

A Business Meeting of the Board of Directors of the Saucon Valley School District was held on Tuesday, May 26, 2015 in the High School Audion. Present were Directors Charles Bartolet, Susan Baxter, John Dowling, Bryan Eichfeld, Michael Karabin, Sandra Miller, Ralph Puerta and Mark Sivak. Director Edward Inghrim was absent with prior notice. Also present were Monica McHale-Small, Superintendent; Susan Mower-Benda, Assistant to the Superintendent; David Bonenberger, Board Secretary and Mark Fitzgerald, District Solicitor.

- I. **Call to the Order** at 7:04PM – *Michael Karabin, President, presiding*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *David Bonenberger, Secretary*  
8-present, 1-absent (Inghrim with prior notice)
- IV. **Motion to Approve Agenda**  
Director Bartolet, seconded by Director Miller moved to approve the Agenda.  
Vote: 8-yes, 0-no, 1-absent (Inghrim with prior notice)
- V. **Announcement of Executive Session** - May 26, 2015 – Personnel and Negotiations
- VI. **Approval of Minutes** –  
Director Bartolet, seconded by Director Eichfeld moved to approve the minutes of May 12, 2015. Vote: 8-yes, 0-no, 1-absent (Inghrim with prior notice)
- VII. **Recognition**
- VIII. **Presentation**
- IX. **Superintendent's Report** – Keystone testing is finished at the High School and thanks the teachers, administrators, students and parents for their efforts.
- X. **Courtesy of the Floor to Visitors – Agenda Items Only**
- XI. **Presentation of Bills** – *David Bonenberger*
  - A. General Expenditure – \$262,127.63
  - B. Cafeteria Expenditures – \$20,004.15
  - C. Health Benefits – \$246,033.03
  - D. Capital Projects – None
  1. Approve the above presentation of bills.

Director Bartolet, seconded by Director Miller moved to approve the Presentation of the Bills. Vote: 8-yes, 0-no, 1-absent (Inghrim with prior notice)
- XII. **Treasurer's Report** - *Edward Inghrim/David Bonenberger*
  - A. Cash Investment and Bond Activity
  - B. Condensed Board Summary Report
  - C. Capital Project Finance Report
  - D. Budget Transfers - \$2,971.00
  - E. Middle School Activity Report – April 30, 2015
  - F. High School Activity Report – April 30, 2015
  1. Approve the above Treasurer's Report.

Director Bartolet, seconded by Director Miller moved to approve the Presentation of the Bills. Vote: 8-yes, 0-no, 1-absent (Inghrim with prior notice)

### A. Education

1. Approve the first review of the following textbooks: (in 2015-16 budget)

Course Title – Music Theory 1/AP Music Theory  
 Textbook Title – Tonal Harmony 7<sup>th</sup> Edition  
 Textbook Replaces – None  
 Cost Per Textbook – \$141.84  
 Number of Textbooks – 20  
 Total Cost – \$2,836.80

Course Title – Music Theory 1/AP Music Theory/Chorus  
 Textbook Title – Music for Sight Singing 9<sup>th</sup> Edition  
 Textbook Replaces – None  
 Cost Per Textbook – \$99.31  
 Number of Textbooks – 25  
 Total Cost – \$2,482.75

Director Miller, seconded by Director Bartolet moved to approve Education Item #1.  
 Vote: 8-yes, 0-no, 1-absent (Inghrim with prior notice)

2. Approve the first reading of the following policies:

Policy 226 – Searches

Policy 237 – Electronic Devices

Policy 819 – Suicide Awareness, Prevention and Response (New policy)

Policy 819 – Attachment – Suicide Prevention Resources for Schools

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

### B. Personnel

1. Approve the retirement of Howard Heffelfinger, high school guidance counselor, effective at the end of the 2014-15 school year with all the retirement provisions set forth in the 2008-2013 Bargaining Unit Contract and the attached Memorandum of Understanding.
2. Approve the retirement of Noreen Resetar, bus driver, as of June 6, 2015.
3. Approve the resignations of:
  - April Wister, food service, as of May 19, 2015.
  - Krista Edwards, food service, as of June 10, 2015.
4. Approve the following uncompensated childrearing leave:
  - Jennifer Davison, elementary teacher, for the 2015-16 school year. She will return to her teaching position at the beginning of the 2016-17 school year.

Director Miller, seconded by Director Eichfeld moved to approve Personnel Items #1-4.  
Vote: 8-yes, 0-no, 1-absent (Inghrim with prior notice)

5. Approve the following professional appointment. Salary is based on the 2011-12 contract and are subject to change following approval of the new professional contract:

Tara Zampirri as middle/high school family consumer science teacher effective August 25, 2015, at a salary of \$50,526 (Masters, Step 2). Ms Zampirri is replacing Melody Henley, who will be retiring at the end of the 2014-15 school year.

Director Baxter is not fond of replacing the consumer sciences teacher. She understands that the new teacher has a marketing background and would hope that the course moves more towards marketing and economics.

Director Miller, seconded by Director Sivak moved to approve Personnel Item #5.  
Vote: 8-yes, 0-no, 1-absent (Inghrim with prior notice)

6. Approve the following maternity leave request:  
Tori Heffelfinger, high school reading specialist, beginning approximately September 14, 2015. She will be using 10 sick days prior to beginning 12 weeks of FMLA. After FMLA she will be on an uncompensated leave. Ms. Heffelfinger will return to her teaching duties approximately February 1, 2016.
7. Approve the following long term substitute. Salary is based on the 2011-12 contract and is subject to change following approval of the new professional contract.  
Melissa Maynard as 7<sup>th</sup> grade language arts long term substitute beginning approximately August 27, 2015, and continue until approximately October 26, 2015. The base salary is \$47,010 (B, Step 3) which will be prorated for number of days worked. Ms. Maynard is replacing Amanda Brady, who will be on maternity leave during this time.
8. Approve the following to be employed as District Summer Workers for 2015 at an hourly rate of \$10, no benefits, not to exceed 40 days of employment. (Subject to budget approval & pending receipt of all clearances)  
Custodial – Annette Kacerik, Dale Frankenfield, Betty Fenstermaker, John Limpar, Nicholas, Kurtz, Tiffany Peteto, Rachel Kade, Dezarae Hero, Peter Mikalas, Andrew Meilinger, Andria Veil.  
Transportation– Ginger Hill, Jessica Lehr, Ron Jones, Samantha Laub, Thomas Reading  
Maintenance – Jonathan Pearson, Nicholas Peteto, Colin Stebelski

9. Approve Catherine Garrity as a Secretarial/Clerical substitute, at a rate of \$9.99/hour, on a “call as needed” basis, no benefits, effective immediately.
10. Approve the following 2015 elementary school summer learning academy teachers. All positions based on subscription rate of students and are self-sustaining.  
Elementary  
 Vivian Demko - Kindergarten                      Julie Boyer - Math  
 Heather Borger - Reading                              AngelaRae Schneider – Writing
11. Approve May 26<sup>th</sup>, 27<sup>th</sup>, June 1<sup>st</sup>, and June 2<sup>nd</sup>, 2015, as the time off without pay for Karen Kemper, fifth grade teacher, for personal reasons.

Director Miller, seconded by Director Puerta moved to approve Personnel Items #6 -11.  
 Vote: 8-yes, 0-no, 1-absent (Inghrim with prior notice)

### C. Facilities

- A. Discussion on Plan to Build Capital Fund and Designate Priority Projects.

Facilities Committee consisting of Directors Dowling, Miller, Eichfeld and Puerta, they will have their first meeting on June 9, 2015.

### D. Finance

#### 2015-2016 Budget Timeline for the 2014-2015 School Year

**May 29, 2015** - *District Deadline* to adopt the 2014-15 proposed final budget and mail Certification of Use of PDE-2028 to the Department of Education.

**June 10, 2015** (20 days prior to final budget adoption deadline) – *District Deadline* to make the 2015-16 Proposed Final Budget available for public inspection on PDE-2028.

**June 19, 2015** (10 days prior to final budget adoption deadline) – *District Deadline* to offer public notice of its intent to adopt the 2014-15 final budget.

**June 30, 2015** (annual deadline) – *District Deadline* to adopt the 2014-15 final budget.

- A. Discussion of Insurance for iPads
  1. Approve the alternate method of billing for the Northampton Community College for the fiscal year July 1, 2015 to June 30, 2016.

Director Miller, seconded by Director Puerta moved to approve Finance Item #1.  
 Vote: 8-yes, 0-no, 1-absent (Inghrim with prior notice)

### E. Community Outreach

The next meeting of the Saucon Valley Partnership is scheduled for September 9, 2015, at 7 pm at Hellertown Borough.

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

**G. Colonial Intermediate Unit** – *Susan Baxter*

**H. PSBA** – *Mark Sivak and Sandra Miller*

Director Miller reported that the PSBA would like all districts to pass the Basic Education funding resolution. Copies were given to all board members and it will be on the next agenda for voting.

**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**

**M. Old Business** – Director Karabin along with Superintendent Dr. McHale Small and Solicitor Mark Fitzgerald reviewed several evaluation forms for the purposed of evaluating the Superintendent. A form has been chosen and will be used for Dr. McHale-Small’s annual evaluation.

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

**XIV. Announcements**

**Future Meetings ~**

June 9, 2015 – 7 pm – Business Meeting – Audion

June 23, 2015 – 7 pm – Business Meeting – Audion

July 28, 2015 – 7 pm – Business Meeting – Audion

**XV. Motion to Adjourn Meeting**

Director Bartolet, seconded by Director Miller moved to adjourn.

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

Time: 7:56

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

Secretary

\_\_\_\_\_

President