

The Annual Reorganization Meeting of the Board of Directors of the Saucon Valley School District was held on Tuesday, December 6, 2016 in the High School Audion. Present were Directors Susan Baxter, Jack Dowling, Bryan Eichfeld, Edward Inghrim, Michael Karabin, Linda Leewright, Sandra Miller and Ralph Puerta. Mark Sivak was absent with prior notice. Also present was Monica McHale-Small, Superintendent, David Bonenberger, Board Secretary, and Mark Fitzgerald, District Solicitor.

I. Call to order at 7:10– *(The meeting is called to order by the Board Secretary)*

II. Pledge of Allegiance

III. Notice of the Organization Meeting

IV. Comments of the Public

V. Nomination and Election of a Temporary President

Director Eichfeld nominated Director Puerta to serve as temporary President.
Vote: 8-yes, 0-no, 1-absent with prior notice (Sivak)

VI. Nomination for President

Director Baxter nominated Michael Karabin to serve as Board President for a one-year term ending December, 2017.
Vote: 8-yes, 0-no, 1-absent with prior notice (Sivak)

VII. Nomination for Vice President

Director Eichfeld nominated Susan Baxter to serve as Board Vice President for a one-year term ending December, 2017. Vote: 8-yes, 0-no, 1-absent with prior notice (Sivak)

VIII. Election of Board Representatives

Bethlehem Area Vocational Technical School – Three Year Terms

Director Miller nominated Bryan Eichfeld and Jack Dowling to serve as District Representative to the Bethlehem Area Vocational Technical School for a three-year term to November, 2019. Vote: 8-yes, 0-no, 1-absent with prior notice (Sivak)

Bryan Eichfeld and Jack Dowling are the Bethlehem Area Vocational Technical Schools Representatives for a three-year term ending December, 2019.

PSBA Legislative Representatives

Director Inghrim nominated Mark Sivak and Sandra Miller to serve as PSBA Legislative Representatives for a one-year term to December, 2017.
Vote: 8-yes, 0-no, 1-absent with prior notice (Sivak)

Sandra Miller and Mark Sivak are the PSBA Legislative Representatives for a one-year term ending December, 2017.

Colonial Northampton Intermediate Unit #20 – Three Year Term

*Susan Baxter served a one year extension from 7/1/2015 – 6/30/2016.
Sandra Miller is serving a 2-year term from 7/1/16 to 6/30/18*

COG Representative (*Saucon Valley Partnership*)

Director Miller nominated Ed Inghrim and Mark Sivak to serve as District Representatives for the Saucon Valley Partnership for a one-year term to December, 2017. Vote: 8-yes, 0-no, 1-absent with prior notice (Sivak)

Ed Inghrim and Mark Sivak are the Board Representatives to the Saucon Valley Partnership for a one-year term ending December, 2017

Chamber of Commerce Representative

Director Miller nominated Jack Dowling to serve as District Representative to the Chamber of Commerce for a one-year term to December, 2017.

Vote: 8-yes, 0-no, 1-absent with prior notice (Sivak)

John Dowling is the Board Representative to the Chamber of Commerce for a one-year term ending December, 2017.

Saucon Valley Foundation for Educational Innovation Representative

Director Inghrim nominated Sandra Miller to serve as District Representative for the SVFEI for a one-year term to December, 2017.

Vote: 8-yes, 0-no, 1-absent with prior notice (Sivak)

Sandra Miller is the Board Representative to the SVFEI for a one-year term ending December, 2017.

Northampton Community College - Board of Trustees

Susan Baxter is serving a term from 7/1/14 to 6/30/20

IX. Approval of the 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 10, 2017	Tuesday, January 24, 2017
Tuesday, February 14, 2017	Tuesday, February 28, 2017
Tuesday, March 14, 2017	Tuesday, March 28, 2017
Tuesday, April 11, 2017	Tuesday, April 25, 2017
Tuesday, May 9, 2017	Tuesday, May 23, 2017
Tuesday, June 13, 2017	Tuesday, June 27, 2017
Tuesday, July 25, 2017	Tuesday, August 8, 2017
Tuesday, August 22, 2017	Tuesday, September 12, 2017
Tuesday, September 26, 2017	Tuesday, October 10, 2017
Tuesday, October 24, 2017	Tuesday, November 14, 2017
Tuesday, December 5, 2017 – Reorganization & Business Meeting	

Director Inghrim, seconded by Director Miller moved to approve the revised calendar of 2017 board meetings. Vote: 8-yes, 0-no, 1-absent with prior notice (Sivak)

X. Approval of District Signatories:

President of the Board _____
Treasurer of the Board _____
Secretary of the Board _____

XI. ADJOURNMENT

Director Eichfeld, seconded by Director Dowling moved to adjourn the Reorganization Meeting.

Vote: 8-yes, 0-no, 1-absent with prior notice (Sivak)

Time: 7:17

ATTEST: _____
Secretary President

A Business Meeting of the Board of Directors of the Saucon Valley School District was held on Tuesday, December 6, 2016 in the High School Auditorium. Present were Directors Susan Baxter, Jack Dowling, Bryan Eichfeld, Edward Inghrim, Michael Karabin, Linda Leewright, Sandra Miller and Ralph Puerta. Mark Sivak was absent with prior notice. Also present was Monica McHale-Small, Superintendent, David Bonenberger, Board Secretary, and Mark Fitzgerald, District Solicitor.

- I. **Call to the Order** – *Michael Karabin, President, presiding*
- II. **Motion to Approve Agenda** –
Director Miller, seconded by Director Inghrim moved to approve the Agenda.
Vote: 8-yes, 0-no, 1-absent with prior notice (Sivak)
- III. **Announcement of Executive Session** December 5, 2016 – Personnel and Legal
- IV. **Approval of Minutes** – Director Miller, seconded by Director Inghrim moved to approve the minutes of November 15, 2016. Vote: 8-yes, 0-no, 1-absent with prior notice (Sivak)
- V. **Recognition** – None
- VI. **Presentation** – None
- VII. **Superintendent’s Report** – Congratulations to the 16 FBLA participants going onto the state competitions, EEO awards total over 90 people were recognized for November, and Dr. McHale-Small invites everyone to come to the holiday concerts the schools are having in December.
- VIII. **Courtesy of the Floor to Visitors – Agenda Items Only** – None
- IX. **Presentation of Bills** – *David Bonenberger*
 - A. General Expenditure – \$535,538.63
 - B. Cafeteria Expenditures – \$16,664.06
 - C. Health Benefits – \$590,264.49
 - D. Capital Projects – None
 1. Approve the above presentation of bills.

Director Inghrim, seconded by Director Miller moved to approve the Presentation of the Bills. Vote: 8-yes, 0-no, 1-absent with prior notice (Sivak)
- X. **Treasurer’s Report** - *Edward Inghrim/David Bonenberger*
 - A. Cash Investment and Bond Activity
 - B. Condensed Board Summary Report
 - C. Capital Project Finance Report - None
 - D. Budget Transfers – \$219.00
 - E. Middle School Activity Report - None
 - F. High School Activity Report – October 31, 2016 and November 30, 2016

1. Approve the above Treasurer’s Report.

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

A. Education

None

1. Approved the second and final reading of the following policy:
Policy 823 – Naloxone
2. Approve the attached list of obsolete items.

Director Miller, seconded by Director Inghrim moved to approve Education Items 1 & 2.
Vote: 8-yes, 0-no, 1-absent with prior notice (Sivak)

B. Personnel

1. Approve the following professional appointment:
Alexia Harstine as middle/high school family consumer science teacher effective December 12, 2016. Her base salary is \$49,552 (B, Step 1), which will be prorated for the number of days worked in the 2016-17 school year. Mrs. Harstine is filling a vacancy recently created.
2. Approve the following high school long term substitutes:
Kyle Davies as high school social studies long term substitute as needed and determined by administration. His base salary is \$49,552 (B, Step 1), which will be prorated for number of days worked. Mr. Davies is replacing Robert McHugh, who will be on leave during this time.
Jamie Yeager as high school business, computer, and information technology long term substitute beginning December 7, 2016 and continue until the end of the 2016-17 school year. His base salary is \$49,552 (B, Step 1), which will be prorated for number of days worked. Mr. Yeager is replacing Chad Shirk, who will be Dean of Students during this time.
3. Approve the transfer of Christa Laudenslager, from a part time high school para educator to a full time middle school para educator, no change in hourly salary, effective December 7, 2016. She is replacing Katie Sarianos, who recently resigned.
4. Approve second and final reading of the following job description:
Elementary Associate Principal K-1

5. Approve the following 2016-17 spring coach:
Baseball
Gary Laub – Head Baseball - \$5,409
6. Approve the following 2016-17 teacher substitutes:
Erin Rudolph – SV Emergency Certified
Kelsey Shafer – Physical Education (pending employment paperwork)
7. Approve December 20 & 21, 2016, as unpaid days for David Haynes, transportation.
8. Approve the following high school and middle school co-curricular/ extra duty appointments for the 2016-17 school year:
CO-CURRICULAR/EXTRA DUTY
High School
LEO Club – Genia Miller – Volunteer
Middle School
Archery – David Jost - \$838 (was previously approved at \$859)
9. Approve Samuel Ward as a lifeguard for the Recreational Swim Program, at an hourly rate of \$7.30, no benefits, effective December 7, 2016.
10. Approve Erin Reynolds as Part Time Food Service, at an hourly rate of \$16.26, no benefits, effective December 7, 2016. Ms. Reynolds is replacing Terriane Strunk who recently resigned.
11. Approve the following support substitutes:
Erin Rudolph as a substitute secretarial/clerical and an instructional para educator at an hourly rate of \$9.99, no benefits, on a “call as needed” basis, effective December 7, 2016.
Cody Lublyi as a substitute food service worker at an hourly rate of \$9.80, and as an instructional para educator at an hourly rate of \$9.99, no benefits, on a “call as needed” basis, effective December 7, 2016.
12. Approve a medical leave for Michelle Brozoski, elementary school para educator, from November 3, 2016 to January 16, 2017 which will run concurrently with FMLA. She will exhaust her sick and personal days on December 19th and the rest of the leave will be unpaid.
13. Approve Tami D’Angelo as Full Time Bus Driver, at an hourly rate of \$23.31 with benefits per the current, effective December 7, 2016. Ms. D’Angelo is filling a vacant position.
14. Approve an unpaid medical leave for Robert Marzec, custodian, from December 3, 2016 to January 2, 2017.

15. Approve the attached conference/travel request(s).
16. Approve the following mentor for the 2016-2017 school year. Salary is \$500 which will be prorated.

<u>Mentor</u>	<u>Inductee</u>
Richard Simononis	Alexia Harstine

Director Eichfeld, seconded by Director Miller moved to approve Personnel Items 1 - 16.
Vote: 8-yes, 0-no, 1-absent with prior notice (Sivak)

C. Facilities

No Reports or Recommendations

D. Finance

2017-2018 Budget Timeline for the 2016-2017 School Year

January 26, 2017 (110 days prior to primary election) - *District Deadline* to have the 2017-18 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 31, 2017 (5 days after Resolution adoption) – *District Deadline* to submit adopted Resolution and proposed tax rate increases to the Department of Education.

February 5, 2017 (10 days prior to Preliminary Budget adoption deadline) – *District Deadline* to give public notice of intent to adopt the 2017-18 Preliminary Budget unless a Resolution was adopted indicating that it will not raise the rate of any tax by more than its index.

February 15, 2017 (90 days prior to primary election) – *District Deadline* to adopt the 2017-18 Preliminary Budget unless a Resolution was adopted.

February 20, 2017 (85 days prior to primary election) – *District Deadline* to submit the 2017-18 Preliminary Budget containing proposed tax rate increases to the Department of Education.

May 31, 2017 - *District Deadline* to adopt the 2017-18 proposed final budget and upload the signed Certification of Use of PDE-2028 into the Consolidated Financial Reporting System application.

June 10, 2017 (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, 2017 (10 days prior to final budget adoption deadline) – *District Deadline* to offer public notice of its intent to adopt the 2017-18 final budget.

June 30, 2017 (annual deadline) – *District Deadline* to adopt the 2017-18 final budget.

No Reports or Recommendations

E. Community Outreach

The next meeting of the Saucon Valley Partnership is scheduled for January 11, 2017, at 7 pm at Hellertown Borough.

No Reports or Recommendations

F. Bethlehem Area Vo-Tech School – *Bryan Eichfeld and Jack Dowling* (Meetings are the first Tuesday of every Month)

- G. Colonial Intermediate Unit – Sandra Miller**
(Meetings are the fourth Wednesday of every Month)
- H. PSBA –Sandra Miller and Mark Sivak**
- I. Hellertown/Lower Saucon Chamber of Commerce – Jack Dowling**
- J. Saucon Valley Foundation for Educational Innovation – Sandra Miller**
- K. Northampton Community College – Susan Baxter**
(Meetings are the first Thursday of every Month)
- L. New Business**
- M. Old Business**

XI. Citizen’s Inquiries and Comments –

C. Christian - Commented that he got a shock when he went to pay his tax bill; full payment had been moved to November. He then thanked the administration and the teachers for all that they do and that we have good schools.

J. Clark Diggs – Asked when the staff development meeting was and how we are selecting people for the steering committee.

XII. Announcements

Future Meetings ~

January 10, 2017 – 7PM – Business Meeting

January 24, 2017

XIII. Motion to Adjourn Meeting

Director Dowling, seconded by Director Miller moved to adjourn the meeting.

Vote: 8-yes, 0-no, 1-absent with prior notice (Sivak)

Time: 7:35

ATTEST: _____
Secretary

President