

Saucon Valley School District
Academic and Personnel Committee
February 23, 2022 – 6 pm
District Office Conference Room

Welcome to the meeting of the Academic and Personnel Committee. Our objective is to serve the students, parents, and residents of our community. You are an important part of this meeting and we look forward to your questions and comments.

We are all here for the same reason. All opinions are welcomed and equally valuable. Our only request is that we address each other with civility and respect. Our courtesy toward each other is the best way to show our students how much we respect them as well.

Committee Members - Susan Baxter, Cedric Dettmar, Tracy Magnotta, Shamim Pakzad

Committee Agenda

- I. **Call to the Order** – *Tracy Magnotta, Committee Chair*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *Tracy Magnotta, Committee Chair*
- IV. **Motion to Approve Agenda**
- V. **Approval of Minutes** – January 26, 2022
- VI. **Courtesy of the Floor to Visitors – Agenda Items Only** – *Visitors should state their name and address*
- VII. **Discussion and Action**
 1. Policy 903
 2. Policy 006
- VIII. **New Business**
- IX. **Old Business**
- X. **Citizens' Inquiries and Comments** – *Visitors should state their name and address.*
- XI. **Announcements**

Future Meetings ~

Wednesday, March 23, 2022 – 5:00PM

XII. Motion to Adjourn Meeting

The Saucon Valley School District does not discriminate on the basis of race, color, national origin, age, sex, or handicap.

Saucon Valley School District
Academic and Personnel Committee
Minutes of January 26, 2022

Present were Academic and Personnel Committee Board Members: Dr. Pakzad, Cedric Dettmar, Susan Baxter. Also present were: Jaime Vlasaty, Board Member Shawn Welch, Board Member Mike Karabin, Tamara Gary, James Deegan, Amy Braxmeier, Katie Fisher, Dr. Nikolov, Amanda Holvek, Lara McCarthy

Meeting began at 5:02pm

Approve agenda motion by Pakzad, second by Dettmar
Approve minutes motion by Pakzad, second by Dettmar

Courtesy of the floor: None

Policy 006

Proposed that the Board Agenda is set by Superintendent and President/ Vice President and no longer proposed Superintendent and Board Secretary.

iPad Usage Presentation by Dr. Nikolov

Conversation about time spent on the applications in each grade level. There was discussion about applications with advertisements. It was also discussed about what the “right” time is for elementary students. A presentation regarding iPad usage will be moved to the next Board meeting to discuss (a) the reason we are now doing this (b) the amount of time- data- that we are spending (c) literacy of students with the iPads. Mrs. Baxter would like to discuss teaching handwriting. Questions regarding PSSA data were asked regarding the math decline in 4th grade and whether there are instructional and curricular issues.

Career Readiness Graduation Requirements

Discussion about Junior accelerated plan for timeline to meet guidelines
Career Evidence requirement by state and work based learning
Career strands (career awareness, career acquisition, retention and entrepreneurship)

Discussion regarding the usage of Naviance and the reporting information as well as the School Profile. Discussion of Industry Based- Work Experience.

High School Program of Studies

Discussion of increasing the number of credits and possibly increasing them in the future. Senior Privilege was also a discussion. Mrs. Baxter would like to revisit schedule and credits at a follow up A&P meeting.

Discussion of geometry and pre calc, length of course, needs to be moved to the next AP meeting. Discussion about micro/macro-economic added. Discussion about adding social sciences; political science instead of adding other electives. No additional courses were added to the POS.

New Business- None

Old Business- None

Citizen Inquiries and Comments: No visitors

Meeting adjourned at 8:28

Motion to adjourned Pakzad, second by Dettmar

Saucon Valley School District

Policy

Title – 903 Public Participation in Board Meetings

Section – Community

Adopted – July 24, 2007

Revised –

Content

PURPOSE

The Board recognizes the value to school governance of public comment on educational issues and the importance of involving members of the public in Board meetings. The Board also recognizes its responsibility for proper governance of the district and the need to conduct its business in an orderly and efficient manner.

AUTHORITY

The Board shall establish guidelines to govern public participation in Board meetings necessary to conduct its meeting and to maintain order.

In order to permit fair and orderly expression of public comment, the Board shall provide an opportunity at each open meeting of the Board for residents and taxpayers to comment on matters of concern, official action, or deliberation before the Board prior to official action by the Board.

Each Board meeting shall open the courtesy of the floor to visitors at the start of the meeting relative to agenda items only, and at the closing of the meeting on any topic, and the Board may also invite evidence from the floor on a pertinent topic.

If the Board determines there is not sufficient time at a meeting for public comments, the comment period may be deferred to the next regular meeting or to a special meeting occurring before the next regular meeting.

When the Board adds an item to the agenda after the public comment period has closed, the Board shall provide an additional public comment period on the added item before any deliberation or official action is taken on the item.

DELEGATION OF RESPONSIBILITY

The presiding officer at each public-open Board meeting shall follow Board policy for the conduct of public meetings. Where his/her ruling is disputed, it may be overruled by a majority of those Board members present and voting.

Whenever issues identified by the participant are subject to remediation under policies and procedures of the Board, they shall be dealt with in accordance with those policies and procedures and the organizational structure of the district.

The Board requires that public participants be residents or taxpayers of this district, a representative of a firm eligible to bid on materials or services solicited by the Board, a district employee, or a district student.

Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, ~~and address municipality, and group affiliation if applicable.~~

Time allotted to an individual or representative of a group to address the Board verbally or the number of times an individual or representative of a group may address the Board on a particular topic may be limited.

Public complaints shall be handled in accordance with Board policy.

~~Participants are encouraged to direct all statements and questions to the presiding officer and/or the Board as a whole. All statements shall be directed to the presiding officer; no participant may address or question Board members individually.~~

The presiding officer may:

1. Interrupt or terminate a participant's statement when the statement is too lengthy, ~~personally directed, abusive~~, obscene, or irrelevant constitutes a threat of physical violence.
2. Request any individual to leave the meeting when that person does not observe reasonable decorum.
3. Request the assistance of law enforcement officers to remove a disorderly person when his/her conduct interferes with the orderly progress of the meeting.
4. Call a recess or adjourn to another time when the lack of public decorum interferes with the orderly conduct of the meeting.
5. Waive these rules with the approval of the Board.

Electronic recording devices and cameras, in addition to those used as official recording devices, shall be permitted at public meetings under guidelines established by the Board.

No placards or banners will be permitted within the meeting room.

The meeting agenda and all pertinent documents shall be available to the press and public at the meetings.

65 Pa. C.S.A. Sec. 701 et seq

Board Policy 006

Saucon Valley School District

Policy

Title – 006 Meetings

Section – Local Board Procedures

Adopted – August 22, 2005

Revised – _____

Content

Purpose

Section 1. Parliamentary Authority

All Board meetings will be conducted in an orderly and business-like manner. Robert's Rules of Order, Newly Revised, including group rules, shall govern the Board in its deliberations in all cases in which it is ~~not inconsistent~~ with ~~with statute, regulations of the State Board, law and/or~~ Board procedures.

Section 2. Quorum

A quorum shall be five (5) Board members present at a meeting. No business shall be transacted at a meeting without a quorum, but the Board members present at such a meeting may adjourn to another time.

Section 3. Presiding Officer

The President shall preside at all Board meetings. In the absence, disability or disqualification of the President, the Vice-President shall act instead. If neither person is present, a Board member shall be elected President pro tempore by a plurality of those present to preside at that meeting only. The act of any person so designated shall be legal and binding.

Section 4. Notice

Notice of all open ~~public~~ Board meetings, including committee meetings and discussion sessions, shall be given by publication of the date, place, and time of such meetings in

the newspaper(s) of general circulation designated by the Board and the posting of such notice at the administrative offices of the Board. The Board, at its discretion, may also give notice through other sources such as email notifications, websites, and phone calls

- a. ~~a.~~ —Notice of regular meetings shall be given by publication and posting of a —schedule showing the date, ~~place~~, and time of all regular meetings for the —calendar year at least three (3) days prior to the time of the first regular meeting.
- b. ~~b.~~ —Notice of all special meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property.
- c. ~~c.~~ —Notice of all rescheduled meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting.
- d. ~~d.~~ —Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date and time of meeting and sending copies of such notice to interested parties.
- e. ~~e.~~ —Notice of all public open meetings shall be given to any newspaper(s) circulating in Northampton County and any radio or television station which so requests. Notice of all public open meetings shall be given to any individual who so requests and provides a stamped, addressed envelope for such notification.

Notice of all ~~regular and~~ special ~~Board~~ meetings and rescheduled meetings shall be given to Board members by e-mail at least twenty-four (24) hours prior to the time of the meeting.

All Board members, when unable to attend a meeting, shall if ~~possible~~possible, notify the Board Secretary a reasonable ~~length amount~~ of time ~~before in advance of~~ the meeting.

Section 5. Regular Meetings

Regular Board meetings shall be public and shall be held at specified places at least once every two (2) months.

a. Agenda

- a. -It shall be the responsibility of the Superintendent, in cooperation with the Board ~~Secretary~~**President and Vice President**, to prepare an agenda of the items of business to come before the Board at each regular meeting. The agenda, together with all relevant ——reports, shall be provided each Board member at least three (3) days before the meeting.
- b. The district shall post the agenda for all open Board meeting and committee meetings at which deliberation or official action may take place no later than twenty-four (24) hours before the meeting. Posting shall be made on the district's website, at the meeting location, and at the district's administrative office.
- c. The agenda shall include a listing of each matter of business that will or may be a subject of deliberation or official action before the Board at the meeting.
- d. The agency shall make available to individuals in attendance at the meeting copies of the agenda.

Changes to the Agenda

~~No deviation shall be permitted from the agenda, except on the direction of the President or by vote of the majority of the Board members present.~~

- a. The Board may take official action at a regularly scheduled meeting or an emergency meeting on a matter of business relating to a real or potential emergency involving a clear and present danger to life or property regardless of whether public notice was given for the meeting.
- b. The Board may take official action on a matter of agency business that is not listed on a meeting agenda if (1) the matter arises or is brought to the attention of the district within the 24-hour period prior to the meeting; and (2) the matter is de minimis in nature and does not involve the expenditure of funds or entering into a contract or agreement by the district.
- c. If, during the conduct of a meeting, a resident or taxpayer brings a matter of school district business that is not listed on the meeting agenda to the attention of the Board, the Board may take official action to refer the matter to staff, if applicable, for the purpose of researching the matter for inclusion on the agenda of a future meeting, or, if the matter is de minimis in nature and does not involve the expenditure of funds or entering into a contract or agreement, the Board may

take official action on the matter.

- d. In the event that the agenda is modified during the course of a Board meeting in accordance with this policy, the reasons for the change to the agenda shall be announced at the meeting before any vote is conducted to make the change to the agenda. The Board may subsequently take official action on the matter added to the agenda, but only after public comment on the added agenda item is permitted. The district shall post the amended agenda on the district's publicly accessible Internet website, if available, and at the district's principal office location no later than the first business day following the meeting at which the agenda was changed.
- e. If action is taken upon a matter of school district business added to the agenda under this section, the minutes of the meeting shall reflect the substance of the matter added, the vote on the addition, and the announced reasons for the addition.
- f. The rules regarding the agenda posting and modification procedures apply to regular and special open meeting of the Board, but do not apply to conference sessions or executive sessions.

Section 6. Special Meetings

Special meetings shall be public and may be called for special or general purposes. No business shall be transacted at any special meeting except that named in the call sent to school directors for such special meeting.

The President may call a special meeting at any time and shall call a special meeting upon presentation of the written requests of three (3) Board members. Upon the President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the Board members.

Section 7. Hearing Of The Public

A member of the public present at a Board meeting may address the Board in accordance with law and Board policy and procedures for a maximum of five (5) minutes.

Section 8. Voting

All motions shall require for adoption a majority vote of those Board members present and voting, except as provided by statute or Board procedures.

a. The following actions require the unanimous affirmative vote of all members of the Board remaining in office:

1. Appointing as Board Secretary a former school director who has resigned before the expiration of the term from which the director was elected.
2. Appointing as Solicitor a former school director who has resigned before the expiration of the term from which the director was elected.

b. The following actions require the recorded affirmative votes of two-thirds of the full number of Board membership of the Board:

1. Transferring, during the first three (3) months of the fiscal year, budgeted funds set apart or appropriated to a particular item of expenditure. Transfer of budgeted funds.
- 2.
2. Transferring of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another.
- 4.
3. Incurring a temporary debt or borrowing money upon such obligation.
6. To hire as a teacher a former school director who resigned before the expiration of the term for which the director was elected.
7. To convey land or buildings to certain charities or other public agencies, as permitted by law, without following prescribed valuation procedures or with more favorable financing.
8. To dismiss, after a hearing, a tenured professional employee.
9. To borrow in anticipation of current revenue.
- ~~4. Incur a temporary debt to meet an emergency or catastrophe.~~
- ~~5. Elect to a teaching position To hire as a teacher a former school director a person who has served as a Board member and who has resigned who resigned before the expiration of the term for which the director was elected.~~
- ~~56. To convey land or buildings to certain charities or other public agencies without following prescribed valuation procedures or with more favorable financing Convey land or buildings to the municipality co-terminus with the school district.~~

~~7. Adopt or change textbooks without the recommendation of the Superintendent.~~

~~86. To dismiss, after a hearing, a tenured professional employee.~~

~~7. To borrow in anticipation of current revenue.~~

bc. The following actions require the recorded affirmative votes of two-thirds of those voting in the presence of a quorum:

1. Incurring temporary debt to meet an emergency or catastrophe.
2. Adopting or changing textbooks without the recommendation of the Superintendent.

d. The following actions require the recorded affirmative votes of a majority of the full number of Board members:

1. ~~1.~~ Fixing the length of school term.
2. ~~2.~~ Adopting textbooks recommended by the Superintendent.
3. ~~3.~~ Appointing the district Superintendent and Assistant Superintendent(s).
4. ~~4.~~ Appointing teachers and principals.
5. ~~5.~~ Adopting the annual budget.
6. ~~6.~~ Appointing tax collectors and other appointees.
7. ~~7.~~ Levying and assessing taxes.
8. ~~8.~~ Purchasing, selling, or condemning land.
9. ~~9.~~ Locating new buildings or changing the location of ~~old~~ existing ones.
10. Creating or increasing any indebtedness.
11. ~~10.~~ Adopting planned instruction.
12. ~~11.~~ Establishing additional schools or departments.
13. ~~12.~~ Designating depositories for school funds.
- 14.
15. ~~13. Expending district funds.~~ Authorizing the transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another during the last nine (9) months of the fiscal year.
16. ~~14.~~ Entering into contracts of any kind, including contracts for the purchase of fuel or any supplies where the amount involved exceeds \$100 (including items subject to ~~\$10,000~~ bid requirements).
- 17.
18. ~~15.~~ Fixing salaries or compensation of officers, teachers, or other appointees of –

19. _____ the Board.
- 20.
21. _____ ~~16.~~ Combining or reorganizing into a larger school district.
- 22.
23. _____ ~~17.~~ Entering into contracts with and making appropriations to the intermediate unit for the district's proportionate share of the cost of services provided or to be provided by the intermediate unit.
- 24.
25. _____ ~~18.~~ Dismissing, after a hearing, the Superintendent, an Assistant Superintendent, or a non-tenured employee.
- 26.
27. _____ ~~19.~~ Adopting a corporate seal for the district.
- 28.
29. _____ ~~20.~~ Determining the location and amount of any real estate required by the school district for school purposes.
- 30.
31. _____ ~~21.~~ Vacating and abandoning property to which the Board has title.
- 32.
33. _____ ~~22.~~ Determining the holidays, other than those provided by statute, to be observed by special exercises and those on which the schools shall be closed for the whole day.
- 34.
35. _____ ~~23.~~ Removing a school director.
- 36.
37. _____ ~~24.~~ Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.
38. _____ neglect of a school director to qualify.
- 39.
40. _____ ~~25.~~ Removing an officer of the Board.
- 41.
42. _____ ~~26.~~ Removing an appointee of the Board.
- 43.
44. _____ ~~27.~~ Adopting, amendingamending, or repealing Board policies or proceduresy.
45. Adopting, amending or repealing Board procedures.
46. Appointing a school director to fill a vacancy on the Board.

A Board member shall abstain from voting when required to pursuant to the Public

Official and Employee Ethics Act and/or when a relative, as defined in the School Code, is recommended for appointment to or dismissal from a teaching position. A Board member abstaining from voting shall, prior to the vote being taken, publicly announce and disclose the nature of her/his interest and shall submit to the Board Secretary a written memorandum describing the nature of the conflict. Such memorandum shall be a public record attached to the Board minutes.

Section 9. Minutes

The Board shall cause to be ~~made, and~~made and shall retain as a permanent record of the district, minutes of all open Board meetings. Said minutes shall be comprehensible and complete and shall show:

- a. The date, place, and time of the meeting;
- b. The names of Board members present;
- c. The presiding officer;
- d. The substance of all official actions;
- e. Actions taken;
- f. Recorded votes and a record by individual members of all roll call votes taken;
and
- g. ~~g.~~—The names of all ~~citizens-residents~~ who appeared officially and the subject of their ———testimony.
- h. Matters added to the posted agenda upon a majority vote of the Board, including the substance of the matter, the reason for the addition to the agenda, and the recorded vote, where applicable.

The Board Secretary shall provide each Board member with a copy of the minutes of the last meeting no later than three (3) days prior to the next regular meeting.

The minutes of Board meetings shall be approved at the next succeeding meeting and signed by the Board Secretary.

Notations and any tape or audiovisual recordings shall not be the official record of an open ~~public~~ Board meeting but may be available for public access, upon request, in accordance with Board policy. Any notations and/or audiovisual recordings of a Board

meeting shall be retained and disposed of in accordance with the district's records retention schedule, and should be destroyed once they have served their purpose.

Section 10. Adjournment

The Board may at any time recess or adjourn to an ~~reconvene~~~~adjourned-d~~ meeting at a specified date and place, upon the majority vote of those present. The ~~adjourned-reconvened~~ meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon. Notice of the rescheduled meeting shall be given as provided in Board policy.

Section 11. Executive Session

The Board may hold an executive session, which is not an open meeting, before, during, at the conclusion of an open meeting, or at some other time. The presiding officer shall announce the reason for holding the executive session; the announcement can be made at the open meeting prior to or after the executive session.

The Board may discuss the following matters in executive session:

- a. Employment issues;~~;~~
- b. Labor relations;~~;~~
- c. Purchase or lease of real estate;~~;~~
- d. Consultation with an attorney or other professional advisor regarding potential _____litigation or identifiable complaints that may lead to litigation;~~;~~
- e. Matters that must be conducted in private to protect a lawful privilege or _____confidentiality; ~~and;~~
- f. School safety and security, of a nature that if conducted in public, would be reasonably likely to impair the effectiveness of school safety measures or create a reasonable likelihood of jeopardizing the safety or security of an individual or a school building, public utility, resource, infrastructure, or information storage system.

Official actions based on discussions held in executive session shall be taken at a ~~public open~~ meeting.

Section 12. Work Sessions

The Board may meet as a Committee of the Whole in an open meeting to vote on or to discuss issues. Public notice of such meetings shall be made in accordance with Board

policy.-

A meeting of the Committee of the Whole, not regularly scheduled, may be called at any time by the President; the President shall call such a meeting when requested to do so by Board members. Public notice of the meeting shall be made in accordance with ~~Pol. 006, 4.b.~~Board policy.

The Board Secretary shall provide notice of a meeting of the Committee of the Whole as per the notice provisions of Board procedures.

Section 13. Committee Meetings

Committee meetings may be called at any time by the committee chairperson, with proper public notice, or when requested to do so by a majority of the members of the committee.

A majority of the total membership of a committee shall constitute a quorum. Unless held as an executive session, committee meetings shall be open to the public, other Board members, and the Superintendent.

A majority of the committee or the chairperson may invite Board employees, consultants or other persons who have special knowledge of the area under investigation.

Legal References

65 Pa. C.S.A. §§ 701, 703, 705, 706, 707, 708, 709

65 Pa. C.S.A. §§ 701, et seq.

24 P.S. 2-212, 2-224, 3-324, 4-405, 4-408, 4-421, 4-422, 4-423, 4-426, 4-427, 4-428, 4-433, 5-508, 5-514, 5-518, 6-609, 6-621, 6-634, 6-671, 6-687, 7-702, 7-707, 7-708, 8-803, 10-1071, 10-1075, 10-1076, 10-1077, 10-1080, 11-1111, 11-1129, 15-1503

~~65 P.S. 701 et seq~~
~~SC 422~~
~~SC 405, 426, 427, 428~~
~~65 P.S. 703, 709~~
~~65 P.S. 703, 709~~
~~65 P.S. 703, 709~~
~~65 P.S. 703, 709~~
~~65 P.S. 703~~
~~65 P.S. 709~~
~~SC 423~~
~~65 P.S. 701 et seq~~
~~SC 421~~
~~65 P.S. 701 et seq~~
~~SC 426~~
~~Pol. 903~~
~~65 P.S. 701 et seq~~
~~SC 609~~
~~SC 687~~
~~SC 634~~
~~SC 687~~
~~SC 324~~
~~SC 707~~
~~SC 803~~
~~SC 1129~~
~~SC 508~~
~~Pol. 108~~
~~SC 1071, 1076~~
~~Pol. 604~~
~~Pol. 005, 606~~
~~Pol. 605~~
~~Pol. 107~~
~~SC 621~~
~~Pol. 610~~
~~SC 224~~
~~SC 514, 1080~~
~~SC 212~~
~~SC 702~~
~~SC 708~~
~~SC 1503~~
~~Pol. 004~~

~~— Pol. 004~~

~~— Pol. 005~~

~~— Pol. 005~~

~~— Pol. 003~~

~~— 65 P.S. 706~~

~~— SC 518~~

~~— 65 P.S. 705~~

~~— SC 433~~

~~— Pol. 006~~

~~— 65 P.S. 703, 709~~

~~— 65 P.S. 707, 708~~

~~— 65 P.S. 701 et seq~~

~~— 65 P.S. 703, 709~~

~~— 65 P.S. 703, 709~~

~~— 65 P.S. 701 et seq~~

~~School Code~~

~~212, 224, 324, 405,~~

~~408, 421, 422, 423,~~

~~426, 427, 428, 433, 508, 514, 518, 609, 621, 634, 665, 671, 687, 702, 707, 708, 803,~~

~~1071, 1075,~~

~~1076, 1077, 1080, 1111, 1129, 1503~~

~~PA Statute~~

~~65 P.S. 701 et seq~~

~~Board Policy~~

~~003, 004, 005, 006, 107, 108, 604, 605, 606, 610, 903~~