

Saucon Valley School District

Regular Meeting of the Board of Education

December 6, 2022

High School Audion - Immediately Following Reorganization Meeting

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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

5:45 pm – Personnel, Legal Student Matter

- I. **Call to the Order** – _____, *President, presiding*
- II. **Motion to Approve Agenda**
- III. **Announcement of Executive Session** – December 6, 2022 - Personnel
- IV. **Approval of Minutes** – November 7, 2022
- V. **Recognition** – None
- VI. **Presentation** –
 - A. High School Representative – Alana Weirbach
- VII. **Superintendent's Report** – *Jaime Vlasaty, Superintendent*
- VIII. **Courtesy of the Floor to Visitors – Agenda Items Only** – *Visitors should state their name and address.*
- IX. **Presentation of Bills** – *David Bonenberger*
 - A. General Expenditures – \$1,013,634.38
 - B. Cafeteria Expenditures – \$36,521.99
 - C. Health Benefits – \$386,856.68
 - 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.

X. 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 – \$28,203.00
- E. Middle School Activity Report – September 2022 & October 2022
- F. High School Activity Report – September 2022

Recommendations for Approval**Treasurer's Report**

1. Approve the above Treasurer's Report.

Recommendation: To approve all motions and recommendations as listed in the Treasurer's Report.

XI. AGENDA ITEMS**A. Education****Items/Projects for Discussion**

- A. Sensory Development – Jillian Brodhead

Recommendations for Approval**Policies 113, 113.1, 113.2, 113.2AR, 113.3, 113.4, 113.5, 209.2 AR**

1. Approve the second and final reading of policies:
 - Policy 113 – Special Education
 - Policy 113.1 – Discipline of Students with Disabilities
 - Policy 113.2 – Behavioral Support Program
 - Policy 113.2 AR – Behavioral Management Program
 - Policy 113.3 – Screening and Evaluations for Students with Disabilities
 - Policy 113.4 – Confidentiality of Special Education Student's Information
 - Policy 113.5 – Parental Status and Appointment of Surrogate Parents for Children with Disabilities
 - Policy 209.2 AR – Serious Allergies

Affiliation Agreement – Muhlenberg College

2. Approve the attached agreement between Saucon Valley School District and Muhlenberg College regarding the participation of Muhlenberg College students in practicum experiences or student teaching at SVSD.

2023 – 2026 Comprehensive Plan

3. Approve the [2023 - 2025 Comprehensive Plan](#) as found on the district website.

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

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

- A. None

Recommendations for Approval**Resignation Dedicated Day-to-Day Substitute**

1. Approve the resignation of the following dedicated day-to-day substitutes:
Amy Lookenbill, effective December 20, 2022.
Jacquelyn Fetzer, effective November 18, 2022.

Dedicated Day-to-Day Substitutes

2. Approve Sarah Yanega (middle school) and Stacy Wittenberg (Elementary School) as dedicated day-to-day substitutes for the 2022-23 school year working four days of a five-day school/work week where needed in assigned school buildings effective November 23, 2022. The salary will be \$175 per day, with no benefits.

Part-Time Support Staff

3. Approve the following part-time support staff:

Gloria Mihalek, Food Service Worker, \$15.00/ hour with benefits per the current Food Service Employees Agreement, effective November 28, 2022.

Judy Zimmerman, part-time Instructional Paraprofessional, not to exceed 15 hours per week, effective December 7, 2022.

Resignation

4. Approve the resignation of Deanna Davis, high school paraprofessional, effective November 9, 2022.

Substitute Support Staff

5. Approve William Cartagena, Jr, custodial substitute at an hourly rate of \$18.00, no benefits, effective December 7, 2022.

Additions to the 2022-2023 Substitute Teachers

6. Approve the following additions to the 2022-2023 substitute list:

Tyler Hafner	Certified Business-Computer-Info Tech PK-12
Travis Spencer	SV Emergency Certified
Sera Heil	SV Emergency Certified
Chae Eun Kim	SV Emergency Certified

LTS Resignation

7. Approve the resignation of Caitlin Pages, Special Education LTS, her last day will be December 16, 2022.

2022-2023 Athletic Coach – Change of Status

8. Approve a change from a paid Assistant Girls Varsity Basketball Coach to a Varsity Girls Basketball Volunteer for Lawrence Kelchner.

Medical Sabbatical

9. Approve a medical sabbatical for Jennifer Falcaro, high school English teacher from November 21, 2022 to April 19, 2023.

2022-2023 Athletic Coaches

10. Approve the following 2022-2023 athletic coaches:

Terrance Csrenko, as the Girls Softball Head Coach, at a stipend of \$5,600.00, pending completion of employment paperwork.

John Tone, Middle School Girls Asst. Basketball Coach, at a stipend of \$2,623.00, pending completion of employment paperwork.

2022-2023 Mentor

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

Mentor

Cheri Chisesi

Inductee

Deborah Kimball

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

C. Facilities**Items/Projects for Discussion**

- A. Facilities Committee Meeting Summary – November 9, 2022

Recommendations for Approval

None

Recommendation: No recommendations

D. Finance**Items/Projects for Discussion****A. Finance Committee Meeting Summary – November 16, 2022****2022-2023 Budget Timeline for the 2023-2024 School Year**

January 26, 2023 (110 days prior to primary election) - *District Deadline* to have 2023-24 Proposed Preliminary Budget available for public inspection; or adopt a Resolution not to raise the rate of any tax by more than its index.

January 31, 2023 (5 days after Resolution adoption) – *District Deadline* to submit adopted Resolution and proposed tax rate increases to the Department of Education.

February 5, 2023 (10 days prior to Preliminary Budget adoption deadline) – *District Deadline* to give public notice of intent to adopt the 2023-2024 Preliminary Budget unless a Resolution was adopted indicating that it will not raise the rate of any tax by more than its index.

February 15, 2023 (90 days prior to primary election) – *District Deadline* to adopt the 2023-2024 Preliminary Budget unless a Resolution was adopted.

February 20, 2023 (85 days prior to primary election) – *District Deadline* to submit the 2023-2024 Preliminary Budget containing proposed tax rate increases to the Department of Education.

May 31, 2023 - *District Deadline* to adopt the 2023-2024 proposed final budget and upload the signed Certification of Use of PDE-2028 into the Consolidated Financial Reporting System application.

June 10, 2023 (20 days prior to final budget adoption deadline) – *District Deadline* to make the 2023-2024 Proposed Final Budget available for public inspection on PDE-2028.

June 20, 2023 (10 days prior to final budget adoption deadline) – *District Deadline* to offer public notice of its intent to adopt the 2023-2024 final budget.

Eshbach Brothers Contract – Stadium Water Infiltration

1. Approve the contract with Eshbach Brothers, L.P. in the amount of \$3,200.00 for the replacement of caulk at the stadium with funds coming from Facilities 2022-23 budget.

Eshbach Brothers Contract – Elementary School Roof Flashing

2. Approve the contract with Eshbach Brothers, L.P. in the amount of \$8,900.00 for an exploratory flashing probe and replacement of 25 linear feet of flashing at the roof tie-in with funds coming from Facilities 2022-23 budget

High School Gym Sound System

3. Approve the contract with Entertainment Services Group, Inc. in the amount of \$5,125.46 for the repair of the High School Gym sound system with funds from St. Luke's Health Network donation.

Healthcare Broker

4. Approve the attached contract with Employee Benefits Groups effective January 1, 2023.

Designation/Commitment Language of Fund Balance

5. Approve the commitment of \$15,146,725 by the Board of Directors from the fund balance of the General Fund of which \$6,000,00 is for PSERS, post-retirement costs per GASB 45 in the amount of \$3,500,000; \$2,646,725 reserve for health care benefits, and Capital Improvements/Replacement in the amount of \$3,000,000 retroactive to June 30, 2022.

Coordination of Care Letter of Agreement

6. Approval of the Coordination of Care Letter of Agreement between Northampton County, Saucon Valley School District, and Magellan for the 2022-23 school year.

2023 Prom DJ Contract

7. Approval of the contract with “Entertainment by Donatelli”, in the amount of \$1,695.00 with funds from the High School student activity accounts, pending review and approval of solicitor

2023 Prom Venue Contract

8. Approval of the contract with Homestead Suites, with funds coming from the High School student activity accounts, pending review and approval of solicitor

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

E. Community Updates

- **Hellertown/Lower Saucon Chamber of Commerce** – *TBD at Reorganization*
- **Saucon Valley Foundation for Educational Innovation** – *TBD at Reorganization*

F. Northampton Community College – *Susan Baxter*

(Meetings are on the first Thursday of every month)

G. Bethlehem Area Vo-Tech School – *Cedric Dettmar and TBD at Reorganization*

(Meetings are on the first Tuesday of every month)

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

(Meetings are on the fourth Wednesday of every month)

I. New Business**J. Old Business****XII. Citizens' Inquiries and Comments** – *Visitors should state their name and address.*

XIII. Announcements

Future Meetings ~

December 20, 2022 – 7 pm – Business Meeting – High School Audion

XIV. 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, November 7, 2022, in the High School Audion. Present were Directors Susan Baxter, John Conte, Cedric Dettmar, Bryan Eichfeld, Dr. Laurel Erickson-Parsons, Michael Karabin, Tracy Magnotta, Dr. Shamim Pakzad, and Shawn Welch. Also present were Jaime Vlasaty, Superintendent; Judith Riegel, Board Secretary, and Mark Fitzgerald, District Solicitor.

- I. **Call to the Order** – 7:01 pm - Dr. *Shamim Pakzad, President, presiding*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *Judith Riegel, Secretary*
9-present, 0-absent
- IV. **Motion to Approve Agenda** – Director Karabin, second by Director Conte moved to approve the Agenda. Vote: 9-yes, 0-no
- V. **Announcement of Executive Session** – November 7, 2022 - Personnel
- VI. **Approval of Minutes** – Director Karabin, second by Director Erickson-Parsons moved to approve the minutes of October 25, 2022. Vote: 9-yes, 0-no
- VII. **Recognition** – None
- VIII. **Presentation** –
 - A. High School Representative – Alana Weirbach
- IX. **Superintendent's Report** – *Jaime Vlasaty, Superintendent* – Mrs. Vlasaty reported on the emergency drill that will be happening during the week of November 14th.
- X. **Courtesy of the Floor to Visitors – Agenda Items Only**
 - K. Wechtler – MS Track Program
- XI. **Presentation of Bills** – *David Bonenberger*
 - A. General Expenditures – \$503,393.98
 - B. Cafeteria Expenditures – \$22,129.53
 - C. Health Benefits – None
 - D. Capital Projects – None
 1. Approve the above presentation of bills.

Director Dettmar, second by Director Erickson-Parsons moved to approve the Presentation of the Bills. Vote: 9-yes, 0-no

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

- A. Cash Investment and Bond Activity - None
- B. Condensed Board Summary Report - None
- C. Capital Project Finance Report - None
- D. Budget Transfers - \$1,015.00
- E. Middle School Activity Report - None
- F. High School Activity Report – None

- 1. Approve the above Treasurer's Report

Director Dettmar, second by Director Conte moved to approve the Treasurer's Report.

Vote: 9-yes, 0-no

XIII. AGENDA ITEMS**A. Education**

- A. Academic & Personnel Committee Meeting Summary – 11/2/2022

- 1. Approve the attached list of Surplus/Obsolete items.
- 2. Approve an Independent Educational Evaluation for student #76539 not to exceed \$4,000.00

Director Welch, second by Director Dettmar moved to approve Education Items #1&2.

Vote: 9-yes, 0-no

B. Personnel

- 1. Approve Teresa Casimire as the High School Assistant Principal at \$105,000.00, prorated, with benefits per the current Act 93 agreement, pending completion of employment paperwork.

Director Erickson-Parsons, second by Director Dettmar moved to approve Personnel Item #1. Vote: 9-yes, 0-no

- 2. Approve the following professional appointments:
Deborah Kimball a High School Family and Consumer Science Teacher at Masters, Step 1 at \$59,960.00, prorated and pending completion of employment paperwork.
Jacquelyn Febbo as a High School Business Teacher at Masters + 30, Step 4 at \$72,828.00, prorated and pending completion of employment paperwork.

Director Welch, second by Director Conte moved to approve Personnel Item #2. Vote: 9-yes, 0-no

3. Approve a maternity leave extension for Kaitlin Sauerzopf, elementary speech teacher, for an additional 2 weeks of FMLA, returning December 19, 2022.
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>
Kim Mertz	Ray Baratta
Ryan McCann	Chad Saylor
Dana Russo	Jessica Habas
5. Approve the retirement of Daniel Mack, middle school teacher, at the end of the 2022-2023 school year.
6. Approve the resignation of Whitney Reese, paraprofessional, her last day will be November 11, 2022.
7. Approve the following Support Staff:

Kylie Johnston, lifeguard, at an hourly rate of \$10.00, no benefits, effective pending completion of employment paperwork

Gail Isbell, Part-Time Instructional Paraprofessional, at an hourly rate of \$20.06 and benefits per the current Educational Support Professionals agreement, effective pending completion of employment paperwork.

Aidan Johnson, substitute custodian, at an hourly rate of \$18.00 per hour, no benefits, effective November 8, 2022.
8. Approve Kendra Schessler as the Elementary Theatre Director with a stipend of \$4,300.00, effective upon completion of employment paperwork.
9. Approve the resignation of Samantha Heydt as the High School Vocal Director.
10. Approve Chad Miller as the Middle and High School Vocal Director for the 2022-2023 school year, with a stipend of \$505.00 for the Middle School and \$1,313.00 for the High School.
11. Approve the following coaches for the 2022-2023 school year:

Girls Basketball:

Spence Pierce - Assist. Coach - \$5226

Larry Kelchner - Assist. Coach - \$3231

Richard Glover - Head MS Coach - \$2991

Greg Best - MS Volunteer

12. Approve an intermittent FMLA leave effective November 15, 2022, for Emily Aragona-Young. She will be using her sick time until exhausted and then unpaid time thereafter.

Director Karabin, second by Director Eichfeld moved to approve Personnel Items #3-12.

Vote: 9-yes, 0-no

13. Approve MOU for Middle School Track Coach for the 2022-2023 school year.

Director Conte, second by Director Dettmar moved to approve Personnel Item #13.

Vote: 9-yes, 0-no

C. Facilities

Recommendations for Approval

None

D. Finance

1. Approve the attached contract for one-on-one services.
2. Approve the attached contract with ABA Support Services for Independent Services.

Director Dettmar, second by Director Welch moved to approve Finance Items #1&2.

Vote: 9-yes, 0-no

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 – *Dr. Shamim Pakzad*

I. New Business – None

J. Old Business – None

K. Citizens' Inquiries and Comments – None

L. Announcements

Future Meetings ~

November 22, 2022

December 6, 2022 – Reorganization Meeting/Business Meeting

M. Motion to Adjourn Meeting

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

Vote: 9-yes, 0-no

Time 7:24 pm

ATTEST _____
Secretary President

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PG - PLGIT GENERAL **Payment Dates:** 11/05/2022 - 12/07/2022

Payment Categories: Regular Checks

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000062105	11/11/2022	MUSIC THEATRE INTERNATIONAL	HS - FINE ARTS OTHER RENTALS		400.00
0000062106	11/16/2022	ABA SUPPORT SERVICES LLC	L SUPPORT OTHER PROF SERVICES		20,943.29
0000062107	11/16/2022	Achievement House Cyber Charter School	SPEC ED TUITION CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	4,546.85
0000062108	11/16/2022	AFLAC	DED: AFLA - Full Payroll Pay Date: 11/17/2022	DED: AFLA - Full Payroll Pay Date: 11/3/2022	104.84
0000062109	11/16/2022	AGORA CYBER CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		1,392.49
0000062110	11/16/2022	AHOLD FINANCIAL SERVICES	Supplies		69.91
0000062111	11/16/2022	ALL PHASE ELECTRIC SUPPLY	Supplies		22.00
0000062112	11/16/2022	AMAZON CAPITAL SERVICES	Supplies for Art	Supplies	425.24
0000062113	11/16/2022	AMERICAN TIME	Supplies		1,038.63
0000062114	11/16/2022	ARTS ACADEMY CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		4,177.46
0000062115	11/16/2022	ARTS ACADEMY ELEMENTARY CHARTER SCHOOL	SPEC ED TUITION CHARTER SCHOOL		3,154.36
0000062116	11/16/2022	ATTAINMENT COMPANY	books/curriculum		469.35
0000062117	11/16/2022	B & B POOLS INC.	SUPPLIES - PLANT OPERATIONS		6.50
0000062118	11/16/2022	BEHAVIORIAL HEALTH ASSOCIATES	SPEC ED - PROF ED SRV OTR ED - ACCESS - HS		121.00
0000062119	11/16/2022	Berkheimer Laurie	SENIOR CITIZENS TAX REBATE		650.00
0000062120	11/16/2022	CAPSTONE ACADEMY	TUITION NON PUB - COMP ED 9-12		8,727.34
0000062121	11/16/2022	CARBON-LEHIGH I.U. #21	TECHNOLOGY ADMIN LIC & FEES		26,732.64
0000062122	11/16/2022	CINTAS CORPORATION-#101	Mechanic Uniforms		16.01
0000062123	11/16/2022	COMMONWEALTH CHARTER ACADEMY	TUITION - CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	33,874.16
0000062124	11/16/2022	DEWEY FIRE COMPANY E.M.S.	CONTR SERVICE FOOTBALL MS	CONTR SERVICE FOOTBALL VAR	1,525.00

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

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SAUCON VALLEY SCHOOL DISTRICT

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PG - PLGIT GENERAL **Payment Dates:** 11/05/2022 - 12/07/2022

Payment Categories: Regular Checks

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000062125	11/16/2022	E T & T	Repair/Maintenance Equipment		315.00
0000062126	11/16/2022	EASTON ARTS ACADEMY ELEMENTARY CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		8,743.93
0000062127	11/16/2022	FASTSIGNS	SAFETY & SECURITY SUPPLIES		2,136.87
0000062128	11/16/2022	FOLLETT CONTENT SOLUTIONS LLC	Books/Periodicals	Library Books	2,123.99
0000062129	11/16/2022	GENERAL HEALTHCARE RESOURCES LLC	PROF SERVICES - MS L SUPPORT	L SUPPORT OTHER PROF SERVICES	4,440.28
0000062130	11/16/2022	GOOD SHEPHERD REHABILITATION HOSPITAL	SPEC ED - OTHR PROF SVC - HS - COMP ED		2,144.00
0000062131	11/16/2022	GRAINGER	SUPPLIES - PLANT OPERATIONS		707.70
0000062132	11/16/2022	HAB-DLT (ER)	DED: GARN - Full Payroll Pay Date: 11/17/2022		458.44
0000062133	11/16/2022	HOGAN LEARNING ACADEMY, LLC	TUITION NON PUB - COMP ED 9-12		8,265.00
0000062134	11/16/2022	INNOVATIVE ARTS ACADEMY CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		1,781.49
0000062135	11/16/2022	J.W. PEPPER & SON INC.	SUPPLIES REGULAR 5-8		382.39
0000062136	11/16/2022	JOHNSTONE SUPPLY	HVAC Supplies		89.59
0000062137	11/16/2022	KEYSTONE COLLECTIONS GROUP	DED: GARN - Full Payroll Pay Date: 11/17/2022		102.31
0000062138	11/16/2022	KEYSTONE FIRE AND SECURITY	Existing Building Imp	Safety Monitoring	56,109.00
0000062139	11/16/2022	KICHLINE BRUCE N.	SENIOR CITIZENS TAX REBATE		250.00
0000062140	11/16/2022	LEHIGH VALLEY DUAL LANGUAGE CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		1,392.49
0000062141	11/16/2022	LINDE GAS & EQUIPMENT INC.	Oxygen		97.12
0000062142	11/16/2022	LOWE AND MOYER GARAGE INC.	Bus Parts		84.68
0000062143	11/16/2022	LOWE'S	SUPPLIES - PLANT OPERATIONS		664.05
0000062144	11/16/2022	MESKO GLASS & MIRROR CO. INC.	Repair/Maintenance Equipment		315.00

* - Non-Negotiable Disbursement

+ - Procurement Card Non-Negotiable

- Payable within Payment

P - Prenote

D - Direct Deposit

C - Credit Card

12/01/2022 09:57:20 AM

SAUCON VALLEY SCHOOL DISTRICT

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PG - PLGIT GENERAL **Payment Dates:** 11/05/2022 - 12/07/2022

Payment Categories: Regular Checks

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000062145	11/16/2022	MICHAEL HEITER	Tech Ed Supplies		1,134.00
0000062146	11/16/2022	MICROBAC LABORATORIES INC.	Pool Water Testing		69.10
0000062147	11/16/2022	NEOPOST C/O	SUPPLIES - BUSINESS OFFICE		212.07
0000062148	11/16/2022	NORTH EAST PARTS GROUP LLC.	SUPPLIES - TRANSPORTATION		820.29
0000062149	11/16/2022	OTIS ELEVATOR CO.	REPAIRS & MAINTENANCE		375.00
0000062150	11/16/2022	PAPCO	DIESEL FUEL - TRANSPORTATION		19,223.25
0000062151	11/16/2022	PARTS TOWN, LLC	Repair/Maintenance Equipment		59.14
0000062152	11/16/2022	PENNSYLVANIA DISTANCE LEARNING CHARTER SCHOOL	SPEC ED TUITION CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	4,546.85
0000062153	11/16/2022	ROBERTO CLEMENTE CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		2,784.97
0000062154	11/16/2022	Roberts Oxygen Co. Inc	Pool Chemical		113.47
0000062155	11/16/2022	ROSS BODY & FRAME WORKS INC.	Towing Services		300.00
0000062156	11/16/2022	Saucon True Value	Maintenance Supplies		869.42
0000062157	11/16/2022	SCHAF'S VIDEO PRODUCTIONS	CONTR SERVICE FOOTBALL VAR		125.00
0000062158	11/16/2022	SCHOLASTIC MAGAZINES	BOOKS & PERIODICALS REG K-4		59.40
0000062159	11/16/2022	SERVICE TIRE TRUCK CENTERS	Supplies/Repair of Equipment		460.76
0000062160	11/16/2022	SEVEN GENERATIONS CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	21,626.09
0000062161	11/16/2022	STOTZ & FATZINGER OFF.SUPPLY	GENERAL SUPPLIES		31.52
0000062162	11/16/2022	TAYLOR TECHNOLOGIES	Supplies		96.14
0000062163	11/16/2022	TELEMEDICINE MANAGEMENT INC.	HEALTH INSURANCE EXPENSE PAYAB		1,320.00
0000062164	11/16/2022	THE CAMPHILL SCHOOL INC.	SPEC ED NON-PUBLIC TUITION		4,609.00
0000062165	11/16/2022	THE PENNSYLVANIA CYBER CHARTER SCHOOL	SPEC ED TUITION CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	38,790.40

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

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PG - PLGIT GENERAL **Payment Dates:** 11/05/2022 - 12/07/2022

Payment Categories: Regular Checks

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000062166	11/16/2022	THERAPY SHOPPE INC.	Wiggle Wobble chair bouncers		97.95
0000062167	11/16/2022	UHS OF PENNSYLVANIA INC.	PROF ED SERV - OTHER ED AGENCY		420.00
0000062168	11/16/2022	z Labs	Software for counselors		250.00
0000062169	12/07/2022	21ST CENTURY CYBER CHARTER SCHOOL	SPEC ED TUITION CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	16,465.13
0000062170	12/07/2022	AERC RECYCLING SOLUTIONS	REPAIRS & MAINTENANCE		333.50
0000062171	12/07/2022	AHOLD FINANCIAL SERVICES	Blanket PO For FCS	Supplies	246.27
0000062172	12/07/2022	ALL AMERICAN FLAGS AND BANNERS LLC	Run Out / Display Flags		1,130.00
0000062173	12/07/2022	ALL PHASE ELECTRIC SUPPLY	Supplies		44.00
0000062174	12/07/2022	AMAZON	22-23 Blanket PO		383.02
0000062175	12/07/2022	AMAZON CAPITAL SERVICES	supplies		455.71
0000062176	12/07/2022	APR SUPPLY CO	SUPPLIES - PLANT OPERATIONS		2,265.40
0000062177	12/07/2022	B.J. TERRONI CO. INC.	HS Hot Water Boiler PM		540.00
0000062178	12/07/2022	BAVTS	VO-TECH TUITION 9-12		115,180.00
0000062179	12/07/2022	CAMPBELL, RAPPOLD & YURASITS LLP	AUDITING SERVICES		8,000.00
0000062180	12/07/2022	CARBON-LEHIGH I.U. #21	PROF ED SVC - NON PUB IU		1,388.00
0000062181	12/07/2022	CARDMEMBER SERVICE	DUES & FEES		10.00
0000062182	12/07/2022	CHRIN HAULING INC	DISPOSAL SVCS		2,939.86
0000062183	12/07/2022	CINTAS CORPORATION-#101	Mechanic Uniforms		32.02
0000062184	12/07/2022	Commercial Kitchen Repairs	REPAIRS & MAINTENANCE		590.00
0000062185	12/07/2022	CONSTELLATION ENERGY GAS SERVICES LLC	NATURAL GAS - PLANT OPERATIONS		3,471.84
0000062186	12/07/2022	D & J SPORTS	Swimming Supplies		569.45

* - Non-Negotiable Disbursement

+ - Procurement Card Non-Negotiable

- Payable within Payment

P - Prenote

D - Direct Deposit

C - Credit Card

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SAUCON VALLEY SCHOOL DISTRICT

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PG - PLGIT GENERAL **Payment Dates:** 11/05/2022 - 12/07/2022

Payment Categories: Regular Checks

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000062187	12/07/2022	DEBRA KECK	SENIOR CITIZENS TAX REBATE		250.00
0000062188	12/07/2022	E T & T	REPAIRS & MAINTENANCE	Repair/Maintenance Equipment	165.00
0000062189	12/07/2022	EDGAR GONZALEZ	CONTR SERVICE BASKETB BOYS MS		68.00
0000062190	12/07/2022	EDUCATIONAL CONSORTIUM FOR	PURCHASED PRO&TECH SVCS		2,039.93
0000062191	12/07/2022	Garland/DBS, Inc.	Existing Building Imp		79,173.01
0000062192	12/07/2022	GENERAL HEALTHCARE RESOURCES LLC	SPEC ED - OTHER PROF SERVICE		5,501.86
0000062193	12/07/2022	HAB-DLT (ER)	DED: GARN - Full Payroll Pay Date: 12/1/2022		301.94
0000062194	12/07/2022	HAMPTON INN BY HILTON	TRAVEL WRESTLING BOYS VARSITY		725.94
0000062195	12/07/2022	INTEGRITEC INC.	Boiler Room Chemical Treatment		465.00
0000062196	12/07/2022	J.C. EHRLICH	Pest Management		277.56
0000062197	12/07/2022	JESSICA JOHNSTON	SPEECH - DUES & FEES - EL		253.00
0000062198	12/07/2022	JOHNSON CONTROLS	HVAC Planned Service		11,107.00
0000062199	12/07/2022	KENNETH R. ZIMMERMAN	PURCHASED PRO&TECH SVCS		2,000.00
0000062200	12/07/2022	KEYSTONE COLLECTIONS GROUP	DED: GARN - Full Payroll Pay Date: 12/1/2022		107.32
0000062201	12/07/2022	LOGAN KIRIPOSKI INC.	Equipment Rental	Portable Toilets	475.00
0000062202	12/07/2022	LOWE AND MOYER GARAGE INC.	SUPPLIES - TRANSPORTATION	Bus Parts	1,505.83
0000062203	12/07/2022	LVCIL	SPEC ED - OTHR PROF SVC - HS - COMP ED		663.00
0000062204	12/07/2022	MILLER TAMARA	TUITION REIMB REGULAR 5-8		895.00
0000062205	12/07/2022	MORNING CALL	Morning Call Subscription		75.00
0000062206	12/07/2022	MORNING CALL	ADVERTISING		136.36
0000062207	12/07/2022	MUSIC & ARTS	Books/Periodicals		36.00

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

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SAUCON VALLEY SCHOOL DISTRICT

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PG - PLGIT GENERAL **Payment Dates:** 11/05/2022 - 12/07/2022

Payment Categories: Regular Checks

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000062208	12/07/2022	NASCO SPECIAL EDUCATION	Supplies for Art		83.60
0000062209	12/07/2022	NORTH EAST PARTS GROUP LLC.	SUPPLIES - TRANSPORTATION		128.84
0000062210	12/07/2022	NORTHAMPTON COUNTY TAX COLLECTION DISTRICT	DUES & FEES - TAX COLLECTON		727.00
0000062211	12/07/2022	NORTHEAST JANITORIAL SUPPLY	Cleaning Supplies		533.41
0000062212	12/07/2022	PENNSYLVANIA VIRTUAL CHARTER	SPEC ED TUITION CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	5,939.34
0000062213	12/07/2022	POWERSCHOOL GROUP LLC	BUSN OFF - SOFT/LIC - ESSER III		43,956.00
0000062214	12/07/2022	PPL ELECTRIC UTILITIES	ELECTRIC - PLANT OPERATIONS		26,282.94
0000062215	12/07/2022	PRINTFORCE LLC.	Supplies		368.22
0000062216	12/07/2022	PROAC CORPORATION	Cooling Tower PM		5,000.00
0000062217	12/07/2022	ROHRER BUS SALES INC.	Supplies/Repair of Equipment		209.30
0000062218	12/07/2022	Ruhl Christopher	CONTR SERVICE BASKETB GIRLS VA		79.00
0000062219	12/07/2022	SAINTS LOGISTICS INC.	SECURITY SERVICES - DISTRICT		6,198.50
0000062220	12/07/2022	SALISBURY HIGH SCHOOL ATHLETIC DEPARTMENT	ATHLETICS DUES BASKETBL B VAR	ATHLETICS DUES BASKETBL G VAR	550.00
0000062221	12/07/2022	SAUCON VALLEY MUSIC	Repair/Maintenance Equipment		300.00
0000062222	12/07/2022	SCHOOL SPECIALTY, LLC.	Supplies for Art		114.65
0000062223	12/07/2022	SERVICE TIRE TRUCK CENTERS	Supplies/Repair of Equipment		6,412.14
0000062224	12/07/2022	ST. LUKE'S HOSPITAL	Driver Physicals/D & A Testing		940.00
0000062225	12/07/2022	STEPHEN M. RICK	CONTR SERVICE BASKETB BOYS MS		68.00
0000062226	12/07/2022	STOTZ & FATZINGER OFF.SUPPLY	GENERAL SUPPLIES		107.15
0000062227	12/07/2022	SUN LIFE ASSURANCE COMPANY OF CANADA	ASSURANT VOL LIFE INS W/H		1,057.25
0000062228	12/07/2022	SYSCO OF CENTRAL PA	SUPPLIES - CONSUMER ED 5-8		149.21

* - Non-Negotiable Disbursement

+ - Procurement Card Non-Negotiable

- Payable within Payment

P - Prenote

D - Direct Deposit

C - Credit Card

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SAUCON VALLEY SCHOOL DISTRICT

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PG - PLGIT GENERAL **Payment Dates:** 11/05/2022 - 12/07/2022

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000062229	12/07/2022	TIMOTHY DONALD METZ	CONTR SERVICE BASKETB GIRLS VA		79.00
0000062230	12/07/2022	TuWay Communications	SAFETY & SECURITY SUPPLIES		92.67
0000062231	12/07/2022	UGI SOUTH	NATURAL GAS - PLANT OPERATIONS		8,152.10
0000062232	12/07/2022	UNITED ELECTRIC SUPPLY CO. INC.	Electrical Supplies		59.88
0000062233	12/07/2022	VERIZON WIRELESS	TELEPHONE	COMMUNICATION - ATHLETICS	2,065.51
0000062234	12/07/2022	W.B. MASON INC	COPY PAPER		7,880.00
0000062235	12/07/2022	WEISS-SCHANTZ AGENCY INC.	INSURANCE - PROP/LIAB/AUTO		338,263.00
10 - GENERAL FUND					1,012,866.88
50 - CAFETERIA					590.00
Grand Total All Funds					1,013,456.88
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					1,013,456.88
Grand Total All Payments					1,013,456.88

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK Payment Dates: 11/05/2022 - 12/07/2022

Payment Categories: Direct Deposits
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
D000000654	12/07/2022	GLENN R. BROWN	ATTEND-OTHER PROF SERV		177.50 ^D
10 - GENERAL FUND					177.50
Grand Total All Funds					177.50
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					177.50
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					177.50

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CP - CAFE - PLGIT **Payment Dates:** 11/08/2022 - 12/07/2022

Payment Categories: Regular Checks

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000003575	11/16/2022	PENN JERSEY PAPER CO. LLC	SUPPLIES		829.94
0000003576	11/16/2022	FOOD SERVICE SOLUTIONS, INC.	SUPPLIES		856.90
0000003577	11/16/2022	MORABITO BAKING CO.	FOOD		803.40
0000003578	11/16/2022	POCONO MOUNTAIN DAIRIES	FOOD	MILK	2,378.89
0000003579	11/16/2022	HERSHEY'S CREAMERY COMPANY	NON-REIMB FOOD COSTS		333.09
0000003580	11/16/2022	SYSCO OF CENTRAL PA	FOOD		20,839.55
0000003581	12/07/2022	ECOLAB INC	SUPPLIES		268.78
0000003582	12/07/2022	FOOD SERVICE SOLUTIONS, INC.	SUPPLIES		319.00
0000003583	12/07/2022	GOLD STAR FOODS, INC.	FOOD		950.68
0000003584	12/07/2022	MORABITO BAKING CO.	FOOD		37.00
0000003585	12/07/2022	PENN JERSEY PAPER CO. LLC	SUPPLIES		1,725.36
0000003586	12/07/2022	POCONO MOUNTAIN DAIRIES	MILK		1,145.79
0000003587	12/07/2022	SINGER EQUIPMENT COMPANY	SUPPLIES		408.48
0000003588	12/07/2022	SYSCO OF CENTRAL PA	FOOD	NON-REIMB FOOD COSTS	5,625.13

* - Non-Negotiable Disbursement

+ - Procurement Card Non-Negotiable

- Payable within Payment

P - Prenote

D - Direct Deposit

C - Credit Card

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CP - CAFE - PLGIT Payment Dates: 11/08/2022 - 12/07/2022

Payment Categories: Regular Checks

Sort: Payment Number

50 - CAFETERIA	36,521.99
Grand Total All Funds	36,521.99
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	36,521.99
Grand Total All Payments	36,521.99

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PH - PLGIT HEALTH BENEFIT **Payment Dates:** 10/22/2022 - 12/02/2022

Payment Categories: Regular Checks, Non-negotiable Disbursements

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
* 00W3589258	10/27/2022	DELTA DENTAL	WEEKLY CLAIMS		2,074.30
* 00W3589259	10/27/2022	DELTA DENTAL	ADMIN FEES		1,180.08
* 00W3590558	10/28/2022	CAPITAL BLUE CROSS	WEEKLY CLAIMS		54,412.90
* 00W3593185	11/02/2022	DELTA DENTAL	WEEKLY CLAIMS		5,088.70
* 00W3595391	11/04/2022	CAPITAL BLUE CROSS	WEEKLY CLAIMS		62,650.59
* 00W3597705	11/09/2022	WAGeworks	OCT Q/E'S		217.21
* 00W3597706	11/09/2022	DELTA DENTAL	WEEKLY CLAIMS		2,552.40
* 00W3600334	11/14/2022	CAPITAL BLUE CROSS	WEEKLY CLAIMS		46,342.21
* 00W3602201	11/16/2022	DELTA DENTAL	WEEKLY CLAIMS		2,324.30
* 00W3605282	11/18/2022	EVOLVE INSURANCE ADVISORS LLC.	DEC PREMIUM		1,572.00
* 00W3605284	11/18/2022	CAPITAL BLUE CROSS	WEEKLY CLAIMS		63,537.40
* 00W3605285	11/18/2022	RESOLUTE UNDERWRITING STRATEGIES	WEEKLY CLAIMS		10,613.62
* 00W3608689	11/23/2022	DELTA DENTAL	WEEKLY CLAIMS		3,319.90
* 00W3608690	11/23/2022	VISION BENEFITS OF AMERICA	OCT CLAIMS		1,557.41
* 00W3611525	11/30/2022	CAPITAL BLUE CROSS	WEEKLY CLAIMS		57,003.56
* 00W3611528	11/30/2022	DELTA DENTAL	WEEKLY CLAIMS		2,010.20
* 00W3612793	12/01/2022	EQUITABLE FINANCIAL LIFE INSURANCE CO. OF AMERICA	NOV COVERAGE		5,068.04
* 00W3614559	12/02/2022	CAPITAL BLUE CROSS	WEEKLY CLAIMS		65,331.86

* - Non-Negotiable Disbursement

+ - Procurement Card Non-Negotiable

- Payable within Payment

P - Prenote

D - Direct Deposit

C - Credit Card

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PH - PLGIT HEALTH BENEFIT Payment Dates: 10/22/2022 - 12/02/2022

Payment Categories: Regular Checks, Non-negotiable Disbursements
Sort: Payment Number

10 - GENERAL FUND	386,856.68
Grand Total All Funds	386,856.68
Grand Total Credit Cards	0.00
Grand Total Direct Deposits	0.00
Grand Total Manual Checks	0.00
Grand Total Other Disbursement Non-negotiables	386,856.68
Grand Total Procurement Card Other Disbursement Non-negotiables	0.00
Grand Total Regular Checks	0.00
Grand Total All Payments	386,856.68

Cash, Investment and Bond Activity October 31, 2022**CASH ACCOUNTS**

	Balance 10/1/22	Earnings/Deposits	Disbursements	Balance 10/31/22
PLGIT PLUS	\$ -	\$ -	\$ -	\$ -
PLGIT/CLASS	\$ 15,309,771.38	\$ 6,745,486.98	\$ -	\$ 22,055,258.36
PLGIT General	\$ 6,996,973.16	\$ 7,509,280.17	\$ 9,992,390.72	\$ 4,513,862.61
PLGIT Salary	\$ 11,893.95	\$ 1,150,701.44	\$ 1,150,701.44	\$ 11,893.95
PLGIT Health Benefits	\$ 83,383.32	\$ 260,511.52	\$ 326,075.55	\$ 17,819.29
PLGIT Cafeteria	\$ 114,590.09	\$ 253.46	\$ 38,224.86	\$ 76,618.69
Lafayette General	\$ 1,686,835.74	\$ 173,018.84	\$ 178,166.94	\$ 1,681,687.64
Lafayette Tax Collection	\$ -	\$ -	\$ -	\$ -
Lafayette Prepaid Tax	\$ -	\$ -	\$ -	\$ -
Lafayette Flexible Spending	\$ 23,976.34	\$ 6,843.59	\$ 5,586.31	\$ 25,233.62
Lafayette Cafeteria	\$ 49,532.11	\$ 64,017.58	\$ 126.47	\$ 113,423.22
Total Cash Accounts	\$ 24,276,956.09	\$ 15,910,113.58	\$ 11,691,272.29	\$ 28,495,797.38

*Earnings/Deposits includes transfers of \$8,118,056.55 between accounts

**Disbursements includes transfers of \$8,118,056.55 between accounts

INVESTMENT ACCOUNTS

	Balance 10/1/22	Earnings/Deposits	Disbursements	Balance 10/31/22
Cafeteria Certificate of Deposit (Closed Feb 06)	\$ -	\$ -	\$ -	\$ -
PSDLAF	\$ 8,036,824.79	\$ 7,500.00	\$ -	\$ 8,044,324.79
PLGIT / PLUS (61)	\$ -	\$ -	\$ -	\$ -
Total Investment Accounts	\$ 8,036,824.79	\$ 7,500.00	\$ -	\$ 8,044,324.79

	Balance 10/1/22	Earnings/Deposits	Disbursements	Balance 10/31/22
1998 Construction Fund (195-04)	\$ -	\$ -	\$ -	\$ -
G.O Bonds, Series of 2017 (195-14)	\$ -	\$ -	\$ -	\$ -
2003 Emmaus Bond Const Fund (195-08)	\$ -	\$ -	\$ -	\$ -
Land Purchase GOB Series 2005 (195-10)	\$ -	\$ -	\$ -	\$ -
GESP Phase II GOB Series 2013A (195-12)	\$ -	\$ -	\$ -	\$ -
Total Bond Issue	\$ -	\$ -	\$ -	\$ -

CAPITAL RESERVE FUND

	Balance 10/1/22	Earnings/Deposits	Disbursements	Balance 10/31/22
Capital Reserve Fund	\$ 66.79	\$ -	\$ -	\$ 66.79

(UNADJUSTED)
Condensed Board Summary Report
 From 10/01/2022 To 10/31/2022

Summarization Level: MAJOR FUND/MAJOR FUNCTION/SUB FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
10	GENERAL FUND						
1000							
1100							
1110	REG PROG ELEM/SECONDARY	21,168,733.00	1,763,867.35	4,395,475.21	130,573.19	16,642,684.60	21.38
	Total	21,168,733.00	1,763,867.35	4,395,475.21	130,573.19	16,642,684.60	21.38
1200							
1225	SPEECH	427,235.00	30,872.60	79,497.65	654.55	347,082.80	18.76
1231	EMOTIONAL SUPPORT	362,623.00	20,125.45	49,415.60	0.00	313,207.40	13.63
1241	LEARNING SUPPORT	6,873,791.00	700,787.05	1,547,793.83	1,009.80	5,324,987.37	22.53
1243	GIFTED SUPPORT	266,276.00	21,229.10	51,900.30	380.00	213,995.70	19.63
1270	MULTI-HANDICAPPED SUPPT	0.00	0.00	0.00	0.00	0.00	0.00
1290	OTHER SUPPORT	124,000.00	0.00	0.00	0.00	124,000.00	0.00
	Total	8,053,925.00	773,014.20	1,728,607.38	2,044.35	6,323,273.27	21.49
1300	VOCATIONAL EDUCATION						
1390	VOCATIONAL EDUCATION	875,356.00	115,180.00	345,540.00	0.00	529,816.00	39.47
	Total	875,356.00	115,180.00	345,540.00	0.00	529,816.00	39.47
1400	OTHER INSTR. PROGRAMS						
1410	DRIVERS' EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00
1420	SUMMER SCHOOL	22,866.00	0.00	11,933.60	0.00	10,932.40	52.19
1430	HOUBOUND INSTRUCTION	13,577.00	1,085.47	5,606.77	0.00	7,970.23	41.30
1441	ADJ / COURT PLACED PROG	0.00	0.00	0.00	0.00	0.00	0.00
1442	ALTERNATIVE EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00
1450	INSTRUCTIONAL PROGRAMS OUTSIDE EST'D SCHOOL DAY	0.00	350.00	600.00	0.00	(600.00)	0.00
1480	TITLE I	0.00	0.00	0.00	0.00	0.00	0.00

(UNADJUSTED)
Condensed Board Summary Report
 From 10/01/2022 To 10/31/2022

Summarization Level: MAJOR FUND/MAJOR FUNCTION/SUB FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
1490	ACCOUNTABILITY	0.00	0.00	0.00	0.00	0.00	0.00
	Total	36,443.00	1,435.47	18,140.37	0.00	18,302.63	49.78
1500	NONPUBLIC SCHOOL PGMS						
1500	NONPUBLIC SCHOOL PGMS	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00
1600							
1693	SPSHP COMMUNITY COLLEGE	289,441.00	23,166.25	104,111.00	0.00	185,330.00	35.97
	Total	289,441.00	23,166.25	104,111.00	0.00	185,330.00	35.97
2000							
2100	SUPPORT SERVICES PUPIL						
2120	GUIDANCE SERVICES	1,109,859.00	112,583.58	228,520.75	1,473.35	879,864.90	20.72
2130	ATTENDANCE SERVICES	74,634.00	432.53	5,930.62	2,446.69	66,256.69	11.22
2140	PSYCHOLOGICAL SERVICES	310,185.00	26,175.54	66,773.67	1,026.08	242,385.25	21.86
2150	SPEECH PATH/AUDIOLOGY	0.00	0.00	0.00	0.00	0.00	0.00
	Total	1,494,678.00	139,191.65	301,225.04	4,946.12	1,188,506.84	20.48
2200	SUPPORT SERVICES-INSTRU						
2200	SUPPORT SERVICES-INSTRU	0.00	0.00	0.00	0.00	0.00	0.00
2220	TECH SUPPORT SERVICES	813,236.00	93,385.40	322,457.46	25,871.58	464,906.96	42.83
2230	EDU TELEVISION SERVICES	4,500.00	0.00	1,991.88	0.00	2,508.12	44.26
2250	SCHOOL LIBRARY SERVICES	665,488.00	52,298.61	141,947.11	16,617.33	506,923.56	23.83
2260	INSTRUCTION & CURR DEV	430,367.00	20,296.78	94,753.63	0.00	335,613.37	22.02
2271	INSTRUC STAFF DEVEL SVC	330,533.00	1,593.00	30,711.02	0.00	299,821.98	9.29
2272	NON CERTIFIED PROF DEV	0.00	0.00	0.00	0.00	0.00	0.00
2280	NONPUBLIC SUPPORT SVC	0.00	0.00	0.00	0.00	0.00	0.00

(UNADJUSTED)
Condensed Board Summary Report
 From 10/01/2022 To 10/31/2022

Summarization Level: MAJOR FUND/MAJOR FUNCTION/SUB FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
2290	OTHER INSTRUC STAFF SVC	221,872.00	23,041.37	50,537.25	0.00	171,334.75	22.78
	Total	2,465,996.00	190,615.16	642,398.35	42,488.91	1,781,108.74	27.77
2300	SUPPORT SERVICES-ADMIN						
2310	BOARD SERVICES	56,645.00	8,000.00	30,464.30	0.00	26,180.70	53.78
2320	BOARD TREASURER SERVICE	300.00	0.00	250.00	0.00	50.00	83.33
2330	TAX ASSESS & COLLECTION	162,500.00	28,837.41	89,978.53	0.00	72,521.47	55.37
2340	STAFF RELATIONS/NEGO	0.00	0.00	0.00	0.00	0.00	0.00
2350	LEGAL SERVICES	150,000.00	16,140.10	37,261.84	0.00	112,738.16	24.84
2360	OFFICE SUPERINTENDENT	574,087.00	35,239.70	145,295.33	5,279.47	423,512.20	26.23
2380	OFFICE OF PRINCIPAL SVC	1,611,698.00	101,643.32	466,507.24	12,125.11	1,133,065.65	29.70
	Total	2,555,230.00	189,860.53	769,757.24	17,404.58	1,768,068.18	30.81
2400	SUPP SVC-PUBLIC HEALTH						
2420	MEDICAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
2430	DENTAL SERVICES	600.00	0.00	0.00	0.00	600.00	0.00
2440	NURSING SERVICES	483,398.00	44,941.67	105,850.40	1,697.97	375,849.63	22.25
	Total	483,998.00	44,941.67	105,850.40	1,697.97	376,449.63	22.22
2500	SUPP SERVICES-BUSINESS						
2511	SUPP SERVICES-BUSINESS	909,750.00	64,118.93	306,946.11	8,970.37	593,833.52	34.73
	Total	909,750.00	64,118.93	306,946.11	8,970.37	593,833.52	34.73
2600							
2660	SECURITY SERVICES	0.00	19,806.10	22,221.97	0.00	(22,221.97)	0.00
2690	OPER OF BLDG SERVICES	5,018,798.00	394,364.94	1,574,312.99	380,214.12	3,064,270.89	38.94
	Total	5,018,798.00	414,171.04	1,596,534.96	380,214.12	3,042,048.92	39.39
2700							

(UNADJUSTED)
Condensed Board Summary Report
 From 10/01/2022 To 10/31/2022

Summarization Level: MAJOR FUND/MAJOR FUNCTION/SUB FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
2790	STUDENT TRANSP SERVICES	2,600,110.00	270,387.92	600,433.54	246,626.19	1,753,050.27	32.58
	Total	2,600,110.00	270,387.92	600,433.54	246,626.19	1,753,050.27	32.58
2800	SUPPORT SVCS-CENTRAL						
2830	STAFF SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
2832	RECRUITMENT & PLACEMENT	0.00	0.00	0.00	0.00	0.00	0.00
2834	STAFF DEV - NON-CERT	2,000.00	0.00	0.00	0.00	2,000.00	0.00
2836	STAFF DEVELOPMENT SVCS	5,793.00	58.78	1,672.78	0.00	4,120.22	28.88
	Total	7,793.00	58.78	1,672.78	0.00	6,120.22	21.47
2900	OTHER SUPPORT SERVICES						
2910	OTHER SUPPORT SERVICES	23,130.00	0.00	0.00	0.00	23,130.00	0.00
	Total	23,130.00	0.00	0.00	0.00	23,130.00	0.00
3000	OP OF NONINSTRUCT SVC						
3000	OP OF NONINSTRUCT SVC						
3000	OP OF NONINSTRUCT SVC	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00
3100	FOOD SERVICES						
3100	FOOD SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00
3200	STUDENT ACTIVITIES						
3200	STUDENT ACTIVITIES	249,870.00	9,712.81	13,676.17	5,837.91	230,355.92	7.81
3250	SCHOOL ATHLETICS	1,119,190.00	48,980.60	218,748.66	101,641.57	798,799.77	28.63
	Total	1,369,060.00	58,693.41	232,424.83	107,479.48	1,029,155.69	24.83
3300	COMMUNITY SERVICES						
3300	COMMUNITY SERVICES	13,181.00	0.00	0.00	0.00	13,181.00	0.00
	Total	13,181.00	0.00	0.00	0.00	13,181.00	0.00

(UNADJUSTED)
Condensed Board Summary Report

From 10/01/2022 To 10/31/2022

Summarization Level: MAJOR FUND/MAJOR FUNCTION/SUB FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
4000	FACILITIES ACQUISITION						
4600	EXISTING BLDG IMPROVE						
4600	EXISTING BLDG IMPROVE	1,821,310.00	71,911.00	911,365.77	1,290,965.95	(381,021.72)	120.92
	Total	1,821,310.00	71,911.00	911,365.77	1,290,965.95	(381,021.72)	120.92
5000	OTHER EXPEND & FINANCE						
5100	OTHER EXPEND & FINANCE						
5100	OTHER EXPEND & FINANCE	0.00	0.00	0.00	0.00	0.00	0.00
5110	DEBT SERVICE	1,929,953.00	1,687.09	1,847,596.97	0.00	82,356.03	95.73
5130	REFUND PRIOR YR REV	0.00	0.00	0.00	0.00	0.00	0.00
5140	LEASE EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
	Total	1,929,953.00	1,687.09	1,847,596.97	0.00	82,356.03	95.73
5200	FUND TRANSFERS						
5230	CAPITAL PROJ TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00
5251	FOOD SVC FUND TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00
5280	ACTIVITY FUND TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00
5800	SUSPENSE ACCOUNT						
5800	SUSPENSE ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00
5900	BUDGETARY RESERVE						
5900	BUDGETARY RESERVE	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00
6000	REVENUE LOCAL SOURCES						
6000	REVENUE LOCAL SOURCES						
6001	FUND BALANCE	(1,257,239.00)	0.00	0.00	0.00	(1,257,239.00)	0.00

(UNADJUSTED)
Condensed Board Summary Report

From 10/01/2022 To 10/31/2022

Summarization Level: MAJOR FUND/MAJOR FUNCTION/SUB FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
	Total	(1,257,239.00)	0.00	0.00	0.00	(1,257,239.00)	0.00
6100	TAXES LEVIED						
6111	REAL ESTATE TAXES	(31,936,259.00)	(6,064,028.89)	(27,114,559.48)	0.00	(4,821,699.52)	84.90
6112	INTERIM REAL ESTATE TAX	(125,000.00)	(5,773.80)	(18,014.50)	0.00	(106,985.50)	14.41
6113	PUBLIC UTILITY REALTY	(35,000.00)	(34,859.42)	(34,859.42)	0.00	(140.58)	99.60
6120	PER CAPITA TAX	0.00	0.00	0.00	0.00	0.00	0.00
6141	ACT 511 PC FLAT	0.00	0.00	0.00	0.00	0.00	0.00
6143	EMER MUNIC SVC TAX	(26,000.00)	(723.69)	(8,217.26)	0.00	(17,782.74)	31.60
6151	EARNED INCOME TAX	(3,800,000.00)	(125,938.83)	(1,078,488.64)	0.00	(2,721,511.36)	28.38
6153	REALTY TRANSFER TAX	(500,000.00)	(81,400.51)	(187,563.48)	0.00	(312,436.52)	37.51
	Total	(36,422,259.00)	(6,312,725.14)	(28,441,702.78)	0.00	(7,980,556.22)	78.09
6400	DELINQUENCY TAXES						
6411	DELINQUENT RE TAX	(740,000.00)	(45,954.41)	(267,041.05)	0.00	(472,958.95)	36.09
6420	DELINQUENT PC SECT 679	0.00	(132.00)	(1,246.86)	0.00	1,246.86	0.00
6441	DELINQUENT PC 511	0.00	(117.82)	(1,243.05)	0.00	1,243.05	0.00
	Total	(740,000.00)	(46,204.23)	(269,530.96)	0.00	(470,469.04)	36.42
6500	EARNINGS ON INVESTMENTS						
6510	INTEREST ON INVESTMENTS	(25,000.00)	(65,112.49)	(146,031.28)	0.00	121,031.28	584.13
6530	GAIN/LOSS ON INVESTMTS	0.00	0.00	0.00	0.00	0.00	0.00
	Total	(25,000.00)	(65,112.49)	(146,031.28)	0.00	121,031.28	584.13
6700							
6710	ADMISSIONS	(81,400.00)	(7,881.00)	(23,214.95)	0.00	(58,185.05)	28.52
6740	FEES	0.00	0.00	0.00	0.00	0.00	0.00
6750	STUDENT EVT- SPEC EVENT	0.00	0.00	0.00	0.00	0.00	0.00

(UNADJUSTED)
Condensed Board Summary Report

From 10/01/2022 To 10/31/2022

Summarization Level: MAJOR FUND/MAJOR FUNCTION/SUB FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
6790	OTHR STUDENT ACT INCOME	(15,000.00)	0.00	0.00	0.00	(15,000.00)	0.00
	Total	(96,400.00)	(7,881.00)	(23,214.95)	0.00	(73,185.05)	24.08
6800							
6821	STATE REV REC OTHER PA	0.00	0.00	0.00	0.00	0.00	0.00
6831	FUNDS OTHER PA SCH DST	0.00	0.00	0.00	0.00	0.00	0.00
6832	FEDERAL IDEA REVENUE	(238,450.00)	0.00	0.00	0.00	(238,450.00)	0.00
6833	AARP IDEA	0.00	0.00	0.00	0.00	0.00	0.00
6837	FED REV CARES ACT-CNTY	0.00	0.00	0.00	0.00	0.00	0.00
6839	FEDERAL REVENUE - OTHER	0.00	0.00	0.00	0.00	0.00	0.00
	Total	(238,450.00)	0.00	0.00	0.00	(238,450.00)	0.00
6900	REVENUE LOCAL SOURCES						
6910	USE OF FACILITIES	(3,500.00)	0.00	(520.28)	0.00	(2,979.72)	14.87
6920	CONTRIBUTION & DONATION	0.00	0.00	0.00	0.00	0.00	0.00
6941	REGULAR SCH TUITION	0.00	(350.00)	(700.00)	0.00	700.00	0.00
6942	SUMMER SCHOOL TUITION	(9,000.00)	0.00	0.00	0.00	(9,000.00)	0.00
6944	Tuition other LEA's	(27,000.00)	0.00	0.00	0.00	(27,000.00)	0.00
6980	COMMUNITY ACTIVITY REV	(7,900.00)	0.00	0.00	0.00	(7,900.00)	0.00
6990	MISCELLANEOUS REVENUE	0.00	(0.47)	756.10	0.00	(756.10)	0.00
6991	REFUND OF P/Y EXPEND	0.00	0.00	0.00	0.00	0.00	0.00
6992	ENERGY EFF REV & INCENT	0.00	0.00	0.00	0.00	0.00	0.00
6999	Miscellaneous	(30,000.00)	(858.56)	(12,791.09)	0.00	(17,208.91)	42.64
	Total	(77,400.00)	(1,209.03)	(13,255.27)	0.00	(64,144.73)	17.13
7000							
7100	BASIC INS.OPR.SUBSIDIES						

(UNADJUSTED)
Condensed Board Summary Report

From 10/01/2022 To 10/31/2022

Summarization Level: MAJOR FUND/MAJOR FUNCTION/SUB FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
7110	BASIC EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00
7111	BASIC EDUCATION SUBSIDY	(3,510,484.00)	(547,231.00)	(1,094,462.00)	0.00	(2,416,022.00)	31.18
7112	SOCIAL SECURITY SUBSIDY	(813,209.00)	0.00	(212,493.76)	0.00	(600,715.24)	26.13
7140	CHARTER SCHOOLS	0.00	0.00	0.00	0.00	0.00	0.00
7160	Tuition for 1305 & 1306	0.00	0.00	0.00	0.00	0.00	0.00
	Total	(4,323,693.00)	(547,231.00)	(1,306,955.76)	0.00	(3,016,737.24)	30.23
7200	REVENUE EDU.PROGRAMS						
7210	HOMEBOUND INSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00
7220	VOCATIONAL EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00
7230	ALTERNATIVE EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00
7250	MIGRATORY CHILDREN	0.00	0.00	0.00	0.00	0.00	0.00
7271	SPECIAL EDUCATION	(995,464.00)	0.00	(323,634.00)	0.00	(671,830.00)	32.51
7299	DIRECT PMT - PRRS & APS	0.00	0.00	0.00	0.00	0.00	0.00
	Total	(995,464.00)	0.00	(323,634.00)	0.00	(671,830.00)	32.51
7300	REVENUE NON-ED.PROGRAMS						
7310	TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00
7311	SD TRANSPORTATION	(285,000.00)	(57,427.00)	(86,141.00)	0.00	(198,859.00)	30.22
7312	NP TRANSPORTATION	(115,000.00)	0.00	0.00	0.00	(115,000.00)	0.00
7320	RENT & SINK FUND PYMT	0.00	0.00	0.00	0.00	0.00	0.00
7330	MEDICAL/DENTAL SVCS	(42,000.00)	0.00	0.00	0.00	(42,000.00)	0.00
7340	SUPPLEMENTAL REIMBURSE	(1,172,391.00)	(586,195.81)	(1,172,390.81)	0.00	(0.19)	100.00
7360	SAFE SCHOOLS	0.00	0.00	0.00	0.00	0.00	0.00
7361	PCCD Grant	0.00	0.00	0.00	0.00	0.00	0.00
	Total	(1,614,391.00)	(643,622.81)	(1,258,531.81)	0.00	(355,859.19)	77.96

(UNADJUSTED)
Condensed Board Summary Report
 From 10/01/2022 To 10/31/2022

Summarization Level: MAJOR FUND/MAJOR FUNCTION/SUB FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
7500	ACCOUNTABILITY GRANT						
7500	ACCOUNTABILITY GRANT	0.00	0.00	0.00	0.00	0.00	0.00
7501	Accountability Grant	0.00	0.00	0.00	0.00	0.00	0.00
7505	READY TO LEARN BLK GRNT	(142,538.00)	0.00	0.00	0.00	(142,538.00)	0.00
7506	PA SMART GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
7510	EXTRA GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
7599	EXTRA GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
	Total	(142,538.00)	0.00	0.00	0.00	(142,538.00)	0.00
7800	REVENUE PA SHARE BEN.						
7810	FICA - STATE	0.00	0.00	0.00	0.00	0.00	0.00
7820	RETIREMENT - STATE	(3,777,896.00)	0.00	(1,089,752.54)	0.00	(2,688,143.46)	28.85
	Total	(3,777,896.00)	0.00	(1,089,752.54)	0.00	(2,688,143.46)	28.85
7900	REVENUE TECHNOLOGY						
7920	CLASSROOMS FOR FUTURE	0.00	0.00	0.00	0.00	0.00	0.00
7990	OTHER TECHNOLOGY GRANT	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00
8000							
8500	FEDERAL GRANTS-IN-AID						
8512	IDEA Part B	0.00	0.00	0.00	0.00	0.00	0.00
8513	TITLE I GRANT IMPROV	0.00	0.00	0.00	0.00	0.00	0.00
8514	Title I	(264,945.00)	0.00	(66,510.68)	0.00	(198,434.32)	25.10
8515	TITLE II	(55,578.00)	(2,951.04)	(2,951.04)	0.00	(52,626.96)	5.31
8516	TITLE III ESL	(6,420.00)	0.00	0.00	0.00	(6,420.00)	0.00
8517	DRUG FREE SCHOOLS	(14,686.00)	0.00	0.00	0.00	(14,686.00)	0.00

(UNADJUSTED)
Condensed Board Summary Report
 From 10/01/2022 To 10/31/2022

Summarization Level: MAJOR FUND/MAJOR FUNCTION/SUB FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
8518	TITLE V	0.00	0.00	0.00	0.00	0.00	0.00
8519	TITLE II/TITLE V GRANT	0.00	0.00	0.00	0.00	0.00	0.00
8570	TITLE II EESE GRANT	0.00	0.00	0.00	0.00	0.00	0.00
	Total	(341,629.00)	(2,951.04)	(69,461.72)	0.00	(272,167.28)	20.33
8600	OTHER FED.GRANTS-IN-AID						
8670	DRUG FREE SCHOOLS	0.00	0.00	0.00	0.00	0.00	0.00
8680	TITLE III	0.00	0.00	0.00	0.00	0.00	0.00
8690	OTHER FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00
8700							
8701	IDEA PART B - ARRA	0.00	0.00	0.00	0.00	0.00	0.00
8708	ARRA FISCAL STAB - BE	0.00	0.00	0.00	0.00	0.00	0.00
8709	Basic Ed - Ed Jobs	0.00	0.00	0.00	0.00	0.00	0.00
8741	CARE ACT - ESSER FUNDNG	0.00	0.00	0.00	0.00	0.00	0.00
8742	GOV EMER ED RELIEF FUND	0.00	0.00	0.00	0.00	0.00	0.00
8743	ESSER II - CRRSA ACT	0.00	(22,431.07)	(291,603.91)	0.00	291,603.91	0.00
8744	ARP ESSER III	(1,049,526.00)	(35,472.29)	(567,556.64)	0.00	(481,969.36)	54.08
8747	EMERGENCY CONNECTIVITY	0.00	0.00	(776,787.25)	0.00	776,787.25	0.00
	FUND						
8749	CARES ACT - PCCD FUNDNG	0.00	0.00	0.00	0.00	0.00	0.00
8751	ARP ESSER 7% LEARNING	0.00	(1,969.27)	(13,784.89)	0.00	13,784.89	0.00
	LOSS						
8752	ARP ESSER 7% SUMMER	0.00	(393.85)	(2,756.95)	0.00	2,756.95	0.00
	PROGRAMS						
8753	ARP ESSER 7% AFTERSCHOOL PROGRAMS	0.00	(393.86)	(2,757.02)	0.00	2,757.02	0.00
	Total	(1,049,526.00)	(60,660.34)	(1,655,246.66)	0.00	605,720.66	157.71

(UNADJUSTED)
Condensed Board Summary Report

From 10/01/2022 To 10/31/2022

Summarization Level: MAJOR FUND/MAJOR FUNCTION/SUB FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
8800	ACCESS REIMBURSEMENTS						
8810	MEDICAL ASSISTANCE	(15,000.00)	0.00	0.00	0.00	(15,000.00)	0.00
8820	MED ASSIS - TRANS & AD	0.00	0.00	(5,797.62)	0.00	5,797.62	0.00
	Total	(15,000.00)	0.00	(5,797.62)	0.00	(9,202.38)	38.65
9000							
9200							
9220	LEASE PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00
9300							
9330	Trans from Cap Reserve	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00
9400	SALE OF ASSETS						
9400	SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00
MAJOR FUND 10 TOTALS							
	Total Expenditure	49,186,932.00	4,120,613.36	12,060,482.98 ✓	2,233,411.23	34,893,037.79	29.06
	Total Other Expenditure	1,929,953.00	1,687.09	1,847,596.97 ✓	0.00	82,356.03	95.73
	Total Revenue	(51,116,885.00)	0.00	(34,603,115.35) ✓	0.00	(16,513,769.65)	67.69
	Total Other Revenue	0.00	(7,687,597.08)	0.00	0.00	0.00	0.00
		0.00	(3,565,296.63)	(20,695,035.40)	2,233,411.23	18,461,624.17	

(UNADJUSTED)
Condensed Board Summary Report

From 10/01/2022 To 10/31/2022

Summarization Level: MAJOR FUND/MAJOR FUNCTION/SUB FUNCTION/FULL FUNCTION

Grand Totals All Funds	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
Total Expenditure	49,186,932.00	4,120,613.36	12,060,482.98 ✓	2,233,411.23	34,893,037.79	29.06
Total Other Expenditure	1,929,953.00	1,687.09	1,847,596.97 ✓	0.00	82,356.03	95.73
Total Revenue	(51,116,885.00)	(7,687,597.08)	(34,603,115.35) ✓	0.00	(16,513,769.65)	67.69
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	(3,565,296.63)	(20,695,035.40)	2,233,411.23	18,461,624.17	

Capital Reserve Finance Report
October 31, 2022

Project	Original Budget	Change Orders	Miscellaneous Construction Costs	Working Budget	Project To Date Expenses September	October	Project To Date Expenses	Balance To Finish
Cooling Tower Replacement								
HBEngineers, Inc.								
Engineering Design Services	12,000.00			12,000.00	12,000.00		12,000.00	0.00
Permits			460.00	460.00	460.00		460.00	0.00
ASL Refrigeration, Inc.	221,045.00			221,045.00	221,045.00		221,045.00	0.00
Tennis Court Maintenance - Installation								
The Breneman Company	49,800.00			49,800.00	49,800.00		49,800.00	0.00
Saucon Valley High School Repairs								
Garland/DBS, Inc.								
Roof Repairs	39,899.00	9,991.00		49,890.00	49,890.00		49,890.00	0.00
Walk-In Box Evaporators								
Johnson Controls								
Two New Russell Evaporator Assemblies	15,900.00			15,900.00	15,900.00		15,900.00	0.00
Replacement of 2 Existing HS Rooftop Heat Pumps								
HBEngineers, Inc.								
Engineering Design Services	3,900.00			3,900.00	3,900.00		3,900.00	0.00
Johnson Controls								
RTU-4 and RTU-13 Replacement	81,312.00			81,312.00	81,312.00		81,312.00	0.00
HS AHU-2 Condensing Unit								
Johnson Controls								
Total Project is \$49,698 of which \$35,898 will be paid by General Fund	13,800.00			13,800.00	13,800.00		13,800.00	0.00
	437,656.00	9,991.00	460.00	448,107.00	448,107.00	0.00	448,107.00	0.00

SAUCON VALLEY SCHOOL DISTRICT
BUSINESS OFFICE

BUDGETARY TRANSFER FORM
2022-2023

Date: December 06, 2022

		TRANSFER AMOUNT		ACCOUNT TITLE	REASON FOR TRANSFER
ACCOUNT #		IN	OUT		
1 TO	10-2511-430-000-00-000-000-0000	203.00		BUS OFFICE - EQUIP REPAIRS	BALANCE ACCOUNT
FROM	10-2511-610-000-00-000-000-0000		203.00	SUPPLIES - BUSINESS OFFICE	TRANSFER OF FUNDS
2 TO	10-2220-650-000-00-000-000-0040	28,000.00		TECHNOLOGY ADMIN LIC & FEES	BALANCE ACCOUNT
FROM	10-1110-610-000-30-000-000-0040		28,000.00	TECHNOLOGY SUPPLIES 9-12	TRANSFER OF FUNDS

Total Transfer: \$ 28,203.00

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

BEGINNING BALANCE	\$	30,346.25
INCOME		2,110.31
EXPENSES		71.90
ENDING BALANCE	\$	32,384.66

<u>CLUB ACCOUNT</u>	<u>ENDING BALANCE</u>
ART CLUB	19.20
BAND	4,676.96
CHEERLEADING	625.63
CHORUS	7,414.45
COMMUNITY SERVICE	386.69
GIRLS VOLLEYBALL	5,791.03
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	528.65
6TH GRADE	-
7TH GRADE	738.35
8TH GRADE	319.71
INTEREST	\$ 0.85
TOTALS	\$ 32,384.66

Dr. Lensi Nikolov
Principal

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

BEGINNING BALANCE	\$	32,384.66
INCOME		12,381.10
EXPENSES		365.00
ENDING BALANCE	\$	<u>44,400.76</u>

<u>CLUB ACCOUNT</u>	<u>ENDING BALANCE</u>
ART CLUB	19.20
BAND	6,943.96
CHEERLEADING	625.63
CHORUS	17,524.45
COMMUNITY SERVICE	386.69
GIRLS VOLLEYBALL	5,426.03
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	528.65
6TH GRADE	-
7TH GRADE	738.35
8TH GRADE	319.71
INTEREST	4.95
TOTALS	\$ <u>44,400.76</u>

Dr. Lensi Nikolov
Principal

**SAUCON VALLEY HIGH SCHOOL
FINANCIAL REPORTS
SEPTEMBER 30, 2022
CLUB ACCOUNT FUND**

BEGINNING BALANCE	\$ 50,396.12
INCOME	3,969.29
EXPENSES	1,997.86
ENDING BALANCE	<u>\$ 52,367.55</u>

<u>CLUB ACCOUNT</u>	<u>ENDING BALANCE</u>
AEVIDUM	431.38
BAND	2,086.29
CALCULUS CLUB	272.86
CHORUS	724.59
CLASS OF 2017	-
CLASS OF 2022	583.07
CLASS OF 2023	386.98
CLASS OF 2024	2,239.90
CLASS OF 2025	1,295.05
DANCE TEAM	2,217.41
DRAMA CLUB	1,973.00
ENVIRONMENTAL CLUB	201.29
FBLA	6,928.84
FOREIGN LANGUAGE	1,336.74
GLOBAL SCHOLARS	26.37
GSA	47.81
NAT'L HONOR SOCIETY	4,293.08
LEO CLUB	684.91
MINI-THON	3,863.78
MODEL UN	320.65
NEWSPAPER	158.23
PAINTBALL	50.38
PHOTOGRAPHY CLUB	536.03
READING TEAM	5.83
ROBOTICS CLUB	12,178.48
RUGBY CLUB	687.39
SADD	136.04
SGA - STUDENT STORE	2,679.24
SKI CLUB	1,129.15
SMASH-VIDEO CLUB	24.00
SPIRIT COUNCIL	112.67
STEM	583.75
UNICEF	428.39
YEARBOOK	3,742.57
INTEREST	1.40
TOTALS	\$ 52,367.55

Principal

Book Policy Manual

Section 100 Programs

Title Special Education

Code 113

Status Active

Adopted

Purpose

The district shall offer each student with a disability ~~who is a resident of the district shall be provided quality education programs and services that~~ **appropriately** meet the student's needs for educational, instructional, transitional and related services. ~~The special education program shall be designed to comply with the law; conform to district goals; and integrate programs of special education with the regular instructional program of the schools, consistent with the interests of the student with a disability and other students.~~ **A student who requires special education shall receive programs and services according to an individualized education program (IEP). The IEP shall provide access to the district's general curriculum and participation in state and local assessments, including supplemental aids and services that permit the student to be educated, to the maximum extent appropriate, with nondisabled peers. The district shall provide a continuum of placement options to appropriately meet the needs of students with disabilities.**[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

Definitions

Students with disabilities ~~who are provided special education programs by the district shall include all resident children who meet the criteria defined by law.~~ **school-aged children within the jurisdiction of the district who have been evaluated and found to have one or more disabilities as defined by law, and who require, because of such disabilities, special education and related services. School-aged children who have identified disabilities but do not require special education may be entitled to accommodations or services or to enroll in courses of study in the district which serve students with disabilities pursuant to other law or Board policy.**[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

Individualized Education Program (IEP) - the written educational statement for each student with a disability that is developed, reviewed and revised in accordance with federal and state laws and regulations.[\[12\]](#)[\[13\]](#)

Parent/Guardian - for purposes of this policy and Board policies related to special education, parent/guardian shall have the definition of parent in IDEA statute and regulations, which includes a biological or adoptive parent of a child; a foster parent, unless prohibited by state law or regulations; a guardian authorized to act as the child's parent, in accordance with law or regulations; an individual acting in the place of a parent, including a grandparent or other relative, with whom the child lives or an individual legally responsible for the child's welfare; or an appointed surrogate parent, in accordance with law and regulations.[\[9\]](#)[\[14\]](#)

Authority

The Board directs that all ~~resident~~ students with disabilities shall be identified, evaluated, and provided with appropriate educational **programs** and services, in accordance with federal and state laws and regulations. The district shall establish and implement a system of procedural safeguards and ~~parental~~ **parent/guardian** notification **as part of its special education plan.**[\[1\]\[2\]\[15\]\[16\]\[17\]\[18\]\[19\]\[20\]\[21\]](#)

The district shall develop and submit a special education plan to the Department of Education for approval every three (3) years, and shall implement such plan as required by law and regulations. The district's special education plan shall include procedures for identifying and educating students with disabilities and ~~shall be aligned the Strategic Plan adopted by the Board~~ **describe the elements required by law, regulations and Board policy. Prior to approval by the Board and submission to the Department of Education, the special education plan shall be made available for public inspection and comment in the district's administrative offices and the nearest public library for a minimum of twenty-eight (28) days.**[\[5\]\[22\]\[23\]](#)

The district's special education plan shall comply with the requirements of state and federal laws and regulations, and shall be submitted in accordance with the guidelines and in the form established by the Department of Education. The district shall establish procedures to ensure the plan is updated and implemented as necessary.[\[5\]\[22\]\[24\]](#)

The Board shall determine the facilities, programs, services and staff that shall be provided by the district for the instruction of students with disabilities, **based upon the identified needs of the district's special education population.**[\[5\]\[15\]](#)

In order to maintain an effective special education plan, the Board may participate in special education programs ~~of the Colonial Intermediate Unit No. 20~~ with other agencies and/or intermediate units.[\[5\]](#)

Delegation of Responsibility

The Superintendent or designee is directed to annually recommend to the Board the employment and retention of necessary, qualified staff and provision of required facilities, programs and services to provide for the needs of students with disabilities.

The Superintendent or designee shall develop procedures for evaluating the effectiveness of the district's special education plan and shall periodically report to the Board the criteria and results of such evaluation.

Guidelines

~~The program to which~~ **Each student with a disability is assigned shall be one that educated pursuant to an IEP which shall** provides an appropriate education,~~seeks to assure success in learning, and offers in~~ the least restrictive environment, in accordance with federal and state laws and regulations.[\[1\]\[25\]\[26\]\[27\]](#)

~~The Board directs that all procedures for implementing an individualized education program be designed to guard the privacy of the student and the family.~~

~~No student with a disability shall be denied, because of handicap/disability, participation in activities, programs or services offered or recognitions rendered to district students, unless participation is not possible because of the handicap/disability.~~

The district prohibits discrimination based on disability. Students with disabilities are entitled to receive services and accommodations which will permit them to participate in district programs, services and activities as required by law.[\[11\]\[28\]](#)

If the district is identified with significant disproportionality, the special education plan shall include prevention measures for inappropriate overidentification and disproportionate representation by race or ethnicity of children with disabilities.[\[5\]](#)

Fiscal and Program Compliance

The district shall maintain **Superintendent or designee shall establish** procedures and processes that implement special education programs and services to ensure that the district complies in accordance with all federal and state laws and regulations and program requirements for special education-related funding and reimbursement. ~~In the following areas:~~

- ~~1. Educational plans.~~
- ~~2. Child find.~~
- ~~3. Assessments.~~
- ~~4. Screening.~~
- ~~5. Evaluations.~~
- ~~6. Reevaluations.~~
- ~~7. Individualized Education Program (IEP).~~
- ~~8. Extended School Year Services (ESY).~~
- ~~9. Behavior Support.~~
- ~~10. Educational placement.~~
- ~~11. Disciplinary placements.~~
- ~~12. Facilities.~~
- ~~13. Early interventions.~~
- ~~14. Procedural safeguards.~~
- ~~15. Confidentiality of information.~~

The district may coordinate with Colonial Intermediate Unit No. 20 to establish procedures, fulfill reporting requirements and participate in applicable programs.

Child Find/Outreach

The Superintendent or designee shall ensure that the district annually conducts awareness and outreach programs and activities designed to reach district residents including parents/guardians of students with disabilities who are enrolled in the district, preschool-aged children, students who attend private schools, homeless children and children who are wards of the state. [\[29\]](#)[\[30\]](#)

The district's public awareness activities shall include annual publication of a written notice in newspapers and other media notifying residents about child identification activities; available special education services and programs and how to request them; and procedures used to ensure confidentiality of student information. Written information shall be published in district handbooks and on the district website. Public awareness activities must include information regarding potential signs of developmental delays and other risk factors that could indicate disabilities.

The Intermediate Unit shall be responsible for conducting child find activities necessary to provide equitable participation services to students with disabilities who are enrolled by their parents/guardians in private schools.

Screening

The district shall establish a system of screening, including hearing and vision screenings. Screenings shall be conducted at reasonable intervals to determine whether all students are performing based on grade-appropriate standards in core academic subjects. [\[31\]](#)[\[32\]](#)

Confidentiality

The district shall maintain a system of safeguards to protect the confidentiality of students' educational records and personally identifiable information when collecting, storing, disclosing and destroying student records. [\[33\]](#)[\[34\]](#)[\[35\]](#)

District staff shall maintain the confidentiality of student records and personally identifiable information, as required by law, regulations and Board policy.

Recording of Meetings

Except as specifically provided for within this policy, the district prohibits audio, video and electronic recording of meetings between parents/guardians and district teachers, paraprofessionals, program specialists, consultants or administrators.

An attempt to record a meeting by a parent/guardian after a verbal prohibition by district staff shall result in immediate termination of the meeting and may result in ejection from district property and possible prosecution.

The district shall permit audio recording of a meeting when a participant submits, at least five (5) days prior to the meeting, documentation that substantiates:

1. Participant has a disability or limited English proficiency that significantly limits his/her ability to meaningfully understand or participate in the meeting's intended decision-making and recording is the only feasible means of accommodating the limitation.
2. Individual has a legitimate interest in attending the meeting but for good cause is unable to do so, and recording is the only feasible means by which s/he can meaningfully understand and participate in the decision-making.

Legal

[1. 22 PA Code 4.28](#)

[2. 22 PA Code 12.1](#)

[3. 22 PA Code 12.4](#)

[4. 22 PA Code 14.102](#)

[5. 22 PA Code 14.104](#)

[6. 34 CFR 300.1](#)

[7. 24 P.S. 502](#)

[8. 22 PA Code 14.101](#)

[9. 20 U.S.C. 1401](#)

[10. 34 CFR 300.8](#)

[11. Pol. 103.1](#)

[12. 22 PA Code 14.131](#)

[13. 34 CFR 300.320-300.324](#)

[14. 34 CFR 300.30](#)

[15. 24 P.S. 1372](#)

[16. 22 PA Code 12.41](#)

[17. 22 PA Code 14.101 et seq](#)

[18. 20 U.S.C. 1400 et seq](#)

19. 29 U.S.C. 794

20. 42 U.S.C. 12101 et seq

21. 34 CFR Part 300

22. 22 PA Code 4.13

23. Pol. 100

24. 34 CFR 300.201 et seq

25. 22 PA Code 14.145

26. 20 U.S.C. 1414

27. 34 CFR 300.320-300.327

28. Pol. 103

29. 22 PA Code 14.121

30. 34 CFR 300.111

31. 22 PA Code 14.122

32. Pol. 209

33. 22 PA Code 15.9

34. 34 CFR 300.611-300.627

35. Pol. 113.4

24 P.S. 1371

Pennsylvania Training and Technical Assistance Network (PaTTAN)

Pol. 113.1

Pol. 113.2

Pol. 113.3

Pol. 202

Pol. 216

Pol. 914

Last Modified by Policy Staff on December 18, 2018

Book Policy Manual

Section 100 Programs

Title Discipline of Students with Disabilities

Code 113.1 Vol VI 2020

Status Active

Purpose

~~When necessary~~ **The district shall develop and implement Positive Behavior Support Plans and programs shall be developed and maintained for students with disabilities in order to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors who require specific interventions to address behaviors that interfere with learning.** [\[1\]](#)[\[2\]](#)[\[3\]](#)

Students with disabilities who ~~engage in inappropriate behavior~~ violate the Code of Student Conduct, or **engage in inappropriate behavior**, disruptive or prohibited activities and/or actions injurious to themselves or others, **which would typically result in corrective action or discipline of students without disabilities**, shall be disciplined in accordance with **state and federal laws and regulations and Board policy and, if applicable**, their Individualized Education Program (IEP) and **Positive Behavior Support Plan, and Board policy.** [\[1\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

Definitions

Students with disabilities - school-aged children within the jurisdiction of the district who have been evaluated and found to have one or more disabilities as defined by law, and who require, because of such disabilities, special education and related services.[\[2\]](#)

Suspensions from school - disciplinary exclusions from school for a period of one (1) to ten (10) consecutive school days.[\[7\]](#)[\[9\]](#)

Expulsions from school - disciplinary exclusions from school by the Board for a period exceeding ten (10) consecutive school days and may include permanent exclusion from school.[\[7\]](#)[\[9\]](#)

Interim alternative educational settings - removal of a student with a disability from the student's current placement. Interim alternative educational settings may be used by school personnel for up to forty-five (45) school days for certain infractions committed by students with disabilities. The IEP team shall determine the interim alternative educational setting; however, this does not constitute a change in placement for a student with a disability.[\[5\]](#)[\[10\]](#)

Authority

The Board directs that the district shall comply with provisions **and procedural safeguards** of the Individuals With Disabilities Education Act (IDEA) and federal and state regulations when disciplining students with disabilities for violations of Board district policy or **district school rules or** and regulations. No student with a disability shall be **expelled subjected to a disciplinary change in placement** if the student's particular misconduct is a manifestation of his/her the student's disability. **However, under certain circumstances a student with a disability may be placed in an interim alternative**

educational setting by school personnel or the IEP team could, if appropriate, change the student's educational placement to one which is more restrictive than the placement where the misconduct occurred. [\[4\]\[5\]\[10\]](#)

Provision of Education During Disciplinary Exclusions

During any period of expulsion, or suspension from school for more than ten (10) cumulative days in a year, or placement in an interim alternative educational setting for disciplinary reasons, a student with a disability shall continue to receive a free and appropriate public education (FAPE), in accordance with law. [\[5\]\[9\]\[11\]](#)

Suspension From School

A student with a disability may be suspended for ten (10) consecutive and fifteen (15) cumulative days of school per school year, ~~regardless of whether the student's behavior is a manifestation of his/her disability~~ **for the same reasons and duration as a student without a disability. Such suspension shall not constitute a change in the student's educational placement.** [\[4\]\[5\]\[9\]\[10\]\[12\]](#)

Changes in Educational Placement/Manifestation Determinations

~~Any removal from school is a change of placement for a student identifies with mental retardation. For~~ disciplinary exclusions which constitute a change in educational placement, the district shall first determine whether the student's behavior is a manifestation of **the student's** disability. Expulsion, or exclusion from school for more than fifteen (15) cumulative days in a year, or patterns of suspensions for substantially identical behaviors, constitute changes in educational placements requiring a manifestation determination. For students with intellectual disability, any disciplinary suspension or expulsion is a change in educational placement. [\[4\]\[5\]](#)

A student with a disability whose behavior is not a manifestation of ~~his/her~~ **the student's** disability may be ~~expelled pursuant to~~ **disciplined in accordance with district Board policy and procedures, district rules and regulations in the same manner and to the same extent as students without disabilities.** [\[4\]\[5\]\[6\]\[7\]](#)

Parent/Guardian Appeals From Disciplinary Actions/Request for Hearing by District for Students Who Are a Danger to Themselves or Others

A due process hearing may be requested by a parent/guardian of a student with a disability who disagrees with a disciplinary placement or manifestation determination, or by the district if the district believes that the current placement is substantially likely to result in injury to the student or others. On parent/guardian appeal, or when the district requests a due process hearing, the hearing officer may **return the student to the placement from which the student was removed or order the student's removal of a student with a disability to an appropriate interim alternative educational setting for up to forty-five (45) school days if the hearing officer determines that where the district demonstrates by substantial evidence that maintaining the student's current placement is substantially likely to result in an injury to the student or others.** [\[10\]\[13\]](#)

Placement during appeals of disciplinary actions shall be in the interim alternative educational setting pending the decision of the hearing officer or expiration of the time period set for the disciplinary exclusion from the student's regular placement unless the district and the parent/guardian agree otherwise. [\[10\]\[14\]](#)

Students Not Identified as Disabled/Pending Evaluation

Students who have not been identified as disabled may be subject to the same disciplinary measures applied to students without disabilities if the district did not have knowledge of the disability. If a request

for evaluation is made during the period the student is subject to disciplinary measures, the evaluation shall be expedited.[\[10\]\[15\]](#)
~~Weapons Violations~~

~~A student with a disability who carries a weapon to school or a school function may be removed from his/her current placement. The Student shall be placed in an appropriate interim alternative educational setting for no more than forty-five (45) days.~~

~~Drugs/Controlled Substances Violations~~

~~A student with a disability who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school function may be removed from his/her current placement. The student shall be placed in an appropriate interim alternative educational setting for no more than forty-five (45) days.~~

Administrative Removal to Interim Alternative Educational Setting for Certain Infractions

School personnel may remove a student with a disability, including intellectual disability, to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the student's disability if the student:[\[5\]\[10\]](#)

1. Carries a weapon to or possesses a weapon at school, on school property, or at school functions under the jurisdiction of the district. For purposes of this provision, weapon is defined as a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than two and one-half (2 ½) inches in length.[\[5\]\[10\]\[16\]\[17\]](#)
2. Knowingly possesses or uses illegal drugs, as defined by law, or sells or solicits the sale of a controlled substance, as defined by law, while at school, on school property, or at school functions under the jurisdiction of the district.[\[5\]\[10\]\[18\]\[19\]](#)
3. Has inflicted serious bodily injury upon another person while at school, on school property, or at school functions under the jurisdiction of the district. For purposes of this provision, serious bodily injury means bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ or mental faculty.[\[5\]\[10\]\[20\]](#)

Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[\[21\]\[22\]\[23\]](#)

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity by a student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. The Superintendent or designee shall respond to such incidents in accordance with the district's Special Education Plan and, if applicable, the

procedures, methods and techniques defined in the student's Positive Behavior Support Plan.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[6\]](#)[\[10\]](#)[\[17\]](#)[\[19\]](#)[\[22\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)[\[27\]](#)[\[28\]](#)[\[29\]](#)[\[30\]](#)[\[31\]](#)[\[32\]](#)[\[33\]](#)[\[34\]](#)[\[35\]](#)

For a student with a disability who does not have a Positive Behavior Support Plan, subsequent to notification to law enforcement, the district shall convene the student's IEP team to consider whether a Positive Behavior Support Plan should be developed to address the student's behavior, in accordance with law, regulations and Board policies.[\[1\]](#)[\[3\]](#)[\[27\]](#)[\[32\]](#)

When reporting an incident committed by a student with a disability to the appropriate authorities, the district shall provide the information required by state and federal laws and regulations and shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The district shall ensure compliance with the Family Educational Rights and Privacy Act when transmitting copies of the student's special education and disciplinary records.[\[10\]](#)[\[22\]](#)[\[25\]](#)[\[26\]](#)[\[27\]](#)[\[30\]](#)[\[35\]](#)[\[36\]](#)[\[37\]](#)[\[38\]](#)[\[39\]](#)

In accordance with state law, the Superintendent shall annually, by July 31, report to the Office for Safe Schools on the required form all new incidents committed by students with disabilities, including students for whom an evaluation is pending, which occurred on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity.[\[21\]](#)[\[35\]](#)

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Legal References

1. 22 PA Code 14.133
2. Pol. 113
3. Pol. 113.2
4. 22 PA Code 14.143
5. 34 CFR 300.530
6. Pol. 218
7. Pol. 233
9. 22 PA Code 12.6
10. 20 U.S.C. 1415
11. 20 U.S.C. 1412
12. 34 CFR 300.536
13. 34 CFR 300.532
14. 34 CFR 300.533
15. 34 CFR 300.534
16. 18 U.S.C. 930
17. Pol. 218.1
18. 21 U.S.C. 812
19. Pol. 227
20. 18 U.S.C. 1365
21. 24 P.S. 1303-A
22. 22 PA Code 10.2
23. 35 P.S. 780-102
24. 24 P.S. 1302.1-A

25. 22 PA Code 10.21
26. 22 PA Code 10.22
27. 22 PA Code 10.23
28. 22 PA Code 10.25
29. 22 PA Code 14.104
30. 34 CFR 300.535
31. Pol. 103.1
32. Pol. 113.3
33. Pol. 218.2
34. Pol. 222
36. 20 U.S.C. 1232g
37. 34 CFR Part 99
38. Pol. 113.4
39. Pol. 216
24 P.S. 510
20 U.S.C. 1400 et seq
34 CFR Part 300
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Book Policy Manual

Section 100 Programs

Title Behavior Support

Code 113.2 Vol VI 2020

Status Active

Purpose

Students with disabilities shall be educated in the least restrictive environment **(LRE) in accordance with their Individualized Education Program (IEP)**, and shall only be placed in settings other than the regular education class when the nature or severity of the student's disability is such that education in the regular education class with the use of appropriate supplementary aids and services cannot be achieved satisfactorily **and cannot meet the needs of the student**. The IEP team for a student with a disability shall develop a Positive Behavior Support Plan if the student requires specific intervention to address behavior that interferes with learning. The identification, evaluation, and plan or program shall be conducted and implemented in accordance with state and federal laws and regulations. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

Authority

~~The Saucon Valley School District will use the Behavior Management Program in accordance with PA. State Board of Education Title 22, PA. Code Special Education Services and Program, Regulations Chapter 14, Section 14.36 and Standard Chapter 342, Section 342.36. The standards and regulations indicate that positive measures shall form the basis of behavior management programs. The dignity of an individual is to be a primary consideration in the development of effective programming designed to assist those students whose behavior problems interfere with learning.~~

The Board directs that the district's behavior support programs shall be based on positive rather than negative behavior techniques to ensure that students shall be free from demeaning treatment and unreasonable use of restraints or other aversive techniques. The use of restraints shall be considered a measure of last resort and shall only be used after other less restrictive measures, including de-escalation techniques. Behavior support programs and plans shall be based on a functional behavioral assessment and shall include a variety of research-based techniques to develop and maintain skills that will enhance students' opportunity for learning and self-fulfillment. [\[1\]](#)[\[3\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

Definitions

~~The following terms, when used in this section, shall have the following~~ **these** meanings, unless the context clearly indicates otherwise. [\[1\]](#)

Aversive techniques - deliberate activities designed to establish a negative association with a specific behavior.

Behavior support - development, change and maintenance of selected behaviors through the systematic application of behavior change techniques.

Positive Behavior Support Plan or Behavior Intervention Plan - plan for students with disabilities who require specific intervention to address behavior that interferes with learning. A Positive Behavior Support Plan shall be developed by the IEP team, be based on a functional behavioral assessment, and become part of the individual student's IEP. These plans must include methods that use positive reinforcements, other positive techniques and related services required to assist a student with a disability to benefit from special education.

Positive techniques - methods that utilizing positive reinforcement to shape a student's behavior, ranging from the use of positive verbal statements as a reward for good behaviors to specific tangible rewards.

Restraints – ~~devices and technique designed and used to control acute or episodic aggressive behaviors or to control involuntary movements or lack of muscular control due to organic causes or conditions. The term includes physical and mechanical restraints.~~ **application of physical force, with or without the use of any device, designed to restrain free movement of a student's body, excluding the following:**

1. Briefly holding a student, without force, to calm or comfort the student.
2. Guiding a student to an appropriate activity.
3. Holding a student's hand to escort the student safely from one area to another.
4. Hand-over-hand assistance with feeding or task completion.
5. Techniques prescribed by a qualified medical professional for reasons of safety or for therapeutic or medical treatment, as agreed to by the student's parents/guardians and specified in the IEP.
6. Mechanical restraints governed by this policy, such as devices used for physical or occupational therapy, seatbelts in wheelchairs or on toilets used for balance and safety, safety harnesses in buses, and functional positioning devices.

Seclusion - confinement of a student in a room, with or without staff supervision in the same room at all times, in order to provide a safe environment to allow the student to regain self-control.

Students with disabilities - school-aged children within the jurisdiction of the district who have been evaluated and found to have one or more disabilities as defined by law, and who require, because of such disabilities, special education and related services.[9]

Delegation of Responsibility

The Superintendent or designee shall ensure that this Board policy is implemented in accordance with federal and state laws and regulations.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall provide regular training and retraining of staff in the use of specific procedures, methods and techniques, including de-escalation techniques, emergency responses, restraints and seclusions, that will be used to implement positive behavior supports or interventions in accordance with students' IEPs, Positive Behavior Support Plans and Board policy.[1]

The Superintendent or designee shall maintain and report data on the use of restraints, as required. Such report shall be readily available for review during the state's cyclical compliance monitoring. Procedures shall be established requiring reports to be made to the district by entities

educating students with disabilities who attend programs or classes outside the district, including private schools, agencies, intermediate units and career and technical schools.[\[1\]](#)

Guidelines

Development of a separate Positive Behavior Support Plan is not required when appropriate positive behavioral interventions, strategies and supports can be incorporated into a student's IEP.[\[1\]](#)[\[5\]](#)

When an intervention is necessary to address problem behavior, the positive techniques and types of intervention chosen for a student shall be the least intrusive necessary.

Physical Restraints

Restraints to control acute or episodic aggressive behavior may be used only when the student is acting in a manner that presents a clear and present danger to ~~him/herself~~ **the student**, to other students or to employees, and only when less restrictive measures and techniques have proven to be or are less effective.[\[1\]](#)

The Director of Special Education or designee shall notify the parent/guardian as soon as practicable of the use of restraints to control the aggressive behavior of the student and ~~The use of restraints to control the aggressive behavior of an individual student shall cause~~ **convene** a meeting of the IEP team ~~to review the current IEP for appropriateness and effectiveness~~ **within ten (10) school days of the use of restraints, unless the parent/guardian, after written notice, agrees in writing to waive the meeting. At this meeting, the IEP team shall consider whether the student needs a functional behavioral assessment, re-evaluation, a new or revised Positive Behavior Support Plan, or a change of placement to address the inappropriate behavior.**[\[1\]](#)

The use of restraints shall not be included in the IEP for the convenience of staff, as a substitute for an educational program, or employed as punishment. **Restraints may be included in an IEP with parental consent only if:**[\[1\]](#)

- 1. The restraint is used with specific component elements of a Positive Behavior Support Plan.**
- 2. The restraint is used in conjunction with teaching socially appropriate alternative skills or behaviors.**
- 3. Staff are authorized to use the restraint and have received appropriate training.**
- 4. Positive Behavior Support Plan includes efforts to eliminate the use of restraints.**

Mechanical Restraints

Mechanical restraints, which are used to control involuntary movement or lack of muscular control of a student when due to organic causes or conditions, may be employed only when specified by an IEP and as determined by a medical professional qualified to make the determination, and as agreed to by the student's parents/guardians.[\[1\]](#)

Mechanical restraints shall prevent a student from injuring ~~him/herself~~ **the student** or others, or promote normative body positioning and physical functioning.

Seclusion

The district permits involuntary seclusion of a student for a limited period of time in accordance with the student's IEP or in an emergency to prevent immediate or imminent injury to the student or others, but the seclusion must be the least restrictive alternative. District staff shall provide continuous supervision of students in seclusion, which need not always involve presence of staff within the same room.

The district prohibits the seclusion of students in locked rooms, locked boxes and other structures or spaces from which the student cannot readily exit.[\[1\]](#)

Aversive Techniques

The following aversive techniques of handling behavior are considered inappropriate and shall not be used in educational programs:[\[1\]](#)

1. Corporal punishment.
2. Punishment for a manifestation of a student's disability.
3. Locked rooms, locked boxes, or other locked structures or spaces from which the student cannot readily exit.
4. Noxious substances.
5. Deprivation of basic human rights, such as withholding meals, water or fresh air.
6. Suspensions constituting a pattern as defined in state regulations.[\[12\]](#)
7. Treatment of a demeaning nature.
8. Electric shock.
9. **Methods implemented by untrained personnel.**
10. **Prone restraints, which are restraints by which a student is held face down on the floor.**

~~The behavior support program shall include the training of personnel for the use of specific procedures, methods and techniques, and for having a written policy on the use of behavior management techniques and obtaining parental consent prior to the use of highly restraining or intrusive procedures. In accordance with their plans, agencies may convene human rights committees to oversee the use of restraining or intrusive procedures and restraints.~~

~~Parental consent shall be obtained prior to the use of highly restraining or intrusive procedures.~~

Referral to Law Enforcement

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity by a student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. The Superintendent or designee shall respond to such incidents in accordance with the district's Special Education Plan and, if applicable, the procedures, methods and techniques defined in the student's Positive Behavior Support Plan.[\[1\]](#)[\[6\]](#)[\[9\]](#)[\[10\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)[\[22\]](#)[\[23\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)[\[27\]](#)

For a student with a disability who has a Positive Behavior Support Plan at the time of referral, subsequent to notification to law enforcement, the district shall convene the student's IEP team and an updated functional behavioral assessment and Positive Behavior Support Plan shall be required.[\[1\]](#)[\[11\]](#)[\[17\]](#)

If, as a result of such referral, the student is detained or otherwise placed in a residential setting located outside the district, the Director of Special Education or designee shall ensure that the responsible school district or intermediate unit is informed of the need to update the student's functional behavioral assessment and Positive Behavior Support Plan.[\[1\]](#)

For a student with a disability who does not have a Positive Behavior Support Plan, subsequent to notification to law enforcement, the district shall convene the student's IEP team to consider whether a Positive Behavior Support Plan should be developed to address the student's behavior, in accordance with law, regulations and Board policy.[\[1\]](#)[\[17\]](#)

Relations With Law Enforcement

The district shall provide a copy of its administrative regulations and procedures for behavior support, developed in accordance with the Special Education Plan, to each local police department that has jurisdiction over school property. Updated copies shall be provided each time the administrative regulations and procedures for behavior support are revised by the district.[\[9\]](#)[\[17\]](#)[\[19\]](#)[\[27\]](#)

The district shall invite representatives of each local police department that has jurisdiction over school property to participate in district training on the use of positive behavior supports, de-escalation techniques and appropriate responses to student behavior that may require intervention, as included in the district's Special Education Plan and positive behavior support program.[\[1\]](#)[\[9\]](#)[\[17\]](#)[\[19\]](#)[\[27\]](#)

Legal References

1. 22 PA Code 14.133
2. 22 PA Code 14.145
3. 20 U.S.C. 1414
4. 34 CFR 300.114
5. 34 CFR 300.324
6. 20 U.S.C. 1415
7. 34 CFR 300.34
8. 34 CFR 300.530
9. Pol. 113
10. Pol. 113.1
11. Pol. 113.3
12. 22 PA Code 14.143
13. 24 P.S. 1302.1-A
14. 22 PA Code 10.2
15. 22 PA Code 10.21
16. 22 PA Code 10.22
17. 22 PA Code 10.23
18. 22 PA Code 10.25

19. 22 PA Code 14.104

20. 34 CFR 300.535

21. Pol. 103.1

22. Pol. 218

23. Pol. 218.1

24. Pol. 218.2

25. Pol. 222

26. Pol. 227

27. Pol. 805.1

24 P.S. 1303-A

20 U.S.C. 1400 et seq

34 CFR Part 300

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SAUCON VALLEY SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

ADOPTED April 8, 2008

113.2-AR-1. BEHAVIORAL MANAGEMENT PROGRAM

Any special education student who exhibits behavior problems which interfere with ~~his/her~~ the student's ability to learn must have a program of behavior management. This behavior management plan will be included in the Individualized Education Plan (IEP) and shall:

1. Primarily focus on positive rather than negative measures.
2. Use interventions that are the least intrusive necessary.
3. Not substitute aversion techniques, restraints or discipline for the systematic application of behavior change techniques.
4. Only use techniques for which the staff has been adequately trained.

The Behavior Management Program represents three (3) levels of interventions based upon the best practices cited in the current professional literature. These intervention levels include the following:

- | | |
|-----------|--|
| Level I | Good classroom management strategies. No Behavior Management Program is required as part of the IEP nor parental consent. |
| Level II | Moderately Intrusive Management. A Behavior Management Program is required as part of the IEP as is parental consent. |
| Level III | Restrictive interventions which are to be considered after Level II interventions are determined Ineffective. A Behavior Management Program is required as part of the IEP as is parental consent. |

All interventions are predicated upon clear, direct, specific, concrete communications. The communication pattern is based upon interaction among school, student, and family. Data is to be collected regarding the effectiveness of the individual Behavior Management Plan, and parents are to be involved in the process of developing the plan via the IEP. Specific aversion procedures, restraints, or techniques designed and used

to control acute episodic aggressive behavior, or to control involuntary movement may never be used as a substitute for a Behavior Management Program. Only when a student is acting in a manner as to be a clear and present danger to ~~him/herself~~ the student, to other students or to employees, can an emergency physical restraint be utilized. Some more intrusive techniques may be utilized, but only when it has been documented that less restrictive measures have proven to be less effective.

INTERVENTION LEVELS

Level I

Classroom management traditionally has been associated with discipline, control, or other terms that connote reducing unacceptable student behavior. Management is commonly reviewed as a prerequisite to instruction, something that must be accomplished so that teaching can occur. Successful classroom management involves not merely responding effectively when problems occur, but also preventing problems from occurring by creating environments that encourage learning and appropriate behavior. Thus, comprehensive classroom management incorporates both proactive planning for and encouragement of productive behavior as well as reactive responding to unproductive student behavior. Proactive classroom management activities involve the establishment and maintenance of a productive learning environment that fosters high levels of engagement and prevention of student disruptions. The effectiveness of behavior control strategies will be maximized when used in conjunction with preventive methods. Without proactive management methods, behavior-change interventions will have limited long-term effectiveness.

Level II

Interventions at this level consist of the twin goals of behavioral intervention: 1) to increase appropriate or adaptive behavior and 2) decrease inappropriate or maladaptive behavior.

The underlying assumption of any behavioral intervention is that the student's behavioral problems represent either deficits in adaptive behavior, or excesses in behavior that prove maladaptive in the student's environment. If a student is unable to carry out a required task or behavior because of deficits in prerequisite skills, the task of instruction may be to develop the lacking skills. In contrast, a student may be capable of performing a target skill or behavior but may for some reason lack the motivation to perform at a level commensurate with ability. In addition to basic acquisition or performance deficits, consideration must be given to other potential interfering behaviors.

Level III

These interventions are formal programs which are restrictive in nature and may modify the student's rights during implementation. They specifically focus on restraining strategies and are considered more intrusive to personal freedom than either Level I or II interventions.

EMERGENCY INTERVENTION

Emergency procedures for behavior that presents a clear and present danger to the student or others may be delineated on the IEP. These emergency procedures may include:

1. Parent contact to immediately remove student from school.
2. Notifying police.
3. Notifying Mental Health/~~Mental Retardation~~**Developmental Disabilities**, Children and Youth, Probation, etc.
4. Calling emergency services and ambulance.
5. Nonviolent therapeutic physical crisis intervention by trained staff.
6. Suspensions or expulsions, in accordance with applicable law and regulations.

Book Policy Manual

Section 100 Programs

Title Screening and Evaluations for Students With Disabilities

Code 113.3

Status Active

Adopted

Purpose

The Board adopts this policy to define the minimum requirements for screening; educational evaluations conducted to determine eligibility for special education services, instructional levels and programming requirements for students with disabilities, including functional behavioral assessments; and requirements for independent educational evaluations. [\[1\]\[2\]\[3\]\[4\]\[5\]\[6\]\[7\]\[8\]\[9\]\[10\]\[11\]\[12\]](#)

Authority

The Board shall adopt a system of screening that may include early intervention services and must be designed to accomplish identification and initial screening for students prior to district referral for a special education evaluation. The system shall provide support to staff to improve working effectively with students in the general education curriculum, identify students who may require special education services and programs, and must include hearing and vision screening and screening at reasonable intervals to determine whether students are performing at grade appropriate levels in core academic subjects. [\[1\]\[7\]\[13\]](#)

Early intervention services shall comply with the requirements of state and federal law and regulations in order to address academic concerns or behaviors that may be impeding success, but which can be resolved through research-based intervention programs in the regular education setting. [\[7\]](#)

Rights Preserved and Waiver of Pre-Evaluation Screening

The district's screening activities shall not serve as a bar to the right of a parent/guardian to request an evaluation as described in this policy, at any time. When the completion of screening activities prior to referral for an evaluation will result in serious mental or physical harm or significant educational regression to the student with a disability or others, the district may initiate an evaluation or re-evaluation without completion of the screening process. Whenever an evaluation is conducted without a pre-evaluation screening, the screening activities included in Board policy and administrative regulations shall be completed as part of that evaluation whenever possible.

The Board authorizes the use of functional behavioral assessments (FBAs) as an evaluation to gather information to understand the purpose of the student's behaviors and to assist with developing a positive Behavior Support Plan. FBAs must be conducted when: [\[5\]\[10\]\[11\]\[12\]\[14\]](#)

1. A student's behavior interferes with his/her learning or the learning of others and information is necessary to provide appropriate educational programming.

2. A student's behavior violates the Code of Student Conduct and is determined to be a manifestation of a student's disability.
3. A student is placed in an interim alternative educational placement for a qualifying reason permitting such placement for up to forty-five (45) school days for certain offenses.
4. The school contacts law enforcement regarding a student who already has a positive Behavior Support Plan.

FBA's may also constitute part of the initial evaluation to determine eligibility for special education.

The district shall comply with requirements of state and federal laws and regulations when conducting evaluations. [\[2\]\[6\]\[15\]\[9\]\[16\]](#)

An appropriate evaluation of a student, whether conducted by district staff or individuals not employed by the district, shall consist of the administration of all testing and the use of all assessment procedures required to determine the existence of all legally defined disabilities reasonably suspected by district staff, parents/guardians, or the evaluator. An appropriate evaluation shall assist in determining the content of the IEP to enable a student with a disability to be involved in and progress in the general curriculum.

A student shall be assessed in all areas related to the suspected disability including, as appropriate, health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status and motor abilities.

A re-evaluation of a student who currently has an IEP shall be conducted as required by state and federal law and regulations. [\[3\]\[6\]\[16\]\[17\]](#)

Guidelines

Parent/Guardian Requests

Parents/Guardians may request an evaluation at any time. The parent/guardian request must be in writing. If a request is made orally to any professional employee or administrator, the district shall provide a copy of the permission to evaluate form to the parents/guardians within ten (10) calendar days of the oral request. [\[1\]\[2\]](#)

The evaluation shall be completed and a copy of the evaluation report presented to parents/guardians no later than sixty (60) calendar days after receipt of written parent/guardian consent for an evaluation, exclusive of the period following the last day of the spring school term to the first day of the subsequent fall term.

Appropriate Evaluations

An appropriate evaluation shall use a variety of assessment tools and strategies to gather relevant functional, developmental and academic information about a student. [\[2\]\[6\]\[8\]\[9\]](#)

The evaluations should be designed and intended to avoid the duplication of information already available from recent evaluations.

An appropriate evaluation shall include:

1. Testing and assessment techniques required in light of information currently available from previous evaluations.

2. Information from parents/guardians and school staff familiar with the performance of the student.
3. The student's education records.

The evaluator shall review all such sources of information prior to conducting testing and assessment. The evaluator shall review assessments conducted by others that indicate how the student is responding to early intervention services and scientific research-based instruction and/or include such assessments as part of the evaluation.

To the extent that the results of such instructional assessments are inconsistent with the results of norm or criterion-referenced testing and assessments that the evaluator has administered, the evaluator shall explain the reason for the inconsistency in the evaluation report, if possible.

When assessing the presence of a specific learning disability, the evaluation shall be consistent with procedures adopted by the district and comply with state and federal law and regulations. [\[4\]\[18\]](#)

Testing and assessment procedures shall be selected and administered to yield valid measurement or assessment of the construct or quality they purport to measure or assess. The evaluator shall administer any testing or assessment procedures in a manner consistent with the requirements and recommendations of the publisher of the test or procedure and in compliance with applicable and authoritatively recognized professional principles and ethical tenets. The evaluator shall report any factor that might affect the validity of any results obtained.

All assessments and evaluation materials shall be selected and administered so as not to be discriminatory on a racial or cultural basis. Where feasible, assessments and evaluations shall be administered in a language and form most likely to provide accurate information about the student.

The evaluation shall include an observation of the student in an educational setting, unless the student is not currently in such a setting. The evaluator shall obtain information concerning the performance of the student directly from at least one (1) current teacher of the student, unless the student does not have a current teacher. If the evaluator is unable to conduct an observation of the student in an educational setting, the evaluator shall consult with a district employee who has had the opportunity to conduct such observation.

The evaluator shall hold an active certification that qualifies the evaluator to conduct that type of evaluation. If certification is not issued for the particular area of professional practice in which the evaluator is lawfully engaged, the evaluator shall hold such license or other credentials as required for the area of professional practice under state law.

The evaluator shall prepare and sign a full report of the evaluation containing:

1. Clear explanation of the testing and assessment results.
2. Complete summary of all test scores, including, for all standardized testing administered, all applicable full scale or battery scores; domain or composite scores; and subtest scores reported in standard, scaled, or T-score format.
3. Complete summary of all information obtained or reviewed from sources other than testing conducted by the evaluator.
4. Identification of all special education and related services needs and relevant information that directly assists persons in determining the educational needs of the student.
5. Specific, individualized recommendations for consideration by the IEP team for educational programming and placement to enable the student to participate as appropriate in the general

education curriculum in the least restrictive environment, as defined by federal and state law and regulations.

Re-Evaluations

Re-evaluations shall be conducted within the timeframes required by state and federal laws and regulations unless the parent/guardian and the district agree in writing that a re-evaluation is unnecessary. For students with intellectual disability, the re-evaluation cannot be waived. The group of qualified professionals that reviews the evaluation materials to determine whether the child is a student with a disability shall include a certified school psychologist when evaluating a student for autism, emotional disturbance, intellectual disability, multiple disabilities, other health impairment, specific learning disability and traumatic brain injury.[\[3\]](#)[\[19\]](#)[\[20\]](#)

Copies of the re-evaluation report shall be disseminated to parents/guardians at least ten (10) days prior to the meeting of the IEP team unless this requirement is waived in writing.

Independent Educational Evaluations

A parent/guardian who disagrees with the results or content of an evaluation performed or obtained by the district may request an independent educational evaluation at district expense. A parent/guardian is entitled to only one (1) independent educational evaluation at public expense each time the district conducts an evaluation with which the parent/guardian disagrees. The independent educational evaluation must arise from parents'/guardians' disagreement with the district's most recent evaluations or re-evaluations of the student. The district shall be entitled to a copy of all results of independent educational evaluations conducted at public expense. If an oral request for an independent educational evaluation is made to a professional employee or administrator, that person shall inform the parent/guardian that the request must be in writing. If the native language of the parent/guardian is other than English, the requirement that the parent/guardian make his/her request in writing shall be conveyed by whatever means practicable and in the native language of the parent/guardian.[\[9\]](#)[\[21\]](#)

A written request for an independent educational evaluation at district expense shall be immediately forwarded to the Director of Special Education and Student Services, who may, upon receipt of the written parent/guardian request, ask that the parent/guardian state his/her reasons for disagreement with the evaluation conducted or proposed by the district. The district cannot require the parent/guardian to do so, and the refusal of the parent/guardian shall not delay the process required by this policy.

The criteria under which the independent educational evaluation at public expense is obtained must be the same as the criteria used by the district in conducting an appropriate evaluation, including the location of the evaluation and the qualifications of the examiner, to the extent those criteria are consistent with the parent's/guardian's right to an independent educational evaluation at public expense. The qualified examiners who conduct the independent educational evaluation may not be employed by the public agency responsible for the education of the student.

Within thirty (30) days of receipt of a request for an independent educational evaluation in writing from a parent/guardian, the Director of Special Education and Student Services shall either initiate a due process hearing to show that the district's evaluation is appropriate and notify the parent/guardian in writing that s/he has done so or issue to the parent/guardian correspondence containing:

1. Assurance that the district will pay for an independent educational evaluation as long as the evaluation meets all of the requirements of an appropriate evaluation and is in compliance with this policy.
2. Statement that the district will not pay for the evaluation until it receives directly from the evaluator a complete copy of a report of that evaluation and determines that the evaluation is in compliance

with this policy.

3. Request that the parents/guardians consider accessing reimbursement for all or part of the evaluation from public or private sources of insurance or reimbursement, together with a clear assurance that the parent/guardian is not required to do so and that the district will pay any cost not covered by such sources.
4. Directions that the parent/guardian is responsible for arranging for the evaluation and ensuring that the evaluator contacts the Director of Special Education and Student Services to arrange for payment of the evaluation.

Upon request, the district shall provide to parents/guardians information about where an independent educational evaluation may be obtained.

If the evaluation has already been conducted and paid for, the district shall issue correspondence advising the parent/guardian that the district will not reimburse the parent/guardian for the evaluation until it receives a complete and unredacted copy of the report of the evaluation and determines that the evaluation is in compliance with this policy. The district shall require documentation substantiating that the parents/guardians paid for or incurred the obligation to pay for the evaluation without reimbursement from a public or private source of insurance or reimbursement.

The Director of Special Education and Student Services shall send the correspondence to the parent/guardian by certified mail or by other independently verifiable means of conveyance and enclose a copy of this policy.

The Director of Special Education and Student Services shall maintain a list of qualified independent evaluators in each of the various disciplines commonly relied upon to provide education-related evaluations and assessments and shall promptly make that list available to any parent/guardian who requests it.

In accordance with federal law, if the parents/guardians of a student with a disability, or suspected of having a disability, obtain an independent educational evaluation on their own, without requesting payment by the school district, the results of the evaluation shall be considered by the district/IEP team with respect to decisions regarding the provision of a free appropriate education for the student. [\[6\]\[9\]](#)

Legal

[1. 22 PA Code 14.122](#)

[2. 22 PA Code 14.123](#)

[3. 22 PA Code 14.124](#)

[4. 22 PA Code 14.125](#)

[5. 22 PA Code 14.133](#)

[6. 20 U.S.C. 1414](#)

[7. 34 CFR 300.226](#)

[8. 34 CFR 300.301-300.311](#)

[9. 34 CFR 300.502](#)

[10. 34 CFR 300.530](#)

11. Pol. 113

12. Pol. 113.2

13. Pol. 209

14. Pol. 113.1

15. 34 CFR 300.300-300.311

16. 34 CFR 300.503

17. 34 CFR 300.303-300.306

18. 34 CFR 300.307-300.311

19. 34 CFR 300.303

20. PA Ass'n for Retarded Children (PARC) v. Com. of Pa., 343 F. Supp. 279 (E.D. Pa. 1975)

21. Pol. 138

20 U.S.C. 1400 et seq

34 CFR Part 300

Pennsylvania Training and Technical Assistance Network (PaTTAN)

Last Modified by Policy Staff on December 18, 2018

Book Policy Manual

Section 100 Programs

Title Confidentiality of Special Education Student Information

Code 113.4 Vol VI 2020

Status Active

Authority

The Board recognizes the need to protect the confidentiality of personally identifiable information in the education records of students with disabilities.[1][2]

The district shall maintain a system of safeguards to protect the confidentiality of students' educational records and personally identifiable information when collecting, retaining, disclosing and destroying student special education records, in accordance with Board policy, state requirements, and federal and state law and regulations.[2][3]

The rights provided by this policy apply to parents/guardians of students who receive special education programming and services from the district or an outside program provided through the district.[4][5]

Definitions

Destruction shall mean the physical destruction or removal of personal identifiers from information so that the information is no longer personally identifiable.[6]

Disclosure shall mean to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.[7]

Education records, for purposes of this policy, shall include the records and information covered under the definition of education records in the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations.[2][7][8]

Personally identifiable information includes, but is not limited to:[7][9]

1. The name of a student, the student's parents/guardians or other family members.
2. The address of the student or student's family.
3. A personal identifier, such as the student's social security number, student number, or biometric record.
4. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name.
5. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.
6. Information requested by a person who the district reasonably believes knows the identity of the student to whom the education record relates.

Guidelines

Parental Access Rights

The district shall permit parents/guardians to inspect and review any education records relating to their child(ren) that are collected, retained, or used by the district in connection with providing special education services to the student.[\[10\]\[11\]](#)

The district shall comply with a parental request to inspect and review education records without unnecessary delay and before any meeting regarding an Individualized Education Program (IEP); any impartial due process hearing relating to the identification, evaluation, educational placement, or the provision of a free and appropriate public education (FAPE) to a student; a hearing related to the discipline of the student; and a resolution meeting.

The district shall presume a parent/guardian has authority to inspect and review records relating to **their** child unless it has been provided documentation that the requesting parent/guardian does not have this authority under applicable state law.[\[10\]\[12\]](#)

The district shall comply with a parental request for review within forty-five (45) days following receipt of the request.[\[10\]\[11\]](#)

A parent's/guardian's right to inspect and review education records includes the right to:

1. A response from the district to reasonable requests for explanations and interpretations of the records;

2. Request that the district provide copies of the records if failure to provide copies would effectively prevent the parent/guardian from exercising the right to inspect and review the records; and
3. Have a representative inspect and review the records.

If an education record includes information on more than one (1) student, the parents/guardians shall have access only to the information relating to their child or shall be informed of the information in the record.[\[13\]](#)[\[14\]](#)

The district shall provide parents/guardians, upon request, a list of the types and locations of education records collected, maintained, or used by the district.[\[15\]](#)

Fees

The district may charge a fee for copies of records that are made for parents/guardians so long as the fee does not effectively prevent parents/guardians from exercising their right to inspect and review those records.[\[16\]](#)[\[17\]](#)

The district shall not charge a fee to search for or to retrieve information in response to a parental request.

Record of Access

The district shall keep a record of parties obtaining access to education records collected, maintained, or used in providing special education **and related services** to students with disabilities, except access by parents/guardians and authorized district employees.[\[18\]](#)

The district's record of access shall include the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

Amendment of Records Upon Parental Request

If a parent/guardian believes that information in the student's education records is inaccurate, misleading or violates the privacy or other rights of the student, the parent/guardian may request that the district amend the information.[\[19\]](#)[\[20\]](#)

The district shall decide whether to amend the information within a reasonable period of time from receipt of the request.

If the district declines to amend the information in accordance with a parental request, the district shall inform the parent/guardian of the refusal and advise the parent/guardian of the right to a hearing.

Records Hearing

The district shall, on request, provide parents/guardians with an opportunity for a hearing to challenge information in the student's education records to ensure that the information is not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. The district recognizes that parents/guardians who believe that there is a due process violation relating to an alleged violation of confidentiality may also request a special education due process hearing. [\[21\]](#)[\[22\]](#)[\[23\]](#)

Hearing Procedures

A hearing to challenge information in education records must meet the following requirements: [\[24\]](#)[\[25\]](#)

1. The district shall hold the hearing within a reasonable time after receiving the request for a hearing.
2. The district shall give the parent/guardian reasonable advanced written notice of the date, time, and place of the hearing.
3. The hearing may be conducted by any individual, including a district official, who does not have a direct interest in the outcome of the hearing.
4. The district shall give the parent/guardian a full and fair opportunity to present relevant evidence. The parent/guardian may, at **their** own expense, be assisted or represented by one (1) or more individuals of **their** choice, including an attorney.
5. The district shall inform parents/guardians of its decision in writing within a reasonable period of time after the hearing.
6. The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.

Result of Hearing

If, as a result of the hearing, the district decides that the information is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights, the district shall amend the information accordingly and inform the parent/guardian in writing. [\[23\]](#)[\[26\]](#)

If, as a result of the hearing, the district decides that the information is not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights, the district shall inform the parent/guardian of the parent's/guardian's right to place in the student's records a statement commenting on the information and/or providing any reasons for disagreeing with the district's decision.

Any explanation placed in the student's records shall be:

1. Maintained by the district as part of the student's records as long as the record or contested portion is maintained by the district; and
2. Included with the record or contested portion if the record or contested portion are disclosed to any party.

Storage, Retention and Destruction of Information

The district shall store all education records and personally identifiable information of students receiving special education services in such a way as to protect the confidentiality and integrity of the records and information, prevent unauthorized access to and disclosure of records and information, and ensure compliance with other legal and regulatory requirements regarding records retention.[\[27\]](#)

The district shall maintain, for public inspection, a current listing of the names and positions of those district employees who have access to personally identifiable information.[\[27\]](#)

In order to comply with state compliance monitoring requirements, the district shall maintain education records for students receiving special education services for at least six (6) years.[\[2\]](#)

The district shall inform parents/guardians when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to the student. After notice, such information shall be destroyed upon parental request.[\[28\]](#)

No education record shall be destroyed if there is an outstanding request to inspect or review the record or if a litigation hold exists.[\[11\]](#)

The district shall maintain a permanent record of the student's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed.[\[28\]](#)

The district shall ensure the destruction of education records in a manner that protects the confidentiality and privacy rights of the student and **the student's** family.[\[27\]](#)

Disclosure to Third Parties

The district shall obtain parental consent before disclosing personally identifiable information to parties other than school district officials with a legitimate educational interest or other educational institutions that provide special education services to the student for the purposes of meeting a requirement of law or regulation unless the information is contained in education records and the disclosure is permitted without parental consent under law and regulations.[\[2\]](#)[\[29\]](#)[\[30\]](#)[\[31\]](#)[\[32\]](#)[\[33\]](#)[\[34\]](#)

Parental consent must be obtained before personally identifiable information is released to officials of participating agencies providing or paying for transition services.[\[32\]](#)

If a student is enrolled, or is going to enroll in a private school that is not located in the district of the parent's/guardian's residence, parental consent must be obtained before any personally identifiable information about the student is released between officials in the district where the private school is located and officials in the district of the parent's/guardian's residence.[\[32\]](#)

Disclosure to Law Enforcement

When reporting an incident committed by a student with a disability to the appropriate authorities, in accordance with applicable law, regulations and Board policy, the district shall provide the information required by state and federal laws and regulations and shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The district shall ensure compliance with the Family Educational Rights and Privacy Act when transmitting copies of the student's special education and disciplinary records.[\[2\]](#)[\[8\]](#)[\[33\]](#)[\[35\]](#)[\[36\]](#)[\[37\]](#)[\[38\]](#)[\[39\]](#)[\[40\]](#)[\[41\]](#)

Delegation of Responsibility

In order to maintain the confidentiality of the educational records and personally identifiable information of students with disabilities, the Board designates the Superintendent or Designee to coordinate the district's efforts to comply with this policy and applicable laws and regulations.[\[27\]](#)

All district employees collecting or using personally identifiable information shall receive training or instruction regarding Board policy, administrative regulations, and state and federal law and regulations regarding confidentiality of education records and personally identifiable information.[\[27\]](#)



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Legal References

1. Pol. 113
2. Pol. 216
3. [34 CFR 300.611-300.627](#)
4. [34 CFR 300.520](#)
5. [34 CFR 300.625](#)
6. [34 CFR 300.611](#)
7. [34 CFR 99.3](#)
8. [20 U.S.C. 1232g](#)

9. 34 CFR 300.32
10. 34 CFR 300.613
11. 34 CFR 99.10
12. 34 CFR 99.4
13. 34 CFR 300.615
14. 34 CFR 99.12
15. 34 CFR 300.616
16. 34 CFR 300.617
17. 34 CFR 99.11
18. 34 CFR 300.614
19. 34 CFR 300.618
20. 34 CFR 99.20
21. 34 CFR 300.510-300.516
22. 34 CFR 300.619
23. 34 CFR 99.21
24. 34 CFR 300.621
25. 34 CFR 99.22
26. 34 CFR 300.620
27. 34 CFR 300.623
28. 34 CFR 300.624
29. 34 CFR 99.30
30. 34 CFR 99.31
31. 34 CFR 300.154
32. 34 CFR 300.622
33. Pol. 113.1
34. Pol. 113.2
35. 22 PA Code 10.2
36. 22 PA Code 10.21
37. 22 PA Code 10.22
38. 22 PA Code 10.23
39. 20 U.S.C. 1415
40. 34 CFR 300.535
41. 34 CFR Part 99
20 U.S.C. 1400 et seq
34 CFR Part 300

Bureau of Special Education Letter to School Entities on Retention of Records, Dated
November 9, 2009

Pennsylvania Department of Education Individuals With Disabilities Education Act Part
B LEA Policies and Procedures under 34 CFR §§300.101 - 300.176 (2018)

Pol. 113.3

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Book Policy Manual

Section 100 Programs

Title Parental Status and Appointment of Surrogate Parents for Children With Disabilities

Code 113.5

Status Active

Adopted

Authority

The Board adopts this policy on the use and training of surrogate parents in order to comply with the Individuals with Disabilities Education Act (IDEA) and other applicable federal and state law and regulations. The Board recognizes that in the process of a child's education, parents play an important role in safeguarding the rights of a student with a disability. In order to ensure those rights where children are wards of the state or where parents are unknown or unavailable, the Board may identify those children and appoint an individual to represent the child in matters of education.[\[1\]\[2\]](#)

Definition

Parent - the term parent, for purposes of this policy and in accordance with state and federal law and regulations, means:[\[3\]\[4\]](#)

1. A biological or adoptive parent of a child;
2. A foster parent, unless state law, regulations, or contractual obligations with a state or local entity prohibit a foster parent from acting as a parent;
3. A guardian generally authorized to act as the child's parent, or authorized to make educational decisions for the child (but not the state if the child is a ward of the state);
4. An individual acting in the place of a biological or adoptive parent (including a grandparent, stepparent, or other relative) with whom the child lives, or an individual who is legally responsible for the child's welfare; or
5. A surrogate parent who has been appointed in accordance with law.

Except as provided below, the biological or adoptive parent, when attempting to act as the parent under this part and when more than one (1) party is qualified under this definition to act as a parent, must be presumed to be the parent for purposes of this policy, unless the biological or adoptive parent does not have legal authority to make educational decisions for the child.

If a judicial decree or order identifies a specific person or persons to act as the "parent" of a child or to make educational decisions on behalf of a child, then such person or persons shall be determined to be the "parent" for purposes of this policy.

Guidelines

Parental Status Not Determined by Residency

A person who satisfies the criteria established in the definition above shall have all the rights, protections, and obligations of a parent under the IDEA and Chapter 14 of the State Board of Education regulations regardless of whether s/he resides with the child for whom s/he is a parent.

Legal Notices and Other Papers

District staff may presume that legal notices and other papers required by law to be given to the parent of a child with a disability have been effectively delivered to all persons qualified to act as a parent of that child when such notices or papers are mailed or sent by other reliable means of conveyance to the address identified through the registration process as the residence of the child for school attendance purposes. If district staff have actual knowledge that a person qualified to act as a parent of the child is not receiving such notices when mailed or delivered in accordance with this subsection, copies of notices or papers shall be sent or delivered separately to the residence of that parent.[5]

Surrogate Parents

Criteria for Appointment –

The district shall appoint a qualified surrogate parent to perform the functions and exercise the rights of a parent/guardian in accordance with applicable law and regulations if a staff member responsible for contacting or providing notice to the parent of a child with a disability, or a child thought to have a disability, determines after reasonable investigation of the circumstances that:[2]

1. No parent, as defined in this policy can be identified;
2. Neither the district nor any other social services or law enforcement agency involved with the child or the family of the child can discover the whereabouts of a parent as defined in this policy;
3. The child is a ward of the state as determined by the Secretary of Education; or
4. The child is an unaccompanied homeless youth as defined in applicable law.[6][7]

As used in this policy, reasonable investigation shall mean attempted telephone and mail contact with the parent/guardian of the child at the last known address and telephone number available, if such information is available; consultation with all social services or law enforcement agencies known to be involved with the child or the family of the child; and interview of the child, when appropriate.

Qualifications of Surrogate Parents –

The district shall recruit and maintain a list of names and contact information for persons who are willing to serve as surrogate parents and who meet the following criteria for selection:[2]

1. Is not an employee of the Pennsylvania Department of Education, the Colonial Intermediate Unit, the Saucon Valley School District, or any other agency that is involved in the education or care of the child; provided, however, that the reimbursement of expenses by the district shall not designate such person as an “employee” of the district solely because of such reimbursement of expenses;
2. Has no personal or professional interest that conflicts with the interest of the child s/he represents;

3. Has obtained all criminal and child abuse background clearances required by law; and [\[8\]\[9\]](#)
4. Has knowledge and skills that ensure adequate representation of the child, including training provided by the district or by another source recognized as credible by the district concerning parent and child rights and responsibilities under the IDEA and Chapter 14 of the State Board of Education regulations regarding available programs and services for children with disabilities.

Appointment –

As soon as practicable after establishing that any one (1) of the criteria for appointment in this policy has been satisfied, the responsible staff member shall notify the responsible program administrator, who shall contact and appoint a surrogate parent who meets the qualifications enumerated in this policy. As soon as practicable after the surrogate parent has accepted the assignment, the responsible administrator shall forward to the surrogate parent copies of all current educational records concerning the child and shall arrange a meeting or other appropriate interaction between the surrogate parent and the child. [\[10\]\[11\]](#)

Unaccompanied Homeless Youth -

In the case of a child who is an unaccompanied homeless youth, appropriate staff of emergency shelters, transitional shelters, independent living programs, and street outreach programs may be appointed as temporary surrogate parents until a surrogate parent can be appointed that meets all of the requirements of law and this policy. [\[2\]](#)

Surrogate Parent Responsibilities -

The surrogate parent may represent the assigned child in all matters relating to: [\[2\]\[10\]\[11\]\[12\]\[13\]\[14\]](#)

1. The identification, evaluation and educational placement of the child.
2. The provision of a Free Appropriate Public Education (FAPE) to the child.

Legal

1. [20 U.S.C. 1400 et seq](#)
2. [34 CFR 300.519](#)
3. [22 PA Code 14.101](#)
4. [34 CFR 300.30](#)
5. Pol. 200
6. [42 U.S.C. 11434a](#)
7. Pol. 251
8. [23 Pa. C.S.A. 6344](#)
9. [24 P.S. 111](#)
10. Pol. 113
11. Pol. 113.4
12. Pol. 113.1
13. Pol. 113.2
14. Pol. 113.3

Saucon Valley School District

Policy

Title – 209.2 AR – Serious Allergies

Section – 200 Students

Adopted –

Revised –

Content

Every allergic reaction has the possibility of developing into a severe or life-threatening reaction and even with proper treatment can be fatal. A severe or life-threatening reaction can occur within minutes and drastically affected by the fears or reaction of the student. This administrative regulation outlines the related aids and services needed to prevent exposure to allergens and to respond appropriately should an anaphylactic reaction occur.

Responsible Administrator

The Section 504 Coordinator will be responsible for ensuring district compliance of ~~all administrative protocols~~these administrative regulations. The Section 504 building administrator will be responsible for implementation and enforcement of these ~~protocols~~regulations at the building level. In ~~his/her~~the absence of the Section 504 building administrator or Section 504 Coordinator, the Superintendent will be responsible for implementation and enforcement of these protocols. (JH1)

Definitions

The following terms will have the following meanings, unless the context clearly indicates otherwise.

Allergy and Allergies - allergic medical conditions that prevent a student from attending or participating in school or school functions without posing a significant threat to the health or safety of the student. It generally includes food allergies or exposures of environmental allergens. It does not include asthma. Asthma shall be governed by other Board policy and administrative guidelines.

An allergy(ies) that poses a significant health or safety risk - an allergy or allergies where exposure to nuts or other allergens will likely result in one (1) or more of the following symptoms or conditions: deterioration of consciousness; difficulty breathing whether due to swelling in the throat or to asthma; anaphylaxis or anaphylactic shock, from either obstruction to breathing or extremely low blood pressure; swelling in the throat causing difficulty in swallowing or breathing; the effects resulting from any of the foregoing; and/or any other illness or disease that is not transitory or de ~~minimus~~minimis. Effects of exposure to nuts or other

allergens that do not fall within the definition of a serious risk of health or safety include the following when none of the foregoing symptoms or conditions are likely to occur: tingling feelings; itchy nettle rash; hives; itching; or any other symptom that is transitory and will not lead to any serious adverse health condition.

Anaphylaxis - serious and rapid allergic reactions usually involving more than one (1) part of the body which, if severe enough, can kill.

Include and Including - inclusive of and not limited to or by way of example and not limitation.

Licensed Health Room Staff - Certified School Nurse (CSN); Registered Nurse (RN); Licensed Practical Nurse (LPN).

Medical Plans of Care - written documents individualized for a particular student with a severe or life- including:

1. **Emergency Care Plan (ECP)** - a Medical Plan of Care based on the information provided in dualized Healthcare Plan (IHP) and is distributed to all school personnel who have responsibilities for the student which specifically describes how to recognize a food allergy emergency and what to do when signs or symptoms of these conditions are observed.
2. **Individualized Healthcare Plan (IHP)** - a Medical Plan of Care that provides written directions for school health personnel to follow in meeting the needs. The plan describes functional problem areas, sets goals for overcoming problems, and lists tasks/interventions to meet the goals. The IHP shall include a Food Allergy Medical Management Plan developed by a student's personal healthcare team and family, which shall outline the student's prescribed healthcare regimen and be signed by the student's board-certified allergist, family physician, physician assistant or certified registered nurse practitioner.
3. **Related Services Component in Individualized Education Program (IEP)** - that part of an IEP for a student receiving special education and related services which includes reference to development and implementation of an IHP and ECP for students with a documented severe or life-threatening food allergy as well as identifying the medical accommodations, educational aids and services to address the student's needs.

Parent - a natural or adoptive parent, the legal guardian, a resident with whom the student is residing under the affidavit process of Section 1302 of the School Code, or a surrogate parent as defined in the Individuals with Disabilities Education Act (IDEA).

Section 504 Service Agreement – a Medical Plan of Care which references development and implementation of an IHP and ECP as well as other accommodations, educational aids, and services a student with a documented severe or life-threatening allergy requires in order to have equal access to educational programs, nonacademic services, and extracurricular activities as students without severe allergies.

Applicability Of Policy And Guidelines

The policy and these guidelines apply only to those students who have an allergy that poses a significant health or safety risk as defined herein and who cannot attend school or school functions without posing a serious risk to their health or safety.

Risk Assessment

A risk assessment will be conducted as part of the Section 504 evaluation process to determine if the Board policy and related administrative guidelines will apply to any student with an allergy or allergies. At a minimum, the risk assessment will consist of the following steps:

1. **Allergy Identification:** This is the process of determining whether exposure to an agent will likely lead to adverse health outcomes. This assessment is to be based on a consideration of relevant evidence as may be considered by the district or offered by the parents/guardians. Ordinarily, it will require adequate medical documentation from a treating physician, a physician retained by the district, or any other expert with appropriate qualifications.
2. **Assessment of Likely Adverse Health Outcomes:** This is the process of determining the nature of the reaction to exposure to the allergen. Ordinarily, it will require adequate medical documentation from a treating physician, a physician retained by the district, or any other expert with appropriate qualifications.

Enforcement Of Protocols

The responsible administrator will promptly report any substantial and material violation of these protocols or of any applicable Section 504 Service Agreement to the Section 504 Coordinator and to the immediate supervisor of the employee whose acts or omissions constituted a violation.

Child Find

Applicable child find activities will be taken with respect to children who might have or are suspected of having allergies that pose a significant threat to their health or safety, in accordance with Board policy and administrative guidelines on qualified students with disabilities and in accordance with law and regulations.

Notice: The Section 504 Coordinator will be responsible for posting and distributing appropriate notices and child find information, in accordance with applicable Board policy.

School Nurse Responsibilities: The school nurse will review registration materials and district health forms no less frequently than annually. If any material suggests that a student may have an allergy that poses a significant threat to health or safety, the school nurse will notify the responsible administrator.

Notice to Employees/Notice by Parent/Guardian or Student: If any parent/guardian or student provides information to any teacher, nurse or administrator that would reasonably lead such employee to believe that the student has an allergy that poses a significant threat to the health or safety of the student, said employee will notify the responsible administrator.

Notification of Rights: If a student is identified as possibly being a student with an allergy that poses a significant threat to the health or safety of the student, the student will be assessed under Section 504 in accordance with Board policy and provided appropriate notices and procedural safeguards.

Section 504 Compliance

A student with an allergy that poses a significant risk to the health or safety of the student may be protected by Section 504. The determination of whether a student is protected by Section 504 will be made on an individual basis in consideration of relevant data and in accordance with Board policy and administrative guidelines on qualified students with disabilities.

Reliable Information: Whether a student has an allergy and what needs to be done at school or school functions generally requires appropriate medical information from a qualified health care provider. Documentation will be reviewed by the Section 504 Screening Team.

Medication Protocols: Generally, whenever medication is to be brought to school, the following protocols established in Policy 210 and its associated administrative regulations are to be followed, including protocols on student self-administration and possession of medications, and to the extent appropriate, included in the Section 504 Service Agreement.:

1. ~~There must be a written statement from a licensed physician, certified registered nurse practitioner or physician assistant that generally provides:~~
 - a. ~~The name of the medication.~~
 - b. ~~The dose.~~
 - c. ~~The time(s) when the medication is to be taken.~~
 - d. ~~The route of administration of the medication, i.e., inhaled, oral or injected.~~
 - e. ~~The diagnosis or reason the medication is needed.~~
 - f. ~~The potential for any serious reaction that may occur to the medication.~~
 - g. ~~Any necessary emergency response to a serious reaction that may occur to the medication.~~
 - h. ~~Whether, in the opinion of the health care provider, the student is qualified and able to possess and/or self-administer the medication, which opinion shall be taken into consideration, but shall not be determinative.~~

2. ~~Require the parent/guardian to supply a note or statement that is on a form prepared by the district or that substantially provides that the parent/guardian requests the school district to keep, administer or allow the student to keep and administer the medication, as applicable, and that the parent/guardian relieves the district and its employees of any responsibility for the benefits or consequences of the prescribed medication. If a parent/guardian refuses to execute such a note, the school solicitor or special counsel will be contacted by the responsible administrator to obtain legal advice and recommendations whether to insist on such a note and how to handle the matter.~~
3. ~~Updated prescriptions and parental approvals must be obtained no less frequently than annually.~~

Contents of Section 504 Service Agreement: Although each Section 504 Service Agreement will be developed individually to meet the individual needs of each protected student, consideration of the following will be undertaken for inclusion in the Section 504 Service Agreement. The determination of whether any particular provision is reasonable or necessary will be made on an individual basis by members of the Section 504 Team in consideration of the relevant data, including the following:

1. The nature and severity of the ~~student~~ student's allergy.
2. Provisions for handling medical emergencies caused by the allergy including but not limited to the storage location of the epinephrine auto-injector.
3. Elimination of the allergen in the ~~student~~ student's classroom.
4. Provisions for an allergen-free lunch table.
5. Provisions for field trip accommodations.
6. Requirements for education of students and staff to ensure the safety of the allergic student.
7. Provisions for response to an incident during transportation to or from school or during transportation.
8. Provisions for response to an incident during, before or after school activities sponsored by the district, including during district-provided transportation to and from those activities.
9. Provisions for response to an incident during school emergencies, such as lock down or evacuation.
10. Provisions for alternative options for the student to ensure inclusion in the classroom activities (for example, provisions for alternative snacks that the child can eat such as peanut-free cookies for parties and where they will be stored).

Self administration and/or Possession of Medication:

1. ~~If a student will be permitted to possess and self administer medication, including use of an epinephrine auto injector, at school or during school functions, the student will be required to demonstrate the capacity for self-administration and for responsible behavior in the use and possession of such medication. Determination of competency for self-administration will be based on relevant considerations, including age, cognitive function, maturity and demonstration of responsible behavior. Determination of competency will be made by the prescribing physician.~~
1. ~~The student will notify the school nurse immediately following each use of medication, including use of an epinephrine auto injector, as required by Board policy.~~

Additional Considerations

When a student has been offered a Section 504 plan in connection with an identified allergy, the following steps will be taken as appropriate, and/or as required by the Section 504 Service Agreement:

1. All school personnel who work with a student who has a Section 504 plan are required to implement all aspects of the plan. This may include ~~but is not limited to:~~ classroom teachers, substitute teachers, aides, bus drivers, lunch room monitors and personnel who work with students in district-sponsored before and after school programs and extracurricular activities. For example: an allergic ~~student~~ student's Section 504 Service Agreement may be given to all substitute teachers who will teach the student including a picture of the student.
2. Teachers, leaders of district-sponsored before and after school programs, and staff, including custodial staff, cafeteria staff, and bus drivers who may be in contact with the student will receive information at a training session from the school nurse regarding the nature and extent of the ~~student~~ student's allergy.
3. Training will be tailored to address the specific needs of the students who are allergic and include a review of the signs and symptoms specific students who are allergic may present and the emergency procedures required to treat them including, if necessary:
 - a. The use of the epinephrine auto-injector.
 - b. The location and availability of the ~~student~~ student's medicine pack.
 - c. The importance of prevention and risk reduction.
 - d. How to read food labels.
 - e. Working to ensure that school activities are safe, fun, and inclusive for all students including students with allergies.

4. Training may also include:
 - a. Discouraging the use of the allergen for classroom and school-wide functions, including fundraisers.
 - b. Consciousness raising information of the possible allergens used at school activities including classroom projects, manipulatives (i.e., egg cartons, shells, play doh) and including before and after school events.
 - c. Positive role modeling.
 - d. Promoting positive self-esteem for students with allergies.
 - e. Promoting peer support for students with allergies.

Education and Training

All school personnel and leaders of district-sponsored before and after school programs will receive training by the school nurse about life-threatening allergic conditions, risk reduction, determining safety of foods to which allergic students are exposed, and response to emergencies, including fatal reactions.

All students will receive education about life-threatening allergic conditions, prevention (such as limiting food swapping and purpose for allergen-free zones, hand washing), and anti-harassment, bullying and teasing of students with allergies.

Major Food Allergens

FALCPA, a comprehensive food labeling law, has been in effect since January 1, 2006. Under FALCPA, food labels are required to state clearly whether the food contains a major food allergen.

A major food allergen is defined as one of the following foods or food groups, or is an ingredient that contains protein derived from one of the following foods or food groups:

- Milk
- Eggs
- Peanuts
- Tree nuts such as almonds, walnuts, and pecans
- Soybeans
- Wheat
- Fish
- Shellfish such as crab, lobster, and shrimp

Allergen-Free Space

If allergen-free space is deemed necessary according to a ~~student~~ student's Section 504 plan, the following requirements will be fulfilled by responsible employees:

1. The space will be clearly designated as an allergen-free space with a notice.
2. The space will not contain, or in the case of food-related allergens be used for the consumption, preparation, or serving of food containing allergens, at any time during the school year, including special events.
3. Allergen-free tables will be cleaned after each meal using disposable wipes and/or dedicated cleaning materials.
4. Extra care will be given to avoid cross-contaminating allergen-free space during cleaning.
5. Homemade foods will not be allowed in the space; only labeled foods sealed in their original packaging may be brought for special occasions.
- 5.6. Students will be monitored by the classroom teacher for appropriate hand washing procedures before and after handling/consumption of the allergen.

Communication About Events Involving The Student

1. At least one (1) week in advance of the event, the teacher or staff member, as appropriate, will notify the parents/guardians of any allergic student of any upcoming related events that may trigger the student's allergies and how they will be made safe and inclusive for their child.
2. If a classroom has been designated as allergen-free, then at the beginning of each term a letter will be sent home to parents/guardians of students in that classroom notifying them that the classroom has been so designated and providing them with the list of allergens in question.
3. Visitors to classrooms in which there are allergic students will be directed to refrain from bringing in any items that might contain the allergen.
4. The student will be treated in a way that encourages the student to report possible exposure to allergen and/or any symptoms and to progress toward self-care with his/her food allergy management skills.
5. Each substitute teacher and substitute school nurse will be provided with written instructions.

Cafeteria and Food Service

1. When a student's Medical Plan of Care requires exceptions or variations to a reimbursable meal, accommodations will be made that comply with the USDA Nutrition Standards in the National School Lunch and School Breakfast Programs.
2. The student will be provided with a seating accommodation which limits the chance of exposure to allergens and allows students with food allergies to eat with non-allergic students.
3. Staff trained in the administration of epinephrine will be located near the food service area to support rapid response.
4. School nutrition staff or contracted staff will monitor and enforce cleaning and sanitizing procedures to prevent cross-contamination.
5. Adult supervision will be available in the cafeteria to intervene when they observe students attempting to share or trade food or when students bully the student with food allergies.
6. Where included in a Medical Plan of Care or as stipulated by the Section 504 Plan as necessary to protect a student with food allergies, students will wash their hands or use hand wipes before and after the handling/consumption of food.
7. The student's parent/guardian may provide a nonperishable safe lunch, to be kept at school, in case the student forgets to bring lunch.
8. The student's teacher will follow established school procedures for limiting exposure to food allergens in the classroom, including the communication about events involving the student outlined above.
9. If a student inadvertently brings a restricted food to the classroom (if known by the teacher), it will be removed from his/her possession until lunch (using cafeteria seating which is not reserved for a student with food allergies) or until the end of the school day, and s/he will not be allowed to eat that snack in any setting where the student with a food allergy would be exposed to the allergen.
10. The parent/guardian will supply snacks needed in addition to or instead of any snacks supplied for all students.
11. The student's parents/guardians will be notified by the teacher three (3) days in advance (or as soon as possible in emergency situations) with any changes in the school's schedule, including field trips that may affect care.
12. The student shall not share or trade food with other students.
13. The student shall be proactive in monitoring their food intake so as to avoid allergens

14. The student shall notify an adult immediately if they believe they have ingested an allergen.
15. Regardless of the allergy, any ban of specific substances or specific foods in the cafeteria that may exacerbate a student's allergy must be approved by the Board of School Directors.

Communication About Events Involving The Student

~~At least one (1) week in advance of the event, the teacher or staff member, as appropriate, will notify the parents/guardians of any allergic student of any upcoming related events that may trigger the student's allergies and how they will be made safe and inclusive for their child.~~

~~If a classroom has been designated as allergen free, then at the beginning of each term a letter will be sent home to parents/guardians of students in that classroom notifying them that the classroom has been so designated and providing them with the list of allergens in question.~~

~~Visitors to classrooms in which there are allergic students will be directed to refrain from bringing in any items that might contain the allergen.~~

Emergency Procedures

In addition to complying with any emergency provisions contained in an applicable Section 504 Service Agreement:

1. All staff and teachers who are responsible for a student who might need to be administered epinephrine by an auto-injector will be trained by the school nurse in the correct administration of an epinephrine auto-injector including specific procedures for responding to a reaction for each student.
2. In the case of an allergic reaction, the person responsible for the student will follow the medical emergency procedures that are in the ~~student's~~ student's Section 504 Service Agreement and will notify the school nurse.

Field Trips and Extracurricular Activities

In addition to complying with any field trip or extracurricular provisions contained in an applicable Section 504 Service Agreement:

1. The teacher will take into consideration the potential for exposure to the student allergens through the distribution of the parent permission form. The parent/guardian must complete the Medical Permission Form with any medical concerns two weeks prior to the trip. The parent shall contact the nurse with any concerns.
2. A parent/guardian will be allowed, but not required, to accompany the student on field trips.

3. All supplies necessary to carry out the student's medical plans of care will accompany the student on field trips/extracurricular activities.
4. The student may take his/her own food and lunch on field trips/extracurricular activities.
5. The student will be under the supervision of a responsible adult prepared to respond to symptoms of anaphylaxis per the ECP. The sponsor shall be in possession of the Medical Care Plan and the emergency medication. The student shall administer self-treatment if able.
6. The teacher/coach will enforce a no-food policy on the bus.
7. During field trips and extracurricular activities, responsible adults will have an emergency communication device available.

Coordinators of before and after school activities will follow the food allergy management procedures established by the district. The parent shall notify the nurse prior to the start of any after school activity. On all field trips that include a student with an allergy to which Board policy and these guidelines apply, that student's parents/guardians should be invited to accompany their child on school trips. This may be in addition to or in lieu of other chaperones and is intended to allow the parent/guardian to assist their child if an emergency arises. If this cannot happen, a designated classroom teacher or aide who has read and is able to fully implement the student's Section 504 plan must be included on the field trip. The student will not be excluded from a field trip due to the inability of a parent/guardian to accompany their child.

8. _____

Homeroom Classroom

1. The ~~student~~ student's parent/guardian may be offered the opportunity to serve as a homeroom parent.
2. District schools will prohibit the use of foods or beverages as rewards for academic performance or good behavior. Only district approved snack items will be allowed in the classroom.
3. There shall be no food or drink (other than water) consumed in classrooms with the following exceptions:
 - a. Pre-approved holiday celebrations
 - b. Educational events where food provides a cultural or educational benefit (i.e. end of year celebration of culture and food in a Spanish class). The classroom should only be used for this type of event if other non-classrooms in the school building are unavailable.

- c. Snacks for grades K-2 during pre-scheduled snack time. All such snacks shall be from the district approved list of allergen free snack items.
 - d. Notwithstanding the above, no food shall be brought into a classroom pursuant to these exceptions if it may contain an allergen of a student in such classroom.
4. In addition to the restrictions in Paragraph 3 on restrictions on food and drink, such restrictions must be adhered to by any and all classroom teachers and/or aides who are placed in a classroom. It shall be the responsibility of the Superintendent or designee to so notify all staff of the requirements of this section and policy in general.
5. There shall be no food or drink consumed on district transportation.

IN THE EVENT OF AN EMERGENCY, THE EMERGENCY CARE PLAN (ECP) ON FILE IN THE NURSE'S OFFICE SHALL BE FOLLOWED.



Muhlenberg College Education

AGREEMENT WITH COOPERATING SCHOOL DISTRICT

THIS AGREEMENT, is made this 23rd day of November, 2022, by and between the MUHLENBERG COLLEGE EDUCATION DEPARTMENT of ALLENTOWN, PENNSYLVANIA, an independent educational institution of higher education, and the school district Saucon Valley School District at 2097 Polk Valley Road, Hellertown, PA 18055 (hereinafter "School District"). The parties intend to be legally bound to the following terms:

I. DUTIES AND RESPONSIBILITIES OF THE MUHLENBERG COLLEGE EDUCATION DEPARTMENT:

- A. *Selection of Students.* The MUHLENBERG COLLEGE EDUCATION DEPARTMENT will be responsible for the selection of qualified students to participate in the fieldwork experience or student teaching experience. The selected student must have the appropriate educational background and skills consistent with the contemplated educational experience offered by the School District.
- B. *Education of Students.* The MUHLENBERG COLLEGE EDUCATION DEPARTMENT shall assume full responsibility for the classroom education of its students. The MUHLENBERG COLLEGE EDUCATION DEPARTMENT shall be responsible for the administration of the program, the curriculum content, the requirements of matriculation, grading and graduation.
- C. *Submission of Candidates.* The MUHLENBERG COLLEGE EDUCATION DEPARTMENT will submit the names of the students to the School District or a designated representative at least two weeks prior to the start date of the fieldwork experience or student teaching experience.
- D. *Advising Students of Rights and Responsibilities.* The MUHLENBERG COLLEGE EDUCATION DEPARTMENT will be responsible for advising the student of his or her own responsibilities under this Agreement. The student will be advised of his or her obligations to abide by the policies and procedures of the School District relevant to his or her role in the school. Should any student fail to abide by any of these policies and/or procedures relevant to his or her role, he or she may be dismissed from the experience.

- E. *Professional Liability Insurance.* The MUHLENBERG COLLEGE EDUCATION DEPARTMENT requires each student teacher to purchase Student PSEA Membership prior to the start date of the student teaching experience. Student PSEA Membership provides the student teacher with Educators Employment Liability (EEL) Coverage as one of its many benefits.
- F. *Health and Security Status.* The MUHLENBERG COLLEGE EDUCATION DEPARTMENT requires its students who are participating in a fieldwork experience or a student teaching experience to comply with health status and security clearance requirements of the School District and/or state regulatory agencies, including but not limited to: Mandated Reporter training, negative PPD test results or other test (x-ray) results to indicate the absence of tuberculosis, current Act 34 Pennsylvania State Criminal History report, current Act 151 Child Abuse report, Act 114 FBI Federal Criminal History background check (fingerprints), and Form PDE-6004 Arrest/Conviction Report and Certification Form. Proof of compliance must be presented to the MUHLENBERG COLLEGE EDUCATION DEPARTMENT. In addition, the School District will be provided with copies of this paperwork prior to the student participating in the fieldwork experience or student teaching experience.

II. DUTIES AND RESPONSIBILITIES OF THE SCHOOL DISTRICT:

- A. *Establishment of Fieldwork Experience or Student Teaching Experience.* The School District authorizes the use of its facilities as may be agreed upon by the School District and the MUHLENBERG COLLEGE EDUCATION DEPARTMENT as a fieldwork experience or student teaching experience locale. This fieldwork experience or student teaching experience is for students enrolled in courses that may lead to Pennsylvania Teacher Certification and is required to complete the program of study through the MUHLENBERG COLLEGE EDUCATION DEPARTMENT.
- B. *Administration.* The School District will have sole authority and control over all aspects of student services. The School District will be responsible for and retain control over the organization and operation of its programs.
- C. *Removal of Noncompliant Student.* The School District shall have the authority to immediately remove a student who fails to comply with School District policies and procedures as they have been made clear to him/her. If such a removal occurs, the School District will immediately contact the Director of Student Teaching Program of the MUHLENBERG COLLEGE EDUCATION DEPARTMENT.

- D. *Supervision of Students.* The School District will provide an employee of the School District to act as a cooperating teacher during the fieldwork or student teaching experience.
- E. *Reporting of Student Progress.* The School District will provide all reasonable information requested by the MUHLENBERG COLLEGE EDUCATION DEPARTMENT on a student's work performance. Any student evaluations will be completed and returned according to the schedule provided by the MUHLENBERG COLLEGE EDUCATION DEPARTMENT.
- F. *Student Records.* The School District will protect the confidentiality of student records as dictated by the Family Educational Rights and Privacy Act (FERPA).

III. MUTUAL TERMS AND CONDITIONS:

- A. *Termination of Agreement.* The MUHLENBERG COLLEGE EDUCATION DEPARTMENT or the School District may terminate this Agreement for any reason with ninety (90) days notice. However, should the School District terminate this Agreement prior to the completion of an academic semester, all students enrolled at that time may continue their educational experience until it would have been concluded absent the termination.
- B. *Entire Agreement.* This Agreement represents the entire understanding between the parties. No other prior or contemporaneous oral or written understandings or promises exist in regards to this relationship.

 11-28-22
Authorized Signature Date

John Ramsay, Ph.D.
Chair, Department of Education

Authorized Signature Date

Print Name

Print Position

Facility Committee – November 9, 2022

The Facility Committee of the Saucon Valley School Board met on November 9, 2022, in the District Office Conference Room at 5:00 pm.

The following items were on the Facility Committee agenda:

- Update: HS Terrazzo Floor
- Update: HS Condenser Installation
- Update: High School Athletic Fields
- Update: Ehrlich Pest Control
- Discussion & Action: Stadium Water Infiltration
- Discussion & Action: Elementary Roof

The committee recommended the following items be sent to the Finance Committee:

- Stadium Water Infiltration
- Elementary Roof

Finance Committee – November 16, 2022

The Finance Committee of the Saucon Valley School Board met on November 16, 2022, at 5:00 pm in the District Office Conference Room.

The following items were on the Finance Committee agenda:

- Update & Action: Stadium Water Infiltration
- Update & Action: Elementary Roof
- Discussion & Action: High School Gym Sound System
- Update & Action: Healthcare Broker
- Discussion & Action: Designation of Fund Balance

The committee recommended sending the following items to the Board:

- Stadium Water Infiltration
- Elementary Roof
- High School Gym Sound System
- Healthcare Broker
- Designation of Fund Balance



Eshbach Brothers, L.P.

Masonry Contractor

Phone: 610-375-0735
Fax: 610-375-6834

1440 North 9th Street
Reading, PA 19604

eshbachmasonry.com
Estimates Furnished

UNIT MASONRY | MASONRY RESTORATION | CAULKING & SEALANTS | AIR & VAPOR BARRIERS

October 27, 2022

Mr. James P. Deegan
Supervisor of Campus Operations
Saucon Valley School District
2085 Polk Valley Road
Hellertown, PA 18055

RE: Stadium Bleacher Caulk

Dear Mr. Deegan:

We hereby propose to remove and replace failed caulk at the bleacher walls for the lump sum of: three thousand two hundred dollars and zero cents (\$3,200.00).

Respectfully,

Jeff R. Wolff
Eshbach Brothers, L.P.

Accepted by Saucon Valley School District

Name: _____

Date: _____

Accepted by Eshbach Brothers, L.P.

Name: _____

Date: _____

This proposal is subject to the provisions on the reverse side, which provisions are incorporated herein and made a part of this proposal and acceptance thereof, and therefore part of any agreement arising thereby. Overtime of premium time is not included.

Attach: Area of Work

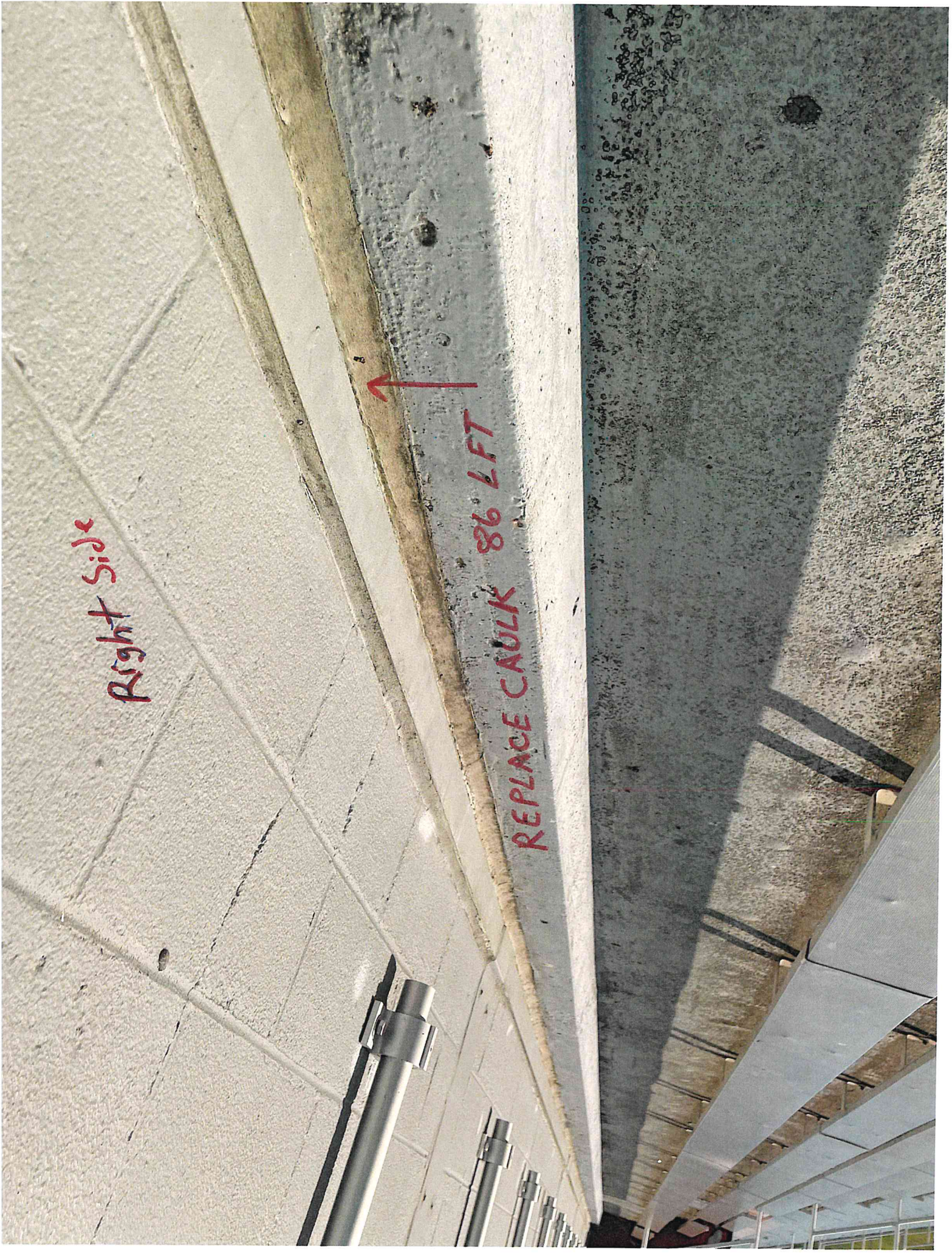
PROVISIONS GOVERNING AND IN CORPORATED IN PROPOSALS

1. If this proposal is not accepted within sixty days from the date of proposal, the proposal shall be voided and of no effect thereafter, at option of Eshbach Brothers, L.P.
2. In no case does Eshbach Brothers, L.P. assume responsibility or liability for delays, losses or damage due to fire, flood, drought, accidents, strikes, lockouts, acts of common carriers, acts of government, acts of God, or any other causes beyond power of Eshbach Brothers, L.P., any loss of time resulting there from is to be added to the proposed time of completion.
3. Electric power for all equipment, gangways, water, heat, light, and storage space in the buildings to be provided by the owner or general contractor, without expense to Eshbach Brothers, L.P.
4. Eshbach Brothers, L.P. shall not be required to cut material that is not specifically defined in and by the plans or specifications; should the work of Eshbach Brothers, L.P. have to be cut on account or because of inaccuracies in the building or structure, this cutting shall be paid for as extra work.
5. No specific or pro-rated charges for the use of telephone, plaster patching, general cleaning, general office expense, stenographer, roadways, watchman or temporary structures is included in this proposal. No allowance is made for pro-rated charges of any sort or description, and Eshbach Brothers, L.P. is not to be charged for any such items.
6. This proposal contemplates and the owner or general contractor or both agree to carry fire insurance, theft insurance, storm and extended coverage of all description on the material whether merely delivered to the building or whether set in place, to the extent of 100% of the value of these items; such insurance to be carried at no expense to Eshbach Brothers, L.P.
7. Payment terms are net 30 days. For each progress payment made the owner or general contractor may withhold 10%, as retainage, from the payment otherwise due. Upon completion of 50% of the work, the overall retainage withheld shall be reduced to 5%. Interest will be accrued on past due amounts at a rate of 1.5% per month, equivalent to 18% per year.
8. If a surety bond is required in connection with the work, the amount of the premium to be added to the proposed contract price as set out in the proposal herein.
9. The progress of the work shall be judged by the general contractor or the owner and Eshbach Brothers, L.P.
10. The above clauses, 1 to 9 inclusive, shall take precedence over any conflicting provisions, either written or oral, contained in any plans, specifications or other contract documents.
11. No allowances are included in this proposal for any damage to the work by other trades on the job. It is understood and agreed that the owner or general contractor or both shall protect the work and they or either of them assumes full responsibility and liability for any damage thereto.
12. In further consideration of all covenants, herein, the owner or general contractor or both agree to pay as additional costs of this job any increase in wages or material without any profit on such increases to Eshbach Brothers, L.P.
13. Acceptance of this proposal bid shall be accomplished by the executing and delivering to Eshbach Brothers, L.P. one copy of the proposal, even though accompanied by a purchase order.
14. The original and every copy executed of this proposal shall be considered originals for all purposes.
15. You are hereby informed and given notice that unless all amounts due and owing Eshbach Brothers L.P. under this contract are paid in full at the times requested by Eshbach Brothers L.P., that Eshbach Brothers L.P. does hereby intend to file a Mechanic's Lien against your property for the work which it has performed under this contract and that notice is given in accordance with the Mechanic's Lien Law of Pennsylvania.
16. In the default of payment by the purchaser and/or general contractor of contract price, the purchaser/general contractor shall be liable for interest thereof as provided by law, together with reasonable Attorney's fees required to be paid and related expenses incurred by Eshbach Brothers, L.P. in respect to the ultimate collection thereof.
17. In the event that the purchaser fails to comply with the terms and conditions of this agreement, Eshbach Brothers, L.P. may immediately cease providing service, terminate the contract, and be entitled to market compensation for the unbilled services rendered to date.

Right Side



REPLACE CAULK 86 LFT



LEFT SIDE

REPLACE CAULK 86 LFT





Eshbach Brothers, L.P.

Masonry Contractor

Phone: 610-375-0735
Fax: 610-375-6834

1440 North 9th Street
Reading, PA 19604

eshbachmasonry.com
Estimates Furnished

UNIT MASONRY | **MASONRY RESTORATION** | **CAULKING & SEALANTS** | **AIR & VAPOR BARRIERS**

October 18, 2022

Mr. James P. Deegan
Supervisor of Campus Operations
Saucon Valley School District
2085 Polk Valley Road
Hellertown, PA 18055

RE: Elementary School Roof Tie-in Flashing

Dear Mr. Deegan,

We hereby propose to provide the following work:

Exploratory Flashing Probe: \$1,700.00

Remove and Replace 25 Linear Feet of Flashing at Roof Tie-in: \$7,200.00

These prices include labor, equipment, and materials.

Respectfully,

Jeff R. Wolff
Eshbach Brothers, L.P.

Accepted by Saucon Valley School District

Name: _____

Date: _____

Accepted by Eshbach Brothers, L.P.

Name: _____

Date: _____

This proposal is subject to the provisions on the reverse side, which provisions are incorporated herein and made a part of this proposal and acceptance thereof, and therefore part of any agreement arising thereby. Overtime of premium time is not included.

Attach: Installation of Flashing Information
Area of Work

PROVISIONS GOVERNING AND IN CORPORATED IN PROPOSALS

1. If this proposal is not accepted within sixty days from the date of proposal, the proposal shall be voided and of no effect thereafter, at option of Eshbach Brothers, L.P.
2. In no case does Eshbach Brothers, L.P. assume responsibility or liability for delays, losses or damage due to fire, flood, drought, accidents, strikes, lockouts, acts of common carriers, acts of government, acts of God, or any other causes beyond power of Eshbach Brothers, L.P., any loss of time resulting there from is to be added to the proposed time of completion.
3. Electric power for all equipment, gangways, water, heat, light, and storage space in the buildings to be provided by the owner or general contractor, without expense to Eshbach Brothers, L.P.
4. Eshbach Brothers, L.P. shall not be required to cut material that is not specifically defined in and by the plans or specifications; should the work of Eshbach Brothers, L.P. have to be cut on account or because of inaccuracies in the building or structure, this cutting shall be paid for as extra work.
5. No specific or pro-rated charges for the use of telephone, plaster patching, general cleaning, general office expense, stenographer, roadways, watchman or temporary structures is included in this proposal. No allowance is made for pro-rated charges of any sort or description, and Eshbach Brothers, L.P. is not to be charged for any such items.
6. This proposal contemplates and the owner or general contractor or both agree to carry fire insurance, theft insurance, storm and extended coverage of all description on the material whether merely delivered to the building or whether set in place, to the extent of 100% of the value of these items; such insurance to be carried at no expense to Eshbach Brothers, L.P.
7. Payment terms are net 30 days. For each progress payment made the owner or general contractor may withhold 10%, as retainage, from the payment otherwise due. Upon completion of 50% of the work, the overall retainage withheld shall be reduced to 5%. Interest will be accrued on past due amounts at a rate of 1.5% per month, equivalent to 18% per year.
8. If a surety bond is required in connection with the work, the amount of the premium to be added to the proposed contract price as set out in the proposal herein.
9. The progress of the work shall be judged by the general contractor or the owner and Eshbach Brothers, L.P.
10. The above clauses, 1 to 9 inclusive, shall take precedence over any conflicting provisions, either written or oral, contained in any plans, specifications or other contract documents.
11. No allowances are included in this proposal for any damage to the work by other trades on the job. It is understood and agreed that the owner or general contractor or both shall protect the work and they or either of them assumes full responsibility and liability for any damage thereto.
12. In further consideration of all covenants, herein, the owner or general contractor or both agree to pay as additional costs of this job any increase in wages or material without any profit on such increases to Eshbach Brothers, L.P.
13. Acceptance of this proposal bid shall be accomplished by the executing and delivering to Eshbach Brothers, L.P. one copy of the proposal, even though accompanied by a purchase order.
14. The original and every copy executed of this proposal shall be considered originals for all purposes.
15. You are hereby informed and given notice that unless all amounts due and owing Eshbach Brothers L.P. under this contract are paid in full at the times requested by Eshbach Brothers L.P., that Eshbach Brothers L.P. does hereby intend to file a Mechanic's Lien against your property for the work which it has performed under this contract and that notice is given in accordance with the Mechanic's Lien Law of Pennsylvania.
16. In the default of payment by the purchaser and/or general contractor of contract price, the purchaser/general contractor shall be liable for interest thereof as provided by law, together with reasonable Attorney's fees required to be paid and related expenses incurred by Eshbach Brothers, L.P. in respect to the ultimate collection thereof.
17. In the event that the purchaser fails to comply with the terms and conditions of this agreement, Eshbach Brothers, L.P. may immediately cease providing service, terminate the contract, and be entitled to market compensation for the unbilled services rendered to date.

Model building codes require the use of a dampproofing or waterproofing material on the surface of masonry walls located below grade and require base flashing to be installed within 10 in. (254 mm) of final grade. If these are omitted or improperly installed, then rising damp may occur. The insertion of a dampproof course at a level above the ground, but below the first floor, may stop the rising moisture.

There are various methods to install a retrofit dampproof course. One method involves injecting a synthetic chemical that forms a continuous dampproof barrier into an existing brick course. Holes are drilled into the course of brick, and the synthetic material is injected. Another method is the creation of an additional flashing level just above grade. One or more brick courses are removed, flashing is installed and the brick are replaced. Recommendations for brick removal and replacement are discussed in the preceding section. In situations with severe rising damp, excavation of the soil adjacent to the wall and installation of dampproofing or waterproofing materials to the wall surface may be required.

Installation of Flashing

Building codes require flashing to be designed and detailed to resist water penetration to the interior of the building. Flashing that has been omitted, damaged or improperly installed may permit moisture to penetrate to the building interior. If this is the case, then flashing can be repaired or replaced to correct uncontrolled water penetration related to the flashing system. The procedure is invasive, requiring the removal of brick, bracing the brick above, installing new flashing and replacing the removed brick units. Other methods may be used to address water penetration, but these are not necessarily long-term solutions and will not comply with the building code when flashing is missing. To install continuous flashing in existing walls, alternate sections of masonry in 2 to 5 ft (610 mm to 1.52 m) lengths should be removed. The flashing is installed in these sections, and the opening is filled with new brick and mortar as discussed under “Replacement of Brick”; refer to [Photo 3](#). The replaced masonry should be properly cured (five to seven days) before the intermediate masonry sections or supports are removed. Alternately, temporary braces can be installed if longer sections of brickwork are removed; refer to [Photo 4](#). After these braces are installed, the flashing can then be placed in these sections. The lengths of flashing should be lapped a minimum of 6 in. (152 mm) and the laps adhered and edges sealed with a sealant or adhesive compatible with the flashing material to function properly. See *Technical Note 7* for other flashing installation recommendations.



Photo 3
Flashing Installed in Alternating Sections



Photo 4
Flashing Installation Using Temporary Support

Installation of Wall Ties and Anchors

In instances where masonry walls have been constructed without a sufficient number of anchors or where the existing anchors have failed, proprietary “retrofit” anchors may be used to attach the wythes or veneer and transfer lateral loads. Installing retrofit anchors improves the stability of the masonry and reduces the potential for face cracking. Installation of most retrofit anchors involves drilling small holes in the masonry, usually in a mortar





November 8, 2022

QUOTATION NBR. 22-1108-01

Robert Fry
Saucon Valley High School
484-239-0262

Quotation Summary		
Subtotal:	\$	5,125.46
Tax Exempt:	\$	-
Total:	\$	5,125.46
Initial Deposit:		N/A
TERMS:	Purchase Order, Net 30	

COSTARS NBR: 034-E22-153

Gym Sound System Repair

LINE	QTY	MFG	MODEL NBR	DESCRIPTION	UNIT PRICE	TOTAL
1						
2	1	Shure	SCM262	Audio mixer	339.48	339.48
3	1	Crown	Xti-2500	Audio amplifier	634.80	634.80
4	1	Extron	DSP	Digital audio processor	552.00	552.00
5	1	Denon	BT-90	Bluetooth adaptor	124.20	124.20
6	1	Denon	BT-RAK	Remote antenna kit for above	49.68	49.68
7	1	ESG	RAK	Remote antenna kit for existing wireless mics	75.90	75.90
8	1	ESG	WHKT	Wire kit to rewire existing loudspeakers	524.40	524.40
9	1	ESG	INST	Installation and optimization	2,825.00	2,825.00
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Quotation Total:	\$	5,125.46
Tax Exempt:	\$	-
Total Estimate:	\$	5,125.46



TERMS & CONDITIONS

1) Scope of Work - ESG hereby proposes to furnish the equipment, materials and labor in accordance with the above specifications. All materials are guaranteed to be as specified. All work will be completed in a workmanlike manner according to standard practices. The proposed quotation and integration of the above specifications will address the following areas:

- i **This quotation would replace the existing headend equipment. A new audio mixer, audio amplifier will be installed to replace the failed mixer amplifier**
- ii **A digital audio processor will be installed and optimized for the room. This unit will protect the system from over powering and provide equalization for the audio system**
- iii **A Bluetooth audio adaptor will be installed with a remote antenna to allow use of any Bluetooth device. A hardwire input will also be provided.**
- iv **The existing wireless microphones will be reused. Remote antenna kits will be installed for improved performance.**
- v **The existing loudspeakers will be rewired and tested. Any repairs needed will be at an additional cost.**

Any alterations or deviations from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the quotation.

2) Responsibility of Others - Unless otherwise noted in the proposal, the Owner shall be responsible for all electrical work such as but not limited to AC power, conduit systems, and outlet boxes. All finishes will be supplied as standard manufacturer's finish. All other work necessary to the completion of the project and not specifically defined in the proposal as being furnished by **ESG** shall be the responsibility of the Owner.

3) Existing Equipment - Unless otherwise noted in the proposal, all existing equipment shall remain the property of the Owner and will be incorporated into the new system as proposed. **ESG** shall remove and may reuse such equipment as necessary for the purposes of this Agreement.

4) Time of Commencement and Substantial Completion - The work to be performed under the terms of this Agreement shall be commenced upon receipt of the signed Agreement and down payment and shall be substantially completed as a useable system as the construction schedule allows. The substantial completion date shall be subject to extensions due to conditions beyond the control of the **ESG** such as acts of nature, delays in material delivery, accessibility to the facility, and delays of work by others where such work is necessary to the completion of the project.

5) Payment - The Agreement sum shall be paid as follows: ESG will accept a signed, Purchase Order, Due Net 30 from the Customer. Any costs that are incurred due to changes in the completion date at the request of or caused by the Owner shall be the responsibility of the Owner and shall be due upon receipt of invoice for same. ESG reserves the right to file a lien against the Owner's property if the Owner fails to make complete payment. The full balance shall become due on default of payment with the Owner paying all reasonable legal fees and costs of collection. Upon default, ESG shall have the right to retake the goods, hold or dispose of them and collect expenses together with any deficiency due from the Owner, but subject to the Owner's right to redeem pursuant to the law.

6) Title to Goods - Title to goods is retained by **ESG** until payment of the full Agreement sum subject to allocation of payments and release of security as required by law. The Owner agrees to keep the goods safe, free from other liens and at the address of the installation.

7) Warranty - ESG guarantees all equipment and workmanship provided under this Agreement to be free of defects for a period of ONE (1) YEAR from the date of final acceptance or first beneficial use whichever occurs first (with the exception of existing and/or Owner provided equipment and wiring) . Contractor will repair or replace, at its option, any defective equipment and will correct any defective workmanship during normal business hours while the warranty is in effect at no cost to the Owner. All equipment warranties provided by equipment manufacturers that extend beyond ONE YEAR become warranties between the Owner and the equipment manufacturer and the Contractor has no liability beyond the stated ONE YEAR period. This warranty does not apply in case of abuse, misuse, neglect, acts of nature, or readjustment of system settings when they have been changed by anyone other than ESG.

8) Labor Calculation - In this quotation **ESG** has calculated all labor based on the following: A standard work week which is Monday thru Friday between the hours of 7 AM and 6 PM, NO NIGHTS, NO WEEKENDS or NO HOLIDAYS. The hourly labor rate is based on the use of NON UNION labor. If required; nights, weekends, holidays and union labor are available at an additional cost, and **ARE NOT INCLUDED** in this quotation.

9) Acceptance of Proposal - I have read this document and accept the prices, specifications and conditions stated. I understand that upon signing, this quotation becomes a binding contract. You are authorized to do the work as specified. Payment will be made according to the above listed terms.

Signature: _____
Robert Fry

Date: _____

Employee Benefits Service Agreement

This Service Agreement, hereinafter referred to as "Agreement," is between Saucon Valley School District, (the "Client") and Hillendale Associates, Inc./U.S. Employee Benefits Services Group ("USEBSG"), and is effective starting 1/1/2023.

WHEREAS, Client wishes to obtain the assistance of USEBSG with strategic benefit planning, design, funding, administration, and communication with respect to its employee benefit programs;

WHEREAS, USEBSG has expertise in assisting employers with designing and servicing employee benefit plans; and

WHEREAS, the parties wish to set forth their respective expectations;

Now, therefore, for good and valuable consideration, the receipt and sufficiency of which is hereby mutually acknowledged, the parties hereby agree as follows:

1. Scope of Services to be Provided by USEBSG

Provide Client with advice for the following benefit programs listed below (check those that apply):

- X Medical (including retirees, if applicable)
- X Prescription Drug Program
- X Dental
- X Vision
- X Short Term Disability/Salary Continuation
- X Long-Term Disability
- X Group Life Insurance
- X All Voluntary Work-Site Benefit Programs
- X Flexible Spending Accounts (FSA's) or, similar tax advantaged plans; such as, HRA's, HSA's, Cafeteria Plans, etc.

- A. Strategic Benefit Planning** – Provide assistance in developing overall plan benchmarks and targets to ensure that the plan meets the objectives of Client and its employees.
- B. Benefit Design** – Help to ensure that benefit designs are consistent with the strategic benchmarks and targets set forth in the Client's strategic benefit planning process.
- C. Administration** – Identify core administrative services, assess vendor performance, and help manage vendor relationships to provide appropriate program administration.
- D. Funding** – Advise and counsel Client regarding program funding alternatives, including review of proposals when applicable, recommend budget rates, employee contribution rates, and COBRA rates; select and procure appropriate Reinsurance or Stop-Loss terms; and monitor program costs against expectations.
- E. Communication** – Assist in drafting employee communications regarding benefit program performance and changes, and assist in the review of plan documents and Insurance Certificates during the planning, enrollment and implementation process.
- F. Compliance Tools & Legislative Information** – Provide information on legislative developments impacting employee benefit plans, including access to online reference tools on topics such as Health Care Reform/PPACA (state and federal levels), FMLA, COBRA, HIPAA, HIPAA Privacy, and Section 125.

- G. Meetings with Client and Vendors** – Services will include attendance at, and facilitation of, regular meetings with Client and vendors as needed to facilitate program management, including day-to-day operations and planning program changes.
- Meet with Client on a **quarterly basis, or on a different basis as agreed upon by the Client and USEBSG**, to review all activities performed by USEBSG during the prior period. The meetings will include discussion of business concerns, including presentations of options and recommendations.
 - Meet with Client **semi-annually** to review the program, the state of the marketplace, progress made toward the Client's strategic plan, and developments within Client's organization.
 - Meet with Client **annually** to review the preceding year, outline the goals and objectives for the upcoming year, and review and agree upon USEBSG's fees (if applicable) for the next twelve month period.
- H. Day-to-Day Administrative Issues** – Provide assistance in the daily administration of programs, including resolution of vendor service issues and addressing questions and concerns raised by Client's employees and management.
- I. Data Analysis** – Upon receipt of acceptable claims data from Client's vendor, assist with a summary health plan management report, analyzing health care claims paid during the previous twelve month period. The Client's plan type and funding arrangement may limit the data and reporting available to Client.
- J. Market Assessment/Request for Proposal (RFP) Process**
- Produce RFP document to clearly define Benefit, Financial and Service parameters
 - Solicit and Obtain bids from appropriate vendors on behalf of Client
 - Review and Summarize bids for employer's management team
 - Recommend Vendor of choice or finalists
 - Facilitate carrier/vendor Interviews (if desired)
 - Assist with any Implementation Process that is required as a result of the RFP process

K. Renewal Management

- USEBSG will be responsible for the following:
 - a. Timely renewal delivery to Client
 - b. Communication of all pertinent financial information to Client
 - c. Negotiation with Vendors on behalf of the Client
 - d. Coordination of RFP Process on behalf of the Client
 - e. Incorporation of Strategic Planning with the Client when needed

2. Disclosure and Record Keeping

- A. Full Disclosure** – Client has the right to approve any arrangements and/or the utilization of any intermediaries in connection with, or arising out of, or in any way related to Client's insurance and risk management program. USEBSG will obtain from Client prior to the use of any of the above in connection with the Client's insurance and risk management program.
- B. Record Keeping** – USEBSG will maintain accurate and current files including, but not limited to, insurance policies and correspondence with insurers or brokers in accordance with industry standard record retention practice or as otherwise reasonably requested by Client.

3. Term & Termination

- A. Term** – The term of this Agreement shall be for the period beginning 1/1/23 and continue until terminated by either party upon 30 days written notice to the other party.

4. Cost of Services

Beginning on the effective date, USEBSG will be compensated directly by the carrier wherever possible. For any plans where commission is not embedded into the premium, USEBSG will charge a determined amount for services, either by product line or as an overall service fee. For example, if the Client moves to a self-insured medical plan, the fee paid to USEBSG will be \$6 per employee per month. Any fees would be outlined and added as an exhibit to this service agreement (See Attached Exhibit).

These fees/compensation do not include expenses for travel, or meals. If USEBSG wishes to bill the Client in excess of the compensation amount for any reason, USEBSG will obtain the Client's prior approval for said services.

5. Personnel

USEBSG will assign its personnel according to the needs of Client and according to the disciplines required to complete the appointed tasks in a professional manner. USEBSG retains the right to substitute personnel for reasonable business reasons.

6. Client's Responsibilities

Client will make available such information as required for USEBSG to conduct its services. Such data will be made available as promptly as possible. It is understood by USEBSG that the time of Client's personnel may be limited, and USEBSG will use its best efforts to minimize the time required from the Client's personnel in order for USEBSG to meet its obligations under this Agreement.

7. Records and Information

USEBSG understands and agrees to limit its use and disclosure of protected health information as described in the Business Associate Agreement which will accompany this agreement.

8. Independent Contractor

It is understood and agreed that USEBSG is engaged by Client to perform services under this Agreement as an independent contractor. USEBSG will use its best efforts to follow written, oral, or electronically transmitted (i.e., sent via facsimile or e-mail) instructions from Client as to policy and procedure.

9. Fiduciary Responsibility

Client acknowledges that USEBSG (i) shall have no discretionary authority or discretionary control respecting the management of any of the employee benefit plans; (ii) shall exercise no authority or control with respect to management or disposition of the assets of Client's employee benefit plans; and (iii) shall perform services pursuant to this Agreement in a non-fiduciary capacity. Client agrees to notify USEBSG as soon as possible of any proposed amendments to the plans' legal documents to the extent that the amendments would affect USEBSG in the performance of its obligations under this Agreement. Client agrees to submit, or cause its agents or vendors to submit, all information in its or their control reasonably necessary for USEBSG to perform its duties and obligations under this Agreement.

10. Entire Agreement

This constitutes the entire Agreement between the parties, and any other warranties or agreements are hereby superseded.

Subsequent amendments to this Agreement shall only be in writing signed by both parties.

Client Name

By: _____

Signature

Date

Name & Title

U.S. EMPLOYEE BENEFITS SERVICES GROUP, LLC

By: _____

Signature

Date

Zachary Harris, CBC - Managing Partner
Hillendale Associates, Inc. (USEBSG)

Name & Title

Fee Exhibit

Coverage	Annual Fee
Stop Loss	15%
Medical, Dental, Vision	\$6 PEPM

COORDINATION OF CARE LETTER OF AGREEMENT
between
NORTHAMPTON COUNTY
and
SAUCON VALLEY SCHOOL DISTRICT
and
MAGELLAN BEHAVIORAL HEALTH OF PENNSYLVANIA, INC.

This **Coordination of Care Letter of Agreement (“LOA”)** by and between Kristy Cole, acting on behalf of **Northampton County** (the “County”), **Magellan Behavioral Health of Pennsylvania, Inc.**, for itself and on behalf of its Affiliates (“Magellan”), and **Saucon Valley School District** (“School District”) (collectively, “Parties”) is **effective August 22, 2022** (“Effective Date”).

WHEREAS, the Department of Human Services (the “DHS”) and the County entered into an agreement whereby the County acts as the Primary Contractor, administering the Behavioral Health HealthChoices Managed Care Program (the “HealthChoices Program”) in the County (the “County-DHS Agreement”);

WHEREAS, DHS issued Program Standards and Requirements – Primary Contractor, containing the Primary Contractor’s participation requirements and the terms and conditions of the HealthChoices Program (the Program Standards and Requirements -Primary Contractor, including all appendices and exhibits attached thereto and all amendments thereto, shall be referred to as the “Program Standards and Requirements” or “PSR”);

WHEREAS, the County contracted Magellan as its Behavioral Health Managed Care Organization to manage and administer the HealthChoices Program in the County in accordance with the requirement in the County-DHS Agreement and the PSR;

WHEREAS, a primary goal of the HealthChoices Program is to improve the health status of the HealthChoices Program Members (the “Members”) through a comprehensive, coordinated system of services and support;

WHEREAS, the Parties share a common goal of ensuring children and their families receive high quality health services;

WHEREAS, the Parties wish to enter into this LOA as a statement of understanding relative to coordination of effort to improve health status, especially as it affects the educational status and progress of students who are Members; and

NOW, THEREFORE, in consideration of the mutual covenants contained herein and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. **School District Services.** School District shall develop adequate provider network to serve Special Needs population through identification and recruitment of providers skilled in treating special needs populations. School District, through its network of providers (“School District Providers”), shall provide, or arrange for, and/or coordinate care for special needs populations (“Covered Services”), as applicable. School District will be responsible for School District consultation and care services.
 - 1.1 **School District Providers.** School District shall require its School District Providers to:
 - a) ascertain whether the Member has a behavioral health clinician and attempt to obtain any necessary member consents to exchange information;
 - b) be available to the Member’s Magellan Provider in a timely manner for consultation; and
 - c) provide educational health records to the Member’s Magellan Provider, as requested, subject to State and federal laws/regulations.
2. **Magellan Services.** Magellan shall develop an adequate provider network to serve special needs population through identification and recruitment of providers skilled in treating special needs populations (“Magellan Providers”) Magellan shall provide, arrange for, and coordinate mental health and/or substance abuse treatment

services, as set forth in the Member's benefit plan ("Covered Services"). Magellan shall provide, through its Magellan Providers, timely access to diagnostic, assessment, referral, and treatment services, provided in the Contract between Magellan and the County.

2.1 Magellan Providers. Magellan Providers shall be responsible for coordinating care between the School District and behavior health and physical health delivery systems. Magellan shall require Magellan Providers to:

- a) coordinate diagnostic/treatment services with the Member's Primary Care Provider ("PCP") when clinically indicated and shall consult with PCP when indicated;
- b) ascertain the identity of Member's PCP and attempt to obtain any necessary releases for information;
- c) document activities in the Member's medical record when clinically appropriate;
- d) provide health records to a Member's School District Provider, as requested, subject to State and federal laws and regulations;
- e) provide timely access to diagnostic, assessment, referral, and treatment services provided in the Contract between Magellan and County or the DHS; and
- f) coordinate care with a Member's support network, as identified by the Member, such as physical health providers and community resources, to assist with continuity of services, reduction in care gaps and ensure communication across a support network to enhance a Member's treatment outcomes.

3. **Member Identification.** Magellan shall implement a process for the purpose of verifying the eligibility of its Members to receive benefits under the HealthChoices Program. School District shall verify the status of any Member's eligibility for Covered Services. Magellan Providers shall verify Medicaid eligibility to ascertain member's eligibility at the time of service.

4. **Collaboration and Communications.** The Parties agree that coordination of a Member's plans is critical to effective coordination of care. The Parties agree to ensure continuity of care for each Member in order to minimize any disruption in service to Members. To the extent permitted by State and federal law, School District and Magellan, in coordination with the County shall:

- a) collaborate with School District Providers and Magellan Providers in the referral and coordination of diagnostic assessment and treatment, prescribing practices, pharmacy coordination, the provision of emergency or crisis services, and other treatment issues necessary for optimal health and disease prevention, including coordination of specialized service plans for Members with special health needs;
- b) maintain ongoing communications in the exchange of relevant enrollment information and clinically relevant health information with applicable consent, subject to State and federal law; and
- c) develop strategies to reduce inappropriate use of emergency room services and promote the provision of care at the PCP or Magellan Provider's office, when medically indicated.

5. **Quality Improvement and Utilization Management Services.** Magellan and School District agree that the coordination of quality improvement and utilization management services shall meet requirements established by federal and State agencies and by third party quality review organizations, including, but not limited to, Department of Human Services' External Quality Review Organization and the National Committee on Quality Assurance. Magellan and School District agree to engage in joint decision-making related to the selection of quality improvement and utilization review studies related to Magellan. Studies may include jointly managed monitoring, appropriateness of care, sharing of QI activities to enhance and measure outcomes for Members receiving School District and Magellan care, and collaborating to study the cost-effectiveness of prevention and recovery therapies, as well as resources used to deliver treatment.

6. **Communication.** The Parties shall identify a contact within each organization to facilitate communication throughout the term of this LOA. The Parties agree to meet as needed to identify and resolve any problems with the provision of Covered Services in order to reduce barriers or boundaries that impede health care deliver to Members.

7. **Referrals.** School District shall refer Members to Magellan for assistance in accessing State Plan and In Lieu of and In Addition To Services for their Magellan Benefit Plan. School District shall educate School District Providers on how to access Magellan for service referral and authorization. Magellan, in collaboration with School District, shall educate Magellan Providers on how to access School District for service referral and authorization.
8. **Member Services.** Magellan shall provide a 24-hour Member Services help line, which shall be listed in the Member Handbook.
9. **Child and Adolescent Services System Program (the “CASSP”).** The Parties agree to operate in compliance with the CASSP Principles as set forth in the PSR and its Appendix I. The County, School District and Magellan agree to develop the interagency plan of care to meet a child’s behavioral health treatment needs by including significant parties in the child’s life such as family, school religious organization (if any), social and community organizations, friends and neighbors. The Parties agree to assign appropriate parties to participate in the interagency planning meetings (the “Interagency Team”). An **Interagency Team** may be convened by any one of the Parties to this LOA. School District shall serve on Interagency Teams, when requested. Magellan and/or County shall notify School District when its participation at Interagency Service Planning Teams meetings is desired. Magellan or School District shall obtain Member consent, if required.
10. **Provider Directory.** Magellan shall make its provider directory available to the school district.
11. **Training.** School District shall identify training needs for School District Providers and shall collaborate with Magellan in meeting those needs. School District shall require School District Providers to participate in training and consultations with Magellan to facilitate continuity of care and the cost-effective use of resources.
12. **Confidentiality of Records.** Magellan and School District agree to maintain the confidentiality of all information regarding Covered Services provided to Members in accordance with any applicable State and federal laws and regulations, including, but not limited to, the Health Information Technology for Economic and Clinical Health Act, 42 U.S.C. §§ 17901 – 17953, and regulations promulgated thereunder, 45 C.F.R. Parts 160 – 164 (collectively, “HIPAA”), 42 C.F.R Part 2, the Pennsylvania Mental Health Procedures Act, 50 P.S. § 7101 *et seq.*, the Pennsylvania Drug and Alcohol Abuse Control Act, 71 P.S. § 1690.101 *et seq.* and the Pennsylvania Confidentiality of HIV-Related Information Act, 35 P.S. § 7601 *et seq.*, the Family Education Rights and Privacy Act, 20 U.S.C. § 1232g, 34 CFR Part 99 (the “FERPA”) and the applicable regulations promulgated pursuant to such acts, as the same may be amended from time to time (collectively, “Applicable Law”). School District and Magellan shall comply with the Applicable Law requirements in a manner that allows for the effective exchange of clinical information for treatment, payment, and/or healthcare operations. School District shall obtain any applicable consent in order to release such information. School District acknowledges that in receiving, storing, processing, or otherwise dealing with information from Magellan about Members, it is fully bound by the Applicable Law. School District agrees to work with Magellan in resolving any problems regarding the confidentiality of records or information that may arise.
13. **Fraud, Waste, and Abuse.** School District and Magellan shall collaborate in identifying and reducing the frequency of fraud, abuse, overuse, under use, and/or inappropriate or unnecessary medical care. The Parties shall notify each other, to the extent permitted by law, of any observed inappropriate prescribing or treatment patterns of a Provider in their respective networks. When identified, School District and Magellan will work collaboratively with each other to investigate and take such actions in accordance with their respective policies and procedures. Magellan shall report any suspected or substantiated incidents of fraud and abuse to the Commonwealth of Pennsylvania Bureau of Program Integrity.
14. **Term, Termination.** The term of this LOA shall begin on the Effective Date written above and shall remain in force unless terminated in writing in accordance with the terms herein. Either party may terminate this LOA at any time with or without cause with sixty (60) days prior written notice to the other party. The LOA shall automatically terminate effective with the termination of either party’s agreement with the County and/or the DHS to provide services pursuant to the HealthChoices Program.

15. **Disputes.** Any dispute with respect to the performance or interpretation of this LOA (“Dispute”) shall first be resolved by exhausting the processes available in the Magellan Policies and Procedures, and then through good faith negotiations between designated representatives of the Parties that have authority to settle the Dispute. If the Dispute concerns a Member’s care or access to care, and resolution cannot be reached, with Member consent, either Party may elect to file a complaint or grievance on behalf of the Member. Clinical issue disputes shall be submitted to the Magellan Customer Service Hotline prior to beginning the complaint and/or grievance process.
16. **Regulatory Approval.** Magellan and School District have independently developed and submitted to their representative regulatory body’s specific procedures for the coordination of medically necessary treatment services.
17. **Notices.** Any notice shall be in writing and shall be deemed communicated if (1) delivered personally with appropriate signature; (2) sent by Federal Express or other nationally recognized overnight delivery service, charges paid by sender; (3) sent via electronic mail to the email address indicated below; or (3) sent by United States mail, postage prepaid, registered or certified mail return receipt requested, addressed to the parties at the respective addresses as indicated in the signature blocks below:

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties have caused this LOA to be duly executed as of the Effective Date.

Signed and agreed by:

NORTHAMPTON COUNTY

Name_____

Title_____

Address_____

Phone_____

Email_____

Authorized Signature_____

Date_____

SCHOOL DISTRICT:

Name_____

Title_____

Address_____

Phone_____

Email_____

Authorized Signature

Date

**MAGELLAN BEHAVIORAL HEALTH OF
PENNSYLVANIA, INC.:**

Name_____

Title_____

Address_____

Phone_____

Email_____

Authorized Signature

Date