

A Business Meeting of the Board of Directors of the Saucon Valley School District was held on Tuesday, January 12, 2021 via an online meeting. Present were Directors Edward Andres, Susan Baxter, Cedric Dettmar, Bryan Eichfeld, Michael Karabin, Tracy Magnotta, Dr. Shamim Pakzad, Sandra Miller 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** – 7:10 pm - *Susan Baxter, President, presiding*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *David Bonenberger, Secretary*  
9-present, 0-absent
- IV. **Motion to Approve Agenda** – Director Welch, seconded by Director Miller moved to approve the Agenda with the addition of an MOU regarding Long Term Substitutes under Personnel #13. Vote: 9-yes, 0-no
- V. **Announcement of Executive Session** – December 17, 2020 and January 12, 2021
- VI. **Approval of Minutes** – Director Miller, seconded by Director Eichfeld moved to approve the minutes of December 1, 2020 with corrections on page 4276.
- VII. **Recognition** – None
- VIII. **Presentation** – None
- IX. **Superintendent’s Report** – *Dr. Craig Butler, Superintendent*
- X. **Courtesy of the Floor to Visitors – Agenda Items Only** – *None*
- XI. **Presentation of Bills** – *David Bonenberger*
  - A. General Expenditures – \$877,261.21
  - B. Cafeteria Expenditures – \$15,849.86
  - C. Health Benefits – \$640,782.78
  - D. Capital Projects – None
    1. Approve the above presentation of bills.

Director Dettmar, seconded by Director Welch moved to approve the Presentation of the Bills. Vote: 9-yes, 0-no
- XII. **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 - \$29,774.00
  - E. Middle School Activity Report – November 30, 2020
  - F. High School Activity Report – November 30, 2020
    1. Approve the above Treasurer’s Report.

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

**A. Education**

A. Academic and Personnel Committee Summary – January 6, 2021

1. Approve the second and final reading of the following policies:

217 – Graduation Requirements

247 – Hazing

249 – Bullying/Cyber bullying

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

Vote: 9-yes, 0-no

**B. Personnel**

1. Approve the following resignations:

Kristi Levin, dedicated day to day substitute, effective January 8, 2021

Lisa Prendergast, dedicated day to day substitute, effective January 20, 2021

Stacy Ross, paraprofessional, effective January 1, 2021

Director Miller, seconded by Director Welch moved to approve Education Item #1.

Vote: 9-yes, 0-no

2. Approve the following professional appointments:

Molly Cook as elementary Spanish Immersion teacher effective pending certification verification at a base salary of \$58,184 (B+15, Step 3), which will be pro-rated for the remainder of the 2020-21 school year. Ms. Cook is replacing Vivian Demko, who retired.

Lindsey Permar as elementary Spanish Immersion teacher effective January 19, 2021 at a base salary of \$57,960 (M, Step 1), which will be pro-rated for the remainder of the 2020-21 school year. Ms. Permar is replacing Nadine Snyder.

Director Dettmar, seconded by Director Welch moved to approve Education Item #2.

Vote: 9-yes, 0-no

3. Approve the following administrative appointment:

Colleen Mroz as the Supervisor of Special Education effective date to be determined at a base salary of \$88,000, which will be pro-rated for the remainder of the 2020-21 school year. Ms. Mroz is replacing Jaime Vlasaty, who became Assistant to the Superintendent

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

Vote: 9-yes, 0-no

4. Approve the following long term substitutes:

Jade Gery, kindergarten long term substitute, beginning January 14, 2021 and continue for the remainder of the 2020-21 school year. Base salary is \$54,425 (B, Step 2), which will be prorated for the number of days worked. Ms. Gery is continuing in this position.

Jeanne Reilly, middle school social studies long term substitute beginning January 14, 2021 and continuing for the remainder of the 2020-21 school year only. Base salary is \$53,182 (B, Step 1), which will be prorated for the number of days worked.

Terilyn Snyder, elementary special education long term substitute, beginning January 4, 2021 and continue for the remainder of the 2020-21 school year. Base salary is \$53,182 (B, Step 1), which will be prorated for the number of days worked. Mrs. Snyder is replacing Amber Krisukas, who will be on maternity leaving during this time.

5. Approve Elizabeth Meadows as part time instructional paraprofessional 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.

Director Pakzad, seconded by Director Karabin moved to approve Education Items #4 & 5. Vote: 9-yes, 0-no

6. Approve the following health sabbatical requests:
  - Robyn Heppenheimer, high school English teacher, beginning January 14, 2021 and continue for the remainder of the 2020-21 school year.
  - Melissa Janis, middle school speech and language teacher, extension of current health sabbatical. Mrs. Janis was to return December 23, 2020 and will now return on March 3, 2021.
  - Eugenia Miller, high school English teacher, beginning January 14, 2021 and continue for the remainder of the 2020-21 school year.
7. Approve the following unpaid medical leave:
  - Cynthia Kichline, Food Service, beginning January 26, 2021 she anticipates she will return February 1, 2021 or when her doctor releases her.
8. Approve January 15 & 19, 2021 as unpaid days for Deborah Panariello. She will be taking her last personnel day on January 14, 2021.

Director Miller, seconded by Director Welch moved to approve Education Items #6, 7 & 8. Vote: 9-yes, 0-no

9. 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>
Courtney Best	Terilyn Snyder (elementary special education LTS)

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

10. Approve the following Family First Coronavirus Response Act leaves:  
Jennifer Campbell, kindergarten teacher – November 30, 2020 through December 11, 2020. She returned on December 14, 2020.  
Shannan Clayton, third grade LTS teacher – December 16, 2020 through December 21, 2020. She returned on December 22, 2020.  
Tami Coughlan, third grade teacher – December 14, 2020 through December 17, 2020. She returned on December 18, 2020.  
Kellie King, third grade teacher – December 4, 2020 through December 14, 2020. She returned on December 15, 2020.  
Andrew Koch, high school science teacher – December 9, 2020 through December 17, 2020. He returned on December 18, 2020  
Kristen Knoble, fourth grade teacher – November 30, 2020 through December 11, 2020. She returned on December 14, 2020.  
Katie Laudenslager, high school math teacher – December 1, 2020 through December 11, 2020. She returned on December 14, 2020.  
Martin Lewis, high school special education teacher – December 1, 2020 through December 10, 2020. He returned on December 11, 2020.  
Lori Ross, middle school family and consumer science teacher – December 7, 2020 through December 25, 2020. She returned on January 4, 2021.  
Amber Sams, high school librarian – December 7, 2020 through December 10, 2020. She returned on December 11, 2020.  
Philip Sams, high school physical education teacher – December 2, 2020 through December 9, 2020. He returned on December 10, 2020.  
Arianne Schnalzer, elementary art teacher – November 23, 2020 through November 24, 2020. She returned on November 25, 2020.  
Ashley Yestrumskas, high school science teacher – December 14, 2020 through December 16, 2020. She returned on December 17, 2020

Director Miller, seconded by Director Karabin moved to approve Education Item #10.  
Vote: 9-yes, 0-no

11. Approve the following dedicated day to day substitute for the 2020-21 school year working four days of a five day school/work week where needed in assigned school building. Salary will be \$175 per day, no benefits.  
Logan Hanley – High School – effective January 19, 2021

Director Miller, seconded by Director Eichfeld moved to approve Education Item #11.  
Vote: 9-yes, 0-no

12. Approve the Memorandum of Understanding with the Saucon Valley Education Association involving co-curricular stipends in various musical positions.

Director Karabin, seconded by Director Welch moved to approve Education Item #12.

Vote: 9-yes, 0-no

13. Approve the Memorandum of Understanding with the Saucon Valley Education Association involving Long Term Substitutes for the remainder of the 2020-2021 school year.

Director Pakzad, seconded by Director Andres moved to approve Education Item #13.

Vote: 9-yes, 0-no

### C. Facilities

- A. Facilities Committee Summary – December 13, 2020

1. Approve the attached list of Surplus/Obsolete items.

Director Welch, seconded by Director Miller moved to approve Facilities Item #1.

Vote: 9-yes, 0-no

### 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 2021-2022 final budget.

- A. Finance Committee Summary – December 23, 2020

1. Approve the federal standard business mileage rate from 57.5 cents per mile to 56 cents per mile beginning January 1, 2021, in accordance with the Saucon Valley Education Association Professional Contract and the Administrative Employment Agreement.

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

Vote: 9-yes, 0-no

- 2. Approve the repair of a section of the Campus roof with the cost not to exceed \$50,000.00; funds will be coming from Capital Reserve.

Director Welch, seconded by Director Eichfeld moved to approve Finance Item #2.

Vote: 9-yes, 0-no

- 3. Approve the contract with Musical Theater International for a license to put on a production of "Little Women" pending review and approval of solicitor.

Director Miller, seconded by Director Welch moved to approve Finance Item #3.

Vote: 9-yes, 0-no

**E. Community Outreach – SV Partnership – Michael Karabin and Shawn Welch**

**F. Bethlehem Area Vo-Tech School – Cedric Dettmar and Bryan Eichfeld**

**G. Colonial Intermediate Unit – Sandra Miller**

**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**

**L. New Business**

**M. Old Business**

**XIII. Citizens' Inquiries and Comments – None**

**XIV. Announcements**

**Future Meetings ~**

January 26, 2021 – 7 pm – Business Meeting – TBA

February 9, 2021 – 7 pm – Business Meeting – TBA

February 23, 2021 – 7 pm – Business Meeting – TBA

**XV. Motion to Adjourn Meeting**

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

Vote: 9-yes, 0-no

7:35 pm

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

Secretary

\_\_\_\_\_

President