

Saucon Valley School District

Regular Meeting of the Board of Education

December 7, 2021 – 7 pm

High School Audion - Immediately Following Reorganization Meeting

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

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

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

Agenda

6:00 pm – Executive Session for the purpose of Support Staff, MOU

- I. **Call to the Order** – _____, *President, presiding*
- II. **Motion to Approve Agenda**
- III. **Announcement of Executive Session** – December 7, 2021
- IV. **Approval of Minutes** – November 23, 2021
- V. **Recognition** – None
- VI. **Presentation** –
 - A. High School Student Representative Report – Avia Weber
- VII. **Superintendent’s Report** – *Jaime Vlasaty, Acting Superintendent*
- VIII. **Courtesy of the Floor to Visitors – Agenda Items Only** – *Visitors should state their name and address.*
- IX. **Presentation of Bills** – *David Bonenberger*
 - A. General Expenditures – \$223,246.55
 - B. Cafeteria Expenditures – \$16,999.09
 - C. Health Benefits – None
 - D. Capital Projects – None

Recommendations for Approval

Presentation of Bills

1. Approve the above presentation of bills.

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

X. 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 – None
- E. Middle School Activity Report – None
- F. High School Activity Report – None

Recommendations for Approval

None

Recommendation: No recommendations

XI. AGENDA ITEMS

A. Education

Items/Projects for Discussion

- A. Academic & Personnel Committee Summary – November 22, 2021

Recommendations for Approval

Lehigh Valley Academy Regional Charter School

- 1. Approve the charter renewal for the Lehigh Valley Academy Regional Charter School.

Memorandum of Understanding – Non-Contact Preparation Time

- 2. Approve Memorandum of Understanding with the Saucon Valley Education Association regarding Non-Contact Preparation Time.

Memorandum of Understanding – ESSA

- 3. Approve the attached Memorandum of Understanding with Northampton County Children, Youth and Families for ESSA Transportation Procedures.

Agreement

- 4. Approve the agreement with CONCERN Counseling Services.

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

B. Personnel

Items/Projects for Discussion

None

Recommendations for Approval**High School Administrative Assistant**

1. Approve the transfer of Shannon Piccolo from Paraprofessional to the High School Administrative Assistant at an hourly rate of \$19.67, effective December 8, 2021. She is replacing Stacy Werkheiser who recently resigned.

Maternity Leave

2. Approve the following maternity leave request:
Samantha Faulkner, elementary special education teacher, beginning approximately March 14, 2022 through the end of the 2021-2022 school year. She plans on using 10 sick days prior to beginning of FMLA leave, followed by an unpaid leave from approximately March 28, 2022 until the end of the 2021-2022 school year. Mrs. Falkner will return to her teaching duties at the beginning of the 2022-2023 school year.

Dedicated Day to Day Substitute

3. Approve the following dedicated day to day substitute for the 2021-22 school year working four days of a five day school/work week where needed in assigned school building effective November 19, 2021. His salary will be \$175 per day, no benefits:
Sergio Lowemberg-Rivera – Middle School

Saucon Valley Fine Arts

4. Approve the following paid positions for the Saucon Valley Fine Arts middle school show, pending completion of employment paperwork:
Kim Carson – Producer/Director -\$4,343
Kirsten Almeida - Choreographer - \$505
Kirsten Almeida – Vocal Director - \$505
Chris Scherer – Production Staff - \$505

Un-paid medical leave

5. Approve an unpaid medical leave for:
Jamie Frey from November 29, 2021 until approximately December 5, 2021.
Sonja Miller from January 25, 2022 to approximately February 8, 2022.

Resignation

6. Approve the following resignations:
Todd Lipp, high school special education teacher effective January 18, 2022.
Colleen Mroz, Supervisor of Special Education effective January 1, 2022.

Middle School Ski Club Advisor

- 7. Approve Robert Kachmar as the middle school Ski Club Advisor (Volunteer).

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

C. Facilities

Items/Projects for Discussion

None

Recommendations for Approval

Surplus/Obsolete

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

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

D. Finance

Items/Projects for Discussion

None

2022-2023 Budget Timeline for the 2021-2022 School Year

January 27, 2022 (110 days prior to primary election) - *District Deadline* to have the 2021-22 Proposed Preliminary Budget available for public inspection; or adopt a Resolution not to raise the rate of any tax by more than its index.

February 1, 2022 (5 days after Resolution adoption) – *District Deadline* to submit adopted Resolution and proposed tax rate increases to the Department of Education.

February 6, 2022 (10 days prior to Preliminary Budget adoption deadline) – *District Deadline* to give public notice of intent to adopt the 2021-2022 Preliminary Budget unless a Resolution was adopted indicating that it will not raise the rate of any tax by more than its index.

February 16, 2022 (90 days prior to primary election) – *District Deadline* to adopt the 2021-2022 Preliminary Budget unless a Resolution was adopted.

February 21, 2022 (85 days prior to primary election) – *District Deadline* to submit the 2021-2022 Preliminary Budget containing proposed tax rate increases to the Department of Education.

May 31, 2022 - *District Deadline* to adopt the 2021-2022 proposed final budget and upload the signed Certification of Use of PDE-2028 into the Consolidated Financial Reporting System application.

June 10, 2022 (20 days prior to final budget adoption deadline) – *District Deadline* to make the 2021-2022 Proposed Final Budget available for public inspection on PDE-2028.

June 20, 2022 (10 days prior to final budget adoption deadline) – *District Deadline* to offer public notice of its intent to adopt the 2021-2022 final budget.

Recommendation: No recommendations.

E. Community Updates

- **SV Partnership –**
- **Hellertown/Lower Saucon Chamber of Commerce –**
- **Saucon Valley Foundation for Educational Innovation –**

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

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

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

I. New Business

J. Old Business

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

XIII. Announcements

Future Meetings ~

December 21, 2021 – 7 pm – Business Meeting – High School Audion

XIV. Motion to Adjourn Meeting

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

A Business Meeting of the Board of Directors of the Saucon Valley School District was held on Tuesday, November 23, 2021 in the High School Audion. Present were Directors Edward Andres, Susan Baxter, Cedric Dettmar, Bryan Eichfeld, Michael Karabin, Tracy Magnotta, Sandra Miller, Dr. Shamim Pakzad, and Shawn Welch. Also present were Jaime Vlasaty, Acting Superintendent; Judith Riegel, Board Secretary and Mark Fitzgerald, District Solicitor

- I. **Call to the Order** – 7:05 pm - *Susan Baxter, President, presiding*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *Judith Riegel, Secretary*
9-present, 0-absent
- IV. **Motion to Approve Agenda**
- V. **Announcement of Executive Session** – November 23, 2021
- VI. **Approval of Minutes** – Director Karabin, seconded by Director Eichfeld moved to approve the minutes of November 9, 2021. Vote: 9-yes, 0-no
- VII. **Recognition** – Sandra Miller, School Board Director 2005 - 2021
- VIII. **Presentation** –
 - A. High School Student Representative Report – Avia Weber
- IX. **Superintendent’s Report** – *Jaime Vlasaty, Acting Superintendent*
Mrs. Vlasaty announced a Covid-19 vaccination clinic on December 16, 2021 and the ESSER survey that was sent out.
- X. **Courtesy of the Floor to Visitors – Agenda Items Only** –
 - M. Butterfield – commented on the Health & Safety Plan, definition of close contact
 - C. Morawski – commented on parent choice with masking & quarantining.
 - J. O’Brian – commented on masking options, Health & Safety Plan, quarantine
 - A. Ramsberger – commented on the Health & Safety Plan
 - R. Mules – commented on optional masking, quarantining, vaccine clinics
 - S. Houck – commented on masking and the effects of masking
- XI. **Presentation of Bills** – *David Bonenberger*
 - A. General Expenditures – \$561,523.47
 - B. Cafeteria Expenditures – \$45,749.60
 - C. Health Benefits – \$467,289.37
 - D. Capital Projects – None
 1. Approve the above presentation of bills.

Director Dettmar, seconded by Director Eichfeld moved to approve the minutes of November 9, 2021. Vote: 9-yes, 0-no

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 – October 31, 2021
- F. High School Activity Report – October 31, 2021

- 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

A. Education

- A. Discussion to align the Health and Safety Plan with the District case count.

Sandra Miller left at 7:56

- 1. Approve the revised Health & Safety Plan as presented.

Director Karabin, seconded by Director Eichfeld moved to approve Education Item #1.

Vote: 7-yes, 1-no (Andres), 1-absent (Miller)

B. Personnel

- 1. Approve the retirement of Jeanne McKeown, elementary school administrative assistant to the assistant principal. Ms. McKeown's last day will be March 2, 2022.

Director Pakzad, seconded by Director Welch moved to approve Personnel Item #1.

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

- 2. Approve the following resignations:

Jean Mateff, middle school administrative assistant to the assistant principal. Ms. Mateff's last day will be November 19, 2021.

Andres Watkins, middle school dedicated day to day substitute. Her last day was October 22, 2021.

Brian Ferencin, transportation, his last day was November 1, 2021.

- 3. Approve the following maternity leave request:

Brianna Keeney, high school math teacher, beginning approximately February 21, 2022 to approximately May 2, 2022. She plans on using 47 sick days which will run concurrently with 12 weeks of FMLA leave. Ms. Keeney will return to her teaching duties on approximately May 2, 2022.

- 4. Approve the Memorandum of Understanding with the Saucon Valley Education Association involving co-curricular stipends in various musical positions.

5. Approve the attached Consultant Services Agreement for Ken Zimmerman, Drill Writer for the Saucon Valley High School Marching Band. Consultant will be compensated at the rate of \$2,000 (pro-rated) for the 2021-2022 season.
6. Approve the following dedicated day to day substitute for the 2021-22 school year working four days of a five day school/work week where needed in assigned school building effective November 9, 2021(pro-rated). Her salary will be \$175 per day, no benefits:
Randi Rice – Middle School
7. Approve a medical leave extension for Troy Pearson, Maintenance, beginning November 15, 2021 and continue until approximately December 21, 2021. Mr. Pearson will be using sick days; FMLA will continue to run concurrently with his sick days.
8. Approve an unpaid medical leave extension for Jeremy Patterson, Maintenance, beginning November 24, 2021 and continue until approximately December 3, 2021. Mr. Patterson has applied for income protection FMLA will continue to run concurrently with his time off.
9. Approve a medical leave for James Bartley, transportation, from November 16, 2021 to approximately January 3, 2022. He will use his sick and personal time until December 1, 2021 and then be on an unpaid medical leave until his return.
10. Approve Maura Lenhart as Saucon Valley Recreational Swim Membership Lifeguard at rate of \$10/hour, no benefits, and effective upon completion of employment paperwork:
11. Approve the following 2021-22 winter coaches:
Jason Hughes – MS Boys Basketball - \$2623

Director Karabin, seconded by Director Welch moved to approve Personnel Items #2-11.
Vote: 8-yes, 0-no, 1-absent (Miller)

C. Facilities

A. Facility Committee Summary – November 10, 2021

No Recommendations for Approval

D. Finance

1. Approve the commitment of \$12,598,457 by the Board of Directors from the fund balance of the General Fund of which \$3,800,00 is for PSERS, post-retirement costs per GASB 45 in the amount of \$3,150,000; \$3,648,457 reserve for health care benefits, and Capital Improvements/Replacement in the amount of \$2,000,000 retroactive to June 30, 2021.

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

E. Community Updates

- **SV Partnership** – *Michael Karabin and Shawn Welch*
- **Hellertown/Lower Saucon Chamber of Commerce** – *Michael Karabin*
- **Saucon Valley Foundation for Educational Innovation** – *Tracy Magnotta*

F. Northampton Community College – *Susan Baxter*

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

H. Colonial Intermediate Unit – *Bryan Eichfeld*

I. New Business

J. Old Business

XIII. Citizens' Inquiries and Comments –

S. Houck – commented on iPads with inappropriate content and that the curriculum is not being taught properly and asked for corrective action to be taken.

C. Gress – commented that he feels it is inappropriate to allow the crowd to bully a board member out of a meeting.

XIV. Announcements

Future Meetings ~

December 7, 2021 – 7 pm – Reorganization Meeting/Business Meeting
 High School Audion

December 21, 2021 – 7 pm – Business Meeting – High School Audion

XV. Motion to Adjourn Meeting

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

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

8:36 PM

ATTEST: _____
 Secretary

 President

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PG - PLGIT GENERAL Payment Dates: 11/20/2021 - 12/02/2021

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000059268	AMAZON	REG - SUPPLIES - RTL GRANT - EL	Books for Kdg	83.89
0000059269	UNIVERSITY OF OREGON	SWIS license		460.00
0000059270	4 Seasons Garden Center	Bulk Road Salt		2,325.75
0000059271	AHOLD FINANCIAL SERVICES	SUPPLIES - CONSUMER ED 5-8		190.76
0000059272	ALBORADA SPANISH DANCE THEATER	Spanish Dance Performance		700.00
0000059273	AMAZON	Supplies	SUPPLIES - PLANT OPERATIONS	419.34
0000059274	APR SUPPLY CO	Maintenance Supplies - HVAC		86.71
0000059275	BAND SHOPPE	Marching Band		1,118.20
0000059276	BARNES & NOBLE	Books/Periodicals		2,243.41
0000059277	BAVTS	VO-TECH TUITION 9-12		37,438.00
0000059278	BEFOUR INC.	Scale Parts		80.50
0000059279	BEHAVIORIAL HEALTH ASSOCIATES	SPEC ED SERV OTHER ED AGENCY		7,860.00
0000059280	BENDUS JOHN	SENIOR CITIZENS TAX REBATE		250.00
0000059281	BLUE MOUNTAIN ATHLETICS	Jr. High Wrestling Tournament Entry		300.00
0000059282	Boone Marlon	ATHLETIC PROF SERV BSKTB G MS		67.00
0000059283	BSN SPORTS LLC	Boys & Girls Soccer Supplies		4,381.66
0000059284	CARDMEMBER SERVICE	DUES & FEES		85.00
0000059285	CARSON DELLOSA PUBLISHING LLC	SUPPLIES		16.98
0000059286	CINTAS CORPORATION-#101	Uniform Rental - Mechanics		59.98
0000059287	COLONIAL INTERMEDIATE UNIT #20	SPECIAL ED IU CONTRACTED SVCS		8,622.54
0000059288	Complete Document Solutions, PA, LLC	REG - LEASED COPIER - EL		1,122.11
0000059289	CRYSTAL SPRINGS	SUPPLIES - PLANT OPERATIONS	SUPPLIES - TRANSPORTATION	315.81
0000059290	Educational Furniture LLC	OTHER LIABILITIES		848.86

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PG - PLGIT GENERAL Payment Dates: 11/20/2021 - 12/02/2021

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000059291	ENERGY EQUIPMENT CONTROLS INC.	HVAC PARTS	Damp Actuator	2,338.99
0000059292	EXECUTIVE EDUCATION ACADEMY CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		6,476.19
0000059293	FOX ROTHSCHILD LLP	SOLICITOR RETAINER		13,740.00
0000059294	FRANK S. BONO	ATHLETIC PROF SERV BSKTB G MS		67.00
0000059295	Garland/DBS, Inc.	Roof Scan		1,140.00
0000059296	GENERAL HEALTHCARE RESOURCES LLC	L SUPPORT OTHER PROF SERVICES	SPEC ED - OTHER PROF SERVICE	2,144.52
0000059297	GOPHER	PE Instructional Supplies		1,085.35
0000059298	INNOVATING FOR JUSTICE LLC	CLAIMS JUDGMENT & PENALTIES		5,000.00
0000059299	INTEGRITEC INC.	Water Treatment Service		445.00
0000059300	J.C. EHRLICH CO. INC.	REPAIRS & MAINTENANCE		113.00
0000059301	J.W. PEPPER & SON INC.	Supplies		16.25
0000059302	JASON D. STEM	Lawn/Grounds Care Contract		1,105.00
0000059303	KEYSTONE AUTOMOTIVE	Transportation Supplies - Bus/Van Parts		83.08
0000059304	KEYSTONE COLLECTIONS GROUP	DED: GARN - Full Payroll Pay Date: 12/2/2021		277.74
0000059305	KEYSTONE FIRE AND SECURITY	Stadium Fire Alarm Monitoring		384.00
0000059306	KIRIPOSKI & SONS	Portal Toilet Rental - Maintenance	Portable Toilet Rental - Transportation	285.00
0000059307	LARRY & ANTHONY FERRARO	PRINTING & BINDING PRINC 9-12		30.00
0000059308	LINCOLN LEADERSHIP ACADEMY CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		2,590.48
0000059309	LOWE AND MOYER GARAGE INC.	SUPPLIES - TRANSPORTATION		2,203.13
0000059310	MCCARTHY LARA	INSTRCT OUTSIDE SCHOOL - OTHER PROF SVC - MS		150.00
0000059311	MICROBAC LABORATORIES INC.	Water Testing - High School Pool		178.35

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PG - PLGIT GENERAL Payment Dates: 11/20/2021 - 12/02/2021

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000059312	MILLER TAMARA	TUITION REIMB REGULAR 5-8		895.00
0000059313	MONTOUR SCHOOL DISTRICT	TUITION - OTHER LEA'S HS		3,535.00
0000059314	MOUNTAIN ENVIRONMENTAL & RADON SERVICES LLC	Asbestos & abatement monitoring NTE \$11,000.00		7,050.00
0000059315	MUSIC & ARTS	Instructional Supplies	Repairs	1,205.34
0000059316	NORTH EAST PARTS GROUP LLC.	Auto Parts Supplier		467.73
0000059317	NORTHERN LEBANON HIGH SCHOOL	Wrestling Entry Fee		325.00
0000059318	PA DEPT OF LABOR & INDUSTRY-B'	Boiler Certificates - State		1,786.95
0000059319	PEDIATRIC THERAPEUTIC SERVICES INC.	PROF SVCS		16,787.64
0000059320	PPL ELECTRIC UTILITIES	ELECTRIC - PLANT OPERATIONS		31,587.38
0000059321	PSADA	PSADA & NIAAA Dues		50.00
0000059322	QUAKER CITY PAPER	SUPPLIES - PLANT OPERATIONS	Ice Melt	1,328.32
0000059323	ROHRER BUS SALES INC.	SUPPLIES - PLANT OPERATIONS		634.35
0000059324	SAFETY-KLEEN SYSTEMS INC.	Oil Recycling Services - Used Oil Filters		202.00
0000059325	Saucon True Value	Custodial & Maintenance Supplies - Blanket PO	SUPPLIES REGULAR 9-12	488.43
0000059326	SCHOLASTIC INC.	Books/Periodicals		131.14
0000059327	SCHOOL SPECIALTY, LLC.	Supplies		57.71
0000059328	SCHULTZ KERRY	MISCELLANEOUS		320.00
0000059329	SERVICE ELECTRIC CO.	TELEPHONE		1,145.61
0000059330	Smith William F.	SENIOR CITIZENS TAX REBATE		300.00
0000059331	SOLOSKY ALBERT	SENIOR CITIZENS TAX REBATE		300.00
0000059332	STOTZ & FATZINGER OFF.SUPPLY	SUPPLIES REGULAR 9-12		72.68
0000059333	Texthelp Inc	Texthelp- ReadWrite Subscriptions		3,780.00

* - 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: 11/20/2021 - 12/02/2021

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000059334	THE BRENEMAN COMPANY	Tennis Court Repair		7,600.00
0000059335	THE CAMPHILL SCHOOL INC.	SPEC ED NON-PUBLIC TUITION		8,294.30
0000059336	TOMLINSON BOMBERGER	LAWN CARE SVCS		12,751.00
0000059337	UGI SOUTH	NATURAL GAS - PLANT OPERATIONS		80.85
0000059338	U-HAUL	RENTAL OF VEHICLES		485.95
0000059339	UNITED ART & EDUCATION	Supplies		50.00
0000059340	UNITED ELECTRIC SUPPLY CO. INC.	Maintenance Supplies - Electrical		1,073.41
0000059341	VISTAPRINT.COM	4x8 Vinyl Banner		72.68
0000059342	WISCONSIN CENTER FOR EDUCATION PRODUCTS & SVCS	ESL Books	ESL supplies	60.50
0000059343	XEROX FINANCIAL SERVICES	LEASED COPIER		11,398.00
10 - GENERAL FUND				223,246.55
Grand Total All Funds				223,246.55
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				223,246.55
Grand Total All Payments				223,246.55

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CP - CAFE - PLGIT Payment Dates: 11/20/2021 - 12/03/2021

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000003384	DERSTINE'S FOODSERVICE DIST.	FOOD		3,652.94
0000003385	DRISCOLL FOODS	FOOD		3,606.61
0000003386	HERSHEY'S CREAMERY COMPANY	NON-REIMB FOOD COSTS		948.00
0000003387	MARIE WAGENER	PREPAID LUNCHES		55.95
0000003388	MORABITO BAKING CO.	FOOD		522.55
0000003389	PENN JERSEY PAPER CO.	SUPPLIES		1,021.39
0000003390	POCONO MOUNTAIN DAIRIES	MILK		6,288.16
0000003391	SINGER EQUIPMENT COMPANY	SUPPLIES		745.99
0000003392	SNA DEPOSITORY	DUES & FEES		157.50
			50 - CAFETERIA	16,999.09
			Grand Total All Funds	16,999.09
			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	16,999.09
			Grand Total All Payments	16,999.09

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

Academic and Personnel Committee – November 22, 2021

The Academic and Personnel Committee of the Saucon Valley School Board met on November 22, 2021 in the High School Audion.

The following items were on the committee agenda:

1. Technology Update
2. Spanish Immersion Policy

There were no recommendations.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is entered into by and between the Saucon Valley Education Association (hereinafter referred to as the “Association”) and the Saucon Valley School District (hereinafter referred to as the “District”)

WHEREAS, the Association is the exclusive representative of a bargaining unit of the professional employees of the District; and

WHEREAS, Association and District are parties to a Collective Bargaining Agreement effective July 1, 2020 through June 30, 2023; and

WHEREAS, the parties have met and discussed non-contact preparation time for the 2022-2023 school year; and

WHEREAS, the parties desire to memorialize the parties’ agreement through this written Memorandum of Understanding between the parties.

NOW, THEREFORE, Association and the District agree as follows:

1. If a Bargaining Unit Member covers during their non-contact preparation time during the 2021-2022 school year, this time shall accumulate in an even exchange of a minute for a minute.
2. When 7.5 hours have been accumulated, one sick day shall be added at the beginning of the 2022-2023 school year to the Bargaining Unit Member’s sick bank totals.
3. A Bargaining Unit Member may request to cover for their whole second non-contact preparation time to accumulate time at a faster pace.
4. Bargaining Unit Members without sick days in their current use year sick bank may ask to be pulled more often to accumulate at a higher rate for emergency use in the 2021-2022 school year.
5. Time shall be tracked in each building by a principal/administrative professional designee and submitted to the District Office at the conclusion of the 2021-22 school year.
6. Bargaining Unit Members who wish to accumulate this time and be used first, may request to be prioritized on the daily building list.
7. Bargaining Unit Members without days may be prioritized and if they suffer a hardship during the 2021-22 school year in which sick time is needed, they may submit a request to the Superintendent to use the accumulated time during the 2021-22 school year. Approval is at the discretion of the District Office designee based on individual circumstances.

8. Buildings shall not utilize teacher coverage for building level meetings or utilize teacher coverage as a criteria in approval for conferences.

9. The parties agree that this Memorandum of Understanding shall not be deemed a past practice of the Parties, nor shall it set a precedent in the District for any party to rely on in any subsequent dispute on this issue. This document shall never be used in any subsequent grievance procedure, arbitration or unfair labor practice.

10. This Memorandum shall sunset at the conclusion of the 2021-2022 professional work year.

11. The effective date of this Memorandum of Understanding shall be the date the last party signs this Memorandum of Understanding.

12. Nothing about this Agreement otherwise modifies any provisions of the current Collective Bargaining Agreement between the parties.

Saucon Valley Education Association

Saucon Valley School District

Date

Date

MEMORANDUM OF UNDERSTANDING

Between

SAUCON VALLEY SCHOOL DISTRICT

and

NORTHAMPTON COUNTY CHILDREN, YOUTH AND FAMILIES DIVISION

Transportation Procedures Agreement

Purpose:

The purpose of this agreement is to establish transportation procedures between The Saucon Valley School District (“LEA”) and Northampton County Children, Youth and Families Division (“CCYA”) to ensure the provision of transportation for foster care youth enrolled in LEA when a best interest determination indicates that the student should remain in the school of origin, and alternative means of transportation to and from school have been fully explored and deemed unavailable.

Joint Responsibilities:

- The LEA and CCYA agree to collaborate to update or establish formal mechanisms to ensure that the LEA is promptly notified when a child enters foster care or changes foster care placements.
- The LEA and CCYA agree to collaborate to jointly design a comprehensive transportation plan to ensure that transportation for children in foster care is provided, arranged, and funded.
- Both parties agree that under no circumstances shall a transportation dispute between party’s delay or interrupt the provision of transportation for a child to the school of origin.
- Both parties agree to communicate regularly and share leadership responsibilities at the local level to ensure that available resources for transportation are utilized in the most effective manner, without duplication.
- Both parties agree that transportation must be provided in a “cost effective” manner so low-cost/no-cost options should be explored. (e.g. pre-existing bus stops or public transportation, foster parents provide transportation, transportation by other programs if child is eligible)
- Both parties agree to maintain confidentiality of information regarding children and families being served, in accordance with the Family Education Rights and Privacy Act (FERPA), and all other State and Federal laws and regulations regarding confidentiality.
- Both parties understand that all federal, state and local funding sources should be maximized to ensure transportations costs are not unduly burdensome on one agency.

Respective responsibilities under this agreement include:

The LEA shall:

- Establish a Foster Care Point of Contact (“POC”) given the importance of transportation to ensure educational stability requirements defined by the Every Student Succeeds Act (ESSA).
- Share the Foster Care POC’s contact information with state and local education and child welfare agencies, including the CCYA.
- Understands that even if an LEA does not transport other students, it must ensure that transportation is provided to children in foster care, adhering to the collaboratively designed transportation plan.
- Acknowledges that Title I is an allowable funding source for additional transportation costs, although funds reserved for comparable services for homeless children and youth may not be used for transportation.
- Informs the CCYA whether Title I funds are available to support additional transportation costs for children in foster care in order to maintain enrollment in their school of origin.
- Agrees, if applicable, to support additional transportation costs for eligible foster care youth utilizing funds made available within Title I to the extent such funds can be used for this purpose consistent with Title I and its applicable regulations.
- Understands that if there are additional costs providing transportation for children in foster care to remain in his or her school of origin, the LEA if the school of origin will provide such transportation if (1) CCYA agrees to reimburse the LEA for the cost of transportation; (2) the LEA agrees to pay for the additional costs; or (3) the LEA and CCYA agree to share the costs.
- Agrees that a child must remain in his or her school of origin while any disputes are being resolved. Agrees to provide or arrange for adequate and appropriate transportation to and from the school of origin while any disputes are being resolved.

The CCYA shall:

- Identify all children in foster care enrolled in the LEA in order for the LEA and CCYA to fulfill the jointly agreed upon transportation responsibilities.
- Informs LEA of children in foster care who may be in need of transportation to maintain enrollment in their school of origin.
- Agrees to immediately inform the school of origin of children in foster care who experience a change of foster care placement.
- Agrees, if applicable, to support transportation costs for eligible foster care youth utilizing funds made available within the county’s child welfare budget under Section 475(4)(A) of Title IV-E of the Social Security Act.
- Inform the LEA/school of origin whether Title IV-E funds are available to support additional transportation costs for children in foster care in order to maintain enrollment in their school of origin. Agrees to assist the LEA/school of origin in exploring the full range of options for providing and funding transportation to maintain a child in his or her school of origin, consistent with the child’s educational stability plan.

Updates and Revisions:

Updates and revisions to this MOU should be made as needed and must be in writing. Any updates or revisions to the MOU must be submitted to the Pennsylvania Department of Education. The LEA and CCYA agree to update or revise this Memorandum of Understanding (MOU) as needed or every three years to coincide with the contractual timelines.

This agreement will be reviewed and approved by representatives of both agencies:

Northampton County Children Youth and Families
Department of Human Services Building
2801 Emrick Blvd.
Bethlehem, PA 18020

Printed Name: _____
(CCYA)

Signed: _____ Date: ____ / ____ / ____
(CCYA)

Saucon Valley School District
2097 Polk Valley Road
Hellertown, PA 18055

Printed Name: _____
(Saucon Valley School District)

Signed: _____ Date: ____ / ____ / ____
(Saucon Valley School District)



Transportation Plan

Between

Saucon Valley School District (LEA)

and

Northampton County Children, Youth and Families (NCCYF)

Transportation Procedures

To ensure the educational stability of Foster Care Youth:
Every Student Succeeds Act (ESSA) requirements

To address transportation for foster care youth in a cost-effective way, the local education agency (LEA) and the county children and youth agency (CCYA) must establish formal, written protocols and procedures to ensure that foster care youth can remain in their school of origin whenever possible. In order to do so, the CCYA must regularly identify and inform the LEA of all foster care youth enrolled in the LEA.

The local transportation plan must be collaboratively designed between the LEA and the CCYA to appropriately reflect the unique local context in which it is in effect. It is recommended that LEAs and CCYAs consider previous scenarios when designing the joint transportation plan to limit educational disruption for foster care youth as transportation related events occur.

Note: LEAs should consider developing transportation plans with other LEAs or CCYAs, both in-state and out-of-state, with which they frequently interact regarding foster care youth; these specific relationships should be defined in the local transportation plan.

Part 1. LEA and CCYA Representative(s) Included in Designing the Local Transportation Plan

Please include the name and title of each LEA and CCYA representative included in designing the joint plan.

Local Education Agency Representative(s)	Title
1) Jaime L. Vlasaty	Acting Superintendent
2)	

County Children and Youth Agency Representative(s)	Title
1) Kimberly Kichline	Northampton County Children & Youth Assistant Administrator
2)	

Note: If the LEA sends students to Intermediate Units (IUs), the LEA should inform IUs of foster care youth attending programs at their facilities and the same accommodations must be provided for these youths. IUs providing transportation for foster care youth enrolled in the LEA must be considered in the development and design of the local transportation plan between the LEA and the CCYA, and plans should reference transportation procedures for these students.

Part 2. Addressing Transportation Assurances to Ensure Educational Stability

Please describe, in detail, your collaboratively designed transportation procedures governing how transportation to maintain children in foster care in their schools of origin, when in their best interest, will be provided, arranged, and funded for the duration of the time in foster care (ESEA 1112(c)(5)(B)). The purpose of establishing uniform local transportation procedures is to ensure that every foster care student receives a consistent, fair assessment.

A) Please describe, in detail, the step-by-step procedure the LEA and CCYA will follow to promptly **provide** transportation for foster care youth.

Northampton County Children, Youth and Families in collaboration with the **Saucon Valley School District** will evaluate each foster care youth placement in regards to children whose district of origin is the **Saucon Valley School District**, on a case-by-case basis to determine the appropriate student placement using the Best Interest Determination form (BID). Part of that determination will be to define the most appropriate educational environment and the distance traveled to maintain the student in his/her home school. Northampton County Children, Youth and Families will attempt to maintain student residence in his/her home school/home district.

1. Northampton County Children, Youth and Families coordinator will contact the school foster care point of contact/liaison and/or the **Saucon Valley School District** transportation office immediately upon student foster care placement within the school district and will request the completion of the BID by the school district of origin. Northampton County Children, Youth and Families will contact both the school district of origin and the school district of residence to coordinate transportation.

2. The **Saucon Valley School District** will coordinate transportation of the foster child to his/her home school using procedures described in Part 2 B with consideration of Part 4 options.

3. If foster care placement is determined to be a long-term placement, Northampton County Children, Youth and Families will coordinate student school placement options with **Saucon Valley School District** foster care point of contact/liaison and use the BID to make the appropriate determination.

Please describe, in detail, the step-by-step procedure the LEA and CCYA will follow to promptly **arrange** transportation for foster care youth.

1. Northampton County Children, Youth and Families will call the **Saucon Valley School District** foster care point of contact/liaison Jaime L. Vlasaty at 610-838-7001 x1101, Foster Care Point of Contact/Liaison and/or John McCabe at 610-838-7001 x1202, in Transportation Office to expedite transportation.

2. Foster parent domicile will be verified to ensure proper bus stop, pick-up, drop-off times are confirmed.

3. If applicable, a bus pass will be issued to foster child family to facilitate bus access.

4. If foster care placement is modified, the Northampton County Children, Youth and Families will immediately contact the district foster care liaison and the transportation office as indicated above to modify any transportation needs.

B) Please describe, in detail, the step-by-step procedure the LEA and CCYA will follow to ensure transportation is **funded** in a cost-effective manner and in accordance with Section 475 (4)(A) of the Social Security Act. *(Please see the ED/HHS Joint Guidance, p.17, question 26 and the Transportation Plan Guide, Part B.)*

1. Foster care students transported within the school district will be funded through district/state transportation budget.
2. Foster care students not placed in their district of origin, but placed by Northampton County Children, Youth and Families within the **Saucon Valley School District** - a new district of residence, will share the cost of transportation using the following procedures.
 - a. If there is a pre-existing bus transportation route used by the district of origin intersecting two districts and the foster care child can be transported by resident district bus to an intersecting location, there will be no additional costs for transporting the student. Each district will claim ridership reimbursement for their portion of the assigned bus run.
 - b. If a student is placed outside of their district of origin, the **Saucon Valley School District** will provide transportation and the **Saucon Valley School District** and Northampton County Children, Youth and Families will discuss the distribution of the additional costs of the same between the Saucon Valley School District, LEA that student is placed in and Northampton County Children, Youth and Families on a case by case basis.
 - c. Foster care youth with IEPs may coordinate transportation services if appropriate through the IDEA funds.
 - d. Northampton County Children, Youth and Families will reimburse foster parents (federally approved mileage rate) who agree to transport foster care youth to their school of origin if student is placed outside of his/her home district.

Part 3: Addressing Additional Costs

As part of developing and implementing transportation procedures, the LEA and CCYA must address any additional costs incurred in providing transportation to maintain children in foster care. Given the emphasis on shared agency responsibility, the LEA and the CCYA should make every possible effort to reach agreement regarding how transportation should be funded if there are additional costs. (Please see the ED/HHS Joint Guidance, pp.17-19, questions 22, 27,28, and 29, and the Transportation Plan Guide, Part B.)

*Note: LEAs, including the school district of origin and the school district of residence, as well as the placing CCYA, may also agree to paying for or sharing in the costs in providing transportation to the school of origin. LEAs **may** include these scenarios in their plans as a method to address additional costs.*

If there are additional costs incurred in providing transportation to the school of origin, the LEA will provide such transportation if (please complete the relevant field):

- A) The CCYA agrees to reimburse the LEA for the cost of such transportation. *Please describe the circumstances and procedures for when the CCYA agrees to reimburse the LEA for the additional cost of transportation.*

Northampton County Children, Youth and Families will make every attempt to place foster care youth in their home school and/or home district to maintain continuity of education for the student. Any time a foster care student is placed outside of his/her district of origin, the Northampton County Children, Youth and Families along with the **Saucon Valley School District**/District of Origin will discuss the distribution of the additional cost of transportation for the foster care youth to the district of origin on a case by case basis.

The LEA agrees to pay for the cost. *Please describe the circumstances and procedures for when the LEA agrees to pay for the additional costs.*

The **Saucon Valley School District** agrees to pay for transportation costs associated with foster care students who reside within the school district boundaries and attend a **Saucon Valley School District** school building.

The LEA and CCYA agree to share the cost. *Please describe the circumstances and procedures for when the LEA and CCYA agree to share the additional costs.*

The **Saucon Valley School District** and CCYA agrees to discuss the cost for bus monitor transportation services with Northampton County Children, Youth and Families for a foster care youth requiring such services to be transported outside of their district of origin on a case by case basis.

Part 4. Considering Low-Cost or No-Cost Transportation Options for Foster Care Youth

On a case-by-case student basis, additional low-cost or no-cost options for transportation of students in foster care should be explored. Please carefully review the following no-cost or low-cost options for transportation and indicate with a check mark if the LEA and the CCYA agree to explore these transportation funding options on a case-by-case basis.

No-Cost or Low-Cost Options	LEA	CCYA
The child may be dropped off at a school bus stop near the existing transportation system for the school of origin. Communication between the current and new school districts is critical.	x	x
Public transportation options exist, if the child is of an appropriate age and has, or is able to acquire, the skills to utilize such options.	N/A	
The foster parents or other family member(s) are willing and able to transport the child to school.	x	x
The child is already eligible for transportation covered by other programs. For example, Individuals with Disabilities in Education Act (IDEA) funds may be used to pay for transportation services if the child’s IEP Team determines transportation is a related service that is required for a child with disabilities in foster care to receive FAPE.	x	x
There are pre-existing bus routes or stops close to the new foster care placement that cross district boundaries, such as bus routes for magnet schools and transportation for homeless students as required by the McKinney-Vento Act.	x	x
The school district of residence, school district of origin, and placing CCYA may be willing to share transportation costs.	x	x

Please describe any additional low-cost or no-cost options for transportation of students in foster care which may be unique to your local context.

If the foster care parent agrees to provide transportation to/from their residence outside of the district to the school of origin, or to an existing bus stop for the school of origin in the **Saucon Valley School District**, Northampton County Children, Youth and Families agrees to pay the parent the federal mileage reimbursement rate. A transportation log must be submitted to Northampton County Children, Youth and Families for reimbursement. This agreement would need to be coordinated between Northampton County Children, Youth and Families and the foster care parent/guardian.

Part 5. Describing a local transportation dispute resolution process between the LEA and CCYA

Local transportation plans/procedures should include a dispute resolution process to address how the transportation requirement will be met if parties cannot come to an agreement. LEAs must ensure that a child in foster care remains in their school of origin while any disputes regarding transportation costs are being resolved. ESEA 1111(g)(1)(E)(i) and 1112(c)(5)(B)(i)

Please describe your local transportation dispute resolution process.

The **Saucon Valley School District** foster care point of contact/liaison and/or the **Saucon Valley School District** Director of Support Services will meet with the Northampton County Children, Youth and Families

Assistant Administrator or their designee within 72 hours to define and mediate any transportation disputes. Student transportation must continue during this time period. A dispute over financial responsibility or other related concerns will not impact a student's access to his/her educational program. We recognize that all agencies wish to facilitate the student's uninterrupted education and wish to minimize the distance a child would travel on a daily basis to and from school.

Part 6. Updates and Revisions

Updates and revisions to this local transportation plan should be made as needed; any updates or revisions must be submitted to the Pennsylvania Department of Education. Best practice recommends that an updated plan be submitted every three years, as contractual updates follow this timeline.

Saucon Valley School District (LEA) and Northampton County Children, Youth and Families agree to update or revise this local transportation plan as needed or every three years to coincide with the contractual timelines.

This agreement will be reviewed and approved by representatives of both agencies:

Northampton County Children, Youth and Families

2801 Emrick Blvd.

Bethlehem, PA 18020

Printed Name: Maria Torres, Administrator

Northampton County Children, Youth and Families Representative

Signed: _____

Date: ____/____/____

Northampton County Children, Youth and Families Representative

Saucon Valley School District 2097 Polk Valley Road Hellertown, PA 18055

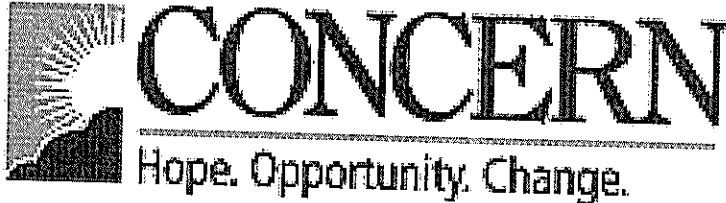
Printed Name: _____

(Saucon Valley School District Representative)

Signed: _____ Date: ____/____/____

(Saucon Valley School District Representative)

If you require extra space to describe your transportation plan, please attach an additional document.



LINKAGE LETTER/REFERAL AGREEMENT

Saucon Valley School District
2097 Polk Valley Road
Hellertown, PA 18055

As per regulations and best practice standards, CONCERN is required to maintain yearly written agreements with service providers in order to acknowledge that a cooperative relationship has been established to facilitate continuity of care, aftercare, follow-up and timely transfer of patients and records.

CONCERN provides a continuum of services for adult and children. Services include but are not limited to: Outpatient Services, School-Based Outpatient, Intensive Behavioral Health Services, and Family Based Mental Health Services.

In order to demonstrate and provide collaborative services, the two institutions mutually agree to:

- A. Admit referral as promptly as possible, provided admission criteria of the receiving institution is met;
- B. Secure appropriate Released of Information and Consent forms, which must be signed by the client or legal guardian before the transfer of records;
- C. The client shall agree to referral if over the age of 14. The consent of a parent or guardian is required for client under the age of 13 for mental health treatment.
- D. Maintain an awareness of each other's program and services;
- E. Both parties, when appropriate, and/or requested by the client, may attend treatment-planning meetings to communicate and exchange treatment information related to client care.

This agreement shall be in effect for two (2) years from the date below and may be terminated by either institution upon thirty (30) day written notice, and shall be automatically terminated should either institution fail to maintain its present authority or standards.

In accordance with the policy of CONCERN, it is understood that clients treated by either institution to this agreement shall not be denied treatment or be discriminated against on the basis of sex, race, creed, or national origin.

Nothing in this agreement shall be construed as limiting rights of either party to contract with another party or agency on a limited or general basis.

CONCERN

Maria Flores LMSW

Maria Flores, LMSW
Regional Director

Date: 11/17/2021

Saucon Valley School District

Printed Name:

Title:

Date: _____

Saucon Valley School District
Office of the Assistant to the Superintendent

TO: David Bonenberger, Business Manager

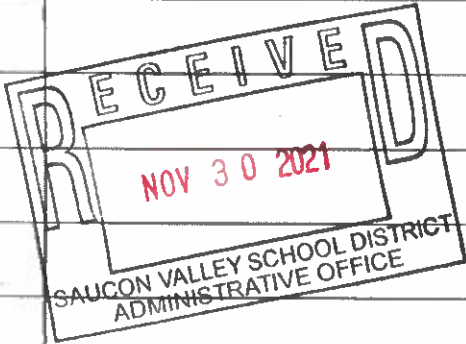
FROM: Jamie Vlasaty, Acting Superintendent

RE: Surplus / Obsolete Materials

SCHOOL: Building and Grounds

Room Number: Storage

Description	Serial Number	Reason for Disposal	Total
Misc School Desks/Tables/Chairs		Obsolete, beyond repair Move from ES/MS stage	Misc at ES, MS and HS



Reason:

Pick-up Location: _____

Principal's/Supervisor's Signature JOHN MCCASE Date 11/29/2021

Assistant Superintendent Signature [Signature] Date 11-30-21

Office Use:

Date Declared _____

Date of Disposal _____

Picked Up By _____

Disposal Method _____