

A Business Meeting of the Board of Directors of the Saucon Valley School District was held on Tuesday, January 22, 2019 in the High School Audion. Present were Directors Susan Baxter, Cedric Dettmar, Bryan Eichfeld, Michael Karabin, Linda Leewright, Sandra Miller, Dr. Shamim Pakzad and Mark Sivak. Tracy Magnotta was absent with prior notice. Also present was Dr. Craig B. Butler, Superintendent, David Bonenberger, Board Secretary, and Mark Fitzgerald, District Solicitor.

- I. **Call to the Order** - 7:05pm – *Susan Baxter, President, presiding*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *David Bonenberger, Secretary*  
7-present, 1-absent (Magnotta)
- IV. **Motion to Approve Agenda** – Director Sivak, seconded by Director Eichfeld moved to approve the Agenda with item #7 added under Personnel. Vote: 7-yes, 0-no, 1-absent (Magnotta)
- V. **Announcement of Executive Session** –  
January 22, 2019 – Special Education legal issue
- VI. **Approval of Minutes** – Director Sivak, seconded by Director Karabin moved to approve the minutes of January 8, 2019. Vote: 7-yes, 0-no, 1-absent (Magnotta)
- 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**
- XI. **Resignation of Board Member**
  1. Approve the resignation of board member Linda Leewright effective January 9, 2019.  
  
Director Sivak, seconded by Director Karabin moved to approve the resignation of Linda Leewright. Vote: 7-yes, 0-no, 1-absent (Magnotta)
- XII. **Interviews and Discussion of Interested Board Candidates**

**XIII. Appointment of Board Member**

Director Miller, seconded by Director Sivak moved to wait until the February 12, 2019 meeting to vote on a replacement for Linda Leewright. Vote: 2-yes (Miller, Sivak), no-7

Robert Phillips – Vote: 2-yes, 5-no (Baxter, Eichfeld, Dettmar, Pakzad, Karabin, 1-absent (Magnotta)

Edward Andres – Vote: 5-yes, 2-no (Miller, Sivak), 1-absent (Magnotta)

1. Approve the appointment of Edward Andres to finish Linda Leewright’s term, which expires on December, 2019.

Vote: 5-yes, 2-no (Miller, Sivak), 1-absent (Magnotta)

**XIV. Swearing In of New Board Member Edward Andres by Susan Baxter, President**

**XV. Presentation of Bills – David Bonenberger**

- A. General Expenditures – \$ 354,429.81
- B. Cafeteria Expenditures – \$20,408.37
- C. Health Benefits – \$202,256.07
- D. Capital Projects – None

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 (Magnotta)

**XVI. 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 – \$550.00
- E. Middle School Activity Report – December 31, 2018
- F. High School Activity Report – December 31, 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 (Magnotta)

**A. Education**

No Reports or Recommendations

**B. Personnel**

1. Approve the following mentors for the 2018-2019 school year. Salary is \$500, which will be prorated.

<u>Mentor</u>	<u>Inductee</u>
Kellie King	Amy Lookenbill
Kellie King	Isabel McPeak

2. Approve Joan Decker as a Substitute Food Service worker at an hourly rate of 9.80, on a “call as needed” basis, effective January 23, 2019.
3. Approve the following 2018-19 substitute teachers:
  - Denise Bergenheier – Emergency Certified
  - Regis Brown III – Emergency Certified
  - Lisa Prendergast – Emergency Certified
  - Tara Rollo – Emergency Certified
  - Ravi Sajnani – Emergency Certified
  - Marguerite Whitley – Emergency Certified
4. Approve one time only stipends totaling up to \$3,000.00 per person for Pat Diehl and Stacy Polak for additional work assumed by these individuals during the 2018-19 school year. The stipends shall be prorated to the extent the need to assume the additional work ends before the completion of the school year.

Director Karabin, seconded by Director Miller moved to approve Personnel Item #4.  
Vote: 8-yes, 0-no, 1-absent (Magnotta)

5. Approve Angela Vacaro as a part time food service employee, at an hourly rate of \$17.25 with benefits per the current Food Service Compensation and Benefits Plan effective upon release from her current position. Ms. Vacaro is replacing Erin Reynolds, who recently resigned.
6. Approve the attached conference/travel requests.

Director Karabin, seconded by Director Miller moved to approve Personnel Item #6.  
Vote: 8-yes, 0-no, 1-absent (Magnotta)

7. Approve the following long term substitute:

Laura Jungblut as high school mathematics long term substitute beginning January 22, 2019 and continue for the remainder of the 2018-19 school year. Base salary is \$50,882 (B, Step 1), which will be prorated for number of days worked. Ms. Jungblut is replacing Daniel Walter during this time.

Director Sivak, seconded by Director Karabin moved to approve Personnel Items #1-3, 5 & 7. Vote: 8-yes, 0-no, 1-absent (Magnotta)

**C. Facilities**

1. Approve the list of Surplus/Obsolete items.

Director Dettmar, seconded by Director Sivak moved to approve Facilities Item #1. Vote: 8-yes, 0-no, 1-absent (Magnotta)

**D. Finance**

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

**January 25, 2019** (110 days prior to primary election) - *District Deadline* to have the 2018-19 Proposed Preliminary Budget available for public inspection; or adopt a Resolution not to raise the rate of any tax by more than its index.

**January 30, 2019** (5 days after Resolution adoption) – *District Deadline* to submit adopted Resolution and proposed tax rate increases to the Department of Education.

**February 4, 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 14, 2019** (90 days prior to primary election) – *District Deadline* to adopt the 2018-19 Preliminary Budget unless a Resolution was adopted.

**February 19, 2019** (85 days prior to primary election) – *District Deadline* to submit the 2018-19 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 2017-18 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 2018-19 final budget.

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

No Reports or Recommendations

**E. Community Outreach**

- A. New Representative for SV Partnership to replace Linda Leewright

The next meeting of the Saucon Valley Partnership is scheduled for February 13, 2019, at 7 pm at Hellertown Borough.

1. Approve Michael Karabin to serve as additional District Representative for the Saucon Valley Partnership for a one-year term to December, 2019. (*Meetings are monthly, on the 2<sup>nd</sup> Wednesday*)

Director Baxter, seconded by Director Miller moved to approve Michael Karabin as a representative to the SV Partnership. Vote: 8-yes, 0-no, 1-absent (Magnotta)

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

- G. Bethlehem Area Vo-Tech School – Cedric Dettmar and Bryan Eichfeld**  
Skills USA District Competition is Wednesday, January 30<sup>th</sup> at Ag Hall 1-5  
Vo-tech teacher's contract has been settled. The culinary students will be participating the "Souper Bowl" event at Arts Quest Steel Stacks Saturday, January 26<sup>th</sup>.

**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 – Solicitor Fitzgerald, Superintendent Dr. Butler and School Board President Susan Baxter** met with representative from the Lehigh Valley Academy Regional Charter School. They discussed L.V.A.R.C.S.'s plans to purchase land in order to build a school. Information will be presented to the board at a later date as plans progress.

**N. Old Business****XVII. Citizen's Inquiries and Comments –**

T. Andrucci – introduced an exchange student from the Ukraine, Artem Minko.

A. Webb – requested that future school calendars have the day before Thanksgiving off.

**XVIII. Announcements**

**Future Meetings ~**

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

February 26, 2019 – 7 pm –Business Meeting – Audion

**XIX. Motion to Adjourn Meeting**

Director Dettmar, seconded by Director Karabin moved to adjourn the meeting.

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

8:20pm

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

Secretary

\_\_\_\_\_

President