

Saucon Valley School District
Regular Meeting of the Board of Education
August 27, 2019 – 7 pm
High School Audion

* * * * *

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

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

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

Agenda

6:15 pm – Executive Session for the purpose of personnel update, litigation, and meet/discuss.

- 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** – August 27, 2019
- VI. **Approval of Minutes** – August 13, 2019
- 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 – \$766,747.90
- B. Cafeteria Expenditures – \$1,115.51
- C. Health Benefits – \$215,214.21
- D. Capital Projects – \$57,048.62

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

Recommendations for Approval

No Reports or Recommendations

Recommendation: No reports or recommendations.

AGENDA ITEMS

A. Education

Items/Projects for Discussion

- A. Academic and Personnel Committee Meeting Report from August 22, 2019.

Recommendations for Approval

First Reading of Policies*

- 1. Approve the second and final reading for the following policies:
 - 000 – Board Policy/Procedure/Administrative Regulations
 - 001 – Name and Classification
 - 002 – Authority and Powers
 - 008 – Organization Chart

First Reading of Policies*

2. Approve the first reading for the following policies:

003 – Functions

004.1 – Student Representation

004.2 – Ethics Act and Conflict of Interest

Textbook Adoption*

3. Approve the second and final review of the following textbook:
(Budgeted)

Course Title: AP English Language and Composition

Textbook Title: The Language of Composition – 3rd Edition

Textbook Replaces: New Course

Cost Per Textbook: \$118.39 – Hard copy plus six year digital license.

Number of Textbooks: 30

Total Cost (including shipping/handling): \$3,622.73

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

B. Personnel

Items/Projects for Discussion

Recommendations for Approval

Retirement

1. Approve the retirement of Cazimir Matuczinski, custodian, effective August 30, 2019.

Resignations

2. Approve the following resignations:

Kim Connors, bus driver, effective August 23, 2019.

Lou Kulscher, bus driver, effective August 23, 2019.

Marianne Cornell, ms paraprofessional, effective August 20, 2019.

Long Term Substitute

3. Approve the following long term substitute:

Jade Gery as kindergarten long term substitute beginning August 19, 2018 and continue for the first semester of the 2019-20 school year.

Base salary is \$52,382 (B, Step 1), which will be prorated for number of days worked. Ms. Gery is replacing Julia Arena, who will be on sabbatical leave during this time.

Support Staff

- 4. Approve the following support staff:
 - Kimberly Barndt, part-time paraprofessional, effective upon completion of employment paperwork. Salary per the current paraprofessional compensation and benefits plan. Ms. Barndt is replacing Marianne Cornell, who resigned.
 - Cathy Garrity, K-8 Attendance secretary, effective date August 28, 2019. Her salary will be \$17.50 per hour and benefits per the clerical/secretarial compensation and benefits plan. This is an AA2 position. Ms. Garrity is replacing Jean Mateff, who recently transferred to another position.
 - Kate Kucher, Special Education secretary, effective date August 28, 2019. Her salary will be \$20.07 per hour and benefits per the clerical/secretarial compensation and benefits plan. This is an AA4 position.
 - Richard Seeds, part time bus driver, effective upon completion of employment paperwork with salary and benefits per the current SVESP contract

Mentors

- 5. Approve the following mentors for the 2019-2020 school year. Salary for mentor is per the current professional agreement, which will be prorated.

<u>Mentor</u>	<u>Inductee</u>
Nicole Dilenno	Jade Gery

Co-Curricular/Extra Duty Appointments

- 6. Approve the following co-curricular/extra duty appointments for the 2019-20 school year.
 - Elementary School**
 - Joanna Lemay – Student Council – \$1,119.50
 - Emily Aragona-Young – Student Council – \$1,119.50
 - Middle School**
 - Francisco Santiago – Volleyball Assistant Coach – Volunteer
 - High School**
 - Michael Marini – PreBand – \$1,496

2019 Fall Coach

- 7. Approve the following 2019-2020 fall coach: *(New coach is in italics.)*
 - Football**
 - Teddy Airoldi - Assistant Coach - \$4,476*

District Doctors for the 2019-20 School Year

- 8. Approve the following doctors for the 2019-20 school year:
Dr. Kimberly DeWire – District Dentist
Dr. David Skillinge – District Doctor and Athletic Team Physician

Bus Drivers Part-Time to Full-Time

- 9. Approve the following transfers from part-time to full-time bus drivers effective August 26, 2019:

Jay Powers
John Rosado

Substitute Support Staff

- 10. Approve the following support staff substitute:

Joseph Tiedeman, Substitute Custodian

Additions to the Substitute List

- 11. Approve the following 2019-20 substitute teachers:

Jessica Evans – Elementary Certified
Danielle Fallick – SV Emergency Certified
Ann Marie Greenwood – SV Emergency Certified
Marie Jeanne Haba – SV Emergency Certified
Dzana Kricic – SV Emergency Certified
John Quigley – Elementary K-6, K-12 School Counselor
Erica Shorb – SV Emergency Certified
Michelle Tauber – SV Emergency Certified

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

C. Facilities

Items/Projects for Discussion and Possible Resolution

None

Recommendations for Approval

Recommendation: No recommendations.

D. Finance

Items/Projects for Discussion

None

Recommendations for Approval

District Credit Card

1. Approve the authorization of the Business Manager to apply for, on behalf of the Saucon Valley School District, a credit card for the purpose of applying for 06 emergency permits.

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

E. Community Outreach

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 – Mark Sivak and Sandra Miller

I. Hellertown/Lower Saucon Chamber of Commerce – Tracy Magnotta

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. Citizen’s Inquiries and Comments – Visitors should state their name and address.

XIV. Announcements

Future Meetings ~

September 10, 2019 – 7 pm –Business Meeting – Audion

September 24, 2019 – 7 pm –Business Meeting – 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, August 13, 2019 in the High School Audion. Present were Directors Edward Andres, Susan Baxter, Cedric Dettmar, Bryan Eichfeld, Michael Karabin, Tracy Magnotta and Sandra Miller, Dr. Shamim Pakzad and Mark Sivak. Also present were Dr. Kristine Rosenberger, Assistant Superintendent, David Bonenberger, Board Secretary, and Michelle Mintz, District Solicitor.

- 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** – August 13, 2019
- VI. **Approval of Minutes** – Director Miller, seconded by Director Dettmar moved to approve the minutes of July 23, 2019. Vote: 9-yes, 0-no
- VII. **Recognition** – None
- VIII. **Presentation** – None
- IX. **Superintendent’s Report** – *None*
- X. **Courtesy of the Floor to Visitors – Agenda Items Only** – *None*
- XI. **Presentation of Bills** – *David Bonenberger*
 - A. General Expenditures – \$743,114.62
 - B. Cafeteria Expenditures – \$2,606.48
 - C. Health Benefits – \$282,350.15
 - D. Capital Projects – \$1,156,223.48
 1. Approve the above presentation of bills.

Director Sivak, seconded by Director Dettmar moved to approve the Presentation of the Bills. Vote: 9-yes, 0-no
- XII. **Treasurer’s Report** - *Cedric Dettmar/David Bonenberger*
 - A. Cash Investment and Bond Activity – None
 - B. Condensed Board Summary Report – None
 - C. Capital Project Finance Report – None
 - D. Budget Transfers – None
 - E. Middle School Activity Report – None
 - F. High School Activity Report – None

No Reports or Recommendations

A. EducationA. Academic and Personnel Committee Meeting Report from August 7, 2019.

1. Approve the second and final review of the following textbook/online resources: (Budgeted)

Course Titles: NCC College Mathematics #1

NCC College Mathematics #2

Textbook Title: Elementary & Intermediate Algebra: Concepts & Applications – 7th Edition

Textbook Replaces: New Courses

Cost Per Textbook: \$0

Number of Textbooks: 5

Total Cost: \$0

Course Titles: NCC College Mathematics #1

NCC College Mathematics #2

Online Resource Title: My Math Lab – 7th Edition

Resource Replaces: New Courses

Cost per one year subscription: \$52.47

Number of subscriptions: 32

Total Cost: \$1,679.04

2. Approve the first review of the following textbook: (Budgeted)

Course Title: AP English Language and Composition

Textbook Title: The Language of Composition – 3rd Edition

Textbook Replaces: New Course

Cost Per Textbook: \$88.39 (Hard Copy) or

\$98.39 (Digital with six year license)

Number of Textbooks: 25

Total Cost (before shipping/handling): \$2,209.75 (Hard Copy) or

\$2,459.75 (Digital)

Director Miller, seconded by Director Sivak moved to approve Education Items #1 & 2.

Vote: 9-yes, 0-no

3. Approve settlement agreement for student #11783.

Director Miller, seconded by Director Sivak moved to approve Education Item #3.

Vote: 9-yes, 0-no

4. Approve changes (in red) to the 2019-20 high school student/parent handbook.

Director Miller, seconded by Director Sivak moved to approve Education Item #4.

Vote: 9-yes, 0-no

B. Personnel

- A. Academic and Personnel Committee Meeting Report from August 7, 2019.
- B. Congratulate the following professional on receiving tenure on August 24, 2019:
Lindsay Steiner
1. Approve the following professional resignation:
Jennifer Screnci, HS .5 social studies teacher, effective August 8, 2019
Sharon Shipe, District Data/PIMS Coordinator, effective August 16, 2019
2. Approve the following support staff resignations:
Kate Kucher special education secretary, effective August 21, 2019
Gerald Parsons, bus driver, effective July 30, 2019
William Frey, food service, effective August 13, 2019.

Director Sivak, seconded by Director Miller moved to approve Personnel Items #1 & 2.
Vote: 9-yes, 0-no

3. Approve the following professional appointments:
Amanda Holley as third grade teacher effective August 19, 2019, at a salary of \$54,710 (B+15, Step 1). Ms. Holley is replacing Danielle Lewis, who transferred to another position.
Lauren Moyers as ELD teacher effective August 19, 2019, at a salary of \$68,285 (M+30, Step 3). Ms. Moyers is replacing Brigid Ulicny, who resigned.
Michael Vidumsky as high school mathematics teacher effective August 19, 2019, at a salary of \$67,933 (M, Step 8). Mr. Vidumsky is replacing Carolyn LoVerdi, who transferred to another position.

Director Pakzad, seconded by Director Karabin moved to approve Personnel Item #3.
Vote: 9-yes, 0-no

4. Approve the following mentors for the 2019-2020 school year.
Salary for mentor is per the current professional agreement.

<u>Mentor</u>	<u>Inductee</u>
Lara McCarthy	Lauren Moyers
Emily Aragona-Young	Rosemary Butterly
Kellie King	Amanda Holley
Lisa Allen	Michael Vidumsky

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

5. Approve following secretarial transfer. This transfer will begin on August 14, 2019.
Jean Mateff **from** K-8 Attendance Secretary **to** Middle School Assistant Principal's Secretary. This is a change in classification for Mrs. Mateff (from an AA2 to an AA3). Her new salary will be \$18.12 per hour for the 2019-20 school year.
6. Approve the following maternity leave request:
Amanda Holveck, middle school mathematics teacher, beginning approximately January 4, 2020. She plans on using 18 sick days and two personal days prior to starting 12 weeks of unpaid FMLA leave. Mrs. Holveck will be on an unpaid leave the remainder of the 2019-20 school year. She will return to her teaching duties on at the beginning of the 2020-21 school year.
7. Approve following support staff:
Terilyn Lahey, part time paraprofessional, effective August 20, 2019 and completion of employment paperwork. Salary and benefits per the current Compensation & Benefits Plan. Ms. Lahey is replacing Sonya Druker, who resigned.
Shannon Piccolo, full time paraprofessional, effective August 20, 2019. Salary and benefits are per the current Compensation & Benefits Plan. Ms. Piccolo is replacing Kim Sauerzopf, who retired.
Jason Male, part time bus driver, effective August 19, 2019, salary and benefits per the current SV Educational Support Professionals contract.
Keri Kane, part time bus driver, effective August 19, 2019 and completion of employment paperwork, salary and benefits per the current SV Educational Support Professionals contract.
Stacy Ross, full time paraprofessional, effective August 20, 2019 and completion of employment paperwork. Salary and benefits per the current Compensation & Benefits Plan. Ms. Ross is replacing Susan Campbell, who retired.
8. Approve the following grade level/department chairs for the 2019-20 school year. Salary is \$2,000 per team leader.

Elementary School Grade Level Chairs

Jennifer Campbell – Kindergarten
 Jennifer Davison – Grade 1
 Lisa Benza – Grade 2
 Paige Hestand – Grade 3
 Stacey Anthony – Grade 4
 Courtney Best – Special Education
 Emily Aragona-Young – Encore
 (Dr. Aragona-Young also Panther Players and Chorus)

High School Department Chairs

Lisa Allen – Math
 Bob McHugh – Social Studies
 Theresa Andreucci – Foreign Language

Samantha Trachtman – Guidance
 Karen Krupa – English
 Jessica Schmidt – Special Education
 Thomas Koch – Science
 Amber Sams – Related Arts
 (Mrs. Sams also iTeam and Environmental Club)
 Rich Simononis – Business

9. Approve the following co-curricular/extra duty appointments for the 2019-20 school year.

Elementary School

Emily Aragona-Young – Panther Players – \$1,769
 (Dr. Aragona-Young also Chorus and Encore Chair)
 Emily Aragona-Young – Chorus – \$2,239
 (Dr. Aragona-Young also Panther Players and Encore Chair)
 Amanda Hicks – Girls on the Run – \$265.50
 Kelly Wehr – Girls on the Run – \$265.50
 Joanna LeMay – Student Community Council – \$2,239

Middle School

Rachael Caywood – Girl's volleyball – Volunteer

High School

Katie Roberts – Class Officer 2020 – \$1,941
 Scott Guidos – Class Officer 2021 – \$1,941
 Brianna Keeney – Class Officer 2022 – \$746
 Jeremy Kittek – Class Officer 2023 – \$746
 Jessica Friday – Debate Team – \$1,791
 Amber Sams – Environmental Club – \$295
 (Mrs Sam also iTeam and Related Arts Chair)
 Kim Tassinaro – Environmental Club – \$295
 Kimberly Flueso – FBLA – \$590
 Amber Sams – iTeam – \$590
 (Mrs. Sams also Environmental Club and Related Arts Chair)
 Katie Roberts – MiniTHON – \$295
 Kerry Schultz – MiniTHON – \$295
 Jessica Friday – Model UN – \$295
 (Mrs Friday also Debate Team)
 Jessica Frederick – National Honor Society – \$746
 Mario Marcozzi – Newspaper – \$2,985
 Cameron Fowler – Scholastic Scrimmage – \$868
 Cheri Chisesi – Student Government – \$1,865.50
 Tamara Miller – Student Government – \$1,865.50
 Chad Miller – Vocal – \$5,600
 Jennifer Falcaro – Yearbook – \$2,985
 Michael Marini – Director – \$7,075
 Dale Hillegass – Drill Instructor – \$2,071
 Edwin "Chip" Bachman – Percussion – \$3,106
 Steve Roman – Front Ensemble – \$1,355
 Robert Frey – Assistant - Volunteer

Ashley Yestrumskas – Aavidum – Co-volunteer
 Kasandra Diehl – Aavidum – Co-volunteer
 James Chisesi – Board Game Club – Volunteer
 Lisa Allen – Calculus Club – Volunteer
 Andrew Koch – Digital Photography Club – Volunteer
 Chad Miller – Drama Club – Volunteer
 Chad Shirk – FBLA – Volunteer
 Theresa Andreucci – Global Scholars – Volunteer
 Kim Tassinaro – GSA – Volunteer
 Richard Simononis – Investment Club – Volunteer
 Andrew Koch – Medical Science Club – Volunteer
 Samantha Trachtman – Mental Health Awareness Club – Volunteer
 Amber Sams – Reading Team – Volunteer
 Robert Svitilla – Robotics Club – Volunteer
 Brianna Keeney – SADD – Volunteer
 Grant Geiger – Ski Club – Co-volunteer
 Mel Moyer – Ski Club – Co-volunteer
 Todd Lipp – Special Needs Sports Club – Volunteer
 Melissa Maynard – SPIRIT Club – Co-volunteer
 Amber Sams – SPIRIT Club – Co-volunteer
 Genia Miller – SPIRIT Club – Co-volunteer
 Kasandra Diehl – SPIRIT Club – Co-volunteer
 Robert Svitilla – STEM Club – Volunteer
 Amber Sams – Writing/Poetry Club – Co-volunteer
 Genia Miller – Writing/Poetry Club – Co-volunteer
 Melissa Maynard – Writing/Poetry Club – Co-volunteer

Director Miller, seconded by Director Sivak moved to approve Personnel Items #5-9.
 Vote: 9-yes, 0-no

Director Pakzad thanked all the staff that volunteers.

10. Approve the following 2019-2020 fall coaches: *(New coaches are in italics.)*

Football

Joe Spitale - Assistant Coach - \$5,600
Sam Anojulu - Assistant Coach - \$4,476
 Michael Kiak - Equipment Co-manager - \$1,119.50
 Mark Mixa – Equipment Co-manager - \$1,119.50
Mario Sagarra - Volunteer

Field Hockey

Grace Spirk - Assistant Coach - \$2985

Cheerleading

KristiJoy Fedorowicz – Assistant Coach - \$1,989

Cross Country

Kim Soden - Assistant Coach - \$2,986
Dr. Emily Kraus - Volunteer

Girls Soccer

Carlos Coehlo – Assistant Coach - \$1,679

Kayla Joseph - Assistant Coach - \$1,679

Boys Soccer

Zac Estojak - Assistant Coach - \$600

Kevin Silvoy - Assistant. Coach - \$1,400

Girls Volleyball

Kennedy Wilson - Assistant Coach - \$2,985

Golf

Lauren Schuyler - Volunteer

Director Eichfeld, seconded by Director Miller moved to approve Personnel Item #10.

Vote: 9-yes, 0-no

11. Approve the request to start a new high school club ~ Paranormal Investigation and Research Club. Mario Marcozzi will be the volunteer advisor.

Director Eichfeld commented that he does not believe in this and does not feel is it an appropriate club.

Director Miller, seconded by Director Sivak moved to approve Personnel Item #11.

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

12. Approve the attached 2019-20 substitute teacher list.

Director Miller, seconded by Director Sivak moved to approve Personnel Item #12.

Vote: 9-yes, 0-no

13. Approve the attached conference/travel requests.

Director Eichfeld feels that the PSBA conference is too expensive to go to the Hershey Conference Center. He would not object to getting out of PSBA.

Director Miller, seconded by Director Sivak moved to approve Personnel Item #13.

Vote: 8-yes, 1-no (Eichfeld-only PSBA conference)

C. Facilities

1. Approve the 2019-2020 bus routes and bus drivers subject to change based on enrollment.

Director Miller, seconded by Director Sivak moved to approve Facilities Item #1.

Vote: 9-yes, 0-no

D. Finance

1. Approve renewal of NWEA-MAP Assessment. Renewal Period July 1, 2019 – June 30, 2020. Cost: \$16,000 is coming out of the 2019-20 budget and \$3,825 from the 2019-20 Ready to Learn Grant.

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

E. Community Outreach

The next meeting of the Saucon Valley Partnership is scheduled for August 14, 2019 at 7 pm at Hellertown Borough has been canceled.

F. Bethlehem Area Vo-Tech School – *Cedric Dettmar and Bryan Eichfeld*
House is coming along and food truck will be up and running soon.

G. Colonial Intermediate Unit – *Sandra Miller*

H. PSBA – *Mark Sivak and Sandra Miller*

I. Hellertown/Lower Saucon Chamber of Commerce – *Tracy Magnotta*

J. Saucon Valley Foundation for Educational Innovation – *Tracy Magnotta*

K. Northampton Community College – *Susan Baxter*

L. Academic and Personnel Committee – *Tracy Magnotta*

M. New Business – Director Pakzad asked the status of the high school schedule. Principal Gary reported it is out. Director Karabin questioned if anything went out to the students. Director Pakzad asked about the range of class sizes.

N. Old Business

XIII. Citizen’s Inquiries and Comments – *Visitors should state their name and address.*

XIV. Announcements

Future Meetings ~

August 27, 2019 – 7 pm –Business Meeting – Audion

September 24, 2019 – 7 pm –Business Meeting – Audion

XV. Motion to Adjourn Meeting

Director Dettmar, seconded by Director Magnotta moved to adjourn the meeting.
Vote: 9-yes, 0-no

8:04pm

ATTEST: _____

Secretary

President

Fund Accounting Check Summary

PLGIT GENERAL - From 08/08/2019 To 08/23/2019

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00052688	ACTFL	DUES & FEES.....		45.00
00052689	PAYLESS CLEANERS	LAUNDRY/LINEN/DRY CLEAN.....		311.25
00052690	THE ADVOCACY ALLIANCE	CLAIMS, JUDGMENT & PENL.....		25,250.00
00052691	PA PRINCIPALS ASSOCIATION	DUES & FEES.....		595.00
00052692	OVERDRIVE, INC.	EDUC SOFT & LIC.....		1,800.00
00052693	CARBON-LEHIGH I.U. #21		67.00
00052694	INDUSTRIAL ELECTRONIC SERVICES, LTD.		1,171.80
00052695	BAUDER, MARK	MISC EXPENDITURES.....		307.04
00052696	CARL, RICHARD	MISC EXPENDITURES.....		250.00
00052697	EVERETT, ETHEL	MISC EXPENDITURES.....		300.00
00052698	HETRICK, ALLAN A.	MISC EXPENDITURES.....		250.00
00052699	June Zenz	MISC EXPENDITURES.....		500.00
00052700	KEMMERER, MARTHA B	MISC EXPENDITURES.....		250.00
00052701	LASKO, LINDA	MISC EXPENDITURES.....		300.00
00052702	MARTIN, LUCILLE	MISC EXPENDITURES.....		500.00
00052703	MATOSEK, JOEL	MISC EXPENDITURES.....		250.00
00052704	NEITH, ANNA MAE	MISC EXPENDITURES.....		250.00
00052705	REMENYI, LASZLO	MISC EXPENDITURES.....		250.00
00052706	SANDY, BERNICE L	MISC EXPENDITURES.....		500.00
00052707	SHONEBERGER, CLIFTON S.	MISC EXPENDITURES.....		250.00
00052708	TALABER, HELEN	MISC EXPENDITURES.....		250.00
00052709	WERKHEISER, LEON E.	MISC EXPENDITURES.....		250.00
00052710	WHITEHEAD, KATHRYN	MISC EXPENDITURES.....		300.00
00052711	ZELLNER ROBERT W.	MISC EXPENDITURES.....		250.00
00052712	SONOVA USA INC.	EDUC SOFT & LIC.....		135.00
00052713	21ST CENTURY CYBER CHARTER SCHOOL		650.55
00052714	ARTS ACADEMY CHARTER SCHOOL		13,334.52
00052715	CIRCLE OF SEASONS CHARTER SCHOOL		15,637.78
00052716	EXECUTIVE EDUCATION ACADEMY CHARTER SCHOOL		5,291.76
00052717	JOHN J ZEINER & SONS, INC		440.00
00052718	LEHIGH VALLEY ACADEMY CHARTER SCHOOL		8,670.82
00052719	LEHIGH VALLEY DUAL LANGUAGE CHARTER SCHOOL		885.22
00052720	LINCOLN LEADERSHIP ACADEMY		3,668.05

* Denotes Non-Negotiable Transaction

- Payables within Check

P - Prenote

d - Direct Deposit

C - Credit Card Payment

Fund Accounting Check Summary

PLGIT GENERAL - From 08/08/2019 To 08/23/2019

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00052721	CHARTER SCHOOL PENNSYLVANIA CYBER CHARTER SCHOOL		15,748.10
00052722	PENNSYLVANIA LEADERSHIP CHARTER SCHOOL		7,891.58
00052723	REACH CYBER CHARTER SCHOOL		1,489.10
00052724	SEVEN GENERATIONS CHARTER SCHOOL		1,322.61
00052725	COLONIAL INTERMEDIATE UNIT #20		29,131.94
00052726	DENNIS CAPOZZOLO	OTHER PROFESSIONAL SVC.....		39.50
00052727	Michael Pavolko	OTHER PROFESSIONAL SVC.....		39.50
00052728	STEVEN L. MCNEW	OTHER PROFESSIONAL SVC.....		39.50
00052729	TONE, STEPHEN	OTHER PROFESSIONAL SVC.....		39.50
00052730	WOODRING, DARYL	OTHER PROFESSIONAL SVC.....		39.50
00052731	GRETZINGER, CAROL	MISC EXPENDITURES.....		500.00
00052732	MARTIN JOSEPH KAZIMIR	OTHER PROFESSIONAL SVC.....		37.00
00052733	Michael R. Smith	OTHER PROFESSIONAL SVC.....		37.00
00052734	THE LEHIGH VALLEY CHARTER H.S. FOR THE ARTS, INC.		2,112.79
00052735	BENDUS, JOHN	MISC EXPENDITURES.....		250.00
00052736	Brady, Alice K	MISC EXPENDITURES.....		250.00
00052737	STAFFIERI, RICHARD L	MISC EXPENDITURES.....		250.00
00052738	THATCHER, JOANNE B.	MISC EXPENDITURES.....		250.00
00052739	Mr. Kerry MacLean and Mrs Sheila MacLean	TUITION TO NON-PUBLIC.....		13,276.00
00052740	A NEW DIRECTION - WHATS NEXT	OTHER PROFESSIONAL SVC.....		3,328.50
00052741	ABA SUPPORT SERVICES, LLC	OTHER PROFESSIONAL SVC.....		4,000.00
00052742	AC Supply	GENERAL SUPPLIES.....		15.56
00052743	AGORA CYBER CHARTER SCHOOL	TUITION TO PA CHARTER.....		3,829.67
00052744	AHOLD FINANCIAL SERVICES	MEALS / REFRESHMENTS.....	GENERAL SUPPLIES.....	31.08
00052745	ALLEN, ELIZABETH	STUDENT SNACKS.....		22.65
00052746	AMAZON	GENERAL SUPPLIES.....		3,024.18
00052747	BERKELEY INDUSTRIAL	GENERAL SUPPLIES.....		364.40
00052748	BAVTS	TUITION TO AREA VO-TECH.....		15,361.00
00052749	BRIGHTBILL BODY WORKS	EQUIPMENT-REPLACEMENT.....		128,190.00
00052750	BSN SPORTS, LLC	GENERAL SUPPLIES.....		1,012.00
00052751	CDW-G COMPUTER CENTERS INC.	GENERAL SUPPLIES.....		138.00
00052752	CHRIN HAULING, INC	DISPOSAL SERVICES.....		1,967.84

* Denotes Non-Negotiable Transaction

- Payables within Check

P - Prenote

d - Direct Deposit

c - Credit Card Payment

Fund Accounting Check Summary

PLGIT GENERAL - From 08/08/2019 To 08/23/2019

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00052753	CINTAS CORPORATION-#101	LAUNDRY/LINEN/DRY CLEAN.....		30.00
00052754	CIRCLE OF SEASONS CHARTER SCHOOL	TUITION TO PA CHARTER.....		6,523.58
00052755	COLONIAL INTERMEDIATE UNIT #20	PRO- ED SVCS - IUS.....		61,782.27
00052756	COLONIAL LEAGUE	DUES & FEES.....		4,710.00
00052757	COMMUNICATION SYSTEMS, INC.	REPAIRS & MAINT SVCS.....		172.50
00052758	CONSTELLATION ENERGY GAS SERVICES, LLC	NATURAL GAS.....		1,670.22
00052759	COOPER ELECTRIC SUPPLY CO.	GENERAL SUPPLIES.....		572.69
00052760	CREST FLOORING	GENERAL SUPPLIES.....		1,330.00
00052761	BEAST OF THE EAST	DUES & FEES.....		675.00
00052762	DELTA EDUCATION, LLC.	GENERAL SUPPLIES.....		248.84
00052763	DELTA EDUCATION	GENERAL SUPPLIES.....		674.32
00052764	DELTA-T GROUP, INC.	OTHER PROFESSIONAL SVC.....		200.00
00052765	EASTERN PA FOOTBALL CONFERENC	DUES & FEES.....		100.00
00052766	EASTON GIRLS VOLLEYBALL	DUES & FEES.....		200.00
00052767	J.C. EHRLICH CO., INC.	REPAIRS & MAINT SVCS.....		3,150.00
00052768	ELIZABETH RAVIER	TUITION REIMBURSEMENT.....		1,530.00
00052769	EPLUS TECHNOLOGY, INC.	GENERAL SUPPLIES.....		100,713.50
00052770	EXECUTIVE EDUCATION ACADEMY CHARTER SCHOOL	TUITION TO PA CHARTER.....		5,027.75
00052771	FLINN SCIENTIFIC CO. INC.	GENERAL SUPPLIES.....		1,317.65
00052772	GRAINGER	GENERAL SUPPLIES.....		206.64
00052773	HILLYARD - DELAWARE VALLEY	REPAIRS & MAINT SVCS.....	GENERAL SUPPLIES.....	344.06
00052774	RIVERSIDE INSIGHTS	GENERAL SUPPLIES.....		788.46
00052775	HURRICANE WRESTLING CLUB	DUES & FEES.....		600.00
00052776	INSIGHT PA CYBER CHARTER SCHOOL	TUITION TO PA CHARTER.....		1,256.94
00052777	INTERSTATE BATTERY OF ALLENTOWN	GENERAL SUPPLIES.....		797.85
00052778	JENNINGS TRANSPORTATION CORP.	CONTRACTED CARRIERS.....		11,250.00
00052779	JOHNSON CONTROLS FIRE PROTECTION LP	REPAIRS & MAINT SVCS.....		481.43
00052780	JOHNSTONE SUPPLY	GENERAL SUPPLIES.....		272.50
00052781	JUNIOR LIBRARY GUILD	BOOKS AND PERIODICALS.....		1,662.50

* Denotes Non-Negotiable Transaction

- Payables within Check

P - Prenote

d - Direct Deposit

c - Credit Card Payment

Fund Accounting Check Summary

PLGIT GENERAL - From 08/08/2019 To 08/23/2019

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00052782	KACHMAR, ROBERT	MEALS / REFRESHMENTS.....		16.23
00052783	KISTLER O'BRIEN	REPAIRS & MAINT SVCS.....		2,620.03
00052784	LAKESHORE LEARNING MATERIALS	GENERAL SUPPLIES.....		2,125.48
00052785	LEADER SERVICES	OTHER PROFESSIONAL SVC.....		7.70
00052786	LEHIGH VALLEY ACADEMY	TUITION TO PA CHARTER.....		50,624.80
	CHARTER SCHOOL			
00052787	LOWE AND MOYER GARAGE, INC.	GENERAL SUPPLIES.....		9,163.40
00052788	Literacy Resources, Inc	BOOKS AND PERIODICALS.....		513.54
00052789	MACMILLAN OIL CO.OF	GENERAL SUPPLIES.....		664.00
	ALLENTOWN			
00052790	MEYERS WELDING	REPAIRS & MAINT SVCS.....		455.00
00052791	MILLER, TAMARA	TUITION REIMBURSEMENT.....		3,573.00
00052792	MONTGOMERY COUNTY IU #23	EDUC SOFT & LIC.....		2,086.20
00052793	THE MORNING CALL, INC.	ADVERTISING.....		2,058.17
00052794	NAPA AUTO PARTS-HELLERTOWN	GENERAL SUPPLIES.....		2.29
00052795	NASCO	GENERAL SUPPLIES.....		4,420.25
00052796	NEIGHBOR'S HOME & GARDEN	GENERAL SUPPLIES.....		119.09
00052797	NORTHAMPTON AREA GIRL'S	DUES & FEES.....		400.00
	VOLLEYBALL BOOSTER CLUB			
00052798	NORTHAMPTON COMMUNITY	TUITION TO COMM COLLEGE.....		23,074.67
	COLLEGE			
00052799	Nessy Learning Center	EDUC SOFT & LIC.....		1,815.00
00052800	Northampton Cross Country	DUES & FEES.....		280.00
00052801	Northern Speech	GENERAL SUPPLIES.....		467.18
00052802	PAR, INC.	GENERAL SUPPLIES.....		750.00
00052803	PENNSYLVANIA VIRTUAL CHARTER	TUITION TO PA CHARTER.....		7,600.49
00052804	PIONEER MANUFACTURING CO	GENERAL SUPPLIES.....		1,484.00
00052805	PLASTICARDS, INC	PRINTING & BINDING.....		270.00
00052806	PPL ELECTRIC UTILITIES	ELECTRICITY.....		28,175.54
00052807	PRINTFORCE, INC.	PRINTING & BINDING.....		70.00
00052808	PRO-ED, INC.	GENERAL SUPPLIES.....		642.00
00052809	Padlet	EDUC SOFT & LIC.....		553.00
00052810	REACH CYBER CHARTER SCHOOL	TUITION TO PA CHARTER.....		5,027.76
00052811	Renee C Corrigan	TUITION REIMBURSEMENT.....		1,551.00
00052812	Roberts Oxygen Co., Inc	GENERAL SUPPLIES.....		231.40
00052813	SALISBURY HIGH SCHOOL	DUES & FEES.....		275.00
	ATHLETIC DEPARTMENT			
00052814	SALISBURY TOWNSHIP SCHOOL	TUITION TO OTHER LEA.....		882.60
	DIST			

* Denotes Non-Negotiable Transaction

- Payables within Check

P - Prenote

d - Direct Deposit

c - Credit Card Payment

Fund Accounting Check Summary

PLGIT GENERAL - From 08/08/2019 To 08/23/2019

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00052815	SAUCON VALLEY CAFETERIA	MEALS / REFRESHMENTS.....		256.50
00052816	SAUCON VALLEY SPORTING GOODS	UNIFORMS.....		714.00
00052817	SCHOOL BUS PARTS COMPANY	GENERAL SUPPLIES.....		117.32
00052818	SCHOOL NURSE SUPPLY INC.	GENERAL SUPPLIES.....		1,475.49
00052819	SCHOOL SPECIALTY	GENERAL SUPPLIES.....		664.58
00052820	SERVICE ELECTRIC CO.	COMMUNICATIONS.....		1,079.69
00052821	SEVEN GENERATIONS CHARTER SCHOOL	TUITION TO PA CHARTER.....		7,386.23
00052822	SHERWIN-WILLIAMS CO.	GENERAL SUPPLIES.....		49.74
00052823	SPEECH CORNER	GENERAL SUPPLIES.....		196.82
00052824	STOTZ & FATZINGER OFF.SUPPLY	GENERAL SUPPLIES.....		8,090.17
00052825	STRYKER SALES CORPORATION	GENERAL SUPPLIES.....		119.00
00052826	ASSURANT EMPLOYEE BENEFITS	ASSURANT VOL LIFE W/H.....		2,073.26
00052827	SUPER DUPER PUBLISHING	GENERAL SUPPLIES.....	BOOKS AND PERIODICALS.....	670.17
00052828	SUPPRESSION SYSTEMS, INC.	REPAIRS & MAINT SVCS.....		735.00
00052829	SWEET, STEVENS, KATZ AND WILLIAMS, LLP	OTHER PROFESSIONAL SVC.....		80.20
00052830	Saucon True Value	GENERAL SUPPLIES.....		378.41
00052831	SchoolMint	EDUC SOFT & LIC.....		4,092.01
00052832	Simpson Plumbing-Heating-A/C Inc.	REPAIRS & MAINT SVCS.....		675.00
00052833	Steel Club, LLC.	MEALS / REFRESHMENTS.....		336.30
00052834	TAMARA GARY	MEALS / REFRESHMENTS.....		345.70
00052835	TCI	BOOKS AND PERIODICALS.....		2,316.50
00052836	TEACHER'S DISCOVERY	GENERAL SUPPLIES.....		967.24
00052837	TELEMEDICINE MANAGEMENT, INC.	GROUP INSURANCE.....		1,505.00
00052838	TOMLINSON BOMBERGER	LAWN CARE SERVICES.....		4,541.27
00052839	TRANE U.S., INC.	GENERAL SUPPLIES.....		515.00
00052840	TRIPLE S - LEHIGH VALLEY	GENERAL SUPPLIES.....		6,017.89
00052841	EDUCATORS PUBLISHING SERVICE	BOOKS AND PERIODICALS.....		559.60
00052842	TuWay Communications	GENERAL SUPPLIES.....		26,586.56
00052843	UGI SOUTH	NATURAL GAS.....		7,499.47
00052844	UNITED ELECTRIC SUPPLY CO., INC.	GENERAL SUPPLIES.....		399.02
00052845	UNITED PARCEL SERVICE	GENERAL SUPPLIES.....		24.90
00052846	WG AMERICA COMPANY	GENERAL SUPPLIES.....		250.63
00052847	WILLIAM H. SADLIER INC.	BOOKS AND PERIODICALS.....		4,547.42
00052848	WILLIAMSPORT AREA HIGH	DUES & FEES.....		250.00

* Denotes Non-Negotiable Transaction

- Payables within Check

P - Prenote

d - Direct Deposit

c - Credit Card Payment

Fund Accounting Check Summary

PLGIT GENERAL - From 08/08/2019 To 08/23/2019

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
	SCHOOL			
00052849	WNUK MEDICAL	REPAIRS & MAINT SVCS.....		450.00
00052850	KELLY CALABRESE		895.00
		10-GENERAL FUND	764,337.90	
		Grand Total Manual Checks :	0.00	
		Grand Total Regular Checks :	764,337.90	
		Grand Total Direct Deposits:	0.00	
		Grand Total Credit Card Payments:	0.00	
		Grand Total All Checks :	764,337.90	

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

Fund Accounting Check Summary

LAFAYETTE GENERAL - From 08/15/2019 To 08/28/2019

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
*D0000459	David L Jost	TUITION REIMBURSEMENT.....		2,410.00 ^d
		10-GENERAL FUND	2,410.00	
		Grand Total Manual Checks :	0.00	
		Grand Total Regular Checks :	0.00	
		Grand Total Direct Deposits:	2,410.00	
		Grand Total Credit Card Payments:	0.00	
		Grand Total All Checks :	2,410.00	

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

Fund Accounting Check Summary

CAFE - PLGIT - From 08/08/2019 To 08/21/2019

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00002941	Ms. Kristine Unger		36.85
00002942	PETTY CASH	MISC EXPENDITURES.....		440.00
00002943	PRINTFORCE, INC.	GENERAL SUPPLIES.....		231.40
00002944	US Food Service	FOOD.....		407.26
		50-CAFETERIA	1,115.51	
		Grand Total Manual Checks :	0.00	
		Grand Total Regular Checks :	1,115.51	
		Grand Total Direct Deposits:	0.00	
		Grand Total Credit Card Payments:	0.00	
		Grand Total All Checks :	1,115.51	

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

Fund Accounting Check Summary

PLGIT HEALTH BENEFIT - From 08/10/2019 To 08/23/2019

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00000318	CM REGENT, LLC - SUN LIFE	GROUP INSURANCE.....		5,707.47
00000319	CM REGENT, LLC - SUN LIFE	GROUP INSURANCE.....		3,247.04
*W2913798	VISION BENEFITS OF AMERICA	JULY CLAIMS.....		2,994.87
*W2913801	WAGeworks	JULY QUALIFYING EVENTS.....		124.12
*W2913808	CAPITAL BLUE CROSS	WEEKLY CLAIMS/ADMIN FEES.....		99,712.60
*W2913811	DELTA DENTAL	WEEKLY CLAIMS.....		3,624.20
*W2913812	SYNCHRONY RX	RX CLAIMS 8/1 - 8/15.....		43,763.65
*W2913814	DELTA DENTAL	WEEKLY CLAIMS.....		6,235.00
*W2914456	EVOLVE INSURANCE ADVISORS, LLC.	SEPT PREMIUMS.....		1,812.00
*W2914457	HIIG UNDERWRITERS AGENCY, INC.	SEPTEMBER PREMIUMS.....		12,671.92
*W2916039	CAPITAL BLUE CROSS	WEEKLY CLAIMS.....		35,321.34

10-GENERAL FUND 215,214.21

Grand Total Manual Checks :	206,259.70
Grand Total Regular Checks :	8,954.51
Grand Total Direct Deposits:	0.00
Grand Total Credit Card Payments:	0.00
Grand Total All Checks :	215,214.21

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

Fund Accounting Check Summary

PLGIT/ARM 195-14 - From 08/08/2019 To 08/21/2019

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00000155	D'HUY ENGINEERING INC.	CONSTRUCTION SERVICES.....		23,703.62
00000156	WIND GAP ELECTRIC INC.	CONSTRUCTION SERVICES.....		33,345.00
		39-CAPITAL PROJECT - INACT		57,048.62
		Grand Total Manual Checks :		0.00
		Grand Total Regular Checks :		57,048.62
		Grand Total Direct Deposits:		0.00
		Grand Total Credit Card Payments:		0.00
		Grand Total All Checks :		57,048.62

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

Academic and Personnel Committee

This week's meeting was held on August 22, 2019 at 5pm in the District Office conference room.

- I. **Policies 003, 004.1, 004.2**– These policies will be moving to the full Board for a first reading on 8/27/19. The policies had been introduced at the 8/7/19 Academic and Personnel committee meeting.

Saucon Valley School District

Policy

Title – 000 Board Policy/Procedure/Administrative Regulations

Section – Local Board Procedures

Adopted – August 22, 2005

Revised –

Content

Purpose

The Board of School Directors of Saucon Valley School District, in accordance with applicable state and federal laws and regulations, establishes policies and procedures for the governance of the Board and for the safe and orderly operation of the school district.

Section 1. Purpose Of Policy/Local Board Procedure

The Board adopts policies and local Board procedures to govern the operation, educational programs, and administration of the school of the district with the intent to:

- a. Provide for the orderly operation of the district;
- b. Guide the Board in meeting the legal requirements of the School Code;
- c. Establish district goals;
- d. Facilitate decision making;
- e. Clarify Board/administration relationships and duties;
- f. Provide guidelines for students, parents/guardians, staff, and community members; and
- g. Conform to state and federal laws and regulations.

~~Adopted by the Board are intended to establish the general and overall rules within which day to day operations of the school district are to be governed. As applicable, all members of the Saucon Valley School District community students, parents/guardians, staff, and community members shall be expected to comply with Board policy and procedure, subject to the limitations established in this policy. However, failure of the Board or the administration to comply with policy or procedure shall not invalidate any lawful action taken.~~

Section 2. Contents Of Policy Manual

a. Local Board Procedures

The bylaws and rules that pertain to Board governance shall hereinafter be referred to as Local Board Procedures and shall be policy series 000: Local Board Procedures.

b. Policies

The rules and guidelines adopted by the Board to govern ~~that pertain to~~ the safe and orderly operation of the ~~school~~ district shall hereinafter be referred to as Policy and shall be policy series 100: Programs, 200: Pupils, 300: Administrative Employees, 400: Professional Employees, 500: Classified Employees, 600: Finances, 700: Property, 800: Operations, and 900: Community. Separate documents approved by the Board and incorporated into certain policies by reference, e.g. the Code of Student Conduct, also constitute Board policy.

Section 3. Limitations Of Policy/Local Board Procedure

Board policies and procedures are not intended and shall not be construed to supersede or preempt any applicable law, whether constitutional, statutory, regulatory, or common law. Consequently, all Board policies and procedures shall be given both an interpretation and application that is lawful. The Board shall determine the final interpretation of its policies and procedures.

As the Board policies and procedures are limited by legal constraints, so too are the rights of those to whom the Board policies and procedures apply. Board policies and procedures are not intended to expand the rights of individuals beyond those established by law or to give to any individual a cause of action not independently established in law. Enforcement of Board policy and procedure rests exclusively with the School Board.

Board policy ~~and procedures~~ shall not preempt, create, supplant, expand, or restrict the rights or liabilities of students, employees, or other members of the school district community beyond what is contemplated by law and is not intended to restrict or limit students, employees, or others from pursuing any claims or defenses available under law.

Section 4. Administrative Regulations

~~Administrative regulations shall be developed by t~~The administration, under the direction of the Superintendent, shall develop administrative regulations ~~for~~ to implementing the ~~board policies of the Board~~ policy on a day-to-day basis. Administrative regulations shall not conflict with Board policy.

Administrative regulations are not intended and shall not be construed to supersede or preempt any applicable law, whether constitutional, statutory, regulatory, or common law. Consequently, all administrative regulations shall be given both an interpretation

and application that is lawful. The administration shall determine the final interpretation of administrative regulations.

As the administrative regulations are limited by legal constraints, so too are the rights of those to whom the administrative regulations apply. Administrative regulations are not intended to expand the rights of individuals beyond those established by law or to give to any individual a cause of action not independently established in law. Enforcement of administrative regulations rests exclusively with the administration.

Administrative regulations shall not preempt, create, supplant, expand or restrict the rights or liabilities of students, employees, or other members of the school district community beyond what is contemplated by law and are not intended to restrict or limit students, employees or others from pursuing any claims or defenses available under law.

Administrative regulations are not part of Board policy and procedure and may be altered without Board action but shall be submitted to the Board for review.

Section 5. Rules of Construction

The following presumptions, among other presumptions permitted by law, may be used when ascertaining the intent of the Board or administration in adopting a policy or regulation:

- a. A result that is absurd, impossible to execute, or unreasonable is not intended; and
- b. Violations of local, state, or federal law are not intended.

~~Policy 003 – Administrative regulations are not part of Board policy and procedures and may be altered without Board action but shall be submitted to the Board for review.~~

Legal References

24 P.S. 5-510

24 P.S. 4-407

Saucon Valley School District

Policy

Title – 001 Name and Classification

Section – Local Board Procedures

Adopted – August 22, 2005

Revised –

Content

Purpose

Section 1. Name

The Board of School Directors shall be known officially as the Board of School Directors of Saucon Valley School District, hereinafter sometimes referred to as the "Board". Additionally, Saucon Valley School District shall hereinafter sometimes be referred to as "the district" or "the school district."

Section 2. Composition

Saucon Valley School District is comprised of all lands that lie within the municipal boundaries of Hellertown Borough, Lower Saucon Township, and a portion of the City of Bethlehem.

Section 3. Purpose

Saucon Valley School District is organized for the purpose of providing a program of public education to serve the needs of the students of the Commonwealth.

Section 4. Intermediate Unit

Saucon Valley School District is assigned to Colonial Intermediate Unit No. 20.

Section 5. Classification

Saucon Valley School District is classified as a school district of the third class.

Section 6. Address

The official address of the Board of School Directors of Saucon Valley School District shall be 2097 Polk Valley Road, Hellertown, PA, 18055-2400.

PA Const.

Art. III, Sec. 14

24 P.S. 2-201

24 P.S. 2-202

24 P.S. 5-501

24 P.S. 5-502

24 P.S. 5-503

24 P.S. 9-901-A

24 P.S. 9-902-A

Saucon Valley School District

Policy

Title – 002 Authority and Power

Section – Local Board Procedures

Adopted – August 22, 2005

Revised –

Content

Purpose

Section 1. Authority

The authority to establish, equip, furnish, operate, and maintain the public schools of Saucon Valley School District is vested in the Board of School Directors, which is a body corporate and is constituted and governed by Title 24 of the Pennsylvania Statutes, the Public School Code of 1949 as amended, and Article III of the Constitution, and applicable federal and state laws and regulations.

Section 2. Powers

The Board shall establish such schools as are required for the education of every person residing in Saucon Valley School District between the ages of six (6) and twenty-one (21) years who may attend school; shall equip, furnish, operate, and maintain the schools; shall adopt and enforce rules and regulations for the management of school affairs and the conduct and deportment of employees and students; and shall levy and collect taxes as may be necessary, in addition to the annual state appropriation, for the exercise of aforesaid powers.

The Board, in accordance with its statutory mandate, shall adopt Board procedures for its own operation, and policies for the guidance of the Superintendent in the operation of the school district. Board procedures and policies shall be consistent with law, have a rational and substantial relationship to a legitimate purpose of the Board, and be directed towards the maintenance and support of a thorough and efficient system of public education in this district.

The Board shall act as the general agent of the people of this district in the matter of public education. It shall establish educational goals and academic standards for district students and govern a program of education designed to meet those goals and standards. The Board shall be responsible for enforcing mandatory laws and regulations. The Board shall be the agent responsible for establishing, maintaining, and evaluating the public education activities of this school district, in accordance with law.

The powers of the Board of School Directors are not vested in the individual Board member. No such individual is authorized to act on behalf of the Board to carry out any of the Board's statutorily authorized powers, except for those acts stated in law.

PA Const. Art. III, Sec. 14

24 P.S. 2-211

24 P.S. 3-301

24 P.S. 4-406

24 P.S. 4-407

24 P.S. 5-501

24 P.S. 5-502

24 P.S. 5-503

24 P.S. 5-507

24 P.S. 5-510

24 P.S. 5-511

24 P.S. 8-801

24 P.S. 8-803

24 P.S. 13-1301

24 P.S. 13-1302

24 P.S. 14-1411

22 PA Code 4.13

Policy 102

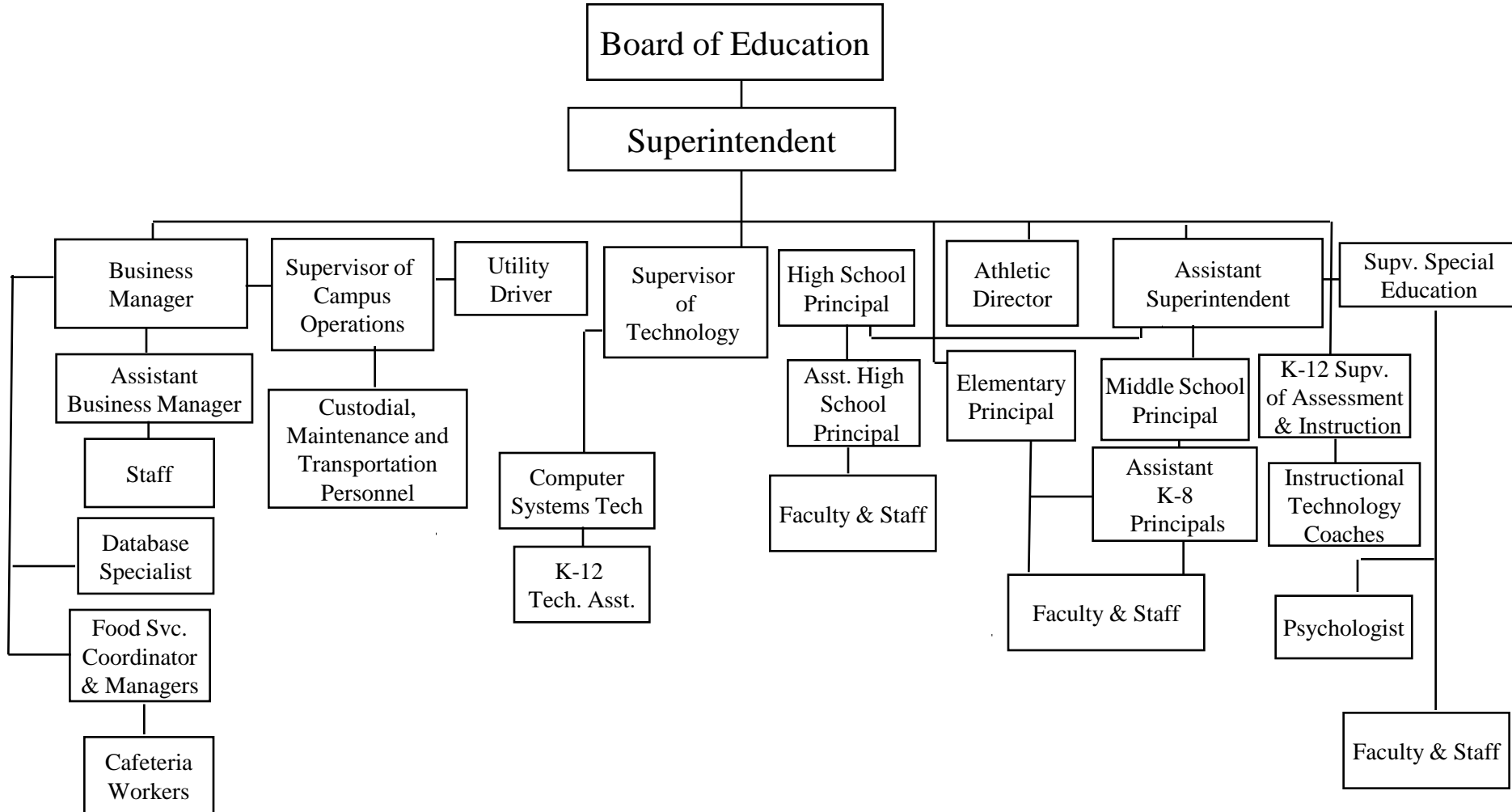
SAUCON VALLEY SCHOOL DISTRICT

Policy #008

Organizational Chart

Division of
Fiscal/Plant Management

Division of Instruction



Saucon Valley School District

Policy

Title – 003 Functions

Section – Local Board Procedures

Adopted – August 22, 2005

Revised –

Content

Purpose

Section 1. Legislative

The Board shall exercise its rule-making power by adopting Board policies and procedures ~~procedures and policies~~ for the organization and operation of the school district. Those procedures and policies which are not dictated by the statutes, or regulations of the State Board, or ordered by a court of competent authority may be adopted, amended or repealed at any meeting of the Board, provided the proposed adoption, amendment or repeal has been proposed at a previous Board meeting and has remained on the agenda of each succeeding Board meeting until approved or rejected. Changes in a proposed Board procedure or policy, except for minor editorial revisions, at the second reading shall cause that reading to constitute a first reading.

The Board may, upon a majority vote, ~~cause to~~ suspend at any time the operation of a Board ~~procedure or policy~~ or procedure, provided the suspension does not conflict with legal requirements; such suspension shall be effective until the next meeting of the Board, unless an earlier time is specified in the motion to suspend.

Board policies and procedures shall be adopted, amended or repealed by a majority vote of the Board.

~~Board policies shall be adopted, amended or repealed by a majority vote of the Board.~~

The adoption, modification, repeal, or suspension of a Board policy or procedure or ~~policy~~ shall be recorded in the minutes of the Board meeting. All current policies or procedures and policies shall be maintained in the Board Policy Manual and disseminated ~~appropriately~~. in accordance with law.

Section 2. Executive

The Board shall exercise its executive power by the appointment of a district Superintendent, who shall enforce the statutes of the Commonwealth, the regulations of the State Board of Education, the policies of the Board, and all other applicable laws and regulations.

The Superintendent shall be responsible for the preparation of administrative guidelines or regulations for the operation of the school district that are ~~not inconsistent with state and federal statutes or~~ and regulations; are dictated by the policies of this Board; and are binding on district employees and students when issued; The Superintendent shall ~~and shall be submitted~~ proposed administrative guidelines and regulations to the Board for review. The Board reserves the right to alter or rescind any such guideline or regulation.

The Superintendent shall be delegated the authority to take necessary action in circumstances not provided for in Board policy, provided that such action be reported to the Board at the next meeting.

The Superintendent shall implement a procedure to inform Board members and designated employees of their responsibility under the Ethics Law.

Whenever responsibility is delegated to the Superintendent or other administrator, it is understood that such individual may designate a representative to act on his/her behalf.

Section 3. Review

The Board may assume jurisdiction over controversies or disputes arising within this school district concerning any matter over which the Board has authority granted by statute or where the Board has retained jurisdiction in contract or policies.

In furtherance of its adjudicatory function, the Board may hold hearings in accordance with law, which hearings shall offer the parties to a dispute, on notice duly given, a fair and impartial forum for the resolution of the matter.

Beyond the basic requirements of due process, a hearing may vary in form and content in line with the severity of the consequences that may flow from it, the difficulty of establishing findings of fact from conflicting evidence, and the impact of the Board's decision on the school district.

Legal References

24 P.S. 3-301

24 P.S. 4-407

24 P.S. 5-508

24 P.S. 5-510

24 P.S. 5-511

24 P.S. 10-1001

24 P.S. 10-1081

24 P.S. 11-1126, et seq.

65 Pa C.S.A. 101, et seq.

2 Pa C.S.A. 511, et seq

Policy 000, 006, 007, 009

~~SC 301, 407, 510,~~

~~—— 511~~

~~— Pol. 000, 009~~

~~— Pol. 006~~

~~— Pol. 007~~

~~— SC 508, 1001~~

~~— Pol. 000~~

~~— SC 510~~

~~— 65 Pa. C.S.A. 1101 et seq~~

~~— SC 510, 1126~~

~~— et seq~~

~~— 2 Pa. C.S.A.~~

~~— Sec. 551 et seq~~

School Code

~~301, 407, 508, 510, 511, 1001, 1126~~

~~et seq~~

PA Statute

~~2 Pa. C.S.A.~~

~~Sec. 551 et seq~~

PA Statute

~~65 Pa. C.S.A.~~

~~1101 et seq~~

Board Policy

~~000, 006, 007~~

Saucon Valley School District

Policy

Title – 004.1 Student Representation

Section – Local Board Procedures

Adopted – August 22, 2005

Revised –

Content

Section 1. Purpose

To improve communications between the student body and the School Board and to make Board members more aware of student views on issues and policies affecting the student, the Board adopts this policy permitting student representatives on the Board.

Section 2. Policy

It is the policy of the Board to have student representatives on the Board.

Section 3. Responsibilities

Student members will be nonvoting participants of the Board.

Student members will attend all public Board meetings. If they expect to be absent, the student member will notify the Board Secretary prior to the meeting.

Student members will not attend executive sessions unless by invitation of the Board President.

Student members will receive the same agenda that is sent to all Board members. Personnel materials may be excluded.

Student members are expected to learn and follow the procedures as outlined in Robert's Rules of Order, Newly Revised, including group rules in dealing with matters before the Board.

Student members must be aware that the Board is a policy-making body, rather than an administrative body.

Student members will act only when the Board is in session, unless authorized by the Board to perform specific assignments.

Student members will refrain from giving individual counsel and action to complaints and refer all complaints to the appropriate administrative office.
All proposals to be filed with the Board shall follow the procedures outlined in this policy.

Section 4. Term Of Office

The term of office of the student representative will be two (2) years.

Section 5. Selection Of Student Representatives

Each spring nominations will be received by the Student Council from the student body. The nominees will be high school students of the district in good acadmic standing ~~members of the sophomore class~~ and will be able to serve for the ~~next~~ following two (2) years.

~~The Student Council will elect the representative who will serve during their junior and senior years.~~

The senior high school principal will have the right to reject the Student Council's candidate for reasons of citizenship or scholarship.

If rejected, the Student Council will submit an additional candidate to the senior high school principal.

Student representatives will also become nonvoting members of the Student Council if not already members of the Council.

An approved student representative may be removed by the Board for failing to remain in good academic standing, failing to attend to their duties as a student representative or ceasing to be a student of district.

Should an approved student representative resign, leave the district, or be excluded from participation for any reason, special nominations will be held and the Student Council will elect a replacement. This candidate will be presented to the principal for

approval.

Section 6. Procedure For Student Council Or Individual Student Proposals

Submission Of Proposals – Any student of the Junior or Senior High School, wishing to present a proposal to the Board must first submit the proposal in written form to the student council advisor(s) of his/her school. The student will be given an opportunity to discuss the proposal before the members and advisor(s) of the Student Council. The Student Council will then take one (1) of the following courses of action:

- a. Pass favorably upon the proposal, after which the student council advisor(s) submits it to the principal for consideration.
- b. Reject the proposal and notify the principal of the rejection. Inform the student that the matter may be further pursued by submitting it to the principal.
- c. Determine that the proposal is not within the Student Council's realm of authority. In this case, the advisor(s) shall either submit it to the principal for consideration or return it to the student.

Chain Of Command – Any proposal which any individual student or the Student Council of the Junior or Senior High Schools wish to present to the Board must follow the "chain of command." At each level, the alternative forms of action would exist ("pass", "reject" or "refer"):

- a. Student Council.
- b. Principal – conference to include the student who submitted the proposal.
- c. Superintendent – conference to include same as above, plus the principal and the student representatives to the School Board. When advisable, the President of the Student Council would be invited to attend the conference.
- d. Board of School Directors – proposal presented through the student representatives.
- e. The student representatives will present the members of the Board and administration with written copies of all information that has been disseminated.

Section 7. Evaluation Of Student Representatives:

- a. At the end of each school year, the Board ~~would~~ will evaluate each student representative and submit the evaluation to the junior and senior high school principals and student council advisor(s).

- b. The student council advisor(s) must also evaluate each student representative and submit the evaluation to the junior and senior high school principals.

Section 8. Dismissal Of Representatives:

If notified by the Board that either a representative fails to carry out his/her duties and recommends dismissal, the Student Council ~~has the responsibility to~~ shall remove that representative from this position. The position would then be filled by another member of that class student, following the same election procedures originally stated.

~~The Board would have the responsibility of informing the Student Council of the student representative's negligence.~~

Saucon Valley School District

Policy

Title – 004.2 Ethics Act and Conflicts of Interest

Section – Local Board Procedures

Adopted – August 22, 2005

Revised –

Content

Purpose

Section 1. Definitions

Act - The Public Official and Employee Ethics Act, 65 Pa. C.S.A. 1101, et seq.

Confidential Information - Information not obtainable from reviewing a public document or from making inquiry to a publicly available source of information.

Conflict or Conflict of Interest - Use by a public official or public employee of the ~~authority~~ district of his/her office or employment or any confidential information received through his/her holding public office or employment for the private pecuniary benefit of him/herself, a member of his/her immediate family, or a business in which s/he or a member of his/her immediate family is associated. The terms do not include an action having a de ~~minimus~~ minimis economic impact ~~which~~ that affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation, or other group, which group includes the public official or public employee, a member of his/her immediate family, or a business with which s/he or a member of his/her immediate family is associated.

De Minimus Minimis Economic Impact - An economic consequence which has an insignificant effect.

Financial Interest - Any financial interest in a legal entity engaged in business for profit which comprises more than 5% of the equity of the business or more than 5% of the assets of the economic interest in indebtedness.

Immediate Family - A parent/guardian, spouse, child, brother, or sister.

Public Employee - Any individual employed by the school district who is responsible for taking or recommending official action of a nonministerial nature with regard to the following:

- a. contracting or procurement;
- b. administering or monitoring grants or subsidies;
- c. planning or zoning;
- d. inspecting, licensing, regulating or auditing any person; or
- e. any other activity where the official action has an economic impact of greater than a de minimus nature on the interests of any person.

Public Official - Any person elected by the public or elected or appointed by a governmental body, or an appointed official. The term includes the members of the Board of School Directors.

Section 2. Purpose

The purpose of this policy is to provide a summary of most of the requirements of the Act and other ethics-related statutes in the School Code as it they relates to the school district and the school district's public officials and public employees.

Section 3. Requirements

No public official or public employee shall engage in conduct that constitutes a conflict of interest.

No public official or public employee shall solicit or accept anything of monetary value, including a gift, loan, political contribution, reward, or promise of future employment based on any understanding of that public official or public employee that the vote, official action, or judgment of the public official or public employee would be influenced thereby.

No public official or public employee shall accept an honorarium.

No public official or public employee or his/her spouse or child or any business in which the person or his/her spouse or child is associated shall enter into any contract valued at \$500 or more with the school district or any subcontract valued at \$500 or more with

any person who has been awarded a contract with the school district unless the contract has been awarded through an open and public process, including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded. In such a case, the public official or public employee shall not have any supervisory or overall administration of the contract.

Any public official or public employee who in the discharge of his/her official duties would be required to vote on a matter that would result in a conflict of interest shall abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of his/her interest as a public record in a written memorandum filed with the person responsible for recording the minutes of the meeting at which the vote is taken. If the Board of School Directors is unable to take any action on a matter before it because the number of members of the Board required to abstain from voting under the Act makes the majority or other legally required vote of approval unattainable, then such members shall be permitted to vote if disclosures are made as provided in the Act.

Each member of the Board of School Directors shall file a statement of financial interests for the preceding calendar year with the ~~State Ethics Commission no later than May 1 of each year that s/he serves on the Board.~~ Board Secretary at the following times:

- a. Before taking the oath of office or entering upon his/her duties
- b. Annually by May 1 or each year while serving on the Board, and
- c. By May 1 of the year after leaving the Board.

The statement of financial interest shall be on a form prescribed by the State Ethics Commission and shall contain all of the information required by the Act.

No member of the Board of School Directors shall be allowed to take the oath of office or enter or continue his/her duties unless s/he has filed a statement of financial interests as required by the Act.

Each public employee shall file a statement of financial interests with the school district no later than May 1 of each year that s/he holds such a position and of the year after s/he leaves such a position.

The solicitor appointed by the Board of School Directors shall file a statement of financial interests as required by the Act.

No Board member shall, during the term for which s/he was elected or appointed, be employed in any capacity by the school district or receive any pay for services rendered to the school district, except that:

- a. A Board member who has served two (2) consecutive terms may be elected to the position of attorney or solicitor for the Board of which s/he was a member by unanimous vote if all of the other members of the Board and, after resigning as a Board member, shall be entitled to such pay as solicitor as the Board shall determine.
- b. A Board member may be appointed to the position of ~~District Secretary to the Board~~ Board Secretary of the school district during the term for which s/he was elected or appointed upon the unanimous consent of all other members of the Board after resigning his/her office as Board member and s/he shall be entitled to receive such pay as a ~~Secretary as the~~ Board Secretary as the Board shall determine.
- c. A Board member may, after resigning from office, be elected to the position of teacher by the Board of which s/he was a member by a vote of at least two-thirds of all other members of the Board, and s/he shall be entitled to such pay as a teacher as the Board shall determine.

The Board shall not draw, cause to be drawn or accept a specification for any item to be purchased by the school district that would limit the purchase of the item to the firm, corporation, partnership or other business entity of which a Board member is an officer; agent or employee, and exclude all other persons who could submit quotations or bid on an equivalent item.

No Board member shall, directly or indirectly, accept, or receive any money or other valuable things for voting for or against or for withholding his/her vote for or against any appointment or matter or action that may come before the Board, or any committee of the Board, or any convention of Board members of which s/he is a member.

No member of the Board shall demand, request, or accept, directly or indirectly, any gift or donation from any teacher or supervisor employed by the school district.

Section 4. Options, Comments And Additional Considerations

The Act and similar legislation require that public officials and public employees refrain from conflicts of interest, i.e., any action, including a vote, that may benefit the public official or the public employee, a member of his/her family or a business with which s/he is associated. In those situations in which there is any doubt as to the existence of a conflict of interest, specific legal advice should be sought.

Legal References

24 P.S. 3-324

24 P.S. 3-325

24 P.S. 3-326

24 P.S. 3-327SC324

~~School Code~~

~~324-327~~

~~65 Pa. C.S.A. 1101 et seq~~