

Saucon Valley School District
Regular Meeting of the Board of Education
April 25, 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

6:00 pm – Update Lawsuit, Personnel, Support Contract

- 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** – Update Lawsuit, Personnel, Support Contract
- VI. **Approval of Minutes** – April 11, 2023
- VII. **Recognition** – None
- VIII. **Presentation** –
 - A. High School Representative – Alana Weirbach
- IX. **Superintendent’s Report** – *Jaime Vlasaty, Superintendent*
- X. **Courtesy of the Floor to Visitors – Agenda Items Only** – *Visitors should state their name and address.*
- XI. **Presentation of Bills** – *David Bonenberger*

- A. General Expenditures – \$1,579,302.18
- B. Cafeteria Expenditures – \$3,678.77
- C. Health Benefits – \$350,057.66
- D. Capital Projects – None

Recommendations for Approval

Presentation of Bills

- 1. Approve the above presentation of bills.

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

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

- A. Cash Investment and Bond Activity
- B. Condensed Board Summary Report
- C. Capital Project Finance Report
- D. Budget Transfers - \$5,300.00
- E. Middle School Activity Report
- F. High School Activity Report

Recommendations for Approval

Treasurer’s Report

- 1. Approve the above Treasurer’s Report

Recommendation: To approve all motions and recommendations as listed above in Treasurer’s Report

XIII. AGENDA ITEMS

A. Education

Items/Projects for Discussion

- A. None

Recommendations for Approval

2nd and Final Reading of Policies*

- 1. Approve the 2nd and Final reading of the following policies:

Policy 707 – Use of School Facilities

Policy 707AR-1 – Facilities Rules & Regulations

Policy 707AR-2 – Facilities Fee Schedule

Policy 913 - Non-School Organizations/Groups/Individuals

Policy 915 – School Affiliated Organizations

Trip Approval – Future Problem Solvers

- 2. Approve the June 7-11, 2023 trip for the Future Problem Solvers to the International Competition at the University of Massachusetts

Amherst. The anticipated total cost to the District is \$4,716.00 for student lodging, conference registration for six students & coach. Chaperone/Coach lodging and all transportation will be funded by parents and/or fundraising.

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

B. Personnel

Items/Projects for Discussion

- A. None

Recommendations for Approval

Long Term Substitute

1. Approve extending Christine Reed's Long-Term Substitute position to the end of the 2022-2023 school year.

Part-Time Instructional Paraprofessional

2. Approve Jeanny Botts as a part-time instructional paraprofessional, at an hourly rate of \$ 20.06, 28 hours/week, benefits per the Educational Support Staff Plan, effective on completion of employment paperwork

Extended School Year

3. Approve the following individuals for providing Extended School Year instruction, July 5-27, 2023, Monday -Thursday, with a set-up day on July 3, 2023.

Teachers – 8:30-11:30, at a rate of \$45/hour, a maximum of 45 hrs.

Megan Bath

Chad Saylor

Dave Michaylira

Paraprofessional – 8:45-11:15, rate of \$20.06/hr, maximum of 37.5 hrs.

Judy Zimmerman

Dedicated Day-to-Day Substitute Resignation

4. Approve the resignation of Rachel Rivera, an elementary school dedicated day-to-day substitute. Her last day will be Friday, April 28, 2023.

Dedicated Day-to-Day Substitute

5. Approve Michael Smith as an elementary school Dedicated Day-to-Day substitute starting May 1, 2023, until the end of the school year.

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

C. Facilities

Items/Projects for Discussion

- A. None

Recommendations for Approval

Surplus/Obsolete

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

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

D. Finance

Items/Projects for Discussion

- A. Finance Committee Meeting Summary – April 19, 2023

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

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

Pediatric Therapeutic Services

1. Approve the agreement with PTS for school-based OT/PT services for the 2023-2024 school year.

Caron Foundation Contract

2. Approve the contract for independent services between the Caron Foundation and the Saucon Valley School District for the 2023 - 2024 school year.

NWEA

3. Approve the agreement with NWEA for MAP Growth K-12 and Science at a cost of \$20,852.00.

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*

The Business Meeting of the Board of Directors of the Saucon Valley School District was held on Tuesday, April 11, 2023, in the High School Audion. Present were Directors Susan Baxter, John Conte, Cedric Dettmar, Bryan Eichfeld, Laurel Erickson-Parsons, Michael Karabin, Tracy Magnotta, Shamim Pakzad, and Shawn Welch. Also present were Judith Riegel, Board Secretary, Mark Fitzgerald, District Solicitor, and Jaime Vlasaty, Superintendent

- I. **Call to the Order** – 7:00 pm Susan Baxter, *President, presiding*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *Judith Riegel, Secretary*
9-present, 0-absent
- IV. **Motion to Approve Agenda** – Director Welch, seconded by Director Conte moved to approve the Agenda. Vote: 9-yes, 0-no
- V. **Announcement of Executive Session** – Support Contract, Lawsuit
- VI. **Approval of Minutes** – Director Dettmar, seconded by Director Welch moved to approve the minutes of March 28, 2023. Vote: 9-yes, 0-no
- VII. **Recognition** – None
- VIII. **Presentation** –
 - A. High School Representative – Alana Weirbach
 - B. Big Panthers ~ Little Panthers – Amy Braxmeier
- IX. **Superintendent’s Report** – *Jaime Vlasaty, Superintendent*
- X. **Courtesy of the Floor to Visitors – Agenda Items Only** – None
- XI. **Presentation of Bills** – *David Bonenberger*
 - A. General Expenditures – \$138,996.41
 - B. Cafeteria Expenditures – \$22,260.91
 - C. Health Benefits – None
 - 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: 9-yes, 0-no
- XII. **Treasurer’s Report** – *Cedric Dettmar/David Bonenberger*
 - A. Cash Investment and Bond Activity - None
 - B. Condensed Board Summary Report – None

- C. Capital Project Finance Report - None
- D. Budget Transfers - \$920.00
- E. Middle School Activity Report – January 31, 2023 & February 28, 2023
- 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: 9-yes, 0-no

XIII. AGENDA ITEMS

A. Education

- A. Discussion of Policy 707, 913 and 915
 - B. Academic & Personnel Committee Summary – 4/5/2023
1. Approve the K-12 School Counseling Plan.

Director Welch, seconded by Director Erickson-Parsons moved to approve Education Item #1. Vote: 9-yes, 0-no

2. Approve the 1st reading of the following policy:
121 - Field Trips

Director Dettmar, seconded by Director Welch moved to approve Education Item #2. Vote: 9-yes, 0-no

B. Personnel

1. Approve the retirement of Gale Zaino, full-time bus driver effective July 1, 2023.
2. Approve Chad Shirk as a Homebound Instructor for the 2022-2023 school year at \$40.00/hour.
3. Approve the revised maternity leave for Amanda Hicks, elementary counselor, from 12/13/22 - 5/1/23 to 11/28/22 - 4/17/23.

Director Karabin, seconded by Director Erickson-Parsons moved to approve Personnel Items #1-3. Vote: 9-yes, 0-no

C. Facilities

No Recommendations for Approval

D. Finance**A. None****2022-2023 Budget Timeline for the 2023-2024 School Year**

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 the Colonial Intermediate Unit #20 General Operating Budget for the fiscal year July 1, 2023, to June 30, 2024, in the total amount of \$3,987,425.00. Saucon Valley's portion is \$24,353.77, a 2.5% increase from 2022-2023.
2. Approve the award of bid for paper/janitorial products for 2023-24 in the amount of \$18,577.90 through Northampton-Monroe-Pike County Joint Purchasing. Attachment

Director Welch, seconded by Director Karabin moved to approve Finance Item #2.
Vote: 9-yes, 0-no

3. Approve the attached contract with Melmark for Student #12794 at a cost of \$670/day for education services and \$888/day for residential services for the school year 2022-2023.

Director Conte, seconded by Director Welch moved to approve Finance Item #3.
Vote: 9-yes, 0-no

4. Approve the Bethlehem Area Vocational-Technical School Budget for the fiscal year July 1, 2023 to June 30, 2024, in the total amount of \$14,356,746.00. Saucon Valley's portion is \$1,015,792.00 this is an increase of \$140,436.00 from 2022-2023.
5. Approve the Northampton Community College 2023-2024 Budget in the amount of \$7,081,489.00 Saucon Valley's portion is \$291,232.00. This is a \$1,791.00 increase from 2022-2023.

Director Dettmar, seconded by Director Eichfeld moved to approve Finance Items #1,4,5. Vote: 9-yes, 0-no

6. Approve an agreement with Educational Development Software for an annual aSAP subscription in the amount of \$2,375.00 coming from the PCCD grant.

Director Karabin, seconded by Director Conte moved to approve Finance Item #6.
Vote: 9-yes, 0-no

E. Community Updates

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

F. Northampton Community College – *Susan Baxter*

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

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

I. New Business – None

J. Old Business – None

K. Citizens' Inquiries and Comments – None

L. Announcements

Future Meetings ~ April 25, 2023

May 9, 2023

M. Motion to Adjourn Meeting

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

Vote: 9-yes, 0-no

7:50 PM

ATTEST _____

Secretary

President

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PG - PLGIT GENERAL **Payment Dates:** 04/13/2023 - 04/26/2023

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000063048	04/14/2023	COMMONWEALTH OF PENNSYLVANIA	MISCELLANEOUS		185.93
0000063049	04/26/2023	21ST CENTURY CYBER CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		4,177.47
0000063050	04/26/2023	ABA SUPPORT SERVICES LLC	L SUPPORT OTHER PROF SERVICES		90,157.25
0000063051	04/26/2023	ACCESSIBYTE LLC	Typio School Edition Renewal		75.00
0000063052	04/26/2023	Achievement House Cyber Charter School	SPEC ED TUITION CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	7,701.22
0000063053	04/26/2023	AGORA CYBER CHARTER SCHOOL	SPEC ED TUITION CHARTER SCHOOL		3,154.37
0000063054	04/26/2023	ALL PHASE ELECTRIC SUPPLY	Supplies	SUPPLIES - PLANT OPERATIONS	1,966.69
0000063055	04/26/2023	AMAZON CAPITAL SERVICES	Supplies for 1st grade	Supplies for Kdg	2,023.34
0000063056	04/26/2023	AMERICHEM	SUPPLIES - PLANT OPERATIONS		5,362.75
0000063057	04/26/2023	APPLE INC. c/o APPLE FINANCIAL SERVICES	Macbook Air Repair		467.95
0000063058	04/26/2023	ARTS ACADEMY ELEMENTARY CHARTER SCHOOL	SPEC ED TUITION CHARTER SCHOOL		3,154.36
0000063059	04/26/2023	BETHLEHEM AREA VOCATIONAL-TECHNICAL	National Technical Honors Society cords 4/12/23		45.00
0000063060	04/26/2023	BRIGHT WALLACE	SENIOR CITIZENS TAX REBATE		500.00
0000063061	04/26/2023	CAPSTONE ACADEMY	TUITION NON PUB - COMP ED 9-12		17,454.68
0000063062	04/26/2023	CHRIN HAULING INC	Trash & Recycling		2,939.86
0000063063	04/26/2023	CINTAS CORPORATION-#101	Mechanic Uniforms		17.48
0000063064	04/26/2023	CIRCLE OF SEASONS CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	7,331.82
0000063065	04/26/2023	COLONIAL INTERMEDIATE UNIT #20	SPECIAL ED IU CONTRACTED SVCS		152,132.89
0000063066	04/26/2023	COMMONWEALTH CHARTER ACADEMY	TUITION - CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	42,229.08

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PG - PLGIT GENERAL **Payment Dates:** 04/13/2023 - 04/26/2023

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000063067	04/26/2023	CURRICULUM ASSOCIATES INC.	Teachers supplies/books	SUPPLIES - ACAD SUPPORT K-4	56.25
0000063068	04/26/2023	EASTON ARTS ACADEMY ELEMENTARY CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		2,784.97
0000063069	04/26/2023	EVERDRIVEN TECHNOLOGIES LLC	Transportation Cont Carriers		2,350.00
0000063070	04/26/2023	EXECUTIVE EDUCATION ACADEMY CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		5,569.95
0000063071	04/26/2023	GENERAL HEALTHCARE RESOURCES LLC	L SUPPORT OTHER PROF SERVICES	SPEC ED - OTHER PROF SERVICE	2,529.54
0000063072	04/26/2023	GENERATION GENIUS	Digital Renewal		250.00
0000063073	04/26/2023	GoTo TECHNOLOGIES USA, INC	RTL - ED SOFTWARE & LICENSES		775.01
0000063074	04/26/2023	HILLENDALE ASSOCIATES, INC.	HEALTH INSURANCE EXPENSE PAYAB		1,260.00
0000063075	04/26/2023	HILLYARD - DELAWARE VALLEY	SUPPLIES - PLANT OPERATIONS		210.00
0000063076	04/26/2023	HOGAN LEARNING ACADEMY, LLC	SPEC ED NON-PUBLIC TUITION		6,090.00
0000063077	04/26/2023	INNOVATIVE ARTS ACADEMY CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		2,784.98
0000063078	04/26/2023	INSIGHT PA CYBER CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		1,392.49
0000063079	04/26/2023	JASPER ENGINES & TRANSMISSIONS	Repair/Maintenance Equipment	REPAIRS & MAINT EQUIP	3,833.00
0000063080	04/26/2023	JOHNSON ALLAN D. JR.	SENIOR CITIZENS TAX REBATE		500.00
0000063081	04/26/2023	LAKESIDE EDUCATIONAL NETWORK	PROF SVCS		490.00
0000063082	04/26/2023	LEHIGH VALLEY ACADEMY	TUITION - CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	63,201.49
0000063083	04/26/2023	LEHIGH VALLEY DUAL LANGUAGE CHARTER SCHOOL	SPEC ED TUITION CHARTER SCHOOL		3,154.37
0000063084	04/26/2023	LINDE GAS & EQUIPMENT INC.	Oxygen		97.05
0000063085	04/26/2023	LOGAN KIRIPOSKI INC.	Portable Toilet Rental		1,350.00

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PG - PLGIT GENERAL **Payment Dates:** 04/13/2023 - 04/26/2023

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000063086	04/26/2023	LVCIL	SPEC ED - OTHR PROF SVC - HS - COMP ED		741.00
0000063087	04/26/2023	MICROBAC LABORATORIES INC.	REPAIRS & MAINTENANCE		74.99
0000063088	04/26/2023	Mihulec-Sheetz Joanne	SENIOR CITIZENS TAX REBATE		250.00
0000063089	04/26/2023	MUHLENBERG MEDICAL REPAIR INC.	OTHER PROF SVCS ATHLETICS		444.00
0000063090	04/26/2023	MUSIC & ARTS	Band Supplies		48.00
0000063091	04/26/2023	NORTHAMPTON COUNTY AREA COMMUNITY COLLEGE	NCC COMTY COLLEGE PAYMENT		23,166.25
0000063092	04/26/2023	Oticon Inc.	Remote Mic		599.99
0000063093	04/26/2023	PACIFIC LIFE	LIFE INSURANCE BUSINESS OFF		1,338.00
0000063094	04/26/2023	PEDIATRIC THERAPEUTIC SERVICES INC.	PROF SVCS		46,272.95
0000063095	04/26/2023	PENNSYLVANIA DISTANCE LEARNING CHARTER SCHOOL	SPEC ED TUITION CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	10,855.58
0000063096	04/26/2023	PENNSYLVANIA LEADERSHIP CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	10,116.81
0000063097	04/26/2023	PENNSYLVANIA VIRTUAL CHARTER	TUITION - CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	11,509.30
0000063098	04/26/2023	PTS PROVIDERS, INC.	PLANT OP COMMUNICATIONS - MS	PLANT OP COMMUNICATIONS - ELEM	297.00
0000063099	04/26/2023	REACH CYBER CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	14,663.65
0000063100	04/26/2023	ROBERTO CLEMENTE CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		2,784.98
0000063101	04/26/2023	Roberts Oxygen Co. Inc	Pool Chemical		113.47
0000063102	04/26/2023	ROHRER BUS SALES INC.	SUPPLIES - TRANSPORTATION		1,220.73
0000063103	04/26/2023	SAINTS LOGISTICS INC.	SECURITY SERVICES - DISTRICT		2,964.50
0000063104	04/26/2023	SAUCON VALLEY HANDYMAN LLC	SUPPLIES - ARTS AND THEATRE		2,000.00

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PG - PLGIT GENERAL **Payment Dates:** 04/13/2023 - 04/26/2023

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000063105	04/26/2023	SchwabÆs Screenprinting	Supplies		698.90
0000063106	04/26/2023	SEVEN GENERATIONS CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	21,626.10
0000063107	04/26/2023	STOTZ & FATZINGER OFF.SUPPLY	GENERAL SUPPLIES		119.66
0000063108	04/26/2023	TELEMEDICINE MANAGEMENT INC.	HEALTH INSURANCE EXPENSE PAYAB		1,300.00
0000063109	04/26/2023	THE CAMPHILL SCHOOL INC.	SPEC ED NON-PUBLIC TUITION		1,385.00
0000063110	04/26/2023	THE LEHIGH VALLEY CHARTER H.S. FOR THE ARTS INC.	TUITION - CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	24,780.45
0000063111	04/26/2023	THE PENNSYLVANIA CYBER CHARTER SCHOOL	SPEC ED TUITION CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	36,005.43
0000063112	04/20/2023	PA TURNPIKE TOLL BY PLATE	TRAVEL - TRANSPORTATION		10.00
0000063113	04/20/2023	UGI SOUTH	NATURAL GAS - PLANT OPERATIONS		11,528.24
* 00W3695772	04/14/2023	PLGIT	TRANSFER TO HEALTH		1,847.46
* 00W3696627	04/17/2023	PLGIT	TRANSFER TO SALARY		552,405.53
* 00W3696630	04/18/2023	PLGIT	TRANSFER		4,085.00
* 00W3696633	04/19/2023	LAFAYETTE AMBASSADOR BANK	TRANSFER TO FLEX ACCT		3,591.83
* 00W3697768	04/19/2023	PLGIT	TRANSFER		5,118.05
* 00W3698663	04/20/2023	PLGIT	TRANSFER TO HEALTH		90,731.34
* IRS0000420	04/20/2023	INTERNAL REVENUE SERVICE	Purpose: EE FED Full Payroll Pay Date: 4/20/2023	Purpose: ER FICA Full Payroll Pay Date: 4/20/2023	190,350.45
* PATX000420	04/26/2023	PA DEPARTMENT OF REVENUE	Purpose: EE STPA Full Payroll Pay Date: 4/20/2023		24,541.00
* TSA0000420	04/20/2023	TSA CONSULTING GROUP INC.	DED: LINC - Full Payroll Pay Date: 4/20/2023	DED: ASP - Full Payroll Pay Date: 4/20/2023	17,477.76
* VOYA000420	04/20/2023	VOYA	Purpose: EE RETD Full Payroll Pay Date: 4/20/2023	Purpose: ER RETD Full Payroll Pay Date: 4/20/2023	3,482.54

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PG - PLGIT GENERAL **Payment Dates:** 04/13/2023 - 04/26/2023

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

10 - GENERAL FUND	1,560,302.18
Grand Total All Funds	1,560,302.18
Grand Total Credit Cards	0.00
Grand Total Direct Deposits	0.00
Grand Total Manual Checks	0.00
Grand Total Other Disbursement Non-negotiables	893,630.96
Grand Total Procurement Card Other Disbursement Non-negotiables	0.00
Grand Total Regular Checks	666,671.22
Grand Total All Payments	1,560,302.18

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK Payment Dates: 04/13/2023 - 04/26/2023

Payment Categories: Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
D000000666	04/26/2023	FOX ROTHSCHILD LLP	SOLICITOR RETAINER		19,000.00 ^D
10 - GENERAL FUND					19,000.00
Grand Total All Funds					19,000.00
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					19,000.00
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					0.00
Grand Total All Payments					19,000.00

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CP - CAFE - PLGIT Payment Dates: 04/13/2023 - 04/26/2023

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000003659	04/26/2023	GOLD STAR FOODS, INC.	MILK	FOOD	413.96
0000003660	04/26/2023	MORABITO BAKING CO.	FOOD		362.60
0000003661	04/26/2023	PENN JERSEY PAPER CO. LLC	SUPPLIES		1,377.11
0000003662	04/26/2023	POCONO MOUNTAIN DAIRIES	MILK	FOOD	1,429.34
0000003663	04/26/2023	SYSCO OF CENTRAL PA	FOOD		95.76
50 - CAFETERIA					3,678.77
Grand Total All Funds					3,678.77
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					3,678.77
Grand Total All Payments					3,678.77

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PH - PLGIT HEALTH BENEFIT Payment Dates: 03/25/2023 - 04/23/2023

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
* 00W3683662	03/28/2023	DELTA DENTAL	WEEKLY CLAIMS		3,994.70
* 00W3683663	03/28/2023	DELTA DENTAL	ADMIN FEES		1,180.08
* 00W3685991	03/31/2023	CAPITAL BLUE CROSS	WEEKLY CLAIMS		138,721.16
* 00W3687690	04/04/2023	DELTA DENTAL	WEEKLY CLAIMS		1,422.10
* 00W3692633	04/12/2023	WAGeworks	MAR QUAL EVENTS		124.12
* 00W3692639	04/12/2023	CAPITAL BLUE CROSS	WEEKLY CLAIMS		100,970.63
* 00W3692641	04/12/2023	DELTA DENTAL	WEEKLY CLAIMS		1,863.00
* 00W3695774	04/17/2023	VISION BENEFITS OF AMERICA	MARCH CLAIMS		1,847.48
* 00W3696640	04/19/2023	DELTA DENTAL	WEEKLY CLAIMS		4,085.00
* 00W3697772	04/20/2023	EQUITABLE FINANCIAL LIFE INSURANCE CO. OF AMERICA	LIFE/LTD APR		5,118.05
* 00W3698666	04/21/2023	CAPITAL BLUE CROSS	CB APR INV 3	CB APR INV 2	80,239.25
* 00W3698668	04/21/2023	RESOLUTE UNDERWRITING STRATEGIES	MAY PREMIUM		10,492.09
10 - GENERAL FUND					350,057.66
Grand Total All Funds					350,057.66
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					0.00
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					350,057.66
Grand Total Procurement Card Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					0.00
Grand Total All Payments					350,057.66

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

Cash, Investment and Bond Activity March 31, 2023

CASH ACCOUNTS

	Balance 3/1/23	Earnings/Deposits	Disbursements	Balance 3/31/23
PLGIT PLUS	\$ -	\$ -	\$ -	\$ -
PLGIT/CLASS	\$ 18,328,881.81	\$ 65,564.20	\$ 3,450,000.00	\$ 14,944,446.01
PLGIT General	\$ 3,353,140.30	\$ 5,544,459.33	\$ 5,704,049.41	\$ 3,193,550.22
PLGIT Salary	\$ 12,351.29	\$ 1,194,006.48	\$ 1,194,006.48	\$ 12,351.29
PLGIT Health Benefits	\$ 17,819.29	\$ 526,264.47	\$ 526,264.47	\$ 17,819.29
PLGIT Cafeteria	\$ 240,000.12	\$ 51,369.29	\$ 59,785.13	\$ 231,584.28
Lafayette General	\$ 1,635,125.84	\$ 164,821.80	\$ 148,651.10	\$ 1,651,296.54
Lafayette Tax Collection	\$ -	\$ -	\$ -	\$ -
Lafayette Prepaid Tax	\$ -	\$ -	\$ -	\$ -
Lafayette Flexible Spending	\$ 30,893.90	\$ 7,183.66	\$ 11,503.53	\$ 26,574.03
Lafayette Cafeteria	\$ 193,524.94	\$ 53,998.36	\$ 16.89	\$ 247,506.41
Total Cash Accounts	\$ 23,811,737.48	\$ 7,607,667.59	\$ 11,094,277.01	\$ 20,325,128.07

*Earnings/Deposits includes transfers of \$5,170,270.95 between accounts

**Disbursements includes transfers of \$5,170,270.95 between accounts

INVESTMENT ACCOUNTS

	Balance 3/1/23	Earnings/Deposits	Disbursements	Balance 3/31/23
Cafeteria Certificate of Deposit (Closed Feb 06)	\$ -	\$ -	\$ -	\$ -
PSDLAF	\$ 8,123,155.76	\$ 29,324.96	\$ -	\$ 8,152,480.72
PLGIT / PLUS (61)	\$ -	\$ -	\$ -	\$ -
Total Investment Accounts	\$ 8,123,155.76	\$ 29,324.96	\$ -	\$ 8,152,480.72

	Balance 3/1/23	Earnings/Deposits	Disbursements	Balance 3/31/23
1998 Construction Fund (195-04)	\$ -	\$ -	\$ -	\$ -
G.O. Bonds, Series of 2017 (195-14)	\$ -	\$ -	\$ -	\$ -
2003 Emmaus Bond, Const Fund (195-08)	\$ -	\$ -	\$ -	\$ -
Land Purchase GOB Series 2005 (195-10)	\$ -	\$ -	\$ -	\$ -
GESP Phase II GOB Series 2013A (195-12)	\$ -	\$ -	\$ -	\$ -
Total Bond Issue	\$ -	\$ -	\$ -	\$ -

CAPITAL RESERVE FUND

	Balance 3/1/23	Earnings/Deposits	Disbursements	Balance 3/31/23
Capital Reserve Fund	\$ 68.25	\$ 0.31	\$ -	\$ 68.56

(UNADJUSTED)

Condensed Board Summary Report

From 03/01/2023 To 03/31/2023

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

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
10	GENERAL FUND						
1000							
1100							
1110	REG PROG ELEM/SECONDARY	21,142,499.00	1,620,049.62	13,152,755.01	94,734.77	7,895,009.22	62.66
	Total	21,142,499.00	1,620,049.62	13,152,755.01	94,734.77	7,895,009.22	62.66
1200							
1225	SPEECH	427,235.00	32,014.45	245,335.73	0.00	181,899.27	57.42
1231	EMOTIONAL SUPPORT	362,623.00	20,568.29	159,788.03	0.00	202,834.97	44.06
1241	LEARNING SUPPORT	6,873,791.00	631,750.78	4,658,932.65	6,087.66	2,208,770.69	67.87
1243	GIFTED SUPPORT	266,276.00	21,609.11	166,598.81	0.00	99,677.19	62.57
1270	MULTI-HANDICAPPED SUPPT	0.00	0.00	0.00	0.00	0.00	0.00
1290	OTHER SUPPORT	124,000.00	0.00	0.00	0.00	124,000.00	0.00
	Total	8,053,925.00	705,942.63	5,230,655.22	6,087.66	2,817,182.12	65.02
1300	VOCATIONAL EDUCATION						
1390	VOCATIONAL EDUCATION	875,356.00	46,072.00	714,116.00	0.00	161,240.00	81.58
	Total	875,356.00	46,072.00	714,116.00	0.00	161,240.00	81.58
1400	OTHER INSTR. PROGRAMS						
1410	DRIVERS' EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00
1420	SUMMER SCHOOL	22,866.00	0.00	12,493.60	0.00	10,372.40	54.64
1430	HOMEBOUND INSTRUCTION	13,577.00	1,457.05	14,148.66	0.00	(571.66)	104.21
1441	ADJ / COURT PLACED PROG	0.00	0.00	0.00	0.00	0.00	0.00
1442	ALTERNATIVE EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00
1450	INSTRUCTIONAL PROGRAMS OUTSIDE EST'D SCHOOL DAY	0.00	0.00	1,225.00	0.00	(1,225.00)	0.00
1480	TITLE I	0.00	0.00	0.00	0.00	0.00	0.00

(UNADJUSTED)

Condensed Board Summary Report

From 03/01/2023 To 03/31/2023

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

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
1490	ACCOUNTABILITY	0.00	0.00	0.00	0.00	0.00	0.00
	Total	36,443.00	1,457.05	27,867.26	0.00	8,575.74	76.47
1500	NONPUBLIC SCHOOL PGMS						
1500	NONPUBLIC SCHOOL PGMS	0.00	0.00	1,388.00	0.00	(1,388.00)	0.00
	Total	0.00	0.00	1,388.00	0.00	(1,388.00)	0.00
1600							
1693	SPSHP COMMUNITY COLLEGE	289,441.00	23,166.25	219,942.25	0.00	69,498.75	75.99
	Total	289,441.00	23,166.25	219,942.25	0.00	69,498.75	75.99
2000							
2100	SUPPORT SERVICES PUPIL						
2120	GUIDANCE SERVICES	1,109,859.00	70,616.09	652,297.61	1,086.70	456,474.69	58.87
2130	ATTENDANCE SERVICES	74,634.00	0.00	5,837.95	2,173.38	66,622.67	10.73
2140	PSYCHOLOGICAL SERVICES	310,185.00	23,555.29	194,823.87	1,026.08	114,335.05	63.14
2150	SPEECH PATH/AUDIOLOGY	0.00	0.00	0.00	0.00	0.00	0.00
	Total	1,494,678.00	94,171.38	852,959.43	4,286.16	637,432.41	57.35
2200	SUPPORT SERVICES-INSTRU						
2200	SUPPORT SERVICES-INSTRU	0.00	0.00	0.00	0.00	0.00	0.00
2220	TECH SUPPORT SERVICES	841,236.00	58,626.83	630,092.55	7,444.03	203,699.42	75.79
2230	EDU TELEVISION SERVICES	4,500.00	0.00	1,991.88	0.00	2,508.12	44.26
2250	SCHOOL LIBRARY SERVICES	665,488.00	47,095.69	395,123.08	14,288.56	256,076.36	61.52
2260	INSTRUCTION & CURR DEV	430,367.00	25,356.92	211,000.96	0.00	219,366.04	49.03
2271	INSTRUC STAFF DEVEL SVC	330,533.00	279.00	67,552.33	0.00	262,980.67	20.44
2272	NON CERTIFIED PROF DEV	0.00	0.00	0.00	0.00	0.00	0.00
2280	NONPUBLIC SUPPORT SVC	0.00	0.00	0.00	0.00	0.00	0.00

(UNADJUSTED)
Condensed Board Summary Report
 From 03/01/2023 To 03/31/2023

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

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
2290	OTHER INSTRUC STAFF SVC	221,872.00	22,253.76	167,954.89	0.00	53,917.11	75.70
	Total	2,493,996.00	153,612.20	1,473,715.69	21,732.59	998,547.72	59.96
2300	SUPPORT SERVICES-ADMIN						
2310	BOARD SERVICES	56,645.00	0.00	72,824.02	0.00	(16,179.02)	128.56
2320	BOARD TREASURER SERVICE	300.00	0.00	250.00	0.00	50.00	83.33
2330	TAX ASSESS & COLLECTION	162,500.00	10,914.03	126,889.43	0.00	35,610.57	78.09
2340	STAFF RELATIONS/NEGO	0.00	0.00	0.00	0.00	0.00	0.00
2350	LEGAL SERVICES	150,000.00	17,326.95	137,688.53	0.00	12,311.47	91.79
2360	OFFICE SUPERINTENDENT	574,087.00	34,842.99	333,849.77	4,642.36	235,594.87	58.96
2380	OFFICE OF PRINCIPAL SVC	1,610,702.00	127,859.85	1,104,906.01	22,801.30	482,994.69	70.01
	Total	2,554,234.00	190,943.82	1,776,407.76	27,443.66	750,382.58	70.62
2400	SUPP SVC-PUBLIC HEALTH						
2420	MEDICAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
2430	DENTAL SERVICES	600.00	382.00	382.00	0.00	218.00	63.67
2440	NURSING SERVICES	483,398.00	37,918.30	328,250.05	1,818.23	153,329.72	68.28
	Total	483,998.00	38,300.30	328,632.05	1,818.23	153,547.72	68.28
2500	SUPP SERVICES-BUSINESS						
2511	SUPP SERVICES-BUSINESS	909,750.00	60,406.45	684,832.90	8,182.76	216,734.34	76.18
	Total	909,750.00	60,406.45	684,832.90	8,182.76	216,734.34	76.18
2600							
2660	SECURITY SERVICES	0.00	4,729.50	61,740.04	0.00	(61,740.04)	0.00
2690	OPER OF BLDG SERVICES	5,018,798.00	348,600.52	3,647,707.96	300,566.14	1,070,523.90	78.67
	Total	5,018,798.00	353,330.02	3,709,448.00	300,566.14	1,008,783.86	79.90
2700							

(UNADJUSTED)

Condensed Board Summary Report

From 03/01/2023 To 03/31/2023

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

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
2790	STUDENT TRANSP SERVICES	2,600,110.00	251,557.30	1,882,614.37	220,015.73	497,479.90	80.87
	Total	2,600,110.00	251,557.30	1,882,614.37	220,015.73	497,479.90	80.87
2800	SUPPORT SVCS-CENTRAL						
2830	STAFF SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
2832	RECRUITMENT & PLACEMENT	0.00	0.00	0.00	0.00	0.00	0.00
2834	STAFF DEV - NON-CERT	2,000.00	0.00	0.00	0.00	2,000.00	0.00
2836	STAFF DEVELOPMENT SVCS	5,793.00	0.00	1,672.78	0.00	4,120.22	28.88
	Total	7,793.00	0.00	1,672.78	0.00	6,120.22	21.47
2900	OTHER SUPPORT SERVICES						
2910	OTHER SUPPORT SERVICES	23,130.00	0.00	23,759.77	0.00	(629.77)	102.72
	Total	23,130.00	0.00	23,759.77	0.00	(629.77)	102.72
3000	OP OF NONINSTRUCT SVC						
3000	OP OF NONINSTRUCT SVC						
3000	OP OF NONINSTRUCT SVC	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00
3100	FOOD SERVICES						
3100	FOOD SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00
3200	STUDENT ACTIVITIES						
3200	STUDENT ACTIVITIES	249,100.00	31,994.99	97,232.49	3,345.58	148,521.93	40.38
3250	SCHOOL ATHLETICS	1,119,190.00	152,615.41	644,753.20	99,447.48	374,989.32	66.49
	Total	1,368,290.00	184,610.40	741,985.69	102,793.06	523,511.25	61.74
3300	COMMUNITY SERVICES						
3300	COMMUNITY SERVICES	13,181.00	651.29	3,739.28	0.00	9,441.72	28.37
	Total	13,181.00	651.29	3,739.28	0.00	9,441.72	28.37

(UNADJUSTED)

Condensed Board Summary Report

From 03/01/2023 To 03/31/2023

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

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
4000	FACILITIES ACQUISITION						
4600	EXISTING BLDG IMPROVE						
4600	EXISTING BLDG IMPROVE	1,821,310.00	0.00	1,429,096.41	1,106,916.95	(714,703.36)	139.24
	Total	1,821,310.00	0.00	1,429,096.41	1,106,916.95	(714,703.36)	139.24
5000	OTHER EXPEND & FINANCE						
5100	OTHER EXPEND & FINANCE						
5100	OTHER EXPEND & FINANCE	0.00	0.00	0.00	0.00	0.00	0.00
5110	DEBT SERVICE	1,929,953.00	2,224.47	1,910,204.34	0.00	19,748.66	98.98
5130	REFUND PRIOR YR REV	0.00	0.00	0.00	0.00	0.00	0.00
5140	LEASE EXPENDITURES	0.00	10,879.96	87,233.74	0.00	(87,233.74)	0.00
	Total	1,929,953.00	13,104.43	1,997,438.08	0.00	(67,485.08)	103.50
5200	FUND TRANSFERS						
5230	CAPITAL PROJ TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00
5251	FOOD SVC FUND TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00
5280	ACTIVITY FUND TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00
5800	SUSPENSE ACCOUNT						
5800	SUSPENSE ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00
5900	BUDGETARY RESERVE						
5900	BUDGETARY RESERVE	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00
6000	REVENUE LOCAL SOURCES						
6000	REVENUE LOCAL SOURCES						
6001	FUND BALANCE	(1,257,239.00)	0.00	0.00	0.00	(1,257,239.00)	0.00

(UNADJUSTED)

Condensed Board Summary Report

From 03/01/2023 To 03/31/2023

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

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
	Total	(1,257,239.00)	0.00	0.00	0.00	(1,257,239.00)	0.00
6100	TAXES LEVIED						
6111	REAL ESTATE TAXES	(31,936,259.00)	(306,963.64)	(31,050,141.81)	0.00	(886,117.19)	97.23
6112	INTERIM REAL ESTATE TAX	(125,000.00)	(35,949.94)	(200,713.53)	0.00	75,713.53	160.57
6113	PUBLIC UTILITY REALTY	(35,000.00)	0.00	(34,859.42)	0.00	(140.58)	99.60
6120	PER CAPITA TAX	0.00	0.00	0.00	0.00	0.00	0.00
6141	ACT 511 PC FLAT	0.00	0.00	0.00	0.00	0.00	0.00
6143	EMER MUNIC SVC TAX	(26,000.00)	(1,045.27)	(23,869.46)	0.00	(2,130.54)	91.81
6151	EARNED INCOME TAX	(3,800,000.00)	(312,358.18)	(2,827,794.14)	0.00	(972,205.86)	74.42
6153	REALTY TRANSFER TAX	(500,000.00)	(111,813.97)	(471,576.79)	0.00	(28,423.21)	94.32
	Total	(36,422,259.00)	(768,131.00)	(34,608,955.15)	0.00	(1,813,303.85)	95.02
6400	DELINQUENCY TAXES						
6411	DELINQUENT RE TAX	(740,000.00)	(56,900.53)	(408,299.32)	0.00	(331,700.68)	55.18
6420	DELINQUENT PC SECT 679	0.00	(85.12)	(1,634.48)	0.00	1,634.48	0.00
6441	DELINQUENT PC 511	0.00	(88.00)	(1,633.55)	0.00	1,633.55	0.00
	Total	(740,000.00)	(57,073.65)	(411,567.35)	0.00	(328,432.65)	55.62
6500	EARNINGS ON INVESTMENTS						
6510	INTEREST ON INVESTMENTS	(25,000.00)	(108,367.90)	(664,774.09)	0.00	639,774.09	2,659.10
6530	GAIN/LOSS ON INVESTMTS	0.00	0.00	0.00	0.00	0.00	0.00
	Total	(25,000.00)	(108,367.90)	(664,774.09)	0.00	639,774.09	2,659.10
6700							
6710	ADMISSIONS	(81,400.00)	(26,686.83)	(63,742.07)	0.00	(17,657.93)	78.31
6740	FEES	0.00	0.00	0.00	0.00	0.00	0.00
6750	STUDENT EVT- SPEC EVENT	0.00	0.00	0.00	0.00	0.00	0.00

(UNADJUSTED)
Condensed Board Summary Report

From 03/01/2023 To 03/31/2023

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

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
6790	OTHR STUDENT ACT INCOME	(15,000.00)	0.00	(228.00)	0.00	(14,772.00)	1.52
	Total	(96,400.00)	(26,686.83)	(63,970.07)	0.00	(32,429.93)	66.36
6800							
6821	STATE REV REC OTHER PA	0.00	0.00	0.00	0.00	0.00	0.00
6831	FUNDS OTHER PA SCH DST	0.00	0.00	0.00	0.00	0.00	0.00
6832	FEDERAL IDEA REVENUE	(238,450.00)	0.00	0.00	0.00	(238,450.00)	0.00
6833	AARP IDEA	0.00	0.00	0.00	0.00	0.00	0.00
6837	FED REV CARES ACT-CNTY	0.00	0.00	0.00	0.00	0.00	0.00
6839	FEDERAL REVENUE - OTHER	0.00	0.00	0.00	0.00	0.00	0.00
	Total	(238,450.00)	0.00	0.00	0.00	(238,450.00)	0.00
6900	REVENUE LOCAL SOURCES						
6910	USE OF FACILITIES	(3,500.00)	0.00	(545.28)	0.00	(2,954.72)	15.58
6920	CONTRIBUTION & DONATION	0.00	0.00	(159.00)	0.00	159.00	0.00
6941	REGULAR SCH TUITION	0.00	(350.00)	(2,450.00)	0.00	2,450.00	0.00
6942	SUMMER SCHOOL TUITION	(9,000.00)	0.00	0.00	0.00	(9,000.00)	0.00
6944	Tuition other LEA's	(27,000.00)	0.00	(21,375.07)	0.00	(5,624.93)	79.17
6980	COMMUNITY ACTIVITY REV	(7,900.00)	0.00	(3,800.00)	0.00	(4,100.00)	48.10
6990	MISCELLANEOUS REVENUE	0.00	(9,014.50)	(25,745.20)	0.00	25,745.20	0.00
6991	REFUND OF P/Y EXPEND	0.00	0.00	0.00	0.00	0.00	0.00
6992	ENERGY EFF REV & INCENT	0.00	0.00	0.00	0.00	0.00	0.00
6999	Miscellaneous	(30,000.00)	(7,066.79)	(135,466.00)	0.00	105,466.00	451.55
	Total	(77,400.00)	(16,431.29)	(189,540.55)	0.00	112,140.55	244.88
7000							
7100	BASIC INS. OPR. SUBSIDIES						

(UNADJUSTED)
Condensed Board Summary Report
 From 03/01/2023 To 03/31/2023

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

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
7110	BASIC EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00
7111	BASIC EDUCATION SUBSIDY	(3,510,484.00)	0.00	(2,188,924.00)	0.00	(1,321,560.00)	62.35
7112	SOCIAL SECURITY SUBSIDY	(813,209.00)	0.00	(576,828.58)	0.00	(236,380.42)	70.93
7140	CHARTER SCHOOLS	0.00	0.00	0.00	0.00	0.00	0.00
7160	Tuition for 1305 & 1306	0.00	0.00	0.00	0.00	0.00	0.00
	Total	(4,323,693.00)	0.00	(2,765,752.58)	0.00	(1,557,940.42)	63.97
7200	REVENUE EDU.PROGRAMS						
7210	HOMEBOUND INSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00
7220	VOCATIONAL EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00
7230	ALTERNATIVE EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00
7250	MIGRATORY CHILDREN	0.00	0.00	0.00	0.00	0.00	0.00
7271	SPECIAL EDUCATION	(995,464.00)	(161,817.00)	(809,085.00)	0.00	(186,379.00)	81.28
7299	DIRECT PMT - PRRS & APS	0.00	0.00	0.00	0.00	0.00	0.00
	Total	(995,464.00)	(161,817.00)	(809,085.00)	0.00	(186,379.00)	81.28
7300	REVENUE NON-ED.PROGRAMS						
7310	TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00
7311	SD TRANSPORTATION	(285,000.00)	(71,784.00)	(229,709.00)	0.00	(55,291.00)	80.60
7312	NP TRANSPORTATION	(115,000.00)	0.00	(46,200.00)	0.00	(68,800.00)	40.17
7320	RENT & SINK FUND PYMT	0.00	0.00	0.00	0.00	0.00	0.00
7330	MEDICAL/DENTAL SVCS	(42,000.00)	0.00	0.00	0.00	(42,000.00)	0.00
7340	SUPPLEMENTAL REIMBURSE	(1,172,391.00)	0.00	(1,172,390.81)	0.00	(0.19)	100.00
7360	SAFE SCHOOLS	0.00	0.00	0.00	0.00	0.00	0.00
7361	PCCD Grant	0.00	0.00	0.00	0.00	0.00	0.00
	Total	(1,614,391.00)	(71,784.00)	(1,448,299.81)	0.00	(166,091.19)	89.71

(UNADJUSTED)

Condensed Board Summary Report

From 03/01/2023 To 03/31/2023

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

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
7500	ACCOUNTABILITY GRANT						
7500	ACCOUNTABILITY GRANT	0.00	0.00	0.00	0.00	0.00	0.00
7501	Accountability Grant	0.00	0.00	0.00	0.00	0.00	0.00
7505	READY TO LEARN BLK GRNT	(142,538.00)	0.00	(142,538.00)	0.00	0.00	100.00
7506	PA SMART GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
7510	EXTRA GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
7599	EXTRA GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
	Total	(142,538.00)	0.00	(142,538.00)	0.00	0.00	100.00
7800	REVENUE PA SHARE BEN.						
7810	FICA - STATE	0.00	0.00	0.00	0.00	0.00	0.00
7820	RETIREMENT - STATE	(3,777,896.00)	(1,060,726.00)	(2,865,280.31)	0.00	(912,615.69)	75.84
	Total	(3,777,896.00)	(1,060,726.00)	(2,865,280.31)	0.00	(912,615.69)	75.84
7900	REVENUE TECHNOLOGY						
7920	CLASSROOMS FOR FUTURE	0.00	0.00	0.00	0.00	0.00	0.00
7990	OTHER TECHNOLOGY GRANT	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00
8000							
8500	FEDERAL GRANTS-IN-AID						
8512	IDEA Part B	0.00	0.00	0.00	0.00	0.00	0.00
8513	TITLE I GRANT IMPROV	0.00	0.00	0.00	0.00	0.00	0.00
8514	Title I	(264,945.00)	(20,738.00)	(155,564.35)	0.00	(109,380.65)	58.72
8515	TITLE II	(55,578.00)	0.00	(21,021.63)	0.00	(34,556.37)	37.82
8516	TITLE III ESL	(6,420.00)	0.00	0.00	0.00	(6,420.00)	0.00
8517	DRUG FREE SCHOOLS	(14,686.00)	(1,311.14)	(21,478.28)	0.00	6,792.28	146.25

(UNADJUSTED)

Condensed Board Summary Report

From 03/01/2023 To 03/31/2023

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

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
8518	TITLE V	0.00	0.00	0.00	0.00	0.00	0.00
8519	TITLE II/TITLE V GRANT	0.00	0.00	0.00	0.00	0.00	0.00
8570	TITLE II EESE GRANT	0.00	0.00	0.00	0.00	0.00	0.00
	Total	(341,629.00)	(22,049.14)	(198,064.26)	0.00	(143,564.74)	57.98
8600	OTHER FED.GRANTS-IN-AID						
8670	DRUG FREE SCHOOLS	0.00	0.00	0.00	0.00	0.00	0.00
8680	TITLE III	0.00	0.00	0.00	0.00	0.00	0.00
8690	OTHER FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00
8700							
8701	IDEA PART B - ARRA	0.00	0.00	0.00	0.00	0.00	0.00
8708	ARRA FISCAL STAB - BE	0.00	0.00	0.00	0.00	0.00	0.00
8709	Basic Ed - Ed Jobs	0.00	0.00	0.00	0.00	0.00	0.00
8741	CARE ACT - ESSER FUNDNG	0.00	0.00	0.00	0.00	0.00	0.00
8742	GOV EMER ED RELIEF FUND	0.00	0.00	0.00	0.00	0.00	0.00
8743	ESSER II - CRRSA ACT	0.00	(22,431.07)	(829,949.59)	0.00	829,949.59	0.00
8744	ARP ESSER III	(1,049,526.00)	(35,472.29)	(1,099,640.99)	0.00	50,114.99	104.78
8747	EMERGENCY CONNECTIVITY	0.00	0.00	(776,787.25)	0.00	776,787.25	0.00
	FUND						
8749	CARES ACT - PCCD FUNDNG	0.00	0.00	0.00	0.00	0.00	0.00
8751	ARP ESSER 7% LEARNING	0.00	0.00	(29,539.05)	0.00	29,539.05	0.00
	LOSS						
8752	ARP ESSER 7% SUMMER	0.00	0.00	(5,907.75)	0.00	5,907.75	0.00
	PROGRAMS						
8753	ARP ESSER 7% AFTERSCHOOL PROGRAMS	0.00	0.00	(5,907.90)	0.00	5,907.90	0.00
	Total	(1,049,526.00)	(57,903.36)	(2,747,732.53)	0.00	1,698,206.53	261.81

(UNADJUSTED)

Condensed Board Summary Report

From 03/01/2023 To 03/31/2023

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

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
8800	ACCESS REIMBURSEMENTS						
8810	MEDICAL ASSISTANCE	(15,000.00)	0.00	(80,231.35)	0.00	65,231.35	534.88
8820	MED ASSIS - TRANS & AD	0.00	0.00	(7,154.80)	0.00	7,154.80	0.00
	Total	(15,000.00)	0.00	(87,386.15)	0.00	72,386.15	582.57
9000							
9200							
9220	LEASE PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00
9300							
9330	Trans from Cap Reserve	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00
9400	SALE OF ASSETS						
9400	SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00
MAJOR FUND 10 TOTALS							
	Total Expenditure	49,186,932.00	3,724,270.71	32,255,587.87 ✓	1,894,577.71	15,036,766.42	69.43
	Total Other Expenditure	1,929,953.00	13,104.43	1,997,438.08 ✓	0.00	(67,485.08)	103.50
	Total Revenue	(51,116,885.00)	0.00	(47,002,945.85) ✓	0.00	(4,113,939.15)	91.95
	Total Other Revenue	0.00	(2,350,970.17)	0.00	0.00	0.00	0.00
		0.00	1,386,404.97	(12,749,919.90)	1,894,577.71	10,855,342.19	

(UNADJUSTED)

Condensed Board Summary Report

From 03/01/2023 To 03/31/2023

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

Grand Totals All Funds	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
Total Expenditure	49,186,932.00	3,724,270.71	32,255,587.87	1,894,577.71	15,036,766.42	69.43
Total Other Expenditure	1,929,953.00	13,104.43	1,997,438.08	0.00	(67,485.08)	103.50
Total Revenue	(51,116,885.00)	(2,350,970.17)	(47,002,945.85)	0.00	(4,113,939.15)	91.95
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	1,386,404.97	(12,749,919.90)	1,894,577.71	10,855,342.19	

**Capital Reserve Finance Report
March 31, 2023**

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

**SAUCON VALLEY SCHOOL DISTRICT
BUSINESS OFFICE**

BUDGETARY TRANSFER FORM
2022-2023

Date: April 25, 2023

		TRANSFER AMOUNT		ACCOUNT TITLE	REASON FOR TRANSFER	
		IN	OUT			
ACCOUNT #						
1	TO	10-2380-650-000-20-000-000-000-0000	300.00		SOFT & LIC - PRINC OFC 5-8	BALANCE ACCOUNT
	FROM	10-2380-530-000-20-000-000-000-0000		300.00	POSTAGE PRINCIPAL 5-8	TRANSFER OF FUNDS
2	TO	10-3200-810-000-20-000-000-000-0000	3,000.00		DUES & FEES ACTIVITIES 5-8	BALANCE ACCOUNT
	FROM	10-1110-640-000-20-000-000-000-0000		3,000.00	BOOKS & PERIODICALS REG 5-8	TRANSFER OF FUNDS
3	TO	10-3200-810-000-20-000-000-000-0000	2,000.00		DUES & FEES ACTIVITIES 5-8	BALANCE ACCOUNT
	FROM	10-1110-519-000-20-000-000-000-0000		2,000.00	STUDENT TRANS SVCS M.S.	TRANSFER OF FUNDS

Total Transfer: \$ 5,300.00

Saucon Valley School District

Policy

Title – 707 Use of School Facilities

Section – Community

Adopted – May 8, 2007

Revised –

Content

Purpose

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

Authority

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

The Saucon Valley School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age^[MOU1] in making available the facilities of the school district. The Administration shall post a "Notice of Non-Discrimination" and make the notice available as required by law. All activities hosted by Group II entities, as defined below, must adhere to and observe the district's non-discrimination policies.

Requests from organizations outside the district will ~~also~~ be given consideration.

Definitions

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

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

Group III – non-profit, school age athletic leagues ("municipal athletic leagues") operated 144016173.3

by Hellertown Borough and Lower Saucon Township

Group IV - non-profit civic, service, or athletic organizations offering educational, cultural, or recreational enrichment activities for district students [MOU2][JJH3]

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

Delegation of Responsibility

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

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

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

Fee charges will be determined by the nature of the use and the use, school-related or non-profit within the district, or commercial group number of the entity making the request [MOU4]. ~~The School Board will annually approve a list of school-related organizations for which all or some of the conditions and fees may be waived.~~ Rules and Regulations for the use of school buildings and facilities will be provided to the organizations requesting the use of the facilities.

Guidelines

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

Classifications of eligible organizations using school facilities ~~shall be defined in the Rules and Regulations for the Use of School Buildings, Facilities and Equipment~~ are defined as Group I, Group II, Group III, Group IV, and Group V.

Application Process

An individual or community group that falls into Group II, Group III, Group IV, and Group V requesting permission to use school buildings, facilities or school property must submit a written request on the prescribed application in advance of the proposed date to the Superintendent [MOU5] or designee.

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

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

144016173.3

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

Application Evaluation

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

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

Limitations

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

1. Individuals shall not use, access, or enter upon any portions of the school facilities or their contents not specified in the approved written request form.
2. Individuals shall refrain from any conduct or activities not specifically identified in the approved written request form.
3. When advertising or promoting activities held at school facilities, individuals and ~~community groups~~ entities in Group III, IV, and V shall clearly and prominently communicate that the activities are not being sponsored by the school district^[MOU6] by including such language in all advertisements and proposal material: "This event/activity is not approved or sponsored by the Saucon Valley School District or its Board of Directors." Notices and promotional materials may not use the terms "Saucon Valley" or "SVSD" and when describing the location of the event may only reference the street address and room number, when applicable.^[JJH7]
4. School equipment used in conjunction with requested facilities shall be identified when the application is submitted. Users of school equipment must accept liability for any damage to or loss of equipment that occurs while in their use. Where rules so specify, no equipment may be used except by a qualified operator, provided by the school.

4.5. The proposed use by an entity in Group II, III, IV, or V shall commence no
144016173.3

earlier than 6:00 p.m. on a school day.

The School Board may require police supervision for traffic or safety control when anticipated attendance will exceed 200 people^[MOU8]. The District, in consultation with law enforcement, may require additional security measures if appropriate. The District shall have sole discretion to determine whether to impose additional security measures.

Prohibited Activities

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

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

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

Violations

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

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

Fee Schedule

Use of school facilities for activities directly related to the educational program and district operations shall be without cost to users, except that the user shall be responsible for extra custodial fees and any fees associated with traffic, safety control^[MOU9], or additional security measures required by the District pursuant to this policy.

Special Rules And Regulations

Opening of Buildings – The building and facility will not be opened until the person

responsible for the activity is present.

Spectators –

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

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

Cancellations – Cancellation of scheduled use of school facilities must be reported to the Business Administrator preferably at least seven (7) days in advance. This advance notification is required for notification of custodians or others designated to supervise the use of the facility and to release the facility for another group which may desire to use it. If the cancellation is not cleared with the Business Administrator in time to permit proper notification of school personnel engaged for the activity, the organization will be required to pay all costs involved[MOU10][JH11].

Participation[MOU12][JH13]

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

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

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

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

ELIGIBILITY

Classifications of Eligible Organizations Using School Facilities

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

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

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

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

Group III – non-profit, school age athletic leagues, with 100% of participants in Saucon Valley School District (“municipal athletic leagues”) operated by ~~Hellertown Borough and Lower Saucon Township~~

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

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

AVAILABILITY

1. All applications for fields, grounds and facilities are dependent upon the availability of the facilities. **School-sponsored activities (Group I) shall always have first priority for the use of District facilities. Priority for other activities shall be as follows:**
 - a. Group II
 - b. Group III
 - c. Group IV
 - d. Group V
2. Group I
 - a. Advisors and coaches of each activity shall provide the Facilities with a list of all regularly scheduled after-hour activities for the school year as well as a monthly list of all non-recurrent events by the first day of the school year.
3. Group II
 - a. The person in charge shall provide the Facilities Office with a list of all scheduled meeting dates at least two weeks in advance of the first meeting.
 - b. All other activities requiring facility use must have a Facility Use Application completed following the reservation schedule listed below.
4. Approved non-school groups will be assigned space according to the order of receipt of application. School facilities normally will not be available on Sundays or during holiday breaks for any school group unless previously approved by the Superintendent or designee.
5. During summer months, the District reserves the right to close its facilities for a period of time for rental for all groups. An announcement will be made by March 1st of each school year.

APPLICATION FOR USE

1. Applications for the use of school field, grounds and facilities must be completed on forms provided for that purpose and submitted electronically to facilities.calendar@svpanthers.org.
2. Applications will accept facility applications as follows:
 - a. Fall Activities (August-October): Reservations open May 1
 - b. Winter Activities (November-February): Reservations open August 1
 - c. Spring Activities (March-May): Reservations open December 1
 - d. Summer Activities (June-July): Reservations open March 1

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

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

TIME OF USE

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

GENERAL CONDITIONS

1. *Inclement Weather* - Groups II, III, IV, and V will not be permitted to use school facilities when schools are closed due to inclement weather.
2. *Drugs and Alcohol* - Intoxicating beverages or narcotics are prohibited on all school properties and at all sponsored activities. Any person in possession of or under the influence of alcohol or narcotics will not be permitted to remain on the school property, and will be referred to local law enforcement agencies.
3. *Smoking/Use of Tobacco Products* - Smoking and the use of tobacco products is prohibited on all school premises and at all sponsored activities.
4. *Indecent Language* - Profane, obscene, and indecent language is prohibited at all times.
5. *Area Restriction* - It is required that the members of the organization using school facilities and spectators when involved in the activity use ONLY the areas for which approval is given. It is the responsibility of the person signing the application to see that this regulation is carefully followed.
6. *Responsibility for Damage to Facilities* - The organization assumes full responsibility for any and all damages to buildings, facilities, or equipment resulting from its use thereof.
7. *Custodial Care of Facilities* - Generally, there must be one or more custodians on duty at all times when school facilities, including the football field, are in use. Buildings and equipment must be left in a clean and orderly fashion. The custodian is to report any known violations of the rules and regulations regarding use of school facilities to District Administration.
8. *Decorations* - Decorations or signs by non-school groups are permitted on school building walls only with the approval of the school building principal. All decorations must be removed from the building by 7:00 AM the following day.
9. Facilities may not be filled beyond rated capacity.
10. Sponsors or supervisors of an activity must be present at the start and must remain on the premises until all participants have left the facility.
11. The administrator responsible for approving applications, may impose such additional reasonable restrictions or conditions as he/she shall determine according to the nature of the proposed use as set forth on the application.
12. School buildings shall not be used for parties or celebrations that are essentially private in nature. This exclusion includes birthday, anniversary and other similar parties. School furniture must be covered when doing craftwork. No permanent markers are permitted.
13. There shall be no signs, banners, pennants, etc. placed in or on school buildings or on school grounds by any group except those associated with activities sponsored by the school or school connected organizations. Activities carried on in the schools by the Northampton County Department of Elections shall be free of this restriction on Election Day.
14. Arrangements for the sale or serving of refreshments within a building must be made at the time of application for facility usage.

15. All fire regulations must be adhered to without exception.
16. All applications must be signed by a responsible Saucon Valley School District resident who is at least 18 years of age.
17. The District or its agents reserve the right to cancel any fields, grounds and facilities usage permit when the interests of the district require cancellation.
18. Each applicant for fields, grounds and facilities usage shall receive a copy of these rules at the time of application.

SPECIAL RULES AND REGULATIONS

1. *Spectators*
 - a. Practices or Rehearsals – parents or guardians of participants and their children are permitted during practices or rehearsals. No other persons are permitted. All are restricted to areas essential to the function.
 - b. Meets or Performances – Adults and children under eighteen accompanied by an adult are permitted at meets or performances. Children under eighteen will be permitted without being accompanied by an adult ONLY if the organization using the facilities provides adequate supervision.
2. *District Equipment* - Organizations requesting use of District equipment shall include the specific equipment and details on the application. Special equipment, such as a sound system, and stage lighting, must be operated by District personnel. The organization will be responsible for any required compensation of District personnel.
3. *Compensation of District Personnel* – Organizations using District facilities shall make all payments directly to Saucon Valley School District. No reimbursement directly to an employee is permitted. Tips also are not permitted.
4. *Insurance* – Each organization using District facilities will be required to furnish a certificate of insurance with minimum coverage providing not less than \$1,000,000 limit per occurrence for bodily injury and/or property damage liability. The organization will provide a certificate of insurance naming Saucon Valley School as additional insured.
5. Applicant agrees to assume all responsibility for damage claims or liability of any kind arising out of or by reason of applicant's use of the school fields, grounds and facilities and further agrees to save and hold the school district harmless from any claims, liability, expense or costs in connection with use of the school fields, grounds and facilities including the cost of defending any such claims.
6. *Cancellations* - Cancellation of scheduled use of District facilities must be reported to the Facilities Office at least seven days in advance. This advance notification is required for notification of custodians or others designated to supervise the use of the facility and to release the facility for use by another group. If the cancellation is not cleared with the Facilities Office in time to permit proper notification of school personnel engaged for the activity, the organization will be required to pay all costs involved.
7. *Damages, Theft, Destruction*- The applicant will be responsible for all thefts of school property, damage thereto or destruction thereof, and shall upon demand, reimburse the

school district for such thefts, damage or destruction. Reimbursements will be based on replacement cost.

FEES AND SERVICES RENDERED

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

ATHLETIC FACILITIES

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

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

SPECIFIC FACILITIES

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

5. Outdoor Facilities

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

6. Stadium Lights

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

SECURITY

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

PARKING ON SCHOOL PROPERTY

1. Traffic/Parking - Organizations using campus facilities are required to provide adequate supervision to assure that automobiles or trucks are not parked on sod areas, play areas, or in restricted areas which could constitute a hazard in case of an emergency. Organizations using the facilities shall obey and ensure the enforcement of school district traffic and parking policies.

Policy 707 AR2 –Facilities Use Fee Schedule

SAUCON VALLEY SCHOOL DISTRICT FACILITY USE FEE SCHEDULE

Group I- Board-approved, school district sponsored extracurricular, co-curricular, and athletic activities
 Group II- school affiliated organizations, as defined in Policy 915

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

Group IV - non-profit civic, service, or athletic organizations offering educational, cultural, or recreational enrichment activities for district students
 Group V- all other organizations and individuals permitted to use district facilities

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

ELEMENTARY – MIDDLE SCHOOL AREAS:	GROUP I	GROUP II	GROUP III	GROUP IV	GROUP V
Elementary Multi-Purpose/Cafeteria	No charge	No charge	No charge	\$50	\$100
Middle School Multi-Purpose /Cafeteria	No charge	No charge	No charge	\$50	\$100
Elementary/Middle School Stage	No charge	No charge	No charge	\$25	\$50
Gymnasium – Elementary	No charge	No charge	No charge	\$50	\$100
Gymnasium – Middle School	No charge	No charge	No charge	\$50	\$100
Classroom(s) or Large Group Instruction Room	No charge	No charge	No charge	\$25 \$5	\$50
Library	No charge	No charge	No charge	\$25	\$50
Parking Lot	No charge	No charge	No charge	\$15	\$20
Lobby	No charge	No charge	No charge	\$50	\$75
Courtyard	No charge	No charge	No charge	\$50	\$75

HIGH SCHOOL AREAS:	GROUP I	GROUP II	GROUP III	GROUP IV	GROUP V
High School Cafeteria	No charge	No charge	No charge	\$50	\$100
High School Auditorium	No charge	No charge	No charge	\$100	\$200
Auditorium with Balconies	No charge	No charge	No charge	\$150	\$200
Sound System Equipment Use Sound/Lighting Technician Required	No charge	No charge	No charge	\$45	\$45
Sound/Lighting Technician (Mic/Basic Use)	No charge	No charge	No charge	\$45	\$45
Sound/Lighting Technician for Productions/Dance Recitals (min. 2 Techs)	No charge	No charge	No charge	\$45	\$45
Auditorium – Rehearsal Sessions (No Public)	No charge	No charge	No charge	\$100	\$200
High School Gymnasium	No charge	No charge	No charge	\$200	\$300
Gymnasium – Practice Sessions	No charge	No charge	No charge	\$50	\$75
High School Pool	No charge	No charge	No charge	\$25	\$50
Swimming Timing System	No charge	No charge	No charge	\$25	\$50
Classroom /Large Group Instruction	No charge	No charge	No charge	\$25 \$5	\$50
Library	No charge	No charge	No charge	\$25	\$50
Locker Rooms	No charge	No charge	No charge	\$25	\$50
Parking Lot	No charge	No charge	No charge	\$15	\$20
Lobby	No charge	No charge	+No charge	\$50	\$75
Courtyard	No charge	No charge	No charge	\$50	\$75

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

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

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

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

Saucon Valley School District

Policy

Title – 913 Non-School Organizations/Groups/ Individuals

Section – Community

Adopted – August 14, 2017

Revised – April 27, 2020

Content

The Board recognizes that non-school organizations, groups, and individuals may wish to utilize the district as a means to engage the school community in activities ~~and/or to distribute or post non-school materials~~. The Board directs that requests for such utilization from non-school organizations, groups, or individuals shall be governed by this policy.

Activities ~~or school-related information and materials from non-school organizations, groups, and individuals~~ that are integrated with or presented as a part of the district's curriculum, an approved school event, or student organization are approved and governed by Board policies related to curriculum and student activities, and are not governed by this policy, even if coordinated with non-school organizations.

It is the policy of the Board that district facilities be used in accordance with the guidelines established in Board policy and applicable law.

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

Guidelines

~~The Board recognizes that the school community may benefit from receiving information from non-school organizations, groups, and individuals, provided the distribution and posting of such information does not interfere with the educational program of the schools.~~ The district's primary responsibility shall be to maintain a safe and orderly school environment and to protect the rights of all members of the school community.

The Board prohibits ~~advertisement, promotion, or distribution~~ the dissemination of materials by non-school organizations, groups, or individuals in Group III, Group IV, and Group V during instructional time, on school property on school days, at school-

sponsored activities occurring on or off of school property, or directly to students through facilitation by the Board. The district will not disseminate materials from non-school organizations in Group III, Group IV, and Group V. This prohibition against dissemination of non-school materials by entities in Group III, Group IV, or Group V does not apply to events held on school property by entities in Group II.~~or at school-sponsored locations or activities not otherwise open to non-school organizations, groups, or individuals.~~

The Board directs that the review and consideration of the use of school district facilities by non-school organizations ~~any activities or non-school materials~~ requested under this policy shall not discriminate on the basis of ~~content or~~ viewpoint.

Definitions

Non-school organizations, groups, or individuals shall mean those entities ~~that are not part of the school program, school-sponsored activities, or organized pursuant to the Pennsylvania School Code or Board policy~~ identified in Group III, Group IV, and Group V, as defined below. When employees or Board members act on behalf of a non-school organization or group, or on their own behalf, this policy applies to them. Students are governed by a separate and distinct Board policy regarding student expression and distribution and posting of materials.

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

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

- Group III – non-profit, school age athletic leagues (“municipal athletic leagues”) operated by Hellertown Borough and Lower Saucon Township

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

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

Non-school materials shall mean any printed, technological, tangible, digital, or written materials, regardless of form, source, or authorship, that are prepared by an entity in Group III, Group IV, or Group V. ~~prepared by non-school organizations, groups, or individuals for posting or general distribution that are not prepared as a part of the curricular or approved extracurricular programs of the district, including but not limited to, fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, non-school organization websites, and the like.~~

~~Distribution shall mean issuing non-school materials to others on school property or during school-sponsored events; placing upon desks, tables, on or in lockers; or engaging in any other manner of delivery of non-school materials to others while on school property or during school functions.~~

~~Posting shall mean publicly displaying non-school materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers, on district-sponsored websites, through other district-owned technology, and the like.~~

Prohibited activities ~~and materials~~ shall mean activities ~~and materials~~ that:

1. Violate federal, state or local laws, Board policy or district rules or regulations.
2. Are libelous, defamatory, obscene, lewd, vulgar, or profane.
3. Advocate for the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/nicotinevaping products, alcohol, or illegal drugs.
4. Incite violence, advocate use of force or threaten serious harm to the school or community.
5. ~~Are likely to or do m~~Materially or substantially disrupt or interfere with the educational process, such as school activities, school work, ~~or~~ discipline, or safety ~~as well as safety~~ and order on school property or at school functions.

- 6-5. Interfere with, or advocate interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.
- 7-6. Primarily promote commercial enterprises.
- 8-7. Promote or express an opinion on a political party, candidate, or ballot measure.
- 9-8. Violate written district administrative regulations or procedures on time, place and manner for posting and distribution of otherwise protected expression.

Non-school Materials

~~The Board requires that non-school organizations, groups, or individuals who wish to distribute or post non-school materials on school property shall submit them to the building principal. The building principal shall inform the Superintendent or designee of requests received from non-school organizations, groups, and individuals. Prohibited activities and materials shall not be permitted.~~

~~If approval is granted by the building principal, the non-school organization, group, or individual shall comply with Board policy and administrative regulations, and the district's time, manner, and place restrictions for distribution and posting of materials.~~

~~Materials issued by non-school organizations, group, or individuals shall not be distributed during instructional time or school-sponsored activities.~~

Non-school Activities

Activities sponsored by non-school organizations, groups, or individuals shall not occur during instructional time or school-sponsored activities.

Requests by non-school organizations, groups, or individuals to ~~invite or promote student participation in non-school activities~~use district facilities shall comply with Board policy and administrative regulations ~~on distribution and posting of materials~~.

Community Activities Involving Students

The Board recognizes the social and educational values that may be derived from student participation in various activities sponsored by community organizations but specifies that unreasonable demands on the time and energies of students and staff be prevented.

Requests for student participation in community-sponsored activities must be made in writing to the Superintendent or designee.

The school schedule may not be interrupted unless the majority of students involved benefit from participation.

Participating students may not leave the school district unless the Board policy for field trips has been followed or the Board has granted special permission.

Fundraising

~~Students may engage in speech incident to fund-raising activities provided such speech does not occur during instructional time, create a substantial disruption to the school environment, or constitute prohibited activity or materials.~~

~~Any student(s), student group, class, or parent or adult group organized to foster the activities of district students shall receive the prior approval of the Superintendent or his/her designee in order to engage in any fundraising activities.~~

Fundraising by non-school organizations, groups, or individuals is prohibited on school property or in the name of the school.

Any staff member wishing to solicit funds on school property or in the name of the school district must receive permission from the Board.

Funds solicited for special purposes are not to be commingled with regular or special accounts of the district.

This policy does not apply to fundraising for district-sponsored or school affiliated organization activities.

Staff members shall not release the names, addresses, or telephone numbers of students or staff members to any outside individual or agency for fundraising purposes.

Scholarships/Awards

The Board is appreciative of the generosity of organizations that offer scholarships or awards to deserving students; but, in accepting such offers, the Board directs that established guidelines be observed.

No information, either academic or personal, shall be released from a student's record for the purpose of selecting a scholarship or award winner without the permission of the student who is eighteen (18), or the parents/guardians of a student who is younger, in accordance with the Board's policy on student records.

The type of scholarship or award, and any pertinent restrictions, shall be approved by the Board.

All pertinent information regarding the proposed scholarship or award shall be submitted for review by the Superintendent or designee prior to the date on which it is to be presented.

The building principal, together with a committee of staff members designated by the principal, shall be involved in the selection of the recipient of an award or scholarship.

Travel Services/Foreign Trips

Solicitation and sale of travel services for foreign trips to students may be permitted with the approval of the Board.

Sellers of travel services to students must meet the following criteria:

1. Belong to an association of certified sellers of travel.
2. Provide proof of insurance.
3. Submit references.
4. Provide proof of a performance bond.
5. Include in all information provided to students and parents/guardians that use of tobacco/nicotine, alcohol, and controlled substances will be prohibited.
6. Include in all information provided to students and parents/guardians that the activity is not a school-sponsored event

SAUCON VALLEY SCHOOL DISTRICT

SECTION: Community

TITLE: SCHOOL AFFILIATED
ORGANIZATIONS

ADOPTED: September 10, 2013

REVISED:

915. SCHOOL AFFILIATED ORGANIZATIONS	
Purpose	<p>The Board recognizes and appreciates the interest and support of school affiliated organizations of parents and interested community residents. The Board also recognizes the need for a clear working relationship between these organizations and the schools and that without the countless hours offered by the members of these groups, district programs, educational, athletic and non-athletic, would suffer. The following policy statements have been adopted in order to maintain current good relationships with existing school affiliated organizations and to provide a model for establishment and operation of future organizations. In this regard, equity principles and compliance benchmarks described in Title IX law must be used to guide fundraising in all organization and compliance with the Pennsylvania Equity in Interscholastic Athletics Disclosure Bill must be used to guide fundraising for all athletic related fundraising.</p>
Definition:	<p>School Affiliated Organizations (SAO) are defined as those organizations that utilize the name of the school district or any of its schools or programs, and directly affect curricular or extracurricular programs operated by the school.</p>
Authority:	<p>Pennsylvania School Law establishes the individual School Districts as the sole local policy making body. In matters of district policy and operating procedures, the Board of School Directors Board will retain final authority. The authority must be recognized and respected by all school affiliated organizations.</p> <p>School affiliated organizations must receive annual approval of the Board prior to using district or school names and operating in relations <u>to</u> the school district's programs.</p>

<p>Guidelines:</p>	<p>Organizations grandfathered in under this policy include:</p> <p>Saucon Valley Athletic Booster Club, Saucon Valley Music Connection, Saucon Valley Fine Arts, Saucon Valley PTO/PTA/PTG, Alumni Association, Saucon Valley Education Foundation, Football Booster, Wrestling Booster, and Boys' Soccer Booster. These groups shall be required to adhere to the Guidelines as described more fully below.</p> <p>Board Approval of any new organizations shall be requested through the Superintendent. Action by the Board will be taken at a public meeting after a review of the following information, which should be presented with the request for approval:</p> <ol style="list-style-type: none">1. Statement of need for the organization2. Proposed name of the organization3. Proposed program affiliation4. Proposed Constitution/By-Laws5. Name of person currently responsible for the conduct of the organization. <p>A copy of each organization's current Constitution/By-Laws shall be kept on file in the District Office. The Board reserves the right to revoke the approval of any organization, with its reasons stated in writing, provided that the representatives of the organization have been given the opportunity to be heard prior to the Board's action. Revocation of approval by the Board will result in termination of all relationships with the district, school, and/or its programs for a minimum of 1 year before a group may reapply for approval.</p> <p>Accounts and financial reports of school affiliated organizations shall be established and maintained according to prudent business practices</p> <p>All school affiliated organizations are expected to maintain accurate financial records that reflect appropriate use of funds in accordance with the organization's by-laws, Pennsylvania State Law, and Federal Law. Each entity must sign an affidavit of compliance with policy and the documentation of finance and the filing with the IRS as a Schedule C, 1120 incorporation, or a 501(c)(3) organization to be a recognized school affiliated entity.</p> <p>A treasurer's report for each organization, outlining each individual expense and each source of revenue, shall be prepared and presented to the</p>
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<p>Fundraising Activities/Spending:</p>	<p>membership of the organization at regularly held meetings. A yearly revenue and expense report shall be prepared and presented to the Saucon Valley District Office by June 30th for the current school year for review by the administration.</p> <p>Funds raised in the name of the school district or its schools or programs shall be used to benefit the pupils of the school district or the programs they are involved in unless otherwise specified in the budget of the organization and approved by its membership such as the Alumni Association.</p> <p>Game/Performance uniforms <u>for school-sponsored activities</u> are the responsibility of the school district. School Affiliated Organizations may not supplant the school district's responsibility by purchasing/donating uniforms worn for competitions and/or performances during the regularly schedule season or playoffs. This does not include recognition/reward apparel that may be earned due to team successes for or beyond the regular season.</p> <p>Fundraising Activities conducted within the school system by pupils using the names of the system or any of its respective schools and by school affiliated organizations, shall first be approved by the Superintendent or his/her designee for each school affiliated organization</p> <p>All fundraising activities shall be conducted in compliance with school district regulations and need to be approved by the district. Fundraising for the year should be scheduled in advance listing each activity and who will be conducting the event.</p> <p>The district holds the right to deny or change fundraisers if there are competing fundraiser or it is believed that the fundraising efforts in the district would be in excel and place a burden on the persons performing the fundraising endeavor or is a stress on the resources of the community</p> <p>No organization may have more than a total of twelve (12) fundraisers of any type, community level, and/or building level, unless granted permission by the building principal. Membership drives, concession stands, or raffles are not to be counted in the allowance for the number of fundraisers. In addition, fundraisers or events in which 100% of profits are donated to a charity do not count as a fundraiser. For example,</p>
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an event in support of the American Cancer Society would not count as a fundraising event for the organization.

Proposals for fundraisers that contain multiple events shall be limited to two a year [JJH1] per organization and will be reviewed along with the other requested fundraisers for the year. For example, a hoagie sale each month for eight (8) consecutive months. [JJH2]

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

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

Records of school fundraising activities may be subject to audit, ~~as are any other accounts within the school system~~

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

Monies spent by ~~school affiliated organizations~~ SAOs for the benefit of the programs they support must be spent in accordance ~~to with the SAO's bylaws and all laws connected with~~ applicable to their organization. ~~The Board must approve prior to purchase or acceptance and~~ any donation, equipment, or tangible item(s) purchased for the direct benefit of the school or its students beyond ~~an SAO's the regular base function~~ [JJH3] ~~and/or activities of that entity provided by the district unless the amount is de-minimis in nature must be accepted and approved by the board prior to purchase or acceptance.~~

~~All revenue sources and expenditures must be logged on the financial ledger sheets. All expenditures that are conducted by the organization in the function of approved fundraising efforts does not need to a have approval~~ [JJH4]

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

<p>Delegation of Responsibility:</p>	<p>Any accounting, tax regulations, forms, or tax returns that need to be filed is the responsibility of the fundraising group.</p> <p>The Superintendent shall be the chief liaison between the Board and school affiliated organizations.</p> <p>School administrators shall be involved in all decision and planning affecting their respective pupils, programs, facilities, and/or buildings.</p> <p>Copies of the following shall be provided to the District Office on an annual basis:</p> <p><u>By September 1st of each year:</u> Copy of Constitution and/or Bylaws Names of Officers and contact information Listing of fundraising events for the year by each group</p> <p><u>By June 30th of each year:</u> Copy of minutes of all meetings from the current school year Copy of Financial Reports from the current school year Annual Report (Activities conducted during the previous year and plans for the next year) Recommendation to the Superintendent and the Board</p>
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Saucon Valley School District
Office of the Superintendent

TO: David Bonenberger, Business Manager

FROM: *Deborah Kimball*

RE: Surplus / Obsolete Materials & Equipment

DATE: *3/31/23*

DESCRIPTION	SERIAL NUMBER	REASON FOR DISPOSAL	Total
<i>12" fry pan</i>		<i>Scratched nonstick coating</i> ↓	4 <i>3</i>
<i>10" fry pan</i>			4 <i>9</i>
<i>8" fry pans</i>			<i>3</i>
<i>9 1/2" Stock pot</i>			<i>2</i>
<i>8" Stock pot</i>			<i>1</i>
<i>8" Sauce pan</i>			<i>3</i>

Reason: *Pots and pans have scratched nonstick coating which is dangerous to cook with.*

Pick up location/room number: *111* Teacher Name: *Kimball*

Principal / Supervisor Signature and Date: *W. P. [Signature]* — *4/11/23*

Superintendent Signature and Date: *[Signature]*

Office use:

Date declared _____ Date of disposal _____

Picked up by _____ Disposal method _____

Saucon Valley School District
Office of the Superintendent

TO: David Bonenberger, Business Manager

FROM: *Deborah Kimball*

RE: Surplus / Obsolete Materials & Equipment

DATE: *3/31/23*

DESCRIPTION	SERIAL NUMBER	REASON FOR DISPOSAL	Total
<i>7" Saucepan</i>		<i>Scratched nonstick coating</i>	<i>3</i>
<i>9" cake pan</i>		<i>↓</i>	<i>2</i>

Reason: *Pots and pans have scratched nonstick coating which is dangerous to cook with*

Pick up location/room number: *111* Teacher Name: *Kimball*

Principal / Supervisor Signature and Date: *W. D. — 4/11/23*

Superintendent Signature and Date: *[Signature]*

Office use:

Date declared _____ Date of disposal _____

Picked up by _____ Disposal method _____

Finance Committee Summary – April 19, 2023

The Finance Committee of the Saucon Valley School Board met on April 19, 2023, at 5:00 pm in the District Office Conference Room.

The following items were on the Finance Committee agenda:

- Discussion & Action: Use of Facilities – Fee Schedule and Rules & Regulations
- Discussion & Action: 2023-2024 Budget

The committee recommended sending the Fee Schedule and Rules & Regulations to the Board for approval.

Therapy Services Agreement

Thank you for the opportunity to help serve the needs of the children of your District/Program, Saucon Valley School District (herein referred to as "District/Program"). Please review the following Service Agreement.

Background:

- A. Pediatric Therapeutic Services, LLC ("PTS") is engaged in the business of providing a range of pediatric therapy services to its own patients and to various other entities under contract with PTS. PTS fills these service needs by locating and providing Independent Contractors (not employees).
- B. The District/Program has identified a need for school-based therapy services and desires to use PTS, LLC for the fulfillment of that need.

Now, therefore, in consideration of the mutual covenants set forth herein and other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged and intending to be legally bound, the parties agree as follows.

1. **Service:** Upon request, PTS will provide contracted therapists to the District/Program. These independent contracted therapists will render therapy services to the District/Program's caseload. Documentation will be maintained on each student and will be included in his/her formal records. Schools will be responsible for acquiring appropriate prescriptions for these services. To ensure compliance, the District/Program will provide the Company with an accurate list of all students currently receiving therapy services, including grade, location, date of birth and current service levels. Prior to the start of the school year, the District/Program will provide the Company a bi-monthly, cumulative report that identifies the final placement and levels of services as recorded in new, incoming student records. Contracted therapists are to comply with the District/Program's requirements pertaining to IEP software and web-based Medical Access record-keeping. It will be the responsibility of contracted therapists to document time entries for the purpose of invoicing and task related record-keeping exclusively in the Company's web-based billing system. The District/Program will provide the Company's therapists access to each student record on its online IEP system, if such software is being utilized, not later than the first day therapists are required to report to school.

Teletherapy services will be provided when authorized by the District/Program.

If the District/Program is dissatisfied with the professional services of the independent contractor provided by PTS, upon receipt of written notice, PTS will provide a replacement contractor satisfactory to the District/Program.

2. **Insurance/Miscellaneous:** Since PTS will be providing services as an independent contractor to the District/Program, our contracted therapists must not be placed in a position of supervising any of the employees of the District/Program. Contracted therapists will be invited to participate in any induction programs made available to staff and other contracted workers of the District/Program. Participation in induction program(s) by contracted therapists will not be billable time. All contracted therapists will have proof of licensure in the District/Program's state and carry liability insurance for malpractice. Independent Contractors' professional liability insurance coverage reflects a minimum of one million per incident or at such higher amount as it is required by law. Company maintains professional liability insurance with limits of one million per each claim, three million aggregate. General liability policy is maintained at two million per occurrence, four million general aggregate. This information will be held on file at PTS and will be provided prior to PTS' commencement of services to the District/Program.

Company will obtain the following documents from Independent Contractors and provide true and correct copies to the District/Program prior to the commencement of services.

- i. Criminal Background Check pursuant to Act 34;
- ii. Department of Public Welfare Clearance Statement pursuant to Act 151; and
- iii. Fingerprint reports when required by law.

Independent contractors are contractually obligated to conduct an employment history review, in compliance with 24 P.S. §1-111, and provide a copy to the Company and the District/Program, prior to the independent contractor initiating service to the District/Program. The employment history review shall include the completed Commonwealth of Pennsylvania Sexual Misconduct/Abuse Disclosure Release form with the Independent Contractor's response and the current/prior employer's response(s).

If during the time period of the Independent Contractor's assignment with the District/Program, the Independent Contractor has an arrest or conviction that is required to be reported by law the Independent Contractor, likewise, is contractually obligated to report the arrest or conviction in writing to the Company and the District/Program within 72 hours. Failure to report an arrest or conviction will result in immediate termination of the Independent Contractor's Agreement.

If the Independent Contractor violates 24 P.S. §1-111 or any other law, such action may constitute a breach resulting in the District/Program's request that the Independent Contractor be immediately removed as a service provider and the Company shall promptly comply with the District/Program's request.

3. **Non-Solicitation:** The District/Program understands and agrees that it will not employ or offer to employ or enter any form of service relationship or independent contractor status, directly or indirectly, with the independent contractor provided by PTS to perform services for the District/Program under and pursuant to the terms and conditions of this Agreement for a period of eighteen (18) consecutive calendar months after the termination of such contract or any extension thereof.
4. **Fee:** Please see the following page for your customized hourly rates and fee structure. Please note that PTS has listed all disciplines and rates that are available to your District/Program. Signing this contract with all disciplines and rates does not mean the District/Program is committing to using all of PTS' services for the school year. All disciplines and rates are reserved and available should additional services be required.

Pediatric Therapeutic Services, LLC is pleased to offer you the following rate schedule for the 2023-2024, 2024-2025, and the 2025-2026 school years. Rates listed are hourly rates, unless otherwise specified. Upon approval of these rates for this multi-year option, please authorize this contract to be in effect July 1, 2023 through June 30, 2026 by signing below.

	2023-2024 School Year	2024-2025 School Year	2025-2026 School Year
Occupational Therapist	\$74.99	\$75.99	\$76.49
Certified Occupational Therapy Assistant	\$55.99	\$56.99	\$57.49
Physical Therapist	\$74.99	\$75.99	\$76.49
Speech Therapist	\$74.99	\$75.99	\$76.49
School Psychologist	\$91.99	\$93.99	\$94.99
BI-Lingual School Psychologist	\$75.99	\$76.99	\$77.99
Social Worker	\$75.99	\$76.99	\$77.99
Registered Behavior Technician	\$57.99	\$58.49	\$58.99
Behavior Technician	\$35.99	\$36.99	\$37.49
Licensed Behavior Specialist	\$66.99	\$67.99	\$68.49
Special Education Teacher	\$66.99	\$67.49	\$68.49

Upon prior written notice, PTS may adjust pricing:

- (a) To reflect the impact of inflation upon our costs by an amount not to exceed the year over year change in the Consumer Price Index for the preceding twelve (12 months); or
- (b) Where applicable, if any law, regulation and/or policy is enacted that is applicable to either PTS or District that requires an increase and/or additional compensation and/or benefits, PTS may change the pricing for the current school year(s) in this Agreement. The pricing in this Agreement shall be adjusted to reflect the actual cost increase to PTS reasonably calculated on a direct or pro rata basis; or
- (c) For changes in sales, use, or gross receipts taxes; or
- (d) For changes in (a) the District's requirements (e.g., requisition, billing and invoicing processes; the introduction of third-party software systems and processes), (b) service levels, or (c) service delivery method; or
- (e) If market conditions dictate that PTS must pay a higher wage in order to attract Independent Contractors.

5. **Indemnification:** Each Party shall at all times indemnify and save the other Party harmless against and from all losses, liability, expense, and other detriments of every nature and description to which the indemnified Party may be subjected by reason of any act or omission of the indemnifying Party of its subcontractors, consultants, agents, officers, directors, and employees where such loss, liability, expense or other detriment arises out of or in connection with the performance of the work, including, but not limited to, personal injury (including death) and loss or damage to District/Program property of the indemnified Party or others. This indemnity shall not extend to any claims, damages, losses, and expense which are due to act of gross negligence of the indemnified Party.

6. **Term:** This agreement for services shall remain in effect through the time that the District/Program designates with an (X) below. Notwithstanding the foregoing, either party may, upon delivery of not less than 60 days prior written notice to the other party, terminate this Agreement if the other party defaults in the performance of the contract which breach remains uncured for 30 days after written notice thereof. Upon such termination, all unpaid amounts shall be due and payable in full. In the absence of formal written notice of termination by either party or the absence of a renewal contract at the end of the contract period, this contract will remain in force for a period of up to three months after the term of the contract as long as PTS continues to provide the services outlined in this contract. If the terms of this agreement meet your program's approval, please have the appropriate authority execute the original. We ask that you return the fully executed original to PTS and retain a copy for your records.

Pediatric Therapeutic Services, LLC is offering the outlined rate schedule with additional renewal options which ensure modest, fixed rate increases for subsequent school years. Please signify the desired term(s) with an X on the line provided.

2023-2024 School Year

2024-2025 School Year

2025-2026 School Year

IN WITNESS WHEREOF, and intending to be legally bound, the parties hereto affix their signatures below.



Pediatric Therapeutic Services, LLC

02/17/2023

Date

Saucon Valley School District

Date

AGREEMENT

THIS AGREEMENT MADE this 6th day of March, 2023 by Saucon Valley School District, hereinafter referred to as "School District", with a principal address at 2097 Polk Valley Rd., Hellertown, PA 18055, and RICHARD J CARON FOUNDATION, with a principal address at P.O. Box 150, Wernersville, PA 19565, hereinafter referred to as "Provider" (each a "Party;" collectively, the "Parties").

WHEREAS, the School District provides educational and related services to students; and

WHEREAS, Provider provides certain student assistance program services to students (the "Services", as identified herein); and

WHEREAS, the Parties intend that Provider will provide the Services for students being educated by the School District.

WITNESSETH:

In consideration of the mutual covenants and Agreements, School District and Provider agree as follows:

1. Work statement, general conditions. Provider shall perform for School District the Services as identified in Exhibit A, Exhibit B, and Exhibit C, hereto, which are incorporated herein by reference and made part of this Agreement.
2. Term. The term of this Agreement shall be from the period of 30 weeks between July 1, 2023 and June 30, 2024, unless sooner terminated in accordance with the terms set forth in this Agreement.
3. Payment. In consideration for the services of Provider, School District shall pay to Provider in accordance with the Fee Schedule attached hereto as part of Exhibit A. School District shall issue payment within sixty (60) days of receipt of Provider's invoice. In the event that the Provider is unable to provide services for a period of time, payment shall be prorated accordingly.
4. Insurance.
 - (a) In connection with the provision of services, Provider, at its own cost and expense, shall obtain and maintain in force during the term of this Agreement, the insurance coverage required by this Paragraph 4, and shall provide proof of such insurance as requested by School District.
 1. A policy of worker's compensation insurance, in amounts required by law, covering all officers, employees and agents of Provider who are in any way engaged in or connected with the performance of the services hereunder and employer's liability insurance in an amount of not less than Five Hundred Thousand Dollars (\$500,000).

2. A policy of comprehensive general liability insurance with broad form property damage endorsement, personal injury coverage, affording protection in an amount of not less than One Million Dollars (\$1,000,000) per incident and Three Million Dollars (\$3,000,000) in the aggregate, with respect to personal injury, death, or damage to property.
3. A policy of professional liability insurance with such policy to afford protection to the limit of One Million Dollars (\$1,000,000) with respect to any one occurrence and Three Million Dollars (\$3,000,000) in the aggregate, covering all officers, employees, or agents of Provider who are in any way engaged in or connected with the performance of services.
4. If a motor vehicle or automobile is to be used by Provider in performing the services, a policy of comprehensive automobile liability insurance covering the operation of all automobiles used in connection with the performance of this Agreement, whether owned or non-owned, covering all officers, employees or agents of Provider who are in any way engaged in or connected with the performance of the services using a motor vehicle or automobile.

- (b) School District, at its own cost and expense, shall obtain and maintain in force during the term of this Agreement, insurance coverage for the activities and obligation of the School District under this Agreement, to the maximum extent required or permitted by law, and shall provide proof of such insurance as requested by Provider.

5. Indemnification.

- (a) School District. School District shall defend, indemnify and hold Provider, its officers, employees and agents harmless from and against any and all liability, loss, expense, or claims for injury or damages arising out of the performances of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claim for injury or damages is caused by or the result of the gross negligence or intentional acts or omissions of the School District, its officers, employees, or agents, and only to the extent consistent with the terms of the Pennsylvania Political Subdivision Tort Claims Act as set forth in 42 Pa. C.S.A. § 8541 et. seq. Nothing in Paragraph 5 (a) shall be deemed to have contractually waived, modified, or altered the provisions of in 42 Pa. C.S.A. § 8541 et. seq.
- (b) Provider. Provider shall defend, indemnify and hold School District, its officers, employees, and agents harmless from and against any and all liability, loss, expense, or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Provider, its officers, employees, or agents.

6. Entire agreement. This Agreement and its exhibits which are hereby incorporated herein by reference, contains the entire agreement of the parties with respect to the subject matter hereof and supersedes all prior agreements, oral or written, and all other communications between the parties relating to such subject matter.
7. Prohibition against assignment. Neither party may assign any part of this Agreement without the prior written approval of the other party.
8. Child protective services. Provider hereby warrants that in providing the Services, Provider, including its employees and agents, shall comply with the Pennsylvania Child Protective Services Law, 23 Pa. C.S.A. Chapter 63 and ACT 126 of 2014 which amended the Pennsylvania School Code of 1949 (the "Laws"). Specifically, Provider shall require its employees and agents to report or cause a report to be made regarding suspected child abuse based on a reasonable cause to suspect such abuse based on professional or other training in compliance with the Laws and with Provider regulations. In no event will School District seek to limit or prevent a suspected child abuse report made or to be made by the Provider and waives any claim against Provider with respect to Provider's reporting decision-making and actions pursuant to the Laws.
9. Confidentiality. Each Party shall protect the confidentiality of all protected health information ("PHI") regarding any person who is or has received a comprehensive behavioral health assessment by Provider or otherwise in compliance with the Health Insurance Portability and Accountability Act ("HIPAA"), the federal Drug and Alcohol Confidentiality Law, 42 U.S.C. 290dd-2, and the regulations at 42 C.F.R. Part 2 (the "Part 2 Requirements"), the Family Educational Rights and Privacy Act (to the extent applicable) and any other applicable federal and state law. School District shall provide to Provider any law and guidelines applicable to the confidentiality of PHI as applied to School District and to Provider as a subcontractor to School District. The Parties shall comply with the Terms of Confidentiality of Agreement of Protected Health Information at Exhibit C attached hereto.
10. Clearances. Provider shall provide to the School District the following valid clearances and certifications for any individual from Provider with direct contact with the School District's students: (a) PA Child Abuse History Clearance (Act 151); (b) Federal Criminal History Records (Act 114), and; (c) Pennsylvania Background Checks (Act 34).
11. Non-discrimination. During the term of this Agreement, Provider agrees as follows:
 - (a) Provider shall not unlawfully discriminate against any employee, applicant for employment, independent contractor, recipients of services, or any other person because of sex, pregnancy, age, race, color, religion, creed, national origin, ancestry, citizenship, immigrant status, military status, veteran's status, disability, handicap, atypical heredity cellular or blood trait, genetic information, sexual [or affectional] orientation, gender identity, marital status, family status, domestic partner or civil union status or membership in any other protected group.

- (b) Provider shall in advertisements or requests for employment placed by or on its behalf state all qualified applicants will receive consideration for employment without regard to their sex, pregnancy, age, race, color, religion, creed, national origin, ancestry, citizenship, immigrant status, military status, veteran's status, disability, handicap, atypical heredity cellular or blood trait, genetic information, sexual [or affectional] orientation, gender identity, marital status, family status, domestic partner or civil union status or membership in any other protected group.
- 12. Termination. Either the Provider or the School District may terminate this Agreement with seven (7) days' written notice to the other party of the intent to terminate the Agreement. This Agreement can be terminated for cause or for convenience. Any unbilled work will be invoiced upon notice of termination and is payable for the prorated work performed as of the termination date.
- 13. Independent capacity of Provider. The parties hereto agree that Provider and any agents and employees of Provider, in the performance of this Agreement shall act in an independent capacity and not as officers, employees or agents of School District.
- 14. Waiver of consequential damages. Provider waives claims against School District for lost profits, lost expected profits, consequential damages and/or incidental damages arising out of or relating to this Agreement or Termination thereof.
- 15. Modification. No alteration, variation, amendment, modification or waiver changing the scope, or other terms and conditions of this Agreement and its exhibits, including but not limited to with respect to services rendered, budget items, the special conditions of provisions enumerated, shall have any force or effect unless it is pursuant to a written and signed agreement by both parties. There shall be no oral modifications to this agreement nor may Paragraph 15 be waived.

School District must choose one option listed in Exhibit A and indicate number of days per week if appropriate.

Option: _____

Number of days per week (if choosing A): _____

Cost: _____

To be billed in equal amounts by September 15th and January 15th

This Agreement is subject to and shall be construed in accordance with the laws of the Commonwealth of Pennsylvania without giving effect to any laws or principles of conflicts of law that would cause the laws of any other jurisdiction to apply. Sole and exclusive jurisdiction for claim or suit arising from or under this Agreement shall be in the Court of Common Pleas for Berks County, Pennsylvania, and in no other forum.

In Witness Whereof, the parties hereunto have caused this Agreement to be signed and attested to by their duly authorized officers as of the day and year herein above set forth.

SCHOOL DISTRICT

PROVIDER

By: _____ By: _____

Its: _____ Its: _____

Date: _____ Date: _____

LEHIGH VALLEY FEE SCHEDULE

Option A

1 day/week/year	7.5 hours/week/year	\$12,608/year
2 days/week/year	15 hours/week/year	\$25,215/year
3 days/week/year	22.5 hours/week/year	\$37,454/year
4 days/week/year	30 hours/week/year	\$49,938/year
5 days/week/year	37.5 hours/week/year	\$61,808/year

Additional hours, above 37.5 hours/week, are available. Cost available upon request

Option B
Fee for Service

Services are customized to meet the unique needs of each school environment. Rates will be agreed upon and an additional limited engagement agreement will be signed by both parties prior to delivery of services.

Assembly Programs

Behavioral Health Assessments, for students in fifth through twelfth grades

Classroom Presentations

Faculty Presentations

Family Consultations, for student in kindergarten through fourth grades

Parent Presentations

Prevention Education

Recovery Care Support

Student Leader Training

Support Group Facilitation

Team Meeting Attendance

Services Available at No Additional Fee with Signed Agreement:

Maintenance Facilitation: 1 per school district per year

Support during Crisis Response

All services are intended to be delivered in person, but in the event of extended school closures, services will be provided using a virtual platform.

SERVICE DELIVERY SPECIFICS

1. Description of Provider Agency Responsibilities. Provider agrees to adhere to all related federal, state, and local laws pertaining to the delivery of mental health and drug and alcohol rehabilitation services and any other statutory or regulatory provisions pertaining to the Student Assistant Program ("SAP"). Additional responsibilities of Provider include:
 - (a) Provider contact: Provider supervisor, Mallory Henry, can be contacted at mhenry@caron.org or 610-743-6117 should the need arise.
 - (b) Provider agrees to designate a qualified liaison (bachelor's level minimum) to provide SAP services to School District. The SAP liaison acts as an ad hoc member of the SAP Core Team. The SAP liaison will attend meetings for the purpose of consultation, recommendation, referral, case management and follow up services.
 - (c) The SAP liaison will provide site-based comprehensive behavioral health assessments if recommended by the SAP Core Team and written parent/guardian permission is secured. The SAP liaison will secure releases of information from the student prior to disclosing information to School District and/or agencies involved with student referral. If appropriate releases cannot be obtained, the SAP liaison will not complete the comprehensive behavioral health assessment.
 - (d) The SAP liaison will provide follow-up with parent/guardian and student. Every effort will be made to facilitate a site-based, face-to-face meeting with parent/guardian.
 - (e) The SAP liaison may provide aftercare services for identified students that have returned to the school following treatment. This may include assistance in aftercare planning or psycho-educational groups as requested by School District.
 - (f) The SAP liaison may provide postvention assistance to SAP Core Teams, students, family, and faculty with significant events that would adversely affect the school and community (i.e. student death or other tragic event) as requested by School District.
 - (g) Provider may provide technical assistance to the SAP Core Team regarding best practices for SAP and policy development as per state standards and guidelines as requested by School District.
 - (h) The SAP liaison may facilitate psycho-educational groups to students referred through the SAP Core Team as requested by School District. Students may participate in group with written parent/guardian permission in accordance with school policies.

- (i) The SAP liaison may assist with faculty in-service trainings on alcohol, tobacco and other drugs as requested by School District.
 - (j) The SAP liaison may facilitate or participate in SAP Core Team maintenance.
2. **Description of School District Responsibilities.** School District agrees to comply with all federal, state, and local laws pertaining to the delivery of mental health and drug and alcohol rehabilitation services within School District, including but not limited to the Family Education Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Act (PPRA). School District also agrees to provide a SAP Core Team that complies with the BEC 24P.S. 15-1547 for membership, training, common planning times, and ongoing maintenance. Additional responsibilities of School District include:
- (a) School District will designate a contact person between the SAP Core Team and Provider to ensure effective communication. School District's contact will be Jaime Vlasty and can be reached at (610) 838-7001.
 - (b) School District will provide access to safe and private space with a telephone in the school where the SAP liaison can provide services. School District will provide for secure storage of student records and adhere to SAP confidentiality provisions.
 - (c) School District will provide copies of School District's alcohol, tobacco, and other drug policy, suicide/mental health crisis policy, school calendar, schedule of special activities, and any other school policies that may affect SAP services.
 - (d) School District will contact parent/guardian of identified students in order to explain referral, gather information, and obtain permission to involve student in SAP services.
3. **Conflict Resolution Process.** Should there be a conflict between School District and Provider, the conflict resolution process should work through the levels as follows:
- (a) **Step One:** Members of the School District and Provider Specialist meet to discuss conflict.
 - (b) **Step Two:** School Building Administrator and Provider Administrator meet.
 - (c) **Step Three:** School District Central Office Administrator and Single County Authority meet.
 - (d) **Step Four:** Chief School Administrator, Office of Drug and Alcohol Programs Representative, and Pennsylvania Network for Student Assistance Services' Regional Coordinator meet.
 - (e) **Step Five:** Commonwealth Student Assistance Program Interagency Committee meets.

TERMS OF CONFIDENTIALITY OF PROTECTED HEALTH INFORMATION

The Parties agree that the protection of information regarding any person who is or has been involved in the Student Assistance Program ("SAP") is an ethical and legal obligation. Accordingly the Parties agree as follows:

1. School District. School District shall comply with applicable laws governing consent for substance abuse care, including but not limited to the written consent for the disclosure of the student's personal information to Provider. Except as provided herein, all records generated by the SAP with respect to individual students, are records of School District, the retention and disclosure of which shall be governed by applicable federal and state laws, including but not limited to the Family Education Rights and Privacy Act of 1974 (FERPA), Protections of Pupil Rights Law (HATCH Amendment 2002), and Health Insurance Portability and Accountability Act (HIPAA). School District shall provide Provider with a copy of written parent/guardian permission for Provider's records.
 - a. The Records generated by School District's SAP Core Team, with respect to individual students, are and shall be the property of School District. School District shall provide for secure storage of student records.

2. Provider SAP Services. When School District refers a student (with appropriate written parent/guardian permission) to Provider, Provider shall offer a) a student assessment and/or b) group discussion for participants related to student assistance program-related issues (the "SAP Services"). The Parties recognize that as a substance abuse health care provider, Provider is governed by federal and state law regarding the confidentiality of patient information related to the services provided, including but not limited to the Health Insurance Portability and Accountability Act (HIPAA), federal regulations governing the confidentiality of drug and alcohol services (42 CFR Part 2), and state laws governing the confidentiality of mental health and substance abuse information and records ("Records").
 - a. Provider shall obtain written consent for participation in the SAP Services offered by Provider from the parent/guardian for services pursuant to applicable laws. Provider shall obtain written Consent to Release or Obtain Confidential Information from the student when a student assessment is recommended by the SAP team. The consent may permit disclosure of Recommendations and Pertinent Information to additional parties, such as the student's parent/guardian, School District SAP team, the student's physician or therapist. School District shall not have access to the Records.

 - b. The Records generated by Provider related to the SAP Services are and shall be the property of Provider. Provider shall store Records related to the SAP Services for ten (10) years or otherwise as required or permitted under law, at which time Provider shall destroy such Records.

- c. Provider staff leading group discussions ("Specialists") shall observe all applicable confidentiality school laws related to the disclosure of health, safety, and welfare of students. Specialists may also provide informal services following group discussions with students to ensure their health, safety, and welfare. Such follow-up shall be protected by applicable confidentiality school laws. Specialists will engage School District faculty in accordance with School District policy and procedures as appropriate when the health, safety, and welfare of a student is of concern in accordance with applicable confidentiality school laws. Specialists shall explain to students the importance of observing confidentiality in group sessions. Specialists shall not be liable for any disclosures by students.
 - d. On occasion, Specialists may be shadowed by Specialists-in-training or supervisors, who shall be subject to the same confidentiality protections stated herein.
- 3. Provider Treatment Services. A Specialist may recommend further treatment for a student, including inpatient or outpatient treatment at Provider's facility. If the student, with or without parent consent in accordance with law, chooses to seek further treatment from Provider, Provider shall obtain appropriate, additional consents which may include consent to Provider and School District to disclose Records from the student's participation in the SAP.
- 4. Training: Provider shall provide qualified Specialists and appropriately train Specialists and other staff related to SAP functions, including but not limited to the SAP Services; documenting student participation in the SAP Services in accordance with accepted standards; mandated reporting; supervision; shadowing; and applicable confidentiality laws.



Schedule A

SALES ORDER

Company Address: 121 NW Everett Street
Portland, OR 97209
Start Date: 07/01/2023
End Date: 06/30/2024

Created Date: 03/23/2023
Quote Number: 00075786
Agency Code: 12934

Prepared By: Tiffany Luther
Phone: (503) 548-5129
Email: tiffany.luther@nwea.org

Contact Name: Jaime Vlasaty
Phone: (610)838-7001
Email: jaime.vlasaty@svpanthers.org

Bill To Name: Saucon Valley School District
Bill To Address: 2097 Polk Valley Road
Hellertown, PA 18055

Ship To Name: Saucon Valley School District
Ship To Address: 2085 Polk Valley Road
Hellertown, PA 18055

Product	List Price	Sales Price	Quantity	Total Price	Item Discount
MAP Growth Science (Add-On)	\$2.50	\$2.50	95	\$237.50	-\$0.00
MAP Growth K-12	\$14.50	\$13.50	1,527	\$20,614.50	-\$1,527.00

Quote Discount -\$1,527.00

Quote Subtotal \$20,852.00

Estimated Tax \$0.00

Grand Total \$20,852.00

Terms and Conditions

This Schedule A is subject to the terms and conditions located at: <https://legal.nwea.org/> (the "Agreement") for the Products and Services listed above. By signing this Schedule A, you agree you have read, understand, and agree to the terms of the Agreement.

General. Product and Onsite/Virtual Services-specific terms are located at: http://legal.nwea.org/msa_supplemental_terms.pdf.

Information about NWEA's collection, use, and disclosure of Student Information can be found here: <https://legal.nwea.org/nwea-privacy-and-security-for-pii.html>

NWEA's W9 can be found at: <https://legal.nwea.org/nwea-w-9.html>

Until this Schedule A is signed, the terms identified here are valid for 30 days from the date above. Please confirm the billing address or specify changes to your Account Manager.

Signature

Signature: _____ Printed Name: Jaime Vlasaty

Date: _____ Title _____