

A Business Meeting of the Board of Directors of the Saucon Valley School District was held on Tuesday, January 24, 2017 in the High School Audion. Present were Directors Susan Baxter, Jack Dowling, Bryan Eichfeld, Michael Karabin, Linda Leewright, Sandra Miller, Ralph Puerta and Mark Sivak. Edward Inghrim was absent notice. Also present was Monica McHale-Small, Superintendent, David Bonenberger, Board Secretary, and Mark Fitzgerald, District Solicitor.

- I. **Call to the Order @ 7:05 – Michael Karabin, President, presiding**
- II. **Pledge of Allegiance**
- III. **Recording of Attendance – 8-present, 1-absent (Inghrim)**
- IV. **Motion to Approve Agenda – Director Sivak, seconded by Director Miller move to approve the Agenda. Vote: 8-yes, 0-no, 1-absent (Inghrim)**
- V. **Announcement of Executive Session - Litigation**
- VI. **Approval of Minutes – Director Sivak, seconded by Director Miller moved to approve the minutes of December 6, 2016. Vote: 8-yes, 0-no, 1-absent (Inghrim)**
- VII. **Recognition – None**
- VIII. **Presentation – None**
- IX. **Superintendent’s Report – Dr. McHale-Small congratulated District 10 Chorus and gave an update on the progress of the TV Studio. December is School Board Recognition month.**
- X. **Courtesy of the Floor to Visitors – Agenda Items Only**
- XI. **Presentation of Bills – David Bonenberger**
 - A. General Expenditure – \$1,223,406.84
 - B. Cafeteria Expenditures – \$67148.22
 - C. Health Benefits – \$772,593.84
 - D. Capital Projects – \$15,087.00
 1. Approve the above presentation of bills.

Director Sivak, seconded by Director Miller moved to approve the Presentation of Bills.
Vote: 8-yes, 0-no, 1-absent (Inghrim)
- XII. **Treasurer’s Report - Edward Inghrim/David Bonenberger**
 - A. Cash Investment and Bond Activity – November & December 2016
 - B. Condensed Board Summary Report – November & December 2016
 - C. Capital Project Finance Report – None
 - D. Budget Transfers – \$800.00 & \$3,802.88
 - E. Middle School Activity Report – November 2016 & December 2016
 - F. High School Activity Report – December 2016
 1. Approve the above Treasurer’s Report.

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

A. Education

- A. New High School Schedule for the 2017-18 School Year
- B. Lehigh Valley Academy Regional Charter School

1. Approve the revised and updated charter for the Lehigh Valley Academy Regional Charter School as presented.

Director Miller will vote no on this because she feels we need a resolution with the other authorizing school.

Director Puerta, seconded by Director Eichfeld moved to approve Education Item #1.

Vote: 6-yes, 1-no (Miller), 1-abstention (Karabin), 1-absent (Inghrim)

2. Approve a change to the 2016-17 school calendar. Change Wednesday, March 8, 2017, from full day for students to a half day for students and half day for teacher in-service.

Director Sivak, seconded by Director Miller moved to approve the Education Item #2.

Vote: 7-yes, 1-no (Leewright), 1-absent (Inghrim)

3. Approve the attached list of obsolete educational items.

Director Sivak, seconded by Director Miller moved to approve the Education Item #3.

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

B. Personnel

- A. Congratulate Eric Focht on receiving tenure on January 27, 2017.

1. Approve the resignation of Tracie Raven, accounts payable clerk, effective January 10, 2017.
2. Approve the retirement of Rose Glass, custodian, effective February 17, 2017.
3. Approve the following maternity leave:
Lisa Catullo, middle school mathematics teacher, beginning approximately April 3, 2017. Ms. Catullo plans on using 30 sick days prior to taking 16 sick days running concurrently with 12 weeks of FMLA. Ms. Catullo will return to her teaching duties at the beginning of the 2017-18 school year.
4. Approve the following maternity leave extension:
Domenica Ellis, .5 physical education teacher, currently on maternity leave would like to extend her maternity leave. Mrs. Ellis will return to her teaching duties on March 1, 2017. She was to return on February 2, 2017.
5. Approve the following family medical leave:
Melissa Janis, speech therapist, to begin Family Medical Leave on February 23, 2107 and continue through March 3, 2017. Mrs. Janis will return to her teaching duties on March 6, 2017.

6. Approve extending Robert Marzec, custodian, unpaid medical leave from January 3, 2017 to March 1, 2017. His original unpaid leave was from September 9, 2016 to January 2, 2017.
7. Approve the following long term substitute:
Kelsey Shafer as .5 physical education long term substitute beginning January 3, 2017 and to continue until approximately March 1, 2017. Her base salary is \$49,552 (B, Step 1) which will be prorated for number of days worked. Ms. Shafer is replacing Domenica Ellis, who will be on maternity leave during this time.
8. Approve Lisa Klotz, Mark Goldfeder and Colin Stebelski as part time bus drivers at an hourly rate of \$19.81 for driving and \$10.00 for riding on a pre-scheduled basis.
9. Approve Diane Chernaskey as high school secretary for assistant principal/dean of students retroactive to January 18, 2017. Mrs. Chernaskey's salary will be \$15.83 per hour. She is entitled to benefits per the current Secretarial/Clerical Compensation and Benefits plan. She is replacing Stacy Werkheiser who transferred to the position of Secretary to the High School Principal.
10. Approve Megan Schemm as the Extended School Year teacher for the summer of 2017. Dates are July 11, 2017 through August 3, 2017 for three days per week (9 am to 12 pm), which includes a half hour per day for prep. Salary is \$40 per hour.
11. Approve the following support substitutes:
Mark Goldfeder as a substitute custodian, at an hourly rate of \$10.39, on a "call as needed" basis, no benefits, effective immediately.
Colin Stebelski as a substitute custodian, at an hourly rate of \$10.39, a substitute maintenance worker, and a utility truck driver at an hourly rate of \$11.79, on a "call as needed" basis no benefits, effective immediately.
Jessica King as a substitute secretary, at an hourly rate of \$9.99, on a "call as needed" basis, no benefits, effective immediately.
12. Approve the following 2016-17 teacher substitutes:
Jeri Bonenberger – SV Emergency Certified
Jillian Boshkoski – Elementary/Special Education
Scott Didra – Industrial Arts
Ken Gross – IU Emergency Certified
13. Approve the following co-curricular volunteer advisors for the 2016-17 school year.
High School
Thomas Koch – Girls' Power Lifting Club
David Young – Rugby Team
Middle School
Sarah Thatcher – Knitting Club (This is a new club)

Director Sivak, seconded by Director Miller moved to approve Personnel Items #1-13.
Vote: 8-yes, 0-no, 1-absent (Inghrim)

14. Approve a 3% salary increase for Dr. Monica McHale-Small, Superintendent, the 2016-17 fiscal year. The increase shall be retroactive to the beginning of the 2016-17 fiscal year.
15. Approve a 3% salary increase for David Bonenberger, Business Manager, for the 2016-17 school year. The increase shall be retroactive to the beginning of the 2016-17 fiscal year.

Director Sivak, seconded by Director Miller moved to approve Personnel Items #14-15.
Vote: 8-yes, 0-no, 1-absent (Inghrim)

16. Approve the attached Benefit and Compensation Plan for the Act 93 group. The increase shall be retroactive to the beginning of the 2016-17 fiscal year

Director Sivak, seconded by Director Miller moved to approve Personnel Item #16.
Vote: 8-yes, 0-no, 1-absent (Inghrim)

17. Approve Holly Stoczko as Accounts Payable Clerk, pending receipt of all clearances, starting February 13, 2017. Ms. Stoczko's salary will be \$16.74 per hour. She is entitled to benefits per the current Secretarial/Clerical Compensation and Benefits plan. She is replacing Tracie Raven who recently resigned.
18. Approve the attached conference/travel requests.

Director Sivak, seconded by Director Miller moved to approve Personnel Items #17&18.
Vote: 8-yes, 0-no, 1-absent (Inghrim)

C. Facilities

A. Advise board of fuel bids for 2017-18 that were awarded to:

PAPCO – Diesel: \$1.8020 Firm
PAPCO – Unleaded Gas: \$1.8706 Firm
Talley Petroleum – Off Road Diesel: \$2.0952 Firm

Last year's 2016-17 fuel bids were awarded to:

Talley Petroleum – Diesel: \$1.5986 Firm
Talley Petroleum – Unleaded Gas: \$1.5999 Firm
PAPCO – Off Road Diesel: \$1.6169 Firm (Transport Only)

1. Approve the attached list of obsolete items.

Director Sivak, seconded by Director Dowling moved to approve Facilities Item #1.
Vote: 8-yes, 0-no, 1-absent (Inghrim)

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.

A. 2017-18 Budget Discussion

1. Approve the federal standard business mileage rate from 54 cents per mile to 53.5 cents per mile beginning January 1, 2017, in accordance with the S. V. Education Association Professional Contract and the Administrative Employment Agreement.

Director Sivak, seconded by Director Eichfeld moved to approve Finance Item #1.

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

2. Approve the attached contract between the Saucon Valley School District and K12 Services, Inc. for third party procurement specialist services for the procurement of school food service commercial and commodity foods and supplies in accordance with the Le-Nor-Co Purchasing Cooperative Request for Proposals, for a term of 3 years and at approximately \$2,661.08 per year.

Director Sivak, seconded by Director Miller moved to approve Finance Item #2.

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

3. Approve Resolution 2017-18 which states that the Saucon Valley School District will not increase any school district tax for the 2017-18 school year at a rate that exceeds the Index of 2.5% as calculated by the Pennsylvania Department of Education.
Resolution 2017-18

Director Sivak, seconded by Director Eichfeld moved to approve Finance Item #3.

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

E. Community Outreach

The next meeting of the Saucon Valley Partnership is scheduled for March 8, 2017 at 7 pm at Lower Saucon Township.

F. Bethlehem Area Vo-Tech School – Jack Dowling and Bryan Eichfeld

G. Colonial Intermediate Unit – Sandra Miller

H. PSBA – Mark Sivak and Sandra Miller

I. Hellertown/Lower Saucon Chamber of Commerce – Jack Dowling

J. Saucon Valley Foundation for Educational Innovation – Sandra Miller

K. Northampton Community College – Susan Baxter

L. New Business –

Discussion to authorize district solicitor to negotiate with D’Huy Engineering a contract for design and replacement of high school roof and track.

M. Old Business

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

J. Altemose – asked about the HVAC in the high school, what can be done about fixing it now.

XIV. Announcements

Future Meetings ~

February 14, 2017 – 7 pm – Business Meeting – Audion

February 28, 2017 – 7 pm – Business Meeting – Audion

March 14, 2017 – 7 pm – Business Meeting – Audion

XV. Motion to Adjourn Meeting

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

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

Time: 8:59

ATTEST: _____

Secretary

President