MINUTES
CATASAUQUA AREA SCHOOL DISTRICT
Tuesday, December 5, 2017
7:15 P.M. – District Administration Office

1. CALL TO ORDER ........................................ President, Carol Cunningham
   President Carol Cunningham Called the Meeting to Order at 7:15 P.M.

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

3. ROLL CALL

<table>
<thead>
<tr>
<th>Board Members</th>
<th>Non Board Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Penny Hahn</td>
<td>Robert J. Spengler</td>
</tr>
<tr>
<td>Carol Cunningham</td>
<td>Dave Knerr</td>
</tr>
<tr>
<td>Duane Deitrich</td>
<td>Christina Lutz-Doemling</td>
</tr>
<tr>
<td>Jason Bashaw</td>
<td>Lois Reed</td>
</tr>
<tr>
<td>Dale Hein</td>
<td>Kathleen Kotran</td>
</tr>
<tr>
<td>Christine Nace</td>
<td>Wayne Karess</td>
</tr>
<tr>
<td>Rodney L. Nace</td>
<td>David Ascani</td>
</tr>
<tr>
<td>VACANT</td>
<td>Melissa Inselmann</td>
</tr>
<tr>
<td>Student Representatives</td>
<td>Bryan Klass</td>
</tr>
<tr>
<td>Hannah Matchette</td>
<td>Adam Schnug</td>
</tr>
<tr>
<td>Maria Rosario</td>
<td>Thomas Moll</td>
</tr>
</tbody>
</table>

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 5:45 P.M
      Executive Session was held from 5:45 P.M. until 6:55 P.M

      A Motion to Appoint Donald Panto to the Open Seat (2 Year) on the Board of School Directors
      of the Catasauqua Area School District was made by Carol Cunningham and Seconded by
      Duane Deitrich

      ROLL CALL VOTE

      AYE: C. Nace, R. Nace, Deitrich, Cunningham, Bashaw, Hein
      NAY: 0
      Six Ayes, Zero Nays, Motion carried
The following Oath of Office was given to the individual listed below by Notary Public

Donald Panto

I, ____________________________________________________________, having been appointed to the office of School Director for the Catasauqua Area School District, counties of Lehigh and Northampton, and State of Pennsylvania, do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and Constitution of this Commonwealth, and that I will discharge the duties of my office with fidelity.

5. PRESENTATIONS/AUDIENCE INPUT ON AGENDA
   A. Catasauqua Middle School Star Players of the Month - Melissa Inselmann

| October Star Player of the Month |
| GRADE 5 | GRADE 6 | GRADE 7 | GRADE 8 |
| Morgan Kessler | Lindsey Caley | Jasmine Copeland | Isabella Atiyeh |

| November Star Player of the Month |
| GRADE 5 | GRADE 6 | GRADE 7 | GRADE 8 |
| Jada Keys-Pujols | Aiden Gannon | Dijon Chambers | Madison Harth |

6. ADMINISTRATION/BOARD DISCUSSION & REPORTS
   A. Academics and Education - Christina Lutz-Doemling - None
   B. Finance - Robert J. Spengler - None
   C. Building & Grounds - Robert J. Spengler
      Maintenance Staff is focusing on replacing lighting bulbs and fixtures with LED units. The road expansion on W. Bullshead is complete with the exception of replacing our light pole at the corner.
   D. Policy - David Knerr
      • Policy #115 - English Language Instruction Education Program (2nd Reading) (redline)
      • Policy #218 - Graduation Requirements (2nd Reading) (redline)
      • Policy #708 - Use of Facilities (redline 2nd Reading) (redline)
      Mr. Knerr provided an overview of the 2nd reading changes and indicated the final versions are on the agenda for consideration
   E. Athletics-Thomas Moll
      Winter Sports season begins Friday Dec. 9 and participation is at a high rate this year.
   F. Carbon Lehigh Intermediate Unit #21 - Duane Deitrich
      Support contract negotiations are in process.
   G. Borough of Catasauqua - Dale Hein
      A fuel supply agreement was approved at this month's Borough Council meeting and will be forwarded to the District for review.
   H. Borough of North Catasauqua - Jason Bashaw
      The Holiday festivities and Santa arrival occurred at the N. Catty Playground.
   I. Hanover Township - Lois Reed None
   J. PSBA Liaison Update - Duane Deitrich
      Recommend psba.org reading on tax relief and its impact on schools.
   K. Lehigh Career & Technical Institute Update - Carol Cunningham

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L. Student Representatives – Hannah Matchette & Maria Rosario
   Hannah mentioned that the pep rally was a great success along with all related Turkey Day festivities. The student body is ready for the Holiday Break.

7. APPROVAL OF MINUTES FROM PRIOR MEETING
   A. School Board Meeting Held on November 13, 2017

8. APPROVAL OF TREASURER’S REPORT FOR NOVEMBER 2017

9. APPROVAL OF BUDGET TRANSFERS NOVEMBER 2017

10. APPROVAL FOR PAYMENT OF ALL A/P BILLS NOVEMBER 2017 WITH THE EXCEPTION OF:
    CHECK # 14190 - $25.00 (Catasauqua Borough-general fund)
    CHECK # 14191 - $983.84 (Catasauqua Borough-general fund)

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

    ROLL CALL VOTE

    MOTION BY: Hein  SECONDED BY: Deitrich
    AYE: Cunningham, Bashaw, Panto, R. Nace, C. Nace, Deitrich, Hein
    NAY:  0
    Seven Ayes, Zero Nays, Motion carried

10.1 APPROVAL FOR PAYMENT OF CHECK # 14190 - $25.00 and CHECK # 14191 - $983.84 (Catasauqua Borough- general fund)

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

    ROLL CALL VOTE

    MOTION BY: Deitrich  SECONDED BY: R. Nace
    AYE: Cunningham, Bashaw, Panto, R. Nace, C. Nace, Deitrich,
    NAY:  0
    Abstention Hein
    Six Ayes, Zero Nays, Motion carried

11. APPROVAL TO RATIFY ALL EXPENSES OTHER THAN A/P NOVEMBER 2017

12. APPROVAL TO RUN MANUAL CHECKS PRIOR TO JANUARY 9, 2018 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 2018-2019 school year.

14. PERSONNEL

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A. Approval for Days Without Pay
Name: Lois Morrissey
Reason: Personal
Effective: November 14, 2017 to December 15, 2017 Full Days

B. Approval of FMLA for Employee #1585
Re-approval of FMLA Leave for employee #1585, original start date was January 10, 2018. New start date is May 1, 2018. Original FMLA Leave approved October 10, 2017.

C. Approval to Establish Sick Bank for Employee #955
Approval is requested to establish a sick bank for Employee #955 upon exhaustion of accrued days, effective immediately as contingency if needed, without precedence.

Items 11, 12, 13A, 14A, 14B, and 14C, were combined by Board request

ROLL CALL VOTE

MOTION BY: Hein SECONDED BY: Cunningham
AYE: C. Nace, R. Nace, Hein, Deitrich, Bashaw, Panto, Cunningham,
NAY: 0
Seven Ayes, Zero Nays, Motion carried

D. Appointment of Extra-Curricular Positions – 2017-2018 School Year
It is recommended that the names listed below of extra-curricular positions be appointed as noted for the 2017-2018 school year:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steve Bradley</td>
<td>Assistant Girls Basketball Coach</td>
<td>Volunteer</td>
</tr>
<tr>
<td>Wendy Laubenstein</td>
<td>Elementary Program Coordinator – shared</td>
<td>$682.00</td>
</tr>
<tr>
<td>Lisa Roth</td>
<td>MS Yearbook Advisor – shared 33%</td>
<td>$172.33</td>
</tr>
<tr>
<td>Jessica Englert</td>
<td>High School Assistant Drama Director</td>
<td>Volunteer</td>
</tr>
<tr>
<td>Timothy Picerno</td>
<td>Assistant Football Coach</td>
<td>$4633.00*</td>
</tr>
<tr>
<td>Joseph Russo</td>
<td>Head Wrestling Coach</td>
<td>$7065.00**</td>
</tr>
<tr>
<td>Michael Rusnock</td>
<td>Assistant Wrestling Coach</td>
<td>$3250.00****</td>
</tr>
<tr>
<td>Jonathan Reed</td>
<td>Assistant Wrestling Coach</td>
<td>$3500.00*****</td>
</tr>
<tr>
<td>Joseph Stofko</td>
<td>Assistant Wrestling Coach</td>
<td>$1384.00*</td>
</tr>
<tr>
<td>Mark Seremula</td>
<td>Assistant Girls Basketball Coach</td>
<td>$4067.00******</td>
</tr>
<tr>
<td>Norman Best</td>
<td>Assistant Girls Basketball Coach</td>
<td>$4067.00******</td>
</tr>
<tr>
<td>Emily Beichy</td>
<td>Assistant Girls Basketball Coach</td>
<td>Volunteer***</td>
</tr>
<tr>
<td>Jared Case</td>
<td>Assistant Boys Basketball Coach</td>
<td>$2567.00******</td>
</tr>
</tbody>
</table>

*change of status from volunteer to paid coach
**change of status from Interim Head Wrestling Coach stipend $7065.00
 ***change of status from paid coach to volunteer coach original stipend was
$1627.00 approved 5/9/17
****change in stipend from $3000.00 approved 5/9/17
*****change in stipend from $2134.00 approved 5/9/17
******change in stipend from $3660.00 approved 5/9/17
*******change in stipend from $2847.00 approved 5/9/17
********change in stipend from $2067.00 approved 10/10/17 (increase due to volunteer coach remaining volunteer instead of being changed to paid coach)

ROLL CALL VOTE

*MOTION BY: Deitrich   SECONDED BY: Bashaw
AYE: Deitrich, Bashaw, Panto, Cunningham,
NAY: C. Nace, R. Nace, Hein
Four Ayes, Three Nays, Motion carried

E. Approval of 2017-2018 Game Worker Rates
Request for re-approval of the following 2017-2018 Game Worker Rates reflecting the addition of a two game Middle School Basketball Scoreboard Worker.

ROLL CALL VOTE

*MOTION BY: Deitrich   SECONDED BY: Panto
AYE: C. Nace, R. Nace, Hein, Deitrich, Bashaw, Panto, Cunningham,
NAY: 0
Seven Ayes, Zero Nays, Motion carried

F. Approval of Salaries for the Following Positions, Retroactive and Effective November 1, 2017
-Administrative Assistant to the Superintendent (Section 301(13) of the PERA): $55,263
-District Receptionist: $28,068

ROLL CALL VOTE

*MOTION BY: Deitrich   SECONDED BY: Bashaw
AYE: Deitrich, Bashaw, Panto, Cunningham,
NAY: C. Nace, R. Nace, Hein
Four Ayes, Three Nays, Motion carried

G. Resignation
1. Name: Brittany Becker
   Status: Custodial B
   Reason: Other Employment
   Effective: December 10, 2017

H. Substitutes
The following applicants have requested to be added to the Substitute Employment List for the 2017-2018 School Year as follows:
<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paul Hludzik</td>
<td>Substitute Bus Driver</td>
</tr>
<tr>
<td>Jacquelyn Garner</td>
<td>Substitute Non Certified I.A.</td>
</tr>
<tr>
<td>Brittany Becker</td>
<td>Substitute Custodian</td>
</tr>
</tbody>
</table>

I. **Nomination for Appointment**

1. Name: Nathaniel Smalls  
   Status: Custodial B  
   Pay/Benefits: As Per Collective Bargaining Agreement  
   Effective: TBD*  
   *upon receipt of employment clearances

*Items 14G, 14G, and 14I, were combined by Board request*

**ROLL CALL VOTE**

*MOTION BY: Deitrich  SECONDED BY: C. Nace*  
*AYE: C. Nace, R. Nace, Hein, Deitrich, Bashaw, Panto, Cunningham,  
NAY: 0*  
Seven Ayes, Zero Nays, Motion carried

15. **CURRICULUM**  
   A. None

16. **BOARD APPROVALS**

A. **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, 2017 to December 1, 2018.

**Nominations:**

Carol Cunningham

Nominations Closed  

**Candidate:** Carol Cunningham

**ROLL CALL VOTE**

*MOTION BY: Deitrich  SECONDED BY: Panto*  
*AYE: C. Nace, R. Nace, Hein, Deitrich, Bashaw, Panto, Cunningham,  
NAY: 0*  
Seven Ayes, Zero Nays, Motion carried
B. 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, 2017 to December 1, 2018.

Nominations:
Jason Bashaw

Nominations Closed Candidate: Jason Bashaw

ROLL CALL VOTE

MOTION BY: Deitrich SECONDED BY: Panto
AYE: C. Nace, R. Nace, Hein, Deitrich, Bashaw, Panto, Cunningham,
NAY: 0
Seven Ayes, Zero Nays, Motion carried

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

Section: PROGRAMS
Policy # 115
Title: English Language Instructional Educational Program

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

Section: STUDENTS
Policy # 218
Title: Graduation Requirements

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

Section: PROPERTY
Policy # 708
Title: Public Use of School Facilities

F. Approval to Attend Conferences, Seminars, etc

G. Approval of Resolution of Lehigh Carbon Community College to Preapprove Real Estate Acquisitions
H. Approval of Additional Revised Van/Bus Stops –2017-2018 School Year, as of December 2017
Approval is requested of the revised Van/Bus Stops for the 2017-2018 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.

Extended Stay Suites, 3050 Schoenersville Rd, Bethlehem, PA
18017
14th & Bath
528 Euclid St, Allentown, PA (homeless student)

Items 16C, 16D, 16E, 16F, 16G, AND 16H, were combined by Board request

ROLL CALL VOTE

MOTION BY: Deitrich  SECONDED BY: C. Nace
AYE: C. Nace, R. Nace, Hein, Deitrich, Bashaw, Panto, Cunningham,
NAY: 0
Seven Ayes, Zero Nays, Motion carried

17. OLD BUSINESS

18. NEW BUSINESS

19. COMMENDATIONS

20. INFORMATION ITEMS

21. CORRESPONDENCE

Items 17, 18, 19, 20 and 21 were combined by Board request

Wayne Karess: Provided an overview of recent technology related inservice programs. The new website will be active effective Dec. 15, 2017. An email will be forwarded to all Board members in order to access the secure documents.
Melissa Insellmann: Various activities were announced. A “Wonder” movie trip occurred on December 1, 2017 for all 6th grade students with great success.
Don Panto: Thank you for your continued faith and welcoming me back to the Board.
Hannah Matchette: Thank you so much for having me as a Student Rep. and Happy Holidays!

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David Ascani: Numerous activities, recent and future, were announced. Thanksgiving Day Game festivities were well attended and enjoyed by the student body and community.
Dale Hein: Inquired regarding the timeline for the appointment to the Open Board Seat. Mr. Spengler indicated that an advertisement on the District website would be posted immediately with a due date Dec. 15, 2017 and consideration to occur at the January Board meeting.
Robert Spengler: Reviewed the publication, “Essentials of School Board Service”, at each Board member’s area. He will also email out instructions on accessing the secure Board area of the new website after Dec. 15, 2017. Merry Christmas to all and have a wonderful Holiday.
Carol Cunningham: Wished everyone a Merry Christmas.

22. RECOGNITION OF GUESTS & VISITORS

23. NEXT MEETING DATE

A. Tuesday, January 9, 2018 7:00 P.M. School Board Meeting

24. ADJOURNMENT

MOTION BY: Cunningham SECONDED BY: Panto

Motion carried

Time Adjourned: 9:02 P.M.

Respectfully submitted,

Jason Bushaw
Secretary

School Board Meeting Minutes 5 December 2017