MINUTES
CATASAUQUA AREA SCHOOL DISTRICT
Tuesday, December 9, 2025
7:00 PM – District Administration Office

1. CALL TO ORDER …… President _____
President Dale Hein called the meeting to order at 7:08 P.M.

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

3. ROLL CALL

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	
Lauren Cieslak	X	Eric Dauberman	X
Eric DeLabar		Melissa Inselmann	X
Shawn McGinley	X	David Todd	
Jamie Nattress	X	Robert Kucharczuk	X
Jeremy Smale	X	Thomas Moll	X
Student Representatives		Daniel Kotran	X
Dante Hatcher-Wilson		Patrick McNulty	
Nikoloz Kemashvili		Other: Kimberly Mooney	X

X=Present
Others:
Visitors: See list inserted in permanent minute book

4. NOTICE OF EXECUTIVE SESSIONS
A. Executive Session for legal and personnel reasons will be held before the meetings at 6:30 P.M.
An executive session was held until 7:01 P.M.

5. PRESENTATIONS/AUDIENCE INPUT ON AGENDA
No audience input for this evening

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

First Grade					
Angela Domche	*Tessa Bright*	*Sophia Keller*	*Mila Palus*	*Ashton Murphy*	*Zaiden Diaz*

B. Donation of $10,000.00 from Lehigh Valley Educators Credit Union, presented by Ms. Jillian Emert, Lehigh Valley Educators Membership Officer, on behalf of Ms. Eugenia Emert, LVECU Board Secretary/Treasurer, to be used to benefit the students.
Dr. Lutz-Doemling accepted the $10,000 donation from Eugenia Emert, Lehigh Valley Educators Credit Union, Board Secretary/Treasurer and Jillian Emert, Lehigh Valley Educators Credit Union Membership Officer. The donation will be used to support our students and their needs through all three buildings.

6. ADMINISTRATION/BOARD DISCUSSION & REPORTS

A. Academics and Education - Melissa Inselmann

- *At our November Academics and Education Committee meeting, we reviewed academic performance, assessment systems, and student supports across all buildings. Since that meeting, the Future Ready PA Index data has been publicly released and is being used to support continuous school effectiveness practices. At Sheckler Elementary, the focus remains on strengthening ELA and Math growth while providing early, targeted supports through consistent use of assessment data and intervention systems. At the middle school, teams are using data from CDTs and benchmark assessments to support instruction, expand intervention and enrichment opportunities, and both Sheckler and the middle school continue professional learning in STEELS and OpenSciEd. At the high school, graduation and career readiness outcomes remain strong, with continued efforts to improve attendance, expand advanced coursework, and support students through MTSS.*
- *The CASD Assessment Plan was reviewed, outlining a comprehensive K–12 assessment system aligned to the Comprehensive Plan. The plan emphasizes clarity of purpose for each assessment, communication with families, student goal-setting, and ongoing professional development through an Assessment Literacy Series.*
- *An overview of Firefly benchmark assessments was provided, highlighting its strong correlation to PSSA outcomes and upcoming reporting enhancements, including group, longitudinal, and progress reports. Science STEELS standards will be reflected in spring Science assessments.*
- *The district continues to refine its MTSS Framework, review Tier interventions, and progress-monitoring practices.*
- *Career Readiness efforts continue to expand, with a successful Career Artifact Collection Plan showing strong compliance and continued progress toward 100% Future Ready Index career readiness.*
- *Updates were provided on dual-enrollment opportunities through LCCC, career experiences and job shadowing opportunities, and positive outcomes from the district's Therapy Dog Program, which supports student wellness across the district.*
- *Our ELA curriculum committee at the middle school has selected to proceed with updating the current ELA program to the 2025 edition.*
- *At the high school level, updates were provided on career pathways, proposed credit adjustments, and an A/B scheduling model designed to increase student access to diverse and rigorous coursework.*
- *AI Professional Development continues to build teacher capacity and support family engagement*
- *Dan Kotran provided Grant updates, noting at the time the impact of ongoing federal and state budget considerations.*
- *Overall, the committee's work reflects a continued focus on data-informed decision-making, instructional coherence, student supports, and Future Ready outcomes, with alignment across curriculum, assessment, MTSS, and career readiness initiatives.*

B. Finance - Lindsey Wallace

- *As you all know we finally have a state budget! Great news too, we've already started receiving subsidies.*
- *AFR was filed prior to Thanksgiving Break.*
- *We are waiting on the completed Financial Statements from the Auditors*

C. Building & Grounds - Eric Dauberman

- *Alloy5 – On 11/24 & 12/3 Admin met with Alloy5 architect rep to discuss the timeline and approach to the Sheckler building addition as well as the prospect of upgrading the Sheckler LGI space. A schedule of bi-weekly meetings has been set and the board will be updated on progress along the way.*
- *CMS Oil Tank- 12,000 Gallon Capacity - CMS is heated with fuel oil fed by an underground oil tank. The oil was not reaching the boilers quickly enough. It was found that the bottom of the tank has a buildup of sludge, which occurs naturally with fuel oil. The draw pipe with a filter at the end was sitting low in the sludge, so it was attempting to*

pull thickened fuel. Boyko Petroleum cleaned the filter, and raised the pipe by about 6 inches, so it will no longer draw from the sludge, but will result in us never having access to the oil that sits below that depth. Future consideration will be a thorough cleaning done by professionals. They would drain the tank into a holding container They would pump out sludge as well. Workers would enter the tank, and clean it thoroughly, then lower the draw pipe back to the bottom of the tank once more, and then put the fuel back into the tank after straining out solids. That could cost upwards of $8k or so. Summer perhaps.

- *Field Winterization has been completed and Admin is looking into service plans for standardizing winterization and annual maintenance.*

D. Policy - David Knerr

- Policy 710 - Video Surveillance and Recording - Second Reading (clean)
- Policy 702 - Gifts, Grants, Donations - First Reading (clean) (redline)
- Policy 201.1 - Foreign Exchange Students - First Reading (clean)

Mr. Knerr provided a brief summary of each policy

E. Athletics - Thomas Moll

- *All of the events around Turkey Day went well. The powder puff game at Northampton ended in a tie. On the Monday before Thanksgiving, we had our annual bowling event at Hampton Lanes. On Tuesday, we had the Bury the Hatchet event at the Tri-Boro Sportsman Club. Wednesday we had the pep rally in the morning.*
- *The weather for the game was decent. The crowd was one of, if not, the smallest crowd we have had over the past 20 years.*
- *The two digital scoreboards were installed at CHS. They have been working well. We are in the process of trying to train as many people as possible to be able to use them. Scorevision, the new operating system for the scoreboards, was also installed at Alumni Field.*
- *Winter sports has started. We hosted the Rough Rider Wrestling Tournament on the Saturday after Thanksgiving.*
- *Varsity girls basketball has started 2-0. They play at Saucon Valley on Thursday.*
- *Varsity boys basketball has not played yet. The first game for boys basketball is against Saucon Valley at home on Thursday.*
- *Wrestling has begun for both the girls and boys teams. The girls team defeated Tamaqua last week and Jim Thorpe yesterday. Both teams wrestle at Palisades tomorrow.*

F. Carbon Lehigh Intermediate Unit # 21 - Jason Bashaw

- *Meeting next Monday*
- *Basket raffle - looking forward to seeing the monetary results*
- *Parkland will have a new CLIU board rep (previously served on LCTI*

G. Borough of Catasauqua - Dale Hein

- *Meeting last Monday*
- *No tax increase,*
- *No water increase*
- *No sewer increase*
- *Only increase is the garbage fee*
- *Jean Schegel resigned*
- *YMCA is closing in January 2026*

H. Borough of North Catasauqua - Christy Cooper

- *Chief Wofer participated in CASD HS Career Day - Students went to the police department to observe*
- *Mayor - permission to do fireworks viewing from Alumni Field for 4th of July (not setting them off from the field)*
- *Jason is joining the J4 Committee*

I. Hanover Township - Lindsey Wallace

- *No updates pertaining to the District*
- *Old Friendly's - Receiving taxes while building is there - will receive only for the property if building gets knocked down*

J. PSBA Liaison Update - Lauren Cieslak

- *Reminder Email 12/1 - update reorganization meeting*
- *12/11 - holding AI symposium (virtual online training)*
- *Required School Director Trainings*

K. Lehigh Career & Technical Institute Update - Jillian Emert

- *Meeting tomorrow - nothing at this time*

***L.* Student Representatives - Dante Hatcher-Wilson and Nikoloz Kemashvili** – *No Reports*

7. APPROVAL OF MINUTES FROM PRIOR MEETING

A. School Board Meeting Held on November 11, 2025

8. APPROVAL OF REASURER'S REPORT FOR NOVEMBER 2025

9. APPROVAL OF BUDGET TRANSFERS NOVEMBER 2025 **ACCOUNT CODES**

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

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

12. APPROVAL TO RUN MANUAL CHECKS PRIOR TO JANUARY 2026 BOARD MEETING

13. FINANCIAL

A. Participation in Bid Supply Program

Permission is requested to participate in the Pennsylvania Education Joint Purchasing Council (I.U. #16) and Lehigh Career & Technical Institute bid supply program for the 2026-2027 school year.

Note: There are no scheduled bids for the LCTI at this time.

Items 7A, 8, 9, 10, 11, 12, and 13A were combined by Board request

ROLL CALL VOTE

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

14. PERSONNEL

A. Removal of The Following Substitute Employee(s) for the 2025-2026 School Year:

Name	Position	Reason	Effective
Brandon Zellner	Substitute Custodian	Did not renew employment clearances	12/1/2025
Bradley Evans	Substitute Teacher	Personal	12/2/2025

B. Resignation

1. Name: Crystal Manning
   Status: General Kitchen Help
   Assignment: Catasauqua Middle School
   Reason: Personal
   Effective: October 30, 2025

C. Approval to Rescind Employment Offer

1. Name: Tori Heffelfinger
   Status: Non Certified Instructional Aide
   Assignment: Sheckler Elementary School
   Reason: November 20, 2025

D. Nomination for Appointment

1. Name: Dorianne Gogal*
   Status: General Kitchen Help
   Assignment: Catasauqua Middle School
   Rate of Pay: $15.78/per hour
   Benefits: N/A
   Effective: November 20, 2025 (administratively approved)

* pending receipt of employment paperwork

E. Approval for Days Without Pay

1. Name: Breann Vanlieu
   Reason: Sick/Personal
   Effective: November 10, 2025 Half Day
   November 21, 2025 Full Day

2. Name: Cecilia Ramirez
   Reason: Sick
   Effective: November 10, 2025 Half Day
   November 12, 2025 Half Day

3. Name: Nichole Grym
   Reason: Personal
   Effective: November 20, 2025 Half Day

4. Name: Allysha Weaver
   Reason: Sick
   Effective: November 13, 2025 Half Day
   November 14, 2025 Full Day

F. Change in Employment Status

1. Name: Chad Renner
   Previous Status: Daily Building Substitute
   Current Status: Short Term Substitute
   Assignment: Catasauqua Middle School
   Rate of Pay: $190 per day
   Benefits: N/A
   Effective: November 14, 2025 until approximately January 19, 2026

2. Name: Dru Chunko
   Previous Status: Custodian A Floater
   Current Status: Custodian A
   Assignment: Districtwide
   Rate of Pay: $26.29 per hour
   Benefits: As per Collective Bargaining Agreement
   Effective: January 1, 2026

3. Name: Brian Byrd
   Previous Status: Substitute Teacher
   Current Status: Short Term Substitute
   Assignment: Catasauqua High School
   Rate of Pay: $190 per day
   Benefits: N/A
   Effective: November 20, 2025 until approximately January 19, 2026

G. Approval of FMLA
Approval for FMLA for employee #2422 from October 28, 2025 to November 14, 2025.

H. Approval of FMLA
Approval for FMLA for employee #1121 from November 20, 2025 to January 19, 2026.

I. Approval of FMLA
Approval for FMLA for employee #2451 from approximately December 8, 2025 to approximately March 13, 2026.

J. Approval Of Student Teachers/Interns/Job Shadows
Approval is requested for the following student teachers/interns/job shadows as listed:

College – Kutztown University	Effective: January 26, 2026 to March 20, 2026
Name: Zac Morris*	Art – CJ Matz
College – Kutztown University	Effective: January 19, 2026 to May 4, 2026
Name: Juliana Casto	Principal – Robert Kucharczuk

* pending required paperwork

K. Appointment of Extra-Curricular Position(s) for the 2025-2026 School Year
It is recommended that the name(s) listed below of extra-curricular position(s) be appointed as noted for the 2025-2026 school year:

#	Name	Position	Stipend
1	Jonathan Cordon-Pinto*	Assistant Boys Wrestling Coach	Volunteer

*pending receipt of employment paperwork

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

ROLL CALL VOTE

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

15. CURRICULUM

A. None

16. BOARD APPROVALS

A. Approval to Attend an Overnight Student Athletics/Activity Trip
Approval is requested for an overnight student activity trip for the Varsity Girls Wrestling Tournament

B. Approval to Attend an Overnight Student Athletics/Activity Trip
Approval is requested for an overnight student activity trip for the Varsity Boys Wrestling Tournament

C. Approval to Attend Conference, Seminars, etc.

D. Approval of Policy – Second Reading
Approval is requested for the Second Reading of the following policy:

Section: **Property**
Policy #: **710**
Title: **Video Surveillance and Recording**

E. Approval of Policy – First Reading
Approval is requested for the First Reading of the following policy:

Section: **Property**
Policy #: **702**
Title: **Gifts, Grants, Donations**

F. Approval of Policy – First Reading

Approval is requested for the First Reading of the following policy:

Section: **Pupils**
Policy #: **201.1**
Title: **Foreign Exchange Students**

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

ROLL CALL VOTE

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

G. Nomination of Board Member to Represent Catasauqua Area School District on the Lehigh Career & Technical Institute Board of Directors

Approval is requested to nominate a Catasauqua Area School District Board Member to represent the District on the Lehigh Career & Technical Institute Board of Directors. Candidate will serve from December 1, 2025 to December 1, 2026.

Nominations closed: Jillian Emert on Nomination by Bashaw

AYE: Cieslak, McGinley, Bashaw, Nattress, Cooper, Smale, Hein
NAY: 0
Abstention by Emert
Seven Ayes, Zero Nays, Motion carried

H. Nomination of Alternate Board Member to Represent Catasauqua Area School District on the Lehigh Career & Technical Institute Board of Directors

Approval is requested to nominate an alternate Catasauqua Area School District Board Member to represent the District on the Lehigh Career & Technical Institute Board of Directors. Alternate Candidate will serve from December 1, 2025 to December 1, 2026.

Name of Alternate Candidate_____

Nominations closed: Jamie Nattress on Nomination by McGinley

AYE: Emert, Cooper, McGinley, Smale, Bashaw, Cieslak, Hein
NAY: 0
Abstention by Nattress
Seven Ayes, Zero Nays, Motion carried

I. <u>Approval of Training Providers, Donna Kohls and Stephanie Fernandes, for Bus Driver Training at a Rate of $35.00 an Hour Per Trainer</u>

J. <u>Approval of Additional Revised Van/Bus Stop(s)</u>
Approval is requested of the revised Van/Bus Stop(s) 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 Operations Office, and will be made available at all times. Additionally, changes are stored within the transportation software management system.

Items 16I and 16J, were combined by Board request

ROLL CALL VOTE

MOTION BY: <u>McGinley</u> SECONDED BY: <u>Cieslak</u>
AYE: McGinley, Nattress, Cooper, Emert, Bashaw, Cieslak, Smale, Hein
NAY: 0
Eight Ayes, Zero Nays, Motion carried

17. RECOGNITION OF GUESTS & VISITORS

Guest/Visitor

Mr. Dale Hein introduced Robert Zakos, who will be elected to the Catasauqua Borough Council.

Dr. Robert Kucharczuk	• *Wonderful conference attendance and participation. We are still tabulating the percentages but will fall between 80%-90% participation for either in person or virtual/phone conferences. Thank you to our faculty for their preparations and providing important academic progress updates to families.* • *We are looking forward to our upcoming holiday activities including our 4th grade winter concert on Wednesday 12/17 at 7:00 PM* • *November events: Turkey Day Lunch; Veterans Day Assembly*
Kimberly Mooney	• *PBIS Rewards Event went very well, and the whole school attended.* • *Parent conferences were held on Monday and Tuesday, November 24 and 25. Parents appreciated that we coordinated the schedule to match Sheckler Elementary.* • *Shout-out to the 6th Grade CMS team for taking first place at the Invention Convention competition held at the CLIU.* • *The CMS Choir and Band Concert will be held at CHS on December 9 at 7:00 PM.* • *Our Shop with a Cop event on Saturday the 6th was another success. We were able to assist 19 students this year, which is the highest to date. Each student was given $300 worth of items to shop for, again this is higher than in the past. After the shopping trip at Target, students returned to CMS to wrap*

	their gifts. Families joined a little later on. Mission BBQ and Isabella's Pizza donated food for the luncheon. Each student was given a ham and turkey, Christmas ornaments, a Christmas tree, a winter coat and gift cards to Target. • *We will be having a band and choir concert assembly on December 17th during the school day. We are having two 40 minute showcases. 5th and 6th grade will attend at 12:20; 7th and 8th grade will attend at 1:10pm. Feel free to attend if you are available to do so and see our amazing and talented band and choir members perform their winter concert music.*
Dan Kotran *Paul Reilly*	• *Working on Budget and Apple Upgrades for upcoming year* • *Winter Keystone Support*
Eric Dauberman	• *We continue to seek candidates to fill any positions that become available especially for any approved FMLA openings during the year.* • *Custodial A position - Floater position* • *I will be reaching out to our first and second year teachers reminding them to stay on track with their induction obligations as we approach the half way point in the school year.* • *In collaboration with the building principals, administrative assistants and Rebecca, our PIMS person, I expect to have a reference document prepared for buildings to use when students enroll and disenroll so that all three buildings continue to use an up to date and similar process for student entries and exits.* • *Thank you Tom for his work in arranging for the electricians and installers to get the video board up in the proposed timeline.* • *Thanksgiving Day Game* • *Snow removal efforts*
Melissa Inselmann	• *Wishing everyone a wonderful holiday and a Happy New Year.*
Lindsey Wallace	• *Stay Warm and I hope everyone has a happy, healthy, safe holiday*
Dr. Christina Lutz-Doemling	• *Congrats to our board members serving new terms* • *Opportunity to present at a state level conference* • *Date for May Committee Meeting*
Kimberly Mooney	• *Provided the board with Middle School updates*
Dr. Christina Lutz-Doemling	• *Congrats to our board members serving new terms* • *Opportunity to present at a state level conference* • *Date for May Committee Meeting*
Shawn McGinley	• *Shared how many people complement our facilities. Only complaint, not enough parking at the field. Happy Holidays!*
Jason Bashaw	• *Thanked everyone for appointing him back on the Board.*

David Knerr	• *Thanked everyone for another appointment and wished everyone Happy Holidays!*
Christy Cooper	• *Happy Holidays*
Jeremy Smale	• *Happy Holidays*
Lauren Cieslak	• *Highlighted all the special programs the Catasauqua Area School District offers the students. Scoreboard looks great!*
Jamie Nattress	• *Liked the fact parents are able to get involved with Benchmark data.*
Jillian Emert	• *Happy Holidays*
Dale Hein	• *Ticket prices at sporting events can no longer be digital only. There needs to be a cash option.* • *Would like to keep everyone on with regards to the Committees* • *Problems with the score table at the gym and should be brought up at the next Buildings and Grounds Committee Meeting.*

***** *At this point, A motion was made and approved by voice vote to amend the previously approved committee meeting date from Wednesday, April 29, 2026, to Tuesday, April 28, 2026. The motion carried unanimously.*

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

18. NEXT MEETING DATE

A. Tuesday, January 13, 2026*	7:00 P.M.	School Board Meeting
B. Wednesday, February 4, 2026 **	5:00 P.M.	Buildings and Grounds
	6:00 P.M.	Athletic Committee Meeting
	7:00 P.M.	Academics Committee Meeting

* upon board approval of 2026 board meeting dates under Reorganization Board Agenda Item #8
** upon board approval of 2026 committee meeting dates under Reorganization Board Agenda Item #9

19. ADJOURNMENT

MOTION BY: McGinley *SECONDED BY: Emert*

Motion carried

Time Adjourned: 8:39 P.M.

Respectfully submitted,

Jason Bashaw
Secretary