

A Business Meeting of the Board of Directors of the Saucon Valley School District was held on Tuesday, January 27, 2009 in the Campus Audion. Present were Directors Charles Bartolet, Susan Baxter, Edward Inghrim, Michael Karabin, Sandra Miller, Lachlan Peeke, Ralph Puerta, Sharon Stack, and George Torrella. Also present were Sandra G. Fellin, Ed.D., Superintendent; and David Bonenberger, Board Secretary.

An Executive Session for the purpose of personnel, negotiations, and legal matters was held prior to the board meeting.

- I. Call to Order – *Mr. Ralph Puerta, President, presiding*
- II. Pledge of Allegiance
- III. Recording of Attendance – *Mr. David Bonenberger, Secretary*
8-present, 1-absent (Torrella)
- IV. Announcement of Executive Sessions –

January 27, 2009 – Personnel, Negotiations, and Legal
- V. Approval of Minutes January 13, 2009

Director Bartolet, seconded by Director Karabin, moved to approve the Minutes of January 13, 2009. Vote: 8-yes, 0-no, 1-absent (Torrella).
- VI. Recognition
- VII. Presentation
- VIII. Superintendent's Report – *Dr. Sandra Fellin, Superintendent*
 - A. Introduction of Shawn Rutt, Supervisor of Special Education
- IX. Citizens' Comments – Agenda Items Only – *Visitors should state their name and address.*
- X. Presentation of Bills – *David Bonenberger*
 - A. General Expenditures - \$252,842.33
 - B. Cafeteria Expenditures - \$33,145.57
 - C. Health Benefits - \$134,587.91

Director Peeke, seconded by Director Miller, moved to approve the Presentation of Bills. Vote: 5-yes, 3-abstentions (Peeke - Check #14231, Baxter - Check #14226, Karabin - Check #14226), 1-absent (Torrella).

- XI. Treasurer's Report – *Edward Inghrim/David Bonenberger*
 - A. Cash Investment Bond Activity
 - B. Expansion Project Finance Report
 - C. Budget Transfers

Director Peeke, seconded by Director Miller, moved to approve the Treasurer's Report. Vote: 8-yes, 0-no, 1-absent (Torrella).

- XII. Motion to Approve Agenda

Director Inghrim, seconded by Director Bartolet, moved to approve the agenda. Vote: 8-yes, 0-no, 1-absent (Torrella).

- A. *Education*

- 1. Approve the first reading of the following policies:

- 800 – Records Management
 - 800 Records Management – New Policy
 - 800-AR Records Management – New
 - 800-AR-1 Records Retention Schedule – New
 - 800-AR-2 Litigation Hold – New

- 800 Records Management – Old Policy
 - 800-AR-1 Records Management – Old
 - 800-AR-2 Records Management – Old
 - 800-AR-3 Records Retention Schedule – Old
 - 801 – Public Records
 - 801 Public Records – New Policy
 - 801-AR Exempted Records – New
 - 801-AR-1 Disclosure/Production of Certain Records – New
 - 801-AR-2 Fees for Public Records Requests – New
 - 801- Old Policy

- Director Peeke, seconded by Director Miller, moved to approve Education Item 1. Vote: 8-yes, 0-no, 1-absent (Torrella).

- 2. Approve the 2009-10 school calendar (Draft #1).

- Director Stack, seconded by Director Peeke, moved to approve Education Item 2. Vote: 6-yes, 2-no (Miller, Inghrim) 1-absent (Torrella).

B. *Personnel*

1. Approve the following resignations:

Allison Korner, Second Grade Teacher, effective January 30, 2009.

Cora Sipe, Middle School Instructional Assistant, effective February 2, 2009.

2. Approved the attached conference/travel request.

Director Bartolet, seconded by Director Miller, moved to approve Personnel Item 2. Vote: 8-yes, 0-no, 1-absent (Torrella)

3. Approve the following 2008-2009 substitute(s):

Robert Andreucci - Emergency
Robert Aptaker – Emergency
Chelsea Reiter – Elementary
Emily Sheehan – Elementary

4. Approve the half year appointment of Joanna Lemay as elementary specialist chairperson, at the pro-rated salary of \$1,000. She will be replacing Emily Young who is on maternity leave.
5. Approve Jennifer Roseman as an addition to the Educational Support Staff and Secretarial/Clerical Substitute List, to be employed on a “call as needed” basis at an hourly rate of \$9.70, no benefits. (Ms. Roseman qualifies as a Non-Instructional Assistant)
6. Approve Elizabeth Von Rohr and Cynthia Kichline as Substitute Food Service Employees, to be employed on a “call as needed” basis at an hourly rate of \$9.52, no benefits.
7. Approve Wally Zimpfer to serve as a District Representative for the Bethlehem Area Vocational Technical School Authority. (*Wally, the District Supervisor of Operations, will serve with Joseph Chernaskey, who was approved at the January 13, 2009 Board Meeting*)

8. Approve the following long-term substitute. Salary based on the 2007-08 contract and is subject to change following approval of the 2008-09 contract.

Chelsea Reiter as 8th grade science teacher beginning approximately February 19th and continue for 14 weeks. Ms. Reiter's salary will be \$39,878 (Bachelors, Step 1), which will be prorated for the number of days worked. She is replacing Stacy Daly, who will be on maternity leave during this time.

9. Approve the following mentor beginning February, 2009. The \$500 salary will be pro-rated for the remainder of the 2008-2009 school year.

Mentor	Inductee
Robert Kachmar	Chelsea Reiter

Director Inghrim, seconded by Director Miller, moved to approve Personnel Items 1 and 3 through 9. Vote: 8-yes, 0-no, 1-absent (Torrella).

C. *Facilities*

- A. Discussion: Furnishing and Installation of CCTV Cameras by CSI:

High School Student Parking Lot = \$3,770.00
 High School Teachers Lot = \$16,140.00
 Pond Lobby parking Lot & School Entrance = \$16,140.00
 Middle School Entrance = \$6,850.00
 Elementary School Entrance = \$4,800.00
 Total - \$47,700.00

- B. Discuss the development of bid specifications by the Architectural Studio for capital project items 2, 3, and 5; (*capital project item 1 was approved at the board meeting on January 13, 2009*)

Capital Project Item Description	Projected Construction Cost	TAS Fee for Preparation of Bid Documents	Board Action
(1) Administrative Offices Security	\$50,000	\$6,400 (12.8%)	Board Approved January 13, 2009
(2) Field House Modifications	\$2,000,000	\$128,000 (6%)	
(3) High School Additional Classrooms	\$1,250,000	\$75,000 (6%)	
(4) High School Office Renovations	\$2,500,000	\$150,000 (6%)	
(5) High School Locker Replacement	\$100,000	\$12,800 (12.8%)	
(6) High School Vestibule at Gym	\$1,250,000	\$75,000 (6%)	

Discussion ensued:

Director Bartolet feels that projects should be on hold until the professional contract is settled and the budget is completed;

Director Inghrim feels that we should not deplete the capital funds in case of other emergencies;

Director Stack feels that the work should be completed for the high school special ed classroom and the lockers;

Director Karabin questioned whether the District could spec out the locker replacement project and save 12.8% of the cost; He also feels the need for a meeting of the whole to discuss these issues.

Director Puerta wants to be apprised of classroom utilization to determine if we are using the space properly;

Director Baxter feels we should hold the projects until a later date;

D. Finance

A. 2009-2010 Budget Timeline for 2008-2009 School Year

2009-2010 Budget Timeline for 2008-2009 School Year	
January 29, 2009 (110 days prior to primary election)	<i>District Deadline</i> to have 2009-2010 Proposed Preliminary Budget available for public inspection; or adopt a Resolution not to raise the rate of any tax by more than its index.
February 3, 2009 (5 days after Resolution adoption)	<i>District Deadline</i> to submit adopted Resolution and proposed tax rate increases to the Department of Education.
February 8, 2009 (10 days prior to Preliminary Budget adoption deadline)	<i>District Deadline</i> to give public notice of intent to adopt the 2009-2010 Preliminary Budget unless a Resolution was adopted indicating that it will not raise the rate of any tax by more than its index.
February 13, 2009 (10 days after receipt of Resolution)	<i>Department of Education Deadline</i> to notify districts that adopted a Resolution whether the 2009-2010 proposed tax rates are equal to or less than their index.
February 18, 2009 (90 days prior to primary election)	<i>District Deadline</i> to adopt the 2009-2010 Preliminary Budget unless a Resolution was adopted.
February 23, 2009 (85 days prior to primary election)	<i>District Deadline</i> to submit 2009-2010 Preliminary Budget containing proposed tax rate increases to the Department of Education.
February 26, 2009 (1 week prior to filing of request for referendum exception)	<i>District Deadline</i> to publish notice in newspaper of intent to file petition with the Court of Common Pleas or to request approval from the Department of Education for a referendum exception.
March 5, 2009 (75 days prior to primary election)	<i>District Deadline</i> to seek approval from Court of Common Pleas or the Department of Education for referendum exceptions requiring their approval.
March 20, 2009 (60 days prior to primary election)	<i>District Deadline</i> to submit referendum question seeking voter approval of tax rate increase in excess of index to the County Board of Elections, unless request for referendum exception has been submitted to the Court of Common Pleas or the Department of Education. <i>If the school district's proposed tax rate increase would exceed their Index even if all of its referendum exception requests were approved, and if it intends to submit a referendum question for that part of the tax rate increase, it must do so by this date.</i>
March 25, 2009 (55 days prior to primary election)	<i>Deadline for Court of Common Pleas or Department of Education</i> to issue ruling on school district's petition for referendum exception.
March 30, 2009 (50 days prior to primary election)	<i>District Deadline</i> , if the Court of Common Pleas or Department of Education denies all or part of the school district's request for referendum exception, to submit to the County Board of Elections a referendum question seeking voter approval of tax rate increase in excess of index for the portion of the referendum exception request denied.

1. Approve the Preliminary Budget for the 2009-2010 School Year in the amount of \$39,583,938. The millage rate will be 52.04. (\$52.04 per \$1,000 assessed value).

Director Miller, seconded by Director Inghrim, moved to approve the Preliminary Budget for the 2009-2010 school year. Vote: 7-yes, 1-no (Karabin), 1-absent (Torrella).

2. Approve Resolution 2009-01 which states that the Saucon Valley School District will not increase any school district tax for the 2009-2010 school year at a rate that exceeds the Index of 4.1% as calculated by the Pennsylvania Department of Education.

Director Inghrim, seconded by Director Miller, moved to approve Resolution 2009-01. Vote: 8-yes, 0-no, 1-absent (Torrella).

3. Approve an authorization for Administration to work with Public Financial Management as Financial Advisor, and Rhoads & Sinon, LLP as Bond Counsel, in conjunction with the issuance of General Obligation Bonds, Series of 2009, for the purpose of refinancing the School District's General Obligation Bonds, Series of 2002, and a portion of the General Obligation Bonds, Series of 2003, at a minimum net savings of \$200,000 via a competitive sale.

Director Inghrim, seconded by Director Stack, moved to approve Finance Item 3. Vote: 8-yes, 0-no, 1-absent (Torrella).

4. Approve a Five-Year Forecast Model as proposed by Public Financial Management at a cost of \$7,500 for one year, or \$6,000 per year for a three-year commitment.

Director Inghrim, seconded by Director Peeke, moved to approve a Five-Year Forecast Model as proposed by Public Financial Management at a cost of \$7,500 for one year. Vote: 8-yes, 0-no, 1-absent (Torrella).

5. Approve the Demand Response Program Base Agreement between Hess Corporation, One Hess Plaza, Woodbridge, NJ and the District, as outlined in the attached document, for a period of 36 months following the effective date of June 1, 2009, after review and approval by solicitor.

Director Inghrim, seconded by Director Stack, moved to approve Finance Item 5. Vote: 8-yes, 0-no, 1-absent (Torrella).

E. *Community Outreach*

No report or recommendations.

1. The next meeting of the Saucon Valley Partnership is scheduled February 11, 2009 at 7 pm at Lower Saucon Township Hall.

F. Bethlehem Area Vo-Tech School – Lachlan Peeke/Sharon Stack
(Meetings are first Tuesday of every month)

G. Colonial Intermediate Unit – Susan Baxter
(Meetings are fourth Wednesday of every month)

H. PSBA – Susan Baxter/Sandra Miller

I. Northampton Community College – Charles Bartolet
(Meetings are first Thursday of every month)

J. Hellertown/Lower Saucon Chamber of Commerce – Michael Karabin

K. New Business

XIII. Solicitor's Report

XIV. Citizen's Inquiries and Comments – *Visitors should state their name and address.*

XV. Announcements

Future Meetings ~

February 10, 2009 – 7:30 pm – Business Meeting
High School Audion

February 24, 2009 – 7:30 pm – Business Meeting
High School Audion

XVI. Motion to Adjourn Meeting

Director Bartolet, seconded by Director Inghrim, moved to adjourn the meeting.

Vote: 8-yes, 0-no, 1-absent (Torrella).

Time: 9:33PM

ATTEST: _____
Secretary

President