

Saucon Valley School District

Regular Meeting of the Board of Education

September 13, 2022 – 7 pm

High School Audion

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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

6:15 pm – Support Contract Negotiations Update, Special Education, Personnel

- I. **Call to the Order** – Dr. Shamim Pakzad, President, presiding
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – Judith Riegel, Secretary
- IV. **Motion to Approve Agenda**
- V. **Announcement of Executive Session** – September 13, 2022
- VI. **Approval of Minutes** – August 23, 2022
- VII. **Recognition** – None
- VIII. **Presentation** –
 - A. Dr. David Ruth, President - Northampton Community College
 - B. High School Student Representative – Alana Weirbach
- 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 – \$2,043,857.17
 - B. Cafeteria Expenditures – \$19,197.19

- 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 as listed above in Presentation of Bills.

XII. Treasurer’s Report – Cedric Dettmar/David Bonenberger

- A. Cash Investment and Bond Activity
- B. Condensed Board Summary Report
- C. Capital Project Finance Report
- D. Budget Transfers - None
- E. Middle School Activity Report – June 30, 2022, July 31, 2022
- F. 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 as listed above in Treasurer’s Report

XIII. AGENDA ITEMS

A. Education

Items/Projects for Discussion

- A. Academic & Personnel Committee Summary August 24, 2022

Recommendations for Approval

Settlement

- 1. Approve the settlement for student #12114.

First Reading – Policy 251, 251AR-0, 251AR-1, 251AR-2, 251AR-3*

- 2. Approve the first reading of policies:
 - Policy 251 – Homeless Students
 - Policy 251AR-0 - Homeless Students
 - Policy 251AR-1 - Homeless Intake Form
 - Policy 251AR-2 – Procedural Safeguards Notice of Denial of Enrollment Form
 - Policy 251AR-3 – Enrollment Complaint to PDE Form

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

B. Personnel**Items/Projects for Discussion**

- A. Congratulations to Rosemary Butterly & Lauren Picketts on acquiring tenure on August 19, 2022.

Recommendations for Approval**High School Principal**

1. Approve Walter Pawlowski as the High School Principal at a salary of \$110,000. The start date will be upon release from his current district.

High School Assistant Principal Stipend

2. Approve a stipend of \$3,000.00 for Amy Braxmeier for meeting responsibilities above and beyond the current Assistant Principal role between May 1, 2022 - September 30, 2022.

Resignation

3. Approve the resignation of John McCabe, Supervisor of Campus Operations, his last day will be September 9, 2022.

Resignation

4. Approve the resignation of Jessica Sloan, High School Special Education teacher, her last day will be October 31, 2022.

Support Staff Transfers

5. Approve the transfers of:
- Christino Pomales from a full-time bus driver to a full-time floating custodian, with salary and benefits per the current Educational Support Professionals contract, effective September 19, 2022.
- Diane Seeds from a part-time bus driver to a full-time bus driver with salary and benefits per the current Educational Support Professionals contract, effective September 19, 2022.

Athletic Worker

6. Approve Rocco Viscito as a Baseball Statistician for the 2021-2022 school year.

Dedicated Day-to-Day Substitutes

7. Approve Lynne Maynard as a dedicated day-to-day substitute for the 2022-23 school year working four days of a five-day school/work week where needed in the middle school effective

September 6, 2022. Her salary will be \$175 per day, with no benefits.

2022 – 2023 Fall Coaches

8. Approve the following coaches for the 2022-2023 school year:

Boys Soccer

Zac Estojak - Assistant Coach - \$758

Kevin Silvoy - Assistant Coach - \$1500

Football

Anthony Frey - Volunteer

Golf

Keith Riefenstahl - Assist. Golf - \$725

Elementary School Co-Curricular Positions

9. Approve the following co-curricular positions in the Elementary School for the 2022-2023 school year:

Student Council - Joanna Lemay \$1,119.50

Student Council - Dr. Emily Aragona-Young-\$1,119.50

Chorus – Dr. Emily Aragona-Young - \$2,239.00

Girls on the Run – Lynn Beller - \$531.00

High School Science Teacher

10. Approve Raymond Baratta as a High School Science teacher at a salary of \$70, 874.00, Step 6, Masters+12.

Maternity Leave

11. Approve a maternity leave for Felicia Stone, a High School teacher, from October 14 – December 5, 2022. She will be using 10 sick days and then the rest of the leave will be unpaid.

Unpaid Medical Leave

12. Approve an unpaid medical leave for Dwight Thompson, custodian, from September 9, 2022 to approximately November 19, 2022.

Compensation and Benefits Plans

13. Approve the following Compensation and Benefits Plans effective July 1, 2022:

Act 93 Administrators and Supervisors

Administrative Assistants

Paraprofessionals

Food Service

Technology

Homebound Instructor

14. Approve Sadie Burger as a Homebound Instructor at a rate of \$40.00/hour.

Part-Time Food Service

- 15. Approve Ann Carberry as a part-time food service employee at an hourly rate of \$15.00 with benefits per the new Food Service Compensation & Benefits Plan, effective September 14, 2022.

Additions to the 2022-2023 Substitute Teachers

- 16. Additions to the 2022-2023 substitute list:

Uzma Chaudhry -	SV Emergency certified
Joel Wasel -	SV Emergency certified
Francine Bianco Tax -	IU Emergency certified
Kayla Hlywiak -	Elementary certified
Michael Bueti -	SV Emergency certified

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

C. Facilities

Items/Projects for Discussion

- A. None

Recommendations for Approval

Policies 810, 810AR, 810.1, 810.2, & 810.3 - Second and Final Reading

- 1. Approve second and final reading of policies:
 - Policy 810 - Transportation
 - Policy 810AR - Student Conduct on Buses and School Vehicles
 - Policy 810.1 - School Bus Drivers and School Commercial Motor Vehicle Drivers
 - Policy 810.2 – Transportation Video/Audio Recording
 - Policy 810.3 – School Vehicle Drivers

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

D. Finance

Items/Projects for Discussion

- A. None

Recommendations for Approval

Policies 610 and 611 - Second and Final Reading

- 1. Approve the second and final reading of policies:
 - Policy 610 – Purchases Subject to Bid/Quotation
 - Policy 611 – Purchases Budgeted

Colonial Intermediate Unit #20 – Special Education Contract

2. Approve the attached Special Education Contract with CIU #20 for the 2022-2023 school year.

Change Order – Garland/DBS, Inc.

3. Approve the attached change order in the amount of \$6,442.31 which will be credited against the amount owed.

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)

G. Bethlehem Area Vo-Tech School – *Cedric Dettmar and Bryan Eichfeld*
(Meetings are on the first Tuesday of every month)

H. Colonial Intermediate Unit – *Bryan Eichfeld*
(Meetings are on the fourth Wednesday of every month)

I. New Business –

J. Old Business

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

L. Announcements

Future Meetings ~ September 27, 2022
October 11, 2022

M. Motion to Adjourn Meeting

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

A Business Meeting of the Board of Directors of the Saucon Valley School District was held on Tuesday, August 23, 2022, in the High School Audion. Present were Directors Susan Baxter, John Conte, Cedric Dettmar, Dr. Laurel Erickson-Parsons, Michael Karabin, Tracy Magnotta (online), Dr. Shamim Pakzad, and Shawn Welch. Director Bryan Eichfeld was absent. Also present were Jaime Vlasaty, Superintendent; Judith Riegel, Board Secretary, and Mark Fitzgerald, District Solicitor.

- I. **Call to the Order** – 7:00 PM - Dr. *Shamim Pakzad, President, presiding*
- II. **Pledge of Allegiance**
- III. **Swearing in of Dr. Laurel Erickson-Parsons by Dr. Shamim Pakzad, President**
- IV. **Recording of Attendance** – *Judith Riegel, Secretary*
8-present, 1-absent (Eichfeld)
- V. **Motion to Approve Agenda** – Director Karabin, second by Director Dettmar moved to approve the Agenda. Vote: 8-present, 1-absent (Eichfeld)
- VI. **Announcement of Executive Session** – August 23, 2022
- VII. **Approval of Minutes** – Director Karabin, second by Director Welch moved to approve August 9, 2022. Vote: 8-present, 1-absent (Eichfeld)
- VIII. **Recognition** – None
- IX. **Presentation** – None
- X. **Superintendent’s Report** – *Jaime Vlasaty, Superintendent* - Superintendent Vlasaty reported on the current iPad sale, results of summer school, and new student registrations.
- XI. **Courtesy of the Floor to Visitors – Agenda Items Only** – None
- XII. **Presentation of Bills** – *David Bonenberger*
 - A. General Expenditures – \$859,317.68
 - B. Cafeteria Expenditures – \$3,650.04
 - C. Health Benefits – \$262,921.24
 - D. Capital Projects – None
 1. Approve the above presentation of bills.

Director Dettmar, second by Director Welch moved to approve the Presentation of the Bills. Vote: 8-yes, 0-no, 1-absent (Eichfeld)

XIII. Treasurer’s Report – Cedric Dettmar/David Bonenberger

- A. Cash Investment and Bond Activity
- B. Condensed Board Summary Report
- C. Capital Project Finance Report
- D. Budget Transfers - None
- E. Middle School Activity Report – None
- F. High School Activity Report – July 31, 2022

- 1. Approve the above Treasurer’s Report

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

XIV. AGENDA ITEMS

A. Education

- 1. Approve the 2022 – 2023 Health & Safety Plan as presented.

Director Dettmar, second by Director Welch moved to approve Education Item #1.
Vote: 8-yes, 0-no, 1-absent (Eichfeld)

- 2. Approve a settlement with student #75339.
- 3. Approve the attached MOU with Carbon Lehigh Intermediate Unit #21 Title III Consortium for the 2022-2023 school year.

Director Dettmar, second by Director Welch moved to approve Education Items #2 & 3.
Vote: 8-yes, 0-no, 1-absent (Eichfeld)

B. Personnel

- 1. Approve the resignation of Kimberly Flueso, HS Business Teacher effective January 13, 2023.

Director Dettmar, second by Director Welch moved to approve Personnel Item #1.
Vote: 8-yes, 0-no, 1-absent (Eichfeld)

- 2. Approve the resignation of Patrick Quinn as a dedicated 4-day substitute, effective August 1, 2022.
- 3. Approve the following revisions to the MS grade level chairs:
7th grade – Dan Mack
8th grade – Stacy Daly

4. Approve the following mentors for the 2022-2023 school year. Salary is per the current professional agreement, which may be prorated if not a full year of mentorship.

<u>Mentor</u>	<u>Inductee</u>
Courtney Best	Desiree Seiferfield
Maura Matuczinski	Megan Bath
Jessica Sloan	Felicia Stone
Dana Russo	Devin Kelly
Rosemary Butterly	Mark Pages
Kassandra Diehl	Stephanie Cramer
Holli Conrad	Cristina Reyes
Jennifer Davison	Beverly Sparling

5. Approve the following Support Staff resignations:
Bernadette Fong, paraprofessional, effective August 22, 2022
Asher McGonagle, custodian, effective August 27, 2022.

Director Dettmar, second by Director Karabin moved to approve Personnel Items #2-5.
Vote: 8-yes, 0-no, 1-absent (Eichfeld)

6. Approve intermittent FMLA for Jody Kozero, para-professional, from August 22, 2022 to approximately February 22, 2023.
7. Approve the attached 2022-23 substitute teacher list.

Director Conte, second by Director Karabin moved to approve Personnel Items #6 & 7.
Vote: 8-yes, 0-no, 1-absent (Eichfeld)

C. Facilities

- A. Facilities Committee Summary – 8/10/22
1. Approve the attached list of Surplus/Obsolete items.

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

D. Finance

- A. Finance Committee Summary – 8/17/22
1. Approve the following contract with Colonial Intermediate Unit #20:
One-on-one Services
Applied Behavior Analytic Services
Title I Services

2. Approve the Trip Hazard Repair Agreement with Always Safe Sidewalks for \$44,305.00.
3. Approve the replacement of 3 RTUs. The cost estimate is \$175,000 and the contract is contingent upon the review and approval of the district solicitor.
4. Approve the proposal from TuWay Communications for mobile radios to be used in the district transportation fleet, at a cost of \$79,947.58 and an additional yearly cost of \$10,848.00 for Tower Site Access.

Director Welch, second by Director Karabin moved to approve Finance Items #1 - 4.
Vote: 8-yes, 0-no, 1-absent (Eichfeld)

5. Approve the agreement with Saints Logistics and Critical Response Protection Group, LLC. for security services. The agreement is pending review and approval of the district solicitor

Director Dettmar, second by Director Karabin moved to approve Finance Item #5.
Vote: 8-yes, 0-no, 1-absent (Eichfeld)

6. Approve the attached GHR Fee Schedule.

Director Dettmar, second by Director Karabin moved to approve Finance Item #6.
Vote: 8-yes, 0-no, 1-absent (Eichfeld)

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*

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

H. Colonial Intermediate Unit – *Bryan Eichfeld*

I. New Business – None

J. Old Business - None

K. Citizens' Inquiries and Comments – None

L. Announcements

Future Meetings ~ September 13, 2022
September 27, 2022

M. Motion to Adjourn Meeting

Director Karabin, second by Director Conte moved to adjourn.

7:37 PM

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

ATTEST: _____
Secretary

President

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PG - PLGIT GENERAL Payment Dates: 08/20/2022 - 09/02/2022

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000061325	08/20/2022	NORTHERN LEBANON YOUTH WRESTLING	ATHLETICS DUES WRESTLING B VAR		325.00
0000061326	08/26/2022	DAMARCUS LASADA PIPPEN	PYGR CONF EMPL TRAIN TITLE II		6,500.00
0000061327	08/26/2022	GOOD SHEPHERD REHABILITATION HOSPITAL	SPEC ED - OTHR PROF SVC - HS - COMP ED		1,072.00
0000061328	08/26/2022	HOGAN LEARNING ACADEMY, LLC	TUITION NON PUB - COMP ED 9-12		14,510.00
0000061329	08/26/2022	LVCIL	SPEC ED - OTHR PROF SVC - HS - COMP ED		468.00
0000061330	08/26/2022	MURPHY & MURPHY P.C.	CLAIMS JUDGMENT & PENALTIES		3,500.00
0000061331	08/26/2022	ABA SUPPORT SERVICES LLC	L SUPPORT OTHER PROF SERVICES		16,241.74 #
0000061332	08/26/2022	COLONIAL INTERMEDIATE UNIT #20	SPECIAL ED IU CONTRACTED SVCS		29,699.34 #
0000061333	08/26/2022	KEYSTONE FIRE AND SECURITY	REPAIRS & MAINTENANCE		1,413.00 #
0000061334	08/26/2022	SAUCON VALLEY SPORTING GOODS	SUPPLIES - ACTIVITIES 5-8		67.50 #
0000061335	08/26/2022	THE PENNSYLVANIA CYBER CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	24,809.92 #
0000061336	08/26/2022	JIM THORPE NEIGHBORHOOD BANK	PRINCIPAL REDEMPTION - SVSD	BOND INTEREST-SVSD	719,355.00
0000061337	08/26/2022	BROADHEAD JOAN B.	SENIOR CITIZENS TAX REBATE		500.00
0000061338	08/26/2022	GINESI PETER J.	SENIOR CITIZENS TAX REBATE		500.00
0000061339	08/26/2022	HAAS LEONARD	SENIOR CITIZENS TAX REBATE		250.00
0000061340	08/26/2022	HOFFMAN BETTY L.	SENIOR CITIZENS TAX REBATE		250.00
0000061341	08/26/2022	JANICE KOKOLUS	SENIOR CITIZENS TAX REBATE		500.00
0000061342	08/26/2022	KACH ROSEMARIE	SENIOR CITIZENS TAX REBATE		250.00
0000061343	08/26/2022	KINIUK PEARL	SENIOR CITIZENS TAX REBATE		250.00
0000061344	08/26/2022	KRUKOWSKI WALTER	SENIOR CITIZENS TAX REBATE		250.00

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PG - PLGIT GENERAL Payment Dates: 08/20/2022 - 09/02/2022

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000061345	08/26/2022	LOVE FRANK R. JR	SENIOR CITIZENS TAX REBATE		250.00
0000061346	08/26/2022	SAUERWINE SHARON L.	SENIOR CITIZENS TAX REBATE		500.00
0000061347	08/26/2022	SEVERN ROBERTA	SENIOR CITIZENS TAX REBATE		500.00
0000061348	08/26/2022	TERRY ORTWEIN	SENIOR CITIZENS TAX REBATE		300.00
0000061349	08/26/2022	VIRGINIA KICHLINE	SENIOR CITIZENS TAX REBATE		500.00
0000061350	08/24/2022	SJ THOMAS COMPANY INC	EXISTING BLD IMPROVEMENTS - ESSER III - HS		87,957.38
0000061351	08/25/2022	BRANDY GAROFALO	MISCELLANEOUS		220.00
0000061352	08/25/2022	CAROL IBARRA	MISCELLANEOUS		120.00
0000061353	08/25/2022	FLAVIA SCOTT	MISCELLANEOUS		110.00
0000061354	08/25/2022	Frederick Robert	MISCELLANEOUS		250.00
0000061355	08/25/2022	JACOB FRANK	MISCELLANEOUS		61.00
0000061356	08/25/2022	JASON A. MARQUES	MISCELLANEOUS		40.00
0000061357	08/25/2022	JESSICA KUEHNER	MISCELLANEOUS		220.00
0000061358	08/25/2022	JOSHUA JOHNSON	MISCELLANEOUS		220.00
0000061359	08/25/2022	MICHAEL MARINI	MISCELLANEOUS		57.97
0000061360	08/25/2022	PETTY CASH	MISCELLANEOUS		37.49
0000061361	08/25/2022	RENEE BARAN	MISCELLANEOUS		110.00
0000061362	08/25/2022	ROBIN L. MORRISON	MISCELLANEOUS		72.00
0000061363	08/25/2022	SARAH HART	MISCELLANEOUS		110.00
0000061364	08/25/2022	STEIDEL DAVID	MISCELLANEOUS		89.00
0000061365	08/29/2022	AASIM SABER	SUMER SCHL - PROF ED SRV OTHR ED - ESSR III - HS		110.00
0000061366	08/29/2022	AMANDA KEIPER	SUMER SCHL - PROF ED SRV OTHR ED - ESSR III - HS		110.00

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Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000061384	08/29/2022	KJ BELYAKAV	SUMER SCHL - PROF ED SRV OTHR ED - ESSR III - HS		110.00
0000061385	08/29/2022	KONG WANG	SUMER SCHL - PROF ED SRV OTHR ED - ESSR III - HS		110.00
0000061386	08/29/2022	LISA SHOEMAKER	SUMER SCHL - PROF ED SRV OTHR ED - ESSR III - HS		110.00
0000061387	08/29/2022	LORETTA REITH	SUMER SCHL - PROF ED SRV OTHR ED - ESSR III - HS		220.00
0000061388	08/29/2022	MARYBETH BECKOWSKI	SUMER SCHL - PROF ED SRV OTHR ED - ESSR III - HS		220.00
0000061389	08/29/2022	MAURA HOFFMAN	SUMER SCHL - PROF ED SRV OTHR ED - ESSR III - HS		110.00
0000061390	08/29/2022	MONICA ALBINO	SUMER SCHL - PROF ED SRV OTHR ED - ESSR III - HS		110.00
0000061391	08/29/2022	NICOLA REID	SUMER SCHL - PROF ED SRV OTHR ED - ESSR III - HS		110.00
0000061392	08/29/2022	NICOLE DAVID	SUMER SCHL - PROF ED SRV OTHR ED - ESSR III - HS		110.00
0000061393	08/29/2022	ROBYN BENDER	SUMER SCHL - PROF ED SRV OTHR ED - ESSR III - HS		330.00
0000061394	08/29/2022	SHELLY MACENKA	SUMER SCHL - PROF ED SRV OTHR ED - ESSR III - HS		220.00
0000061395	08/30/2022	ALEXANDRA HENDRICKS	SUMER SCHL - PROF ED SRV OTHR ED - ESSR III - MS		110.00
0000061396	08/30/2022	AMANDA BAUDER	SUMER SCHL - PROF ED SRV OTHR ED - ESSR III - MS		110.00
0000061397	08/30/2022	ANNEMARIE IORIO	SUMER SCHL - PROF ED SRV OTHR ED - ESSR III - MS		110.00
0000061398	08/30/2022	CAMILE MUBAREZ	SUMER SCHL - PROF ED SRV OTHR ED - ESSR III - MS		110.00
0000061399	08/30/2022	CHARLOTTE HUHN	SUMER SCHL - PROF ED SRV OTHR ED - ESSR III - MS		110.00
0000061400	08/30/2022	DAVID DUBISEK	SUMER SCHL - PROF ED SRV OTHR ED - ESSR III - MS		110.00

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Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000061439	09/02/2022	CENTRAL SUSQUEHANNA INTERMEDIATE UNIT	EDUC SOFT & LIC - BUS OFC		22,755.88
0000061440	09/02/2022	CINTAS CORPORATION-#101	Mechanic Uniforms		16.01
0000061441	09/02/2022	CRYSTAL SPRINGS	SUPPLIES - PLANT OPERATIONS	SUPPLIES - TRANSPORTATION	539.10
0000061442	09/02/2022	DEER COUNTRY FARM & LAWN INC.	Repair/Maintenance Equipment		138.70
0000061443	09/02/2022	DEMCO INC.	Library Supplies		339.10
0000061444	09/02/2022	DICK BLICK ART MATERIALS	Art Supplies		877.71
0000061445	09/02/2022	E T & T	REPAIRS & MAINTENANCE		630.00
0000061446	09/02/2022	ESGI, LLC.	Educ Software for Kdg		852.00
0000061447	09/02/2022	GRAINGER	Supplies		3,917.57
0000061448	09/02/2022	HILL GINGER	DUES & FEES TRANSPORTATION		102.50
0000061449	09/02/2022	HOBBY LOBBY STORES INC.	Supplies		77.35
0000061450	09/02/2022	INFOBASE	Blooms Literature Database Renewal		833.53
0000061451	09/02/2022	INNOVATIVE ARTS ACADEMY CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		5,180.95
0000061452	09/02/2022	INSIGHT PA CYBER CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		3,885.71
0000061453	09/02/2022	INTEGRITEC INC.	REPAIRS & MAINTENANCE		930.00
0000061454	09/02/2022	JAY POWERS	DUES & FEES TRANSPORTATION		102.50
0000061455	09/02/2022	JOSHUA TREE INC.	Tree Fertilizer	REPAIRS & MAINTENANCE	970.00
0000061456	09/02/2022	KELLY WEHR	TUITION REIMB REGULAR K-4		1,677.00
0000061457	09/02/2022	KellyAnn Spradlin	Purpose: EE NET Payroll Pay Date: 8/26/2022		315.00
0000061458	09/02/2022	KEYSTONE FIRE AND SECURITY	Service Call		575.00
0000061459	09/02/2022	LEHIGH VALLEY ACADEMY CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	57,859.80

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

09/01/2022 03:30:02 PM

SAUCON VALLEY SCHOOL DISTRICT

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PG - PLGIT GENERAL Payment Dates: 08/20/2022 - 09/02/2022

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000061460	09/02/2022	LEHIGH VALLEY ASBO	DUES & FEES BUS OFFICE		65.00
0000061461	09/02/2022	LEXIA LEARNING SYSTEMS LLC	Software for Reading		1,385.40
0000061462	09/02/2022	LINDE GAS & EQUIPMENT INC.	Oxygen		100.31
0000061463	09/02/2022	LOGAN KIRIPOSKI INC.	Portable Toilet Rental		1,000.00
0000061464	09/02/2022	LOWE AND MOYER GARAGE INC.	Bus Parts		1,199.73
0000061465	09/02/2022	MACMILLAN OIL CO.OF ALLENTOWN	SUPPLIES - TRANSPORTATION		1,076.00
0000061466	09/02/2022	MEDCO SUPPLY COMPANY	Athletic Training Supplies		176.45
0000061467	09/02/2022	MICROBAC LABORATORIES INC.	Pool Water Testing		138.20
0000061468	09/02/2022	MILLER TAMARA	TUITION REIMB REGULAR 5-8		895.00
0000061469	09/02/2022	MONTGOMERY COUNTY IU #23	SOFT & LIC - PRINC OFC 9-12	SOFT & LIC - PRINC OFC K-4	981.64
0000061470	09/02/2022	MUSIC & ARTS	Supplies for Elem Band	Books for Band Program	682.12
0000061471	09/02/2022	NASCO	Supplies		1,179.50
0000061472	09/02/2022	NORTH EAST PARTS GROUP LLC.	Auto Parts		334.82
0000061473	09/02/2022	PENNSYLVANIA DISTANCE LEARNING CHARTER SCHOOL	SPEC ED TUITION CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	4,156.27
0000061474	09/02/2022	PENNSYLVANIA VIRTUAL CHARTER	SPEC ED TUITION CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	10,903.03
0000061475	09/02/2022	PIONEER MANUFACTURING CO	Field Paint		2,059.10
0000061476	09/02/2022	PP & L ELECTRIC UTILITIES	ELECTRIC - PLANT OPERATIONS		198.81
0000061477	09/02/2022	PPL ELECTRIC UTILITIES	ELECTRIC - PLANT OPERATIONS		28,835.13
0000061478	09/02/2022	PRO-ED, INC.	Supplies for Psychologist		456.00
0000061479	09/02/2022	ROBERTO CLEMENTE CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		2,590.48
0000061480	09/02/2022	ROHRER BUS SALES INC.	Supplies		1,003.70

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

09/01/2022 03:30:02 PM

SAUCON VALLEY SCHOOL DISTRICT

Page 8 of 10

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - LAFAYETTE GENERAL Payment Dates: 08/25/2022 - 09/14/2022

Payment Categories: Direct Deposits
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
D000000646	09/14/2022	Jaime Vlasaty	SUPERINTENDENT MEAL/REF		299.44 <i>D</i>
D000000647	09/14/2022	JEREMY KITTEK	TUITION REIMB REGULAR 9-12		1,650.00 <i>D</i>
10 - GENERAL FUND					1,949.44
Grand Total All Funds					1,949.44
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					1,949.44
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					0.00
Grand Total Procurement Card Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					0.00
Grand Total All Payments					1,949.44

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CP - CAFE - PLGIT Payment Dates: 08/20/2022 - 09/06/2022

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000003538	09/06/2022	AHOLD FINANCIAL SERVICES	FOOD		10.17
0000003539	09/06/2022	Gilbert Consulting LLC.	PROF TECH SVC - EMP TRAINING		1,725.00
0000003540	09/06/2022	HERSHEY'S CREAMERY COMPANY	NON-REIMB FOOD COSTS		654.26
0000003541	09/06/2022	MORABITO BAKING CO.	FOOD		615.45
0000003542	09/06/2022	PENN JERSEY PAPER CO.	SUPPLIES		904.59
0000003543	09/06/2022	SARAH HOUCK	PREPAID LUNCHES		250.00
0000003544	09/06/2022	SYSCO OF CENTRAL PA	FOOD		15,037.72
50 - CAFETERIA					19,197.19
Grand Total All Funds					19,197.19
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					0.00
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					0.00
Grand Total Procurement Card Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					19,197.19
Grand Total All Payments					19,197.19

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

SAUCON VALLEY MIDDLE SCHOOL
 FINANCIAL REPORTS
 JUNE 30, 2022
 CLUB ACCOUNT FUND

BEGINNING BALANCE	\$	32,892.25
INCOME		124.26
EXPENSES		2,646.40
ENDING BALANCE	\$	30,370.11

CLUB ACCOUNT	ENDING BALANCE
ART CLUB	19.20
BAND	4,676.96
CHEERLEADING	625.63
CHORUS	7,254.47
COMMUNITY SERVICE	386.69
GIRLS VOLLEYBALL	3,841.03
HONOR SOCIETY	151.48
I-TEAM	450.47
KNITTING CLUB	266.37
MATH COUNTS	-
ODYSSEY OF THE MIND	2.61
READING OLYMPICS	2.79
SEAPEARCH/ROBOTICS	3,120.11
SKI CLUB	804.67
STUDENT COUNCIL	302.53
YEARBOOK	6,806.49
5TH GRADE	548.55
6TH GRADE	-
7TH GRADE	738.35
8TH GRADE	371.71
INTEREST	-
TOTALS	\$ 30,370.11

James Deegan
 Principal

SAUCON VALLEY MIDDLE SCHOOL
 FINANCIAL REPORTS
 JULY 31, 2022
 CLUB ACCOUNT FUND

BEGINNING BALANCE	\$	30,370.11
INCOME		0.26
EXPENSES		24.38
ENDING BALANCE	\$	30,345.99

CLUB ACCOUNT	ENDING BALANCE
ART CLUB	19.20
BAND	4,676.96
CHEERLEADING	625.63
CHORUS	7,254.47
COMMUNITY SERVICE	386.69
GIRLS VOLLEYBALL	3,841.03
HONOR SOCIETY	151.48
I-TEAM	450.47
KNITTING CLUB	266.37
MATH COUNTS	-
ODYSSEY OF THE MIND	2.61
READING OLYMPICS	2.79
SEAPEARCH/ROBOTICS	3,120.11
SKI CLUB	804.67
STUDENT COUNCIL	302.53
YEARBOOK	6,782.11
5TH GRADE	548.55
6TH GRADE	-
7TH GRADE	738.35
8TH GRADE	371.71
INTEREST	0.26
TOTALS	\$ 30,345.99

James Deegan
 Principal

Academic and Personnel Committee – August 24, 2022

The Academic and Personnel Committee of the Saucon Valley School Board met on August 24, 2022, in the District Office Conference Room.

The following items were on the committee agenda:

Presentation: Robert Frey - Jr. High/Middle School Sports

Discussion & Action:

Policy 251 - Homeless Students

Policy 251 AR-0 – Homeless Students

Policy 251 AR-1 – Homeless Intake Form

Policy 251 AR-2 – Procedural Safeguards Notice of Denial of Enrollment Form

Policy 251 AR-3 – Enrollment Complaint to PDE Form

Update: Summer School Update

Discussion: SBIRT

The committee agreed to move all Policies to the board for the first reading with minor modifications to Policies 251 & 251AR-0.

Book Policy Manual

Section 200 Students

Title Homeless Students

Code 251

Status Active

Adopted

Last Revised

Authority

The Board recognizes ~~its obligation to ensure that homeless students have access to the same educational programs and services provided to the other district students.~~ **the need to promptly identify homeless children and youths within the district, facilitate their immediate enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state laws and regulations.** [\[1\]\[2\]\[3\]](#)

The Board shall ~~make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law and regulations~~ **ensure that homeless children and youths have equal access to the same educational programs and services provided to other district students.** [\[1\]\[2\]\[3\]\[4\]](#)

The Board ~~may waive~~ **authorizes the Superintendent to waive district policies, procedures and administrative regulations that create barriers for to the identification, enrollment, attendance, transportation, school stability and success in school of homeless students children and youths** ~~based on the recommendations of the Superintendent.~~ [\[3\]](#)

It is the policy of the Board that no student shall be discriminated against, segregated or stigmatized based on his/her homeless status. [\[5\]\[6\]](#)

Definitions

Enroll or Enrollment means attending classes and participating fully in school activities. [\[7\]](#)

Homeless students children and youths ~~are defined as means individuals who lack a fixed, regular and adequate nighttime residence, which and includes the following conditions:~~ [\[7\]\[8\]](#)

- 1. Children and youths who are:**

- a. Sharing the housing of other persons due to loss of housing, ~~or~~ economic hardship **or a similar reason**;
 - b. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
 - c. Living in emergency, transitional or domestic violence shelters; or
 - d. Abandoned in hospitals.
 - e. ~~Awaiting foster care placement.~~
2. **Children and youths who have a primary nighttime residence that is a** ~~Living in~~ public or private places not designed for or ordinarily used as a regular sleeping accommodation for human beings;
 3. **Children and youths who are** living in cars, parks, public spaces, abandoned buildings, substandard housing, **bus or train** ~~transportation~~ stations or similar settings;
 4. ~~Living as Migratory children in conditions described in previous example~~ **who qualify as homeless because they are living in circumstances described above**; and
 5. **School-aged parents living in houses for school-aged parents if they have no other available living accommodations.**
 - ~~6. Living as run-away children~~
 - ~~7. Abandoned or forced out of homes by parents/guardians or caretakers.~~
 - ~~8. Living as school aged unwed mothers in houses for unwed mothers if they have no other living accommodations.~~

School of origin is ~~defined as the school the student~~ **child or youth** attended when permanently housed or the school in which the ~~student~~ **child or youth** was last enrolled; **including preschool. When the child or youth completes the final grade level served by the school of origin, the school of origin shall include the designated receiving school at the next grade level for all feeder schools.**[\[6\]](#)

Unaccompanied youth means a homeless child or youth not in the physical custody of a parent or guardian. This includes youth who have run away from home; been abandoned or forced out of home by a parent, guardian or other caretaker; or separated from a parent or guardian for any other reason.[\[7\]](#)

Delegation of Responsibility

The Board designates the **Superintendent** or designee to serve as the district's liaison for homeless ~~student and families~~ **children and youths.**[\[6\]](#)

The district's liaison shall ensure outreach and coordination with:[\[6\]](#)

1. Local service agencies and other entities that provide services to homeless children and youths and families.
2. Other school districts on issues of **prompt identification**, transfer of records ~~and~~ transportation **and other inter-district activities.**

3. **District staff responsible for the provision of services under Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act.**[10][9]
4. State and local housing agencies responsible for comprehensive housing affordability strategies.

The district's liaison shall ensure that public notice of the educational rights of homeless ~~students-children~~ **and youths is disseminated in locations frequented by parents/guardians of homeless children and youths, and unaccompanied youths, including schools, family shelters, public libraries and soup kitchens. Such notice shall be provided in a manner and form understandable to the parents/guardians of homeless children and youths, and unaccompanied youths.**[6]

The district's liaison shall provide reliable, valid and comprehensive data to the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness (ECYEH) Program in accordance with federal and state laws and regulations.[6]

Guidelines

Enrollment/Placement

Best Interest Determination -

In determining the best interest of a child or youth, the district shall:

1. Presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the parent/guardian or unaccompanied youth.[6]
2. Consider student-centered factors related to impact of mobility on achievement, education, health and safety, giving priority to the request of the parent/guardian or unaccompanied youth.[6]
3. If, after such consideration, the district determines that it is not in the child's or youth's best interest to attend the school of origin or the school requested by the parent/guardian or unaccompanied youth, the district shall provide the parent/guardian or unaccompanied youth with a written explanation of the reasons for its determination. The explanation shall be in a manner and form understandable to the parent/guardian or unaccompanied youth and shall include information regarding the right to appeal.[6]

Placement -

In accordance with the child's or youth's best interest, the district shall continue to enroll a homeless student in his/her school of origin while s/he remains homeless and through the end of the academic year in which s/he obtains permanent housing.[6]

Parents/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools.[6]

The district's liaison shall assist an unaccompanied youth in placement or enrollment decisions, giving priority to the views of the student in determining where s/he will be enrolled.[6]

Enrollment -

The selected school shall immediately enroll the student and begin instruction, even if:

1. The student is unable to produce records normally required for enrollment.[11][12][13][14][15][16][17][3]
2. The application or enrollment deadline has passed during any period of homelessness.[11][6]

The district's liaison shall immediately contact the school last attended by the child or youth to obtain relevant academic or other records.[11][12][13][14][15][16][6]

The district may require a parent/guardian to submit contact information.[6]

Assignment -

If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize appropriate means to determine the student's assignment within the school.[18][6]

Dispute Resolution -

If a dispute arises over eligibility, enrollment or school selection:[6]

1. The parent/guardian or unaccompanied youth shall be referred to the district's liaison, who shall assist in the dispute resolution process. If the parent/guardian or unaccompanied youth initiating the dispute does not contact the district liaison directly, the district employee making the adverse decision shall be responsible for contacting the district liaison regarding the dispute as soon as possible and referring the family or youth involved to the liaison.
2. The student shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.
3. The district's liaison shall issue a written decision of the dispute within twenty (20) business days of being notified of the dispute.

A parent/guardian or unaccompanied youth may appeal a district's written decision or file a complaint with the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.

Education Records

Information about a homeless child's or youth's living situation shall be treated as a student education record subject to the protections of the Family Educational Rights and Privacy Act (FERPA), and shall not be deemed to be directory information.[16][17]

Comparable Services

Homeless students shall be provided services comparable to those offered to other district students including, but not limited to:[19][1][6]

1. Transportation services.[20]
2. School nutrition programs.[21]
3. Career and technical education.[22]
4. Preschool programs.
5. Educational programs for which the homeless student meets the eligibility criteria, such as:
 - a. Services provided under Title I or similar state or local programs.[23]
 - b. Programs for English Language Learners.[24]
 - c. Programs for students with disabilities.[10]
 - d. Programs for gifted and talented students.[25]

Transportation

The district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the school district.[1][6][20]

If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation.[6]

Training

The district's liaison shall participate in professional development programs and other technical assistance activities offered by the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.[6]

The district's liaison shall arrange professional development programs for school staff, including office staff.[6]

School personnel providing services to homeless children and youths, including school enrollment staff, shall receive professional development and support to:[6]

1. Improve identification of homeless children and youths and unaccompanied youths;

2. **Understand the rights of such children, including requirements for immediate enrollment and transportation; and**
3. **Heighten the awareness of, and capacity to respond to, the educational needs of such children.**

Legal

1. 24 P.S. 1306

2. 22 PA Code 11.18

3. 42 U.S.C. 11431 et seq

4. 34 CFR 299.19

5. 42 U.S.C. 11431

6. 42 U.S.C. 11432

7. 42 U.S.C. 11434a

8. 34 CFR 200.30

9. Pol. 103.1

10. Pol. 113

11. Pol. 200

12. Pol. 201

13. Pol. 203

14. Pol. 204

15. Pol. 209

16. Pol. 216

17. Pol. 113.4

18. Pol. 206

19. Pol. 146

20. Pol. 810

21. Pol. 808

22. Pol. 115

23. Pol. 918

24. Pol. 138

25. Pol. 114

22 PA Code 403.1

20 U.S.C. 1232g

20 U.S.C. 6301 et seq

34 CFR Part 99

67 Fed. Reg. 10698

PA Education for Homeless Children and Youth State Plan

Book Policy Manual

Section 200 Students

Title Homeless Students

Code

251-AR-0

Status Active

Adopted

251-AR-0. HOMELESS STUDENTS

The McKinney–Vento Homeless Assistance Act of 1987 (Pub. L. 100-77, July 22, 1987, 101 Stat. 482, 42 U.S.C. § 11301 et seq.) is a United States federal law that states local educational agencies will designate an appropriate staff person as a local educational agency liaison for homeless children and youth.

The Saucon Valley Board of School Directors designates the Superintendent^[1] or designee^[2] to serve as liaison.

Liaison Responsibilities

The district's designated liaison for homeless students and families has the following responsibilities:

1. Identify homeless children and youth with assistance by school personnel and through coordination activities with other entities and agencies.
2. Inform parent(s)/guardian(s) of homeless students of educational rights and related opportunities available to their children, and provide them with meaningful opportunities to participate in the education of their children.
3. Disseminate public notice of the educational rights of homeless students where such children and youth are likely to receive services, such as schools, family shelters, soup kitchens, and food pantries.
4. ~~Mediate~~ Provide information on appeal rights and issue decisions on enrollment disputes and complaints regarding district compliance with McKinney–Vento.^[3]
5. Inform parent(s)/guardian(s) of a homeless child or youth, and any unaccompanied youth, of all transportation options, including to the school of origin, and assist in

accessing these transportation services.

6. Ensure that unaccompanied youth are immediately enrolled in school pending resolution of disputes that might arise over school enrollment or placement.
7. Assist children and youth who do not have immunizations, or immunization or medical records, to obtain necessary immunizations, or immunization or medical records.
8. Familiarize him/herself with the best resources in the community to assist families with referrals for things such as shelter, counseling, food, and transportation.
9. Distribute information on the subject of homeless students and arrange staff development workshops and presentations for school personnel, including office staff.
10. Provide standard forms and information about enrollment procedures and key school programs to each shelter in the district.
11. Become familiar with the various program materials that are available from the Pennsylvania Department of Education.
12. Collaborate with the district special education program to ensure that homeless children who are in need of special education and related services are located, identified, and evaluated. This is a requirement under the Individual with Disabilities Education Act, which mandates that highly mobile children with disabilities, including homeless children, be ~~identified~~identified and served.
- ~~12.~~13. Liaisons should also ensure that homeless youth who have or may have disabilities have a parent or surrogate parent to make special education or early intervention decisions. In the case of an unaccompanied homeless youth, if a student is disabled or may be disabled, and the youth does not have a person authorized to make special education decisions, the following people can be temporary surrogate parents: staff of emergency shelters, transitional shelters, independent living programs, and street outreach programs, and state, local education agency or child welfare agency staff involved in the education or the care of the child. This rule only applies to unaccompanied homeless youth.
- ~~13.~~14. Identify preschool-aged homeless children by working closely with shelters and social service agencies in their area, including instructing district staff to inquire whether a family has preschool-aged children when . ~~In addition, the liaison should inquire, at the time they are~~ enrolling homeless children and youth in school, ~~whether the family has preschool-aged children.~~
- ~~14.~~15. Identify unaccompanied homeless youth while respecting their privacy and dignity by providing specific outreach to areas where eligible students who are out of school may congregate.

Dispute Resolution

The following procedures will be utilized to resolve disputes regarding enrollment, school selection, homeless status or complaints of noncompliance:

1. District staff who determine that a child or youth is not homeless and deny enrollment shall notify the child/youth or their parent/guardian and the district liaison in writing of the adverse decision. The written notice will provide information on how the child/youth or their parent/guardian may appeal this decision to the liaison, including applicable timelines; the child's/youth's rights during the pendency of the appeal; and the right to appeal any adverse decision of the liaison to the McKinney-Vento Site, Regional or State Coordinator.^[4]
- 4.2. ~~The district shall immediately enroll the child/youth in the district. If a dispute arises over school selection or enrollment, the child or youth involved must immediately be admitted to the school in which s/he is seeking enrollment, pending resolution of the dispute. The parent(s)/guardian(s) or unaccompanied youth who initiated the dispute should contact the district liaison as soon as possible after receiving notice of the dispute. If the person initiating the dispute does not contact the liaison directly, the liaison should again attempt to contact the person initiating the dispute.~~
- 2.3. The liaison will ensure that the child/youth is immediately enrolled, explain the dispute resolution process to families, and help them use it. The liaison will issue a written disposition of the dispute within twenty (20) business days after the date on which the liaison is notified of the dispute. The written disposition will be provided to the parent(s)/guardian(s) or unaccompanied youth, will explain the basis for the decision, and advise the parent(s)/guardian(s) or unaccompanied youth of the right to appeal and the procedures to be used for the appeal.
- 3.4. The liaison should use and maintain Procedural Safeguards Notice Of Denial Of Enrollment Form when notifying the parent(s)/guardian(s) or unaccompanied youth of his/her determination. The parent/guardian or unaccompanied youth should sign the form to confirm receipt.
- 4.5. If the ~~The~~ parent/guardian or unaccompanied youth is dissatisfied with the district's resolution of a dispute regarding enrollment or any other issue of compliance with the McKinney-Vento Act, they may file a complaint with the McKinney-Vento Site, Regional or State Coordinator using Enrollment Complaint Form. Use of the form is not mandatory.

Transportation

If the student's school of origin or the school they choose to attend is within the district, the district will provide transportation.

If the student's school of origin is outside district boundaries, the liaison will coordinate with the school of origin to develop a method to apportion the responsibility and costs of transportation. The liaison should contact the appropriate individuals at the school of origin to reach such an agreement. If disputes arise over the method of apportion, the liaison should contact the Superintendent or designee.^[5]

HOMELESS STUDENT IDENTIFICATION INTAKE FORM

Building: _____	Date of Initiation of Services: _____
Person Logging Information: _____	

Name of Student: _____

Date of Birth: _____

Grade: _____

Parent(s)/Guardian(s): _____

Other Children/Students in the household: _____

Last Known District Address: _____

Phone Contact(s): _____

Description of current housing situation? (shelter, doubled up with families/friends, other such as campgrounds, motels, etc.)

Transportation: (Are we providing transportation to school of origin, sharing the cost of transportation with another district or using existing district busing?)

If there is other information we need to be aware of to help this student, please attach additional separate sheets.

This information is requested to aid in the district's responsibility for ensuring homeless students a free, appropriate public education on an equal basis with all other children.

PROCEDURAL SAFEGUARDS NOTICE OF DENIAL OF ENROLLMENT

To be completed by a school whenever an enrollment or school selection request of a student experiencing homelessness is denied:

Date: _____

Name and Title of School Employee Completing Form:

Requested School: _____


School District: _____ (This may be the school the child was attending when they became homeless, the school the child is currently attending or the school where the child is now living)

In compliance with Section 722(g)(3)(E) of the McKinney-Vento Homeless Assistance Act, the following **written notification** is provided to:

Parent or Guardian or Youth: _____

After receiving your request for enrollment or school selection for the student(s) listed above, **we hereby provide notice that the request is denied. The reason for this determination is the following:**

The school district hereby notifies the parent or guardian of the student or the unaccompanied youth of the following rights:

- The student has the right to **enroll immediately** in the requested or preferred school pending full resolution of the dispute.
- If the student(s) want to remain in the same school they were attending or the school they attended when they first became homeless, the student is **entitled to transportation** back to the prior school pending full resolution of the dispute if the placement (including any transportation involved) is feasible, reasonable and in the best interest of the student.
-  **You have the right to appeal this decision.** You may do so by completing the second page of this notice (Complaint Form) or by contacting Pennsylvania’s McKinney-Vento Homeless state coordinator by phone at (717) 783-6468.

- The family/unaccompanied youth can challenge the school district's decision by providing additional written material or by discussing the matter with the school, school district personnel, McKinney-Vento school district liaison or McKinney-Vento regional or site coordinator.
- The McKinney-Vento school district liaison can assist the family or youth in appealing the school district's decision. A copy of Pennsylvania's Homeless Children's Initiative Complaint Form is attached.
- The family/youth can have an advocate or attorney handle the matter.
- You may also ask for help from the Commonwealth's Office of General Counsel's
- Dispute Resolution Program. This is a voluntary informal mediation process through which a trained impartial mediator helps parties reach a mutually acceptable resolution. Using mediation does not waive a family/youth's right to file a lawsuit before or after the mediation. For more information go to: http://www.ogc.state.pa.us/portal/server.pt/community/dispute_resolution/4415.

Name of school district's homeless liaison involved in the decision:

Title: _____ Phone: _____

Email: _____

Name of McKinney/Vento regional coordinator consulted in making this determination:

I hereby confirm that I received this notice:

(Signature of parent, guardian or unaccompanied youth)

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

SAUCON VALLEY

SCHOOL DISTRICT

251-AR-3. ENROLLMENT COMPLAINT TO PENNSYLVANIA DEPARTMENT OF EDUCATION'S STATE COORDINATOR FOR HOMELESS CHILDREN'S INITIATIVE

State Coordinator, Education for Homeless Children & Youth Program
Pennsylvania Homeless Children's Initiative, Pennsylvania Department of Education
333 Market Street, 5th Floor, Harrisburg PA 17126-0333
Telephone (717) 783-6468

Date: _____
Name: _____
Address: _____ Phone: _____
Email: _____

Dear State Coordinator:

_____ is experiencing homeless. This child is my _____
(Name of Child) (son, daughter, etc.)

I am writing because the _____ School District:

will not enroll this child.

will not let this child stay in the same school s/he has been attending.

will not provide transportation to stay in the same school s/he has been attending.

will not provide equal access to public preschool.

251-AR-3. ENROLLMENT COMPLAINT TO PENNSYLVANIA DEPARTMENT OF
EDUCATION'S STATE COORDINATOR FOR HOMELESS CHILDREN'S
INITIATIVE - Pg. 2

- will not provide equal access to academic or nonacademic services.
(Explain which services).

- Other.

Please feel free to attach additional pages with explanation of situation, supporting documents, etc. You may call or write to me at the address listed at the top of the page with any questions you may have. Thank you.

Saucon Valley School District
Hellertown, PA

COMPENSATION AND BENEFITS PLAN FOR THE

ADMINISTRATORS & SUPERVISORS
of the
SAUCON VALLEY SCHOOL DISTRICT

Effective
July 1, 2022 to June 30, 2025

COMPENSATION AND BENEFITS PLAN
SAUCON VALLEY SCHOOL DISTRICT

BOARD OF SCHOOL DIRECTORS

and the

ADMINISTRATORS and SUPERVISORS
of the SAUCON VALLEY SCHOOL DISTRICT

July 1, 2022 to June 30, 2025

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Administrator Compensation Plan

The Board of School Directors of the Saucon Valley School District adopts the following Administrator Compensation Plan pursuant to Section 1164 of the "Public School Code of 1949", as amended, 24 P.S. {11-1164, ("Act 93"). The Board recognizes the importance of maintaining an effective management team to strengthen the administrative and educational programs of the District, and to establish and improve communications, decision-making, conflict resolution, and other relationships among the members of the team.

I. TERM OF COMPENSATION PLAN

This plan is effective July 1, 2022 and shall continue in effect until June 30, 2025.

II. DEFINITIONS

For the purposes of the Plan only, the term "Administrator" shall include the following positions, which may be subject to change from time to time as may be approved by the Board of School Directors:

- A. Administration / Professional Positions
 - Elementary Principals
 - Secondary Principals
 - Assistant Principals
 - Director of Special Education
 - Director of Curriculum, Instruction, and Educational Technology
 - Assistant Business Manager

- B. Support Services Administrative Positions
 - Supervisor of Campus Operations
 - Supervisor of Technology
 - Athletic Director
 - Food Service Coordinator
 - District Data/PIMS Coordinator
 - Business Department Accountant

- C. Other Positions as May Be Established by the Board of School Directors during the Term of this Plan.

III. COMPENSATION PLAN

SEE Appendix "B" attached hereto.

IV. FRINGE BENEFITS

The District shall provide fringe benefits as outlined in Appendix "A".

V. DISTRICT RESERVATION OF RIGHTS

Nothing contained in this Plan is intended or shall be construed as guaranteeing any Administrator that he/she will continue in his/her current job assignment through the term of this Plan or thereafter. The District reserves all managerial rights granted by the Public School Code, including, without limitation, the right to furlough, suspend, demote, discharge or remove any of its Administrators or to otherwise establish, reassign or abolish administrative job assignments and/or positions consistent with the Public School Code.

VI. REOPENER CLAUSE

In any year during the term of the Compensation and Benefits Plan, the District reserves the right to reopen the Compensation and Benefits Plan.

APPENDIX A
Fringe Benefit Guide
for
Professional Administrative Positions

FRINGE BENEFITS

The Saucon Valley Board of School Directors grants to all Administrators all fringe benefits as contracted with the professional personnel. Specifically, those fringe benefits are as follows:

A. Payroll Deductions For:

1. United Fund
2. Tax Sheltered Annuities
3. Payroll Savings/Checking
4. Savings Bonds

B. Healthcare Coverage and Prescription Plan

The District must provide written information to all employees regarding all health care programs offered by the District.

The Saucon Valley School District shall make available two PPO plan options for District employees in accordance with the following provisions.

From July 1, 2022 through December 31, 2022:

The PPO Plan 1 whose plan design is attached at Appendix "C" to this Agreement shall be made available with employees contributing 10% of the total cost of the annual premium in 2022-2023.

The PPO Plan 2 whose plan design is attached at Appendix "C" to this Agreement shall be made available with employees contributing 3% of the total cost of the annual premium in 2022-2023.

For all employees hired on or after July 1, 2021, the only plan available to participate in shall be the PPO Plan 2.

Effective January 1, 2023,

The PPO Plan 1 (Option 1) whose plan design is attached at Appendix "D" to this Agreement shall be made available with employees contributing 11% of the total cost of the annual premium in 2022-2023; 12% of the total cost of the annual premium in 2023-2024; and 13% of the total cost of the annual premium in 2024-2025.

The PPO Plan 2 (Option 2) whose plan design is attached at Appendix “D” to this Agreement shall be made available with employees contributing 3% of the total cost of the annual premium in 2022-2023; 4% of the total cost of the annual premium in 2023-2024; and 5% of the total cost of the annual premium in 2024-2025.

Notwithstanding the contributions listed above, to the extent the total employee costs to annual premiums change under the Saucon Valley Educational Support Professionals contract, those changes shall be reflected herein

The total cost of the annual premium shall be the equivalent of the COBRA amounts in a given year without the administrative fees for the plan and level of healthcare elected by the employee.

For the 2022-2023, 2023-2024 and 2024-2025 school years, in the event the healthcare changes for the Saucon Valley Educational Support Professionals are better than what are provided herein, that plan shall be effective for this group. Healthcare shall include, but not be limited to premium contributions to healthcare and prescription drug plans and co-pay, plan designs and co-pays, deductibles, in-network and out of network coverages, vision and dental premiums, co-pays, etc.

Prescription Drug Plan and Contributions

From July 1, 2022 through December 31, 2022, see Appendix “C” which outlines the contributions for the prescription drug plan.

Effective January 1, 2023, see Appendix “D” which outlines the contributions for the prescription drug plan.

Restricted Generic Substitution: If a generic is available and the member wants a brand, the member will pay the brand (either preferred or non-preferred) copay plus the difference in the cost between generic and brand. However, if the member’s doctor writes the script for "dispense as written" (DAW) then the patient only pays the preferred or non-preferred brand copay.

(a) **Section 125 Plan**

Establish a voluntary individual Spending Account for **Medical Care and Dependent Care**.

(b) **Cost-Containment Provisions**: The following provisions have been agreed to for the purpose of assisting the District in containing the cost of providing medical benefits to its employees and limiting the future increases in those costs.

(1) Full-time employees who are enrolled in family coverage under the District’s medical plan and who are willing to discontinue that coverage at the start of any school year shall receive a one-time bonus payment of \$1,000 at the time of such discontinuance in consideration of the cost savings to the District. New employees

eligible for enrollment in family coverage and who are willing to forego such coverage shall also be eligible for the bonus payment. To be eligible for the bonus payment, the dis-enrollment must be for a minimum of one (1) year. If such employees later wish to re-enroll in a District-paid medical plan they may do so under the condition that they contribute twenty-five percent (25%) of the total cost of the COBRA rate for the first twelve (12) months of their re-enrollment.

An employee who has re-enrolled and made the contribution for one (1) year becomes eligible to again discontinue coverage and receive an additional \$1,000 at the time of discontinuance. In the event an employee enrolled in single coverage is willing to discontinue that coverage under the terms similar to the above, a proportionate bonus payment based on the relative premium costs will be made. Employees receiving a bonus who terminate employment with the District in less than one (1) year shall have deducted from final salary payments a pro rata portion of the bonus.

(2) Employees who must re-enroll or newly enroll in the District's medical plan prior to a full year of dis-enrollment due to loss of alternative medical coverage or other emergency circumstances may do so, subject only to limitations imposed by the medical insurance plan or carrier, and provided that the employee shall return to the District the pro rata portion of the bonus payment corresponding to the balance of the original year of dis-enrollment.

(3) Because the purpose of the bonus payment is cost containment, employees will not be permitted to upgrade their medical coverage to family coverage at District expense for the purpose of subsequently discontinuing that coverage to receive a bonus payment. Any employee who commences family coverage on or after September 1, 1991 and who subsequently seeks a bonus payment for discontinuing that coverage shall not automatically be entitled to the bonus but shall have the burden of proving a bona fide change in circumstances subsequent to the upgrade which justifies the discontinuance.

Precise terms and conditions of all group insurance benefits shall be described by the master plan or master contract issued by the carrier.

(c) **Excise Tax Language.**

During the term of this Plan, or at any time after its expiration date until such time as a new Plan is implemented, should the premium for any medical plan (in combination with the prescription plan and any Board-provided flexible spending accounts) offered pursuant to the Plan exceed the threshold amounts as stated in the Patient Protection and Affordable Care Act (or any applicable federal or state legislation enacted hereinafter) so as to subject the medical plan or plans to excise taxes, taxes, or penalties as the result of the combined plans exceeding the thresholds, the issue will be addressed as follows:

(1) The District shall notify the Act 93 Employees that the health benefit plan or plans that are offered pursuant to the Plan will be subject or will likely be subject to the above-referenced tax or fee;

(2) Employees who are enrolled in a health benefit plan or plans that are offered pursuant to this Plan that will be subject to the above-referenced tax or fee will be entitled to receive the richest plan offered by the District that would not be subject to the tax or the fee. Existing Employee premium share shall apply on the same basis as the premium share defined for those plans currently in place covered by this Plan.

(3) If all of the health benefit plans offered by the District would be subject to the tax or the fee, the District shall notify the Act 93 Employees that the health benefit plan or plans that are offered pursuant to this Plan will be subject to the above-referenced tax or fee and what it intends to do to eliminate the tax or fee;

(4) The Act 93 Employees will have up to 30 calendar days from the date of such notice to meet and discuss with the Board on addressing the issue of health benefit plan design changes or increased premium share;

(5) If the Board elects to adopt any of the suggestions made by the Act 93 Employees during this 30-day time period, that adoption shall become part of the Plan and will supersede any inconsistent provisions.

(6) If the Board does not adopt any of the Act 93 Employees' suggestions within the 30 calendar day period referenced in subsection 4., all Employees enrolled in the health benefit plan or plans subject to the tax or fee shall no longer be entitled to remain in the health benefit plan or plans that are subject to the tax or fee and would be entitled to receive the richest plan offered by the exchange/marketplace that would not be subject to the tax or fee. Notwithstanding the foregoing, existing Employee premium share shall apply on the same basis as the least rich eliminated health benefit plan.

(d) **Spousal Coordination of Benefits**

Effective for all Employees in the 2020-2021 school year and each subsequent year thereafter, spousal coverage under the District healthcare program shall be extended to an employee's spouse only in the event the Employee's spouse's employer does not provide healthcare insurance.

C. Dental Coverage

The District shall purchase the Dental Service Plan of Delta Dental of Pennsylvania for each Administrator and his/her family. Coverage for spouses shall not be available if a spouse is eligible for dental coverage on his/her employer's plan. Maximum of \$2000.00 per year as per the Professional contract. Administrators plan will be same dental plan as provided to the Saucon Valley Education Association members under their Collective Bargaining Agreement.

The District retains the right to select insurance carriers for other dental insurance programs pursuant to its own policy and/or any mutuality of agreement existing between the District and its Administrators.

D. Vision Care

Administrators shall be entitled to participate in a vision care plan, if any, provided to the professional employees of the Saucon Valley Education Association under the Collective Bargaining Agreement. This provision is subject to change to the extent such coverage changes under the Collective Bargaining Agreement with the teachers. Spouses of administrators shall only be eligible under this section if vision care is not otherwise provided by their employer.

E. Retirement Benefits

(1) Saucon Valley School District shall pay to those Administrators retiring from the District, who have been employed in the District for at least ten (10) years, the sum of money provided by applying the following schedule: **UNUSED SICK LEAVE DAYS - \$50.00 per day.** In the event the dollar amount is less than \$1,000 in a payout for the sick days, the money shall be paid directly to the Employee with the appropriate tax withholdings. In the event the dollar amount is more than \$1,000, the money will be placed in a 403(b) account.

(2) In case of the death of any Administrator of the District, the payment provided above shall be made to the estate of the deceased Administrator.

(3) Retirement Healthcare

For a retiring full-time employee who has worked a minimum of ten (10) years in an administrative position in the District and must be 55 years of age at retirement and who provides the Employer with a letter by July 1, 2022 of their intent to retire no later than August 23, 2022, the employer will pay for individual medical insurance and dental benefits, not to include vision insurance, until the age of 65 or for a maximum of six (6) years following the date of retirement, whichever is sooner. If this age requirement is declared to be in violation of ADEA by any court of competent jurisdiction, the parties agree that the age requirement shall become null and void and shall immediately be replaced by the phrase "for six (6) years following the date of retirement". Payment to be made by the District for the term of this obligation shall be limited to the monthly premium rates in effect for the year in which the employee elects to retire. The retired administrator may continue to pay for spouse or family benefits at their own expense if an administrator has not reached the age of Medicare benefits eligibility at the end of the six-year time frame, he/she has the option to contribute the full monthly premium for medical and/or dental coverage at their own expense. Employees shall be obligated to pay a co-pay of \$100.00 per month for health insurance coverage. This co-pay and any additional monthly amounts resulting from any premium increase and payments due to spousal insurance shall be paid to the business office on or before the tenth of the month preceding the month that the premium is due. Failure of the retired employee to pay additional amounts due will result in immediate and permanent termination of the health insurance coverage. This provision will sunset on August 23, 2022. Any Employee who retires after August 23, 2022 will not be entitled to this retirement benefit.

Administrators will be offered Class A - \$10,000 Flat Life Insurance. Benefits would be reduced 35% at age 65 and 50% of the benefit at age 70.

Payments to be made by the District for the term of this obligation shall be limited to the monthly premium rates in effect for the year in which the employee elects to retire. The employee may also purchase health insurance coverage for his/her spouse at the District group rate upon notifying the District of such an election and paying the first month's premium to the Business Manager one (1) month prior to the employee's date of retirement.

The District shall be entitled to any contribution received by the retiree from the Commonwealth of Pennsylvania toward payment of its obligation unless the employee needs such contribution to avoid a co-payment. Additional monthly amounts resulting from any premium increase and payments due for spousal insurance shall be paid by the retired employee to the Business Manager on or before the tenth (10th) of the month preceding the month that the premium is due. Notice of any premium increase will be provided to the retired employee at his/her last known address indicated in the District's records, as furnished by the retiring employee. Failure of the retired employee to pay any additional amounts due will result in the immediate and permanent termination of health insurance coverage.

In lieu of receiving contributions toward the purchase of health insurance as listed above, an employee shall have the right to elect a retirement bonus of the current cost of the District's obligation to provide health care payments, provided that such a bonus election shall be made within 30 days of retirement and shall not exceed \$10,000. Accordingly, if an employee opts out of the benefit above, whatever costs would have been the obligation of the District under the benefit above, the District would payout that obligation, not to exceed \$10,000 per year. These early retirement bonus installments will be made to the retiree on July 1 of each year following retirement until the District's retirement obligation is discharged. The bonus installment funds shall be deposited exclusively into an employer sponsored 403(B) plan.

Eligibility Requirements

- a. The individual must be an Administrator with the Saucon Valley School District on the date on which retirement is elected.
- b. The Administrator must be 55 years of age or older and have been employed by the District for a period of fifteen (15) years, or for ten (10) years in an administrative position in the district.
- c. The Administrator must notify the District of his/her intention to retire in writing no less than six (6) months prior to the retirement date. (Example: no later than December 31 of the year preceding the anticipated date of retirement, said date of retirement to be scheduled for June 30.)

Limitation:

There is no limitation on the number of Administrators to be retired in any one year.

F. Insurance

(a) **Income Protection** – The Saucon Valley School District shall provide for each eligible Administrator an integrated health benefit based on the applicable time period noted below in this paragraph and an income protection plan. The income protection plan shall provide for an income of fifty percent (50%) of the then current monthly income to a maximum of \$4,000.00 per month of said employee and shall be integrated with any disability retirement or social security benefits the staff is receiving so that the Plan's obligation is reduced by the level of such benefits, each for a period of one year in the instance of a disabling illness or for a period of four years in the instance of a work related accidental disabling injury. Benefits to begin at the end of the 30th consecutive day of sickness, or at the exhaustion of sick leave, whichever shall later occur.

(b) **Group Life, Accidental Death and Disability Policy** – The Saucon Valley School District shall purchase and provide a group life and accidental death and disability policy in the amount of two times the Administrator's annual base salary payable to the beneficiary named by the insured in the event of the Administrator's death during the term of this Plan. The amount payable shall be rounded off to the nearest thousand.

(c) **Life Insurance Benefits** – The Administrator shall have the right to purchase additional insurance at the term set for them from the same insurance company; and, upon written requests from the employee, the District will deduct premiums from the employee's salary.

G. Leaves of Absence

(a) **Personal Illness**

Each Administrator shall earn twelve (12) days of personal illness leave per school year. This leave shall be cumulative and usable during any year and is available for illness or accident except in other remunerative work. A physician's certificate may be required at the discretion of the Superintendent and partial day absences are chargeable. The same provisions as above are available for illness in the immediate family and are charged to sick leave, however an employee may only use up to twelve (12) sick days per year for leave under this provision for immediate family members, which shall be defined in this section as Parent, Spouse or Child.

(b) **Bereavement**

Absence for the death in the immediate family is allowable for a maximum of four (4) days. The first three (3) of those days must be consecutive and shall start on the date that immediately follows the death in question.

The fourth day available may be reserved for a date in which memorial services and/or observations are to take place involving the deceased immediate family member. In the event the employee requests to take the fourth day non-consecutively with the first three, the Administration reserves the right to request information from the employee demonstrating why the fourth date needs to be taken at a different time.

In extraordinary circumstances in which travel or some other unusual event has or will occur regarding the observance/memorial services, the Administration, at its discretion, may allow the third and fourth days to be taken at a different time from the first two days of bereavement leave.

On the date of death, an employee may use a sick or personal day if they have one available, and the death occurred before the start of the work day. In the event the death occurs on a non-work day, this provision shall not be applicable.,

Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, grandchild, or near relative who resides in the same household or any person with whom the employee has made his home.

For a near relative, one (1) day is allowed. A near relative shall be defined as a first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, or sister-in-law.

(c) **Professional Absence**

Attendance at professional meetings within budgetary allowance will be granted with the permission of the immediate supervisor and the Superintendent.

(d) **Sabbatical Leave**

Sabbatical leaves will be granted to certificated professional employees in accordance with applicable law and regulations provided that the Administrator gives six (6) months prior notice unless health reasons do not so permit.

(e) **Child-Bearing/Child-Rearing Leave**

Child-bearing and child-rearing leaves of absences, without pay, shall be granted in accordance with Board policy and the Family and Medical Leave Act.

(f) **Military Leave**

Military leave shall be granted in accordance with State and Federal law and regulations, including Sections 1176 through 1181 of the Public School Code of 1949, as amended.

(g) **Personal Days**

Administrators shall be entitled to three (3) personal days per school year. Such personal days may be taken on the day prior to, or the day subsequent to, a holiday or vacation period with two (2) weeks' notice. Requests through the staff portal must be made to immediate Supervisor at least three (3) calendar days prior to such "personal days" requested by said Administrator except where the granting of such request will have a disruptive effect on the education program for the day. Such personal days leave shall be non-cumulative from year to year. At the end of each school year, unused "personal days" shall accumulate as sick leave.

(h) **Family and Medical Leave**

Family and Medical Leave shall be granted in accordance with Board Policy and the Federal Family and Medical Leave Act. FMLA will run concurrently with all leaves but the employee may opt to use up to 10 sick days prior to the concurrent use of FMLA. The District utilizes a rolling year methodology for purposes of leave eligibility.

H. Vacation and Paid Holidays

All twelve month employees will receive twenty (20) paid vacation days per year. Administrators will be eligible for 25 days per year after 15 continuous years of service in the district.

Employees hired on or after July 1, 2016 shall be awarded 25 vacation days after 15 continuous years of administrative service in the district under the Act 93 Agreement. The preceding sentence shall be applicable to any position added to the Act 93 Agreement after July 1, 2016.

New employees hired after ratification of this Compensation Plan shall only be eligible for twenty (20) paid vacation days per year. New hires will not be eligible for any additional vacation days after fifteen (15) continuous years of administrative service.

At the option of the Administrator, unused vacation days can be transferred into sick days in the final year before retirement.

All Administrators are expected to take their vacation during the school year it was earned. Not more than fifteen (15) vacation days may be carried over into any one

following school year. Administrators will be allowed to take vacation until the end of July of the year in which the vacation was earned.

Both Administrators may not take vacation days at the same time that the buildings need to be covered.

Upon hire, the employee will receive 20 days of vacation, if the employee commences work between July 1 and June 30, vacation shall be determined in the following manner:

The number of weeks worked prior to July 1 is divided by 52 to calculate the percentage of twenty (20) days to which the employee is entitled. This percentage multiplied by twenty (20) days equals the number of days' vacation to which the employee becomes entitled on July 1. This calculation will be performed only one- time for an employee, after which vacation entitlement will be on a full-year basis.

The same formula applies if the person leaves employment prior to working a full year to prorate days earned.

All Administrators will be entitled to the following paid holidays within the term of their employment:

Day before New Year's Day	Independence Day
New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day
President's Day	Day after Thanksgiving
Good Friday	Day before Christmas
Easter Monday	Christmas Day
Memorial Day	Day after Christmas

In addition to the above holidays, Administrators may use a vacation or personal day if they choose not to report to work when schools are closed due to inclement weather (not to exceed 4 days) but told to report at a designated time. If asked to report prior to 12 noon a whole day would need to be taken, if asked to report after 12 noon a ½ day would be utilized. If school is in session on Easter Monday, such employees as are required to work on those days shall be given compensatory time off. Offices are open Friday before Labor Day. Administrators whose position requires them to work on any of the above paid holidays due to events, activities, meetings, or professional obligations shall be given compensatory time off in exchange for that day.

I. Professional Development, Memberships Affiliations

(a) Each Administrator will be reimbursed 100% of Professional Development, Membership/Affiliations Expenses as approved by the Superintendent.

(b) Professional Development/Growth Expenses eligible for reimbursement include professional memberships related to curriculum, scholarship, subject area, professional subscriptions, and graduate-level textbooks.

(c) A one-half percent (0.5%) **stipend** above annual salary will be awarded for every six (6) graduate credits earned during the term of this Plan.

Any administrator in receipt of a stipend under this section must fulfill two years of service with the District after receipt of the stipend or be required to pay back the stipend to the District.

J. Reimbursement for Tuition

Effective upon ratification of this Plan, for Administrators who are not deemed professional employees under the Public School Code, such Administrators' shall be eligible for post graduate tuition credits reimbursement at a rate not to exceed \$ 260.00 per credit up to the first Masters; \$ 160.00 per credit beyond the Masters Level with no reimbursement to exceed 50% of the cost per credit..

For Administrators who are deemed professional employees under the Public School Code, such Administrators shall be eligible for post graduate tuition reimbursement at the East Stroudsburg tuition rate.

In the event any administrator is currently enrolled in an approved class and/or program at the time of ratification of this plan, such class and/or program may be reimbursed at the rate in the previous Compensation Plan.

The following guidelines apply to all tuition reimbursement for Administrators. Administrators must be employees of the Saucon Valley School District at the time of enrollment and at the time of completion of the course.

(a) Administrators must submit a formal request to the Superintendent no later than sixty days (60) immediately prior to the commencement of the course. The Superintendent shall approve coursework deemed directly relevant to the current position held by the Administrator and coursework that addresses administrative needs of the District.

(b) The graduate work to be pursued must be approved by the Superintendent. Approved courses will be in the employee's field or in an area of District priorities.

(c) Grade must be a "B" or better to qualify for reimbursement.

(d) Administrators must, within 60 days after successful completion of the course, submit to the Superintendent receipted bills or a canceled check showing payment and a Grade Report showing successful completion of the course.

(e) Any administrator in receipt of tuition payments under this section must fulfill two years of service with the District after receipt of any payments under this section or be required to pay back the reimbursement provided by the District.”

K. Mileage Reimbursement

Mileage reimbursement for travel shall be based on the prevailing Internal Revenue Service rate.

**APPENDIX B
COMPENSATION PLAN**

I. SALARIES – PAYMENT OF

Salaries for twelve (12)-month positions will be paid on a fiscal year basis, beginning July 1 and ending June 30.

All Administrative employees of the Saucon Valley School District shall be placed on a twelve-month basis of pay, with pays being issued bi-weekly. The pay periods shall be twenty-six (26) or twenty-seven (27) per year. All pay checks, and/or information regarding salary, shall be enclosed in individual envelopes. Direct deposit of paychecks shall be required for all employees. The contract salary will be paid in full by the first (1st) pay of the following fiscal year. The term “school year” as used in this document when applied to twelve (12)-month employees shall be from July 1 through June 30.

Salary Increases:

2022-2023 2.0% of pool money based on the total payroll of the group shall be established in which said total pool of money may be distributed at the discretion of the Superintendent and approved by the Board. Superintendent consideration for compensation increases may be based on an individual’s performance evaluation as well as other indicators of performance as determined by the Superintendent.

During 2022-2023, Employees shall receive a \$500 bonus off the scale and not PSERS eligible.

2023-2024 2.0% of pool money based on the total payroll of the group shall be established in which said total pool of money may be distributed at the discretion of the Superintendent and approved by the Board. Superintendent consideration for compensation increases may be based on an individual’s performance evaluation as well as other indicators of performance as determined by the Superintendent.

2024-2025 2.0% of pool money based on the total payroll of the group shall be established in which said total pool of money may be distributed at the discretion of the Superintendent and approved by the Board. Superintendent consideration for compensation increases may be based on an individual’s performance evaluation as well as other indicators of performance as determined by the Superintendent.

403(b) CONTRIBUTION:

The Superintendent shall utilize the PDE forms as approved under Section 11-1123 of the School Code, which may change from time to time, to determine contributions for professional employees under this part. For non-certificated employees

in this plan, the Superintendent shall utilize a rubric developed within the District to consider 403(b) contributions under this part.

Certificated Professional Employees:

Needs Improvement in 1 or more domains: 0% Contribution of employee's annual salary

Proficient overall rating: 1.0% Contribution of employee's annual salary

Distinguished overall: 2.0% Contribution of employee's annual salary

Non-Certificated Employees:

Needs improvement in 1 or more domains: 0% Contribution of employee's annual salary

Meets Expectations and Satisfactory overall rating: 1.0% Contribution of employee's annual salary

Commendable overall rating: 2.0% Contribution of employee's annual salary.

Complaint Procedure – Non-Contract/ Meet and Discuss Related Issues

Purpose:

The purpose of this procedure is to discuss, voice, explain any differences that should arise between employees, group of employees or an employee and supervisor. This procedure ensures that a prompt efficient method so that the issue may be addressed and that there shall be resolution to the concern. Any issue that is thought to be in need of discussion should be placed in writing to clarify the issue, time frame of the concern, and the persons involved.

Procedure:

1. Try to address the concern at the lowest possible level of either employee to employee or employee to your immediate supervisor.
 - a. Custodial: employee, head custodian, Supervisor, Business Manager, Superintendent, School Board.
 - b. Maintenance/Building and Grounds/Transportation: employee, Supervisor, Business Manager, Superintendent, School Board.
 - c. Secretaries/Clerical: employee, building administrator, Assistant Superintendent, Superintendent, School Board.
 - d. Cafeteria: employee, head cook at building kitchen, K-12 coordinator, Business Manager, Superintendent, School Board.
 - e. District office: employee, Assistant superintendent, Superintendent, School Board.
 - f. Business personnel: employee, Business Manager, Superintendent, School Board.

Document all meetings and attempts to resolve the issue during each step that you take in the process. This documentation will assist the next person reviewing the concern so that they may follow what attempts were made to address the issue and who has been involved and why it has not been resolved at that level.

2. A meeting should be held at the first level within 10 days of the infraction or concern.
3. Moving to the next step in the chain of command should happen in a timely manner so that the issue can be addressed. No more than 10 days should pass between each level.
4. An individual employee or a group may address an issue.
5. If the employee or the group has an issue with their immediate supervisor, then they should address their issue with the next up on the chain of command.

6. Issues will be discussed and when resolution is met the decision and the conversation will be documented in writing and all members in attendance will receive a copy of the outcome of the meeting.
7. Resolution does not mean that the issue is settled in favor of any one person over the other but is defined as:
 - the concern was discussed,
 - was presented to the appropriate persons,
 - all parties are aware of the issue,
 - adjustments, changes, management parameters discussed
 - issue is clarified
 - issue is resolved and documented.
8. A person or group may return with the same issue if not corrected.

APPENDIX C: HEALTHCARE PLAN DESIGNS 7/1/2022 to 12/31/2022

Benefits	Plan 1 - Changes to the plan as of 2021-22 school year		Plan 1 - Changes to the plan as of 2022-23 school year		Plan 2 - Available to employees as of 2021-22 and only plan option for new hires after July 1, 2021	
Medical:	PPO		PPO		PPO	
	In Network	Out of Network	In Network	Out of Network	In Network	Out of Network
Deductible: In network	\$500 / \$1000	\$0	\$500 / \$1000		\$750 / \$1500 / \$2250	
Out of Network	\$0	\$500 / \$1000		\$500 / \$1000		\$1500 / \$3000 / \$4500
PCP Copay:	\$20	20% after ded	\$20	20% after ded	\$25	20% after ded
Specialist Copay:	\$40	20% after ded	\$40	20% after ded	\$50	20% after ded
Urgent Care Copay:	\$50	20% after ded	\$50	20% after ded	\$75	20% after ded
ER Copay: Waived if admitted from ER.	\$100	20% after ded	\$100	20% after ded	\$150	20% after ded
Inpatient Hospital Stays	\$0	20% after ded	\$0	20% after ded	\$200 copay per admission	20% after ded
Diagnostic Testing	100% after ded	20% after ded	100% after ded	20% after ded	100% after ded	20% after ded
Hi Tech Imaging Copay (EX: MM, CT):	100% after ded	20% after ded	100% after ded	20% after ded	\$75 copay after ded	20% after ded
Outpatient Surgery Facility	\$0	20% after ded	\$0	20% after ded	\$50	20% after ded
PT - Unlimited; ST, OT - 10 visits	\$40	20% after ded	\$40	20% after ded	\$50	20% after ded
Chiropractic Copay - unlimited	\$40	20% after ded	\$40	20% after ded	\$50	20% after ded
Private Duty Nursing:	100% after ded	20% after ded	100% after ded	20% after ded	100% after ded	20% after ded
RX: (Copays)						
Retail: Tier 1:	\$10		\$10		\$20	No Benefits Available
Tier 2:	\$25		\$30		\$40	
Tier 3:	\$50		\$60		\$80	
Mail Order: Tier 1:	\$20	Not covered	\$20	No Benefits Available	\$40	
Tier 2:	\$60		\$60		\$80	
Tier 3:	\$120		\$120		\$160	

APPENDIX D: HEALTHCARE PLAN DESIGNS – EFFECTIVE JANUARY 1, 2023

Saucon Valley School District

Proposed Plan Option 1

GROUP 1 ONLY (Act 93)

Benefit Plan Options for Current \$500 Deductible Plan

	PPO \$500 PLAN - Current Plan		PPO \$500 - Option 1	
Medical:	PPO		PPO	
	In network	Out of Network	In Network	Out of Network
Deductible: In network (PPO - Capital Blue Cross)	\$500 / \$1000		\$750 / \$1500	
Out of Network (PPO - Capital Blue Cross)		\$500 / \$1000		\$1200 / \$2400
Out of Pocket: In network (PPO - Medical & RX)	\$8550 / \$17,100		\$8700 / \$17400	
Out of Pocket (PPO - Medical & RX)		\$8550 / \$17100		unlimited
Preventative Services	\$0	20%	\$0	20%
PCP Copay:	\$20	20% after ded	\$30	20% after ded
Specialist Copay:	\$40	20% after ded	\$60	20% after ded
Urgent Care Copay:	\$50	20% after ded	\$100	20% after ded
ER Copay: Waived if admitted from ER	\$100		\$150	
Inpatient Hospital Stays; copay waived if admitted	\$0 after ded	20% after ded	\$150 after ded	20% after ded
Diagnostic Testing	\$0 after ded	20% after ded	\$60 after ded	20% after ded
Hi Tech Imaging Copay (EX: MRI, CT):	\$0 after ded	20% after ded	\$60 after ded	20% after ded
Outpatient Surgery Facility	\$0 after ded	20% after ded	\$100 after ded	20% after ded
Outpatient Ambulatory Surgery Center	\$0 after ded	Not Covered	\$150 after ded	20% after ded
PT - Unlimited; ST, OT - 10 visits	\$40	20% after ded	\$60	20% after ded
Chiropractic Copay - unlimited	\$40	20% after ded	\$60	20% after ded
MH Inpatient Services	\$0 after ded	20% prof; 50% facility after ded	\$150 after ded	20% after ded
MH Outpatient Services	\$20	20% prof; 50% facility after ded	\$30	20% after ded
SA Inpatient Services	\$0 after ded	20% prof; 50% facility after ded	\$150 after ded	20% after ded
SA Outpatient Services	\$0	20% prof; 50% facility after ded	\$30	20% after ded
RX:				
Retail: Tier 1:	\$10	Not covered	\$20	Not Covered
Tier 2:	\$25		\$40	
Tier 3:	\$50		\$80	
Mail Order: Tier 1:	\$25		\$50	
Tier 2:	\$60		\$100	
Tier 3:	\$120		\$200	

Saucon Valley School District

PROPOSED PLAN OPTION 2

Group 1 Only (Act 93)

Proposed Benefit Plan Options for Current \$750 Deductible Plan

	PPO \$750 PLAN - Current Plan		PPO \$750 - Option 1	
Medical:	PPO		PPO	
	In network	Out of Network	In Network	Out of Network
Deductible: In network (PPO - Capital Blue Cross)	\$750 / \$1500 / \$2250		\$1000 / \$2000 / \$3000	
Out of Network (PPO - Capital Blue Cross)		\$1500 / \$3000 / \$4500		\$2000 / \$4000 / \$6000
Out of Pocket: In network (PPO - Medical & RX)	\$8150 / \$16300 / \$16300		\$8700 / \$17400 / \$17400	
Out of Pocket (PPO - Medical & RX)		\$8150 / \$16300 / \$16300		unlimited
Preventative Services	\$0	20%	\$0	20%
PCP Copay:	\$25	20% after ded	\$30	20% after ded
Specialist Copay:	\$50	20% after ded	\$60	20% after ded
Urgent Care Copay:	\$75	20% after ded	\$100	20% after ded
ER Copay: Waived if admitted from ER	\$150		\$150	
Inpatient Hospital Stays; copay waived if admitted	\$200 after ded	20% after ded	\$150 after ded	20% after ded
Diagnostic Testing	\$0 after ded	20% after ded	\$60 after ded	20% after ded
Hi Tech Imaging Copay (EX: MRI, CT):	\$75 after ded	20% after ded	\$60 after ded	20% after ded
Outpatient Surgery Facility	\$30	20% after ded	\$100 after ded	20% after ded
Outpatient Ambulatory Surgery Center	\$30	Not Covered	\$150 after ded	20% after ded
PT - Unlimited; ST, OT - 10 visits	\$50	20% after ded	\$60	20% after ded
Chiropractic Copay - unlimited	\$50	20% after ded	\$60	20% after ded
MH Inpatient Services	\$200	20% prof; 50% facility after ded	\$150 after ded	20% after ded
MH Outpatient Services	\$50	20% prof; 50% facility after ded	\$30	20% after ded
SA Inpatient Services	\$200	20% prof; 50% facility after ded	\$150 after ded	20% after ded
SA Outpatient Services	\$0	20% prof; 50% facility after ded	\$30	20% after ded
RX:				
Retail: Tier 1:	\$20	Not covered	\$20	Not Covered
Tier 2:	\$40		\$40	
Tier 3:	\$80		\$80	
Mail Order: Tier 1:	\$40		\$50	
Tier 2:	\$80		\$100	
Tier 3:	\$160		\$200	

Saucon Valley School District
Hellertown, PA

Compensation and Benefits Plan

BOARD OF SCHOOL DIRECTORS

and the

ADMINISTRATIVE ASSISTANTS AND CLERICAL PERSONNEL

Effective

July 1, 2022 – June 30, 2025

Compensation and Benefits Plan
 BOARD OF SCHOOL DIRECTORS
 and the
 ADMINISTRATIVE ASSISTANTS AND CLERICAL PERSONNEL
July 1, 2022 – June 30, 2025

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COMPENSATION AND BENEFITS PLAN

I. EFFECTIVE DATE OF PLAN

This plan is effective July 1, 2022 and shall continue until June 30, 2025.

II. COMPENSATION

a. Classification and Salary

See Attached Schedule "A"

All new employees will be evaluated after 30, 60, and 90 days and shall serve a ninety calendar day probationary period without any rights of appeal.

b. Pay Practices and Procedures

All employees of the Saucon Valley School District shall be placed on a twelve (12) month basis of pay, with pays being issued bi-weekly. The pay periods shall be twenty-six (26) or twenty-seven (27) per year. All paychecks, and/or information regarding salary, shall be enclosed in individual envelopes. Direct deposit of paychecks shall be required for all employees.

III. FRINGE BENEFITS

a. Healthcare Coverage and Prescription Plan

1. The Saucon Valley School District shall make available two PPO plan options for District employees in accordance with the following provisions.

From July 1, 2022 through December 31, 2022:

The PPO Plan 1 whose plan design is attached at Appendix "A" to this Agreement shall be made available with employees contributing 10% of the total cost of the annual premium in 2022-2023.

The PPO Plan 2 whose plan design is attached at Appendix "A" to this Agreement shall be made available with employees contributing 3% of the total cost of the annual premium in 2022-2023.

For all employees hired on or after July 1, 2021, the only plan available to participate in shall be the PPO Plan 2.

Effective January 1, 2023,

The PPO Plan 1 (Option 1) whose plan design is attached at Appendix "B" to this Agreement shall be made available with employees contributing 11% of the total cost of the

annual premium in 2022-2023; 12% of the total cost of the annual premium in 2023-2024; and 13% of the total cost of the annual premium in 2024-2025.

The PPO Plan 2 (Option 2) whose plan design is attached at Appendix “B” to this Agreement shall be made available with employees contributing 3% of the total cost of the annual premium in 2022-2023; 4% of the total cost of the annual premium in 2023-2024; and 5% of the total cost of the annual premium in 2024-2025.

Notwithstanding the contributions listed above, to the extent the total employee costs to annual premiums change under the Saucon Valley Educational Support Professionals contract, those changes shall be reflected herein

The total cost of the annual premium shall be the equivalent of the COBRA amounts in a given year without the administrative fees for the plan and level of healthcare elected by the employee.

2. For the 2022-2023, 2023-2024 and 2024-2025 school years, in the event the healthcare changes for the Saucon Valley Educational Support Professionals are better than what are provided herein, that plan shall be effective for this group. Healthcare shall include, but not be limited to, premium contributions to healthcare and prescription drug plans and co-pay, plan designs and co-pays, deductibles, in-network and out of network coverages, vision and dental premiums, co-pays, etc.

Prescription Drug Plan and Contributions

From July 1, 2022 through December 31, 2022, see Appendix “A” which outlines the contributions for the prescription drug plan.

Effective January 1, 2023, see Appendix “B” which outlines the contributions for the prescription drug plan.

3. **Restricted Generic Substitution:** If a generic is available and the member wants a brand, the member will pay the brand (either preferred or non-preferred) co-pay plus the difference in the cost between generic and brand. However, if the member’s doctor writes the script for “dispense as written” (DAW) then the patient only pays the preferred or non-preferred brand co-pay.

4. **Excise Tax language**

During the term of this Plan, or at any time after its expiration date until such time as a new Plan is implemented, should the premium for any medical plan (in combination with the prescription plan and any Board-provided flexible spending accounts) offered pursuant to the Plan exceed the threshold amounts as stated in the Patient Protection and Affordable Care Act (or any applicable federal or state legislation enacted hereinafter) so as to subject the medical plan or plans to excise taxes, taxes, or penalties as the result of the combined plans exceeding the thresholds, the issue will be addressed as follows:

a) The District shall notify the Administrative Assistants and Clerical

Employees that the health benefit plan or plans that are offered pursuant to the Plan will be subject or will likely be subject to the above-referenced tax or fee;

b) Employees who are enrolled in a health benefit plan or plans that are offered pursuant to this Plan that will be subject to the above-referenced tax or fee will be entitled to receive the richest plan offered by the District that would not be subject to the tax or the fee. Existing Employee premium share shall apply on the same basis as the premium share defined for those plans currently in place covered by this Plan.

c) If all of the health benefit plans offered by the District would be subject to the tax or the fee, the District shall notify the Secretaries that the health benefit plan or plans that are offered pursuant to this Plan will be subject to the above-referenced tax or fee and what it intends to do to eliminate the tax or fee;

d) The Administrative Assistants and Clerical Employees will have up to 30 calendar days from the date of such notice to meet and discuss with the Board on addressing the issue of health benefit plan design changes or increased premium share;

e) If the Board elects to adopt any of the suggestions made by the Administrative Assistants and Clerical Employees during this 30 day time period, that adoption shall become part of the Plan and will supersede any inconsistent provisions.

f) If the Board does not adopt any of the Administrative Assistants and Clerical Employees' suggestions within the 30 calendar day period referenced in subsection d., all Employees enrolled in the health benefit plan or plans subject to the tax or fee shall no longer be entitled to remain in the health benefit plan or plans that are subject to the tax or fee and would be entitled to receive the richest plan offered by the exchange/marketplace that would not be subject to the tax or fee. Notwithstanding the foregoing, existing Employee premium share shall apply on the same basis as the least rich eliminated health benefit plan.

5. Spousal Coordination of Benefits

Effective for all Employees in the 2020-2021 school year and each subsequent year thereafter, spousal coverage under the District healthcare program shall be extended to an employee's spouse only in the event the Employee's spouse's employer does not provide healthcare insurance.

b. Dental

The District shall purchase the Dental Service Plan of Delta Dental of Pennsylvania or another similar provider for each Administrator and his/her family. Coverage for spouses shall not be available if a spouse is eligible for dental coverage on his/her employer's plan. Maximum of \$2000.00 per year as per the Professional contract. Employees' plan will be same dental plan as provided to the Saucon Valley Education Association members under their Collective Bargaining Agreement.

The District retains the right to select insurance carriers for other dental insurance programs pursuant to its own policy and/or any mutuality of agreement existing between the District and its employees.

c. Vision

Employees shall be entitled to participate in a vision care plan, if any, provided to the professional employees of the Saucon Valley Education Association under the Collective Bargaining Agreement. This provision is subject to change to the extent such coverage changes under the Collective Bargaining Agreement with the teachers. Spouses of employees shall only be eligible under this section if vision care is not otherwise provided by their employer.

d. Income Protection

The Saucon Valley School District shall provide for each full-time employee an integrated income protection plan. This benefit shall provide for an income of sixty six and two-thirds percent (66-2/3%) of the then current monthly income of said employee (not to exceed sixty-six and two thirds percent of the month salary of an AA5 employee), and shall be integrated with any disability retirement or social security benefits the staff is receiving so that the Plan's obligation is reduced by the level of such benefits and for health benefits (as defined elsewhere in this Plan), each for a period of one year in the instance of a disabling illness or for a period of four years in the instance of a work related accidental disabling injury. Benefits to begin at the end of the 30th consecutive day of sickness, or at the exhaustion of sick leave, whichever shall later occur. Employees will be responsible for payment of their premium share while out on leave.

e. Group Life Insurance

The Saucon Valley School District shall purchase and provide a group life insurance policy payable in the following amounts to the beneficiary named by the insured in the event of insured's death during the term of this Plan. Insurance for personnel making more than the designated amount will receive insurance equal to one time their salary.

2022-2023 through 2024-2025 - \$45,000

f. Sick Day Payout and Death Benefit

To the extent permitted by law, the estate of any administrative assistant/clerical employee of the Saucon Valley School District who dies in service, shall be paid a sick day payout in an amount equivalent to that afforded in Section III.h.1 below. All restrictions and limitations found in Section XV above shall apply to this section.

g. Tuition Reimbursement

1. The Saucon Valley School District will reimburse administrative assistants/clerical personnel for work-related courses. Reimbursement for a maximum of twelve (12) credits will be allowed based on the tuition rate at \$260.00 per credit:

2. Administrative Assistants/clerical personnel must be full-time employees of the Saucon Valley School District at the time of enrollment and at the time of reimbursement.

3. The employee must submit a written request to the Superintendent or designee for approval no later than sixty (60) days prior to the course. The only criteria for approval shall be the relevance of the course with respect to work-related improvement.

4. Administrative Assistants/clerical personnel must, within sixty (60) days after successful completion of the course, submit to the supervisor official transcripts along with receipted bills or canceled checks showing payment. Payment of the applicable reimbursement shall be made no later than sixty (60) days after the approval is submitted to the Business Office for payment.

h. Retirement Benefits

1. For employees who have been employed in the school district for at least ten (10) years, unused accumulated sick leave will be recompensed into an employee established 403(b) plan at the rate of thirty dollars (\$30.00) per day accumulated, upon retirement from employment within the Saucon Valley School District. In the event the dollar amount is less than \$1,000 in a payout for the sick days, the money shall be paid directly to the Employee with the appropriate tax withholdings. In the event the dollar amount is more than \$1,000, the money will be placed in a 403(b) account.

a) A retiring employee who has worked a minimum of twenty (20) years in a full time capacity for the district at retirement time and who provides the Employer with a letter by July 1, 2022 of their intent to retire no later than August 23, 2022, will receive from the district paid medical coverage for the employee only. This provision will sunset on August 23, 2022. Any Employee who retires after August 23, 2022 will not be entitled to the retirement benefits outlined herein.

b) The District will pay for individual medical insurance, not to include dental, vision or life insurance coverage, until the age of 65 or for maximum of six (6) years following the date of retirement, whichever is sooner. If this age requirement is declared to be in violation of ADEA by any court of competent jurisdiction, the age requirement shall become null and void and shall immediately be replaced by the phrase "for six (6) years following the date of retirement". Payment to be made by the District for the term of this obligation shall be limited to the monthly premium rates in effect for the year in which the employee elects to retire.

c) The retired employee may continue to pay for spouse or family benefits at their own expense. If an employee has not reached the age of Medicare benefits eligibility at the end of the six-year time frame, he/she has the option to contribute the full monthly premium for medical and/or dental coverage at their own expense. Employees shall be obligated to pay a co-pay of \$100.00 per month for health insurance coverage. This co-pay and any additional monthly amounts resulting from any premium increase and payments due to spousal insurance shall be paid to the District office on or before the tenth of the month preceding the month that the premium is due. Failure of the retired employee to pay additional amounts due will result in immediate and permanent termination of the health insurance coverage.

d) Payment to be made by the District for the term of this obligation shall be limited to the monthly premium rates in effect for the year in which the employee elects to retire.

IV. TIME OFF

a. Paid Leave

1. Vacation – Twelve Month Employees Only –

a) Ten (10) working days after the first full year of employment ending June 30;

b) Fifteen (15) working days after seven (7) consecutive years of employment;

c) Fifteen (15) working days plus one (1) additional day for every full consecutive year of service after ten (10) years, not to exceed twenty (20) working days.

d) Part-time employees' entitlement to leave will be prorated based on the amount of hours worked.

e) If an employee commenced work between July 1 and June 30, his or her vacation shall be determined in the following manner: Number of weeks worked prior to July 1 divided by 52 to calculate the percentage of a year to which the employee is entitled. For twelve-month employees, this percentage multiplied times ten days equals the number of days' vacation to which the employee becomes entitled on July 1. This calculation will be performed only one time for an employee after which vacation entitlement will be on a full-year basis.

f) All administrative assistants/clerical personnel are expected to use their vacation during the benefit year. An employee, may carry over five (5) days for those earning a ten (10) day or more vacation benefit. Carryover vacation must be used in the next benefit year.

g) Upon leaving the District, administrative assistants/clerical personnel shall receive payment for all earned and unused vacation days for the current year, at the current salary rate.

2. Sick Leave

a) Personal Illness Absence

1) In any school year, whenever a twelve (12) month employee is prevented by illness or accidental injury from following his or her occupation, the School District shall pay to said employee for each day of absence the full salary to which the employee may be entitled as if said employee were actually engaged in the performance of duty for a period of twelve (12) days. The same provisions as above are available for illness in the immediate family and are charged to sick leave, however, an employee may only use up to twelve (12) days per

year for leave under this provision for immediate family members, which shall be defined in this section as Parent, Spouse or Child.

Part-time employees' entitlement to leave will be prorated based on the amount of hours worked.

2) Such leave shall be cumulative from year to year and the total number of days accumulated may be used in any year.

3) The Administration reserves the right to require the employee to furnish a certificate from a physician or other practitioner certifying that said employee was unable to perform his or her duties during the period of absence for which compensation is required to be paid under this policy.

4) These days of leave become available to the employee on the date he or she actually begins his or her employment.

5) An absence of one-half (1/2) day or less shall result in one-half (1/2) day absence charge. An absence of more than one-half (1/2) day and not exceeding one (1) full day shall result in a full day absence charge. One-half (1/2) day is defined as three and one-half (3-1/2) hours.

b) Family Illness Absence

1) The same provisions as above are available for illness in the immediate family and are charged to sick leave, however, an employee may only use up to twelve (12) sick days per year for leave under this provision for immediate family members, which shall be defined in this section as Parent, Spouse or Child.

2) The days used for such absence shall be deducted from the employee's accumulated sick leave.

3. Personal Days

a) Full time, employees shall be entitled to three (3) personal days per year without loss of pay. Part-time employees' entitlement to personal days will be prorated based on the amount of hours worked. Such personal days may not be taken on the day prior to, or the day subsequent to, a holiday or vacation period. An exception may be made with a two (2) week written notice and approval by the immediate supervisor. Written request must be made to his/her immediate supervisor at least three (3) calendar days prior to such "personal day(s)" except in case of an emergency. The employee shall inform the supervisor regarding the emergency as soon as possible of his/her absence and the reason for the absence. The immediate supervisor will grant the "personal day(s)" requested by said full time, except where the granting of such request will have a disruptive effect on the administrative operation for that day. Such personal days leave shall be non-cumulative from year to year. At the end of each school year the unused "personal days" shall accumulate as sick leave.

b) Part-time employees' entitlement to personal days will be prorated based on the amount of hours worked.

4. Holidays

Twelve (12) Month Employees

New Year's Day	Memorial Day
Martin Luther King Day	Independence Day
Presidents' Day	Labor Day
Holy Thursday	Thanksgiving Day and the day following
Good Friday	Christmas Day
Easter Monday	

In addition to the holidays, the administrative assistants /clerical staff is off during the Christmas vacation if the District is closed during the Christmas vacation. Effective for the 2020-2021, in the event the District is open during Christmas vacation, administrative assistants/clerical staff will be required to work. An employee may use vacation time during Christmas vacation with approval of their supervisor. If school is in session on any of the paid holidays and such employees are required to work on those days, an equal day shall be given as compensatory time off as arranged with and approved by their supervisor.

5. Bereavement

a) Absence for death in the immediate family is allowable from the date of death for a maximum of four (4) days. The first three (3) of those days must be consecutive and shall start on the date that immediately follows the date of death in question.

The fourth day available may be reserved for a date in which memorial services and/or observations are to take place involving the deceased immediate family member. In the event the employee requests to take the fourth day non-consecutively with the first three, the Administration reserves the right to request information from the employee demonstrating why the fourth date needs to be taken at a different time.

In extraordinary circumstances in which travel or some other unusual event has or will occur regarding the observance/memorial services, the Administration, at its discretion, may allow the third and fourth days to be taken at a different time from the first two days of bereavement leave.

On the date of death, an employee may use a sick or personal day if they have one available, and the death occurred before the start of the work day. In the event the death occurs on a non-work day, this provision shall not be applicable.

b) Immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, grandchild or near relative who resides in the same household, or any person with whom the employee has made his home.

c) For a near relative, one (1) day is allowed. A near relative shall be defined as a first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, or sister-in-law.

6. ***Inclement Weather***

When there is a day that school is canceled for inclement weather offices may be open. Administrative assistants /clerical notification of attendance and time to report to work in the district on those days as well as the time for release during early dismissals will be at the discretion of the Superintendent. Personnel notified to report and not reporting to work on those days that offices are open will need to take a personal or vacation day.

On all days school is called off due to inclement weather, not to exceed four (4) days clerical staff will be notified by the superintendent if and when to report to work. Employees may choose to use a personal or vacation day if they choose not to report.

b. **Unpaid Leave**

1. **Personal Leave**

a) No school employee shall absent himself from duty on account of personal reasons unless he shall have requested and received the permission of the immediate supervisor and the Superintendent for such absence.

2. **Family Medical Leave**

Family and Medical Leave shall be granted in accordance with Board Policy and the Federal Family and Medical Leave Act. FMLA will run concurrently with all leaves but the employee may opt to use up to 10 sick days prior to the concurrent use of FMLA. The District utilizes a rolling year methodology for purposes of leave eligibility.

3. **Childbearing/Childrearing Leave**

All rights and privileges extended by the Saucon Valley School District Board Policy will be applicable to the administrative assistants/clerical group.

V. **POSTING OF VACANCIES**

Should a position in the administrative/clerical staff become vacant, then the District shall post a notice for a period of ten (10) days so as to give the remaining employees an opportunity to apply for said position. However, the Superintendent's and/or the Board's determination as to the best qualified applicant, whether it be a then current employee or a new applicant, shall be final and binding on all the parties.

VI. **PERFORMANCE & DISCIPLINE**

a. **Evaluation Procedure**

One performance evaluation shall be conducted by the employee's supervisor prior to the end of each school year. Administrators may evaluate more than once per year.

b. Complaint Procedure

1. Purpose

The purpose of this procedure is to discuss, voice, explain any differences that should arise between employees, group of employees or an employee and supervisor. This procedure ensures that a prompt efficient method so that the issue may be addressed and that there shall be resolution to the concern. Any issue that is thought to be in need of discussion should be placed in writing to clarify the issue, time frame of the concern, and the persons involved.

2. Procedure

a) Try to address the concern at the lowest possible level of either employee to employee or employee to your immediate supervisor.

1) Administrative Assistants/Clerical: employee, building administrator, Assistant Superintendent, Superintendent, School Board.

Document all meetings and attempts to resolve the issue during each step that you take in the process. This documentation will assist the next person reviewing the concern so that they may follow what attempts were made to address the issue and who has been involved and why it has not been resolved at that level.

b) A meeting should be held at the first level within 10 days of the infraction or concern.

c) Moving to the next step in the chain of command should happen in a timely manner so that the issue can be addressed. No more that 10 days should pass between each level.

d) An individual employee or a group may address an issue.

e) If the employee or the group has an issue with their immediate supervisor then they should address their issue with the next up on the chain of command.

f) Issues will be discussed and when resolution is met the decision and the conversation will be documented in writing and all members in attendance will receive a copy of the outcome of the meeting.

g) Resolution does not mean that the issue is settled in favor of any one person over the other but is defined as:

- 1) the concern was discussed,
- 2) was presented to the appropriate persons,
- 3) all parties are aware of the issue,
- 4) adjustments, changes, management parameters discussed,
- 5) issue is clarified,
- 6) issue is resolved and documented.

(h) A person or group may return with the same issue if not corrected.

VII. **COPIES OF PLAN**

A copy of this Plan will be made available from the Office of the Business Manager to each member of the administrative assistants/clerical staff.

VIII. **REOPENER CLAUSE**

In any year during the term of the Compensation and Benefits Plan, the District reserves the right to reopen the Compensation and Benefits Plan.

SCHEDULE "A"

Administrative Assistants/Clerical Personnel List

AA5 Classification:

Administrative Assistant to the Superintendent
Administrative Assistant to the Assistant Superintendent
Administrative Assistant to Business Manager

AA4 Classification:

Administrative Assistant for Special Education
Administrative Assistant to Asst. High School Principal & Athletic Director
Administrative Assistant to High School Guidance
Administrative Assistant to the Elementary Principal
Administrative Assistant to the High School Principal
Administrative Assistant to the Middle School Principal
Administrative Assistant to the Supervisor of Campus Operations

AA3 Classification:

Administrative Assistant to the Assistant Middle School Principal
Administrative Assistant to the Assistant Elementary Principal

AA2 Classification:

K-12 Attendance Administrative Assistant

Business Office Personnel – Follow AA 4 pay ranges

Personnel Accounts/Payroll
Accounts Payable

The Board of Directors reserves the right to demote any member of this group from one classification to another. Such a demotion may result in a reduction in compensation for an individual who is demoted from a higher classification to a lower classification.

SALARY STRUCTURE

The wage increases will be as follows:

2022-2023 2.0% of pool money based on the total payroll of the group shall be established in which said total pool of money may be distributed at the discretion of the Superintendent and approved by the Board. Superintendent consideration for compensation increases may be based on an individual's performance evaluation as well as other indicators of performance as determined by the Superintendent.

During 2022-2023, Employees shall receive a \$500 bonus off the scale and not PSERS eligible.

2023-2024 2.0% of pool money based on the total payroll of the group shall be established in which said total pool of money may be distributed at the discretion of the Superintendent and approved by the Board. Superintendent consideration for compensation increases may be based on an individual's performance evaluation as well as other indicators of performance as determined by the Superintendent.

2024-2025 2.0% of pool money based on the total payroll of the group shall be established in which said total pool of money may be distributed at the discretion of the Superintendent and approved by the Board. Superintendent consideration for compensation increases may be based on an individual's performance evaluation as well as other indicators of performance as determined by the Superintendent.

The Board reserves the right, at its sole discretion to deviate the starting hourly rate herein for new hires. The starting salary will be increased by 1/3 of the 2% increase. Increase for change in classification will be \$1.00 per hour.

2022-2023		2023-2024		2024-2025	
Starting Hourly		Starting Hourly		Starting Hourly	
AA1	16.58	AA1	16.69	AA1	16.80
AA2	17.35	AA2	17.46	AA2	17.58
AA3	18.25	AA3	18.37	AA3	18.49
AA4	19.30	AA4	19.42	AA4	19.55
AA5	20.48	AA5	20.62	AA5	20.76

APPENDIX A - HEALTHCARE PLAN DESIGNS – 7/1/2022 THROUGH 12/31/2022

Benefits	Plan 1 - Changes to the plan as of 2021-22 school year		Plan 1 - Changes to the plan as of 2022-23 school year		Plan 2 - Available to employees as of 2021-22 and only plan option for new hires after July 1, 2021	
Medical:	PPO		PPO		PPO	
	In Network	Out of Network	In Network	Out of Network	In Network	Out of Network
Deductible: In network	\$500 / \$1000	\$0	\$500 / \$1000		\$750 / \$1500 / \$2250	
Out of Network	\$0	\$500 / \$1000		\$500 / \$1000		\$1500 / \$3000 / \$4500
PCP Copay:	\$20	20% after ded	\$20	20% after ded	\$25	20% after ded
Specialist Copay:	\$40	20% after ded	\$40	20% after ded	\$50	20% after ded
Urgent Care Copay:	\$50	20% after ded	\$50	20% after ded	\$75	20% after ded
ER Copay: Waived if admitted from ER.	\$100	20% after ded	\$100	20% after ded	\$150	20% after ded
Inpatient Hospital Stays	\$0	20% after ded	\$0	20% after ded	\$200 copay per admission	20% after ded
Diagnostic Testing	100% after ded	20% after ded	100% after ded	20% after ded	100% after ded	20% after ded
Hi Tech Imaging Copay (EX: MM, CT):	100% after ded	20% after ded	100% after ded	20% after ded	\$75 copay after ded	20% after ded
Outpatient Surgery Facility	\$0	20% after ded	\$0	20% after ded	\$50	20% after ded
PT - Unlimited: ST, OT - 10 visits	\$40	20% after ded	\$40	20% after ded	\$50	20% after ded
Chiropractic Copay - unlimited	\$40	20% after ded	\$40	20% after ded	\$50	20% after ded
Private Duty Nursing:	100% after ded	20% after ded	100% after ded	20% after ded	100% after ded	20% after ded
RX: (Copays)						
Retail: Tier 1:	\$10		\$10		\$20	No Benefits Available
Tier 2:	\$25		\$30		\$40	
Tier 3:	\$50		\$60	No Benefits Available	\$80	
Mail Order: Tier 1:	\$20	Not covered	\$20		\$40	
Tier 2:	\$60		\$60		\$80	
Tier 3:	\$120		\$120		\$160	

APPENDIX “B” – HEALTHCARE PLAN DESIGNS –
EFFECTIVE 1/1/2023

Saucon Valley School District

Proposed Plan Option 1

GROUP 1 ONLY (SECRETARY)

Benefit Plan Options for Current \$500 Deductible Plan

	PPO \$500 PLAN - Current Plan		PPO \$500 - Option 1	
Medical:	PPO		PPO	
	In network	Out of Network	In Network	Out of Network
Deductible: In network (PPO - Capital Blue Cross)	\$500 / \$1000		\$750 / \$1500	
Out of Network (PPO - Capital Blue Cross)		\$500 / \$1000		\$1200 / \$2400
Out of Pocket: In network (PPO - Medical & RX)	\$8550 / \$17,100		\$8700 / \$17400	
Out of Pocket (PPO - Medical & RX)		\$8550 / \$17100		unlimited
Preventative Services	\$0	20%	\$0	20%
PCP Copay:	\$20	20% after ded	\$30	20% after ded
Specialist Copay:	\$40	20% after ded	\$60	20% after ded
Urgent Care Copay:	\$50	20% after ded	\$100	20% after ded
ER Copay: Waived if admitted from ER	\$100		\$150	
Inpatient Hospital Stays; copay waived if admitted	\$0 after ded	20% after ded	\$150 after ded	20% after ded
Diagnostic Testing	\$0 after ded	20% after ded	\$60 after ded	20% after ded
Hi Tech Imaging Copay (EX: MRI, CT):	\$0 after ded	20% after ded	\$60 after ded	20% after ded
Outpatient Surgery Facility	\$0 after ded	20% after ded	\$100 after ded	20% after ded
Outpatient Ambulatory Surgery Center	\$0 after ded	Not Covered	\$150 after ded	20% after ded
PT - Unlimited; ST, OT - 10 visits	\$40	20% after ded	\$60	20% after ded
Chiropractic Copay - unlimited	\$40	20% after ded	\$60	20% after ded
MH Inpatient Services	\$0 after ded	20% prof; 50% facility after ded	\$150 after ded	20% after ded
MH Outpatient Services	\$20	20% prof; 50% facility after ded	\$30	20% after ded
SA Inpatient Services	\$0 after ded	20% prof; 50% facility after ded	\$150 after ded	20% after ded
SA Outpatient Services	\$0	20% prof; 50% facility after ded	\$30	20% after ded
RX:				
Retail: Tier 1:	\$10	Not covered	\$20	Not Covered
Tier 2:	\$25		\$40	
Tier 3:	\$50		\$80	
Mail Order: Tier 1:	\$25		\$50	
Tier 2:	\$60		\$100	
Tier 3:	\$120		\$200	

Saucon Valley School District

PROPOSED PLAN OPTION 2

GROUP 1 ONLY (SECRETARY)

Proposed Benefit Plan Options for Current \$750 Deductible Plan

	PPO \$750 PLAN - Current Plan		PPO \$750 - Option 1	
Medical:	PPO		PPO	
	In network	Out of Network	In Network	Out of Network
Deductible: In network (PPO - Capital Blue Cross)	\$750 / \$1500 / \$2250		\$1000 / \$2000 / \$3000	
Out of Network (PPO - Capital Blue Cross)		\$1500 / \$3000 / \$4500		\$2000 / \$4000 / \$6000
Out of Pocket: In network (PPO - Medical & RX)	\$8150 / \$16300 / \$16300		\$8700 / \$17400 / \$17400	
Out of Pocket (PPO - Medical & RX)		\$8150 / \$16300 / \$16300		unlimited
Preventative Services	\$0	20%	\$0	20%
PCP Copay:	\$25	20% after ded	\$30	20% after ded
Specialist Copay:	\$50	20% after ded	\$60	20% after ded
Urgent Care Copay:	\$75	20% after ded	\$100	20% after ded
ER Copay: Waived if admitted from ER	\$150		\$150	
Inpatient Hospital Stays; copay waived if admitted	\$200 after ded	20% after ded	\$150 after ded	20% after ded
Diagnostic Testing	\$0 after ded	20% after ded	\$60 after ded	20% after ded
Hi Tech Imaging Copay (EX: MRI, CT):	\$75 after ded	20% after ded	\$60 after ded	20% after ded
Outpatient Surgery Facility	\$30	20% after ded	\$100 after ded	20% after ded
Outpatient Ambulatory Surgery Center	\$30	Not Covered	\$150 after ded	20% after ded
PT - Unlimited; ST, OT - 10 visits	\$50	20% after ded	\$60	20% after ded
Chiropractic Copay - unlimited	\$50	20% after ded	\$60	20% after ded
MH Inpatient Services	\$200	20% prof; 50% facility after ded	\$150 after ded	20% after ded
MH Outpatient Services	\$50	20% prof; 50% facility after ded	\$30	20% after ded
SA Inpatient Services	\$200	20% prof; 50% facility after ded	\$150 after ded	20% after ded
SA Outpatient Services	\$0	20% prof; 50% facility after ded	\$30	20% after ded
RX:				
Retail: Tier 1:	\$20	Not covered	\$20	Not Covered
Tier 2:	\$40		\$40	
Tier 3:	\$80		\$80	
Mail Order: Tier 1:	\$40		\$50	
Tier 2:	\$80		\$100	
Tier 3:	\$160		\$200	

SAUCON VALLEY SCHOOL DISTRICT

HELLERTOWN, PENNSYLVANIA

COMPENSATION AND BENEFITS PLAN
BOARD OF SCHOOL DIRECTORS

and

THE EDUCATIONAL SUPPORT STAFF
(Staff Nurses, Instructional Paraprofessionals, Non-Instructional Paraprofessionals)

EFFECTIVE

July 1, 2022 to June 30, 2025

COMPENSATION AND BENEFITS PLAN
BOARD OF SCHOOL DIRECTORS
AND THE
EDUCATIONAL SUPPORT STAFF
(Staff Nurses, Instructional Paraprofessionals, Non-Instructional Paraprofessionals)

July 1, 2022 to June 30, 2025

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COMPENSATION AND BENEFITS PLAN

I. EFFECTIVE DATE OF PLAN

This plan is effective July 1, 2022 and shall continue until June 30, 2025.

II. EMPLOYEE GROUPINGS

- a. There shall be three group classifications of employees within this Compensation Plan: (*attached "Employee Listing" defines these classifications*)
 - 1) Staff Nurses
 - 2) Instructional Paraprofessionals – include “grandfathered” para-professionals
 - 3) Non-Instructional Paraprofessionals
- b. Wages and Salary Provision

The wages and salaries to be affected by this Compensation Plan are reflected in Appendix A, attached to and made a part of this Compensation Plan. The schedule of wages and salaries set forth in Appendix A shall remain in force for the period of this Compensation Plan.

III. EMPLOYEE BENEFITS

The employee benefits to be provided for under this Compensation Plan are reflected in Appendix B, C, D attached to and made a part of this Compensation Plan.

IV. WAGES AND SALARIES

- a. Salary Increases:

2022-2023	2.0%
2023-2024	2.0%
2024-2025	2.0%

During 2022-2023, Employees shall receive a \$500 bonus off the scale and not PSERS eligible.

- b. To codify what is an established practice, employees under this Plan shall be provided with one paid prep day before the beginning of the school year.

- c. Note: Direct deposit of paychecks is required for all District employees

d HOURLY WAGES

	2022-2023	2023-2024	2024-2025
Staff Nurses **	\$27.17	\$27.72	\$28.27
Paraprofessional Assistants (Grandfathered)	\$20.74	\$21.15	\$21.57
Instructional Paraprofessionals	\$20.06	\$20.46	\$20.87
Non-Instructional Paraprofessionals	\$19.30	\$19.68	\$20.08

*** Note: Staff Nurses must have RN or LPN certification to be eligible for Staff Nurse Pay Rate.*

e. NEW EMPLOYEES

All new employees will be employed at fifty cents (\$.50) less per hour than the Plan rate for a total of ninety (90) calendar days and shall not be eligible for benefits. After the probationary period of ninety (90) calendar days, on the 91st day, the employee shall be eligible to receive current wages and any benefits allowed under this Plan.

APPENDIX “A”

EMPLOYEE BENEFITS – Full-Time Employees

Full-Time employees with a normal work week of 30 hours or more receive Employee only modified¹ Health Benefits and Dental Insurance as noted below:

1. **Healthcare Benefits**

a. The Saucon Valley School District shall make available two PPO plan options for District employees in accordance with the following provisions.

From July 1, 2022 through December 31, 2022:

The PPO Plan 1 whose plan design is attached at Appendix “D” to this Agreement shall be made available with employees contributing 10% of the total cost of the annual premium in 2022-2023.

The PPO Plan 2 whose plan design is attached at Appendix “D” to this Agreement shall be made available with employees contributing 3% of the total cost of the annual premium in 2022-2023.

For all employees hired on or after July 1, 2021, the only plan available to participate in shall be the PPO Plan 2.

Effective January 1, 2023,

The PPO Plan 1 (Option 1) whose plan design is attached at Appendix “E” to this Agreement shall be made available with employees contributing 11% of the total cost of the annual premium in 2022-2023; 12% of the total cost of the annual premium in 2023-2024; and 13% of the total cost of the annual premium in 2024-2025.

The PPO Plan 2 (Option 2) whose plan design is attached at Appendix “E” to this Agreement shall be made available with employees contributing 3% of the total cost of the annual premium in 2022-2023; 4% of the total cost of the annual premium in 2023-2024; and 5% of the total cost of the annual premium in 2024-2025.

Notwithstanding the contributions listed above, to the extent the total employee costs to annual premiums change under the Saucon Valley Educational Support Professionals contract, those changes shall be reflected herein.

The total cost of the annual premium shall be the equivalent of the COBRA amounts in a given year without the administrative fees for the plan and level of healthcare elected by the employee.

¹ Spouses are not eligible to participate in this plan.

b. For the 2022-2023, 2023-2024 and 2024-2025 school years, in the event the healthcare changes for the Saucon Valley Educational Support Professionals are better than what are provided herein, that plan shall be effective for this group. Healthcare shall include, but not be limited to premium contributions to healthcare and prescription drug plans and co-pay, plan designs and co-pays, deductibles, in-network and out of network coverages, co-pays, etc.

Prescription Drug Plan and Contributions

From July 1, 2022 through December 31, 2022, see Appendix “D” which outlines the contributions for the prescription drug plan.

Effective January 1, 2023, see Appendix “E” which outlines the contributions for the prescription drug plan.

c. Restricted Generic Substitution: If a generic is available and the member wants a brand, the member will pay the brand (either preferred or non-preferred) co-pay plus the difference in the cost between generic and brand. However, if the member’s doctor writes the script for “dispense as written” (DAW) then the patient only pays the preferred or non-preferred brand co-pay.

d. Excise Tax language.

During the term of this Plan, or at any time after its expiration date until such time as a new Plan is implemented, should the premium for any medical plan (in combination with the prescription plan and any Board-provided flexible spending accounts) offered pursuant to the Plan exceed the threshold amounts as stated in the Patient Protection and Affordable Care Act (or any applicable federal or state legislation enacted hereinafter) so as to subject the medical plan or plans to excise taxes, taxes, or penalties as the result of the combined plans exceeding the thresholds, the issue will be addressed as follows:

1) The District shall notify the Paraprofessionals that the health benefit plan or plans that are offered pursuant to the Plan will be subject or will likely be subject to the above-referenced tax or fee;

2) Employees who are enrolled in a health benefit plan or plans that are offered pursuant to this Plan that will be subject to the above-referenced tax or fee will be entitled to receive the richest plan offered by the District that would not be subject to the tax or the fee. Existing Employee premium share shall apply on the same basis as the premium share defined for those plans currently in place covered by this Plan.

3) If all of the health benefit plans offered by the District would be subject to the tax or the fee, the District shall notify the Paraprofessionals that the health benefit plan or plans that are offered pursuant to this Plan will be subject to the above-referenced tax or fee and what it intends to do to eliminate the tax or fee;

4) The Paraprofessionals will have up to 30 calendar days from the date of such notice to meet and discuss with the Board on addressing the issue of health benefit plan design changes or increased premium share;

5) If the Board elects to adopt any of the suggestions made by the Paraprofessionals during this 30 day time period, that adoption shall become part of the Plan and will supersede any inconsistent provisions.

6) If the Board does not adopt any of the Paraprofessionals' suggestions within the 30 calendar day period referenced in subsection d., all Employees enrolled in the health benefit plan or plans subject to the tax or fee shall no longer be entitled to remain in the health benefit plan or plans that are subject to the tax or fee and would be entitled to receive the richest plan offered by the exchange/marketplace that would not be subject to the tax or fee. Notwithstanding the foregoing, existing Employee premium share shall apply on the same basis as the least rich eliminated health benefit plan.

2. **Life Insurance**

For each year of the Plan, life insurance will be equal to the annual salary rounded up to the nearest thousand, but not less than \$20,000.

3. **Income Protection Coverage**

The Saucon Valley School District shall provide for each full-time employee an integrated income protection plan. This benefit shall provide for an income of sixty six and two-thirds percent (66-2/3%) of the then current monthly income of said employee (up to a maximum of \$1,000.00), and shall be integrated with any disability retirement or social security benefits the staff is receiving so that the Plan's obligation is reduced by the level of such benefits and for health benefits (as defined elsewhere in this Plan), each for a period of one year in the instance of a disabling illness or for a period of four years in the instance of a work related accidental disabling injury. Benefits to begin at the end of the 30th consecutive day of sickness, or at the exhaustion of sick leave, whichever shall later occur. Employees will be responsible for payment of their premium share while out on leave. Retirement Benefits

4. **Retirement Benefits**

For employees who have been employed in the school district for at least ten (10) years, unused accumulated sick leave will be recompensed at the rate of Thirty Dollars (\$30.00) per day accumulated, upon retirement from employment within the Saucon Valley School District. In the event the dollar amount is less than \$1,000 in a payout for the sick days, the money shall be paid directly to the Employee with the appropriate tax withholdings. In the event the dollar amount is more than \$1,000, the money will be placed in a 403(b) account. For a retiring full-time employee who has worked a minimum of 20 full-time years for the District at retirement time and who provides the Employer with a letter by July 1, 2022 of their intent to retire no later than August 23, 2022, the Employee will receive from the District paid medical coverage for the employee only, not to include dental, vision or life insurance coverage, until the age of 65 or for a maximum of six (6) years following the date of retirement, whichever is sooner. If this age requirement is declared to be in violation of ADEA by any court of competent jurisdiction, the parties agree that the age requirement shall become null and void and shall immediately be replaced by the phrase "for 6 years following date of retirement." Payment to be made by the District for the term of this obligation shall be limited to the monthly premium rates in effect for the year in which the

employee elects to retire. In addition, eligible Employees shall be obligated to pay a co-payment of \$100 per month. This payment shall be to the Business Office on or before the 10th of the month preceding the month the premium is due. Notice of any premium increase will be provided to the retired Employees at his/her last known address indicated in the District records, as furnished by the retiring Employee. Failure of the retired Employee to pay the additional amounts due will result in immediate and permanent termination of health insurance coverage. If an Employee is not eligible for this benefit, he/she may purchase the individual medical coverage only if he/she is eligible for full retirement without penalty (superannuation). This paragraph will sunset on August 23, 2022. Any Employee who retires after August 23, 2022, will not be entitled to this retirement benefit.

Retirees shall receive the same plan as active Employees.

5. **Sick Leave**

a. **Personal Illness Absence**

1. In any school year, whenever a ten (10) month employee is prevented by illness or accidental injury from following his or her occupation, the School District shall pay to said employee for each day of absence the full salary to which the employee may be entitled as if said employee were actually engaged in the performance of duty for a period of ten (10) days. The same provisions as above are available for illness in the immediate family and are charged to sick leave, however, an employee may only use up to ten (10) days per year for leave under this provision for immediate family members, which shall be defined in this section as Parent, Spouse or Child.

2. Such leave shall be cumulative from year to year and the total number of days accumulated may be used in any year.

3. The Administration reserves the right to require the employee to furnish a certificate from a physician or other practitioner certifying that said employee was unable to perform his or her duties during the period of absence for which compensation is required to be paid under this policy.

6. **Death in Immediate Family**

Absence for death in the immediate family is allowable from the date of death for a maximum of four (4) days. The first three (3) of those days must be consecutive and shall start on the date that immediately follows the date of death in question.

The fourth day available may be reserved for a date in which memorial services and/or observations are to take place involving the deceased immediate family member. In the event the employee requests to take the fourth day non-consecutively with the first three, the Administration reserves the right to request information from the employee demonstrating why the fourth date needs to be taken at a different time.

In extraordinary circumstances in which travel or some other unusual event has or will occur regarding the observance/memorial services, the Administration, at its discretion, may allow

the third and fourth days to be taken at a different time from the first two days of bereavement leave.

On the date of death, an employee may use a sick or personal day if they have one available, and the death occurred before the start of the work day. In the event the death occurs on a non-work day, this provision shall not be applicable.

Immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, grandchild or near relative who resides in the same household, or any person with whom the employee has made his home.

One (1) day of absence to attend the funeral of a near relative shall be compensated at full salary. Near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, or sister-in-law.

7. **Paid Holidays**

Seven Paid Holidays: Good Friday, Memorial Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day and Presidents Day.

8. **Personal Days**

Three (3) Personal Days, of which one may be used as an emergency day, if needed. Such personal days may not be used in succession and may not be taken prior to or subsequent to a Holiday. An exception may be made with a two-week written notice and approval by the supervisor. Written request must be made to the immediate supervisor at least three (3) calendar days prior to such "personal day" except in case of an emergency. The immediate supervisor will grant the personal day requested by the employee, except where the granting of such request will have a disrupting effect on the educational program of that day. At the end of the school year unused personal days shall accumulate as sick leave.

Employees may carry over one unused personal day to another year for a total of four in a given year. Employees may also split one personal day into two ½ personal days.

9. **Family and Medical Leave Act of 1993 (FMLA)**

Family and Medical Leave shall be granted in accordance with Board Policy and the Federal Family and Medical Leave Act. FMLA will run concurrently with all leaves. The District utilizes a rolling year methodology for purposes of leave eligibility.

10. **Vacancies**

If an Educational Support Staff position opens in the District, it shall be posted within the District so that any employees with the skills required for the job has an opportunity to apply for the position. The Board of School Directors, upon recommendation of the Administration, shall select the employee that best meets the needs of the District.

11. **Inclement Weather**

If school is cancelled because of inclement weather, the full-time Education Support Staff employees will be paid for the regular hours that would have been worked. For example, if a regular work day is six hours, the employee will receive six hours pay to a maximum of four days. The four “inclement weather days” will not include “late-start” and/or “early-dismissal” days. Full-time employees will be paid for any hours if they come to work on a “late-start” day or are dismissed on an “early-dismissal” day.

12. **Reopener Clause**

In any year during the term of the Compensation and Benefits Plan, the District reserves the right to reopen the Compensation and Benefits Plan.

APPENDIX “B”

EMPLOYEE BENEFITS – Part-Time Employees

Part-Time Employees with a normal work week less than 30 hours receive the following benefits.

1. **Retirement Bonus**

For employees who have been employed in the school district for at least ten (10) years, unused accumulated sick leave will be recompensed at the rate of twenty dollars (\$20.00) per day accumulated, upon retirement from employment within the Saucon Valley School District. In the event the dollar amount is less than \$1,000 in a payout for the sick days, the money shall be paid directly to the Employee with the appropriate tax withholdings. In the event the dollar amount is more than \$1,000, the money will be placed in a 403(b) account.

2. **Sick Leave**

See the language at Appendix “A”, 5. Sick leave is prorated for part-time employees, who are only entitled to five (5) days per year (cumulative).

3. **Death in Immediate Family**

Absence for death in the immediate family is allowable from the date of death for a maximum of four (4) days. The first three (3) of those days must be consecutive and shall start on the date that immediately follows the date of death in question.

The fourth day available may be reserved for a date in which memorial services and/or observations are to take place involving the deceased immediate family member. In the event the employee requests to take the fourth day non-consecutively with the first three, the Administration reserves the right to request information from the employee demonstrating why the fourth date needs to be taken at a different time.

In extraordinary circumstances in which travel or some other unusual event has or will occur regarding the observance/memorial services, the Administration, at its discretion, may allow the third and fourth days to be taken at a different time from the first two days of bereavement leave.

On the date of death, an employee may use a sick or personal day if they have one available, and the death occurred before the start of the work day. In the event the death occurs on a non-work day, this provision shall not be applicable.

Immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, grandchild or near relative who resides in the same household, or any person with whom the employee has made his home.

One (1) day of absence to attend the funeral of a near relative shall be compensated at full salary. Near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, or sister-in-law.

4. **Personal Day**

Three (3) personal days, of which one may be used as an emergency day, if needed. Such personal days may not be used in succession and may not be taken prior to or subsequent to a Holiday. An exception may be made with a two- week written notice and approval by the supervisor. Written request must be made to the immediate supervisor at least three (3) calendar days prior to such “personal day” except in case of an emergency. The immediate supervisor will grant the personal day, requested by the employee, except where the granting of such request will have a disrupting effect on the educational program of that day. At the end of the school year unused personal days shall accumulate as sick leave.

5. **Leave of Absence**

The parties also recognize and agree to comply with the rights of the District and the employees under the Family and Medical leave Act (FMLA) of 1993. All paid or unpaid leaves of absence allowed under this Plan or under Board Policy which would also have been allowable under FMLA shall be designated as use of FMLA benefits. The District shall post appropriate notices approved by the U.S. Department of Labor advising employees of their rights under the Act. A year shall be deemed to be on a rolling year basis as defined by the FMLA. The decision of the Board of School Directors on such personal leaves will be final.

6. **Paid Holiday**

Two Paid Holidays: Thanksgiving Day and Christmas Day.

7. **Inclement Weather**

If school is cancelled because of inclement weather, the part-time Educational Support Staff employees will be paid for the regular hours that would have been worked. For example, if a regular work day is three hours, the employee will receive three hours pay to a maximum of four days. The four “inclement weather days” will not include “late-start” and/or “early-dismissal” days. Part-time employees will be paid for any hours if they come to work on a “late-start” day or are dismissed on an “early-dismissal” day.

APPENDIX “C”

Educational Support Staff Employees – Grandfather Clause

For the term of this Plan, the Full-Time Paraprofessional employees listed below will be entitled to the differential pay rate as detailed in Article IV. d., Grandfathered Paraprofessional Educational Support Staff Employees:

Deborah Panariello

APPENDIX “D” - HEALTHCARE PLAN DESIGNS – 7/1/2022 THROUGH 12/31/2022

Benefits	Plan 1 - Changes to the plan as of 2021-22 school year		Plan 1 - Changes to the plan as of 2022-23 school year		Plan 2 - Available to employees as of 2021-22 and only plan option for new hires after July 1, 2021	
	PPO		PPO		PPO	
Medical:	In Network	Out of Network	In Network	Out of Network	In Network	Out of Network
Deductible: In network	\$500 / \$1000	\$0	\$500 / \$1000		\$750 / \$1500 / \$2250	
Out of Network	\$0	\$500 / \$1000		\$500 / \$1000		\$1500 / \$3000 / \$4500
PCP Copay:	\$20	20% after ded	\$20	20% after ded	\$25	20% after ded
Specialist Copay:	\$40	20% after ded	\$40	20% after ded	\$50	20% after ded
Urgent Care Copay:	\$50	20% after ded	\$50	20% after ded	\$75	20% after ded
ER Copay: Waived if admitted from ER.	\$100	20% after ded	\$100	20% after ded	\$150	20% after ded
Inpatient Hospital Stays	\$0	20% after ded	\$0	20% after ded	\$200 copay per admission	20% after ded
Diagnostic Testing	100% after ded	20% after ded	100% after ded	20% after ded	100% after ded	20% after ded
Hi Tech Imaging Copay (EX: MM, CT):	100% after ded	20% after ded	100% after ded	20% after ded	\$75 copay after ded	20% after ded
Outpatient Surgery Facility	\$0	20% after ded	\$0	20% after ded	\$50	20% after ded
PT - Unlimited: ST, OT - 10 visits	\$40	20% after ded	\$40	20% after ded	\$50	20% after ded
Chiropractic Copay - unlimited	\$40	20% after ded	\$40	20% after ded	\$50	20% after ded
Private Duty Nursing:	100% after ded	20% after ded	100% after ded	20% after ded	100% after ded	20% after ded
RX: (Copays)						
Retail: Tier 1:	\$10		\$10		\$20	No Benefits Available
Tier 2:	\$25		\$30		\$40	
Tier 3:	\$50		\$60	No Benefits Available	\$80	
Mail Order: Tier 1:	\$20	Not covered	\$20		\$40	
Tier 2:	\$60		\$60		\$80	
Tier 3:	\$120		\$120		\$160	

APPENDIX “E” – HEALTHCARE PLAN
DESIGNS – EFFECTIVE 1/1/2023

Saucon Valley School District

Proposed Plan Option 1

GROUP 1 ONLY (PARAPROFESSIONALS)

Benefit Plan Options for Current \$500 Deductible Plan

	PPO \$500 PLAN - Current Plan		PPO \$500 - Option 1	
Medical:	PPO		PPO	
	In network	Out of Network	In Network	Out of Network
Deductible: In network (PPO - Capital Blue Cross)	\$500 / \$1000		\$750 / \$1500	
Out of Network (PPO - Capital Blue Cross)		\$500 / \$1000		\$1200 / \$2400
Out of Pocket: In network (PPO - Medical & RX)	\$8550 / \$17,100		\$8700 / \$17400	
Out of Pocket (PPO - Medical & RX)		\$8550 / \$17100		unlimited
Preventative Services	\$0	20%	\$0	20%
PCP Copay:	\$20	20% after ded	\$30	20% after ded
Specialist Copay:	\$40	20% after ded	\$60	20% after ded
Urgent Care Copay:	\$50	20% after ded	\$100	20% after ded
ER Copay: Waived if admitted from ER	\$100		\$150	
Inpatient Hospital Stays; copay waived if admitted	\$0 after ded	20% after ded	\$150 after ded	20% after ded
Diagnostic Testing	\$0 after ded	20% after ded	\$60 after ded	20% after ded
Hi Tech Imaging Copay (EX: MRI, CT):	\$0 after ded	20% after ded	\$60 after ded	20% after ded
Outpatient Surgery Facility	\$0 after ded	20% after ded	\$100 after ded	20% after ded
Outpatient Ambulatory Surgery Center	\$0 after ded	Not Covered	\$150 after ded	20% after ded
PT - Unlimited; ST, OT - 10 visits	\$40	20% after ded	\$60	20% after ded
Chiropractic Copay - unlimited	\$40	20% after ded	\$60	20% after ded
MH Inpatient Services	\$0 after ded	20% prof; 50% facility after ded	\$150 after ded	20% after ded
MH Outpatient Services	\$20	20% prof; 50% facility after ded	\$30	20% after ded
SA Inpatient Services	\$0 after ded	20% prof; 50% facility after ded	\$150 after ded	20% after ded
SA Outpatient Services	\$0	20% prof; 50% facility after ded	\$30	20% after ded
RX:				
Retail: Tier 1:	\$10	Not covered	\$20	Not Covered
Tier 2:	\$25		\$40	
Tier 3:	\$50		\$80	
Mail Order: Tier 1:	\$25		\$50	
Tier 2:	\$60		\$100	
Tier 3:	\$120		\$200	

Saucon Valley School District

PROPOSED PLAN OPTION 2

Group 1 Only (Paraprofessionals)

Proposed Benefit Plan Options for Current \$750 Deductible Plan

	PPO \$750 PLAN - Current Plan		PPO \$750 - Option 1	
Medical:	PPO		PPO	
	In network	Out of Network	In Network	Out of Network
Deductible: In network (PPO - Capital Blue Cross)	\$750 / \$1500 / \$2250		\$1000 / \$2000 / \$3000	
Out of Network (PPO - Capital Blue Cross)		\$1500 / \$3000 / \$4500		\$2000 / \$4000 / \$6000
Out of Pocket: In network (PPO - Medical & RX)	\$8150 / \$16300 / \$16300		\$8700 / \$17400 / \$17400	
Out of Pocket (PPO - Medical & RX)		\$8150 / \$16300 / \$16300		unlimited
Preventative Services	\$0	20%	\$0	20%
PCP Copay:	\$25	20% after ded	\$30	20% after ded
Specialist Copay:	\$50	20% after ded	\$60	20% after ded
Urgent Care Copay:	\$75	20% after ded	\$100	20% after ded
ER Copay: Waived if admitted from ER	\$150		\$150	
Inpatient Hospital Stays; copay waived if admitted	\$200 after ded	20% after ded	\$150 after ded	20% after ded
Diagnostic Testing	\$0 after ded	20% after ded	\$60 after ded	20% after ded
Hi Tech Imaging Copay (EX: MRI, CT):	\$75 after ded	20% after ded	\$60 after ded	20% after ded
Outpatient Surgery Facility	\$30	20% after ded	\$100 after ded	20% after ded
Outpatient Ambulatory Surgery Center	\$30	Not Covered	\$150 after ded	20% after ded
PT - Unlimited; ST, OT - 10 visits	\$50	20% after ded	\$60	20% after ded
Chiropractic Copay - unlimited	\$50	20% after ded	\$60	20% after ded
MH Inpatient Services	\$200	20% prof; 50% facility after ded	\$150 after ded	20% after ded
MH Outpatient Services	\$50	20% prof; 50% facility after ded	\$30	20% after ded
SA Inpatient Services	\$200	20% prof; 50% facility after ded	\$150 after ded	20% after ded
SA Outpatient Services	\$0	20% prof; 50% facility after ded	\$30	20% after ded
RX:				
Retail: Tier 1:	\$20	Not covered	\$20	Not Covered
Tier 2:	\$40		\$40	
Tier 3:	\$80		\$80	
Mail Order: Tier 1:	\$40		\$50	
Tier 2:	\$80		\$100	
Tier 3:	\$160		\$200	

SAUCON VALLEY SCHOOL DISTRICT
Hellertown, Pennsylvania

COMPENSATION AND BENEFITS PLAN
BOARD OF SCHOOL DIRECTORS
and
FOOD SERVICE PERSONNEL

July 1, 2022 to June 30, 2025

Compensation and Benefits Plan
 BOARD OF SCHOOL DIRECTORS
 and the
 FOODS SERVICE PERSONNEL
 July 1, 2022 – June 30, 2025

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COMPENSATION AND BENEFITS PLAN

I. EFFECTIVE DATE OF PLAN

This plan is effective July 1, 2022, and shall continue until June 30, 2025.

II. CLASSIFICATION OF EMPLOYEES

For the term of this Compensation Plan, there shall be three classifications of Food Service Employees:

Crew Manager
Cook
General Kitchen Help

III. DEFINITIONS

Full-Time Employees: Employees with a normal work week of 30 hours or more. A full-time employee will be eligible for benefits.

Part-Time Employees: Employees with a normal work week of less than 30 hours.

IV. NEW EMPLOYEE

All new employees will be employed at fifty cents (\$.50) less per hour than the agreed upon rate for a total of ninety (90) consecutive calendar days and shall not be eligible for benefits. After the probationary period of ninety (90) consecutive calendar days, on the 91st day, the employee shall be eligible to receive current wages and any benefits allowed under Compensation Plan.

An employee who has worked in the Cafeteria Food Service Department as a substitute employee for 100 hours or more shall work a probationary period of forty-five (45) consecutive calendar days at fifty cents (\$.50) less per hour than the agreed upon rate.

If the probationary period extends into the summer recess, the probationary period will be suspended and resumed in August with the first work day for the Food Service Department and will continue until the ending probationary day. The probationary period shall not include time served under temporary, emergency or substitute appointments nor time while the employee is absent from work.

V. **MANAGEMENT PREROGATIVES**

The management of the Board's premises and equipment and direction of the working forces, including the right to hire and suspend, to classify, assign, discipline and promote, to discharge or transfer for proper cause, to promulgate reasonable working rules, and to establish working schedules and conditions is a management prerogative.

The Board, or its designee (Director of Fiscal and Operations Management), with recommendations from the Food Service Coordinator, has the right to relieve employees from duty because of lack of work or for other legitimate reasons and the right to change, modify, or move any equipment, work assignment or type of service.

VI. **POSTING VACANCIES**

All vacancies shall be posted for five (5) working days and cafeteria employees shall have the opportunity to apply for said vacancies. The Food Service Coordinator shall make a recommendation to the Director of Fiscal and Operations Management, however, the appointment will be approved by the Board, as it shall be determined in the best interest of the School District.

In the event of short-term vacancies of a temporary nature, the Food Service Coordinator shall recommend to the Director of Fiscal and Operations Management to hire substitutes to perform the required duties without posting the vacancy.

VII. **WAGES AND SALARY PROVISION**

The parties agree that wages and salaries are accurately reflected in Article X and that the schedule of classifications, wages and salaries set forth in Article X shall be the schedule which shall remain in force for the period of this Compensation Plan. All employees of the food service department must submit their payroll sheet to the Crew Manager for verification and submission to the payroll department.

All paychecks, and/or information regarding salary, shall be enclosed in individual envelopes. Direct deposit of paychecks shall be required for all employees.

VIII. **EMPLOYEE BENEFITS**

The employee benefits to be provided for under this Compensation Plan are accurately reflected in Appendix "A" and Appendix "B" attached to and made part of this Compensation Plan.

IX. WORK PROCESS

No request for personal, vacation or days off will be made for the full week before Christmas, the first week of school, last full week of the school year, unless there is a medical emergency, medical condition, or verified emergency. Violation of this rule will be subject to immediate disciplinary action.

X. EMPLOYEE CLASSIFICATIONS

	2022-2023	2023-2024	2024-2025
Pay Rate:			
Base Rate of Pay			
Crew Manager	\$24.85	\$25.34	\$25.84
Cook – (Elem & MS)	\$21.68	\$22.11	\$22.55
Cook (HS)	\$20.44	\$20.85	\$21.26
General Kitchen Help*	\$19.04	\$19.43	\$19.81
New Employees hired during the 2019-2022 Plan	\$15.00	\$15.30	\$15.61

*The rate above shall be applicable to General Kitchen Help employee who were employed by the District prior to the ratification of the 2019-2022 Compensation and Benefits plan. For newly hired employees under the category of General Kitchen Help, the starting rate shall be \$15.00 per hour effective at the execution of this plan and applicable to hires after execution. The starting rate in this category shall remain the same for the entirety of the contract. Those individuals hired at \$15.00 per hour shall be eligible for the percentage raise to their rate in subsequent years. The hourly rate for current employees who have an hourly rate less than the new starting hourly rate will be adjusted to \$15.00 per hour.

2022-2023 2.0%
 2023-2024 2.0%
 2024-2025 2.0%

Pay rates will be retroactive to July 1, 2022. During 2022-2023, Employees shall receive a \$500 bonus off the scale and not PSERS eligible.

XI. PERFORMANCE & DISCIPLINE

a. Evaluation Procedure

Performance evaluations shall be conducted by the Food Service Coordinator in conjunction with the Crew Chief Manager.

b. Complaint Procedure – Non-Contract/Meet and Discuss Related Issue

1. Purpose

The purpose of this procedure is to discuss, voice, explain any differences that should arise between employees, group of employees or an employee and supervisor. This procedure ensures that a prompt efficient method so that the issue may be addressed and that there shall be resolution to the concern. Any issue that is thought to be in need of discussion should be placed in writing to clarify the issue, time frame of the concern, and the persons involved.

2. Procedure

a) Try to address the concern at the lowest possible level of either employee to employee or employee to your immediate supervisor.

1) Cafeteria: employee, cook at building kitchen, crew manager, K-12 Food Service Coordinator, Director of Fiscal and Operations Management, Superintendent, School Board.

Document all meetings and attempts to resolve the issue during each step that you take in the process. This documentation will assist the next person reviewing the concern so that they may follow what attempts were made to address the issue and who has been involved and why it has not been resolved at that level.

b) A meeting should be held at the first level within 10 days of the infraction or concern.

c) Moving to the next step in the chain of command should happen in a timely manner so that the issue can be addressed. No more than 10 days should pass between each level.

d) An individual employee or a group may address an issue.

e) If the employee or the group has an issue with their immediate supervisor then they should address their issue with the next up on the chain of command.

f) Issues will be discussed and when resolution is met the decision and the conversation will be documented in writing and all members in attendance will receive a copy of the outcome of the meeting.

g) Resolution does not mean that that the issue is settled in favor or any one person over the other but is defined as:

- 1) the concern was discussed,
- 2) was presented to the appropriate persons,
- 3) all parties are aware of the issue,
- 4) adjustments, changes, management parameters discussed
- 5) issue is clarified
- 6) issue is resolved and documented.

h) A person or group may return with the same issue if not corrected.

XII. **REOPENER CLAUSE**

In any year during the term of the Compensation and Benefits Plan, the District reserves the right to reopen the Compensation and Benefits Plan.

APPENDIX "A"

FULL TIME EMPLOYEE BENEFITS - FIVE (5) HOURS PER DAY OR MORE

Temporary Assignment

Any full-time or part-time employee who is temporarily assigned by the Administration to substitute for another employee and perform the duties of a higher rated job classification shall be paid the higher rate of pay for the duration of the assignment.

Healthcare Benefits

1. The Saucon Valley School District shall make available two PPO plan options for District employees in accordance with the following provisions.

Effective July 1, 2022 through December 31, 2022:

The PPO Plan 1 whose plan design is attached at Appendix "C" to this Agreement shall be made available with employees contributing 10% of the total cost of the annual premium in 2022-2023.

The PPO Plan 2 whose plan design is attached at Appendix "C" to this Agreement shall be made available with employees contributing 3% of the total cost of the annual premium in 2022-2023.

For all employees hired on or after July 1, 2021, the only plan available to participate in shall be the PPO Plan 2.

Effective January 1, 2023,

The PPO Plan 1 (Option 1) whose plan design is attached at Appendix "D" to this Agreement shall be made available with employees contributing 11% of the total cost of the annual premium in 2022-2023; 12% of the total cost of the annual premium in 2023-2024; and 13% of the total cost of the annual premium in 2024-2025.

The PPO Plan 2 (Option 2) whose plan design is attached at Appendix "D" to this Agreement shall be made available with employees contributing 3% of the total cost of the annual premium in 2022-2023; 4% of the total cost of the annual premium in 2023-2024; and 5% of the total cost of the annual premium in 2024-2025.

Notwithstanding the contributions listed above, to the extent the total employee costs to annual premiums change under the Saucon Valley Educational Support Professionals contract, those changes shall be reflected herein.

The total cost of the annual premium shall be the equivalent of the COBRA amounts in a given year without the administrative fees for the plan and level of healthcare elected by the employee.

2. For the 2022-2023, 2023-2024, and 2024-2025 school years, in the event the healthcare changes for the Saucon Valley Educational Support Professionals are better than what is provided herein, that plan shall be effective for this group. Healthcare shall include, but not be limited to premium contributions to healthcare and prescription drug plans and co-pay, plan designs and co-pays, deductibles, in-network and out of network coverages, vision and dental premiums, co-pays, etc.

Prescription Drug Plan and Contributions

From July 1, 2022 through December 31, 2022, see Appendix “C” which outlines the contributions for the prescription drug plan.

Effective January 1, 2023, see Appendix “D” which outlines the contributions for the prescription drug plan.

Restricted Generic Substitution: If a generic is available and the member wants a brand, the member will pay the brand (either preferred or non-preferred) co-pay plus the difference in the cost between generic and brand. However, if the member’s doctor writes the script for “dispense as written” (DAW) then the patient only pays the preferred or non-preferred brand co-pay.

3. Excise Tax language.

During the term of this Plan, or at any time after its expiration date until such time as a new Plan is implemented, should the premium for any medical plan (in combination with the prescription plan and any Board-provided flexible spending accounts) offered pursuant to the Plan exceed the threshold amounts as stated in the Patient Protection and Affordable Care Act (or any applicable federal or state legislation enacted hereinafter) so as to subject the medical plan or plans to excise taxes, taxes, or penalties as the result of the combined plans exceeding the thresholds, the issue will be addressed as follows:

a. The District shall notify the Food Service Employees that the health benefit plan or plans that are offered pursuant to the Plan will be subject or will likely be subject to the above-referenced tax or fee;

b. Employees who are enrolled in a health benefit plan or plans that are offered pursuant to this Plan that will be subject to the above-referenced tax or fee will be entitled to receive the richest plan offered by the District that would not be subject to the tax or the fee. Existing Employee premium share shall apply on the same basis as the premium share defined for those plans currently in place covered by this Plan.

c. If all of the health benefit plans offered by the District would be subject to the tax or the fee, the District shall notify the Food Service Employees that the health benefit plan or plans that are offered pursuant to this Plan will be subject to the above- referenced tax or fee and what it intends to do to eliminate the tax or fee;

d. The Food Service Employees will have up to 30 calendar days from the date of such notice to meet and discuss with the Board on addressing the issue of health benefit plan design changes or increased premium share;

e. If the Board elects to adopt any of the suggestions made by the Food Service Employees during this 30 day time period, that adoption shall become part of the Plan and will supersede any inconsistent provisions.

f. If the Board does not adopt any of the Food Service Employees' suggestions within the 30 calendar day period referenced in subsection d., all Employees enrolled in the health benefit plan or plans subject to the tax or fee shall no longer be entitled to remain in the health benefit plan or plans that are subject to the tax or fee and would be entitled to receive the richest plan offered by the exchange/marketplace that would not be subject to the tax or fee. Notwithstanding the foregoing, existing Employee premium share shall apply on the same basis as the least rich eliminated health benefit plan.

4. Spousal Coordination of Benefits

Effective for all Employees in the 2020-2021 school year and each subsequent year thereafter, spousal coverage under the District healthcare program shall be extended to an employee's spouse only in the event the Employee's spouse's employer does not provide healthcare insurance.

Dental Insurance

The District shall purchase the Dental Service Plan of Delta Dental of Pennsylvania or another similar provider for each Employee and his/her family. Coverage for spouses shall not be available if a spouse is eligible for dental coverage on his/her employer's plan. Maximum of \$2000.00 per year as per the Professional contract. Food Service Employers plan will be same dental plan as provided to the Saucon Valley Education Association members under their Collective Bargaining Agreement.

The District retains the right to select insurance carriers for other dental insurance programs pursuant to its own policy and/or any mutuality of agreement existing between the District and its Food Service Employees.

Vision

Employees shall be entitled to participate in a vision care plan, if any, provided to the professional employees of the Saucon Valley Education Association under the Collective Bargaining Agreement. This provision is subject to change to the extent such coverage changes under the Collective Bargaining Agreement with the teachers. Spouses of Employees shall only be eligible under this section if vision care is not otherwise provided by their employer.

Life Insurance

Equal to annual salary rounded up to the nearest thousand, but not less than \$10,000.00.

Income Protection

The Saucon Valley School District shall provide for each full-time employee an integrated income protection plan. This benefit shall provide for an income of sixty six and two-thirds percent (66-2/3%) of the then current monthly income of said employee (up to a maximum of \$750.00), and shall be integrated with any disability retirement or social security benefits the staff is receiving so that the Plan's obligation is reduced by the level of such benefits and for health benefits (as defined elsewhere in this Plan), each for a period of one year in the instance of a disabling illness or for a period of four years in the instance of a work related accidental disabling injury. Benefits to begin at the end of the 30th consecutive day of sickness, or at the exhaustion of sick leave, whichever shall later occur.

If a full-time employee is off work due to injury on the job, medical insurance premiums will be paid by the District for a period of six (6) months after the expiration of sick leave. During this six (6) month period an employee does not earn vacation, sick leave, personal day, or holidays with pay. Medical insurance is identified as Health Insurance, and Prescription Drug Plan. The benefit noted herein shall count to any benefit(s) owed to an employee under the Income Protection section of this Contract. All employees who participate in this benefit shall be required to make his/her employee contribution toward healthcare.

Retirement Benefits

For full-time employees who have been employed in the school district for at least ten (10) years, unused accumulated sick leave will be recompensed at the rate of thirty dollars (\$30.00) per day accumulated, upon retirement from employment within the Saucon Valley School District. In the event the dollar amount is less than \$1,000 in a payout for the sick days, the money shall be paid directly to the Employee with the appropriate tax withholdings. In the event the dollar amount is more than \$1,000, the money will be placed in a 403(b) account.

For a retiring full-time employee who has worked a minimum of twenty (20) years of full time service for the District at retirement and who provides the Employer with a letter by July 1, 2022 of their intent to retire no later than August 23, 2022, the Employer will pay for individual medical insurance for the Employee only, not to include dental, vision or life insurance coverage, until the age of 65 or a maximum of six (6) years following the date of retirement, whichever is sooner. If this age requirement is declared to be in violation of ADEA by any court of competent jurisdiction, the parties agree that the age requirement shall become null and void and shall immediately be replaced by the phrase “for six (6) years following the date of retirement”. Payment to be made by the District for the term of this obligation shall be limited to the monthly premium rates in effect for the year in which the employee elects to retire. In addition, eligible Employees shall be obligated to pay a co-payment of \$100 per month. This payment shall be to the Business office on or before the 10th of the month preceding the month that the premium is due. Notice of any premium increase will be provided to the retired Employee at this/her last known address indicated in the Districts records, as furnished by the retiring Employee. Failure of the retired Employee to pay additional amounts due will result in immediate and permanent termination of health insurance coverage. If an Employee is not eligible for this benefit, he/she may purchase the individual medical coverage only if he/she is eligible for full retirement without penalty (superannuation.). This paragraph will sunset on August 23, 2022. Any Employee who retires after August 23, 2022 will not be entitled to this retirement benefit.

Retirees shall receive the same plan as active Employees.

Family and Medical Leave Act of 1993 (FMLA)

Family and Medical Leave shall be granted in accordance with Board Policy and the Federal Family and Medical Leave Act. FMLA will run concurrently with all leaves. The District utilizes a rolling year methodology for purposes of leave eligibility.

Sick Leave

a. Personal Illness Absence

1) In any school year, whenever a ten (10) month employee is prevented by illness or accidental injury from following his or her occupation, the School District shall pay to said employee for each day of absence the full salary to which the employee may be entitled as if said employee were actually engaged in the performance of duty for a period of ten (10) days. The same provisions as above are available for illness in the immediate family and are charged to sick leave, however, an employee may only use up to ten (10) sick days per year for leave under this provision for immediate family members, which shall be defined in this section as Parent, Spouse or Child.

2) Such leave shall be cumulative from year to year and the total number of days accumulated may be used in any year.

3) The Administration reserves the right to require the employee to furnish a certificate from a physician or other practitioner certifying that said employee was unable to perform his or her duties during the period of absence for which compensation is required to be paid under this policy.

Death in Immediate Family

Absence for death in the immediate family is allowable for a maximum of four (4) days. The first three (3) of those days must be consecutive and shall start on the date that immediately follows the death in question.

The fourth day available may be reserved for a date in which memorial services and/or observations are to take place involving the deceased immediate family member. In the event the employee requests to take the fourth day non-consecutively with the first three, the Administration reserves the right to request information from the employee demonstrating why the fourth date needs to be taken at a different time.

In extraordinary circumstances in which travel or some other unusual event has or will occur regarding the observance/memorial services, the Administration, at its discretion, may allow the third and fourth days to be taken at a different time from the first two days of bereavement leave.

On the date of death, an employee may use a sick or personal day if they have one available, and the death occurred before the start of the work day. In the event the death occurs on a non-work day, this provision shall not be applicable.

Immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, grandchild or near relative, who resides in the same household, or any person with whom the employee has made his home.

One day of absence to attend the funeral of a near relative shall be compensated at full salary. Near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, brother-in-law or sister-in-law.

Paid Holidays - Seven (7)

Good Friday, Memorial Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day and Presidents Day. If school is in session on any of the paid holidays and such employees are required to work on those days, an equal day shall be given as compensatory time off as arranged with and approved by their supervisor.

Personal Days

Three (3) personal days per year. Such personal days may not be used in succession; however, one personal day may be taken on the day before or after a holiday with two weeks' notice and approval by the Food Service Coordinator. Written request must be made to the immediate supervisor at least three (3) calendar days prior to such "Personal Day" except in case of emergency. The employee shall inform the supervisor regarding the reason for the emergency as soon as possible of the absence and the reason for such absence. The Food Service Coordinator will grant the Personal Day requested by the employee, except where the granting of such request will have a disruptive effect on the food service program for that day. At the end of the school year, if unused, personal day(s) shall accumulate as sick leave.

Inclement Weather

If school is cancelled because of inclement weather, the full-time food service employees will be paid for the regular hours that would have been worked, for example, if a regular work day is five (5) hours, the employee will receive five (5) hours pay to a maximum of four (4) days.

Exhaustion of Accumulated Paid Leave Time

When an employee's accumulated paid leave time (sick, personal, as applicable) has been exhausted, the employee shall provide the District with a written note explaining the reason any additional unpaid time off is being requested. Additional time off, unpaid, shall be at the discretion of the District. Disciplinary action will occur in the event an employee takes additional time off without providing a written explanation.

APPENDIX "B"

PART TIME EMPLOYEE BENEFITS **(EMPLOYEES WORKING LESS THAN THIRTY (30) HOURS PER WEEK)**

Temporary Assignment

Any part-time employee who is temporarily assigned by the Administration to substitute for another employee and perform the duties of a higher rated job classification shall be paid the higher rate of pay for the duration of the assignment.

Employees who have been employed with the District for ten (10) years will receive \$20.00 a day for unused sick days at retirement for the duration of the Plan. Such payment shall be made into an employee's 403(b) account. In the event the dollar amount is less than \$1,000 in a payout for the sick days, the money shall be paid directly to the Employee with the appropriate tax withholdings. In the even the dollar amount is more than \$1,000, the money will be placed in a 403(b) account.

Sick Leave

Five (5) days per year (cumulative). Use of four (4) or more consecutive days of sick leave will automatically require a certificate from a physician stating:

- a. that the employee on sick leave has been examined;
- b. the nature of the illness or injury;
- c. that the employee is/was unfit to work;
- d. the probable date on which the employee may return to work.

An employee may use up to five (5) days per year for leave under this provision for immediate family members, which shall be defined in this section as Parent, Spouse or Child.

Paid Holidays

Two (2) - Thanksgiving Holiday and Christmas Day. If school is in session on any of the paid holidays and such employees are required to work on those days, an equal day shall be given as compensatory time off as arranged with and approved by their supervisor.

Death in Immediate Family

Absence for death in the immediate family is allowable for maximum of four (4) days. The first three (3) of those days must be consecutive and shall start on the date that immediately follows the death in question.

The fourth day available may be reserved for a date in which memorial services and/or observations are to take place involving the deceased immediate family member. In the event the employee requests to take the fourth day non-consecutively with the first three, the Administration reserves the right to request information from the employee demonstrating why the fourth date needs to be taken at a different time.

In extraordinary circumstances in which travel or some other unusual event has or will occur regarding the observance/memorial services, the Administration, at its discretion, may allow the third and fourth days to be taken at a different time from the first two days of bereavement leave.

On the date of death, an employee may use a sick or personal day if they have one available, and the death occurred before the start of the work day. In the event the death occurs on a non-work day, this provision shall not be applicable.

Immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, grandchild or near relative, who resides in the same household, or any person with whom the employee has made his home.

One day of absence to attend the funeral of a near relative shall be compensated at full salary. Near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, brother-in-law or sister-in-law.

Personal Day

Three (3) personal days per year. Such personal days may not be used in succession; however, one personal day may be taken on the day before or after a holiday with two weeks' notice and approval by the Food Service Coordinator. Written request must be made to the immediate supervisor at least three (3) calendar days prior to such "Personal Day" except in case of emergency. The Food Service Coordinator will grant the Personal Day requested by the employee, except where the granting of such request will have a disruptive effect on the food service program for that day. At the end of the school year, if unused, personal day(s) shall accumulate as sick leave.

Inclement Weather

If school is cancelled because of inclement weather, the part-time food service employees will be paid for the regular hours that would have been worked, for example, if a regular work day is three (3) hours, the employee will receive three (3) hours pay to a maximum of four (4) days.

Food Service Personnel

All hours for food service personnel will be determined by the administration by position. Any position that is reviewed and whose hours are adjusted those employees

will be contacted and the change communicated to them prior to the start of the school year. Mid-year adjustment may be made by the administration.

Exhaustion of Accumulated Paid Leave Time

When an employee's accumulated paid leave time (sick, personal, as applicable) has been exhausted, the employee shall provide the District with a written note explaining the reason any additional unpaid time off is being requested. Additional time off, unpaid, shall be at the discretion of the District. Disciplinary action will occur in the event an employee takes additional time off without providing a written explanation.

APPENDIX C - HEALTHCARE PLAN DESIGNS – 7/1/2022 THROUGH 12/31/2022

Benefits	Plan 1 - Changes to the plan as of 2021-22 school year		Plan 1 - Changes to the plan as of 2022-23 school year		Plan 2 - Available to employees as of 2021-22 and only plan option for new hires after July 1, 2021	
Medical:	PPO		PPO		PPO	
	In Network	Out of Network	In Network	Out of Network	In Network	Out of Network
Deductible: In network	\$500 / \$1000	\$0	\$500 / \$1000		\$750 / \$1500 / \$2250	
Out of Network	\$0	\$500 / \$1000		\$500 / \$1000		\$1500 / \$3000 / \$4500
PCP Copay:	\$20	20% after ded	\$20	20% after ded	\$25	20% after ded
Specialist Copay:	\$40	20% after ded	\$40	20% after ded	\$50	20% after ded
Urgent Care Copay:	\$50	20% after ded	\$50	20% after ded	\$75	20% after ded
ER Copay: Waived if admitted from ER.	\$100	20% after ded	\$100	20% after ded	\$150	20% after ded
Inpatient Hospital Stays	\$0	20% after ded	\$0	20% after ded	\$200 copay per admission	20% after ded
Diagnostic Testing	100% after ded	20% after ded	100% after ded	20% after ded	100% after ded	20% after ded
Hi Tech Imaging Copay (EX: MM, CT):	100% after ded	20% after ded	100% after ded	20% after ded	\$75 copay after ded	20% after ded
Outpatient Surgery Facility	\$0	20% after ded	\$0	20% after ded	\$50	20% after ded
PT - Unlimited; ST, OT - 10 visits	\$40	20% after ded	\$40	20% after ded	\$50	20% after ded
Chiropractic Copay - unlimited	\$40	20% after ded	\$40	20% after ded	\$50	20% after ded
Private Duty Nursing:	100% after ded	20% after ded	100% after ded	20% after ded	100% after ded	20% after ded
RX: (Copays)						
Retail: Tier 1:	\$10		\$10		\$20	No Benefits Available
Tier 2:	\$25		\$30		\$40	
Tier 3:	\$50		\$60	No Benefits Available	\$80	
Mail Order: Tier 1:	\$20	Not covered	\$20		\$40	
Tier 2:	\$60		\$60		\$80	
Tier 3:	\$120		\$120		\$160	

APPENDIX “D” – HEALTHCARE PLAN DESIGNS EFFECTIVE 1/1/2023

Saucon Valley School District

Proposed Plan Option 1

GROUP 1 ONLY (Cafeteria)

Benefit Plan Options for Current \$500 Deductible Plan

	PPO \$500 PLAN - Current Plan		PPO \$500 - Option 1	
Medical:	PPO		PPO	
	In network	Out of Network	In Network	Out of Network
Deductible: In network (PPO - Capital Blue Cross)	\$500 / \$1000		\$750 / \$1500	
Out of Network (PPO - Capital Blue Cross)		\$500 / \$1000		\$1200 / \$2400
Out of Pocket: In network (PPO - Medical & RX)	\$8550 / \$17,100		\$8700 / \$17400	
Out of Pocket (PPO - Medical & RX)		\$8550 / \$17100		unlimited
Preventative Services	\$0	20%	\$0	20%
PCP Copay:	\$20	20% after ded	\$30	20% after ded
Specialist Copay:	\$40	20% after ded	\$60	20% after ded
Urgent Care Copay:	\$50	20% after ded	\$100	20% after ded
ER Copay: Waived if admitted from ER	\$100		\$150	
Inpatient Hospital Stays; copay waived if admitted	\$0 after ded	20% after ded	\$150 after ded	20% after ded
Diagnostic Testing	\$0 after ded	20% after ded	\$60 after ded	20% after ded
Hi Tech Imaging Copay (EX: MRI, CT):	\$0 after ded	20% after ded	\$60 after ded	20% after ded
Outpatient Surgery Facility	\$0 after ded	20% after ded	\$100 after ded	20% after ded
Outpatient Ambulatory Surgery Center	\$0 after ded	Not Covered	\$150 after ded	20% after ded
PT - Unlimited; ST, OT - 10 visits	\$40	20% after ded	\$60	20% after ded
Chiropractic Copay - unlimited	\$40	20% after ded	\$60	20% after ded
MH Inpatient Services	\$0 after ded	20% prof; 50% facility after ded	\$150 after ded	20% after ded
MH Outpatient Services	\$20	20% prof; 50% facility after ded	\$30	20% after ded
SA Inpatient Services	\$0 after ded	20% prof; 50% facility after ded	\$150 after ded	20% after ded
SA Outpatient Services	\$0	20% prof; 50% facility after ded	\$30	20% after ded
RX:				
Retail: Tier 1:	\$10	Not covered	\$20	Not Covered
Tier 2:	\$25		\$40	
Tier 3:	\$50		\$80	
Mail Order: Tier 1:	\$25		\$50	
Tier 2:	\$60		\$100	
Tier 3:	\$120		\$200	

Saucon Valley School District

PROPOSED PLAN OPTION 2

Group 1 Only (Cafeteria)

Proposed Benefit Plan Options for Current \$750 Deductible Plan

	PPO \$750 PLAN - Current Plan		PPO \$750 - Option 1	
Medical:	PPO		PPO	
	In network	Out of Network	In Network	Out of Network
Deductible: In network (PPO - Capital Blue Cross)	\$750 / \$1500 / \$2250		\$1000 / \$2000 / \$3000	
Out of Network (PPO - Capital Blue Cross)		\$1500 / \$3000 / \$4500		\$2000 / \$4000 / \$6000
Out of Pocket: In network (PPO - Medical & RX)	\$8150 / \$16300 / \$16300		\$8700 / \$17400 / \$17400	
Out of Pocket (PPO - Medical & RX)		\$8150 / \$16300 / \$16300		unlimited
Preventative Services	\$0	20%	\$0	20%
PCP Copay:	\$25	20% after ded	\$30	20% after ded
Specialist Copay:	\$50	20% after ded	\$60	20% after ded
Urgent Care Copay:	\$75	20% after ded	\$100	20% after ded
ER Copay: Waived if admitted from ER	\$150		\$150	
Inpatient Hospital Stays; copay waived if admitted	\$200 after ded	20% after ded	\$150 after ded	20% after ded
Diagnostic Testing	\$0 after ded	20% after ded	\$60 after ded	20% after ded
Hi Tech Imaging Copay (EX: MRI, CT):	\$75 after ded	20% after ded	\$60 after ded	20% after ded
Outpatient Surgery Facility	\$30	20% after ded	\$100 after ded	20% after ded
Outpatient Ambulatory Surgery Center	\$30	Not Covered	\$150 after ded	20% after ded
PT - Unlimited; ST, OT - 10 visits	\$50	20% after ded	\$60	20% after ded
Chiropractic Copay - unlimited	\$50	20% after ded	\$60	20% after ded
MH Inpatient Services	\$200	20% prof; 50% facility after ded	\$150 after ded	20% after ded
MH Outpatient Services	\$50	20% prof; 50% facility after ded	\$30	20% after ded
SA Inpatient Services	\$200	20% prof; 50% facility after ded	\$150 after ded	20% after ded
SA Outpatient Services	\$0	20% prof; 50% facility after ded	\$30	20% after ded
RX:				
Retail: Tier 1:	\$20	Not covered	\$20	Not Covered
Tier 2:	\$40		\$40	
Tier 3:	\$80		\$80	
Mail Order: Tier 1:	\$40		\$50	
Tier 2:	\$80		\$100	
Tier 3:	\$160		\$200	

SAUCON VALLEY SCHOOL DISTRICT
HELLERTOWN, PENNSYLVANIA

COMPENSATION AND BENEFITS PLAN
BOARD OF SCHOOL DIRECTORS

and

TECHNOLOGY DEPARTMENT EMPLOYEES

EFFECTIVE

July 1, 2022 to June 30, 2025

COMPENSATION AND BENEFITS PLAN
BOARD OF SCHOOL DIRECTORS
AND THE
TECHNOLOGY DEPARTMENT EMPLOYEES

July 1, 2022 to June 30, 2025

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COMPENSATION AND BENEFITS PLAN

I. EFFECTIVE DATE OF PLAN

This plan is effective July 1, 2022 and shall continue until June 30, 2025.

II. BENEFITS

The Technology Department employees will receive all benefits listed in the current Administrative Assistants /Clerical Compensation and Benefits Plan with the exception of the items listed below.

III. VACATION SCHEDULE

a. Technology department employees are entitled to Fifteen (15) working days per year.

b. Twenty (20) working days after 10 years plus one (1) additional day for every consecutive year of service not to exceed twenty-five (25) working days.

IV. BASE SALARY

Base salary will be negotiated independent from the Administrative Assistants/Clerical Compensation and Benefits Plan upon hire.

V. SALARY INCREASES

a. Technology Department employees are to follow the yearly percent structural increases as listed in the current Administrative Assistants /Clerical Compensation and Benefits Plan.

b. Structural increases as follows:

2022-2023	2.0%
2023-2024	2.0%
2024-2025	2.0%

During 2022-2023, Employees will receive a \$500 bonus off the scale and not PSERS eligible.

VI. HEALTHCARE PREMIUM CONTRIBUTIONS

a. The Saucon Valley School District shall make available two PPO plan options for District employees in accordance with the following provisions.

From July 1, 2022 through December 31, 2022:

The PPO Plan 1 whose plan design is attached at Appendix “A” to this Agreement shall be made available with employees contributing 10% of the total cost of the annual premium in 2022-2023.

The PPO Plan 2 whose plan design is attached at Appendix “A” to this Agreement shall be made available with employees contributing 3% of the total cost of the annual premium in 2022-2023.

For all employees hired on or after July 1, 2021, the only plan available to participate in shall be the PPO Plan 2.

Effective January 1, 2023,

The PPO Plan 1 (Option 1) whose plan design is attached at Appendix “B” to this Agreement shall be made available with employees contributing 11% of the total cost of the annual premium in 2022-2023; 12% of the total cost of the annual premium in 2023-2024; and 13% of the total cost of the annual premium in 2024-2025.

The PPO Plan 2 (Option 2) whose plan design is attached at Appendix “B” to this Agreement shall be made available with employees contributing 3% of the total cost of the annual premium in 2022-2023; 4% of the total cost of the annual premium in 2023-2024; and 5% of the total cost of the annual premium in 2024-2025.

Notwithstanding the contributions listed above, to the extent the total employee costs to annual premiums change under the Saucon Valley Educational Support Professionals contract, those changes shall be reflected herein.

The total cost of the annual premium shall be the equivalent of the COBRA amounts in a given year without the administrative fees for the plan and level of healthcare elected by the employee.

a. For the 2022-2023, 2023-2024 and 2024-2025 school years, in the event the healthcare changes for the Saucon Valley Educational Support Professionals are better than what are provided herein, that plan shall be effective for this group. Healthcare shall include, but not be limited to, premium contributions to healthcare and prescription drug plans and co-pay, plan designs and co-pays, deductibles, in-network and out of network coverages, vision and dental premiums, co-pays, etc.

VII. **EXCISE TAX**

During the term of this Plan, or at any time after its expiration date until such time as a new Plan is implemented, should the premium for any medical plan (in combination with the prescription plan and any Board-provided flexible spending accounts) offered pursuant to the Plan exceed the threshold amounts as stated in the Patient Protection and Affordable Care Act (or any applicable federal or state legislation enacted hereinafter) so as to subject the medical

plan or plans to excise taxes, taxes, or penalties as the result of the combined plans exceeding the thresholds, the issue will be addressed as follows:

a. The District shall notify the Technology Department Employees that the health benefit plan or plans that are offered pursuant to the Plan will be subject or will likely be subject to the above-referenced tax or fee;

b. Employees who are enrolled in a health benefit plan or plans that are offered pursuant to this Plan that will be subject to the above-referenced tax or fee will be entitled to receive the richest plan offered by the District that would not be subject to the tax or the fee. Existing Employee premium share shall apply on the same basis as the premium share defined for those plans currently in place covered by this Plan.

c. If all of the health benefit plans offered by the District would be subject to the tax or the fee, the District shall notify the Technology Department Employees that the health benefit plan or plans that are offered pursuant to this Plan will be subject to the above-referenced tax or fee and what it intends to do to eliminate the tax or fee;

d. The Technology Department Employees will have up to 30 calendar days from the date of such notice to meet and discuss with the Board on addressing the issue of health benefit plan design changes or increased premium share;

e. If the Board elects to adopt any of the suggestions made by the Technology Department Employees during this 30 day time period, that adoption shall become part of the Plan and will supersede any inconsistent provisions.

f. If the Board does not adopt any of the Technology Department Employees' suggestions within the 30 calendar day period referenced in subsection 4., all Employees enrolled in the health benefit plan or plans subject to the tax or fee shall no longer be entitled to remain in the health benefit plan or plans that are subject to the tax or fee and would be entitled to receive the richest plan offered by the exchange/marketplace that would not be subject to the tax or fee. Notwithstanding the foregoing, existing Employee premium share shall apply on the same basis as the least rich eliminated health benefit plan.

VIII. SPOUSAL COORDINATION OF BENEFITS

a. Notwithstanding the paragraph above, effective for all Employees in the 2020-2021 school year and each subsequent year thereafter, spousal coverage under the District healthcare program shall be extended to an employee's spouse only in the event the Employee's spouse's employer does not provide healthcare insurance.

VIX. REOPENER CLAUSE

In any year during the term of the Compensation and Benefits Plan, the District reserves the right to reopen the Compensation and Benefits Plan.

APPENDIX A: HEALTHCARE PLAN DESIGNS 7/1/2022 to 12/31/2022

Benefits	Plan 1 - Changes to the plan as of 2021-22 school year		Plan 1 - Changes to the plan as of 2022-23 school year		Plan 2 - Available to employees as of 2021-22 and only plan option for new hires after July 1, 2021	
	PPO		PPO		PPO	
Medical:	In Network	Out of Network	In Network	Out of Network	In Network	Out of Network
Deductible: In network	\$500 / \$1000	\$0	\$500 / \$1000		\$750 / \$1500 / \$2250	
Out of Network	\$0	\$500 / \$1000		\$500 / \$1000		\$1500 / \$3000 / \$4500
PCP Copay:	\$20	20% after ded	\$20	20% after ded	\$25	20% after ded
Specialist Copay:	\$40	20% after ded	\$40	20% after ded	\$50	20% after ded
Urgent Care Copay:	\$50	20% after ded	\$50	20% after ded	\$75	20% after ded
ER Copay: Waived if admitted from ER.	\$100	20% after ded	\$100	20% after ded	\$150	20% after ded
Inpatient Hospital Stays	\$0	20% after ded	\$0	20% after ded	\$200 copay per admission	20% after ded
Diagnostic Testing	100% after ded	20% after ded	100% after ded	20% after ded	100% after ded	20% after ded
Hi Tech Imaging Copay (EX: MM, CT):	100% after ded	20% after ded	100% after ded	20% after ded	\$75 copay after ded	20% after ded
Outpatient Surgery Facility	\$0	20% after ded	\$0	20% after ded	\$50	20% after ded
PT - Unlimited; ST, OT - 10 visits	\$40	20% after ded	\$40	20% after ded	\$50	20% after ded
Chiropractic Copay - unlimited	\$40	20% after ded	\$40	20% after ded	\$50	20% after ded
Private Duty Nursing:	100% after ded	20% after ded	100% after ded	20% after ded	100% after ded	20% after ded
RX: (Copays)						
Retail: Tier 1:	\$10		\$10		\$20	No Benefits Available
Tier 2:	\$25		\$30		\$40	
Tier 3:	\$50		\$60		\$80	
Mail Order: Tier 1:	\$20	Not covered	\$20	No Benefits Available	\$40	
Tier 2:	\$60		\$60		\$80	
Tier 3:	\$120		\$120		\$160	

APPENDIX “B” – HEALTHCARE PLAN
DESIGNS – EFFECTIVE 1/1/2023

Saucon Valley School District

Proposed Plan Option 1

GROUP 1 ONLY (Technology)

Benefit Plan Options for Current \$500 Deductible Plan

	PPO \$500 PLAN - Current Plan		PPO \$500 - Option 1	
Medical:	PPO		PPO	
	In network	Out of Network	In Network	Out of Network
Deductible: In network (PPO - Capital Blue Cross)	\$500 / \$1000		\$750 / \$1500	
Out of Network (PPO - Capital Blue Cross)		\$500 / \$1000		\$1200 / \$2400
Out of Pocket: In network (PPO - Medical & RX)	\$8550 / \$17,100		\$8700 / \$17400	
Out of Pocket (PPO - Medical & RX)		\$8550 / \$17100		unlimited
Preventative Services	\$0	20%	\$0	20%
PCP Copay:	\$20	20% after ded	\$30	20% after ded
Specialist Copay:	\$40	20% after ded	\$60	20% after ded
Urgent Care Copay:	\$50	20% after ded	\$100	20% after ded
ER Copay: Waived if admitted from ER	\$100		\$150	
Inpatient Hospital Stays; copay waived if admitted	\$0 after ded	20% after ded	\$150 after ded	20% after ded
Diagnostic Testing	\$0 after ded	20% after ded	\$60 after ded	20% after ded
Hi Tech Imaging Copay (EX: MRI, CT):	\$0 after ded	20% after ded	\$60 after ded	20% after ded
Outpatient Surgery Facility	\$0 after ded	20% after ded	\$100 after ded	20% after ded
Outpatient Ambulatory Surgery Center	\$0 after ded	Not Covered	\$150 after ded	20% after ded
PT - Unlimited; ST, OT - 10 visits	\$40	20% after ded	\$60	20% after ded
Chiropractic Copay - unlimited	\$40	20% after ded	\$60	20% after ded
MH Inpatient Services	\$0 after ded	20% prof; 50% facility after ded	\$150 after ded	20% after ded
MH Outpatient Services	\$20	20% prof; 50% facility after ded	\$30	20% after ded
SA Inpatient Services	\$0 after ded	20% prof; 50% facility after ded	\$150 after ded	20% after ded
SA Outpatient Services	\$0	20% prof; 50% facility after ded	\$30	20% after ded
RX:				
Retail: Tier 1:	\$10	Not covered	\$20	Not Covered
Tier 2:	\$25		\$40	
Tier 3:	\$50		\$80	
Mail Order: Tier 1:	\$25		\$50	
Tier 2:	\$60		\$100	
Tier 3:	\$120		\$200	

Saucon Valley School District

PROPOSED PLAN OPTION 2

Group 1 Only (Technology)

Proposed Benefit Plan Options for Current \$750 Deductible Plan

	PPO \$750 PLAN - Current Plan		PPO \$750 - Option 1	
Medical:	PPO		PPO	
	In network	Out of Network	In Network	Out of Network
Deductible: In network (PPO - Capital Blue Cross)	\$750 / \$1500 / \$2250		\$1000 / \$2000 / \$3000	
Out of Network (PPO - Capital Blue Cross)		\$1500 / \$3000 / \$4500		\$2000 / \$4000 / \$6000
Out of Pocket: In network (PPO - Medical & RX)	\$8150 / \$16300 / \$16300		\$8700 / \$17400 / \$17400	
Out of Pocket (PPO - Medical & RX)		\$8150 / \$16300 / \$16300		unlimited
Preventative Services	\$0	20%	\$0	20%
PCP Copay:	\$25	20% after ded	\$30	20% after ded
Specialist Copay:	\$50	20% after ded	\$60	20% after ded
Urgent Care Copay:	\$75	20% after ded	\$100	20% after ded
ER Copay: Waived if admitted from ER	\$150		\$150	
Inpatient Hospital Stays; copay waived if admitted	\$200 after ded	20% after ded	\$150 after ded	20% after ded
Diagnostic Testing	\$0 after ded	20% after ded	\$60 after ded	20% after ded
Hi Tech Imaging Copay (EX: MRI, CT):	\$75 after ded	20% after ded	\$60 after ded	20% after ded
Outpatient Surgery Facility	\$30	20% after ded	\$100 after ded	20% after ded
Outpatient Ambulatory Surgery Center	\$30	Not Covered	\$150 after ded	20% after ded
PT - Unlimited; ST, OT - 10 visits	\$50	20% after ded	\$60	20% after ded
Chiropractic Copay - unlimited	\$50	20% after ded	\$60	20% after ded
MH Inpatient Services	\$200	20% prof; 50% facility after ded	\$150 after ded	20% after ded
MH Outpatient Services	\$50	20% prof; 50% facility after ded	\$30	20% after ded
SA Inpatient Services	\$200	20% prof; 50% facility after ded	\$150 after ded	20% after ded
SA Outpatient Services	\$0	20% prof; 50% facility after ded	\$30	20% after ded
RX:				
Retail: Tier 1:	\$20	Not covered	\$20	Not Covered
Tier 2:	\$40		\$40	
Tier 3:	\$80		\$80	
Mail Order: Tier 1:	\$40		\$50	
Tier 2:	\$80		\$100	
Tier 3:	\$160		\$200	

Saucon Valley School District

Policy

Title – 810 Transportation

Section – 800 Operations

Adopted –

Revised –

Content

Purpose

Transportation for students shall be provided in accordance with law and Board policy.

Definitions

School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of pre-primary, primary or secondary school students to or from public, charter, private or parochial schools or events related to such schools or school-related activities.[\[1\]](#)

School vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of pre-primary, primary or secondary school students to or from public, charter, private or parochial schools or events related to such schools or school-related activities while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.[\[1\]](#)

Authority

The Board shall provide transportation for resident students in grades kindergarten through 12 to the district's public schools and charter, regional charter and nonpublic schools located in the district or within the district's transportation boundary or other placements as required by law or agreements. The district's transportation boundary is a distance not exceeding ten (10) miles by the nearest public highway outside the school district's border.[\[2\]](#)[\[3\]](#)[\[4\]](#)

The Board shall purchase, lease, equip, and maintain school buses/vehicles and/or contract for school bus/vehicle services, ~~when necessary~~ for the transportation of students to and from school at regularly scheduled hours and for field trips and cocurricular/noncurricular activities.[\[2\]](#)[\[3\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

The Board shall provide transportation for students living within the prescribed limits when walking conditions to the school are found to be hazardous by the Department of Transportation.[\[3\]](#)[\[11\]](#)

The Board shall ~~transport handicapped~~ provide transportation for students with disabilities, without regard to distance or hazardous walking conditions, when required by the student's individualized education program (IEP) or Section 504 Service Agreement.[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)

The Board shall ~~transport~~ provide transportation for eligible resident students who are enrolled in nonpublic schools within the distance or charter schools as prescribed required by law.[\[2\]](#)[\[4\]](#)[\[17\]](#)

The Board shall provide transportation for children in foster care in accordance with federal and state laws and regulations, and the local transportation plan.[\[18\]](#)[\[19\]](#)

The Board shall provide transportation for homeless children and youth in accordance with federal and state laws and regulations.[\[20\]](#) [\[21\]](#)

The Board prohibits any diesel-powered motor vehicle weighing 10,001 pounds or more to idle for more than five (5) minutes in any continuous sixty-minute period while parked, loading or unloading, except as allowed by law.[\[22\]](#)

The Board shall ensure that permanent signs, notifying drivers of the idling restrictions, are maintained on district property at locations where diesel-powered motor vehicles weighing 10,001 pounds or more load or unload. Signs shall also be posted at locations that provide fifteen (15) or more parking spaces for such diesel-powered motor vehicles.[\[23\]](#)[\[24\]](#)

~~A school bus driver shall not be employed until s/he has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of the screening process.~~

Delegation of Responsibility

The school bus/vehicle driver shall be responsible ~~for discipline of~~ to maintain order while students ~~while they are being transported.~~

The school bus/vehicle driver shall report all incidents, including, but not limited to, discipline problems, medical problems, bullying/harassment, safety issues, accidents or injuries, and violations of Pennsylvania's School Bus Stopping Law to the Superintendent or designee as soon as practicable.

The building principal may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student's transportation.[\[7\]](#)

The Superintendent or designee shall ~~be responsible to:~~

1. Establish bus routes and bus stops for all public and nonpublic students residing within the district [\[7\]](#).
2. ~~Establish rules governing the number of chaperones to accompany students in connection with school-related activities.~~
3. ~~Prepare a district map or schedule indicating each bus stop and bus route.~~
4. Maintain records and make required reports regarding school transportation.[\[5\]](#)[\[7\]](#)
5. Promulgate ~~Distribute~~ rules governing student conduct during transport; such rules shall be binding on all students transported by the district.[\[7\]](#)

Reports of Employee Crimes/Child Abuse

~~District bus drivers and carriers shall be responsible to inform the district in writing at the beginning of each school year whether or not they:~~

1. ~~Have been charged, subsequent to approval as a district bus driver, with a criminal offense that would bar their employment as bus drivers.~~
2. ~~Were charged with a crime deemed serious under the criteria established by law.~~
3. ~~Have been charged with or convicted of crimes that affect their suitability to have direct contact with students.~~

~~This responsibility is in addition to the requirement for clearances that must be presented to the district when an individual is initially hired by the district.~~

~~The district shall have procedures in place to ensure they are notified by their employees when the employees are charged with crimes or child abuse. The procedures shall also include the provision that the failure on the part of employees to~~

~~make such timely notification shall subject them to disciplinary action, including termination.~~

Guidelines

Student Health Information

When necessary for student safety, or when required by a student's IEP or Section 504 Service Agreement, a school bus/vehicle driver shall be provided with relevant student health and medical information.[16][25][26]

School bus/vehicle drivers shall maintain the confidentiality of student health/medical information in accordance with district policies and procedures and applicable law.[27][28]

Evacuation Drills

The Pennsylvania School Code requires that all schools, including school districts that use or contract school buses for transportation of students, shall conduct two (2) emergency school bus evacuation drills during each school year. The first drill must be conducted during the first week of the school term and the second during the month of March. Each bus evacuation drill must include the instruction on the location and use of emergency exit doors and fire extinguishers and the proper evacuation of the bus.
[29][30][31]

1. 75 Pa. C.S.A. 102
2. 24 P.S. 1361
3. 24 P.S. 1362
4. 24 P.S. 1726-A
5. 22 PA Code 23.1
6. 22 PA Code 23.2
7. 22 PA Code 23.4
8. Pol. 610
9. Pol. 611
10. Pol. 818
11. 67 PA Code 447.1 et seq
12. 24 P.S. 1374
13. 22 PA Code 23.3
14. Pol. 103

15. Pol. 103.1
 16. Pol. 113
 17. Pol. 140
 18. 20 U.S.C. 6312
 19. Pol. 255
 20. 42 U.S.C. 11432
 21. Pol. 251
 22. 35 P.S. 4601 et seq
 23. 67 PA Code 212.101
 24. 35 P.S. 4608
 25. Pol. 210
 26. Pol. 210.1
 27. Pol. 113.4
 28. Pol. 216
 29. 24 P.S. 1517
 30. 75 Pa. C.S.A. 4552
 31. Pol. 805
- 22 PA Code 15.1 et seq
22 PA Code 23.6
24 P.S. 1331
24 P.S. 1365
24 P.S. 1366
24 P.S. 2541
24 P.S. 2542
75 Pa. C.S.A. 4551-4553
20 U.S.C. 6301 et seq
42 U.S.C. 11431 et seq
49 CFR Part 37
49 CFR Part 38
Pol. 000
Pol. 121
Pol. 810.1

Saucon Valley School District

Policy

Title – 810AR Student Conduct on Buses and School Vehicles

Section – 800 Operations

Adopted –

Revised –

Content

810-AR. STUDENT CONDUCT ON BUSES AND SCHOOL VEHICLES

Considering that a bus or school vehicle is an extension of the classroom, the district requires students to conduct themselves on school buses or school vehicles in accordance with the Code of Student Conduct established for student behavior in schools and on district property.

While the law requires the district to provide student transportation, it does not relieve the parents/guardians of students from the responsibility of supervision until the time the student boards the bus or school vehicle in the morning and after the student leaves the bus or school vehicle at the end of the school day.

The driver has authority over and responsibility for all students on the bus or school vehicle from the point of pick up to the point of discharge, and students are responsible to adhere to his/her directions and instructions.

To assist with the maintenance of discipline and to enhance security, school buses and school vehicles may be equipped with audio recording and video recording equipment.

The building principal will determine and administer disciplinary action; alert staff in cases of a delay, emergency or accident; and advise the Supervisor of Campus Operations of delayed arrivals.

Students will be informed annually regarding the authority of the bus driver and the rules for student conduct on buses or school vehicles.

Rules for Student Conduct

In addition to the established Code of Student Conduct, the rules for student conduct on school buses or school vehicles require that students will:

1. Obey and cooperate with the driver.
2. Observe rules of good citizenship and respect private property while waiting for the bus or school vehicle at the designated stop.
3. Be on time at the designated bus stop and wait until the bus or school vehicle comes to a complete stop before attempting to enter.
4. Be courteous to fellow students and the driver.
5. Remain seated while the bus or school vehicle is in motion.
6. Talk in normal inside voices and not talk to or disturb the driver.
7. Keep head and hands inside the bus or school vehicle at all times.
8. Be responsible for any damage to the bus or school vehicle.
9. Not litter the bus or school vehicle nor throw anything out the windows.
10. Not engage in horseplay on or around the bus or school vehicle.
11. Not eat, drink, smoke, vape, or use profanity.
12. Not leave books, lunches or personal property on the bus or school vehicle.
13. Not bring sharp or blunt instruments not in a proper container on the bus or school vehicle.
14. Not put items in the aisle, including backpacks, school projects, instruments, athletic gear, etc. All items must fit on your lap or

between legs while seated. Instruments permitted on the bus are alto sax, trumpet, violin, oboe, clarinet, flute, trombone, and piccolo.

15. Cross in front of bus or school vehicle on departure after the bus or school vehicle has stopped completely and driver has signaled students.

Discipline for Violations

The driver will maintain appropriate bus or school vehicle behavior, enforce safety rules and handle routine discipline issues.

When a student's misconduct persists, the driver and the transportation department will complete and submit to the building principal a Bus or School Vehicle Conduct Incident Report. The principal will review the report, interview the driver and/or student if necessary, determine disciplinary action, and complete the form. A copy of the completed form will be sent to the parent/guardian and the Supervisor of Campus Operation, and a copy will be retained and filed by the principal. The Supervisor of Campus Operation will inform the bus driver of the discipline.

Disciplinary action will follow a general rule of increasing severity of consequences, including:

1. Warning/Assigned seating.
2. Detention/Indoor recess.
3. Suspension of bus or school vehicle privileges for one (1) to three (3) days.
4. Suspension of bus or school vehicle privileges for five (5) to ten (10) days.

A student who is a discipline problem on a school bus or school vehicle may have his/her riding privileges permanently suspended by the building principal. In such cases, the parents/guardians are responsible for seeing that the student gets to school safely and on a regular basis.

Violations by Large Group of Students

The following procedure will be followed by the driver when a large number of students are violating student conduct rules:

1. Driver will proceed to or return to school with all the students who are on the bus or school vehicle at the time ~~s/he~~ the driver makes the decision.
2. Driver will contact the transportation department ~~principal~~ or designee and will remain on the bus or school vehicle until the administrator arrives.
3. Administrator will review the situation, determine appropriate action and subsequent discipline, and inform the Supervisor of Campus Operation.
4. The principal will notify the Superintendent regarding the incident.

The following guidelines shall be established:

1. Transportation will be provided for students whose residence mileage is greater than the following standards. In addition, students shall be expected to walk no greater distance from their residence to their assigned bus stop.
 - a. High School Students 2.0 miles
 - b. Middle School Students 2.0 miles
 - c. Elementary School Students 1.5 miles
2. Distances are to be determined from resident's property line to the school's property line as measured along the roadway. Transportation will be provided from home to school and return. In lieu of the student's residence, transportation will be provided from or to a day care facility or care giver, provided the location of the site is within the attendance boundaries of the elementary school to which the student is assigned.
3. All stops shall be at street intersections or neighborhood locations that the transportation department deems safe and age appropriate.
4. No "house" stops shall be made except for students whose IEP requires such stops, valid medical reasons, or where the residence is located on a hazardous road as defined by the Pennsylvania Department of Transportation.

5. All stops for public, private, and parochial schools may be at the same locations.
6. No buses or school vehicles shall enter non-through streets or cul-de-sacs to pick up students except students with IEP requirements and where approved by the Supervisor of Campus Operations ~~Director of Transportation~~ for the safety of students.
7. Variations to the above-listed guidelines may be established when the Pennsylvania Department of Transportation shall declare such routes to be hazardous in a certified letter to the school district where it will be on file, or when the district determines special conditions prevail.
8. Fire or emergency drills shall be held in conformance with the guidelines established by the School Code. Each student is to be made aware of the proper exits and procedures to follow in case of fire or other emergencies.
9. When required ~~¶~~ the number of chaperones for field trips may be determined by the Superintendent and building principal/designee with consideration given to age, program, and/or size of the group.

Non-Public And Charter Schools

Only students resident in Saucon Valley School District will be permitted to ride on SVSD vehicles.

Bus Conduct reports will be sent to the school principal that the student attends.

Saucon Valley School District

Policy

Title – 810.1 Transportation – School Bus Drivers and School Commercial Motor Vehicle Drivers

Section – 800 Operations

Adopted –

Revised –

Content

Note: This policy refers to school bus and commercial motor vehicle drivers only. Policy 810.3 applies to drivers of school vehicles used to transport students which do not qualify as a school bus or commercial motor vehicle.

Purpose

The Board recognizes that ~~the use and abuse of drugs and alcohol is a serious problem that may be present in the workplace~~ an employee must be fit to operate a school bus and commercial motor vehicle to ensure the health and safety of students being transported. The Board also recognizes that an employee impaired by drugs or alcohol who operates district vehicles or transports students poses significant risks to the safety of students and others.

Definitions

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

A **covered driver** shall ~~mean~~ include any district employee who drives, operates, or is in the actual physical control or movement of a school bus, ~~school vehicle~~, or a commercial motor vehicle owned, leased or operated by the school district. The term includes drivers and mechanics who operate such vehicles, including full-time, regularly employed individuals; leased drivers; and independent owner-operator contractors who are directly employed by or under lease to the district or who operate a bus or commercial motor vehicle owned or leased by the district.[\[1\]](#)

Commercial motor vehicle - a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the vehicle:[\[1\]](#)

1. Has a gross combination weight rating or gross combination weight of 26,001 or more pounds, whichever is greater, inclusive of towed unit(s) with a gross vehicle

weight rating or gross vehicle weight of more than 10,000 pounds, whichever is greater;

2. Has a gross vehicle weight rating or gross vehicle weight of 26,001 or more pounds, whichever is greater;
3. Is designed to transport sixteen (16) or more passengers, including the driver; or
4. Is transporting hazardous materials and is required to be placarded.

Driving - operating a commercial motor vehicle or motor carrier vehicle on a highway, with the motor running, including while the commercial motor vehicle or motor carrier vehicle is temporarily stationary because of traffic, a traffic control device or other momentary delay. The term does not include operating a commercial motor vehicle or motor carrier vehicle with or without the motor running if the driver moved the vehicle to the side of or off of a highway and halted in a location where the vehicle can safely remain stationary.[\[2\]](#)[\[3\]](#)[\[4\]](#)

Electronic device - an electronic device includes, but is not limited to, a cellular telephone, personal digital assistant, pager, computer or any other device used to input, write, send, receive or read text.[\[3\]](#)

Mobile telephone - a mobile communication device which uses a commercial mobile radio service.[\[4\]](#)

Safety-sensitive functions include all on-duty functions performed from the time a driver begins work or is required to be ready to work until the driver is relieved from work and all responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment; supervising, performing or assisting in loading and unloading; repairing or obtaining and waiting for help with a disabled vehicle; and performing other requirements related to accidents.[\[1\]](#)

School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.[\[5\]](#)

Texting - manually entering alphanumeric text into or reading text from an electronic device. The following shall apply:[\[3\]](#)

1. The term includes, but is not limited to, short message service, emailing, instant messaging, a command or request to access an Internet web page, pressing more than a single button to initiate or terminate a voice communication using a mobile telephone or engaging in any other form of electronic text retrieval or entry, for present or future communication.

2. The term does not include:
 - a. Inputting, selecting or reading information on a global positioning system or navigation system.
 - b. Pressing a single button to initiate or terminate a voice communication using a mobile telephone.
 - c. Using a device capable of performing multiple functions, including, but not limited to, fleet management systems, dispatching devices, citizens band radios and music players, for a purpose that is not prohibited by law.

Use a handheld mobile telephone or other electronic device –[4]

1. Using at least one (1) hand to hold a mobile telephone to conduct a voice communication.
2. Dialing or answering a mobile telephone by pressing more than a single button.
3. Reaching for a mobile telephone in a manner that requires a driver to maneuver so that the driver is no longer in a seated driving position, restrained by a seat belt.

Authority

~~The Board prohibits a covered driver from consuming alcohol or a controlled substance while operating a school Vehicle or otherwise on duty.~~

~~The Board prohibits a covered driver from reporting for duty, driving, operating, or being in the actual physical control of the movement of a school bus or school vehicle under the following circumstances.~~

- ~~1. While under the influence of a controlled substance or combination of controlled substances, or the combined influence of alcohol and a controlled substance or substances.~~
- ~~2. After consuming alcohol or a controlled substance within the previous eight (8) hours.~~
- ~~3. While having an alcohol concentration of 0.04 or greater OR after imbibing a sufficient amount of alcohol such that the individual's alcohol concentration is 0.02 or greater within two (2) hours after operating or being in actual physical control of a school bus or school vehicle.~~
- ~~4. After imbibing a sufficient amount of alcohol such that the individual is rendered incapable of safely driving, operating, or being in actual physical control of the movement of the vehicle.~~
- ~~5. While using any drugs or testing positive for hemp, an exception shall be made for an employee who submits a physician's written statement that the prescribed substance will not adversely affect the employee's ability to safely operate a school bus or school vehicle.~~

~~Staff shall be required to undergo testing for drugs and alcohol, as required by law. The District shall require covered drivers to submit to the following tests: pre-employment, random, post-accident, reasonable suspicion, return to work and follow up.~~

~~Consistent with contractual and legal requirements, a determination shall be made as to the appropriate disciplinary action for a covered driver who violates Board policy or administrative regulations. Nothing in this policy shall limit the district's authority to impose discipline, including discharge.~~

The Board shall implement a drug use and alcohol misuse prevention program for employees who are required to hold a commercial driver's license and who perform safety-sensitive functions in accordance with federal and state laws and regulations.[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)

All contracted transportation providers shall implement a drug use and alcohol misuse prevention program in accordance with federal law and regulations.[\[10\]](#)

Covered drivers shall observe all state and federal laws and Pennsylvania Department of Transportation regulations governing traffic safety and school bus and commercial motor vehicle operation.

The Board prohibits covered drivers from texting and from using a handheld mobile telephone or other electronic device while driving a school bus or commercial motor vehicle except when it is necessary to communicate with law enforcement officials or other emergency services.[\[2\]](#)[\[3\]](#)[\[11\]](#)[\[12\]](#)

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement this policy and the requirements of law, which include the following components:

1. Selecting and contracting ~~Contracts~~ with a qualified medical review officer, and substance abuse professional, ~~and a certified laboratory and other service agents as necessary.~~[\[13\]](#)
2. Establishment of procedures for required testing of covered drivers.[\[14\]](#)
3. Maintenance of the confidentiality of all aspects of the testing process.[\[8\]](#)
4. Delegation of responsibility for monitoring employee compliance with the provisions of Board policy and administrative regulations, including, but not limited to, an annual query of the Federal Motor Carrier Safety Administration's Commercial Driver's License Drug and Alcohol Clearinghouse.[\[15\]](#)
5. Designation of an employee responsible for receiving and handling results of drug and alcohol tests.[\[16\]](#)

6. Implementation of procedures for the query, preparation, maintenance, reporting, retention and disclosure of records, as required by law.[\[15\]](#)[\[17\]](#)
7. Distribution to affected employees of information and materials relevant to Board policies and administrative regulations regarding drug and alcohol testing ~~to affected employees.~~[\[18\]](#)
8. Distribution to affected employees of information and materials relevant to individuals or organizations that can provide counseling and treatment for drug and/or alcohol problems.

The Superintendent or designee shall provide each driver, upon hire or transfer, with:

1. This policy and its accompanying administrative regulations; and[\[18\]](#)
2. Educational materials that explain the state and federal requirements related to misuse of alcohol and use of controlled substances.[\[18\]](#)

The Superintendent or designee shall also provide notice to representatives of employee organizations of the availability of this information.[\[18\]](#)

The Board designates the Supervisor Of Campus Operations to be the contact person for questions about the drug use and alcohol misuse program.[\[18\]](#)

Guidelines

Employment Requirements

All covered drivers shall comply with the requirements for background checks/certifications and employment history reviews in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 304 504 for drivers employed by the district and Board policy 818 for drivers employed by an independent contractor.[\[10\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)[\[22\]](#)[\[23\]](#)

Prior to employment by the district as a covered driver or transfer to a covered driver position, the district shall obtain the following information in accordance with federal and state laws and regulations:

1. Alcohol and drug testing information from previous U.S. Department of Transportation-regulated employers during the past three (3) years with the covered driver's written consent.[\[15\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)
2. Commercial motor vehicle employment information for the past ten (10) years.[\[27\]](#)[\[28\]](#)

Additional Documentation -

Prior to employment by the district as a covered driver or transfer to a covered driver position, and at least once each school year, the Superintendent or designee shall:

1. Obtain a copy of a valid commercial driver's license indicating the appropriate endorsements from the covered driver, or authorize the applicable legal exemption in cases of emergency;[\[29\]](#)
2. Obtain a copy of a Commonwealth of Pennsylvania School Bus Driver's Physical Examination Form from the covered school bus driver;[\[30\]](#)
3. Obtain a copy of a current Pennsylvania School Bus Endorsement card from the covered school bus driver;[\[30\]](#)
4. Review each covered driver's driving record to determine whether the driver meets the minimum requirements for safe driving and is not disqualified to operate a commercial motor vehicle.[\[31\]](#)[\[32\]](#)

Prior to employment by the district as a covered driver or transfer to a covered driver position, and every two (2) years, the Superintendent or designee shall obtain a valid Medical Examiner's Certificate, if applicable.[\[33\]](#)

Reporting Requirements -

Covered drivers shall report misconduct in accordance with Board policy 317 for drivers employed by the district and Board policy 818 for drivers employed by an independent contractor.[\[10\]](#)[\[20\]](#)[\[21\]](#)[\[34\]](#)

Covered drivers using controlled substances prescribed for therapeutic purposes by a licensed medical practitioner shall submit the practitioner's written statement that the prescribed substance will not adversely affect the employee's ability to safely operate a school bus or commercial motor vehicle.[\[35\]](#)

Covered drivers shall also inform their supervisors of any use of drug(s) or medication(s) for which the packaging includes warnings that, "marked drowsiness may occur and/or be careful when driving a motor vehicle or operating machinery."[\[35\]](#)

A covered driver arrested, charged with or issued a citation for violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee in writing before the end of the next business day following the driver's arrest, charge or receipt of citation. Notice is required no matter what type of vehicle the driver was driving.[\[28\]](#)

An employee who has provided timely notification of an arrest, citation or charge shall not be terminated or otherwise disciplined by the district based solely on the allegations underlying the arrest, citation or charge reported by the employee. Termination or other disciplinary action based on the underlying misconduct may be taken only where there has been a conviction of the violation, or where there is independent evidence of the underlying misconduct warranting termination or other discipline. This shall not preclude suspension, reassignment or other action pending resolution of the charges reported by the employee, nor disciplinary action up to and including termination for failure to provide timely notice of an arrest, citation or charge.[10][28][34]

A covered driver who is convicted of violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee in writing of the conviction within fifteen (15) days of the date of conviction. Notice is required no matter what type of vehicle the driver was driving.[27][28]

Any covered driver whose operating privilege is suspended, revoked or canceled by any state, who loses the privilege to drive a school bus or commercial motor vehicle in any state for any period, or who is disqualified from driving a school bus or commercial motor vehicle for any period, shall notify the Superintendent or designee immediately upon reporting to work for the next scheduled shift following the notice of the suspension, revocation, cancellation, loss or disqualification.[27][28]

Failure to comply with the reporting requirements may result in disciplinary action, up to and including termination, in accordance with applicable law, regulations and Board policy.[10][34]

Controlled Substances and Alcohol

Drug and Alcohol Testing -

The district shall require covered drivers to submit to the following drug and alcohol tests in accordance with state and federal laws and regulations: pre-employment, random, post-accident, reasonable suspicion, return-to-work and follow-up.[6][7][8][14][36]

Prohibited Conduct -

Covered drivers shall not use medical marijuana products.

Covered drivers shall not ingest hemp products or otherwise use hemp products in a way that may result in absorption of hemp or hemp residue into the body.

A covered driver shall not report for duty, drive, operate or be in the actual physical control of the movement of a school bus or commercial motor vehicle under the following circumstances:

1. While using or while having any amount of alcohol present in the body, including medications containing alcohol.[\[30\]](#)[\[37\]](#)[\[38\]](#)
2. While under the influence of a controlled substance or combination of controlled substances, or the combined influence of alcohol and a controlled substance or substances.[\[35\]](#)[\[39\]](#)[\[40\]](#)
3. After consuming alcohol or a controlled substance within the previous eight (8) hours for school bus drivers and within the previous four (4) hours for commercial motor vehicle drivers.[\[30\]](#)[\[41\]](#)

An exception shall be made for therapeutic use of prescribed controlled substances used by a covered driver when the driver has submitted in advance a licensed medical practitioner's written statement that the prescribed substance will not adversely affect the driver's ability to safely operate a school bus or commercial motor vehicle.[\[35\]](#)

A covered driver required to take a post-accident test shall not use alcohol for eight (8) hours following the accident, or until the driver undergoes a post-accident test, whichever occurs first.[\[42\]](#)

A covered driver shall not refuse to submit to a required test for drugs or alcohol.[\[1\]](#)[\[36\]](#)[\[43\]](#)[\[44\]](#)

Consequences/Discipline -

The district shall remove a covered driver from performing safety-sensitive functions under the following circumstances:

1. A verified positive drug test result;[\[45\]](#)[\[46\]](#)
2. A verified adulterated or substituted drug test result;[\[45\]](#)[\[46\]](#)
3. An alcohol test result of 0.04 or higher; or[\[46\]](#)[\[47\]](#)
4. A refusal to submit to a post-accident, random, reasonable suspicion, return-to-duty or follow-up test.[\[43\]](#)

The district shall place a school bus driver who drives, operates or is in physical control of a school bus out of service for thirty (30) days if the school bus driver has any detectable amount of alcohol in their system.[\[36\]](#)[\[38\]](#)

The district shall remove a commercial motor vehicle driver who is tested and is found to have an alcohol concentration of 0.02 or greater but less than 0.04 until the start of the driver's next regularly scheduled duty period that is at least twenty-four (24) hours following administration of the test.[\[48\]](#)

A covered driver employed by the district who violates Board policy or administrative regulations and tests positive for drugs or alcohol shall be subject to disciplinary action, up to and including termination, and shall be provided with a list of qualified substance abuse professionals.

Consistent with contractual and legal requirements, a determination shall be made as to the appropriate disciplinary action for a covered driver who violates Board policy or administrative regulations. Nothing in this policy shall limit the Board's authority to impose discipline, including discharge.

If the district permits a covered driver who has been removed from performing safety-sensitive functions to return to a safety-sensitive function, the district shall ensure that the covered driver has been evaluated by a qualified substance abuse professional and has successfully completed the return-to-duty process before returning to a safety-sensitive function.[\[46\]](#)[\[49\]](#)

Maintenance of Records

The district shall maintain records of its drug use and alcohol misuse prevention program in compliance with federal regulations, and in accordance with the district's records retention schedule.[\[15\]](#)[\[17\]](#)[\[50\]](#)[\[51\]](#)[\[52\]](#)

Drug and alcohol records shall be confidential and shall only be released in accordance with applicable law.[\[53\]](#)[\[54\]](#)[\[55\]](#)

Statistical records and reports shall be maintained and made available to the Federal Highway Administration for inspection or audit in accordance with federal regulations.[\[53\]](#)[\[56\]](#)

Acknowledgment of Receipt

Each covered driver shall sign a statement certifying that they have received a copy of this policy and its accompanying administrative regulations.[\[18\]](#)

The district shall keep the original signed statement in the personnel file of the covered driver employed by the district and provide a copy to the driver.[\[18\]](#)

Training

Covered drivers shall attend orientation and training sessions, as appropriate to the nature of their service. When training is provided for other school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which covered drivers should also receive that training.[\[57\]](#)

The district shall ensure that employees who supervise covered drivers receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training

on controlled substances use. Such training shall include the physical, behavioral, speech, and performance indicators of probable alcohol misuse and drug use.[\[58\]](#)

NOTES:

The Department of Transportation's Drug and Alcohol Testing Regulation – 49 CFR Part 40, at 40.151(e) – does not authorize “medical marijuana” under a state law to be a valid medical explanation for a transportation employee's positive drug test result.

Qualifications of bus drivers – 1361, 1365, Title 67 Sec. 71.1 et seq.

Legal

1. 49 CFR 382.107
2. 49 CFR 392.80
3. 75 Pa. C.S.A. 1621
4. 75 Pa. C.S.A. 1622
5. 75 Pa. C.S.A. 102
6. 49 CFR Part 382
7. 49 CFR Part 40
8. 49 U.S.C. 31306
9. 67 PA Code 229.14
10. Pol. 818
11. 49 CFR 392.82
12. 75 Pa. C.S.A. 3316
13. 49 CFR 40.15
14. 49 CFR 382.105
15. 49 CFR 382.701
16. 49 CFR 40.3
17. 49 CFR 382.401
18. 49 CFR 382.601
19. 23 Pa. C.S.A. 6344
20. 23 Pa. C.S.A. 6344.3
21. 24 P.S. 111
22. 24 P.S. 111.1
23. Pol. 304
24. 49 CFR 382.413
25. 49 CFR 382.703
26. 49 CFR 40.25

27. 49 U.S.C. 31303
28. 75 Pa. C.S.A. 1604
29. 75 Pa. C.S.A. 1606
30. 67 PA Code 71.3
31. 49 CFR 391.25
32. 49 U.S.C. 31304
33. 49 CFR 391.41
34. Pol. 317
35. 49 CFR 382.213
36. 75 Pa. C.S.A. 1613
37. 49 CFR 382.205
38. 75 Pa. C.S.A. 1612
39. 75 Pa. C.S.A. 1603
40. 75 Pa. C.S.A. 3802
41. 49 CFR 382.207
42. 49 CFR 382.209
43. 49 CFR 382.211
44. 49 CFR 40.191
45. 49 CFR 382.215
46. 49 CFR 40.23
47. 49 CFR 382.201
48. 49 CFR 382.505
49. 49 CFR 40.289
50. 49 CFR 382.705
51. 49 CFR 40.333
52. Pol. 800
53. 49 CFR 382.405
54. 49 CFR 382.723
55. 49 CFR 40.321
56. 49 CFR 382.403
57. 24 P.S. 1517
58. 49 CFR 382.603
- 24 P.S. 510
- 75 Pa. C.S.A. 1601 et seq
- Pol. 351

Saucon Valley School District

Policy

Title – 810.2 Transportation – Video/Audio Recording

Section – 800 Operations

Adopted –

Revised –

Content

Purpose

The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated, or contracted school buses or school vehicles.

Definitions

School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary, or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.[\[1\]](#)

School vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group, and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.[\[1\]](#)

Authority

The Board authorizes the use of video and audio recording on school buses and school vehicles for disciplinary and security purposes.[\[2\]](#)

District administrators shall be responsible to review video and/or audio recordings for disciplinary and security purposes.

The Board prohibits the use of audio recording on any school bus or school vehicle that is not being used for a school-related purpose.[\[2\]](#)

District administrators and officials shall determine which buses and vehicles contain cameras.

Delegation of Responsibility

The Board directs the Superintendent or designee to ensure that:

1. Each school bus and school vehicle that is equipped with video and audio recording equipment contains a clearly posted notice informing drivers and passengers of the potential for video and audio recording.[\[2\]](#)
2. This policy is posted on the district's publicly accessible website.[\[2\]](#)[\[3\]](#)
3. Each school year, this policy is included in the student handbook and in any other district publication that sets forth the comprehensive rules, procedures, and standards of conduct.[\[2\]](#)

Guidelines

The district shall comply with the provisions of federal and state laws and regulations regarding student record requirements as applicable to the district's use and disclosure of recordings. Recordings considered part of a student's educational record shall be maintained in accordance with established student record procedures governing access, review, and disclosure of student records. [\[4\]](#)[\[5\]](#)

Legal

[1. 75 Pa. C.S.A. 102](#)

[2. 18 Pa. C.S.A. 5704](#)

[3. 24 P.S. 510.2](#)

4. Pol. 113.4

5. Pol. 216

[24 P.S. 510](#)

Pol. 218

Pol. 805.1

Pol. 810

Policy

Title – 810.3 Transportation – School Vehicle Drivers

Section – 800 Operations

Adopted –

Revised –

Content

Note: This policy only refers to drivers of school vehicles which do not qualify as a school bus or commercial motor vehicle. Policy 810.1 applies to school bus and commercial motor vehicle drivers. School vehicle drivers who hold a commercial driver's license are not governed by this policy, but instead are governed by Policy 801.1.

Purpose

The Board recognizes that an employee must be fit to operate a school vehicle to ensure the health and safety of students being transported. The Board also recognizes that an employee impaired by drugs or alcohol who operates district vehicles or transports students poses significant risks to the safety of students and others.

Definition

School vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children. The term does not include a “school bus” or “commercial motor vehicle.”^[1]

Authority

The Board shall implement a drug use and alcohol misuse prevention program for non-CDL drivers who operate school vehicles.

All contracted transportation providers shall implement a drug use and alcohol misuse prevention program for non-CDL drivers who operate school vehicles.^[2]

School vehicle drivers shall observe all state and federal laws and Pennsylvania Department of Transportation regulations governing traffic safety and school vehicle operation.

The Board prohibits school vehicle drivers from texting and from using a handheld mobile telephone or other electronic device while driving a school vehicle except when it is necessary to communicate with law enforcement officials or other emergency services.[\[3\]](#)

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement this policy and the requirements of law, which may include the following components:

1. Establishment of procedures for drug and alcohol testing of school vehicle drivers.
2. Establishment of procedures for obtaining and reviewing each school vehicle driver's driving record to determine whether the driver meets the minimum requirements for safe driving and is not disqualified to operate a vehicle.[\[4\]](#)

The Superintendent or designee shall provide each driver, upon hire or transfer, with:

1. This policy and any accompanying administrative regulations; and
2. Educational materials related to misuse of alcohol and use of controlled substances.

The Superintendent or designee shall also provide notice to representatives of employee organizations of the availability of this information.

Guidelines

School vehicle drivers shall comply with the requirements for background checks/certifications and employment history reviews in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 504 for drivers employed by the district and Board policy 818 for drivers employed by an independent contractor.[\[2\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)

Prior to employment and at least once each school year, school vehicle drivers shall submit a copy of a valid driver's license to the Superintendent or designee.[\[4\]](#)

Reporting Requirements

School vehicle drivers shall report misconduct in accordance with Board policy 317 for drivers employed by the district and Board policy 818 for drivers employed by an independent contractor.[2][10]

School vehicle drivers using controlled substances prescribed for therapeutic purposes by a licensed medical practitioner shall submit the practitioner's written statement that the prescribed substance will not adversely affect the employee's ability to safely operate a school vehicle.

School vehicle drivers shall also inform their supervisors of any use of drug(s) or medication(s) for which the packaging includes warnings that, "marked drowsiness may occur and/or be careful when driving a motor vehicle or operating machinery."

A school vehicle driver arrested, charged with or issued a citation for violating a federal law, state law, or local ordinance relating to motor vehicle traffic control in this or any other state, or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee in writing before the end of the next business day following the driver's arrest, charge or receipt of citation. Notice is required no matter what type of vehicle the driver was driving.

An employee who has provided timely notification of an arrest, citation or charge shall not be terminated or otherwise disciplined by the district based solely on the allegations underlying the arrest, citation or charge reported by the employee. Termination or other disciplinary action based on the underlying misconduct may be taken only where there has been a conviction of the violation, or where there is independent evidence of the underlying misconduct warranting termination or other discipline. This shall not preclude suspension, reassignment or other action pending resolution of the charges reported by the employee, nor disciplinary action up to and including termination for failure to provide timely notice of an arrest, citation or charge.[2][10]

A school vehicle driver who is convicted of violating a federal law, state law, or local ordinance relating to motor vehicle traffic control in this or any other state, or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee in writing of the conviction within fifteen (15) days of the date of conviction. Notice is required no matter what type of vehicle the driver was driving.

Any school vehicle driver whose operating privilege is suspended, revoked, canceled or recalled by any state, shall notify the Superintendent or designee immediately upon reporting to work for the next scheduled shift following the notice of the suspension, revocation, cancellation, loss or disqualification.[4]

Controlled Substances and Alcohol

{ } *Drug and Alcohol Testing* -

{ } The district shall require school vehicle drivers to submit to the following drug and alcohol tests:

{ } pre-employment

{X} random

{X} post-accident

{ } reasonable suspicion

{ } return-to-work

{ } follow-up.

{X} The drug and alcohol testing program for school vehicle drivers shall be completely separate from the drug and alcohol testing program for covered drivers. The district shall not use the *Federal Drug Testing Custody and Control Form* or the *Department of Transportation Alcohol Testing Form* in its drug and alcohol testing program for school vehicle drivers.[\[11\]](#)

Prohibited Conduct -

School vehicle drivers shall not use medical marijuana products.

School vehicle drivers shall not ingest hemp products or otherwise use hemp products in a way that may result in absorption of hemp or hemp residue into the body.

A school vehicle driver shall not report for duty, drive, operate or be in the actual physical control of the movement of a school vehicle under the following circumstances:

1. While using or while having any amount of alcohol present in the body, including medications containing alcohol.[\[12\]](#)
2. While under the influence of a controlled substance or combination of controlled substances, or the combined influence of alcohol and a controlled substance or substances.[\[13\]](#)
3. After consuming alcohol or a controlled substance within the previous eight (8) hours.

An exception shall be made for therapeutic use of prescribed controlled substances used by a school vehicle driver when the driver has submitted in advance a licensed medical practitioner's written statement that the prescribed substance will not adversely affect the driver's ability to safely operate a school vehicle.

Consequences/Discipline -

The district shall place a school vehicle driver who drives, operates or is in physical control of a school vehicle out of service for thirty (30) days if the school vehicle driver:[\[4\]](#)[\[12\]](#)

1. Has any detectable amount of alcohol in their system; or
2. Refuses to take a test to determine their alcohol content.

A school vehicle driver who refuses to take a drug or alcohol test required pursuant to Board policy and administrative regulations has not refused to take a Department of Transportation (DOT)-test.[\[14\]](#)[\[15\]](#)

Consistent with contractual and legal requirements, a determination shall be made as to the appropriate disciplinary action, up to and including termination, for a school vehicle driver who violates applicable law and regulations, Board policy or administrative regulations.[\[2\]](#)[\[10\]](#)

Maintenance of Records

Drug and alcohol test information for school vehicle drivers shall be maintained separate from test information for covered drivers, such information shall be treated as confidential, and such information shall only be released in accordance with law.[\[11\]](#)

Drug and alcohol test information for school vehicle drivers shall not be included on the U.S. Department of Transportation Drug and Alcohol Testing MIS Data Collection Form.

Acknowledgment of Receipt

Each school vehicle driver shall sign a statement certifying that they have received a copy of this policy and its accompanying administrative regulations.

The district shall keep the original signed statement in the school vehicle driver's personnel file and provide a copy to the driver.

Training

School vehicle drivers shall attend orientation and training sessions, as appropriate to the nature of their service. When training is provided for other school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which school vehicle drivers should also receive that training.

Legal

1. 75 Pa. C.S.A. 102
2. Pol. 818
3. 75 Pa. C.S.A. 3316
4. 75 Pa. C.S.A. 1606
5. 23 Pa. C.S.A. 6344
6. 23 Pa. C.S.A. 6344.3
7. 24 P.S. 111
8. 24 P.S. 111.1
9. Pol. 304
10. Pol. 317
11. 49 CFR 40.13
12. 75 Pa. C.S.A. 1612
13. 75 Pa. C.S.A. 3802
14. 49 CFR 40.191
15. 49 CFR 40.261
- 24 P.S. 510
- 23 Pa. C.S.A. 6301 et seq
- 67 PA Code 71.3
- 75 Pa. C.S.A. 1601 et seq
- 49 CFR Part 40
- Pol. 351

Saucon Valley School District

Policy

Title – 610 Finances – Purchases Subject to Bid/Quotation

Section – 600 Finances

Adopted –

Revised –

Content

Authority

It is the policy of the Board to obtain competitive bids and price quotations for products and services where such bids or quotations are required by law or may result in monetary savings to the school district.[\[1\]](#)[\[2\]](#)

Guidelines

The amounts contained in this policy regarding competitive bid and price quotation requirements are subject to adjustments based on the Consumer Price Index.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Competitive Bids

When seeking competitive bids, the Board shall advertise once a week for three (3) weeks in not less than two (2) newspapers of general circulation.[\[1\]](#)[\[2\]](#)

After due public notice advertising for competitive bids, the Board shall be authorized to:

1. Purchase furniture, equipment, school supplies and appliances costing a base amount of \$21,900 or more, unless exempt by law.[\[2\]](#)
2. Contract for construction, reconstruction, repairs, maintenance or work on any school building or property having a total cost or value of more than \$21,900, unless exempt by law.[\[1\]](#)

The Board prohibits the practice of splitting purchases to avoid advertising and bidding requirements.[\[1\]](#)[\[2\]](#)

With kind, quality and material being equal, the bid of the lowest responsible bidder meeting bid specifications shall be accepted upon resolution of the Board, unless the Board chooses to reject all bids.[\[1\]\[2\]](#)

The Board recognizes that emergencies may occur when imminent danger exists to persons or property or continuance of existing school classes is threatened, and time for bidding cannot be provided because of the need for immediate action. Bidding decisions in the event of such emergencies shall be made in accordance with existing legal requirements.[\[1\]](#)

The Board shall receive bids electronically for competitive contracts, except for construction and design services, in compliance with applicable laws and Board policy.[\[4\]\[5\]](#)

The district shall electronically maintain the confidentiality of the bid until the bid opening.[\[5\]](#)

The Board shall adopt a resolution approving the use of competitive electronic auction bidding for contracts for supplies or services, but not for construction or design services.[\[4\]\[6\]](#)

An invitation for bids shall be issued and shall include:[\[6\]](#)

1. Procurement description.
2. All contractual terms, when practical.
3. Conditions applicable to procurement, including a notice that bids will be received in an electronic auction manner.

Public notice and advertisement of the invitation for bids shall be given in the manner required for non-electronic bidding.

Bids shall be accepted electronically at the time and in the manner designated in the invitation for bids.

During the auction, bidders shall be able to review their bid rank or the low bid price, and may reduce their bid prices during the auction.

At the conclusion of the auction, the record of the bid prices received and the name of each bidder shall be open to public inspection.

After the auction period has expired, the district shall grant in writing withdrawal of a bid when the bidder requests relief and presents credible evidence of a clerical mistake due to reasons permitted by law, within the time period established by the district.

The contract shall be awarded within sixty (60) days of the auction by written notice to the lowest responsible bidder, or all bids may be rejected. Extensions of the award date may be made by written, mutual consent of both parties.

Price Quotations

Unless exempt by law, at least three (3) written or telephonic price quotations shall be requested by the Board for:[\[1\]\[2\]](#)

1. Furniture, equipment, school supplies and appliances costing a base amount of more than \$11,800 but less than \$21,900.[\[2\]](#)
2. All contracts for construction, reconstruction, repairs, maintenance or work on any school building or property, having a total cost or value of more than \$11,800 but less than \$21,900.[\[1\]](#)

If it is not possible to obtain three (3) quotations, a memorandum must be kept on file showing that fewer than three (3) qualified vendors exist in the market area. The written price quotations, written records of telephonic price quotations and memoranda shall be kept on file for three (3) years.

Work Performed by District Maintenance Personnel

The Board may authorize district maintenance personnel to perform construction, reconstruction, repairs or work having a total cost or value of less than **\$11,800**.[\[1\]](#)

Delegation of Responsibility

The Board may grant the Board Secretary or Purchasing Agent the authority to execute contracts ~~purchase supplies and awarded contracts in the amount and manner designated~~ by the Board as permitted by applicable law.[\[1\]\[2\]](#)

NOTES:

The Department of Labor and Industry shall publish notice, in the Pennsylvania Bulletin prior to January 1 of each calendar year, of the annual percentage change and the unadjusted or final adjusted base amounts at which competitive bidding is required and written or telephonic price quotations are required, respectively, for the calendar year beginning the first day of January after publication of the notice. This policy will be adjusted annually based on the notice published in the Pennsylvania Bulletin.

Act 4 of 1974 – Withdrawal of Bids – 73 P.S. Sec. 1602

Legal

1. 24 P.S. 751

2. 24 P.S. 807.1

3. 24 P.S. 120

4. 62 Pa. C.S.A. 4602

5. 62 Pa. C.S.A. 4603

6. 62 Pa. C.S.A. 4604

62 Pa. C.S.A. 4601 et seq

Saucon Valley School District

Policy

Title – 611 Finances – Purchases Budgeted

Section – 600 Finances

Adopted –

Revised –

Content

Authority

It is the policy of the Board that when funds are available all purchases contemplated within the current budget and not subject to bid shall be made in a manner that ensures the best interests of the district.[\[1\]\[2\]](#)

Delegation of Responsibility

All purchases that are within budgetary limits ~~and were originally contained within the budget~~ may be made upon authorization of the ~~Purchasing Agent, Business Manager, Board Secretary, and/or Superintendent~~, unless the contemplated purchase is for more than \$21,900, in which case prior approval by the Board is required.[\[1\]\[2\]\[3\]](#)

All purchase order requests must be referred to the building principal or supervising administrator, who shall check whether the proposed purchase is subject to bid; whether sufficient funds exist in the budget; and whether the material might be available elsewhere in the district.[\[1\]\[2\]\[3\]](#)

In the interest of economy, fairness and efficiency in its business dealings, the Board requires that:

1. Items commonly used in various school buildings be standardized whenever possible.
2. Opportunity to do business with the district shall be provided to as many responsible suppliers as possible. List of potential suppliers for various types of supplies, equipment and services will be developed and maintained.
3. No purchase request will be honored unless on a district requisition form that has the necessary approval.

Upon placement of a purchase order, the Business Manager shall encumber the expenditure against a specific budget line item to guard against creation of liabilities in excess of appropriations.

Legal

1. 24 P.S. 751

2. 24 P.S. 807.1

3. 24 P.S. 609

24 P.S. 508



6 Danforth Drive
 Easton PA 18045-7899
 p 610-252-5550
 f 610-252-5740
 www.ciu20.org

2022-2023 Special Education Contract

This agreement is made this 24th day of August, 2022 by and between the Colonial Intermediate Unit 20 (hereinafter the "Intermediate Unit") at 6 Danforth Drive, Easton, PA 18045 and the Saucon Valley School District (hereinafter the "School District") at 2097 Polk Valley Road, Hellertown, PA 18055.

WHEREAS, the Intermediate Unit is willing to provide Special Education services to school districts within its service area; and

WHEREAS, the School District desires to engage the service of the Intermediate Unit for its Special Education Program for the 2022-2023 school year.



NOW, THEREFORE, in consideration of the mutual promises contained herein and intended to be legally bound hereby the parties hereto agree as follows:

- The Intermediate Unit will provide special education instructional and non-instructional support and related services for the 2022-2023 school year. **The student data used for this contract is the data sent to you on your 2021-2022 final cost per student. The data used for this estimate does not account for new programs, students first coming into our programs or for those leaving our programs.**
- Assignments along with the 2022-2023 rates are as follows:

Service	Program Cost	EFT	Total Cost
Adaptive Physical Education	\$ 764,954	0.0189	\$ 14,458
Audiology Services	\$ 271,228	0.0218	\$ 5,913
Autistic Support (Center Based)	\$ 298,223	0.0000	\$ -
Autistic Support (Elementary)	\$ 10,796,549	0.0177	\$ 191,099
Autistic Support (Secondary)	\$ 5,290,391	0.0196	\$ 103,692
Emotional Support	\$ 6,642,901	0.0062	\$ 41,186
Hearing Support	\$ 479,497	0.0000	\$ -
Itinerant Hearing Support	\$ 771,047	0.0001	\$ 77
Itinerant Speech and Language Support	\$ 4,476,092	0.0124	\$ 55,504
Itinerant Vision Support	\$ 803,068	0.0155	\$ 12,448
Learning Support	\$ 204,463	0.0000	\$ -
Life Skills Support (Elementary)	\$ 2,129,036	0.0285	\$ 60,678
Life Skills Support (Secondary)	\$ 1,540,299	0.0163	\$ 25,107
Multi-Disabilities Support	\$ 1,714,482	0.0364	\$ 62,407
Occupational Therapy	\$ 3,522,886	0.0068	\$ 23,956
Physical Support	\$ 896,161	0.0000	\$ -
Physical Therapy Team	\$ 756,149	0.0244	\$ 18,450
Project SEARCH	\$ 202,459	0.0000	\$ -
Psychological Services	\$ 1,057,769	0.0177	\$ 18,723

**2022-2023 Special Education Contract
Saucon Valley School District
Page 2**

3. The instructional, non-instructional support and related services shall be as defined and limited in the regulations and standards of the United States of America and Commonwealth of Pennsylvania and by the Intermediate Unit Special Education Budget, as well as by any understanding of limitations reached between the Director of Special Education of the Intermediate Unit and the School District.
4. It is further understood that the School District may request additional services and costs for such additional services over and above those provided for in the base agreement and will be assessed according to a plan acceptable to the Superintendent of the District and the Executive Director of the Intermediate Unit.
5. The School District will be responsible for unemployment costs if a Psychologist is hired specifically for your district and the Psychologist is not needed in the 2022-2023 school year.
6. For the services under this 2022-2023 Special Education Contract, the School District will pay an **estimated** amount of \$633,698 to the Intermediate Unit.
7. The Intermediate Unit will invoice the School District in eleven installments.
8. The Intermediate Unit will provide the School District with **estimated** costs by November 2022 and March 2023, as well as the final costs by August 2023.

DocuSigned by:  Dr. Christopher S. Wolfel Executive Director	8/29/2022 Date	_____ Superintendent	_____ Date
DocuSigned by:  Ms. Alisha Kalapay Board Secretary	8/29/2022 Date		



Garland/DBS, Inc.
3800 East 91st Street
Cleveland, OH 44105
Phone: (800) 762-8225
Fax: (216) 883-2055



CHANGE ORDER REQUEST #1

DATE: 9/1/2022

TO: Saucon Valley School District

PROJECT: Middle School & High School

OMNIA Project Number: 25-PA-220157

DESCRIPTION: Printer Deduct

We are requesting a change in the Contract as stated below due to the following changes to the work scope.

Deduct for damaged printer..... (\$6,442.31)

Customer: Saucon Valley School District

Sincerely,

Signature: _____

Evan Clark

Print: _____

Project Manager
216-430-3690

Title: _____

eclark@garlandind.com

Date: _____

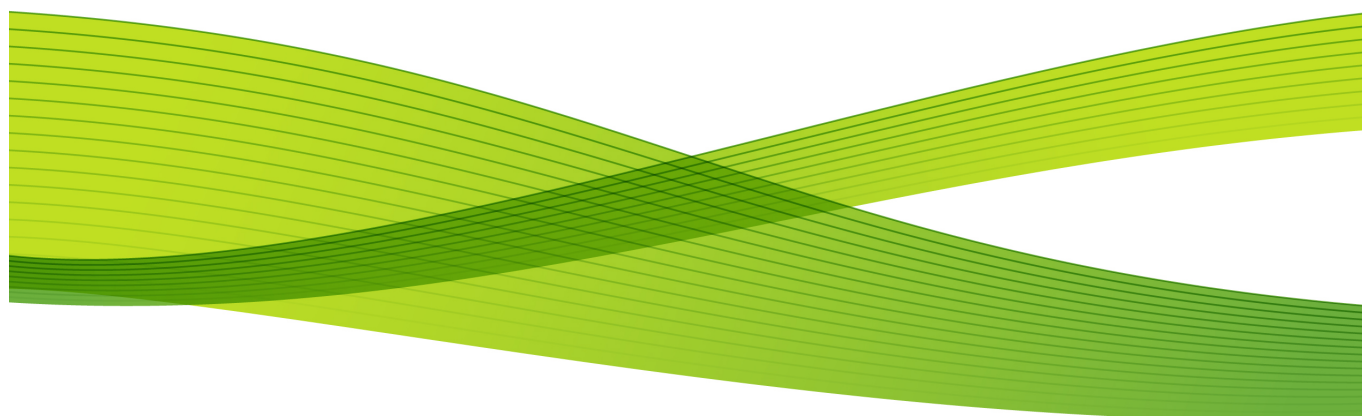
Customer Buyout to Keep Invoice

Dealer Name:	Complete Document Solutions, P
Contract No.	020-0118076-001
Customer Name	SAUCON VALLEY SCHOOL DISTRICT
Quotes good through	08/11/2022

Total Buy-out	\$5,752.82
Serial(s)	9HB190705

Please send check to the below address and include a copy of this letter:

**Xerox Financial Services
P.O. Box 202882
Dallas TX 75320-2882**





**Complete
Document
Solutions**



INVOICE

Customer: Saucon Valley School District
2097 Polk Valley Rd.
Hellertown, PA 18055

Attention: Accounts Payable

Bill To: Saucon Valley School District
2097 Polk Valley Rd.
Hellertown, PA 18055

▶ Invoice Number: **IN489367**
▶ Account Number: **6108387028**

▶ Invoice Date: **7/12/22**
▶ Payment Terms: **Net 30**
▶ Due Date: **8/11/22**

Total Amount Due
\$689.49

Summary for Invoice Number IN489367.

Description	Amount
Early termination for copier 9HB190705	\$689.49

✂ -----

Remittance Stub
Please detach and return this stub with your payment or indicate the invoice number on the memo line of your check.

Please Remit to:

19 Gloria Lane
Fairfield, NJ 07004

Pay by phone:

973-812-4400

Subtotal	\$689.49
Tax	\$0.00
Total Invoice Amount	\$689.49

Total Amount Due
\$689.49

Thank you for your business - A late charge of 1.5% per month with a minimum charge of \$5.00 will be assessed on all past due invoices.