

A Business Meeting of the Board of Directors of the Saucon Valley School District was held on Tuesday, January 26, 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 Alicia Luke, District Solicitor

- I. **Call to the Order** – 7:05 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. Vote: 9-yes, 0-no
- V. **Announcement of Executive Session** – January 26, 2021
- VI. **Approval of Minutes** – Director Eichfeld, seconded by Director Karabin moved to approve the minutes of January 12, 2021. Vote: 9-yes, 0-no
- VII. **Recognition** – None
- VIII. **Presentation** –None
- IX. **Superintendent’s Report** – *Dr. Craig Butler, Superintendent* Dr. Butler thanked the Board for their service, January is School Director Recognition Month.
- X. **Courtesy of the Floor to Visitors – Agenda Items Only** – None
- XI. **Presentation of Bills** – *David Bonenberger*
 - A. General Expenditures – \$596,831.12
 - B. Cafeteria Expenditures – \$27,560.41
 - C. Health Benefits – \$267,323.79
 - 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 - None
- E. Middle School Activity Report – December 31, 2020
- F. High School Activity Report – December 31, 2020

1. Approve the above Treasurer’s Report.

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

A. Education

- A. Academic and Personnel Committee – January 19, 2021

No Reports of Recommendations

B. Personnel

1. Approve the retirement of Deborah Szulborski, custodian, her last day will be February 28, 2021.
2. Approve the following health sabbatical request:
Amy Pulli, second grade teacher beginning March 22, 2021.
3. Approve the following unpaid medical leave:
Michelle Horvath, high school social studies teacher, to begin unpaid medical leave beginning January 15, 2021 for the remainder of the 2020-21 school year. Mrs. Horvath will return to her teaching duties at the beginning of the 2021-22 school year.
4. Approve the following long term substitutes:
Mikayla Deiter, high school English long term substitute, beginning January 20, 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. Ms. Deiter is replacing Robyn Heppenheimer, who will be on leave during this time.
Christina Harrison, continue as a high school social studies long term substitute, beginning January 14, 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. Ms. Harrison is continuing for Michelle Horvath, who will be on leave during this time.
Mary Pope, continue as a high school English long term substitute, beginning January 14, 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. Ms. Pope is continuing for Genia Miller, who will be on leave during this time.

Michael Yoder, continue as a high school English long term substitute, beginning January 14, 2021 through January 19, 2021. Base salary is \$53,182 (B, Step 1), which will be prorated for the number of days worked. Mr. Yoder will continue until Mikayla Deiter can begin working.

5. 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.

Danielle Zeda – Middle School – effective January 27, 2021

6. Approve the following unpaid days:

Donna Schmitt, transportation, April 8th and 9th, 2021 as unpaid days. She will be using her last 2 personal days on April 6th and 7th, 2021.

Arianna Schnalzer, elementary art teacher, February 8th (½ day), 9th, and 10th, 2021 as unpaid days.

7. Approve the following mentors 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>
Mel Moyer	Mikayla Deiter, High School
Jennifer Davison	Molly Cook, Elementary School
Lauren Moyers	Lindsey Permar, Elementary School

8. Approve the following co-curricular/extra duty appointments for the 2020-21 school year. (See NOTE below)

High School

Brian Welsko – Producer – \$6,060

Hannah Arnold – Assistant Director – \$1,313

Abigail Arnold – Vocal Director – \$1,313

Alanna Van Kampen – Choreographer – \$1,313

Mario Marcozzi – Honor Society – \$543.72 (replacing Janice Kimenhour)

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 Items #1-8.
Vote: 9-yes, 0-no

9. Approve the Memorandum of Understanding with the Saucon Valley Education Association involving COVID-19 and Quarantine.

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

C. Facilities

- A. Facilities Committee Summary – January 20, 2021

No Reports of 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 2021-2022 final budget.

- A. Finance Committee Summary – January 13, 2021

1. Authorize Administration to proceed with the purchase of one 84-passenger school bus and four 9-passenger vans.

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

2. Approve the transfer of \$224,000 from the General Fund to the Capital Reserve Fund.

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

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**

- A. Discussion regarding Committee Meetings.

Director Baxter discussed with the Board changing the days the various committees meet. It was decided that the new schedule will be as follows:

Facilities Committee will meet the 2nd Wednesday of every month.

Finance Committee will meet the 3rd Wednesday of every month.

Academic & Personnel Committee will meet the 4th Wednesday of every month.

All meetings will begin at 5:00 pm.

- M. Old Business**

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

- XIV. Announcements**

Future Meetings ~

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

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

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

