

Saucon Valley School District

Regular Meeting of the Board of Education

February 14, 2023 – 7 pm

High School Audion

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Welcome to the meeting of the Saucon Valley School Board. Our objective is to serve the students, parents, and residents of our community. You are an important part of this meeting and we look forward to your questions and comments.

We are all here for the same reason. All opinions are welcomed and equally valuable. Our only request is that we address each other with civility and respect. Our courtesy toward each other is the best way to show our students how much we respect them as well.

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

Agenda

5:45 pm – Policies, Personnel and Special Education Legal Matter

- I. **Call to the Order** – Susan Baxter, *President, presiding*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *Judith Riegel, Secretary*
- IV. **Motion to Approve Agenda**
- V. **Announcement of Executive Session** – February 14, 2023 – Policies & Personnel
- VI. **Approval of Minutes** – January 24, 2023
- VII. **Recognition** – None
- VIII. **Presentation** –
 - A. High School Representative – Alana Weirbach
 - B. District Safety Report Update – Jaime Vlasaty
 - C. High School Program of Studies and 2023-24 Schedule – Walter Pawlowski
- IX. **Superintendent's Report** – *Jaime Vlasaty, Superintendent*

- X. **Courtesy of the Floor to Visitors – Agenda Items Only** – *Visitors should state their name and address.*

XI. **Presentation of Bills** – *David Bonenberger*

- A. General Expenditures – \$ 726,527.10
- B. Cafeteria Expenditures – \$ 33,646.02
- C. Health Benefits – None
- D. Capital Projects – None

Recommendations for Approval

Presentation of Bills

1. Approve the above presentation of bills.

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

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

Recommendations for Approval

None

Recommendation: No recommendations.

XIII. **AGENDA ITEMS**

A. **Education**

Items/Projects for Discussion

- A. Academic & Personnel Committee – February 1, 2023 Summary

Recommendations for Approval

Policies Second & Final Reading*

1. Approve the second & Final reading of the following policies:

Policy 111 – Lesson Plans

Policy 117 – Homebound Instruction

Policy 210 – Medications

Policy 210 – Medications Attachment

Policy 210 AR 0 – Medications

Policy 210.1 – Possession/Administration of Asthma

Inhalers/Epinephrine Auto-Injectors

Policy 317 – Conduct Disciplinary

Policy 317.1 – Educator Misconduct

Policies – First Reading*

2. Approve the first reading of the following policies:

Policy 215.1 – Acceleration

Policy 215.1 AR – Acceleration Procedures

Policy 215.2 – Credit Recovery

800.1 – Electronic Signatures

Health and Safety Plan 2022-23

3. Approve the 2022-23 Health and Safety Plan, with no revisions.

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

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

- A. None

Recommendations for Approval**Supervisor of Instructional Programs**

1. Approve Dr. Marybeth Gustafson as the Interim Supervisor of Instructional Programs effective February 15, 2023.

Special Education Teacher

2. Approve Sarah Fritz, Elementary School Special Education Teacher, Masters plus 12, Step 8, \$74,427.00 pending completion of employment paperwork and release from current position.

Homebound Teachers

3. Approve the following Homebound Instructors for the 2022-2023 school year at \$40.00/hour.

Tom Koch

Matthew Evancho

Rachel Alderfer

Amanda Holveck

Substitutes

4. Erin Rudolph - SV Emergency Certified
Juliana Maffea - SV Emergency Certified

2022-2023 Coaches

5. Approve the following 2022-2023 coaches: ** new coaches are in italic*

Boys Lacrosse

Joe Aquino - Head Coach - \$ 5,226.00

Ege Zeybek – Assist. Coach - \$3,171.00

Girls Lacrosse

Marissa Kreamer – Assistant Coach - \$1585.50* Splitting stipend

Nicole Martins – Assistant Coach - \$1585.50*

Baseball

Gary Laub – Head Coach - \$5,600.00

Michael Kiak – Assist. Coach - \$1,585.50

Chris Moughan – Assist. Coach - \$1,585.50

Josh Hein – Head Jr. High Coach - \$2,985.00

Alstan Wolfe – Assist. Coach - \$1,035.00

Justin Reiss – Assist. Coach - Volunteer

Elias Engelhardt – Assist. Coach - Volunteer

Eric Wolfe - Assist. Coach - Volunteer

Softball

Giana Schick – Assistant Coach - \$3,731.00

Track & Field

Edward Kolosky – Head Coach - \$5,226.00

Mark Mixa - Assistant Coach - \$3,731.00

Sydney Utesch – Assistant Coach - \$3,731.00

Joe Winter – Assistant Coach - \$3,731.00

Tom Koch – Head MS Coach - \$1,969.00

Boys Tennis

Michael Krentz – Head Coach - \$4,106.00

Deb Philpotts – Assist. Coach - \$776.00

MS Soccer

Trent Seibert – Head Coach - \$2,985.00

Rocco Policare – Assist. Coach - Volunteer

Golf

Tim Shook – Head Coach - \$3,731.00

Unpaid Intermittent FMLA

6. Approve unpaid intermittent FMLA for Stephanie Hand from January 9, 2023 to June 7, 2023 1- 2 days per month per episode.

Unpaid Medical Leave

7. Approve an unpaid medical leave for Deborah Kelahan, High School Dedicated Day to Day Substitute, from February 20, 2023 to approximately March 20, 2023.

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

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

- A. Facilities Committee – February 8, 2023 Summary

Recommendations for Approval

None

Recommendation: No recommendations.

D. Finance**Items/Projects for Discussion**

- A. None

2022-2023 Budget Timeline for the 2023-2024 School Year

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.

Recommendations for Approval**IDEA - Part B Use of Funds Agreement**

1. Approve the attached IDEA – Part B Use of Funds Agreement with the Colonial IU#20.

Colonial IU Life Skills Support Agreement

2. Approve the attached agreement with Colonial IU #20 for Life Skills Support at George Wolfe Elementary School until the end of the 2022-2023 school year, with cost not to exceed \$23,650.40.

Center Stage Rental Agreement

3. Approve the attached agreement with Center Stage Lighting & Rigging for the rental of equipment for the June 2023 Graduation ceremony at a cost of \$3,200.00

Lehigh University Agreement

4. Approve the attached lease agreement with Lehigh University for the Boy's Tennis Team to use the indoor tennis courts at the Lewis Tennis Center, the cost is \$100/practice. Currently, 6 practices are scheduled.

Bilingual Psychologist

5. Approve the attached addendum to the Pediatric Therapeutic Services Contract for a Bilingual Psychologist from February 1, 2023 to June 30, 2023, at a cost of \$92.00/hour.

Mobile Technology Graphics Contract

6. Approve the contract with Mobile Technologies Graphics for video services for Graduation 2023 on June 2, 2023, in the amount of \$12,725.00.

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

E. Community Updates

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

F. Northampton Community College – *Susan Baxter*
(Meetings are on the first Thursday of every month)**G. Bethlehem Area Vo-Tech School** – *Cedric Dettmar and Bryan Eichfeld*
(Meetings are on the first Tuesday of every month)**H. Colonial Intermediate Unit** – *Dr. Shamim Pakzad*
(Meetings are on the fourth Wednesday of every month)**I. New Business –****J. Old Business –****K. Citizens' Inquiries and Comments** – *Visitors should state their name and address.***L. Announcements**

Future Meetings ~ February 28, 2023
March 14, 2023

M. Motion to Adjourn Meeting

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

The Business Meeting of the Board of Directors of the Saucon Valley School District was held on Tuesday, January 24, 2023, in the High School Audion immediately following the Reorganization Meeting. Present were Directors Susan Baxter, John Conte, Cedric Dettmar, Bryan Eichfeld, Laurel Erickson-Parsons, Michael Karabin, Shamim Pakzad, and Shawn Welch. Director Tracy Magnotta was absent. Also present were Judith Riegel, Board Secretary, and Mark Fitzgerald, District Solicitor. Jaime Vlasaty, Superintendent was also absent.

- I. **Call to the Order** – 7:04 pm – Susan Baxter, *President, presiding*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *Judith Riegel, Secretary*
8-present, 1-absent (Magnotta)
- IV. **Motion to Approve Agenda** – Director Erickson-Parsons, seconded by Director Welch moved to approve the agenda with the change to Personnel #9 2023-2024 changed to 2022-2023. Vote: 8-yes, 0-no, 1-absent (Magnotta)
- V. **Announcement of Executive Session** – January 24, 2023 - Personnel
- VI. **Approval of Minutes** – Director Conte, seconded by Director Eichfeld moved to approve the minutes of January 10, 2023. Vote: 8-yes, 0-no, 1-absent (Magnotta)
- VII. **Recognition** – None
- VIII. **Presentation** –
 - A. High School Representative – Alana Weirbach
- IX. **Superintendent's Report** – *Jaime Vlasaty, Superintendent*
 - A. ~~Safety Report Update~~ - Update is postponed until the next meeting.
- X. **Courtesy of the Floor to Visitors – Agenda Items Only** – None
- XI. **Presentation of Bills** – *David Bonenberger*
 - A. General Expenditures – \$ 501,523.52
 - B. Cafeteria Expenditures – \$ 14,646.55
 - C. Health Benefits – \$ 379,059.81
 - D. Capital Projects – None
 1. Approve the above presentation of bills.

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

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

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

1. Approve the above Treasurer's Report

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

XIII. AGENDA ITEMS**A. Education**

- A. Academic & Personnel Committee Summary – January 4, 2023

1. The following students are requesting the option to graduate early:

Aaron Brunnell
Alexis Budline
Caitlyn Keeney
Evan Malone
Ryan Shoemaker
Gia Rivera

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

B. Personnel

1. Approve Anthony Brinkley as the Head Football Coach for the 2023-2024 Athletic Season, with a stipend of \$8,586.

Director Eichfeld, seconded by Director Erickson-Parsons moved to approve Personnel Item #1. Vote: 8-yes, 0-no, 1-absent (Magnotta)

2. Approve an unpaid medical leave of absence for Michael Weider, custodian, from November 30, 2022, to February 5, 2023. Mr. Weider will return to his duties on Monday, February 6, 2023.
3. Approve the resignation of Lori Ross, family & consumer science teacher. Her last day will be March 11, 2023.

Director Erickson-Parsons, seconded by Director Karabin moved to approve Personnel Items #2 & 3. Vote: 8-yes, 0-no, 1-absent (Magnotta)

4. Approve Aidan Johnson, as a full-time custodian, with salary and benefits per the current Educational Support Professionals contract, effective January 30, 2023.

Director Dettmar, seconded by Director Karabin moved to approve Personnel Item #4.

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

5. Approve the following Support Staff:

Sherry Fye-Kelley, substitute custodian, at an hourly rate of \$18.00 per hour, no benefits, pending completion of employment paperwork.

Jivan Faillone, substitute custodian, at an hourly rate of \$18.00 per hour, no benefits, pending completion of employment paperwork.

Director Karabin, seconded by Director Dettmar moved to approve Personnel Item #5.

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

6. Approve Jaqueline Febbo as the 2022-2023 FBLA advisor. The stipend is \$1,492.00 which will be prorated.

Director Pakzad, seconded by Director Erickson-Parsons moved to approve Education Item #6. Vote: 8-yes, 0-no, 1-absent (Magnotta)

C. Facilities

A. Facilities Committee Summary – January 11, 2023

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

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

D. Finance

A. Finance Committee Summary – January 18, 2023

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.

1. Approve Resolution 2023-24 which states that the Saucon Valley School District will not increase any school district tax for the 2023-24 school year at a rate that exceeds the Index published by the Department of Education and the Pennsylvania Bulletin.

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

2. Approve the attached Resolution for a 0% tax increase for the 2023-2024 fiscal year.

Director Pakzad, seconded by Director Welch moved to approve Finance Item #2.
Vote: 8-yes, 0-no, 1-absent (Magnotta)

3. Approve the attached contract with US Tours America for the Saucon Valley High School Music Department Trip to Disney World in Orlando, Florida.
4. Approve the contract with ZFX for the flying apparatus for Mary Poppins pending review and approval from the district solicitor.

Director Dettmar, seconded by Director Erickson-Parsons moved to approve Finance Items #3 & 4. Vote: 8-yes, 0-no, 1-absent (Magnotta)

5. Approval of contract to provide educational services for a student in Residential Treatment Facility (RTF) for \$205.00/day, pending review and approval of the contract by the solicitor.

Director Erickson-Parsons, seconded by Director Karabin moved to approve Finance Item #5. Vote: 8-yes, 0-no, 1-absent (Magnotta)

6. Approve the contract with PowerSchool for eSignature software at a cost of \$2,019.99.

Director Dettmar, seconded by Director Welch moved to approve Finance Item #6.
Vote: 8-yes, 0-no, 1-absent (Magnotta)

7. Approval of the contract with Backupify for five months at a cost of \$2,004.50.

Director Conte, seconded by Director Dettmar moved to approve Finance Item #7.
Vote: 8-yes, 0-no, 1-absent (Magnotta)

8. Approval of Coyle, Lynch & Company for the Phase one appraisal of the following Tax Parcels:

Q7-12-11A-0719 at a cost of \$2,000.

Q7-SW2D 9 2A 0715, Q7-SW2D 9 1 0715, and CLC Job #23-001 at a cost of \$3,500.

Director Welch, seconded by Director Conte moved to approve Finance Item #8. Vote: 8-yes, 0-no, 1-absent (Magnotta)

9. Approval of the attached contract with Lakeside Youth Services Mobile Support Program to provide services for a student at a rate of \$122.50/hour.

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

10. Approval of the following teacher's Extra Pay for the supervision of students past contractual time on December 22, 2022, in the amount of \$10.00 per person, subject to change upon further review:

Kelly Boushell	Fran Marsillio
Diana Cherrybon	Stacy Messinger
Amy Faccinetto	Stacey Palmer
Victoria Gazzana	Laurie Paulson
Amie Geissinger	Amy Pulli
Robyn Heppenheimer	Corrine Rivero
Mylene Hofford	Ruben Rivero
Robert Kachmar	Jennifer Rubery
Amy Kishbaugh	Dana Russo
David Lloyd	Kristin Schlotter

Director Conte, seconded by Director eichfeld moved to approve Finance Item #10. Vote: 8-yes, 0-no, 1-absent (Magnotta)

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 – *Visitors should state their name and address.*

L. Announcements

Future Meetings ~ February 14, 2023
February 28, 2023

M. Motion to Adjourn Meeting

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

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

7:25 PM

ATTEST _____
Secretary President

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PG - PLGIT GENERAL **Payment Dates:** 01/26/2023 - 02/15/2023

Payment Categories: Regular Checks

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000062603	01/27/2023	AFLAC	DED: AFLA - Full Payroll Pay Date: 1/26/2023	DED: AFLA - Full Payroll Pay Date: 1/12/2023	99.81
0000062604	01/27/2023	AMERIPRISE FINANCIAL SERVICES	OTHER EMPLOYEE BENEFITS		1,190.24
0000062605	01/27/2023	AXA-EQUITABLE	OTHER EMPLOYEE BENEFITS		1,704.28
0000062606	01/27/2023	INVESCO	OTHER EMPLOYEE BENEFITS		2,751.39
0000062607	01/27/2023	KADES-MARGOLIS CORP.	OTHER EMPLOYEE BENEFITS		1,115.05
0000062608	01/27/2023	KEYSTONE COLLECTIONS GROUP	DED: GARN - Full Payroll Pay Date: 1/26/2023		160.82
0000062609	01/27/2023	LINCOLN INVESTMENT	OTHER EMPLOYEE BENEFITS		3,480.04
0000062610	01/27/2023	THEATRE WORLD BACKDROPS	Backdrops 1/13/23		2,383.57
0000062611	01/27/2023	UNITED STATES TREASURY	FORM 945 1099W/H		69.60
0000062612	02/01/2023	ZFX, INC	1/27/23 Fly Rig		4,225.00
0000062613	02/03/2023	CONSTELLATION ENERGY GAS SERVICES LLC	NATURAL GAS - PLANT OPERATIONS		13,336.35
0000062614	02/03/2023	PA TURNPIKE TOLL BY PLATE	TRAVEL - TRANSPORTATION		109.60
0000062615	02/03/2023	PENNSYLVANIA MUSIC EDUCATORS-PMEA	2/1/23 Chorus Fee		115.00
0000062616	02/03/2023	PP & L ELECTRIC UTILITIES	ELECTRIC - PLANT OPERATIONS		1,135.51
0000062617	02/03/2023	PPL ELECTRIC UTILITIES	ELECTRIC - PLANT OPERATIONS		18,294.57
0000062618	02/03/2023	QUADIENT LEASING USA INC.	RENTAL POSTAGE MACHINE		975.00
0000062619	02/03/2023	UGI UTILITIES INC.	NATURAL GAS - PLANT OPERATIONS		243.10
0000062620	02/15/2023	AMAZON	MAINT SUPPLIES - HS	Equipment	2,838.61
0000062621	02/15/2023	AMAZON	DUES & FEES BUS OFFICE		349.00
0000062622	02/15/2023	AMAZON CAPITAL SERVICES	SUPPLIES	Frame case	1,798.34
0000062623	02/15/2023	AMERICHEM	Janitorial Supplies		281.31

* - Non-Negotiable Disbursement

+ - Procurement Card Non-Negotiable

- Payable within Payment

P - Prenote

D - Direct Deposit

C - Credit Card

02/10/2023 09:32:15 AM

SAUCON VALLEY SCHOOL DISTRICT

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PG - PLGIT GENERAL **Payment Dates:** 01/26/2023 - 02/15/2023

Payment Categories: Regular Checks

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000062624	02/15/2023	BAVTS	VO-TECH TUITION 9-12		69,108.00
0000062625	02/15/2023	BRIGHTBILL BODY WORKS	Bus Parts		100.73
0000062626	02/15/2023	CALHOUN ASSOCIATES INC.	Supplies		1,543.93
0000062627	02/15/2023	CINTAS CORPORATION-#101	Mechanic Uniforms		17.50
0000062628	02/15/2023	Complete Document Solutions, PA, LLC	PRINTING & BINDING		527.06
0000062629	02/15/2023	COOPER ELECTRIC SUPPLY CO.	Electrical Supplies		149.00
0000062630	02/15/2023	CREST/GOOD MFG. CO	SUPPLIES - PLANT OPERATIONS		186.68
0000062631	02/15/2023	CYNTHIA ANN DITZEL GEHO	Contracted Services		350.00
0000062632	02/15/2023	ESHBACH BROTHERS L.P.	Repair/Maintenance		3,200.00
0000062633	02/15/2023	ESTATE OF CONSTANCE J. FYE	SENIOR CITIZENS TAX REBATE		250.00
0000062634	02/15/2023	FRANK J. CHAVAR	Blanket PO Frank Chavar Golf Carts		485.70
0000062635	02/15/2023	FRESHWORKS INC.	Helpdesk System Renewal		1,152.00
0000062636	02/15/2023	GENERAL HEALTHCARE RESOURCES LLC	L SUPPORT OTHER PROF SERVICES		1,258.92
0000062637	02/15/2023	GRAINGER	SUPPLIES - PLANT OPERATIONS		271.10
0000062638	02/15/2023	Harold William	SENIOR CITIZENS TAX REBATE		300.00
0000062639	02/15/2023	INTEGRITEC INC.	Boiler Room Chemical Treatment		465.00
0000062640	02/15/2023	JOHNSTONE SUPPLY	HVAC Supplies		646.60
0000062641	02/15/2023	LEXIA VOYAGER SOPRIS, INC.	Acadience Reading CFOLD Kit		74.80
0000062642	02/15/2023	LION COUNTRY SUPPLY	SUPPLIES TRACK GIRLS VARSITY	SUPPLIES TRACK BOYS VAR	299.75
0000062643	02/15/2023	LOWE AND MOYER GARAGE INC.	SUPPLIES - TRANSPORTATION		345.79
0000062644	02/15/2023	MATACAVAGE ROSEMARY	SENIOR CITIZENS TAX REBATE		365.53
0000062645	02/15/2023	MICROBAC LABORATORIES INC.	Pool Water Testing		219.08

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

02/10/2023 09:32:15 AM

SAUCON VALLEY SCHOOL DISTRICT

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PG - PLGIT GENERAL **Payment Dates:** 01/26/2023 - 02/15/2023

Payment Categories: Regular Checks

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000062646	02/15/2023	NAVIGATE360, LLC.	EDUC SOFT & LIC - BUS OFC		2,604.04
0000062647	02/15/2023	NORTH EAST PARTS GROUP LLC.	SUPPLIES - TRANSPORTATION		83.44
0000062648	02/15/2023	PARTS TOWN, LLC	REPAIRS & MAINT - HS		368.61
0000062649	02/15/2023	PENNSYLVANIA VIRTUAL CHARTER	SPEC ED TUITION CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	5,939.34
0000062650	02/15/2023	PRINTFORCE LLC.	SUPPLIES - SUPERINTENDENT OFF		431.10
0000062651	02/15/2023	RENNINGER ELIZABETH	SENIOR CITIZENS TAX REBATE		250.00
0000062652	02/15/2023	RIVERSIDE INSIGHTS	Testing booklets for reading		280.83
0000062653	02/15/2023	ROHRER BUS SALES INC.	SUPPLIES - TRANSPORTATION		2,955.00
0000062654	02/15/2023	ST. LUKE'S HOSPITAL	Driver Physicals/D & A Testing		1,022.00
0000062655	02/15/2023	STOTZ & FATZINGER OFF.SUPPLY	SUPPLIES - BUSINESS OFFICE	GENERAL SUPPLIES	158.52
0000062656	02/15/2023	SYSCO OF CENTRAL PA	SUPPLIES - CONSUMER ED 5-8		102.77
0000062657	02/07/2023	COMFORT INN HERSHEY	TRAVEL ATHLETICS POD		3,429.99
0000062658	02/15/2023	AHOLD FINANCIAL SERVICES	Blanket PO For FCS		255.35
0000062659	02/15/2023	AMAZON CAPITAL SERVICES	Supplies for office	Supplies for play	528.42
0000062660	02/15/2023	AMBER LEA ZIEMBA SAMS	TRAVEL - CONF/SEM STAFF DEV		96.05
0000062661	02/15/2023	AMERICHEM	SUPPLIES - PLANT OPERATIONS		4,694.95
0000062662	02/15/2023	APPLE INC.	TECHNOLOGY REPAIRS		467.95
0000062663	02/15/2023	APR SUPPLY CO	SUPPLIES - PLANT OPERATIONS		36.74
0000062664	02/15/2023	ARTS ACADEMY ELEMENTARY CHARTER SCHOOL	SPEC ED TUITION CHARTER SCHOOL		3,154.36
0000062665	02/15/2023	BORGER HEATHER	TITLE II PROF TRAIN & DEV		79.20
0000062666	02/15/2023	BOROUGH OF HELLERTOWN	CROSSING GUARDS		1,166.42
0000062667	02/15/2023	BRIGHTBILL BODY WORKS	Bus Parts		393.13

* - 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:** 01/26/2023 - 02/15/2023

Payment Categories: Regular Checks

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000062668	02/15/2023	CINTAS CORPORATION-#101	Mechanic Uniforms		17.50
0000062669	02/15/2023	CIRCLE OF SEASONS CHARTER SCHOOL	SPEC ED TUITION CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	5,939.34
0000062670	02/15/2023	COMMONWEALTH CHARTER ACADEMY	TUITION - CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	61,439.59
0000062671	02/15/2023	COOPER ELECTRIC SUPPLY CO.	Electrical Supplies		129.99
0000062672	02/15/2023	CREST/GOOD MFG. CO	SUPPLIES - PLANT OPERATIONS		766.09
0000062673	02/15/2023	EASTON AREA HS LIBRARY	2/1/23 Reading		80.00
0000062674	02/15/2023	EXECUTIVE EDUCATION ACADEMY CHARTER SCHOOL	TUITION- CHARTER SCHOOLS		6,962.44
0000062675	02/15/2023	FELICIA STONE	SUPPLIES - ARTS AND THEATRE		557.63
0000062676	02/15/2023	Fun and Function	sensory room supplies/furniture		9,197.00
0000062677	02/15/2023	GENERAL HEALTHCARE RESOURCES LLC	PROF SERVICES - MS L SUPPORT	SPEC ED - OTHER PROF SERVICE	3,969.16
0000062678	02/15/2023	HELLERTOWN BOROUGH AUTHORITY	REPAIRS & MAINTENANCE		4,343.06
0000062679	02/15/2023	HILLYARD - DELAWARE VALLEY	Repair/Maintenance Equipment		6,530.30
0000062680	02/15/2023	HIRSCHBERG MECHANICAL SERVICES	Repair/Maintenance Equipment	REPAIRS & MAINTENANCE	136,495.00
0000062681	02/15/2023	HOBBY LOBBY STORES INC.	Supplies	Blanket PO for Fashion,Creative,Independent	182.14
0000062682	02/15/2023	INNOVATIVE ARTS ACADEMY CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		1,392.49
0000062683	02/15/2023	IntegraOne	Veeam Renewal		1,195.59
0000062684	02/15/2023	JANELLE SHIMKO	MISCELLANEOUS		40.00
0000062685	02/15/2023	KDA ELEVATOR CONSULTANTS, LLC	Repair/Maintenance Equipment		1,025.00
0000062686	02/15/2023	KEYSTONE COLLECTIONS GROUP	TAX COLLECTION NORTH COUNTY	POSTAGE	458.56

* - 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:** 01/26/2023 - 02/15/2023

Payment Categories: Regular Checks

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000062687	02/15/2023	KEYSTONE COLLECTIONS GROUP	TAX COLLECTION NORTH COUNTY	POSTAGE	111.78
0000062688	02/15/2023	KEYSTONE FIRE AND SECURITY	REPAIRS & MAINTENANCE		577.00
0000062689	02/15/2023	LARA McCARTHY	INSTR PRG OUTSIDE - OTR PROF SVC - MS - COMP		150.00
0000062690	02/15/2023	LAURA HOCH	SUPPLIES- ACADEMIC SUPP 5-8		16.47
0000062691	02/15/2023	LEHIGH LEARNING ACADEMY	TUITION - NON PUBLIC SPEC ED		2,755.00
0000062692	02/15/2023	LEHIGH VALLEY ACADEMY REGIONAL CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	59,677.75
0000062693	02/15/2023	LIBERTY MUTUAL INSURANCE	CLAIMS JUDGMENT & PENALTIES		2,000.00
0000062694	02/15/2023	LINDE GAS & EQUIPMENT INC.	Oxygen		107.30
0000062695	02/15/2023	LISA MICHELLE BASARA	TRANSP - CONTRACT CARRIERS - COMP ED		3,600.00
0000062696	02/15/2023	LOGAN KIRIPOSKI INC.	Equipment Rental	Portable Toilets	475.00
0000062697	02/15/2023	LOWE AND MOYER GARAGE INC.	SUPPLIES - TRANSPORTATION		1,221.56
0000062698	02/15/2023	MESKO GLASS & MIRROR CO. INC.	REPAIRS & MAINT EQUIP		300.00
0000062699	02/15/2023	METRO BEAUTY ACADEMY	TUITION - COMP ED 9-12		8,245.00
0000062700	02/15/2023	MICROBAC LABORATORIES INC.	Pool Water Testing		149.98
0000062701	02/15/2023	NORTH EAST PARTS GROUP LLC.	SUPPLIES - TRANSPORTATION		211.59
0000062702	02/15/2023	NORTHAMPTON COMMUNITY COLLEGE	NCC COMTY COLLEGE PAYMENT		23,166.25
0000062703	02/15/2023	PARTS TOWN, LLC	SUPPLIES - PLANT OPERATIONS		144.99
0000062704	02/15/2023	PENN POWER GROUP	TCM Reprogram Bus#7		365.00
0000062705	02/15/2023	PENNSYLVANIA ASSOCIATION OF	DUES & FEES BUS OFFICE		75.00
0000062706	02/15/2023	PENNSYLVANIA LEADERSHIP CHARTER SCHOOL	TUITION- CHARTER SCHOOLS		6,962.43

* - 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:** 01/26/2023 - 02/15/2023

Payment Categories: Regular Checks

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000062707	02/15/2023	POWERSCHOOL GROUP LLC	REG INSTR SOFTWARE LIC K-4	SOFTWARE AND LICENSE 5-8	1,669.50
0000062708	02/15/2023	PP & L ELECTRIC UTILITIES	ELECTRIC - PLANT OPERATIONS		4,251.91
0000062709	02/15/2023	QUINCY COMPRESSOR LLC	Repair/Maintenance Equipment		179.36
0000062710	02/15/2023	Raymond D Gormley	DUES & FEES TRANSPORTATION		122.50
0000062711	02/15/2023	ROBERTO CLEMENTE CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		5,569.95
0000062712	02/15/2023	ROHRER BUS SALES INC.	SUPPLIES - TRANSPORTATION		2,117.34
0000062713	02/15/2023	ROSS BODY & FRAME WORKS INC.	Towing Services		600.00
0000062714	02/15/2023	SAINTS LOGISTICS INC.	SECURITY SERVICES - DISTRICT		6,025.25
0000062715	02/15/2023	Saucon True Value	Maintenance Supplies		227.06
0000062716	02/15/2023	SAUCON VALLEY CAFETERIA	SUPPLIES- ACADEMIC SUPP 5-8		91.93
0000062717	02/15/2023	SBP CONSULTING INC.	TITLE II - PROF ED TRN & DEV		1,295.00
0000062718	02/15/2023	SERVICE TIRE TRUCK CENTERS	ADD FUNDS TO PO 23-560		205.00
0000062719	02/15/2023	ST. LUKE'S HOSPITAL	DUES & FEES TRANSPORTATION		532.00
0000062720	02/15/2023	STOTZ & FATZINGER OFF.SUPPLY	GENERAL SUPPLIES		39.35
0000062721	02/15/2023	SYSCO OF CENTRAL PA	SUPPLIES - CONSUMER ED 5-8		122.74
0000062722	02/15/2023	TELEMEDICINE MANAGEMENT INC.	HEALTH INSURANCE EXPENSE PAYAB		1,320.00
0000062723	02/15/2023	THE CAMPHILL SCHOOL INC.	SPEC ED NON-PUBLIC TUITION		5,540.00
0000062724	02/15/2023	THE CENTER FOR EFFECTIVE READING INSTRUCTION	Dues for Reading Program		345.00
0000062725	02/15/2023	THE LEHIGH VALLEY CHARTER H.S. FOR THE ARTS INC.	TUITION- CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	21,995.49
0000062726	02/15/2023	THE PENNSYLVANIA CYBER CHARTER SCHOOL	SPEC ED TUITION CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	45,468.52
0000062727	02/15/2023	THOMPSON FRANCES	SENIOR CITIZENS TAX REBATE		250.00

* - 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:** 01/26/2023 - 02/15/2023

Payment Categories: Regular Checks

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000062728	02/15/2023	TRIOUS INC.	SUPPLIES - PLANT OPERATIONS		463.00
0000062729	02/15/2023	VERIZON WIRELESS	TELEPHONE	COMMUNICATION - ATHLETICS	2,158.05
0000062730	02/15/2023	WILMINGTON TRUST COMPANY	BOND INTEREST-SVSD		49,450.00
0000062731	02/15/2023	XEROX FINANCIAL SERVICES	LEASE PRINCIPAL EXPENDITURES	DUE TO/FROM CAFETERIA FUND	11,316.04
0000062732	02/15/2023	ZFX, INC	2/8/23 Fly Rig Balance		4,225.00
0000062733	02/09/2023	KEYSTONE COLLECTIONS GROUP	DED: GARN - Full Payroll Pay Date: 2/9/2023		105.84
10 - GENERAL FUND					683,190.38
Grand Total All Funds					683,190.38
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					683,190.38
Grand Total All Payments					683,190.38

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK **Payment Dates:** 01/26/2023 - 02/15/2023

Payment Categories: Direct Deposits
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
D000000661	02/15/2023	FOX ROTHSCHILD LLP	SOLICITOR RETAINER		43,157.90 ^D
D000000662	02/15/2023	GLENN R. BROWN	SALARY	MILEAGE	178.82 ^D
10 - GENERAL FUND					43,336.72
Grand Total All Funds					43,336.72
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					43,336.72
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					43,336.72

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CP - CAFE - PLGIT Payment Dates: 01/26/2023 - 02/15/2023

Payment Categories: Regular Checks

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000003614	01/27/2023	INVESCO	OTHER EMPLOYEE BENEFITS		1,262.62
0000003615	02/15/2023	GOLD STAR FOODS, INC.	FOOD		901.28
0000003616	02/15/2023	HERSHEY'S CREAMERY COMPANY	NON-REIMB FOOD COSTS		332.64
0000003617	02/15/2023	K&D FACTORY SERVICE	REPAIRS & MAINTENANCE		617.87
0000003618	02/15/2023	MORABITO BAKING CO.	FOOD		560.80
0000003619	02/15/2023	PENN JERSEY PAPER CO. LLC	FOOD		578.28
0000003620	02/15/2023	POCONO MOUNTAIN DAIRIES	MILK	FOOD	1,730.25
0000003621	02/15/2023	SINGER EQUIPMENT COMPANY	SUPPLIES		658.43
0000003622	02/15/2023	SYSCO OF CENTRAL PA	FOOD		16,389.76
0000003623	02/15/2023	AHOLD FINANCIAL SERVICES	FOOD		13.96
0000003624	02/15/2023	HERSHEY'S CREAMERY COMPANY	NON-REIMB FOOD COSTS		825.24
0000003625	02/15/2023	MORABITO BAKING CO.	FOOD		372.80
0000003626	02/15/2023	PENN JERSEY PAPER CO. LLC	SUPPLIES		773.84
0000003627	02/15/2023	POCONO MOUNTAIN DAIRIES	MILK	FOOD	1,189.06
0000003628	02/15/2023	SINGER EQUIPMENT COMPANY	SUPPLIES		1,295.87
0000003629	02/15/2023	SYSCO OF CENTRAL PA	FOOD	NON-REIMB FOOD COSTS	6,143.32

* - 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: CP - CAFE - PLGIT Payment Dates: 01/26/2023 - 02/15/2023

Payment Categories: Regular Checks

Sort: Payment Number

50 - CAFETERIA	33,646.02
Grand Total All Funds	33,646.02
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	33,646.02
Grand Total All Payments	33,646.02

Academic and Personnel Committee – February 1, 2023

The Academic and Personnel Committee of the Saucon Valley School Board met on February 1, 2023, in the District Office Conference Room.

The following items were on the committee agenda:

1. Program of Studies: Will be presented at Board meeting 14th, approval on 28th
2. Forensic Club – This item was tabled for next AP meeting.
3. Policy 80.1 – Electronic Signature – Sent to February 14, 2023 board meeting for 1st reading.

____ School _____ District _____ or _____ NN

Section _____ Programs

Title _____ Lesson _____ Plans

_____ Code _____ Vol V _____

Statistics Activity

Authority

To ensure **consistency and** continuity of instruction, the board requires ~~professional all teachers~~ ~~staff~~ ~~member~~ ~~employees~~ to develop and maintain daily lesson plans.

Delegation of Responsibility

To facilitate more effective instruction, lesson plans must be prepared at least ~~one day~~ ~~three days~~ ~~in advance~~ ~~Lesson plans shall should shall be available, and~~ ~~may~~ ~~shall~~ ~~Plan books will~~ be inspected^[JH3] and ~~must~~ ~~shall~~^[JH4] conform to the district guidelines established by the

~~Building Principal~~ Lesson plans should reflect alignment to the district curriculum and indicate where the lesson is in relation to the larger course of study.

~~Department Chairperson~~

-

~~Superintendent~~

-
Teachers shall make thorough preparation for all daily lessons and shall prepare written plans reflecting such preparation.

~~Lesson plans shall be completed and submitted in the designated online platform(s) for review~~^[5]^[JH6].

Teachers are to provide adequate directions for substitutes the purpose of which shall be to continue the instructional program or provide a meaningful educational alternative that relates to the subject area.

Plan books Lesson plans must ~~must remain in the teacher's desk overnight to~~ be available ~~to~~ ~~for~~ immediate access by assigned substitute teachers at all times.

Guidelines

~~The format for lesson plans shall be decided at the building level must follow district~~ ~~guidelines~~^[JH7].

~~Written lesson plans should will~~ ~~shall include these Essential Elements of Instructional Planning~~ ~~Three Essentials of Planning~~

~~What is to be taught objectives~~

137687794.1

139790628.1

How it is to be taught Standards

How the learning is to be assessed

Instructional activities

Accommodations/Differentiation

Materials and Resources

Lesson plans for the daily learning period shall contain sufficient information to enable an evaluator or substitute to understand what is to occur during the time for which the plan exists.

Additional written details in the lesson plan and supplements or addenda to include clearly stated objectives, descriptive methodologies, descriptions of any special materials or equipment, evaluation models, etc., are encouraged. Long-term planning is also encouraged. Such planning will be considered as part of the total record when plans are evaluated.

Flexibility is an essential element in good lesson planning. Every lesson plans can and should be adjusted in accordance with the progress of the class.

Guidelines for implementation of this policy shall include:

Lesson plans may be prepared on master sheets or online templates. Teachers may choose a lesson plan template that best fits their course, but must include the Essential Elements of Instructional Planning noted above. All templates must be approved by building administration.

The format for lesson plans shall be decided at the building level or grade level.

While teachers are required to be thoroughly prepared for each daily lesson, plans may be prepared for each lesson or on a long-term basis. The unit or topic which is most appropriate.

Material to be used in a lesson, such as **printed or digital** material and audio/visual resources may serve as an integral part of the plan.

Lesson plans for individualized programs should reflect a general overview and purpose of the instructional program. Individual student **plans or** records may serve as an integral part of the lesson plan.

Local References

Local Schools

Local

Local

Local

Section 000 Programs

Title Homebound Instruction

Code 000

Status Active

Adopted

Authority

The Board shall provide ~~resistant to la~~ homebound instruction to students confined to home or hospital for physical disability illness injury or other reasons or when such confinement is recommended for psychological or psychiatric reasons. The period of homebound instruction for an individual shall not exceed three months.

Delegation of Responsibility

Application for homebound instruction shall certify the nature of the illness or disability state the probable duration of the confinement and be recommended by the Superintendent or designee.

The Superintendent or designee ~~may grant~~ shall forward a recommendation ~~requests~~ for homebound instruction ~~and shall report each~~ to the Board ~~at its next regular meeting~~ for approval.

~~The Superintendent shall develop procedures to safeguard the privacy of each child placed on homebound instruction.~~

The Superintendent or designee may request approval from the Department of Education to extend the period of homebound instruction for an individual which shall be reevaluated every three months.

Guidelines

The Board shall provide homebound instruction only for those confinements expected to last at least ~~ten~~ ~~school days~~ ~~but such exceptions may be~~ recommended by ~~as the~~ Intermediate Unit or Superintendent or designee ~~deem advisable and so recommend~~.

The program of homebound instruction provided to each student shall be in accordance with the standards established by the state.

The Board reserves the right to withhold homebound instruction when **any one (1) of the following occurs**:

- ☐ The instructor's presence in the place of a student's confinement presents a hazard to the health of the teacher.
- ☐ A parent/guardian or other adult in authority is not present with the student during the hours of instruction.
- ☐ The condition of the student precludes any benefit from such instruction.

All requests for homebound instruction are to be made to the principal's office when it becomes apparent that the student cannot continue a regular program of studies.

Exceptions: All requests for homebound instruction in the senior high school should be initiated in the guidance office.

The parent/guardian request for homebound instruction must be accompanied by a physician's statement which includes the reason for the request and the other relevant information. This allows the homebound instructor to plan effectively.

The amount of work completed under the direction of the homebound instructor during the specified period of instruction shall be considered as fulfillment of course requirements and shall be the basis of awarding credit for courses of promotion and/or graduation.

In order to present an accurate picture of student accomplishments the homebound instructor will add a brief annotated record of student work and progress to the student's permanent scholastic record.

The homebound instructor in consultation with faculty members shall determine the quantity and quality of student work expected during the period of homebound instruction.

The homebound instruction program provides a program of studies up to a maximum of 40 hours of instruction per week.

A student granted homebound instruction shall not be eligible to participate in co-curricular and/or extracurricular activities sponsored by the school district during the period of such instruction.

Legal

Page A Code

Page S

Policy Manual

Section 3300

Title Medications

Code 3300

Status Active

Adopted

Purpose

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian and family physician-licensed prescriber will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours.

Definitions

For purposes of this policy, **medication** shall include all medicines prescribed by a licensed physician prescriber^[1] and any over-the-counter medicines.

For purposes of this policy, licensed prescribers shall include licensed physicians (M.D. and D.O.), podiatrists, dentists, optometrists, certified registered nurse practitioners and physicians assistants.

Authority

The Board directs all district employees to comply with the Pennsylvania Department of Health's Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care.

Before any medication may be administered to or by any student during school hours, the Board shall require the written request of the parent/guardian **and licensed prescriber** in permission for such administration. ~~and relieve in the Board and its employees of liability for administration of medication or the written order of the prescribing physician which shall include the dose of the medications, dosage, time at which or special circumstances under which the medication shall be administered, length of period for which medication is prescribed and possible side effects of medication.~~

Delegation of Responsibility

The Superintendent or designee in conjunction with the ~~head nurse~~ **Certified School Nurse (CSN)** shall develop procedures administrative regulations for the administration and self-administration of students' medications.

All medications shall be administered by the ~~school nurse or designee~~ **Certified School Nurse** or ~~self-administered by the student upon written request~~ in the absence of the Certified School Nurse by other licensed school health staff (RN, LPN), except as otherwise noted in this policy.

~~All district employees involved in administering or supervising self-administration of medication shall receive appropriate training from the school nurse before performing the responsibility.~~

~~Building administrators and the head nurse shall review regularly the procedures for administration and self-administration of medications and shall evaluate record keeping, safety practices and effectiveness of this policy.~~

In the event of an emergency, a district employee may administer medication when s/he believes, in good faith, that a student needs emergency care.

The Certified School Nurse shall collaborate with parents/guardians, district administration, faculty and staff to develop an individualized healthcare plan to best meet the needs of individual students.[]

Guidelines

The district shall inform all parents/guardians, students and staff about the policy and ~~procedures~~ administrative regulations governing the administration of medications.

All standing medication orders and parental consents shall be renewed at the beginning of each school year.

~~When any medication prescribed for a student is initially brought to school, it shall be the responsibility of the certified school nurse to complete the following:~~

~~1. Obtain written permission from the physician or parent/guardian for administration of self-administration of medication, which shall be kept confidential and on file in the office of the school nurse.~~

~~2. Refer pertinent information with the student and/or parent/guardian specifically:~~

- ~~a. Reason for taking this medication.~~
- ~~b. How often and length of time.~~
- ~~c. What will happen if medication is not taken or is taken incorrectly.~~
- ~~d. Physician comments about the medication.~~

~~3. Determine the student's ability to self-administer medication and the need for care and supervision.~~

~~4. Observe and evaluate the student's ability to self-administer during the initial administration.~~

~~5. Maintain an individual medication log for all students taking medication during school hours. The log shall be kept in a central place and shall include:~~

- ~~a. Name of student.~~
- ~~b. Name of medication.~~
- ~~c. Medication dosage.~~
- ~~d. Time of administration.~~
- ~~e. Route of administration.~~
- ~~f. Signature of student and the monitor of self-administration.~~

~~g. Initiation and expiration date of drug.~~

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations and the Department of Health Guidelines ☐☐☐☐

Students may possess and use asthma inhalers, ~~and~~ epinephrine auto-injectors, glucagon, and insulin and operate diabetes monitoring equipment when permitted in accordance with state law and Board policy ☐☐☐☐

Delivery and Storage of Medications

All medication shall be brought to the nurse's office, or the main office if the nurse is in another building, by the parent/guardian or by another adult designated by the parent/guardian. All medication shall be stored in the original pharmacy-labeled container and kept in a locked cabinet designated for storage of medication. Medications that require refrigeration shall be stored and locked in a refrigerator designated only for medications. The district shall not store more than a thirty-day supply of an individual student's medication.

Medication should be recorded and logged in with the date, name of student, name of medication, amount of medication, and the school health personnel receiving the medication.

Nonprescription medication must be delivered in its original packaging and labeled with the student's name.

Prescription medication shall be delivered in its original packaging and labeled with:

1. Name, address, telephone and federal DEA (Drug Enforcement Agency) number of the pharmacy.
2. Student's name.
3. Directions for use (dosage, frequency and time of administration, route, special instructions).
4. Name and registration number of the licensed prescriber.
5. Prescription serial number.
6. Date originally filled.
7. Name of medication and amount dispensed.
8. Controlled substance statement, if applicable.

All medication shall be accompanied by a completed Medication Administration Consent and Licensed Prescriber's Medication Order Form, or other written communication from the licensed prescriber.

Disposal of Medications

Procedures shall be developed for the disposal of medications consistent with the Department of Health Guidelines, which shall include:

1. Guidelines for disposal of contaminated needles or other contaminated sharp materials immediately in an appropriately labeled, puncture resistant container.
2. Processes for immediately returning to parents/guardians all discontinued and outdated medications, as well as all unused medications at the end of the school year.
- 3.
4. Methods for safe and environmentally friendly disposal of medications.
5. Proper documentation of all medications returned to parents/guardians and for all medications disposed of by the Certified School Nurse or other licensed school health staff. Documentation shall include, but not be limited to, date, time, amount of medication and will be electronically logged.

Student Self-Administration of ~~Emergency~~ Medications

~~To self-administer medication, the student must be able to:~~ Prior to allowing a student to self-administer emergency medication, glucagon or insulin, or medication to be taken during after school activities or on field trips, the district shall require the following ☐

- ☐ ~~Respond to and is fully recognize his/her name.~~ An order from the licensed prescriber for the medication, including a statement that it is necessary for the student to carry the medication and that the student is capable of self-administration.
- ☐ ~~Identify his/her medication.~~ Written parent/guardian consent.
- ☐ ~~Measure and administer the prescribed dose.~~ An Individual Health Plan including an Emergency Care Plan ☐
- ☐ ~~Sign his/her medication sheet to acknowledge having taken the medication.~~ The nurse shall conduct a baseline assessment of the student's health status.
- 5. ~~Demonstrate a cooperative attitude in all aspects of self-administration.~~ The student shall demonstrate administration skills to the nurse and responsible behavior.

The nurse shall provide periodic and ongoing assessments of the student's self-management skills.

The student shall notify the school nurse immediately following each occurrence of self-administration of emergency medication.

Students shall demonstrate a cooperative attitude in all aspects of self-administration of medication. Privileges for self-administration of medication will be revoked if school policies regarding self-administration are violated.

Administration of Medication During Field Trips and Other School-Sponsored Activities

The Board directs planning for field trips and other school-sponsored activities to start early in the school year and to include collaboration between administrators, teachers, nurses, appropriate parents/guardians and other designated health officials.[10]

Students who are authorized to self-administer their own medications may be required to store their medication with the staff member, chaperone or other responsible adult that is supervising, or assisting in the supervision of, the field trip or school-sponsored activity, as deemed appropriate.

Considerations when planning for administration of medication during field trips and other school-sponsored programs and activities shall be based on the student's individual needs and may include the following:

1. Assigning school health staff to be available.
2. Utilizing a licensed person from the school district's substitute list.
3. Contracting with a credible agency which provides temporary nursing services.
4. Utilizing licensed volunteers via formal agreement that delineates responsibilities of both the school and the individual.
5. Addressing with parent/guardian the possibility of obtaining from the licensed ~~prescriber~~prescriber a temporary order to change the time of the dose.
6. Asking parent/guardian to accompany the child on the field trip, with proper clearances.
7. Arranging for medications to be provided in an original labeled container with only the amount of medication needed.^[JJH2]

Security procedures shall be established for the handling of medication during field trips and other school-sponsored activities.

Legal

Section 13361.2

Section 13361.2

Section 13361.2

Section 13361.2

Section 13361.2

Section 13361.2

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Section 13361.2

Pennsylvania Department of Health Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care Arch

Attached Admin Licensed Prescriber.doc

**Medication Administration Consent And
Licensed Prescriber Order****Saucon Valley School District**

Student Name: _____ Date/Time: _____

School: _____ Teacher/Grade: _____

In accordance with school policy, medication(s) should be given at home before and/or after school. However, when this is not possible, prior to receiving the medication at school, each student must provide the school nurse with a *Medication Administration Consent* form signed by the student's parent/guardian and a *Medication Order* from a licensed prescriber. All medications must be in an original prescription bottle/container from a pharmacy.

Parent/Guardian Consent:

I give my permission for my child, _____, to receive the following medication by a licensed prescriber during the school day. I understand that the medications will be given by school health personnel according to my child's licensed prescriber's directions.

Parent/Guardian signature: _____ Date: _____

Parent/Guardian name printed: _____ Phone: _____

Licensed Prescriber Medication Order:

Patient's name: _____ Date: _____

Name of medication: _____

Route and dosage: _____

Time of administration: _____

Directions: _____

Discontinuation date: _____

Allergies: _____

Licensed prescriber signature: _____

Licensed prescriber name printed: _____ Phone: _____

000 Policy Manual

Section 000 Students

Title Medications

Code 000 AR 0

Status Active

Last Revised

Last Reviewed

Prior Revised Dates

000 AR 000 E 000 AT 000 NS

MEDICATION PROCEDURES:

This Administrative Regulation AR sets forth procedures for implementing district policy no 0000 concerning the administration of medication and policy no 000000 regarding self-administration of medications.

Employees of the Saccon Valley School District except for school nurses and/or licensed health room aides and athletic trainers are generally not trained to administer medication to students.

-
Under certain circumstances, administration of certain emergency medication may be performed by school employees who are not licensed to administer medication but who have been trained to administer the specified emergency certain medications ~~that may be lawfully administered by a trained school employee including administration of medication under an emergency in accordance with law~~

The district recognizes that there are exceptional circumstances which make it necessary for certain students to receive prescribed medication during the school day. Where these exceptional circumstances exist, the certified school nurse or a registered nurse or a licensed practical nurse who is employed as a health room aide will administer the medication. Prior to the administration, the parent/guardian has submitted and signed the proper authorization form and there is a prescription order from a licensed medical provider or district standing order. ~~When the school nurse and/or licensed health room aide is unable to administer the prescribed medication, the principal or principal's designee will administer the medication as directed on the authorization form and pursuant to district policy 000 [001] [002]~~

It is the parent/guardian's responsibility to assure an adequate supply of medication in the Nurse's Office. Two verbal attempts and one electronic attempt will be documented when supplies reach the five day mark.

When consistent with a physician's orders or instructions, the parent/guardian should attempt to administer the medication before or after school hours.

If it becomes necessary for a parent/guardian to send prescribed medication to school with a student, the school nurse and/or licensed health room aide should follow the guidelines as stated in the Saccon Valley School District Education Policy No. 210.1.

If a physician has given permission for a student to carry medication for self-administration while attending school or participating in a school-sponsored activity, the school nurse and/or licensed health room aide should follow the Saccon Valley School District Policy titled **Possession/Use of Self-Administration Education**. No. 210.1.

Transportation/Disposal of Medication:

All medications, prescription and non-prescription, must be delivered to the school nurse by an adult. Student transportation of medication will be in violation of the school district's drug and alcohol policy. A case-by-case individual referral by administration may be considered. First offense is a warning to student and phone call to parent. Second offense refers to administration for discipline.

The exception to the medication carry procedure exists with students who have a diagnosis of diabetes type 1, asthma, or other diagnosis from the student's health care provider and the receipt of parental/guardian consent and health care provider orders allowing for the student to carry and self-administer medications subject to School District approval and providing further that the self-carry of the medication is not otherwise prohibited by law. The parent/guardian of students having such diagnosis shall provide a new health care provider order for each school year to allow for the student to carry medications. Refer to **Possession/Use of Self-Administration Medications policy 210.1** for additional information. [JH3]

Controlled Substance medication will be counted with the parent/designee upon delivery to the nursing office and recorded on the medication count sheet. Non controlled substance medication may be counted at the nurse's discretion.

Medications needed to be available to students or carried by students for extracurricular activities will be handled on an individual basis by the administration in accordance with policy and law.

Medications that need to be returned at the end of the school year will be counted and documented on the Education Administration Consent and Licensed Prescriber Order form in the top right-hand corner and initialed. At the end of each school year a notice will be sent home to the parent/guardian offering choices for the pickup and return of medications. No more than three documented [DB4] [JH5] attempts will be sent to the parent/guardian prior to discarding medication. If the medication is expired, the medication may be disposed of without notice to the parent/guardian if not picked up within thirty days after the end of the school year. The Certified School Nurse (SN) shall cooperate with families to return medications prior to discarding expired medications.

On the last day of the school year, the SN will notify building administration of any remaining medications that require parent pickup.

Any remaining medications that are not picked up by the parent/guardian within the required time periods will be disposed of by crushing the medication and placing it into a biohazard bag. The number of medications disposed of will be indicated on the Education Administration Consent and Licensed Prescriber Order form on file from the school year just ended.

Medication Errors

A medication error is defined as a deviation from the standards of care in correct medication delivery including:

- ☐ Omitted dose
- ☐ Incorrect time of administration
- ☐ Incorrect dose
- ☐ Incorrect student
- ☐ Incorrect medication
- ☐ Theft of controlled substance from the health room
- ☐ Incorrect route

Medication shall include all medicines prescribed by a physician

In the event of a medication error

- ☐ All medication errors should be documented and reported to the Certified School Nurse (SN) in the Medication Incident Report Form
- ☐ The SN notifies the parents/guardian of any medication error and building administrator of error and secures the student's safety
- ☐ The licensed professional who prescribed the medication will be notified at the discretion of the SN. Assess and observe the student
- ☐ Send a copy of the Medication Incident Report Form to the [Director of Special Education and Student Services](#), Supervisor of Health and Wellness

Standing Orders:

The district school physician will provide standing orders dated from August 1, 2017 to [Sacramento Valley Unified School District Treatment Guidelines](#) will provide guidance to the administration of the standing order medication. Standing orders may authorize administration of specific over-the-counter medications such as acetaminophen or H₂ antacids and/or emergency medications such as epinephrine to students according to defined protocol.

Standing order medication notification will be electronically posted for parental review. Nurse's discretion will be utilized for standing order medication administration according to school district's Health Services Treatment Manual. Parents may discuss standing order medications for their child with the building SN.

Administration of Stock Epinephrine Auto-Injectors [JH7]

- When responding to a student believed to be experiencing an anaphylactic reaction, a trained school employee shall

- ☐ Administer an epinephrine auto-injector that meets the prescription on file for either the student or district

-
- ☐ If the student is authorized to self-administer an epinephrine auto-injector, the trained school employee may provide the student with an epinephrine auto-injector that meets the prescription

~~on file for either the student or the district or self-administration.~~

~~-~~
~~Call for medical help immediately (dial 911).~~

~~-~~
~~Take additional precautionary steps outlined in emergency response procedures and training including the administration of a second dose of epinephrine if necessary.~~

~~-~~
~~Stay with the student until emergency medical help arrives.~~

~~-~~
~~Cooperate with Emergency Medical Services (EMS) personnel responding to the incident.~~

~~-~~
~~Notify the school nurse or designee of the incident.~~

~~**Overseeing the Student Self-Administration of Medication in School**~~

~~The school nurse shall be responsible for overseeing the student self-administration of medication in school including but not limited to the following tasks.~~

~~-~~
~~Obtain the required written request and statements from the parent/guardian and health care practitioner including the physician, certified registered nurse practitioner or physician assistant which shall be kept on file in the office of the school nurse.~~

~~-~~
~~Receive pertinent information with the student and/or parent/guardian specifically the information contained on the statement submitted by the health care practitioner including the physician, certified registered nurse practitioner or physician assistant which shall be kept on file in the office of the school nurse.~~

~~-~~
~~Determine the student's ability to self-administer medication properly, safety precautions and the need for care and supervision.~~

~~-~~
~~Complete and sign the self-administration waiver form.~~

~~-~~
~~Recycle, reuse and disseminate emergency care plans as needed.~~

~~-~~
~~Oversee educational training for faculty and staff.~~

~~The SN will reference the Health Service manual or specific medication guidelines for self-administration.~~

newsletters, on the district's website, and through posted notices and other efficient methods.[1][5][6][7]

The school physician shall be the prescribing and supervising medical professional for the district's stocking and use of epinephrine auto-injectors. The Superintendent or designee shall obtain a standing order from the school physician for administration of stock epinephrine auto-injectors.

The school nurse shall be responsible for building-level storage of and administration of stock epinephrine auto-injectors.[3]

Parents/guardians have the right to opt-out of the provisions of this policy related to the administration of a stock epinephrine auto-injector. To opt-out, a parent/guardian shall sign and return the district's exemption^{[DB2][JJH3]} form to the school nurse. The signed opt-out forms shall be maintained by the school nurse, and the school nurse shall provide trained school employees with the names of students whose parents/guardians have returned a signed opt-out form.[3]

The district shall post this policy ~~and opt-out form~~ on the district website and make the opt-out form available through the school nurse.

~~When an asthma inhaler is initially brought to school by a student, the school nurse shall be responsible to complete the following:~~

- ~~1. Obtain the required written request and statements from the parent/guardian and physician, certified registered nurse practitioner or physician assistant, which shall be kept on file in the office of the school nurse.~~
- ~~2. The physician/registered nurse practitioner/physician's assistant will determine the student ability to self-administer medication and the need for care and supervision and complete the self-administration form, which will be kept on file in the school nurse office.~~
- ~~3. Review pertinent information with the student and/or parent/guardian, specifically the information contained on the statement submitted by the physician, certified registered nurse practitioner or physician assistant.~~
- ~~4. Maintain an individual medication log for all students possessing asthma inhalers.~~

Guidelines

Administration of asthma inhalers and epinephrine ^[DB4]auto-injectors shall comply with Board policy, district procedures and individualized student plans such as an Individualized Education Program (IEP), Section 504 Service Agreement (Service Agreement), Individualized Healthcare Plan (IHP), or Emergency Care Plan (ECP).[2][3][8][9][10][11]

In order to maintain a student's health and safety, each student's individualized plan shall address what information will be provided to school staff and other adults who have responsibility for the student in the school setting.[2][9][12][13][14][15]

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations.[13][14]

Student Self-Administration of Asthma Inhalers ~~and~~ Epinephrine Auto-Injectors ~~and~~ Other Medications

To self-administer medication the student must be able to:

- ☐ Respond to and orally recognize his/her name.
- ☐ Identify his/her medication.
- ☐ Demonstrate the proper technique for self-administering medication.
- ☐ Sign his/her medication sheet acknowledging he/she has taken the medication.

☐☐ Demonstrate a cooperative attitude in all aspects of self-administration.

In accordance with board policy and applicable law, a student may possess and use an asthma inhaler, epinephrine auto-injector during school hours and may possess and use other self-administered medication during after school activities and on field trips before a student may possess or use an asthma inhaler, **or epinephrine auto-injector, or other self-administered medication during in the school hours setting.** The board shall require the following:

☐☐ A written request from the parent/guardian that the school complies with the order of the **licensed physician, certified registered nurse practitioner or physician assistant, prescriber.**

☐☐ A written statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.

☐☐ A written statement from the licensed **physician, certified registered nurse practitioner or physician assistant, prescriber** that states:

a ☐ Name of the student ☐

b ☐ Name of the doctor ☐

c ☐ Prescribed dosage ☐

d ☐ Times medication is to be taken ☐

e ☐ Length of time medication is prescribed ☐

☐☐ Diagnosis or reason medication is needed ~~(unless confidential, IHS)~~ ☐

☐☐ Potential serious reaction or side effects of medication ☐

h ☐ Emergency response ☐

i ☐ Child is qualified and able to self-administer the medication ☐

☐☐ A written acknowledgement from the school nurse that the student has demonstrated that s/he is capable of self-administration of the asthma inhaler, **and/or** epinephrine auto-injector, **or other medication** in the school setting. Determination of competency for self-administration shall be based on the student's age, cognitive function, maturity and demonstration of responsible behavior ☐☐

The district reserves the right to require a statement from the licensed **physician, certified registered nurse practitioner or physician assistant, prescriber** for the continued use of a medication beyond the specified time period ~~☐☐ permission or possession and use of an asthma inhaler by a student shall be effective for the school year or which it is granted and shall be renewed each subsequent school year.~~

~~A student whose parent/guardian completes the written requirements for the student to possess an asthma inhaler and self-administer the prescribed medication in the school setting shall demonstrate to the school nurse the capability for self-administration and responsible behavior in use of the medication.~~

A written request for student use of an asthma inhaler, **and/or** epinephrine auto-injector, **or other self-administered medication** shall be submitted annually, along with required written statements from the parent/guardian and an updated prescription. If there is a change in the student's prescribed care plan, level of self-management or school circumstances during the school year,

the parent/guardian and the licensed ~~physician, certified registered nurse practitioner or physician assistant/prescriber~~ shall update the written statements

The student shall notify the school nurse immediately in each case of an asthma inhaler or epinephrine auto-injector

During school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities, Students ~~shall be made aware that the~~ prohibited from sharing, giving, selling, and using an asthma inhaler ~~is intended for his/her use only and may not be shared with other students or~~ epinephrine auto-injector, or other medication in any manner other than which it is prescribed ~~during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities.~~ Violations of this policy by a student, provisions of a Service Agreement or IEP, or demonstration of unwillingness or inability to safeguard the asthma inhaler or epinephrine auto-injector shall may result in immediate confiscation loss of privilege to self-carry the asthma inhaler and medication and loss of privileges or epinephrine auto-injector and disciplinary action in accordance with Board policy and applicable procedural safeguards

If the district denies a student's request to self-carry an asthma inhaler or epinephrine auto-injector, or if the student has lost the privilege of self-carrying an asthma inhaler or epinephrine auto-injector, the student's prescribed medication shall be appropriately stored at a location in close proximity to the student. The school nurse, other designated school employees, and the student's classroom teachers shall be informed where the medication is stored and the means to access the medication

Standing Order from the School Physician

The school physician shall provide and annually renew a standing order for administration of stock epinephrine auto-injectors to students believed to be experiencing an anaphylactic reaction. Standing orders will be signed by the school physician.

The standing order shall be maintained in the ~~Pupil Services'~~ Nurses' office, and copies of the standing order shall be kept in each location where a stock epinephrine auto-injector is stored.

Acquisition, Storage and Disposal of Stock Epinephrine Auto-Injectors

One or more school employees shall be designated within each school to be responsible for the storage and use of the stock epinephrine auto-injectors. [3]

Stock epinephrine auto-injectors shall be safely stored in the school nurse's office or other location designated by the school nurse in accordance with the drug manufacturer's instructions.

Stock epinephrine auto-injectors shall be made readily accessible to those employees who have completed the required training to administer it in the event of a student experiencing an anaphylactic reaction. All properly trained employees shall be informed of the exact location where stock epinephrine auto-injectors are being stored within the school nurse's office or other location. [DB6][JJH7]

The school nurse shall obtain sufficient supplies of stock epinephrine auto-injectors pursuant to the standing order in the same manner as other medical supplies acquired for the school health program. The school nurse or designee shall regularly inventory and refresh epinephrine auto-injector stocks, and maintain records thereof, in accordance with the established internal procedures, manufacturer recommendations and Pennsylvania Department of Health guidelines.

Administration of Stock Epinephrine Auto-Injectors

When responding to a student believed to be experiencing an anaphylactic reaction, a trained school employee shall [§§§§§§§§§§§§§§§§](#)

1. Administer an epinephrine auto-injector that meets the prescription on file for either the student or the district. If the student is authorized to self-administer an epinephrine auto-injector, the trained school employee may provide the student with an epinephrine auto-injector that meets the prescription on file for either the student or the district for self-administration.
2. Call for medical help immediately (dial 9-1-1).
 - ☐ Take additional precautions or steps outlined in emergency response procedures and training, including the administration of a second dose of epinephrine, if necessary ☐
4. Stay with the student until emergency medical help arrives.
5. Cooperate with Emergency Medical Services (EMS) personnel responding to the incident.
6. Notify the school nurse or designee of the incident.

Trainin ☐

Before any school district employee may be responsible for the storage or administration of epinephrine auto-injectors under this policy, the employee must successfully complete a training course approved by the Pennsylvania Department of Health [§§§](#)

Refresher training shall be completed every two (2) years, and a hands-on demonstration and review of this policy and any accompanying procedures shall be completed annually ☐

Evidence that such training has been completed shall be placed in the employee's personnel file ☐

A list of school district employees who successfully complete such training shall be maintained, updated and kept in the school district administration office ☐

Indemnification

The school district shall indemnify and hold harmless any employee who administers an epinephrine auto-injector in good faith to a student experiencing anaphylaxis, if all of these conditions apply [§§§§§§§§§§§§](#)

1. The employee did not act with the intent to harm or with reckless indifference to a substantial risk or harm in administering the epinephrine auto-injector to the student.
2. The employee successfully completed the training required by this policy.
3. The employee promptly sought additional medical assistance before or immediately after administering the epinephrine auto-injector.
4. The employee administered the epinephrine auto-injector pursuant to this policy, and the student's individualized plan, if applicable.

Saucon Valley School District

Policy

Title – Conduct/Disciplinary

Section –

Adopted – November

Revised – March

Content

PURPOSE

Effective operation of district programs requires the cooperation of all employees working together under a system of policies and rules applied fairly and consistently. The orderly conduct of the district's functions requires compliance with these policies and rules and consistent penalties and disciplinary procedures for violations.

DEFINITION

~~Weapon shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku stick, brass or metal knuckles, firearm, shotgun, rifle, BB or pellet gun, a replica of a weapon, chemical agent, explosive device, and/or any other tool, instrument or implement capable of inflicting serious bodily injury. Weapon shall not include items or tools typically permissible in an educational setting, including, but not limited to scissors, paper cutters, saws, awls, [insert whatever else may apply].~~ JJ

GUIDELINES

Page 1 of 1

All administrative employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior

All administrative employees shall comply with district policies, rules, and regulations, attempt to maintain order, perform assigned job functions, and carry out directives issued by superiors

When demotion or dismissal charges are filed against a ~~certificated administrative~~ employee pursuant to law, the board shall hold a hearing in accordance with the

procedures established in the School Code, non-certificated administrative employees may be entitled to a hearing at the employee's request pursuant to the School Code and local agency law

When engaged in assigned duties, no employee shall participate in activities that include, but are not limited to, the following:

- Physical or verbal abuse or threat of harm to anyone

- Causing intentional damage to district property, facilities, and equipment

- Forceful or unauthorized entry to or occupation of district facilities, buildings, and grounds

- Use, possession, distribution, or sale of alcohol, drugs, or other illegal substances

- Use of profane or abusive language

- Failure to comply with directives of district officials, security officers, or law enforcement officers

- Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator

- Violation of district policies, rules, and regulations
made of

Violations of federal, state or applicable municipal law or regulation

Conduct that may obstruct, disrupt or interfere with teaching, research, service, administrative or disciplinary functions of the district or any activity sponsored or approved by the board

Nonprofessional relationships with students

Mandatory Reporting

Within seventy-two (72) hours of the arrest or conviction, employees shall report to the Superintendent or designee on the designated form

- An arrest or conviction required to be reported by law and/or
- being named as a perpetrator in a bonded or indicated report pursuant to the Child Protective Services law

An employee shall be required to submit new criminal history background checks if the Superintendent or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law to the district and the employee has not notified the Superintendent or designee within seventy-two (72) hours of the arrest or conviction

An employee shall be required immediately to submit a new child abuse history certification if the Superintendent or designee has a reasonable belief that the employee was named as a perpetrator in a bonded or indicated report or has provided written notice of such occurrence

An employee who fails to accurately and timely report such arrests, convictions or reports naming the employee as a perpetrator or abuse as described above shall be subject to disciplinary action, up to and including termination and criminal prosecution

Title IX Sexual Harassment and Other Discrimination

Hereafter the allegations underlying a report of administrative employee misconduct include conduct that appears to constitute harassment or other discrimination including Title I sexual harassment subject to policies and procedures specific to such conduct the Compliance Officer/Title I Coordinator shall be promptly notified and shall respond to such allegations as provided in the applicable Board policies. Hereafter an investigation by the district of administrative employee misconduct reveals indications of conduct by any person that appears to constitute harassment or other discrimination including Title I sexual harassment the Compliance Officer/Title I Coordinator shall be promptly notified and shall respond to such allegations as provided in policies specific to such discrimination. To the extent feasible investigations pursuant to discrimination policies shall be conducted jointly with investigations by the district of administrative employee misconduct.

DELEGATION OF RESPONSIBILITY

The Superintendent or designee shall prepare and promulgate disciplinary rules or violations of district policies, rules and procedures that provide progressive penalties including but not limited to verbal warning, written warning, reprimand, suspension, demotion, dismissal and pursuit of civil sanctions. The Superintendent or designee shall establish procedures whereby employees shall be informed as to the disciplinary actions that are to be applied for violation of district policies and regulations.

LEGISLATION

- § 111.1
- § 111.2
- § 111.3
- § 111.4
- § 111.5
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- § 111.8
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_____ School _____istrict

Section _____ Employees

Title Educator _____isconduct

_____ode _____ Vol IV _____

Stat's Acti'e

Purpose

The Board adopts this Policy to promote the integrity of the education profession and to create a climate within district schools that fosters ethical conduct and practice.

Authority

The Board requires certificated district employees to comply with the Code of Professional Practice and Conduct and the requirements of the Educator Discipline Act [§§13-1501](#)

Definitions

Educator shall mean a person who holds a certificate [§§13-1501](#)

Certificate shall mean any Commonwealth of Pennsylvania certificate, commission, letter of eligibility or permit issued under the School Code [§§13-1501](#)

Sexual Abuse or Exploitation shall mean any of the following [§§13-1501](#)

- § The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct which includes but is not limited to the following:
 - a. Engage in at the sexual or other intimate parts of a child or another individual for the purpose of arousal or gratifying sexual desire in any individual;
 - b. Participate in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual;
 - c. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual;
 - d. Actual or simulated sexual activity for the purpose of production of visual depiction including photograph, videotape, film, computer depiction or film.
- § Any of the following offenses committed against a child: a. Statutory sexual assault in voluntary deviate sexual intercourse; sexual assault; institutional sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; prostitution; sexual abuse; unlawful contact with a minor; or sexual exploitation.

Sexual Misconduct any act including but not limited to any verbal nonverbal written or electronic communication or physical activity directed toward or with a child or student that is designed to establish a romantic or sexual relationship with the child or student such acts include but are not limited to [§ 1223](#)

- ☐ Sexual or romantic invitation
- ☐ Flirting or solicitin dates
- ☐ Engaging in sexualized or romantic dialogue
- ☐ Making sexually suggestive comments
- ☐ Self-disclosure or physical disclosure of a sexual or erotic nature
- ☐ Any sexual indecent romantic or erotic contact with a child or student

Delegation of Responsibility

Duty to Report

The Superintendent or designee shall report to the Pennsylvania Department of Education on the required form within fifteen (15) days of receipt of notice from an educator or discovery of the incident any educator [§ 1223](#)

- ☐ who has been provided with notice of intent to dismiss or remove or cause notice of nonrenewal or cause notice of removal from eligibility lists or cause or notice of intent not to reemploy or cause
- ☐ who has been arrested or indicted for or convicted of any crime that is graded a misdemeanor or felony
- ☐ Against whom there are any allegations of sexual misconduct or sexual abuse or exploitation involving a child or student
- ☐ where there is reasonable cause to suspect that s/he has caused physical injury to a child or student as the result of negligence or malice
- ☐ who has resigned or retired or otherwise separated from employment after a school entity has received information of alleged misconduct under the Educator Discipline Act
- ☐ who is the subject of a report filed by the school entity under §§ 1223.1-1223.4 relating to child protective services [§ 1223](#)
- ☐ who the school entity knows to have been named as a perpetrator of an indicated or bonded report under §§ 1223.1-1223.4

An educator who knows of any action inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form and shall report such misconduct to the Superintendent and his/her immediate superior within fifteen (15) days of discovery of such misconduct [§ 1223](#)

All reports submitted to the Pennsylvania Department of Education shall include an inventory of all information including documentary and physical evidence in possession or control of the school relating to the misconduct resulting in the report [§ 1223](#)

An educator who is arrested or convicted of a crime shall report the arrest or conviction to the Superintendent or designee within seventy-two (72) hours of the occurrence in the manner prescribed in Board Policy [2020](#)

Failure to comply with the reporting requirements may result in professional disciplinary action [2020](#)

Guidelines

Investigation

School officials shall cooperate with the Pennsylvania Department of Education during its review investigation or prosecution and shall promptly provide the Pennsylvania Department of Education with any relevant information and documentary and physical evidence upon request [2020](#)

Upon receipt of notification in writing from the Pennsylvania Department of Education, the Superintendent or designee shall investigate the allegations of misconduct as directed by the Department and may pursue its own disciplinary procedure as established by law or by collective bargaining agreement [2020](#)

Within ninety (90) days of receipt of notification from the Pennsylvania Department of Education directing the school district to conduct an investigation, extensions may be requested. The Superintendent or designee shall report to the Department the outcome of its investigation and whether it will pursue local employment action. The Superintendent or designee may make a recommendation to the Department concerning discipline. If the district makes a recommendation concerning discipline, it shall notify the educator of such recommendation [2020](#)

Title IX Sexual Harassment and Other Discrimination

Whenever the allegations underlying a report of educator misconduct include conduct that appears to constitute harassment or other discrimination, including Title IX sexual harassment, subject to policies and procedures specific to such conduct, the Title IX Coordinator shall be promptly notified and shall respond to such allegations as provided in the applicable Board policies. Whenever an investigation by the district of educator misconduct reveals indications of conduct by any person that appears to constitute harassment or other discrimination, including Title IX sexual harassment, the Title IX Coordinator shall be promptly notified and shall respond to such allegations as provided in policies specific to such discrimination. To the extent feasible, investigations pursuant to discrimination policies shall be conducted jointly with investigations by the district of educator misconduct.[11][12]

Confidentiality Agreements

The district shall not enter into confidentiality or other agreements that interfere with the mandatory reporting requirement [2020](#)

Confidentiality

Except as otherwise provided in the Educator Discipline Act, all information related to any complaint, any complainant, or any proceeding related to discipline **under the Educator Discipline Act** shall remain confidential unless or until public discipline is imposed [2020](#)

Immunity

Any person who in good faith files a complaint or report or who provides information or cooperates with the Pennsylvania Department of Education or Professional Standards and Practices Commission in an investigation or proceeding shall be immune from civil liability. The district also is immune from civil liability for the disclosure of information about the professional conduct of a former or current employee to a prospective employer of that employee [2020](#)

PSBA Revision 7/20 © 2020 PSBA

Bibliographical References

Article A Code 1000 et seq

Article S 1000a

Article S 1000b

Article a S A 1000

Article S 1000a

Article 1000

Article S 1000

Article 1000

Article S 1000c

Article S 1000

Article 1000

Article 1000

Article S 1000b

Article S 1000a

Article a S A 1000 et seq

Article S 1000a et seq

Article S A 1000

Saucon Valley School District

Policy. 215.1

Title Acceleration

Section – Programs

Adopted – _____

Revised –

Content

Purpose –

The District's mission is to provide all students with a rigorous, rich, and challenging education. To satisfy this mission, some students may require acceleration. Further, the state gifted education regulations provide that a gifted student's education placement must provide opportunities to participate in acceleration or enrichment, or both, as appropriate for the student's needs. The premise of acceleration is that the educational placement of a student should match the mastery level of the student rather than the student's age. The purpose of this policy is to state the District's general policy with respect to acceleration and its application in certain specific circumstances.

The District's qualifying students to pursue one or more forms of acceleration, as appropriate. Nothing in this policy shall interfere with the rights and procedures applicable under Federal and Pennsylvania laws and regulations to special education and special education for gifted students and the provision of individualized gifted education or special education, including, where appropriate, acceleration pursuant to a gifted individualized education plan or individualized education program.

Definitions

Acceleration – Acceleration may take many forms, such as single-subject acceleration, curriculum compacting, dual enrollment, credit by examination, course advancement, advanced placement courses, early entrance to school, whole-grade acceleration, continuous progress, self-paced instruction, and telescoping curriculum

Special Student - For purposes of this policy, the term "special student" shall mean a student who is a gifted student within the meaning of 22 Pa. Code chapter 16, or a student with a disability within the meaning of 22 Pa. Code chapter 14.

Qualifying Student – For the purposes of this policy, the term "qualifying" student shall mean a student whom the District has determined is permitted to participate in acceleration.

Guidelines

Special students shall be considered for acceleration where appropriate during the development of their gifted individualized education plan or individualized education program.

A student who is not receiving special or gifted education may be referred for acceleration consideration to the school principal.

The referral for acceleration must be in writing on the District's Request for Acceleration Form and may be made by the student's parent/guardian, a District staff member, counselor, school psychologist, or administrator, or by the student himself/herself.

Upon receipt of a Request for Acceleration Form, the principal (or his/her designee) shall immediately review the District's procedures concerning the screening and evaluation process for identifying students who are thought to be gifted ("gifted identification procedures"). If required by the gifted identification procedures, the principal (or his/her designee) shall direct the applicable District employees to take appropriate action, and no further action shall be taken with respect to acceleration of the student until the gifted identification procedures are completed.

If either (a) no action is required under the gifted identification procedures with respect to the student following the referral for acceleration, or (b) the gifted identification procedures are completed and as a result the student is not to receive specially designed instruction through a gifted individualized education plan or an individualized education program, then the principal (or his/her designee) shall request written permission from the student's parent or legal guardian to evaluate the student for possible accelerated placement. No evaluation shall proceed without such consent.

If the parent/guardian consents, then the principal (or his/her designee) shall convene an acceleration evaluation team that may include a building administrator, gifted program coordinator, classroom teacher(s), school counselor, and school psychologist. The team shall seek input from the parent/guardian and may also consult with the student. The membership of the team may be modified depending on the student's needs and the type of acceleration being considered.

The acceleration evaluation team shall conduct a fair and thorough evaluation of the student, using a variety of data sources, including standards-based and curriculum-based assessments, and the student's maturity and desire for acceleration. The acceleration evaluation team shall consider the criteria developed by District administration, the following factors and skills, and any other information it deems relevant:

1. Academic Factors — attendance, motivation, attitude toward learning, academic self-concept, grade level(s) of any sibling(s).

2. Development Factors — age, physical size, motor coordination.
3. Interpersonal Skills — emotional development, behavior, relationships with peers, relationships with teachers.

Upon completion of their evaluation, but no later than 45 school days after the District receives consent from the parent/guardian to evaluate, the acceleration evaluation team shall issue a written decision to the principal and the student's parent or legal guardian. If the team determines that the student qualifies for one or more forms of acceleration, the decision shall include a written acceleration plan which includes:

1. The appropriate type(s) of acceleration; and
2. Strategies to support a successful transition to the accelerated setting.

The student's parent/guardian may appeal any decision of the acceleration evaluation team to the District Superintendent, in writing, within 30 school days after receipt of the team's decision. The Superintendent shall review the appeal and notify the parent/guardian of his/her decision within 30 school days after receipt of the appeal. Except as provided in paragraph 5 below, the Superintendent's decision shall be final.

No acceleration plan issued by the acceleration evaluation team or by the Superintendent shall be implemented without the consent of a parent/guardian of the student.

The Superintendent (or his/her designee) shall appoint a staff member to oversee the implementation of the acceleration plan. If problems develop, this staff member shall coordinate a review of the matter with the acceleration evaluation team, the parent/guardian, and the student. The acceleration evaluation team may recommend a modification or revocation of the acceleration plan where appropriate. The modification or revocation shall be implemented with the consent of the parent/guardian. In the absence of such consent, the Superintendent shall permit the continuation of the original acceleration plan if the parent/guardian expressly and in writing waives the proposed modification or revocation and any claim that the original acceleration plan is not appropriate for the student. If the parent/guardian fails or refuses to sign either a consent to the modification or revocation or a waiver under this paragraph 6, the Superintendent shall take such action as he/she deems in the best interest of the student.

Acceleration Limited to District Curriculum

Notwithstanding anything to the contrary in this policy, students who qualify for acceleration, including gifted students, shall only be accelerated within the scope of the District's curriculum. Thus, for example, if the District's curriculum does not include a course in Linear Algebra, then a student may not be accelerated to a course in Linear

Algebra taught at a college or university, regardless of whether the student has completed all mathematics courses offered by the District.

GPA for Courses Taught by non-District Educators

A student participating in a course taught by an educator outside the District which is arranged or approved by the District as part of the student's education by the District (such as a college or university course or an Advanced Academics course), will receive credit for the course for District purposes to the same extent as for a regular District course taught by a District instructor, except that the course grade will not be factored into the calculation of the student's grade point average.

Financial Responsibility

Students taking a dual enrollment course (i.e., one which offers to provide both credit for District high school purposes and college credit), must pay all of the cost required to attain the college credit. High school credit for the dual enrollment course will still be awarded even if the student elects not to pay for and receive the college credit.

Students taking an Advanced Placement course must pay all of the cost for taking the Advanced Placement examination. High school credit for the Advanced Placement course will still be awarded even if the student elects not to pay for and take the Advanced Placement examination and thus not receive any associated college credit and/or college course acceleration.

If a student participates in an online course which is arranged or approved by the District as part of the student's education by the District in order to provide acceleration for the student within the scope of the District's curriculum, the District will pay all of the costs of the online course.

Course Advancement

Course advancement is one form of acceleration. Students and/or parents/guardians requesting course advancement shall submit the request on the District's Request for Acceleration Form. When considering a request for course advancement, the acceleration evaluation team will consider whether the student meets the following criteria specific to course advancement:

1. Whether the student has maintained an average of at least 85% (B) in all prior courses of the academic discipline in which the challenged course resides; if no prior courses exist, this criterion is waived.
2. Students seeking subject credit/exemption for physical education pursuant to this policy must (1) demonstrate a history of participation in a particular sport/activity at an appropriate level, (2) obtain certification from a coach/advisor that the

student completed the season/activity, and (3) receive a passing score greater than or equal to 70% (Qualification No. 1 above, does not apply) on the written exam.

3. For all other courses, the student must attain a score of at least 85% (B) on the final examination for the challenged course; the final exam will be constructed on the content standards deemed appropriate for the course by the principal and/or his/her designee. The exam taken must meet the prerequisites for the next level course. Keystone required courses must be taken by students.

Advancement Guidelines

If a student successfully advances, no credit will be assigned for the eliminated course nor will the eliminated course be used for ranking purposes; the student simply advances to the next level course. If no course exists, the principal will assign an independent study except in the case of physical education, where the student will be required to choose any available elective. The advanced course will then be counted toward graduation credit.¹

Students who wish to advance out of a course must take the examination twenty (20) school days prior to the beginning of the semester in which the challenged course is offered. The principal must be notified twenty (20) school days prior to the scheduling of the examination.

A student may advance out of only one (1) course per semester.

Courses with a laboratory, shop, or performance component cannot be challenged unless a similar component is included in the examination.

Alternative experiences may be considered by the principal and his/her designee, e.g., extracurricular activities, work experience, etc. However, some form of examination must occur during which the student demonstrates s/he successfully meets course standards at an 85% level of performance.

In courses for which no appropriate final examination exists, the principal has the discretion to conduct his/her own assessment and determine whether or not a student can be advanced.

Graduation Credit for Courses Taken in Middle School

Generally, graduation credits are those earned by completing courses while enrolled in Saucon Valley High School. The numbers of graduation credits earned for regular high school courses are noted in the Program of Studies guide. The Program of Studies also notes the number of graduation credits required to graduate from high school.

1

Planned courses taken at Saucon Valley Middle School will be considered for graduation credit if equivalent to the Saucon Valley High School course requirements. Courses for such consideration may include but are not limited to: Algebra II, Geometry, and World Languages I. The credit granted for middle school course completion would count as subject credit.

Graduation transcripts will reflect credits earned in grades 9-12. High school courses taken by middle school students may be included on an official high school transcript upon request and may be calculated into the student's GPA. Requests for changes to the transcript shall be made at least thirty (30) days prior to the effective date of the change.

Subject Credit

Students must earn subject credit for each course required for graduation. (Required courses are listed in the Program of Studies guide.) The most common way to earn subject credit is to complete a required course while a student at Saucon Valley High School. Subject credit can also be earned by successfully completing certain math or world languages credits at Saucon Valley Middle School or an exam as described in this policy. Subject credit earned by exam will not yield graduation credit but will fulfill the specific course requirement. Graduation credits to replace those that would normally be earned by taking the required course will be completed by any different course worth the same number of graduation credits.

Delegation of Responsibility

The Superintendent or designee shall develop administration regulations for the implementation of this policy.

Legal References

24 P.S. 510

24 P.S. 1302

22 PA Code 11.19

24 P.S. 2561

22 PA Code 11.11

24 P.S. 13-1371

22 PA Code 16.41

Centennial School District v. Commw. Dep't of Educ., 539 A.2d 785 (Pa. 1988)

Saucon Valley School District

215.1 AR. ACCELERATION PROCEDURES

SECTION - PUPILS

TITLE - ACCELERATION PROCEDURES

EFFECTIVE -

REVISED –

1 **215.1 AR. Acceleration Procedures**

1. **Purpose** – The purpose of this document is to define the procedures for the submission and review of acceleration requests.

2. **Evaluation Criteria**

With the exception of course advancement, which has different criteria, the acceleration evaluation will ***consider*** the following criteria in determining whether acceleration is appropriate for a student:

1. Scoring above benchmark on nationally-normed assessments for early literacy skills
2. On grade-level PSSA scores of Advanced in Reading and/or Math.
3. On grade-level Study Island assessment scores of Advanced in Reading and/or Math.
4. Curriculum based assessment scores
5. Above grade level assessment scores
6. Diagnostic assessment scores
7. Other standardized achievement or aptitude test scores
8. Overall IQ score
9. Student products of high quality or other evidence of outstanding performance.

Requests for course advancement will be evaluated using the criteria outlined in Policy 215.1.

Saucon Valley School District

Policy. 215.2

Title Credit Recovery

Section – Programs

Adopted – _____

Revised –

Content

Purpose –

The Board recognizes that some students may at times fall significantly behind their peers in attaining the necessary credits to graduate. In certain circumstances, the District will permit students the opportunity to recover credits by taking courses at approved outside institutions.

Guidelines

Students enrolled within the District's High School who have attempted but not passed a course needed for graduation, may request permission of the administration to take courses at outside institutions in order to recover credits to qualify for graduation in the District.

Approval of credit recovery courses shall be within District guidelines at approved institutions and at the expense of the parent/guardian and/or student.

Because the Board and the District administration believe that the programs and credits available in District schools should be the primary option to attain graduation qualifying credits, District administration shall approve credit recovery only on a case-by-case basis. The District administration shall issue guidelines that detail the request and approval process on an annual basis.

Permission must be granted by the District administration before a student may take a course for credit recovery.

Delegation of Responsibility

The Superintendent or designee shall develop administration regulations for the implementation of this policy.

Legal References

24 P.S. 510

24 P.S. 1302

22 PA Code 11.19

24 P.S. 2561

22 PA Code 11.11

Pol. 200

Saucon Valley School District

Policy

Title – 800.1 Electronic Signatures

Section – 800 Operations

Adopted –

Revised –

Content

Purpose

Under certain conditions, electronic records and signatures satisfy the requirements of a manual record and/or signature when transacting business. The Board recognizes that the effectiveness of electronic records and signatures depends upon the authenticity and reliability of the signatures and the context in which the electronic records are created, transferred and stored. Therefore, the Board adopts this policy to allow for the use of and acceptance of electronic records and signatures and to establish the guidelines under which electronic signatures may be utilized by the district.[\[1\]](#)

Authority

The Board authorizes the use of electronic signatures in place of manual signatures to conduct district business unless a manual signature is required by law or regulations. Electronic signatures shall have the full force and effect of a manual signature when used in accordance with this policy and applicable law and regulations.[\[1\]](#)

Electronic records filed with or issued by the district shall have the full force and effect of paper records when the requirements of this policy and applicable law and regulations are satisfied.[\[2\]](#)[\[3\]](#)[\[4\]](#)

This policy applies to the use of electronic records and signatures when permitted or required in connection with district programs and operations.

Definitions

Electronic record – any record created, generated, sent, communicated, received, or stored by electronic means.[\[4\]](#)[\[5\]](#)[\[6\]](#)

Electronic signature – an electronic sound, symbol or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record. More simply, it is a paperless means of committing to a contract or other document in a manner that indicates the signer's intent to bind themselves and/or the district.[\[5\]](#)[\[6\]](#)

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to direct staff on the parameters for authorized use of electronic signatures related to district programs and operations.

Guidelines

Electronic Recordkeeping

The maintenance of electronic records and signatures by the district shall comply with the electronic recordkeeping requirements of state and federal laws and regulations and the district's Records Management Plan.[4][7]

Electronic records created or received by the district shall be appropriately attributed to the individual(s) responsible for their creation, authorization and/or approval.

The district may specify the type of electronic signature required on an electronic record, the manner and format in which the electronic signature must be affixed to the electronic record, and the criteria that must be met when an individual uses a third party to file a document if electronic records must be signed by electronic means.[8]

The district shall implement and maintain electronic recordkeeping systems to securely receive, store, and reproduce electronic records and signatures relating to transactions in their original form.[6][9][10]

Such a system shall allow the district to implement:

1. A security procedure for the purposes of verifying that an electronic signature is that of a specific person or for detecting changes or errors in the information in an electronic record.
2. Appropriate control processes and procedures to ensure adequate preservation, disposition, integrity, security, confidentiality and auditability of electronic records.[8]
3. A consistent manner and format in which the electronic records must be created, generated, sent, communicated, received and stored.[8]

Electronic Signatures

An electronic signature may be used if the law requires a signature unless there is a specific law, regulation, or order that requires records to be manually signed. The issuance and/or acceptance of an electronic signature by the district shall be permitted in accordance with the provisions of this policy and all applicable state and federal laws and regulations. Such electronic signature shall have the full force and effect of a manual signature only if the electronic signature satisfies all of the following requirements:[1][2][11][12]

1. The signing employee is authorized to manually sign the document on behalf of the district.
2. The electronic signature identifies the individual signing the document by their name and position.
3. The individual signing with an electronic signature has signed a statement of exclusive use.
4. The identity of the individual signing with an electronic signature is capable of being validated through the use of an audit trail.

5. The electronic signature and the document to which it is affixed cannot be altered once the electronic signature has been applied.
6. The electronic signature conforms to all other provisions of this policy.

The district shall maintain a secure log of each employee authorized to utilize an electronic signature in connection with district business.[4]

{ } along with a copy of their unique electronic signature.

This policy does not require a specific method for executing an electronic signature. The employee signing a particular document is responsible for verifying that the method chosen is appropriate for the nature of the transaction. Employees must consider confidentiality, authentication of signatures, and verification that the document signed is, in all respects, identical to the one to which the signer intends to bind the district.

Any electronic signature that appears to be forged, altered, or otherwise not authentic, or that is not compliant with law or regulation, this policy or related administrative regulation, is not a valid signature. Should an electronic signature be deemed invalid, the Superintendent or designee may require a manual signature.

All other policies that apply to the execution of contracts or other documents on behalf of the district remain in full force and effect.

Legal References

1. 73 P.S. 2260.101 et seq
2. 15 U.S.C. 7001 et seq
3. 73 P.S. 2260.301 et seq
4. Pol. 800
5. 15 U.S.C. 7006
6. 73 P.S. 2260.103
7. Pol. 815
8. 73 P.S. 2260.502
9. 73 P.S. 2260.305
10. 73 P.S. 2260.306
11. 21 P.S. 483.1 et seq
12. Pol. 716

Health and Safety Plan Summary: **Saucon Valley School District**

Initial Effective Date: August 2, 2021

Date of Last Review: February 14, 2023 (no changes made)

Date of Last Revision: August 23, 2022

- 1. How will the LEA, to the greatest extent practicable, support prevention and mitigation policies in line with the most up-to-date guidance from the CDC for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning?**

The Saucon Valley School District is committed to safe operations. The Superintendent of the schools is authorized to implement mitigation strategies as needed in response to potential outbreaks. If such measures are deemed necessary and implemented the Superintendent shall bring the matter for the board consideration and approval within 10 days or as soon as practicable. Otherwise, the measure will automatically expire if the Board has a meeting and fails to ratify the measure.

- 2. How will the LEA ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services?**

The learning model for the 2022-23 school year will be in-person instruction for all students. Virtual instruction may be considered only in the event of a long-term closure. Any school days missed for short-term closure will be made up through rescheduled in-person school days. Mental health services shall be afforded to all students and families based on programmatic offerings in the buildings and external contracted mental health services. School meals will be served daily to all in- person students as a closed site.

ARP ESSER Requirement Strategies, Policies, and Procedures

a. Universal and correct wearing of masks	The Saucon Valley School District is committed to safe operations. The Superintendent of the schools is authorized to implement mitigation strategies as needed in response to potential outbreaks. If such measures are deemed necessary and implemented the Superintendent shall bring the matter for the board consideration and approval within 10 days or as soon as practicable. Otherwise, the measure will automatically expire if the Board has a meeting and fails to ratify the measure.
b. Modifying facilities to allow for physical distancing	The Saucon Valley School District is committed to safe operations. The Superintendent of the schools is authorized to implement mitigation strategies as needed in response to potential outbreaks. If such measures are deemed necessary and implemented the Superintendent shall bring the matter for the board consideration and approval within 10 days or as soon as practicable. Otherwise, the measure will automatically expire if the Board has a meeting and fails to ratify the measure.
c. Handwashing and hygiene etiquette	Hygiene: Staff and students are encouraged to use hygiene practices for students and staff including the manner and frequency of hand- washing and other best practices. Personal issuance of materials will be utilized to the greatest extent possible. Hand soap, paper towels, no-touch trash cans in all bathrooms and classrooms will continue to be provided. Hand sanitizer will be provided with at least 60% alcohol, limited to current supply.

ARP ESSER Requirement Strategies, Policies, and Procedures

d. Cleaning and maintaining healthy facilities, including improving ventilation	Building HVAC and Air Circulation: All building HVAC systems are inspected regularly, air filters are changed frequently, and additional fresh air intake will be increased. Buildings will maintain proper temperatures and air circulation. Cleaning Material Standards: All cleaning supplies will meet or exceed local, state, federal recommendations. Disinfection Process: Operations and Maintenance staff use approved disinfectant and a cleaning process that ensures proper dwell time, cleaning and disinfecting of high-touch surfaces and horizontal surfaces, while focusing on common gathering and public areas. Training and Instruction for Staff: Operations and Maintenance staff will maintain mitigation infection and proper cleaning procedures. Visitors: Visitors will be permitted in all buildings. Public events such as concerts, musicals, athletic events, Back To School Nights. etc. will be allowed. Community activities such as youth sports and community swim will be allowed.
ARP ESSER Requirement Strategies, Policies, and Procedures	
e. Contact tracing	COVID – 19 is considered a reportable communicable disease. • Suspected or known positive cases are recommended to be reported to the SVSD school building nurse
f. Diagnostic and screening testing;	Symptom screening will be accomplished by all parents/guardians, faculty and staff at home each morning before arriving at school. Any individual registering a temperature of 100.4 or above should not report to school until their body temperature returns to normal and the individual has been fever free without medication for 24 hours.

g. Efforts to provide vaccinations	A vaccination clinic was conducted on June 9, 2021 at the SVMS for all interested community members. A follow up second dose clinic occurred on June 30, 2021.
ARP ESSER Requirement Strategies, Policies, and Procedures	
h. Appropriate accommodations for students with disabilities with respect to health and safety policies and assessing academic needs.	Target interventions and supports: • Utilize existing screening and diagnostic protocols to identify students who have regressed academically or are not meeting mastery expectations. IEP meetings must be held and IEP Revisions completed for additional support, modifications, interventions, and accommodations identified through the team process.
i. Coordination with state and local health officials.	The Saucon Valley School District will collaborate with our public health partners and may coordinate with state and local health officials to respond to an emergency outbreak. The Superintendent of the schools is authorized to implement mitigation strategies as needed in response to potential outbreaks. If such measures are deemed necessary and implemented the Superintendent shall bring the matter for the board consideration and approval within 10 days or as soon as practicable. Otherwise, the measure will automatically expire if the Board has a meeting and fails to ratify the measure.

Facility Committee – February 8, 2023

The Facility Committee of the Saucon Valley School Board met on February 8, 2023, in the District Office Conference Room at 5:00 pm.

The following items were on the Facility Committee agenda:

- Update: Building 4 Wall Completion
- Update: Roof
- Update: HVAC
- Discussion & Action: Elementary School AED
- Discussion & Action: High School Electrical Panel

The committee had no recommendations.



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IDEA – Part B Use of Funds Agreement

This subcontract agreement entered into this ____th day of January ____ by and between Colonial Intermediate Unit ____ hereinafter called "IU" and **Saucon Valley School District** hereinafter called "School District" for the following:

Grant Name	Individuals with Disabilities Education Act of _____ Part ____
Award Number	_____
_____A Title and Number	Special Education Grants to States _____
Federal Agency	U.S. Department of Education
Project Number	RA _____
Project Year	____/____/____ to ____/____/____

Parties to this agreement hereby agree as follows:

1. As the primary recipient for the project, the IU is responsible to administer the funds in accordance with IDEA guidelines issued by the USDOE and directives issued by the USDOE provisions of the State IDEA plan applicable to the period of this agreement. Terms of this agreement, the Governmental Accounting Standards Board (GASB) 34 and the Uniform Accounting Circular A-133.
2. As the subrecipient for the project, the School District is responsible to administer the funds in accordance with IDEA guidelines issued by the USDOE and directives issued by the USDOE provisions of the State IDEA plan applicable to the period of this agreement. Terms of this agreement, the Governmental Accounting Standards Board (GASB) 34 and the Uniform Accounting Circular A-133, and to ensure that maintenance of effort requirements in accordance with Code of Federal Regulations Title 34 Section 300.203 are met.
3. **PDE Rights Pursuant to 20 U.S.C. §1413(g);** the Department may at any time and within its sole discretion withhold or redirect any of the funding awarded hereunder in order for the Department to fund any actual or anticipated special education or related services the department determines are appropriate for any students of any grantee or subgrantee, including without limitation any entitlement to compensatory education ordered by a tribunal of competent jurisdiction or agreed to in any settlement agreement entered into by any subgrantee.
4. Funds will be used to support appropriate services to school age children eligible for services through these funds. The use of IDEA funds is governed by principles outlined in **Attachment A** and must be accounted for in accordance with the PDE Accounting Bulletin _____ as most recently revised.
5. School District must submit to the IU a preliminary budget **Attachments B-1, B-2 and B-3** detailing the School District's planned use of IDEA direct pass-through funds. Any changes in use of IDEA funds must be submitted to the IU by May ____.
6. IDEA funds must be obligated by September ____.

Sacon Valley School District
 Use of Funds Agreement
 Date

- ☐ The School District is required to provide supporting documentation for expenditures of IEA direct assistance funds. Requests for reimbursement may be submitted monthly or periodically for payment.
- ☐ The School District will maintain complete cost records of all expenditures made in association with this agreement as well as employee demographic statistical records and supporting documents. Those records to be available for inspection by a representative and/or auditor of the IU or the IEA.

Payments will be contingent upon receipt of funds from the IEA.

The IEA allocation for your school district is listed below.

\$ 262,153.99

Total Funds (Attachments A & B-1, B-2 & B-3)

Date

Superintendent Signature

Date

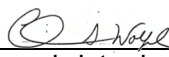
Special Education Administrator

Date

Business Administrator

Date

DocuSigned by:



Christopher S. Soliel

Colonial Intermediate Unit Executive Director

1/25/2023

Date

Please return this agreement and Attachments B-1, B-2 and B-3 to Jon Wallitsch by March 31, 2023.

(ATTACHMENT A)
NOTICE OF ADOPTION OF APPROVED LEA
POLICIES, PROCEDURES AND USE OF FUNDS
BY SCHOOL DISTRICT

The Saucon Valley School District hereby gives notice of its adoption of the Colonial Intermediate Unit's policies and procedures under the federal requirements of 34 CFR PART 300¹. A copy of the policies and procedures are maintained for review in the administrative offices. The IU-adopted policies and procedures are implemented to fulfill the requirements of 22 PA Code Chapter 14 and the regulatory requirements under the Individuals with Disabilities Education Act – Part B. The Subgrantee has in effect policies and procedures whereby the SEA may, through corrective action for failure to comply with Part B of the act, exercise its general supervisory authority to withhold all direct or indirect subsidies for special education and related services provided by the SEA to public agencies with the responsibility to offer a free appropriate public education to eligible children. (20 U.S.C. Section 1412 (11), 34 C.F.R. Section 300.151, and 34 C.F.R. Section 300.608).

Signature of Superintendent of the School District *

Date

*By entering your name electronically, you acknowledge your receipt of this document. Your electronic signature will serve as the equivalent of your manual signature. Please click the box to lock this form. ☐

¹Federal requirements including, but not limited to:

- §300.101-§300.123 FAPE Requirements, LRE, Additional Eligibility Requirements
 - §300.145-§300.148 Children with Disabilities in Private Schools Placed or Referred by Public Agencies
 - §300.154 Parental Consent to Access Public Benefits or Insurance
 - §300.200-§300.226 Local Educational Agency Eligibility
 - §300.229 Disciplinary information
 - §300.300-§300.536 Evaluations, Eligibility Determinations, IEP and Educational Placements, Procedural Safeguards, and Discipline Procedures
 - §300.610-§300.624 Confidentiality of Information
- Revised January 2023

COLONIAL INTERMEDIATE UNIT 20
A Regional Service Agency
6 Danforth Drive
Easton, Pennsylvania 18045-7899

CONTRACT FOR SERVICE
(REVENUE GENERATING)

This contract is entered into by Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, Pennsylvania 18045-7899 and Saucon Valley School District, 2097 Polk Valley Road, Hellertown, PA 18055, (610) 838-7001. Saucon Valley School District will utilize Colonial Intermediate Unit 20 to provide an associate teacher for direct, one-on-one services at the following location:

George Wolf Elementary School - Life Skills Support

The total cost for said services shall not exceed \$23,650.40. This contract will be in effect from January 18, 2023 through the end of the 2022-2023 school year.

Saucon Valley School District will be billed for services rendered by Colonial Intermediate Unit 20.

Unemployment cost will be charged to the School District if Colonial Intermediate Unit 20 is unable to reassign the position.

The signed contract must be returned to Mr. Jon Wallitsch, Assistant to the Executive Director for Management Services, at the Intermediate Unit Office.



Mr. Jon Wallitsch
Assistant to the Executive Director
for Management Services

1/23/23

Date

Saucon Valley School District
Superintendent

Date

Federal ID Number

To comply with Federal laws, State laws, and State Department of Education regulations concerning equal rights and opportunities and to assure these within our Intermediate Unit, the Colonial Intermediate Unit 20 declares itself to be an equal rights and opportunities agency. As an equal rights and opportunities agency, it does not discriminate against individuals or groups because of race, color, national origin, religion, age, sex and disabilities as defined by law. The Intermediate Unit's commitment to non-discrimination extends to students, employees, prospective employees, and the community.

Successful performance and affirmative action program efforts will provide positive benefits to the Intermediate Unit through fuller utilization and development of previously underutilized human resources. Coordinator of Title IX, Section 504 and ADA is The Director of Human Resources and Research Services, Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, PA 18045, (610) 515-6405, TDD/TTY Hearing Impaired (610) 252-3786.



Center Stage Lighting & Rigging, Inc.
1401 East Woodlawn Street
Allentown, PA 18109-1554

Voice: (610) 351-2882
Fax: (610) 351-2969
Info@centerstagelighting.net

Job provided on JAN 25 23 For:
Brian Welsco
Saucon Valley SD

2100 Polk Valley RD
Hellertown, PA 18055

Phone: Ext:
Cell: (610) 216-8135 Fax:
Email: brian.welsco@svpanthers.org

Quote By: Paul Tardue
Our Job #: REN - 2340-1
Job Status: Tentative Order
Purchase Order: contract

Ship Via: Truck - Company
Return Via: Truck- Company

Invoice To: Saucon Valley SD
2100 Polk Valley RD
Hellertown, PA 18055

Job Site: Saucon Valley SD
Room:
Address: 2100 Polk Valley RD

Hellertown, PA 18055
Contact: Brian Welsco () -
brian.welsco@svpanthers.org Cell:(610) 216-...

Terms: COD
Prep
Delv./Pick Up Wed MAY 31 23
Start Time Wed MAY 31 23
End Time Mon JUN 5 23
Return Mon JUN 5 23

Description: Stage & Back drop Rental

EQUIPMENT

QTY	Description	Duration	Unit Price	Extended
1	24'w x 12' d Stage Installation w goal backdrop	1.00 Week(s)	3,200.00	3200.00

CURTAINS

1	Black Vinyl back drop 15'-0"h x 25'-8"w	1.00 Week(s)		0.00
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CURTAINS Subtotal:

CURTAINS Total: \$ 0.00

MISC

1	Roll of Plastic to cover stage	1.00 Week(s)		0.00
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MISC Subtotal:

MISC Total: \$ 0.00

RIGGING

4	20' - 3/8" Wire Rope	1.00 Week(s)		0.00
4	25' - 3/8" Wire Rope	1.00 Week(s)		0.00
4	Hook Ratchet Straps	1.00 Week(s)		0.00
1	@70' black Duv @ 24', 15',15',18'	1.00 Week(s)		0.00
8	1/2 boros w/ eye bolts	1.00 Day(s)		0.00

RIGGING Subtotal:

RIGGING Total: \$ 0.00

RIGGING

4	3' Spanset	1.00 Week(s)		0.00
12	5/8" Shackles	1.00 Week(s)		0.00
4	Tent stakes	1.00 Week(s)		0.00
1	roll black tie line	1.00 Week(s)		0.00
30	Assorted Thickness wood pads	1.00 Week(s)		0.00

RIGGING Subtotal:

RIGGING Total: \$ 0.00

STAGING

9	4' x 8' Decks	1.00 Week(s)		0.00
4	Wonder structure frames 24" high	1.00 Week(s)		0.00



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1401 East Woodlawn Street
Allentown, PA 18109-1554

Voice: (610) 351-2882
Fax: (610) 351-2969
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Job provided on JAN 25 23 For:
Brian Welsco
Saucon Valley SD

2100 Polk Valley RD
Hellertown, PA 18055

Phone: Ext:
Cell: (610) 216-8135 Fax:
Email: brian.welsco@svpanthers.org

Description: Stage & Back drop Rental

EQUIPMENT

QTY	Description	Duration	Unit Price	Extended
2	Step Units - 2 step w/ hand rails	1.00 Week(s)		0.00
4	Single Studs	1.00 Week(s)		0.00
24	Quad Studs	1.00 Week(s)		0.00
8	Double Studs	1.00 Week(s)		0.00
2	Applied Lifts w/ truss adpts	1.00 Week(s)		0.00
30	Wood Pads	1.00 Week(s)		0.00
20	Outdoor Sand Bags	1.00 Week(s)		0.00

STAGING Subtotal:

STAGING Total: \$ 0.00

TRUSS-PIPE

2	12" Corner Section 5 Way Box Truss	1.00 Week(s)		0.00
2	12" x 12" x 10' Section HD Box Truss	1.00 Week(s)		0.00
2	12" x 12" x 5' Section Box Truss	1.00 Week(s)		0.00
3	12" x 12" x 8' Section Box Truss	1.00 Week(s)		0.00
100	Bungee - black w/ balls	1.00 Week(s)		0.00

TRUSS-PIPE Subtotal:

TRUSS-PIPE Total: \$ 0.00

Equipment Subtotal: 3,200.00

Equipment Total: \$ 3,200.00

Job Grand Total: \$ 3,200.00
PAID TO DATE: \$ 0.00
BALANCE: \$ 3,200.00



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LEHIGH UNIVERSITY DEPARTMENT OF ATHLETICS

EXTERNAL LICENSE AGREEMENT

Lehigh University and the Department of Athletics are hereby confirming an arrangement for the **SAUCON VALLEY HIGH SCHOOL BOYS TENNIS PRACTICES** ("Event"). This Agreement is between Lehigh University, a Pennsylvania nonprofit corporation ("Lehigh") and **SAUCON VALLEY SCHOOL DISTRICT**, ("Licensee") on this **24th** day of **JANUARY 2023**, and is subject to the conditions listed below:

1. **LICENSED PREMISES** - In consideration of the payment of the Rental Fee (as defined in this Agreement) other fees and charges hereinafter provided and Licensee's compliance with its agreements and obligations set forth in this Agreement, Lehigh agrees to license **the (4) INDOOR TENNIS COURTS at the LEWIS TENNIS CENTER** (the "Licensed Premises") on Lehigh University's Goodman Campus to Licensee during the Period of Use and to permit Licensee's occupation, use, care, custody and control of the Licensed Premises for the Permitted Use.
2. **DATES & TIMES** – The above named practices will take place on the following dates & times depending on weather:

•	Monday, February 13 th	3:00pm – 4:00pm
•	Thursday, February 16 th	3:00pm – 4:00pm
•	Monday, February 20 th	3:00pm – 4:00pm
•	Thursday, February 23 rd	3:00pm – 4:00pm
•	Monday, February 27 th	3:00pm – 4:00pm
•	Thursday, March 2 nd	3:00pm – 4:00pm
3. **EVENT/DESCRIPTION OF AGREEMENT** – Licensee is permitted to use the Licensed Premises during the Period of Use for **practices by Saucon Valley High School Boys Tennis Team** ("Permitted Use"). Any change in the Permitted Use shall be subject to the prior written approval of Lehigh.
4. **RENTAL AND FEES** – The Licensee's rental fee for the facilities shall be the following:

•	Lewis Tennis Center	\$100 per practice
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 - a. **REIMBURSEABLE EXPENSES** – Licensee shall reimburse Lehigh such sums as Lehigh may require for those expenses and costs incurred by Lehigh in providing personnel and services necessary for the Event (as determined by Lehigh in its discretion). Unless otherwise agreed to in writing by Lehigh, Licensee shall be required to utilize the services and support personnel provided by Lehigh, including without limitation box office personnel and services, ticket takers, ushers, security guards, police, parking lot attendants, and technicians. Licensee may also utilize certain equipment and supplies furnished by Lehigh. Licensee shall reimburse Lehigh for these services, personnel, equipment and supplies at Lehigh's current established rate. See Section #36 Estimate of Expenses
 - b. **TAXES** – Licensee agrees to pay promptly any and all applicable taxes and license fees that may arise in connection with Licensee's use of the Licensed Premises, including without limitation any amusement taxes, and any sales taxes due in connection with concessions or items purchased or rented on behalf of the Licensee. See Section #36 Estimate of Expenses, If the Licensee is tax exempt, a copy of such documentation



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is required by Lehigh, upon the receipt of the signed contract in this office, for Pennsylvania State sales tax not to be charged.

- c. **ADMINISTRATIVE SERVICE CHARGE** – There will be a 15% Administrative Service Charge added to all expenses minus rental incurred by the Licensee during the Event as shown as a line item in Section #36 Estimate of Expenses.
 - d. **ACCOUNTING AND SETTLEMENT** – Lehigh shall maintain an accounting of all expenses, fees, charges and other sums which are payable by Licensee under this Agreement and shall submit a final settlement to Licensee after the completion of the Event. If Lehigh is due payments (after accounting for all credits due Licensee as described in this Agreement), payment shall be made by Licensee to Lehigh upon receipt of the settlement. Remittance shall be by check made payable to “Lehigh University”. Payments are due within thirty (30) days of the billed date. Any balance due and owing after thirty (30) days will be subject to interest at the lesser of (i) a rate of 12% per annum or (ii) the highest rate allowed by law until payment is made in full.
5. **FAILURE TO PAY** – In the event suit or action is instituted by Lehigh to enforce compliance with this Agreement, including but not limited to the collection of any sums due and owing, Licensee shall reimburse Lehigh for reasonable attorney’s fees and expenses in such action together with court costs.
6. **INSURANCE** – The Licensee shall provide Lehigh University with a standard ACORD Certificate of Insurance evidencing Commercial General Liability at the minimum limits of \$1,000,000 per occurrence and \$1,000,000 aggregate, Combined Single Limit of coverage. In the event the Event involves minors (children under 18 years of age) in any capacity, Licensee shall provide proof of sexual molestation coverage at a minimum limit of \$1,000,000.

Lehigh University and its officers, trustees, employees and agents shall be named as “Additional Insured” on the Commercial General Liability Policy. Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered to Lehigh in accordance with the policy provisions.

Licensee shall and does hereby waive any rights of subrogation that it or any of its insurers may have against Lehigh, its agents, employees or its insurers. The policies of insurance described herein shall be on a primary basis and non-contributory with any other insurance coverages and/or self-insurance carried by Lehigh.

A copy of the Certificate of Insurance must be received in this office at least three weeks prior to the event. Lehigh has the right, but not the obligation, to review and reject as unsatisfactory the coverages secured and evidenced by the Licensee. The procuring of insurance required under this Agreement shall not relieve the Licensee of any obligation or liability assumed under this Agreement, including specifically the obligations set forth in Section 7, nor of any obligation or liability imposed by operation of law.

7. **INDEMNIFICATION** – Licensee hereby agrees to indemnify, defend and hold harmless Lehigh University, its trustees, officers, employees and agents (collectively, the “Indemnified Parties”) from and against any and all claims, actions, damages, liabilities, losses costs and expenses of whatever kind (including attorneys’ fees) including, without limitation, related to loss of life, illness, bodily injury or damages to property (collectively, a “Claim”) arising from Licensee’s acts or omissions of any kind or from Licensee’s use of the Licensed Premises, or that of Licensee’s employees, representatives, agents, subcontractors, vendors and guests (collectively and together with Licensee, the “Licensee Parties”), including Claims arising from an Indemnified Party’s negligent acts or omissions and excepting only those Claims to the extent arising from an Indemnified Party’s gross negligence. Licensee shall give prompt written notice to the Indemnified Party of any proposed settlement of a Claim that is indemnifiable



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under this Agreement. Licensee may not, without the Indemnified Party's prior written consent, settle or compromise any claim or consent to the entry of any judgment regarding which indemnification is being sought hereunder.

- 8. WAIVER OF IMMUNITY** – Licensee hereby waives any governmental or sovereign immunity it may receive by virtue of any statutory or common law, or regulation, including but not limited to Pennsylvania's Sovereign Immunity Act or Political Subdivision Tort Claims Act, to the extent necessary to give effect to its indemnification and defense obligations set forth in this Agreement and to permit the enforcement thereof by the Indemnified Party.
- 9. ACCEPTANCE OF PREMISES** - Lehigh expressly refuses to warrant the fitness of the Licensed Premises and any other facilities licensed hereunder for Licensee's specific uses and purposes, which is solely the obligation of Licensee to determine. Licensee's occupation, use, care, custody and control of the Licensed Premises shall be conclusive evidence against Licensee that (1) said premises were in good repair and in satisfactory condition, fitness and order when possession was taken; and (2) Licensee had the opportunity to, and did or refused to, inspect the Licensed Premises and the equipment and property on the Licensed Premises for its usability, suitability, and safety for Licensee's intended use and to identify any foreseeable risks associated with the Licensee's intended use of the Licensed Premises. Lehigh shall make itself available upon reasonable advanced notice during normal business hours for a walk-through with Lehigh's facility management prior to the commencement of any Period of Use, as requested by Licensee.
- 10. ADVERTISING, PROMOTION, SOLICITATION:** Lehigh reserves the right to approve all advertising and promotional materials for the Event. Without limiting the generality of the foregoing, Licensee shall not promote, advertise or publicize the Event in a manner which involves the name of Lehigh or any affiliates of the University other than to identify the location of the Event, or post any signs on Lehigh property, without prior written approval from Lehigh as to content and location.
- 11. ALCOHOLIC BEVERAGES** – No alcoholic beverages of any kind will be served or permitted as BYOB at the Event.
- 12. INTENTIONALLY DELETED**
- 13. INTENTIONALLY DELETED**
- 14. LOAD IN / BREAKDOWN** – The facilities will be available for load in and set up as set forth in Section 2 for mutually agreeable dates. Break down of the Event will begin immediately following the conclusion of each date.
 - a. **LICENSEE'S PROPERTY AND LOST ARTICLES** – Licensee shall remove all of the Licensee Parties' personal property (including production equipment) from the Licensed Premises at or before the end of the License Period. Lehigh shall not have any responsibility for any such items left at the Licensed Premises after the end of the License Period. Further, Lehigh shall have the sole right to collect and have the custody of personal property left in the Leased Premises. Neither Licensee nor any Licensee Party shall collect or interfere with the collection or custody of such personal property.
 - b. **STORAGE OF LICENSEE'S PROPERTY** – Lehigh shall not be required to, but may in its sole discretion, as a service to Licensee, accept the delivery of property on behalf of Licensee. Prior arrangements must be made with Lehigh. Lehigh shall not have any responsibility to Licensee in connection with its receipt, handling, care or custody of any such property and Licensee hereby agrees to indemnify, defend and hold harmless the Indemnified Parties and against any and all Claims relating to such property, including without limitation any Claims of any Licensee Party, including Claims arising from an Indemnified Party's negligent acts or omissions and excepting only those Claims to the extent arising from an Indemnified Party's gross



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negligence. In addition, Lehigh assumes no responsibility for any property placed in the Licensed Premises including theft or property damage.

15. INTENTIONALLY DELETED

16. PARKING AND TRAFFIC CONTROL – Parking and traffic control will be handled exclusively by Lehigh, which shall constitute a billable item to Licensee. All participants and coaches for the practices should park in the paved parking spaces adjacent to the outdoor tennis courts.

17. MEDICAL COVERAGE – Lehigh requires that medical coverage be provided for all events held at Lehigh. A coach certified in CPR and 1st Aid is required to be present for all dates of usage.

18. SPECIFIC SERVICES – Licensee may request specific services of Lehigh University at an expense to the Licensee. Any specific services provided by Lehigh will be invoiced to the Licensee, and are to be paid in accordance with Section 4 above.

19. INTENTIONALLY DELETED

20. INTENTIONALLY DELETED

21. FOOD SERVICES – All food services are handled exclusively by Lehigh University Dining Services and its dining contractor, currently Sodexo. Licensee will contact Dan Burke (Sodexo) at 610-758-4991 for additional information.

22. NON-FOOD CONCESSIONS – All non-food concessions are handled exclusively by Lehigh University except as otherwise agreed by Lehigh University. No items including Lehigh's names, trademarks, logos or other marks may be sold by Licensee.

If the Licensee would desire to sell their own non-food concessions, Licensee should do the following:

- a. Contact Facility Management for permission.
- b. If permission is granted:
 - i. All items sold must be consistent with the nature of the event and no "Lehigh University" items may be sold.
 - ii. Licensee shall pay or shall cause an outside vendor to pay Lehigh 15% of the gross sales receipts, or \$75.00, whichever amount is greater.

23. ADMISSION – There will be no admission charged at the door for the Event.

24. SECURITY – All security needs are handled exclusively by the Lehigh University Police Department. No such services are required for the Event.

25. CONDUCT OF LICENSEE – Licensee shall be solely responsible for the conduct of the Licensee Parties and any other persons within Licensee's control, supervision, or responsibility, including, without limitation, any damage caused by such persons. Licensee and all such persons shall comply with all applicable rules, regulations and policies of Lehigh as implemented, amended and modified from time to time, including without limitation, Drugs and Alcohol Policy, Protection of Minors Policy, Policy on Harassment and Non-Discrimination, Nonsmoking Policy and Firearms Policy.



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26. OUTSIDE CONTRACTORS – The installation of electricity, gas, plumbing, or other fixtures required by Licensee shall first be approved in writing by Lehigh. Any such installation shall be performed by Lehigh or by contractors designated by Lehigh in accordance with Lehigh's prevailing practice, which shall constitute a billable item to Licensee. In the event that Licensee desires to utilize independent contractors to provide services in connection with the Event, Licensee shall supply to Lehigh thirty (30) days prior to the commencement of the License Period a list of the names, phone numbers, and addresses of any such independent service contractors. No independent service contractor shall provide services to Licensee or Event patrons on the Licensed Premises without the prior written approval of Lehigh, which may be withheld for any reason or no reason in Lehigh's sole discretion.

All costs incurred by Lehigh in connection with any fixture contractors shall be the responsibility of Licensee and shall be included in the accounting and settlement if not sooner paid by Licensee. The charges incurred by Licensee in connection with any independent service contractors shall be the sole responsibility of Licensee, and Licensee hereby agrees to indemnify, defend and hold harmless the Indemnified Parties against any and all Claims relating to the services provided by any such contractors.

27. EJECTION – Lehigh hereby reserves the right to eject or cause to be ejected from the Licensed Premises any person or persons due to inappropriate behavior or appearance as determined by Lehigh in its sole discretion. Lehigh shall not grant any refunds to any such person or persons. Neither Lehigh nor any of its officers, trustees, agents or employees shall be liable to any Licensee Party or any other third party for damages that may be sustained such Licensee Party or third party through the exercise of such right and Licensee hereby agrees to indemnify, defend, and hold harmless the Indemnified Parties against any and all Claims relating to the exercise of such right, including Claims arising from an Indemnified Party's negligent acts or omissions.

28. EVACUATION OF FACILITY – Should it become necessary, in the judgment of Lehigh in its sole discretion, to interrupt the Event and evacuate the Licensed Premises because of a bomb threat or for other reasons of public safety, Lehigh shall use reasonable efforts, in its sole discretion, to permit Licensee to re-enter the Licensed Premises for sufficient time after the evacuation to complete the Event without being charged an additional basic license fee, provided such time does not interfere with another licensee or Lehigh user. If it is not possible to complete the Event, the basic license fee may be prorated or adjusted at the discretion of Lehigh based upon the particular situation. Licensee shall, however, be responsible for any and all reimbursable expenses and other sums payable by Licensee under this Agreement and arising in connection with any situation arising under this Paragraph. Further, Licensee shall continue to be responsible for any and all reimbursable expenses and other sums payable by Licensee under this Agreement and arising prior to such evacuation. Licensee hereby waives and releases any claim for damages (consequential or otherwise) or compensation from Lehigh in connection with any action taken or decision made by Lehigh under this Paragraph.

29. COMPLIANCE WITH LAWS – Licensee shall, at its own expense, comply with all municipal, state, and federal laws, ordinances, rules, and regulations including, without limitation, the obligation to obtain any licenses (including but not limited to patent, copyright, software, or other intellectual property licenses applicable to Licensee's activities), permits and government approvals required in connection with the Licensee's use of the Licensed Premises, and the obligation to perform those duties associated with ownership or care, custody and control of property at common law. Licensee shall indemnify, defend, and hold harmless the Indemnified Parties against any and all Claims related to any failure to comply with such laws, ordinances, rules or regulations.

30. NON-DISCRIMINATION: In performance of this agreement, neither party shall discriminate in either the provision of services, or in employment, against any person based on age, color, disability, gender identity or



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expression, genetic information, marital or familial status, national or ethnic origin, race, religion, sex, sexual orientation, or veteran status.

- 31. TERMINATION; LICENSE REVOCATION** – In the event that the Licensee defaults in the performance of any term or condition of this Agreement, Lehigh may, with written notice to Licensee, terminate this Agreement including revoking the license granted herein and, if Licensee is then in possession of the premises, immediately remove Licensee from the premises.

Without limiting the generality of the forgoing, Lehigh may immediately invoke all or any of the foregoing remedies in the event that Licensee engages in any of the following:

- a. Sale or possession of illegal drugs or narcotics.
- b. Possession of firearms, weapons, ammunition, fireworks, or explosives.
- c. Misuse, abuse, theft, or destruction of Lehigh property.
- d. Behavior that is irresponsible or dangerous to persons or property, as determined by Lehigh in its sole discretion.
- e. Breach of any Lehigh policy regarding safety or prevention of harm, including, without limitation, Lehigh's Protection of Minors Policy.

A revocation of the License granted hereby shall not reduce any of the fees or costs and all charges shall be paid by Licensee in accordance with this Agreement.

- 32. DAMAGES** – Licensee shall not cause injury or damage to the Licensed Premised. Licensee agrees to reimburse the replacement value or repair cost for any Lehigh property (real or personal) that is in any way injured, marred, or defaced, as a result of Licensee's presence on or use of Lehigh facilities. No decorative or other materials shall be nailed, tacked, screwed, taped, or otherwise physically attached to any part of buildings or furnishings without the prior consent of Lehigh. Licensee agrees not to make any alterations of any kind to the Licensed Premises. Licensee will post any signs, cards, or posters only upon such display areas as Lehigh may designate. All such materials are subject to pre-approval by Lehigh. Any repairs for damage done to the Licensed Premises by the Licensee, or by any person who may be in or upon the premises under the Licensee's direction, shall be performed by Lehigh and paid for by the Licensee. Such payment shall be made within ten days of receipt of the billing by Lehigh for damages.

33. CANCELLATION; FORCE MAJEURE –

a. Cancellation by Licensee: All requests for cancellation of this Agreement must be in writing, dated, and delivered to the Facilities and Events Office. A cancellation fee will be assessed, including a 15% Administrative Charge on all expenses incurred by University for the Event and a 10% Cancellation Charge of the rental fee if the Agreement is cancelled more than 90 days prior to the Event. If the Event is cancelled less than 90 days of the Event, there will be a 15% Administrative Charge and a 25% Cancellation Charge. Licensee agrees to pay any expenses incurred by Lehigh in connection with the Event covered in this Agreement, including, but not limited to, the cost of making refunds to patrons.

b. Force Majeure: No party shall be liable or responsible to the other party or any third party, nor be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement (except for any obligations to make payments to the other party hereunder) or in the event that Licensee is prevented, interrupted or delayed in its use of the Licensed Premises, when and to the extent such party's (the "Impacted Party") failure or delay is caused by or results from the following force majeure events ("Force Majeure Event(s)"): (a) acts of God; (b) flood, fire, storm (including hurricane, tropical storm or tornado), earthquake or



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 Email: afb2@lehigh.edu

explosion; (c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot or other civil unrest; (d) government order, law, or action (at any level of government), including, without limitation, work stoppage, business closure or similar orders (including such orders related to COVID-19); (e) embargoes or blockades in effect on or after the date of this Agreement; (f) national or regional emergency, including, without limitation, related to COVID-19; (g) pandemic, epidemic or disease, including, without limitation, COVID-19; and (h) other similar events beyond the control of the Impacted Party. For clarity, UNIVERSITY shall be entitled to declare a Force Majeure Event if it deems, in its sole and reasonable discretion, that hosting the Event would violate any UNIVERSITY policy, rule or regulation related to COVID-19 or be prohibited due to a campus closure (in whole or part) for any reason or would otherwise be unsafe to any member of the UNIVERSITY community or the public as a result of COVID-19 or such campus closure.

Upon the declaration of a Force Majeure Event in accordance herewith, neither party will have a claim for costs or damages hereunder. The parties shall, in good faith, use commercially reasonable efforts to negotiate a rescheduled performance date to happen within two (2) years of the cancelled event date.

The parties further acknowledge and agree that (i) neither party's ability to claim a Force Majeure Event with respect to COVID-19 shall be adversely impacted or otherwise prejudiced by the fact that such Force Majeure Event is currently occurring, has recently occurred or is otherwise foreseeable in any manner; (ii) to the greatest extent permitted by law, a declaration of force majeure made in good faith shall not be deemed to be a repudiation of this CONTRACT and, in the event of any disagreement over whether a declaration of a Force Majeure Event is permissible hereunder, the parties shall first attempt to settle the matter through amicable discussions; and (iii) the inclusion of this force majeure clause is a specific and material inducement to each party to enter into this CONTRACT.

34. LEGAL JURISDICTION – This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania irrespective of the conflict of laws principles of Pennsylvania or any other jurisdiction. The Parties hereby submit to the jurisdiction of the courts of the Commonwealth of Pennsylvania in Northampton County and the Federal Court for the Eastern District of Pennsylvania for the resolution of any disputes relating to this Agreement.

35. ENTIRE AGREEMENT – This Agreement represents the final understanding between the Parties with respect to Licensee's use of the Licensed Premises, and shall not be modified except by a written instrument signed by duly authorized representatives of the Parties hereto. This Agreement is for the limited purpose set forth herein, and shall in no event be construed to establish a partnership, joint venture or any other relation between the Parties other than owner-licensee.

36. ESTIMATE OF EXPENSES – The estimate of expenses appears on the following page:



LEHIGH

UNIVERSITY®

Lehigh University
Sports and Event Venues
 124 Goodman Dr.
 Stabler Arena
 Bethlehem, PA 18015
Tel. 610-758-3397 Fax: 610-758-2141
 Email: afb2@lehigh.edu

EVENT NAME		ESTIMATE				
INVOICE NUMBER						
EVENT NAME		Sacon Valley High School Tennis Practices				
DATES		Feb 2008 - March 2008				
SPONSOR		Sacon Valley High School				
SUB	ITEM/SERVICE	EVENT	ESTIMATED	ESTIMATED	ACTUAL	ACTUAL
DESCRIPTION	BUDGET	BUDGET	BUDGET	BUDGET	EVENT	EVENT
	SPONSOR	SPONSOR	SPONSOR	SPONSOR	SPONSOR	SPONSOR
	RATE	RS/ACS	TOTAL	RS/ACS	TOTAL	TOTAL
	PER UNIT	UNITS	UNITS	UNITS	UNITS	COSTS
FACILITY / FIELD RENTAL						
LEHIGH TENNIS CENTER RENTAL Practice						
on Feb 2008 00m00m	0 00000	0 00000				
Thurs Feb 2008 00m00m	0 00000	0 00000				
on Feb 2008 00m00m	0 00000	0 00000				
Thurs Feb 2008 00m00m	0 00000	0 00000				
on Feb 2008 00m00m	0 00000	0 00000				
Thurs March 2008 00m00m	0 00000	0 00000				
ADMINISTRATIVE FEES	RECEIVED					
ADMINISTRATIVE FEES INVOICE	RECEIVED					
ADMINISTRATIVE FEES UNIVERSITY						
TRANSFER IN						
RENTAL TOTAL DUE				\$ 600.00		\$ -
All prices are subject to change without notice						
Contact Lehigh University Facilities and Events for items or prices not listed						



LEHIGH
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124 Goodman Dr.
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Tel. 610-758-3397 Fax: 610-758-2141
Email: afb2@lehigh.edu

IN WITNESS WHEREOF, the Parties, intending to be legally bound, have executed this Agreement by their duly authorized officers as of the date(s) indicated.

SAUCON VALLEY SCHOOL DISTRICT

By:

Signature: _____

Robert Frey
Athletic Director
Saucon Valley High School
2097 Polk Valley Rd.
Hellertown, PA 18055
Robert.Frey@svpanthers.org

Date: _____

LEHIGH UNIVERSITY

By:

Signature: _____

Mark Ironside
Assistant Vice President of Business Services
Lehigh University
306 South New Street, Suite 428
Bethlehem, PA 18015
610-758-3843
mri205@lehigh.edu

Date: _____

Certificate Of Completion

Envelope Id: 18B08D4108AB488B85AFB5714C6D4259

Status: Sent

Subject: Complete with DocuSign: Saucon Valley Tennis Practices FY23.pdf

Source Envelope:

Document Pages: 9

Signatures: 0

Envelope Originator:

Certificate Pages: 4

Initials: 0

Dale Townsend

AutoNav: Enabled

dat205@lehigh.edu

Envelopeld Stamping: Enabled

IP Address: 128.180.79.161

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Record Tracking

Status: Original

Holder: Dale Townsend

Location: DocuSign

1/23/2023 1:50:06 PM

dat205@lehigh.edu

Signer Events**Signature****Timestamp**

Robert Frey

Sent: 1/24/2023 7:30:08 AM

Robert.Frey@svpanthers.org

Viewed: 2/1/2023 9:30:06 AM

Security Level: Email, Account Authentication
(None)**Electronic Record and Signature Disclosure:**

Accepted: 12/26/2021 3:40:31 PM

ID: d335b4e0-64ab-4313-bcff-34f5a02b47d3

Mark Ironside

mri205@lehigh.edu

Security Level: Email, Account Authentication
(None)**Electronic Record and Signature Disclosure:**

Accepted: 4/22/2020 1:37:21 PM

ID: 478ee8bf-a852-4d84-a47b-42bfa331189b

In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

Hashed/Encrypted

1/24/2023 7:30:08 AM

Payment Events**Status****Timestamps****Electronic Record and Signature Disclosure**

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Lehigh University (we, us or University) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to "I agree to use electronic records and signatures" before clicking "CONTINUE" within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will not be charged a per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures may be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we may provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we may elect to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you may receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Lehigh University:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
email us at es-docusign-supp-list@lehigh.edu. We do not require any other information from you to change your email address.

To advise Lehigh University of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at es-docusign-supp-list@lehigh.edu and in the body of such request you must state: your previous email address, your new email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Lehigh University

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to es-docusign-supp-list@lehigh.edu and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for fees at that time, if any.

To withdraw your consent with Lehigh University

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to es-docusign-supp-list@lehigh.edu and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process.

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to "I agree to use electronic records and signatures" before clicking "CONTINUE" within the DocuSign system.

By selecting the check-box next to "I agree to use electronic records and signatures", you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Lehigh University as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Lehigh University during the course of your relationship with Lehigh University.

Therapy Services Agreement Addendum

January 31, 2023

Once again, Pediatric Therapeutic Services, Inc. is pleased to be able to extend services that meet the unique needs of the students and teachers of your school(s) and/or program. It is agreed by both parties that Pediatric Therapeutic Services, Inc. will provide the service(s) and rate(s) listed in the chart below. The rate effective date is February 1, 2023 through June 30, 2023.

All other terms and conditions outlined in the original Saucon Valley School District Agreement for Services, remain fully in force.

	2022-2023 School Year
Bilingual Psychologist	\$92.00



Pediatric Therapeutic Services, Inc.

Date

Saucon Valley School District

Date



Mobile Technology Graphics

*"Supplying Today's Events
with Tomorrow's Technology"*



Saucon Valley High School Graduation 2023

Mobile Technology Graphics

Submitted by
Mike Estojak

Delivered on
January 30, 2023

Client

Saucon Valley School
District

Contact

JamieVlasaty

Overview

Dear Jamie,

At Mobile Technology Graphics (MTG), we specialize in both indoor & outdoor LED Displays! MTG is a family owned and operated company that services the entire United States from events in Pasadena, California to Key West, Florida to Bangor, Maine. MTG focuses on providing the highest quality LED panels at a fair price. Every panel is quality controlled checked when it returns to our warehouse and if necessary pixels are repaired. MTG has invested in automated pixel replacement machines along with dedicated repair techs to fix panels in house to ensure highest quality standards are met.

No one project is too large or out of the box for our team to tackle. All of our rental displays are built using the highest quality LED components built to our specifications.

MTG has built numerous custom supports and frames for events that off the shelf supports would not work for.



Thank you for your interest in Mobile Technology Graphics and our products and if there are any questions about this proposal or any of our products/services, please do not hesitate to contact us!

Sincerely,

Mike Estojak

President

, Mobile Technology Graphics

MTG's Experience

About

Mobile Technology Graphics is a family owned and operated LED Display company that services the entire continental United States. This allows our upmost attention to high quality displays and fair pricing.

Started in 2005 as a solution to a marketing problem - how do businesses directly target their most potential customers driving right in front of their business? With a adaptation of solar powered LED traffic message centers from amber to red LEDs along with adding a 2nd side to the display and true 100% remote communication to the message center to change messages, MTG was able to offer businesses a way to target customers directly passing their business with a digital LED sign that was temporary while also looking professional and not like a construction site. MTG quickly amassed the nation's largest fleet of solar powered message centers specifically built for marketing purposes.



Outdoor Jumbotrons



By 2010, MTG designed and built its first mobile 9x16ft 16:9 aspect ratio jumbotron featuring a 12mm pixel spacing and a 16:9 aspect ratio. A majority of other mobile jumbotrons on the market at the time were using a 20mm pixel spacing and a 4:3 aspect ratio in the size of 9x12ft.

Within 2 years, MTG built its first 11x17ft mobile jumbotron with a 10mm display on it again pushing the mobile jumbotron to larger screen sizes. In 2016 MTG debuted its patented and market leader 15ft x 25ft "open air" LED display trailer. This 15x25ft trailer featured an unheard of a true 4mm pixel spacing display, setup time within 15 minutes, an integrated sound system, an onboard generators and an open deck design for clean aesthetics at events. This quickly became the sought after LED display trailer now being used by the US Government, numerous universities, Corporate organizations and sporting teams for their special events. In 2021, MTG debuted an open air 8x15ft display that features a setup time of less than 5 minutes, onboard generator, and one of the small footprint trailers on the market.



Modular LED Video Walls

In 2013, MTG invested in a large order of 4mm indoor LED display rental panels as we saw

the need for an indoor solution that comprised of high quality display but also at a reasonable price. Numerous corporate events and video gaming tournaments latter, in 2017 MTG invested in 2.5mm LED display panels as we foresee the need for higher resolutions displays for corporate events and now MTG has over 2,000 2.5mm indoor panels with similar batch lots.



In 2019, MTG added 4.8mm outdoor LED modular panels and in 2022 MTG added a large batch of Outdoor 3.9mm black LED touring style panels to our inventory to be a complete LED service provider for all types of events that can also be utilized indoors as the panels offer high contrast ratio and refresh rates. These new panels assembly quickly, are lighter and all the modules and power supplies are 100% field replaceable without the need for screws ensuring the highest uptime possible.

Who MTG Works With

You most likely saw some of our work before, but here's some of our Clients:

- US Government (NASA, National Park Service, Army, Marines, Office of the President)
- Corporations for trade show booths, special events, employee meetings (Some of the top tech, apparel, banking, pharmaceutical, skin care and automotive companies)
- Educations - Colleges, Universities, K-12 Schools
- Sporting Events (Professional Teams, College Football Bowl Games)
- Music Festivals
- Video Gaming Tournaments
- Community Festivals
- Presidential & Political Campaigns

Our Work

Below, please find some of our previous events that are similar to your upcoming event.



Event Information

Some information about your Event:

Event Name: Saucon Valley High School Graduation

Event Venue & Location: . Saucon Valley High School Stadium

Load-in Date: June 1, 2023

Rehearsal/Show Date(s): June 2, 2023

Rain Date: June 3, 2023

Strike Date: June 2, 2023

Event Specific Information:

How to use the pricing table below:

Check boxes on the left mean the item or section is Optional. A checkbox in the box indicates it is included in the final price. Pricing will automatically update when check boxes are checked/unchecked.

Quantities may be editable and can be increased by the up/down arrows to the right of the quantity number.

Description	Price	Qty	Sub total
VIDEO PRODUCTION			
☒ Panasonic HD Broadcast PTZ Camera Panasonic AW-HE40 Broadcast PTZ Camera 1/2.3-type MOS Sensor 30x Optical Zoom SDI Output / NDI upgradable.	\$375	3	\$1,125
☒ Panasonic HD PTZ Camera Controller Panasonic AW-RP50 PTZ Camera Controller. Basic color functions, Iris/Contrast control. Full Pan, Tilt, Zoom control	\$175	1	\$175
☒ Pipe & Base 10ft Pole with pipe base to mount cameras on from Front of House	\$75	1	\$75
☒ PTZ Tripod Tripod to mount PTZ camera by side of stage to get angled view of graduates walking to get diploma/ audience camera shot.	\$25	1	\$25
☐ Panasonic 4k Broadcast PTZ Camera Panasonic 4k HDR Broadcast AW-UE150 PTZ Camera Supports SRT Protocol for 4K/60p video streaming 20x Optical Zoom + Optical Image Stabilization 75.1° horizontal viewing angle (widest in its class) Various 4K video interfaces (12G-SDI, HDMI, Optical Fiber, IP) with 4K/HD simultaneous video output **Requires PTZ controller	\$925	2	\$1,850 \$1,387.50 Discount (%) -25
☐ Panasonic 4k Camera Touchscreen Controller Panasonic 4k AW-RP150 Camera Touchscreen Controller. Color shading Full pan, tilt, zoom control.	\$425	1	\$425 \$318.75 Discount (%) -25
SD Card for Program Record SD Card for Program Record.	\$95	1	\$95
Technical Director/Video Engineer Setups up production equipment and switches video. 10 hour call time. hours outside of 6am-midnight are OT. Non union. Priced per day	\$725	1	\$725

Description	Price	Qty	Sub total
Video playback Laptop Video playback Laptop. Macbook Pro loaded with ProPresenter or PVP3 playback software.	\$425	1	\$425
PowerPoint Laptop For lower third names	\$325	1	\$325
Medium Video Flypack Mounted in flypack rack: 8input 1 m/e switcher - 4x HDMI, 4x SDI inputs. 17 inch broadcast monitor. Audio monitor speaker 1x Fiber in/out rattler 1x Program Video Disk Recorder	\$825	1	\$825
Livestream Encoder Teradek Cube Livestream Encoder. Requires client to provide hardwired internet conenction	\$125	1	\$125
Transportation	\$125	1	\$125
MTG Not responsible for Audio Production. MTG will provide client with audio output from video playback computer. Client to provide 2x channel program audio to video switcher for recording/livestream.			
TOTAL (EXCLUDING APPLICABLE TAXES)			\$4,045
TOTAL SAVINGS			\$0

Description	Price	Qty	Subtotal
JUMBOTRON			
15ft x 25ft "Open Air" Mobile Jumbotron OPEN AIR "JUMBOTRON" WITH 40 INCH DECK Specifications: Display Size: 15 ft x 25 ft Brightness: 6,500 NITS Clarity: 4 mm REAL Pixel Sound: 4,000 Watts Trailer Size: 28 Lx8 Wx 40 inch DECK HEIGHT (in feet) Wing Banners: 36"x187" Quiet Generator: Yes Shore Power: Yes, 4x wire Cam Lock (2 Legs, 1 neutral, 1 ground). 100amp single phase. Inputs: HDM HDSDI (other upon request) Sponsor ad banner wing panels (client must tell MTG in advance) Rental price is per day unless otherwise noted.	\$9,890	1	\$9,890
Delivery Delivery of Mobile Jumbotron	\$225	1	\$225
Ground Protection Mats DuraDeck ground protection mats to place jumbtron in middle of field.	\$525	1	\$525
SVSD to provide labor to lay out and pickup ground protection mats to place trailer on and off field. If no labor is provided, a \$425 per MTG hand will be added to invoice per day. Minimum of 2x hands required.			
56kw Generator Rental -WhisperWat Requested to use external generator instead of onboard generators on the jumbotron. includes 200ft of camlock cable.	\$675	1	\$675
Rain Date Guarantee Insurance Guarantees rain date of Sat June 3, 2023 for event. Paid even if event is held on June 2nd, 2023.	\$4,945	1	\$4,945
TOTAL			\$16,260

✓ TOTAL OPTIONS ABOVE			
Description	Price	Qty	Subtotal
Video Production as outlined above	\$4,045	1	\$4,045
Jumbotron rental as outlined above	\$16,260	1	\$16,260
SUBTOTAL			\$20,305
LOCAL COMMUNITY DISCOUNT (\$) 7580			-\$7,580
TOTAL			\$12,725
TOTAL SAVINGS			\$7,580

This proposal total is: \$12,725.00

This proposal expires on Feb 28th, 2022.

50% deposit required to hold equipment.

Rental Agreement

Payment Policy

A minimum of a 50% deposit payment is required upon booking to hold equipment for your event (Purchase Order Numbers do not constitute a deposit) . The equipment is not secured for the event until deposit payment is received and cleared. The deposit payment may be made in the form of personal/business check, bank wire. Checks should be mailed to main office address located at the end of these terms. Bank wire information will be provided upon request.

The remaining balance is due the day of the event (including early load-in days) after setup & initial testing of the video displays are complete using either the client's content or Mobile Technology Graphics' content, whichever is available first. Balance payments will only be accepted in the form of certified bank checks or credit cards (Visa or Mastercard only). Mobile Technology Graphics reserves the right not to repower the equipment after initial testing until the remaining balance is received.

Client Cancellation

If the client decides to cancel for ANY REASON, including, but not limited to inclement weather, poor ticket sales, sponsor pull out, lack of permits, TV blackout, etc... Mobile Technology Graphics will be paid in full according to the terms set forth in this agreement.

If cancellation is within 7 days of the scheduled load-in date listed above in this proposal, Mobile Technology Graphics is paid 100% of the contracted amount. A 50% of the contracted price will be applied to a future event (minus any incurred expenses by the time of cancellation) with the event occurring within 1 year of the scheduled load-in date at the discretion of Mobile Technology Graphics. Between 7 and 30 days prior to the scheduled load-in date, the deposit is non-refundable and Mobile Technology Graphics retains 25% of the deposit with the remaining 25% to be used towards a future event at discretion of Mobile Technology Graphics on equipment scheduling. Cancellation prior to 30 days prior to the scheduled load-in date, the deposit amount is non-refundable and Mobile Technology Graphics will apply the deposit amount to a future event at the discretion of Mobile Technology Graphics on equipment scheduling within 1 year of the original scheduled load-in date.

Equipment Safety

If weather (high winds, electrical storms, etc.) or terrain prohibit the unit's safe use, while on an event site or in route to an event site, the decision to operate the Mobile Technology Graphics LED screen and any accompanying Mobile Technology Graphics equipment shall be at the sole discretion of the Mobile Technology Graphics. The client agrees not to hold Mobile Technology Graphics liable for non-performance due to weather or terrain. If Mobile Technology Graphics exercise its right not to setup/power up its equipment due to safety concerns while the equipment is already onsite or attempting to arrive at the event site, Mobile Technology Graphics will be paid in full.

Security

Client is responsible for providing the necessary security dedicated to the protection of the LED Truck, LED Trailer(s) and/or Modular LED Screen(s) during and outside of the event's normal operating hours. Any damage occurred to Mobile Technology Graphics' equipment while it is on event site is the responsibility of the client and will be billed accordingly back to the client.

Client Copyright Liability And Satellite Terms

Mobile Technology Graphics under no circumstances guarantees that specific Satellite programming feeds/signals/ shows/channels will be available at your event site. If such a feed is mission critical you are advised to contract with a third party satellite provider. If Satellite Receiver is utilized, Client is responsible for all Programming Fees, Public Performance Clearances & Programming Liability. Client warrants that it has the sole legal right to possession and use of all elements delivered to Mobile Technology Graphics. Client assumes all liability, under the copyright laws, and agrees to indemnify and hold Mobile Technology Graphics free and harmless of all suits, claims for damages and other liability and expense, which may arise either directly or indirectly or by reason of services performed by Mobile Technology Graphics for the Client.

System Warranty

Mobile Technology Graphics warrants that the LED screen shall perform in a reasonably acceptable manner. In the event of any breach of such warranty, Mobile Technology Graphics shall promptly correct the problem or shall refund to customer on a prorated basis applicable amount of the contract price or the period of the failure in service. The foregoing shall be customer's sole remedy for damages, and for any claim of any kind whatsoever regardless of legal theory, in the event of any breach of this warranty. Except for the foregoing warranty, Mobile Technology Graphics hereby disclaims and excludes all representations and warranties, express or implied, hereunder or in respect to the LED screens. Notwithstanding anything herein to the contrary, Mobile Technology Graphics shall in no event be liable to customer or to any other third party under any circumstances for any loss of profits or other incidental, indirect, consequential or special damages in connection with the LED screens or this Agreement.

Rights Of Ownership, Marketing Rights

Mobile Technology Graphics has the right to use selected excerpts of productions for its own promotional purposes and to represent its production capabilities unless the Client has notified Mobile Technology Graphics, in writing, that it may not. Mobile Technology Graphics retains all rights of ownership of any animation or results/scoring/ timing software developed under this agreement.

Power Sources

Mobile Technology Graphics shall not be responsible for charges related to acquiring, arranging or accessing house or generated power, including tie-in and any related house labor charges. Mobile Technology Graphics is responsible for distribution of power to Mobile Technology Graphics equipment only. (Unless otherwise noted in this agreement) A self-contained generator supplies power for the LED screen. If for any reason Client declines the use of generated power, outside power sources and associated charges will be the Client's responsibility.

Permits

Client is responsible for acquiring and paying for all permits, licenses, or fees for the right to have an LED screen at the designated location.

Contract Terms continue onto next page

Client To Provide The Following:

- Mobile Technology Graphics personnel to receive proper event accreditation.
- A secure parking facility for MTG trucks while onsite for load-in, show and load-out.
- All Additional On-Site Expenses, In & Out Handling Charges, Weight Tickets, Union Labor, Customs, Import/Export Costs, Etc...will Be Paid For And Arranged by The Client Subject to The Terms And Conditions Set Forth By Each Venue.
- Event Critical Communications (radios, phone line, clear com, internet connections).

QUOTE VALID FOR 30 DAYS OR EXPIRATION DATE LISTED BELOW PRICING Equipment is subject to availability based on the time of deposit received.

This proposal outlines products and services offered in this proposal by

Mobile Technology Graphics in the total of \$12,725.00

Additional Comments/Notes by Saucon Valley School District :

Additional comments/notes can be entered here



SIGNATURE
Jamie Vlasaty

Jamie Vlasaty,
Saucon Valley School District

Mike Estojak, Mobile Technology Graphics