

A Business Meeting of the Board of Directors of the Saucon Valley School District was held on Tuesday, January 14, 2020 in the High School Audion. Present were Directors Edward Andres, Susan Baxter, Cedric Dettmar, Bryan Eichfeld, Michael Karabin, Tracy Magnotta and Dr. Shamim Pakzad. Sandra Miller was absent. Also present were Dr. Craig B. Butler, Superintendent, David Bonenberger, Board Secretary, and Jeffrey Sultanik, District Solicitor.

- I. **Call to Order** – 7:10 p.m. – *Dr. Shamim Pakzad, President, presiding*
- II. **Recording of Attendance** – *David Bonenberger, Secretary*  
8-present, 1-absent (Miller)
- III. **Motion to Approve Agenda** – Director Dettmar, seconded by Director Baxter moved to approve the Agenda with the addition of \$3,000 in Personnel Item # 11.  
Vote: 8-yes, 0-no, 1-absent (Miller)
- IV. **Announcement of Executive Session** – January 14, 2020
- V. **Approval of Minutes** – Director Dettmar, seconded by Director Eichfeld moved to approve the minutes of December 3, 2019 and December 10, 2019.  
Vote: 8-yes, 0-no, 1-absent (Miller)
- VI. **Recognition** – None
- VII. **Presentation** –
  - A. High School Student Representative Report
- VIII. **Superintendent’s Report** – *Dr. Craig Butler, Superintendent*
- IX. **Courtesy of the Floor to Visitors – Agenda Items Only**
  - J. Schmell – Spoke about bullying in the District and the need for an SRO.
- X. **Presentation of Bills** – *David Bonenberger*
  - A. General Expenditures – \$1,430,725.62
  - B. Cafeteria Expenditures – \$43,182.49
  - C. Health Benefits – \$678,930.45
  - D. Capital Projects – \$6,215.52
    1. Approve the above presentation of bills.

Director Magnotta, seconded by Director Dettmar moved to approve the Presentation of the Bills. Vote: 8-yes, 0-no, 1-absent (Miller)
- XI. **Treasurer’s Report** – *Cedric Dettmar/David Bonenberger*
  - A. Cash Investment and Bond Activity
  - B. Condensed Board Summary Report
  - C. Capital Project Finance Report
  - D. Budget Transfers – \$3,622.00
  - E. Middle School Activity Report – November 30, 2019
  - F. High School Activity Report – November 30, 2019

1. Approve the above Treasurer's Report.

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

**A. Education**

1. Approve the administration of a School Climate Survey approved by the Pennsylvania Department of Education to parents, staff, students, and community members. This will assist district leaders in identifying strengths and areas of improvement for the district. It will also fulfill the requirement from state auditors to administer an annual climate survey. There is no cost for the administration or collection of feedback from the survey. Consultant services that were used in the development of the survey were paid for by the District.
2. Approve the following 2019-20 mini grant sponsored by the Saucon Valley Foundation for Educational Innovations:

Small Grant

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

Director Dettmar, seconded by Director Magnotta moved to approve Education Items #1 & 2. Vote: 8-yes, 0-no, 1-absent (Miller)

**B. Personnel**

1. Approve the retirement of:  
Connie Kresge, bus driver, effective the last day of the 19-20 school year.  
Steven Hanner, bus driver, effective June 30, 2020.
2. Approve the resignation of Kristen Novack, elementary part time paraprofessional, effective immediately.
3. Approve Donna Ellis from .5 to full-time teacher. Mrs. Ellis will move from .5 high school physical education teacher to full-time middle school physical education teacher effective February 1, 2020. Her new salary will be \$63,086 (M+6, Step 4), which will be prorated for the remaining days of the 2019-20 school year. Mrs. Ellis is replacing Kathleen Golden, who will be retiring on January 31, 2020.

4. Approve the following maternity leave request:  
Holli Conrad, second grade teacher, beginning approximately February 3, 2020. She plans on using 20 sick days and five personal days prior to starting 12 weeks of unpaid FMLA leave. Mrs. Conrad will be on an unpaid leave the remainder of the 2019-20 school year. She will return to her teaching duties on at the beginning of the 2020-21 school year.
5. Approve the following medical leave request:  
Melissa Santly, custodian, from February 7, 2020 to approximately March 18, 2020. She will be using her paid time off from January 22, 2020 until February 6, 2020.
6. Approve two unpaid days, February 6 & 7, 2020, for Terrienne Strunk, food service. She will be using her personnel days for February 3-5, 2020.
7. Approve the following long term substitute:  
Caitlin Adams as middle school mathematics long term substitute for the beginning January 15, 2020 and continue for the remainder of the 2019-20 school year. Base salary is \$52,382 (B, Step 1), which will be prorated for number of days worked. Ms. Adams is replacing Amanda Holveck, who will be on maternity leave during this time.
8. Approve the additional 2019-20 Elementary After School Homework Club advisor:  
Katherine Jackson
9. Approve Cody Luybli as an instructional paraprofessional substitute effective January 14, 2020.
10. Approve the following producer/directors/musicians for the 2020 Saucon Valley Fine Art's high school musical of *Hello Dolly*:  
Chad Miller – Producer/Director – \$4,833  
Kim Tassinaro – Assistant Director/Choreography – \$2,700  
Patrick Mertz – Technology Director – \$2,700  
Michael Marini – Pit Director – \$1,300  
Musicians – Pit Orchestra – \$1,900
11. Approve \$3,000.00 increase in salary for Dr. Craig Butler, Superintendent. The increase shall be retroactive to the beginning of the 2019-20 fiscal year.

Director Eichfeld, seconded by Director Dettmar moved to approve Personnel Item #11.  
Vote: 8-yes, 0-no, 1-absent (Miller)

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

Caitlin Adams – All Subjects 4-6, Math 7-8, Science 7-8  
Janine Bonham – Biology, Earth/Space Science  
Jason Brader – SV Emergency Certified

Director Magnotta, seconded by Director Dettmar moved to approve Personnel Items #1 – 10 and #12. Vote: 8-yes, 0-no, 1-absent (Miller)

13. Approve the attached conference/travel requests

Director Eichfeld, seconded by Director Magnotta moved to approve Personnel Item #13. Vote: 8-yes, 0-no, 1-absent (Miller)

### C. Facilities

1. Approve the purchase of two new 80 passenger front engine school busses in the amount of \$108,474.00 per bus from Brightbill Body Works via Sourcewell Bidding. Attachment

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

### D. Finance

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

**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.

A. Finance Meeting Summaries from December 11, 2019 & January 8, 2020.

1. Approve the federal standard business mileage rate from 58 cents per mile to 57.5 cents per mile beginning January 1, 2020, in accordance with the Saucon Valley Education Association Professional Contract and the Administrative Employment Agreement.

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

- E. Community Outreach – SV Partnership – Michael Karabin and Shawn Welch**  
Commented that all Board members should have received the demographics report from Lower Saucon Township.
- F. Bethlehem Area Vo-Tech School – Cedric Dettmar and Bryan Eichfeld**  
Director Eichfeld commented about concerns voiced at a BAVTS meeting regarding how they do their Budget Transfers and the need for more transparency.
- G. Colonial Intermediate Unit – Sandra Miller**
- H. PSBA – Sandra Miller**
- I. Hellertown/Lower Saucon Chamber of Commerce – Michael Karabin**  
No meeting
- J. Saucon Valley Foundation for Educational Innovation – Tracy Magnotta**  
Nothing to report at this time, but always looking for volunteers.
- K. Northampton Community College – Susan Baxter**  
No Report
- L. New Business – Director Karabin** would like documentation regarding how the district addresses problems. He would like more transparency on what the District is doing to address the issues that parents are bringing to the Board.
- M. Old Business**

**XII. Citizen's Inquiries and Comments**

- J. Ashraf – Spoke to the Board regarding his wishes for a Spanish immersion program

**XIII. Announcements**

**Future Meetings ~**

January 14, 2020 at conclusion of regular Board Meeting – Executive Session

January 28, 2020 – 7 pm –Business Meeting – Audion

February 11, 2020 – 7 pm –Business Meeting – Audion

February 25, 2020 – 7 pm –Business Meeting – Audion

**XIV. Motion to Adjourn Meeting**

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

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

7:30pm

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

Secretary

\_\_\_\_\_

President