

The Annual Reorganization Meeting of the Board of Directors of the Saucon Valley School District was held on Tuesday, December 3, 2019 in the High School Audion. Present were Directors Edward Andres, Susan Baxter, Cedric Dettmar, Bryan Eichfeld, Michael Karabin, Shamim Pakzad and Shawn Welch. Tracy Magnotta and Sandra Miller were absent. Also present were Dr. Craig Butler, Superintendent, David Bonenberger, Board Secretary, and Mark Fitzgerald, District Solicitor.

I. **Call to Order** at 7:02pm – David Bonenberger, Board Secretary

II. **Pledge of Allegiance**

III. **Notice of the Organization Meeting** – Mark Fitzgerald, District Solicitor

IV. **Comments of the Public** - None

V. **Nominations for and Election of a Temporary President**

Director Baxter nominated Director Dettmar as temporary President. Director Pakzad seconded the nomination. Vote: 7-yes, 0-no, 2-absent (Magnotta & Miller)

VI. **Seating of Newly Elected Board Members**

The Honorable David J. Heintzelman, the Mayor of Hellertown swore in the following newly elected Board Members: Edward Andres, Susan Baxter, Bryan Eichfeld, Michael Karabin, and Shawn Welch.

VI. **Nominations for a President**

Director Baxter nominated Director Pakzad to serve as Board President for a one-year term ending December, 2020.

Director Eichfeld, seconded by Director Karabin moved to close nominations. Vote: 7-yes, 0-no, 2-absent (Magnotta & Miller)

Vote: 7-yes, 0-no, 2-absent (Magnotta & Miller)

Dr. Shamim Pakzad will serve as the Board President for a one-year term ending December, 2020.

VII. **Nominations for a Vice President**

Director Eichfeld, seconded by Director Dettmar nominated Director Baxter to serve as Board Vice-President for a one-year term ending December, 2020.

Director Welch, seconded by Director Eichfeld moved to close nominations. Vote: 7-yes, 0-no, 2-absent (Magnotta & Miller)

Vote: 7-yes, 0-no, 2-absent (Magnotta & Miller)

Susan Baxter will serve as the Board Vice-President for a one-year term ending December, 2020.

VIII. **Election of Board Representatives**

Bethlehem Area Vocational Technical School – Three Year Term

Director Karabin nominated Directors Cedric Dettmar and Bryan Eichfeld to serve as representatives to the BAVTS for a three-year term ending December, 2022.

Director Welch moved to close nominations. Vote: 7-yes, 0-no, 2-absent (Magnotta & Miller)

7-yes, 0-no, 2-absent (Magnotta & Miller)

Director Cedric Dettmar and Bryan Eichfeld are the BAVTS Representatives for a three-year term ending December, 2022.

PSBA Legislative Representatives

Director Dettmar nominated Director Sandra Miller to serve as PSBA Legislative Representative to the BAVTS for a one-year term ending December, 2020.

Director Eichfeld moved to close nominations. Vote: 7-yes, 0-no, 2-absent (Magnotta & Miller)

7-yes, 0-no, 2-absent (Magnotta & Miller)

Sandra Miller is the PSBA Legislative Representatives for a one-year term ending December, 2020.

Colonial Northampton Intermediate Unit #20 – Three Year Term

Sandra Miller is serving a 3-year term from 7/1/18 to 6/30/21

Saucon Valley Partnership Representatives (COG)

Director Baxter nominated Director Michael Karabin and Director Shawn Welch to serve as District Representatives for the Saucon Valley Partnership for a one-year term to December, 2020.

Director Dettmar, seconded by Director Eichfeld moved to close nominations. Vote: 7-yes, 0-no, 2-absent (Magnotta & Miller)

7-yes, 0-no, 2-absent (Magnotta & Miller)

Director Dettmar, seconded by Director Karabin moved to approve the entire Board to be alternate representatives to the Saucon Valley Partnership.

Vote: 7-yes, 0-no, 2-absent (Magnotta and Miller)

Michael Karabin and Shawn Welch are the Board Representatives to the Saucon Valley Partnership for a one-year term ending December, 2020.

Chamber of Commerce Representative

Director Baxter nominated Director Michael Karabin to serve as District Representative for the Chamber of Commerce for a one-year term to December, 2020

Director Eichfeld, seconded by Director Eichfeld moved to close nominations.
Vote: 7-yes, 0-no, 2-absent (Magnotta & Miller)

Vote: 7-yes, 0-no, 2-absent (Magnotta and Miller)

Michael Karabin is the Board Representative to the Chamber of Commerce for a one-year term ending December, 2020.

Saucon Valley Foundation for Educational Innovation Representative

Director Dettmar nominated Director Tracy Magnotta to serve as District Representative for the SVFEI for a one-year term to December, 2020.

Director Eichfeld, seconded by Director Dettmar moved to close the nominations.
Vote: 7-yes, 0-no, 2-absent (Magnotta, Miller)

Vote: 7-yes, 0-no, 2-absent (Magnotta, Miller)

Tracy Magnotta is the Board Representative to the SVFEI for a one-year term ending December, 2020.

Northampton Community College - Board of Trustees

Susan Baxter is serving a 3-year term from 7/1/17 to 6/30/20

TCC Delegates

Director Baxter nominated Cedric Dettmar with David Bonenberger and Gina DiNino as alternates to serve as TCC Delegates.

Director Eichfeld, seconded by Director Eichfeld moved to close nominations.
Vote: 7-yes, 0-no, 2-absent (Magnotta & Miller)

Vote: 7-yes, 0-no, 2-absent (Magnotta & Miller)

Director Cedric Dettmar is the Board Representative to the TCC with David Bonenberger and Gina DiNino as the alternates for a one-year term ending December, 2020.

Bethlehem Area Vocational Technical School Authority

Director Eichfeld, seconded by Director Dettmar nominated Cedric Dettmar to serve as BAVTS Authority representative until January 2021. Vote: 7-yes, 0-no, 2-absent (Magnotta & Miller)

Director Cedric Dettmar is the Board Representative to the BAVTS Authority with the term ending January, 2020. Director Bryan Eichfeld is currently a representative until January 2023.

IX. Approval of Time and Place of School Board Meetings

The Board of School Directors of the Saucon Valley School District will meet at 7 pm in the Audion located on the District Campus, 2097 Polk Valley Road, Hellertown, on the second and fourth Tuesdays of each month. All meetings will be held for the purpose of conducting business.

Tuesday, January 14, 2020	Tuesday, January 28, 2020
Tuesday, February 11, 2020	Tuesday, February 25, 2020
Tuesday, March 10, 2020	Tuesday, March 24, 2020
Tuesday, April 14, 2020	Monday, April 27, 2020**
Tuesday, May 12, 2020	Tuesday, May 26, 2020
Tuesday, June 9, 2020	Tuesday, June 23, 2020
Tuesday, July 28, 2020	Tuesday, August 11, 2020
Tuesday, August 25, 2020	Tuesday, September 8, 2020
Tuesday, September 22, 2020	Tuesday, October 13, 2020
Tuesday, October 27, 2020	Tuesday, November 10, 2020
Tuesday, December 1, 2020 – Reorganization Meeting	

* **Due to the Presidential Primary on Tuesday, April 28, 2020

Director Dettmar, seconded by Director Eichfeld moved to approve the time and place for the school board meetings. Vote: 7-yes, 0-no, 2-absent (Magnotta & Miller)

X. Authorization of the Use of the Signature Stamp until a New One is Received

The President requests a motion to authorize the use of the existing signature stamp until a new one is prepared reflecting the Board's new officers.

Director Dettmar, seconded by Director Eichfeld moved to authorize the use of the Signature Stamp until a new one is received. Vote: 7-yes, 0-no, 2-absent (Magnotta & Miller)

XI. Comments from the Board – Mark Sivak was thanked for his years of service.

XII. Comments from the Superintendent – Dr. Butler congratulated Directors Baxter and Pakzad on their election to office.

XII. Comments from the Public –

D. Clarke – Requested that we put on the next agenda the issue of bullying in the District. He would like to work with the Dr. Butler and community members to work together on the bullying issue to accomplish something.

Director Karabin asked whose responsibility it will be to keep the Board updated to make sure that this is done.

K. MacLean – Commented on the Safe Schools report on the website, Bullying Policy and settlement follow-up.

XIV. Adjourn Meeting

Director Karabin, seconded by Director Sivak moved to adjourn the Reorganization Meeting.

Vote: 7-yes, 0-no, 2-absent (Magnotta & Miller)

7:32PM

ATTEST: _____
Secretary President

A Business Meeting of the Board of Directors of the Saucon Valley School District was held on Tuesday, December 3, 2019 in the High School Auditorium immediately following the annual reorganizational meeting. Present were Directors Edward Andres, Susan Baxter, Cedric Dettmar, Bryan Eichfeld, Michael Karabin, and Dr. Shamim Pakzad. Directors Tracy Magnotta and Sandra Miller were absent. Also present were Dr. Craig B. Butler, Superintendent, David Bonenberger, Board Secretary, and Mark Fitzgerald, District Solicitor.

- I. **Call to the Order** –Dr. Shamim Pakzad, *President, presiding*
- II. **Recording of Attendance** – *David Bonenberger, Secretary*
7-present, 2-absent (Magnotta & Miller)
- III. **Motion to Approve Agenda** - Director Karabin, seconded by Director Baxter moved to approve the Agenda. Vote: 7-yes, 0-no, 2-absent (Magnotta & Miller)
- IV. **Announcement of Executive Session** – December 3, 2019
- V. **Approval of Minutes** – Director Karabin, seconded by Director Dettmar moved to approve the minutes of November 12, 2019. Vote: 7-yes, 0-no, 2-absent (Magnotta & Miller)
- VI. **Recognition** – None
- VII. **Presentation** –
 - A. High School Student Representative Report - attached
- VIII. **Superintendent’s Report** – *Dr. Craig Butler, Superintendent*
December 5th is the Elementary concert and December 10th is the concert for the High School. Middle School Band concert is tomorrow December 4th. A community Outreach meeting will be on December 9th at 6:00pm in the Middle School LGI.
- IX. **Courtesy of the Floor to Visitors – Agenda Items Only** – None
- X. **Presentation of Bills** – *David Bonenberger*
 - A. General Expenditures – \$484,870.05
 - B. Cafeteria Expenditures – \$26,167.83
 - C. Health Benefits – \$573,618.14
 - D. Capital Projects – None
 1. Approve the above presentation of bills.
Director Dettmar, seconded by Director Karabin moved to approve the Presentation of the Bills. Vote: 7-yes, 0-no, 2-absent (Magnotta & Miller)

Treasurer's Report – *Cedric Dettmar/David Bonenberger*

- E. Cash Investment and Bond Activity – None
- F. Condensed Board Summary Report – None
- G. Capital Project Finance Report – None
- H. Budget Transfers – \$4,413.71
- I. Middle School Activity Report – October 31, 2019
- J. High School Activity Report – October 31, 2019

1. Approve the above Treasurer's Report.

Director Karabin, seconded by Director Dettmar moved to approve the Treasurer's Report. Vote: 7-yes, 0-no, 2-absent (Magnotta & Miller)

A. Education

1. Approve the second and final reading for the following policies:

- 004 Membership
- 005 Organization
- 007 Distribution
- 009 Policy Formulation/Review
- 204 Attendance
- 208 Withdrawal from School
- 233 Suspension and Expulsion
- 234 Pregnant Students

Director Karabin asked that Policies 004 and 005 be separated from the grouping.

Director Karabin, seconded by Director Dettmar moved to approve Policies 007, 009, 204, 208, 233 and 234. Vote: 7-yes, 0-no, 2-absent (Magnotta & Miller)

Director Eichfeld, seconded by Director Dettmar move to approve Policies 004 and 005.

Director Karabin, seconded by Director Eichfeld moved to amend the motion to exclude section 10 of Policy 004. Vote: 7-yes, 0-no, 2-absent (Magnotta and Miller)

Approve amended Policy 004. Vote: 7-yes, 0-no, 2-absent (Magnotta and Miller)

Director Karabin commented that in Policy 005, page 2, section 4, the last paragraph he would like to make it a little more understandable for future Board members.

Director Karabin, seconded by Director Eichfeld moved to approve Policy 005 with the revised language of, "If the Board desires to deviate from this provision, they may do so based on the majority vote of the Board". Vote: 7-yes, 0-no, 2-absent (Magnotta & Miller)

Director Baxter, seconded by Director Karabin moved to amend Policy 005 by changing the language from “two (2) successive one year terms” to “four (4) successive one year terms”. Vote: 5-yes, 2-no (Dettmar & Pakzad), 2-absent (Magnotta & Miller)

Approve amended Policy 005. Vote: 7-yes, 0-no, 2-absent (Magnotta & Miller)

2. Approve the following 2019-20 mini grant sponsored by the Saucon Valley Foundation for Educational Innovations: Descriptions are attached.

Small Grants

Spanish & French Art Exhibit (\$981.90)

Digital Photo editing for the Photography Club (\$1,600)

Respect My Red Speaker – HS Equity & Inclusion Committee (\$2,500)

Yoga 4 Classrooms Training Program (\$2,484)

Architecture Center for Elementary Art Program (\$485)

High School Robotics (\$2,500)

21st Century Funding

High School Makerspace (\$1,020)

Middle School Makerspace (\$1,500)

Director Eichfeld, seconded by Director Andres moved to table the approval of the small grant “Respect my Red Speaker”. Vote: 6-yes, 1-no(Pakzad), 2-absent (Magnotta & Miller)

Director Karabin, seconded by Director Dettmar moved to approve the remainder of Education Item #2. Vote: 7-yes, 0-no, 2-absent (Magnotta & Miller)

B. Personnel

- A. Congratulate the following professional on receiving tenure on December 12, 2019: Alexia Harstine
1. Approve Keri Kane as a full time bus driver with salary and benefits per the current Support Professionals Contract, effective December 4, 2019. She is replacing George Hahalis who recently resigned.
2. Approve the following substitute support staff:
 - Emily Gore, substitute instructional paraprofessional, at an hourly rate of \$9.99, no benefits, on a “call as needed” basis, effective December 4, 2019.
 - Janet Reilly, substitute food service, at an hourly rate of \$9.80, no benefits, on a “call as needed” basis, effective December 4, 2019.

Deanna Spengler, substitute food service, at an hourly rate of \$9.80, no benefits, on a "call as needed" basis, effective December 4, 2019.

Samantha Laub, substitute secretary & paraprofessional, at an hourly rate of \$9.99, no benefits, on a "call as needed" basis, effective December 4, 2019.

3. Approve the following co-curricular/extra duty appointment for the 2019-20 school year.

High School

Eric Focht – National Honor Society (Mr. Focht will be replacing Jessica Cummings while she is on maternity leave. Stipend will be split based on percentage of days in charge of the club.)

4. Approve the attached Benefit and Compensation Plans for the following groups. The increase shall be retroactive to the beginning of the 2019-20 fiscal year.

Administrative Assistants/Clerical
Technology Department

Director Eichfeld, seconded by Director Dettmar moved to approve Personnel Item #4.
Vote: 7-yes, 0-no, 2-absent (Magnotta & Miller)

5. Approve the following 2019-20 winter coaches:

Swimming

Elizabeth Chikotas - Assistant Coach - \$1,857.50

Maggie Olock - Assistant Coach - \$1,857.50

Girls Basketball

Lori Hlavinka - Assistant Coach - Resignation

Gail Nolf - Assistant Coach - \$2,986.00

Wrestling

Brandon Palik - Assistant Coach - Volunteer

6. Approve the following 2019-20 substitute teacher(s):

Christina Harrison – Social Studies

Director Karabin, seconded by Director Dettmar move to Approve Personnel Items #1-3, 5 & 6. Vote: 7-yes, 0-no, 2-absent (Magnotta & Miller)

7. Approve the attached conference/travel requests

Director Baxter would approve but feels it should be every other year and feels the conferences should be geared more towards the curricular and less towards the extra-curricular.

Director Dettmar, seconded by Director Baxter moved to approve Personnel Item #7.
Vote: 7-yes, 0-no, 2-absent (Magnotta & Miller)

C. Facilities

A. Facility Committee Meeting Report from November 20, 2019.

1. Approve the attached list of Surplus/Obsolete items.

Director Dettmar, seconded by Director Eichfeld moved to approve Facilities Item #1.
Vote: 7-yes, 0-no, 1-absent (Magnotta & Miller)

D. Finance

2020-2021 Budget Timeline for the 2019-2020 School Year

January 9, 2020 (110 days prior to primary election) - *District Deadline* to have the 2020-21 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 14, 2020 (5 days after Resolution adoption) – *District Deadline* to submit adopted Resolution and proposed tax rate increases to the Department of Education.

January 19, 2020 (10 days prior to Preliminary Budget adoption deadline) – *District Deadline* to give public notice of intent to adopt the 2020-21 Preliminary Budget unless a Resolution was adopted indicating that it will not raise the rate of any tax by more than its index.

January 29, 2020 (90 days prior to primary election) – *District Deadline* to adopt the 2020-2021 Preliminary Budget unless a Resolution was adopted.

February 3, 2020 (85 days prior to primary election) – *District Deadline* to submit the 2020-2021 Preliminary Budget containing proposed tax rate increases to the Department of Education.

May 31, 2020 - *District Deadline* to adopt the 2020-2021 proposed final budget and upload the signed Certification of Use of PDE-2028 into the Consolidated Financial Reporting System application.

June 10, 2020 (20 days prior to final budget adoption deadline) – *District Deadline* to make the 2020-2021 Proposed Final Budget available for public inspection on PDE-2028.

June 20, 2020 (10 days prior to final budget adoption deadline) – *District Deadline* to offer public notice of its intent to adopt the 2020-2021 final budget.

1. Approve the commitment of \$9,200,000 by the Board of Directors from the fund balance of the General Fund of which \$4,555,481 is for PSERS, post-retirement costs per GASB 45 in the amount of \$2,450,000; \$ 194,519 reserve for health care benefits, and Capital Improvements/Replacement in the amount of \$2,000,000 retroactive to June 30, 2019.

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

2. Approve Resolution 2020-21 which states that the Saucon Valley School District will not increase any school district tax for the 2020-21 school year at a rate that exceeds the Index of 2.6% as calculated by the Pennsylvania Department of Education.

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

E. Community Outreach – SV Partnership – *Michael Karabin and Shawn Welch*

F. Bethlehem Area Vo-Tech School – *Cedric Dettmar and Bryan Eichfeld*
BAVTS distributed 90 meals for needy families

G. Colonial Intermediate Unit – *Sandra Miller*

H. PSBA – *Sandra Miller*

I. Hellertown/Lower Saucon Chamber of Commerce – *Michael Karabin*

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

K. Northampton Community College – *Susan Baxter*

L. New Business –

Director Pakzad asked that Director Andres join the Finance Committee and that Director Welch join the Facility Committee.

M. Old Business

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

XII. Announcements

Future Meetings ~

December 10, 2019 – 7 pm –Business Meeting – Audion
January 14, 2020 – 7 pm – Business Meeting - Audion

XIII. Motion to Adjourn Meeting

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

Vote: 7-yes, 0-no, 2-absent (Magnotta & Miller)

8:26pm

ATTEST: _____

Secretary

President