

A Business Meeting of the Board of Directors of the Saucon Valley School District was held on Tuesday, March 12, 2019 in the High School Audion. Present were Directors Susan Baxter, Cedric Dettmar, Bryan Eichfeld, Michael Karabin, Tracy Magnotta, Sandra Miller, Dr. Shamim Pakzad and Mark Sivak. Edward Andres was absent with prior notice. Also present were Dr. Craig B. Butler, Superintendent, David Bonenberger, Board Secretary, and Mark Fitzgerald, District Solicitor.

- I. **Call to the Order** – 7:12pm – *Susan Baxter, President, presiding*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *David Bonenberger, Secretary*  
8-present, 1-absent (Andres)
- IV. **Motion to Approve Agenda** – Director Sivak, seconded by Director Miller moved to approve the Agenda. Vote: 8-yes, 0-no, 1-absent (Andres)
- V. **Announcement of Executive Session** – March 12, 2019 – MOU and Negotiations
- VI. **Approval of Minutes** – Director Sivak, seconded by Director Miller moved to approve the minutes of February 26, 2019. Vote: 8-yes, 0-no, 1-absent (Andres)
- VII. **Recognition** –
  - A. **Lehigh Valley MathCounts Competition** – Jeffrey Holzbaur – Finished first among all 7<sup>th</sup> graders at the Lehigh Valley MathCounts competition.
  - B. **MathCounts Math Club** – Lincoln Alicea, Zayden Ashraf, Benny Brodhead, Ivy Chi, Kyle Chi, Amanda Dettmar, Louis Flowers, Jeffrey Holzbaur, Cole Hubert, Yasvi Javia, Daniel Lanning, Ethan Lucas, Ian Lucas, Will Maynard, Kimberly Moser, Alex Morawski, Jacob Norwood, Lucy Norwood, Claire Phillips, Madison Reith, Zac Rex, Rudra Thakkar, Edmund Webb, Julia Youngkins, Victoria Youngkins.
  - C. **Robotics Club: Sea Perch** – Emily Chi, Aiden Cody, Joshua Fryer, Aliyah Gazzillo, Braylynn Hasenauer, Jeffrey Holzbaur, Lilian Kubisek, Ava Kuehner, Josiah Lamirand, Teegan Lannon, Aryanna Lenner, Zachary Lebo, Sonia Lloyd, Abigail Luftig, Kimberly Moser, Katelyn Pequeno, Clarissa Phillips, Braeden Schriffert, Julia Youngkins, Victoria Youngkins, Cathleen Zeigafuse.  
 The Robotics Club won 4<sup>th</sup> place for their presentation, 1<sup>st</sup> place for Team Spirit, 2<sup>nd</sup> place for Robotic Design. They were the only team from the Lehigh Valley. Director Pakzad would like to see the robotics club expand to the high school and continue in the middle school.
  - D. **iTeam – Won best editing award in the “What’s Cool About Manufacturing”**  
– Emily Chi, Tanner Gilly, Caitlyn Keeney, Teegan Lannon, Kyle Laub, Abigail Luftig, Sonia Lloyd
  - E. **2019 PA Junior Wrestling State Championship** – Jake Jones
- VIII. **Presentation**
  - A. High School Student Representative Report – Ferris Abu-Ghosh  
A report was given on the High School foreign language day, the High school play, “Curtains” and the Elementary School musical “Mary Poppins”. He also congratulated Joshua Jones on his 1<sup>st</sup> place finish at the state wrestling tournament.

**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 – \$550,574.97
- B. Cafeteria Expenditures – \$13,131.12
- C. Health Benefits – None
- D. Capital Projects – None

- 1. Approve the above presentation of bills.

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

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

- A. Cash Investment and Bond Activity – None
- B. Condensed Board Summary Report – None
- C. Capital Project Finance Report – None
- D. Budget Transfers – \$900.00
- E. Middle School Activity Report – None
- F. High School Activity Report – None

- 1. Approve the above Treasurer’s Report.

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

**A. Education**

- A. District Comprehensive Plan – Craig Butler

- 1. Approve the Memorandum of Understanding concerning the 2019-20 school calendar.

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

- 2. Approve the 2019-20 school calendar.

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

- 3. First reading for the following policies:

- 201 – Admission of Students
- 806 – Child/Student Abuse
- 918 – Title I Parent and Family Engagement
- 918.1 – Saucon Valley Elementary School Title I Parent Involvement

- 4. Approve the change to the 2018-19 school calendar due to the two additional snow days. Students will now be in session on Monday, 10<sup>th</sup> (early dismissal) and Tuesday, June 11<sup>th</sup> (early dismissal).

Also, Thursday, June 6<sup>th</sup> and Friday, June 7<sup>th</sup> will now be full days for students. Teachers last day will be Thursday, June 13<sup>th</sup>.

Director Sivak, seconded by Director Miller moved to approve Education Item #4.

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

5. Approve Friday, June 7, 2019, as the graduation date for the Class of 2019.

Director Sivak, seconded by Director Miller moved to approve Education Item #5.

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

6. Approve the Saucon Valley High School Music Department Trip to Disney World in Orlando, Florida from December 13-18, 2019. There is no cost to the district other than substitutes for the music teachers. (4days). All fundraising will be done by the students.

Director Sivak, seconded by Director Miller moved to approve Education Item #6.

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

## **B. Personnel**

1. Approve the following maternity leave request:  
Jasmine Kozero, elementary special education teacher, beginning approximately May 1, 2019. She plans on using 4 personal days prior to starting 12 weeks of unpaid FMLA leave. Mrs. Kozero will return to her teaching duties at the beginning of the 2019-20 school year.
2. Approve unpaid time off for Nancy-Jean Hein, Food Service, on May 2&3, 2019.
3. Approve the following proposed elementary school club:  
Rugby Club – Volunteer Advisor David Young
4. Approve the following 2018-19 spring coaches: *(New coaches are in italics.)*

**Softball:**  
Mark Mixa - Assist. Coach - \$3694.00  
Doug Barry - Jr. High Assist. Coach - \$1025.00

**Boys Lacrosse:**  
Nate Broolsma - Volunteer

**Girls Lacrosse:**  
*Taran Champion - Volunteer*

**MS Soccer:**  
*Paul Steingraber - Co-Head Coach - \$2,776.50*  
*Oscar Greene - Co-Head Coach - \$2,776.50*

**Field Hockey:**  
*Mary Kathryn Omdahl - Varsity Head Coach - 2019-2020 - \$5,226.00*

5. Approve the advertisement for a full-time ELD teacher with ELD certification in addition to Special Education and/or Behavioral Specialist.

Director Miller is concerned with the restrictions for the position. She does not agree with the requirements.

6. Approve the following producer/directors/musicians for the 2019 Saucon Valley Fine Art's high school musical of *Curtains*:

Chad Miller – Producer/Director - \$5,000  
 Kim Tassinaro – Assistant Director - \$2,800  
 Patrick Mertz – Technical Director - \$2,800  
 Michael Marini – Pit Director - \$1,300  
 Lucille Kincaid – Pit Orchestra - \$550  
 Eileen Fields – Pit Orchestra - \$500  
 Michael Hagarman – Pit Orchestra - \$550

7. Approve the following 2018-19 substitute teachers:  
 Nancy O'Keefe - Emergency Certified

Director Sivak, seconded by Director Miller moved to approve Personnel Items #1-7.  
 Vote: 8-yes, 0-no, 1-absent (Andres)

8. Approve the attached conference/travel requests

Director Baxter asked when the last time there was a SADD event. She will be voting no because we could use the grant money in a different way and feels multiple programs throughout the year would be better.

Director Sivak, seconded by Director Miller moved to approve Personnel Item #8.  
 Vote: 6-yes, 2-no (Baxter and Karabin), 1-absent (Andres)

**C. Facilities**

- A. Discussion of HVAC Bid

Director Pakzad feels that this is the first time this came before the Board in fifteen months. He is uncomfortable with how it was brought forward to the Board.

1. Approve the attached Resolution 2019-001.

Directors Dettmar and Miller feel that in the future this type of item should be on the agenda for a first reading prior to Board approval.

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

2. Approve the awarding of the contract to replace the High School HVAC mechanical system to PAMSCO, in the amount of \$1,839,758.00 to be funded by Capital Projects Fund. Attachment

*The award of contracts set forth above is expressly made contingent upon receipt of all governmental approvals required for the project and is also subject to final review and approval of the solicitor's office of any applicable contracts and approvals. Said award of contract is further made contingent upon the receipt of the appropriate performance and payment bonds, certificates of insurance, and signed Standard Form of Agreement between Owner and the above referenced Contractor, all in compliance with the contract. The Board of School Directors hereby authorizes the Project Architect or Loren Szczesny, Esquire, and the law firm of Fox Rothschild LLP, Blue Bell, Pennsylvania, legal counsel for School District, to issue notices of intent to award to the Contractor consistent with the terms of the award of contract set forth herein. The Board of School Directors further authorizes its officers, administration, solicitor, and Project Architect to take any and all necessary actions in order to effectuate the intent and purposes of this motion, including, without limitation, execution of the contract by the administration. Funding for these projects shall come from Capital Projects.*

Director Pakzad will be voting no on this item. He does not feel the process has produced the best results for the District. Director Pakzad disputed the numbers D'Huy Engineering is putting forth for both the LED savings and the cost of the HVAC units.

Director Dettmar, seconded by Director Sivak moved to approve Facilities Item #2.  
Vote: 7-yes, 1-no (Pakzad), 1-absent (Andres)

3. Approve the awarding of the contract to replace the High School HVAC electrical system and install new LED lighting to Trefz Mechanical, in the amount of \$288,357.00 to be funded by Capital Projects Fund.

*The award of contracts set forth above is expressly made contingent upon receipt of all governmental approvals required for the project and is also subject to final review and approval of the solicitor's office of any applicable contracts and approvals. Said award of contract is further made contingent upon the receipt of the appropriate performance and payment bonds, certificates of insurance, and signed Standard Form of Agreement between Owner and the above referenced Contractor, all in compliance with the contract. The Board of School Directors hereby authorizes the Project Architect or Loren Szczesny, Esquire, and the law firm of Fox Rothschild LLP, Blue Bell, Pennsylvania, legal counsel for School District, to issue notices of intent to award to the Contractor consistent with the terms of the award of contract set forth herein. The Board of School Directors further authorizes its officers, administration, solicitor, and Project Architect to take any and all necessary actions in order to effectuate the intent and purposes of this motion, including, without limitation, execution of the contract by the administration. Funding for these projects shall come from Capital Projects.*

Director Dettmar, seconded by Director Sivak moved to approve Facilities Item #3.  
Vote: 7-yes, 1-no (Pakzad), 2-absent (Andres)

4. Approve the administration and the solicitor to work with D'Huy Engineering to bid the auditorium project per Finance Committee recommendation.

Board took a break for an Executive Session. Left 9:00pm and returned 9:08pm.

Director Eichfeld, seconded by Director Sivak moved to approve Facility Item #4.  
Vote: 8-yes, 0-no, 1-absent (Andres)

## **D. Finance**

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

**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.

- 1. Approve the name change of the Finance Committee to the Finance and Audit Committee.

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

Sandra Miller left at 9:15pm.

**E. Community Outreach**

The next meeting of the Saucon Valley Partnership is scheduled for March 13, 2019 at 7 pm at Lower Saucon Township.

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

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

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

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

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

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

**L. New Business** – Director Pakzad will also be on the Finance Committee. Director Magnotta asked about using participation in sports as partial credit towards graduation.

**M. Old Business**

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

**XIV. Announcements**

**Future Meetings ~**

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

April 9, 2019 – 7 pm –Business Meeting – Audion

**XV. Motion to Adjourn Meeting**

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

Vote: 7-yes, 0-no, 2-absent (Andres & Miller) 9:30pm

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

Secretary

\_\_\_\_\_

President