

Saucon Valley School District

Regular Meeting of the Board of Education

May 11, 2021 – 7 pm

High School Audion

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

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

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

Agenda

No executive session.

- I. **Call to the Order** – *Susan Baxter, President, presiding*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *David Bonenberger, Secretary*
- IV. **Motion to Approve Agenda**
- V. **Announcement of Executive Session** – None
- VI. **Approval of Minutes** – April 27, 2021
- 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 – \$315,453.77
- B. Cafeteria Expenditures – \$20,151.69
- C. Health Benefits – None
- D. Capital Projects – None

Recommendations for Approval

Presentation of Bills

- 1. Approve the above presentation of bills.

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

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

- A. Cash Investment and Bond Activity - None
- B. Condensed Board Summary Report - None
- C. Capital Project Finance Report - None
- D. Budget Transfers - \$42,300.00
- E. Middle School Activity Report – None
- F. High School Activity Report – None

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 – April 28, 2021

Recommendations for Approval

Policies

- 1. Approve the second and final reading of the following policies:
 - Policy 216 – Student Records
 - Policy 216-AR-1 – Student Records Retention Schedule
 - Policy 222 – Tobacco Use – Pupils
 - Policy 323 – Tobacco Use – Administrative Employees
 - Policy 423 – Tobacco Use – Professional Employees
 - Policy 523 – Tobacco Use – Classified Employees

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

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

None

Recommendations for Approval**Resignation**

1. Approve the resignation of Susan Lutz, high school paraprofessional, her last day was April 30, 2021.

Maternity Leave

2. Approve the following maternity leave request:

Jessica Cummings, high school science teacher, beginning approximately August 18, 2021 through approximately December 10, 2021. She plans on using 15 sick days and five personal days prior to starting FMLA leave. Mrs. Cummings will return to her teaching duties on approximately December 13, 2021.

Substitute Secretary

3. Approve Diane Albert as a substitute secretary at an hourly rate of \$9.99 on a "call as needed", no benefits, effective immediately.

Unpaid time off

4. Approve time off without pay for the following employees:

Kimberly Barndt, middle school paraprofessional, May 24 & 25, 2021.

Amanda Brady, middle school language arts teacher, May 28, 2021 and June 1, 2021 (½ day)

Dale Frankenfield, transportation, April 20, 2021 through May 7, 2021.

Melissa Janis, speech & language teacher, May 21-June 7, 2021

Dedicated Day to Day Substitute

5. Approve the following dedicated day to day substitute for the 2020-21 school year working four days of a five day school/work week where needed in assigned school building. Salary will be \$175 per day, no benefits.

Janet Heimbach – High School – effective May 12, 2021

Additions to the Substitute List

8. Approve the following 2020-21 substitute teachers:

- Shannon Clayton – Elementary K-4
- Susan Lutz – Emergency Certification
- Matthew Reynaldo – Emergency Certification

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

C. Facilities

Items/Projects for Discussion

None

Recommendations for Approval

Surplus/Obsolete

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

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

D. Finance

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

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

None

Recommendations for Approval

2021–2022 District Solicitor

1. Approve the attached agreement with Fox Rothschild LLP as Solicitor for the Saucon Valley School District for the 2021-22 school year in accordance with the April 19, 2021 retainer agreement.

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

- E. Community Outreach – SV Partnership** – *Michael Karabin and Shawn Welch*
- F. Bethlehem Area Vo-Tech School** – *Cedric Dettmar and Bryan Eichfeld*
(Meetings are the first Tuesday of every month)
- G. Colonial Intermediate Unit** – *Sandra Miller*
(Meetings are the fourth Wednesday of every month)
- H. PSBA** – *Sandra Miller and Shamim Pakzad*
- I. Hellertown/Lower Saucon Chamber of Commerce** – *Michael Karabin*
- J. Saucon Valley Foundation for Educational Innovation** – *Tracy Magnotta*
- K. Northampton Community College** – *Susan Baxter*
(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 ~

May 25, 2021 – 7 pm – Business Meeting – High School Audion

June 8, 2021 – 7 pm – Business Meeting – High School Audion

June 22, 2021 – 7 pm – Business Meeting – High School Audion

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, April 27, 2021 in the High School Auditorium. Present were Directors Edward Andres, Susan Baxter, Cedric Dettmar, Bryan Eichfeld, Michael Karabin, Dr. Shamim Pakzad and Shawn Welch. Directors Sandra Miller and Tracy Magnotta attended online. Also present were Dr. Craig B. Butler, Superintendent; David Bonenberger, Board Secretary and Mark Fitzgerald, District Solicitor

- I. **Call to the Order** – 7:00 pm - *Susan Baxter, 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 Eichfeld moved to approve the Agenda with the following modification. Move the discussion of Fair Funding to Finance instead of discussing the State Budget.
- V. **Announcement of Executive Session** – April 27, 2021
- VI. **Approval of Minutes** – April 13, 2021
- VII. **Recognition** –
 - A. Amanda Hicks and Kelly Wehr – ASCA RAMP Award
- VIII. **Presentation** –
 - A. Discussion on State Budget – Hannah Barrick and Dr. Andrew Armagost – moved under Finance.
- IX. **Superintendent’s Report** – *Dr. Craig Butler, Superintendent*
Dr. Butler congratulated the cast and crew of the High School play “Little Women”.
- X. **Courtesy of the Floor to Visitors – Agenda Items Only** – None
- XI. **Presentation of Bills** – *David Bonenberger*
 - A. General Expenditures – \$211,643.17
 - B. Cafeteria Expenditures – \$15,399.16
 - C. Health Benefits – \$461,761.29
 - D. Capital Projects – None
 1. Approve the above presentation of bills.
Director Dettmar, seconded by Director Karabin 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
- B. Condensed Board Summary Report
- C. Capital Project Finance Report
- D. Budget Transfers - \$69,130.50
- E. Middle School Activity Report – March 31, 2021
- F. High School Activity Report – March 31, 2021

1. Approve the above Treasurer's Report.

Director Dettmar, seconded by Director Eichfeld moved to approve the Treasurer's Report. Vote: 9-yes, 0-no

A. Education

- A. Parent Survey – Jaime Vlasaty

Ms. Vlasaty presented the results from the most recent Parent Survey.

B. Personnel

1. Approve the resignation of Tammie Sandt, food service; her last day was April 16, 2021.
2. Approve the following maternity leave request:
Melissa Maynard, high school English teacher, beginning approximately August 23, 2021 through approximately January 13, 2022. She plans on using 12 weeks of FMLA leave, followed by an unpaid leave. Mrs. Maynard will return to her teaching duties on approximately January 14, 2022.
3. Approve the following 2020-21 substitute teacher(s):
Lorraine Grosset – Emergency Certification

Director Welch, seconded By Director Eichfeld moved to approve Personnel Items #1-3. Vote: 9-yes, 0-no

C. Facilities

- A. Facilities Committee Summary - April 21, 2021
 1. Approve the attached list of Surplus/Obsolete items.

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

D. Finance**2021-2022 Budget Timeline for the 2019-2020 School Year**

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.

A. Finance Committee Summary - April 14, 2021

B. 2021-22 Budget Presentation

1. Approve the 2021-2022 proposed final budget, consistent with school code, in the amount of \$50,667,138.00, with \$379,401.00 coming from fund balance and a 0 millage increase. Inspection of the budget will only be electronically via the district website.

Director Pakzad, seconded by Director Dettmar moved to approve Finance Item #1.

Vote: 9-yes, 0-no

2. Approve the purchase of furniture for the High School computer lab classrooms 115, 117 and 119 per the Finance Committee recommendation in the amount of \$44,399.19 with funds coming from the High School 2020-2021 budget.
3. Approve the replacement of floor tiles in High School Rooms 115 & 117 at a cost of \$28,400.00 coming from the 2021-2022 repairs/maintenance budget.
4. Approve the proposal from Johnson Controls to replace the Middle School Cafeteria Cooler/Freezer Evaporator at a cost of \$15,900.00 with funds coming from Capital Reserves.
5. Direct the Administration of the Saucon Valley School District to provide the appropriate committee(s) of the Board of School Directors with any and all applicable information surrounding grants the District may be applying for and the expenditures connected to said grants. Such information must be provided to the committees so as to provide the committee enough opportunity to review and approve the grant application. Moreover, to the extent expenditures are connected to a particular grant application, such expenditures must be approved by the Board of School Directors consistent with the Public School Code of 1949.

Dr. Pakzad wants to make sure this becomes practice and does not go away.

Dr. Pakzad, seconded by Director Karabin moved to approve Finance Item # 5.

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

- 6. Approve the proposal from T. Schiefer Contractors to repair asphalt in the District in the amount of \$11,053.00 with funds from the 2020-2021 repairs/maintenance budget.

Director Miller, seconded by Director Karabin moved to approve Finance Items #2, 3, 4 & 6. Vote: 9-yes, 0-no

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 and Shamim Pakzad

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

M. Old Business

XIII. Citizens’ Inquiries and Comments –

S. Fye-Kelly – Asked how a Board member got her personal email to use for campaign solicitations.

XIV. Announcements

Future Meetings ~

May 11, 2021 – 7 pm – Business Meeting – High School Audion

May 25, 2021 – 7 pm – Business Meeting – High School Audion

June 8, 2021 – 7 pm – Business Meeting – High School Audion

XV. Motion to Adjourn Meeting

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

Vote: 9-yes, 0-no

9:04 pm

ATTEST: _____

Secretary

President

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PG - PLGIT GENERAL Payment Dates: 04/24/2021 - 05/07/2021

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000057495	CARDMEMBER SERVICE	DUES & FEES		5.00
0000057496	James Metzger	CONTR SERVICE LACROSSE BOYS VA		77.00
0000057497	ANDREWS ROBERT	CONTR SERVICE BASEBALL VAR		77.00
0000057498	DALE MARVIN CULTON	CONTR SERVICE SOFTBALL JR HIGH		57.00
0000057499	KONEK PETER	CONTR SERVICE SOFTBALL JR HIGH		57.00
0000057500	MICHAEL F. COLLINS	CONTR SERVICE TRACK GIRLS VAR		77.00
0000057501	Kaine Shayne P.	CONTR SERVICE LACROSSE GIRLS V	CONTR SERVICE LACROSSE GIRL JV	126.00
0000057502	Hammer Andrew	CONTR SERVICE LACROSSE GIRLS V	CONTR SERVICE LACROSSE GIRL JV	126.00
0000057503	Muhammad Abdul	CONTR SERVICE TRACK GIRLS VAR	CONTR SERVICE TRACK BOYS VAR	77.00
0000057504	NORTHAMPTON COMMUNITY COLLEGE	SUPPLIES - COMP ED 9-12		135.00
0000057505	Michael Moyer	CONTR SERVICE SOFTBALL JR HIGH		57.00
0000057506	Reel, John	CONTR SERVICE SOFTBALL JR HIGH		57.00
0000057507	Allyssa Jaiindi M.S., CCC-SLP	OTHER PROF SVC - ES ACCESS		650.00
0000057508	GINGLES DONALD L.	SENIOR CITIZENS TAX REBATE		250.00
0000057509	GROSS EDWARD	SENIOR CITIZENS TAX REBATE		250.00
0000057510	MACMILLAN OIL CO.OF ALLENTOWN	SUPPLIES - TRANSPORTATION		90.00
0000057511	MUMMEY MARY F.	SENIOR CITIZENS TAX REBATE		250.00
0000057512	SMODISH ELAINE C.	SENIOR CITIZENS TAX REBATE		250.00
0000057513	GERHART DONALD	CONTR SERVICE SOCCER COED MS G	CONTR SERVICE SOCCER COED MS B	55.00
0000057514	HOOVER ROBERT	CONTR SERVICE SOCCER COED MS G	CONTR SERVICE SOCCER COED MS B	55.00
0000057515	CSONGRADI EDWARD	CONTR SERVICE SOCCER COED MS G		37.00
0000057516	JAMES DOWLING	CONTR SERVICE SOCCER COED MS B		37.00

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PG - PLGIT GENERAL Payment Dates: 04/24/2021 - 05/07/2021

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000057517	D'ANGELO FRANK	CONTR SERVICE BASEBALL VAR		77.00
0000057518	HOLLENBACH JUDY	CONTR SERVICE LACROSSE GIRLS V	CONTR SERVICE LACROSSE GIRL JV	126.00
0000057519	DALE MARVIN CULTON	CONTR SERVICE SOFTBALL VARSITY		75.00
0000057520	PANCZER STEPHAN	CONTR SERVICE BASEBALL VAR		77.00
0000057521	JAMES PAGLIARO IV	CONTR SERVICE SOFTBALL VARSITY		75.00
0000057522	Kaine Shayne P.	CONTR SERVICE LACROSSE GIRLS V	CONTR SERVICE LACROSSE GIRL JV	126.00
0000057523	AHOLD FINANCIAL SERVICES	supplies		437.28
0000057524	AMAZON	supplies	GENERAL SUPPLIES	1,098.63
0000057525	AMELIO ROBERT R.	SENIOR CITIZENS TAX REBATE		250.00
0000057526	BAVTS	VO-TECH TUITION 9-12		33,240.00
0000057527	BOYKO'S PETROLEUM SERVICE INC.	Underground Tank Report/DEP		2,522.50
0000057528	Center for Teaching for Biliteracy, LLC.	CONF EMPL TRAINING K-4		700.00
0000057529	CINTAS CORPORATION-#101	Uniforms		15.00
0000057530	CIRCLE OF SEASONS CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	9,124.87
0000057531	COLONIAL INTERMEDIATE UNIT #20	SPECIAL ED IU CONTRACTED SVCS	TELECOMMUNICATIONS	55,619.93
0000057532	CONSTELLATION ENERGY GAS SERVICES LLC	NATURAL GAS - PLANT OPERATIONS		5,908.81
0000057533	CRYSTAL SPRINGS	SUPPLIES - PLANT OPERATIONS	SUPPLIES - SUPERINTENDENT OFF	225.95
0000057534	FEESER'S	SUPPLIES - CONSUMER ED 5-8		120.08
0000057535	GENERAL HEALTHCARE RESOURCES LLC	L SUPPORT OTHER PROF SERVICES	SPEC ED - OTHER PROF SERVICE	1,314.39
0000057536	HOBBY LOBBY STORES INC.	SUPPLIES - CONSUMER ED 5-8		160.84
0000057537	J.C. EHRLICH CO. INC.	REPAIRS & MAINT - MS	REPAIRS & MAINT - ELEM	195.00
0000057538	JASON D. STEM	LAWN CARE SVCS		5,230.00

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PG - PLGIT GENERAL Payment Dates: 04/24/2021 - 05/07/2021

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000057539	JASON GORDON	TUITION REIMB REGULAR 9-12		3,522.00
0000057540	KENMARK INC.	Theatre Supplies		3,820.00
0000057541	KEYSTONE COLLECTIONS GROUP	DED: GARN - Full Payroll Pay Date: 5/6/2021		198.48
0000057542	KISTLER O'BRIEN	REPAIRS & MAINT SVCS		318.79
0000057543	LOWE AND MOYER GARAGE INC.	SUPPLIES - TRANSPORTATION		3,709.47
0000057544	LOWE'S	SUPPLIES - PLANT OPERATIONS		157.70
0000057545	MACMILLAN OIL CO.OF ALLENTOWN	Diesel Exhaust Fluid (Bulk)		327.00
0000057546	MADLE'S HARDWARE	SUPPLIES - PLANT OPERATIONS		64.00
0000057547	MCCARTHY LARA	INSTRCT OUTSIDE SCHOOL - OTHER PROF SVC - MS		550.00
0000057548	MCNEAL KRISTEN	TUITION REIMB REGULAR K-4		1,650.00
0000057549	MICROBAC LABORATORIES INC.	REPAIRS & MAINT SVCS		59.45
0000057550	MOUNTAIN ENVIRONMENTAL & RADON SERVICES	REPAIRS & MAINTENANCE		3,120.00
0000057551	MUSIC & ARTS	REPAIR/MAINT OF EQUIPMENT 9-12		162.00
0000057552	NORTH EAST PARTS GROUP LLC.	supplies		585.41
0000057553	NORTHAMPTON COMMUNITY COLLEGE	NCC COMTY COLLEGE PAYMENT		22,911.42
0000057554	OVERDRIVE INC.	BOOKS & PERIODICALS LIBR 9-12		344.00
0000057555	PACIFIC TELEMAGEMENT SVCS	PLANT OP COMMUNICATIONS - MS	PLANT OP COMMUNICATIONS - HS	267.18
0000057556	PEDIATRIC THERAPEUTIC SERVICES INC.	PROF SVCS		35,397.38
0000057557	PENNSYLVANIA LEADERSHIP CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		11,344.94
0000057558	PPL ELECTRIC UTILITIES	ELECTRIC - PLANT OPERATIONS		3,090.43
0000057559	ROHRER BUS SALES INC.	GENERAL SUPPLIES		25.06

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PG - PLGIT GENERAL Payment Dates: 04/24/2021 - 05/07/2021

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000057560	ST. LUKE'S HOSPITAL	DRIVER PHYSICALS		132.00
0000057561	SUPERIOR AUTO SERVICE CO. INC.	REPAIRS & MAINT EQUIP		41.40
0000057562	SUPPRESSION SYSTEMS INC.	REPAIRS & MAINT SVCS		735.00
0000057563	TELEMEDICINE MANAGEMENT INC.	HEALTH INSURANCE EXPENSE PAYAB		1,435.00
0000057564	THE COLLEGE BOARD	MISCELLANEOUS		4,197.00
0000057565	THE LEHIGH VALLEY CHARTER H.S. FOR THE ARTS INC.	TUITION - CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	26,114.01
0000057566	THE SHERWIN WILLIAMS CO.	Field Stripe Paint		342.45
0000057567	TOMLINSON BOMBERGER	Completion of Baseball/Softball Field Work		4,316.04
0000057568	TRUIS INC.	SUPPLIES - PLANT OPERATIONS		56.00
0000057569	TUMEY TIMING & DATA INC.	OTHER PROFESSIONAL SVC		2,250.00
0000057570	UGI SOUTH	NATURAL GAS - PLANT OPERATIONS		73.83
0000057571	UNITED ELECTRIC SUPPLY CO. INC.	SUPPLIES - PLANT OPERATIONS		589.10
0000057572	VERIZON WIRELESS	TELEPHONE		2,260.51
0000057573	XEROX CORP.	RENTAL OF EQUIP - TECHNOLOGY		2,337.65
0000057574	XEROX CORP.	RENTAL OF EQUIPMENT		9,269.57
0000057575	James Metzger	CONTR SERVICE LACROSSE BOYS VA		77.00
0000057576	ACTFL	Membership renewal		45.00
0000057577	AHOLD FINANCIAL SERVICES	supplies		90.76
0000057578	AMAZON	supplies	SUPPLIES - ARTS AND THEATRE	2,652.22
0000057579	B & B POOLS INC.	GENERAL SUPPLIES		32.97
0000057580	COOPER ELECTRIC SUPPLY CO.	GENERAL SUPPLIES		59.63
0000057581	DANIEL C. KIRIPOSKI INC.	RENTAL OF EQUIPMENT	LEASE COPY MACHINE TRANSP	744.75

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PG - PLGIT GENERAL Payment Dates: 04/24/2021 - 05/07/2021

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000057582	GENERAL HEALTHCARE RESOURCES LLC	L SUPPORT OTHER PROF SERVICES		4,619.16
0000057583	HWA GROUP INC.	ST 54 Double Wand 36" Karcher		129.80
0000057584	J.C. EHRLICH CO. INC.	REPAIRS & MAINT SVCS	REPAIRS & MAINT - MS	253.00
0000057585	Library Skills, Inc.	Library Supplies		951.59
0000057586	MICROBAC LABORATORIES INC.	REPAIRS & MAINT - HS		59.45
0000057587	PostNet PA130	Theatre Printing		806.50
0000057588	Regents of the University of Minnesota	BOOKS AND PERIODICALS		450.00
0000057589	Roberts Oxygen Co. Inc	GENERAL SUPPLIES		134.88
0000057590	SWEETWATER SOUND INC.	Principal Supplies		999.00
0000057591	TRANE U.S. INC.	GENERAL SUPPLIES		399.56
0000057592	UNITED ELECTRIC SUPPLY CO. INC.	SUPPLIES - PLANT OPERATIONS		475.44
			10 - GENERAL FUND	293,668.21
			Grand Total All Funds	293,668.21
			Grand Total Credit Cards	0.00
			Grand Total Direct Deposits	0.00
			Grand Total Manual Checks	0.00
			Grand Total Other Disbursement Non-negotiables	0.00
			Grand Total Procurement Card Other Disbursement Non-negotiables	0.00
			Grand Total Regular Checks	293,668.21
			Grand Total All Payments	293,668.21
0000057492	LARRY & ANTHONY FERRARO			1,382.88
			Grand Total All Payments	295,051.09

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CP - CAFE - PLGIT Payment Dates: 04/23/2021 - 05/07/2021

Payment Categories: Regular Checks
Sort: Payment Number

	50 - CAFETERIA	20,151.69
	Grand Total All Funds	20,151.69
	Grand Total Credit Cards	0.00
	Grand Total Direct Deposits	0.00
	Grand Total Manual Checks	0.00
	Grand Total Other Disbursement Non-negotiables	0.00
	Grand Total Procurement Card Other Disbursement Non-negotiables	0.00
	Grand Total Regular Checks	20,151.69
	Grand Total All Payments	20,151.69

SAUCON VALLEY SCHOOL DISTRICT

BUSINESS OFFICE

BUDGETARY TRANSFER FORM
2020-2021

Date: May 11, 2021

		TRANSFER AMOUNT		ACCOUNT TITLE	REASON FOR TRANSFER	
ACCOUNT #		IN	OUT			
1	TO	10-2690-430-000-00-000-000-0000	42,000.00		REPAIRS AND MAINTENANCE	BALANCE ACCOUNT
	FROM	10-2690-610-000-00-000-000-0000		42,000.00	SUPPLIES - PLANT OPERATIONS	TRANSFER OF FUNDS
2	TO	10-1241-610-000-10-000-000-0000	300.00		SUPPLIES - ACAD SUPPORT K-4	BALANCE ACCOUNT
	FROM	10-1241-610-000-30-000-000-0000		300.00	SUPPLIES - ACADEMIC SUPP 9-12	TRANSFER OF FUNDS

Total Transfer: \$ 42,300.00

**Saucon Valley School District
Academic and Personnel Committee
Minutes of April 28, 2021**

Present were Academic and Personnel Committee Board Members: Susan Baxter, Cedric Dettmar, and Dr. Shamim Pakzad. Also present were: Dr. Craig Butler, Lynn Cheddar, Pam Dobson, Board Member Michael Karabin, Mike Sakelarides, and Jaime Vlasaty

Meeting commenced at 5:05 pm

Agenda approved by Mr. Dettmar, second by Dr. Pakzad

Minutes approved by Mr. Dettmar, second by Dr. Pakzad

Courtesy of the floor - None

Agenda items

I. Career and Collegiate Affairs Counselor

Ms. Vlasaty presented a proposed position for 2021-2022 to replace the vacated counselor position at the high school with a Career and Collegiate Affairs Counselor. Ms. Vlasaty distributed a list of potential duties and responsibilities to the committee. The committee unanimously voted to move the motion to the May 11th Board meeting.

II. K - 6 Remediation Program.

Ms Vlasaty presented the option of moving the K-6 Summer Remediation Program to the fall to replace Homework Club. She stated several reasons why the summer remediation program may not be palatable due to family travel and the lack of Saucon Valley teachers available to work. As a result, she will be working with the elementary administration to determine the efficacy of moving the program to the fall.

III. 2021 - 2022 Professional Development

Ms. Cheddar and Ms. Dobson presented an outline of a three-year plan for professional development in the district. The plan is based on four pillars including standards and skill alignment, assessment, monitoring, and support.

Citizens' inquiries and comments – No comments

No new business or old business.

Meeting adjourned at 6:30 p.m.

Announcement of future meetings:

Wednesday, May 26, 2021
Wednesday, June 23, 2021

Saucon Valley School District

Policy

Title – 216 Student Records

Section – 200 Pupils

Adopted – May 23, 2006

Revised – April 8, 2008

Content

Purpose

The educational interests of students require the collection, retention, and use of data and information about individuals and groups of students while ensuring the individual's right to privacy. The district will maintain educational records for students for legitimate educational purposes.

Authority

The Board shall adopt a comprehensive plan for all aspects of student records that conforms to the mandates of the Family Educational Rights and Privacy Act (FERPA) and its regulations and the Standards for Special Education. Only educational records mandated by federal and state statutes and regulations, or permitted by the Board, may be compiled by district staff.

Parents/Guardians and eligible students shall be notified annually, and upon initial enrollment, of their rights concerning student records. The notice shall be modified to accommodate the needs of the disabled or those whose dominant language is other than English.

Delegation of Responsibility

The Superintendent or designee shall be responsible for developing and implementing a comprehensive administrative regulation plan for records of all students that meets the requirements of all state and federal statutes and regulations.

The administration shall establish safeguards to protect the student and his/her family from an invasion of privacy when collecting, retaining and disseminating student information and providing access to authorized persons.

District staff shall maintain the confidentiality of student records and personally identifiable information, as required by law and regulations. The district shall obtain written parent/guardian consent prior to releasing a student's educational record when prior consent is required by law, regulations or Board policy.

In accordance with law, each district teacher shall prepare and maintain a record of the work and progress of each student, including the final grade and a recommendation for promotion or retention.

Definitions

The following terms as used in this policy shall have the following meanings:

1. *Directory information.* The name, address, telephone number, electronic mail address, date and place of birth, names of parents and siblings, dates of attendance, whether the student graduated and the date of graduation, awards received, participation in District-approved extracurricular activities, weight and height of interscholastic athletic team members, photographs, schools attended within the District, and student identification number, user identification number, or code when such number or code cannot alone be used to access education records, without some other identifier known only to the authorized user of an electronically accessed information system or data base.
2. *Disclose; disclosure.* Permit access to or release, transfer, or otherwise communicate to any person or entity, by any means or medium, personally identifiable information contained in the education record of the student.
3. *Education record.* Any personally identifiable information recorded or stored by any means—including, but not limited to, information that is handwritten, typed, printed, or stored on computer media, microfilm, microfiche, video or audio tape, film, or digital medium—that is directly related to the student and is maintained by the District or by an individual or agency acting on behalf of the District regardless of the current location of such record. The term does not include the following:
 - (a) records of instructional, supervisory, and administrative personnel and educational personnel ancillary to those persons—including, but not limited to, instructional support teachers, counselors, therapists and clinicians, school Board of Education, psychologists and psychiatrists, nurses, and instructional aides—that are kept in the sole possession of the maker of the record and the contents of which are not accessible or revealed to any other person except a substitute for the maker of the record
 - (b) records that contain only information about the student after he or she is no longer a student in the District or receiving District-supported education;
 - (c) grades and other forms of peer assessment or rating before they are collected and recorded by a teacher; and
 - (d) other records specifically excluded from the definition of “education record” under the Family Education Rights and Privacy Act, 20 U.S.C. § 1232g, and its implementing regulation, 34 C.F.R. Part 99

4. *Eligible student.* A present or former student who has attained the age of eighteen or a former student who is attending an institution of post-secondary education.
5. *Emancipated minor.* A student below the age of twenty-one who has chosen to establish a domicile apart from the continued control and support of parents or guardians. The term includes a minor living with a spouse.
6. *IEP.* Individualized education program.
7. *Service Agreement.* A written plan of adaptations or modifications, or both, developed for a student with disabilities who is eligible for protection under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, but who is not eligible for special education and related services under the Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400, *et seq.*
8. *Maintain or maintained.* In the case of personally identifiable information on paper or stored on magnetic or video tape, the term shall mean information kept in a secure file or desk drawer or in the continuous and secure control of a school official with a legitimate educational interest in the content thereof. In the case of personally identifiable information that is stored electronically, including electronic mail, the term shall mean information kept in a secure electronic storage system or site, whether located locally or remotely, specifically designated by the Superintendent or his or her designee as a “student records maintenance site.” The District electronic mail server or servers, or directory or directories, and the files on local or remote disk drives, computers, servers, portable media, or mobile devices shall not for any purpose constitute a “student records maintenance site” unless explicitly so designated by the Superintendent or his or her designee in writing, and any personally identifiable information stored thereon shall either be deleted or moved to a “student records maintenance site” at least once annually. Personally identifiable electronic information, including electronic mail, shall not be considered to be “maintained” by the District or by any individual or agency acting on behalf of the District unless and until it is moved to or stored in or on a “student records maintenance site.”
9. *Parent.* The biological or adoptive parents of a student, regardless of residency or physical custodial status; the legal guardian or guardians of a student; or an individual acting as a parent in the absence of a natural parent or guardian, unless the right of any such person to receive personally identifiable information has been terminated or restricted by order of court.
10. *Personally identifiable information.* Any one or more of the following:
 - (a) The student’s name;
 - (b) The name, including maiden names, of any member of the student’s family;

- (c) The current or past address, or the date or place of birth, of the student or any member of the student's family;
 - (d) A personal identifier such as a social security number, student number or code, or biometric information consisting of one or more measurable biological or behavioral characteristic that can be used for automatic identification of an individual;
 - (e) information that, alone or in combination, is linked or linkable to a specific student such that a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, could use such information to identify the student with reasonable certainty; or
 - (f) information requested by a person whom the educational agency or institution reasonably believes knows the identity of the student to whom such information relates.
11. *School official with a legitimate educational interest.* Any employee, officer, agent, consultant, or contractor of, or any volunteer acting on behalf of:
- (a) the District,
 - (b) the Intermediate Unit,
 - (c) a vocational technical school, or
 - (d) any public or private school or facility that the District is using or is proposing to use to provide elementary or secondary education to the student in place of a public school, who is or will be responsible for providing or supervising the provision of education, education-related services, or extra-curricular activities or experiences to or for the student, when—
 - i. particular information concerning that student is presently or potentially relevant to the design or provision of instruction or other education, education-related services, testing or assessments, behavior interventions and strategies, or extracurricular activities or experiences either to the student, to particular groups of students, or to whole schools, grade-levels, or the student population of the District at large, regardless of whether the student is part of the group or population that will be effected; or
 - ii. such information is necessary to protect the health, safety, or welfare of the student or others with whom the student might have direct or indirect contact.

The phrase also applies to clerical staff of the agencies enumerated above who are responsible for the maintenance and security of education records and to attorneys, consultants, and school board members when school board action concerning the

student is required by law or when the education or treatment of the student is the subject of present or potential litigation or legal dispute. When the “school official with a legitimate educational interests” is not an employee of the District, such individual may receive “personally identifiable information” only when he or she is under the direct control of the District, by contract or otherwise, with respect to the use and maintenance of education records in his or her possession and only when such individual is prohibited from re-disclosure of such information to any other party without written parent or eligible student consent.

12. *Secure file.* A student or subject-specific compilation of information stored on paper, audio or visual tape, microfiche, microfilm, computer storage disk or removable drive, or similar medium that can be maintained in a physically segregated form that is maintained in a locked file drawer, cabinet, or desk or, if unlocked, in the immediate custody and control of the custodian thereof, or a student or subject-specific compilation maintained on a computer storage system to which access is limited by security software that conforms to current computer industry standards.
13. *Student with disabilities.* A student age three through twenty-one who has or is thought to have one or more of the disabilities described in the Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 *et seq.*, or any preceding or succeeding legislation, or a student of school age who has or is thought to have a disability as defined in Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794

Guidelines

Collection

14. The District shall collect and maintain the types of records described in the following subparagraphs (a) through (c) and **may** collect and maintain records described in following subparagraphs (d) through (j):
 - (a) Core data - consisting of the name of the student; last known address and domicile within the District of the parents or guardian of the student or, if the student is emancipated, of the student; the birth date of the student; the course, subject area, or project work completed by the student and the level of achievement attained; the last grade attended or the date of graduation and type diploma issued; and attendance data;
 - (b) Discipline and law enforcement records, including the sworn statement or affirmation of suspension or expulsion required at registration and the record of incidents of violence maintained in a form prescribed by the Pennsylvania State Police as required under Section 1307-A of the Pennsylvania Public School Code, 24 P.S. § 13-1307-A, and, in a file maintained separately from other records concerning the student, information from the Office of Juvenile Probation concerning adjudications of delinquency;

- (c) Health records, including immunization information, results of vision and hearing screenings, results of state-mandated physical examinations, in-school treatment and drug dispensing or administration orders or prescriptions from physicians, treatment and drug dispensing or administration logs, and health-related information provided by parents or guardians;
- (d) Student work samples and teacher grade books retained for purposes of ongoing assessment, instructional planning, or grade calculation; the results of District-wide group standardized or criterion-referenced testing and state-wide criterion-referenced assessments, if any, in which the student participated; and noncumulative report cards;
- (e) Guidance department, psychologist, and student assistance team records, although personal records and notes maintained strictly in accordance with Section 1.3(a) of this policy are not considered records subject to this policy;
- (f) Results of vocational and career aptitude and interest surveys, or of surveys to assist in planning for and providing guidance, health, or drug and alcohol abuse prevention instruction or programs;
- (g) Reports of and other information describing or summarizing the results of individual testing and assessment by instructional support, child study, multidisciplinary, or IEP teams, or by professional staff responsible for determining eligibility for Title I, ESL, and other remedial programs, or by agencies and individuals not employed by or working on behalf of the District; instructional support or child study team action plans; IEPs; and service agreements or accommodation plans;
- (h) Protocol sheets and booklets; scoring sheets; answer books; rating forms; observation notes; anecdotal logs; running record forms; and other forms of raw data gathered in the course of testing and assessment or progress monitoring and assessment;
- (i) Records of awards and distinctions earned by students for work or activities in school and in the community and of participation in District-approved extracurricular activities; and
- (j) Other records required by law or deemed by instructional or supervisory staff to be both accurate and necessary to the provision of education, education-related services, or extra-curricular activities or experiences.

15. By adoption of this policy, the District Board of School Directors gives consent for the collection of records and information described in Subsections (a), (d), and (e) of Section 14 of this policy.

16. By adoption of this policy, the District Board of School Directors gives consent for the collection of records and information described in Subsections (b), (c), and (f)

of Section 14 of this policy, unless the collection of such records and information is accomplished by use of a survey, analysis, or evaluation that requires or encourages the student to reveal—

- (a) political affiliations or beliefs of the student or the student's family;
- (b) mental or psychological problems of the student or the student's family;
- (c) sexual behavior or attitudes;
- (d) illegal, anti-social, self-incriminating, or demeaning behavior;
- (e) critical appraisals of persons with whom the student has close family relationships;
- (f) information protected by legal privilege;
- (g) income, unless income information is required by law to determine eligibility for participation in a program of assistance; or
- (h) religious practices, affiliations, or beliefs of the student or the student's family.

17. When a survey, analysis, or evaluation is used to obtain such information, the District shall obtain prior informed consent in writing in a form consistent with Section 20 of this policy. For purposes of this policy, the phrase "survey, analysis, or evaluation" shall be limited to a planned method of inquiry or information collection used on a group or individual basis. The phrase does not apply to the ordinary give-and-take exchange that occurs in the course of the counselor-student, psychologist-student, teacher-student, or nurse-student relationship when the student initiates the contact or otherwise participates in it voluntarily. Consent otherwise required by this Section is not required to investigate or substantiate a good faith suspicion of child abuse or neglect when the person from whom consent would be required is suspected of the abuse or neglect.

18. To collect records and information described in Subsection (g) of Section 14 of this policy, the District shall obtain prior informed consent in writing in a form consistent with Section 20 of this policy.

19. To collect records and information described in Subsections (h) and (i) of Section 14 of this policy, other than reports and other documents provided by parents or other agencies, the District shall obtain prior informed consent in writing and in a form required by applicable state or federal law or, in the absence of a specific applicable law, in a form consistent with Section 20 of this policy. For purposes of collecting information in the form of an instructional support or child study team action plan, an IEP, or a service agreement or accommodation plan, a written invitation to the parents and, when required by law, the student to participate in the development of such document shall constitute an adequate means of

obtaining consent to develop the document, even if the parents or student do not participate in the meeting at which the content of the document is discussed. The description in an action plan, IEP, or service agreement or accommodation plan, of a means of data collection or ongoing progress monitoring or assessment shall suffice to allow such activities without need for additional written consent.

20. When state or federal law does not specifically prescribe the form for obtaining prior written consent as required by this policy, such consent shall be obtained by mailing to the residence of record or by hand delivery to the parent or emancipated minor a written consent form that complies with the following requirements and is received within a reasonable time prior to the information collection activity for which consent is sought:

- (a) The form shall use language that a layperson can readily understand and shall be written in the native language of the parent or emancipated minor from whom consent is sought;
- (b) The form shall contain an explanation of the type of information sought, the purpose for which the information is sought, and the specific types of testing, assessment, or data collection to be used to obtain the information;
- (c) The form shall make clear to the parent or emancipated minor that consent is required to proceed with the information collection activity or activities proposed; shall contain an assurance that such activity or activities will not proceed without consent; shall specify the duration of the consent or shall clearly provide that consent shall be considered effective until revoked in writing by the person giving consent; and shall contain a clear explanation of the time and place for responding to the form;
- (d) The form shall contain the name and telephone number of a contact person whom the parents or emancipated minor can contact to obtain additional information or seek clarification concerning the proposed activity; and
- (e) The form shall provide a space for the parent or emancipated minor to elect whether to grant or withhold consent by marking one of two clearly-worded options and by signing their name.

21. When a student who has attended another public or private school registers to attend public school in the District, the District shall immediately—

- (a) request a certified copy of the student's disciplinary record and a copy of the student's health record from the public or private school the student last attended;
- (b) request all other current records, including special education records, necessary to ensure that the student is placed appropriate classes at the

appropriate grade level and that the District is able to meet all obligations to the student under State and federal law.

Maintenance—Time

22. All education records described in Section 14 of this policy shall be maintained in accordance with the schedule attached in 216-AR-3, Student Records Retention Schedule. If not identified, the records shall be maintained as long as the information contained therein remains relevant to the education of the particular student or to the design and provision of educational programs in general or as long as such information remains essential to the protection of the legal interests of the District. The District alone shall determine whether education records remain relevant to education or essential to the protection of legal interests.

Maintenance—Location

23. Education records that might be necessary to the provision of education, education-related services, or extracurricular activities or experiences to a student during any given school year shall be maintained during that school year in a secure file located in the building to which that student is assigned during that school year. Education records that are essential to the day-to-day provision of education, education-related services, or extracurricular activities or experiences may be maintained in a secure file in the personal possession, offices, or class rooms of school officials with a legitimate educational interest therein.

- (a) The discipline record of a student shall be maintained in a secure file in the building to which that student is currently assigned. Information furnished by the Office of Juvenile Probation in accordance with Section 6341(b.1) of the Juvenile Act, 42 P.S. § 6341(b.1), shall be maintained in a secure file separately from other records concerning the student.
- (b) The health record of a student shall be maintained in a secure file in the nurse's office or health suite in the building to which that student is currently assigned or in the personal possession or office of the nurse assigned to that building.
- (c) Copies of a student's current IEP, most recent multi-disciplinary team evaluation report, current service agreement or accommodation plan, and instructional support or child study team data and action plan shall be maintained—
 - i. in a secure file in the building to which the student is currently assigned; and
 - ii. in a secure file in the District office of special education, together with other special education records that remain relevant to the education of the particular child or the design and provision of

educational programs in general or essential to the protection of the legal interests of the District.

- (d) In addition to or in place of any of the locations identified in subsections (a) through (c) of Section 23, records may be maintained in a secure electronic storage system or site, whether located locally or remotely, specifically designated by the Superintendent or his or her designee as a “student records maintenance site.” The District electronic mail server or servers, or directory or directories, and the files on local or remote disk drives, computers, servers, portable media, or mobile devices shall not for any purpose constitute a “student records maintenance site” unless explicitly so designated by the Superintendent or his or her designee in writing, and any personally identifiable information stored thereon shall either be deleted or moved to a “student records maintenance site” at least once annually.

Maintenance—Transfer and Conversion

- 24. When a student assignment changes from one building to another within the District the education records described in Sections 23(a)-(c) of this policy, including the separately-maintained information from the Office of Juvenile Probation, shall be transferred to the new building in sufficient time to enable school officials with a legitimate educational interest to review such records, if necessary, prior to the arrival of the student in the new building or as soon as possible thereafter.
- 25. Nothing in this policy shall preclude the transfer or conversion of education records or information from one form or storage medium to another, as long as such transfer or conversion—
 - (a) allows for similar accessibility of information to parents, eligible students, and school officials with a legitimate educational interest;
 - (b) provides at least the level of security that could be obtained with physically locked conventional storage and, in the case of computer storage, conforms to the current standards established in the computer industry;
 - (c) clearly reproduces educationally or legally necessary graphic information, handwriting, and signatures; and
 - (d) allows for the use of an access and disclosure log in accordance with Section 26 of this policy.
- 26. Every file from which access might be had by, or disclosure might be made to, persons or agencies other than the parents or the eligible student, shall have as part thereof an access and disclosure log that shall be maintained for as long as the records in that file are maintained and that shall consist of the following:

- (a) The identity of such person or agency to which access is granted to or disclosure made from the file;
- (b) The purpose for which access was granted or disclosure made;
- (c) The date of access or disclosure;
- (d) The name or initials of the person granting access or making the disclosure;
- (e) In the case of disclosures to persons who will make further disclosures or allow further access on behalf of the District, the identity of the person or agency to whom or to which, and the specific purpose for which, such further disclosure or access will be made or allowed; and
- (f) Any record of further disclosures made by State or federal agencies that are permitted to do so under law.

Destruction

- 27. The District may destroy education records identified in the District's Student Record Retention Schedule once the applicable time period for maintenance of such records has elapsed.
- 28. The District may destroy all other education records once it determines at its sole discretion that such records are no longer relevant to the education of the particular student or to the design and provision of educational programs in general or that such records are not essential to the protection of the legal interests of the District.
- 29. When the time periods described in the District's Student Record Retention and Disposition Schedule have elapsed for any record or any portion of an education record of a student with disabilities, the District shall comply with the Record Retention and Disposition Schedule and destroy the record accordingly. Education Records are no longer deemed relevant to a student's education once the applicable retention period has expired. Parents and guardians of students with disabilities shall be provided with a copy of this policy to ensure notice is provided regarding the destruction of education records.
- 30. A record is "destroyed" for purposes of this policy when, at a minimum, all personally identifiable information is removed from it or is otherwise obscured or obliterated. Nothing in this policy shall require the destruction of an education record except when required by law.
- 31. The District shall not destroy any record that is the present subject of a request for access from a parent or eligible student.

Inspection of Education Records

32. The District shall allow the parents or eligible student to inspect and review the education record of the student within forty-five calendar days of receipt of a verbal or written request to do so. District staff shall make every reasonable effort to ensure that requested records are provided to the parents at the earliest possible date.
33. The District shall respond to all reasonable requests from the parents or eligible student for an explanation or interpretation of information contained in the education record.
34. If circumstances effectively preclude the parents or eligible student from inspecting or reviewing the education record, or any portion thereof, the District shall provide the parents or the eligible student with a copy of the record subject to the request. When copies are not required to ensure that the parents or the eligible student has the opportunity to inspect and review the education record, the District may charge a fee of twenty-five cents per page to copy requested portions of the education record, unless the parents or the eligible student can establish that they are financially unable to pay the amount thus charged.
35. When the District receives a request to inspect and review the education record of a student with disabilities in anticipation of a meeting of the IEP, service agreement, or multi-disciplinary team, or in anticipation of a due process hearing, the District shall respond to such request within a reasonable time prior to the meeting or hearing, the time allowed by Section 32 of this policy notwithstanding.
36. When parents or an eligible student seek to inspect and review a record that contains personally identifiable information concerning more than one student, the District shall provide access only to that portion of the record that pertains to the student in question.
37. School officials with a legitimate educational interest may at any time inspect and review, and obtain copies of, the education record and personally identifiable information in which they have such interest.

Amendment of Education Records

38. A parent or eligible student may request in writing that the District amend any portion of an education record that he or she believes is inaccurate, misleading, or in violation of the student's right to privacy. If a parent or eligible student makes such a request verbally, the person to whom such request is made shall inform the parent of the obligation to make such request in writing.
39. Within thirty school days of the receipt of the written request to amend the education record, the administrator who is primarily responsible for maintenance of the challenged record shall notify the parent or eligible student in writing of whether the District will amend the record. If the District determines that it will grant the request to amend, the notice to the parent or eligible student shall

either describe the amendment, which can include the expungement or deletion of records or information contained therein, or enclose a copy of the amended record. If the District determines that it will not amend the record, the notice shall so inform the parent or eligible student and shall contain a statement explaining that the parent or eligible student has the right to request in writing a hearing before a disinterested school official to challenge the determination not to amend.

40. Within ten school days of receipt of a request for a hearing to challenge a determination not to amend an education record, the District shall notify the parents or eligible student of the date, time, and location of the hearing. The notice shall be mailed certified, return receipt requested, or by similarly secure and verifiable means, in such time that the parent or eligible student receives it at least five school days before the hearing. The hearing shall occur within thirty days of receipt of the request for the hearing from the parent or eligible student.
41. The hearing shall be held before the Superintendent or his or her designee or, if the Superintendent or the designee has a direct interest in the outcome of the hearing, before the principal of the building to which the student is currently assigned or his or her designee.
42. The hearing shall be informal, unrecorded, and not subject to formal rules of evidence or procedure other than those required to maintain order. The parent or eligible student shall have a full and fair opportunity to present evidence in support of his or her position and may be represented at his or her expense by an adviser, including an attorney.
43. Within thirty days of the completion of the hearing, the District shall issue to the parent or eligible student a written decision concerning the amendment of the record that shall either—
 - (a) describe the amendment, which can include the expungement or deletion of records or information contained therein, or
 - (b) explain the reasons for denying the request to amend and inform the parent or eligible student of the right to place a statement in the education record of the student commenting on the contested information in the record or explaining why he or she disagrees with the decision not to amend, or both.
44. The written decision shall be based solely on the evidence presented at the hearing and shall summarize the evidence thus presented and the reasons for the decision to amend or refuse amendment.
45. If the parent or eligible student chooses to submit a statement in the education record of the student commenting on the contested information in the record or explaining why he or she disagrees with the decision not to amend, the District shall—

- (a) maintain such statement as part of the record for as long as the District maintains the contested record or information; and
- (b) disclose the statement whenever it discloses that portion of the record to which the statement pertains.

46. Education records subject to this Policy, other than those records or portions of records that contain “directory information,” are not considered “public records” subject to access or disclosure under the Pennsylvania Right to Know Law, 65 Pa. C.S. §§ 67.101-67.3104, or any similar law affecting public records.

Disclosure

47. Any disclosure of personally identifiable information concerning a student to any person other than the parent, the eligible student, or school officials with a legitimate educational interest, shall require the prior written consent of the parent or the eligible student. Any document providing such consent shall—

- (a) identify the particular portions of the education record or the particular information or types of information concerning the student that shall be disclosed;
- (b) identify the person or agency to whom or to which disclosure will be made; and
- (c) contain the signature of at least one parent or the eligible student, and the date of such signature

48. Prior written consent from the parent or the eligible student is not required when the disclosure of education records or information is to one of the following persons or agencies under the following circumstances:

- (a) To an educational agency or institution at which the student seeks to enroll, intends to enroll, or is enrolled, or from which the student receives services, when that agency or institution requests such records, as long as—
 - i. the parent or eligible student is provided on request with a copy of the records thus disclosed; and
 - ii. the parent or eligible student is afforded on request a hearing as described in Section 39 of this policy; and
 - iii. the disclosure is for purposes related to the student’s enrollment or transfer.
- (b) To appropriate parties in connection with an articulable and significant health or safety emergency, when such disclosure is necessary to protect

the health or safety of the student or others, provided, however, that for each such disclosure, the District shall maintain a record indicating—

- i. The articulable and significant threat that justified such disclosure; and
 - ii. The parties to whom the District disclosed such information.
- (c) To state and federal educational and other agencies for purposes of investigation and auditing, when those agencies are bound by the provisions of the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g;
- (d) To persons seeking directory information, when—
- i. parents and eligible students have received notice in the form of the annual publication of this policy in a newspaper of general distribution or a school publication of the policy of the District to disclose directory information without parental consent; and
 - ii. the parent or the eligible student objecting to the release of such information without consent has not notified the District in writing on or before the first day of the school term that they object to the disclosure of some or all of the information designated in Section 1 of this policy as “directory information”.
- (e) To the student who is not an eligible student;
- (f) To the parents of an eligible student who remains a “dependent student” as defined in the Internal Revenue Code;
- (g) To accrediting organizations to carry out their accrediting functions;
- (h) To comply with the terms of a judicial order or lawfully-issued subpoena, when the District has made reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, unless the terms of a judicial order bar such notification;
- (i) To a court or administrative hearing officer in the context of litigation between the District and the parents or the eligible student, when the information disclosed is relevant to the action or proceeding and when the District has made reasonable effort to notify the parent or eligible student of the intent to disclose such information;
- (j) To armed forces recruiters seeking such information, a list of the names, addresses, and, if available, telephone numbers of all students expected to graduate high school at the end of the school term during which, or in anticipation of which, such request is made, provided, however, that such

disclosure shall be subject to the limitations established by law and this policy upon the disclosure of directory information;

- (k) To state or local Juvenile justice authorities when such disclosure is in accordance with an Act of the Pennsylvania General Assembly and enables the juvenile justice system to serve effectively and prior to adjudication of the student to whom the records pertain, provided, however, that any such authority must certify in writing to the District that such records will not be re-disclosed to any other party unless permitted by state law or unless written parent or eligible child consent is obtained;
- (l) To organizations conducting studies for, or on behalf of, the District to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction, when—
 - i. The organization conducting the study does not permit access to personally identifiable information to any party other than representatives of the organization who have a legitimate educational interest in that information;
 - ii. The information is destroyed when no longer needed for the purposes for which the study was conducted; and
 - iii. The organization enters into a binding agreement with the District under which the organization is obligated to adhere to the requirements of this policy; that defines the purposes, scope, and duration of the study and the information to be disclosed to the organization; and that limits the use of the disclosed information to the purposes expressly identified in the agreement.
- (m) Under such additional circumstances and to such additional persons and agencies as are permitted by the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and its implementing regulation.

49. Any disclosure made in accordance with Section 48 of this policy shall be made under the explicit condition that the party to which or to whom such disclosure is made shall not re-disclose such information to any other party without written parent or eligible student consent, unless the record of the original disclosure identifies the additional parties to whom such disclosure is to be made under Section 48 of this Policy and the legitimate interest that such additional parties have in such information, or unless such original disclosure is to State or federal agencies in accordance with the requirements of Sections 99.32(b) and 99.33(b) of the implementing regulations of the Family Educational Rights and Privacy Act, 34 C.F.R. §§ 99.32(b) and 99.33(b).

50. Copies of all special education and discipline records of a student currently identified as a child with a disability within the meaning of the Individuals with Disabilities Education Act shall be transmitted to a law enforcement agency to which the District has reported a crime committed by such student, provided,

however, that prior to transmission of such records, the District shall obtain written consent from the parent or eligible student as required by, and in accordance with the provisions of, Section 47 of this Policy or that such transmission is permitted without such consent in accordance with the provisions of Subsections (b), (h), or (k) of Section 48 of this Policy.

51. The policy of the District is to comply in full with the requirement of state and Provisions federal law governing the maintenance of records and other personally identifiable information and the privacy rights of students and their families. To the extent that any provision of this policy is construed as or found to be inconsistent with federal or state law, the District will treat that provision as null and void. The Superintendent or his or her designee shall ensure that all persons responsible for the maintenance of any student record are aware of the provisions of this policy and receive regular training concerning its requirements. When feasible, the Superintendent or his or her designee shall provide for the use of physical or technological access controls to ensure that access to education records by school officials with a legitimate educational interest in them is limited to that information in which those officials have a legitimate educational interest.
52. The District shall send or deliver all notices and requests for consent required under this policy to the address identified as the residence of the child in the registration information maintained by the District. Unless it receives specific written information to the contrary, the District shall presume that all persons with authority to make educational decisions for the student have received or had the opportunity to review and respond to notices and requests sent or delivered to such address. The District will send notices and requests to separate addresses only when—
- (a) A person with joint authority to make educational decisions for the student, such as a divorced or separated natural parent or guardian, resides at that separate address; and
 - (b) That person notifies the District in writing that he or she is not receiving or has not had the opportunity to review and respond to notices and requests sent to the residence to which the student is registered.
53. Annually, at least thirty days prior to the beginning of the school term, the District shall publish to all parents of students currently in attendance and to all eligible students currently in attendance a complete copy of this policy in English and Spanish. The following notice shall precede the text of this policy and shall appear with the heading in boldface type or other similarly conspicuous format:

35 P.S. 1223.5

18 Pa C.S.A. 6305, 6306.1

20 U.S.C. 7183, 7973

20 U.S.C. 1400 et seq

22 PA Code 10.2, 10.22, 10.25, 10.23

Policies 103.1, 113.1, 113.2, 805.1

24 P.S. 1303-A, 1302.1-A

24 P.S. 510

U.S.C. 7114, 7118, 7181 et seq

CRF Part 300

34 CFR Part 300

Pennsylvania Department of Health Medical Marijuana Guidance for Schools and School Districts

Saucon Valley School District

Title – 216-AR-1 Student Records Retention Schedule

Section – 200 Pupils

Adopted –

Revised –

Content

SAUCON VALLEY SCHOOL DISTRICT

STUDENT RECORDS RETENTION AND DISPOSITION SCHEDULE

The Records Retention Schedule lists records that are created, received, or retained as a result of district operations. The schedule includes a description of the records, format in which the records will be retained, retention period, and disposal code. The following information will assist in applying this schedule.

Record Formats

Media codes are used to identify the format(s) that the district may use to maintain specified records and are assigned as follows:

- A. Paper
- B. Microfilm
- C. Electronic (machine readable, computer-based)
- D. Audiovisual (tapes, movies, film strips, etc.)
- E. Cartographic (maps, drawings, blue prints, plans, etc.)
- F. Photographic

Retention Periods

Retention periods listed on the schedule are given in years. Upon expiration of the retention period, all identified records will be disposed of in accordance with Board policy and this schedule.

Disposal Codes

Disposal codes are used to direct the final disposition of records. Records must be disposed of according to the assigned code listed on the schedule. Assigned disposal codes are as follows:

- 1 Routine Handling – No special precautions are necessary upon disposal. The records should be recycled or disposed of in accordance with standard district procedures.
- 2 Special Handling – The destruction of records containing privileged, confidential, exempt or sensitive information that requires special handling by shredding, burning, erasing or any other method that reduces information to an illegible condition.
- 3 Archival Retention – Records requiring permanent retention or records that have sufficient archival or historic value must be preserved in perpetuity.
- 4 Delete – For use with electronic records. When electronic records have met their retention period, they will be deleted.

Records Not On Schedule

For any record not covered by the retention schedule, the Records Management Committee will determine how long the record must be kept and recommend any necessary revisions to the retention schedule.

Child Abuse or maltreatment reports and related records	A,C	12 years after youngest child mentioned in report attains age of 18	2,4
Accident Reports (involving a minor)	A,C	6 years after the minor attains the age of 18	2,4
Reports of Suspected Child Abuse	A,C	After the student's 30 th birthday	2,4
Attendance records ¹	A,C	6 years	2,4
Health records, including immunization information, results of vision and hearing screenings, results of state-mandated physical examinations, in-school treatment and drug dispensing or administration orders or prescriptions from physicians, treatment and drug dispensing or administration logs and health-related information provided by parents or guardians.	A,C	2 years beyond the date on which the student ceases to be enrolled in the public schools of the district	2,4
Core data for student, including name, last known address and domicile within the District of the parents or guardian of the student or, if the student is emancipated, of the student; birth date, course or academic work completed, level of achievement attained, dates of attendance ² , last grade attended or date of graduation, and type of diploma awarded.	A,C	50 years beyond the date on which the student ceases to be enrolled in the public schools of the district	3

¹ Financial records required to be retained by school districts for state funding purposes.

² Examples of dates of attendance include an academic year, a spring semester, or a first quarter. The term does not include specific daily records of a student's attendance at an educational agency or institution.

Records of awards and distinctions earned by students for work or activities in school and in the community and of participation in District-approved extracurricular activities	A,C	6 years after student would normally have graduated high school	2,4
Other student records, including but not limited to registration record, screening evaluation reports, program admission application, homebound student records; homeschool applications and associated documentation; non-resident student information; drop out records; and transfer-in and transfer-out records; remedial program participation record, counselor notes, teacher comments, correspondence, and transfer or discharge notice	A,C	6 years after student would normally have graduated high school	2,4
Examination test results, papers, and answer sheets	A,C	1 year	1,4
School Census Records – All school census records created prior to 1949 (some early 19th century census records only list names of parents) including so-called “attendance registers” used between 1895 and 1928, in booklet form provided by the State Office of Public Instruction, later the State Education Department (these booklets also contain the school census, trustees’ annual reports, registers of visitors, and other information); and school census and enrollment reports, created between 1929 and circa 1949, in booklets provided by the State Education Departments, or their equivalents	A,B,C	Permanent	3
FERPA requests and documentation and access log for student records (individuals outside of district staff)	A,C	For as long as the records accessed are maintained	1,4
PSSA / Keystone Exam Results	A,C	Permanent	3
Applications for Work Permits	A,C	2 years after student’s graduation or 18 th birthday, whichever is later	2,4

Discipline records	A,C	2 years following graduation. If a student leaves school prior to graduation, 2 years after the student's class graduates.	2,4
Student work samples and teacher grade books retained for purposes of ongoing assessment, instructional planning, or grade calculation; the results of District-wide group standardized or criterion-referenced testing and state-wide criterion-referenced assessments, if any, in which the student participated; and non-cumulative report cards	A,C	3 years after graduation or 3 years after enrollment ceases, whichever is later	2,4
Guidance department, psychologist, and student assistance team records	A,C	6 years beyond the school year during which the student to whom such data pertains attains age 21; individual notice to parents or eligible student of record destruction schedule must be provided	2,4
<p>For students with disabilities or who are identified as mentally gifted:</p> <ol style="list-style-type: none"> 1. Copies of the first and last evaluation reports of the multi-disciplinary team. 2. The notice of recommended assignment or educational placement, or similar document by which the parents of the student initially consented to the provision of education services 3. The first and last IEP. 4. Last notice of recommended assignment or educational placement. 5. The summary of performance developed for the student. 	A,C	6 years beyond the school year during which the student to whom such data pertains attains age 21; individual notice to parents or eligible student of record destruction schedule must be provided	2,4

<p>For students receiving accommodations or modifications to instruction or other activities under a service agreement or accommodation plan:</p> <p>1. Copies of the first and last service agreement or accommodation plan.</p> <p>Notice by which the parents of the student initially consented to the provision of accommodations or modifications</p>	A,C	6 years beyond the school year during which the student to whom such data pertains attains age 21; individual notice to parents or eligible student of record destruction schedule must be provided	2,4
<p>For students evaluated to determine eligibility for special education services in accordance with state and federal law or for accommodations or modifications in accordance with Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, and who were determined to be ineligible:</p> <p>Copies of all evaluation reports supporting the determination of ineligibility and all notices by which the parents of the student indicated agreement with such determination</p>	A,C	6 years beyond the school year during which the student to whom such data pertains attains age 21; individual notice to parents or eligible student of record destruction schedule must be provided	2,4
<p>For students with disabilities or who are identified as mentally gifted, or for students who were evaluated to determine eligibility for special education services and who were determined to be ineligible for such services, a copy of all records identified in subsections (b) through (g) of Section 14 of Policy 216.</p>	A,C	At least 6 years from the conclusion of the school year during which such records were made or received by the district.	2,4
<p>All other special education records – specific students</p>	A,C	6 years beyond the school year during which the student to whom such data pertains attains age twenty-one (21); individual notice to parents or eligible student of record destruction schedule must be provided	2,4

<p>All other education records described in Section 14 of Policy 216</p>	<p>A,C</p>	<p>Records shall be maintained as long as the information contained therein remains relevant to the education of the particular student or to the design and provision of educational programs in general or as long as such information remains essential to the protection of the legal interests of the district. The District shall determine whether records remain relevant to education or essential to the protection of legal interests.</p>	<p>2,4</p>
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Saucon Valley School District

Policy

Title – 222 Tobacco Use

Section – 200 Pupils

Adopted – August 23, 2016

Revised –

Content

Purpose

The Board recognizes that [the use of](#) tobacco products ~~use~~ by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools. The purpose of this policy is to prohibit student possession, use, purchase and sale of tobacco ~~and vaping~~ products.

Definition

Definitions

~~For purposes of this policy, tobacco use, sale, distribution or possession of tobacco in any form (including e-cigarettes, "vape", vaporizers, and/or look-alike products) by students, including students who are 19 years of age or older, while under the jurisdiction of the school is prohibited. This policy also prohibits any items that display, promote, or advertise tobacco use or products, including clothing, bags, personal items, and vaporizers or other delivery devices, whether or not those devices contain tobacco or nicotine. Tobacco is defined to include tobacco in any form, nicotine, and nicotine delivery devices. FDA approved nicotine replacement therapy products that are used to quit tobacco or smoking may be permitted upon prior approval of the school administrator.~~

State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery

systems, ~~an~~ electronic ~~cigarette~~cigarettes, a ~~cigar~~cigars, ~~a pipe~~ pipes and ~~a~~ ~~hookah~~hookahs.

3. Any product containing, made or derived from either:
 - a. Tobacco, whether in its natural or synthetic form; or
 - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term tobacco product does not include the following:

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled.
2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act.

~~For the purposes of this policy, vaping products include products marketed under the brand name Juul, any electronic device designed to deliver nicotine or another substance by inhaling from the device, and other e-cigarettes, regardless of whether such products contain tobacco or nicotine.~~

Authority

The Board prohibits the possession, use, purchase, or sale of tobacco products ~~and vaping products, including the product marketed as Juul and other e-cigarettes,~~ regardless of whether such products contain tobacco or nicotine, ~~use and possession~~ by or to students at any time in a school building and on any property, buses, vans, and vehicles that are owned, leased, or controlled by the school district.

The Board also prohibits the possession, use, or sale of tobacco products ~~or vaping products and possession~~ by students at school-sponsored activities that are held off school property.

~~The school district may initiate prosecution of a student who possesses or uses tobacco in violation of this policy.~~

The Board prohibits student possession or use of products marketed and sold as tobacco cessation products or for other therapeutic purposes, except as authorized in the Board's Medication policy.

The Board prohibits student possession of any form of medical marijuana at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.

The Board authorizes the confiscation and disposal of products prohibited by this policy.

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians, and staff about the Board's ~~district's~~ tobacco and vaping products ~~use~~-use policy by publishing information ~~such policy in the~~ in student handbooks, the Code of Student Conduct, parental newsletters, posters, ~~notices~~, and by other efficient methods such as posted notices, signs, and on the district website.

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

Reporting

The Superintendent shall annually, by July 31, report all incidents of possession, use, or sale of tobacco ~~and vaping~~ products, ~~including Juuls or other e-cigarettes,~~ by students to the Office for Safe Schools on the required form.

The Superintendent or designee may report incidents of possession, use, or sale of tobacco ~~and vaping~~ products, ~~including Juuls or other e-cigarettes,~~ by students on school property, at any school-sponsored activity, or on a conveyance providing transportation to or from a school or school-sponsored activity to School Resource Officer (SRO) or to the local police department that has jurisdiction over the school's property, in accordance with (1) state law and regulations, (2) the procedures set forth in the memorandum of understanding with local law enforcement, and (3) Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving the possession, use, or sale of a tobacco ~~or vaping~~ product immediately or as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco ~~and vaping~~ products by students on school property to the Office of Safe Schools on the required form.

Guidelines

A student who violates this policy shall be subject to prosecution initiated by the district and, if convicted, shall be required to pay a fine for the benefit of the district, plus court costs. In lieu of the imposition of a fine, the court may admit the student to an adjudication alternative.

Tampering with devices installed to detect use of tobacco ~~or vaping~~ products shall be deemed a violation of this policy and subject to disciplinary action pursuant to Board policy and the Code of Student Conduct.

Students with Disabilities

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement, and Board policies.

~~A student convicted of possessing or using tobacco in violation of this policy may be fined up to \$50 plus court costs or admitted to alternative adjudication in lieu of imposition of a fine~~

Legal References

35 P.S. 1223.5
18 Pa C.S.A. 6305, 6306.1
20 U.S.C. 7183, 7973
20 U.S.C. 1400 et seq
22 PA Code 10.2, 10.22, 10.25, 10.23
Policies 103.1, 113.1, 113.2, 805.1
24 P.S. 1303-A, 1302.1-A
24 P.S. 510
U.S.C. 7114, 7118, 7181 et seq
CRF Part 300
34 CFR Part 300
Pennsylvania Department of Health Medical Marijuana Guidance for Schools and School Districts

Saucon Valley School District

Policy

Title – 323 Tobacco Use

Section – 300 Administrative Employees

Adopted – November 14, 2006

Revised – August 23, 2016

Content

Purpose

The Board recognizes that tobacco ~~and vaping~~ products ~~use~~ ~~use during school hours~~ ~~and on school property~~ use present a health and safety hazard that can have serious consequences for users, nonusers, and the safety and environment of the schools. The purpose of this policy is to regulate use of tobacco ~~and vaping~~ products by district employees and contracted personnel.

Definition **Definitions**

~~For purposes of this policy, tobacco use, sale, distribution or possession of tobacco in any form (including e-cigarettes, "vape", vaporizers, and/or look-alike products) by students, including students who are 19 years of age or older, while under the jurisdiction of the school is prohibited. This policy also prohibits any items that display, promote, or advertise tobacco use or products, including clothing, bags, personal items, and vaporizers or other delivery devices, whether or not those devices contain tobacco or nicotine. Tobacco is defined to include tobacco in any form, nicotine, and nicotine-delivery devices. FDA approved nicotine replacement therapy products that are used to quit tobacco or smoking may be permitted upon prior approval of the school administrator.~~

State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.

2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, ~~an~~ ~~electronic~~ ~~cigarette~~ ~~cigarettes~~, ~~a~~ ~~cigar~~ ~~cigars~~, ~~a~~ ~~pipe~~ ~~pipes~~, and ~~a~~ ~~hookah~~ ~~hookahs~~.
3. Any product containing, made or derived from either:
 - a. Tobacco, whether in its natural or synthetic form; or
 - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term tobacco product does not include the following:

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled.
2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act.

For the purposes of this policy, vaping products include products marketed under the brand name Juul, any electronic device designed to deliver nicotine or another substance by inhaling from the device, and other e-cigarettes, regardless of whether such products contain tobacco or nicotine.

Authority

The Board prohibits the use of tobacco ~~and vaping~~ products, ~~including the product marketed as Juul and other e-cigarettes~~, by administrative employees in school buildings and on any property, buses, vans, and vehicles that are owned, leased, or controlled by the school district.

The Board also prohibits the use of tobacco ~~and vaping~~ products by district employees at school-sponsored activities that are held off school property.

~~The district shall annually notify employees about the district's tobacco use policy by publishing such in handbooks, newsletters, posted notices, and other efficient methods.~~

~~Incidents of possession, use and sale of tobacco by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.~~

Delegation of Responsibility

The Superintendent or designee shall notify employees and contracted personnel about the Board's tobacco and vaping products policy by publishing information in handbooks, newsletters, posters, or other efficient methods such as posted notices, signs, and on the district website.

Reporting

The Superintendent shall annually, by July 31, report all incidents of prohibited possession, use, or sale of tobacco ~~or vaping~~ products on school property to the Office of Safe Schools on the required form.

The Superintendent or designee may report incidents involving the sale of tobacco ~~and vaping~~ products to minors by employees on school property, at any school-sponsored activity, or on a conveyance providing transportation to or from school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the district's memorandum of understanding with local law enforcement, and Board policies

Guidelines

This policy does not prohibit the use of a patch, gum, or lozenge as a smoking cessation product by any employee who has a written order by a physician.

This policy does not prohibit possession of tobacco ~~and vaping~~ products by district employees or contracted personnel of legal age.

It is a violation of this policy for any district employee or contracted personnel to furnish a tobacco ~~or vaping~~ product to a student.

35 P.S. 1223.5
20 U.S.C. 7183
24 P.S. 1302.1-A and 1303-A
Pol. 805.1
18 Pa. C.S.A. 6305
22 PA Code 10.2 and 10.22
24 P.S. 1302.1-A
20 U.S.C. 7973
20 U.S.C. 7971 et seq.

Saucon Valley School District

Policy

Title – 423 Tobacco Use

Section – 400 Professional Employees

Adopted – November 14, 2006

Revised – August 23, 2016

Content

Purpose

The Board recognizes that tobacco ~~and vaping~~ products ~~use~~ ~~use during school hours and on school property~~ use present a health and safety hazard that can have serious consequences for users, nonusers, and the safety and environment of the schools. The purpose of this policy is to regulate use of tobacco ~~and vaping~~ products by district employees and contracted personnel.

Definition **Definitions**

~~For purposes of this policy, tobacco use, sale, distribution or possession of tobacco in any form (including e-cigarettes, "vape", vaporizers, and/or look-alike products) by students, including students who are 19 years of age or older, while under the jurisdiction of the school is prohibited. This policy also prohibits any items that display, promote, or advertise tobacco use or products, including clothing, bags, personal items, and vaporizers or other delivery devices, whether or not those devices contain tobacco or nicotine. Tobacco is defined to include tobacco in any form, nicotine, and nicotine-delivery devices. FDA-approved nicotine replacement therapy products that are used to quit tobacco or smoking may be permitted upon prior approval of the school administrator.~~

State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.

2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, ~~an~~ electronic cigarettecigarettes, a cigarcigars, a pipe pipes, and a hookahhookahs.
3. Any product containing, made or derived from either:
 - a. Tobacco, whether in its natural or synthetic form; or
 - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term tobacco product does not include the following:

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled.
2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act.

For the purposes of this policy, vaping products include products marketed under the brand name Juul, any electronic device designed to deliver nicotine or another substance by inhaling from the device, and other e-cigarettes, regardless of whether such products contain tobacco or nicotine.

Authority

The Board prohibits the use of tobacco ~~and vaping~~ products, ~~including the product marketed as Juul and other e-cigarettes~~, by administrative employees in school buildings and on any property, buses, vans, and vehicles that are owned, leased, or controlled by the school district.

The Board also prohibits the use of tobacco ~~and vaping~~ products by district employees at school-sponsored activities that are held off school property.

~~The district shall annually notify employees about the district's tobacco use policy by publishing such in handbooks, newsletters, posted notices, and other efficient methods.~~

~~Incidents of possession, use and sale of tobacco by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.~~

Delegation of Responsibility

The Superintendent or designee shall notify employees and contracted personnel about the Board's tobacco and vaping products policy by publishing information in handbooks, newsletters, posters, or other efficient methods such as posted notices, signs, and on the district website.

Reporting

The Superintendent shall annually, by July 31, report all incidents of prohibited possession, use, or sale of tobacco ~~or vaping~~ products on school property to the Office of Safe Schools on the required form.

The Superintendent or designee may report incidents involving the sale of tobacco ~~and vaping~~ products to minors by employees on school property, at any school-sponsored activity, or on a conveyance providing transportation to or from school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the district's memorandum of understanding with local law enforcement, and Board policies

Guidelines

This policy does not prohibit the use of a patch, gum, or lozenge as a smoking cessation product by any employee who has a written order by a physician.

This policy does not prohibit possession of tobacco ~~and vaping~~ products by district employees or contracted personnel of legal age.

It is a violation of this policy for any district employee or contracted personnel to furnish a tobacco ~~or vaping~~ product to a student.

35 P.S. 1223.5
20 U.S.C. 7183
24 P.S. 1302.1-A and 1303-A
Pol. 805.1
18 Pa. C.S.A. 6305
22 PA Code 10.2 and 10.22
24 P.S. 1302.1-A
20 U.S.C. 7973
20 U.S.C. 7971 et seq.

Saucon Valley School District

Policy

Title – 523 Tobacco Use

Section – 500 Classified Employees

Adopted – November 14, 2006

Revised – August 23, 2016

Content

Purpose

The Board recognizes that tobacco ~~and vaping~~ products ~~use~~ ~~use during school hours~~ ~~and on school property~~ use present a health and safety hazard that can have serious consequences for users, nonusers, and the safety and environment of the schools. The purpose of this policy is to regulate use of tobacco ~~and vaping~~ products by district employees and contracted personnel.

Definition **Definitions**

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1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.

2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, ~~an~~ electronic cigarettecigarettes, a cigarcigars, a pipe pipes, and a hookahhookahs.
3. Any product containing, made or derived from either:
 - a. Tobacco, whether in its natural or synthetic form; or
 - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term tobacco product does not include the following:

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled.
2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act.

For the purposes of this policy, vaping products include products marketed under the brand name Juul, any electronic device designed to deliver nicotine or another substance by inhaling from the device, and other e-cigarettes, regardless of whether such products contain tobacco or nicotine.

Authority

The Board prohibits the use of tobacco ~~and vaping~~ products, ~~including the product marketed as Juul and other e-cigarettes~~, by administrative employees in school buildings and on any property, buses, vans, and vehicles that are owned, leased, or controlled by the school district.

The Board also prohibits the use of tobacco ~~and vaping~~ products by district employees at school-sponsored activities that are held off school property.

~~The district shall annually notify employees about the district's tobacco use policy by publishing such in handbooks, newsletters, posted notices, and other efficient methods.~~

~~Incidents of possession, use and sale of tobacco by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.~~

Delegation of Responsibility

The Superintendent or designee shall notify employees and contracted personnel about the Board's tobacco and vaping products policy by publishing information in handbooks, newsletters, posters, or other efficient methods such as posted notices, signs, and on the district website.

Reporting

The Superintendent shall annually, by July 31, report all incidents of prohibited possession, use, or sale of tobacco ~~or vaping~~ products on school property to the Office of Safe Schools on the required form.

The Superintendent or designee may report incidents involving the sale of tobacco ~~and vaping~~ products to minors by employees on school property, at any school-sponsored activity, or on a conveyance providing transportation to or from school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the district's memorandum of understanding with local law enforcement, and Board policies

Guidelines

This policy does not prohibit the use of a patch, gum, or lozenge as a smoking cessation product by any employee who has a written order by a physician.

This policy does not prohibit possession of tobacco ~~and vaping~~ products by district employees or contracted personnel of legal age.

It is a violation of this policy for any district employee or contracted personnel to furnish a tobacco ~~or vaping~~ product to a student.

35 P.S. 1223.5
20 U.S.C. 7183
24 P.S. 1302.1-A and 1303-A
Pol. 805.1
18 Pa. C.S.A. 6305
22 PA Code 10.2 and 10.22
24 P.S. 1302.1-A
20 U.S.C. 7973
20 U.S.C. 7971 et seq.

Saucon Valley School District
Office of the Assistant to the Superintendent

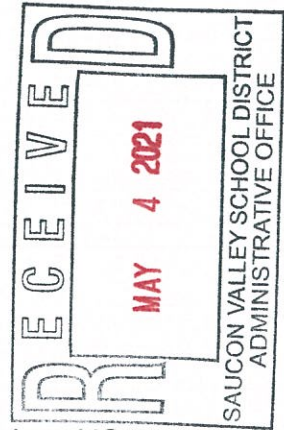
TO: David Bonenberger, Business Manager

FROM: John McCabe, Supervisor of Campus Operations

RE: Surplus / Obsolete Materials

SCHOOL: Building and Grounds

Room Number: HS 115, 117



Description	Serial Number	Reason for Disposal	Total
HS Rms 115 and 117 Furniture		Obsolete, beyond repair	Multiple Desks

Reason:

Pick-up Location: _____

Principal's/Supervisor's Signature John McCabe

Date 5/4/2021

Assistant Superintendent Signature _____

Date 5.4.21

Office Use:

Date Declared _____

Date of Disposal _____

Picked Up By _____

Disposal Method _____



Fox Rothschild LLP
ATTORNEYS AT LAW

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Email Address: mfitzgerald@foxrothschild.com
File No. 102545-00002

April 19, 2021

VIA EMAIL

Dr. Craig Butler, Superintendent
Saucon Valley School District
2097 Polk Valley Road
Hellertown, PA 18055-2400

Re: Saucon Valley School District -- Retainer Agreement for Solicitor Services and Specialized Services from July 1, 2021 through June 30, 2022

Dear Dr. Butler:

What follows is the standard fee letter of Fox Rothschild LLP in conjunction with Solicitor Services for the 2021-2022 school year. In the event the board approves of our reappointment, this letter will confirm that the Saucon Valley School District (the "Client") has retained Fox Rothschild LLP (the "Firm") to represent Client in connection with the matter described below. The Engagement Letter (the "Letter"), along with the attached Standard Terms of Engagement (the "Standard Terms"), comprise the Engagement Agreement (the "Agreement") between Client and the Firm and explain the terms under which the Firm will provide legal services to Client in this matter. In the event of a discrepancy between the Standard Terms and the Letter, the provisions set forth in the Letter will prevail.

As the Administration is undoubtedly aware, Fox Rothschild LLP prides itself both on the quality of legal services and the level of responsiveness we provide. Please be assured that the continuity of the level of services that you have come to expect will not change however, we are requesting a minimal increase in hourly rates for the 2021-2022 school year. There will be no change to items covered under the School retainer of \$21,000.00 per year.

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

Dr. Craig Butler
April 19, 2021
Page 2

Identity of Client. The Firm's only client in the Engagement is the individual identified as Client in the first paragraph of this Letter.

Term of Engagement – July 1, 2021 through June 30, 2022. Client will be billed monthly on a fee arrangement based upon the appropriate designation of a matter as being either “retainer,” “non-retainer,” or “specially negotiated rates” as described below.

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

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

9. Preparation of routine resolutions or wording of resolutions.
10. New board member training session and training manual in municipal election years (which does apply to this year).

**NON-RETAINER: ITEMS NOT COVERED UNDER THE SCHOOL RETAINER
SUBJECT TO A BLENDED¹ HOURLY RATE OF \$200.00 PER HOUR**

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

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

filed in court or before agencies, hearings before the School Board itself, or other items contemplated in SPECIALLY NEGOTIATED RATES, Paragraph 5.

11. Negotiation with vendors or other parties concerning non-routine contracts.
12. Student residency disputes.
13. Employee discipline matters.
14. Collective bargaining where we represent the Client as its negotiator.
15. Establishing or terminating special entities, such as authorities, vocational-technical schools, foundations, joint school or departments, consortia, charter schools, or other similarly formed related entities.
16. Court proceedings for the sale of real estate.
17. Special court actions required pursuant to the School Code or other law.
18. Responding to Auditor General investigations or District Attorney investigations.
19. Non-routine policies.
20. Acceptable use policies and standard software licensing agreements that are not addressed in Miscellaneous Matters and Rates.
21. Specialized Act 1 of 2006 advice.
22. Specialized advice regarding Act 32 of 2008 (tax collection advice).

SPECIALLY NEGOTIATED RATES (no change)

1. School financing, including but not limited to bond issues, collateral exchanges, tax revenue anticipation notes, swap agreements, and loans. These matters will usually be handled on a fixed fee basis, to be determined by the Firm and Client, based upon the size and complexity of the issue.
2. Matters relating to tax increment financing work, which will be billed at the rate of \$245.00 per hour, unless such rates are subject to reimbursement of a non-insured third party

(i.e., developer), when the rates will be based upon the customary hourly rates charged by Fox Rothschild LLP to non-retainer, non-school clients.

3. Specialized contracts calling for a tax opinion from Fox Rothschild LLP (i.e., financing and copier leases), guaranteed energy savings contracts, preparation of specialized agreements or plans, such as Section 125 plans, Section 457 plans, Section 401(a) plans, Section 403(b) plans, Health Reimbursement Accounts, benefits-related agreements, COBRA, HIPAA, and PSERS' advice, condemnation and construction litigation, transactional aspects of major building construction projects, including but not limited to alterations of school buildings involving projects instituted on or after the date of this Retainer Agreement, tax opinions required pursuant to IRS Circular 230, intellectual property advice or agreements, immigration advice or proceedings, or any advice or proceedings relating to the formation or dissolution of foundations formed pursuant to Section 501(c)(3) of the Internal Revenue Code, matters involving the sale or purchase of school property and matters involving the transactional aspects of major building construction projects, which would include but not be limited to the alterations or renovations of school building projects, specification review, architectural contracts, or engineering projects for projects instituted on or after the date of this Retainer Agreement will be handled at a blended rate of \$245.00 per hour.

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

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

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

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

Dr. Craig Butler
April 19, 2021
Page 6

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

All bills are payable upon presentation and are considered delinquent if not paid within thirty days of issuance. If a bill is not timely paid, we may cease to render further services or, in the case of a litigation matter, we may petition the court to withdraw as counsel. A service charge will be added to the unpaid amount of any delinquent bill.

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

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

“Motion to appoint Fox Rothschild LLP as Solicitor for the Saucon Valley School District for the time period of July 1, 2021 through June 30, 2022.”

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

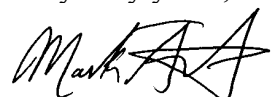
Conclusion. If Client has any questions about the Agreement, please contact me as soon as possible. Client may consult with separate counsel regarding this Agreement.

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

Dr. Craig Butler
April 19, 2021
Page 7

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

Very truly yours,



Mark W. Fitzgerald

MWF/cc

cc: David Bonenberger

ACCEPTED AND AGREED

By: _____

Title: _____

Date: _____