

The Annual Reorganization Meeting of the Board of Directors of the Saucon Valley School District was held on Tuesday, December 1, 2020 via an online Zoom meeting. Present were Directors Edward Andres, Susan Baxter, Cedric Dettmar, Bryan Eichfeld, Michael Karabin, Tracy Magnotta, Sandra Miller, Shamim Pakzad and Shawn Welch. Also present were Dr. Craig Butler, Superintendent, David Bonenberger, Board Secretary, and Mark Fitzgerald, District Solicitor.

I. **Call to Order** at 7:10pm – David Bonenberger, Board Secretary

II. **Pledge of Allegiance**

III. **Notice of the Organization Meeting** – Mark Fitzgerald, District Solicitor

IV. **Comments of the Public** - None

V. **Nominations for and Election of a Temporary President**

Director Pakzad nominated Director Eichfeld as temporary President. Director Baxter seconded the nomination. Vote: 9-yes, 0-no

VI. **Nominations for a President**

Director Pakzad nominated Director Baxter to serve as Board President for a one-year term ending December, 2021.

Vote: 9-yes, 0-no

Susan Baxter will serve as the Board President for a one-year term ending December, 2021.

VII. **Nominations for a Vice President**

Director Dettmar nominated Director Pakzad to serve as Board Vice-President for a one-year term ending December, 2020.

Vote: 9-yes, 0-no

Dr. Shamim Pakzad will serve as the Board Vice-President for a one-year term ending December, 2021.

VIII. **Election of Board Representatives**

Bethlehem Area Vocational Technical School – Three Year Term

Director Cedric Dettmar and Bryan Eichfeld are the BAVTS Representatives for a three-year term ending December, 2022.

PSBA Legislative Representatives

Director Pakzad nominated Director Sandra Miller and Director Shamim Pakzad to serve as PSBA Legislative Representatives for a one-year term ending December, 2021.

Vote: 9-yes, 0-no

Sandra Miller and Dr. Shamim Pakzad are the PSBA Legislative Representatives for a one-year term ending December, 2021.

Colonial Northampton Intermediate Unit #20 – Three Year Term

Sandra Miller is serving a 3-year term from 7/1/18 to 6/30/21

Saucon Valley Partnership Representatives (COG)

Director Welch nominated Director Michael Karabin and Director Shawn Welch to serve as District Representatives for the Saucon Valley Partnership and the rest of the Board to serve as alternates for a one-year term to December, 2021.

Vote: 9-yes, 0-no

Michael Karabin and Shawn Welch are the Board Representatives to the Saucon Valley Partnership for a one-year term ending December, 2021.

Chamber of Commerce Representative

Director Eichfeld nominated Director Michael Karabin to serve as District Representative for the Chamber of Commerce for a one-year term to December, 2021.

Vote: 9-yes, 0-no

Michael Karabin is the Board Representative to the Chamber of Commerce for a one-year term ending December, 2021.

Saucon Valley Foundation for Educational Innovation Representative

Director Dettmar nominated Director Tracy Magnotta to serve as District Representative for the SVFEI for a one-year term to December, 2021.

Vote: 9-yes, 0-no

Tracy Magnotta is the Board Representative to the SVFEI for a one-year term ending December, 2021.

Northampton Community College - Board of Trustees

Susan Baxter is serving a 3-year term from 7/1/17 to 6/30/20

TCC Delegates

Director Miller nominated Cedric Dettmar with David Bonenberger and Gina DiNino as alternates to serve as TCC Delegates.

Vote: 9-yes, 0-no

Director Cedric Dettmar is the Board Representative to the TCC with David Bonenberger and Gina DiNino as the alternates for a one-year term ending December, 2021.

Bethlehem Area Vocational Technical School Authority

Director Miller nominated Cedric Dettmar to serve as BAVTS Authority representative until January 2026.

Vote: 9-yes, 0-no

Director Cedric Dettmar is the Board Representative to the BAVTS Authority with the term ending January, 2020. Director Bryan Eichfeld is currently a representative until January 2023.

IX. Approval of Time and Place of School Board Meetings

The Board of School Directors of the Saucon Valley School District will meet at 7 pm. on the second and fourth Tuesdays of each month. The Board will continue to hold meetings via the ZOOM virtual platform until such time as the board determines meetings can be held in person. The board reserves the right to determine the location of such meetings and whether the ZOOM virtual platform will be utilized at that point. All meetings, regardless of medium shall conform to the requirements of the Pennsylvania Sunshine Act. All meetings will be held for the purpose of conducting business.

Tuesday, January 12, 2021	Tuesday, January 26, 2021
Tuesday, February 9, 2021	Tuesday, February 23, 2021
Tuesday, March 9, 2021	Tuesday, March 23, 2021
Tuesday, April 13, 2021	Tuesday, April 27, 2021
Tuesday, May 11, 2021	Tuesday, May 25, 2021
Tuesday, June 8, 2021	Tuesday, June 22, 2021
Tuesday, July 27, 2021	Tuesday, August 10, 2021
Tuesday, August 24, 2021	Tuesday, September 14, 2021
Tuesday, September 28, 2021	Tuesday, October 12, 2021
Tuesday, October 26, 2021	Tuesday, November 9, 2021
Tuesday, November 23, 2021	Tuesday, December 21, 2021
Tuesday, December 7, 2021 – Reorganization Meeting/Business Meeting	

Director Dettmar, seconded by Director Magnotta moved to approve the time and place for the school board meetings. Vote: 9-yes, 0-no

X. Authorization of the Use of the Signature Stamp until a New One is Received

The President requests a motion to authorize the use of the existing signature stamp until a new one is prepared reflecting the Board's new officers.

Director Welch, seconded by Director Eichfeld moved to authorize the use of the existing Signature Stamp until a new one is received. Vote: 9-yes, 0-no

XI. Comments from the Board – None

XII. Comments from the Superintendent – Dr. Butler congratulated Directors Baxter and Pakzad on their election to office and stated he is eager to work with the board.

XII. **Comments from the Public – None**

XIV. **Adjourn Meeting**

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

Vote: 9-yes, 0-no

7:21PM

ATTEST: _____
Secretary

President

A Business Meeting of the Board of Directors of the Saucon Valley School District was held on Tuesday, December 1, 2020 via an online Zoom meeting, immediately following the annual reorganizational meeting. Present were Directors Edward Andres, Susan Baxter, Cedric Dettmar, Bryan Eichfeld, Michael Karabin, Tracy Magnotta, Sandra Miller, Dr. Shamim Pakzad 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** – 7:21 pm - *Susan Baxter, President, presiding*
- II. **Motion to Approve Agenda** – Director Miller, seconded by Director Eichfeld moved to approve the agenda. Vote: 9-yes, 0-no
- III. **Announcement of Executive Session** – December 1, 2020
- IV. **Approval of Minutes** – Director Miller, seconded by Director Dettmar moved to approve the minutes of November 10, 2020. Vote: 9-yes, 0-no
- V. **Recognition** – None
- VI. **Presentation** –None
- VII. **Superintendent’s Report** – *Dr. Craig Butler, Superintendent*
Dr. Butler thanked the staff for working this week on the virtual platform.
- VIII. **Courtesy of the Floor to Visitors** – None
- IX. **Presentation of Bills** – *David Bonenberger*
 - A. General Expenditures – \$829,797.53
 - B. Cafeteria Expenditures – \$24,169.62
 - C. Health Benefits – \$420,095.59
 - D. Capital Projects – None
 1. Approve the above presentation of bills.

Director Dettmar, seconded by Director Eichfeld moved to approve the Presentation of the bills. Vote: 9-yes, 0-no
- X. **Treasurer’s Report** – *Cedric Dettmar/David Bonenberger*
 - A. Cash Investment and Bond Activity
 - B. Condensed Board Summary Report
 - C. Capital Project Finance Report – None
 - D. Budget Transfers – \$175.00
 - E. Middle School Activity Report – October 31, 2020
 - F. High School Activity Report – October 31, 2020
 1. Approve the above Treasurer’s Report.

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

A. Education

A. Academic and Personnel Committee Minutes – November 17, 2020

1. Approve the second and final reading of the following policies:
103 – Nondiscrimination/Discrimination Harassment – School and Classroom
104 – Nondiscrimination/Discrimination Harassment – Employment Practices

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

2. Approve the changes to the Health and Safety Plan.

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

B. Personnel

1. Approve the resignation of Matthew Shaw, high school English teacher, effective November 16, 2020.
2. Approve the resignation of Tricia DeJonge, food service, effective November 30, 2020.

Director Eichfeld, seconded by Director Welch moved to approve Personnel Items 1 & 2.
Vote: 8-yes, 1-no (Miller for #1 only)

Director Miller voted no on #1. She feels we need to be more flexible on how teachers teach during a pandemic.

3. Approve the following Family Medical Leave:
Lori Ross, middle school consumer science teacher, beginning November 24, 2020 and continue on a day to day basis for the remainder of the 2020-21 school year.
4. Approve the following Family First Coronavirus Response Act leaves:
Kelly Boushell, middle school science teacher – November 30, 2020 through December 23, 2020. She will return on January 4, 2021.
Amanda Brady, middle school language arts – November 18, 2020 through November 20. She did return on November 23, 2020.

Danielle Lewis, elementary gifted teacher – November 18, 2020 through November 19, 2020. She did return on November 20, 2020.

Maura Matuczinski, middle school special education teacher – November 30, 2020 through December 18, 2020. She will return on December 21, 2020.

Dana Russo, middle school special education teacher – extending her leave through December 23, 2020. She was to return November 23, 2020. She will now return on January 4, 2021.

Courtney Best, elementary special education teacher – December 1, 2020 through December 8, 2020. She will return on December 9, 2020.

Jade Gery, kindergarten teacher – November 30, 2020 through December 11, 2020. She will return on December 14, 2020.

Amy Pulli, second grade teacher – December 2, 2020 through December 8, 2020. She will return on December 9, 2020.

5. Approve the following individuals as part time instructional paraprofessionals at an hourly rate of \$19.19 for no more than 28 hours per week, benefits per the current Educational Support Staff Compensation Plan, effective upon completion of employment paperwork.
Tricia DeJonge
Christopher Moughan
Hope Stillwell
6. Approve transferring Mark Goldfeder from part time to full time effective December 7, 2020. Mr. Goldfeder is replacing Donald Zettlemoyer, who retired.
7. Approve the following medical leave:
Robyn Heppenheimer, high school English teacher, is extending her medical leave through January 8, 2021. She was to return November 17, 2020. She will now return on January 11, 2021.
8. Approve the following medical and unpaid leave:
Kelly Zawodny, elementary school paraprofessional will be on a medical and unpaid leave from October 26 through approximately January 21, 2021. FMLA will run concurrently with her paid time off. She is also requesting an unpaid leave from January 4, 2021 until approximately January 21, 2021.
Debra FaRannte, food service, an unpaid medical leave for the 2020-21 school year.

9. Approve the following long term substitutes:
 Melissa Miller, high school English substitute, beginning November 16, 2020 and continue through end of the first semester. Base salary is \$53,182 (B, Step 1), which will be prorated for the number of days worked. Ms. Miller is replacing Matthew Shaw, who will recently resigned.

 Michael Yoder, high school English substitute, beginning November 12, 2020 and continue through January 8, 2021. Base salary is \$53,182 (B, Step 1), which will be prorated for the number of days worked. Mr. Yoder is replacing Robyn Heppenheimer, who will be on medical leave during this time.

Director Miller, seconded by Director Welch moved to approve Personnel Items #3 - 9.
 Vote: 9-yes, 0-no

10. Approve the ratification of support staff furloughs due to school closure and lack of work from November 30, 2020 through December 4, 2020 for the following employees:

Brenda Bohlen	Cynthia Kichline
Susan Adams	Annette Kacerik
Lisa Shive	Bonnie Hrinkevich
Lisa DiRusso	David Rasich
Terrienne Strunk	Tammie Sandt
Helen Ziegler	Margaret Miller
Sonja Miller	MaryBeth Jacavage
Tammy Kuronya	Thomas Szulborski
David Coyle	Richard Seeds
Richard Hacker	David Hall
Lisa Klotz	Steve Magan
Brianna Reed	Emmanuel Rosa
David Sell	Diana Seeds

Director Eichfeld, seconded by Director Welch moved to approve Personnel Item #10.
 Vote: 8-yes, 1-no (Miller)

Director Miller would like administration to be more available to find ways to use these employees.

11. Approve the second and final reading of the following job description:
Assistant to the Superintendent
12. Approve the following mentor for the 2020-2021 school year. Salary for mentor is per the current professional agreement which will be prorated.

<u>Mentor</u>	<u>Inductee</u>
Lindsay Steiner	Shannan Clayton (first grade LTS)

Director Miller, seconded by Director Eichfeld moved to approve Personnel Items #11 & 12. Vote: 9-yes, 0-no

13. Approve the following 2020-21 winter coaches. (*See NOTE below)

Boys Basketball

Todd Lipp - Head Coach - \$7,467
 Martin Lewis - Assist. Coach - \$5,226
 Michael Kiak - Assist. Coach - \$3,731
 Scott Albert - Jr. High Head Coach - \$2,985
 Dan Miller - Jr. High Assist. Coach - \$828
 Cody Zrinski - MS Boys Basketball Head Coach - \$2,991
 Greg Best - MS Assist. Coach - \$2,623

Girls Basketball

Kathy Davidowich - Head Coach - \$7,467
 Tammi Johnston - Assist. Coach - \$5,526
 Michael Petruny - Assist. Coach - \$3,731
 Briana Hart - Jr. High Head Coach - \$2,985
 Matt Davidowich - MS Head Coach - \$2,991
 Brooke Santy - MS Assist. Coach - \$2,623

Swimming

Ed Kolosky - Head Coach - \$5,226
 Sean Fenoff - Assist. Swimming - \$3,715

Wrestling

Chad Shirk - Head Coach - \$7,467
 Don Rohn - Assist. Coach - \$5,226
 Andrew Koch - Jr. High Head Coach - \$4,106
 Bryan Israel - Jr. High Assist. Coach - \$3,678
 Thomas Rohn - Assist. Coach - Volunteer
 Kent Lane II - Assist. Coach - Volunteer
 Ben Chunko - Assist. Coach - Volunteer

Cheerleading

KristiJoy Fedorowicz - Head Coach - \$2,985
 Tara Baier - Assist. Coach - \$1,989
 Evangelia Kouros - MS Head Coach - \$2,239

NOTE: The District's obligation to pay the coaches and supplemental positions above is subject to the District's ability to hold and/or participate in the activity in light of the COVID-19 Crisis. In the event (1) the District is closed or providing modified services, (2) unable to hold the activity as the result of direction from outside agencies such as PDE, PIAA, the CDC, the Governor's Office, District XI, etc., or (3) the Administration determines not to hold such activities for the safety of the students and community, the District shall have no obligation to pay athletic and non-athletic contracts appointed herein. In the event the fall sports and/or activities are reduced, the athletic and non-athletic contracts approved above shall be paid a pro-rated amount of the stipend based on the percentage of the season/activity that was held and students participated. The decision to cancel and/or discontinue the activities or sports season shall be at the exclusive discretion of the Administration based, in part, on guidance from the Center for Disease Control, the Commonwealth of Pennsylvania, other health agencies, and student participation in such activities.

Director Miller, seconded by Director Karabin moved to approve Personnel Item #13. Vote: 9-yes, 0-no

Director Baxter asked what we are doing about mask wearing. Athletic Director Frey said it is required for all sports except swimming.

14. Approve the following 2020-21 substitute teacher(s):
Ed Kolosky – Elementary
Amanda UeckerMiernicki – Social Studies

Director Miller, seconded by Director Eichfeld moved to approve Personnel Item #14.

Vote: 9-yes, 0-no

C. Facilities

A. Facilities Committee Summary – November 18, 2020

No Reports or Recommendations

D. Finance

2021-2022 Budget Timeline for the 2019-2020 School Year

February 28, 2021 (110 days prior to primary election) - *District Deadline* to have the 2021-22 Proposed Preliminary Budget available for public inspection; or adopt a Resolution not to raise the rate of any tax by more than its index.

February 2, 2021 (5 days after Resolution adoption) – *District Deadline* to submit adopted Resolution and proposed tax rate increases to the Department of Education.

February 7, 2021 (10 days prior to Preliminary Budget adoption deadline) – *District Deadline* to give public notice of intent to adopt the 2021-2022 Preliminary Budget unless a Resolution was adopted indicating that it will not raise the rate of any tax by more than its index.

February 17, 2021 (90 days prior to primary election) – *District Deadline* to adopt the 2021-2022 Preliminary Budget unless a Resolution was adopted.

February 22, 2021 (85 days prior to primary election) – *District Deadline* to submit the 2021-2022 Preliminary Budget containing proposed tax rate increases to the Department of Education.

May 31, 2021 - *District Deadline* to adopt the 2021-2022 proposed final budget and upload the signed Certification of Use of PDE-2028 into the Consolidated Financial Reporting System application.

June 10, 2021 (20 days prior to final budget adoption deadline) – *District Deadline* to make the 2021-2022 Proposed Final Budget available for public inspection on PDE-2028.

June 20, 2021 (10 days prior to final budget adoption deadline) – *District Deadline* to offer public notice of its intent to adopt the 2021-2022final budget.

A. Finance Committee Summary – November 11, 2020

1. Motion to approve the awarding of the contract to replace the Cooling Tower to ASL Mechanical in the amount of \$ 221,045.00 for Base Bid and Alternate #1 to be funded out of Capital Reserve.

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

Vote: 9-yes, 0-no

2. Approve the commitment of \$8,460,313 by the Board of Director from the fund balance of the General Fund of which \$2,937,313 is for PSERS, post-retirement costs per GASB 45 in the amount of \$3,234,000; \$289,000 reserve for health care benefits, and Capital Improvements/Replacement in the amount of \$2,000,000 retroactive to June 30, 2020.

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

Vote: 9-yes, 0-no

3. Approve Resolution 2021-22 which states that the Saucon Valley School District will not increase any school district tax for the 2021-22 school year at a rate that exceeds the Index of 3% as calculated by the Pennsylvania Department of Education.

Director Karabin, seconded by Director Dettmar moved to approve Finance Item #3.
Vote: 9-yes, 0-no

4. Approve the Seamless Summer Option Food Service Program extended waiver to provide free breakfast and lunch to all children, under 18 years of age, in the Saucon Valley School District until the end of the 2020-2021 school year.

Director Miller, seconded by Director Karabin moved to approve Finance Item #4.
Vote: 9-yes, 0-no

5. Authorization for administration and District solicitor to negotiate an agreement with PAPCO for the 2019-2020 unused 87 octane gallons payoff.

Director Dettmar, seconded by Director Welch moved to approve Finance Item #5.
Vote: 9-yes, 0-no

- E. Community Outreach – SV Partnership – Michael Karabin and Shawn Welch**
- F. Bethlehem Area Vo-Tech School – Bryan Eichfeld and Cedric Dettmar**
(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 Shamim Pakzad**
- I. Hellertown/Lower Saucon Chamber of Commerce – Michael Karabin**
- J. Saucon Valley Foundation for Educational Innovation – Tracy Magnotta**
- K. Northampton Community College – Susan Baxter**
(Meetings are the first Thursday of every month)
- L. New Business - None**
- M. Old Business – None**

XI. Citizens' Inquiries and Comments –

N. Spirk – Commented that she was not sure of the intent of the email that was sent out District wide. Teachers should be allowed to work from home when the schools are virtual. Asked about the teacher that resigned, did anyone ask him why he resigned.

R. Kachmar – Spoke on behalf of Matt Shaw. He would still be on staff if we would have had a different instructional model.

M. Salgado – Spoke about many concerns he has including: Covid-19, posting for the Spanish Immersion teacher, emails sent to parents regarding teachers that are absent each day, protocol for individuals waiting test results from Covid-19 tests.

XII. Announcements

Future Meetings ~

To be determined

XIII. Motion to Adjourn Meeting

Director Welch, seconded by Director Dettmar moved to adjourn the meeting.

Vote: 9-yes, 0-no

7:58 pm

ATTEST: _____
Secretary

President