

A Business Meeting of the Board of Directors of the Saucon Valley School District was held on Tuesday, March 24, 2020 via a online meeting. Present were Directors Edward Andres, Susan Baxter, Cedric Dettmar, Bryan Eichfeld, Michael Karabin, Tracy Magnotta, Dr. Shamim Pakzad, Sandra Miller and Shawn Welch,. Also present were Dr. Craig B. Butler, Superintendent; David Bonenberger, Board Secretary and Mark Fitzgerald, District Solicitor.

- I. **Call to the Order** – 7:00pm - *Dr. Shamim Pakzad, President, presiding*
- II. **Recording of Attendance** – *David Bonenberger, Secretary*
9-present, 0-absent
- III. **Motion to Approve Agenda** – Director Eichfeld, seconded by Director Welch moved to approve the Agenda, Vote: 9-yes, 0-no
- IV. **Announcement of Executive Session** – March 24, 2020 - Personnel
- V. **Approval of Minutes** – Director Karabin seconded by Director Dettmar moved to approve the minutes of March 10, 2020. Vote: 9-yes, 0-no
- VI. **Recognition** – None
- VII. **Presentation** – None
- VIII. **Superintendent's Report** – *Dr. Craig Butler, Superintendent* Dr. Butler thanked the administration and faculty in preparing for and implementing the continuity of education plan with the use of online learning. He also thanked the community and parents for their support.
Dr. Pakazd also expressed his thanks and has sent out emails to administration, faculty and secretarial staff. They are listed below.

Dear Administrative and Secretarial staff,

I am writing to express my deepest gratitude to all of you for rising to the challenge during this trying time. As we adopt social distancing as a standard practice for preventing the spread of the COVID-19 in our community, your continued dedication to the job of serving the kids and supporting the mission of the school is tremendous. Our school is of course the place for kids to learn, but it is much more for a lot of the most vulnerable among us. It is the place they find basic nutrition, companionship and friendship, role models, and a grown up or two who can help them deal with problems that no one that young should be dealing with. We are not going to be able to keep all of these functions intact, but thanks to your efforts, your support, and your sacrifice, we will try to provide as many of them as possible for as long as we can. I know many of you in person, and I know you are here not just as a job but exactly because of the impact that you can have on so many young lives. I thank you sincerely on behalf of our community. Dr. Butler will of course exercise his best judgement to keep the exposure at minimum and provide as much flexibility as possible to balance the risk with the mission and function of the school.

Best regards,
Shamim Pakzad

Dear SVSD Teachers,

On behalf of the entire Saucon Valley community, I am writing to thank you and assure that your efforts during the emergency precautions due to the spread of the COVID-19 are understood and appreciated. As I shared at the beginning of the school last years, this school is your school as much as anyone, and you have as much at stake for its success. The core mission of the school is academics and instruction, but there are many more equally important functions that the school fulfills. Many of our kids get their only nutritious food of their day in our cafeteria. For many of them, the relationships that they have formed in the school are their most positive interactions in their lives. You, as their teachers, are their mentors, and for some of them, you are the only positive role model in their young lives. They go to you for advice, they view you as the source of authority and love, and they share their problems with you even when they know you cannot provide much help, but holding out hope that you can somehow work miracles.

The fact that we cannot continue with all of these functions, possibly for the rest of this school year, is devastating, and there is no way around it. We are all just hoping that we can maintain some of them and do as much as we can.

We can move forward in one of two ways: everyone functioning on his/her own, or pulling together to get through this hard time as best as we can. There is no denying that when it comes to maintenance of the functions that I mentioned above, it is only you who are in a unique position to help the rest of the community. Parents in general cannot do this on their own even when they want to. Hopefully, they are all trying their best in their respective professions and expertise to help all of us in their own way.

I know you all have a busy life at home, and some of you are now dealing with your own kids who are off from school or home from daycare. Asking you to continue to function as a teacher is a hard request, and we all realize the gravity of your sacrifice and the hardship that this puts on you. I know you all recognize the importance of your job and the impact that you have on our kids and their family's lives, and that is in part the reason you chose this profession. I want each of you to know that the Board of Directors and the community understand your sacrifice and greatly appreciate it.

Regards,
Shamim Pakzad

IX. Courtesy of the Floor to Visitors – Agenda Items Only – None

X. Presentation of Bills – *David Bonenberger*

- A. General Expenditures – \$479,452.82
- B. Cafeteria Expenditures – None
- C. Health Benefits – \$499,084.07
- D. Capital Projects – None

1. Approve the above presentation of bills.

Director Dettmar, seconded by Director Miller moved to approve the Presentation of the Bills.

Vote: 9-yes, 0-no

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

- A. Cash Investment and Bond Activity – None
- B. Condensed Board Summary Report – None
- C. Capital Project Finance Report – None
- D. Budget Transfers – \$351.00
- E. Middle School Activity Report – None
- F. High School Activity Report – None

1. Approve the above Treasurer's Report.

Director Dettmar, seconded by Director Miller moved to approve the Treasurer's Report. Vote: 9-yes, 0-no

A. Education

No Reports of Recommendations

B. Personnel

1. Approve the following department chair/co-curricular for the remainder of the 2019-20 school year. Salaries will be prorated for the remainder of the 2019-20 school year.

High School Department Chairs

Chad Miller – Related Arts – Replacing Amber Sams (maternity leave)

High School Co-Curricular

Eric Focht - National Honor Society – Jess Cummings (maternity leave)

Director Karabin, seconded by Director Miller moved to approve Education Item #1. Vote: 9-yes, 0-no

C. Facilities

No Reports of Recommendations

D. Finance

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

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 Committee Meeting Summary from March 11, 2020

1. Approve the attached resolution regarding Emergency COVID-19 as presented to the Board.

Director Miller, seconded by Director Eichfeld moved to approve Finance Item #1. Vote: 9-yes, 0-no

2. Approve the Colonial Intermediate Unit #20 General Operating Budget for the fiscal year July 1, 2020 to June 30, 2021 in the total amount of \$3,663,820.00. Saucon Valley's portion is \$23,129.91, a 1% increase from 2019-2020.

Director Miller, seconded by Director Karabin moved to approve Finance Item #2.
Vote: 9-yes, 0-no

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

F. Bethlehem Area Vo-Tech School – Cedric Dettmar and Bryan Eichfeld
BAVTS donated safety equipment to hospital and adopted a resolution to pay hourly staff.

G. Colonial Intermediate Unit – Sandra Miller – Meeting canceled

H. PSBA – Sandra Miller

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

J. Saucon Valley Foundation for Educational Innovation – Tracy Magnotta
Fundraiser has been canceled.

K. Northampton Community College – Susan Baxter

L. New Business – Director Miller seconded by Director Eichfeld moved to approve the Saucon Valley School Board to utilize a virtual platform for its regular and special school board meetings as they may be needed during the pendency of the COVID-19 crisis. Vote: 9-yes, 0-no

M. Old Business

XII. Citizens’ Inquiries and Comments – None

XIII. Announcements
Future Meetings ~

April 14, 2020 – 7 pm –Business Meeting – Virtual Online

April 27, 2020 – 7 pm –Business Meeting – Virtual Online (This meeting is on Monday due to the Presidential Primaries on Tuesday)

May 12, 2020 – 7 pm –Business Meeting – Virtual Online

XIV. Motion to Adjourn Meeting

Director Dettmar, seconded by Director Karabin moved to adjourn the meeting.
Vote: 9-yes, 0-no

7:27pm

ATTEST: _____
Secretary

President