MINUTES
CATASAUQUA AREA SCHOOL DISTRICT
Tuesday, September 9, 2025
7:00 P.M. – District Administration Office

1. CALL TO ORDER …… Board President, Dale Hein
President, Dale Hein 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	
Dale Hein, President	X	Dave Knerr	X
Jillian Emert, Vice President		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
Jamie Nattress	X	Robert Kucharczuk	X
Jeremy Smale	X	Thomas Moll	X
Student Representatives		Daniel Kotran	
Dante Hatcher-Wilson (*arrived late*)	X	Patrick McNulty	X
Nikoloz Kemashvili			

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 6:00 PM
An executive session was held until 6:55 P.M

5. PRESENTATIONS/AUDIENCE INPUT ON AGENDA
A. Great PA Schools Designation - Catasauqua Area SD – Pennsylvania School Board Association – Erin Todd, Pennsylvania School Boards Association (PSBA).
Erin Todd recognized the board and provided the details and many reasons for receiving this prestigious recognition. Dr. Lutz-Doemling also spoke and recognized all those who were part of the recognition.
B. Digital Scoreboards Update - Bob Hartman, Digital Scoreboards, LLC
Bob Hartman of Digital Scoreboards, LLC provided an overview of the information that will be included in the agreement package.

**At this point, Mr. Dale Hein opened the floor for public comment on agenda-related items. Public – Keith Fryslin inquired about the policies listed on the agenda, specifically Policy #314 – Drug/Alcohol Use and Testing of Non-CDL Drivers. Mr. David Knerr responded to the questions and directed Mr. Fryslin to the district website for access to all current policies.*

6. ADMINISTRATION/BOARD DISCUSSION & REPORTS

A. Academics and Education - Melissa Inselmann

- *Over the next several months, our district will be engaged in a number of important assessments designed to inform instruction and support student learning. These include the Classroom Diagnostic Tools (CDTs), our regularly scheduled benchmark assessments, and building-specific assessments aligned to grade-level goals. Each of these measures provides valuable data to help us identify student strengths, target areas of need, and guide instructional planning. In addition, each building has developed a clear plan to communicate individual student results with parents, ensuring families are informed and able to partner with us in supporting their child's growth.*

B. Finance - Lindsey Wallace

- *State Budget Update - There is no update… We still do not have a passed state budget. It isn't looking like we will see it passed this month either, possibly October…*
- *The hang up is with SEPTA aka Southeastern Pennsylvania Transportation Authority aka Philadelphia Public Transportation System. There hasn't been much discussion on education and we all are holding our breath that the education budget is being discussed in the background as they sort out SEPTA.*
- *Once the budget is finally passed we can expect at least a month's delay in receiving state funds.*
- *We should be okay through the end of the calendar year, but things may get tight if it pushes any further.*
- *I will keep everyone posted on the state budget as we know more.*

C. Building & Grounds - Eric Dauberman

- *The RFP process for the Sheckler Addition Architect selection is underway with the Pre-proposal meeting scheduled for tomorrow 9/10/25*
- *The Bid process for CHS HVAC Project will begin in the coming weeks, with a goal of upgrading that system beginning in the summer of 2026.*
- *All roof inspections have been completed and passed for both properties.*
- *we are only awaiting the itemized contingency details.*
- *CHS Roadwork - E. Bullshead Rd. intersection roadway improvement project is complete.*

D. Policy - David Knerr

- Policy 314 - Drug/Alcohol Use and Testing of non-CDL Drivers - First Reading (clean)
- Policy 313 - Drug/Alcohol Use and Testing of CDL Drivers - Second Reading (redline)-(clean)
    - *Provided a brief overview of policies on the agenda.*

E. Athletics - Thomas Moll

- *The start of fall sports has gone well. We currently have a large number of students participating in athletics and marching band.*
- *We celebrated Youth Football Night at our September 5th home football game versus Palisades.*
- *Ten of our student-athletes will be attending and participating in the Colonial League Leadership Seminar that will take place on Monday, September 22nd at the Lehigh Valley Health Network Education Center in Center Valley.*

- *Hannah Edwards softball jersey retirement will take place at halftime of our September 26th varsity football game versus Saucon Valley.*
- *We will celebrate Youth Soccer Night at some point over the next few weeks.*
- *We are doing our best to deal with transportation issues - bus driver shortages. I want to thank David Cressman and Karla Fryslin for all of their help. Our coaches have also been very cooperative in helping make things work. The other league schools have also been very cooperative in helping adjust start times to help us*

F. Carbon Lehigh Intermediate Unit # 21 - Jason Bashaw
- *Shared the summary with everyone*
- *Last meeting - met the therapy dog in EI Whitehall*
- *Enjoyed the coverage on our therapy dog*
- *Next meeting is on Monday*

G. Borough of Catasauqua - Dale Hein
- *October 22 - new route for the Catty/N Catty Halloween Parade*
- *Rain Date is the following week*
- *Jason joined the J4 Committee - Rescheduled for the 23rd*

H. Borough of North Catasauqua - Christy Cooper
- *Trick or Treat is Friday October 31*
- *6PM to 8PM*

I. Hanover Township - Lindsey Wallace
- *Paving was to start on Lloyd Street late August. I am not sure if it is completed or not.*
- *Follow Up regarding Royal Farm - Is this falling through? Any other potential for development?*
- *Hydraulic - Next to Shammy Shone*

J. PSBA Liaison Update - Lauren Cieslak
- *School Safety Summit-September 17th.*
- *School Leadership Conference*
- *PSBA AI Trainings*

K. Lehigh Career & Technical Institute Update - Jillian Emert – *Not in attendance*

L. Student Representatives - Dante Hatcher-Wilson and Nikoloz Kemashvili

7. APPROVAL OF MINUTES FROM PRIOR MEETING(S)

A. <u>School Board Meeting Held on August 12, 2025</u>

8. APPROVAL OF TREASURER'S REPORT FOR AUGUST 2025

9. APPROVAL OF BUDGET TRANSFERS AUGUST 2025 – <u>None for this month</u>

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

11. APPROVAL TO RATIFY ALL EXPENSES OTHER THAN A/P AUGUST 2025

12. FINANCIAL

A. Exoneration – Tax Collectors 2024-2025 Exception Taxes

The following tax collector(s) of the Catasauqua Area School District request exoneration from collecting the following 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 08/31/2025.

Tax Collector	Municipality	2024-2025 Exception
James Delbertis	Catasauqua	$0.00
Catasauqua Area SD	Hanover	$0.00
Donna Schifko	North Catasauqua	$15,262.96

Items 7A, 8, 9, 10, 11, and 12A were combined by Board request
ROLL CALL VOTE

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

13. PERSONNEL

A. Removal Of The Following Substitute Employees For The 2025-2026 School Year

Name	Position	Reason
Chloe Bundra	Substitute Teacher	Personal
Colleen Whitsett	Substitute Teacher	Personal
Diane Daubert	Substitute CDL Driver	Personal
Gunnar Pattison	Substitute Teacher	Personal
John Sipko	Substitute Teacher	Personal
Lauren Bock	Substitute Teacher	Personal
Laurette Miller	Substitute Teacher	Personal
Robin Dorney	Non Certified Instructional Aide Substitute	Personal
Stephanie Panny	Daily Building Substitute - CMS	Personal
Thomas Riegel	Substitute Teacher	Personal
Trey Hinkle	Substitute Teacher	Personal
Yasmeen Elsayed	Substitute Teacher	Personal

B. Substitutes

The following applicants have requested to be added to the substitute employment list for the 2025-2026 school year as follows:

Name	Assignment
Richard Tyler Sr.	Substitute Non CDL Driver
Jill Smerdon	Cafeteria Substitute
Katrina McGowan Johnson*	Substitute Non CDL Driver
Irving Harris*	Substitute Non CDL Driver
Ingrid Perez*	Substitute Non CDL Driver
Ian Langsdorf*	Substitute Teacher

*pending receipt of employment paperwork

C. Retirement

1. Employee: Stephen Kalata
   Status: Non CDL Driver
   Effective: June 30, 2025

D. Resignation

1. Employee: Christine Saylor
   Status: Non Certified Instructional Aide
   Assignment: Sheckler Elementary School
   Reason: Personal
   Effective: September 12, 2025

2. Employee: Stacie Pisano
   Status: Non Certified Instructional Aide
   Assignment: Sheckler Elementary School
   Reason: Personal
   Effective: September 3, 2025

E. Approval of Paid Administrative Leave, Effective August 5, 2025, Until TBD for Employee #2694

F. Approval Of Student Teachers/Interns/Job Shadows

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

College – Muhlenberg University	Effective: September 8, 2025 to October 17, 2025
Name**: Michaela Fineman**	Social Studies – Jenarosa Auriemma-Brinkley/Brett Sonntag

College – Moravian University	Effective: October 20, 2025 to December 5, 2025
Name**: Marian Saman**	Art – Charles Matz

College – Kutztown University	Effective: September 12, 2025 to November 14, 2025
Name**: Zachary Morris**	Art – Charles Matz

College – Lehigh University	Effective: August 26, 2025 to November 28, 2025
Name**: Grace Baroun**	English– Michaela LaBar

G. Approval of FMLA

Approval of FMLA for employee #2486 approximately December 8, 2025 to approximately January 19, 2026.

H. Approval of FMLA

Approval for FMLA for employee #2304 October 13, 2025 to November 11, 2025.

I. Approval of FMLA

Approval for FMLA for employee #2703 September 8, 2025 to November 17, 2025

J. Salary Adjustment

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

Jordan Schutter*	Step	Degree	Credits	Salary
New	6	M	0	$80,038.00
Old	6	BS	33	$77,021.00
Difference				$3,017.00

* Adjustment due to the employee achieving their master's degree is effective May 17, 2025.

K. Approval for Days Without Pay

1. Name: Robert Steckel
   Reason: Personal
   Effective: October 27, 2025 Full Day
   October 28, 2025 Full Day
   October 29, 2025 Full Day
   October 30, 2025 Full Day
   October 31, 2025 Full Day

L. Nomination for Appointment

1. Name: Jared Schneck *
   Status: Non Certified Instructional Aide
   Assignment: Sheckler Elementary School
   Rate of Pay: $148.00 per day
   Benefits: As Per the Collective Bargaining Agreement
   Effective : Upon Completion of Employment paperwork

*pending receipt of employment paperwork

M. Appointment of Extra-Curricular/Co-Curricular Positions for the 2025-2026 School Year

It Is Recommended That The Names Listed Below Of Extra-Curricular/Co-Curricular Positions Be Appointed As Noted For The 2025-2026 School Year

#	Name	Position	Stipend
1	Jonathan Kiefer	CHS Debate Advisor (originally approved 6/10/25 $3328.00, approved as shared position 8/12/25 $1664.00)	Volunteer
2	David Harth	Head Girls soccer Coach (approved as TBD 6/10/25)	$3014.00**
3	Roger Straub	Assistant Girls Soccer Coach (approved as TBD 6/10/25)	$3012.50**
4	Madison Walker	Assistant Girls Soccer Coach (approved as TBD 8/12/25)	$3012.50**
5	❖ James Alexander	Assistant Boys Soccer Coach (approved as volunteer 8/12/25)	$3201.00
6	❖ Briell Carvalho*	Assistant Girls Volleyball Coach (approved as volunteer 6/10/25)	TBD
7	❖ Alison Brandecker*	Assistant Marching Band Director	Prorated based on start date

* pending receipt of employment paperwork
** split stipend

❖ Approval of Agenda Item 13 - M-5, M-6, and M-7 is contingent upon the approval of Agenda Item 15G Additional 2025-2026 Coaching Positions : a) Assistant Boys Soccer Coach, b) Assistant Volleyball Coach, and c) Assistant Marching Band Director.

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

ROLL CALL VOTE

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

14. CURRICULUM

15. BOARD APPROVALS

A. Overnight Student Activity Trips for the 2025-2026 School Year
Approval is requested for potential overnight 2025-2026 student athletic trips.

B. Approval For Establishment Of The Class Of 2029 Student Activity Account
The Class of 2029 Freshmen Student Activity account has been opened during the 2025-2026 school year and should be approved by the School Board.

C. Approval to Attend Conference, Seminars, etc.

Items 15A, 15B, and 15C were combined by Board request

ROLL CALL VOTE

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

D. Election of Pennsylvania School Boards Association (PSBA) Officers

In accordance with Pennsylvania School Board Association (PSBA) procedures, the Board of School Directors is asked to complete the voting ballot for the 2026 Pennsylvania School Boards Association Election. Upon completion, the Board Secretary is authorized to register the Board's majority vote for PSBA Leadership Positions.

- **2026 President-Elect (one-year term)**

  Holly Arnold, Tunkhannock Area School District

MOTION BY: McGinley

Unanimous Majority Vote: ***Holly Arnold***

- **2026 Vice President (one-year term)**

  Matt Vannoy, Sharon City School District

MOTION BY: McGinley

Unanimous Vote: ***Matt Vannoy***

- **PSBA Insurance Trustees (Three Year Term)**
  (choose two)

  Kathy K. Swope
  Roberta R. Marcus

MOTION BY: McGinley

Unanimous Vote: ***Kathy K. Swope and Roberta R. Marcus***

E. Administration Requests Approval To Go Out To Bid For A 9-Passenger (Plus Driver) Van.

F. Approval Of An Agreement With Lehigh Career & Technical Institute (LCTI) To Provide Heavy Equipment Training Services For Backhoe Operation To Two (2) CASD Grounds And Maintenance Employees, Effective Through June 30, 2026.

G. Request for Approval to Add the Following 2025-2026 Coaching Positions:

Additional Position	Stipend
a) Assistant Boys Soccer Coach	**$3201.00**
b) Assistant Volleyball Coach	**TBD**
c) Assistant Marching Band Director	**Prorated based on start date**

Items 15E, 15F, and 15G were combined by Board request

ROLL CALL VOTE

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

H. Approval of Policy – First Reading
Approval is requested for the first reading of the following policy:

Section: **Employees**
Policy #: **314**
Title: **Drug/Alcohol Use and Testing of non-CDL Drivers**

I. Approval of Policy – Second Reading
Approval is requested for the second reading of the following policy:

Section: **Employees**
Policy #: **313**
Title: **Drug/Alcohol Use and Testing of CDL Drivers**

Items 15H and 15I were combined by Board request

MOTION BY: Smale SECONDED BY: McGinley
Eight Ayes, Zero Nays, Motion carried

J. Motion for the School District to enter into a Scoreboard Control System Contract with Digital Scoreboards, LLC and Media License Agreement with DS Media LLC concerning scoreboards and advertising thereon at Catasauqua High School and Alumni Field in the form presented to the meeting and to authorize Tom Moll to execute such contracts on behalf of the District. This action supersedes the motion concerning similar contracts adopted on June 10, 2025.

ROLL CALL VOTE

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

K. 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.

MOTION BY: DeLabar SECONDED BY: Cieslak
Eight Ayes, Zero Nays, Motion carried

16. RECOGNITION OF GUESTS & VISITORS

Connie Yaqub
Brought to the Board's attention a digital billboard on Race Street that the Borough uses and suggested that we maybe can use it as well and suggested that we contact the Borough to find out.

Mrs. Brobst
Provided the board with the following updates:

- *Concert @ 7:00, October 15th*
- *Wreaths Across America - $5.00*
- *New Cooler*
- *Sharing stand with Green Pond due to their building being under construction. They will pay for the officials that night.*

Karla Fryslin
Expressed her concern about water bottle usage in schools, citing a recent safety incident allegedly caused by a water bottle spill.

Keith Fryslin – Asked about the purpose of the backhoe training and whether it would result in a $2.00/hour pay increase. The Board and administration responded, explaining that the training—listed on the agenda for approval through Lehigh Career & Technical Institute (LCTI)is intended for safety, insurance compliance, and operational readiness. The two-day training consisted of 16 hours total and cost $1,800.00 for both employees receiving the training.

Dante	• *Wonderful start to the school year!* • *Sheckler Meet the Teacher event Thursday 9/18 6:00-7:30* • *Sheckler Instrument Zoo event Wednesday 9/17 7:00 PM*
Dr. Robert Kucharczuk	• *Wonderful start to the school year!* • *Sheckler Meet the Teacher event Thursday 9/18 6:00-7:30* • *Sheckler Instrument Zoo event Wednesday 9/17 7:00 PM*
Patrick McNulty	• *Thank you to Mrs. Donna Tercha and volunteers from her church "Life Lutheran Church" for cleaning up our memory garden.* • *Very good start of the school year. Thank you to the students and staff.* • *We are excited to host our annual Meet The Teacher Night this Thursday from 7:00-8:30 PM*
David Todd	• *Smooth start to the school year.* • *Our teacher collaboration has started this week with a focus on using assessment to drive instruction, interventions, and enrichment.* • *Senior Sunrise is this Friday morning at 6:30 am.* • *With the help of the Army National Guard, we will be hosting a Student Forum here on September 25 for all student leaders of all schools represented in the CLIU* • *HOCO plans are in the works and details are already being finalized.*
Dan Kotran *Paul Reilly*	• *A little crazy at the start of the year but it was a good start. Would like to thank everyone for their help and support as we kicked off another year*
Thomas Moll	
Eric Dauberman	• *Transportation - Smooth start of the year.* • *Technology - Dan and Paul - Vince* • *Lock Down - CMS - SES : EMS - SRO - NCPS, CPD, Keffer, Teachers, Principals, Staff, Students.* •
Melissa Inselmann	• *Thank you to the Principals, Faculty, and Staff for a great start to the school year!* • *Professional development opportunities are underway throughout the district, which include Artificial Intelligence, Content Networking, Differentiation, STEELS, and Data-Informed Practices.*
Lindsey Wallace	• *Congratulated Stephen Kalata on his retirement. Start Date:2008-17 Years of service.*
Dr. Christina Lutz-Doemling	• *Welcome to Dante! Thank you the Public, to Bob Hartman, our CAEA leadership, and Erin Todd from PSBA for joining us this evening. Also, Final congratulations to our entire school community for the Great PA Schools Recognition. Additionally, I'd like to recognize everyone's*

efforts to proactively plan and coordinate staffing and resource allocation as we begin this school year and also creatively work through solving challenges as they arise. Thank you!

Lisa Packard/Carisa Caracio	• *We are off to a great start to the school year*
Shawn McGinley	• *Coaches had a great start of the school year*
Jason Bashaw	• *Congratulations to the good start of the school year.* • *Welcome aboard everyone new*
Christy Cooper	• *No comment this evening*
Jeremy Smale	• *Thank you to all who helped get the school year started*
Lauren Cieslak	• *Expressed how much the communication appreciated to include Parent Square*
Jamie Nattress	• *Also likes the Parent Square communication* • *Youth night was great*
Dale Hein	• *Shared how he and his wife try to attend all events. Also mentioned the two male cheerleaders and David Todd who also participated in cheering.*
Eric DeLabar	• *Off to a great start*

17. NEXT MEETING DATES

A. Tuesday, October 14, 2025	7:00 P.M.	School Board Meeting
B. Wednesday, November 5, 2025	5:00 PM	Buildings and Grounds
	6:00 PM	Athletics Committee
	7:00 PM	Academics Committee Meeting

18. ADJOURNMENT

MOTION BY: McGinley *SECONDED BY:* *Cieslak*

Motion carried

Time Adjourned: 8:22P.M.

Respectfully submitted,

Jason Bashaw
Secretary