

Saucon Valley School District
Regular Meeting of the Board of Education
December 1, 2020 – Immediately Following Reorganization Meeting
ZOOM 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

- I. **Call to the Order** – *Dr. Shamim Pakzad, President, presiding*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *David Bonenberger, Secretary*
- IV. **Motion to Approve Agenda**
- V. **Announcement of Executive Session** – December 1, 2020
- VI. **Approval of Minutes** – November 10, 2020
- VII. **Recognition** – None
- VIII. **Presentation** –None
- IX. **Superintendent’s Report** – *Dr. Craig Butler, 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 – \$829,797.53
- B. Cafeteria Expenditures – \$24,169.62
- C. Health Benefits – \$420,095.59
- 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 – None
- D. Budget Transfers – \$175.00
- E. Middle School Activity Report – October 31, 2020
- F. High School Activity Report – October 31, 2020

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.

AGENDA ITEMS

A. Education

Items/Projects for Discussion

- A. Academic and Personnel Committee Minutes – November 17, 2020

Recommendations for Approval

Second Reading of Policies

- 1. Approve the second and final reading of the following policies:
 - 103 – Nondiscrimination/Discrimination Harassment – School and Classroom
 - 104 – Nondiscrimination/Discrimination Harassment – Employment Practices

Health and Safety Plan

2. Approve the changes to the Health and Safety Plan.

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

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

None

Recommendations for Approval**Professional Resignation**

1. Approve the resignation of Matthew Shaw, high school English teacher, effective November 16, 2020.

Support Staff Resignation

2. Approve the resignation of Tricia DeJonge, food service, effective November 30, 2020.

Family Medical Leave

3. Approve the following Family Medical Leave:

Lori Ross, middle school consumer science teacher, beginning November 24, 2020 and continue on a day to day basis for the remainder of the 2020-21 school year.

Family First Coronavirus Response Act Leaves

4. Approve the following Family First Coronavirus Response Act leaves:

Kelly Boushell, middle school science teacher – November 30, 2020 through December 23, 2020. She will return on January 4, 2021.

Amanda Brady, middle school language arts – November 18, 2020 through November 20. She did return on November 23, 2020.

Danielle Lewis, elementary gifted teacher – November 18, 2020 through November 19, 2020. She did return on November 20, 2020.

Maura Matuczinski, middle school special education teacher – November 30, 2020 through December 18, 2020. She will return on December 21, 2020.

Dana Russo, middle school special education teacher – extending her leave through December 23, 2020. She was to return November 23, 2020. She will now return on January 4, 2021.

Courtney Best, elementary special education teacher – December 1, 2020 through December 8, 2020. She will return on December 9, 2020.

Jade Gery, kindergarten teacher – November 30, 2020 through December 11, 2020. She will return on December 14, 2020.

Amy Pulli, second grade teacher – December 2, 2020 through December 8, 2020. She will return on December 9, 2020.

Part Time Paraprofessionals

5. Approve the following individuals as part time instructional paraprofessionals at an hourly rate of \$19.19 for no more than 28 hours per week, benefits per the current Educational Support Staff Compensation Plan, effective upon completion of employment paperwork.

Tricia DeJonge
Christopher Moughan
Hope Stillwell

Bus Driver

6. Approve transferring Mark Goldfeder from part time to full time effective December 7, 2020. Mr. Goldfeder is replacing Donald Zettlemyer, who retired.

Medical Leave

7. Approve the following medical leave:

Robyn Heppenheimer, high school English teacher, is extending her medical leave through January 8, 2021. She was to return November 17, 2020. She will now return on January 11, 2021.

Medical and Unpaid Leave

8. Approve the following medical and unpaid leave:

Kelly Zawodny, elementary school paraprofessional will be on a medical and unpaid leave from October 26 through approximately January 21, 2021. FMLA will run concurrently with her paid time off. She is also requesting an unpaid leave from January 4, 2021 until approximately January 21, 2021.

Debra FaRannte, food service, an unpaid medical leave for the 2020-21 school year.

Long Term Substitutes

- 9. Approve the following long term substitutes:

Melissa Miller, high school English substitute, beginning November 16, 2020 and continue through end of the first semester. Base salary is \$53,182 (B, Step 1), which will be prorated for the number of days worked. Ms. Miller is replacing Matthew Shaw, who will recently resigned.

Michael Yoder, high school English substitute, beginning November 12, 2020 and continue through January 8, 2021. Base salary is \$53,182 (B, Step 1), which will be prorated for the number of days worked. Mr. Yoder is replacing Robyn Heppenheimer, who will be on medical leave during this time.

Support Staff Furloughs

- 10. Approve the ratification of support staff furloughs due to school closure and lack of work from November 30, 2020 through December 4, 2020 for the following employees:

Brenda Bohlen	Cynthia Kichline
Susan Adams	Annette Kacerik
Lisa Shive	Bonnie Hrinkevich
Lisa DiRusso	David Rasich
Terrienne Strunk	Tammie Sandt
Helen Ziegler	Margaret Miller
Sonja Miller	MaryBeth Jacavage
Tammy Kuronya	Thomas Szulborski
David Coyle	Richard Seeds
Richard Hacker	David Hall
Lisa Klotz	Steve Magan
Brianna Reed	Emmanuel Rosa
David Sell	Diana Seeds

Job Description

- 11. Approve the second and final reading of the following job description:

Assistant to the Superintendent

Mentor

- 12. Approve the following mentor for the 2020-2021 school year. Salary for mentor is per the current professional agreement which will be prorated.

<u>Mentor</u>	<u>Inductee</u>
Lindsay Steiner	Shannan Clayton (first grade LTS)

2020-21 Winter Coaches

13. Approve the following 2020-21 winter coaches. (*See NOTE below)

Boys Basketball

Todd Lipp - Head Coach - \$7,467
Martin Lewis - Assist. Coach - \$5,226
Michael Kiak - Assist. Coach - \$3,731
Scott Albert - Jr. High Head Coach - \$2,985
Dan Miller - Jr. High Assist. Coach - \$828
Cody Zrinski - MS Boys Basketball Head Coach - \$2,991
Greg Best - MS Assist. Coach - \$2,623

Girls Basketball

Kathy Davidowich - Head Coach - \$7,467
Tammi Johnston - Assist. Coach - \$5,526
Michael Petruny - Assist. Coach - \$3,731
Briana Hart - Jr. High Head Coach - \$2,985
Matt Davidowich - MS Head Coach - \$2,991
Brooke Santy - MS Assist. Coach - \$2,623

Swimming

Ed Kolosky - Head Coach - \$5,226
Sean Fenoff - Assist. Swimming - \$3,715

Wrestling

Chad Shirk - Head Coach - \$7,467
Don Rohn - Assist. Coach - \$5,226
Andrew Koch - Jr. High Head Coach - \$4,106
Bryan Israel - Jr. High Assist. Coach - \$3,678
Thomas Rohn - Assist. Coach - Volunteer
Kent Lane II - Assist. Coach - Volunteer
Ben Chunko - Assist. Coach - Volunteer

Cheerleading

KristiJoy Fedorowicz - Head Coach - \$2,985
Tara Baier - Assist. Coach - \$1,989
Evangelia Kouros - MS Head Coach - \$2,239

NOTE: *The District's obligation to pay the coaches and supplemental positions above is subject to the District's ability to hold and/or participate in the activity in light of the COVID-19 Crisis. In the event (1) the District is closed or providing modified services, (2) unable to hold the activity as the result of direction from outside agencies such as PDE, PIAA, the CDC, the Governor's Office, District XI, etc., or (3) the Administration determines not to hold such activities for the safety of the students and community, the District shall have no obligation to pay athletic and non-athletic contracts appointed herein. In the event the fall sports and/or activities are reduced, the athletic and non-athletic contracts approved above shall be paid a pro-rated amount of the stipend based on the percentage of the season/activity that was held and students participated. The decision to cancel and/or discontinue the activities or sports season shall be at the exclusive discretion of the Administration based, in part, on guidance from the Center for Disease Control, the Commonwealth of Pennsylvania, other health agencies, and student participation in such activities.*

Addition(s) to the Substitute List

14. Approve the following 2020-21 substitute teacher(s):

Ed Kolosky – Elementary

Amanda UeckerMiernicki – Social Studies

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

C. Facilities

Items/Projects for Discussion

A. Facilities Committee Summary – November 18, 2020

No Reports or Recommendations

Recommendation: No recommendations.

D. Finance

2021-2022 Budget Timeline for the 2019-2020 School Year

February 28, 2021 (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 2, 2021 (5 days after Resolution adoption) – *District Deadline* to submit adopted Resolution and proposed tax rate increases to the Department of Education.

February 7, 2021 (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 17, 2021 (90 days prior to primary election) – *District Deadline* to adopt the 2021-2022 Preliminary Budget unless a Resolution was adopted.

February 22, 2021 (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, 2021 - *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, 2021 (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, 2021 (10 days prior to final budget adoption deadline) – *District Deadline* to offer public notice of its intent to adopt the 2021-2022 final budget.

Items/Projects for Discussion

A. Finance Committee Summary – November 11, 2020

Recommendations for Approval**Cooling Tower Bid Award***

1. Motion to approve the awarding of the contract to replace the Cooling Tower to ASL Mechanical in the amount of \$ 221,045.00 for Base Bid and Alternate #1 to be funded out of Capital Reserve.

Designation/Commitment Language of Fund Balance*

2. Approve the commitment of \$8,460,313 by the Board of Director from the fund balance of the General Fund of which \$2,937,313 is for PSERS, post-retirement costs per GASB 45 in the amount of \$3,234,000; \$289,000 reserve for health care benefits, and Capital Improvements/Replacement in the amount of \$2,000,000 retroactive to June 30, 2020.

Index Resolution*

3. Approve Resolution 2021-22 which states that the Saucon Valley School District will not increase any school district tax for the 2021-22 school year at a rate that exceeds the Index of 3% as calculated by the Pennsylvania Department of Education.

SSO Extended Waiver*

4. Approve the Seamless Summer Option Food Service Program extended waiver to provide free breakfast and lunch to all children, under 18 years of age, in the Saucon Valley School District until the end of the 2020-2021 school year.

Fuel Payoff*

5. Authorization for administration and District solicitor to negotiate an agreement with PAPCO for the 2019-2020 unused 87 octane gallons payoff.

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

E. Community Outreach – SV Partnership – *To be determined*

F. Bethlehem Area Vo-Tech School – *To be determined*
(Meetings are the first Tuesday of every month)

- G. Colonial Intermediate Unit** – *To be determined*
(Meetings are the fourth Wednesday of every month)
- H. PSBA** – *To be determined*
- I. Hellertown/Lower Saucon Chamber of Commerce** – *To be determined*
- J. Saucon Valley Foundation for Educational Innovation** – *To be determined*
- K. Northampton Community College** – *To be determined*
(Meetings are the first Thursday of every month)
- L. New Business**
- M. Old Business**
- XIII. Citizens' Inquiries and Comments** – *Visitors should state their name and address.*
- XIV. Announcements**
 - Future Meetings ~**
To be determined
- XV. 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 10, 2020 via an online meeting. Present were Directors Edward Andres, Susan Baxter, Cedric Dettmar, Bryan Eichfeld, Michael Karabin, Tracy Magnotta, Dr. Shamim Pakzad, Sandra Miller and Shawn Welch. Also present were Dr. Craig B. Butler, Superintendent; David Bonenberger, Board Secretary and Mark Fitzgerald, District Solicitor

- I. **Call to the Order** – 7:10 pm - *Dr. Shamim Pakzad, President, presiding*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *David Bonenberger, Secretary*
9-present, 0-absent
- IV. **Motion to Approve Agenda** – Director Welch, seconded by Director Karabin move to approve the Agenda. Vote: 9-yes, 0-no
- V. **Announcement of Executive Session** – November 10, 2020
- VI. **Approval of Minutes** – Director Miller, seconded by Director Eichfeld moved to approve the minutes of October 27, 2020. Vote: 9-yes, 0-no
- VII. **Recognition** – None
- VIII. **Presentation** –None
- IX. **Superintendent’s Report** – *Dr. Craig Butler, Superintendent*
Dr. Butler thanked parents, faculty, staff, and administration for working together to keep the schools open during this time.
- X. **Courtesy of the Floor to Visitors – Agenda Items Only** – None
- XI. **Presentation of Bills** – *David Bonenberger*
 - A. General Expenditures – \$ 404,632.88
 - B. Cafeteria Expenditures – \$12,498.47
 - C. Health Benefits – None
 - D. Capital Projects – None
 1. Approve the above presentation of bills.

Director Dettmar, seconded by Director Miller moved to approve the presentation of the Bills. Vote: 9-yes, 0-no
- XII. **Treasurer’s Report** – *Cedric Dettmar/David Bonenberger*
 - A. Cash Investment and Bond Activity – None

- B. Condensed Board Summary Report – None
- C. Capital Project Finance Report – None
- D. Budget Transfers – \$1,216.71
- E. Middle School Activity Report – None
- F. High School Activity Report – None

1. Approve the above Treasurer’s Report.

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

Vote: 9-yes, 0-no

A. Education

- A. Academic and Personnel Committee Summary – November 4, 2020
- B. Discussion of Winter Sports

Director Eichfeld proposes we withdraw from winter sports because all the closures happened due to extracurricular activities.

Director Dettmar asked if we have had spread with extracurricular activities.

Director Magnotta thinks it is too early to jump to that conclusion.

Director Miller would like to see how winter sports go before we decide to shut it down.

Director Pakzad has a hard time seeing how we keep separate the extracurricular compared to the education.

Director Baxter is not comfortable with starting winter sports without masks.

Director Miller, seconded by Director Andres moved to approve Winter Sports to begin practices and follow administrative protocols and for the administration to schedule games and competitions. Coaches are to report back to the administration and the Board as to how everything is going. Vote: 9-yes, 0-no

1. Approve the attached lists of Surplus/Obsolete items.
2. Approve the first reading of the following policies:
 - 217 – Graduation Requirements
 - 247 – Hazing
 - 249 – Bullying/Cyber bullying

Director Welch is concerned about Policy 247 & 249 that we are covering out of school settings. He is concerned about the area of private residence that we are intruding and others have jurisdiction.

Director Karabin, seconded by Director Eichfeld moved to approve Education Items #1 & 2 with changes made to Policy 249.

Director Welch, seconded by Director Baxter moved to amend Policy 249 by removing “private residence, commercial establishments, non-school public places”.

Vote: 7-yes, 2-no (Dettmar and Magnotta)

Vote: 9-yes, 0-no

B. Personnel

1. Approve the following professional retirements:

James Colbert, middle school social studies teacher, effective at the end of the 2020-21 school year.

Linda Castner, first grade teacher, effective November 16, 2021.

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

Vote: 9-yes, 0-no

Directors Miller and Pakzad expressed their appreciation to both teachers for all they have done for the school.

2. Approve the resignation of Kimberly Reilly, high school paraprofessional; her last day was October 30, 2020.
3. Approve the ratification of furloughs due to school closure and lack of work from November 2, 2020 through November 13, 2020 for the following food service employees:
David Rasich
Sonja Miller
Susan Adams
Wanda Luybli
Margaret Miller
Cindy Kichline
4. Approve the following sabbatical leave:
Jennifer Campbell, kindergarten teacher, for the first semester of the 2021-22 school year for study. Mrs. Campbell will return to her position on the first day of the second semester.
5. Approve the following Family First Coronavirus Response Act leaves:
Christina Higgins, middle school special education teacher – extending her leave until November 27, 2020. She was to return November 16, 2020. She will now return on November 30, 2020.
Kristin Schlotter, middle school science teacher – November 11, 2020 through December 23, 2020. She will return on January 4, 2021.

6. Approve transferring James Bartley from Part Time Bus Driver to Full Time Bus Driver pending completion of requirements.
7. Approve the following long term substitutes:

Shannan Clayton, first grade long term substitute, beginning approximately November 30, 2020 and continue through approximately April 30, 2021. Base salary is \$53,182 (B, Step 1), which will be prorated for the number of days worked. Ms. Clayton is replacing Julie Bechtold, who will be on maternity leave during this time.

Owen Divers, fourth grade long term substitute, beginning November 30, 2020 and continue for the remainder of the 2020-21 school year. Base salary is \$53,182 (B, Step 1), which will be prorated for the number of days worked. Mr. Divers is replacing Vivian Demko, who is on leave then retiring.
8. Approve the first reading of the following job description:
Assistant to the Superintendent
9. Approve the following co-curricular/extra duty appointments for the 2020-21 school year. (See NOTE below)
High School
Michael Yoder – 9th Grade Class Advisor – \$746

NOTE: *The District's obligation to pay the coaches and supplemental positions above is subject to the District's ability to hold and/or participate in the activity in light of the COVID-19 Crisis. In the event (1) the District is closed or providing modified services, (2) unable to hold the activity as the result of direction from outside agencies such as PDE, PIAA, the CDC, the Governor's Office, District XI, etc., or (3) the Administration determines not to hold such activities for the safety of the students and community, the District shall have no obligation to pay athletic and non-athletic contracts appointed herein. In the event the fall sports and/or activities are reduced, the athletic and non-athletic contracts approved above shall be paid a pro-rated amount of the stipend based on the percentage of the season/activity that was held and students participated. The decision to cancel and/or discontinue the activities or sports season shall be at the exclusive discretion of the Administration based, in part, on guidance from the Center for Disease Control, the Commonwealth of Pennsylvania, other health agencies, and student participation in such activities.*

Director Welch, seconded by Director Eichfeld moved to approve Personnel Items #2-9.
Vote: 9-yes, 0-no

C. Facilities

1. Credit change order for unused material allowances in the amount of \$7,295.00 from CMG of Easton, Inc.

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

D. Finance

No Reports of Recommendations

E. Community Outreach – SV Partnership – Michael Karabin and Shawn Welch

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

G. Colonial Intermediate Unit – Sandra Miller

H. PSBA – Sandra Miller

I. Hellertown/Lower Saucon Chamber of Commerce – Michael Karabin

J. Saucon Valley Foundation for Educational Innovation – Tracy Magnotta

K. Northampton Community College – Susan Baxter

L. New Business – Director Pakzad, seconded by Director Dettmar moved to approve allowing the Superintendent to decide when to close the schools to do contact tracing and cleaning. The Superintendent will also determine the length of time the schools will be closed based upon the totality of cases and after consultation with the medical team. Vote: 9-yes, 0-no

M. Old Business**XIII. Citizens' Inquiries and Comments –**

C. Shirk – Wanted to be able to answer any questions the Board had about Wrestling.

D. Lloyd – Is concerned that we are not going to be following CDC guidelines, Dr. Butler should not be overriding CDC guidelines.

K. Roberts – Is concerned about not following our Health and Safety Plan. Concerned we are picking and choosing what we are adhering to.

S. Donahue – Feels that canceling winter sports would be a mistake; the Athletic Re-socialization plan is too strict.

K. Riefenstahl – Commented that it is excessive and overbearing to shut down winter sports before something has happened.

Mark – Commented that we should pay attention to what is going on, cases are rising.

J. Banonis – Commented that there is political messaging on campus and the District should be neutral.

M. Lanning – Health & Safety Plan mandates mask wearing but some students are not required to wear a mask. She is concerned about how many exceptions are being made.

T. Scherer – Is concerned with the high school students coming down to the middle school for band.

K. Danubio – Is concerned about teachers personal political views being spoken at the high school to the students.

XIV. Announcements

Future Meetings ~

December 1, 2020 – 7 pm –Reorganization and Business Meeting – TBA

XV. Motion to Adjourn Meeting

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

Vote: 9-yes, 0-no

9:48 pm

ATTEST: _____

Secretary

President

Fund Accounting Check Summary

PLGIT GENERAL - From 11/06/2020 To 11/25/2020

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00056343	JOHNSON CONTROLS FIRE PROTECTION LP	REPAIRS & MAINT SVCS.....		97.87
00056344	PENNSYLVANIA ASSOCIATION OF PSADA	PROF ED EMP TRN & DVLP.....		200.00
00056345	PSADA	DUES & FEES.....		80.00
00056346	PSADA	DUES & FEES.....		50.00
00056347	AFLAC	AFLAC W/H.....		165.30
00056348	KEYSTONE COLLECTIONS GROUP	BERKHEIMER GARN W/H.....		34.06
00056349	Pennsylvania FIRST Robotics	DUES & FEES.....		175.00
00056350	ABA SUPPORT SERVICES, LLC	OTHER PROFESSIONAL SVC.....		75.00
00056351	AMAZON	GENERAL SUPPLIES.....		804.52
00056352	AMERICAN SCHOOL COUNSELOR ASSOCIATION	DUES & FEES.....		189.00
00056353	ARANYOS, DOROTHY M.	MISC EXPENDITURES.....		500.00
00056354	ARTS ACADEMY CHARTER SCHOOL	TUITION TO PA CHARTER.....		4,082.66
00056355	ARTS ACADEMY ELEMENTARY CHARTER SCHOOL	TUITION TO PA CHARTER.....		4,082.66
00056356	ASHA	DUES & FEES.....		253.00
00056357	Achievement House Cyber Charter School	TUITION TO PA CHARTER.....		1,260.55
00056358	BEHAVIORIAL HEALTH ASSOCIATES	PROF ED SRV OTHR ED AG.....		2,588.25
00056359	BETHLEHEM AREA SCHOOL DISTRICT	TUITION TO OTHER LEA.....		755.80
00056360	BAVTS	TUITION TO AREA VO-TECH.....		33,240.00
00056361	BSN SPORTS, LLC	GENERAL SUPPLIES.....	UNIFORMS.....	993.27
00056362	BUXMONT ACADEMY	TUITION TO NON-PUBLIC.....		3,375.75
00056363	CARDMEMBER SERVICE	DUES & FEES.....		5.00
00056364	CCIU- CHESTER COUNTY IU #24	PRO- ED SVCS - IUS.....		5,723.34
00056365	CHAD SHIRK	GENERAL SUPPLIES.....		31.00
00056366	CHRIN HAULING, INC	DISPOSAL SERVICES.....		1,967.84
00056367	CINTAS CORPORATION-#101	LAUNDRY/LINEN/DRY CLEAN.....		30.00
00056368	THE COLLEGE BOARD	DUES & FEES.....		400.00
00056369	COLONIAL INTERMEDIATE UNIT #20	PRO- ED SVCS - IUS.....		66,338.70
00056370	COMMONWEALTH CHARTER ACADEMY	TUITION TO PA CHARTER.....		39,020.52
00056371	CONSTELLATION ENERGY GAS SERVICES, LLC	NATURAL GAS.....		4,041.95
00056372	COOPER ELECTRIC SUPPLY CO.	GENERAL SUPPLIES.....		352.30

* Denotes Non-Negotiable Transaction

- Payables within Check

P - Prenote

d - Direct Deposit

c - Credit Card Payment

Fund Accounting Check Summary

PLGIT GENERAL - From 11/06/2020 To 11/25/2020

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00056373	CRYSTAL SPRINGS	GENERAL SUPPLIES.....		161.16
00056374	Dr. R. Ketterer Charter School, Inc.	TUITION TO PA CHARTER.....		4,139.08
00056375	EASTON ARTS ACADEMY ELEMENTARY CHARTER SCHOOL	TUITION TO PA CHARTER.....		1,260.55
00056376	FENSTERMACHER, ANNA	MISC EXPENDITURES.....		250.00
00056377	FLINN SCIENTIFIC CO. INC.	GENERAL SUPPLIES.....		96.66
00056378	FOLLETT SCHOOL SOLUTIONS, INC.	BOOKS AND PERIODICALS.....		1,335.98
00056379	GENERAL HEALTHCARE RESOURCES, LLC	OTHER PROFESSIONAL SVC.....		8,988.00
00056380	GOPHER	GENERAL SUPPLIES.....		178.49
00056381	HEINEMANN	BOOKS AND PERIODICALS.....		459.51
00056382	HILLYARD - DELAWARE VALLEY	REPAIRS & MAINT SVCS.....		3,852.56
00056383	HOUGHTON MIFFLIN HARCOURT PUBLISHING CO.	BOOKS AND PERIODICALS.....		27.52
00056384	HUDL	OTHER PROFESSIONAL SVC.....		3,000.00
00056385	JOHNSTONE SUPPLY	GENERAL SUPPLIES.....		505.00
00056386	Jaso, Patricia	MISC EXPENDITURES.....		250.00
00056387	KEYSTONE COLLECTIONS GROUP	OFFICE ADMIN/SERV.....	COMMUNICATIONS.....	13,925.37
00056388	LEHIGH LEARNING ACADEMY	TUITION TO NON-PUBLIC.....		2,667.00
00056389	LEHIGH VALLEY DUAL LANGUAGE CHARTER SCHOOL	TUITION TO PA CHARTER.....		2,521.09
00056390	LOWE AND MOYER GARAGE, INC.	GENERAL SUPPLIES.....		5,120.15
00056391	Luybli, Wanda	MISC EXPENDITURES.....		250.00
00056392	MEDCO SUPPLY COMPANY	GENERAL SUPPLIES.....		20.34
00056393	MICROBAC LABORATORIES, INC.	REPAIRS & MAINT SVCS.....		59.45
00056394	MUSIC & ARTS	BOOKS AND PERIODICALS.....		1,085.00
00056395	MUSIC IN MOTION	GENERAL SUPPLIES.....		928.60
00056396	NORTH EAST PARTS GROUP, LLC.	GENERAL SUPPLIES.....		291.51
00056397	NAZARETH FORD	GENERAL SUPPLIES.....		81.21
00056398	NIAAA	PROF ED EMP TRN & DVLDP.....	DUES & FEES.....	740.00
00056399	NORTHAMPTON COMMUNITY COLLEGE	TUITION TO COMM COLLEGE.....		22,911.42
00056400	PAXTON/PATTERSON LLC	GENERAL SUPPLIES.....		1,772.30
00056401	NCS PEARSON, INC.	GENERAL SUPPLIES.....		2,256.40
00056402	PENNSYLVANIA DISTANCE LEARNING CHARTER SCHOOL	TUITION TO PA CHARTER.....		5,644.23

* Denotes Non-Negotiable Transaction

- Payables within Check

P - Prenote

d - Direct Deposit

c - Credit Card Payment

Fund Accounting Check Summary

PLGIT GENERAL - From 11/06/2020 To 11/25/2020

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00056403	PIAA	DUES & FEES.....		35.00
00056404	PIONEER MANUFACTURING CO	GENERAL SUPPLIES.....		763.00
00056405	PPL ELECTRIC UTILITIES	ELECTRICITY.....		26,369.67
00056406	PRAXAIR DISTRIBUTION, INC.	GENERAL SUPPLIES.....		117.38
00056407	ProShred Security Philadelphia	REPAIRS & MAINT SVCS.....		476.00
00056408	QUAKER CITY PAPER	GENERAL SUPPLIES.....		189.00
00056409	Roberts Oxygen Co., Inc	GENERAL SUPPLIES.....		103.33
00056410	SAUCON VALLEY SPORTING GOODS	GENERAL SUPPLIES.....		690.00
00056411	SCHOOL BUS PARTS COMPANY	GENERAL SUPPLIES.....		190.80
00056412	SCHOOL NURSE SUPPLY INC.	GENERAL SUPPLIES.....		185.00
00056413	SERVICE ELECTRIC CO.	COMMUNICATIONS.....		1,140.93
00056414	SHERWIN-WILLIAMS CO.	GENERAL SUPPLIES.....		275.13
00056415	SOCIAL STUDIES SCHOOL SERVICE	GENERAL SUPPLIES.....		629.00
00056416	ST. LUKE'S HOSPITAL	OTHER PROFESSIONAL SVC.....	D & A SCREENING.....	461.00
00056417	SUN LIFE ASSURANCE COMPANY OF CANADA	ASSURANT VOL LIFE W/H.....		1,416.77
00056418	Saucon True Value	GENERAL SUPPLIES.....		400.32
00056419	TALLEY PETROLEUM ENT, INC.	GASOLINE.....		6,104.02
00056420	TCI	BOOKS AND PERIODICALS.....		4,725.00
00056421	TELEMEDICINE MANAGEMENT, INC.	GROUP INSURANCE.....		1,435.00
00056422	THE MORNING CALL, INC.	ADVERTISING.....		2,868.82
00056423	THE PENNSYLVANIA CYBER CHARTER SCHOOL	TUITION TO PA CHARTER.....		28,277.62
00056424	THOMAS HALCISAK	GENERAL SUPPLIES.....		121.32
00056425	TOMLINSON BOMBERGER	REPAIRS & MAINT SVCS.....		28,031.50
00056426	TOYOTALIFT NORTHEAST LLC	GENERAL SUPPLIES.....		4,596.47
00056427	TuWay Communications	COMMUNICATIONS.....		1,776.32
00056428	UGI SOUTH	NATURAL GAS.....		8,190.42
00056429	VERIZON WIRELESS	COMMUNICATIONS.....		2,235.69
00056430	WAYSIDE PUBLISHING	EDUC SOFT & LIC.....		40.00
00056431	goBILDA	GENERAL SUPPLIES.....		585.10
00056432	BANNON, BRIAN	OTHER PROFESSIONAL SVC.....		80.00
00056433	BRIAN SWEITZER	OTHER PROFESSIONAL SVC.....		80.00
00056434	CUDZIL, MICHAEL	OTHER PROFESSIONAL SVC.....		80.00
00056435	Parton, Terry	OTHER PROFESSIONAL SVC.....		47.00
00056436	Turing Tumble, LLC	GENERAL SUPPLIES.....		596.83

* Denotes Non-Negotiable Transaction

- Payables within Check

P - Prenote

d - Direct Deposit

C - Credit Card Payment

Fund Accounting Check Summary

PLGIT GENERAL - From 11/06/2020 To 11/25/2020

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00056437	WOODRING, DARYL	OTHER PROFESSIONAL SVC.....		80.00
00056438	WRIGHT, RAYMOND	OTHER PROFESSIONAL SVC.....		80.00
00056439	21ST CENTURY CYBER CHARTER SCHOOL	TUITION TO PA CHARTER.....		11,344.95
00056440	AMAZON	GENERAL SUPPLIES.....		1,249.93
00056441	BSN SPORTS, LLC	GENERAL SUPPLIES.....		2,211.08
00056442	CINTAS CORPORATION-#101	LAUNDRY/LINEN/DRY CLEAN.....		15.00
00056443	THE COLLEGE BOARD	EDUC SOFT & LIC.....		7,265.80
00056444	COMMUNICATION SYSTEMS, INC.	REPAIRS & MAINT SVCS.....		256.00
00056445	Courtclean/TKH Design, Inc.	GENERAL SUPPLIES.....		1,949.04
00056446	DANIEL C. KIRIPOSKI, INC.	RENTAL OF EQUIPMENT.....		273.50
00056447	DEWEY FIRE COMPANY E.M.S.	OTHER PROFESSIONAL SVC.....		762.50
00056448	ESHBACH BROTHERS, L.P.	REPAIRS & MAINT SVCS.....		1,510.91
00056449	FOX ROTHSCHILD, LLP	OTHER PROFESSIONAL SVC.....		10,354.50
00056450	FRANCE, ANDERSON, BASILE AND COMPANY, P.C.	OTHER PROFESSIONAL SVC.....		4,680.00
00056451	GRAINGER	GENERAL SUPPLIES.....		302.00
00056452	HERFF JONES, LLC.	GENERAL SUPPLIES.....		308.05
00056453	HOBBY LOBBY STORES, INC.	GENERAL SUPPLIES.....		165.81
00056454	INTEGRITEC INC.	REPAIRS & MAINT SVCS.....	GENERAL SUPPLIES.....	565.00
00056455	INTERSTATE BATTERY OF ALLENTOWN	GENERAL SUPPLIES.....		791.70
00056456	LEHIGH UNIVERSITY	TUITION REIMBURSEMENT.....		1,548.00
00056457	LINCOLN LEADERSHIP ACADEMY CHARTER SCHOOL	TUITION TO PA CHARTER.....		3,781.65
00056458	MACMILLAN OIL CO.OF ALLENTOWN	GENERAL SUPPLIES.....		704.80
00056459	PERFORMANCE HEALTH SUPPLY INC.	GENERAL SUPPLIES.....		101.70
00056460	MICROBAC LABORATORIES, INC.	REPAIRS & MAINT SVCS.....		59.45
00056461	MILLER, TAMARA	TUITION REIMBURSEMENT.....		895.00
00056462	MUSIC & ARTS	GENERAL SUPPLIES.....		15,386.00
00056463	NORTHEAST JANITORIAL SUPPLY	GENERAL SUPPLIES.....		216.06
00056464	OVERDRIVE	BOOKS AND PERIODICALS.....		3,895.00
00056465	OVERDRIVE, INC.	EDUC SOFT & LIC.....		47.48
00056466	PA DEPT OF LABOR & INDUSTRY-B'	DUES & FEES.....		45.60
00056467	PPL ELECTRIC UTILITIES	ELECTRICITY.....		838.65
00056468	QUAKER CITY PAPER	GENERAL SUPPLIES.....		4,223.96

* Denotes Non-Negotiable Transaction

- Payables within Check

P - Prenote

d - Direct Deposit

c - Credit Card Payment

Fund Accounting Check Summary

PLGIT GENERAL - From 11/06/2020 To 11/25/2020

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00056469	REACH CYBER CHARTER SCHOOL	TUITION TO PA CHARTER.....		22,031.36
00056470	SEPULVEDA, SUSIE	OTHER PROFESSIONAL SVC.....		1,300.00
00056471	SUPERIOR AUTO SERVICE CO. INC.	REPAIRS & MAINT SVCS.....		26.40
00056472	SWEET, STEVENS, KATZ AND WILLIAMS, LLP	OTHER PROFESSIONAL SVC.....		225.00
00056473	CONTINUED.COM	PROF ED EMP TRN & DVLP.....		99.00
00056474	THE CAMPHILL SCHOOL, INC.	TUITION TO NON-PUBLIC.....		8,847.11
00056475	THE DIGITAL SLP, LLC.	EDUC SOFT & LIC.....		249.00
00056476	THE LEHIGH VALLEY CHARTER H.S. FOR THE ARTS, INC.	TUITION TO PA CHARTER.....		30,855.19
00056477	SCHAF'S VIDEO PRODUCTIONS	OTHER PROFESSIONAL SVC.....		125.00
00056478	TeamBuildr	EDUC SOFT & LIC.....		1,200.00
00056479	UGI SOUTH	NATURAL GAS.....		63.55
00056480	UNITED ELECTRIC SUPPLY CO., INC.	GENERAL SUPPLIES.....		500.16
00056481	WEISS-SCHANTZ AGENCY INC.	GENERAL PROP & LIAB INS.....		309,240.00
10-GENERAL FUND				829,676.25
Grand Total Manual Checks :				0.00
Grand Total Regular Checks :				829,676.25
Grand Total Direct Deposits:				0.00
Grand Total Credit Card Payments:				0.00
Grand Total All Checks :				829,676.25

* Denotes Non-Negotiable Transaction

- Payables within Check P - Prenote d - Direct Deposit C - Credit Card Payment

Fund Accounting Check Summary

LAFAYETTE GENERAL - From 11/11/2020 To 11/23/2020

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
*D0000548	GLENN R. BROWN	OTHER PROFESSIONAL SVC.....		121.28 ^d
		10-GENERAL FUND		121.28
		Grand Total Manual Checks :		0.00
		Grand Total Regular Checks :		0.00
		Grand Total Direct Deposits:		121.28
		Grand Total Credit Card Payments:		0.00
		Grand Total All Checks :		121.28

- Payables within Check * Denotes Non-Negotiable Transaction
 P - Prenote d - Direct Deposit C - Credit Card Payment

Fund Accounting Check Summary

CAFE - PLGIT - From 11/05/2020 To 11/23/2020

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00003154	AMAZON	GENERAL SUPPLIES.....		71.82
00003155	BALFORD FARMS - LOCK BOX	MILK.....		4,441.18
00003156	FEESER'S	FOOD.....		17,548.31
00003157	KEYCO DISTRIBUTORS, INC.	FOOD.....		122.76
00003158	MORABITO BAKING CO.	FOOD.....		108.82
00003159	PENN JERSEY PAPER CO.	GENERAL SUPPLIES.....		236.09
00003160	SINGER EQUIPMENT COMPANY	GENERAL SUPPLIES.....		1,640.64
			50-CAFETERIA	24,169.62
			Grand Total Manual Checks :	0.00
			Grand Total Regular Checks :	24,169.62
			Grand Total Direct Deposits:	0.00
			Grand Total Credit Card Payments:	0.00
			Grand Total All Checks :	24,169.62

- Payables within Check * Denotes Non-Negotiable Transaction
 P - Prenote d - Direct Deposit c - Credit Card Payment

Fund Accounting Check Summary

PLGIT HEALTH BENEFIT - From 10/24/2020 To 11/25/2020

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00000344	EQUITABLE FINANCIAL LIFE INSURANCE CO. OF AMERICA	GROUP INSURANCE.....		5,265.85
*W3180229	CAPITAL BLUE CROSS	WEEKLY CLAIMS.....		56,661.29
*W3182607	SYNCHRONY RX	RX CLAIMS 10/16-10/31.....		32,994.86
*W3182608	SYNCHRONY RX	ADMIN FEES.....		1,684.70
*W3182974	DELTA DENTAL	WEEKLY CLAIMS.....		2,706.00
*W3185185	CAPITAL BLUE CROSS	WEEKLY CLAIMS.....		42,052.75
*W3187522	DELTA DENTAL	WEEKLY CLAIMS.....		7,590.00
*W3189940	CAPITAL BLUE CROSS	WEEKLY CLAIMS.....		96,778.62
*W3192285	DELTA DENTAL	WEEKLY CLAIMS.....		4,956.00
*W3192605	SYNCHRONY RX	RX CLAIMS 11/1 - 11/15.....		36,866.82
*W3194435	CAPITAL BLUE CROSS	WEEKLY CLAIMS.....		112,996.42
*W3194592	EVOLVE INSURANCE ADVISORS, LLC.	DECEMBER PREMIUM.....		1,692.00
*W3194594	RESOLUTE UNDERWRITING STRATEGIES	DECEMBER PREMIUM.....		11,266.18
*W3196391	DELTA DENTAL	WEEKLY CLAIMS.....		3,670.60
*W3196392	VISION BENEFITS OF AMERICA	OCTOBER CLAIMS.....		1,491.64
*W3196393	DELTA DENTAL	ADMIN FEES.....		1,421.86

10-GENERAL FUND 420,095.59

Grand Total Manual Checks :	414,829.74
Grand Total Regular Checks :	5,265.85
Grand Total Direct Deposits:	0.00
Grand Total Credit Card Payments:	0.00
Grand Total All Checks :	420,095.59

- Payables within Check * Denotes Non-Negotiable Transaction
 P - Prenote d - Direct Deposit C - Credit Card Payment

11/23/2020 11:41:37 AM

SAUCON VALLEY SCHOOL DISTRICT

Cash, Investment and Bond Activity October 31, 2020

CASH ACCOUNTS

	Balance 10/1/20	Earnings/Deposits	Disbursements	Balance 10/31/20
PLGIT PLUS	\$ -	\$ -	\$ -	\$ -
PLGIT/CLASS	\$ 4,151,467.02	\$ 179.63	\$ -	\$ 4,151,646.65
PLGIT General	\$ 14,722,415.42	\$ 9,192,721.31	\$ 3,638,915.29	\$ 20,276,221.44
PLGIT Salary	\$ 7,432.75	\$ 1,135,655.72	\$ 1,135,655.72	\$ 7,432.75
PLGIT Health Benefits	\$ 17,830.16	\$ 488,954.39	\$ 488,954.39	\$ 17,830.16
PLGIT Cafeteria	\$ 81,095.62	\$ 0.76	\$ 24,779.03	\$ 56,317.35
Lafayette General	\$ 904,662.81	\$ 252,531.70	\$ 59,882.28	\$ 1,097,312.23
Lafayette Tax Collection	\$ -	\$ -	\$ -	\$ -
Lafayette Prepaid Tax	\$ -	\$ -	\$ -	\$ -
Lafayette Flexible Spending	\$ 23,284.17	\$ 5,929.72	\$ 6,480.37	\$ 22,733.52
Lafayette Cafeteria	\$ 35,932.52	\$ 4,352.49	\$ 4.60	\$ 40,280.41
Total Cash Accounts	\$ 19,944,120.47	\$ 11,080,325.72	\$ 5,354,671.68	\$ 25,669,774.51

*Earnings/Deposits includes transfers of \$1,630,539.83 between accounts
**Disbursements includes transfers of \$1,630,539.83 between accounts

INVESTMENT ACCOUNTS

	Balance 10/1/20	Earnings/Deposits	Disbursements	Balance 10/31/20
Cafeteria Certificate of Deposit (Closed Feb 06)	\$ -	\$ -	\$ -	\$ -
PSDLAF	\$ 8,222,182.81	\$ 9,145.18	\$ -	\$ 8,231,327.99
PLGIT / PLUS (61)	\$ 814.17	\$ 0.04	\$ -	\$ 814.21
Total Investment Accounts	\$ 8,222,996.98	\$ 9,145.22	\$ -	\$ 8,232,142.20

	Balance 10/1/20	Earnings/Deposits	Disbursements	Balance 10/31/20
1998 Construction Fund (195-04)	\$ -	\$ -	\$ -	\$ -
G.O. Bonds, Series of 2017 (195-14)	\$ 6,026.09	\$ 0.26	\$ -	\$ 6,026.35
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	\$ 6,026.09	\$ 0.26	\$ -	\$ 6,026.35

CAPITAL RESERVE FUND

	Balance 10/1/2020	Earnings/Deposits	Disbursements	Balance 10/31/20
Capital Reserve Fund	\$ 165,565.01	\$ 1.55	\$ -	\$ 165,566.56

(UNADJUSTED)
Condensed Board Summary Report

Fund: 10 GENERAL FUND

From 07/01/2020 To 10/31/2020

fabrdcon

Account	Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	YTD % Used	Unliquidated Encumbrances	Balance
1000's							
1110	REG PROG ELEM/SECONDARY	20,022,196.00	4,267,872.94	4,267,872.94	21.69	75,433.03	15,678,890.03
1100	*TOTALS*	20,022,196.00	4,267,872.94	4,267,872.94	21.69	75,433.03	15,678,890.03
1225	SPEECH	378,580.00	67,318.98	67,318.98	18.22	1,661.27	309,599.75
1231	EMOTIONAL SUPPORT	406,341.00	63,626.26	63,626.26	15.70	202.31	342,512.43
1241	LEARNING SUPPORT	5,844,491.00	1,265,125.13	1,265,125.13	21.69	2,760.48	4,576,605.39
1243	GIFTED SUPPORT	302,589.00	60,634.64	60,634.64	20.04	26.00	241,928.36
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	0.00	124,000.00
1200	*TOTALS*	7,056,001.00	1,456,705.01	1,456,705.01	20.71	4,650.06	5,594,645.93
1390	VOCATIONAL EDUCATION	750,145.00	366,676.35	366,676.35	48.88	0.00	383,468.65
1300	*TOTALS*	750,145.00	366,676.35	366,676.35	48.88	0.00	383,468.65
1410	DRIVERS' EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00
1420	SUMMER SCHOOL	22,746.00	10,944.91	10,944.91	48.11	0.00	11,801.09
1430	HOMEBOUND INSTRUCTION	13,506.00	0.00	0.00	0.00	0.00	13,506.00
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
1480	TITLE I	0.00	0.00	0.00	0.00	0.00	0.00
1490	ACCOUNTABILITY	0.00	0.00	0.00	0.00	0.00	0.00
1400	*TOTALS*	36,252.00	10,944.91	10,944.91	30.19	0.00	25,307.09
1500	NONPUBLIC SCHOOL PGMS	0.00	0.00	0.00	0.00	0.00	0.00
1500	*TOTALS*	0.00	0.00	0.00	0.00	0.00	0.00
1693	COMMUNITY COLLEGE SPSHP	286,572.00	103,280.68	103,280.68	36.04	0.00	183,291.32
1600	*TOTALS*	286,572.00	103,280.68	103,280.68	36.04	0.00	183,291.32
Major Function - 1000's		28,151,166.00	6,205,479.89	6,205,479.89	22.32	80,083.09	21,865,603.02
2000's							
2120	GUIDANCE SERVICES	1,157,160.00	258,580.57	258,580.57	22.56	2,483.70	896,095.73
2130	ATTENDANCE SERVICES	130,821.00	35,174.71	35,174.71	28.17	1,689.25	93,957.04
2140	PSYCHOLOGICAL SERVICES	282,130.00	55,559.98	55,559.98	21.74	5,791.23	220,778.79
2150	SPEECH PATH/AUDIOLOGY	0.00	0.00	0.00	0.00	0.00	0.00
2100	*TOTALS*	1,570,111.00	349,315.26	349,315.26	22.88	9,964.18	1,210,831.56
2200	SUPPORT SERVICES-INSTRU	0.00	0.00	0.00	0.00	0.00	0.00
2220	TECH SUPPORT SERVICES	1,289,421.00	599,605.80	599,605.80	51.09	59,285.88	630,529.32
2230	EDU TELEVISION SERVICES	4,500.00	0.00	0.00	0.00	0.00	4,500.00
2250	SCHOOL LIBRARY SERVICES	597,400.00	132,635.29	132,635.29	23.90	10,144.36	454,620.35

(UNADJUSTED)
Condensed Board Summary Report

Fund: 10 GENERAL FUND

From 07/01/2020 To 10/31/2020

fabrdcon

Account	Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	YTD % Used	Unliquidated Encumbrances	Balance
2260	INSTRUCTION & CURR DEV	563,301.00	109,226.54	109,226.54	19.39	0.00	454,074.46
2271	INSTRUC STAFF DEVEL SVC	334,830.00	90,068.27	90,068.27	28.37	4,948.99	239,812.74
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
2290	OTHER INSTRUC STAFF SVC	248,756.00	49,688.04	49,688.04	19.97	0.00	199,067.96
2200	*TOTALS*	3,038,208.00	981,223.94	981,223.94	34.74	74,379.23	1,982,604.83
2310	BOARD SERVICES	54,523.00	30,298.52	30,298.52	55.57	0.00	24,224.48
2320	BOARD TREASURER SERVICE	300.00	250.00	250.00	83.33	0.00	50.00
2330	TAX ASSESS & COLLECTION	162,500.00	83,407.89	83,407.89	51.32	0.00	79,092.11
2340	STAFF RELATIONS/NEGO	0.00	0.00	0.00	0.00	0.00	0.00
2350	LEGAL SERVICES	150,000.00	31,763.59	31,763.59	21.17	0.00	118,236.41
2360	OFFICE SUPERINTENDENT	682,739.00	227,432.04	227,432.04	33.96	4,437.70	450,869.26
2380	OFFICE OF PRINCIPAL SVC	1,571,118.50	500,878.27	500,878.27	32.58	11,010.79	1,059,229.44
2300	*TOTALS*	2,621,180.50	874,030.31	874,030.31	33.93	15,448.49	1,731,701.70
2420	MEDICAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
2430	DENTAL SERVICES	600.00	0.00	0.00	0.00	0.00	600.00
2440	NURSING SERVICES	443,600.00	87,502.57	87,502.57	19.94	966.46	355,130.97
2400	*TOTALS*	444,200.00	87,502.57	87,502.57	19.91	966.46	355,730.97
2511	SUPP SERVICES-BUSINESS	852,942.00	390,633.07	390,633.07	46.06	2,243.64	460,065.29
2500	*TOTALS*	852,942.00	390,633.07	390,633.07	46.06	2,243.64	460,065.29
2690	OPER OF BLDG SERVICES	4,656,834.00	1,793,028.94	1,793,028.94	43.75	244,375.15	2,619,429.91
2600	*TOTALS*	4,656,834.00	1,793,028.94	1,793,028.94	43.75	244,375.15	2,619,429.91
2790	STUDENT TRANSP SERVICES	2,891,541.00	681,868.31	681,868.31	26.83	94,011.36	2,115,661.33
2700	*TOTALS*	2,891,541.00	681,868.31	681,868.31	26.83	94,011.36	2,115,661.33
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	3,500.00	0.00	0.00	0.00	0.00	3,500.00
2836	STAFF DEVELOPMENT SVCS	0.00	0.00	0.00	0.00	0.00	0.00
2800	*TOTALS*	3,500.00	0.00	0.00	0.00	0.00	3,500.00
2910	OTHER SUPPORT SERVICES	23,130.00	0.00	0.00	0.00	0.00	23,130.00
2900	*TOTALS*	23,130.00	0.00	0.00	0.00	0.00	23,130.00
Major Function - 2000's		16,101,646.50	5,157,602.40	5,157,602.40	34.77	441,388.51	10,502,655.59
3000's							
3000	OP OF NONINSTRUCT SVC	0.00	0.00	0.00	0.00	0.00	0.00

(UNADJUSTED)
Condensed Board Summary Report

Fund: 10 GENERAL FUND

From 07/01/2020 To 10/31/2020

fabrdcon

Account	Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	YTD % Used	Unliquidated Encumbrances	Balance
3000	*TOTALS*	0.00	0.00	0.00	0.00	0.00	0.00
3100	FOOD SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
3100	*TOTALS*	0.00	0.00	0.00	0.00	0.00	0.00
3200	STUDENT ACTIVITIES	249,735.50	5,133.31	5,133.31	3.12	2,678.40	241,923.79
3250	SCHOOL ATHLETICS	1,083,238.00	152,709.35	152,709.35	25.82	127,043.17	803,485.48
3200	*TOTALS*	1,332,973.50	157,842.66	157,842.66	21.57	129,721.57	1,045,409.27
3300	COMMUNITY SERVICES	13,481.00	0.00	0.00	0.00	0.00	13,481.00
3300	*TOTALS*	13,481.00	0.00	0.00	0.00	0.00	13,481.00
Major Function - 3000's		1,346,454.50	157,842.66	157,842.66	21.35	129,721.57	1,058,890.27
5000's							
5100	OTHER EXPEND & FINANCE	0.00	0.00	0.00	0.00	0.00	0.00
5110	DEBT SERVICE	1,804,964.00	1,616,359.47	1,616,359.47	89.55	0.00	188,604.53
5130	REFUND PRIOR YR REV	0.00	2,441.10	2,441.10	0.00	0.00	-2,441.10
5100	*TOTALS*	1,804,964.00	1,618,800.57	1,618,800.57	89.68	0.00	186,163.43
5230	CAPITAL PROJ TRANSFERS	224,000.00	0.00	0.00	0.00	0.00	224,000.00
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
5200	*TOTALS*	224,000.00	0.00	0.00	0.00	0.00	224,000.00
5800	SUSPENSE ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00
5800	*TOTALS*	0.00	0.00	0.00	0.00	0.00	0.00
5900	BUDGETARY RESERVE	0.00	0.00	0.00	0.00	0.00	0.00
5900	*TOTALS*	0.00	0.00	0.00	0.00	0.00	0.00
Major Function - 5000's		2,028,964.00	1,618,800.57	1,618,800.57	79.78	0.00	410,163.43
EXPENDITURE Totals		47,628,231.00	13,139,725.52	13,139,725.52 ✓	28.95	651,193.17	33,837,312.31

(UNADJUSTED)
Condensed Board Summary Report

Fund: 10 GENERAL FUND

From 07/01/2020 To 10/31/2020

fabrdcon

Account	Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	YTD % Used	Unliquidated Encumbrances	Balance
5000's							
6001	FUND BALANCE	-1,459,318.00	0.00	0.00	0.00	0.00	-1,459,318.00
6000	*TOTALS*	-1,459,318.00	0.00	0.00	0.00	0.00	-1,459,318.00
6111	REAL ESTATE TAXES	-30,144,854.00	-25,678,325.45	-25,678,325.45	85.18	0.00	-4,466,528.55
6112	INTERIM REAL EXTATE TAX	-460,771.00	-72,278.66	-72,278.66	15.68	0.00	-388,492.34
6113	PUBLIC UTILITY REALTY	-35,000.00	-34,122.44	-34,122.44	97.49	0.00	-877.56
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	-25,000.00	-6,777.95	-6,777.95	27.11	0.00	-18,222.05
6151	EARNED INCOME TAX	-2,905,000.00	-1,036,236.53	-1,036,236.53	35.67	0.00	-1,868,763.47
6153	REALTY TRANSFER TAX	-290,000.00	-119,180.83	-119,180.83	41.09	0.00	-170,819.17
6100	*TOTALS*	-33,860,625.00	-26,946,921.86	-26,946,921.86	79.58	0.00	-6,913,703.14
6411	DELINQUENT RE TAX	-963,366.00	-467,135.97	-467,135.97	48.49	0.00	-496,230.03
6420	DELINQUENT PC SECT 679	0.00	-628.57	-628.57	0.00	0.00	628.57
6441	DELINQUENT PC 511	0.00	-645.65	-645.65	0.00	0.00	645.65
6400	*TOTALS*	-963,366.00	-468,410.19	-468,410.19	48.62	0.00	-494,955.81
6510	INTEREST ON INVESTMENTS	-75,000.00	-7,808.28	-7,808.28	10.41	0.00	-67,191.72
6530	GAIN/LOSS ON INVESTMNTS	0.00	0.00	0.00	0.00	0.00	0.00
6500	*TOTALS*	-75,000.00	-7,808.28	-7,808.28	10.41	0.00	-67,191.72
6710	ADMISSIONS	-74,400.00	-275.86	-275.86	0.37	0.00	-74,124.14
6740	FEES	-2,000.00	0.00	0.00	0.00	0.00	-2,000.00
6750	STUDENT EVT- SPEC EVENT	0.00	0.00	0.00	0.00	0.00	0.00
6790	OTHR STUDENT ACT INCOME	-15,000.00	0.00	0.00	0.00	0.00	-15,000.00
6700	*TOTALS*	-91,400.00	-275.86	-275.86	0.30	0.00	-91,124.14
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	-278,025.00	-77,878.80	-77,878.80	28.01	0.00	-200,146.20
6839	FEDERAL REVENUE - OTHER	0.00	0.00	0.00	0.00	0.00	0.00
6800	*TOTALS*	-278,025.00	-77,878.80	-77,878.80	28.01	0.00	-200,146.20
6910	USE OF FACILITIES	-3,500.00	0.00	0.00	0.00	0.00	-3,500.00
6920	CONTRIBUTION & DONATION	0.00	0.00	0.00	0.00	0.00	0.00
6941	REGULAR SCH TUITION	0.00	0.00	0.00	0.00	0.00	0.00
6942	SUMMER SCHOOL TUITION	-9,000.00	0.00	0.00	0.00	0.00	-9,000.00
6944	Tuition other LEA's	-27,000.00	0.00	0.00	0.00	0.00	-27,000.00
6980	COMMUNITY ACTIVITY REV	-7,900.00	0.00	0.00	0.00	0.00	-7,900.00
6990	MISCELLANEOUS REVENUE	0.00	-1,523.83	-1,523.83	0.00	0.00	1,523.83

(UNADJUSTED)
Condensed Board Summary Report

Fund: 10 GENERAL FUND

From 07/01/2020 To 10/31/2020

fabrdcon

Account	Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	YTD % Used	Unliquidated Encumbrances	Balance
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	-29,999.00	-4,055.68	-4,055.68	13.51	0.00	-25,943.32
6900	*TOTALS*	-77,399.00	-5,579.51	-5,579.51	7.20	0.00	-71,819.49
Major Function - 6000's		-36,805,133.00	-27,506,874.50	-27,506,874.50	74.73	0.00	-9,298,258.50
7000's							
7110	BASIC EDUCATION	-3,392,934.00	0.00	0.00	0.00	0.00	-3,392,934.00
7111	BASIC EDUCATION SUBSIDY	0.00	-913,828.00	-913,828.00	0.00	0.00	913,828.00
7112	SOCIAL SECURITY SUBSIDY	-833,243.00	-201,897.51	-201,897.51	24.23	0.00	-631,345.49
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
7100	*TOTALS*	-4,226,177.00	-1,115,725.51	-1,115,725.51	26.40	0.00	-3,110,451.49
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	-1,041,143.00	-307,916.00	-307,916.00	29.57	0.00	-733,227.00
7299	DIRECT PMT - PRRS & APS	0.00	0.00	0.00	0.00	0.00	0.00
7200	*TOTALS*	-1,041,143.00	-307,916.00	-307,916.00	29.57	0.00	-733,227.00
7310	TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00
7311	SD TRANSPORTATION	-285,000.00	-83,303.00	-83,303.00	29.22	0.00	-201,697.00
7312	NP TRANSPORTATION	-115,000.00	0.00	0.00	0.00	0.00	-115,000.00
7320	RENT & SINK FUND PYMT	0.00	0.00	0.00	0.00	0.00	0.00
7330	MEDICAL/DENTAL SVCS	-42,000.00	0.00	0.00	0.00	0.00	-42,000.00
7340	SUPPLEMENTAL REIMBURSE	-931,833.00	-631,725.38	-631,725.38	67.79	0.00	-300,107.62
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
7300	*TOTALS*	-1,373,833.00	-715,028.38	-715,028.38	52.04	0.00	-658,804.62
7500	ACCOUNTABILITY GRANT	0.00	0.00	0.00	0.00	0.00	0.00
7501	Accountability Grant	0.00	0.00	0.00	0.00	0.00	0.00
7505	READY TO LEARN BLK GRNT	-142,538.00	0.00	0.00	0.00	0.00	-142,538.00
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
7500	*TOTALS*	-142,538.00	0.00	0.00	0.00	0.00	-142,538.00

(UNADJUSTED)
Condensed Board Summary Report
Fund: 10 GENERAL FUND

From 07/01/2020 To 10/31/2020

fabrdcon

Account	Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	YTD % Used	Unliquidated Encumbrances	Balance
7810	FICA - STATE	0.00	0.00	0.00	0.00	0.00	0.00
7820	RETIREMENT - STATE	-3,762,095.00	0.00	0.00	0.00	0.00	-3,762,095.00
7800	*TOTALS*	-3,762,095.00	0.00	0.00	0.00	0.00	-3,762,095.00
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
7900	*TOTALS*	0.00	0.00	0.00	0.00	0.00	0.00
Major Function - 7000's		-10,545,786.00	-2,138,669.89	-2,138,669.89	20.27	0.00	-8,407,116.11
8000's							
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	-194,027.00	-74,617.22	-74,617.22	38.45	0.00	-119,409.78
8515	TITLE II	-48,285.00	-4,100.58	-4,100.58	8.49	0.00	-44,184.42
8516	TITLE III ESL	-6,420.00	0.00	0.00	0.00	0.00	-6,420.00
8517	DRUG FREE SCHOOLS	-13,580.00	0.00	0.00	0.00	0.00	-13,580.00
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
8500	*TOTALS*	-262,312.00	-78,717.80	-78,717.80	30.00	0.00	-183,594.20
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
8600	*TOTALS*	0.00	0.00	0.00	0.00	0.00	0.00
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	-16,743.06	-16,743.06	0.00	0.00	16,743.06
8749	CARES ACT - PCCD FUNDNG	0.00	-208,812.00	-208,812.00	0.00	0.00	208,812.00
8700	*TOTALS*	0.00	-225,555.06	-225,555.06	0.00	0.00	225,555.06
8810	MEDICAL ASSISTANCE	-15,000.00	0.00	0.00	0.00	0.00	-15,000.00
8820	MED ASSIS - TRANS & AD	0.00	0.00	0.00	0.00	0.00	0.00
8800	*TOTALS*	-15,000.00	0.00	0.00	0.00	0.00	-15,000.00
Major Function - 8000's		-277,312.00	-304,272.86	-304,272.86	109.72	0.00	26,960.86
9000's							
9330	Trans from Cap Reserve	0.00	0.00	0.00	0.00	0.00	0.00

(UNADJUSTED)
Condensed Board Summary Report
 Fund: 10 GENERAL FUND

From 07/01/2020 To 10/31/2020

fabrdcon

Account Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	YTD % Used	Unliquidated Encumbrances	Balance
9300 *TOTALS*	0.00	0.00	0.00	0.00	0.00	0.00
Major Function - 9000's	0.00	0.00	0.00	0.00	0.00	0.00
REVENUE Totals	-47,628,231.00	-29,949,817.25	-29,949,817.25 ✓	62.88	0.00	-17,678,413.75

SAUCON VALLEY SCHOOL DISTRICT

BUSINESS OFFICE

BUDGETARY TRANSFER FORM
2020-2021

Date: December 1, 2020

		TRANSFER AMOUNT		ACCOUNT TITLE	REASON FOR TRANSFER	
ACCOUNT #		IN	OUT			
1	TO	10-1110-810-000-30-000-000-000-CURR	175.00		REG - DUES & FEES - HS - CURR	BALANCE ACCOUNT
	FROM	10-1110-640-000-30-000-000-000-CURR		175.00	REG BKS & PRIDICLS - HS - CURR	TRANSFER OF FUNDS

Total Transfer: \$ 175.00

**Saucon Valley School District
Middle School Student Activities Report
For The Month of October, 2020**

Balance - September 30, 2020	\$ 34,226.44
Receipts	0.88
Disbursements	<u>(107.68)</u>
Balance - October 31, 2020	<u>\$ 34,119.64</u>
ART CLUB	\$ 19.19
BAND	4,077.79
CHEERLEADING	625.36
CHORUS	6,919.38
COMMUNITY SERVICE	386.52
GIRLS VOLLEYBALL	2,404.17
HONOR SOCIETY	427.54
I-TEAM	24.73
KNITTING CLUB	266.26
ODYSSEY OF THE MIND	2.61
READING OLYMPICS	381.77
SEAPEARCH / ROBOTICS	3,118.78
SKI CLUB	1,635.71
STUDENT COUNCIL	7,267.41
YEARBOOK	5,649.07
5TH GRADE	179.53
6TH GRADE	(8.80)
7TH GRADE	37.04
8TH GRADE	701.65
INTEREST	<u>3.93</u>
	<u>\$ 34,119.64</u>

Respectfully Submitted by James Deegan, Principal

SAUCON VALLEY HIGH SCHOOL
 FINANCIAL REPORTS
 OCTOBER 31, 2020
 CLUB ACCOUNT FUND

BEGINNING BALANCE	\$	53,836.70
INCOME		1,343.41
EXPENSES		2,182.57
ENDING BALANCE	\$	52,997.54

CLUB ACCOUNT	ENDING BALANCE
AEVIDUM	362.14
BAND	2,226.84
CALCULUS CLUB	590.41
CHORUS	728.10
CLASS OF 2017	(20.32)
CLASS OF 2020	5,293.16
CLASS OF 2021	169.05
CLASS OF 2022	781.51
CLASS OF 2023	379.08
CLASS OF 2024	370.90
DANCE TEAM	2,220.70
DRAMA CLUB	2,083.32
ENVIRONMENTAL CLUB	812.81
FBLA	6,849.57
FOREIGN LANGUAGE	1,398.53
GLOBAL SCHOLARS	6.16
GSA	51.41
NAT'L HONOR SOCIETY	4,400.99
LEO CLUB	688.39
MINI-THON	1,556.94
MODEL UN	324.19
NEWSPAPER	161.80
PAINTBALL	53.97
PHOTOGRAPHY CLUB	539.53
READING TEAM	64.41
ROBOTICS CLUB	1,120.59
RUGBY CLUB	690.86
SADD	199.55
SGA - STUDENT STORE	2,755.77
SKI CLUB	1,311.57
SMASH-VIDEO CLUB	27.60
SPIRIT COUNCIL	201.00
STEM	587.24
UNICEF	431.90
YEARBOOK	13,577.87
TOTALS	\$ 52,997.54

Tamara Gary
 Principal

Saucon Valley School District
Academic and Personnel Committee
Minutes of November 17, 2020 Zoom Meeting

Present were Academic and Personnel Committee Board Members: Susan Baxter, Cedric Dettmar, Shamim Pakzad, and Tracy Magnotta. Also present were: Administrators Craig Butler, Jaime Vlasaty, Amy Braxmeier, Tamara Gary, and School Directors Sandra Miller and Shawn Welch.

Meeting commenced at 5:02 pm.

Mr. Dettmar, second by Dr. Pakzad, made a motion to approve the agenda.

Mr. Dettmar, second by Dr. Pakzad, made a motion to approve the minutes of November 1, 2020.

I. High School Program of Studies

Ms. Gary walked the committee through the POS document covering various areas such as grading, graduation requirements, scheduling, programming, advanced placement courses, math pathways, schedule change procedure, virtual programming, standardized testing including PSAT and SAT, and all departmental offerings. BAVTS courses and changes were also mentioned and highlighted by Ms. Gary. New courses for the high school for the 2021-2022 school year were also presented and discussed.

Director Baxter brought up a concern about the schedule change process and it being somewhat complicated and not user friendly for students and parents. Dr. Butler stated the process will be reviewed.

Concerns were raised by Directors Dettmar and Pakzad regarding the math pathways, the sequencing of math courses, some courses not meeting all year and problems with student progress and preparation for subsequent courses and how this may impede the success of some students due to a lack of strong foundational knowledge. This issue will be discussed further at a subsequent meeting.

The committee also raised the topic of the number of electives available at the high school and whether consideration should be given to removing elective courses that have not run for consecutive years.

The committee discussed and approved to start time of the Academic and Personnel Committee meetings to begin at 6 pm instead of 5 pm for all meetings moving forward.

Meeting adjourned at 6:43. Unanimously approved.

Next Meetings:

Wednesday, December 2, 2020 at 6 pm

Tuesday, December 15, 2020 at 6 pm

Saucon Valley School District

Policy

Title – 103 Nondiscrimination/Discriminatory Harassment – School and Classroom Practices

Section – Programs

Adopted – October 24, 2005

Revised – April 14, 2020

Content

The Board declares the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, familial status, pregnancy, or handicap/disability.

[The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discriminatory harassment is referred to as Title IX sexual harassment. All allegations of sexual harassment and discrimination on the basis of sex shall be first evaluated under Policy 103.2, Title IX/Nondiscrimination Based on Sex. If the sexual harassment or discrimination on the basis of sex alleged does not fit the definition of Title IX sexual harassment or Title IX discrimination, the allegations may still be investigated under this policy. If the allegations include Title IX discrimination or Title IX sexual harassment and discrimination or harassment on the basis of another protected status, a joint, concurrent investigation under this policy and Policy 103.2 will be conducted.](#)

The district strives to maintain a safe, positive learning environment that is free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of the district and is prohibited on school grounds, at school-sponsored activities, and on any district owned or operated conveyance providing transportation to or from a school entity or a school-sponsored activity.

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, service, employment, athletics and extracurricular activities. The

equitable distribution of district resources is one means the district shall use to ensure all students received a quality education. The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students and third parties who believe that they or others have been subject to discrimination to report promptly such incidents to designated employees, even if some elements of the related incident took place away from school grounds, school activities, or district owned or operated conveyances.

The Board directs that verbal and written complaints of discrimination shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of discrimination brought pursuant to this policy shall also be reviewed for conduct that may not be proven to be discrimination under this policy but may violate other Board policies.

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint, and the investigation shall be maintained, consistent with the district's legal and investigative obligations. Complaints and all investigative materials shall not be subject to access by the public.

Retaliation

The Board prohibits retaliation against any person for making a report of discrimination or participating in a related investigation or hearing, or for opposing practices the person reasonably believes to be discriminatory. A complaint of retaliation shall be handled in the same manner as a complaint of discrimination.

Definitions

Discriminatory harassment – harassment by students, employees, or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, familial status, pregnancy, handicap/disability, or for participation in reports or investigations of alleged discrimination is a form of discrimination and is subject to this policy. A person who is not an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf.

For the purposes of this policy, harassment shall consist of unwelcome conduct such as graphic, written, electronic, verbal, or nonverbal acts including offensive jokes, slurs, epithets or name-calling, ridicule or mockery, insults, put-downs, offensive objects or pictures, physical assaults, threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance and which relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, familial status, pregnancy, or handicap/disability, when such conduct is:

1. Sufficiently severe, persistent, or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening, or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities, or opportunities offered by the district.

Sexual Harassment

Sexual harassment is a form of discrimination on the basis of sex and is subject to this policy. For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, graphic, or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's status in any educational or other programs offered by a school; or
2. Submission to or rejection of such conduct is used as the basis for educational or other program decisions affecting a student; or
3. Such conduct deprives a student or group of individuals of educational aid, benefits, services, or treatment; or
4. Such conduct is sufficiently severe, persistent, or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance in school or school-related programs, or
5. Such conduct otherwise creates an intimidating, hostile, or offensive school or school-related environment such that it unreasonably interferes with the complainant's access to or participation in school or school-related programs.

Sexual violence means physical or sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. Sexual violence includes but is not limited to rape, sexual assault, sexual battery and sexual coercion.

Federal law declares sexual violence to be a form of [sexual harassment. Discrimination on the basis of sex and sexual harassment that violate Title IX are addressed in a separate Board Policy 103.2. This policy addresses sex discrimination and sexual harassment that does not fall under the purview of Title IX.](#)

~~sexual harassment.~~

In order to maintain a program of nondiscrimination practices that complies with applicable laws and regulations, the Board designates the Assistant Superintendent, or another as approved by the Board, as the district's Compliance Officer. All nondiscrimination notices or information shall include the position, office address, telephone number, and email address of the Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees, and the public to provide notice of how to report complaints under this policy.

The Compliance Officer is responsible to ensure adequate nondiscrimination procedures are in place, to recommend new procedures, and to monitor the implementation of nondiscrimination procedures in the following areas:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provision of training for students and staff to prevent, identify, and alleviate problems of discrimination.
3. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
4. District Support - Assurance that like aspects of the school program receive like support as to staffing and compensation, facilities, equipment, and related

matters.

5. Student Evaluation - Review of tests, procedures, and guidance and counseling materials for stereotyping and discrimination.
6. Resources – Maintain and provide information to staff on resources available to alleged victims in addition to the school compliant procedure, such as making reports to the police, assistance available from domestic violence or rape crisis programs, and community health resources, including counseling resources.
7. ~~Compliants~~ Complaints – Monitor and provide technical assistance to building principals or designees in processing complaints.

The building principal or designee shall be responsible for promptly completing the following duties upon receipt of a complaint of discrimination or retaliation under this policy:

1. Immediately notify the Title IX Coordinator identified in Policy 103.2 of any complaint that involves a claim of sex discrimination or sexual harassment for determination of whether an investigation under Title IX should be commenced.
2. ~~4.~~ Immediately notify the Compliance Officer of the complaint. ~~The~~ In cases where the Title IX Coordinator has not already notified the Compliance Officer that the investigation shall be handled solely under Policy 103.2, the Compliance Officer shall assess whether the investigation under this policy should be conducted by the building principal, another district employee, the Compliance Officer, or an attorney and shall promptly assign the investigation to that individual.
3. ~~2.~~ Inform the ~~complainant~~ complainant about this policy, including the right to an investigation of both oral and written complaints of discrimination.
4. ~~3.~~ Seek to obtain from parents/guardians consent to initiate an investigation when the complainant or alleged victim is under the age of eighteen (18). When a parent/guardian will not consent to the complainant and/or alleged victim's participation in an investigation, the Compliance Officer shall provide the parent/guardian with a letter containing information related to the district's legal obligations to conduct an investigation and address violations of this policy and any other information appropriate to the specific complaint.
5. ~~4.~~ Inform the complainant and/or the alleged victim and/or the accused (when the accused is a student) that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
6. ~~5.~~ Notify the complainant and the accused of the progress at appropriate stages of the procedure.

7. ~~6.~~ Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.
8. ~~7.~~ Provide relevant information on resources available in addition to the school complaint procedure, such as making reports to the police, assistance from domestic violence or rape crisis programs, and community health resources, including counseling.
9. ~~8.~~ After consideration of the allegations in the complaint and in consultation with the Compliance Officer and other appropriate individuals, promptly implement interim measures as appropriate to protect the complainant, the alleged victim, and others as necessary from violation of this policy during the course of the investigation.

Complaint Procedure – Student/Third Party

Step 1 – Reporting

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to report immediately the incident to the building principal. Any person with knowledge of conduct that may violate this policy is encouraged to report immediately the matter to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal and make any mandatory police or child protective services reports required by law.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee is encouraged to use the report form available from the building principal or Compliance Officer, and/or to put the complaint in writing; however, ~~but~~ oral complaints shall be accepted, documented, investigated, and handled no differently than a written complaint under this policy. The Compliance Officer, building principal, or other district employee who receives and/or is assigned to investigate the complaint shall inform the complainant of this policy and the investigative process, the right to confidentiality, and the potential right to file criminal charges. Both the person accepting the complaint and the person investigating the complaint shall handle the receipt of the complaint objectively, neutrally, and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

Step 2 – Investigation

The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The Compliance Office shall ensure that the individual assigned to investigate the complaint has an appropriate understanding of the relevant laws pertaining to discrimination, this policy, and how to conduct investigations, including the need to keep the investigation confidential.

The investigator shall work with the Compliance Officer to assess the anticipated scope of the investigation, potential witnesses, and records to review.

The investigator shall conduct an adequate, reliable, and impartial investigation. The complainant, alleged victim, and the accused may suggest additional witnesses and provide evidence during the course of the investigation. When the complaint involves allegations relating to conduct that took place away from school property, school-sponsored activities, or school conveyances, the investigation may include an inquiry into whether the conduct alleged resulted in harassment in school settings and/or whether another district policy may have been violated.

The investigation may consist of individual interviews with the complainant, the alleged victim, the accused, and others with knowledge related to the incident. The investigator may also evaluate any other information and materials relevant to the investigation. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of

criminal law, the investigator shall promptly notify the Compliance Officer, who shall promptly inform law enforcement authorities about the allegations.

The obligation to conduct an investigation shall not be nullified by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

Step 3 – Investigative Report

The investigator shall prepare and submit a written report within twenty (20) [school](#) days of the initial report of alleged discrimination, unless additional time to complete the investigation is required due to the nature of the allegations, the anticipated extent of the investigation, or the availability of witnesses. All parties shall be notified of the anticipated date the investigative report will be complete and of any modifications of the due date.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for the determination, a determination of whether the conduct alleged violated this policy, or any other laws or district policies and a recommended disposition of the complaint. The investigator shall consider the record as a whole in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation of this policy even when the separate incidents are not severe.

The complainant and the accused shall be informed of the outcome of the investigation, for example, whether the investigator has determined that the allegations are founded or unfounded, within a reasonable time of the submission of the written report and to the extent authorized by the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. The accused shall not be notified of the individual remedies offered or provided to the complainant.

Step 4 – District Action

If the investigation results in a finding that some or all of the allegations of the complaint

are substantiated and constitutes a violation of this policy, the district shall take prompt, corrective action designed to ensure that such conduct ceases and does not recur and that no retaliation occurs.

The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Compliance Officer shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If an investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of the investigation through disciplinary actions or the initiation of further investigations.

Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

Appeal Procedure

1. If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with the recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) school days. If the Compliance Officer investigated the complaint, such appeal shall be made to the Superintendent
2. The individual receiving the appeal shall review the investigation and the investigative report and may also conduct or designate another person to conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.
3. The individual handling the appeal shall prepare a written response to the appeal within twenty (20) school days. Copies of the response shall be provided to the complainant, the accused, and the investigator who conducted the initial investigation.

References

20 U.S.C. 1681 et seq.

22 PA Code 12.1

22 PA Code 12.4

22 PA Code 15.1 et seq.

22 PA Code 4.4

24 P.S. 1301

24 P.S. 1310
24 P.S. 1601-C et seq.
24 P.S. 5004
29 U.S.C. 794
42 U.S.C. 12101 et seq.
42 U.S.C. 1981 et seq.
42 U.S.C. 2000d et seq.
43 P.S. 951 et seq.
Pol. 216, 218, 234, 247, 249, 815, 806
U.S. Const. Amend. XIV, Equal Protection Clause
29 CFR 1604.11
29 CFR 1606.8
Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)
Franklin v. Gwinnett County Public Schools, 503 U.S. 60 (1992)
Office for Civil Rights - Guidance on Schools' Obligations to Protect Students from Student-on-Student Harassment on the Basis of Sex; Race, Color and National Origin; and Disability (Oct. 26, 2010)
Office for Civil Rights - Resources for Addressing Racial Harassment
Office for Civil Rights - Revised Harassment Guidance: Harassment of Students by School Employees, Other Students or Third Parties Title IX (January 2001)
18 Pa. C.S.A. 2709
20 U.S.C. 1232g
34 CFR Part 99
28 CFR Part 35
28 CFR Part 41
34 CFR Part 100
34 CFR Part 104
34 CFR Part 106
34 CFR Part 110

REPORT FORM FOR COMPLAINTS OF DISCRIMINATION/HARASSMENT
AGAINST STUDENTS

Complainant: _____

Home Address: _____

Home Phone: _____

School Building: _____

Date of Alleged Incident(s): _____

Alleged harassment was based on: (circle those that apply)

- | | | |
|---------------------|----------|--------------------|
| Race | Color | National Origin |
| Sex | Age | Sexual Orientation |
| Handicap/Disability | Religion | Pregnancy |
| Familial Status | | |

Name of person you believe violated the district's nondiscrimination and harassment policy: _____

If the alleged discrimination or harassment was directed against another person, identify the other person: _____

Describe the incident as clearly as possible, including what physical contact, if any, was used; verbal statements (i.e. threats, requests, demands, etc.) were made; and any incidents were recorded (notes, emails, texts, messages, social media post, etc.) Attach additional pages if necessary:

When and where incident occurred: _____

List any witnesses who were present: _____

This complaint is based on my honest belief that _____ has discriminated against or harassed me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature

Date

Received By

Date

Saucon Valley School District

Policy

Title – 104 Nondiscrimination/Discriminatory Harassment – Employment Practices

Section – Programs

Adopted – October 24, 2005

Revised – April 14, 2020

Content

The Board declares the policy of this district is to provide to all persons equal access to all categories of employment in this district, regardless of race, color, age, creed, religion, sex, familial status, sexual orientation, ancestry, national origin, genetic information, pregnancy, or handicap/disability. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.

[The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discriminatory harassment is referred to as Title IX sexual harassment. All allegations of sexual harassment and discrimination on the basis of sex shall be first evaluated under Policy 103.2, Title IX/Nondiscrimination Based on Sex. If the sexual harassment or discrimination on the basis of sex alleged does not fit the definition of Title IX sexual harassment or Title IX discrimination, the allegations may still be investigated under this policy. If the allegations include Title IX discrimination or Title IX sexual harassment and discrimination or harassment on the basis of another protected status, a joint, concurrent investigation under this policy and Policy 103.2 will be conducted.](#)

The Board encourages employees and third parties who believe that they or others have been subject to discrimination prohibited by this policy to report promptly such incidents to designated employees.

The Board directs that complaints of discrimination shall be investigated promptly, and appropriate corrective action be taken when allegations are substantiated. The Board directs that any complaint of discrimination brought pursuant to this policy shall also be reviewed for conduct that may not violate this policy but merits review and possible

action under other Board policies.

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint, and the investigation shall be maintained, consistent with the district's legal and investigative obligations.

Retaliation

The Board prohibits retaliation against any person for making a report of discrimination or participating in a related investigation or hearing, or opposing practices the person reasonably believes to be discriminatory. A complaint of retaliation shall be handled in the same manner as a complaint of discrimination.

Definitions

Discriminatory Harassment – harassment by students, employees or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, familial status, genetic information, pregnancy or handicap/disability is a form of discrimination and is subject to this policy. A person who is not necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf.

For purposes of this policy, harassment shall consist of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets or name-calling, ridicule or mockery, insults, put-downs, offensive objects or pictures, physical assaults, threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's work performance and which relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, familial status, genetic information, pregnancy or handicap/disability when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening, or abusive work environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities, or opportunities offered by an employer.

Sexual harassment is a form of discrimination on the basis of sex and is subject to this policy. For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, electronic, graphic, or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an employee's status; or
2. Submission to or rejection of such conduct is used as the basis for employment-related decisions affecting an employee; or

3. Such conduct is sufficiently severe, persistent, or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance at work or otherwise creates an intimidating, hostile, or offensive working environment such that it alters the complainant's working conditions.

[Discrimination on the basis of sex and sexual harassment that violate Title IX are addressed in a separate Board Policy 103.2. This policy addresses sex discrimination and sexual harassment that does not fall under the purview of Title IX.](#)

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that complies with applicable laws and regulations, the Board designates the Superintendent (for professional employees) and Business Manager (for non-professional employees) as the district's Compliance Officers.

The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public. Nondiscrimination statements shall include the position, office address and telephone number of the Compliance Officer.

The Compliance Officer is responsible to ensure adequate nondiscrimination procedures are in place, to recommend new or modified procedures, and to monitor the implementation of nondiscrimination procedures in the following areas:

1. Development and modification of position qualifications, job descriptions and essential job functions.
2. Recruitment materials and practices.
3. Procedures for screening, interviewing, and hiring.
4. Promotions and demotions.
5. District-designed performance evaluations.
6. Non-renewal of contracts.
7. Proposed disciplinary actions, up to and including terminations.

The Compliance Officer is responsible for the following additional procedures:

1. Training supervisors and staff to prevent, identify, and alleviate problems of employment discrimination.
2. Maintaining and providing information to staff on resources available to alleged victims in addition to the district complaint procedure, e.g., making reports to the police, obtaining assistance from domestic violence or rape crisis programs, and community health resources, including counseling.
3. Monitoring and providing technical assistance to building principals or designees in processing complaints.

The building principal or designee shall be responsible to complete promptly the following duties upon receipt of a complaint of discrimination or retaliation against employees or third parties:

1. [Immediately notify the Title IX Coordinator identified in Policy 103.2 of any complaint that involves a claim of sex discrimination or sexual harassment for determination of whether an investigation under Title IX should be commenced.](#)
2. ~~1.Immediately notify the~~ [In cases where the Title IX Coordinator has not already notified the](#) Compliance Officer ~~of the complaint. The~~ [that the investigation shall be handled solely under Policy 103.2, the](#) Compliance Officer shall assess whether the investigation should be conducted by the building principal, another employee, the Compliance Officer, or an attorney and shall promptly assign the investigation to that individual.
3. ~~2.~~ Inform the employee or third party about this policy including the right to an investigation of both oral and written complaints of discrimination.
4. ~~3.~~ Provide relevant information on resources available in addition to the school complaint procedure such as making reports to the police, available assistance from domestic violence and rape crisis programs, and community health resources including counseling resources.
5. ~~4.~~ Notify the complainant and the accused of the progress at appropriate stages of the procedure.
6. ~~5.~~ After consideration of the allegations and in consultation with the Compliance Officer and other appropriate individuals, promptly implement interim measures as appropriate to protect the complainant and others as necessary from violation of this policy during the course of the investigation.

Complaint Procedure – Employee/Third Party

Step 1 – Reporting

An employee or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to report immediately the incident to the building principal or supervisor.

If the building principal is the subject of a complaint, the employee or third party shall report the incident directly to the Compliance Officer.

The complainant is encouraged to use the report form available from the building principal, supervisor, or Compliance Officer but oral complaints shall be accepted, documented, investigated, and handled no differently than a written complaint under this policy.

The Compliance Officer, building principal, or other district employee who receives and/or is assigned to investigate the complaint shall inform the complainant of this policy and the investigative process, the right to confidentiality, and the potential right to file criminal charges. Both the person accepting the complaint and the person investigating the complaint shall handle the receipt of the complaint objectively, neutrally, and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

Step 2 – Investigation

The Compliance Office shall ensure that the individual assigned to investigate the complaint has an appropriate understanding of the relevant laws pertaining to discrimination, this policy, and the proper procedures to conduct investigations, including the need to keep the investigation confidential.

The investigator shall work with the Compliance Officer to assess the anticipated scope of the investigation, potential witnesses, and records to review.

The investigator shall conduct an adequate, reliable, and impartial investigation. The complainant, alleged victim, and the accused may suggest additional witnesses and provide evidence during the course of the investigation. When the complaint involves allegations relating to conduct that took place away from school property, school-sponsored activities, or school conveyances, the investigation may include an inquiry into whether the conduct alleged resulted in harassment in school settings and/or whether another district policy may have been violated.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The

complainant, witnesses, parties, and parents/guardians shall be informed that retaliation for anyone's participation in an investigation is strictly prohibited and that conduct believed to be retaliatory should be reported. All individuals providing statements shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Compliance Officer, who shall promptly inform law enforcement authorities about the allegations.

The obligation to conduct an investigation shall not be nullified by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

Step 3 – Investigative Report

The investigator shall prepare and submit a written report to the Compliance Officer within twenty (20) [school](#) days of the report of alleged discrimination, unless additional time to complete the investigation is required due to the nature of the allegations, the extent of the anticipated investigation, or the availability of witnesses. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this discrimination, a determination of whether the conduct violated this policy or any other district policy, and a recommended disposition of the complaint.

An investigation into a complaint of conduct that violates this policy shall record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.

The complainant and the accused shall be informed of the outcome of the investigation, for example, whether the investigator believes the allegations to be founded or

unfounded, within a reasonable time of the submission of the written report. The accused shall not be notified of the individual remedies offered or provided to the complainant.

Step 4 – District Action

If the investigation results in a finding that some of all of the allegations in the complaint are substantiated and constitutes a violation of this policy, the district shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs.

The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the work environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Compliance Officer shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If an investigation results in a finding that a different law or Board policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of the investigation or through disciplinary actions or the initiation of further investigations.

Disciplinary actions shall be consistent with Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

Appeal Procedure

1. If the complainant or the accused is not satisfied with a finding made pursuant to this policy or with the recommended corrective action s/he may submit a written appeal to the Compliance Officer within fifteen (15) ~~calendar~~ school days. If the Compliance Officer investigated the complaint, such appeal shall be made to the Superintendent.
2. The individual receiving the appeal shall review the investigation and the investigative report and may also conduct or designate another person to conduct a reasonable supplemental investigation to assess the sufficiency and property of the prior investigation.
3. The individual handling the appeal shall prepare a written response to the appeal within twenty (20) school days. Copies of the response shall be provided to the complainant, the accused, and the investigator who conducted the initial investigation.

References

20 U.S.C. 1681 et seq
29 U.S.C. 206
29 U.S.C. 621 et seq
29 U.S.C. 794
42 U.S.C. 12101 et seq
42 U.S.C. 1981 et seq
42 U.S.C. 2000e et seq
42 U.S.C. 2000ff et seq
43 P.S. 336.3
43 P.S. 951 et seq
U.S. Const. Amend. XIV, Equal Protection Clause
29 CFR 1604.11
29 CFR 1606.8
EEOC Enforcement Guidance on Harris v. Forklift Sys., Inc., November 9, 1993
EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment
by Supervisors, June 18, 1999
EEOC Policy Guidance on Current Issues of Sexual Harassment, March 19, 1990
18 Pa. C.S.A. 2709
PA Code 44.1 et seq
28 CFR 35.140
28 CFR Part 41
29 CFR Parts 1600-1691
Pol. 317, 806, 815, 824

REPORT FORM FOR COMPLAINTS OF DISCRIMINATION/ HARASSMENT
AGAINST DISTRICT EMPLOYEES AND THIRD PARTIES

Complainant: _____

Home Address: _____

Home Phone: _____

School Building: _____

Date of Alleged Incident(s): _____

Alleged harassment was based on: (circle those that apply)

- | | | |
|---------------------|----------|--------------------|
| Race | Color | National Origin |
| Sex | Age | Sexual Orientation |
| Handicap/Disability | Religion | Pregnancy |
| Familial Status | | |

Name of person you believe violated the district's nondiscrimination and harassment policy: _____

If the alleged discrimination or harassment was directed against another person, identify the other person: _____

Describe the incident as clearly as possible, including what physical contact, if any, was used; verbal statements (i.e. threats, requests, demands, etc.) were made; and any incidents were recorded (notes, emails, texts, messages, social media post, etc.) Attach additional pages if necessary:

When and where incident occurred: _____

List any witnesses who were present: _____

This complaint is based on my honest belief that _____ has discriminated against or harassed me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature

Date

Received By

Date

Saucon Valley School District Path to Reopening for K-12 Schools: Health and Safety Plan

The *Saucon Valley School District* Health and Safety Plan outlines our school entity instructional and non- instructional activities for the 2020-2021 school year and was created in consultation with Northampton/Monroe/Pike County Emergency Management Services and Pennsylvania Department of Health. As with all emergency plans, the Health and Safety Plan developed for each school entity should be tailored to the unique needs of each school and should be created in consultation with local health agencies.

PROTOCOLS, POLICIES, AND PROCEDURES that have been developed reflect the current recommendations and considerations put forth by the Center for Disease Control, Local Health Departments, Pennsylvania Department of Health, the Pennsylvania Department of Education, and by orders and considerations of the Commonwealth Of Pennsylvania. These items may be revised in the future to ensure compliance with future orders, recommendations, and considerations from the Center for Disease Control, Local Health Departments, Pennsylvania Department of Health, the Pennsylvania Department of Education, and the Commonwealth Of Pennsylvania.



Saucon Valley School District Path to Reopening for K-12 Schools: Health and Safety Plan

Addressing Community Spread in K-12 Schools LEVEL OF COMMUNITY SPREAD (AS DETERMINED BY STATE AND LOCAL HEALTH OFFICIALS)		
	(Substantial/Moderate Spread)	(Low/No Spread)
	<ul style="list-style-type: none"> • Schools will provide in-person instruction in accordance with Department of Education guidance • Schools Subject to CDC and Commonwealth Guidance • Schools will provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website. • Establish and maintain communication with local and state DOH health officials. • Participate in contact tracing efforts. • Implement enhanced social distancing and masking measures as directed by the Pa Department of Health. • Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. • COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols. • Establish a protocol for students/staff who feel ill/experience symptoms when they come to school. • Isolate and deep clean impacted classrooms and spaces • Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness. • Districts have the authority to transition to remote learning as dictated by the number of positive cases per school size • Schools may resume sports-related activities after 	<ul style="list-style-type: none"> • Schools Subject to CDC and Commonwealth Guidance • Schools will provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website. • Establish and maintain communication with local and state DOH • Participate in contact tracing efforts. • Post signage in classrooms, hallways, and entrances to communicate how to stop the spread. • COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols. • Establish a protocol for students/staff who feel ill/experience symptoms when they come to school. • Consider ways to accommodate needs of children, teachers/staff, and families at higher risk for severe illness. • Schools may resume sports-related activities after developing a written Athletics Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/ trustees) and posted on the school entity's publicly available website.



Saucon Valley School District Path to Reopening for K-12 Schools: Health and Safety Plan

	developing a written Athletics Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/ trustees) and posted on the school entity's publicly available website.	
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Saucon Valley School District Decision Tree

The *Saucon Valley School District Path to Reopening for K-12 Schools* not only provides considerations for school leaders as they develop plans for restarting school this fall, it also provides a flexible framework to address challenges that may develop throughout the 2020-2021 school year. The *Saucon Valley School District Plan* provides a menu of instructional models and responses districts can adopt to ensure the continued success and safety of students and staff members.

Level of Community Spread <i>(as determined by state and local health officials)</i>		(Substantial/Moderate Spread)		(Low/No Spread)	
	↓	↓	↓	↓	↓
Instructional Model <i>(as determined by local school entity)</i>		Distance/Remote Learning <i>Teaching and learning may be conducted using a School District driven</i>	Traditional <i>Teaching and learning will be conducted in person at school on a</i>	Distance /Remote Learning <i>Teaching and learning will be conducted using a School District driven</i>	Traditional <i>Teaching and learning will be conducted in person at school on a</i>



Saucon Valley School District Path to Reopening for K-12 Schools: Health and Safety Plan

		<i>online learning system and/or other distance/remote learning methods.</i>	<i>regular five-day a week schedule. Schools will follow traditional school hours unless directed by the Pennsylvania Department of Education or other local emergency that would prevent a traditional instructional day.</i>	<i>online learning system and/or other distance/remote learning methods.</i>	<i>regular five-day a week schedule.</i>
	⇓	⇓	⇓	⇓	⇓
Response <i>(as determined by local school entity in partnership with local departments of public health and community stakeholders)</i>		<p>Minimal Use of School Building(s) <i>Implement distance/remote learning based on number of cases/school size as recommended by DoH</i></p> <p><i>Isolate and disinfect affected areas</i></p> <p><i>Close for facility-wide deep cleaning</i></p>	<p>School Building(s) Open <i>Implement more intensive mitigation strategies; encourage enhanced social distancing</i></p>	<p>Minimal Use of School Building(s) <i>Implement distance/remote learning based on number of cases/school size as recommended by DoH</i></p> <p><i>Isolate and disinfect affected areas</i></p> <p><i>Close for facility-wide deep cleaning</i></p>	<p>School Building(s) Open <i>Implement preventative practices and additional proactive processes/protocols.</i></p>



Saucon Valley School District Path to Reopening for K-12 Schools: Health and Safety Plan

<p>Prevention Practices OPERATIONS</p>		<p>Daily Cleaning Process: Implement/continue daily deep cleaning and sanitation procedures in buildings along with the increased/additional cleaning of high touch points and bathrooms in accordance with facility usage. All cleaning supplies and procedures will be in accordance with local, state, federal, CDC and Department of Health recommendations.</p> <p>Distribution of Cleaning Supplies to Guests and Public Areas: Hand sanitizer to be made available at all staff and guest entrances.</p> <p>Distribution of Cleaning Supplies to Staff: Disinfectant wipes, gloves, and/or sanitizer will be available in offices and classrooms where staff and students can clean surfaces throughout the school day.</p> <p>Sharing of Water Supply and Public Water Fountains: Discontinue use of water fountains. Encourage use of water bottles from home or provide water bottles, when possible.</p> <p>Cleaning Supply Storage: Ensure safe and correct usage/storage of cleaning and disinfection products, including storing them securely away from students.</p> <p>Positive Test Result and Area Quarantine: Close off areas of the building used by a sick person. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.</p>	<p>Daily Cleaning Process: Implement/continue daily deep cleaning and sanitation procedures in buildings along with the increased/additional cleaning of high touch points and bathrooms in accordance with facility usage. All cleaning supplies and procedures will be in accordance with local, state, federal, CDC and Department of Health recommendations.</p> <p>Distribution of Cleaning Supplies to Guests and Public Areas: Hand sanitizer to be made available at all staff and guest entrances.</p> <p>Distribution of Cleaning Supplies to Staff: Disinfectant wipes, gloves, and/or sanitizer will be available in offices and classrooms where staff and students can clean surfaces throughout the school day.</p> <p>Sharing of Water Supply and Public Water Fountains: Discontinue use of water fountains. Encourage use of water bottles from home or provide water bottles, when possible.</p> <p>Cleaning Supply Storage: Ensure safe and correct usage/storage of cleaning and disinfection products, including storing them securely away from students.</p> <p>Positive Test Result and Area Quarantine: Close off areas of the building used by a sick person. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.</p>
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Saucon Valley School District Path to Reopening for K-12 Schools: Health and Safety Plan

		<p>Building HVAC and Air Circulation: All building HVAC systems are regularly inspected, air filters are changed frequently and where available, additional fresh air will be increased. Buildings will maintain proper temperatures and air circulation.</p> <p>Cleaning Material Standards: All cleaning supplies will meet or exceed local, state, federal, and CDC recommendations and guidelines.</p> <p>Disinfection Process: Operations and Maintenance staff use approved disinfectant and a cleaning process that ensures proper dwell time, cleaning and disinfecting of high-touch surfaces and horizontal surfaces, focusing on common gathering and public areas.</p> <p>Protective Barriers: Visual floor signage to instruct staff and visitors on proper social distancing.</p> <p>Training and Instruction for Staff: Operations and Maintenance staff have and will continue to receive training and instruction relative to COVID-19, mitigating infection and proper cleaning procedures. Teachers and staff will review the Phased Reopening Plan and be informed about daily disinfection procedures. All buildings will have proper notification, and COVID-19 prevention signage through the buildings and office areas. Teach and reinforce the use of masks/face shields for staff. All staff and students are required to wear masks/face shields.</p>	<p>Building HVAC and Air Circulation: All building HVAC systems are regularly inspected, air filters are changed frequently and where available, additional fresh air will be increased. Buildings will maintain proper temperatures and air circulation.</p> <p>Cleaning Material Standards: All cleaning supplies will meet or exceed local, state, federal, and CDC recommendations and guidelines.</p> <p>Disinfection Process: Operations and Maintenance staff use approved disinfectant and a cleaning process that ensures proper dwell time, cleaning and disinfecting of high-touch surfaces and horizontal surfaces, focusing on common gathering and public areas.</p> <p>Protective Barriers: Visual floor signage to instruct staff and visitors on proper social distancing.</p> <p>Training and Instruction for Staff: Operations and Maintenance staff have and will continue to receive training and instruction relative to COVID-19, mitigating infection and proper cleaning procedures. Teachers and staff will review the Phased Reopening Plan and be informed about daily disinfection procedures. All buildings will have proper notification, and COVID-19 prevention signage through the buildings and office areas. Teach and reinforce the use of masks/face shields for staff. All staff and students are required to wear masks/face shields.</p>
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Saucon Valley School District Path to Reopening for K-12 Schools: Health and Safety Plan

		<p>Daily Reminders and Messaging: Use of PA system, email, and call system reminders for sanitizing throughout the day/overall reminders for social distancing.</p> <p>Personal Protection Equipment (PPE): All staff will be provided with face covering and PPE materials as needed or required.</p> <p>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices: Staff and Students are expected to adhere to hygiene practices set forth by CDC and DOH. Hand soap and hand sanitizer will be provided with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas</p> <p>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs: Signage will be posted at entrances, bathrooms, and throughout the facility.</p> <p>Limiting the sharing of materials among staff and students: Items should not be shared between staff and students to reduce the spread of infectious bodily fluids. Items that may need to be shared will be disinfected in accordance with CDC and DOH</p>	<p>Daily Reminders and Messaging: Use of PA system, email, and call system reminders for sanitizing throughout the day/overall reminders for social distancing.</p> <p>Personal Protection Equipment (PPE): All staff will be provided with face covering and PPE materials as needed or required.</p> <p>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices: Staff and Students are expected to adhere to hygiene practices set forth by CDC and DOH. Hand soap and hand sanitizer will be provided with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas</p> <p>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs: Signage will be posted at entrances, bathrooms, and throughout the facility.</p> <p>Limiting the sharing of materials among staff and students: Items should not be shared between staff and students to reduce the spread of infectious bodily fluids. Items that may need to be shared will be disinfected in accordance with CDC and DOH</p>
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Saucon Valley School District Path to Reopening for K-12 Schools: Health and Safety Plan

		<p>guidelines after each use. Personal Issuance of materials will be completed to the degree feasible.</p> <p>Materials, Resources and/or Supports Needed (List materials, resources and supports) CDC Hand Hygiene: https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html CDC Disinfecting Your Facility: https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html CDC Protect Yourself: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html CDC Symptoms: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html CDC COVID-19 and Children: https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID-19-and-Children CDC Communication Resources: https://www.cdc.gov/coronavirus/2019-ncov/communication/index.html</p>	<p>guidelines after each use. Personal Issuance of materials will be completed to the degree feasible.</p> <p>Materials, Resources and/or Supports Needed (List materials, resources and supports) CDC Hand Hygiene: https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html CDC Disinfecting Your Facility: https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html CDC Protect Yourself: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html CDC Symptoms: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html CDC COVID-19 and Children: https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID-19-and-Children CDC Communication Resources: https://www.cdc.gov/coronavirus/2019-ncov/communication/index.html</p>
		<p>Essential Staff (Office)</p> <ul style="list-style-type: none"> • are expected to report to work. • are required to complete a self-assessment prior to coming to work. • are required to follow the prescribed steps if the self-assessment indicates they are not to report to work. 	<p>All staff are expected to report to work:</p> <ul style="list-style-type: none"> • are required to complete a self-assessment prior to coming to work. • are required to follow the prescribed steps if the self- assessment indicates they are not to report to work.



Saucon Valley School District Path to Reopening for K-12 Schools: Health and Safety Plan

		<p>An employee, by entering the work site, acknowledges that s/he has complied with the protocols issued by the school entity concerning the required steps to be taken prior to entering the work site or while at the work site and meets the criteria to be present at the work site.</p> <p>Face Coverings: Faculty/staff will wear face coverings (masks or face shields) at all times unless they are working alone at their desks/in their rooms/offices. Students will wear masks or face shields continually throughout the day (meals excluded) with the exception of masking breaks during which the student may remove their face covering for no more than ten minutes while also distancing at no less than 6ft.</p> <p>Healthy Environment: Employees will abide by all occupancy requirements, social distance rules and shared equipment rules issued by the school entity.</p> <p>Hygiene practices for staff including the manner and frequency of hand-washing and other best</p>	<p>An employee, by entering the work site, acknowledges that s/he has complied with the protocols issued by the school entity concerning the required steps to be taken prior to entering the work site or while at the work site and meets the criteria to be present at the work site.</p> <p>Face Coverings: Faculty/staff will wear face coverings (masks or face shields) at all times unless they are working alone at their desks/in their rooms/offices. Students will wear masks or face shields continually throughout the day (meals excluded) with the exception of masking breaks during which the student may remove their face covering for no more than ten minutes while also distancing at no less than 6ft.</p> <p>Healthy Environment: Employees will abide by all occupancy requirements, social distance rules and shared equipment rules issued by the school entity.</p> <p>Hygiene practices for staff including the manner and frequency of hand-washing and other best</p>
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Saucon Valley School District Path to Reopening for K-12 Schools: Health and Safety Plan

		<p>practices will be communicated and encouraged as set forth by CDC and DOH.</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf</p> <p>https://www.youtube.com/watch?v=CxWj1XD_YF4</p> <p>Encourage COVID-19 testing when signs are presented</p> <p>Hand soap and hand sanitizer will be provided with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas</p>	<p>set forth by CDC and DOH.</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf</p> <p>https://www.youtube.com/watch?v=CxWj1XD_YF4</p> <p>Encourage COVID-19 testing when signs are presented.</p> <p>Hand soap and hand sanitizer will be provided with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas.</p>
<p>Transportation</p>		<p>Cleaning, sanitizing, disinfecting, and ventilating all school vehicles used by students.</p> <p>All district owned and contracted transportation departments will conduct twice a day cleaning and sanitizing of the school bus/vehicle fleet.</p> <p><u>During the day/between transportation runs:</u></p>	<p>Cleaning, sanitizing, disinfecting, and ventilating all school vehicles used by students.</p> <p>All district owned and contracted transportation departments will conduct twice a day cleaning and sanitizing of the school bus/vehicle fleet.</p> <p><u>During the day/between transportation runs:</u></p>



Saucon Valley School District Path to Reopening for K-12 Schools: Health and Safety Plan

		<p>Touch points of each school bus/vehicle will be cleaned and sanitized (all handrails, tops of student seats, window ledges, etc.)</p> <p><u>End of school day/after school activities:</u> Thorough sanitation of all buses/school vehicles.</p> <p><u>Sanitization of buses:</u> All cleaning, sanitizing, and disinfecting will be conducted using products that meet the CDC requirements for COVID-19.</p> <p>Adjusting transportation schedules and practices to provide for social distancing between students</p> <p>All students riding School District transportation are required to wear PPE masks/face coverings.</p> <p>All bus drivers, vehicle drivers, and transportation assistants are required to wear PPE masks/face coverings.</p> <p>There will be no more than one (1) student per seat with the exception of siblings..</p> <p>Students who have complex medical or behavioral needs that prevent them from wearing PPE face coverings will be addressed on a case-by-case basis.</p> <p>Professional Development and Training Plan for transportation staff</p>	<p>Touch points of each school bus/vehicle will be cleaned and sanitized (all handrails, tops of student seats, window ledges, etc.)</p> <p><u>End of school day/after school activities:</u> Thorough sanitation of all buses/school vehicles.</p> <p><u>Sanitization of buses:</u> All cleaning, sanitizing, and disinfecting will be conducted using products that meet the CDC requirements for COVID-19.</p> <p>Adjusting transportation schedules and practices to provide for social distancing between students</p> <p>All students riding School District transportation are required to wear PPE masks/face coverings.</p> <p>All bus drivers, vehicle drivers, and transportation assistants are required to wear PPE masks/face coverings.</p> <p>There will be no more than one (1) student per seat with the exception of siblings..</p> <p>Students who have complex medical or behavioral needs that prevent them from wearing PPE face coverings will be addressed on a case-by-case basis.</p> <p>Professional Development and Training Plan for transportation staff</p>
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Saucon Valley School District Path to Reopening for K-12 Schools: Health and Safety Plan

		<p>The professional development and training will occur with all transportation staff on the changes in a school district's policy and procedures in response to COVID-19.</p>	<p>The professional development and training will occur with all transportation staff on the changes in a school district's policy and procedures in response to COVID-19.</p>
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Saucon Valley School District Path to Reopening for K-12 Schools: Health and Safety Plan

Type of Reopening

Based on your county's current designation and local community needs, which type of reopening has your school entity selected?

- Total reopen for all students and staff (but some students/families opt for distance/remote learning).**
- Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).**
- Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).**
- Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).**



Saucon Valley School District Path to Reopening for K-12 Schools: Health and Safety Plan

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, LEAs are encouraged to establish a pandemic team to support the pandemic coordinator. Inclusion of a diverse group of stakeholders is critical to the success of planning and implementation. LEAs are highly encouraged to make extra effort to engage representatives from every stakeholder group (i.e., administrators, teachers, support staff, students, families, community health official or other partners), with a special focus on ensuring that the voices of underrepresented and historically marginalized stakeholder groups are prioritized.

- **Health and Safety Plan Development: Individual will play a role in drafting the enclosed Health and Safety Plan;**
- **Pandemic Crisis Response Team: Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or**
- **Both (Plan Development and Response Team): Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.**

Pandemic Coordinator/Team

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities
Susan DeSmet	School Nurse/Professional Staff	Co-Coordinator, Both
Maryellen Prager	School Nurse/Professional Staff	Co-Coordinator, Both
Craig Butler	Superintendent	Both
Kristine Rosenberger	Assistant Superintendent	Both
David Bonenberger	Business Manager	Both



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Jaime Vlasaty	Supervisor of Special Education	Both
Lynn Cheddar	Supervisor of Federal Programs, Assessment, PD	Both
Patricia Bishop	Food Services Coordinator	Both
John McCabe	Supervisor of Campus Operations	Both
Michael Hansssen	Supervisor of Technology	Health and Safety Plan Development
Tamara Gary	Principal, High School	Both
James Deegan	Principal, Middle School	Both
Michael Sakelarides	Assistant Principal K-8	Both
Thomas Halcisak	Assistant Principal K-8	Both
Amy Braxmeier	Assistant Principal, High School	Both
Lisa Basara	Parent	Health and Safety Plan Development
Pam Dobson	Instructional Technology	Health and Safety Plan Development
Jlm Colbert	Instructional Technology	Health and Safety Plan Development
Lara McCarthy	Instructional Coach	Health and Safety Plan Development
Matt Evancho	Instructional Coach	Health and Safety Plan Development



Saucon Valley School District Path to Reopening for K-12 Schools: Health and Safety Plan

Robert Frey	Athletic Director	Both
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Roles and Responsibilities for Health and Safety Preparedness and Response Planning Team:

- Prevent accidents, injuries and work/school-related illnesses in the schools.
- Create and implement health and safety policies in accordance with the latest legislation and to ensure that these policies are implemented by staff.
- Create and implement health and safety procedures/protocols/practices in accordance with the latest guidance and recommendations for the Department of Health (DOH) and Center for Disease Control (CDC) and to ensure that these procedures/protocols/practices are implemented by staff.
- Create a Health and Safety Plan and ensure it's regularly updated to reflect any changes to the law and/or guidance from federal, state, and local health officials. It's their responsibility.
- Ensure that each member of staff is aware of and adheres to the Health and Safety Plan.
- Provide regular inspections and risk assessments, and ensure that any hazards or defects are rectified immediately.
- Maintain records and thoroughly investigate any accident, community spread illness, and recommend any improvements in health and safety standards if required.
- Provide training to all staff in health and safety issues, and advising them on protective clothing and equipment where necessary.
- Serve as the key point of contact for any member of staff who has a query or concern regarding the health and safety of the workplace.
- Work closely with management, as well as health and safety inspectors.



Saucon Valley School District Path to Reopening for K-12 Schools: Health and Safety Plan

Key Strategies, Policies, and Procedures

This document outlines Saucon Valley School District's Plan for each of the requirements outlined in the Pennsylvania Department of Education's Preliminary Guidance for K-12 Schools. The table below identifies a detailed summary describing the key strategies, policies, and procedures the Saucon Valley School District will employ to ensure the health and safety of every stakeholder in the local education community. The information below provides key information that staff, students, and families will require to clearly understand the Saucon Valley School District local plan.

Requirements <i>Level of Community Spread (as determined by state and local health officials)</i>		(Substantial/Moderate Spread)	(Low/No Spread)	Lead Individual and Position	Professional Development Y/N
<i>Level of Community Spread (as determined by state and local health officials)</i>		Schools will provide in-person instruction in accordance with Department of Education guidance and will transition to remote learning only if the number of positive cases reach the thresholds as identified by the DoH and school size.	Schools will provide in-person instruction in accordance with Department of Education guidance and will transition to remote learning only if the number of positive cases reach the thresholds as identified by the DoH and school size.	PA Dept. of Health	N
		All high-touch surfaces will be disinfected regularly, including water fountains, door handles,	All high-touch surfaces will be disinfected regularly, including water fountains, door handles, light	Supervisor of Campus	Y



Saucon Valley School District Path to Reopening for K-12 Schools: Health and Safety Plan

		<p>light switches, playground equipment, and student desks. Students and staff will be encouraged to use individual water bottles from home or disposable plastic bottles. All individuals in school will sanitize or wash their hands on a frequent basis. Hand sanitizer will be made available in all common areas, hallways, and/or in classrooms where sinks for handwashing are not available. Classrooms and common areas will be ventilated with additional circulation of outdoor air when possible, using windows, doors, and/or fans.</p> <p>Cleaning, Sanitizing, Disinfecting, and Ventilation Cleaning, sanitizing, disinfecting will be performed in accordance with current CDC, and DOH guidelines. EPA approved products will be used in accordance with labeling requirements and staff will be trained on how to appropriately use these products. Cleaning Plan</p> <p>ASHRAE guidelines for</p>	<p>switches, playground equipment, and student desks. Students and staff will be encouraged to use individual water bottles from home or disposable plastic bottles. All individuals in school will sanitize or wash their hands on a frequent basis. Hand sanitizer will be made available in all common areas, hallways, and/or in classrooms where sinks for handwashing are not available. Classrooms and common areas will be ventilated with additional circulation of outdoor air when possible, using windows, doors, and/or fans.</p> <p>Cleaning, Sanitizing, Disinfecting, and Ventilation Cleaning, sanitizing, disinfecting will be performed in accordance with current CDC, and DOH guidelines. EPA approved products will be used in accordance with labeling requirements and staff will be trained on how to appropriately use these products. Cleaning Plan</p> <p>ASHRAE guidelines for Reopening</p>	<p>Operations</p>	
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Saucon Valley School District Path to Reopening for K-12 Schools: Health and Safety Plan

		<p>Reopening of Schools meets all CDC guidelines. A complete air filter change will be completed by 7/31/20. Spray disinfectants will be utilized on the HV units where possible. We currently change filters in July and December. All ASHRAE Guidelines for Reopening of Schools will be followed.</p> <p>EPA Disinfectants -EPA#47371-129 -EPA#82972-1</p> <p>Day shift custodial staff</p> <ul style="list-style-type: none"> ● Continue everyday responsibilities and tasks ● Clean excessively touched items throughout the day <ul style="list-style-type: none"> ○ door knobs ○ hand railings ○ light switches ○ water fountains if not disabled ○ Restrooms will be cleaned midday (using the proper PPE) <ul style="list-style-type: none"> ■ wet mopping with disinfectant ■ disinfecting toilets, urinals, sinks, paper 	<p>of Schools meets all CDC guidelines. A complete air filter change will be completed by 7/31/20. Spray disinfectants will be utilized on the HV units where possible. We currently change filters in July and December. All ASHRAE Guidelines for Reopening of Schools will be followed.</p> <p>EPA Disinfectants -EPA#47371-129 -EPA#82972-1</p> <p>Day shift custodial staff</p> <ul style="list-style-type: none"> ● Continue everyday responsibilities and tasks ● Clean excessively touched items throughout the day <ul style="list-style-type: none"> ○ door knobs ○ hand railings ○ light switches ○ water fountains if not disabled ○ Restrooms will be cleaned midday (using the proper PPE) <ul style="list-style-type: none"> ■ wet mopping with disinfectant ■ disinfecting toilets, urinals, sinks, paper dispensers 		
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Saucon Valley School District Path to Reopening for K-12 Schools: Health and Safety Plan

		<p style="text-align: center;">dispensers and partitions</p> <p>Night shift custodial staff</p> <ul style="list-style-type: none"> ● Continue everyday responsibilities and tasks ● Cleaning restrooms using proper PPE ● Vacuum ● Dry mopping ● wet mop with disinfectant ● wipe down, clean and disinfect <ul style="list-style-type: none"> ○ Chairs ○ Desks ○ Tables ○ Doors/door handles, door frames ○ Light switches ○ Computers ○ Phones ○ Counters ○ Corridor walls ○ Hand railings ● Disinfecting with sprayer weekly <p>Custodial/Maintenance PPE</p>	<p style="text-align: center;">and partitions</p> <p>Night shift custodial staff</p> <ul style="list-style-type: none"> ● Continue everyday responsibilities and tasks ● Cleaning restrooms using proper PPE ● Vacuum ● Dry mopping ● wet mop with disinfectant ● wipe down, clean and disinfect <ul style="list-style-type: none"> ○ Chairs ○ Desks ○ Tables ○ Doors/door handles, door frames ○ Light switches ○ Computers ○ Phones ○ Counters ○ Corridor walls ○ Hand railings ● Disinfecting with sprayer weekly <p>Custodial/Maintenance PPE</p> <p>PPE will be utilized in coordinate</p>		
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Saucon Valley School District Path to Reopening for K-12 Schools: Health and Safety Plan

		<p>PPE will be utilized in coordinate with job duties performed and as indicating in guidelines set forth by the CDC and PA DOH</p> <p>Ventilation</p> <ul style="list-style-type: none"> • Where possible, there will be an increase of outside air introduced to the building through our HVAC systems • Air filter changes will remain on the same schedule (excessive filter changes not necessary) • windows may be opened in areas to assist where HVAC system is not capable of outside air transfer <p>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>Staff and Students are expected to adhere to hygiene practices set forth by CDC and DOH. Personal Protective equipment will be utilized by staff and students in accordance with current CDC and DOH</p>	<p>with job duties performed and as indicating in guidelines set forth by the CDC and PA DOH</p> <p>Ventilation</p> <ul style="list-style-type: none"> • Where possible, there will be an increase of outside air introduced to the building through our HVAC systems • Air filter changes will remain on the same schedule (excessive filter changes not necessary) • windows may be opened in areas to assist where HVAC system is not capable of outside air transfer <p>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p> <p>Staff and Students are expected to adhere to hygiene practices set forth by CDC and DOH. Personal Protective equipment will be utilized by staff and students in accordance with current CDC and DOH recommendations. Handwashing toolkit Personal Protective Equipment Classroom Hygiene Procedure</p>		
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Saucon Valley School District Path to Reopening for K-12 Schools: Health and Safety Plan

		<p>recommendations. Handwashing toolkit Personal Protective Equipment Classroom Hygiene Procedure</p> <p>Hand soap and hand sanitizer will be provided with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas</p> <p>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs Signage will be posted at entrances, bathrooms, and throughout the facility. Signage to be Posted</p> <p>Limiting the sharing of materials among students Items should not be shared between students to reduce the spread of infectious bodily fluids. Items that may need to be shared should be disinfected in accordance with CDC and DOH guidelines after use. Classroom hygiene plan</p> <p>Turn off water fountains and</p>	<p>Hand soap and hand sanitizer will be provided with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas</p> <p>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs Signage will be posted at entrances, bathrooms, and throughout the facility. Signage to be Posted</p> <p>Limiting the sharing of materials among students Items should not be shared between students to reduce the spread of infectious bodily fluids. Items that may need to be shared should be disinfected in accordance with CDC and DOH guidelines after use. Classroom hygiene plan</p> <p>Turn off water fountains and provide bottled water or allow students and staff to bring water bottles from home</p> <p>Materials, Resources and/or</p>		
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		<p>provide bottled water or allow students and staff to bring water bottles from home</p> <p>Materials, Resources and/or Supports Needed Signage to be Posted Handwashing toolkit Types of PPE Classroom Hygiene Procedure</p>	<p>Supports Needed Signage to be Posted Handwashing toolkit Types of PPE Classroom Hygiene Procedure</p>		
<p>Summary of Responses to Key Questions: <i>The buildings have been cleaned and water lines have been flushed to ensure a safe return to the learning and office environment. The appropriate supplies have been ordered through our partner vendors to ensure appropriate supplies are on hand to adhere to the stringent hygiene practices that are to be implemented. The enhanced cleaning procedures will be carried out daily to assist in the efforts to mitigate the spread of COVID-19. Staff has been trained through our online learning tool on signs and symptoms of COVID-19, when to stay home, best hygiene practices to follow. Supervisors will meet with staff on an ongoing basis to ensure compliance and address any issues. Training on infection control will be provided to all staff prior to return to work. Training will be provided to staff through an online learning system, competency will be measured by an online test, acknowledgment of this plan and procedures will be obtained through the online learning system.</i></p>					
Transportation of Students		<p>Symptom screening will be done by all parents/guardians at home each morning before the school day. No children with symptoms will be sent on a bus or brought to school. In addition, temperatures will be taken when the students arrive at school prior to them entering the building. Any student registering a temperature of 100.4 or above</p>	<p>Symptom screening will be done by all parents/guardians at home each morning before the school day. No children with symptoms will be sent on a bus or brought to school. In addition, temperatures will be taken when the students arrive at school prior to them entering the building. Any student registering a temperature of 100.4 or above will be sent immediately to the school</p>	Supervisor of Campus Operations	Yes



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		<p>will be sent immediately to the school nurse.</p> <p>Adjusting transportation schedules and practices to create social distance between students</p> <p>Buses can operate with a maximum of one student per seat, with the exception of siblings who can sit two per seat, with the understanding that masks will be required of students while on the bus. Disinfect all high-touch surfaces on buses at least daily. Face coverings will be required in accordance with the orders set forth by the Commonwealth.</p> <p>We are following the revised masking and travel orders released by the state on November 17, 2020.</p> <p>Other Strategies:</p> <ul style="list-style-type: none"> ● Provide assigned seating ● Symptomatic or sick students and transportation staff will not be permitted on the bus ● Provide hand sanitizer for 	<p>nurse.</p> <p>Adjusting transportation schedules and practices to create social distance between students</p> <p>Buses can operate with a maximum of one student per seat, with the exception of siblings who can sit two per seat. Masks will be worn at all times. Disinfect all high-touch surfaces on buses at least daily. Face coverings will be required in accordance with the orders set forth by the Commonwealth.</p> <p>We are following the revised masking and travel orders released by the state on November 17, 2020.</p> <p>Other Strategies:</p> <ul style="list-style-type: none"> ● Provide assigned seating ● Symptomatic or sick students and transportation staff will not be permitted on the bus ● Provide hand sanitizer for students, bus driver, and monitors ● bus drivers/monitors will be required to wash hands in accordance with 		
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		<p>students, bus driver, and monitors</p> <ul style="list-style-type: none"> • Bus drivers/monitors will be required to wash hands in accordance with handwashing infection control guidelines. • HANDWASHING PROTOCOL • No field trips will be provided • No food or drink allowed on bus • Clean and disinfect frequently touched surfaces on the bus after each scheduled run • Posters encouraging staying at home when sick, covering coughs and sneezes, and washing hands often will be placed on the bus in sight of all passengers • Air out buses when not in use <p>Materials, Resources and/or Supports Needed Types of PPE Signage to be Posted HANDWASHING PROTOCOL</p>	<ul style="list-style-type: none"> • handwashing infection control guidelines. • HANDWASHING PROTOCOL • No field trips will be provided • No food or drink allowed on bus • Clean and disinfect frequently touched surfaces on the bus after each scheduled run • Posters encouraging staying at home when sick, covering coughs and sneezes, and washing hands often will be placed on the bus in sight of all passengers • Air out buses when not in use <p>Materials, Resources and/or Supports Needed Types of PPE Signage to be Posted HANDWASHING PROTOCOL</p> <p>CDC What bus transit operators need to know about COVID-19: https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/bus-transit-operator.html</p> <p>CDC Educational Materials: https://www.cdc.gov/nonpharmaceutical-interventions/tools-resources/educational-materials.html</p>		
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		<p>CDC What bus transit operators need to know about COVID-19: https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/bus-transit-operator.html</p> <p>CDC Educational Materials: https://www.cdc.gov/nonpharmaceutical-interventions/tools-resources/educational-materials.html</p>			
<p>Summary of Responses to Key Questions: <i>Symptom screening will be performed by all parents/guardians at home each morning before the school day. No children with symptoms will be sent on a bus or brought to school. Regular cleaning and airing out of the buses will be expected to assist in reducing transmission of germs. Regular handwashing and appropriate use of PPE will be expected. Training on infection control and appropriate use of PPE will be provided to all drivers.</i></p>					
Entering School Buildings		<p>Symptom screening will be performed by all parents/guardians at home each morning before the school day. Student temperatures will be checked again by school staff prior to students entering the building. No children with symptoms will be sent on a bus or brought to school. All district staff will perform a symptom screen on themselves prior to leaving for work, and will stay home if ill.</p> <p>Identifying and restricting non-essential visitors and</p>	<p>Symptom screening will be performed by all parents/guardians at home each morning before the school day. Student temperatures will be checked again by school staff prior to students entering the building. No children with symptoms will be sent on a bus or brought to school. All district staff will perform a symptom screen on themselves prior to leaving for work, and will stay home if ill.</p> <p>Identifying and restricting non-essential visitors and volunteers</p> <ul style="list-style-type: none"> • Non essential visitors will 		



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		<p>volunteers</p> <ul style="list-style-type: none"> • Non essential visitors will not be allowed in the buildings. Essential personnel include TSS workers, external personnel providing services, Probation Officers, and Law Enforcement. Essential visitors (those providing services to students, and law enforcement) will be permitted on an as needed basis following building access procedures upon entrance. • Minimal movement around the facility is expected • Signage will be posted in hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols. • Hand sanitizer provided to all staff, students, and visitors prior to entering 	<p>not be allowed in the buildings. Essential personnel include TSS workers, external personnel providing services, Probation Officers, and Law Enforcement.</p> <ul style="list-style-type: none"> • Essential visitors (those providing services to students and law enforcement) will be permitted on an as needed basis following building access procedures upon entrance. • Minimal movement around the facility is expected • Signage will be posted in hallways, and entrances to communicate how to stop the spread. COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, and school/district specific protocols. • Hand sanitizer provided to all staff, students, and visitors prior to entering the building • Limit unnecessary congregations of students and staff 		
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		<p>the building</p> <ul style="list-style-type: none"> ● Follow protocol for students/staff who feel ill/experience symptoms when they come to school ● Limit congregations of students and staff <ul style="list-style-type: none"> ● Screening of symptoms of illness will be required for staff and visitors prior to entering the school ● Symptomatic or sick staff, students and visitors will not be permitted into the school ● Face coverings will be required for all visitors entering the building and while visiting the building in accordance with the orders set forth by the Commonwealth. We are following the revised masking and travel orders released by the state on November 17, 2020. <ul style="list-style-type: none"> ● Nonessential visitors and volunteer will be restricted 	<ul style="list-style-type: none"> ● Follow protocol for students/staff who feel ill/experience symptoms when they come to school ● Visitors call the front office before entering, screening of symptoms of illness will be required for staff and visitors prior to entering the school visitors. Health screening required prior to entry ● Symptomatic or sick staff, students and visitors will not be permitted into the school ● Face coverings will be required for all visitors entering the building and while visiting the building in accordance with the orders set forth by the Commonwealth. We are following the revised masking and travel orders released by the state on November 17, 2020. ● Nonessential visitors and volunteer will be restricted <p>Materials, Resources and/or Supports Needed Signage to be Posted</p>		
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		<i>Materials, Resources and/or Supports Needed</i> Signage to be Posted			
<p>Summary of Responses to Key Questions: <i>Temperature screening will be required upon entrance to school for students. Symptom screening will be performed by all parents/guardians at home each morning before the school day. No children with symptoms will be sent on a bus or brought to school. All district staff will perform a symptom self-screen prior to leaving for work, and will stay home if ill.</i></p> <p><i>Training on infection control will be provided to all staff prior to return to work. Training will be provided to staff through an online learning system and acknowledgment of this plan and procedures will be obtained through the online learning system.</i></p>					
Serving Meals		<p>Alternative Serving Models:</p> <ul style="list-style-type: none"> • All meals will be served in classrooms <p>All food allergen regulations as prescribed in Policy 209.2 and the Administrative Regulations accompanying that policy will be observed.</p> <p>Staff and students will be required to wash hands before and after meal service</p> <p>Face coverings will be required in accordance with the orders set forth by the Commonwealth. We are following the revised masking and travel orders released by the state on November 17, 2020.</p>	<p>Alternative Serving Models:</p> <ul style="list-style-type: none"> • All meals will be served in classrooms <p>All food allergen regulations as prescribed in Policy 209.2 and the Administrative Regulations accompanying that policy will be observed.</p> <p>Staff and students will be required to wash hands before and after meal service</p> <p>Face coverings will be required in accordance with the orders set forth by the Commonwealth. We are following the revised masking and travel orders released by the state on November 17, 2020.</p>	Food Service Coordinator	Yes



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		<p>Hand sanitizer will be provided for students and staff</p> <p>Payments can be deposited online or provided to the homeroom teacher who will submit them to the school offices.</p> <p>Disposable plates, utensils, etc. will be utilized</p> <p>No sharing of foods and utensils permitted</p> <p>Materials, Resources and/or Supports Needed Types of PPE</p> <p>CDC Educational Materials: https://www.cdc.gov/nonpharmaceutical-interventions/tools-resources/educational-materials.html</p>	<p>Hand sanitizer will be provided for students and staff</p> <p>Payments can be deposited online or provided to the homeroom teacher who will submit them to the school offices.</p> <p>Disposable plates, utensils, etc. will be utilized</p> <p>No sharing of foods and utensils permitted</p> <p>Materials, Resources and/or Supports Needed Types of PPE</p> <p>CDC Educational Materials: https://www.cdc.gov/nonpharmaceutical-interventions/tools-resources/educational-materials.html</p>		
<p>Social Distancing and Other Safety Protocols</p>		<p>Classroom/learning space occupancy Six foot distancing is operational for classroom seating. Classroom configurations will be</p>	<p>Classroom/learning space occupancy Six foot distancing is operational for classroom seating. Classroom configurations will be altered for</p>		



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		<p>altered for maximum social distancing.</p> <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p> <p>Other social distancing and safety practices Building Access Protocol Classroom Hygiene Procedures Handwashing toolkit</p> <p>Materials, Resources and/or Supports Needed Signage to be Posted Handwashing toolkit Types of PPE Classroom Hygiene Procedure</p> <p>Floor markings</p>	<p>maximum social distancing..</p> <p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p> <p>Other social distancing and safety practices Building Access Protocol Classroom Hygiene Procedures Handwashing toolkit</p> <p>Materials, Resources and/or Supports Needed Signage to be Posted Handwashing toolkit Types of PPE Classroom Hygiene Procedure</p> <p>Floor markings</p>		
<p>Summary of Responses to Key Questions:</p> <p><i>Classroom space will be utilized to ensure the maximum amount of distancing between students. Social distancing will also be implemented in hallways, cafeterias, and larger group gathering areas to provide for maximum mitigation.</i></p>					
Transitioning in Congregate Settings		<p>Restricting the use of cafeterias and other congregate settings, and</p>	<p>Restricting the use of cafeterias and other congregate settings, and serving meals in alternate</p>		



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		<p>serving meals in alternate settings such as classrooms. High-traffic hallway use will be limited when feasible, by either staggering the end of classroom periods to reduce the number of students in the hallways simultaneously, and/or by requiring masking.</p> <p>District/School Serving Meals:</p> <ul style="list-style-type: none"> ● Allow student hand washing before and after meal service ● Provide hand sanitizer for students and staff ● Use disposable plates, utensils, etc. <p>Alternative Serving Models</p> <ul style="list-style-type: none"> ● Meals will be served in classrooms. <p>Staggering the use of communal spaces and hallways High-traffic hallway use will be limited when feasible, by either staggering the end of classroom periods to reduce the number of</p>	<p>settings such as classrooms. High-traffic hallway use will be limited when feasible, by either staggering the end of classroom periods to reduce the number of students in the hallways simultaneously, and/or by requiring masking.</p> <p>District/School Serving Meals:</p> <ul style="list-style-type: none"> ● Allow student hand washing before and after meal service ● Provide hand sanitizer for students and staff ● Use disposable plates, utensils, etc. <p>Alternative Serving Models</p> <ul style="list-style-type: none"> ● Meals will be served in classrooms <p>Staggering the use of communal spaces and hallways High-traffic hallway use will be limited when feasible, by either staggering the end of classroom periods to reduce the number of students in the hallways</p>		
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		<p>students in the hallways simultaneously, and by requiring masking.</p> <p>District/School Transitioning Considerations:</p> <ul style="list-style-type: none"> ● Limit mixing between groups (to the extent practicable) ● For class changes and other transitions throughout the school day: <ul style="list-style-type: none"> ○ Provide additional time for transitions ○ Designate areas of the hallway (i.e.lanes) as flow paths to keep students separated ○ Plan staggered class (ex: by hall, odd/even room numbers, grade/discipline) changes to decrease number of students in hallways at one time ○ Have the same group of students stay with the same staff (all day for young children and as much as feasible for older children) 	<p>simultaneously, and by requiring masking.</p> <p>District/School Transitioning Considerations:</p> <ul style="list-style-type: none"> ● Limit mixing between groups (to the extent practicable) ● For class changes and other transitions throughout the school day: <ul style="list-style-type: none"> ○ Provide additional time for transitions ○ Designate areas of the hallway (i.e.lanes) as flow paths to keep students separated ○ Plan staggered class (ex: by hall, odd/even room numbers, grade/discipline) changes to decrease number of students in hallways at one time ○ Have the same group of students stay with the same staff (all day for young children and as much as feasible for older children) 		
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<p>Summary of Responses to Key Questions:</p> <p><i>Students will be grouped in the smallest classroom settings possible employing social distancing. Playgrounds, gyms, and larger classroom areas will be sectioned off and student use/grouping will be staggered. When possible, teachers will move between classrooms rather than transitioning students. When possible larger classes will be assigned to larger rooms in the building. Procedures will be enforced to achieve 6ft social distancing at all times and in all areas. If need be, larger classes will be reduced in size to accomplish maximum spacing between students and the teacher. Outside/non-school group usage of the buildings will be greatly reduced or eliminated. Training will be executed via online modules or face to face training through Zoom and or any other live platform. Training will take place at the beginning of the school year.</i></p>					
<p>Large Group Gatherings</p>		<p>Health and safety guidance from the CDC and DOH will be followed.</p> <p>Implement standard operating procedures</p> <p>Large group gatherings will be avoided in all possible situations. Larger classes (band/choir,gym) will be placed in larger areas where social distancing can be achieved.</p> <p>Preventative measures in place:</p> <p>CongregationArrival/Dismissal Student Procedures Abide by the maximum number of people</p>	<p>Health and safety guidance from the CDC and DOH will be followed.</p> <p>Implement standard operating procedures</p> <p>Large group gatherings will be avoided in all possible situations. Larger classes (band/choir/gym) will be placed in larger areas where social distancing can be achieved.</p> <p>Preventative measures in place:</p> <p>CongregationArrival/Dismissal Student Procedures (Middle School) Abide by the maximum number of people allowed to congregate as defined by the Governor.</p>		



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		<p>allowed to congregate as defined by the Governor. Discourage the congregation of students in parking lots and common areas Stagger the schedule for large group gatherings (i.e. recess and school meals) Identify and utilize large spaces (i.e. gymnasiums, Auditoriums, outside spaces – as weather permits) for social distancing Face coverings will be required in accordance with the orders set forth by the Commonwealth. Students may remove face coverings to eat or drink when at least six feet apart.</p> <p>Follow the revised masking and travel orders released by the state on November 17, 2020.</p>	<p>Discourage the congregation of students in parking lots and common areas Stagger the schedule for large group gatherings (i.e. recess and school meals) Identify and utilize large spaces (i.e. gymnasiums, Auditoriums, outside spaces – as weather permits) for social distancing Face coverings will be required in accordance with the orders set forth by the Commonwealth. Students may remove face coverings to eat or drink when at least six feet apart.</p> <p>Follow the revised masking and travel orders released by the state on November 17, 2020.</p> <p>Follow the Safety Drill Plans and Response</p>		
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		Follow the Safety Drill Plans and Response			
Teaching and Learning	SVSD Continuity of Education	<p>Traditional Instructional Model</p> <ul style="list-style-type: none"> In this environment, students will report to school via the bus, parent drop off, walking or driving. Students who ride on district transportation will have an assigned seat and be expected to wear masks during transport. Each student will have their own iPad provided by the school district and use a standardized learning platform (Schoology). All staff will be required to wear masks except in their classrooms/offices or when eating or drinking. Students will wear masks 	<p>Traditional Instructional Model</p> <ul style="list-style-type: none"> In this environment, students will report to school via the bus, parent drop off, walking or driving. Students who ride on district transportation will have an assigned seat and be expected to wear masks during transport. Each student will have their own iPad provided by the school district and use a standardized learning platform (Schoology). All staff will be required to wear masks except in their classrooms/offices or when eating or drinking. Students will wear masks when transitioning to and from classes and at other times as 	Assistant Supt. Director of Special Ed, Supervisor of Federal Programs, Asst. and PD Principals	Yes



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		<p>when transitioning to and from classes and at other times as designated by State guidance. All executive orders by the state and federal government will be followed. Social distancing (optimal 6 feet apart) will be implemented when possible, large group areas will be used sparingly and hallway traffic will be limited when feasible. At the elementary level, student interactions will be limited to their homeroom and grade level where possible. At the secondary level, interactions will be limited by having one way hallways.. Outdoor spaces will be utilized when feasible. All</p>	<p>designated by State guidance. All executive orders by the state and federal government will be followed. Social distancing (6 feet apart) will be implemented when possible, large group areas will be used sparingly and hallway traffic will be limited when feasible. At the elementary level, student interactions will be limited to their homeroom and grade level where possible. At the secondary level, interactions will be limited by having one way hallways.. Outdoor spaces will be utilized when feasible. All facilities will be cleaned and sanitized daily. Proper hygiene practiced with students and staff. Normal length of</p>		
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		<p>facilities will be cleaned and sanitized daily. Proper hygiene practiced with students and staff. Normal length of school day is followed.</p> <p>Online Instructional Models</p> <ul style="list-style-type: none"> Remote learning with SVSD curriculum and SVSD teachers (synchronous - same time as on-site classes each day). In this option, students will stay on pace with the curriculum that is being taught in the face-to-face classroom and will have opportunities to interact with their teacher and classmates. Each student will have their own iPad provided by the 	<p>school day is followed.</p> <p>Online Instructional Models</p> <ul style="list-style-type: none"> Remote learning with SVSD curriculum and SVSD teachers (synchronous - same time as on-site classes each day). In this option, students will stay on pace with the curriculum that is being taught in the face-to-face classroom and will have opportunities to interact with their teacher and classmates. Each student will have their own iPad provided by the school district and use a standardized learning platform (Schoology). <p>Target interventions and supports:</p> <ul style="list-style-type: none"> Provide additional 		
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		<p>school district and use a standardized learning platform (Schoology).</p> <p>INFECTION CONTROL: Classroom Hygiene Procedure</p>	<p>instructional supports to: students at-risk of not graduating on time; students with disabilities; students who struggled in the prior distance/remote learning environment (i.e. early grades, English Learners, etc.); other students identified as being behind academically by teachers and parents.</p> <ul style="list-style-type: none"> • Identify essential concepts/skills grade levels and provide access to enrichment (fine arts, music, world language, computer science, AP, physical education/play, STEM/STEAM, etc.) <p>INFECTION CONTROL: Classroom Hygiene Procedure</p>		
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Instructional Hours Requirement

Schools are required to provide students with a minimum of 180 days of instruction and 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level. During a global pandemic there are many challenges for school leaders to meet these requirements. Therefore during an emergency such as a global pandemic the Superintendent and the board of school directors shall provide an alternate plan with temporary provisions to ensure the instruction hours requirement of the public school code is met. School entities have adopted temporary provisions which include the school entity's school calendar and academic schedule. The temporary provisions ensure that relevant academic standards set forth in Chapter 4 are met; a system is implemented of tracking attendance and instructional time, the provision of FAPE is met, and equity in access to instruction for all students is implemented. In addition, per Chapter 11 instruction time for students is determined as the time in the school day devoted to instruction and instructional activities provided as an integral part of the school programs under the direction of certified school employees in both synchronous or asynchronous formats of instruction.



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All schedules for remote learning and brick and mortar classes
<https://www.svpanthers.org/site/handlers/filedownload.ashx?moduleinstanceid=4424&dataid=7315&FileName=2020-21%20Tentative%20school%20calendar.pdf>
 were constructed with the hour/day state requirement in mind.

Summary of Responses to Key Questions:

All faculty and paraprofessionals will be fully engaged in the delivery of instruction remotely and in brick and mortar settings. All students will be provided with a personal device and connectivity to expedite their involvement in the instructional process. Live/synchronous instruction will be pushed out to all students in brick and mortar and remote settings through Zoom and/or other online learning platforms. Counselors and a Licensed Professional Counselor will be available to assist students with social emotional needs. Programs, such as the PATH curriculum, MTSS, and Trauma Informed Education will also be deployed to assist students in need.

<p>Behavioral Health Supports and SEL Considerations</p>		<p>Employees have access to a variety of Behavioral Health Supports that may include:</p> <ul style="list-style-type: none"> ● Community resources <p>Students and Families have access to the following Behavioral Health Supports:</p> <p>Faculty and Staff training in SEL - Trauma Informed - MTSS</p> <ul style="list-style-type: none"> ● Northampton/ Lehigh County Residents- https://www.magellanofpa.com/media/4999/provider-directory-for-lehigh-northampton-oct-7-2019.pdf 	<p>Employees have access to a variety of Behavioral Health Supports that may include:</p> <ul style="list-style-type: none"> ● Community resources <p>Students and Families have access to the following Behavioral Health Supports:</p> <p>Faculty and Staff training in SEL - Trauma Informed - MTSS</p> <ul style="list-style-type: none"> ● Northampton/ Lehigh County Residents- https://www.magellanofpa.com/media/4999/provider-directory-for-lehigh-northampton-oct-7-2019.pdf 		
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Protecting Students and Staff at High Risk for Severe Illness		<p>Protecting students and staff at higher risk for severe illness</p> <ul style="list-style-type: none"> ● Staff will have the opportunity to self-identify prior to returning to face to face instruction. Continuity of education plan should be followed for those students that may not be able to attend due to high risk. Remote learning and telework will continue as appropriate. ● Establish point-of-contact with the local health department ● Identify local COVID-19 testing sites ● Establish a process for regular check-ins with vulnerable students and staff ● Department of Labor <p style="text-align: center;">https://docs.google.com/document/d/1cvjQlaCdDXn7_sG3QANNNa5QppX-KCakGhVPe-d4RF0/edit?usp=sharing</p> <p>Use of face coverings: Face coverings will be required in accordance with the orders set forth by the Commonwealth. We</p>	<p>Protecting students and staff at higher risk for severe illness</p> <ul style="list-style-type: none"> ● Staff will have the opportunity to self-identify prior to returning to face to face instruction. Continuity of education plan should be followed for those students that may not be able to attend due to high risk. Remote learning and telework will continue as appropriate. ● Establish point-of-contact with the local health department ● Identify local COVID-19 testing sites ● Establish a process for regular check-ins with vulnerable students and staff ● Department of Labor <p style="text-align: center;">https://docs.google.com/document/d/1cvjQlaCdDXn7_sG3QANNNa5QppX-KCakGhVPe-d4RF0/edit?usp=sharing</p> <p>Use of face coverings: Face coverings will be required in accordance with the orders set forth by the Commonwealth. We</p>		
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Saucon Valley School District Path to Reopening for K-12 Schools: Health and Safety Plan

		<p>are following the revised masking and travel orders released by the state on November 17, 2020.</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <ul style="list-style-type: none"> • Allow vulnerable students to complete their coursework virtually • Allow an early transition for vulnerable students to go to classes <p>Strategic deployment of staff</p> <ul style="list-style-type: none"> • Substitute Teacher Training Program 	<p>are following the revised masking and travel orders released by the state on November 17, 2020.</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <ul style="list-style-type: none"> • Allow vulnerable students to complete their coursework virtually • Allow an early transition for vulnerable students to go to classes <p>Strategic deployment of staff</p> <ul style="list-style-type: none"> • Substitute Teacher Training Program 		
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Summary of Responses to Key Questions:

Faculty and Staff will wear masks at all times when with students or other adult employees. Students will wear masks in the building, classrooms, during transitions, on buses, and other areas. Masks may only be removed when students are at their individual work stations and distanced by 6ft for no longer than 10 minutes.

Students of “high risk” will be identified and monitored for consistently aggressive social distancing protocols, while also monitored for exhibiting any or all COVID



Saucon Valley School District Path to Reopening for K-12 Schools: Health and Safety Plan

symptoms.

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Summary of Responses to Key Questions:

Temperature screening will be required upon entrance to school for students. Symptom screening will be performed by all parents/guardians at home each morning before the school day. No children with symptoms will be sent on a bus or brought to school. All district staff will perform a symptom screen on themselves prior to leaving for work, and will stay home if ill.

Students and staff will consistently be made aware of the signs and symptoms of COVID-19. Students and staff will go to the nurse immediately if exhibiting symptoms. symptomatic.



Saucon Valley School District Path to Reopening for K-12 Schools: Health and Safety Plan

Self-Temp monitoring will take place daily at home prior to coming to school. Students and staff members exhibiting symptoms of COVID 19 shall report such to the Nurse's Office. Further monitoring will take place daily in the building as students and staff go about their daily routines. Any student or staff member exhibiting signs of illness shall report immediately to the school nurse.

Quarantine or isolation will be implemented based on the Exposure Protocol provided in the above link. Nurse's offices will be sectioned off to provide for an area for those individuals exhibiting ill symptoms.

The Pandemic Co-Coordinator and the Superintendent or Assistant Superintendent will make decisions regarding quarantine.

Return to School will be based upon meeting the criteria listed above in the link under Exposure Protocol.

Employees unable to return to work or are uncomfortable at work will be permitted to work remotely only with the approval of the Superintendent.

Students may return when they are clear of all symptoms, have a normal body temperature without medication, and are cleared by a physician to return to school.

The Pandemic Co-Coordinator or Superintendent will notify the student and parent/guardian of all positive COVID cases.

<p style="text-align: center;">Sports and ExtraCurricular Activities</p>		<p>Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p> <p>PK-12 Athletics Health and Safety Plan <i>(Each school entity must develop and adopt Athletics Health and Safety Plan aligned to PDE Guidance for Phased Reopening of Pre-K Schools that must be approved by local governing</i></p>	<p>Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p> <p>PK-12 Athletics Health and Safety Plan <i>(Each school entity must develop and adopt Athletics Health and Safety Plan aligned to PDE Guidance for Phased Reopening of Pre-K Schools that must be approved by local governing body of the school entity, and posted</i></p>		<p style="text-align: center;">Yes</p>
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Saucon Valley School District Path to Reopening for K-12 Schools: Health and Safety Plan

		<p>body of the school entity, and posted publicly on school entity's website)</p> <p>https://www.svpanthers.org/domain/542#calendar1/20200707/month</p> <p>Materials, Resources and/or Supports Needed PA Guidance for All Sports Permitted to Operate During the COVID-19 Disaster Emergency: https://www.governor.pa.gov/covid-19/sports-guidance/</p> <p>CDC Considerations for Youth Sports: https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/youth-sports.html</p> <p>Guidance for Business in the Restaurant Industry (Concessions): https://www.governor.pa.gov/covid-19/restaurant-industry-guidance/</p>	<p>publicly on school entity's website)</p> <p>https://www.svpanthers.org/domain/542#calendar1/20200707/month</p> <p>Materials, Resources and/or Supports Needed PA Guidance for All Sports Permitted to Operate During the COVID-19 Disaster Emergency: https://www.governor.pa.gov/covid-19/sports-guidance/</p> <p>CDC Considerations for Youth Sports: https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/youth-sports.html</p> <p>Guidance for Business in the Restaurant Industry (Concessions): https://www.governor.pa.gov/covid-19/restaurant-industry-guidance/</p>		
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Summary of Responses to Key Questions:

The link above describes our re-socialization plan with regard to athletics and extra-curricular activities. The Athletic Director shared the re-socialization plan with a sub-committee of the Board and it was later approved by the entire Board. The Athletic Director also involved personnel from St. Luke's hospital utilizing their input for the construction of the Plan. The Plan will be revisited by the Board near the beginning of August as



Saucon Valley School District Path to Reopening for K-12 Schools: Health and Safety Plan

we approach the start of the fall season. The Plan was distributed to all local media sources, placed on our Facebook pages, and placed on our website. Sports-related activities will be monitored on a daily basis and closures and delays will be implemented as needed based on reported positive cases.

Other		Materials, Resources and/or Supports Needed COVID-19 Physical Intervention and Restraint Protocols: Safety Drill Plans and Response	Materials, Resources and/or Supports Needed COVID-19 Physical Intervention and Restraint Protocols: Safety Drill Plans and Response		
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Health and Safety Plan Professional Development

The success of your plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. Professional learning plans is documented with the following components listed in the table below:

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and/or Supports Needed	Start Date	Completion Date
Prevention Practices	Custodial/Maintenance	Supervisor of Campus Operations				8/20/20
Transportation of Students	Drivers	Supervisor of Campus				8/20/20



Saucon Valley School District Path to Reopening for K-12 Schools: Health and Safety Plan

		Operations				
Meal Service	Cafeteria Staff	Food Service Coordinator				8/20/20
Health/Illness Protocols	Nurses, Professional Staff, Admin, other designated staff	Pandemic Co-Coordinators				8/20/20
Teaching and Learning Tools/Methods	Professional Staff, other staff as appropriate					8/21/20
H&S Plan for Sports	Coaches, etc	Athletic Director				8/14/20

Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules is critical. Schools should be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, LEAs should establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community. Health and Safety Plan Communications is documented with the following components listed in the table below:

Topic	Audience	Lead Person and	Mode of Communications	Start Date	Completion
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**Saucon Valley School District
Path to Reopening for K-12 Schools: Health and Safety Plan**

		Position			Date



Saucon Valley School District

Path to Reopening for K-12 Schools: Health and Safety Plan

RESOURCES:

Regional Members of Pandemic Committees:

Committees included members from Colonial Intermediate Unit 20, the 13 school districts in the CIU20 region, 3 career technical schools in the CIU20 region, and local health officials. The purpose of the committees was to plan and prepare for reopening schools for the 2020-21 school year. Due to COVID-19, reopening schools needed to be adapted/modified to incorporate safety and health guidance for all students, staff, and school community. The committees examined guidance and routines used to prepare for the 2020-21 school year and develop alternative means for accomplishing the needed outcomes. The plans incorporated social distancing and remote learning alternatives to provide education and services throughout the various phases of re-opening directed by the state of Pennsylvania and the Department of Health and recommendations by CDC. Special accommodations were considered and implemented for students and staff that are at high risk for exposure to infectious disease.

- Superintendent's Advisory Council
 - Christopher Wolfel, Executive Director, Colonial Intermediate Unit 20
 - William Haws, Superintendent, Bangor Area School District
 - Joseph Roy, Superintendent, Bethlehem Area School District
 - John Bell, Superintendent, Delaware Valley Area School District
 - William Riker, Superintendent, East Stroudsburg Area School District
 - David Piperato, Superintendent, Easton Area School District
 - Dennis Riker, Superintendent, Nazareth Area School District
 - Joseph Kovalchick, Superintendent, Northampton Area School District
 - Walter Schlegell, Superintendent, Pen Argyl Area School District
 - Lee Lesisko, Superintendent, Pleasant Valley Area School District
 - Elizabeth Robison, Superintendent, Pocono Mountain Area School District
 - Craig Butler, Superintendent, Saucon Valley Area School District
 - Cosmos Curry, Superintendent, Stroudsburg Area School District
 - Douglas Wagner, Superintendent, Wilson Area School District



Saucon Valley School District Path to Reopening for K-12 Schools: Health and Safety Plan

- Adam Lazarchak, Executive Director, Bethlehem Area Vocational-Technical School
- Adrienne Jones, Administrative Director, Career Institute of Technology
- Dennis Virga, Administrative Director, Monroe Career and Technical Institute
- Teaching and Learning
 - Michelle Bozzini, Director of Professional Learning and Curriculum, CIU20
 - Heather Heimer, Supervisor of STEM and School Improvement, CIU20
 - Denise Kaminski, Assistant Director of Professional Learning and Curriculum, CIU20
 - Renee Harris, Supervisor of Online and Cyber Services, CIU20
 - Susan Kandianis, Supervisor of Educational Technology, CIU20
 - Ariel Hartman, TaC, CIU20
 - Ryan Moran, Assistant Superintendent, East Stroudsburg SD
 - Wanda Lesoine, Assistant Superintendent, Stroudsburg Area SD
 - Kristine Rosenberger, Assistant Superintendent, Saucon Valley SD
 - David Wright, Assistant Superintendent, Wilson SD
 - Isabel Resende, Assistant Superintendent, Nazareth SD
- Special Education and Pupil Services
 - Jackie Bartek, Director of Special Education, CIU20
 - James McDonald, Director of Resolve Behavioral Health Services
 - Lynda Hopkins, Director of Special Education, Stroudsburg Area School District
 - Tricia Viglione, Director of Special Education, Pen Argyl Area School District
 - Claire Hogan, Chief Pupil Services Office, Bethlehem Area School District
- Technology
 - Adam S. Lazarchak, Executive Director, Bethlehem Area Vocational Technical School
 - Alex Sterenchock, Network Administrator, Pleasant Valley School District
 - Ann Bauer, Student Information Data Specialist, Pleasant Valley School District
 - Anne McEntire, Supervisor of Education Technology K-5, Easton Area School District
 - Beth Rajan Sockman, Assistant Professor Media Communication and Technology, East Stroudsburg University
 - Brian Borosh, Director of Technology, East Stroudsburg Area School District
 - Brian Dravec, Supervisor of Technology, Colonial IU 20
 - Carise Comstock, Principal, Lehigh Valley Charter High School for the Arts



Saucon Valley School District Path to Reopening for K-12 Schools: Health and Safety Plan

- Craig Brown, Technology Services, Delaware Valley School District
- Cristal McCollum, Director of Technology Integration, K-12, Lehigh Valley Academy
- David Ifkovits, Supervisor of Management Information Systems, Pen Argyl School District
- Dr. David Wright, Assistant Superintendent, Wilson Area School District
- Garry Musselman, Technology Coordinator, Wilson Area School District
- Guylaine Campbell, Technology Administrator, Bethlehem Catholic High School
- Heather Heimer, Assistant Director of Professional Learning, Colonial IU 20
- James Colbert, Instructional Technology, Saucon Valley School District
- Jamie Quick, Technology Coordinator, Bethlehem Area Vocational Technical School
- JD Eates, Assistant Director of Information Technology, Nazareth Area School District
- Jennifer Levernier, Executive Office & Technology Manager, Student Support Associate, Lehigh Valley Charter High School for the Arts
- Jeremy Sawicki, Director of Technology Services, Pocono Mountain School District
- Joann McCarthy, Technology Coordinator, Career Institute of Technology
- Joann McCarthy, Technology Coordinator, Career Institute of Technology
- Joe Curran, Network Administrator, Stroudsburg Area School District
- Joe Robinson, Technology Manager, Lehigh Valley Academy
- Kathleen DePietro-Covey, Director of Instructional Technology, Stroudsburg Area School District
- Kathleen H. Bondi, Assistant Superintendent of Instructional Technology / Government Programs, Allentown Diocese
- Kurt Paccio, Director of Technology, Northampton Area School District
- Lee Gaudreau, Director, Network Administration, Moravian Academy
- Lee Lesisko, Superintendent, Pleasant Valley School District
- Marie E. Bachman, Chief Technology Officer, Bethlehem Area School District
- Michael Peck, PAACA Cyber Coordinator, Pen Argyl School District
- Michael Uelses, Director of Information Technology, Nazareth Area School District
- Michael Uelses, Director of Information Technology, Nazareth Area School District
- Mr. Kristopher Dorshimer, Supervisor of Technology, Monroe Career and Technical Institute
- Mrs. Jaime Arnts, Supervisor of Education Technology 6-12, Easton Area School District
- Ms. Dolores Notari, Business Instructor, Pocono Mountain School District
- Patti Hannon, Tech Support, Delaware Valley School District
- Patti Hannon, Tech Support, Delaware Valley School District
- Paul Bien, Tech Support, Moravian Academy



Saucon Valley School District Path to Reopening for K-12 Schools: Health and Safety Plan

- Renee Harris, Supervisor of Online Teaching & Learning, Colonial IU 20
- Scott Best, Supervisor of IT Support Services, Bethlehem Area School District
- Stacy Famoso, Director of Instructional Technology, Stroudsburg Area School District
- Stephen Spengler, Director of Instructional Technology, Pocono Mountain School District
- Susan Kandianis, Supervisor of Educational Technology, Colonial IU 20
- Susan Stem, Director of Information Technology, Easton Area School District
- Tim Curran, Technology Director, Bangor Area School District
- Tom Kalinoski, Director of Technology and Operations, Colonial IU 20
- Victoria McNeely, Director of Technology and Elementary Education, Delaware Valley School District
- Transportation
 - Robert Sutjak, Director of Transportation, CIU20
 - Thomas Hendel, Coordinator of Transportation, CIU20
 - Sandy McKeon, Transportation Manager, Bethlehem
 - Dawn Rohrer, Director of Transportation, East Stroudsburg
 - Ron Pacchioli, Director of Transportation, Easton
 - Patricia Quinn, Supervisor of transportation, Nazareth
 - Brian Leskovich, Director of Transportation, Northampton
 - William Gasper, Director of Operations, Pleasant Valley
 - Patricia Diehl, Admin Asst. to Supervisor of Operations, Saucon Valley
 - Stacy Polak, Admin. Asst. to Supervisor of Operations, Saucon Valley
 - John McCabe, Supervisor of campus operations, Saucon Valley
 - Kevin Aul, Supervisor of Transportation, Stroudsburg
 - Ken Case, Director of Operations, Wilson
 - Dora LeBar, Liason for West Campus Transportation, Pocono Mt.
 - Barb Hufnagel, Liason For East Campus Transportation, Pocono Mt.
 - Jean Cantania Supervisor Of Transportation, Pocono Mt. First Student
 - Jennifer Kulp ,Asst. Supervisor of Transportation, Nazareth
 - Dana Farace, Coordinator of Transportation, Pen Argyl
- Facilities
 - Brad Pensyl, exec director of support staff services, Pocono Mountain
 - John McCabe, Supervisor of Campus Operations, Saucon Valley



Saucon Valley School District Path to Reopening for K-12 Schools: Health and Safety Plan

- Jonathan Jenny, Director of Maintenance, Northampton
- Ken Case, Supervisor of Facilities Operations, Wilson
- Mark Stein, Chief Facilities and Operations Officer, Bethlehem
- Marvin Eversdyke, Director of Support Services, Delaware Valley
- Mr. Frank Pecci, Supervisor of Buildings and Grounds, Monroe Career and Technical Institute
- Mr. Michael Farace, Supervisor of Buildings and Grounds, Pen Argyl
- Mr. William Gasper, Director of Operations, Pleasant Valley
- Mrs. Katie Vietro, Supervisor of District Operations, Easton
- Nick Kornafel, , CIT
- Robert P. Zemanick, Director of Facilities & Operations, Nazareth
- Ron Baker, , Bangor
- Ryan Davis, Supervisor of Buildings & Grounds, BAVTS
- Scott Ihle, Director of Facilities, East Stroudsburg
- Terry Eilber, Supervisor of Buildings and grounds, Stroudsburg
- Safety, Health, Dining and Security: Emergency Preparedness
 - Frank DeFelice, Assistant Executive Director, CIU20
 - Christina Williams, Supervisor of Health and Wellness, CIU20
 - Joseph Kondisko, Director of Student Services, Bangor ASD
 - Adam Lazarchak, Executive Director, BAVT
 - Todd Repsher, Coordinator School Safety / Emerg. Mgmt, Bethlehem ASD
 - Kathy Halkins, Supervisor Health Services, Bethlehem
 - Kim Zsitek-Brannan, Supervisor Health Services, Bethlehem
 - Angela Cummings, Dietary, Bethlehem
 - Carolyn Krotowski, Principal, Colonial Academy/ CIU20
 - Mike Halmar, Assistant Principal, Colonial Academy/ CIU20
 - Chris Lordi, Director of Administrative Services, Delaware Valley SD
 - Eric Forsyth, Director of Admin Services,
 - John Remaley, Chief Security Officer, Easton SD
 - Jill Mahad, Chief Security Officer, Nazareth SD
 - Kathleen E. Ott, Director of Data, Grants, and Special Programs, Northampton
 - Robert Steckel, Assistant Superintendent, Northampton



Saucon Valley School District Path to Reopening for K-12 Schools: Health and Safety Plan

- Walter Schlegel, Superintendent, Pen Argyl
- Karen Waitz, Food Service Coordinator, Pen Argyl SD
- Dana Farace, Transportation Coordinator, Pen Argyl SD
- Jamie Achenbach, Business Administrator Pen Argyl SD
- Mai Korinchak, School Nurse, Pen Argyl SD
- Lynn Courtright, Chief of Police & Security, Pleasant Valley
- Brad Pensyl, Executive Director of Student and Support Staff Services, Pocono Mountain School District
- Beth Delay, Director, Health/Physical Education, Guidance & Nursing Services, Pocono Mountain School District
- David Bonenberger, Business Manager, Saucon Valley School
- Keith Albert, Chief of School Security/Safety, Stroudsburg SD
- Douglas Wagner, Superintendent, Wilson
- Garry Musselman, Technology Director, Wilson
- Laura Sampson, Supervisor of Student Services, Wilson SD
- Todd Weaver, Director NEMS, Northampton County
- Sherri Penchishen, Bethlehem Dept of Health
- Alycia Walty, Chief Medical Director, StarWellness
- Human Resources
 - Frank DeFelice, Assistant Executive Director, CIU20
 - Franchesca Phalen, Supervisor of HR & Research Services, CIU 20
 - Braden Hendershot, Assistant to the Superintendent, Bangor SD
 - Russell Giordano, Chief Human Resources Officer, Bethlehem SD
 - Stephen Zall, Director of HR, East Stroudsburg SD
 - Alyssa Emili, Assistant Superintendent, Easton SD
 - Dennis Riker, Superintendent, Nazareth SD
 - Donna Teklits, Supervisor of HR & Child Accounting, Northampton SD
 - Walter Schlegel, Superintendent, Pen Argyl SD
 - David Bonenberger, Business Manager, Saucon Valley SD
 - Laura Connolly, Assistant Superintendent for Personnel, Stroudsburg SD
 - Douglas Wagner, Superintendent, Wilson SD
 - Adam Lazarchak, Executive Director, BAVTS
 - Stephen Curran, Business Manager, CIT



Saucon Valley School District Path to Reopening for K-12 Schools: Health and Safety Plan

- Diane Serfass, Business Manager, MCTI
- John Burrus, Chief Human Resources Officer, Easton SD
- Kathleen Smith, Executive Director of HR, Pocono Mountain SD
- Margaret Schaffer, Director of HR & Curriculum, Delaware Valley SD
- Robert Mauro, Interim Director of HR, Pleasant Valley SD

Resources:

- CDC Considerations for Schools: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
- CDC the Schools Decision Tree: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Schools-Decision-Tree.pdf>
- CDC the Interim Guidance for Schools and Day Camps: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf#page=46>
- Process to Reopen Pennsylvania: <https://www.governor.pa.gov/process-to-reopen-pennsylvania/>
- CDC People Who Need Extra Precautions: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>
- CDC Print Resources: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>
- CDC Considerations for Youth Sports: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/youth-sports.html>
- PA Guidance for Businesses Permitted to Operate During the COVID-19 Disaster Emergency to Ensure the Safety and Health of Employees and the Public: <https://www.governor.pa.gov/wp-content/uploads/2020/06/20200504-COVID-19-Business-Guidance.pdf>
- DOH Guidance on Home Isolation or Quarantine and Returning to Work: <https://www.health.pa.gov/topics/Documents/Diseases%20and%20Conditions/Quarantine-Isolation%20Work%20Guidance.pdf>
- CDC Important Information About Your Cloth Face Coverings: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-coverings-information.pdf>
- Guidance on Homemade Masks During COVID-19: <https://www.health.pa.gov/topics/Documents/Diseases%20and%20Conditions/Homemade%20Mask%20Guidance.pdf>
- PA COVID-19 PPE and Supplies Business-2-Business Interchange Directory: <https://dced.pa.gov/pa-covid-19-medical-supply-portals/pennsylvania-covid-19-ppe-supplies-business-2-business-b2b-interchange-directory/>
- CDC How to clean and disinfect: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- County of Bucks: Guidance for Bucks County Schools Reopenings - DAVID C. DAMSKER, M.D., M.P.H. (June 15, 2020)
- World Health Organization <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

Health and Safety Plan Governing Body Affirmation Statement



Saucon Valley School District Path to Reopening for K-12 Schools: Health and Safety Plan

The Board of Directors/Trustees for **Saucon Valley School District** reviewed and approved the Phased School Reopening Health and Safety Plan on **July 28, 2020**.

The plan was approved by a vote of:

 7 Yes

 2 No

Affirmed on: **July 28, 2020**

By:

Dr. Shamim Pakzad

**Electronic signatures on this document are acceptable using one of the two methods detailed below.*

Option A: The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

Option B: If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.



Job Description - DRAFT

Title: *Assistant to the Superintendent – ~~Curriculum and Instruction~~*

Primary Function: The Assistant to the Superintendent – ~~Curriculum and Instruction~~ shall be accountable to the Superintendent to provide support for the overall operation of the school district. This is a 12-month contracted position that reports directly to the Superintendent.

Reports to: Superintendent

Qualifications:

- ~~PA letter of eligibility as a Superintendent and Principal (K-12) Certification~~
- Hold a minimum of a Masters degree in the field of education, have at least five years teaching experience, and have demonstrated previous successful leadership abilities
- Be knowledgeable in the areas of assessment, ~~curriculum~~, curriculum development, instruction, ~~and~~ educational programming, operations, personnel, supervision, evaluation, and student services.
- Capable of effectively communicating with staff/parents and students

Primary Responsibilities:

- Provide educational and instructional leadership
- Assume responsibility for improving student performance on state assessments (PSSA, Keystone, etc.)
- Provide oversight and leadership for student services
- Coordinate the process of identification, and implementation of staff development opportunities for professional staff
- Collect, analyze, and disseminate data as it relates to educational programming, student achievement, curriculum, and instruction
- Serve as liaison between the school and community in matters concerning curricula, instruction, and district operations

- Coordinate the planning, implementation, and evaluation of the District's assessment programs in conjunction with the Supervisor of Federal Programs, Assessment, and Professional Development
- Be responsible for implementing of the ongoing, systematic process of curriculum development, revision, and implementation including assessment and the updating of instructional materials
- Provide leadership in conjunction with the Superintendent in developing and implementing district goals and action plans
- Assist in the supervision and development of building principals
- Assist in the supervision and evaluation of staff as directed by the Superintendent
- Assist in preparation of public relations information and documentation
- Provide consultation and direction to district personnel on all matters as directed by the Superintendent

Other Responsibilities:

- Be accountable to support the coordination, implementation, and monitoring of all state/local policies and standards relating to curriculum and instruction
- Demonstrate and maintain knowledge of current research and trends in the areas of curriculum and instruction and provide leadership in these areas as appropriate to the District's needs
- Support the preparation of and provide leadership to explore grants that would bring additional funding into the district through partnerships, business relationships, etc.
- Represent the District at meetings and workshops as directed by the Superintendent
- Assist the Superintendent in matters relating to employment recommendations of district personnel for School Board approval
- Provide support for the planning, selection, and implementation of computer technologies as it relates to the K-12 instructional program

- Be highly visible in buildings and classrooms to monitor instruction and provide administrative presence in the school environment
- Initiate and make recommendations for programming to the Superintendent in efforts to promote continuous improvement in the district.
- Carry out other duties as assigned by the Superintendent

8/18
9/20

Facility Committee – November 18, 2020

The Facility Committee of the Saucon Valley School Board met on November 18, 2020 via an online Zoom meeting at 5:00pm.

The following item was on the Facility Committee agenda:

- Review of Cooling Tower Bids

The following recommendation was sent to the Board for approval at the December 1st meeting:

To accept the Cooling Tower bid from ASL Mechanical for Base Bid and Alternate #1.

Finance Committee – November 11, 2020

The Finance Committee of the Saucon Valley School Board met on November 11, 2020 via an online Zoom meeting at 5:00pm.

The following items were on the Finance Committee agenda:

- Update – Extension of the Free Lunch Program
- Update – School Bus Rebate Application
- Update – the cost of overtime cleaning
- Update – PCCD Grant
- Discussion – Leftover 87 Octane Fuel
- Discussion – Act 1 Index Resolution
- Discussion – Designation/Commitment of Fund Balance
- November & December meeting dates.

The following recommendations were sent to the Board for approval.

- Approve the extension of the free lunch program until the end of the 2020-2021 school year.
- Prepay the leftover 87 Octane fuel.
- Bring Act 1 Resolution to the Board for approval.
- Designation of Fund Balances.

SAUCON VALLEY SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
NORTHAMPTON COUNTY, PA

RESOLUTION 2021-22

WHEREAS, on June 27, 2006, the Pennsylvania Legislature passed Act 1 of Special Session 2006, entitled the "Taxpayer Relief Act" (hereinafter "Act 1").

WHEREAS, Act 1 requires school districts to limit tax increases to the level set by an inflation index unless the tax increase is approved by voters in a referendum or the school district obtains from the Department of Education or a court of common pleas certain referendum exceptions;

WHEREAS, Act 1 does, however, allow a board of school directors to elect to adopt a resolution indicating that it will not raise the rate of any tax for the support of the public schools for the following fiscal year by more than its index, provided this resolution must be adopted no later than 110 days prior to the date of the election immediately preceding the upcoming fiscal year;

WHEREAS, the Saucon Valley School District index for the 2021-2022 fiscal year is 3%;

WHEREAS, the Saucon Valley School District Board of Directors has made the decision that it shall not raise the rate of any tax for the support of the Saucon Valley School District for the 2021-2022 fiscal year by more than its index;

AND NOW, on this 1st day of December, 2020, it is hereby resolved by the Saucon Valley School District (hereinafter "District") Board of Directors (hereinafter "Board") the following:

1. The Board certifies that it will not increase any school district tax for the 2021-2022 school year at a rate that exceeds the index as calculated by the Pennsylvania Department of Education.
2. The Board certifies that it will comply with the procedures set forth in Section 687 of the Pennsylvania Public School Code (hereinafter "School Code") 24 P.S., 6-687, for the adoption of its proposed and final budget.
3. The Board certifies that increasing any tax at a rate less than or equal to the index will be sufficient to balance its final budget of the 2021-2022 fiscal year.
4. The Administration of the District will submit the District's information on a proposed increase in the rate of a tax levied for the support of the District to the Pennsylvania Department of Education on the uniform form prepared by the Pennsylvania Department of Education no later than five days after the Board's adoption of this Resolution.

(Resolution 2021-22 continued)

5. The Administration of the District will send a copy of this Resolution to the Pennsylvania Department of Education no later than five days after the Board's adoption of this Resolution.
6. The Board understands and agrees that by passing this Resolution it is not eligible to seek referendum exceptions under Section 333(f) of Act 1 and is not eligible to request approval from the voters through a referendum to increase a tax rate by more than the index as established for the 2021-2022 fiscal year.
7. Once this Resolution is passed, the Administration of the District is not required to comply with the preliminary budget requirements set forth in paragraphs (a) and (c) of Section 311 of Act 1. Provided, however:
 - (a) The Board understands and agrees that, upon receipt of the information submitted by the District as set forth in paragraphs 4 and 5 above, the Pennsylvania Department of Education shall compare the district's proposed percentage increase in the rate of the tax with the index.
 - (b) Within ten days of the receipt of this information, the Pennsylvania Department of Education shall inform the District whether its proposed tax rate increase is less than or equal to the index.
 - (c) If the Pennsylvania Department of Education determines that the District's proposed increase in the rate of the District's tax exceeds the index, the District is subject to the preliminary budget requirements as set forth in paragraph (a) and (c) of Section 311 of Act 1.

DULY ADOPTED, this 1st day of December, 2020, by the Board of School Directors of the Saucon Valley School District in lawful session, duly assembled.

ATTEST:

SAUCON VALLEY SCHOOL DISTRICT
Board of School Directors

Board Secretary

Board President