

Saucon Valley School District

Regular Meeting of the Board of Education

May 23, 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

6:30 pm – Support Contract, Personnel, Special Education

- 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** – Support Contract, Personnel, Special Education
- VI. **Approval of Minutes** – May 9, 2023
- VII. **Recognition** – None
- VIII. **Presentation** – None
- IX. **Superintendent’s Report** – *Jaime Vlasaty, Superintendent*
- X. **Courtesy of the Floor to Visitors – Agenda Items Only** – *Visitors should state their name and address.*

XI. Presentation of Bills – David Bonenberger

- A. General Expenditures – \$ 583,434.61
- B. Cafeteria Expenditures – \$ 26,269.98
- C. Health Benefits – \$ 342,701.05
- D. Capital Projects – None

Recommendations for Approval

Presentation of Bills

- 1. Approve the above presentation of bills.

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

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

- A. Cash Investment and Bond Activity
- B. Condensed Board Summary Report
- C. Capital Project Finance Report
- D. Budget Transfers - None
- E. Middle School Activity Report – March & April 2023
- 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

Cheerleading Camp

- 1. Approval for Saucon Valley Sideline Varsity Cheerleading Team to attend Chestnut Lake Cheerleading Camp, Beech Lake, PA, from 8/14/22-8/17/22. There is no cost to the District. Transportation will be provided by the parents.

Second and Final Reading Policy 121*

- 2. Approve the second and final reading of the following policy:
121 - Field Trips

First Reading 121AR

- 3. Approve the first reading of the following:
121AR - Field Trips

Settlement Agreements

- 4. Approve a settlement agreement for student #3354981946.

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

B. Personnel

Items/Projects for Discussion

- A. None

Recommendations for Approval

Extended School Year Staff

- 1. 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.

Mercede Burger, Teacher, at a rate of \$45/hour, a maximum of 10 hrs

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

Sabbatical

- 2. Approve the following sabbaticals:

Carolyn Loverdi for an Educational Sabbatical for the second semester of the 2023-2024 school year.

Jessica Cummings for an Educational Sabbatical for the second semester of the 2023-2024 school year and the first semester of the 2024-2025 school year.

Unpaid Time Off

- 3. Approve unpaid time off for Sara Fritz, elementary school teacher, for the afternoon of May 10th, and all-day May 11 and 12, 2023.

Transfer to Full-Time Bus Driver

- 4. Approve the transfer of Emmanuel Rosa from a Part-Time to a Full Time Bus Driver, effective March 15, 2023, with benefits per the current Support Professionals Contract.

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

D. Facilities

Items/Projects for Discussion

- A. Facilities Committee Meeting Summary – May 10, 2023
- B. Facilities Update – James Deegan

Recommendations for Approval

No Recommendations

Recommendation: No recommendations in Facilities.

D. Finance

Items/Projects for Discussion

- A. Finance Committee Meeting Summary – May 17, 2023
- B. Presentation on Fox Rothschild renewal – Mark Fitzgerald

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

Solicitor Agreement

- 1. Motion to appoint Fox Rothschild LLP as Solicitor for the Saucon Valley School District for the time period of July 1, 2023, through June 30, 2024.

Buxmont Academy*

- 2. Approve the agreement with Buxmont Academy for 2 Special Education slots for the 2023-2024 school year at \$200.50 per diem.

Lakeside Youth Services*

- 3. Approve the agreement with Lakeside Youth Service for special education placement services for the 2023-2024 school year at \$360.75 per diem.

Center Stage Lighting Quote*

- 4. Approve the quote from Center Stage Lighting & Rigging, Inc. for a theatre lighting system for the High School Auditorium in the amount of \$42,503.00, this will be coming from the Fund Balance.

PSBA Policy Maintenance Program Agreement*

- 5. Approve the PSBA Membership Dues and Policy Maintenance Program Agreement. The agreement is effective July 1, 2023, through June 30, 2024, for \$15,739.21.
Breakdown of costs: Standard Membership - \$13,149.21, Policy Maintenance - \$1,525, Administrative Regulations - \$1,065.00.

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

E. Community Updates

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

F. Northampton Community College – *Susan Baxter*
(Meetings are on the first Thursday of every month)

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

H. Colonial Intermediate Unit – *Dr. Shamim Pakzad*
(Meetings are on the fourth Wednesday of every month)

Recommendation for Approval

Election of Board of Trustees

- 1. Approve the candidates for the Colonial Intermediate Unit Board of School Directors, with a term of July 1, 2023-June 30, 2026, per board ballots.

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

I. New Business –

J. Old Business –

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

L. Announcements

Future Meetings ~ June 13, 2023
June 27, 2023

M. Motion to Adjourn Meeting

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

The Business Meeting of the Board of Directors of the Saucon Valley School District was held on Tuesday, April 25, 2023, in the High School Audion. Present were Directors Susan Baxter, John Conte, Cedric Dettmar, Bryan Eichfeld, Laurel Erickson-Parsons, Michael Karabin, Tracy Magnotta online, 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** – 7:02 - 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 Erickson-Parsons, seconded by Director Conte moved to approve the agenda. Vote: 9-yes, 0-no
- V. **Announcement of Executive Session** – April 25, 2023 – Superintendent Goals; May 9, 2023 - Support Contract, Special Education Legal Issues, Personnel
- VI. **Approval of Minutes** – Director Welch, seconded by Director Conte moved to approve the minutes of April 25, 2023. Vote: 9-yes, 0-no
- VII. **Recognition** – Special Olympics Participants
- VIII. **Presentation** –
 - A. High School Representative – Alana Weirbach
 - B. Future of SVSD Sports Programs – Robert Frey
- IX. **Superintendent’s Report** – *Jaime Vlasaty, Superintendent*
Superintendent Vlasaty noted that Kindergarten registration is ongoing, the search for a band director had round one of interviews and expected a second round shortly, Election day is May 16th and the District Office is a polling location so traffic may be congested in the district that day.
- X. **Courtesy of the Floor to Visitors – Agenda Items Only** – None
- XI. **Presentation of Bills** – *David Bonenberger*
 - A. General Expenditures – \$ 366,578.67
 - B. Cafeteria Expenditures – \$19,138.33
 - 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 - \$225.00
- E. Middle School Activity Report - None
- F. High School Activity Report - None

- 1. Approve the above Treasurer’s Report

Director Dettmar, seconded by Director Welch moved to approve the Treasurer’s Report.

Vote: 9-yes, 0-no

XIII. AGENDA ITEMS

A. Education

- A. Academic & Personnel Committee Summary – May 3, 2023

- 1. Approve a settlement agreement for student #1203509596.

Director Conte, seconded by Director Dettmar moved to approve Education Item #1.

Vote: 9-yes, 0-no

- 2. Approve the first reading of the following policies:
Policy 200 Enrollment of Students
Policy 200 AR-3 Enrollment Classifications
Policy 203 Immunizations and Communicable Disease
Policy 204 Attendance
Policy 204-AR-0 Compulsory Attendance/Unexcused Absences
Policy 217 Graduation
Policy 217-AR-5 Pathways to Graduation
Policy 221 Dress and Grooming
Policy 304.2 Supplemental Position Employment
Policy 304.2 AR Supplemental Position Employment

Director Dettmar, seconded by Director Welch moved to approve Education Item #2 inclusive of the changes discussed. Vote: 8-yes, 1-no (Karabin)

- 3. Approve the following 2022-23 21st Century Excellence Grant sponsored by the Saucon Valley Foundation for Educational Innovations:
Educational Environmental Center

Director Dettmar, seconded by Director Erickson-Parsons moved to approve Education Item #3. Vote: 9-yes, 0-no

B. Personnel

- 1. Approve the resignation of Sandra Laubach, instructional paraprofessional, her last day will be June 2, 2023.
- 2. Revise the Special Education Department Chair from Ryan McCann and Jessica Sloan splitting the stipend to Ryan McCann being the sole Department Chair with a \$2,000.00 stipend.
- 3. Approve the resignation of Vafa Azadi, District PIMS Data Coordinator. His last day will be June 16, 2023.

Director Dettmar, seconded by Director Conte moved to approve Personnel Items #1, 2, and 3.
Vote: 9-yes, 0-no

- 4. Approve Margaret Davalos as the Coordinator of Data Operations, Assessment, and Federal Grants beginning June 5, 2023, at a salary of \$90,000.00, prorated.

Director Pakzad, seconded by Director Welch moved to approve Personnel Item #4.
Vote: 9-yes, 0-no

C. Facilities

- A. None

Recommendations for Approval

None

D. Finance

- A. 2023-2024 Budget Presentation

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 2023-2024 proposed final budget, consistent with school code, in the amount of \$59,191,901.00, with \$7,929,026 coming from the fund balance. \$7,418,626.00 of that amount will be used for capital improvements. There will be a 0-tax increase. Millage will remain at 54.6589.

Director Dettmar, seconded by Director Welch moved to approve Finance Item #1.
Vote:9-yes, 0-no

- 2. Approval of the attached contract with Capstone Academy for tuition services for the 2023-2024 school year for student #6601856266 in the amount of \$92,422.80.
- 3. Approve the contract with Bayada Home Healthcare, Inc for In-School and Field Trip Nursing Services for the 2023-2024 school year, at a rate of \$60/hour for an RN/LPN.

Director Karabin, seconded by Director Erickson-Parsons moved to approve Finance Item #2 & 3.
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*
Discussion on proposed expansion at BAVTS.

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 ~ May 23, 2023
June 13, 2023

M. Motion to Adjourn Meeting

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

Vote: 9-yes, 0-no

9:08 PM

ATTEST _____

Secretary

President

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PG - PLGIT GENERAL **Payment Dates:** 05/08/2023 - 05/24/2023

Payment Numbers: 0000063207 - 0000063296

Payment Categories: Regular Checks

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000063207	05/08/2023	VERIZON WIRELESS	TELEPHONE	COMMUNICATION - ATHLETICS	2,145.91
0000063208	05/10/2023	COMFORT INN AT THE PARK	TRAVEL ATHLETICS POD		683.76
0000063209	05/10/2023	TODD BURKEL	SUPPLIES - ARTS AND THEATRE		1,500.00
0000063210	05/10/2023	EDUCATIONPLUS RESOURCES INC.	EDUC SOFT & LIC - BUS OFC		550.00
0000063211	05/12/2023	PPL ELECTRIC UTILITIES	ELECTRIC - PLANT OPERATIONS		6,029.14
0000063212	05/12/2023	UGI SOUTH	NATURAL GAS - PLANT OPERATIONS		1,539.57
0000063213	05/12/2023	UGI SOUTH	NATURAL GAS - PLANT OPERATIONS		1,548.97
0000063214	05/12/2023	UGI SOUTH	NATURAL GAS - PLANT OPERATIONS		5,650.11
0000063215	05/24/2023	21ST CENTURY CYBER CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	7,331.83
0000063216	05/24/2023	4 Seasons Garden Center	SUPPLIES - PLANT OPERATIONS		2,627.75
0000063217	05/24/2023	ABA SUPPORT SERVICES LLC	L SUPPORT OTHER PROF SERVICES		26,306.18
0000063218	05/24/2023	Achievement House Cyber Charter School	SPEC ED TUITION CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	7,701.21
0000063219	05/24/2023	AERC RECYCLING SOLUTIONS	SUPPLIES - PLANT OPERATIONS		514.28
0000063220	05/24/2023	AHOLD FINANCIAL SERVICES	Blanket PO For FCS		371.06
0000063221	05/24/2023	ALL PHASE ELECTRIC SUPPLY	REPAIRS & MAINTENANCE		474.32
0000063222	05/24/2023	AMANDA GERCIE	TUITION REIMB REGULAR K-4		1,650.00
0000063223	05/24/2023	AMANDA HOLVEK	TUITION REIMB REGULAR 5-8		1,548.00
0000063224	05/24/2023	AMAZON CAPITAL SERVICES	4/14/2023 - Principal Office Supplies	Supplies	4,577.32
0000063225	05/24/2023	ARTS ACADEMY CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		2,784.98
0000063226	05/24/2023	ARTS ACADEMY ELEMENTARY CHARTER SCHOOL	SPEC ED TUITION CHARTER SCHOOL		3,154.37
0000063227	05/24/2023	BAVTS	VO-TECH TUITION 9-12		23,036.00

* - 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:** 05/08/2023 - 05/24/2023

Payment Numbers: 0000063207 - 0000063296

Payment Categories: Regular Checks

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000063228	05/24/2023	BERKS COUNTY INTERMEDIATE UNIT	PROFESSIONAL EDU SVC IU 5-12		490.20
0000063229	05/24/2023	Brianna M Keeney	TUITION REIMB REGULAR 9-12		1,677.00
0000063230	05/24/2023	BUXMONT ACADEMY	SPEC ED NON-PUBLIC TUITION		6,005.32
0000063231	05/24/2023	CAPSTONE ACADEMY	TUITION NON PUB - COMP ED 9-12		8,727.34
0000063232	05/24/2023	CENTER STAGE LIGHTING & RIGGING INC.	SUPPLIES - ARTS AND THEATRE		2,008.95
0000063233	05/24/2023	CHRIN HAULING INC	Trash & Recycling	DISPOSAL SVCS	5,879.72
0000063234	05/24/2023	CIRCLE OF SEASONS CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	7,331.83
0000063235	05/24/2023	COLONIAL INTERMEDIATE UNIT #20	SPECIAL ED IU CONTRACTED SVCS		152,132.89
0000063236	05/24/2023	COMMONWEALTH CHARTER ACADEMY	TUITION - CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	40,836.60
0000063237	05/24/2023	COUGHLAN COMPANIES LLC	Library Software		1,181.03
0000063238	05/24/2023	COURTNEY TOWNSEND	PRINC OFC STUDENT SNACKS 9-12		126.45
0000063239	05/24/2023	CURTIS POWER SOLUTIONS	REPAIRS & MAINTENANCE		410.77
0000063240	05/24/2023	CYNTHIA ANN DITZEL GEHO	Contracted Services		350.00
0000063241	05/24/2023	DECKER EQUIPMENT/SCHOOL FIX	SUPPLIES - PLANT OPERATIONS		32.45
0000063242	05/24/2023	DEMCO INC.	Supplies for Library		2,247.46
0000063243	05/24/2023	EAS WATER COFFEE PAPER	MAINT SUPPLIES - HS	MAINT SUPPLIES - ELEM	371.23
0000063244	05/24/2023	EASTON AREA SCHOOL DISTRICT	SPEC ED TUITION CHARTER SCHOOL		866.58
0000063245	05/24/2023	EVERDRIVEN TECHNOLOGIES LLC	Transportation Cont Carriers		2,350.00
0000063246	05/24/2023	EXECUTIVE EDUCATION ACADEMY CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		5,569.95
0000063247	05/24/2023	FLINN SCIENTIFIC CO. INC.	SUPPLIES REGULAR 9-12		17.50

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

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Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000063248	05/24/2023	FOLLETT CONTENT SOLUTIONS LLC	BOOKS & PERIODICALS LIBR K-4	Books for Elementary Library	412.45
0000063249	05/24/2023	FPSPI (FUTURE PROBLEM SOLVING PROGRAM INT.)	Future Problem Solvers Comp		3,418.00
0000063250	05/24/2023	GENERAL HEALTHCARE RESOURCES LLC	PROF SERVICES - MS L SUPPORT		3,354.78
0000063251	05/24/2023	HILLENDALE ASSOCIATES, INC.	HEALTH INSURANCE EXPENSE PAYAB		1,260.00
0000063252	05/24/2023	HOGAN LEARNING ACADEMY, LLC	SPEC ED NON-PUBLIC TUITION		9,570.00
0000063253	05/24/2023	INNOVATIVE ARTS ACADEMY CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		2,784.97
0000063254	05/24/2023	INSIGHT PA CYBER CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		1,392.48
0000063255	05/24/2023	J.C. EHRLICH	REPAIRS & MAINTENANCE		514.56
0000063256	05/24/2023	JOHNSON CONTROLS FIRE PROTECTION LP	REPAIRS & MAINTENANCE		2,638.49
0000063257	05/24/2023	LAKESIDE EDUCATIONAL NETWORK	PROF SVCS		367.50
0000063258	05/24/2023	LANGUAGE LINE SERVICES	PROF EDUC SVCS - ESL K-5		47.00
0000063259	05/24/2023	LEHIGH LEARNING ACADEMY	TUITION - NON PUBLIC SPEC ED		2,465.00
0000063260	05/24/2023	LEHIGH UNIVERSITY	ATHLETICS DUES TENNIS B VAR	ATHLETICS DUES TENNIS BOYS JV	200.00
0000063261	05/24/2023	LEHIGH VALLEY ACADEMY REGIONAL CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	61,439.62
0000063262	05/24/2023	LINDE GAS & EQUIPMENT INC.	Oxygen	SUPPLIES - TRANSPORTATION	107.30
0000063263	05/24/2023	LISA MICHELLE BASARA	TRANSP - CONTRACT CARRIERS - COMP ED		2,800.00
0000063264	05/24/2023	LOWE AND MOYER GARAGE INC.	SUPPLIES - TRANSPORTATION		114.16
0000063265	05/24/2023	LOWE'S	SUPPLIES - ARTS AND THEATRE		635.26
0000063266	05/24/2023	LVCIL	SPEC ED - OTHR PROF SVC - HS - COMP ED		390.00

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Payment Categories: Regular Checks

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000063267	05/24/2023	Meier Supply Co Inc.	SUPPLIES - PLANT OPERATIONS		68.68
0000063268	05/24/2023	MICROBAC LABORATORIES INC.	REPAIRS & MAINTENANCE		74.99
0000063269	05/24/2023	MUSIC THEATRE INTERNATIONAL	SUPPLIES - ARTS AND THEATRE	1/27/23 MTI	150.00
0000063270	05/24/2023	NORTHAMPTON COUNTY AREA COMMUNITY COLLEGE	NCC COMTY COLLEGE PAYMENT		23,166.25
0000063271	05/24/2023	PENNSYLVANIA DISTANCE LEARNING CHARTER SCHOOL	SPEC ED TUITION CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	7,701.21
0000063272	05/24/2023	PENNSYLVANIA LEADERSHIP CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	10,116.80
0000063273	05/24/2023	PHILIP SAMS	TUITION REIMB REGULAR 9-12		1,677.00
0000063274	05/24/2023	PIONEER MANUFACTURING CO	SUPPLIES - ACTIVITIES 9-12		159.20
0000063275	05/24/2023	PRISCILLA DELEON	SENIOR CITIZENS TAX REBATE		300.00
0000063276	05/24/2023	RACEWAY CHEVROLET	SUPPLIES - TRANSPORTATION		446.46
0000063277	05/24/2023	RAYMOND BARATTA	TUITION REIMB REGULAR 9-12		1,677.00
0000063278	05/24/2023	REACH CYBER CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	14,663.66
0000063279	05/24/2023	SAFETY-KLEEN SYSTEMS INC.	Oil Filter Disposal		358.58
0000063280	05/24/2023	SAINTS LOGISTICS INC.	SECURITY SERVICES - DISTRICT		3,657.50
0000063281	05/24/2023	Saucon True Value	SUPPLIES - PLANT OPERATIONS	Maintenance Supplies	886.37
0000063282	05/24/2023	SAUCON VALLEY CAFETERIA	SUPPLIES - ARTS AND THEATRE		49.49
0000063283	05/24/2023	SCENARIO LEARNING LLC	EDUC SOFT & LIC - BUS OFC		3,838.00
0000063284	05/24/2023	STOTZ & FATZINGER OFF.SUPPLY	GENERAL SUPPLIES		85.17
0000063285	05/24/2023	SUPERIOR AUTO SERVICE CO. INC.	REPAIRS & MAINT EQUIP		69.80
0000063286	05/24/2023	TELEMEDICINE MANAGEMENT INC.	HEALTH INSURANCE EXPENSE PAYAB		1,300.00

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Payment Numbers: 0000063207 - 0000063296

Payment Categories: Regular Checks

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000063287	05/24/2023	THE ESTATE OF SOPHIA KUTZERA	SENIOR CITIZENS TAX REBATE		300.00
0000063288	05/24/2023	THE LEHIGH VALLEY CHARTER H.S. FOR THE ARTS INC.	TUITION - CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	24,780.46
0000063289	05/24/2023	THE PENNSYLVANIA CYBER CHARTER SCHOOL	SPEC ED TUITION CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	36,005.42
0000063290	05/24/2023	THE SCHOOL DISTRICT OF PHILADELPHIA	SPEC ED TUITION CHARTER SCHOOL		4,350.00
0000063291	05/24/2023	VENTRIS LEARNING	Material for Reading Program		376.25
0000063292	05/24/2023	WEISS-SCHANTZ AGENCY INC.	INSURANCE-BONDING		3,945.00
0000063293	05/24/2023	Zoll Medical Corporation	Supplies		2,507.76
0000063294	05/12/2023	PP & L ELECTRIC UTILITIES	ELECTRIC - PLANT OPERATIONS		3,251.07
0000063295	05/12/2023	UGI UTILITIES INC.	NATURAL GAS - PLANT OPERATIONS		97.89
0000063296	05/15/2023	ACTION AUTO BODY	REPAIRS & MAINT EQUIP		3,125.00
10 - GENERAL FUND					583,434.61
Grand Total All Funds					583,434.61
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					583,434.61
Grand Total All Payments					583,434.61

* - 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: 05/11/2023 - 05/24/2023

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000003672	05/24/2023	HERSHEY'S CREAMERY COMPANY	NON-REIMB FOOD COSTS		800.66
0000003673	05/24/2023	Lisa Pfizenmayer	PREPAID LUNCHES		21.80
0000003674	05/24/2023	MORABITO BAKING CO.	FOOD		1,018.55
0000003675	05/24/2023	PENN JERSEY PAPER CO. LLC	SUPPLIES		571.26
0000003676	05/24/2023	POCONO MOUNTAIN DAIRIES	MILK	FOOD	4,438.13
0000003677	05/24/2023	SINGER EQUIPMENT COMPANY	SUPPLIES		992.95
0000003678	05/24/2023	SYSCO OF CENTRAL PA	FOOD		16,561.24
0000003679	05/18/2023	DENISE LEIDY	PREPAID LUNCHES		165.39
0000003680	05/18/2023	PETTY CASH	MISCELLANEOUS		1,700.00
50 - CAFETERIA					26,269.98
Grand Total All Funds					26,269.98
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					26,269.98
Grand Total All Payments					26,269.98

* - 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: 04/24/2023 - 05/22/2023

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
* 00W3701322	04/25/2023	DELTA DENTAL	ADMIN FEES		1,171.14
* 00W3701323	04/25/2023	DELTA DENTAL	WEEKLY CLAIMS		3,915.40
* 00W3704947	05/01/2023	DELTA DENTAL	WEEKLY CLAIMS		0.00
* 00W3706189	05/02/2023	DELTA DENTAL	WEEKLY CLAIMS		3,869.70
* 00W3709042	05/05/2023	CAPITAL BLUE CROSS	WEEKLY CLAIMS		86,512.52
* 00W3710587	05/09/2023	DELTA DENTAL	WEEKLY CLAIMS		4,702.90
* 00W3714335	05/15/2023	CAPITAL BLUE CROSS	WEEKLY CLAIMS		72,200.11
* 00W3715383	05/16/2023	VISION BENEFITS OF AMERICA	APRIL CLAIMS		1,598.47
* 00W3715385	05/16/2023	DELTA DENTAL	WEEKLY CLAIMS		2,386.10
* 00W3717910	05/22/2023	EQUITABLE FINANCIAL LIFE INSURANCE CO. OF AMERICA	LIFE/LTD MAY		5,124.07
* 00W3717911	05/22/2023	CAPITAL BLUE CROSS	WEEKLY CLAIMS		61,516.37
* 00W3717912	05/22/2023	RESOLUTE UNDERWRITING STRATEGIES	JUNE PREMIUM		10,492.09
* 0W3704947C	05/01/2023	CAPITAL BLUE CROSS	WEEKLY CLAIMS		89,212.18
10 - GENERAL FUND					342,701.05
Grand Total All Funds					342,701.05
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					0.00
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					342,701.05
Grand Total Procurement Card Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					0.00
Grand Total All Payments					342,701.05

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

Cash, Investment and Bond Activity April 30, 2023

CASH ACCOUNTS

	Balance 4/1/23	Earnings/Deposits	Disbursements	Balance 4/30/23
PLGIT PLUS	\$ -	\$ -	\$ -	\$ -
PLGIT/ICLASS	\$ 14,944,446.01	\$ 57,521.10	\$ 1,500,000.00	\$ 13,501,967.11
PLGIT General	\$ 3,193,550.22	\$ 3,181,196.66	\$ 2,998,547.20	\$ 3,376,199.68
PLGIT Salary	\$ 12,351.29	\$ 1,115,835.23	\$ 1,114,816.59	\$ 13,369.93
PLGIT Health Benefits	\$ 17,819.29	\$ 300,460.42	\$ 211,248.26	\$ 107,031.45
PLGIT Cafeteria	\$ 231,584.28	\$ 62,620.83	\$ 26,105.07	\$ 268,100.04
Lafayette General	\$ 1,651,296.54	\$ 92,975.43	\$ 172,468.07	\$ 1,571,803.90
Lafayette Tax Collection	\$ -	\$ -	\$ -	\$ -
Lafayette Prepaid Tax	\$ -	\$ -	\$ -	\$ -
Lafayette Flexible Spending	\$ 26,574.03	\$ 7,183.66	\$ 8,558.33	\$ 25,199.36
Lafayette Cafeteria	\$ 247,506.41	\$ 40,741.30	\$ 3.78	\$ 288,243.93
Total Cash Accounts	\$ 20,325,128.07	\$ 4,858,534.63	\$ 6,031,747.30	\$ 19,151,915.40

*Earnings/Deposits includes transfers of \$2,923,479.31 between accounts

**Disbursements includes transfers of \$2,923,479.31 between accounts

INVESTMENT ACCOUNTS

	Balance 4/1/23	Earnings/Deposits	Disbursements	Balance 4/30/23
Cafeteria Certificate of Deposit (Closed Feb 06)	\$ -	\$ -	\$ -	\$ -
PSDLAF	\$ 8,152,480.72	\$ 24,085.13	\$ -	\$ 8,176,565.85
PLGIT / PLUS (61)	\$ -	\$ -	\$ -	\$ -
Total Investment Accounts	\$ 8,152,480.72	\$ 24,085.13	\$ -	\$ 8,176,565.85

	Balance 4/1/23	Earnings/Deposits	Disbursements	Balance 4/30/23
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 4/1/23	Earnings/Deposits	Disbursements	Balance 4/30/23
Capital Reserve Fund	\$ 68.56	\$ 0.30	\$ -	\$ 68.86

(UNADJUSTED)
Condensed Board Summary Report

From 04/01/2023 To 04/30/2023

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	21,137,499.00	1,638,581.45	14,791,516.46	90,824.25	6,255,158.29	70.41
	Total	21,137,499.00	1,638,581.45	14,791,516.46	90,824.25	6,255,158.29	70.41
1200							
1225	SPEECH	427,235.00	32,006.95	277,342.68	0.00	149,892.32	64.92
1231	EMOTIONAL SUPPORT	362,623.00	20,318.20	180,106.23	0.00	182,516.77	49.67
1241	LEARNING SUPPORT	6,873,791.00	750,214.39	5,409,147.04	4,825.07	1,459,818.89	78.76
1243	GIFTED SUPPORT	266,276.00	21,094.21	187,693.02	0.00	78,582.98	70.49
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	823,633.75	6,054,288.97	4,825.07	1,994,810.96	75.23
1300	VOCATIONAL EDUCATION						
1390	VOCATIONAL EDUCATION	875,356.00	23,036.00	737,152.00	0.00	138,204.00	84.21
	Total	875,356.00	23,036.00	737,152.00	0.00	138,204.00	84.21
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	840.00	13,333.60	0.00	9,532.40	58.31
1430	HOMEBOUND INSTRUCTION	13,577.00	1,972.16	16,120.82	0.00	(2,543.82)	118.74
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 ESTD SCHOOL DAY	0.00	200.00	1,425.00	0.00	(1,425.00)	0.00
1480	TITLE I	0.00	0.00	0.00	0.00	0.00	0.00

(UNADJUSTED)
Condensed Board Summary Report

From 04/01/2023 To 04/30/2023

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	3,012.16	30,879.42	0.00	5,563.58	84.73
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	243,108.50	0.00	46,332.50	83.99
	Total	289,441.00	23,166.25	243,108.50	0.00	46,332.50	83.99
2000							
2100	SUPPORT SERVICES PUPIL						
2120	GUIDANCE SERVICES	1,109,859.00	71,190.77	723,488.38	1,086.70	385,283.92	65.29
2130	ATTENDANCE SERVICES	74,634.00	145.30	5,983.25	2,173.38	66,477.37	10.93
2140	PSYCHOLOGICAL SERVICES	310,185.00	23,555.29	218,379.16	1,026.08	90,779.76	70.73
2150	SPEECH PATH/AUDIOLOGY	0.00	0.00	0.00	0.00	0.00	0.00
	Total	1,494,678.00	94,891.36	947,850.79	4,286.16	542,541.05	63.70
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	39,466.73	669,559.28	7,444.03	164,232.69	80.48
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	50,324.63	445,447.71	14,503.32	205,536.97	69.11
2260	INSTRUCTION & CURR DEV	430,367.00	29,189.98	240,190.94	0.00	190,176.06	55.81
2271	INSTRUC STAFF DEVEL SVC	330,533.00	1,295.00	68,847.33	0.00	261,685.67	20.83
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 04/01/2023 To 04/30/2023

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	20,333.11	188,288.00	0.00	33,584.00	84.86
	Total	2,493,996.00	140,609.45	1,614,325.14	21,947.35	857,723.51	65.61
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	7,967.77	134,857.20	0.00	27,642.80	82.99
2340	STAFF RELATIONS/NEGO	0.00	0.00	0.00	0.00	0.00	0.00
2350	LEGAL SERVICES	150,000.00	24,250.00	161,938.53	0.00	(11,938.53)	107.96
2360	OFFICE SUPERINTENDENT	574,087.00	34,507.17	368,356.94	4,642.36	201,087.70	64.97
2380	OFFICE OF PRINCIPAL SVC	1,610,702.00	116,085.45	1,220,991.46	26,617.64	363,092.90	77.46
	Total	2,554,234.00	182,810.39	1,959,218.15	31,260.00	563,755.85	77.93
2400	SUPP SVC-PUBLIC HEALTH						
2420	MEDICAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
2430	DENTAL SERVICES	600.00	0.00	382.00	0.00	218.00	63.67
2440	NURSING SERVICES	483,398.00	37,292.62	365,542.67	1,818.23	116,037.10	76.00
	Total	483,998.00	37,292.62	365,924.67	1,818.23	116,255.10	75.98
2500	SUPP SERVICES-BUSINESS						
2511	SUPP SERVICES-BUSINESS	909,750.00	70,713.09	755,545.99	8,123.07	146,080.94	83.94
	Total	909,750.00	70,713.09	755,545.99	8,123.07	146,080.94	83.94
2600							
2660	SECURITY SERVICES	0.00	6,121.50	67,861.54	0.00	(67,861.54)	0.00
2690	OPER OF BLDG SERVICES	5,018,798.00	304,153.55	3,951,861.51	298,094.11	768,842.38	84.68
	Total	5,018,798.00	310,275.05	4,019,723.05	298,094.11	700,980.84	86.03
2700							

(UNADJUSTED)
Condensed Board Summary Report

From 04/01/2023 To 04/30/2023

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	249,520.29	2,132,134.66	193,385.52	274,589.82	89.44
	Total	2,600,110.00	249,520.29	2,132,134.66	193,385.52	274,589.82	89.44
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	254,100.00	9,707.52	106,940.01	2,604.14	144,555.85	43.11
3250	SCHOOL ATHLETICS	1,119,190.00	51,266.11	696,815.21	90,540.35	331,834.44	70.35
	Total	1,373,290.00	60,973.63	803,755.22	93,144.49	476,390.29	65.31
3300	COMMUNITY SERVICES						
3300	COMMUNITY SERVICES	13,181.00	441.38	4,180.66	0.00	9,000.34	31.72
	Total	13,181.00	441.38	4,180.66	0.00	9,000.34	31.72

(UNADJUSTED)
Condensed Board Summary Report

From 04/01/2023 To 04/30/2023

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	751,910.13	2,181,006.54	1,106,916.95	(1,466,613.49)	180.53
	Total	1,821,310.00	751,910.13	2,181,006.54	1,106,916.95	(1,466,613.49)	180.53
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	2,730.19	1,912,934.53	0.00	17,018.47	99.12
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	98,113.70	0.00	(98,113.70)	0.00
	Total	1,929,953.00	13,610.15	2,011,048.23	0.00	(81,095.23)	104.20
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

(UNAUDITED)
Condensed Board Summary Report

From 04/01/2023 To 04/30/2023

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)	(541,810.02)	(31,591,951.83)	0.00	(344,307.17)	98.92
6112	INTERIM REAL ESTATE TAX	(125,000.00)	(146,860.81)	(347,574.34)	0.00	222,574.34	278.06
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)	(1,154.04)	(25,023.50)	0.00	(976.50)	96.24
6151	EARNED INCOME TAX	(3,800,000.00)	(219,805.07)	(3,047,599.21)	0.00	(752,400.79)	80.20
6153	REALTY TRANSFER TAX	(500,000.00)	(38,175.00)	(509,751.79)	0.00	9,751.79	101.95
	Total	(36,422,259.00)	(947,804.94)	(35,556,760.09)	0.00	(865,498.91)	97.62
6400	DELINQUENCY TAXES						
6411	DELINQUENT RE TAX	(740,000.00)	(128,047.29)	(536,346.61)	0.00	(203,653.39)	72.48
6420	DELINQUENT PC SECT 679	0.00	(156.88)	(1,791.36)	0.00	1,791.36	0.00
6441	DELINQUENT PC 511	0.00	(154.00)	(1,787.55)	0.00	1,787.55	0.00
	Total	(740,000.00)	(128,358.17)	(539,925.52)	0.00	(200,074.48)	72.96
6500	EARNINGS ON INVESTMENTS						
6510	INTEREST ON INVESTMENTS	(25,000.00)	(93,430.74)	(758,204.83)	0.00	733,204.83	3,032.82
6530	GAIN/LOSS ON INVESTMTS	0.00	0.00	0.00	0.00	0.00	0.00
	Total	(25,000.00)	(93,430.74)	(758,204.83)	0.00	733,204.83	3,032.82
6700							
6710	ADMISSIONS	(81,400.00)	(3,805.00)	(67,547.07)	0.00	(13,852.93)	82.98
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

(un/ADJUSTED)
Condensed Board Summary Report

From 04/01/2023 To 04/30/2023

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)	(3,805.00)	(67,775.07)	0.00	(28,624.93)	70.31
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)	(2,800.00)	0.00	2,800.00	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	185.93	(25,559.27)	0.00	25,559.27	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)	(5,446.72)	(140,912.72)	0.00	110,912.72	469.71
	Total	(77,400.00)	(5,610.79)	(195,151.34)	0.00	117,751.34	252.13
7000							
7100	BASIC INS.OPR.SUBSIDIES						

(UNADJUSTED)
Condensed Board Summary Report

From 04/01/2023 To 04/30/2023

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)	(547,141.00)	(2,736,065.00)	0.00	(774,419.00)	77.94
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)	(547,141.00)	(3,312,893.58)	0.00	(1,010,799.42)	76.62
7200	REVENUE EDU.PROGRAMS						
7210	HOMEBOUND INSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00
7220	VOCATIONAL EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00
7230	ALTERNATIVE EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00
7250	MIGRATORY CHILDREN	0.00	0.00	0.00	0.00	0.00	0.00
7271	SPECIAL EDUCATION	(995,464.00)	0.00	(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)	0.00	(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)	0.00	(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)	0.00	(1,448,299.81)	0.00	(166,091.19)	89.71

(UNADJUSTED)
Condensed Board Summary Report

From 04/01/2023 To 04/30/2023

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)	0.00	(2,865,280.31)	0.00	(912,615.69)	75.84
	Total	(3,777,896.00)	0.00	(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)	(176,302.35)	0.00	(88,642.65)	66.54
8515	TITLE II	(55,578.00)	(4,056.17)	(25,077.80)	0.00	(30,500.20)	45.12
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)	(22,789.42)	0.00	8,103.42	155.18

(UNADJUSTED)
Condensed Board Summary Report

From 04/01/2023 To 04/30/2023

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)	(26,105.31)	(224,169.57)	0.00	(117,459.43)	65.62
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	(22,431.06)	(852,380.65)	0.00	852,380.65	0.00
8744	ARP ESSER III	(1,049,526.00)	(35,472.29)	(1,135,113.28)	0.00	85,587.28	108.15
8747	EMERGENCY CONNECTIVITY	0.00	0.00	(776,787.25)	0.00	776,787.25	0.00
	FUND						
8749	CARES ACT - PCCD FUNDNG	0.00	0.00	0.00	0.00	0.00	0.00
8751	ARP ESSER 7% LEARNING	0.00	(1,969.27)	(31,508.32)	0.00	31,508.32	0.00
	LOSS						
8752	ARP ESSER 7% SUMMER	0.00	(393.85)	(6,301.60)	0.00	6,301.60	0.00
	PROGRAMS						
8753	ARP ESSER 7%	0.00	(393.86)	(6,301.76)	0.00	6,301.76	0.00
	AFTERSCHOOL PROGRAMS						
	Total	(1,049,526.00)	(60,660.33)	(2,808,392.86)	0.00	1,758,866.86	267.59

(UNADJUSTED)
Condensed Board Summary Report

From 04/01/2023 To 04/30/2023

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	(944.70)	(8,099.50)	0.00	8,099.50	0.00
	Total	(15,000.00)	(944.70)	(88,330.85)	0.00	73,330.85	588.87
9000							
9200							
9220	LEASE PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00
9300							
9330	Trans from Cap Reserve	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00
9400	SALE OF ASSETS						
9400	SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00
MAJOR FUND 10 TOTALS							
	Total Expenditure	49,186,932.00	4,410,867.00	36,667,430.77 ✓	1,854,625.20	10,664,876.03	78.32
	Total Other Expenditure	1,929,953.00	13,610.15	2,011,048.23 ✓	0.00	(81,095.23)	104.20
	Total Revenue	(51,116,885.00)	0.00	(48,816,806.83) ✓	0.00	(2,300,078.17)	95.50
	Total Other Revenue	0.00	(1,813,860.98)	0.00	0.00	0.00	0.00
		0.00	2,610,616.17	(10,138,327.83)	1,854,625.20	8,283,702.63	

(UNADJUSTED)
Condensed Board Summary Report

From 04/01/2023 To 04/30/2023

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	4,410,867.00	36,667,430.77	1,854,625.20	10,664,876.03	78.32
Total Other Expenditure	1,929,953.00	13,610.15	2,011,048.23	0.00	(81,095.23)	104.20
Total Revenue	(51,116,885.00)	(1,813,860.98)	(48,816,806.83)	0.00	(2,300,078.17)	95.50
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	2,610,616.17	(10,138,327.83)	1,854,625.20	8,283,702.63	

Capital Reserve Finance Report
April 30, 2023

Project	Original Budget	Change Orders	Miscellaneous Construction Costs	Working Budget	Project To Date Expenses March	April	Project To Date Expenses	Balance To Finish
<u>Cooling Tower Replacement</u>								
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
<u>Tennis Court Maintenance - Installation</u>								
The Breneman Company	49,800.00			49,800.00	49,800.00		49,800.00	0.00
<u>Saucon Valley High School Repairs</u>								
Garland/DBS, Inc. Roof Repairs	39,899.00	9,991.00		49,890.00	49,890.00		49,890.00	0.00
<u>Walk-In Box Evaporators</u>								
Johnson Controls Two New Russell Evaporator Assemblies	15,900.00			15,900.00	15,900.00		15,900.00	0.00
<u>Replacement of 2 Existing HS Rooftop Heat Pumps</u>								
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
<u>HS AHU-2 Condensing Unit</u>								
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 MIDDLE SCHOOL
 FINANCIAL REPORTS
 MARCH 31, 2023
 CLUB ACCOUNT FUND

BEGINNING BALANCE	\$	43,443.48
INCOME		9,456.08
EXPENSES		5,035.03
ENDING BALANCE	\$	47,864.53

CLUB ACCOUNT	ENDING BALANCE
ART CLUB	19.20
BAND	8,214.76
CHEERLEADING	625.63
CHORUS	19,408.55
COMMUNITY SERVICE	386.69
GIRLS VOLLEYBALL	4,728.53
HONOR SOCIETY	440.48
I-TEAM	126.47
KNITTING CLUB	266.37
MATH COUNTS	-
ODYSSEY OF THE MIND	2.61
READING OLYMPICS	296.79
SEAPEARCH/ROBOTICS	3,120.11
SKI CLUB	804.67
STUDENT COUNCIL	964.50
YEARBOOK	6,802.11
5TH GRADE	528.65
6TH GRADE	-
7TH GRADE	738.35
8TH GRADE	319.71
INTEREST	70.35
TOTALS	\$ 47,864.53

Lensi Nikolov
 Principal

SAUCON VALLEY MIDDLE SCHOOL
 FINANCIAL REPORTS
 APRIL 30, 2023
 CLUB ACCOUNT FUND

BEGINNING BALANCE	\$	47,864.53
INCOME		18,583.29
EXPENSES		13,964.52
ENDING BALANCE	\$	52,483.30

CLUB ACCOUNT	ENDING BALANCE
ART CLUB	19.20
BAND	9,447.77
CHEERLEADING	625.63
CHORUS	21,375.80
COMMUNITY SERVICE	386.69
GIRLS VOLLEYBALL	4,728.53
HONOR SOCIETY	440.48
I-TEAM	1,204.47
KNITTING CLUB	266.37
MATH COUNTS	-
ODYSSEY OF THE MIND	2.61
READING OLYMPICS	(18.21)
SEAPEARCH/ROBOTICS	3,120.11
SKI CLUB	804.67
STUDENT COUNCIL	964.50
YEARBOOK	3,354.23
5TH GRADE	528.65
6TH GRADE	1,840.00
7TH GRADE	2,969.35
8TH GRADE	319.71
INTEREST	102.74
TOTALS	\$ 52,483.30

Lensi Nikolov
 Principal

Policy

Title – 121 Field Trips

Section – Programs

Purpose

The Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important component of the instructional program of the schools. Properly planned and executed field trips can:

1. Supplement and enrich classroom learning by providing educational experiences in an environment outside the schools.
2. Arouse new interests among students.
3. Help students relate academic learning to the reality of the world outside of school.
4. Introduce community resources, such as natural, cultural, industrial, commercial, governmental, and educational.
5. Afford students the opportunity to study real things and real processes in their actual environment.

Definition

For purposes of this policy, a **field trip** shall be defined as any trip by students away from school premises that is an integral part of approved planned instruction, is conducted as a first-hand educational experience not available in the classroom, and is supervised by a teacher or district employee.

Authority

~~The Board shall approve~~ Annually a list of potential field trips shall be provided to the Superintendent or designee. ~~All proposed field trips not listed must be approved individually by the Board.~~

The Board shall approve only those field trips that take students more than sixty (60) miles from this district.

Students on field trips remain under the supervision and responsibility of this Board and are subject to its rules and regulations.

The Board does not endorse, support nor assume responsibility in any way for any district staff member who takes students on trips ~~without district approval~~ **not approved by the Board or Superintendent**. No staff member may solicit district students for such trips within district facilities or on district grounds without Board permission.

Delegation of Responsibility

The Superintendent or designee shall develop ~~procedures~~ **administrative regulations** for the operation of field trips.

Approval Of Field Trips

The approval of field trips will be given at the discretion of the building principal and the Assistant Superintendent or designee.

Plans for an overnight or out-of-state trip, but within the continental United States, must be approved by the Superintendent and the School Board.

Plans for foreign tours must be approved by the Superintendent and the School Board.

Guidelines

Field trips shall be governed by guidelines which ensure that:

1. The safety and well-being of students will be protected at all times.
2. Permission of the parent/guardian is sought and obtained before any student may participate.
3. The principal approves the purpose, itinerary and duration of each proposed trip.
4. Each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities that enhance its value.[2]
5. The effectiveness of field trip activities is monitored and evaluated continuously.
6. Teachers are allowed flexibility and innovation in planning field trips.
- 7. No field trip will be approved unless it contributes to the achievement of specified instructional objectives.**
8. Transportation requests must be submitted 6 weeks before the trip.
- 7-9. Nurses must receive field trip request paperwork 4 weeks before the trip.

~~Students must be current in their coursework for all classes prior to going on a field trip.~~

In order for any student to participate in any school-sponsored trip, all financial obligations for the trip and all discipline obligations must be met prior to departure.

Students may be excluded from field trips at the discretion of the principal. ~~and/or study tour planner.~~

Administration of Medication

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

Decisions regarding administration of medication during field trips and other school-sponsored programs and activities shall be based on the student's individual needs.[3][4]

Medication shall be administered in accordance with applicable laws, regulations, Board policies and district procedures.[5][6]

Chaperones

Chaperones who accompany the student should be selected or approved by the building principal, with the number of chaperones to be determined by the size of the group.

To chaperone a trip, the number of teachers from the same department shall be limited only by the number required to give adequate coverage. It is recommended that at least two (2) chaperones accompany each bus. In the case of mixed group it is strongly urged that both a male and a female are included as chaperones.

Field Trip to Foreign Countries

The following regulations and guidelines shall apply to field trips planned, organized and conducted during the school term for senior high students enrolled in modern foreign language classes.

1. Field trips to a foreign country shall be foreign language oriented, and shall include only senior high students who have completed at least two (2) years of study in the language of the country to which the trip is to be taken.
2. The field trip shall be scheduled to include a school vacation period. Trips will not be approved unless a portion of the trip includes scheduled school vacation days. If a sufficient number of students are interested in a field trip which requires a chaperone, the trip may be scheduled each year with approval of the Superintendent or designee.
3. Only senior high school students may participate in the field trips to foreign countries. Students participating in such trips shall have an academic average of C or better in the foreign language. Should limitation on the number of students desiring to make the trip to a foreign country become necessary, priority will be given to seniors. If further selection is necessary, the academic averages of students in the foreign language shall be the determining factor in selecting students who will make the trip.
4. Students may participate in field trips to foreign countries only if the field trip is chaperoned by professional employees of the school district and approved by the Superintendent and the Board.
5. All expenses for field trips to foreign countries shall be borne by the students and the parent/guardians, including expenses for travel from Hellertown to the point of departure and the return trip.
6. All students participating in foreign language field trips must show evidence of adequate personal insurance.
7. Chaperones for field trips to foreign countries shall be recommended to the Superintendent by the senior high school principal. The Superintendent shall exercise final approval of all chaperones.

Legal

1. 24 P.S. 517
2. Pol. 105
3. Pol. 103.1
4. Pol. 113
5. Pol. 210
6. Pol. 210.1
- 24 P.S. 510

121-AR. CURRICULUM-RELATED FIELD TRIPS

These Administrative Regulations are enforced for all District field trips, as defined in the accompanying Board Policy.

General Guidelines

Properly planned and executed field trips should:

1. Supplement and enrich classroom learning by providing educational experiences in an environment outside the schools.
2. Arouse new interests among students.
3. Help students relate academic learning to the reality of the world outside of school.
4. Introduce community resources, such as natural, cultural, industrial, commercial, governmental, and educational.
5. Afford students the opportunity to study real things and real processes in their actual environment.

Approval Process

All field trips must be approved by the building principal or their designee.

Staff members wishing to submit a request for approval of a field trip shall complete the appropriate approval form. **(See Attachment A)**. The request must be made to the principal at least sixty (60) school days prior to the date of the trip. The request must include the following:

- a) Purpose of the field trip and its relationship to instruction
- b) Destination of trip, including round trip mileage, and who is coordinating the trip
- c) Number of students, grade and subject area
- d) Number of chaperones attending
- e) Expenses to be paid and the funding source

Staff members planning field trips shall ensure that each trip is planned in a way that incorporates the approved curriculum and is enhanced by an appropriate follow up activity. The evaluation of the effectiveness of field trips and related activities is the responsibility of the building principal or their designee.

Permission of the parents/guardians of students attending field trips must be sought and obtained in writing before any student may participate in a field trip. **(See Attachment B)**. Such permission shall be sought at least 6 weeks in advance.

Transportation

The bus transportation request (**See Attachment C**) must be completed and turned in six weeks in advance. Private vehicles may not be used for field trip transportation without prior approval of the Superintendent or designee. Additional insurance and supporting documentation may be required.

Appropriate arrangements/accommodations shall be made for the transportation of students with special mobility needs. The Director of Student Services and Special Education shall be consulted, if necessary.

No more than 10 buses will be allocated for field trips on a given day, unless otherwise approved by the principal, in consultation with the Transportation Department. Allocations shall be made on a first come basis.

Field trips will be approved only on days when the District's schools are in session, unless approved by the principal, in consultation with the Transportation Department.

Approval of field trips may be conditioned upon availability of transportation service and/or nursing staff.

Field trips will not be authorized on late arrival/early dismissal days, unless approved by the building principal, in consultation with the Transportation Department.

No field trips will be scheduled after June 1st of the school year unless approved by the principal, in consultation with the Transportation Department.

No field trips will be scheduled during the first two weeks of the school year, unless approved by the principal, in consultation with the Transportation Department.

School vehicles for field trips are generally are not available before 9 a.m., and must be back at school by 2 p.m., unless otherwise approved by the principal, in consultation with the Transportation Department.

Costs

All fees shall be clearly outlined. All financial obligations must be met prior to the trip. No student shall be denied an opportunity to participate in a field trip because the parents/guardians are unable to afford the fees.

If students will eat lunch while out of the building, the teacher is responsible for notifying the Food Service Department at least two weeks in advance of the field trip.

Students with Disabilities

Staff members planning field trips shall ensure that such trips are accessible for students with disabilities and that accommodations included in 504 Plans and IEPs can be implemented on the field trip. The Director of Student Services and Special Education shall be consulted if necessary.

Medication on Field Trips & Students with Health Needs

Medication will be administered to students on field trips in accordance with Board Policy and Administrative Regulation 210 (Use of Medications) and applicable law.

The staff member responsible for planning the field trip shall turn in all medical documentation to the school nurse at least 4 weeks in advance of the trip, to plan for the management and supervision of student health needs on the trip.

If it is determined that a nurse is required to attend the trip, the staff member responsible for planning the trip shall submit a request for a nurse to attend the trip to the building principal and Special Education & Pupil Services Office (**Attachment Form D**). All permission forms (**Attachment Form B**) must be submitted with the checklist (**Attachment Form E**) to the building principal and nurse.

Parents/guardians of students with disabilities or their authorized designee may be permitted, but may not be required to attend field trips with their child to provide services that would otherwise be provided by nursing staff as per the student's 504 Plan or IEP. The parent's authorized designee may not be a District employee, student or person under the age of 18.

A student who requires medication administration on a field trip cannot be barred from attending because a nurse is not available to accompany the student and administer the medication(s).

Adult Supervision / Chaperones

The number of chaperones will be determined by the size of the group attending the field trips. Whenever adult assistance is needed for a field trip over and above the school staff assigned to the trip, the building principal or designee has discretion to request that a set number of parents/guardians accompany students as chaperones on the field trip.

All parents shall be advised of the opportunity to attend the field trip as chaperones. If more than the desired number of parents/guardians request to accompany the class as a chaperone, chaperones will be chosen at random, with preference given to those who have not yet been chaperones during the current school year.

Parent/guardian chaperones attending field trips are expected to assist the entire class, not just his or her own child, unless it has been arranged in advance for the parent/guardian to accompany his/her own child to provide services that would otherwise be provided by a staff person such as a nurse as part of the student's 504 Plan or IEP.

Parent/guardian chaperones shall refrain from disruptive conversation and from disruptive interaction with students or staff during field trips. Chaperones who do not effectively carry out their responsibilities on a particular field trip or otherwise meet expectations may be disqualified, at the discretion of the building principal or designee, from future service as a field trip chaperone.

Chaperones are required to adhere to all provisions outlined in Board Policy 916 (Volunteers), including, but not limited to, the requirement to submit clearances and certifications prior to serving as a field trip chaperone.

Emergencies

At least one staff member attending the field trip shall be designated as the individual responsible for bringing emergency contact information for students attending the field trip. Emergency contact information shall include, at a minimum, the following items: (1) name of student; (2) parent/guardian name, address and phone number; (3) name and phone number of designated emergency contact.

If a student or students gets lost or becomes missing on the field trip, an adult must remain at the site to assist in the return of the student(s).

If a student becomes seriously ill or injured on a field trip, the teacher should contact 911. A designated staff member shall accompany the student to the hospital, if applicable. The staff member shall immediately contact the building principal, or, if the principal is not available, the central office. The principal or central office representative will contact the student's parent/guardian, and the designated staff member shall remain with the student until the student's parent/guardian arrives. If the staff member cannot get in touch with the principal or the central office, the staff member shall contact the parent/guardian and notify the principal as soon as possible thereafter. The staff member will later be required to complete the serious incident report (refer to crisis procedure manual).

Other Guidelines

Staff members planning field trips are expected to properly prepare their students for the field trip. Behavior expectations shall be clearly communicated to students in advance. Students should be reminded that while on the field trip, all school rules remain in full effect.

Students may be excluded from field trips at the discretion of the principal. Any alternative arrangements approved by the principal will be communicated to the parents/guardians.

When plans for an approved field trip change for any reason, parents/guardians and the building principal shall be notified as soon as possible

ATTACHMENT A – TRIP APPROVAL FORM
 Saucon Valley School District
FIELD TRIP REQUEST

Procedure:

1. Staff Members who wish to sponsor field trips submit request forms to building principals in accordance with the building-level budget development timeline.
2. Principals select requests that are to be included in proposed school budgets.
3. Following adoption of the district budget, principals notify staff of decisions related to requested field trips.
4. At least six (6) weeks prior to the event, field trip coordinators prepare and submit Bus Transportation Request forms to principals.
5. Principals sign and forward Field Trip and transportation request forms to the superintendent as verification of building-level approval and allocation of appropriate funding. Requests submitted outside the budget approval process must be accompanied by an explanation of the rationale for the proposed funding source for the trip.

Form:

Field trip site: _____ Date(s) of trip _____
 Approximate Round trip mileage: _____
 School: _____ Grade/Subject area _____
 Coordinator(s): _____
 Number of students: _____ Chaperones: _____ Total riders: _____
 Description of activities/relationship to Instructional program: _____

<u>Anticipated Costs (Amounts)</u>	<u>Funding Source</u>	<u>Cost to District</u>
Transportation _____	_____	_____
Fees _____	_____	_____
Other Costs _____	_____	_____
Requested by: _____	Date: _____	
Approved by: _____	Date: _____	

ATTACHMENT B – FIELD TRIP PERMISSION

Saucon Valley School District

I, _____, the parent/guardian of _____, give my child permission to participate in the field trip to _____ on _____ . In the event my child fails to follow all school rules and regulations during the field trip, I understand that he/she will be subject to appropriate disciplinary action. I understand that in the event of a medical emergency involving my child, it is my medical insurance that is responsible for the coverage. School district insurance *does not* cover personal illness or injury. I also give my consent to the school personnel in charge during the field trip to secure appropriate medical treatment in case a parent/guardian cannot be reached.

PARENT OR GUARDIAN WILL BE ATTENDING THIS TRIP ___ YES ___ NO

PLEASE COMPLETE THE FOLLOWING SECTION EVEN IF YOUR CHILD DOES NOT HAVE ANY HEALTH ISSUES. The information provided here will be used as the most recent and updated medical information for your child.

Health Conditions:

Treatments:

___ My child does not have any health conditions

Food/Drug Allergies:

Medications: If your child will require any medication to be administered, please have your physician complete the *Authorization for Administration of Medication at School* form.

Emergency Medications: Please indicate if your child has any of the following medications prescribed. *Note:* An emergency plan of care from your physician is required to be on file in the school Health Room if there is an emergency medication prescribed.

___ Asthma inhaler ___ Emergency Epinephrine injector ___ Emergency Seizure Medication

___ Insulin/Glucagon _____

Other: _____

Parent/Guardian telephone number(s) during time of field trip: _____

Health Insurance Company: _____ Policy Number: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian printed name: _____

My signature above authorizes school staff to communicate pertinent health conditions/information to appropriate personnel in order to secure health services that may be needed during the field trip.

ATTACHMENT C – Transportation Request Form

Saucon Valley School District

Form completion Date: _____

All requests must be submitted at least 4 weeks prior to the trip.

1. A separate request form must be completed for each trip.
2. A copy will be returned following approval.

This section is to be completed by Sponsor and approved by the Principal:

Date of trip: _____ School/Class and/or Grade: _____ Teacher: _____

Departure time from school: _____ Return Arrival time at school: _____

Number of riders: _____ Destination: _____

Wheelchair riders: _____ Purpose of trip: _____

Cost paid by: _____ District _____ Students _____ Other

Comments, Directions, and Special Instructions:

The actual cost is calculated by the Transportation Department at the completion of the trip.

Vehicle/Driver Expense Calculations: Vehicles - Mileage starts & ends at the bus garage.

Drivers - overtime starts after 8 hours - Previous route driving is included in this calculation.

Include 15 Minutes - Bus Garage to school. Include 15 minutes School to the bus garage.

Totals:

Parking fees (per bus):	Ex: - Philly parking \$20.00	\$0.00	\$0.00
PA Turnpike tolls (per Bus)	Ex: - Reading to Carlisle \$12.50	\$0.00	\$0.00

Miles:

Rate:

Totals:

Van Mileage Calculation	0	X .80 per mile	\$0.00
School Bus mileage Calc.	0	X .80 per mile	\$0.00

Hours:

Rate:

Totals:

Driving hours	0	X \$32.72	\$0.00
Overtime driving hours	0	X \$49.07	\$0.00
Layover hours	0	TBD	\$0.00
Overtime layover hours	0	TBD	\$0.00

Van/Bus Total Estimate:	\$0.00
Multiple bus Total Estimate: Number of buses _____	\$0.00

Van capacity is 9 students. 60 per Bus - 2 per seat WC Bus is a separate Bus

Approved by Principal: _____ Date: _____

Approved by Superintendent: _____ Date: _____

Vehicles: Vans: _____ Buses: _____

ATTACHMENT D – Nurse Request Form

Saucon Valley School District

Section I. Coordinator of trip completes (*Director of Pupil Services must receive form (Sec I & II), 4 weeks prior to the trip.):

Building:	_____
Date of field trip:	_____
Coordinator:	_____
Coordinator position:	_____
Phone #/extension:	_____
Destination:	_____
Departure time:	_____
Return time:	_____
Location to meet for departure:	_____
Criteria for Nurse (please check applicable boxes):	
<ul style="list-style-type: none">• Student(s) with medical needs *Attach permission slips• Parent/Guardian unable to attend for students with medical needs• No other medical services available (Check after you have contacted the site for availability of nursing services).	
*Medical criteria is as follows: Diabetes, seizures or other health issues (School Nurse reviews whether a nurse maybe needed to be on the trip due to medical reasons)	

Section II. Building Principal Completes:

<ul style="list-style-type: none">• Student(s) require a nurse for field trip.• Student(s) do not require a nurse for field trip.	

Building Principal Signature	Date:

Section III. Director of Pupil Services Completes:

<ul style="list-style-type: none">• Approve• Disapprove	

Director of Pupil Services Signature	Date:

Section IV. Nurse Assigned

<ul style="list-style-type: none">• Nurse needed If so, who is assigned: _____ Date secured: _____• Nurse not needed

ATTACHMENT E – Field Trip Checklist

Saucon Valley School District

Trip coordinator: _____

Field trip request submitted for Board approval (if applicable)

Transportation request submitted

Permission forms checked for completeness and signed

Nurse request form attached

Roster attached

Permission slips submitted to Nurse on _____ (Four weeks prior to trip. Late submission could result in cancellation of the trip due to inadequate time to process forms and/or secure a nurse. Exceptions are for qualifying events.)

Nurse:

Forms reviewed, plans and med orders attached

Copies made for: Nurse file Field Trip Nurse Trip Coordinator Principal

Packet given to Principal on _____ for review

Office of Pupil Services:

Packet reviewed by Sherry Belskie

Nurse required _____ Nurse Scheduled _____ No nurse required

Nurse and trip coordinator notified of nurse status

- Field trip forms may not be altered in any way.
- If there are the same students attending multiple trips with the same coordinator, all dates may be added to the top of the form. However, each trip will require a separate packet to be submitted.
- Once the packet is submitted to the nurse, no one may be added to the roster.
- Late forms will not be accepted
- If permission forms are incomplete or any attachments are missing, packet will be returned

Facility Committee – May 10, 2023

The Facility Committee of the Saucon Valley School Board met on May 10, 2023, in the District Office Conference Room at 5:00 pm.

The following items were on the Facility Committee agenda:

- Discussion & Action: Center Stage – Theatrical lighting quote
- Update & Review: Smart Sheets – Capital Improvement Projects

The committee recommended moving the following item to the Finance Committee:

- Center Stage – Theatrical Lighting

Finance Committee Summary – May 17, 2023

The Finance Committee of the Saucon Valley School Board met on May 17, 2023, at 5:00 pm in the District Office Conference Room.

The following items were on the Finance Committee agenda:

- Discussion & Action: 2023-2024 PSBA Membership Renewal
- Discussion & Action: Center Stage Lighting Quote
- Discussion & Action: Lakeside Youth Service Agreement
- Discussion & Action: Buxmont Academy Agreement
- Discussion & Action: Athletic Projects Proposal

The committee recommended sending all items to the Board for approval.



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May 12, 2023

VIA EMAIL

Jaime.Vlasaty@svpanthers.org

Jaime Vlasaty, Superintendent
Saucon Valley School District
2097 Polk Valley Road
Hellertown, PA 18055-2400

Re: Saucon Valley School District -- Retainer Agreement for Solicitor Services and Specialized Services from July 1, 2023 through June 30, 2024

Dear Jaime:

What follows is the standard fee letter of Fox Rothschild LLP in conjunction with Solicitor Services for the 2023-2024 school year. In the event the board approves of our reappointment, this letter will confirm that the Saucon Valley School District (the “Client”) has retained Fox Rothschild LLP (the “Firm”) to represent Client in connection with the matter described below. The Engagement Letter (the “Letter”), along with the attached Standard Terms of Engagement (the “Standard Terms”), comprise the Engagement Agreement (the “Agreement”) between Client and the Firm and explain the terms under which the Firm will provide legal services to Client in this matter. In the event of a discrepancy between the Standard Terms and the Letter, the provisions set forth in the Letter will prevail.

As the Administration is undoubtedly aware, Fox Rothschild LLP prides itself both on the quality of legal services and the level of responsiveness we provide. Please be assured that the continuity of the level of services that you have come to expect will not change; however, we are requesting a minimal increase in the rates for the 2023-2024 school year. There will be no change to items covered under the School retainer of \$21,000.00 per year.

Scope of Work. Client has engaged the Firm to provide the following services described in detail below (“Engagement”). Client has not engaged the Firm, nor has the Firm agreed, to represent Client regarding any other matter. If Client requires the Firm's services in connection with any other matter, please let me know.

A Pennsylvania Limited Liability Partnership

California Colorado Delaware District of Columbia Florida Georgia Illinois Minnesota Missouri Nevada
New Jersey New York North Carolina Oklahoma Pennsylvania South Carolina Texas Washington

Jaime Vlasaty, Superintendent
May 12, 2023
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Identity of Client. The Firm's only client in the Engagement is the individual identified as Client in the first paragraph of this Letter.

Term of Engagement – July 1, 2023 through June 30, 2024. Client will be billed monthly on a fee arrangement based upon the appropriate designation of a matter as being either “retainer,” “non-retainer,” or “specially negotiated rates” as described below.

**ITEMS COVERED UNDER THE SCHOOL
RETAINER OF \$21,000.00 PER YEAR (no change)**

1. Attendance at two (2) regularly scheduled public meetings per month.
2. Routine matters involving the representation of the Client that are not addressed in the sections involving NON-RETAINER: Items Not Covered Under the School Retainer (including but not limited to litigation matters).
3. Regular opinions (not involving tax advice, advice covered by Circular 230 of the Internal Revenue Service, or non-routine areas of advice addressed in NON-RETAINER: Items Not Covered Under the School Retainer) requested by either the Administration or the Board.
4. General personnel issues, except as described in NON-RETAINER: Items Not Covered Under the School Retainer.
5. Non-adverse matters not described in the in Items Not Covered Under the School Retainer.
6. Client memoranda, updates, and newsletters.
7. Preparation of routine agreements (except collective bargaining, computer, benefits, or other agreements described in NON-RETAINER: Items Not Covered Under the School Retainer). Notwithstanding the foregoing, if counsel is involved in reviewing or preparing an agreement with an adverse party, the matter will be an Item Not Covered Under the School Retainer.
8. Review and/or revisions to routine policies of the Board or proposed administrative regulations of the Board. This would not include, however, specialized policies, such as sexual harassment, Family and Medical Leave Act, HIPAA, Internet, acceptable use policies, data destruction policies, and any procedures and/or implementation related to the same.
9. Preparation of routine resolutions or wording of resolutions.
10. New board member training session and training manual in municipal election years (which does apply to this year).

Jaime Vlasaty, Superintendent
May 12, 2023
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**NON-RETAINER: ITEMS NOT COVERED UNDER THE SCHOOL RETAINER
SUBJECT TO A BLENDED¹ HOURLY RATE OF \$200.00 PER HOUR**

1. Land development issues relating to building projects.
2. Personnel items involving demotions, terminations, HIPAA-related claims or requirements, seniority calculations, transfer of entities, investigations regarding violations of school policies, any investigations regarding management level, employees as directed by the District, or other similar personnel actions.
3. Appointments and/or contracts relating to administrators.
4. Responses to grievances pursuant to a collective bargaining agreement and handling of arbitrations pursuant to a collective bargaining agreement.
5. Attendance at committee meetings or special meetings of the Board not covered under the proposed retainer.
6. Student discipline issues, special education hearings, advice relating to special education matters when the student is represented by an advocate or an attorney, or subsequent litigation (subject to insurance carrier requirements).
7. Student and/or employee subpoenas and/or requests for production of documents.
8. Responses to Right to Know requests pursuant to Pennsylvania law.
9. Seeking exceptions or court petitions relating to any referendum requirements.
10. Non-routine situations that would involve matters in which a case or controversy has arisen or may arise by virtue of threatened litigation or litigation that is imminent or likely, circumstances in which the Client is contacted by an attorney representing a specific client, actual litigation, hearing requests, citizen complaints, OCR investigations, defense of complaints filed in court or before agencies, hearings before the School Board itself, or other items contemplated in SPECIALLY NEGOTIATED RATES, Paragraph 5.
11. Negotiation with vendors or other parties concerning non-routine contracts.
12. Student residency disputes.
13. Employee discipline matters.

¹ This rate is charged regardless of the individual performing the service.

Jaime Vlasaty, Superintendent
May 12, 2023
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14. Establishing or terminating special entities, such as authorities, vocational-technical schools, foundations, joint school or departments, consortia, charter schools, or other similarly formed related entities.
15. Court proceedings for the sale of real estate.
16. Special court actions required pursuant to the School Code or other law.
17. Responding to Auditor General investigations or District Attorney investigations.
18. Non-routine policies.
19. Acceptable use policies and standard software licensing agreements that are not addressed in Miscellaneous Matters and Rates.
20. Specialized Act 1 of 2006 advice.
21. Specialized advice regarding Act 32 of 2008 (tax collection advice).

SPECIALLY NEGOTIATED RATES

1. School financing, including but not limited to bond issues, collateral exchanges, tax revenue anticipation notes, swap agreements, and loans. These matters will usually be handled on a fixed fee basis, to be determined by the Firm and Client, based upon the size and complexity of the issue.
2. Matters relating to tax increment financing work, which will be billed at the rate of \$245.00 per hour, unless such rates are subject to reimbursement of a non-insured third party (i.e., developer), when the rates will be based upon the customary hourly rates charged by Fox Rothschild LLP to non-retainer, non-school clients.
3. Collective bargaining where we represent the Client as its negotiator for contracts that expire after the 2023-2024 fiscal year will be billed at a rate of \$250.00 per hour.
4. Title IX investigations where there is an identified complainant and respondent will be billed at \$225.00 per hour.
5. Specialized contracts calling for a tax opinion from Fox Rothschild LLP (i.e., financing and copier leases), guaranteed energy savings contracts, preparation of specialized agreements or plans, such as Section 125 plans, Section 457 plans, Section 401(a) plans, Section 403(b) plans, Health Reimbursement Accounts, benefits-related agreements, COBRA, HIPAA, and PSERS' advice, condemnation and construction litigation, transactional aspects of major building construction projects, including but not limited to alterations of school buildings involving

Jaime Vlasaty, Superintendent
May 12, 2023
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projects instituted on or after the date of this Retainer Agreement, tax opinions required pursuant to IRS Circular 230, intellectual property advice or agreements, immigration advice or proceedings, or any advice or proceedings relating to the formation or dissolution of foundations formed pursuant to Section 501(c)(3) of the Internal Revenue Code, matters involving the sale or purchase of school property and matters involving the transactional aspects of major building construction projects, which would include but not be limited to the alterations or renovations of school building projects, specification review, architectural contracts, or engineering projects for projects instituted on or after the date of this Retainer Agreement will be handled at a blended rate of \$245.00 per hour.

6. Audit inquiry responses: A flat fee of \$500.00 for the original audit inquiry request and \$300.00 per update will be charged.

7. Litigation instituted on or after the date of this Retainer Agreement that will be unique or non-customary litigation on the part of the Client. An example of this exception will include complex securities litigation, bankruptcy litigation, litigation involving investment of bond or other investment proceeds of the Client, any complex litigation not described in Items Not Covered Under the School Retainer. Such litigation will be charged based upon the customary hourly rates charged by Fox Rothschild LLP to non-retainer, non-school clients, less 20%.

6. Matters covered by insurance. Notwithstanding the rates set forth in this Retainer Agreement, Fox Rothschild LLP's handling of insurance matters will be subject to the insurance company representation guidelines and rates. Where an insurance company is involved, we may ask that you pay our monthly bills and then we will submit claims for reimbursement on your behalf to the insurance company. In all cases in which insurance coverage may be available, the ultimate responsibility for payment of our charges will remain with the Client.

The hourly rates specified in the Letter shall prevail over the range of fees in the Standard Terms as specifically set forth in the Letter.

The costs for which you will be charged include filing fees; telephone, telecopy, word processing, overnight mail, messenger and other communication costs; staff overtime when appropriate; computer research; court reporters, photographers and other professional fees; travel and meal expenses; and other miscellaneous costs. Where possible, we will have vendors bill you directly for such costs or we will send you the bill and request that you pay the vendor directly. Certain costs, such as telephone charges, are sometimes not available until subsequent months, in which case a supplemental bill will be rendered, or an estimated amount will be included in the initial bill and an adjustment made when the actual charges are known.

All bills are payable upon presentation and are considered delinquent if not paid within thirty days of issuance. If a bill is not timely paid, we may cease to render further services or, in the

Jaime Vlasaty, Superintendent
May 12, 2023
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case of a litigation matter, we may petition the court to withdraw as counsel. A service charge will be added to the unpaid amount of any delinquent bill.

It is the policy of this law firm that no individual except Edward Gillespie (Chief Accounting Officer) shall have the authority to vary, alter, modify or contradict the enclosed billing arrangement or any subsequent bills that may result there from.

Suggested Motion for Board Action. Based upon this letter, we are suggesting that the following motion appear on your May or June agenda:

“Motion to appoint Fox Rothschild LLP as Solicitor for the Saucon Valley School District for the time period of July 1, 2023 through June 30, 2024.”

Future Representation. If Client asks the Firm to take on an additional assignment in the future, the terms in the Agreement will cover such later assignment(s), unless Client and the Firm reach a separate understanding, which understanding will be reflected in a separate writing, which may include e-mails.

Conclusion. If Client has any questions about the Agreement, please contact me as soon as possible. Client may consult with separate counsel regarding this Agreement.

Please acknowledge your acceptance to the terms in the Agreement and your receipt of the Standard Terms by signing one copy of the Letter and returning the signed copy to me at your earliest convenience. This Agreement will take effect on the date of Client's signature or when the Firm first performs legal services for Client, whichever is earlier.

We appreciate the opportunity and privilege to represent Client in the Engagement.

Very truly yours,



Mark W. Fitzgerald

MWF/ssd

cc: David Bonenberger

ACCEPTED AND AGREED

By: _____

Title: _____

Date: _____



Standard Terms of Engagement for Legal Services

Overview

These Standard Terms of Engagement ("Standard Terms") along with the Engagement Letter ("Letter") comprise the Engagement Agreement ("Agreement") between Client and Fox Rothschild LLP ("Firm") and explain the terms under which the Firm will provide legal services to Client in the Engagement. Any defined term in the Letter shall have the same definition in the Standard Terms. In the event of a conflict between the provisions in the Standard Terms and the Letter, the provisions in the Letter shall control.

Communications

Client agrees to be candid and cooperative with the Firm and to provide the Firm with full, complete, and truthful information. Client will communicate with the Firm before communicating with any parties, witnesses, or their counsel, or with any experts or consultants, about the Engagement.

Client agrees to inform the Firm, in writing, of any changes in Client's name, address, telephone number, contact person, or email address. The Firm will endeavor to keep Client informed of the status of the Engagement to the extent necessary to enable Client to make informed decisions.

Client acknowledges that any opinion or belief that the Firm expresses from time to time about the Engagement, including various courses of action and the results that might be anticipated, is intended merely to be an expression of opinion based upon information available to the Firm at the time and not a promise or guarantee.

In order to increase the Firm's efficiency and responsiveness, the Firm will use state of the art communication devices (i.e., email, document transfer by computer, wireless telephones, facsimile transfer and other devices which may be developed in the future). The use of such devices may place Client's confidences and privileges at risk. However, the Firm believes that the efficiencies involved in the use of these devices outweigh the risk of accidental disclosure. Client authorizes the Firm to use these electronic communication devices.

Affiliations by Client

Client agrees and acknowledges that, unless specifically stated otherwise in the Letter, the Engagement is not an agreement by the Firm to represent any of Client's affiliates, subsidiaries, constituents, parents or related individuals, officers, directors, partners, members, shareholders, employees, independent contractors or agents (collectively, "Affiliates"). Client agrees that the Firm's representation of Client in the Engagement does not give rise to an attorney-client relationship between the Firm and any of Client's Affiliates. Further, the Firm's representation of Client in the Engagement will not give rise to any conflict of interest in the event other clients of the Firm are adverse to any of Client's Affiliates.

Estimates

The fees and costs relating to the Engagement are not predictable. Accordingly, the Firm has made no commitment to Client concerning the maximum amount of fees and costs that will be necessary to complete the Engagement. Any estimate of fees and costs that the Firm and Client may have discussed orally or in writing represents only an estimate of such fees and costs. Client also understands that payment of the Firm's fees and costs is not contingent on the ultimate outcome of the Engagement.

Fees and Billing

The Firm's minimum fee will be determined by the amount of time spent on the Engagement multiplied by the applicable hourly billing rates. Each of the Firm's billing professionals and other personnel is assigned an hourly rate that reflects that person's experience, skills, reputation, and ability, as well as prevailing market demand. The Firm's time will be recorded in increments of rounded tenths of an hour, with one-tenth (0.1) being the minimum for any activity. All dollar amounts reflected in the Agreement are in United States Dollars.

The Firm reserves the right to revise the staffing of the Engagement as it deems efficient. The Firm's billing rates are adjusted from time to time, generally once a year, usually in June, to reflect then current levels of legal experience, changes in overhead costs, market conditions or other appropriate considerations.

The Firm typically incurs costs in connection with the Engagement. These costs include postage, delivery charges, facsimile and photocopy charges, computerized legal research and related expenses, travel expenses including parking, mileage, meals and hotel costs, and use of outside service providers including printers or experts. In litigation matters, such expenses may also include filing fees, deposition costs, process servers, court reporters and witness fees. Client agrees to reimburse the Firm for any costs and expenses incurred in the course of the Engagement. If the Firm anticipates that substantial expenses will be incurred on Client's behalf, the Firm will advise Client and the Firm may request that Client pay these expenses directly.

The Firm will issue regular Invoices that detail the fees and costs incurred in the Engagement, usually on a monthly basis. The time charged will include all time the Firm devotes to the Engagement.

Payment is due within thirty (30) days from the date of Invoices. Unpaid Invoices will accrue interest at the maximum rate permitted by applicable laws. If an Invoice is not timely paid, the Firm may withdraw from the Engagement. If necessary, the Firm shall file a motion with the court to withdraw as counsel in the Engagement and Client shall not oppose said motion.

Although the Firm attempts to capture all fees charged and disbursements made on Client's behalf through the closing date set forth in each Invoice, there may be fees or charges for a particular time period that will not appear on certain Invoices. Any such fees or charges will appear on subsequent Invoices.

No individual except the Firmwide Managing Partner, or his/her designee, has the authority to modify the Invoices submitted to Client.

Third-Party Payor

Unless agreed to in writing between Client and the Firm, even though a third party ("Third Party Payor") may have agreed to pay the Invoices incurred in the Engagement, Client agrees to be ultimately responsible for payment of all Invoices incurred in the Engagement. If Client has advised the Firm that a Third Party Payor will be paying some or all of the Invoices, Client acknowledges that, should Client instruct the Firm to share confidential information with that Third Party Payor, including Invoices, Client may lose any privileges or protections that may apply to that information.

Conflicts of Interest

In the Firm's representation of Client in the Engagement, it may be necessary for the Firm lawyers to analyze or address their professional duties or responsibilities or those of the Firm, and to consult with the Firm's General Counsel, or other lawyers, in doing so. To the extent the Firm is addressing its duties, obligations or responsibilities to Client in those consultations, it is possible that a conflict of interest might be deemed to exist as between Client and the Firm. As a condition of the Engagement, Client waives any conflict of interest that might be deemed to arise out of any such consultations. Client further agrees that these consultations are protected from disclosure by the Firm's attorney-client privilege.

Patent and Intellectual Property Matters

If the Engagement concerns patent prosecution, Client agrees and acknowledges that the Firm will not be responsible for the payment of maintenance fees and/or patent annuities (collectively, "Patent Annuities"). Client should not send or transmit to the Firm any PHI in any format, whether by hard copy, email, facsimile or other medium, unless and until: (i) Client and the Firm have a current, signed Business Associate Agreement in place; (ii) the attorney with whom Client is working at the Firm has determined that the PHI is needed in connection with the Engagement; (iii) Client has notified the attorney in advance of the transmission of the PHI; and (iv) the attorney has approved the manner by which such PHI will be received by the Firm. Client must let the Firm know if Client anticipates that the Engagement will involve PHI, so that the Firm can take the necessary steps to allow its transmission to the Firm.

To the extent that the Engagement relates to the defense of Client's intellectual property rights, Client's comprehensive general liability or other liability insurance carrier may provide some reimbursement for the Invoices.

Protected Health Information

Federal and state laws impose duties on both clients and law firms to ensure the privacy and security of "protected health information" (PHI), which broadly includes identifiable health and personal information of individuals. Client should not send or transmit to the Firm any PHI in any format, whether by hard copy, email, facsimile or other medium, unless and until: (i) Client and the Firm have a current, signed Business Associate Agreement in place; (ii) the attorney with whom Client is working at the Firm has determined that the PHI is needed in connection with the Engagement; (iii) Client has notified the attorney in advance of the transmission of the PHI; and (iv) the attorney has approved the manner by which such PHI will be received by the Firm. Client must let the Firm know if Client anticipates that the Engagement will involve PHI, so that the Firm can take the necessary steps to allow its transmission to the Firm.

Use of Personal Information

The Firm gathers and processes personal data pursuant to all applicable law. The Firm will use personal information that we receive in connection with providing legal services to Client, marketing our services to Client, and to comply with applicable law. During and after the Engagement, the Firm may disclose personal information to parties involved in the work the Firm is performing, opposing parties, arbitration panels and courts, and any other reasonably foreseeable entity. Additionally, the Firm may use third parties, wherever located, to store and process personal data received from Client or its agents or other sources.

No Tax Advice

Unless specifically stated in the Letter, or in a subsequent written communication between the Firm and Client, the Engagement will not include providing Client with legal advice pertaining to any federal, state, foreign, or local tax matter or issue, whether or not directly related to or affected by the legal matters that are part of the Engagement.

Client's Obligation to Place Insurance Carrier on Notice

If Client has not already done so, Client should put any insurer on notice of any claims that have been or could be made in connection with the Engagement, so that the insurer cannot take the position that notice was given late or that insurer was prejudiced by delay in providing such notice.

Conclusion of Engagement and Client Files

Unless previously terminated, the attorney-client relationship between Client and the Firm, related to the Engagement, will terminate when the Firm sends to Client the Firm's final Invoice for services rendered in the Engagement or when the Firm advises Client that it will no longer represent Client in the Engagement.

Client may terminate the Engagement at any time. The Firm may terminate the Engagement subject to applicable ethical and legal requirements. If permission for withdrawal is required by a court or arbitration panel, the Firm will promptly request such permission and Client agrees not to oppose such request. Client will remain obligated for any Invoices through the effective date of the termination.

Once Client's matter is concluded, the Firm will notify Client, offer to return any original material Client provided to the Firm, and close the matter. Client can request that the entire file be sent to Client at this time. If Client does not request the return of the entire file, it may be sent to storage off-site, and thereafter an administrative cost may be charged to Client for retrieving it from storage. Client is responsible for complying with any records retention obligations that may be applicable to any record.

Under the Firm's Records Retention Policy, as may be modified from time-to-time, the Firm may dispose of files as early as seven (7) years after a matter is closed. The Firm will send written notice to Client at the last address in the Firm's records before disposing of any of Client's files. It is Client's responsibility to notify the Firm of any changes in Client's mailing address so that the Firm can properly notify Client. If Client's mailing address is out of date in the Firm's records at the time of the foregoing notice, Client agrees that the Firm may destroy files that Client has not previously requested be returned to Client.

The Firm and Client agree that all original Client-supplied materials and all lawyer end-product (referred to generally as "client material") are the property of the Client. Lawyer end-product includes, for example, final contracts, pleadings, and trust documents. The Firm and Client agree that lawyer work product, and copies of any electronic discovery documents or data, are the property of the Firm. Lawyer work product includes, for example, drafts, notes, internal memoranda, and electronic files, and lawyer representation and administration materials, including related lawyer-client correspondence and conflicts materials. The Firm will assume that Client has a copy of all electronic documents provided to the Firm by Client or on Client's behalf, and that Client retains in Client's records all electronic and physical materials provided to Client in the course of the Engagement. All nonpublic information that Client has supplied to the Firm and that the Firm retains will be kept confidential in accordance with applicable rules of professional responsibility.

Future Changes in the Law

Client acknowledges that, after the Engagement has terminated, the Firm has no continuing obligation to advise Client of future legal developments, unless Client subsequently engages the Firm to do so.

Severability in Event of Partial Invalidity

If any provision of the Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and of the entire Agreement will be severable and will remain in effect. If the Agreement has been provided to Client in a language other than English, the provisions contained in the English version shall control.

March 2020

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New York North Carolina Pennsylvania South Carolina Texas Washington



April 18, 2023

Jillian Brodhead
Director of Special Education and Student Services
Saucon Valley School District
2097 Polk Valley Road
Hellertown, PA 18055

Dear Jillian,

As per your email to Harry Keyser, I am confirming that Saucon Valley School District wishes to guarantee 2 special education slots for the 2023-2024 school year. By guaranteeing slots you are agreeing to pay for the slot for the entire school year.

For the 2023-2024 school year, the discounted rate of 10% for students requiring special education services will be \$200.50 per diem. Any special education students billed above the guaranteed enrollment will be billed at \$222.78 per diem.

Please sign this letter confirming that you are in agreement with the number of slots and guarantee payment as detailed above and return it to me by email at lynnemann@csfbuxmont.org or mail to 531 Main Street, Bethlehem, PA 18018. We appreciate your confidence in our program and look forward to continuing to serve students and families from your district. If you have any questions, please call me at 215-262-7956.

Sincerely,

Lynne Mann
Assistant Director for Administration

Signature and Title

Date

AGREEMENT

AND NOW, Agreement is made on the date set forth below by and between SAUCON VALLEY SCHOOL DISTRICT, with administrative offices located at 2097 Polk Valley Road, Hellertown, PA 18055, (hereinafter “the School District”) and LAKESIDE YOUTH SERVICE, with administrative offices located at 1350 Welsh Road, Suite 400, North Wales, PA 19454, (hereinafter “Lakeside”), a 501(c)(3) non-profit organization whose nature of business is educational and therapeutic support services for school age children and their families and training for adults and professional development.

Recitals

WHEREAS, the School District has certain responsibilities with respect to resident students and certain students placed in facilities by the School District, and to its staff; and

WHEREAS, Lakeside is a corporation established for the purpose of providing services for children and families, and training for professionals and adults; and

WHEREAS, Lakeside, subject to the terms and conditions of this Agreement, shall be providing certain educational and therapeutic services and/or training or professional development that shall, subject to the terms and conditions of this Agreement, be reimbursed by the School District;

NOW, THEREFORE, in consideration of the foregoing premises, and intending to be legally bound hereby, the parties agree as follows:

1.0 Lakeside’s Responsibilities

1.01. Reservation of Slots.

- (A) Lakeside shall reserve zero (0) general education and zero (0) special education slots for students referred by the School District to a school program of Lakeside, i.e. Lakeside School, Lakeside Girls Academy, Souderton Vantage Academy (not including the Elementary Program) and/or Upper Merion Vantage Academy (not including the E-Learning Program), for the 2023-2024 school year as delineated on the official 2023-2024 school calendar and daily schedule of the program of Lakeside to which students are referred.
- (B) In the event that additional general and/or special education slots are available in a school program of Lakeside, i.e. Lakeside School, Lakeside Girls Academy, Souderton Vantage Academy (not including the Elementary Program) and/or Upper Merion Vantage Academy (not including the E-Learning Program), after the execution of this Agreement, those slots shall be available to all participating school districts on a “first come, first served” basis.
- (C) Education slots are contracted solely between the parties and are not transferable to any other entity.
- (D) For purposes of definition, an “education slot” shall be equal to one hundred eighty (180) days of educational services. There shall be no accrual of educational days if the total number of education slots purchased is not utilized during any period within the school year.

- 1.02. **Per Diem Placements.** In the event that additional general and/or special education openings are available throughout the school year in a program of Lakeside, i.e. Lakeside School, Lakeside Girls Academy, Souderton Vantage Academy including its Elementary Program and/or Upper Merion Vantage Academy including its E-Learning Program, those openings shall be available to all participating school districts on a “first come, first served” basis. The cost for placements in such openings shall be based on a per diem amount.

- 1.03. **Provision of Educational Services.** Lakeside shall admit students referred by the School District in consideration of the students' needs and the ability of Lakeside to meet those identified needs as assessed during the referral and enrollment process. Lakeside shall provide at its sole cost and expense and through its own employees and/or contractors, all of the educational services required for each student covered by this Agreement. Should a student require auxiliary or related services not customarily provided by Lakeside, such as, but not limited to, Speech, Language, and/or Occupational Therapy, Reading Specialist or specialized reading program, or English to Speakers of Other Languages, the School District shall choose to provide or fund those services separately or affect a change of placement for the student. If at any time a student chooses not to pursue the goals and objectives set by the School District and Lakeside, Lakeside reserves the right to utilize its behavior management system in order to further engage the student in the program. If it is clearly documented that the student continues to not make progress, Lakeside shall have the right to suspend, expel or remand the student back to the School District. If the student is not removed from Lakeside by action of the School District within three (3) school days after notification, Lakeside shall have the right to charge and collect from the School District an amount calculated at twice the applicable rate for said student until the student is removed from Lakeside's program. Such action shall only be taken after thorough consultation with and notification of the appropriate liaison of the School District.
- 1.04. **Provision of In-School Counseling Services.** Lakeside shall provide the School District with the counseling services of zero (0) full-time Lakeside In-School Counselors for the 2023-2024 school year. Should Lakeside be unable to provide qualified, credentialed staff to fill the In-School Counselor role(s), invoicing shall be adjusted accordingly.
- 1.05. **Provision of Mobile Support Services.** Lakeside shall provide the School District with placement openings in Lakeside's Mobile Support Program on an as needed basis. The frequency and duration of counseling and/or academic services provided to each student the School District places in Lakeside's Mobile Support Program shall be mutually agreed upon by the School District and Lakeside.
- 1.06. **Standards for Lakeside's Performance.**
- (A) **Professional and Skilled Services by Lakeside.** Lakeside shall provide all of the services subject to this Agreement in a professional and competent manner and in compliance with the Public School Code, the regulations of the State Board of Education, the standards of the Secretary of Education, the Individuals with Disabilities Education Act and the regulations promulgated pursuant to the Individuals with Disabilities Education Act as well as any other applicable laws and regulations, by and through an adequate number of employees or contractors who are properly trained, qualified and competent to provide the services required and to insure a safe educational environment free from abuse, harassment, intimidation or other unlawful or improper conduct.
- (B) **Clearances and Background Checks.** Lakeside certifies that every employee, agent and independent contractor that shall perform services for the School District under this Agreement has current Pennsylvania state and federal criminal history reports. Upon request by the School District, Lakeside shall provide criminal history reports to the School District and the School District may retain a copy of the reports pursuant to the Pennsylvania School Code, 24 P.S. §1-111. Such criminal history reports shall be no older than sixty (60) months old at any time during the term of this Agreement.

Lakeside certifies that every employee, agent and independent contractor that shall perform services for the School District under this Agreement has a current official child abuse clearance from the Pennsylvania Department of Public Welfare pursuant to the Child Protective Services Act, 23 Pa. C.S. §6355. Upon request by the School District, Lakeside shall provide copies of the original clearances to the School District and the School District may retain a copy of the clearances pursuant to applicable law. Such clearances shall be no

older than sixty (60) months old at any time during the term of this Agreement. As a provider of contracted services, upon request of the School District, Lakeside shall provide the School District with copies of fully completed PDE-6004 disclosure forms for every employee or contractor who performs work for the School District pursuant to this Agreement. Additionally, Lakeside shall notify the School District any time that any of its employees, agents or independent contractors who are performing work on behalf of the School District are either arrested or charged with a criminal offense. Such notice shall be provided in writing on form PDE-6004 and within seventy-two (72) hours of the arrest or conviction.

As a provider of contracted services, Lakeside certifies that prior to providing services to students under this Agreement, Lakeside has performed the employment history review required by Act 168 of 2014 and shall provide the School District with access to such records upon request. If any affirmative response is provided to the abuse and sexual misconduct background questions, Lakeside shall notify the School District in writing in advance of that individual's assignment to the School District and if the School District objects to the assignment, then Lakeside may not assign the employee to the school entity.

- (C) **Adoption and Enforcement of Policies.** Lakeside shall adopt and/or maintain and enforce policies and practices to prohibit improper and unlawful conduct by its employees, contractors and volunteers, including unlawful discrimination, harassment and intimidation.
 - (D) **Staffing.** Lakeside shall hire and retain staff of good moral character as can be determined by the interview and reference process. All staff shall be a minimum of eighteen years of age. Each staff member shall provide, by his/her date of hire, a physician's certificate indicating that he/she has no communicable diseases, and he/she has been tested for tuberculosis. All staff must be either citizens of the United States or hold a visa authorizing them to reside and seek employment in the United States.
 - (E) **Training.** Lakeside shall ensure that all employees, agents and representatives performing services under this Agreement are provided with adequate training, including, but not limited to, mandatory child abuse recognition training in compliance with Pennsylvania Law – Act 126 and Act 31. With respect to employees who shall be providing education services to students under this Agreement, Lakeside shall properly train its employees, contractors and volunteers with respect to the requirements that they not engage in improper or unlawful conduct.
- 1.07. **Special Education and Related Services.** With respect to students who have been identified as exceptional, Lakeside shall ensure that the special education and related services that are provided by Lakeside are provided in accordance with the individualized education program, if any, or in accordance with the “stay put” requirements of law, as applicable.
- 1.08. **Cooperation with the School District.** Lakeside shall fully cooperate with any and all evaluations and investigations requested by the School District with respect to any student enrolled in a program of Lakeside who is receiving services under this Agreement. Lakeside shall require its staff to cooperate with the School District in such activities as evaluations, investigations, delivery of services, conferences and the like. This provision shall not be construed to require Lakeside to disclose any information that is confidential under law; provided, however, that “student records” as defined in the Family Educational Rights and Privacy Act (hereinafter “FERPA”) shall be disclosed by Lakeside to the School District.
- 1.09. **Accurate Accounting.** Lakeside shall be responsible for accurate accounting with respect to each student served and shall provide accurate invoices identifying the name of each student served, the student's date of birth and home address.

- 1.10. **Licenses and Certifications.** Lakeside shall obtain and maintain all necessary approvals, licenses and/or certifications that may be required by governmental or certifying agencies, whether federal, state or local, to enable Lakeside to perform the services required under this Agreement. Lakeside shall notify the School District immediately in the event that such licenses, approvals and/or certificates are not obtained or maintained, have lapsed, been suspended or revoked. In addition, Lakeside shall promptly notify the School District in the event that any governmental or certifying agency initiates any action that may have any effect on any of the approvals, licenses and/or certifications.
- 1.11. **Confidentiality.** Lakeside shall maintain confidentiality of student records as defined in and in accordance with FERPA, the regulations promulgated under FERPA, and the regulations of the State Board of Education. Lakeside shall maintain proper policies pertaining to confidentiality of student records. Lakeside shall properly train its employees, contractors and volunteers with respect to confidentiality requirements and compliance with said policies.
- 1.12. **Transportation.** The School District shall provide transportation services for students it places in a program of Lakeside. If the School District requests Lakeside to provide transportation services, Lakeside shall supervise and be responsible for all aspects of transportation, including insurance, when students who are in the care, custody or control of Lakeside are transported by Lakeside. If Lakeside provides transportation services, should a student become homeless as deemed by the School District, Lakeside may continue providing transportation services if the student resides in another school district serviced by Lakeside's transportation services and if mutually agreed upon by Lakeside and the School District. Should a student become homeless as deemed by the School District and reside in a school district not serviced by Lakeside's transportation services, the School District may request Lakeside to provide transportation services. Lakeside shall not be required to provide transportation services to a student who is deemed homeless by the School District and resides outside of the School District.
- 1.13. **Facilities.** Lakeside shall provide facilities that have been approved by the Pennsylvania Department of Labor and Industry and are in compliance with municipal fire, safety and panic requirements.
- 1.14. **Environmental Health and Safety.** Lakeside shall provide facilities that meet state and local statutes regarding environmental health, physical welfare and safety of students in attendance.
- 1.15. **School Food Service.** In each of Lakeside's school programs, i.e. Lakeside School, Lakeside Girls Academy, Souderton Vantage Academy and Upper Merion Vantage Academy, Lakeside shall provide or host a food service program that is in compliance with the Pennsylvania Department of Education, Pennsylvania Department of Agriculture and Montgomery County Department of Health.
- 1.16. **Student Attendance.** Lakeside shall submit monthly attendance reports to the School District pertaining to each student. Lakeside shall comply with the provisions of Chapter 11 of the Pennsylvania Board of Education's regulations as to student attendance.
- 1.17. **Student Records.** Lakeside shall collect and maintain in an appropriate file system, complete, accurate and detailed records pertaining to each student.
- 1.18. **Requirements Under Safe Schools.** Lakeside shall comply with the provisions of Article XIII A of the School Code and shall maintain a written policy with regard to its compliance. Reports shall be maintained in a central incident report file as well as in individual students' files.
- 1.19. **Health Services.** Lakeside shall provide or work cooperatively with its host school districts to provide health services as prescribed under Article 14 of the School Code. At Lakeside School and Lakeside Girls Academy, this shall be done by providing a registered nurse on staff when school is in session.
- 1.20. **Academic Standards.** Lakeside shall maintain compliance with the academic standards prescribed under Chapter 4 of the regulations of the State Board of Education.

- 1.21. **Insurance.** Lakeside shall insure its officials, staff, volunteers, vehicles, and property in scope and amount satisfactory to the School District's insurance broker. Lakeside shall provide all legally required insurances, such as, by way of example and not limitation, workers' compensation. Copies of all required insurance policies shall be provided to the School District and Lakeside shall promptly advise the School District of any changes, cancellations or non-renewals of any required insurance.
- 1.22. **Notification of Governmental Inquiries of Investigations.** With respect to any student receiving services from Lakeside under this Agreement, Lakeside shall:
- (A) Promptly advise the School District in the event that any governmental or certifying agency conducts any investigation of any nature into the operations of Lakeside; and
 - (B) Advise the School District of the nature of the allegations of the complaint or investigation. This provision shall not be construed to require Lakeside to disclose any information that it is prohibited from disclosing under any confidentiality law.
- 1.23. **Transition of a Student to a Less Restrictive Educational Environment.** When, in the judgment of Lakeside and the School District, a student appears ready to transition to a placement less restrictive than the placement in a program of Lakeside, the criteria shall be reviewed in each such case. The School District and Lakeside agree that decisions regarding the educational program for each exceptional student shall be made in accordance with applicable law. Any dispute that may arise concerning an individual student's educational program shall be subject to resolution through special education due process procedures in accordance with state and federal law. Lakeside represents that it is familiar with those laws, including the stay put provisions of the law, and agrees that it shall comply with the stay put or pendent placement requirements of state and federal law.
- 1.24. **Nondiscrimination.** Lakeside shall abide by all federal and state laws prohibiting discrimination in admissions, employment, and operation on the basis of disability, race, creed, gender, national origin, religion, ancestry or need for special education services, subject to Lakeside's right to receive waivers from the same or Lakeside's rights of noncompliance as set forth in applicable legal standards.

2.0 School District's Responsibilities

- 2.01. **Identification of Referred Students.** The School District shall establish and maintain identification policies for referred students that comply with informal hearing procedures set forth in 22 Pennsylvania Code 12.8 (c). The School District herewith assures Lakeside that notice of such hearings shall precede placement of the identified students in Lakeside's program.
- 2.02. **Fees.**
- (A) **Educational Services (Slots).** Subject to the terms, conditions and limitations stated elsewhere in this Agreement, the School District shall pay to Lakeside a fee for each education slot covered by this Agreement in the amount of thirty-five thousand, three hundred fifty-five and 00/100 dollars (\$35,355.00) for each general education slot, and forty thousand, seven hundred twenty-five and 00/100 dollars (\$40,725.00) for each special education slot. Such educational service charges shall be invoiced separately and shall be paid by the School District as set forth below.
 - (B) **Educational Services (Per Diem Placements).** Subject to the terms, conditions and limitations stated elsewhere in this Agreement, the School District shall pay to Lakeside a fee for each per diem placement covered by this Agreement in the amount of three hundred ten and 00/100 dollars (\$310.00) for each general education placement, three hundred sixty and 75/100 dollars (\$360.75) for each special education placement and four hundred fifteen and 00/100 dollars (\$415.00) for each Souderton Vantage Academy Elementary Program placement. Such educational service charges shall be invoiced separately and shall be paid by the School District as set forth below.

- (C) **Educational Services (Act 316).** Pursuant to Act 316 of 1982 and subject to the terms, conditions, and limitations stated elsewhere in this Agreement, the School District shall pay to Lakeside a per diem fee of two hundred ninety-seven and 50/100 dollars (\$297.50) for each student placed in a school program of Lakeside, i.e. Lakeside School, Lakeside Girls Academy, Souderton Vantage Academy and/or Upper Merion Vantage Academy, by court order of a county's Juvenile Court. Such educational service charges shall be invoiced separately and shall be paid by the School District as set forth below.
- (D) **Supplemental Support Services.** Subject to the terms, conditions and limitations stated elsewhere in this Agreement, the School District shall pay to Lakeside a per diem fee of sixty and 40/100 dollars (\$60.40) for each student receiving supplemental support services at Lakeside School. Supplemental support services are defined as a student's placement in a learning support or emotional support class as agreed upon by the School District and Lakeside. Such supplemental support service charges shall be invoiced separately and shall be paid by the School District as set forth below.
- (E) **In-School Counseling Services.** Subject to the terms, conditions and limitations stated elsewhere in this Agreement, the School District shall pay to Lakeside an annual fee for the services provided by a Lakeside In-School Counselor(s) covered by this Agreement in the amount of zero and 00/100 dollars (\$0.00). Such charges for In-School Counseling Services shall be invoiced separately and shall be paid by the School District as set forth below.
- (F) **Mobile Support Services.** Subject to the terms, conditions and limitations stated elsewhere in this Agreement, the School District shall pay to Lakeside a fee for each placement covered by this Agreement in the amount of two thousand, three hundred six and 00/100 dollars (\$2,306.00) for Stage 1 (Daily Services), one thousand, nine hundred seven and 00/100 dollars (\$1,907.00) for Stage 2 (Biweekly Services), one thousand, one hundred twenty and 00/100 dollars (\$1,120.00) for Stage 3 (Weekly Services), six hundred seventy-two and 00/100 dollars (\$672.00) for Stage 4 (Monthly Services) or one hundred twenty-six and 20/100 dollars (\$126.20) for each hour of service provided. Such Mobile Support Service charges shall be invoiced separately and shall be paid by the School District as set forth below.
- (G) **Transportation Services.** The School District shall provide transportation services for students it places in a program of Lakeside. If the School District requests Lakeside to provide transportation services, the rate shall be determined jointly by Lakeside and the School District. Such transportation service charges shall be invoiced separately and shall be paid by the School District as set forth below. Additionally, a fuel surcharge shall be added based on the average cost of fuel per gallon as reported by AAA on the first day of each month. The surcharge shall be two percent (2%) of the total monthly invoice for each zero and 50/100 dollar (\$0.50) per gallon increase in the cost of fuel over four and 00/100 dollars (\$4.00).
- For example:
- At \$4.01 - \$4.50 per gallon, 2% of the total monthly transportation invoice
 - At \$4.51 - \$5.00 per gallon, 4% of the total monthly transportation invoice
 - At \$5.01 - \$5.50 per gallon, 6% of the total monthly transportation invoice
- (H) **Total Cost.** The total cost for services covered by this Agreement, i.e. Educational Services (Slots) – paragraph 2.02 (A), In-School Counseling Services – paragraph 2.02 (E), and Transportation Services, if invoiced annually – paragraph 2.02 (G) shall be zero and 00/100 dollars (\$0.00).
- (I) **Initial Deposit.** Upon execution of this Agreement, the School District shall pay an initial deposit in the amount of zero and 00/100 dollars (\$0.00).

- (J) **Monthly Cost.** Each monthly invoice, September through June of the school year to which this Agreement pertains, shall be in the amount of zero and 00/100 dollars (\$0.00).
 - (K) **Invoices.** All charges for services provided as per this Agreement shall be invoiced monthly. Any payments due under this Agreement shall be due thirty (30) calendar days after receipt by the School District of a properly detailed invoice. Balances unpaid by the School District in excess of thirty (30) calendar days shall be subject to a fee of five percent (5%). Balances unpaid by the School District in excess of sixty (60) calendar days shall be subject to a fee of eight percent (8%). Balances unpaid by the School District in excess of ninety (90) calendar days shall be subject to a fee of ten percent (10%). Unpaid balance fees may be waived by the mutual agreement of Lakeside and the School District. In the event Lakeside undertakes any action to enforce any of its rights under this Agreement, including without limitation any action for payment of any invoice, the School District is responsible to pay Lakeside's attorney's fees and costs related to the enforcement of Lakeside's rights in addition to the underlying obligation of the School District.
- 2.03. **Student Enrollment.** In cooperation with Lakeside, the School District shall establish a student's date of enrollment and date of discharge from a program of Lakeside. Unless agreed upon mutually, a student's date of discharge may not be made retroactive to a student's final date of enrollment as recorded by Lakeside. The School District shall be responsible for all invoiced charges incurred from a student's date of enrollment through and including a student's date of discharge from a program of Lakeside that shall include school days a student is present and school days a student is absent for any reason.
- 2.04. **Cooperation with Lakeside.** The School District shall cooperate with Lakeside and shall collaborate on topics and interventions related to the educational program being provided to each student.
- 2.05. **Non-Solicitation of Lakeside Staff.** The School District shall not solicit nor hire a Lakeside staff member serving the School District as an independent contractor within a period of sixty (60) days from the Lakeside staff member's termination of employment from Lakeside. Lakeside's exclusive remedy for any such breach by the School District shall include the following:
- (A) Lakeside shall have sixty (60) days to recruit, hire and adequately train a replacement.
 - (B) For the aforementioned sixty (60) days, the School District shall be responsible to provide any legally mandated services to students previously provided by the Lakeside staff member.
 - (C) The School District shall continue paying Lakeside for the services of the Lakeside staff member as per the terms of this Agreement.
- The provisions of this paragraph may be abbreviated by Lakeside provided a replacement is procured in less than sixty (60) days or waived by the mutual written agreement of Lakeside and the School District.

3.0 General Terms and Conditions

- 3.01. **Independent Contractor Status of Lakeside.** In fulfilling its obligations under this Agreement, Lakeside shall be an independent contractor for all purposes and not an employee or agent of the School District. Lakeside hereby certifies that it is a private, independent corporation that shall exercise the discretion and judgment of an independent contractor in the performance and exercise of its rights and obligations under this Agreement. Lakeside shall use its own judgment in determining the method, means and manner of performing this Agreement and shall be responsible for the proper performance of this Agreement in accordance with all applicable federal, state and municipal laws, regulations and orders. By this Agreement, Lakeside intends to be an independent contractor in relationship to the School District. Consequently, neither Lakeside nor any employee, volunteer, contractor or agent of Lakeside shall be considered an employee, volunteer, contractor or agent of the School District at any time, under any circumstances, for any purpose. Neither the School District nor Lakeside is the agent

of the other, nor shall have the right to bind the other by contract, or otherwise, except as specifically set forth in this Agreement.

- 3.02. **Non-sectarian Use of Funds.** Lakeside warrants that the monies received under this Agreement shall not be used for, or to advance, sectarian purposes.
- 3.03. **Indemnity.** Lakeside shall indemnify, hold harmless and defend the School District, its board members, officials, employees, volunteers, agents and attorneys from any and all claims, complaints, demands, costs, suits, actions, penalties, withheld subsidy, and costs (including, by way of example and not limitation, attorney's fees and litigation costs and expenses) with respect to or arising out of Lakeside's operations, any activity under the control or sponsorship of Lakeside and/or any action or inaction by Lakeside, its officials, employees, agents, contractors or volunteers in connection with any of its obligations under this Agreement or any of the students or relatives of students being served by Lakeside and/or arising out of the School District's enforcement of any term and condition of this Agreement, including costs and attorney's fees incurred by the School District in enforcing this indemnity, hold harmless and defense provision. It is intended that this indemnity, defense and hold harmless provision to be given its broadest possible meaning and that the School District's board members, officials, employees, volunteers, agents, insurers and employees are expressly considered to be third party beneficiaries with respect to this provision. Lakeside shall be granted a credit for any amounts paid to or on behalf of the School District, its board members, officials, employees, volunteers, agents or attorneys by any insurer of Lakeside. In the event the School District or any person required to be indemnified by Lakeside in accordance with this Agreement receives any notice of any claim for which indemnification by Lakeside is or might be sought, the School District and/or person shall immediately provide said notice to Lakeside and provide periodic updates of the nature and status of the claim upon written request from Lakeside. Lakeside has the right to select counsel, who must be competent in the scope and nature of legal representation for the case/claim specific issues, for the party seeking indemnification and Lakeside has the right to decide upon payment terms for said legal counsel before legal counsel is hired by any party who is or might seek indemnification hereunder, in order for this indemnification provision to be enforceable. Lakeside must consent to any litigation decision concerning the resolution of any claim for which indemnification from Lakeside is or may be sought in order for this indemnification clause to be enforceable. Additionally, any insurance coverage available to the School District or any person that provides coverage of attorney's fees, case costs and/or coverage for any claim or judgment must be exhausted before Lakeside has any obligation to indemnify any School District or person hereunder.
- 3.04. **Term.** This Agreement shall continue in full force and effect for a term commencing July 1, 2023 and ending June 30, 2024.
- 3.05. **Termination.** This Agreement may be terminated as follows:
- (A) At any time by mutual agreement of the School District and Lakeside;
 - (B) By the School District or Lakeside if the other party breaches this Agreement or otherwise fails to perform the contractual obligations; or
 - (C) By the School District in the event:
 - (1) Lakeside ceases to do business; or
 - (2) Lakeside seeks protection of any nature from creditors.
- 3.06. **Rates & Services.** Lakeside reserves the right to adjust rates for additional services rendered to students covered by this Agreement, or for additional educational slots purchased in excess of those provided for in this Agreement. Lakeside, shall, at the beginning of each subsequent contract year, and subject to the approval of the School District, have the right to adjust the cost of education slots and offer such slots for contract without regard to the prior year's contract terms.

- 3.07. **Remedies, Waiver of Rights.** All remedies of the parties hereto shall be cumulative. No party hereto shall be deemed to have waived any of its rights, powers, or remedies hereunder unless such waiver is in writing and signed by the parties hereto.
- 3.08. **Severability.** All agreements and covenants herein contained are severable. In the event that any provision of this Agreement should be held to be unenforceable, the validity and enforceability of the remaining provisions hereof shall not be affected thereby. Any court (or arbitrator) construing this Agreement is expressly granted the authority to revise any invalid or unenforceable provision hereof in order to render same enforceable.
- 3.09. **Integration.** This Agreement constitutes the entire agreement of the Parties and supersedes any negotiations or prior agreement or understanding of the Parties with respect to the term of this Agreement. This Agreement may not be modified or amended by any oral statement or alleged course of conduct, but only by a written agreement signed by all parties. There are no representations, promises, agreements, warranties, covenants or undertakings of the Parties other than those contained herein or in the Exhibits expressly referenced herein.
- 3.10. **Force Majeure.** The Parties shall not be liable for any failure to perform under this Agreement if such failure is due to causes beyond their reasonable control, including, but not limited to, acts of God or the public enemy, fire, floods, labor disputes, or the judgment or order of any court or governmental agency.
- 3.11. **Headings.** The headings of any Article or Section hereof are for reference purposes only and shall not in any way affect the meaning or interpretation thereof.
- 3.12. **Context.** Reference in this Agreement to the singular shall be meant to include reference to the plural and vice versa. Reference in this Agreement to the masculine gender shall be meant to include the female and neuter and vice versa.
- 3.13. **Duplicates.** In the event that two or more copies of this Agreement are executed by all of the parties hereto, each copy shall be deemed an original, but all shall collectively constitute the same instrument.
- 3.14. **Counterparts.** In the event that two or more counterparts of this Agreement are executed, all such counterparts shall collectively constitute the same instrument.
- 3.15. **Notices.** All notices, requests and approvals required by this Agreement shall be:
(A) Given in writing;
(B) Addressed to the parties as indicated in this Agreement unless either party notifies the other of a change in address; and
(C) Deemed to have been given upon delivery thereof.
Any notice sent by mail shall be sent postage prepaid and by registered or certified mail, with return receipt requested.
- 3.16. **Benefit.** Except as herein otherwise provided, this Agreement shall inure to the benefit of and shall be binding upon all parties as specifically and expressly identified herein and their respective personal representatives, heirs, successors and assigns. No other person, party, or organization shall be intended to be a third-party beneficiary of this Agreement.
- 3.17. **Waiver.** One or more waivers or any representation, covenant, term or condition contained herein shall not be construed as a waiver of a subsequent breach of the same representation, covenant, term or condition. The consent or approval by any party to or of any act by any other party requiring such consent or approval shall not be deemed to waive or render unnecessary consent or approval of any subsequent similar act.

- 3.18. **Governing Law.** This Agreement shall be governed by the laws of the Commonwealth of Pennsylvania without regard to conflict of law rules.
- 3.19. **Act 48.** The provisions of this contract are intended to conform to the requirement of Act 48 of 1999.
- 3.20. **Survival.** All indemnity, hold harmless and defense the provisions of this Agreement shall survive termination of this Agreement. All rights of Lakeside within this Agreement shall survive the termination of this Agreement.

The remainder of this page is intentionally blank.

IN WITNESS THEREOF, the parties hereto, with the intention of being legally bound hereby, have caused this Agreement to be signed and sealed the day and year set forth below.

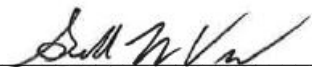
SCHOOL DISTRICT

By: _____


Date

By: _____

LAKESIDE YOUTH SERVICE d/b/a
LAKESIDE EDUCATIONAL NETWORK

By: 
Gerald W. Vassar, President/CEO

March 27, 2023
Date

By: 
Shelley L. Chapman, CFO/VP of Administration



Agreement Summary

School District Saucon Valley School Year 2023-2024

Term July 1, 2023 - June 30, 2024

Slots Reserved

General Education	<u>0</u>
Special Education	<u>0</u>

Slot Cost

General Education	<u>\$35,355.00</u>	Special Education	<u>\$40,725.00</u>
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Total Slots 0

Total Cost for Slots \$0.00

Per Diem Placement Cost

General Education	<u>\$310.00</u>	Supplemental Support (LS)	<u>\$60.40</u>
Special Education	<u>\$360.75</u>	Elementary Program (SVA)	<u>\$415.00</u>

LS = Lakeside School, SVA = Souderton Vantage Academy

Transportation Cost School District provides - otherwise the rate is TBD.

Mobile Support Program

Hourly Cost	<u>\$126.20</u>
Monthly Cost	<u>\$2,306.00</u>

In-School Counselors	<u>0.0</u>	<u>\$0.00</u>
	# of Counselors	Cost

Total Cost for Contracted Services \$0.00

Amount Due with Signed Agreement	<u>\$0.00</u>	Monthly Cost	<u>\$0.00</u>
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Lakeside's Agreement provides the school district with the opportunity to utilize any of Lakeside's programs and services on a fee for service basis at the aforementioned costs over and above any contracted services.

CENTER STAGE

LIGHTING & RIGGING, INC.
1401 East Woodlawn Street Allentown PA 18109

Tel: 610/351-2882 Fax: 610/351-2969

Email: info@centerstagelighting.net

Saucon Valley High School.

March 30, 2023

Center Stage Lighting & Rigging, Inc. is happy to provide a quote on the lighting systems at Saucon Valley High School. Scope of work at this time is:

- 1 Lighting Fixtures Upgrade
 - (12) LED Leko Fixtures to replace fixtures hanging over audience
 - (18) LED Par fixtures to hang over stage (equivalent to what is in rental package)
 - (4) Non-dim power modules for dimmer rack
 - (2) Wireless DMX transceivers to match current system
 - Cable and hardware for fixtures

- 2 Removal of old leko fixtures over audience, installation, programming, training on new fixtures.

Quotes and schedule are based on site visit and conversation with district staff. Changes to the condition of the system, the usage of the system, school building priorities, or other unforeseen occurrences are not the responsibility of Center Stage and may require revisiting and re quoting. Center Stage is not responsible for things outside of its control, including manufacturing and supply chain issues.

Pricing for above is \$42,503.00

Center Stage is a PA Co-stars Vendor 034-E22-154. Commencement and completion time frame TBD by equipment availability.

I will be more than happy to assist you with any questions or concerns. Sincerely,



Chris Connelly

chris@centerstagelighting.net

CENTER STAGE LIGHTING & RIGGING, INC.
TERMS of ENGAGEMENT

1. Due to the global parts and component shortages, shipping and delivery dates shall be dependent on availability of parts and components. Every effort will be made to meet reasonably expected lead and shipping times. Center Stage Lighting and Rigging, Inc. will keep clients informed to the best of our ability on shipping and lead times.
2. Payments may be made either by cash, credit card, or check, payable to Center Stage Lighting & Rigging, Inc. Credit card will incur a 3% processing fee.
3. Payments are due in accordance with the following Payment Schedule:
 - a. 55% Due Upon Receipt Signed Contract/Confirmation of Job or Item(s)
 - b. 35% Balance Due At Commencement of Work
 - c. 10% Balance Due Upon Completion
4. Production and / or submission of our work product - paper plans or other paper documents - will occur only while your account is current as described in the above Payment Schedule.
5. Meeting attendance will occur only while your account is current as described in the above Payment Schedule.
6. No extras will be performed unless a written proposal is prepared and accepted by you. Once accepted, the above Payment Schedule will apply to the extras as well.
7. Fees for projects that are performed on time and materials basis will be estimated prior to commencement of services. The payments on the estimated fees will be in accordance with the above Payment Schedule.
8. Questions or discrepancies regarding invoices shall be submitted in writing within ten calendar days of the invoice date. If no error is reported within this period, the invoice will be considered correct.
9. Payment of our fees is not contingent upon the occurrence of any outside and/or third party acts.
10. It is understood that all purchases are payable in accordance with stated invoice terms (invoice payable upon receipt).
11. Customers with past due invoices or whose accounts exceed their credit limits will be placed on credit hold and work on those projects may cease until the account is brought current as indicated below.
12. All unpaid balances over 30 days are charged interest at the rate of 1_1/2% per month (18% APR) which is added to the open account balance.
13. Center Stage Lighting & Rigging, Inc's total liability on this project will be limited to the total amount of our fee paid by you.
14. You, the Customer, agree to pay all reasonable attorney's fees and all collection costs if collection proceedings are required.
15. Center Stage Lighting & Rigging, Inc. retains complete ownership of all copyright rights to plans, drawings, electronic media, any other form its work takes and the intellectual properties prepared on your behalf unless specific written authorization is given relinquishing those rights. We reserve the right to charge a reasonable additional fee to relinquish those rights.
16. Once a project has been submitted to review entities, comments may be generated by those entities. Changes to our plans or reports due to errors or omissions will be rectified by Center Stage Lighting & Rigging, Inc. at no charge to you. Changes to our plans or reports to satisfy review entities' extra-ordinance (unwritten and / or not codified in the entity's codes or rules) comments will be considered to be extra charges.
17. Changes to the design intent of the project once begun may result in revisions to the project scope. Should such changes result in revisions to the project scope, the proposal will be updated and must be resigned by all parties. Any fee changes resulting from changes to the scope must also be addressed at that time. Increases in a project's scope may result in corresponding increases in a project's fees. Decreases in a project's scope may result in corresponding decreases in a project's fees.
18. Orders placed and subsequently canceled, either in part or in whole, where drawings have been started, or the purchase of special materials has been made will be assessed a cancellation charge equal to 25% of the quoted price for standard items, 100% of the quoted price for custom items, or the actual charges incurred, whichever is greater. Custom-made items cannot be returned for credit after shipment.
19. Release for manufacture and shipment of all equipment is required within 60 calendar days of submittal delivery. Orders not released within this period are subject to escalated cost.
20. Center Stage Lighting and Rigging, Inc. may be subject to additional terms required by manufacturers or other entities. Client shall be held to such terms as they arise.



Pennsylvania School Boards Association, Inc.
 400 Bent Creek Blvd.
 Mechanicsburg, PA 17050-1873

DUES INVOICE

BILL TO:

Saucon Valley S D
 2097 Polk Valley Rd
 Hellertown, PA
 18055-2400

Account ID

 Invoice Date
 Invoice Number

SAUC000523

 April 17, 2023
 2324-SD-0413

YOUR 2022-23 SELECTIONS	MEMBERSHIP OPTIONS	2023-24 ALL ACCESS PACKAGE	2023-24 STANDARD MEMBERSHIP
✓	1 STANDARD MEMBERSHIP	N/A	* <input type="checkbox"/> \$13,149.21
	2 ALL ACCESS PACKAGE (Standard Membership + \$3,500.00)	* <input type="checkbox"/> \$16,649.21	N/A
	3 LIVE & ONLINE TRAINING	INCLUDED	* <input type="checkbox"/> \$ 999.00
	4 BOARD SELF-ASSESSMENT WITH INTERPRETATION	INCLUDED	* <input type="checkbox"/> \$ 600.00
	5 COMPREHENSIVE SUBSCRIPTION PACKAGE	INCLUDED	* <input type="checkbox"/> \$ 400.00
✓	6 POLICY MAINTENANCE	INCLUDED	* <input type="checkbox"/> \$1,525.00
	7 SCHOOL SAFETY INSTITUTE *Call to schedule.	INCLUDED	*\$1,500 per session
✓	8 ADMINISTRATIVE REGULATIONS Annual Updates (*must purchase 6 to have 8)	* <input type="checkbox"/> \$ 905.25	* <input type="checkbox"/> \$1,065.00
TOTAL MEMBERSHIP DUES		\$ _____ (* Please add selected rows 2 & 8 for your total)	\$ _____ (* Please add any selected rows 1 thru 8 for your total)
TOTAL PAYMENT REMITTED \$ _____ REMIT ONE COPY WITH PAYMENT			

NOTICE: Payment of dues to maintain membership in PSBA acknowledges that: (1) PSBA is organized under the Pennsylvania Non-Profit Corporation Law as a private, non-stock, non-profit corporation in which members in good standing have only such voting or other rights as are set forth in the Bylaws; (2) regardless of the source of payment, funds received by PSBA in the form of dues by law constitute the private funds of the corporation as income derived from corporate activities; (3) ownership of the physical, financial, intellectual or other assets of PSBA is vested exclusively in the PSBA corporate entity; and (4) access to and use of such assets by PSBA members exists only to the extent permitted by PSBA within the limitations of the Non-Profit Corporation Law, and subject to all terms, conditions and limitations applicable thereto as determined solely by PSBA.

***Participation in PSBA's Policy and Administrative Regulations Services will continue upon payment of PSBA Dues and applicable fees as stated in the PSBA Policy Maintenance Program Participation Agreement (Agreement). The Agreement will renew upon full payment of the applicable membership dues and any applicable program fees. If the Agreement is terminated for nonpayment, access to the PSBA web-based policy system, which contains your data, will cease.**

SUBMIT PAYMENT TO PSBA C/O ACCOUNTS RECEIVABLE BY JULY 15, 2023
 400 Bent Creek Boulevard, Mechanicsburg, PA 17050 • (717) 506-2450 • (800) 932-0588 • www.psba.org