MINUTES
CATASAUQUA AREA SCHOOL DISTRICT
Monday, November 13, 2017
7:00 P.M. – Lehigh Career & Technical Institute

1. **CALL TO ORDER** .............................................. President, Penny Hahn
   
   Board President, Penny Hahn, 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**

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

   X = Present

   Visitors: See List inserted in Permanent Minute Book

4. **NOTICE OF EXECUTIVE SESSIONS**
   A. Executive Session for Legal and Personnel Reasons after Adjournment.
      
      Executive Session was held from 9:15 P.M. until 10:00 P.M

5. **PRESENTATIONS/AUDIENCE INPUT ON AGENDA**
   Parent representatives of the girls’ high school soccer team presented various concerns regarding the program and program leadership. (Tim Richards, Eric Warren, Greg Emery, Shannon Hawk, Michele Bunce, Amy Weiss, Kyle Martell). Mr. Moll thanked the parents for attending and for following the correct procedure for expressing program concerns.

6. **ADMINISTRATION/BOARD DISCUSSION & REPORTS**
   A. Academics and Education – Christina Lutz-Doemling
      
      Building level improvement plans were shared during the Academics Meeting.
   B. Finance – Robert J. Spengler
      
      The 2018-2019 initial Budget outlook was shared and discussed.
C. Building & Grounds – Robert J. Spengler
   The realtor RFP’s were shared during the committee meeting and a recommendation is on this agenda for consideration. The field house lighting project is complete. The upper CMS parking lot lighting upgrade will begin soon. Significant outdoor lighting replacement has been necessary at CHS.

D. Policy – David Knerr
   • Policy #115 – English Language Instruction Education Program (1st Reading)
   • Policy #218 - Graduation Requirements (1st Reading)
   • Policy #708 – Use of Facilities (redline 1st Reading)
   • Policy #806 – Child Abuse and Employee Certifications – (2nd Reading)
   • Policy #139 – Volunteer Certifications - (2nd Reading)
   An overview was provided of each policy. Mr. Hein inquired regarding the Mandated Reporter Training requirement for volunteers.

E. Athletics–Thomas Moll
   Provided an update on current programs and reminded everyone about the Thanksgiving Game festivities.

F. Carbon Lehigh Intermediate Unit # 21 – Duane Deitrich
   Support Employee Contract Negotiations are ongoing.

G. Borough of Catasauqua – Dale Hein
   The 2018 Budget process has initiated.

H. Borough of North Catasauqua – Jason Bashaw
   Ground breaking for the new housing development will begin in March 2018. The Tree Lighting is scheduled for November 26th.

I. Hanover Township – Lois Reed
   A presentation was made by Lois to the Hanover Township Counsel regarding Charter Schools and their impact on district finances.

J. PSBA Liaison Update – Duane Deitrich
   The PSBA State Officers have been elected. Plaques were presented to Penny Hahn for 16 years of service and to Don Panto for 8 years of service as Board of School Directors.

K. Lehigh Career & Technical Institute Update – Carol Cunningham
   The LCTI 2018-2019 Budget will be presented during the November JOC meeting.

L. Student Representatives – Hannah Matchette & Maria Rosario - None

7. APPROVAL OF MINUTES FROM PRIOR MEETING(S)

A. School Board Meeting Held on October 10, 2017

8. APPROVAL OF TREASURER’S REPORT FOR OCTOBER 2017

9. APPROVAL OF BUDGET TRANSFERS OCTOBER 2017
10. **APPROVAL FOR PAYMENT OF ALL A/P BILLS NOVEMBER 2017 WITH THE EXCEPTION OF:**
   - CHECK # 14029 - $622.00 (Albarell-general fund)
   - CHECK # 14042 - $9,729.22 (Catasauqua Borough-general fund)
   - CHECK # 2693 - $52.64 (Catasauqua Borough-cafe fund)

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

   **ROLL CALL VOTE**

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

   **10.1 APPROVAL FOR PAYMENT OF CHECK #14029 (Albarell-general fund)**

   **10.2 APPROVAL FOR PAYMENT OF CHECK # 14042 (Catasauqua Borough-general fund) AND CHECK #2693 (Catasauqua Borough-cafe fund)**

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

   **ROLL CALL VOTE**

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

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

12. **FINANCIAL**

13. **PERSONNEL**

   **A. Approval of Job Description, State and Federal PIMS Reporting Assistant**

   **B. Change in Employment Status**
   1. Rebecca Moore
      - Previous Status: Middle School Secretary
      - Current Status: Federal and State Reporting PIMS Assistant
      - Assignment: District Office
      - Rate of Pay: $32,000 pro-rated
      - Benefits: As Per Support Staff Agreement
      - Effective: November 1, 2017
2. Edward Heiser  
   Previous Status: Custodial B  
   Current Status: Maintenance B  
   Assignment: Districtwide  
   Rate of Pay: $12.75/hour  
   Benefits: As Per Collective Bargaining Agreement  
   Effective: November 14, 2017

A. Nomination for Appointment  
1. Name: Jose Rivera  
   Status: Custodial B  
   Assignment: Districtwide  
   Rate of Pay: As Per Collective Bargaining Agreement  
   Benefits: As Per Collective Bargaining Agreement  
   Effective: November 14, 2017

2. Name: Tyquawn Gray  
   Status: Custodial B Part Time 4 hours per day  
   Assignment: Districtwide  
   Rate of Pay: As Per Collective Bargaining Agreement  
   Benefits: N/A  
   Effective: November 14, 2017*

3. Name: Lisa Muffley  
   Status: Secretary  
   Assignment: Catasauqua Middle School  
   Rate of Pay: $24,500.00  
   Benefits: As Per Agreement  
   Effective: November 28, 2017*  
   *upon receipt of employment clearances

D. Approval of FMLA for Employee # 1323  
   Approval for FMLA for employee #1323 effective upon exhaustion of all personal and sick leave beginning approximately February 26, 2018.

E. Approval Of Short Term Substitute Rate Of $180.00 Per Day For Kyle Davies  
   Effective Upon Commencement Of FMLA Leave Of Employee #1585.

F. Approval for Days Without Pay  
   Name: Lois Morrissey  
   Reason: Personal  
   Effective: October 18, 2017 to November 13, 2017
G. **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>Brian Byrd</td>
<td>Substitute Teacher</td>
</tr>
<tr>
<td>Luke Garner</td>
<td>Substitute Teacher</td>
</tr>
</tbody>
</table>

H. **Removal of the Following Substitutes for the 2017-2018 School Year**

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gregory Williams</td>
<td>Guest Teacher</td>
<td>Other Employment</td>
</tr>
</tbody>
</table>

*Items 11, 12, 13A, 13B, 13C, 13D, 13E, 13F, 13G, and 13H, were combined by Board request*

**ROLL CALL VOTE**

*MOTION BY: Cunningham    SECONDED BY: Deitrich*

*AYE: C. Nace, R. Nace, Hein, Deitrich, Bashaw, Panto, Hahn, Cunningham, Hartranft*

*NAY: 0*

Nine Ayes, Zero Nays, Motion carried

I. **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>1 Robert Arnold</td>
<td>High School AV Technology Coordinator</td>
<td>$1,742.00</td>
</tr>
<tr>
<td>2 Christopher Casciotti</td>
<td>Assistant Boys Basketball Coach</td>
<td>Volunteer</td>
</tr>
<tr>
<td>3 Joshua Ritter</td>
<td>Assistant Boys Basketball Coach</td>
<td>Volunteer</td>
</tr>
<tr>
<td>4 Amanda Graser</td>
<td>Head Indoor Guard Coach</td>
<td>Volunteer</td>
</tr>
<tr>
<td>5 Robert Arnold</td>
<td>Assistant Indoor Guard Coach</td>
<td>Volunteer</td>
</tr>
<tr>
<td>6 Marie Hallquist</td>
<td>Middle School Yearbook Advisor – Shared</td>
<td>$172.34</td>
</tr>
<tr>
<td>7 Joann Heffner</td>
<td>Middle School Yearbook Advisor – Shared</td>
<td>$172.33</td>
</tr>
<tr>
<td>8 Luke Garner</td>
<td>Assistant Wrestling Coach</td>
<td>Volunteer</td>
</tr>
<tr>
<td>9 Vincent Pellechia</td>
<td>Assistant Wrestling Coach*</td>
<td>Volunteer</td>
</tr>
<tr>
<td>10 Jonathan Kiefer</td>
<td>Rescind position of Middle School Student Forum Co-Advisor approved June 13, 2017 Stipend was $392.00</td>
<td></td>
</tr>
<tr>
<td>11 David Stires</td>
<td>Head Indoor Track and Field Coach</td>
<td>Volunteer</td>
</tr>
<tr>
<td>12 Kyle Rusnock</td>
<td>Resign from Position of Head Wrestling Coach</td>
<td></td>
</tr>
<tr>
<td>13 Kyle Rusnock</td>
<td>Head Track and Field Coach</td>
<td>$5399.00</td>
</tr>
<tr>
<td>14 Dylan Haklar</td>
<td>Assistant Track and Field Coach</td>
<td>$2671.00</td>
</tr>
<tr>
<td>15 Kyle Rusnock</td>
<td>Assistant Wrestling Coach</td>
<td>Volunteer</td>
</tr>
</tbody>
</table>
16 Joseph Russo  Resign from Position of Assistant Wrestling Coach

17 Joseph Russo  Interim/Prorated Head Wrestling Coach  $7065.00  *Pending receipt of employment clearances

ROLL CALL VOTE

MOTION BY: Hein  SECONDED BY: Bashaw
AYE: C. Nace, R. Nace, Deitrich, Bashaw, Panto, Hahn, Cunningham, Hartranft
NAY: Hein
Eight Ayes, One Nay, Motion carried

14. CURRICULUM

15. BOARD APPROVALS

A. Approval to Enter into Real Estate Broker Services with Century 21, Keim Realtors for Professional Services Related to the Marketing and Sale of the Surplus 14th Street Property

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

<table>
<thead>
<tr>
<th>Section:</th>
<th>PROGRAMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy #</td>
<td>115</td>
</tr>
<tr>
<td>Title:</td>
<td>English Language Instructional Educational Program</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Section:</th>
<th>STUDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy #</td>
<td>218</td>
</tr>
<tr>
<td>Title:</td>
<td>Graduation Requirements</td>
</tr>
</tbody>
</table>

D. Approval of Policy – First Reading (redline)
Approval is requested for the first reading revision of the following policy:

<table>
<thead>
<tr>
<th>Section:</th>
<th>PROPERTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy #</td>
<td>708</td>
</tr>
<tr>
<td>Title:</td>
<td>Public Use of School Facilities</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Section:</th>
<th>OPERATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy #</td>
<td>806</td>
</tr>
<tr>
<td>Title:</td>
<td>Child Abuse and Employee Certifications</td>
</tr>
</tbody>
</table>
F. **Approval of Policy Revision – Second Reading**
   Approval is requested for the second reading revision of the following policy:
   
   - **Section:** PROGRAMS
   - **Policy #:** 139
   - **Title:** Volunteer Certifications

G. **Approval to Attend Conferences, Seminars, etc**

H. **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.

   2nd & Pine  
   Donegan Elem School- Bethlehem  
   448 Jasper St, Allentown  
   2 Cambridge Place  
   Extended Stay Suites, 3050 Schoenersville Rd, Bethlehem, PA 18017

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

**ROLL CALL VOTE**

*MOTION BY: Cunningham  SECONDED BY: Hartranft*

*AYE: C. Nace, R. Nace, Hein, Deitrich, Bashaw, Panto, Hahn, Cunningham, Hartranft*

*NAY: 0*

Nine Ayes, Zero Nays, Motion carried

16. **OLD BUSINESS**

17. **NEW BUSINESS**

18. **COMMENDATIONS**

19. **INFORMATION ITEMS**

20. **CORRESPONDENCE**

*Items 16, 17, 18, 19, and 20 were combined by Board request*
Duane Deitrich – Thank you to the soccer parent representatives for coming out tonight and expressing their concerns.
Carol Cunningham – Holy Trinity Memorial Lutheran Church provided hot dogs and hot chocolate for children and their parents on trick or treat night. The event was well attended and all were extremely polite and respectful.
Penny Hahn – Expressed the need to contact FedEx Representatives in order to begin discussion on possible donations. A request was made for an update on the police substation concept for CHS. Dave Ascani will discuss with Adam Schnug and provide a future update.
Eric Dauberman – The Thanksgiving lunch will occur on Thursday, November 16th. Also announced were various upcoming Scheckler Elementary events.
Melissa Insellmann – Various random acts of kindness are occurring during this November promotion. Upcoming events were announced. She recognized Vicki MacLaughlin, Mark Schultheis, and Kimmie Miller for their participation in the Barnes & Nobles fundraiser.
David Ascani – Upcoming events for Turkey Day were announced. ASVAB testing has been completed and Veterans Day activities were highlighted.
Donald Panto – Speaking as a parent, Mr. Panto expressed his honor and appreciation in the ability for his children to attend the Catasauqua Area School District schools.
Christine Nace – Wished everyone a Happy Thanksgiving and a Merry Christmas.
Thomas Moll – Announced the 100lb Youth Football Team won the Region Championship.

21. RECOGNITION OF GUESTS & VISITORS

22. NEXT MEETING DATES

   A. Tuesday, December 5, 2017  7:00 P.M.  Reorganization and Monthly School Board Meeting

23. ADJOURNMENT

   MOTION BY: Cunningham  SECONDED BY: Hartranft
   Motion carried
   Time Adjourned: 9:02 P.M.

   Respectfully submitted,

   Duane Deitrich
   Secretary