

A Business Meeting of the Board of Directors of the Saucon Valley School District was held on Tuesday, January 8, 2019 in the High School Audion. Present were Directors Susan Baxter, Cedric Dettmar, Bryan Eichfeld, Michael Karabin, Linda Leewright, Tracy Magnotta, Shamim Pakzad and Mark Sivak. Sandra Miller was absent with prior notice. Also present was Craig B. Butler, Superintendent, David Bonenberger, Board Secretary, and Mark Fitzgerald, District Solicitor.

- I. **Call to the Order** - 7:02pm – *Susan Baxter, President, presiding*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *David Bonenberger, Secretary*  
8-present, 1-absent (Miller with prior notice)
- IV. **Motion to Approve Agenda** – Director Sivak, seconded by Director Karabin move to approve the Agenda as modified. Under Education, Item #2, strike out “the 2018-19 school year” add in its place “for an additional 60 school day period and may be extended for an additional period at the discretion of the administration”.
- V. **Announcement of Executive Session** –  
January 8, 2019 – For the purpose of grievance, personnel, and stipends
- VI. **Approval of Minutes** – Director Sivak, seconded by Director Karabin moved to approve the December 4, 2018 minutes. Vote: 8-yes, 0-no, 1-absent (Miller with prior notice)
- VII. **Recognition** – None
- VIII. **Presentation**
  - A. High School Student Representative Report – Ferris Abu-Ghosh
- IX. **Superintendent’s Report** – *Dr. Craig Butler, Superintendent*
- X. **Courtesy of the Floor to Visitors – Agenda Items Only** - None
- XI. **Presentation of Bills** – *David Bonenberger*
  - A. General Expenditures – \$899,083.87
  - B. Cafeteria Expenditures – \$36,215.12
  - C. Health Benefits – \$578,860.14
  - D. Capital Projects – \$266,022.00
    1. Approve the above presentation of bills.

Director Sivak, seconded by Director Dettmar moved to approve the Presentation of the Bills. Vote: 8-yes, 0-no, 1-absent (Miller with prior notice)

**XII. Treasurer’s Report - Mark Sivak/David Bonenberger**

- A. Cash Investment and Bond Activity
- B. Condensed Board Summary Report
- C. Capital Project Finance Report
- D. Budget Transfers – \$4,350.00
- E. Middle School Activity Report – November 30, 2018
- F. High School Activity Report – November 30, 2018

- 1. Approve the above Treasurer’s Report.

Director Sivak, seconded by Director Karabin moved to approve the Treasurer’s Report  
 Vote: 8-yes, 0-no, 1-absent (Miller with prior notice)

**A. Education**

- 1. Approve community, business, and parent representatives for the District Comprehensive Plan.

Community Representatives

Christopher Sherer  
 Shawn Welch

Business Representatives

Thomas Johnstone  
 Lisa Szydlow  
 Jennifer Zavacky

Parent Representatives

Kimberly Creel  
 Jennifer Brasko  
 Tamara Humphries

Director Sivak, seconded by Director Eichfeld moved to approve Education Item #1.  
 Vote: 8-yes, 0-no, 1-absent (Miller with prior notice)

- 2. Approve ABA Support Service contracts for an additional 60 school day period and may be extended for an additional period at the discretion of the administration.

Board Certified Behavior Analyst ~ 2 hrs maximum/week at \$100/hr

Registered Behavior Technician ~ Approximately 40 hrs/week at \$40/hr or equally qualified professional in training to obtain RBT certification - approximately 40 hrs/week at \$35/hr

Director Sivak, seconded by Director Eichfeld moved to approve Education Item #2.  
 Vote: 8-yes, 0-no, 1-absent (Miller with prior notice)

**B. Personnel**

1. Approve the following professional resignations:

Heidi Mullen, third grade teacher. Her last day of teaching will be Friday, March 1, 2019.

Director Sivak, seconded by Director Karabin moved to approve Personnel Item #1.

Vote: 8-yes, 0-no, 1-absent (Miller with prior notice)

2. Approve the resignation and release of employee #476.

Director Sivak, seconded by Director Eichfeld moved to approve Personnel Item #2.

Vote: 8-yes, 0-no, 1-absent (Miller with prior notice)

3. Approve the following stipends for increased administrative duties:

James Deegan – \$2,000 – Interim MS Principal – Effective December 3, 2018

Michael Sakelarides – \$3,000 – Interim ES Assistant Principal – Effective December 5, 2018

Director Sivak, seconded by Director Dettmar moved to approve Personnel Item #3.

Vote: 8-yes, 0-no, 1-absent (Miller with prior notice)

4. Approve the following 2018-19 homebound instructor. Salary is \$40 per hour:

Marty Lewis

5. Approve the following individuals as part time instructional paraprofessionals at an hourly rate of \$18.17 for no more than 28 hours per week. Benefits per the current Educational Support Staff Compensation Plan. Effective upon completion of employment paperwork.

Jennifer Basmagy

Sonya Druker

Jamie Frey

Cody Luybli

6. Approve Donna Seibert as a full time instructional paraprofessional at an hourly rate of \$18.17 with benefits per the current Educational Support Staff Compensation Plan. Effective upon completion of employment paperwork. Ms Seibert is replacing Candice Charlton-Bjorheim, who recently resigned.

7. Approve the following elementary grade level chairperson for the remainder of the 2018-19 school year. The \$2,000 extra duty pay will be prorated for the remainder of the school year:

Debra Lacey – Grade 3 – Replacing Michael Sakelarides

8. Approve the following substitute support staff:  
 Elizabeth Meadows as a substitute instructional paraprofessional and substitute secretary, at an hourly rate of \$9.99, on a “call as needed” basis, effective January 9, 2019.  
 Sandra C. Miller as a substitute custodian at an hourly rate of \$10.39, on a “call as needed” basis, effective January 9, 2019

Director Sivak, seconded by Director Dettmar moved to approve Personnel Items #4 -8.  
 Vote: 8-yes, 0-no, 1-absent (Miller with prior notice)

9. Approve David Bonenberger’s contract effective July 1, 2019 through June 30, 2024.

Director Pakzad, seconded by Director Sivak moved to approve Personnel Item #9.  
 Vote: 8-yes, 0-no, 1-absent (Miller with prior notice)

10. Approve the following 2018-19 winter coach:  
Girls Basketball  
 Assistant – Jeff Rudolf – \$820
11. Approve the following 2018-19 substitute teachers:  
 Gwynne Dunne – Emergency Certified  
 Maria Flores – Emergency Certified School Nurse  
 Joan Glass – Emergency Certified  
 Angela Kazan – Emergency Certified School Nurse  
 Kaitlin Kelley – Emergency Certified  
 Erica Shorb – Emergency Certified  
 Danielle Zeda – Emergency Certified
12. Approve the charges for termination and resolution for employee #2048.
13. Approve Desiree Barber as a Part Time Bus Driver at a starting rate of \$21.02 per hour for driving and \$10.00 per hour for riding, with benefits per the current Educational Support Professionals Contract effective January 9, 2019.

Director Dettmar, seconded by Director Sivak moved to approve Personnel Items #10 -13.  
 Vote: 8-yes, 0-no, 1-absent (Miller with prior notice)

14. Approve the attached conference/travel requests.

Director Sivak, seconded by Director Karabin moved to approve Personnel Item #14.  
 Vote: 8-yes, 0-no, 1-absent (Miller with prior notice)

## C. Facilities

- A. Discussion of AED’s

1. Approve the quote for the replacement of 12 district Automated External Defibrillators at a cost of \$19,140.00.

Director Sivak, seconded by Director Eichfeld moved to approve Facilities Item #1.

Vote: 8-yes, 0-no, 1-absent (Miller with prior notice)

#### **D. Finance**

##### **2018-2019 Budget Timeline for the 2019-2020 School Year**

**January 31, 2019** (110 days prior to primary election) - *District Deadline* to have the 2019-20 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 5, 2019** (5 days after Resolution adoption) – *District Deadline* to submit adopted Resolution and proposed tax rate increases to the Department of Education.

**February 10, 2019** (10 days prior to Preliminary Budget adoption deadline) – *District Deadline* to give public notice of intent to adopt the 2019-20 Preliminary Budget unless a Resolution was adopted indicating that it will not raise the rate of any tax by more than its index.

**February 20, 2019** (90 days prior to primary election) – *District Deadline* to adopt the 2019-20 Preliminary Budget unless a Resolution was adopted.

**February 25, 2019** (85 days prior to primary election) – *District Deadline* to submit the 2019-20 Preliminary Budget containing proposed tax rate increases to the Department of Education.

**May 31, 2019** - *District Deadline* to adopt the 2019-20 proposed final budget and upload the signed Certification of Use of PDE-2028 into the Consolidated Financial Reporting System application.

**June 10, 2019** (20 days prior to final budget adoption deadline) – *District Deadline* to make the 2019-20 Proposed Final Budget available for public inspection on PDE-2028.

**June 20, 2019** (10 days prior to final budget adoption deadline) – *District Deadline* to offer public notice of its intent to adopt the 2019-20 final budget.

**June 30, 2019** (annual deadline) – *District Deadline* to adopt the 2019-20 final budget.

1. Approve the federal standard business mileage rate from 54.5 cents per mile to 58 cents per mile beginning January 1, 2019, in accordance with the Saucon Valley Education Association Professional Contract and the Administrative Employment Agreement.

Director Karabin, seconded by Director Sivak moved to approve Finance Item #1.

Vote: 8-yes, 0-no, 1-absent (Miller with prior notice)

2. Approve Resolution 2019-20 which states that the Saucon Valley School District will not increase any school district tax for the 2019-20 school year at a rate that exceeds the Index of 2.3% as calculated by the Pennsylvania Department of Education. Resolution 2019-20

Director Karabin, seconded by Director Sivak moved to approve Finance Item #2.

Vote: 8-yes, 0-no, 1-absent (Miller with prior notice)

**E. Community Outreach**

The next meeting of the Saucon Valley Partnership is scheduled for January 9, 2019 at 7 pm at Saucon Valley School District.

**F. Academic and Personnel Committee – Tracy Magnotta**

**G. Bethlehem Area Vo-Tech School – Cedric Dettmar and Bryan Eichfeld**

**H. Colonial Intermediate Unit – Sandra Miller**

**I. PSBA – Mark Sivak and Sandra Miller**

**J. Hellertown/Lower Saucon Chamber of Commerce – Tracy Magnotta**

**K. Saucon Valley Foundation for Educational Innovation – Tracy Magnotta**

**L. Northampton Community College – Susan Baxter**

**M. New Business**

**N. Old Business**

**XIII. Citizen’s Inquiries and Comments – None**

**XIV. Announcements**

**Future Meetings ~**

January 22, 2019 – 7 pm –Business Meeting – Audion

February 12, 2019 – 7 pm –Business Meeting – Audion

**XV. Motion to Adjourn Meeting**

Director Sivak, seconded by Director Eichfeld moved to adjourn the meeting.

Vote: 8-yes, 0-no, 1-absent (Miller with prior notice)

7:32pm

ATTEST: \_\_\_\_\_

Secretary

\_\_\_\_\_

President