

A Business Meeting of the Board of Directors of the Saucon Valley School District was held on Tuesday, April 9, 2019 in the High School Audion. Present were Directors Edward Andres, Susan Baxter, Cedric Dettmar, Bryan Eichfeld, Michael Karabin, Sandra Miller, and Tracy Magnotta. Dr. Shamim Pakzad & Mark Sivak were absent. Also present were Dr. Craig B. Butler, Superintendent, David Bonenberger, Board Secretary, and Mark Fitzgerald, District Solicitor.

- I. **Call to the Order** – 7:00pm - *Susan Baxter, President, presiding*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *David Bonenberger, Secretary*
7-present, 2-absent (Pakzad & Sivak)
- IV. **Motion to Approve Agenda** – Director Miller, seconded by Director Dettmar moved to approve the Agenda with Policy's 918 & 918.1 removed for further review.
Vote: 7-yes, 0-no, 2-absent (Pakzad & Sivak)
- V. **Announcement of Executive Session** – None
- VI. **Approval of Minutes** – Director Miller, seconded by Director Eichfeld moved to approve the minutes of March 26, 2019. Vote: 7-yes, 0-no, 2-absent (Pakzad & Sivak)
- 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 – \$ 195,774.38
 - B. Cafeteria Expenditures – \$ 21,104.37
 - C. Health Benefits – None
 - D. Capital Projects – \$75,149.13
 1. Approve the above presentation of bills.

Director Dettmar, seconded by Director Miller moved to approve the Presentation of the Bills. Vote: 7-yes, 0-no, 2-absent (Pakzad & Sivak)
- 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 – \$1,694.54
 - E. Middle School Activity Report
 - F. High School Activity Report

1. Approve the above Treasurer's Report.

Director Dettmar, seconded by Director Miller moved to approve the Presentation of the Bills. Vote: 7-yes, 0-no, 2-absent (Pakzad & Sivak)

A. Education

1. Approve the second and final 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

Policies 918 and 918.1 were pulled for further review.

Director Miller will vote no for Policy 201. She feels this is not an easy or fair process for the administrative team; it was tried before without success.

Director Baxter felt it wasn't unsuccessful, it was an administrator's opinion.

Director Karabin wanted to know if there were any legal issues with it.

Director Miller, seconded by Director Dettmar moved to approve Education Item #1.

Vote: 6-yes, 1-no (Miller- Policy 201 only), 2-absent (Pakzad & Sivak)

2. Approve the attached list of Surplus/Obsolete items.
3. Approve the memorandum of understanding with Northampton County Head Start beginning, March, 2019 through March, 2024. The memorandum of understanding will be reviewed annually for any updates. There is no cost to the district.

Director Dettmar, seconded by Director Miller moved to approve Education Items #2 & 3.

Vote: 7-yes, 0-no, 2-absent (Pakzad & Sivak)

B. Personnel

1. Approve the resignation of Kaela Bitting, middle school music teacher. Her last day of teaching will be June 14, 2019.
2. Approve the resignation of Angela Vacaro, part time food service, effective February 20, 2019.

Director Eichfeld, seconded by Director Miller moved to approve Personnel Items #1 & 2.

Vote: 7-yes, 0-no, 2-absent (Pakzad & Sivak)

3. Approve the following long term substitute:
Caitlin Makoul as ELD long term substitute beginning April 3, 2019, and continue until either the position is filled or the end of the 2018-2019 school year. Base salary is \$50,882 (B, Step 1), which will be prorated for number of days worked. Ms. Makoul is replacing Colleen McIntyre, who resigned.

4. Approve the following support staff substitutes:
Nancy Murphy and Mary Beth Jacavage as a Food Service substitutes at an hourly rate of \$9.80, on a “call as needed” basis, no benefits, effective immediately.
Asher McGonagle as a Custodial substitute at an hourly rate of \$10.39, on a “call as needed” basis, no benefits, effective immediately.
5. Approve the following director/musician stipend changes for the 2019 Saucon Valley Fine Art’s high school musical *Curtains*.
Kim Tassinaro – Assistant Director - was previously approved for \$2800 (now \$2900)
Lucille Kincaid - Pit Orchestra – previously approved for \$550 (now \$500)
Michael Hagarman was replaced by Jesse Shaw – Pit Orchestra – Previously approved for \$550 (now \$500)
(Total amount approved for stipends has remained the same.)

Director Karabin, seconded by Director Dettmar moved to approve Education Items #3, 4 & 5. Vote: 7-yes, 0-no, 2-absent (Pakzad & Sivak)

C. Facilities

A. Facility Committee Meeting Report from April 8, 2019

1. Approve the awarding of the contract for the Auditorium Renovation Project – General Base Bid (with Irwin seats) to CMG of Easton, in the amount of \$287,400.00 to be funded by any remaining Capital Projects Fund and the remainder from Fund Balance.

Director Eichfeld, seconded by Director Miller moved to approve Facilities Item #1.
Vote: 6-yes, 1-no (Baxter), 2-absent (Pakzad & Sivak)

2. Approve the awarding of the contract for the Auditorium Renovation – Alternate 1 to CMG of Easton, in the amount of \$31,450.00 to be funded by any remaining Capital Projects Fund and the remainder from Fund Balance.

Director Eichfeld, seconded by Director Miller moved to approve Facilities Item #2.
Vote: 6-yes, 1-no (Baxter), 2-absent (Pakzad & Sivak)

3. Approve the awarding of the contract for the Auditorium Renovation - Alternate 2 to CMG of Easton, in the amount of \$6,375.00 to be funded by any remaining Capital Projects Fund and the remainder from Fund Balance.

Director Baxter objects to this item, she does not feel we need to do this.

Director Miller, seconded by Director Andres moved to approve Facilities Item #3.

Vote: 4-yes, 3-no (Baxter, Eichfeld, Karabin), 2-absent (Pakzad & Sivak) Motion Failed

4. Approve the awarding of the contract for the Auditorium Renovation - Alternate 3 to CMG of Easton, in the amount of \$4,885.00 to be funded by any remaining Capital Projects Fund and the remainder from Fund Balance.

Director Miller, seconded by Director Andres moved to approve Facilities Item #4.

Vote: 5-yes, 2-no (Karabin, Eichfeld), 2-absent (Pakzad & Sivak)

Director Baxter commented that she does not want bids done at the last minute. She would like the Board to have more time to review bids and ask questions.

All the above approvals are subject to the following:

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 solicitors 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.

5. To reject the Wind Gap Electrical Bid associated with the Auditorium Renovation Project.

Director Dettmar, seconded by Director Miller moved to approve Facility Item #5.

Vote: 7-yes, 0-no, 2-absent (Pakzad & Sivak)

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.

- A. **Finance Committee Meeting Report from March 27, 2019**

1. Approve the Bethlehem Area Vocational-Technical School Budget for the fiscal year July 1, 2019 to June 30, 2020 in the total amount of \$12,554,241.00. Saucon Valley's portion is \$583,720.00, a decrease of \$69,227.00 from 2018-2019.

Director Karabin, seconded by Director Eichfeld moved to approve Finance Item #1.
Vote: 7-yes, 0-no, 2-absent (Pakzad & Sivak)

2. Approve the Northampton Community College Budget for 2019-2020 in the total amount of \$6,569.834.00. Saucon Valley's portion is \$288,622.00 which represents a .92% decrease from 2018-2019.

Director Karabin, seconded by Director Miller moved to approve Finance Item #2.
Vote: 7-yes, 0-no, 2-absent (Pakzad & Sivak)

3. Approve the rejecting of all bus bids received on March 4, 2019.

Director Miller, seconded by Director Eichfeld moved to approve Finance Item #1.
Vote: 7-yes, 0-no, 2-absent (Pakzad & Sivak)

E. Community Outreach

The next meeting of the Saucon Valley Partnership is scheduled for April 10, 2019 at 7 pm at Saucon Valley School District.

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

There is an event on April 11th honoring David Spirk for contributions to the community.

J. Saucon Valley Foundation for Educational Innovation – Tracy Magnotta

There was a great turn out for the March Madness fundraiser.

K. Northampton Community College – Susan Baxter

L. Academic and Personnel Committee – Tracy Magnotta

- A. Academic and Personnel Committee Meeting Report from April 3, 2019.

Director Miller recommends that the Academic & Personnel Committee look into Cyber programs.

M. New Business

A. Board Members calling in for board meetings when absent.
 Director Andres does not feel this is a good idea. He feels there is not a problem, so he doesn't feel we need to solve something that does not exist.
 Director Eichfeld feels that any Director can watch on the website if they cannot make the meeting.
 Solicitor Fitzgerald was asked and he said that if this is to be done it should be in the policy and only done in a limited fashion.
 Director Miller agrees with Solicitor Fitzgerald's comments that it should be done in limited cases.

N. Old Business

Director Eichfeld is concerned with how long the District keeps Board recording on the website. He would like to extend the time for keeping recordings.

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

XIV. Announcements

Future Meetings ~

April 23, 2019 – 7 pm –Business Meeting – Audion
 May 14, 2019 – 7 pm –Business Meeting – Audion

XV. Motion to Adjourn Meeting

Director Dettmar, seconded by Director Miller moved to adjourn the meeting.
 Vote: 7-yes, 0-no, 2-absent (Pakzad & Sivak) 8:21pm

ATTEST: _____
Secretary President