

# Saucon Valley School District

## Regular Meeting of the Board of Education

October 22, 2019 – 7 pm

High School Audion

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

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

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

## **Agenda**

6:15 pm – Executive Session for the purpose of 2019-20 Assistant Superintendent Goals.

- I. **Call to the Order** – *Susan Baxter, President, presiding*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *Judith Riegel, Temporary Secretary*
- IV. **Motion to Approve Agenda**
- V. **Announcement of Executive Session** – October 22, 2019
- VI. **Approval of Minutes** – October 8, 2019
- VII. **Recognition** – None
- VIII. **Presentation** –
  - A. High School Student Representative Report
- 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 – \$406,337.69
- B. Cafeteria Expenditures – \$15,678.26
- C. Health Benefits – \$314,253.86
- D. Capital Projects – \$31,153.69

**Recommendations for Approval**

**Presentation of Bills**

- 1. Approve the above presentation of bills.

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

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

- A. Cash Investment and Bond Activity
- B. Condensed Board Summary Report
- C. Capital Project Finance Report
- D. Budget Transfers – \$12,845.00
- E. Middle School Activity Report – September 30, 2019
- F. High School Activity Report – September 30, 2019

**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 Meeting Report from October 15, 2019.
- B. 2018-19 Data Presentation

**Recommendations for Approval**

**First Reading of Policies\***

- 1. Approve the first reading for the following policies:
  - 004 Membership
  - 005 Organization
  - 007 Distribution

- 009 Policy Formulation/Review
- 204 Attendance
- 208 Withdrawal from School
- 233 Suspension and Expulsion
- 234 Pregnant Students

**Textbook Adoption/Purchase\***

2. Approve the second and final reading of the following textbook: (in 2019-20 budget)
  - Course Titles: Advance Placement (AP) calculus AB & AP Calculus BC  
(two courses – one textbook)
  - Textbook Title: Calculus: Graphical, Numerical, Algebraic + My Math Lab  
(6<sup>th</sup> Edition)
  - Textbook Replaces: Calculus (5<sup>th</sup> Edition)
  - Cost Per Textbook: \$223.97/license for six years or 180 users
  - Number of Textbooks: 30
  - Total Cost: \$7,223.03 (includes \$503.93 for shipping)

**Obsolete Items**

3. Approve the list of Obsolete Items.

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

**B. Personnel**

**Items/Projects for Discussion**

- A. Academic and Personnel Committee Meeting Report from October 15, 2019.

**Recommendations for Approval**

**Full Time Custodian**

1. Approve Joseph Tiedeman as a full time custodian with salary and benefits per the current Educational Support Professionals contract, his first day will be November 4, 2019.

**Maternity Leave**

2. Approve the following maternity leave request:
  - Jessica Cummings, high school biology teacher, beginning approximately January 6, 2020. She plans on using 25 sick days prior to starting 23 days of unpaid FMLA leave. Mrs. Cummings will return to her teaching duties on approximately March 16, 2020.

**Unpaid Medical Leave**

3. Approve an unpaid medical leave for Michele Brozoski, middle school paraprofessional, from October 18, 2019, to approximately January 6, 2019. FMLA will be running concurrently with her time off.

**Substitute Support Staff**

4. Approve the following substitute support staff:

Thomas Szulborski as a substitute food service worker at an hourly rate of \$9.80, on a “call as needed basis”, no benefits, effective October 14, 2019.

Bruce Kevin Pauling as a substitute instructional paraprofessional at an hourly rate of \$9.99, on a “call as needed basis”, no benefits, effective immediately.

**Assistant Principal Job Descriptions\***

5. Approve the following job descriptions:

Elementary/Middle School Assistant Principal (K-8). Focus Area: Data

Elementary/Middle School Assistant Principal (K-8). Focus Area: Student Services

**Co-Curricular/Extra Duty Appointments**

6. Approve the following middle school co-curricular/extra duty appointments:

**Middle School Musical**

Chad Miller – Producer/Director/Vocal Director/Lighting/Sound - \$4,600  
Kimberly Tassinaro - Assistant Director - \$1,000

**Additions to the Substitute List**

7. Approve the following 2019-20 substitute teachers:

John Giordano – Health/Physical Education  
Russell Lande – SV Emergency Certification  
Robin Martin – SV Emergency Certification

**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**

No Reports or Recommendations

**Recommendation: No recommendations.**

**D. Finance**

**Items/Projects for Discussion**

None

**Recommendations for Approval**

**Credit Change Order - PAMSCO**

1. Approve a credit change order in the amount of \$116,103.00. This refund to the District from PAMSCO is for unused materials from the HS HVAC project.

**Credit Change Order – Wind Gap Electric**

2. Approve a credit change order in the amount of \$12,876.84. This refund to the District from Wind Gap Electric is for unused materials from the HS HVAC project.

**Legal Agreement**

3. Approve legal agreement with Goza Honnold L.L.C.

**Recommendation: No recommendations.**

**E. Community Outreach – SV Partnership – Michael Karabin and Mark Sivak**

**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 ~**

November 12, 2019 – 7 pm –Business Meeting – Audion

December 3, 2019 – 7 pm – Reorganization & 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, October 8, 2019 in the High School Audion. Present were Directors Susan Baxter, Cedric Dettmar, Bryan Eichfeld, Michael Karabin, Tracy Magnotta, Sandra Miller, Dr. Shamim Pakzad and Mark Sivak. Directors Edward Andres and Tracy Magnotta were absent. Also present were Dr. Craig B. Butler, Superintendent, David Bonenberger, Board Secretary, and Mark Fitzgerald, District Solicitor.

- I. **Call to the Order** – 7:02 pm - *Susan Baxter, President, presiding*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *David Bonenberger, Secretary*  
7-present, 2-absent (Andres and Magnotta)
- IV. **Motion to Approve Agenda** – Director Sivak, seconded by Director Eichfeld moved to approve the Agenda. Vote: 7-yes, 0-no, 2-absent (Andres and Magnotta)
- V. **Announcement of Executive Session** – October 8, 2019 - Personnel
- VI. **Approval of Minutes** – Director Sivak, seconded by Director Miller moved to approve the minutes of September 24, 2019. Vote: 7-yes, 0-no, 2-absent (Andres and Magnotta)
- VII. **Recognition** – None
- VIII. **Presentation** –
  - A. High School Student Representative Report – Emma Rohn  
  
The National Honor Society is hosting a pet drive; PSAT's will be next week for all 10<sup>th</sup> & 11<sup>th</sup> grade students; registration for AP exams is November 4<sup>th</sup>; Congratulations to Julia Hernandez who won a silver medal in Tennis Singles competition and Emma Shelby won bronze in golf; the 2019 Reflector won silver in the state Press Association awards.
- IX. **Superintendent's Report** – *Dr. Craig Butler, Superintendent*
- X. **Courtesy of the Floor to Visitors – Agenda Items Only** – None
- XI. **Presentation of Bills** – *David Bonenberger*
  - A. General Expenditures – \$262,712.93
  - B. Cafeteria Expenditures – \$31,547.59
  - C. Health Benefits – None
  - D. Capital Projects – None
    1. Approve the above presentation of bills.  
Director Sivak, seconded by Director Miller moved to approve the Presentation of the Bills. Vote: 7-yes, 0-no, 2-absent (Andres and Magnotta)
- 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 – \$14,403.27
- E. Middle School Activity Report – None
- F. High School Activity Report – None

1. Approve the above Treasurer’s Report.

Director Sivak, seconded by Director Miller moved to approve the Treasurer’s Report.  
 Vote: 7-yes, 0-no, 2-absent (Andres and Magnotta)

**A. Education**

- A. Academic and Personnel Committee Meeting Report from October 2, 2019.

1. Approve the attached Memorandum of Understanding between the Saucon Valley School District and Drexel University School of Education regarding student teaching experience. Term of the agreement is September 1, 2019 and will continue unless written notice is given by the district to the contrary.

Director Sivak, seconded by Director Miller moved to approve Education Item #1.  
 Vote: 7-yes, 0-no, 2-absent (Andres and Magnotta)

2. Approve the first review of the following textbook: (in 2019-20 budget)
  - Course Titles: Advance Placement (AP) calculus AB & AP Calculus BC  
 (two courses – one textbook)
  - Textbook Title: Calculus: Graphical, Numerical, Algebraic + My Math Lab  
 (6<sup>th</sup> Edition)
  - Textbook Replaces: Calculus (5<sup>th</sup> Edition)
  - Cost Per Textbook: \$223.97/license for six years or 180 users
  - Number of Textbooks: 30
  - Total Cost: \$7,223.03 (includes \$503.93 for shipping)

Director Miller, seconded by Director Dettmar moved to approve Education Item #2.  
 Vote: 7-yes, 0-no, 2-absent (Andres and Magnotta)

3. Approve the purchase, through Verizon, for 30 Kajeet SmartSpot devices (2 year contract) as an intervention to address internet availability for Saucon Valley students, grades 6-12, who currently have intermittent or no access. Grand total is \$9,221.79

Director Baxter commented that we have 12 students in need but her understanding is that we must get 30 to get the discounts. She asked if we can get a grant to cover the cost. Director Karabin questioned the security on the devices. Director Pakzad wanted to know if we can access how the device will help with effectiveness of performance.

Director Miller, seconded by Director Sivak moved to approve Education Item #3.  
Vote: 7-yes, 0-no, 2-absent (Andres and Magnotta)

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

Director Sivak, seconded by Director Miller moved to approve Education Item #4.  
Vote: 7-yes, 0-no, 2-absent (Andres and Magnotta)

## **B. Personnel**

1. Approve the resignation of Donna Seibert, paraprofessional, her last day will be October 18, 2019.
2. Approve Nicollete Nori as a food service substitute, at an hourly rate of \$9.80, effective September 25, 2019, on a "call as needed basis".
3. Approve Thomas Stern as a lifeguard at an hourly rate of \$7.55/hour, no benefits, effective September 16, 2019.
4. Approve December 17<sup>th</sup> and 18<sup>th</sup> as unpaid days for John Rosado, transportation. He will be using his two remaining personal day on December 13<sup>th</sup> and 16<sup>th</sup>.

Director Dettmar, seconded by Director Sivak moved to approve Personnel Items # 1 - 4.  
Vote: 7-yes, 0-no, 2-absent (Andres and Magnotta)

## **C. Facilities**

No Reports or Recommendations

## **D. Finance**

No Reports or Recommendations

**E. Community Outreach – SV Partnership – Michael Karabin and Mark Sivak**

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

**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. New Business**

1. Approve Judith Riegel as temporary Board Secretary for the October 22, 2019 Saucon Valley School Board meeting.

Director Karabin, seconded by Director Dettmar moved to approve Judith Riegel as Temporary Board Secretary for October 22, 2019.

Vote: 7-yes, 0-no, 2-absent (Andres and Magnotta)

**M. Old Business - None**

**XIII. Citizen’s Inquiries and Comments – None**

**XIV. Announcements**

**Future Meetings ~**

October 22, 2019 – 7 pm –Business Meeting – Audion

November 12, 2019 – 7 pm –Business Meeting – Audion

**XV. Motion to Adjourn Meeting**

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

Vote: 7-yes, 0-no, 2-absent (Andres and Magnotta) 7:52pm

ATTEST: \_\_\_\_\_

Secretary

\_\_\_\_\_

President

# Fund Accounting Check Summary

PLGIT GENERAL - From 10/04/2019 To 10/17/2019

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00053332	CONTRINO, CARMEN	OTHER PROFESSIONAL SVC.....		62.00
00053333	MCNEILL, DUNCAN	OTHER PROFESSIONAL SVC.....		74.00
00053334	PETER KLEMAN, JR	OTHER PROFESSIONAL SVC.....		62.00
00053335	WILLIAM F. KOVACS JR.	OTHER PROFESSIONAL SVC.....		74.00
00053336	ALEXIA HARSTINE	TRAVEL.....		71.92
00053337	KACHMAR, ROBERT	TRAVEL.....		71.92
00053338	KELLY LOZOWSKI	TRAVEL.....		71.92
00053339	KELLY WEHR	TRAVEL.....		71.92
00053340	Scott A Roberts	TRAVEL.....		71.92
00053341	TAMARA GARY	TRAVEL.....		71.92
00053342	DININO, GINA M.	.....		334.68
00053343	BYROM, MILISSA	OTHER PROFESSIONAL SVC.....		71.00
00053344	JOSH LEVANO	OTHER PROFESSIONAL SVC.....		62.00
00053345	KERR, DAVID	OTHER PROFESSIONAL SVC.....		74.00
00053346	KEVIN MARSDEN	OTHER PROFESSIONAL SVC.....		62.00
00053347	LUIS DAZA	OTHER PROFESSIONAL SVC.....		74.00
00053348	MCKEON, EUGENE	OTHER PROFESSIONAL SVC.....		91.00
00053349	PAUL BENTO	OTHER PROFESSIONAL SVC.....		74.00
00053350	RAYMOND REID	OTHER PROFESSIONAL SVC.....		74.00
00053351	RILEY, KENDA	OTHER PROFESSIONAL SVC.....		67.00
00053352	ROBERTA NICHOLAS	OTHER PROFESSIONAL SVC.....		67.00
00053353	ROMERIL, MARTIN A.	OTHER PROFESSIONAL SVC.....		71.00
00053354	AHOLD FINANCIAL SERVICES	.....	GENERAL SUPPLIES.....	124.51
00053355	AMAZON	GENERAL SUPPLIES.....		391.25
00053356	DISTRICT XI	.....		100.00
00053357	PENNSYLVANIA ASSOC. OF SCHOOL BUSINESS OFFICIALS	DUES & FEES.....		250.00
00053358	UGI SOUTH	NATURAL GAS.....		1,677.66
00053359	PA FUTURE BUSINESS LEADERS OF AMERICA	TRAVEL.....	DUES & FEES.....	244.00
00053360	SAUCON VALLEY MUSIC	REPAIRS & MAINT SVCS.....		62.00
00053361	CSONGRADI, EDWARD	OTHER PROFESSIONAL SVC.....		62.00
00053362	FERRY, DAN	OTHER PROFESSIONAL SVC.....		96.00
00053363	HIGH, GLENN	OTHER PROFESSIONAL SVC.....		62.00
00053364	JASON A. MARQUES	OTHER PROFESSIONAL SVC.....		96.00
00053365	JERRY FORD	OTHER PROFESSIONAL SVC.....		74.00
00053366	LITTS, ADDAM	OTHER PROFESSIONAL SVC.....		96.00
00053367	MARCUS A. GILBERT	OTHER PROFESSIONAL SVC.....		96.00
00053368	ROMERIL, MARTIN A.	OTHER PROFESSIONAL SVC.....		78.00
00053369	VICTOR FLORES	OTHER PROFESSIONAL SVC.....		74.00

\* Denotes Non-Negotiable Transaction

# - Payables within Check

P - Prenote

d - Direct Deposit

c - Credit Card Payment

# Fund Accounting Check Summary

PLGIT GENERAL - From 10/04/2019 To 10/17/2019

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00053370	ABA SUPPORT SERVICES, LLC	OTHER PROFESSIONAL SVC.....		8,435.00
00053371	AHOLD FINANCIAL SERVICES	GENERAL SUPPLIES.....		302.01
00053372	AATF	DUES & FEES.....		63.00
00053373	APPLE, INC.	EDUC SOFT & LIC.....		221.90
00053374	ARTS ACADEMY ELEMENTARY CHARTER SCHOOL	TUITION TO PA CHARTER.....		3,829.67
00053375	BERKELEY INDUSTRIAL	GENERAL SUPPLIES.....		204.61
00053376	BAVTS	TUITION TO AREA VO-TECH.....		30,722.00
00053377	BSN SPORTS, LLC	GENERAL SUPPLIES.....		1,769.19
00053378	CAROLYN LOVERDI	TRAVEL.....		525.16
00053379	CENGAGE LEARNING	EDUC SOFT & LIC.....		280.00
00053380	CHRIN HAULING, INC	DISPOSAL SERVICES.....		1,967.84
00053381	CINTAS CORPORATION-#101	LAUNDRY/LINEN/DRY CLEAN.....		30.00
00053382	CIRCLE OF SEASONS CHARTER SCHOOL	TUITION TO PA CHARTER.....		11,371.30
00053383	COLONIAL INTERMEDIATE UNIT #20	PRO- ED SVCS - IUS.....		61,782.27
00053384	COMMUNICATION SYSTEMS, INC.	REPAIRS & MAINT SVCS.....		3,357.30
00053385	COOPER ELECTRIC SUPPLY CO.	GENERAL SUPPLIES.....		696.36
00053386	DANIEL C. KIRIPOSKI, INC.	RENTAL OF EQUIPMENT.....		471.25
00053387	DELVAL EQUIPMENT CORP.	REPAIRS & MAINT SVCS.....		990.00
00053388	EASTON ARTS ACADEMY ELEMENTARY CHARTER SCHOOL	TUITION TO PA CHARTER.....		2,719.40
00053389	J.C. EHRLICH CO., INC.	REPAIRS & MAINT SVCS.....		235.00
00053390	EXECUTIVE EDUCATION ACADEMY CHARTER SCHOOL	TUITION TO PA CHARTER.....		5,027.75
00053391	FOLLETT SCHOOL SOLUTIONS, INC.	BOOKS AND PERIODICALS.....		1,467.59
00053392	GENERAL HEALTHCARE RESOURCES, LLC	OTHER PROFESSIONAL SVC.....		2,803.50
00053393	GENERAL SUPPLY CORP.	GENERAL SUPPLIES.....		430.00
00053394	GIVE ME FIVE	GENERAL SUPPLIES.....		1,043.40
00053395	HILLYARD - DELAWARE VALLEY	REPAIRS & MAINT SVCS.....		1,502.20
00053396	HOBBY LOBBY STORES, INC.	GENERAL SUPPLIES.....		91.21
00053397	HOME DEPOT CREDIT SERVICES	GENERAL SUPPLIES.....		598.89
00053398	INSIGHT PA CYBER CHARTER SCHOOL	TUITION TO PA CHARTER.....		1,256.94
00053399	INTERSTATE TAX SERVICE ,	UNEMPLOYMENT COMP.....		338.04

\* Denotes Non-Negotiable Transaction

# - Payables within Check

P - Prenote

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# Fund Accounting Check Summary

PLGIT GENERAL - From 10/04/2019 To 10/17/2019

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
	INC.			
00053400	J.W. PEPPER & SON INC.	GENERAL SUPPLIES.....		589.00
00053401	JUNIOR LIBRARY GUILD	BOOKS AND PERIODICALS.....		1,832.60
00053402	KOLOSKY, EDWARD	GENERAL SUPPLIES.....		188.37
00053403	LEAH MICKEY	PROF ED EMP TRN & DVLP.....	TRAVEL.....	255.32
00053404	LEHIGH LEARNING ACADEMY	TUITION TO NON-PUBLIC.....		3,472.00
00053405	LHSXC BOOSTER CLUB	GENERAL SUPPLIES.....		130.00
00053406	LINCOLN LEADERSHIP ACADEMY	TUITION TO PA CHARTER.....		11,312.43
	CHARTER SCHOOL			
00053407	LOWE AND MOYER GARAGE, INC.	GENERAL SUPPLIES.....		129.98
00053408	MACMILLAN OIL CO.OF	GENERAL SUPPLIES.....		185.90
	ALLENTOWN			
00053409	DOCUMENT SYSTEMS	OTHER PROFESSIONAL SVC.....		400.00
00053410	MATTHEW THOMAS PIATEK	OTHER PROFESSIONAL SVC.....		2,000.00
00053411	MICROBAC LABORATORIES, INC.	REPAIRS & MAINT SVCS.....		56.89
00053412	THE MORNING CALL	BOOKS AND PERIODICALS.....		117.75
00053413	MUSIC & ARTS	BOOKS AND PERIODICALS.....		368.00
00053414	MUSICIAN'S FRIEND	GENERAL SUPPLIES.....		147.84
00053415	NAPA AUTO PARTS-HELLERTOWN	GENERAL SUPPLIES.....		625.41
00053416	NEIGHBOR'S HOME & GARDEN	GENERAL SUPPLIES.....		70.88
00053417	NORTHAMPTON COMMUNITY	TUITION TO COMM COLLEGE.....		23,074.67
	COLLEGE			
00053418	National Academic Quiz	GENERAL SUPPLIES.....		107.00
	Tournaments, LLC			
00053419	OVERDRIVE	BOOKS AND PERIODICALS.....		13.54
00053420	PEDIATRIC THERAPEUTIC	OTHER PROFESSIONAL SVC.....		212.97
	SERVICES, INC.			
00053421	PENN VALLEY CHEMICAL	GENERAL SUPPLIES.....		874.80
00053422	PENNSYLVANIA CYBER CHARTER	TUITION TO PA CHARTER.....		24,176.10
	SCHOOL			
00053423	PENNSYLVANIA VIRTUAL CHARTER	TUITION TO PA CHARTER.....		7,814.76
00053424	PITSCO EDUCATION	GENERAL SUPPLIES.....		387.36
00053425	PRAXAIR DISTRIBUTION, INC.	GENERAL SUPPLIES.....		113.44
00053426	PRINTFORCE, INC.	PRINTING & BINDING.....		617.34
00053427	SALISBURY TOWNSHIP SCHOOL	TUITION TO OTHER LEA.....		3,530.40
	DIST			
00053428	SAUCON VALLEY SPORTING GOODS	GENERAL SUPPLIES.....		350.00
00053429	SCHOLASTIC MAGAZINE	BOOKS AND PERIODICALS.....		219.73
00053430	SCHOLASTIC	BOOKS AND PERIODICALS.....		439.45

\* Denotes Non-Negotiable Transaction

# - Payables within Check

P - Prenote

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# Fund Accounting Check Summary

PLGIT GENERAL - From 10/04/2019 To 10/17/2019

factsmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00053431	SCHOOL BUS PARTS COMPANY	GENERAL SUPPLIES.....		305.00
00053432	SEVEN GENERATIONS CHARTER SCHOOL	TUITION TO PA CHARTER.....		7,600.49
00053433	SOCIAL STUDIES SCHOOL SERVICE	BOOKS AND PERIODICALS.....		277.65
00053434	SOCIALTHINKING	EDUC SOFT & LIC.....		263.91
00053435	SVITILLA ,ROBERT	TRAVEL.....		288.49
00053436	Saucon True Value	GENERAL SUPPLIES.....		623.07
00053437	TELEMEDICINE MANAGEMENT, INC.	GROUP INSURANCE.....		1,505.00
00053438	THE CAMPHILL SCHOOL, INC.	TUITION TO NON-PUBLIC.....		10,698.65
00053439	THE LEHIGH VALLEY CHARTER H.S. FOR THE ARTS, INC.	TUITION TO PA CHARTER.....		32,739.21
00053440	TIMES NEWS, LLC	BOOKS AND PERIODICALS.....		12.95
00053441	TRANE U.S., INC.	GENERAL SUPPLIES.....		3,126.49
00053442	TRI-BORO FENCING CONTRACTORS	GENERAL SUPPLIES.....		9.90
00053443	TRIARCO ARTS & CRAFTS	GENERAL SUPPLIES.....		90.24
00053444	U-HAUL	RENTAL OF VEHICLES.....		276.50
00053445	UNITED PARCEL SERVICE	GENERAL SUPPLIES.....	EDUC SOFT & LIC.....	39.83
00053446	VERIZON WIRELESS	COMMUNICATIONS.....		2,239.86
00053447	WILSON PRODUCTS	REPAIRS & MAINT SVCS.....		28.24
00053448	WOODWIND & BRASSWIND, INC.	GENERAL SUPPLIES.....		48.27
00053449	XEROX CORP.	RENTAL OF EQUIPMENT.....		9,236.43
00053450	21ST CENTURY CYBER CHARTER SCHOOL	TUITION TO PA CHARTER.....		1,256.94
00053451	A NEW DIRECTION - WHATS NEXT	OTHER PROFESSIONAL SVC.....		2,100.00
00053452	AGORA CYBER CHARTER SCHOOL	TUITION TO PA CHARTER.....		3,829.68
00053453	AHOLD FINANCIAL SERVICES	.....	GENERAL SUPPLIES.....	119.62
00053454	ALBARELL ELECTRIC, INC	REPAIRS & MAINT SVCS.....		163.85
00053455	ALGY COSTUMES AND UNIFORMS	GENERAL SUPPLIES.....		1,535.84
00053456	AMAZON	GENERAL SUPPLIES.....	BOOKS AND PERIODICALS.....	1,703.75
00053457	APPLE, INC.	GENERAL SUPPLIES.....	EDUC SOFT & LIC.....	5,213.88
00053458	BANNON, BRIAN	OTHER PROFESSIONAL SVC.....		96.00
00053459	BUXMONT ACADEMY	TUITION TO NON-PUBLIC.....		5,553.32
00053460	COMMONWEALTH CHARTER ACADEMY	TUITION TO PA CHARTER.....		18,912.92
00053461	CREST/GOOD MFG. CO	GENERAL SUPPLIES.....		1,031.49
00053462	DELTA-T GROUP, INC.	OTHER PROFESSIONAL SVC.....		935.00
00053463	Eastern Area Locating, LLC	REPAIRS & MAINT SVCS.....		250.00
00053464	GEORGE FEDRIZZI JR.	OTHER PROFESSIONAL SVC.....		96.00

\* Denotes Non-Negotiable Transaction

# - Payables within Check

P - Prenote

d - Direct Deposit

c - Credit Card Payment

# Fund Accounting Check Summary

PLGIT GENERAL - From 10/04/2019 To 10/17/2019

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00053465	HMS SCHOOL FOR CHILDREN WITH C.P.	APS.....		10,200.00
00053466	INFOBASE	EDUC SOFT & LIC.....		741.00
00053467	J.W. PEPPER & SON INC.	GENERAL SUPPLIES.....		164.00
00053468	JAMES PAGLIARO IV	OTHER PROFESSIONAL SVC.....		96.00
00053469	JOAN PACALA	OTHER PROFESSIONAL SVC.....		91.00
00053470	JOHNSON CONTROLS	GENERAL SUPPLIES.....		362.00
00053471	Jamie Heydt	OTHER PROFESSIONAL SVC.....		96.00
00053472	KEYSTONE AUTOMOTIVE	GENERAL SUPPLIES.....		122.53
00053473	KIMENHOUR, JANICE	TRAVEL.....	PROF ED EMP TRN & DVLP.....	55.16
00053474	KISTLER O'BRIEN	REPAIRS & MAINT SVCS.....		833.25
00053475	KUGLER, JOSEPH P.	MISC EXPENDITURES.....		500.00
00053476	LEHIGH UNIVERSITY	TUITION REIMBURSEMENT.....		1,548.00
00053477	MICROBAC LABORATORIES, INC.	REPAIRS & MAINT SVCS.....		56.89
00053478	THE MORNING CALL, INC.	ADVERTISING.....		99.16
00053479	MUSIC & ARTS	BOOKS AND PERIODICALS.....		236.00
00053480	NAPA AUTO PARTS-HELLERTOWN	GENERAL SUPPLIES.....		422.99
00053481	NBCC RECERTIFICATION DEPARTMENT	DUES & FEES.....		85.00
00053482	PAPCO	GASOLINE.....		6,036.98
00053483	NCS PEARSON, INC.	GENERAL SUPPLIES.....		2,044.75
00053484	PIONEER MANUFACTURING CO	GENERAL SUPPLIES.....		1,484.00
00053485	QUAKER CITY PAPER	GENERAL SUPPLIES.....		504.00
00053486	SANDRA DORNEY	MISC EXPENDITURES.....		500.00
00053487	SCHEIDLER, GLORIA	MISC EXPENDITURES.....		250.00
00053488	SHERWIN-WILLIAMS CO.	GENERAL SUPPLIES.....		186.64
00053489	ST. LUKES SPORTS MEDICINE	OTHER PROFESSIONAL SVC.....		15,024.99
00053490	STOTZ & FATZINGER OFF.SUPPLY	GENERAL SUPPLIES.....		110.06
00053491	US Food Service	GENERAL SUPPLIES.....		85.78
00053492	WALLACE, SUSAN	OTHER PROFESSIONAL SVC.....		91.00
00053493	WOODWIND & BRASSWIND, INC.	GENERAL SUPPLIES.....		39.99
00053494	XEROX CORP.	RENTAL OF EQUIPMENT.....		5,267.03
00053495	AHOLD FINANCIAL SERVICES	.....		87.11
00053496	MONROE SYSTEMS FOR BUSINESS INC	GENERAL SUPPLIES.....		52.84
00053497	PATHS PROGRAM LLC.	PROF ED EMP TRN & DVLP.....		7,221.22
00053498	PHILADELPHIA ZOO	STUDENT FEES FOR IRE.....		240.00
00053499	DEEGAN, JAMES	TRAVEL.....		90.83
00053500	EMILY ARAGONA-YOUNG	TRAVEL.....		100.69

\* Denotes Non-Negotiable Transaction

# - Payables within Check

P - Prenote

d - Direct Deposit

c - Credit Card Payment

# Fund Accounting Check Summary

PLGIT GENERAL - From 10/04/2019 To 10/17/2019

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00053501	KRISTINE ROSENBERGER	TRAVEL.....		71.22
00053502	LYNN CHEDDAR	TRAVEL.....		92.68
00053503	SAMANTHA TRACHTMAN	TRAVEL.....		100.69
00053504	SVITILLA ,ROBERT	TRAVEL.....		96.16
00053505	TAMARA GARY	TRAVEL.....		100.69
00053506	BUCKS COUNTY INTERMEDIATE	.....		675.29
00053507	CAIU #15	.....		2,445.38
00053508	SPC-SCHOOL PUBLICATIONS COMPANY	.....		500.00

10-GENERAL FUND 405,172.80

Grand Total Manual Checks : 0.00

Grand Total Regular Checks : 405,172.80

Grand Total Direct Deposits: 0.00

Grand Total Credit Card Payments: 0.00

Grand Total All Checks : 405,172.80

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

# Fund Accounting Check Summary

LAFAYETTE GENERAL - From 10/10/2019 To 10/23/2019

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
*D0000478	AMBER LEA ZIEMBA SAMS	TRAVEL.....		113.45 <sup>d</sup>
*D0000479	CRAIG BUTLER	MEALS / REFRESHMENTS.....		28.15 <sup>d</sup>
*D0000480	GEIGER, GRANT	STUDENT SNACKS.....	TRAVEL.....	39.12 <sup>d</sup>
*D0000481	PAMELA DOBSON	.....		71.92 <sup>d</sup>
*D0000482	ROBERT FREY	GENERAL SUPPLIES.....		17.25 <sup>d</sup>
*D0000483	SAMANTHA TRACHTMAN	TUITION REIMBURSEMENT.....		895.00 <sup>d</sup>
10-GENERAL FUND			1,164.89	
Grand Total Manual Checks :				0.00
Grand Total Regular Checks :				0.00
Grand Total Direct Deposits:				1,164.89
Grand Total Credit Card Payments:				0.00
Grand Total All Checks :				1,164.89

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

# Fund Accounting Check Summary

CAFE - PLGIT - From 10/04/2019 To 10/17/2019

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00002973	HERSHEY'S CREAMERY COMPANY	FOOD.....		637.68
00002974	KEGEL'S PRODUCE	FOOD.....		585.30
00002975	KEYCO DISTRIBUTORS, INC.	FOOD.....		159.03
00002976	MORABITO BAKING CO.	FOOD.....		406.48
00002977	PENN JERSEY PAPER CO.	GENERAL SUPPLIES.....		791.31
00002978	POCONO MOUNTAIN DAIRIES	FOOD.....	MILK.....	2,767.08
00002979	REMCO INC.	REPAIRS & MAINT SVCS.....		366.56
00002980	US Food Service	FOOD.....		9,964.82

50-CAFETERIA 15,678.26

Grand Total Manual Checks :	0.00
Grand Total Regular Checks :	15,678.26
Grand Total Direct Deposits:	0.00
Grand Total Credit Card Payments:	0.00
Grand Total All Checks :	15,678.26

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

# Fund Accounting Check Summary

PLGIT HEALTH BENEFIT - From 09/24/2019 To 10/21/2019

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00000322	CM REGENT, LLC - SUN LIFE	GROUP INSURANCE.....		3,413.05
00000323	CM REGENT, LLC - SUN LIFE	GROUP INSURANCE.....		5,978.16
*W2935018	DELTA DENTAL	WEEKLY CLAIMS.....		3,188.40
*W2935021	DELTA DENTAL	ADMIN FEES.....		1,407.44
*W2937221	CAPITAL BLUE CROSS	WEEKLY CLAIMS.....		45,030.42
*W2939720	DELTA DENTAL	WEEKLY CLAIMS.....		3,249.00
*W2941838	CAPITAL BLUE CROSS	WEEKLY CLAIMS.....		25,307.40
*W2942283	SYNCHRONY RX	RX CLAIMS 9/16-9/30.....		37,337.59
*W2942286	SYNCHRONY RX	ADMIN FEES.....		1,729.80
*W2944157	DELTA DENTAL	WEEKLY CLAIMS.....		4,283.00
*W2944158	WAGEWORKS	SEPT QUALIFYING EVENTS.....		124.12
*W2946477	CAPITAL BLUE CROSS	WEEKLY CLAIMS.....		40,623.27
*W2947824	DELTA DENTAL	WEEKLY CLAIMS.....		3,878.00
*W2950096	CAPITAL BLUE CROSS	WEEKLY CLAIMS/ADMIN FEES.....		74,713.42
*W2950254	HIIG UNDERWRITERS AGENCY, INC.	NOVEMBER PREMIUM.....		12,378.20
*W2950261	EVOLVE INSURANCE ADVISORS, LLC.	NOVEMBER PREMIUM.....		1,770.00
*W2950262	VISION BENEFITS OF AMERICA	SEPTEMBER CLAIMS.....		1,126.99
*W2950308	SYNCHRONY RX	RX CLAIMS 10/1 - 10/15.....		48,715.60

10-GENERAL FUND 314,253.86

Grand Total Manual Checks :	304,862.65
Grand Total Regular Checks :	9,391.21
Grand Total Direct Deposits:	0.00
Grand Total Credit Card Payments:	0.00
Grand Total All Checks :	314,253.86

# Fund Accounting Check Summary

PLGIT/ARM 195-14 - From 09/18/2019 To 10/17/2019

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00000160	D'HUY ENGINEERING INC.	CONSTRUCTION SERVICES.....		7,725.53
00000161	WIND GAP ELECTRIC INC.	CONSTRUCTION SERVICES.....		23,428.16
		39-CAPITAL PROJECT - INACT	31,153.69	
		Grand Total Manual Checks :	0.00	
		Grand Total Regular Checks :	31,153.69	
		Grand Total Direct Deposits:	0.00	
		Grand Total Credit Card Payments:	0.00	
		Grand Total All Checks :	31,153.69	

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

Cash, Investment and Bond Activity September 30, 2019

CASH ACCOUNTS

	Balance 9/1/19	Earnings/Deposits	Disbursements	Balance 9/30/19
PLGIT PLUS	\$ 22,668.72	\$ 124.88	\$ -	\$ 22,793.60
PLGIT/CLASS	\$ 3,273,762.82	23,080.26	-	\$ 3,296,843.08
PLGIT General	\$ 4,335,210.09	\$ 15,950,255.06	\$ 4,717,166.96	\$ 15,568,298.19
PLGIT Salary	\$ 6,888.31	\$ 1,062,636.93	\$ 1,062,636.93	\$ 6,888.31
PLGIT Health Benefits	\$ 17,830.16	\$ 320,435.57	\$ 320,435.57	\$ 17,830.16
PLGIT Cafeteria	\$ 152,260.71	235.81	\$ 35,225.65	\$ 117,270.87
Lafayette General	\$ 1,809,662.47	\$ 222,263.66	\$ 20,547.43	\$ 2,011,378.70
Lafayette Tax Collection	\$ -	\$ -	\$ -	\$ -
Lafayette Prepaid Tax	\$ -	\$ -	\$ -	\$ -
Lafayette Flexible Spending	\$ 21,829.65	\$ 7,043.26	\$ 8,049.88	\$ 20,823.03
Lafayette Cafeteria	\$ 50,388.99	\$ 61,058.17	\$ -	\$ 111,447.16
<b>Total Cash Accounts</b>	<b>\$ 9,690,501.92</b>	<b>\$ 17,647,133.60</b>	<b>\$ 6,164,062.42</b>	<b>\$ 21,173,573.10</b>

\*Earnings/Deposits includes transfers of \$1,390,115.76 between accounts

\*\*Disbursements includes transfers of \$1,390,115.76 between accounts

INVESTMENT ACCOUNTS

	Balance 9/1/19	Earnings/Deposits	Disbursements	Balance 9/30/19
Cafeteria Certificate of Deposit (Closed Feb 06)	\$ -	\$ -	\$ -	\$ -
PSDLAF	\$ 8,421,838.05	\$ 13,408.69	\$ 288,550.00	\$ 8,146,696.74
PLGIT / PLUS (91)	\$ 801.64	\$ 4.42	\$ -	\$ 806.06
<b>Total Investment Accounts</b>	<b>\$ 8,422,639.69</b>	<b>\$ 13,413.11</b>	<b>\$ 288,550.00</b>	<b>\$ 8,147,502.80</b>

	Balance 9/1/19	Earnings/Deposits	Disbursements	Balance 9/30/19
1998 Construction Fund (195-04)	\$ -	\$ -	\$ -	\$ -
G.O. Bonds, Series of 2017 (195-14)	\$ 953,335.10	\$ 1,376.46	\$ 624,489.75	\$ 330,221.81
2003 Emmaus Bond, Const Fund (195-08)	\$ -	\$ -	\$ -	\$ -
Land Purchase GOB Series 2005 (195-10)	\$ -	\$ -	\$ -	\$ -
GESP Phase II GOB Series 2013A (195-12)	\$ -	\$ -	\$ -	\$ -
<b>Total Bond Issue</b>	<b>\$ 953,335.10</b>	<b>\$ 1,376.46</b>	<b>\$ 624,489.75</b>	<b>\$ 330,221.81</b>

CAPITAL RESERVE FUND

	Balance 9/1/19	Earnings/Deposits	Disbursements	Balance 9/30/19
Capital Reserve Fund	\$ -	\$ -	\$ -	\$ -

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

From 07/01/2019 To 09/30/2019

fabrdcon

Account	Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	YTD % Used	Unliquidated Encumbrances	Balance
<b>1000's</b>							
1110	REG PROG ELEM/SECONDARY	19,707,203.00	2,333,209.86	2,333,209.86	12.13	59,134.94	17,314,858.20
<b>1100</b>	<b>*TOTALS*</b>	<b>19,707,203.00</b>	<b>2,333,209.86</b>	<b>2,333,209.86</b>	<b>12.13</b>	<b>59,134.94</b>	<b>17,314,858.20</b>
1225	SPEECH	363,073.00	37,544.04	37,544.04	10.50	585.28	324,943.68
1231	EMOTIONAL SUPPORT	392,763.00	36,909.07	36,909.07	9.39	0.00	355,853.93
1241	LEARNING SUPPORT	5,992,928.00	712,515.83	712,515.83	12.02	7,945.78	5,272,466.39
1243	GIFTED SUPPORT	301,148.00	30,730.56	30,730.56	10.20	0.00	270,417.44
1270	MULTI-HANDICAPPED SUPPT	0.00	0.00	0.00	0.00	0.00	0.00
1290	OTHER SUPPORT	124,000.00	0.00	0.00	0.00	0.00	124,000.00
<b>1200</b>	<b>*TOTALS*</b>	<b>7,173,912.00</b>	<b>817,699.50</b>	<b>817,699.50</b>	<b>11.51</b>	<b>8,531.06</b>	<b>6,347,681.44</b>
1390	VOCATIONAL EDUCATION	707,680.00	317,648.36	317,648.36	44.88	0.00	390,031.64
<b>1300</b>	<b>*TOTALS*</b>	<b>707,680.00</b>	<b>317,648.36</b>	<b>317,648.36</b>	<b>44.88</b>	<b>0.00</b>	<b>390,031.64</b>
1410	DRIVERS' EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00
1420	SUMMER SCHOOL	22,710.00	8,062.20	8,062.20	35.50	0.00	14,647.80
1430	HOMEBOUND INSTRUCTION	13,484.00	0.00	0.00	0.00	0.00	13,484.00
1441	ADJ / COURT PLACED PROG	0.00	0.00	0.00	0.00	0.00	0.00
1442	ALTERNATIVE EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00
1480	TITLE I	0.00	0.00	0.00	0.00	0.00	0.00
1490	ACCOUNTABILITY	0.00	0.00	0.00	0.00	0.00	0.00
<b>1400</b>	<b>*TOTALS*</b>	<b>36,194.00</b>	<b>8,062.20</b>	<b>8,062.20</b>	<b>22.27</b>	<b>0.00</b>	<b>28,131.80</b>
1500	NONPUBLIC SCHOOL PGMS	0.00	13,860.71	13,860.71	0.00	0.00	-13,860.71
<b>1500</b>	<b>*TOTALS*</b>	<b>0.00</b>	<b>13,860.71</b>	<b>13,860.71</b>	<b>0.00</b>	<b>0.00</b>	<b>-13,860.71</b>
1693	COMMUNITY COLLEGE SPSHP	288,622.00	80,950.01	80,950.01	28.04	0.00	207,671.99
<b>1600</b>	<b>*TOTALS*</b>	<b>288,622.00</b>	<b>80,950.01</b>	<b>80,950.01</b>	<b>28.04</b>	<b>0.00</b>	<b>207,671.99</b>
<b>Major Function - 1000's</b>		<b>27,913,611.00</b>	<b>3,571,430.64</b>	<b>3,571,430.64</b>	<b>13.03</b>	<b>67,666.00</b>	<b>24,274,514.36</b>
<b>2000's</b>							
2120	GUIDANCE SERVICES	1,126,428.00	115,874.64	115,874.64	10.49	2,341.00	1,008,212.36
2130	ATTENDANCE SERVICES	126,548.00	34,603.60	34,603.60	28.87	1,932.50	90,011.90
2140	PSYCHOLOGICAL SERVICES	334,511.00	54,763.12	54,763.12	17.04	2,266.90	277,480.98
2150	SPEECH PATH/AUDIOLOGY	0.00	0.00	0.00	0.00	0.00	0.00
<b>2100</b>	<b>*TOTALS*</b>	<b>1,587,487.00</b>	<b>205,241.36</b>	<b>205,241.36</b>	<b>13.34</b>	<b>6,540.40</b>	<b>1,375,705.24</b>
2200	SUPPORT SERVICES-INSTRU	0.00	0.00	0.00	0.00	0.00	0.00
2220	TECH SUPPORT SERVICES	1,325,207.00	620,562.70	620,562.70	53.31	85,989.20	618,655.10
2230	EDU TELEVISION SERVICES	4,500.00	0.00	0.00	0.00	0.00	4,500.00

(UNADJUSTED)  
**Condensed Board Summary Report**

Fund: 10 GENERAL FUND

From 07/01/2019 To 09/30/2019

fabrdcon

Account	Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	YTD % Used	Unliquidated Encumbrances	Balance
2250	SCHOOL LIBRARY SERVICES	589,982.00	83,662.42	83,662.42	15.96	10,539.14	495,780.44
2260	INSTRUCTION & CURR DEV	726,946.00	120,117.66	120,117.66	17.53	7,378.50	599,449.84
2271	INSTRUC STAFF DEVEL SVC	342,220.00	91,593.59	91,593.59	26.85	304.00	250,322.41
2272	NON CERTIFIED PROF DEV	0.00	0.00	0.00	0.00	0.00	0.00
2280	NONPUBLIC SUPPORT SVC	0.00	0.00	0.00	0.00	0.00	0.00
2290	OTHER INSTRUC STAFF SVC	264,500.00	26,364.16	26,364.16	9.96	0.00	238,135.84
<b>2200</b>	<b>*TOTALS*</b>	<b>3,253,355.00</b>	<b>942,300.53</b>	<b>942,300.53</b>	<b>32.16</b>	<b>104,210.84</b>	<b>2,206,843.63</b>
2310	BOARD SERVICES	57,016.00	68,397.26	68,397.26	119.96	0.00	-11,381.26
2320	BOARD TREASURER SERVICE	300.00	250.00	250.00	83.33	0.00	50.00
2330	TAX ASSESS & COLLECTION	201,800.00	97,721.71	97,721.71	48.42	0.00	104,078.29
2340	STAFF RELATIONS/NEGO	0.00	0.00	0.00	0.00	0.00	0.00
2350	LEGAL SERVICES	150,000.00	44,825.83	44,825.83	29.88	0.00	105,174.17
2360	OFFICE SUPERINTENDENT	665,710.00	178,065.59	178,065.59	27.46	4,764.11	482,880.30
2380	OFFICE OF PRINCIPAL SVC	1,530,707.00	364,410.90	364,410.90	24.66	13,207.58	1,153,088.52
<b>2300</b>	<b>*TOTALS*</b>	<b>2,605,533.00</b>	<b>753,671.29</b>	<b>753,671.29</b>	<b>29.61</b>	<b>17,971.69</b>	<b>1,833,890.02</b>
2420	MEDICAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
2430	DENTAL SERVICES	600.00	0.00	0.00	0.00	0.00	600.00
2440	NURSING SERVICES	435,309.00	46,898.05	46,898.05	10.85	349.15	388,061.80
<b>2400</b>	<b>*TOTALS*</b>	<b>435,909.00</b>	<b>46,898.05</b>	<b>46,898.05</b>	<b>10.83</b>	<b>349.15</b>	<b>388,661.80</b>
2511	SUPP SERVICES--BUSINESS	857,807.00	260,474.09	260,474.09	30.67	2,651.05	594,681.86
<b>2500</b>	<b>*TOTALS*</b>	<b>857,807.00</b>	<b>260,474.09</b>	<b>260,474.09</b>	<b>30.67</b>	<b>2,651.05</b>	<b>594,681.86</b>
2690	OPER OF BLDG SERVICES	4,485,458.00	1,307,549.35	1,307,549.35	32.46	148,463.08	3,029,445.57
<b>2600</b>	<b>*TOTALS*</b>	<b>4,485,458.00</b>	<b>1,307,549.35</b>	<b>1,307,549.35</b>	<b>32.46</b>	<b>148,463.08</b>	<b>3,029,445.57</b>
2790	STUDENT TRANSP SERVICES	2,815,178.00	567,332.56	567,332.56	22.59	68,626.66	2,179,218.78
<b>2700</b>	<b>*TOTALS*</b>	<b>2,815,178.00</b>	<b>567,332.56</b>	<b>567,332.56</b>	<b>22.59</b>	<b>68,626.66</b>	<b>2,179,218.78</b>
2830	STAFF SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
2832	RECRUITMENT & PLACEMENT	0.00	0.00	0.00	0.00	0.00	0.00
2836	STAFF DEVELOPMENT SVCS	0.00	0.00	0.00	0.00	0.00	0.00
<b>2800</b>	<b>*TOTALS*</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
2910	OTHER SUPPORT SERVICES	22,880.00	0.00	0.00	0.00	0.00	22,880.00
<b>2900</b>	<b>*TOTALS*</b>	<b>22,880.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>22,880.00</b>
<b>Major Function - 2000's</b>		<b>16,063,607.00</b>	<b>4,083,467.23</b>	<b>4,083,467.23</b>	<b>27.59</b>	<b>348,812.87</b>	<b>11,631,326.90</b>
<b>3000's</b>							
3000	OP OF NONINSTRUCT SVC	0.00	0.00	0.00	0.00	0.00	0.00

(UNADJUSTED)  
**Condensed Board Summary Report**

Fund: 10 GENERAL FUND

From 07/01/2019 To 09/30/2019

fabrdcon

Account	Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	YTD % Used	Unliquidated Encumbrances	Balance
3000	<b>*TOTALS*</b>	0.00	0.00	0.00	0.00	0.00	0.00
3100	FOOD SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
3100	<b>*TOTALS*</b>	0.00	0.00	0.00	0.00	0.00	0.00
3200	STUDENT ACTIVITIES	223,643.00	12,648.22	12,648.22	22.50	37,689.70	173,305.08
3250	SCHOOL ATHLETICS	1,063,187.00	165,051.96	165,051.96	28.82	141,397.75	756,737.29
3200	<b>*TOTALS*</b>	1,286,830.00	177,700.18	177,700.18	27.72	179,087.45	930,042.37
3300	COMMUNITY SERVICES	13,281.00	0.00	0.00	0.00	0.00	13,281.00
3300	<b>*TOTALS*</b>	13,281.00	0.00	0.00	0.00	0.00	13,281.00
<b>Major Function - 3000's</b>		1,300,111.00	177,700.18	177,700.18	27.44	179,087.45	943,323.37
<b>5000's</b>							
5100	OTHER EXPEND & FINANCE	0.00	0.00	0.00	0.00	0.00	0.00
5110	DEBT SERVICE	1,804,980.00	1,584,097.52	1,584,097.52	87.76	0.00	220,882.48
5130	REFUND PRIOR YR REV	0.00	1,382.94	1,382.94	0.00	0.00	-1,382.94
5100	<b>*TOTALS*</b>	1,804,980.00	1,585,480.46	1,585,480.46	87.83	0.00	219,499.54
5230	CAPITAL PROJ TRANSFERS	224,000.00	0.00	0.00	0.00	0.00	224,000.00
5251	FOOD SVC FUND TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00
5280	ACTIVITY FUND TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00
5200	<b>*TOTALS*</b>	224,000.00	0.00	0.00	0.00	0.00	224,000.00
5800	SUSPENSE ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00
5800	<b>*TOTALS*</b>	0.00	0.00	0.00	0.00	0.00	0.00
5900	BUDGETARY RESERVE	93,518.00	0.00	0.00	0.00	0.00	93,518.00
5900	<b>*TOTALS*</b>	93,518.00	0.00	0.00	0.00	0.00	93,518.00
<b>Major Function - 5000's</b>		2,122,498.00	1,585,480.46	1,585,480.46	74.69	0.00	537,017.54
<b>EXPENDITURE Totals</b>		47,399,827.00	9,418,078.51	9,418,078.51 ✓	21.12	595,566.32	37,386,182.17

(UNADJUSTED)  
**Condensed Board Summary Report**

Fund: 10 GENERAL FUND

From 07/01/2019 To 09/30/2019

fabrdcon

Account	Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	YTD % Used	Unliquidated Encumbrances	Balance
<b>6000's</b>							
6001	FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00
<b>6000</b>	<b>*TOTALS*</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
6111	REAL ESTATE TAXES	-30,098,109.00	-17,949,882.11	-17,949,882.11	59.63	0.00	-12,148,226.89
6112	INTERIM REAL EXTATE TAX	-250,000.00	-18,291.04	-18,291.04	7.31	0.00	-231,708.96
6113	PUBLIC UTILITY REALTY	-45,000.00	0.00	0.00	0.00	0.00	-45,000.00
6120	PER CAPITA TAX	0.00	0.00	0.00	0.00	0.00	0.00
6141	ACT 511 PC FLAT	0.00	0.00	0.00	0.00	0.00	0.00
6143	EMER MUNIC SVC TAX	-24,000.00	-6,413.09	-6,413.09	26.72	0.00	-17,586.91
6151	EARNED INCOME TAX	-3,500,000.00	-731,559.37	-731,559.37	20.90	0.00	-2,768,440.63
6153	REALTY TRANSFER TAX	-400,000.00	-139,943.91	-139,943.91	34.98	0.00	-260,056.09
<b>6100</b>	<b>*TOTALS*</b>	<b>-34,317,109.00</b>	<b>-18,846,089.52</b>	<b>-18,846,089.52</b>	<b>54.91</b>	<b>0.00</b>	<b>-15,471,019.48</b>
6411	DELINQUENT RE TAX	-1,500,000.00	-283,707.52	-283,707.52	18.91	0.00	-1,216,292.48
6420	DELINQUENT PC SECT 679	0.00	-3,019.86	-3,019.86	0.00	0.00	3,019.86
6441	DELINQUENT PC 511	0.00	-3,006.21	-3,006.21	0.00	0.00	3,006.21
<b>6400</b>	<b>*TOTALS*</b>	<b>-1,500,000.00</b>	<b>-289,733.59</b>	<b>-289,733.59</b>	<b>19.31</b>	<b>0.00</b>	<b>-1,210,266.41</b>
6510	INTEREST ON INVESTMENTS	-450,895.00	-91,553.36	-91,553.36	20.30	0.00	-359,341.64
6530	GAIN/LOSS ON INVESTMTS	0.00	0.00	0.00	0.00	0.00	0.00
<b>6500</b>	<b>*TOTALS*</b>	<b>-450,895.00</b>	<b>-91,553.36</b>	<b>-91,553.36</b>	<b>20.30</b>	<b>0.00</b>	<b>-359,341.64</b>
6710	ADMISSIONS	-50,000.00	-18,573.00	-18,573.00	37.14	0.00	-31,427.00
6740	FEES	-3,500.00	0.00	0.00	0.00	0.00	-3,500.00
6750	STUDENT EVT- SPEC EVENT	0.00	0.00	0.00	0.00	0.00	0.00
6790	OTHR STUDENT ACT INCOME	-3,000.00	0.00	0.00	0.00	0.00	-3,000.00
<b>6700</b>	<b>*TOTALS*</b>	<b>-56,500.00</b>	<b>-18,573.00</b>	<b>-18,573.00</b>	<b>32.87</b>	<b>0.00</b>	<b>-37,927.00</b>
6821	STATE REV REC OTHER PA	0.00	0.00	0.00	0.00	0.00	0.00
6831	FUNDS OTHER PA SCH DST	0.00	0.00	0.00	0.00	0.00	0.00
6832	FEDERAL IDEA REVENUE	-289,099.00	0.00	0.00	0.00	0.00	-289,099.00
6839	FEDERAL REVENUE - OTHER	0.00	0.00	0.00	0.00	0.00	0.00
<b>6800</b>	<b>*TOTALS*</b>	<b>-289,099.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-289,099.00</b>
6910	USE OF FACILITIES	-3,500.00	-1,994.24	-1,994.24	56.97	0.00	-1,505.76
6920	CONTRIBUTION & DONATION	0.00	-39.87	-39.87	0.00	0.00	39.87
6941	REGULAR SCH TUITION	0.00	0.00	0.00	0.00	0.00	0.00
6942	SUMMER SCHOOL TUITION	-9,000.00	-50.00	-50.00	0.55	0.00	-8,950.00
6944	Tuition other LEA's	-27,000.00	0.00	0.00	0.00	0.00	-27,000.00
6980	COMMUNITY ACTIVITY REV	-7,900.00	0.00	0.00	0.00	0.00	-7,900.00
6990	MISCELLANEOUS REVENUE	0.00	-17,779.26	-17,779.26	0.00	0.00	17,779.26

(UNADJUSTED)  
**Condensed Board Summary Report**

Fund: 10 GENERAL FUND

From 07/01/2019 To 09/30/2019

fabrdcon

Account	Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	YTD % Used	Unliquidated Encumbrances	Balance
6991	REFUND OF P/Y EXPEND	0.00	0.00	0.00	0.00	0.00	0.00
6992	ENERGY EFF REV & INCENT	0.00	0.00	0.00	0.00	0.00	0.00
6999	Miscellaneous	-29,999.00	-3,611.61	-3,611.61	12.03	0.00	-26,387.39
<b>6900</b>	<b>*TOTALS*</b>	<b>-77,399.00</b>	<b>-23,474.98</b>	<b>-23,474.98</b>	<b>30.32</b>	<b>0.00</b>	<b>-53,924.02</b>
<b>Major Function - 6000's</b>		<b>-36,691,002.00</b>	<b>-19,269,424.45</b>	<b>-19,269,424.45</b>	<b>52.51</b>	<b>0.00</b>	<b>-17,421,577.55</b>
<b>7000's</b>							
7110	BASIC EDUCATION	-3,392,934.00	-461,453.00	-461,453.00	13.60	0.00	-2,931,481.00
7140	CHARTER SCHOOLS	0.00	0.00	0.00	0.00	0.00	0.00
7160	Tuition for 1305 & 1306	0.00	0.00	0.00	0.00	0.00	0.00
<b>7100</b>	<b>*TOTALS*</b>	<b>-3,392,934.00</b>	<b>-461,453.00</b>	<b>-461,453.00</b>	<b>13.60</b>	<b>0.00</b>	<b>-2,931,481.00</b>
7210	HOMEBOUND INSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00
7220	VOCATIONAL EDUCATION	0.00	-2,058.82	-2,058.82	0.00	0.00	2,058.82
7230	ALTERNATIVE EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00
7250	MIGRATORY CHILDREN	0.00	0.00	0.00	0.00	0.00	0.00
7271	SPECIAL EDUCATION	-1,041,143.00	-309,417.00	-309,417.00	29.71	0.00	-731,726.00
7299	DIRECT PMT - PRRS & APS	0.00	0.00	0.00	0.00	0.00	0.00
<b>7200</b>	<b>*TOTALS*</b>	<b>-1,041,143.00</b>	<b>-311,475.82</b>	<b>-311,475.82</b>	<b>29.91</b>	<b>0.00</b>	<b>-729,667.18</b>
7310	TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00
7311	SD TRANSPORTATION	-250,000.00	0.00	0.00	0.00	0.00	-250,000.00
7312	NP TRANSPORTATION	-135,000.00	0.00	0.00	0.00	0.00	-135,000.00
7320	RENT & SINK FUND PYMT	0.00	0.00	0.00	0.00	0.00	0.00
7330	MEDICAL/DENTAL SVCS	-42,000.00	0.00	0.00	0.00	0.00	-42,000.00
7340	SUPPLEMENTAL REIMBURSE	-931,104.00	-465,552.00	-465,552.00	50.00	0.00	-465,552.00
7360	SAFE SCHOOLS	0.00	0.00	0.00	0.00	0.00	0.00
7361	PCCD Grant	0.00	0.00	0.00	0.00	0.00	0.00
<b>7300</b>	<b>*TOTALS*</b>	<b>-1,358,104.00</b>	<b>-465,552.00</b>	<b>-465,552.00</b>	<b>34.27</b>	<b>0.00</b>	<b>-892,552.00</b>
7500	ACCOUNTABILITY GRANT	0.00	0.00	0.00	0.00	0.00	0.00
7501	Accountability Grant	0.00	0.00	0.00	0.00	0.00	0.00
7505	READY TO LEARN BLK GRNT	-142,538.00	0.00	0.00	0.00	0.00	-142,538.00
7510	EXTRA GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
7599	EXTRA GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
<b>7500</b>	<b>*TOTALS*</b>	<b>-142,538.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-142,538.00</b>
7810	FICA - STATE	-819,646.00	0.00	0.00	0.00	0.00	-819,646.00
7820	RETIREMENT - STATE	-3,672,638.00	0.00	0.00	0.00	0.00	-3,672,638.00
<b>7800</b>	<b>*TOTALS*</b>	<b>-4,492,284.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-4,492,284.00</b>

(UNADJUSTED)  
**Condensed Board Summary Report**

Fund: 10 GENERAL FUND

From 07/01/2019 To 09/30/2019

fabrdcon

Account	Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	YTD % Used	Unliquidated Encumbrances	Balance
7920	CLASSROOMS FOR FUTURE	0.00	0.00	0.00	0.00	0.00	0.00
7990	OTHER TECHNOLOGY GRANT	0.00	0.00	0.00	0.00	0.00	0.00
<b>7900</b>	<b>*TOTALS*</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Major Function - 7000's</b>		<b>-10,427,003.00</b>	<b>-1,238,480.82</b>	<b>-1,238,480.82</b>	<b>11.87</b>	<b>0.00</b>	<b>-9,188,522.18</b>
<b>8000's</b>							
8512	IDEA Part B	0.00	0.00	0.00	0.00	0.00	0.00
8513	TITLE I GRANT IMPROV	0.00	0.00	0.00	0.00	0.00	0.00
8514	Title I	-198,537.00	-27,614.96	-27,614.96	13.90	0.00	-170,922.04
8515	TITLE II	-48,285.00	-6,727.06	-6,727.06	13.93	0.00	-41,557.94
8516	TITLE III ESL	-6,420.00	0.00	0.00	0.00	0.00	-6,420.00
8517	DRUG FREE SCHOOLS	-13,580.00	0.00	0.00	0.00	0.00	-13,580.00
8518	TITLE V	0.00	0.00	0.00	0.00	0.00	0.00
8519	TITLE II/TITLE V GRANT	0.00	0.00	0.00	0.00	0.00	0.00
8570	TITLE II EESE GRANT	0.00	0.00	0.00	0.00	0.00	0.00
<b>8500</b>	<b>*TOTALS*</b>	<b>-266,822.00</b>	<b>-34,342.02</b>	<b>-34,342.02</b>	<b>12.87</b>	<b>0.00</b>	<b>-232,479.98</b>
8670	DRUG FREE SCHOOLS	0.00	0.00	0.00	0.00	0.00	0.00
8680	TITLE III	0.00	0.00	0.00	0.00	0.00	0.00
8690	OTHER FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
<b>8600</b>	<b>*TOTALS*</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
8701	IDEA PART B - ARRA	0.00	0.00	0.00	0.00	0.00	0.00
8708	ARRA FISCAL STAB - BE	0.00	0.00	0.00	0.00	0.00	0.00
8709	Basic Ed - Ed Jobs	0.00	0.00	0.00	0.00	0.00	0.00
<b>8700</b>	<b>*TOTALS*</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
8810	MEDICAL ASSISTANCE	-15,000.00	0.00	0.00	0.00	0.00	-15,000.00
8820	MED ASSIS - TRANS & AD	0.00	0.00	0.00	0.00	0.00	0.00
<b>8800</b>	<b>*TOTALS*</b>	<b>-15,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-15,000.00</b>
<b>Major Function - 8000's</b>		<b>-281,822.00</b>	<b>-34,342.02</b>	<b>-34,342.02</b>	<b>12.18</b>	<b>0.00</b>	<b>-247,479.98</b>
<b>9000's</b>							
9330	Trans from Cap Reserve	0.00	0.00	0.00	0.00	0.00	0.00
<b>9300</b>	<b>*TOTALS*</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Major Function - 9000's</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>REVENUE Totals</b>		<b>-47,399,827.00</b>	<b>-20,542,247.29</b>	<b>-20,542,247.29 w/</b>	<b>43.33</b>	<b>0.00</b>	<b>-26,857,579.71</b>

**Capital Project Finance Report**  
September 30, 2019

Project	Original Budget	Change Orders	Miscellaneous Construction Costs	Working Budget	Project To Date Expenses August	September	Project To Date Expenses	Balance To Finish
<b><u>New Synthetic Track</u></b>								
<b>D'Huy Engineering</b>								
Feasibility Study	3,500.00			3,500.00	3,500.00		3,500.00	0.00
Design and Bid Phase 1	39,000.00			39,000.00	39,000.00		39,000.00	0.00
Permitting & Land Development Costs and Studies	20,000.00			20,000.00	17,200.26		17,200.26	2,799.74
Lower Saucon Township - Stormwater Review			5,162.72	5,162.72	5,162.72		5,162.72	0.00
Advantage Engineering LLC - Geotechnical Specialist			4,564.00	4,564.00	4,564.00		4,564.00	0.00
Construction Services Phase 2	23,276.00	999.25		24,275.25	24,275.25		24,275.25	0.00
BSN Sports - Track Walking Path Covers	2,250.00			2,250.00	2,250.00		2,250.00	0.00
<b>Grace Industries Inc.</b>	943,895.00	(3,300.00)		940,595.00	940,595.00		940,595.00	0.00
<b>High Peak Electrical, Inc.</b>	7,200.00			7,200.00	7,200.00		7,200.00	0.00
<b><u>High School Gymnasium/Pool Roof</u></b>								
<b>D'Huy Engineering</b>								
Feasibility Study	3,500.00			3,500.00	3,500.00		3,500.00	0.00
Gym/Pool Roof Design & Bid Phase 1	6,000.00			6,000.00	6,000.00		6,000.00	0.00
Gym/Pool Roof Design Construction Services Phase 2	10,411.45	(419.57)		9,991.88	9,991.88		9,991.88	0.00
<b>Alan Kunsman Roofing &amp; Sliding, Inc</b>	383,325.00	28,000.00	(11,650.00)	399,675.00	399,675.00		399,675.00	0.00
<b><u>High School HVAC</u></b>								
<b>D'Huy Engineering</b>								
Feasibility Study	3,500.00			3,500.00	3,500.00		3,500.00	0.00
Preliminary Design Fee	136,479.00			136,479.00	136,479.00		136,479.00	0.00
Construction Phase Services	43,000.00			43,000.00	25,800.00	10,750.00	36,550.00	6,450.00
Reimbursable Expenses			978.69	978.69	926.54	52.15	978.69	0.00
Keycodes Inspection Agency			2,409.63	2,409.63	2,409.63		2,409.63	0.00
Mountain Environmental & Radon Services			1,800.00	1,800.00	1,800.00		1,800.00	0.00
PAMSCO	1,839,758.00			1,839,758.00	1,097,112.15	560,167.60	1,657,279.75	182,478.25
<b>Wind Gap Electric</b>	125,000.00			125,000.00	38,925.00	49,770.00	88,695.00	36,305.00
<b><u>High School Auditorium Upgrades</u></b>								
<b>CMG of Easton, Inc</b>	323,735.00			323,735.00	90,238.60		90,238.60	233,496.40
<b>D'Huy Engineering</b>								
Construction Oversight	12,500.00			12,500.00	6,875.00	3,750.00	10,625.00	1,875.00
	<u>3,926,329.45</u>	<u>25,279.68</u>	<u>3,265.04</u>	<u>3,954,874.17</u>	<u>2,866,980.03</u>	<u>624,489.75</u>	<u>3,491,469.78</u>	<u>463,404.39</u>

**SAUCON VALLEY SCHOOL DISTRICT**

BUSINESS OFFICE

BUDGETARY TRANSFER FORM  
2019-2020

**Date: 10/22/2019**

		TRANSFER AMOUNT		ACCOUNT TITLE	REASON FOR TRANSFER	NO.
ACCOUNT #	IN	OUT				
1 TO	10-1110-894-000-30	345.00		STUDENT FEES-INST EVENT 9-12	BALANCE ACCOUNT	
FROM	10-1110-519-000-30		345.00	STUDENT TRANS SVCS 9-12	TRANSFER OF FUNDS	
2 TO	10-2380-610-000-10	3,000.00		SUPPLIES - PRINCIPAL K-4	BALANCE ACCOUNT	
FROM	10-2380-640-000-10		3,000.00	BOOKS & PERIODICALS PRINC K-4	TRANSFER OF FUNDS	
3 TO	10-2271-580-000-10	3,000.00		TRAVEL - CONF/SEM STAFF DEV	BALANCE ACCOUNT	
FROM	10-2271-360-000-10		3,000.00	CONF EMPL TRAINING K-4	TRANSFER OF FUNDS	
4 TO	10-2271-580-000-20	2,500.00		TRAVEL - CONF/SEM STAFF DEV	BALANCE ACCOUNT	
FROM	10-2271-360-000-20		2,500.00	CONF EMPL TRAINING 5-8	TRANSFER OF FUNDS	
5 TO	10-2271-580-000-30	4,000.00		TRAVEL - CONF/SEM STAFF DEV	BALANCE ACCOUNT	
FROM	10-2271-360-000-30		4,000.00	CONF EMPL TRAINING 9-12	TRANSFER OF FUNDS	
6 TO						
FROM						

**Total Transfer: \$ 12,845.00**

**Saucon Valley School District  
Middle School Student Activities Report  
For The Month of September, 2019**

Balance - August 31, 2019			\$	20,848.96
Receipts				4,530.93
Disbursements				(2,045.32)
Balance - September 30, 2019			\$	<u>23,334.57</u>
ART CLUB			\$	19.15
BAND				2,031.00
CHEERLEADING				623.87
CHORUS				1,433.61
COMMUNITY SERVICE				385.60
GIRLS VOLLEYBALL				1,661.02
HONOR SOCIETY				219.39
I-TEAM				51.13
KNITTING CLUB				296.52
ODYSSEY OF THE MIND				2.61
READING OLYMPICS				380.83
SEAPEARCH / ROBOTICS				576.70
SKI CLUB				1,660.45
STUDENT COUNCIL				5,818.00
YEARBOOK				4,866.12
5TH GRADE				179.10
6TH GRADE				50.27
7TH GRADE				2,675.75
8TH GRADE				370.71
INTEREST				32.74
			\$	<u>23,334.57</u>
<i>Respectfully Submitted by James Deegan, Principal</i>				

**SAUCON VALLEY HIGH SCHOOL  
FINANCIAL REPORTS  
SEPTEMBER 30, 2019  
CLUB ACCOUNT FUND**

BEGINNING BALANCE	\$	44,066.43
INCOME		1,346.63
EXPENSES		4,152.19
ENDING BALANCE	\$	41,260.87

<u>CLUB ACCOUNT</u>	<u>ENDING BALANCE</u>
AEVIDUM	360.30
BAND	1,529.01
CALCULUS CLUB	738.55
CHORUS	782.24
CLASS OF 2017	(20.32)
CLASS OF 2018	-
CLASS OF 2019	347.15
CLASS OF 2020	6,845.21
CLASS OF 2021	188.17
CLASS OF 2022	444.05
DANCE TEAM	2,218.80
DRAMA CLUB	2,596.84
ENVIRONMENTAL CLUB	683.69
FBLA	4,245.80
FOREIGN LANGUAGE	1,396.66
GLOBAL SCHOLARS	1.74
GSA	49.59
NAT'L HISTORY CLUB	-
NAT'L HONOR SOCIETY	3,719.69
LEO CLUB	686.53
MINI-THON	727.49
MODEL UN	322.35
NEWSPAPER	159.98
PAINTBALL	52.15
PHOTOGRAPHY CLUB	537.68
READING TEAM	62.59
RUGBY CLUB	689.00
SADD	197.72
SGA - STUDENT STORE	145.47
SKI CLUB	0.74
SMASH-VIDEO CLUB	25.79
SPIRIT COUNCIL	381.44
STEM	585.39
UNICEF	430.05
YEARBOOK	10,129.33
<b>TOTALS</b>	<b>\$ 41,260.87</b>

*Tamara Gary*  
Principal



## Academic and Personnel Committee

This week's meeting was held on October 15, 2019 at 5pm in the District Office conference room.

1. **K-8 Assistant Principal Job Descriptions** - Dr. Butler brought forth the job descriptions originally presented in July. The Committee approved moving the descriptions forward to the October 22<sup>nd</sup> School Board meeting.
2. **Policies 004, 005, 007, 009, 204, 208, 233, 234** – Dr. Butler reviewed these policies. Conversation regarding some adjustment of language in policy 004, 005, and 234 will be checked with the Solicitor. The committee made motion to forward the policies for a first reading at the October 22<sup>nd</sup> School Board meeting.

## **Saucon Valley School District**

### Policy

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Title – 004 Membership

Section – Local Board Procedures

Adopted – August 22, 2005

Revised –

### Content

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#### **Purpose**

Section 1. Number

The Board ~~does~~ consists of nine (9) members. All persons elected or appointed as Board members shall serve without pay.

The Superintendent shall have a seat on the Board and the right to speak on all matters, but not the right to vote.

Section 2. Qualifications

Each member of the Board shall meet the following qualifications:

- a. ~~Be~~ Shall be of good moral character, eighteen (18) years of age, ~~shall have been~~ and a resident of the district for at least one (1) year prior to the date of his/her election or appointment.
- b. Shall not hold any office or position as specified in Section 322 of the School Code or be a member of municipal council.
- c. Shall not have been removed from any office of trust under federal, state or local laws for any malfeasance in such office.
- d. Shall not be engaged in a business transaction with the school district, be employed by the school district, or receive pay for services from the school district, except as provided by law.

- e. Shall take and subscribe to the oath or affirmation prescribed by statute before entering the duties of the office.
- f. Shall file a statement of financial interests with the Board Secretary or designee at the following times: ~~State Ethics Commission before taking the oath of office or entering upon his/her duties.~~
  - 1. Before taking oath of office or entering upon his/her duties.
  - 2. Annually by May 1<sup>st</sup> while serving on the Board.
  - 3. By May 1<sup>st</sup> of the year after leaving the Board.

### Section 3. Election

Election of members of the Board shall be in accordance with law.

### Section 4. Vacancies

A vacancy shall occur by reason of death, resignation, removal from a district or otherwise. The Board, by majority vote of the remaining members shall fill a vacancy by appointing a qualified elector of the district ~~Such vacancy shall be filled in accordance with the Sunshine Act and by appointment by a majority vote of the remaining members of the Board within thirty (30) days of the occurrence of the vacancy and in accordance with the Sunshine Act.~~ The Board member so appointed shall serve until the first Monday in December after the first municipal election occurring more than sixty (60) days following his/her appointment. When a majority of the memberships are vacant, such vacancies shall be filled by the Court of Common Pleas of Northampton County. If such vacancy shall not have been filled by the Board within thirty (30) days of the occurrence of the vacancy, the Court of Common Pleas of Northampton County, upon petition of ten (10) or more resident taxpayers, shall fill such vacancy by the appointment of a suitable person from the qualified electors of the district. The Board member so appointed shall serve until the first Monday in December after the first municipal election occurring more than sixty (60) days after the vacancy shall have occurred.

## Temporary Vacancy – Active Military Service

A temporary vacancy shall be declared when a Board member is called to active duty in the military or naval forces of the United States for a period of more than thirty (30) days. The Board, by majority vote of the remaining members of the Board, shall fill the temporary vacancy within thirty (30) days of the occurrence of the temporary vacancy and in accordance with the Sunshine Act. The qualified elector of the district who is appointed to the temporary position on the Board shall serve either until the Board member returns from active duty or until expiration of the term for which s/he was elected, whichever comes first.

### Section 5. Term

The term of office of each Board member shall be four (4) years and shall expire on the first Monday of December, except that the term of a Board member appointed to fill a vacancy shall expire on the first Monday of December after the municipal election occurring more than sixty (60) days after his/her appointment. The term of a Board member elected to an unexpired term shall expire at the termination of that term.

### Section 6. Removal

Whenever a Board member is no longer a resident of Saucon Valley School District, his/her membership on the Board shall cease.

The removal of a Board member who resigns shall become effective upon the presentation of the resignation to the Board President and upon the date specified.

A Board member who neglects or refuses to attend two (2) successive regular meetings of the Board, unless detained by sickness or prevented by necessary absence from the district, or if in attendance at any meeting neglects or refuses to act in his/her official capacity as a school director, may be removed from his/her office, with prior notice, on the affirmative vote of a majority of the remaining members of the Board.

If a person elected or appointed as a Board member, having been notified, shall refuse or neglect to qualify as such director, the remaining members may, within ten (10) days following the beginning of his/her term of office, declare said office vacant on the affirmative vote of a majority of the remaining members of the Board.

## Section 7. Expenses

Board members, a nonmember Board Secretary, and solicitor(s) shall be reimbursed for necessary expenses actually incurred as delegates to any state convention or association of school directors' convention held within the Commonwealth, or for necessary expenses actually incurred in attendance authorized by the Board at any other meeting held within the Commonwealth or at an educational convention out-of-state. All such expenses shall be itemized and made available for public inspection at the next succeeding Board meeting. No member shall be reimbursed for more than two (2) out-of-state meetings in one (1) school year. Expenses shall be reimbursed only upon presentation of an itemized, verified statement. ~~except that a~~Advance payments may be made upon presentation of estimated expenses to be incurred, to be followed by final itemized, verified statement of such expenses actually incurred. A refund shall be made to the district for all advanced funds not spent, or an additional payments may be made by the district to reimburse for the verified expenses actually incurred.

## Section 8. Orientation

The Board believes that the preparation of each Board member for the performance of duties is essential to the effectiveness of the Board's functioning. The Board shall encourage each new Board member to understand the functions of the Board, acquire knowledge of matters related to the operation of the schools, and review Board procedures and policies.

Accordingly, the Board shall give to each new Board member for use during his/her term on the Board the following items:

- a. A copy of the School Code.
- b. A copy of the Board Policy Manual.
- c. The current budget statement, audit report and related fiscal materials.
- d. The most recent Strategic Plan.

Each new Board member shall be invited to meet with the Board President, the Superintendent, and the Business Manager to discuss Board functions, policy and procedures.

## Section 9. Conferences

In keeping with its philosophy on the need for continuing inservice training and development for its members, the Board encourages the participation of all members at appropriate School Board conferences, workshops, and conventions. In order to control both the investment of time and expenditure of funds necessary to implement this policy, the Board establishes the following guidelines:

- a. No member of the Board may attend a meeting at Board expense without prior Board approval.
- b. Funds for participation at meetings and conferences will be budgeted on an annual basis.
- c. When a conference, convention or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations and materials acquired at the meeting that will be beneficial to the school district.
- d. Reimbursement to Board members for their travel expenses will be in accordance with Section 7 of this Policy.
- e. Reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual Board members.

## Section 10. Required Training Programs

Each newly elected or appointed School Director shall complete, during the first year of the School Director's first term, a training program as required by the Public School Code. In addition, within one year after each re-election or re-appointment to the Board of School Directors, each School Director shall complete an advance training program made available by the Pennsylvania Department of Education as required by the Public School Code.

## Section 11. Code of Conduct

~~The Board recognizes that its members must maintain~~ Recognizing that maximum results as members of a Board of School Directors will be achieved only if high ethical standards of conduct are maintained in all personal, business and public activities, and that the Board should treat other persons and groups as the Board and its individual members beginning with the universally accepted precept of treating others, individually or in groups, as everyone would like to be treated, and therefore adopts the more specific standards of behavior include but are not limited to the following recommendations:

Members of the Saucon Valley School District Board of School Directors shall:

- a. ~~Accept responsibility for leadership by encouraging community and staff to maintain and improve the public school system in all appropriate ways consistent with state and federal laws, including efficiency in the use of material and personnel resources, promoting funding as needed, and improvement in training of staff, administrators, and the Board.~~
- b. ~~As representatives of the people, have an obligation to cConduct themselves at all times in a matter worthy of this the trust placed in them by residents of the district and school community.~~
- c. ~~Work unremittingly to help the people of the community understand the importance of public education and the need to support it.~~
- d. ~~Agree to sSupport school personnel in the proper performance of their duties.~~
- e. ~~Agree that authority rests with the whole Board assembled, not with committees or individuals, and make no personal promises nor take any private action which action which might compromise the Board.~~
- f. ~~All the people of this community should have all the facts all the time about their schools. Encourage open communication with the school community and promote ready access to information about district schools, to the extent permitted by law.~~
- g. ~~Recognize that the The legal authority of the Board is derived from the state Commonwealth, which ultimately controls the organization and operation of the school district and which determines the degree of discretionary power left with to the Board and the people of this school district for the exercise of local autonomy.~~
- h. ~~Board members will dDevote time, thought, and study to the duties and responsibilities of School Board membership in order to render effective and credible service.~~
- i. ~~School Board members will wWork in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debate.~~
- j. ~~Each Board member will bBase his/her personal decisions, on Board matters on all available facts in each situation; will vote his/her honest conviction in every case, unswayed by partisan bias of any kind; and will abide by and will uphold the final majority decision of the Board.~~
- k. ~~Recognize that an An individual Board member has no legal authority except when acting as part of the entire Board at a duly constituted public meeting.~~

- I. ~~A School Board member will r~~Resist every temptation and outside pressure to use his/her position as a School Board member to benefit either him/herself or any other individual or agency apart from the total interest of the school districtindividual or organization apart from the total interest of the school district.

Legal References

24 P.S. 3-301

24 P.S. 3-302

24 P.S. 3-303

24 P.S. 3-315

24 P.S. 3-316

24 P.S. 3-317

24 P.S. 3-318

24 P.S. 3-319

24 P.S. 3-321

24 P.S. 3-322

24 P.S. 3-323

24 P.S. 3-324

24 P.S. 4-407

24 P.S. 5-516

24 P.S. 5-516.1

24 P.S. 5-519

24 P.S. 10-1081

65 Pa. C.S.A. 1102, 1104

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

65 Pa. C.S.A. 701 et seq.

65 Pa. C.S.A. 91

51 PA Code 15.2

51 PA Code 15.3

Board Policy

006, 331, 431,

531

Legal References

—SC 302, 303

—SC 1081

—SC 322

—SC 323

—SC 324

~~— SC 321  
— 65 Pa. C.S.A.  
— 1101 et seq  
— SC 301 et seq  
— SC 315, 319  
— 65 P.S. 701 et seq  
— SC 315, 316, 317  
— SC 303, 315  
— SC 319  
— Pol. 006  
— SC 319  
— Pol. 006  
— SC 516.1  
— SC 519  
— SC 516, 516.1~~

~~School Code~~

~~301, 302, 303, 315, 316, 317, 319, 321, 322, 323, 324, 516, 516.1, 519, 1081~~

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

~~1101 et seq~~

~~65 P.S. 701 et seq~~

## **Saucon Valley School District**

### Policy

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Title – 005 Organization

Section – Local Board Procedures

Adopted – August 22, 2005

Revised –

### Content

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#### **Purpose**

##### Section 1. Organization Meeting

Board members shall meet and organize annually during the first week of December. Notice of the time and place of the organization meeting shall be given to all Board members by mail at least five (5) days before the proposed meeting by the Board Secretary. The organization meeting shall be a regular meeting.

##### Section 2. Order

The organization meeting shall be called to order by the past President, who shall preside over the election of a temporary President from among the hold-over Board members. The Board Secretary shall be secretary of the meeting. In an election year, the certificates of election or appointment of all new Board members shall be read, and a list shall be prepared of the legally elected or appointed and qualified Board members. The temporary President may administer the oath or affirmation of office to those Board members who have not previously taken and subscribed to the same.

##### Section 3. Officers

Election of officers shall be by a majority vote of those present and voting. Where no such majority is achieved on the first ballot, a second ballot shall be cast for the two (2) candidates who received the greatest number of votes.

- a. Board members shall annually, during the first week of December, elect from their members a President and Vice-President who shall serve for one (1) year.

- b. The school directors shall annually, during the month of May, elect a Treasurer who shall serve for one (1) year beginning the first day of July after such election. The Treasurer may be a corporation duly qualified and legally authorized to transact a fiduciary business in the Commonwealth, and may be a member of the Board.

The Treasurer shall not enter upon his/her duties until furnishing bond in accordance with law and with Board approval. The Treasurer shall be compensated in the manner and at the rate determined by the Board.

- c. The Board members shall, during the month of May in every fourth year, elect a Secretary who shall serve a term of four (4) years beginning the first day of July following such election, and may be a member of the Board.

The Secretary shall not enter upon his/her duties until furnishing bond in accordance with law and with Board approval. The Secretary shall be compensated in the manner and at the rate determined by the Board.

Vacancies in any office shall be filled by Board election; such officers shall serve for the remainder of the unexpired term.

The same school director may not hold more than one (1) office of the Board. No commissioned officer or professional employee of the Board shall serve, temporarily or permanently, as an officer of the Board.

Officers of the Board serve at the pleasure of the Board and may be removed from such office by the affirmative vote of a majority of the full number of Board members.

#### Section 4. Term Limits

In order to encourage a more active leadership role by all members of the Board, it is recommended that the number of terms for Board officers (President, Vice-President and Treasurer) be limited to one year term. ~~two (2) successive terms.~~ If a Board member serves two (2) successive terms, s/he may not be considered as a candidate for the same Board office for another year.

## Section 5. Appointments

The Board shall have the authority to appoint:

- a. A tax collector, where a tax collector is not elected to collect taxes, there is a vacancy, or an elected tax collector refuses to qualify.
- b. School physician(s)
- c. School dentist(s)
- d. Solicitor, and, if necessary, Special Counsel
- e. Independent auditor
- f. Delegates to a state convention or association of school directors
- g. Other appointments the Board deems necessary

Appointees serve at the pleasure of the Board and may be removed from such appointment by the affirmative vote of a majority of the full number of Board members.

## Section 6. Resolutions

The Board may at the organization meeting, but shall prior to July 1 next following, designate:

- a. Depositories for school funds
- b. Newspaper(s) of general circulation as defined in law
- c. Normal day, place and time for regular meetings
- d. Normal day, place and time for open committee meetings

## Section 7. Committee

When specifically charged to do so by the Board, committees of Board members shall conduct studies, make recommendations, and act in an advisory capacity, but shall not take action on behalf of the Board.

Ad hoc committees shall not include a majority of the membership of the Board. A member may request or refuse appointment to a committee. Refusal to serve on any

one committee shall not be grounds for failure to appoint a member to another committee.

Each Board committee shall be convened by a chairperson, who shall report for the committee and prepare minutes of open committee meetings.

Ad hoc committees may be created, charged, and assigned a fixed termination date, which may be extended by the President.

Members of committees shall serve until the committee is discharged.

The Board reserves the right to meet and work as a Committee of the Whole in informational, discussion, and exploratory sessions.

References:

~~School Code - 24 P.S. Sec. 106, 324, 401, 402, 404, 406, 421, 426, 431, 432, 434, 436, 438, 508, 516, 621, 683, 1410, 2401~~

24 P.S. 3-321

24 P.S. 3-324

24 P.S. 4-401

24 P.S. 4-402

24 P.S. 4-404

24 P.S. 4-406

24 P.S. 4-421

24 P.S. 4-426

24 P.S. 4-431

24 P.S. 4-432

24 P.S. 4-434

24 P.S. 4-436

24 P.S. 4-438

24 P.S. 5-508

24 P.S. 5-516

24 P.S. 6-621

24 P.S. 6-683

24 P.S. 14-1410

24 P.S. 24-2401

65 Pa. C.S.A. 701 et seq.

Pennsylvania Constitution - PA Const. Art. VI Sec. 7

Board Policy - 006, 811

~~SC 401, 404, 421~~

~~— SC 426~~

~~— SC 402~~

~~— SC 404~~

~~— SC 404~~

~~— SC 436, 438~~

~~— Pol. 811~~

~~— SC 404~~

~~— SC 431, 432~~

~~— Pol. 811~~

~~— SC 404~~

PA Const.

~~— Art. VI Sec. 7~~

~~— Pol. 006~~

~~— SC 508, 683~~

~~— SC 1410~~

~~— SC 1410~~

~~— SC 324, 406~~

~~— SC 2401~~

~~— SC 516~~

PA Const.

~~— Art. VI Sec. 7 — Pol. 006~~

~~— SC 621~~

~~— SC 106~~

~~— SC 421~~

## **Saucon Valley School District**

### Policy

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Title – 007 Distribution

Section – Local Board Procedures

Adopted – August 22, 2005

Revised –

### Content

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#### **Purpose**

The Board desires to make this Policy Manual a useful guide for all Board members, district administrators, personnel employed by the Board, district students, parents/guardians and members of the community.

~~Therefore, copies of this manual shall be given to the following:~~

- ~~a. All Board members~~
- ~~b. Superintendent~~
- ~~c. Assistant Superintendent~~
- ~~d. Board Secretary~~
- ~~e. Business Manager~~
- ~~f. Building principals and assistant principals~~
- ~~g. Appropriate administrators~~
- ~~h. Board solicitor~~
- ~~i. Each recognized bargaining agent of a certified bargaining unit~~
- ~~j. Each school library~~

~~Copies of this manual shall be numbered, and a record maintained by the Superintendent as to the placement of each copy. Copies of revised pages shall be provided to the holders of manuals as changes are made.~~

The Board Policy Manual shall be considered a public record. A copy of the Policy Manual and shall be available for inspection in the Board offices and in each school building during regular office hours. A copy of the Policy Manual shall be maintained and accessible through the district website, and, therefore, shall be available at all times for access and review by district students, employees, parents/guardians, residents of the district, and the public at large.

The Superintendent or designee shall maintain an orderly plan for the promulgation of policies and revisions to policies. ~~to students, parents/guardians and staff members who are affected by them and shall provide easy accessibility to an up-to-date manual of policies.~~

The Superintendent shall be responsible to review existing policy in light of Board actions and revisions to state and federal statutes and regulations, and to recommend to the Board the changes necessary to maintain the ~~Board~~ Policy Manual in a current status.

~~The Board Policy Manual is the property of the school district; therefore, all manuals shall be returned to the Board Secretary upon termination of employment or term of office.~~

#### References

24 P.S. 4-407

24 P.S. 5-510

65 P.S. 67.701, et seq.

~~65 P.S. 701 et seq~~

Pol. 801

## ***Saucon Valley School District***

### Policy

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Title – 009 Policy Formulation/Review

Section – Local Board Procedures

Adopted – August 22, 2005

Revised – August 8, 2005

### Content

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#### **Purpose**

It shall be the policy of the ~~Saucon Valley~~ Board of School Directors to enact definitive policy in response to changes in the law, court decree, and/or specific need as expressed by students, the community, staff, administration, or the Board of the Saucon Valley School District, ~~or legislative act, or court decree~~. Board policy shall be administered by the Superintendent.

In order to facilitate the administration of the schools and to clarify its own functions, the Board shall hold at least one (1) annual public meeting for the review and the revision or deletion of current policies and consideration of the initiation of new policies.

Policies should be formulated and/or revised by the Board on a flexible schedule, ~~both at the annual policy review meeting and~~ as the need for new policies arise.

The drafting of policies shall be the responsibility of the proper administrative officer, who shall incorporate the intent of the Board in writing. The suggested policy shall then be submitted to the Board for review, revision and final consideration.

#### Section 1. Policy Submission, Approval And Review Drafting and Revision

The Superintendent or designee shall supervise the drafting of new policies and shall periodically review existing policies. New policies and revisions to existing policies shall be submitted to the Policy Review Committee. Once the Policy Review Committee has approved a new policy or revisions to an existing policy, the new or revised policy shall be submitted. ~~The drafting of policies shall be responsible of the proper administrative officer, who shall incorporate the intent of the Board in writing. The suggested policy shall then be submitted~~ to the Board for review, revision (if necessary), and final consideration.

## Section 2. Policy Submission, Approval, and Review

~~Proposed~~ New policies and revised policies will be presented to the Board at a regular meeting as a Policy on First Reading and, if approved by a majority vote of the Board members, will be identified in the Minutes as a policy under review. Policies On First Reading will not become operational until approved at final reading.

After a period of not less than twenty-eight (28) days, the approved Policy on First Reading will be presented for a final reading and, if approved, will become district policy. Approved new and revised policies will be published through the district's website and will be placed in hard copies of the policy manual.

~~The Board shall delegate to the proper administrative officer the function of designing Superintendent or designee shall draft~~ the detailed procedures under which the schools will be operated. These rules and detailed procedures shall constitute the administrative regulations governing the schools district. ~~They~~ Administrative regulations must be consistent with and implement the policies adopted by the Board.

Administrative regulations shall be submitted to the Board for insertion in the proper notebook.

Pol. 003

# Saucon Valley School District

## Policy

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Title – 204 Attendance

Section – Pupils

Adopted – November 28, 2015

Revised – October 24, 2017

## Content

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### Purpose

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.

### Authority

Attendance shall be required of all students during the days and hours that school is in session, except that authorized district staff may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence.

The Board shall establish and enforce attendance requirements, in accordance with applicable laws and regulations, Board policy and administrative regulations.

### Definitions

Compulsory school age shall mean the period of a child's life from the time ~~the child's parents/guardians~~ the student's person in parental relation elects to have the child enter school, and which shall be no later than eight (8) years of age until the child reaches seventeen (17) years of age. Effective the beginning of the 2020-2021 academic year, compulsory school age shall mean entrance in school no later than six (6) years of age until the child reaches eighteen (18) years of age. The term does not include a child who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a child subject to compulsory school attendance.

Person in parental relation shall mean a:[

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a child.
4. Person with whom a child lives and who is acting in a parental role of a child.

This definition shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.

#### Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians, staff, local children and youth ~~agency~~ agencies, and local Magisterial District Judges about the district's attendance policy by publishing such policy in student handbooks, newsletters, district website and other efficient communication methods.

The Superintendent or designee, in coordination with the building principal, attendance officer, home and school visitor, and counselor shall be responsible for the implementation and enforcement of this policy.

The Superintendent or designee shall develop administrative regulations for the attendance of students which:

Govern the maintenance of attendance records in accordance with law.

Detail the process for submission of requests and excuses for student absences.

Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children

and youth agency, or the appropriate judge.

Ensure that students legally absent have an opportunity to make up work.

## Guidelines

### Compulsory School Attendance Requirements

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; or the student is receiving approved homebound instruction, or the student's placement is instruction in the home.

The following students shall be excused from the requirements of attendance at district schools, upon request and with the required approval:

On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.

Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.

Students attending college who are also enrolled part-time in district schools.

Students attending a home education program or private tutoring in accordance with law.

Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.

Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.

Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.

## Excused/Lawful Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.

Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.

Quarantine.

Family emergency.

Recovery from accident.

Required court attendance.

Death in family.

Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.

Observance of a religious holiday observed by bona fide religious group, upon prior written parental request.

Nonschool-sponsored educational tours or trips, if the following conditions are met:

The parent/guardian submits a written request for excusal prior to the absence.

The student's participation has been approved by the Superintendent or designee.

The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent. College or postsecondary institution visit, with prior approval.

Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.

The district may limit the number and duration of non school sponsored educational tours or trips and college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

### *Temporary Excusals -*

The following students may be temporarily excused from the requirements of attendance at district schools:

Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.

Students participating in a religious instruction program, if the following conditions are met:

The parent/guardian submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.

The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.

Following each absence, the parent/guardian shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.

School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.

### *Parental Notice of Absence -*

Absences shall be treated as unlawful until the district receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

### Unexcused/Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be considered an unexcused/unlawful absence.

An out-of-school suspension may not be considered an unexcused absence.

*Parental Notification -*

District staff shall provide notice to the person in parental relation upon each incident of unexcused absence.

Enforcement of Compulsory Attendance Requirements

*Student is Truant -*

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.

The notice shall:

Be in the mode and language of communication preferred by the person in parental relation;

Include a description of the consequences if the student becomes habitually truant; and

When transmitted to a person who is not the biological or adoptive parent, also be provided to the child's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference.

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.

*School Attendance Improvement Conference -*

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the School Attendance Improvement Conference.

The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.

The following individuals shall be invited to the School Attendance Improvement Conference:

The student.

The student's person in parental relation.

Other individuals identified by the person in parental relation who may be a resource.

Appropriate school personnel.

Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.

The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.

The district may not take further legal action to address unexcused absences until after the date of the scheduled School Attendance Improvement Conference has passed.

*Student is Habitually Truant -*

When a student under fifteen (15) years of age is habitually truant, district staff:

Shall refer the student to a school-based or community-based attendance improvement program; or the local children and youth agency.

May file a citation in the office of the appropriate magisterial district judge against the person in parental relation who resides in the same household as the student.

When a student fifteen (15) years of age or older is habitually truant, district staff shall:

Refer the student to a school-based or community-based attendance Improvement program; or

File a citation in the office of the appropriate magisterial district judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate magisterial district judge, district staff shall provide verification that the school held a School Attendance Improvement Conference.[]

#### *Filing a Citation -*

A citation shall be filed in the office of the appropriate magisterial district judge whose jurisdiction includes the school in which the student is or should be enrolled.

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.

#### Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.

#### Discipline

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.

#### Legal References

22 PA Code 11.41

22 PA Code 11.23

22 PA Code 11.25

22 PA Code 12.1

24 P.S. 1327

24 P.S. 1329

24 P.S. 1330

22 PA Code 11.13

24 P.S. 1326

42 Pa. C.S.A. 6302  
24 P.S. 510.2  
24 P.S. 1332  
24 P.S. 1339  
22 PA Code 11.22  
22 PA Code 11.28  
Pol. 115  
Pol. 116  
Pol. 117  
Pol. 118  
22 PA Code 11.34  
22 PA Code 11.32  
22 PA Code 11.5  
22 PA Code 11.31  
22 PA Code 11.31a  
24 P.S. 1327.1  
Pol. 137  
22 PA Code 11.21  
22 PA Code 11.26  
24 P.S. 1546  
24 P.S. 1333  
24 P.S. 1333.1  
24 P.S. 1333.2  
Pol. 103.1  
Pol. 113  
Pol. 113.3  
Pol. 114  
22 PA Code 11.24  
22 PA Code 11.8

## **Saucon Valley School District**

### Policy

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Title – 208 Withdrawal from School

Section – Pupils

Adopted – November 28, 2005

Revised –

### Content

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The Board ~~affirms that even though statute~~ acknowledges that the law requires attendance of a student ~~only between the ages of eight (8) and seventeen (17)~~ of compulsory school age, beginning at age (6) and ending at age eighteen (18). The board affirms that it is in the best interests of both students and the community that students complete the educational program that will equip them with skills and increase their chances for a successful life beyond school.

The Board directs that whenever a student wishes to withdraw before completing an educational program, efforts should be made to determine the underlying reason for such action. District resources and staff should be utilized to assist the student in pursuing career goals.

No student of compulsory school age will be permitted to withdraw without the written consent of a parent/guardian and supporting justification.

The withdrawal of students attending college full-time shall be approved.

The Superintendent or designee shall develop procedures to govern a student's withdrawal from school.

Counseling services shall be made available to any student who wishes to withdraw. Information shall be given to help the student to define educational and life goals and help plan the realization of those goals.

Students shall be informed about the tests for General Educational Development. The building administrator shall ensure the timely return of all district-owned supplies and equipment in the possession of the student.

## Transfer

When a student moves from the district, the parent/guardian should notify the school office of the date of the move, as well as the name and address of the new school s/he will be attending. ~~A transfer card will be prepared for the student to present to the authorities in the new school. This card must be picked up in the school office on the last day of attendance.~~ Parents/Guardians will be asked to sign a Release Of Record statement in order that the student's records may be forwarded to the new district.

## **Saucon Valley School District**

### Policy

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Title – 233 Suspension and Expulsion

Section – Pupils

Adopted – October 10, 2006

Revised –

### Content

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The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process.

The Board may, after a proper hearing, suspend a student for such time as it deems necessary or may permanently expel a student.

#### Exclusion From School – Suspension

The principal or teacher in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall report the suspension to the Superintendent as soon as possible.

No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. The parents/guardians and Superintendent shall be notified immediately in writing when a student is suspended.

When the suspension exceeds three (3) school days, the student and parent/guardian will be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension, and the district shall offer to hold it within the first five (5) days of the suspension. When extraordinary circumstances involving the health and safety of the student or others in the school require immediate exclusion, the hearing may be delayed to such time as circumstances permit.

Informal hearings under this provision shall be conducted by the building principal.

#### Exclusion From Class - In-School Suspension

No student may receive an in-school suspension without notice of the reasons for which s/he is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent/guardian shall be informed of the suspension action taken by the school.

Should the in-school suspension exceed ten (10) consecutive school days, the student and parent/guardian shall be offered an informal hearing with the building principal. Such hearing shall take place prior to the eleventh day of the in-school suspension.

The district shall provide for the student's education during the period of in-school suspension.

#### Expulsion

Expulsion is exclusion from school by the Board for a period exceeding ten (10) school days. The Board may permanently expel from the district rolls any student whose misconduct and disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before a duly authorized committee of the Board and upon action taken by the Board after the hearing.

#### Attendance Requirements

A student under ~~seventeen (17)~~ eighteen (18) years of age who is expelled has forfeited his/her right to an education in the district schools, but s/he has not been excused from compliance with the compulsory attendance statute.

The initial responsibility for providing the required education rests with the student's parent/guardian. Parents/Guardians who are unable to provide an education for their student shall submit a written statement within thirty (30) days that they are unable to do so. The district shall then make provisions for the student's education. If thirty (30) days pass without satisfactory evidence that the required education is being provided, the district shall contact the parent/guardian and make provisions for the student's education.

The Board directs the Superintendent or designee to assist the parent/guardian in placing the student in an appropriate educational program other than in this district. If the approved educational program is not complied with, the school district may take action to ensure that the student will receive a proper education.

### Students With Disabilities

When a student with an Individualized Education Program faces suspension or expulsion, the district shall ensure that it complies with all applicable state and federal laws and regulations and Board policies.

### Expulsion Hearings

A formal hearing shall be required in all expulsion actions, unless both parties agree to mutually accept the terms of the expulsion prior to scheduling a hearing.

The Board requires that each hearing shall be closed to the public unless the student and/or the parent/guardian requests a public hearing.

A formal hearing shall not be unreasonably delayed. If it is not possible to hold a formal hearing within the suspension period, the student shall be placed in his/her normal class, after an informal hearing, unless it is determined that the student would constitute a threat to the health, safety, morals or welfare of others.

Each suspended student involved in a formal hearing shall be restored to the regular educational program pending the outcome of the hearing except when, in the opinion of the Superintendent, the presence of the student in school poses a danger to the student or others in the school community.

The formal hearing shall observe the due process requirements of:

1. Notification of the charges in writing by certified mail to the student's parent/guardian.
2. Sufficient notice of the time and place of the hearing.
3. The hearing shall be private unless the student or parent/guardian requests a public hearing.
4. The right to representation by counsel.

5. Disclosure of the names of witnesses and copies of written statements or affidavits of witnesses.
6. The right to request such witnesses appear in person and answer questions or be cross-examined.
7. The right to testify and present witnesses on the student's behalf.
8. The hearing shall be held with all reasonable speed.
9. Recording of the proceedings by stenographer or tape recorder.
10. A copy of the transcript available at the student's expense.

### Adjudication

A written adjudication shall be issued after the Board has acted to expel a student. The adjudication may include additional conditions or sanctions.

The Superintendent or designee shall develop rules and regulations to implement this policy which include:

1. Publication of a Discipline Code, in accordance with Board policy on student discipline.
2. Procedures that ensure due process when depriving a student the right to attend school.
3. Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with Board policy on student records.
4. The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the Board; but such students may be designated by code.
5. Any student who has been expelled may apply for readmission to school upon such conditions as may be imposed by the Board.

### References:

Local Agency Law – 2 Pa. C.S.A. Sec. 101 et seq

School Code – 24 P.S. Sec. 1318

State Board of Education Regulations – 22 PA Code Sec. 12.3, 12.6, 12.7, 12.8

Board Policy – 113.1, 216, 218

## ***Saucon Valley School District***

### Policy

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Title – 234 Pregnant Students

Section – Pupils

Adopted – August 22, 2006

Revised –

### Content

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No student, ~~whether married or unmarried~~, who is eligible to attend district schools shall be denied an educational program solely because of pregnancy, childbirth, pregnancy-related disabilities, or actual or potential parenthood; nor shall a pregnant student under the age of ~~seventeen (17)~~eighteen (18) be excused from the requirements of compulsory attendance solely for reasons of pregnancy or maternity.

The Board reserves the right to require as a prerequisite for attendance in the regular classes and participation in the extracurricular program of the schools that each pregnant student present to the Superintendent or designee her physician's written statement that such activity will not be injurious to her health nor jeopardize her pregnancy.

A pregnant student whose mental or physical condition prevents her from attending regular classes, when such condition is certified by a physician, may be assigned to an alternate educational program of homebound instruction.

A student who has received an alternate educational program for reasons associated with her pregnancy shall be readmitted to the regular school program upon her request and the written statement of a physician that she is physically fit to do so.

The Superintendent or designee shall develop procedures for implementing this policy which include:

1. Offering counseling services to help the pregnant student plan her future.
2. Cooperation with community resources to assist the pregnant student.

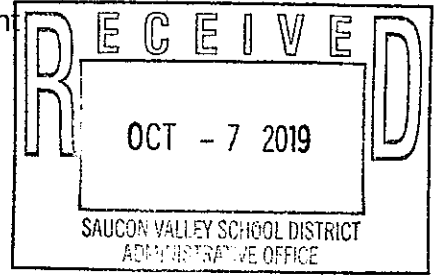
3. Development of a curriculum for the alternate educational program to which the pregnant student may be assigned on her request.

References:

School Code – 24 P.S. Sec. 1326

State Board of Education Regulations – 22 PA Code Sec. 12.1

Saucon Valley School District  
Office of the Assistant Superintendent



TO: David Bonenberger, Business Manager

FROM: Kristine Rosenberger, Assistant Superintendent

RE: Surplus / Obsolete Materials

SCHOOL: Elementary Room Number: A 233

Copyright Date	Publisher	Title/Series	Total
1985	HBJ	School Dictionary	5
2002	Write Source	Write on Track	95 <del>48</del> + teacher manual (2)
2013	Zaner Bloser	Strategies for Writers	1 teacher Edition
2002	Great Source	Write Traits	1 teacher Set

Reason:

Pick-up Location: A 233

Principal's/Supervisor's Signature [Signature]

Date 10/03/2019

Assistant Superintendent Signature [Signature]

Date 10/7/19

Office Use:

Date Declared \_\_\_\_\_

Date of Disposal \_\_\_\_\_

Picked Up By \_\_\_\_\_

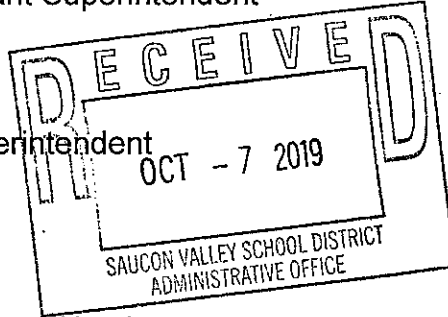
Disposal Method \_\_\_\_\_

Saucon Valley School District  
Office of the Assistant Superintendent

TO: David Bonenberger, Business Manager

FROM: Kristine Rosenberger, Assistant Superintendent

RE: Surplus / Obsolete Materials



SCHOOL:

Room Number:

Description	Serial Number	Reason for Disposal	Total
World Map		outdated	1
Pull Down Projector Screen			1

Reason: Outdated

Pick-up Location: A 233

Principal's/Supervisor's Signature [Signature] Date 9/11/2019

Assistant Superintendent Signature [Signature] Date 10/7/19

Office Use:

Date Declared \_\_\_\_\_

Date of Disposal \_\_\_\_\_

Picked Up By \_\_\_\_\_

Disposal Method \_\_\_\_\_

## Job Description

### Title: Elementary/Middle School Assistant Principal (K-8)

**Primary Function:** Focus Area: Data. The Assistant Principal for Data assumes joint responsibility with, and is under the direction of the principal for the effective administration of the school and all facets of its instructional program, including co-curricular activities. Under the direction of the principal, this individual assumes responsibility for the use of school data to inform and advise decision making and enhance student achievement. Under the direction of the principal, this individual assists in the supervision of all staff assigned to the school and assists by providing leadership in establishing expectations for student attendance, conduct and learning performance. This individual will exhibit strong standards of professional ethics when relating to staff, students, parents, administration, and the community.

**Reports to:** Elementary and Middle School Principals

#### Qualifications:

- A valid Pennsylvania administrative certificate.
- Masters degree in education; minimum five years teaching and/or educational administrative experience.
- Ability to observe student/teacher activities and monitor safety and security.

#### Responsibilities:

##### DATA DRIVEN INSTRUCTION

- For each grade level lead a weekly data meeting that studies standard alignment, checks rigor, identifies gaps, and plans for re-teaching.
- On a quarterly basis, look at interim and standardized data to schedule, plan and organize groups for strategic intervention.
- Monitor the effectiveness of interventions by closely tracking data and achievement of scholars as a whole and within subgroups.
- Identify curricular and extra-curricular needs by analyzing current programs and student achievement data.
- In collaboration with the principal, assist in the creation and maintenance of the school schedule as well as the use of school data to inform and advise decision making in the creation of that schedule.

## TEACHER OBSERVATION

- Observe classrooms to identify a variety of quick fixes and high leverage action steps for teachers to implement.
- Participate in walkthroughs to identify trends across the school and ensure that all instruction is implemented with fidelity across and within grade levels.
- Communicate high expectations for both staff and students, and to provide appropriate motivation to reach expectations (i.e. supporting SWPBS).
- Connect teacher action steps and schoolwide gaps to the Danielson Framework and the SVSD Comprehensive Plan, providing a big-picture vision of teacher development.

## TEACHER DEVELOPMENT

- Meet one-on-one with teachers to review action steps, share quick fixes, and coordinate effective practice.
- Conduct follow-up observations to monitor implementation of action steps and observation feedback.
- Engage teachers in rigorous reflection on their practice according to the Danielson Framework and help teachers set big-picture professional goals.

## SET VISION

- Make decisions that lead a grade level to execute procedures and routines with systematic fidelity, joy, rigor, and urgency.
- Set and reinforce norms for staff culture and build a culture that leads to high staff satisfaction, retention, and growth.

## STUDENT, SCHOOL, AND COMMUNITY RELATIONS

- Provide meaningful information to parents and constituents, as needed, regarding student progress, assessment results, etc.
- Model and facilitate good human relation skills; effectively interacts with others.
- Solicits information from school personnel and community in monitoring school climate.
- Fosters collegial relationships with and among school personnel.

## ADDITIONAL PROFESSIONAL RESPONSIBILITIES

- Assumes responsibility for own professional growth and development through membership and participation in professional organizations and events.
- Assist in establishing, maintaining, and enforcing rules and procedures for students.
- Communicate effectively with students and all district stakeholders.
- Assist in maintaining the daily functions of the schools.
- Other duties as assigned by the Principals, Assistant Superintendent, or Superintendent.

## **Job Description**

### **Title: Elementary/Middle School Assistant Principal (K-8)**

**Primary Function:** Focus Area: Student Services. The assistant principal will use leadership, supervisory, and administrative skills to promote the educational development of each student in the assigned building. This position will include assuming all responsibilities of the building operation during the principal's absence.

**Reports to:** Elementary and Middle School Principals

#### **Qualifications:**

- A valid Pennsylvania administrative certificate.
- Masters degree in education; minimum five years teaching and/or educational administrative experience.
- Ability to observe student/teacher activities and monitor safety and security.

#### **Responsibilities:**

##### DATA DRIVEN INSTRUCTION AND PROGRAMMING

- Understand school curriculum, ensure teaching of the written curriculum, and facilitate staff use of curriculum resources.
- Participate in and/or identify curriculum development activities.
- Participate in Data and SAP team meetings.
- Work with staff to systematically identify and respond to at risk students through the MTSS process. Refer to appropriate community agencies when needed.
- Maintain policies and practices for grading, reporting, and promoting.
- Coordinate Summer Learning Academy.

##### TEACHER OBSERVATION

- Observe classrooms to identify a variety of quick fixes and high leverage action steps for teachers to implement.
- Participate in walkthroughs to identify trends across the school and ensure that all instruction is implemented with fidelity across and within grade levels.
- Communicate high expectations for both staff and students, and to provide appropriate motivation to reach expectations (i.e. supporting SWPBS).

- Connect teacher action steps and schoolwide gaps to the Danielson Framework and the SVSD Comprehensive Plan, providing a big-picture vision of teacher development.
- Engage teachers in rigorous reflection on their practice according to the Danielson Framework and help teachers set big-picture professional goals.

## STUDENT, SCHOOL, AND COMMUNITY RELATIONS

- Develop and maintain positive staff morale.
- Conduct meetings of the staff as necessary for the proper functioning of the school.
- Implement and administer a discipline code that is fair and promotes orderliness and student learning.
- Coordinate teacher and student schedules to promote maximum learning and minimize conflict.
- Maintain high visibility in the school.
- Provide for adequate supervision and acceptable student behavior at all school functions planned and operated by school personnel.
- Recognize efforts of students and teachers.
- Communicate high expectations for both staff and students and provide appropriate motivation to reach expectations.
- Foster collegial relationships with and among teachers and staff.
- Listen and respond appropriately to staff, student, and community concerns.
- Communicate effectively with students; individually and in groups.
- Communicate and work with central office and other principals to share ideas, problems, expertise, and personnel.
- Attend special events held to recognize student achievement and attend school sponsored activities.
- Interact with school district and parent groups to promote positive outcomes.
- Encourage parent visits and involvement in decision making.
- Keep the community informed about school activities through news releases and attendance at parent meetings, etc.
- Effectively utilize community resources and volunteering to promote student learning.
- Identify problem areas and seek solutions before crisis situations develop.

#### ADDITIONAL PROFESSIONAL RESPONSIBILITIES

- Assume responsibility for his/her own professional growth and development through membership and participation in the affairs of professional organizations, through attendance at regional, state, and national meetings
- Plan and implement individualized improvement programs when necessary.
- Perceive self as a change agent; work for personal and professional organizational renewal.
- Maintain accurate personnel, student, and fiscal records.
- Prepare required district reports accurately and efficiently.
- Manage the daily use of school facilities for both academic and non-academic purposes.
- Engage teachers in rigorous reflection on their practice according to the Danielson Framework and help teachers set big-picture professional goals.
- Other duties as assigned by the Principal, Assistant Superintendent, or Superintendent.

# Change Order

No. 1

Date of Issuance: 10/14/2019

Effective Date: 10/14/2019

Project:	SVSD High School Classroom HVAC Renovations	Owner:	Saucon Valley School District	Owner's Contract No.:	
Contract:		Date of Contract:		3/13/2019	
Contractor:	Pennsylvania Mechanical Systems Company 100 Keith Street Hanover Township, PA 18706	Engineer's Project No.:		015024	

**The Contract Documents are Modified as follows upon execution of this Change Order:**

Description: CREDIT for unused material allowances (\$95,253.00),  
 COR #1 CREDIT of costs associated with Acoustical Ceiling Replacement (\$14,350.00)  
 Quote #2751 CREDIT of costs associated with repair of door hardware damaged by Contractor and repaired by the District (\$6,500.00)

Amount: \$ (116,103.00)

Attachments: (List documents supporting change):

COR #1

Quote #2751

**CHANGE IN CONTRACT PRICE:**

**CHANGE IN CONTRACT TIMES:**

Original Contract Price:

\$ 1,839,758.00

[Increase] [Decrease] from previously approved

Change Orders No. N/A to No.         

Contract Price prior to this Change Order:

\$ 1,839,758.00

Decrease of this Change Order:

\$ (116,103.00)

Contract Price incorporating this Change Order:

\$ 1,723,655.00

Original Contract Times:

Working Days

Calendar Days

Substantial completion (days or date):

8/1/2019

Ready for final payment (days or date):

8/15/2019

[Increase] [Decrease] from previously approved

Change Orders No. N/A to No.         

Substantial completion (days):

N/A

Ready for final payment(days)

N/A

Contract Times prior to this Change Order:

Substantial completion (days or date):

8/1/2019

Ready for final payment (days or date):

8/15/2019

Increase of this Change Order:

Substantial completion (days or date):

09/06/19 (09/13/19 - RTU's 1,2 and 3)

Ready for final payment (days or date):

N/A

Contract Times with all approved Change Orders:

Substantial completion (days or date):

09/06/19 (09/13/19 - RTU's 1,2 and 3)

Ready for final payment (days or date):

TBD

RECOMMENDED

By:

  
 \_\_\_\_\_  
 Engineer (Authorized Signature)

ACCEPTED:

By:

\_\_\_\_\_

ACCEPTED:

By:

\_\_\_\_\_

Date:

10/14/2019

Date:

\_\_\_\_\_

Date:

\_\_\_\_\_

# Change Order

No. 1

Date of Issuance: 10/3/2019

Effective Date: 10/3/2019

Project: SVSD High School Classroom HVAC Renovations	Owner: Saucon Valley School District	Owner's Contract No.:
Contractor: Wind Gap Electric, Inc. 125 West 7th Street Wind Gap, PA 18091		Date of Contract: <u>3/27/2019</u>
		Engineer's Project No.: <u>015024</u>

**The Contract Documents are Modified as follows upon execution of this Change Order:**

Description: Credit change order for unused material allowances Amount: \$ (12,876.84)

Attachments: (List documents supporting change):

**CHANGE IN CONTRACT PRICE:**

**CHANGE IN CONTRACT TIMES:**

Original Contract Price:  
\$ 125,000.00

Original Contract Times:  Working Days  Calendar Days  
Substantial completion (days or date): 8/1/2019  
Ready for final payment (days or date): 8/15/2019

[Increase] [Decrease] from previously approved Change Orders No. N/A to No.     

[Increase] [Decrease] from previously approved Change Orders No. N/A to No.       
Substantial completion (days): N/A  
Ready for final payment(days): N/A

Contract Price prior to this Change Order:  
\$ 125,000.00


Contract Times prior to this Change Order:  
Substantial completion (days or date): 8/1/2019  
Ready for final payment (days or date): 8/15/2019

Decrease of this Change Order:  
\$ (12,876.84)

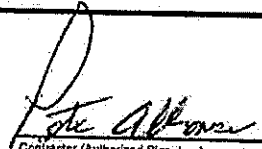
[Increase] [Decrease] of this Change Order:  
Substantial completion (days or date): N/A  
Ready for final payment (days or date): N/A

Contract Price incorporating this Change Order:  
\$ 112,123.16

Contract Times with all approved Change Orders:  
Substantial completion (days or date): 8/1/2019  
Ready for final payment (days or date): 8/15/2019

RECOMMENDED  
By:   
Engineer (Authorized Signature)

ACCEPTED:  
By: \_\_\_\_\_  
Owner (Authorized Signature)

ACCEPTED:  
By:   
Contractor (Authorized Signature)

Date: 10/3/2019

Date: \_\_\_\_\_

Date: 10/4/19

# **Goza Honnold L.L.C**

## **AGREEMENT FOR LEGAL SERVICES**

This Agreement for Legal Services (“Agreement”) is entered into between the Goza Honnold L.L.C. law firm, Beasley Allen Law Firm, Wagstaff and Cartmell, and Gacovino, Lake and Associates (“Counsel”) and the undersigned School District (“Client”).

**LEGAL REPRESENTATION:** Counsel will pursue claim(s) against the drug or product manufacturers only for damages to client arising from JUUL.

**ATTORNEYS’ FEES AND EXPENSES: CLIENT IS NOT RESPONSIBLE FOR ANY ATTORNEY FEES OR EXPENSES UNLESS CLIENT RECOVERS MONEY.** If there is a recovery Client receives sixty-seven percent (66.7%) and Counsel shall receive thirty-three percent (33.3%) of the net recovery. The net recovery is the total amount of money recovered for the Client less any case expenses paid by Counsel. **In the event there is no financial recovery, Client will pay no attorneys’ fees or expenses.** Client presently intends for its claim to be pursued as an individual lawsuit. If clients claim is eventually resolved or settled as part of a class action trial or settlement, this fee agreement’s contingent fee percentage would no longer apply. In the event of a class action settlement, client and counsel agree to negotiate a mutually agreeable fee percentage appropriate and reasonable under the circumstances

**CASE EXPENSES: CLIENT IS NOT RESPONSIBLE FOR REPAYING ANY CASE EXPENSES UNLESS CLIENT RECOVERS MONEY.** Case expenses are the out-of-pocket expenses paid by Counsel for the benefit of Client. A full list of any expenses shall be provided to Client before execution of this Agreement. Client acknowledges that certain expenses, referred to as “Common Benefit Costs,” may be incurred by Counsel in a joint effort to handle all similarly situated cases. Client authorizes Counsel to pro rate expenses among all the cases in a particular group however Client will only be responsible to pay “Common Benefit Costs” in the event Client recovers money. Case expenses will never exceed the total net recovery.

**LIMITED POWER OF ATTORNEY:** In the event of a settlement the defendant will likely issue a joint check payable to both Client and Counsel. Client authorizes Counsel to sign this check, as Client’s attorney in fact, and deposit the check into Counsel’s client trust account. Counsel will then issue a separate check to Client for Client’s portion of the settlement proceeds.

**ATTORNEY REPRESENTATION AND CONSENT TO ASSOCIATE:** Client understands that attorney is representing others that may have similar claims. Client understands that Counsel is currently working with other law firms to prosecute this case and Client agrees that Counsel may, in its sole discretion, provide these law firms with Client’s material subject to reasonable notice to Client of the use of other law firms. The terms of this Agreement will apply to any co-counsel and all co-counsel shall have joint responsibility to Client. Counsel agrees that this will not result in Client paying anymore attorney’s fees than set forth above. Instead, Counsel will split its 33% fee with these law firms as the various firms agree. Client consents to this fee splitting.

**WITHDRAWAL:** Client understands that Counsel has not completed its investigation of the facts and circumstances surrounding Client’s claim(s). Client agrees that Counsel has the right to withdraw from its representation to any time, for any reason, by mailing to Client a notice of intent to withdraw at Clients last known address. Similarly, Client may withdraw from this matter at any time, and for any reason. In the event Client determines it necessary to withdraw, Client shall not incur any expenses related to the representation herein. Because Client is an elected Board of School Directors, no decision by the Board entering into this Agreement otherwise permanently binds subsequent School Boards of the Client.

**BINDING:** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns where permitted by this Agreement. In the event a dispute shall arise regarding the interpretation and/or implementation of this Agreement, the matter shall be addressed under the laws of the Commonwealth of Pennsylvania with the venue being the Court of Common Pleas within Northampton County, Pennsylvania

**ENFORCEABILITY:** In case any one or more of the provisions contained in this Agreement shall, for any reason, be held to be invalid, illegal, or unenforceable, such determination shall not impact any other provisions, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein. To the extent any provision of this Agreement, including the calculation of attorney's fees is deemed to be contrary to any applicable rule of professional responsibility or statutes, such calculation shall be deemed invalid and the proper rule or statute shall apply instead. Pennsylvania Law shall govern any dispute over calculation of attorneys fees.

**INTEGRATION CLAUSE:** The Agreement constitutes the sole Agreement between the parties and supersedes any prior understandings or agreements, whether written or oral, between the parties concerning the subject matter of this Agreement.

**INTERPRETATION:** This Agreement will be interpreted pursuant to the laws of the Commonwealth of Pennsylvania.

**COMPREHENSION AND NO GUARANTEES:** Client acknowledges that Client has read, comprehended, and understood the Agreement in its entirety and that Counsel has answered all questions of Client, if any, concerning the Agreement. Client further acknowledges that the Agreement is fair and reasonable under the circumstances. Client understands that Counsel, and no other person, has made any promises or guarantees to Client that there will be a recovery and that this case depends upon the fact and the law.

Client:  
Saucon Valley School District

By: \_\_\_\_\_

Attest: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Beasley Allen

\_\_\_\_\_  
Date

\_\_\_\_\_  
Goza & Honnold, LLC

\_\_\_\_\_  
Date

\_\_\_\_\_  
Wagstaff & Cartmell, LLP

\_\_\_\_\_  
Date

\_\_\_\_\_  
Gacovino, Lake & Associates, P.C.

\_\_\_\_\_  
Date

Client Printed Name: \_\_\_\_\_

Client Date of Birth: \_\_\_\_\_

Client SSN: \_\_\_\_\_