

# Saucon Valley School District

## Regular Meeting of the Board of Education

April 9, 2024

### High School Audion



Welcome to the meeting of the Saucon Valley School Board. 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.

**Notice to Public** - This is to notify all in attendance at the Saucon Valley School Board meeting that the district is video and audio-taping the meeting, and the meeting will be posted for public viewing according to district policy.

## Agenda

6:00 pm – Executive Session for the purpose of Personnel Issue, Legal Issues, Special Education Settlement Agreement

- I. **Call to the Order** – *Dr. Shamim Pakzad, President, presiding*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *Judith Riegel, Board Secretary*
- IV. **Motion to Approve Agenda**
- V. **Announcement of Executive Session** – Personnel Issue, Legal Issue, Special Education Settlement Agreement
- VI. **Approval of Minutes** – March 26, 2024
- VII. **Recognition**
  - Olivia Stoneback – BAVTS - Rotary 4 Way Test Speech Contest Regionals
  - Emily Kozero - Region 5 Orchestra
- VIII. **Presentation** – None
- IX. **Superintendent’s Report** – *Jaime Vlasaty, Superintendent*
- X. **Courtesy of the Floor to Visitors – Agenda Items Only** – *Visitors should state their name and address.*
- XI. **Presentation of Bills** – *David Bonenberger*
  - A. General Expenditures – \$ 343,840.92
  - B. Cafeteria Expenditures – \$16,380.28
  - C. Health Benefits – None
  - D. Capital Projects – None

**Recommendations for Approval**

**Presentation of Bills**

- 1. Approve the above Presentation of Bills.

**Recommendation:** To approve all motions and recommendations listed above in the Presentation of Bills.

**XII. Treasurer’s Report – Donald Carpenter/David Bonenberger**

- A. Cash Investment and Bond Activity - None
- B. Condensed Board Summary Report - None
- C. Budget Transfers – \$140.00
- D. Middle School Activity Report –None
- E. High School Activity Report – None

**Recommendations for Approval**

**Treasurer’s Report**

- 1. Approve the above Treasurer’s Report.

**Recommendation:** To approve all motions and recommendations listed in the Treasurer’s Report.

**XIII. AGENDA ITEMS**

**A. Education**

**Items/Projects for Discussion**

- A. Academic & Personnel Committee Summary – April 3, 2024

**Settlement**

- 1. Approve a settlement agreement for student # 6601856266.

**Policies - First Reading**

- 2. Approve the first reading of the following Policies:

Policy 707 - Use of School Facilities

Policy 707- AR1 – Rules and Regulations for the Use of School Buildings, Facilities, and Equipment

Policy 707- AR2 - Fee Schedule

Policy 915 - School Affiliated Organizations

**Policy 137 - Second and Final Reading**

- 3. Approve the second and final reading of:

Policy 137 - Home Education Program

**Expulsion Hearing Waiver**

- 4. Approve the Expulsion Hearing Waiver for student #9656886429.

**Recommendation:** To approve all motions and recommendations as listed above in Education

**B. Personnel**

**Items/Projects for Discussion**

- A. None

**Recommendations for Approval**

**Dedicated Substitute**

- 1. Approve Kaitlyn Popolo and Deborah Kelahan as Dedicated Building Substitutes per the current Dedicated Substitute Agreement.

**Head Curriculum Writers**

- 2. Approve the following individuals as Head Curriculum writers for 15 hours /\$45 per hour:  
 Rosemary Butterly/ Emily Aragona-Young (K-12 Music)  
 Meredith Lesney (K-12 Library)  
 Pam Dobson (K-12 Technology)  
 Felicia Parish (K-12 Visual Art)  
 Kelly Wehr/ Katie Fisher (K-12 Guidance)

**Recommendation:** To approve all motions and recommendations as listed above in Personnel.

**C. Facilities**

**Items/Projects for Discussion**

- A. None

**Surplus/Obsolete**

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

**Recommendation:** To approve

**D. Finance**

**Items/Projects for Discussion**

- A. None

**2023-2024 Budget Timeline for the 2024-2025 School Year**

**May 31, 2024** - *District Deadline* to adopt the 2024-2025 proposed final budget and upload the signed Certification of Use of PDE-2028 into the Consolidated Financial Reporting System application.

**June 10, 2024** (20 days prior to final budget adoption deadline) – *District Deadline* to make the 2024-2025 Proposed Final Budget available for public inspection on PDE-2028.

**June 20, 2024** (10 days prior to final budget adoption deadline) – *District Deadline* to offer public notice of its intent to adopt the 2024-2025 final budget.

### Paper/Janitorial Products Bid Award

1. Approve the award of bid for paper/janitorial products for 2024-2025 in the amount of \$25,560.66 through Northampton-Monroe-Pike County Joint Purchasing. [Attachment](#)

### 2024-2025 Colonial Intermediate Unit General Operating Budget

2. Approve the Colonial Intermediate Unit #20 General Operating Budget for the fiscal year July 1, 2024, to June 30, 2025, for \$4,258,620.00. Saucon Valley's portion is \$24,828.00, a 0% increase from 2023-2024.

### 2024-2025 Northampton Community College Budget

3. Approve the Northampton Community College 2024-2025 Budget in the amount of \$7,231,643.00. Saucon Valley's portion is \$287,673.00. This is a \$3,559.00 decrease from 2023-2024.

**Recommendation:** To approve all motions and recommendations as listed above in Finance.

#### E. Community Updates

- **Hellertown/Lower Saucon Chamber of Commerce** – *John Conte*
- **Saucon Valley Foundation for Educational Innovation** – *Tracy Magnotta*

#### F. Northampton Community College – *Susan Baxter*

*(Meetings are on the first Thursday of every month)*

### Recommendations for Approval

#### Northampton Community College Board of Trustees

1. Approve the Northampton Community College Board of Trustees candidates, with a term of July 1, 2024-June 30, 2030. [Attachment](#)

**Recommendation:** To approve all motions and recommendations as listed above in NCC

#### G. Bethlehem Area Vo-Tech School – *Vivian Demko & Cedric Dettmar*

*(Meetings are on the first Tuesday of every month)*

#### H. Colonial Intermediate Unit – *Dr. Shamim Pakzad*

*(Meetings are on the fourth Wednesday of every month)*

#### I. PSBA Representative – *Donald Carpenter*

#### J. New Business

#### K. Old Business

**XIV. Citizens' Inquiries and Comments** – *Visitors should state their name and address.*

**XV. Announcements**

**Future Meetings ~**

April 22, 2024, Monday – 7 pm – Business Meeting – High School Audion

May 14, 2024 – 7 pm – Business Meeting – High School Audion

**XVI. Motion to Adjourn Meeting**

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

The Business Meeting of the Board of Directors of the Saucon Valley School District was held on Tuesday, March 26, 2024, in the High School Audion. Present were Directors William Broun, Donald Carpenter, John Conte, Vivian Demko, Cedric Dettmar, Tracy Magnotta-online, Dr. Shamim Pakzad, and Jay Santos. Dr. Laurel Erickson-Parsons was absent. Also present were Judith Riegel, Board Secretary, Mark Fitzgerald, District Solicitor, and Jaime Vlasaty, Superintendent.

- I. **Call to the Order** – 7:09 pm - *Dr. Shamim Pakzad, President, presiding*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *Judith Riegel, Board Secretary*  
8-present, 1-absent (Erickson-Parsons)
- IV. **Motion to Approve Agenda** – Director Conte, seconded by Director Dettmar, moved to approve the Agenda. Vote: 8-yes, 0-no, 1-absent (Erickson-Parsons)
- V. **Announcement of Executive Session** – All Employment Agreements, Security Update, and Personnel Matters.
- VI. **Approval of Minutes** – Director Conte, seconded by Director Dettmar, moved to approve the March 12, 2024 minutes. Vote: 8-yes, 0-no, 1-absent (Erickson-Parsons)
- VII. **Recognition** – None
- VIII. **Presentation** – Dr. Christopher Wolfel, Colonial Intermediate Unit 20
- IX. **Superintendent's Report** – *Jaime Vlasaty, Superintendent*  
The Middle School iTeam is currently at a competition; the Communication Committee had its first meeting and will soon send out a community survey. Superintendent Vlasaty reported that April 8th will be a regular school day but will be excused if parents want to keep their child home to view the eclipse. There will also be a review of the Special Education Plan; that information will be sent out soon.
- X. **Courtesy of the Floor to Visitors – Agenda Items Only** – None
- XI. **Presentation of Bills** – *David Bonenberger*
  - A. General Expenditures – \$752,180.07
  - B. Cafeteria Expenditures – \$25,587.18
  - C. Health Benefits – \$151,112.97
  - D. Capital Projects – None

1. Approve the above Presentation of Bills.

Director Conte, seconded by Director Dettmar, moved to approve the Presentation of Bills. Vote: 8-yes, 0-no, 1-absent (Erickson-Parsons)

**XII. Treasurer's Report – Donald Carpenter/David Bonenberger**

- A. Cash Investment and Bond Activity
- B. Condensed Board Summary Report
- C. Budget Transfers – None
- D. Middle School Activity Report – None
- E. High School Activity Report – February 29, 2024

1. Approve the above Treasurer's Report.

Director Conte, seconded by Director Carpenter, moved to approve the Treasurer's Report. Vote: 8-yes, 0-no, 1-absent(Erickson-Parsons)

**XIII. AGENDA ITEMS****A. Education****No Agenda Items for Approval****B. Personnel**

1. Approve the following individuals as Head Curriculum Writers for 15 hours/\$45 per hour:  
 Donna Ellis (K-12 Health/PE)  
 Jaqueline Febbo (K-12 Business/ Technology)  
 Manuela Ruiz/ Kassandra Diehl (5-12 World Language)  
 Beverly Sparling (K-4 Spanish Immersion)
2. Approve the resignation of Lindsay Bailey, High School Administrative Assistant; her last day will be March 27, 2024
3. Approve the retirement of:  
 Paula Miller, Food Service Crew Chief; her last day will be March 29, 2024.  
 Kathleen Prindible, Administrative Assistant, her last day will be August 2, 2024.
4. Approve the following Spring Coach:  
 Chris Fluck – Track & Field – Assistant Coach - \$3,800.00
5. Approve Lee-Anne Graham as a Dedicated Building Substitute per the current Dedicated Substitute Agreement.
6. Approve the following additions to the 2023-2024 day-to-day substitute teacher list:  
 Uzma Chaudhry  
 Alexis Trejo

Director Demko, seconded by Director Santos, moved to approve Personnel Items #1-6.  
 Vote: 8-yes, 0-no, 1-absent (Erickson-Parsons)

**C. Facilities**

A. Facilities Committee Meeting Summary – 3/13/2024

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

Director Conte, seconded by Director Dettmar, moved to approve Facilities Item #1.  
 Vote: 8-yes, 0-no, 1-absent (Erickson-Parsons)

**D. Finance**

**2023-2024 Budget Timeline for the 2024-2025 School Year**

**May 31, 2024** - *District Deadline* to adopt the 2024-2025 proposed final budget and upload the signed Certification of Use of PDE-2028 into the Consolidated Financial Reporting System application.

**June 10, 2024** (20 days prior to final budget adoption deadline) – *District Deadline* to make the 2024-2025 Proposed Final Budget available for public inspection on PDE-2028.

**June 20, 2024** (10 days prior to final budget adoption deadline) – *District Deadline* to offer public notice of its intent to adopt the 2024-2025 final budget.

1. Approve the Bethlehem Area Vocational-Technical School Budget for the fiscal year July 1, 2024 to June 30, 2025, in the total amount of \$14,597,899.00. Saucon Valley’s portion is \$1,080,587.00 this is an increase of \$64,795.00 from 2023-2024
2. Approve the attached change order for the High School Windows project.
3. Approve the purchase of a 10-passenger van for \$59,439.00, with the cost coming from a \$32,267.74 insurance settlement and the remainder coming from the transportation budget.

Director Conte, seconded by Director Santos, moved to approve Finance Items #1-3.  
 Vote: 8-yes, 0-no, 1-absent (Erickson-Parsons)

**E. Community Updates**

- **Hellertown/Lower Saucon Chamber of Commerce** – *John Conte* - No Report
- **Saucon Valley Foundation for Educational Innovation** – *Tracy Magnotta*  
 No Report

**F. Northampton Community College** – *Susan Baxter* – No Report

**G. Bethlehem Area Vo-Tech School – Vivian Demko & Cedric Dettmar – No Report**

**H. Colonial Intermediate Unit – Dr. Shamim Pakzad – No Report**

**I. PSBA Representative – Donald Carpenter – April 8<sup>th</sup> webinar on annual Safety Report.**

**J. New Business - None**

**K. Old Business - None**

**XIV. Citizens’ Inquiries and Comments –**

M. Reid – Commented on the statement she made at the last meeting and that she has not received a response to date. Policy 906 states that the Board has 10 days to respond.

**XV. Announcements**

**Future Meetings ~**

April 9, 2024 – 7 pm – Business Meeting – High School Audion

April 22, 2024, Monday – 7 pm – Business Meeting – High School Audion

**XVI. Motion to Adjourn Meeting**

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

Vote: 8-yes, 0-no, 1-absent (Erickson-Parsons 8:10PM

ATTEST \_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK    Payment Dates: 04/10/2024 - 04/10/2024

Payment Categories: Direct Deposits  
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
D000001372	04/10/2024	ALL PHASE ELECTRIC SUPPLY	SUPPLIES - PLANT OPERATIONS		1,462.18 <i>D</i>
D000001373	04/10/2024	AMAZON CAPITAL SERVICES	Books for upcoming kdg students	SWPBS assembly	1,581.86 <i>D</i>
D000001374	04/10/2024	AMERICHEM	SUPPLIES - PLANT OPERATIONS		1,250.21 <i>D</i>
D000001375	04/10/2024	APPLE INC.	Macbook Air Repairs		448.00 <i>D</i>
D000001376	04/10/2024	BETHLEHEM AVTS HOSA	VO-TECH TUITION 9-12		80,193.00 <i>D</i>
D000001377	04/10/2024	CAPSTONE ACADEMY	SPEC ED NON-PUBLIC TUITION		9,242.28 <i>D</i>
D000001378	04/10/2024	CHRIN HAULING INC	DISPOSAL SVCS		4,700.00 <i>D</i>
D000001379	04/10/2024	CINTAS CORPORATION-#101	ADD FUNDS TO PO 24-084		44.96 <i>D</i>
D000001380	04/10/2024	COLONIAL INTERMEDIATE UNIT #20	SPECIAL ED IU CONTRACTED SVCS		35,211.27 <i>D</i>
D000001381	04/10/2024	CRITICAL RESPONSE PROTECTION GROUP LLC	SECURITY SERVICES - DISTRICT		3,666.74 <i>D</i>
D000001382	04/10/2024	DEBORAH KIMBALL	Deb Kimball reimbursement for Material for Joann's	SUPPLIES - CONSUMER ED 9-12	328.39 <i>D</i>
D000001383	04/10/2024	DEMCO INC.	Book Shelf for Library	Library Supplies	1,546.57 <i>D</i>
D000001384	04/10/2024	DONOVAN GROUP II	OTHER PROF SERV - SUP OFC		3,750.00 <i>D</i>
D000001385	04/10/2024	EAS WATER COFFEE PAPER	MAINT SUPPLIES - HS	SUPPLIES - TRANSPORTATION	448.11 <i>D</i>
D000001386	04/10/2024	EVERDRIVEN TECHNOLOGIES LLC	Transportation Cont Carriers		10,353.92 <i>D</i>
D000001387	04/10/2024	EXECUTIVE EDUCATION ACADEMY CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		8,821.55 <i>D</i>
D000001388	04/10/2024	FOX ROTHSCHILD LLP	SOLICITOR RETAINER		7,960.00 <i>D</i>
D000001389	04/10/2024	GENERAL HEALTHCARE RESOURCES LLC	SPEC ED - OTHER PROF SERVICE	L SUPPORT OTHER PROF SERVICES	2,955.97 <i>D</i>
D000001390	04/10/2024	GOTO TECHNOLOGIES USA, INC	TECHNOLOGY ADMIN LIC & FEES		775.01 <i>D</i>
D000001391	04/10/2024	INTEGRITEC INC.	Repair/Maintenance Equipment		465.00 <i>D</i>
D000001392	04/10/2024	J.W. PEPPER & SON INC.	Blanket PO for Choral Music		27.00 <i>D</i>

\* - Non-Negotiable Disbursement    + - Procurement Card Non-Negotiable    # - Payable within Payment    P - Prenote    D - Direct Deposit    C - Credit Card    ^ - Virtual Payment

## FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK    Payment Dates: 04/10/2024 - 04/10/2024

Payment Categories: Direct Deposits  
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
D000001393	04/10/2024	LARA McCARTHY	INSTRCT OUTSIDE SCHOOL - OTHER PROF SVC - MS		300.00 <i>D</i>
D000001394	04/10/2024	LEHIGH VALLEY ACADEMY LIBRARY	TUITION - CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	62,309.68 <i>D</i>
D000001395	04/10/2024	LINDE GAS & EQUIPMENT INC.	Supplies		105.27 <i>D</i>
D000001396	04/10/2024	LISA MICHELLE BASARA	TRANSP - CONTRACT CARRIERS - COMP ED		3,200.00 <i>D</i>
D000001397	04/10/2024	MELMARK	SPEC ED NON-PUBLIC TUITION		43,606.00 <i>D</i>
D000001398	04/10/2024	MICROBAC LABORATORIES INC.	Repair/Maintenance Equipment		166.32 <i>D</i>
D000001399	04/10/2024	MUSIC & ARTS	7/10/2023 - 5/6 Band Supplies	7/10/2023 - Blanket PO, Concert Music	880.72 <i>D</i>
D000001400	04/10/2024	NORTH EAST PARTS GROUP LLC.	Supplies		885.23 <i>D</i>
D000001401	04/10/2024	NORTHAMPTON COMMUNITY COLLEGE	NCC COMTY COLLEGE PAYMENT		23,301.75 <i>D</i>
D000001402	04/10/2024	PENNSYLVANIA VIRTUAL CHARTER	SPEC ED TUITION CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	6,042.90 <i>D</i>
D000001403	04/10/2024	PIONEER MANUFACTURING CO	SUPPLIES FOOTBALL VARSITY	SUPPLIES FOOTBALL JV	1,088.54 <i>D</i>
D000001404	04/10/2024	PP & L ELECTRIC UTILITIES	ELECTRIC - PLANT OPERATIONS		1,328.59 <i>D</i>
D000001405	04/10/2024	PRINTFORCE LLC.	1/9/2024 - SVMS Envelopes	SUPPLIES - SUPERINTENDENT OFF	1,075.12 <i>D</i>
D000001406	04/10/2024	PTS PROVIDERS, INC.	PLANT OP COMMUNICATIONS - MS	PLANT OP COMMUNICATIONS - HS	297.00 <i>D</i>
D000001407	04/10/2024	QUADIENT LEASING USA INC.	POSTAGE - BUSINESS OFFICE		84.81 <i>D</i>
D000001408	04/10/2024	QUINCY COMPRESSOR LLC	REPAIRS & MAINTENANCE		244.15 <i>D</i>
D000001409	04/10/2024	ROBERT FREY	NON-INSTRUCTIONAL STAFF DEVEL - TRAVEL	TRAVEL- CONFERENCES/SEMINARS	207.73 <i>D</i>
D000001410	04/10/2024	ROSS BODY & FRAME WORKS INC.	REPAIRS & MAINT EQUIP		9,050.47 <i>D</i>
D000001411	04/10/2024	Teresa Casimire	STUDENT TRANS SVCS 9-12		162.14 <i>D</i>

\* - Non-Negotiable Disbursement    + - Procurement Card Non-Negotiable    # - Payable within Payment    P - Prenote    D - Direct Deposit    C - Credit Card    ^ - Virtual Payment

## FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK    Payment Dates: 04/10/2024 - 04/10/2024

Payment Categories: Direct Deposits  
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
D000001412	04/10/2024	THE STEPPING STONES GROUP LLC	LEARN SUPPT - PROF SVC - PCCD - MS - MTHL		5,197.50 <i>D</i>
D000001413	04/10/2024	UGI UTILITIES INC.	NATURAL GAS - PLANT OPERATIONS		80.43 <i>D</i>
D000001414	04/10/2024	WORLD FUEL SERVICES INC	GASOLINE - TRANSPORTATION		8,994.55 <i>D</i>
<b>10 - GENERAL FUND</b>					<b>343,840.92</b>
<b>Grand Total All Funds</b>					<b>343,840.92</b>
<b>Grand Total Credit Cards</b>					<b>0.00</b>
<b>Grand Total Direct Deposits</b>					<b>343,840.92</b>
<b>Grand Total Manual Checks</b>					<b>0.00</b>
<b>Grand Total Other Disbursement Non-negotiables</b>					<b>0.00</b>
<b>Grand Total Procurement Card Other Disbursement Non-negotiables</b>					<b>0.00</b>
<b>Grand Total Regular Checks</b>					<b>0.00</b>
<b>Grand Total Virtual Payments</b>					<b>0.00</b>
<b>Grand Total All Payments</b>					<b>343,840.92</b>

\* - Non-Negotiable Disbursement    + - Procurement Card Non-Negotiable    # - Payable within Payment    P - Prenote    D - Direct Deposit    C - Credit Card    ^ - Virtual Payment

## FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CP - CAFE - PLGIT

Payment Categories: Regular Checks

Sort: Payment Number

Vendor Name	Description Of Purchase	Description Of Purchase	Amount
DPSG OF EASTERN PA (LV)	FOOD		1,375.00
HERSHEY'S CREAMERY COMPANY	FOOD		1,871.44
K&D FACTORY SERVICE	REPAIRS & MAINTENANCE		683.64
Patricia Bishop	CAFETERIA TRAVEL		32.63
PENN JERSEY PAPER CO. LLC	SUPPLIES		1,105.67
POCONO MOUNTAIN DAIRIES	MILK	FOOD	3,271.25
ROCKLAND BAKERY INC.	FOOD		532.55
SINGER EQUIPMENT COMPANY	SUPPLIES		1,356.10
SYSCO OF CENTRAL PA	FOOD	NON-REIMB FOOD COSTS	6,152.00
		<b>50 - CAFETERIA</b>	<b>16,380.28</b>
		<b>Grand Total All Funds</b>	<b>16,380.28</b>
		<b>Grand Total Credit Cards</b>	<b>0.00</b>
		<b>Grand Total Direct Deposits</b>	<b>0.00</b>
		<b>Grand Total Manual Checks</b>	<b>0.00</b>
		<b>Grand Total Other Disbursement Non-negotiables</b>	<b>0.00</b>
		<b>Grand Total Procurement Card Other Disbursement Non-negotiables</b>	<b>0.00</b>
		<b>Grand Total Regular Checks</b>	<b>16,380.28</b>
		<b>Grand Total Virtual Payments</b>	<b>0.00</b>
		<b>Grand Total All Payments</b>	<b>16,380.28</b>

\* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

04/05/2024 02:41:38 PM

SAU

**SAUCON VALLEY SCHOOL DISTRICT  
BUSINESS OFFICE**

BUDGETARY TRANSFER FORM  
2023-2024

**Date: April 9, 2024**

		TRANSFER AMOUNT		ACCOUNT TITLE	REASON FOR TRANSFER
		IN	OUT		
1	TO	10-1241-610-000-10-000-000-000-0000	140.00	SUPPLIES - ACAD SUPPORT K-4	BALANCE ACCOUNT
	FROM	10-1241-640-000-10-000-000-000-0000		BOOKS & PERIOD ACAD SUPP K-4	TRANSFER OF FUNDS

**Total Transfer: \$ 140.00**

## Academic and Personnel Committee – April 3, 2024

The Academic and Personnel Committee of the Saucon Valley School Board met on April 3, 2024, in the District Office Conference Room.

The following item was on the agenda as Discussion:

- K-12 Curriculum Process Overview
- K-12 Science Curriculum
- K-12 Math Curriculum

There were no recommendations to the Board.

## ***Saucon Valley School District***

### Policy

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Title – 707 Use of School Facilities

Section – Community

Adopted – May 8, 2007

Revised – April 25, 2023

### Content

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#### Purpose

School facilities of this District should be made available for community purposes, provided that such use does not interfere with the educational program of the schools. This policy only addresses the use of District property and facilities by non-school-sponsored entities and individuals. This policy does not address the use of facilities by school-sponsored extracurricular and co-curricular clubs and activities and school-sponsored athletic activities.

#### Authority

It is the policy of the Board of School Directors of the Saucon Valley School District to make available the facilities of the District to organizations, associations, and individuals of the community for civic, cultural, educational, and recreational activities when the scheduling of these activities does not interfere with the educational program of the District.

The Saucon Valley School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age in making available the facilities of the District. The Administration shall post a "Notice of Non-Discrimination" and make the notice available as required by law. All activities hosted by Group I and II entities, as defined below, must adhere to and observe the District's non-discrimination policies.

Requests from organizations outside the District will be given consideration.

#### Definitions

Group II- school affiliated organizations, as defined in Policy 915.

Group III – non-profit, school age athletic leagues, with 100% of participants in Saucon Valley School District.

Group IV - non-profit civic, service, or athletic organizations offering educational, cultural, or recreational enrichment activities for District students.

Group V- all other organizations and individuals permitted to use District facilities.

### Delegation of Responsibility

The Administration is charged with the responsibility of reviewing each request for use of facilities and, if all requirements are met, scheduling the use of the facilities. The facilities use schedule shall be posted on the District web page.

Requests which fail to qualify for inclusion under the guidelines will be directed to the Board of School Directors for consideration.

The Board reserves the right to deny permission to use Saucon Valley District facilities when it deems this action to be in the best interests of the District.

Fee charges will be determined by the nature of the use and group number of the entity making the request. Rules and Regulations for the use of school buildings and facilities will be provided to the organizations requesting the use of the facilities.

### Guidelines

The Rental Fee Schedule for use of school facilities will be reviewed and approved annually and included as part of the Rules and Regulations.

Classifications of eligible organizations using school facilities are defined as Group I, Group II, Group III, Group IV, and Group V.

### Application Process

An individual or community group that falls into Group II, Group III, Group IV, and Group V requesting permission to use school buildings, facilities or school property must submit a written request on the prescribed application in advance of the proposed date to the ~~Superintendent or designee~~ [Administration via the Facility Request Application](#).

The application must specify the portion of the school facilities requested for use; proposed activities; number of individuals participating; and the date, time, and duration of the proposed event(s). All requests shall be for a specific date or dates, not for an undefined time period.

Along with the completed application, the individual or group must submit the following:

1. Evidence of organizational liability to limits required by District guidelines.
2. Documentation evidencing the District shall be held harmless by the user for any liability that arises from use of school facilities by the individual or group.

## Application Evaluation

No application to use school facilities shall be approved if the proposed activity would result in any of the following:

1. Conflict with any school-sponsored/Group I activity.
2. Access to school facilities closed due to renovations, maintenance, cleaning, the school calendar, or Board action.
3. Access to school facilities containing equipment or furnishings which would be detrimental to the operation of a District program if damaged or operated by an unqualified operator.
4. The proposed use would prevent or encumber District personnel from preparing school facilities for their primary purpose, because of the nature or duration of the activity.

## Limitations

When individuals and community groups receive written permission to use school facilities under this policy, such use shall be conditioned upon strict compliance with the following:

1. Individuals shall not use, access, or enter upon any portions of the school facilities or their contents not specified in the approved written request form.
2. Individuals shall refrain from any conduct or activities not specifically identified in the approved written request form.
3. When advertising or promoting activities held at school facilities, individuals and entities in Group III, IV, and V shall clearly and prominently communicate that the activities are not being sponsored by the District by including such language in all advertisements and proposal material: "This event/activity is not approved or sponsored by the Saucon Valley School District or its Board of Directors." Notices and promotional materials may not use the terms "Saucon Valley" or "SVSD" or any derivative and when describing the location of the event may only reference the street address and room number, when applicable.
4. School equipment used in conjunction with requested facilities shall be identified when the application is submitted. Users of school equipment must accept liability for any damage to or loss of equipment that occurs while in their use. Where rules so specify, no equipment may be used except by a qualified operator, provided by the school.
5. The proposed use by an entity in Group II, III, IV, or V shall commence no earlier than 6:00 p.m. on a school day.

The District may require police supervision for traffic or safety control when anticipated attendance will exceed 200 people. The District, in consultation with law enforcement, may require additional security measures if appropriate. The District shall have sole discretion to determine whether to require additional security measures.

## Prohibited Activities

Everyone using school facilities must adhere to Saucon Valley School District policies and regulations. All civil infractions will be referred to local law enforcement agencies, i.e., illegal parking, vandalism, use of obscene language, etc.

The following activities are strictly prohibited in school facilities when individuals and community groups are granted written permission to use said school facilities:

1. Possession, use or distribution of illegal drugs and/or alcoholic beverages.
2. Possession of weapons.
3. Conduct that would alter, damage or be injurious to any District property, equipment, or furnishings.
4. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations.
5. Gambling, games of chance, lotteries, raffles, or other activities requiring a license under the Local Option Small Games of Chance Act, unless such activity has been expressly authorized by the Board or administration.
6. Use of tobacco/vaping products.

## Violations

The District reserves the right to remove from District premises or revoke any previously granted permission to use school facilities from any individual or community group who fails to comply with the terms and conditions of all policy and established procedures.

In the event an individual or community group violates this policy or the terms under which permission was granted to use school facilities, that individual or community group forfeits the right to submit future written requests to use District property, unless otherwise decided by the Board.

## Fee Schedule

Use of school facilities for activities directly related to the educational program and District operations shall be without cost to users, except that the user shall be responsible for extra custodial fees and any fees associated with traffic, safety control, or additional security measures required by the District pursuant to this policy and all established procedures.

## Special Rules and Regulations

*Opening of Buildings* – The building and facility will not be opened until the person responsible for the activity is present.

### *Spectators* –

1. Practices or Rehearsals – Parents/Guardians of participants and their children are permitted during practices or rehearsals.
2. Meets or Performance – Adults and children under eighteen (18) accompanied by an adult are permitted at meets or performances. Children under eighteen (18) will only be permitted without being accompanied by an adult ONLY if the organization using the facilities provides adequate supervision.

*Compensation of School Personnel* – Organizations using school facilities shall make all payments directly to the District. No reimbursement directly to the employee is permitted. Tips also are not permitted.

*Cancellations* – Cancellation of scheduled use of school facilities must be reported to the Business Administrator preferably at least seven (7) days in advance. This advance notification is required for notification of custodians or others designated to supervise the use of the facility and to release the facility for another group which may desire to use it. If the cancellation is not cleared with the Business Administrator in time to permit proper notification of school personnel engaged for the activity, the organization will be required to pay all costs involved.

**RULES AND REGULATIONS  
FOR THE USE OF  
SCHOOL BUILDINGS, FACILITIES, AND EQUIPMENT**

It is the policy of the Board of Directors of the Saucon Valley School District (Policy 707) to make available the facilities of the school district to responsible organizations, associations, and individuals of the community for civic, cultural, educational, and recreational activities, when the scheduling of these activities does not interfere with the educational program of the district.

Representatives of organizations requesting the use of school buildings and facilities are required to satisfy administration that they are responsible persons and officially represent responsible organizations. They must guarantee orderly behavior and, through the signing of an agreement form, indicate their willingness to abide by the Board's rules and regulations. The primary responsibility for the proper use of buildings and facilities within these administrative regulations rests upon the individual who signs the agreement form.

The Board of School Directors will be notified monthly of the facilities scheduled use.

**ELIGIBILITY**

*Classifications of Eligible Organizations Using School Facilities*

Classes, groups, or organizations are permitted to use school facilities.

A list of charges by classes of users is included as Attachment A to these administrative regulations. These charges are listed in this manner to facilitate changes as needed from time to time as the cost of salaries and utilities change.

Group I- Board-approved, school district-sponsored extracurricular, co-curricular, and athletic activities.

Group II- school-affiliated organizations, as defined in Policy 915.

Group III – non-profit, school-age athletic leagues, with 100% of participants in Saucon Valley School District.

Group IV - non-profit civic, service, or athletic organizations offering educational, cultural, or recreational enrichment activities for district students.

Group V- all other organizations and individuals permitted to use district facilities.

## AVAILABILITY

1. All applications for fields, grounds and facilities are dependent upon the availability of the facilities. School-sponsored activities (Group I) shall always have first priority for the use of District facilities. Priority for other activities shall be as follows:
  - a. Group II
  - b. Group III
  - c. Group IV
  - d. Group V

### 2. Athletic Facility use is determined by the following priority:

- a. In season school sports/ activities
- b. In season community sports/ activities
- c. Off season school sports and activities
  - Upcoming season gets priority
- d. Off season community sports/ activities
- ~~d.e.~~ Outside groups

### 2.3. Group I

- a. Advisors and coaches of each activity shall provide the Facilities with a list of all regularly scheduled after-hour activities following the reservation schedule below. A facility request is not required.

- ~~a.b.~~ Advisors and coaches will need to submit a facility request, following the reservation schedule below, for all non recurrent events. ~~for the school year as well as a monthly list of all non-recurrent events by the first day of the school year.~~

### 3.4. Group II

- a. The person in charge shall provide the Facilities Office with a list of all scheduled meeting dates at least two weeks in advance of the first meeting.
- b. All other activities requiring facility use must have a Facility Use Application completed following the reservation schedule listed below.

- 4.5. Approved non-school groups will be assigned space according to the order of receipt of application. School facilities normally will not be available on Sundays or during holiday breaks for any school group unless previously approved by the Superintendent or designee.

- 5.6. During summer months, the District reserves the right to close its facilities for a period of time for rental for all groups. An announcement will be made by March 1st of each school year.

## APPLICATION FOR USE

1. Applications for the use of school field, grounds, and facilities must be

completed on forms provided for that purpose and submitted electronically to [facilities.calendar@svpanthers.org](mailto:facilities.calendar@svpanthers.org).

2. Applications will accept facility applications as follows:
  - a. Fall Activities (August-October): Reservations open ~~May 1~~ July 1
  - b. Winter Activities (November-February): Reservations open ~~August 1~~ October 1
  - c. Spring Activities (March-May): Reservations open ~~December 1~~ November 1
  - d. Summer Activities (June-July): Reservations open ~~March 1~~ May 1

~~\*\*\*Failure to adhere to this timeline may result in the application not being considered. Exceptions will be made for those applying for the remainder of the 2022-23 school year.~~

3. If the fields, grounds or facilities are to be used by Group II, the application shall be made in the name of the organization and signed by an officer or authorized representative thereof.
4. Group III, IV and V applications must be signed by at least one "Responsible Person". All "Responsible Persons" must be a District resident.
5. The "Responsible Person" who signs the application is responsible for assuring that all policies, rules and regulations of the Saucon Valley School District will be properly implemented.
6. A "Responsible Person" is to be present at all activities held on District property for the duration of the events.
7. The use of the facilities shall be limited to the specific hours stated on the approved application.
8. Custodians or any other school employee will not be responsible to enforce the regulations of the School District. If infractions of the rules and regulations are reported, the use of the school facilities will be immediately denied until a satisfactory understanding can be reached regarding future use.
9. Applicants holding regular meetings, practices, or sessions throughout the year need to file only one application at the beginning of each school year.
10. Special events for the purpose of raising funds by such applicants must be covered by separate applications whenever they occur.
11. The permission extended to any applicant to use the school fields, grounds, and facilities within any school year shall expire automatically at the end of that school year (June 30).
12. The Superintendent or designee has the authority to withhold or revoke permission if, in their judgment, proper use is not being made of school fields, grounds, and/or facilities.

## TIME OF USE

1. When school is in session, school buildings ordinarily will be available only between the hours of **6:00 pm and 10:00 pm** Monday through Friday. Other times must be approved by special arrangement with the Superintendent or designee.
2. Buildings will be opened 30 minutes before the scheduled time of the program and closed 30 minutes after the scheduled end of the program unless other prior arrangements have been made, subject to the established fees.
3. The building and facility will not be opened until the person responsible for the activity is present.
4. The "Responsible Person" is to be present during the time the fields, grounds, and facilities are being used.

## GENERAL CONDITIONS

1. *Inclement Weather* - Groups II, III, IV, and V will not be permitted to use school facilities when schools are closed due to inclement weather.
- 4.2. *In the event that outside playing areas are unusable due to rain, flooding, etc. Group 1 will be moved to indoor facilities and practices will take priority. All measures will be taken to accommodate all reservations.*
- 2.3. *Drugs and Alcohol* - Intoxicating beverages or narcotics are prohibited on all school properties and at all sponsored activities. Any person in possession of or under the influence of alcohol or narcotics will not be permitted to remain on the school property and will be referred to local law enforcement agencies.
- 3.4. *Smoking/Use of Tobacco Products* - Smoking and the use of tobacco products is prohibited on all school premises and at all sponsored activities.
- 4.5. *Indecent Language* - Profane, obscene, and indecent language is prohibited at all times.
- 5.6. *Area Restriction* - It is required that the members of the organization using school facilities and spectators when involved in the activity use ONLY the areas for which approval is given. It is the responsibility of the person signing the application to see that this regulation is carefully followed.
- 6.7. *Responsibility for Damage to Facilities* - The organization assumes full responsibility for any and all damages to buildings, facilities, or equipment resulting from its use.
- 7.8. *Custodial Care of Facilities* - Generally, there must be one or more custodians on duty at all times when school facilities, including the football field, are in use. Buildings and equipment must be left in a clean and orderly fashion.

The custodian is to report any known violations of the rules and regulations regarding use of school facilities to District Administration.

~~8.9.~~ Decorations - Decorations or signs by non-school groups are permitted on school building walls only with the approval of the school building principal. All decorations must be removed from the building by 7:00 AM the following day.

~~9.10.~~ Facilities may not be filled beyond rated capacity.

~~10.11.~~ Sponsors or supervisors of an activity must be present at the start and must remain on the premises until all participants have left the facility.

~~11.12.~~ The administrator responsible for approving applications may impose such additional reasonable restrictions or conditions as he/she shall determine according to the nature of the proposed use as set forth on the application.

~~12.13.~~ School buildings shall not be used for parties or celebrations that are essentially private in nature. This exclusion includes birthday, anniversary and other similar parties. School furniture must be covered when doing craftwork. No permanent markers are permitted.

~~13.14.~~ There shall be no signs, banners, pennants, etc., placed in or on school buildings or on school grounds by any group except those associated with activities sponsored by the school or school-connected organizations. Activities carried on in the schools by the Northampton County Department of Elections shall be free of this restriction on Election Day.

~~14.15.~~ Arrangements for the sale or serving of refreshments within a building must be made at the time of application for facility usage.

~~15.16.~~ All fire regulations must be adhered to without exception.

~~16.17.~~ All applications must be signed by a responsible Saucon Valley School District resident who is at least 18 years of age.

~~17.18.~~ The District or its agents reserve the right to cancel any fields, grounds, and facilities usage permit when the interests of the district require cancellation.

~~18.19.~~ Each applicant for fields, grounds, and facilities usage shall receive a copy of these rules at the time of application.

## SPECIAL RULES AND REGULATIONS

### 1. *Spectators*

- a. Practices or Rehearsals – parents or guardians of participants and their children are permitted during practices or rehearsals. No other persons are permitted. All are restricted to areas essential to the function.

b. Meets or Performances – Adults and children under eighteen accompanied by an adult are permitted at meets or performances. Children under eighteen will be permitted without being accompanied by an adult ONLY if the organization using the facilities provides adequate supervision.

b.c. Supervision of children is the responsibility of the parent/ guardian in attendance. Children must stay in the location of the event and accompanied by the adult. The District reserves the right to ask any unaccompanied child and adult to leave the campus due to lack of supervision.

2. *District Equipment* - Organizations requesting use of District equipment shall include the specific equipment and details on the application. Special equipment, such as a sound system and stage lighting, must be operated by District personnel. The organization will be responsible for any required compensation of District personnel.
3. *Compensation of District Personnel* – Organizations using District facilities shall make all payments directly to Saucon Valley School District. No reimbursement directly to an employee is permitted. Tips also are not permitted.
4. *Insurance* – Each organization using District facilities will be required to furnish a certificate of insurance with minimum coverage providing not less than \$1,000,000 limit per occurrence for bodily injury and/or property damage liability. The organization will provide a certificate of insurance naming Saucon Valley School as additional insured.
5. Applicant agrees to assume all responsibility for damage claims or liability of any kind arising out of or by reason of applicant's use of the school fields, grounds, and facilities and further agrees to save and hold the school district harmless from any claims, liability, expense or costs in connection with use of the school fields, grounds, and facilities including the cost of defending any such claims.
6. *Cancellations* - Cancellation of scheduled use of District facilities must be reported to the Facilities Office at least seven days in advance. This advance notification is required for notification of custodians or others designated to supervise the use of the facility and to release the facility for use by another group. If the cancellation is not cleared with the Facilities Office in time to permit proper notification of school personnel engaged for the activity, the organization will be required to pay all costs involved.
7. *Damages, Theft, Destruction*- The applicant will be responsible for all thefts of school property, damage thereto or destruction thereof, and shall upon demand, reimburse the school district for such thefts, damage or destruction.

Reimbursements will be based on replacement cost.

## FEES AND SERVICES RENDERED

1. Custodial or other responsible personnel **MUST** be on duty to care for the fields, grounds or facilities or those using them. Charges shall be assessed based upon the cost of the custodian's service to the district. The required presence of a custodian shall be determined by the Superintendent or designee and shall be noted on the application for fields, grounds, and facilities permit. **A custodial fee will be charged to all applicants In Group IV and V.**
2. All charges for custodial service or stage crew service shall be assessed to the applicant or individual organization.
  - a. These services include unlocking the building; turning on hall, house, exit outside lights, etc.; unlocking exit doors for the area being used and making certain that they are free of obstructions and that police and fire regulations are met; setting up chairs; and, after the meeting, normal cleaning and arranging the room(s) for regular school use. Groups are required to assist the custodian in cleaning/arranging beyond the normal cleaning and arranging of room(s) when returning the area to its original state.

a.

## ATHLETIC FACILITIES

1. Athletic Facilities may only be used for their intended purpose. At no time should activities take place on playing/practice surfaces that do not adhere to normal activities of the sport.
2. At no time may balls be thrown, hit, or kicked into fencing or other items that can be permanently damaged. Baseball and Softball batting practice may be taken in batting cages.
3. If fields are not in playable condition due to weather, games must be postponed. Organizations in Groups II-V may not attempt to work on fields to create a playable surface or add drying agents to any fields. Events may also be postponed if excessively dry conditions may damage fields due to use.
4. Repetitive drills that may damage grass areas may not be done on game fields and shall be rotated on different areas of practice fields. During gymnasium usage, floors must be protected from damage/scratching at all times. This may require the use of mats or tarps pending the activity.

All athletic facilities must be left in the way they were found, including but not limited to:

- a. Filling holes on the baseball/softball fields around home plate, pitchers' mound, bullpens, and bases. Always raking away from the grass, never toward grass edges.
  - b. Replacing any moved equipment, such as benches or goals
  - c. Cleaning up any garbage, bottles, or decorations
  - d. Checking locker rooms and any auxiliary areas that may have been used
  - e. Cleaning and disinfecting wrestling mats
5. Any damage or misuse must be reported to the School District immediately.

### SPECIFIC FACILITIES

1. Auditorium
  - a. Requests for use of stage facilities, lighting, and installation of scenery shall be clearly indicated on the application for use of facilities.
  - b. Use of the auditorium sound and lighting systems must be requested and coordinated through the Facilities Office.
  - c. A technician will be designated by the district to operate the sound and lighting systems for all functions in the High School Auditorium.
  - d. Organizations using the auditorium are responsible for any damage to seating or other equipment.
  - e. Equipment, costumes, or clothing belonging to the organization must be removed from the school property by 7:00 AM the following school day.
2. Classrooms
  - a. The use of classrooms is ***not*** permitted by anyone other than the teacher of the classroom, other than Group I advisors when applicable.
3. Swimming Pool
  - a. All pool regulations must be followed, and a minimum of one lifeguard must be on duty when the pool is in use.
  - b. Coordination with the Saucon Valley Recreational Swim Program will be provided by the Facilities Office.
  - c. The organization will be responsible for the cost of the lifeguard, if not under the auspices of the Saucon Valley Recreational Swim Program.
4. Restrooms
  - a. All restrooms within the leased area shall be accessible to authorized users of facilities and shall remain open and available. Users are

responsible for any vandalism that may occur.

5. Outdoor Facilities

- a. May be reserved for a period no longer than the normal sport season of the proposed activity. No equipment other than that required for conducting the sport can be moved on fields without special permission.

6. Stadium Lights

- a. The use of the stadium lights will be charged at an hourly rate for the use, based on current PPL rates, unless waived.

SECURITY

1. Groups III, IV, and V will be charged a security fee based on the rate for the school year the date of the event takes place.
2. When the District determines that additional police supervision or other security measures, including, but not limited to, private security guards, are required at any event, the District will inform the requesting user to contract for services accordingly, and the user will be billed for all additional costs. Usually, any event with more than two hundred (200) Participants will require Police Supervision or other security measures. The District shall, in its sole discretion, determine whether police supervision or other security measures are required. Notwithstanding the foregoing, the requesting user is ultimately responsible for the safety and security of attendees at an event, and the District's decision not to require police supervision or other security measures does not shift any liability for injuries, damages, claims, or lawsuits from the requesting user to the District.
3. Special events in the stadiums, gymnasiums, or auditoriums must have adequate provision to properly handle anticipated crowds. Police protection is a requirement for certain kinds of events. The district reserves the right to stipulate police presence as a condition of facility use permission. When determined by the Superintendent or designee that police protection is warranted, the cost for such services must be assumed by the applicant's sponsoring organization.

PARKING ON SCHOOL PROPERTY

1. Traffic/Parking - Organizations using campus facilities are required to provide adequate supervision to assure that

automobiles or trucks are not parked on sod areas, play areas, or in restricted areas which could constitute a hazard in case of an emergency. Organizations using the facilities shall obey and ensure the enforcement of school district traffic and parking policies.

# Policy 707 AR2 –Facilities Use Fee Schedule

## SAUCON VALLEY SCHOOL DISTRICT FACILITY USE FEE SCHEDULE

Group I- Board-approved, school district-sponsored extracurricular, co-curricular, and athletic activities.

Group II- school-affiliated organizations, as defined in Policy 915

Group III- non-profit, school-age athletic leagues, with 100% of participants residing in Saucon Valley School District

Group IV - non-profit civic, service, or athletic organizations offering educational, cultural, or recreational enrichment activities for district students.

Group V- all other organizations and individuals permitted to use district facilities

- **Rates listed are per/hr. and does not include custodial or security**

<b>ELEMENTARY – MIDDLE SCHOOL AREAS:</b>	GROUP I	GROUP II	GROUP III	GROUP IV	GROUP V
Elementary Multi-Purpose/Cafeteria	No charge	No charge	No charge	\$5	\$100
Middle School Multi-Purpose /Cafeteria	No charge	No charge	No charge	\$50	\$100
Elementary/Middle School Stage	No charge	No charge	No charge	\$25	\$50
Gymnasium – Elementary	No charge	No charge	No charge	\$50	\$100
Gymnasium – Middle School	No charge	No charge	No charge	\$50	\$100
Large Group Instruction Room	No charge	No charge	No charge	\$5	\$50
Library	No charge	No charge	No charge	\$25	\$50
Parking Lot	No charge	No charge	No charge	\$5	\$20
Lobby	No charge	No charge	No charge	\$50	\$75
Courtyard	No charge	No charge	No charge	\$50	\$75

<b>HIGH SCHOOL AREAS:</b>	GROUP I	GROUP II	GROUP III	GROUP IV	GROUP V
High School Cafeteria	No charge	No charge	No charge	\$50	\$100
High School Auditorium	No charge	No charge	No charge	\$100	\$200
Auditorium with Balconies	No charge	No charge	No charge	\$150	\$200
Sound System Equipment Use Sound/Lighting Technician Required	No charge	No charge	No charge	\$45	\$45
Sound/Lighting Technician (Mic/Basic Use)	No charge	No charge	No charge	\$45	\$45
Sound/Lighting Technician for Productions/Dance Recitals (min. 2 Techs)	No charge	No charge	No charge	\$45	\$45
Auditorium – Rehearsal Sessions (No Public)	No charge	No charge	No charge	\$100	\$200
High School Gymnasium	No charge	No charge	No charge	\$200	\$300
Gymnasium – Practice Sessions	No charge	No charge	No charge	\$50	\$75
High School Pool	No charge	No charge	No charge	\$25	\$50
Swimming Timing System	No charge	No charge	No charge	\$25	\$50
Large Group Instruction	No charge	No charge	No charge	\$5	\$50
Library	No charge	No charge	No charge	\$25	\$50
Locker Rooms	No charge	No charge	No charge	\$25	\$50
Parking Lot	No charge	No charge	No charge	\$5	\$20
Lobby	No charge	No charge	No charge	\$50	\$75
Courtyard	No charge	No charge	No charge	\$50	\$75

<b>CAMPUS FIELDS:</b>	GROUP I	GROUP II	GROUP III	GROUP IV	GROUP V
Practice Fields	No charge	No charge	No charge	\$25	\$50
Games Fields (Soccer, Field Hockey, Baseball, Softball) No Preparation	No charge	No charge	No charge	<del>\$25</del> <u>\$50</u>	<del>\$50</del> <u>\$75</u>
Games Fields (Soccer, Field Hockey, Baseball, Softball) Prepared/Lined for Game (Labor included)	No charge	No charge	No charge	<del>\$50</del> <u>\$100</u>	<del>\$75</del> <u>\$150</u>
Stadium ( <u>including football field</u> )	No charge	No charge	No charge	\$150	\$200
Stadium Lights	No charge	No charge	No charge	PPL Rate	PPL Rate
Tennis Courts	No charge	No charge	No charge	\$10	\$10
<u>Wrestling Room</u>	<u>No charge</u>	<u>No charge</u>	<u>No charge</u>	<u>\$50</u>	<u>\$100</u>

The charges listed on this Fee Schedule are base rates and do not include the cost of any school district personnel, for example, custodians, maintenance, security, or stage workers.

Groups I-III users are not charged to use our facilities but may be billed separately for any school district personnel costs that are incurred, for example, custodians, maintenance, security, cafeteria workers, or stage workers.

If excessive and/or unexpected custodial services are required, those charges will be billed directly to the user.

## ***Saucon Valley School District***

### Policy

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Title – 915 School Affiliated Organizations

Section – 900 Community

Adopted – September 10, 2013

Revised – April 25, 2023

### Content

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#### Purpose

The Board recognizes and appreciates the interest and support of school-affiliated organizations of parents and interested community residents. The Board also recognizes the need for a clear working relationship between these organizations and the schools and that without the countless hours offered by the members of these groups, district programs, educational, athletic, and non-athletic, would suffer. The following policy statements have been adopted in order to maintain current good relationships with existing school-affiliated organizations and to provide a model for establishment and operation of future organizations. In this regard, equity principles and compliance benchmarks described in Title IX law must be used to guide fundraising in all organizations and compliance with the Pennsylvania Equity in Interscholastic Athletics Disclosure Bill must be used to guide fundraising for all athletic-related fundraising.

#### Definition

School Affiliated Organizations (SAO) are defined as those organizations that utilize the name of the school district or any of its schools or programs and directly affect curricular or extracurricular programs operated by the school.

#### Authority

Pennsylvania School Law establishes the individual School Districts as the sole local policy-making body. In matters of district policy and operating procedures, the Board of School Directors Board will retain final authority. The authority must be recognized and respected by all school-affiliated organizations.

School-affiliated organizations must receive annual approval of the Board prior to using district or school names and operating in relation to the school district's programs.

Organizations grandfathered in under this policy include:

Saucon Valley Athletic Booster Club, Saucon Valley Music Connection, Saucon Valley Fine Arts, Saucon Valley PTO/PTA/PTG, Alumni Association, Saucon Valley Education Foundation, Football Booster, Wrestling Booster, and Boys' Soccer Booster. These groups shall be required to adhere to the Guidelines as described more fully below.

Board Approval of any new organizations shall be requested through the Superintendent. Action by the Board will be taken at a public meeting after a review of the following information, which should be presented with the request for approval:

1. Statement of need for the organization
2. Proposed name of the organization
3. Proposed program affiliation
4. Proposed Constitution/By-Laws
5. Name of person currently responsible for the conduct of the organization.

A copy of each organization's current Constitution/By-Laws shall be kept on file in the District Office. The Board reserves the right to revoke the approval of any organization, with its reasons stated in writing, provided that the representatives of the organization have been given the opportunity to be heard prior to the Board's action. Revocation of approval by the Board will result in termination of all relationships with the district, school, and/or its programs for a minimum of 1 year before a group may reapply for approval.

### Guidelines

Accounts and financial reports of school-affiliated organizations shall be established and maintained according to prudent business practices.

All school-affiliated organizations are expected to maintain accurate financial records that reflect appropriate use of funds in accordance with the organization's by-laws, Pennsylvania State Law, and Federal Law. Each entity must sign an affidavit of compliance with policy and the documentation of finance and the filing with the IRS as a Schedule C, 1120 incorporation, or a 501(c)(3) organization to be a recognized school affiliated entity.

A treasurer's report for each organization, outlining each individual expense and each source of revenue, shall be prepared and presented to the membership of the organization at regularly held meetings. A yearly revenue and expense report shall be prepared and presented to the Saucon Valley District Office by June 30<sup>th</sup> for the current school year for review by the administration.

Funds raised in the name of the school district or its schools or programs shall be used to benefit the pupils of the school district or the programs they are involved in unless otherwise specified in the budget of the organization and approved by its membership such as the Alumni Association.

Game/Performance uniforms for school-sponsored activities are the responsibility of the school district. School Affiliated Organizations may not supplant the school district's responsibility by purchasing/donating uniforms worn for competitions and/or performances during the regularly schedule season or playoffs. This does not include recognition/reward apparel that may be earned due to team successes for or beyond the regular season.

#### Fundraising Activities/Spending

Fundraising Activities conducted within the school system by pupils using the names of the system or any of its respective schools and by school-affiliated organizations, shall first be approved by the Superintendent or his/her designee for each school-affiliated organization.

Fundraising for the purpose of purchasing/ donating an item in which the District will be required to maintain, upgrade, modify; or the purchasing/ donation will require an alteration to facilities, supplies or equipment in any way, shall require approval by the Superintendent and/ designee.

All fundraising activities shall be conducted in compliance with school district regulations and need to be approved by the district. Fundraising for the year should be scheduled in advance, listing each activity and who will be conducting the event, following the fundraising submission calendar.

#### Fundraising Submission Calendar:

- a. Fall Fundraising (August-October): Due by July 1
- b. Winter Fundraising (November-February): Due by October 1
- c. Spring Fundraising (March-May): Due by February 1

e. Summer Fundraising (June-July): Due by May 1

The district holds the right to deny or change fundraisers if there are competing fundraisers or it is believed that the fundraising efforts in the district would be in excess and place a burden on the persons performing the fundraising endeavor or is a stress on the resources of the community.

No organization may have more than a total of twelve (12) fundraisers of any type, community level, and/or building level unless granted permission by ~~the building principal~~ the District. Membership drives, concession stands, or raffles are not to be counted in the allowance for the number of fundraisers. In addition, fundraisers or events in which 100% of profits are donated to a charity do not count as a fundraiser. For example, an event in support of the American Cancer Society would not count as a fundraising event for the organization.

Proposals for fundraisers that contain multiple events shall be limited two to a year per organization and will be reviewed along with the other requested fundraisers for the year. For example, a hoagie sale each month for eight (8) consecutive months.

Fundraising activities, other than concession stand use, that are to occur on school district property that have space requirements must have approval via completion of the Saucon Valley Use of Facilities form in the District Office.

Fundraisers that are in the form of collection of items; example: box tops, soda tabs, recycling will not count toward the limit of fundraisers for the year.

Records of school fundraising activities may be subject to audit.

Profits derived from any sale or fundraising effort by school-affiliated organizations shall be used only to benefit the students or the programs they are involved in but may not, in any case, be used for salaries or additional payment for organization officers, directors, advisors, or coaches.

Monies spent by SAOs for the benefit of the programs they support must be spent in accordance with the SAO's bylaws and all laws applicable to their organization. The Board must approve prior to purchase or acceptance any donation, equipment, or tangible item(s) purchased for the direct benefit of the school or its students

beyond an SAO's regular activities unless the amount is de-minimis in nature.

Any small games of chance permits will be the responsibility of the fundraising group to obtain.

Any accounting, tax regulations, forms, or tax returns that need to be filed is the responsibility of the fundraising group.

### Delegation of Responsibility

The Superintendent shall be the chief liaison between the Board and school-affiliated organizations for the purpose of presentation of annual approvals, new requests or revocations. Action by the Board must be taken at a public meeting after review.-

The Superintendent or his/ her designee will oversee all compliance and approval of fundraising. School administrators shall be involved in all decision and planning affecting their respective pupils, programs, facilities, and/or buildings.

Copies of the following shall be provided to the District Office on an annual basis:

By September 1<sup>st</sup> August 15<sup>th</sup> of each year:

1. Copy of minutes of all meetings from the previous school year
2. Copy of Financial Reports from the previous school year
3. Annual Activities Report (conducted during the previous year
4. Copy of Constitution and/or Bylaws
5. Names of Officers and contact information
6. Recommendation to the Superintendent and the Board

~~Listing of fundraising events for the year by each group~~

By June 30<sup>th</sup> of each year:

~~Copy of minutes of all meetings from the current school year  
Copy of Financial Reports from the current school year  
Annual Report (Activities conducted during the previous year and plans for the next year)  
Recommendation to the Superintendent and the Board~~

## *Saucon Valley School District*

### Policy

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Title - 137 Home Education ~~Program~~[Instruction](#)

Section - Programs

Adopted - October 24, 2005

Revised - ~~March 27, 2018~~

Content

#### **Purpose**

The Saucon Valley School District is responsible to certify that each school age resident of the school district is enrolled in a program of instruction which is deemed satisfactory by the district's Superintendent of Schools. Accordingly, the district must be responsible to ensure that instruction provided [through a home education program in an in-home learning situation](#) meets standards approved by the Superintendent [and complies with state law](#).

This policy statement shall apply to those instances in which a parent/guardian wishes to provide home education [program](#) as an alternative to regular attendance in a public or private school for a child of compulsory school age.

This policy shall not be construed to apply to instances where homebound instruction by school district personnel is required for students unable to attend school.

#### **Authority**

The Saucon Valley School District will permit a home education program after the district Superintendent or his/her designee receives appropriate documentation and assurances that a home education program will occur/is occurring in accordance with state law and regulations.

#### **Definitions**

**Home Education Program** - a program conducted in compliance with law by the parent/guardian or person having legal custody of a child. A home education program shall not be considered a nonpublic school under the provisions of law.

**Hearing Examiner** - shall not be an officer, employee or agent of the Department of Education or of the school district or intermediate unit of residence of the child in the home education program.

**Appropriate Education** - a program consisting of instruction in the required subjects for the time required by law and in which the student demonstrates sustained progress in the overall program.

“Supervisor” shall mean the parent or guardian or such person having legal custody of the child or children who shall be responsible for the provision of instruction, provided that such person has a high school diploma or its equivalent.

### **Eligibility/Affidavit**

The parent/guardian must submit a written statement to the Superintendent requesting authorization to educate a child or children in the home.

The child's parent/guardian or legal custodian who will provide instruction to the child shall file with the Superintendent or his/her designee a completed notarized affidavit and required documents for his/her review prior to commencing home education and annually thereafter on or before August 1. The affidavit shall address those issues and provide assurances as required by the Public School Code and Department of Standards and Regulations. A copy of the affidavit is attached to this policy.

The parent/guardian must adhere to and complete all requirements listed herein and required by law. Signing the affidavit constitutes the parent/guardian acceptance of responsibility for fulfilling these requirements.

The nature, content, and extent of all such home instruction must be reviewed yearly and approved by the Superintendent of the Saucon Valley School District or his/her designee before instruction can begin. Approval will be granted for only one (1) school year.

Home schooling less than one (1) year will not replace a failing grade or average. Students who have a failing grade will not be promoted to the next grade or given credit for course work completed during home schooling for a period of less than one (1) school year. Grade level placement and credits will be reevaluated upon reenrollment and is at the discretion of the building administrator.

### **End of Year**

At the end of each school year, there will be a review of the year just completed to determine the student's progress by a qualified home education evaluator.

While the school district does not review or collect portfolios, the following is still collected:

1. the affidavit and its accompanying documentation,
2. the evaluation by a qualified home education evaluator, and
3. the name of evaluator for each student.

The evaluation by the home education evaluator is due by June 30th following each school year. Home education programs can be challenged in a hearing initiated by the school district if there is evidence that an appropriate education is not occurring, which may include, but is not limited to, the failure to submit to the District documents required under this Policy or by law.

### **Curriculum**

The curriculum must include the planned courses which the district requires students to study in the grade level which will be taught at home.

Educational objectives by subject for each child in home education programs shall be included with each affidavit. All sSubjects shall be taught in the English language.

At a minimum, the following courses (subjects) shall be taught at the elementary school level: English, to include spelling, reading, and writing; arithmetic; science; geography; history of the United States and Pennsylvania; civics; safety education, including regular and continuous instruction in the dangers and prevention of fires; health and physiology; physical education; music; and art.

At a minimum, the following courses (subjects) shall be taught at the secondary level: English, to include language, literature, speech and composition; science; geography; social studies, to include civics, world history, history of the United States and Pennsylvania; mathematics, to include general mathematics, algebra and geometry; art; music; physical education; health and safety education, including regular and continuous instruction in the dangers and prevention of fires. Such courses may include economics; biology; chemistry; foreign languages; trigonometry; or other age appropriate courses required by the State Board of Education.

### **Textbooks, Workbooks, And Supplies**

~~The district reserves the right to review basic instructional materials such as textbooks, workbooks, study guides, etc. which will be utilized in the home education program.~~

~~When available,~~ the district will, at the request of the supervisor, lend to the home education program copies of the school district's planned courses, textbooks, and other curriculum materials, appropriate to the student's age and grade level. To receive such materials, the parent/guardian must pay a deposit of fifty dollars (\$50.00) per grade level and sign out all such materials. All materials shall be returned to the building principal one (1) week after the close of the school year and/or prior to withdrawal from the program and/or prior to relocation out of the district. When the materials are returned, the fifty dollar (\$50.00) deposit will be refunded. A supervisor borrowing materials pursuant to this section shall agree prior to receipt of any materials to reasonable conditions established by the district for the use of materials which require their return in good condition, reasonable wear and tear excepted. There will be a charge for reusable materials not returned and/or damaged.

### **Instruction level**

The District reserves the right to have the student evaluated by the school psychologist or other trained personnel to determine the student's mental ability and achievement levels.

### **Qualification Of Supervisor**

Supervisor shall be the parent/guardian or such person having legal custody of the child or children who shall be responsible for the provision of instruction, provided that such person has a high school diploma or its equivalent.

### **Minimum Instruction Period**

Home education instruction must take place a minimum of one hundred eighty (180) days each school year. Instruction must be conducted for a minimum of five (5) hours each school day for the elementary level in compliance with the state minimum of nine hundred (900) hours per year. Secondary level students must receive instruction for a minimum of five and one-half (5 ½) hours each school day in compliance with the nine hundred ninety (990) hour minimum for that level.

### **Attendance**

A daily attendance register (log) shall be maintained by the supervisor of the home education program. It shall reflect the days and/or hours of instruction and specific activities used in instruction. The attendance register is to be included in the portfolio.

### **Students With A Disability**

Section 1327 provides that a home education program meets the compulsory attendance requirement for students identified as handicapped only when the program addresses the specific needs of the student with a disability and is approved by a licensed clinical or certified psychologist or a teacher with a valid certificate from the Commonwealth to teach special education. Written notice of such approval must be submitted with the notarized affidavit.

The supervisor may request that the school district or intermediate unit of residence provide services that address the specific needs of a student with a disability.

When the provision of services is agreed to by both the supervisor and the school district or intermediate unit, all services shall be provided in the public schools or in a private school licensed to provide such programs and services.

### **Health/Medical Requirements**

The parent/guardian must comply with all Department of Health regulations and requirements regarding immunizations and dental, physical, vision, hearing, etc., examinations. The parent/guardian is responsible for assuming the costs incurred through completing these requirements, or for bringing the student to school to receive these services. Documentation is to be included with affidavit.

### **Testing**

Results of standardized tests for each child in grades three, five, and eight –

Achievement tests are mandatory for students at those grade levels where PSSA tests are given, except for grade 11, and may include public state-wide administered tests or the results obtained on one of the "nationally normed standardized tests" approved by the Pennsylvania Department of Education.

Approved tests are:

1. Iowa Test of Basic Skills.
2. California Achievement Test.
3. Stanford Achievement Test.
4. Metropolitan Achievement Test.
5. Science Research Associates.
6. Comprehensive Test of Basic Skills.

The supervisor shall ensure that the nationally normed standardized tests or state-wide tests are not administered by the child's parent/guardian. Requests by a home education supervisor to have children tested with students within Saucon Valley School District shall be made in a separate letter and forwarded with the affidavit.

Parents/Guardians will be responsible for transporting their child to the public school of residence on the days when standardized testing is being administered. Dates of these tests will be provided by the building principal upon request. Under no circumstances shall the Saucon Valley School District release the test for private administration.

### **Credit And Graduation**

The school district will not grant credit for courses completed at home and will neither promote, advance, nor graduate students who complete a series of courses through home education. If such credit is requested upon return to Saucon Valley School District, student(s) may be required to take any and all examinations normally administered by the teachers of such courses as part of an evaluation process. Credit may be full, partial, or withheld for student(s), as determined by the Superintendent, and based upon these evaluations.

### **Diploma**

A Saucon Valley School District diploma will also be issued if a home education student returns for both junior and senior years and successfully completes the core curriculum requirements of math, English, science and physical education for both years, and a total of sixteen (16) credits.

Returning students must have successfully met all home education requirements prior to request for enrollment.

### **Grade Point Average And Class Rank**

Grade Point Average of home education students who return for both junior and senior year will not be calculated for class rank or salutatorian/valedictorian status.

### **Use Of School Facilities**

Part-time participation in in-school activities outside of the basic skill area and use of school instruction program will be allowed on the same basis and subject to the same conditions as those students in full-time attendance in the district. Participation in such activities will be scheduled by the principal. The parent/guardian shall provide any transportation required for such participation.

### **Costs Of Home Education**

All direct and indirect costs of home instruction will be borne by the parent/ guardian.

### **Termination Of Home Education**

Either the parent/guardian or the school district may terminate the in-home instruction if it is determined that the student is not making reasonable learning progress. [Should the home education program be terminated by the District over the Parents'/Guardians objection, the Parent/Guardian shall be provided a hearing before a Hearing Examiner before the program is terminated, as required by the School Code.](#)

### **Homeschool and Vocational Education**

High School students that are home schooled under the School Code Section 13--1327.1 may attend the vocational--technical school at District expense under the following guidelines:

1. Interested students must be complete an enrollment request form that shall be available at the High School building [and meet the eligibility criteria or their equivalent.](#) [In addition, interested students must meet the prerequisite criteria or their equivalent and, if accepted into said program, agree to comply with all policies, rules, and regulations as other district students participating in said program.](#)
2. Enrollment shall be contingent upon available space at the vocational- technical school
3. In the event space is available and student completes the necessary enrollment documents, transportation shall be available from the high school to the vocational-technical school based on a pre-established bus schedule as determined by Administration [if space is available.](#)

### **Homeschool and Participation in Extracurricular Activities**

Students who are enrolled in a home school program and District residents shall be permitted to participate in any activity open to district students, including, but not limited to, clubs, musical ensembles, athletics, and theatrical productions, provided that the Student (1) meets the eligibility criteria required for students enrolled in the District, (2) meets the tryout criteria for participation in the activity applicable to students enrolled in the district, and (3) complies with all policies, rules, and regulations governing the organization of the activity.

### **Homeschool and Participation in Cocurricular Activities and Academic Courses**

Students who are enrolled in a home school program and District residents shall be permitted to participate in any cocurricular activity that merges extracurricular activities with a required academic course, including band, orchestra, or choir, and/or academic courses provided that the Student (1) meets the eligibility criteria for students enrolled in the District for the class, (2) Student meets prerequisite criteria applicable to students enrolled in the District for the class, (3) Student complies with all policies, rules, and regulations of the District applicable, and (4) the total number of classes shall not exceed one-quarter of the school day for full-time students. For any student who participates in a cocurricular activity and/or academic course, Student shall be provided a grade for said class and the grade shall be provided to the Supervisor. Parent/Guardian shall be responsible for transporting said students to school, except that Students shall be permitted to utilize an already operating bus route, provided that space is available. To the extent that a student takes more than one class during the school day, the classes must be consecutive, or Parent/Guardian must agree to supervise the child between classes.

### **Homeschool and Participation in Other Activities**

Nothing in this Policy shall permit students who are enrolled in a home school program to participate in school sponsored field trips, unless that field trip is part of an academic course or extracurricular activity for which the student is eligible and enrolled as provided for by this Policy or it is a trip that students in academic course or extracurricular activity who are enrolled in the District for all classes are permitted to attend. In addition, nothing in this Policy shall permit students who are enrolled solely in a home school program to participate in other school activities, such as dances, to the extent participation in the same is limited to students who are enrolled in the District.

### **Change of School District**

When hHome school students moving ~~in to~~into the District ~~a new district~~ during the school year from another district, the parent must request a letter of transfer from the district they are moving from and present it to the ~~D~~district ~~they are entering~~ to show that their program of studies had been approved and they are in compliance with mandatory education and attendance laws and regulations. The parents must also submit all of the necessary paperwork to the ~~District~~~~new district~~ required by this Policy for their home school program, such as the affidavit, curriculum,

appropriate medical/dental paperwork unless exempt then a letter by the parent should be written stating reason for exemption.

References:

School Code -24 P.S. Sec. 111, 1327, 1327.1

State Board of Education Regulations - 22 PA Code Chapter 4, Sec. 11.31a

Board Policy - 203, 209

Saucon Valley School District  
Office of the Superintendent

TO: David Bonenberger, Business Manager

FROM: Deborah Kimball

RE: Surplus / Obsolete Materials & Equipment

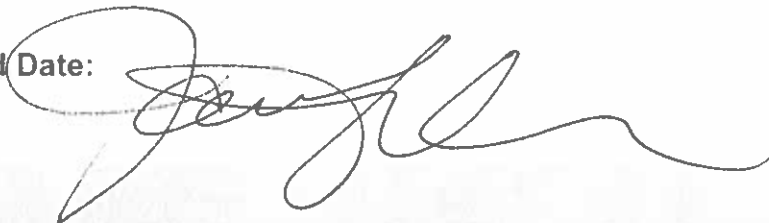
DATE: 4/4/24

DESCRIPTION	SERIAL NUMBER	REASON FOR DISPOSAL	Total
Nutrition for Infants and children under six video		VHS tape, got jammed in the machine - tape is unusable	1

Reason:

Pick up location/room number: 113 Teacher Name: Kimball

Principal / Supervisor Signature and Date:  4/4/24

Superintendent Signature and Date: 

Office use:

Date declared \_\_\_\_\_

Date of disposal \_\_\_\_\_

Picked up by \_\_\_\_\_

Disposal method \_\_\_\_\_

NORTHAMPTON/MONROE/PIKE COUNTY JOINT PURCHASING BOARD  
SUMMARY OF BID AWARDS  
2024-2025 SCHOOL YEAR

<u>Item</u>	<u>LEA</u>	<u>Vendor</u>	<u>Item Description</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Extended Price</u>
XP-1	Saucon Valley SD	W. B. Mason	Mason Flagship	600.00	\$28.82	\$17,292.00
PT-1	Saucon Valley SD	Pennsylvania Paper & Supply Co.	Scott® #01980	32.00	\$44.43	\$1,421.76
TT-2	Saucon Valley SD	Office Basics, Inc.	Nittany 58596U	145.00	\$41.50	\$6,017.50
FT-1	Saucon Valley SD	Pennsylvania Paper & Supply Co.	Silky FT100	55.00	\$15.08	\$829.40
<b>Saucon Valley SD Total</b>						<b>\$25,560.66</b>

# NORTHAMPTON COMMUNITY COLLEGE

## BOARD OF TRUSTEES - OFFICIAL ELECTION BALLOT July 1, 2024 – June 30, 2030

### **Bangor Area School District**

Mr. Michael Goffredo (Incumbent)

Yea\_\_\_\_\_ Nay\_\_\_\_\_ Absent\_\_\_\_\_

### **Bethlehem Area School District**

Dr. Karen Beck Pooley (Incumbent)

Yea\_\_\_\_\_ Nay\_\_\_\_\_ Absent\_\_\_\_\_

### **Bethlehem Area School District**

Dr. Dean Donaher (Incumbent)

Yea\_\_\_\_\_ Nay\_\_\_\_\_ Absent\_\_\_\_\_

### **Easton Area School District**

Mr. Robert Fehnel (Incumbent)

Yea\_\_\_\_\_ Nay\_\_\_\_\_ Absent\_\_\_\_\_

### **Wilson Area School District**

Ms. Janis Krieger (Incumbent)

Yea\_\_\_\_\_ Nay\_\_\_\_\_ Absent\_\_\_\_\_

## **Certification**

This certifies that the School Board Directors of the \_\_\_\_\_ **School District** cast their ballots for Trustees to serve on the Northampton Community College Board as indicated above, at a meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

(SEAL)



## **Board of Trustee Responsibilities**

Select the president and review his/her performance.

Understand and internalize the College's mission and purposes and be a strong advocate for the institution.

Recognize and demonstrate that the Board provides oversight, the administration manages the institution.

Be supportive of the institution as a whole rather than any part and recognize that the board has fiduciary and oversight responsibility for all facets of the College.

Regularly attend Board Meetings, review all appropriate materials in advance of meetings and stay well informed of the issues facing the College.

Provide philanthropic support.

Maintain confidentiality as requested and appropriate.

Speak for the board or institution only when authorized.

Raise any concerns only through the President and not with individual faculty and staff.

Participate in the strategic planning of the institution.