase of \$5,462 or 5.22% increase.

D. Approval of Financing Authorization to Proceed Resolution

Resolved: The Board of School Directors of Catasauqua Area School District hereby authorizes the Administration to work with PFM Financial Advisors LLC as Financial Advisor; Raymond James, as Underwriter, Fox Rothschild LLP, as Bond Counsel; and David Knerr, as District Solicitor in conjunction with the issuance of General Obligation Bonds, Series of 2025, for the purpose of financing capital improvements to School District facilities and pay costs of issuance of the Bonds.

E. Exoneration - Tax Collectors 2024-2025 Real Estate/Interim Taxes

The following tax collector(s) of the Catasauqua Area School District request exoneration from collecting the following real estate and interim taxes for the 2024-2025 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 December 31, 2024.

Tax Collector	Municipality	2024-2025-Base Real Estate	2024-2025 Interim/Exception
James Delbertis	Catasauqua	\$3,599.48	\$3,599.48
Catasauqua Area SD	Hanover Twp	\$83,193.47	\$83,193.47
Donna Schifko	North Catasauqua	\$0.00	\$ 0.00
	TOTAL	\$86,792.95	\$86,792.95

** It was discovered after the February 11, 2025 Board Agenda was posted publicly, the amounts were not properly recorded. They were listed in the base column, but should be listed under the interim column because they are exceptions.*

Items 7A, 8, 9, 10, 11, 12A, 12B, 12C, 12D, and 12E were combined by Board request

ROLL CALL VOTE

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

13. PERSONNEL

A. Removal Of The Following Substitute Employees For The 2024-2025 School Year:

Name	Position	Reason
Korin Moyer-Mitchell	Substitute Teacher	Personal

B. Substitute(s)

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

Name	Assignment
Patricia Nassif*	Guest Teacher
Jill Smerdon*	Substitute Teacher
Loreni Sanchez*	Non CDL Substitute Driver

*pending receipt of employment paperwork

C. Intent to Retire

Approval is requested to accept the Intent to Retire, effective the end of the 2024-2025 school year:

Name	Assignment	Years of Service
Christopher Gerhard	Catasauqua High School	22 Years in District

D. Resignation

- Name: Rebecca Lozada
 Status: Non Certified Instructional Aide
 Assignment: Sheckler Elementary School
 Reason: Other Employment
 Effective: January 24, 2025

E. Approval for Days Without Pay

- Name: Cecilia Ramirez
 Reason: Personal
 Effective: 1/23/2025 Full Day
- Name: Denise Blakely
 Reason: Personal
 Effective: 1/24/2025 Full Day
- Name: Lauren Pereira
 Reason: Personal
 Effective: 1/30/2025 Half Day

- 4. Name: Courtney Schwartz
 Reason: Sick
 Effective: 1/28/2025 Full Day, 1/29/2025 Full Day
 1/30/2025 Full Day, 1/31/2025 Full Day

F. Approval of FMLA

Approval of FMLA for employee # 2511 from approximately May 20, 2025 to approximately August 11, 2025

G. Approval of FMLA

Approval of FMLA for employee #483 from January 9, 2025 to January 30, 2025.

H. Approval of FMLA

Approval of FMLA for employee #2479 January 17, 2025 to exhaustion of allowed time.

I. Approval of FMLA

Approval for FMLA for employee #1959 March 3, 2025 to May 25, 2025.

J. Approval Of Substitute Rate Of \$45.00 Per Hour For Specific Business Office Tasks For Kristen Bloszinsky Approximately May 20, 2025, Until Approximately August 11, 2025

K. Approval to Employ Six Custodial Student 2025 Summer Workers

Approval is requested for employment of up to six temporary Custodial Summer Workers for up to six weeks during the summer of 2025.

L. Half Year Salary Increment Change

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

Angelo Lucci	Step	Degree	Credits	Salary
New	4	BS	24	\$70,438.00
Old	4	BS	21	\$69,771.00
Difference				\$667.00
Half Increment				\$333.50
Marlaina Riegel	Step	Degree	Credits	Salary
New	4	M	0	\$73,106.00
Old	4	BS	30	\$70,438.00
Difference				\$2,668.00
Half Increment				\$1,334.00

M. Appointment of Mentor Teachers – 2024-2025 School Year

Administration recommends that the names listed below be approved as Mentor Teachers for the 2024-2025 school year at a stipend of \$750.00 as per Collective Bargaining Agreement:

New Faculty	Position	Mentor	Position
Brett Snyder	Speech and Language Teacher/Educational Specialist	Dana Flynn	Speech and Language Teacher/Educational Specialist

N. Approval Of Student Teachers/Interns/Job Shadows

Approval is requested for the following student teachers/interns/job shadows as listed:

College – Eastern University	Effective: February 12, 2025 to March 2, 2025
Name: Madisen Shriver*	Special Education – Kristine Kostura

*pending receipt of employment paperwork

O. Change In Employment

1. Name: Samer Alsaman
 Previous Status: Non CDL Substitute Driver
 Current Status: CDL Substitute Driver
 Assignment: Transportation
 Rate of Pay: \$25.62 after 100 hours of drive time
 Benefits: N/A
 Effective : February 5, 2025 after completion of 100 hours of drive time

2. Name: Maria Rivera
 Previous Status: Non CDL Substitute Driver
 Current Status: CDL Substitute Driver
 Assignment: Transportation
 Rate of Pay: \$25.62 after 100 hours of drive time
 Benefits: N/A
 Effective : January 7, 2025 after completion of 100 hours of drive time

3. Name: Karolyn De Los Angeles
 Previous Status: Non CDL Substitute Driver
 Current Status: Non CDL Driver
 Assignment: Transportation
 Rate of Pay: \$23.62
 Benefits: N/A
 Effective : February 3, 2025

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

#	Name	Position	Stipend
1	Eriberto Diaz*	Assistant Football Coach	Volunteer
2	Ronald Armstead III*	Assistant Football Coach	Volunteer
3	Hunter Reitz*	Assistant Baseball Coach	Volunteer
4	Natalie Schlofer	Assistant Track and Field Coach	Volunteer
5	Paige Kogelman	Assistant Softball Coach	Volunteer
6	James Alexander	Head Middle School Soccer Coach	TBD

* pending receipt of employment paperwork

Items 13A, 13B, 13C, 13D, 13E, 13F, 13G, 13H, 13I, 13J, 13K, 13L, 13M, 13N, 13O, and 13P were combined by Board request

ROLL CALL VOTE

MOTION BY: Emert SECONDED BY: DeLabar

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

NAY: 0

Eight Ayes, Zero Nays, Motion carried

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

Approval is requested for the Catasauqua High School Career Planning Guide for the 2025-2026 school year.

15. BOARD APPROVALS**A. Approval of Policy – First Reading**

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

Section: Pupils
Policy #: 236
Title: Threat Assessment

B. Approval of Policy – First Reading

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

Section: Operations
Policy #: 805
Title: Use of Force by School Security Personnel

C. Authorization to Bid for Fuel Oil 2025-2026

Approval is requested to authorize bidding for fuel oil via Keystone Purchasing Network, Intermediate Unit #16, effective 2025-2026 school year.

D. Approval of Summer School at Allentown School District, Northampton Area School District, and Whitehall-Coplay School District

Approval is requested to ask for permission from Allentown City School District, Northampton Area School District, and Whitehall-Coplay School District allowing students from the Catasauqua Middle School (grades 5, 6, 7, and 8) and the Catasauqua High School (grades 9, 10, 11, and 12) to attend summer school for the Summer of 2025 in the Allentown City School District, Northampton Area School District, Whitehall-Coplay School District, at a tuition rate designated by their school board, and that tuition payment is the responsibility of the parent/guardian.

E. Approval of Service Agreement With Preferred EAP

Administration recommends approval of service agreement with EAP to provide Employee Assistance Programs. Agreement effective March 1, 2025 through June 20, 2027.

F. Approval of Contract with Raptor Technologies for the Raptor Emergency Management Suite and its Implementation in the Amount of \$8,900.00

G. Awarding of Lawn Care Bid

Approval is requested to award the lowest bid submitted by Zachary Bittner DBA Perfection Landscaping & Lawn Care, (unlimited cuts/trims; three-year contract) for the contract for lawn mowing and related services, and award the contract to the lowest responsible bidder, Zachary Bittner DBA Perfection Landscaping & Lawn Care, as set forth below: (bid tabulation)

Service	Year	Cost
Unlimited cuts/trims	2025	\$54,000
Unlimited cuts/trims	2026	\$57,000
Unlimited cuts/trims	2027	\$58,000
	Total	\$169,000

H. Approval Of Team System - Elite License Service Agreement With Just Play Sports Solutions L.L.C.

Approval is requested of a three (3) year Elite License Service Agreement to grant nonexclusive, non-transferable license for the use of a Just Play account, beginning on March 1, 2025 and ending on February 29, 2028.

I. Approval of Resolution Awarding to and Authorizing a Performance Based Energy Savings Agreement with McClure Company Pursuant to the Guaranteed Energy Savings Act for Roofing Upgrades to Catasauqua High School and the Concession Stand

J. 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.

Items 14A,15A,15B,15C,15D,15E,15F,15G,15H,15I, and 15J were combined by Board request

ROLL CALL VOTE

MOTION BY: McGinley

SECONDED BY: Cieslak

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

NAY: 0

Eight Ayes, Zero Nays, Motion carried

16. RECOGNITION OF GUESTS & VISITORS

17. NEXT MEETING DATES

A. Tuesday, March 11, 2025 7:00 P.M. School Board Meeting

18. ADJOURNMENT

MOTION BY: Emert

SECONDED BY: McGinley

Motion carried

Time Adjourned: 7:55 P.M.

Respectfully submitted,

*Jason Bashaw
Secretary*