

A Business Meeting of the Board of Directors of the Saucon Valley School District was held on Tuesday, May 11, 2021 in the High School Audion. Present were Directors Edward Andres, Susan Baxter, Cedric Dettmar, Michael Karabin, Dr. Shamim Pakzad and Shawn Welch. Directors Sandra Miller and Tracy Magnotta attended online. Director Bryan Eichfeld was absent. Also present were Jaime Vlasaty, Assistant to the Superintendent; David Bonenberger, Board Secretary and Mark Fitzgerald, District Solicitor. Dr. Craig B. Butler, Superintendent was absent.

- I. **Call to the Order** – 7:04 p.m. - *Susan Baxter, President, presiding*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *David Bonenberger, Secretary*  
8-present, 1-absent (Eichfeld)
- IV. **Motion to Approve Agenda** – Director Dettmar, seconded by Director Karabin moved to approve the Agenda. Vote: 8-yes, 0-no, 1-absent (Eichfeld)
- V. **Announcement of Executive Session** – None
- VI. **Approval of Minutes** – Director Karabin, seconded by Director Welch moved to approve the minutes of April 27, 2021. Vote: 8-yes, 0-no, 1-absent (Eichfeld)
- VII. **Recognition** – None
- VIII. **Presentation** – None
- IX. **Superintendent's Report** – *Dr. Craig Butler, Superintendent*  
Congratulations to the HS on their placement on a national survey of top high schools.
- X. **Courtesy of the Floor to Visitors – Agenda Items Only** – None
- XI. **Presentation of Bills** – *David Bonenberger*
  - A. General Expenditures – \$315,453.77
  - B. Cafeteria Expenditures – \$20,151.69
  - C. Health Benefits – None
  - D. Capital Projects – None
  1. Approve the above presentation of bills.
- Director Karabin, seconded by Director Dettmar moved to approve the Presentation of the Bills. Vote: 8-yes, 0-no, 1-absent (Eichfeld)
- XII. **Treasurer's Report** – *Cedric Dettmar/David Bonenberger*
  - A. Cash Investment and Bond Activity - None
  - B. Condensed Board Summary Report – None

- C. Capital Project Finance Report - None
- D. Budget Transfers - \$42,300.00
- E. Middle School Activity Report – None
- F. High School Activity Report – None

1. Approve the above Treasurer's Report.

Director Dettmar, seconded by Director Karabin moved to approve the Treasurer's Report. Vote: 8-yes, 0-no, 1-absent (Eichfeld)

## **A. Education**

- A. Academic and Personnel Committee Minutes – April 28, 2021

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

Policy 216 – Student Records

Policy 216-AR-1 – Student Records Retention Schedule

Policy 222 – Tobacco Use – Pupils

Policy 323 – Tobacco Use – Administrative Employees

Policy 423 – Tobacco Use – Professional Employees

Policy 523 – Tobacco Use – Classified Employees

Director Pakzad, seconded by Director Miller moved to approve Education Item #1. Vote: 8-yes, 0-no, 1-absent (Eichfeld)

## **B. Personnel**

1. Approve the resignation of Susan Lutz, high school paraprofessional, her last day was April 30, 2021.
2. Approve the following maternity leave request:  
Jessica Cummings, high school science teacher, beginning approximately August 18, 2021 through approximately December 10, 2021. She plans on using 15 sick days and five personal days prior to starting FMLA leave. Mrs. Cummings will return to her teaching duties on approximately December 13, 2021.
3. Approve Diane Albert as a substitute secretary at an hourly rate of \$9.99 on a "call as needed", no benefits, effective immediately.
4. Approve time off without pay for the following employees:  
Kimberly Barndt, middle school paraprofessional, May 24 & 25, 2021.  
Amanda Brady, middle school language arts teacher, May 28, 2021 and June 1, 2021 (½ day)  
Dale Frankenfield, transportation, April 20, 2021 through May 7, 2021.  
Melissa Janis, speech & language teacher, May 21-June 7, 2021

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.

Janet Heimbach – High School – effective May 12, 2021

6. Approve the following 2020-21 substitute teachers:  
Shannon Clayton – Elementary K-4  
Susan Lutz – Emergency Certification  
Matthew Reynaldo – Emergency Certification

Director Karabin, seconded by Director Miller moved to approve Personnel Items #1-6.  
Vote: 8-yes, 0-no, 1-absent (Eichfeld)

### **C. Facilities**

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

Director Karabin, seconded by Director Welch moved to approve Facilities Item #1.  
Vote: 8-yes, 0-no, 1-absent (Eichfeld)

### **D. Finance**

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

**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.

1. Approve the attached agreement with Fox Rothschild LLP as Solicitor for the Saucon Valley School District for the 2021-22 school year in accordance with the April 19, 2021 retainer agreement.

Director Dettmar, seconded by Director Karabin moved to approve Finance Item #1.  
Vote: 8-yes, 0-no, 1-absent (Eichfeld)

**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 –**

T. Scherer - I think it's great that the SV parents are receiving quarterly satisfaction surveys however I am wondering if the district is going to be sending a staff survey of satisfaction as well, since they are the ones truly making this school year a huge success. I know many parents view the teachers and staff at Saucon Valley as essential front line Covid workers. As a stakeholder, I want to be reassured that the staff is satisfied and if not how the district can improve.

**XIV. Announcements**

**Future Meetings ~**

May 25, 2021 – 7 pm – Business Meeting – High School Audion

June 8, 2021 – 7 pm – Business Meeting – High School Audion

June 22, 2021 – 7 pm – Business Meeting – High School Audion

**XV. Motion to Adjourn Meeting**

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

Vote: 8-yes, 0-no, 1-absent (Eichfeld)

7:16 pm

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

Secretary

\_\_\_\_\_

President