

Saucon Valley School District
Regular Meeting of the Board of Education
November 12, 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 pm – Executive Session for the purpose of negotiations and contracts.

- I. **Call to the Order** – *Susan Baxter, President, presiding*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *David Bonenberger, Secretary*
- IV. **Motion to Approve Agenda**
- V. **Announcement of Executive Session** – November 12, 2019
- VI. **Approval of Minutes** – October 22, 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 – \$411,198.19
- B. Cafeteria Expenditures – \$32,433.14
- C. Health Benefits – None
- D. Capital Projects – \$213,987.95

Recommendations for Approval

Presentation of Bills

- 1. Approve the above presentation of bills.

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

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

- A. Cash Investment and Bond Activity – None
- B. Condensed Board Summary Report – None
- C. Capital Project Finance Report – None
- D. Budget Transfers – \$4,674.62
- E. Middle School Activity Report – None
- F. High School Activity Report – None

Recommendations for Approval

Treasurer’s Report

- 1. Approve the above Treasurer’s Report.

Recommendation: To approve all motions and recommendations as listed above in Treasurer’s Report.

AGENDA ITEMS

A. Education

Items/Projects for Discussion

None

Recommendations for Approval

Surplus/Obsolete

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

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

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

None

Recommendations for Approval**Professional Retirement**

1. Approve the following professional retirement:
Kathleen Golden – effective January 31, 2020

Resignation

2. Approve the resignation of Cody Luybli, part time paraprofessional, her last day will be November 5, 2019.

Long Term Substitute

3. Approve the following long term substitute:
Thomas Leeds as high school social studies long term substitute for the second semester of the 2019-20 school year; January 23, 2020 to June 11, 2020. Base salary is \$52,382 (B, Step 1), which will be prorated for number of days worked. Mr. Leeds is replacing Amy Kozel, who will be on sabbatical leave during this time.

Part Time Paraprofessionals

4. Approve the part time paraprofessionals with salary and benefits per the current Educational Support Staff Compensation and Benefits Plan:
Delores Everhart, effective November 13, 2019.
Marguerite Whitely, effective November 13, 2019.
Kristin Novak, effective upon completion of employment paperwork.

Maternity Leave

5. Approve the request for maternity leave for Amber Sams, high school librarian, beginning approximately March 2, 2020. She plans on using 30 sick days prior to starting FMLA and 15 sick days to run concurrently with FMLA. She will be on an unpaid leave until approximately May 28, 2020. Mrs. Sams will return to her teaching duties on approximately May 29, 2020.

Substitute Support Staff

6. Approve Tracy Kichline as a substitute food service worker, at an hourly rate of \$9.80, on a “call as needed” basis, no benefits, effective October 24, 2019.

Elementary After School Homework Club

7. Approve the following 2019-20 Elementary After School Homework Club advisors. Homework club will begin on December 3, 2019, and run until May 22, 2020. Salary is \$40 per hour for ½ hour per day (approximately 77 days). Total salary not to exceed \$5,311. (Budgeted)

Julie Bechtold	Tamara Humphries
Mercede Burger	Debra Lacey
Linda Castner	Joanna Lemay (organizer)
Vivian Demko	Lauren Moyers
Jose Figueroa	Elizabeth Ravier
Stephanie Hand	Erin Ruyak
Amanda Hicks	Kelly wehr

Benefits and Compensation Plans

8. Approve the attached Benefit and Compensation Plans for the following groups. The increase shall be retroactive to the beginning of the 2019-20 fiscal year.

Act 93

Educational Support Staff

Food Service Personnel

Business Manager Salary

9. Approve _____ increase in salary for David Bonenberger, Business Manager. The increase shall be retroactive to the beginning of the 2019-20 fiscal year.

2019-20 Winter Coaches

10. Approve the following 2019-20 winter coaches. (*New coaches are in italicized*)

Boys Basketball:

Marty Lewis - Assist. Coach - \$5,226
Patrick Gilmore - Assist. Coach - \$3,731
Scott Albert - Assist. Coach - \$2,985
 Michael Krentz - Assist. Coach - \$828
Dan Miller - Head MS Coach - \$2,991
 Michael Kiak - Assist. MS Coach - \$2,623

Girls Basketball

- Tammy Johnston - Assist. Coach - \$5,226*
- Michael Petruny - Assist. Coach - \$3,731
- Lori Hlavinka - Assist. Coach - \$2,985
- Patti Kramer - Head MS Coach - \$2,991
- Vivian Demko - Assist. MS Coach - \$2,623

Swimming

- Edward Kolosky - Head Coach - \$5,226

Wrestling

- Chad Shirk - Head Coach - \$7,467
- Don Rohn - Assist. Coach - \$5,226
- Andrew Koch - Assist. Coach - \$4,106
- Bryan Israel - Assist. Coach - \$3,358
- Thomas Rohn - Assist. Coach - Volunteer
- Brandon Palik - Assist. Coach - Volunteer

Cheerleading

- Tara Baier - Head Coach - \$2,985
- Kristi Joy Fedorowicz - Assist. Coach - \$1,989
- Abby Robinson - MS Head Coach - \$2,239

Unpaid Time Off

- 11. Approve the request from Rachel Kade, middle school cafeteria monitor, for an unpaid day on December 18, 2019. She will be using her personal days on December 13, 16 & 17, 2019.

Robotics Club

- 12. Approve the request to start a new high school club ~ Robotics Club. Robert Svitilla will be the volunteer advisor.

Addition(s) to the Substitute List

- 13. Approve the following 2019-20 substitute teacher(s):
 - Emily Gore – Emergency Certified
 - Brenton Jacobsen – Emergency Certified
 - Nicole McCabe – Elementary Certified

Conference/Travel Request

- 14. Approve the attached conference/travel requests

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

Clearvu School Services Contract

1. Approve the contact with Clearvu School Services LLC.

Legal Agreement

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

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

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 ~

December 3, 2019 – 7 pm – Reorganizational Meeting – Audion

December 3, 2019 – Business Meeting immediately following Reorganizational 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 22, 2019 in the High School Audion. Present were Directors Cedric Dettmar, Bryan Eichfeld, Michael Karabin, Sandra Miller and Dr. Shamim Pakzad. Directors Edward Andres, Susan Baxter, Tracy Magnotta and Mark Sivak were absent. Also present were Dr. Craig B. Butler, Superintendent, Judith Riegel, Temporary Board Secretary, and Mark Fitzgerald, District Solicitor.

- I. **Call to the Order** - – Dr. *Shamim Pakzad, Vice President, presiding*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *Judith Riegel, Temporary Secretary*
5-present, 4-absent (Andres, Baxter, Magnotta, Sivak)
- IV. **Motion to Approve Agenda** – Director Miller, seconded by Director Dettmar moved to approve the Agenda as amended. Removal of Item 3 under Finance.
Vote: 5-yes, 0-no, 4-absent (Andres, Baxter, Magnotta, Sivak)
- V. **Announcement of Executive Session** – October 22, 2019
- VI. **Approval of Minutes** – Director Miller, seconded by Director Dettmar moved to approve the minutes of October 8, 2019. Vote: 5-yes, 0-no, 4-absent (Andres, Baxter, Magnotta, Sivak)
- VII. **Recognition** – None
- VIII. **Presentation** –
 - A. High School Student Representative Report -
Kaliegh Hess-Davila reported on academics, sports and clubs at the high school. The students were working on public service announcements on bullying and vaping. Emma Shelby placed 25th in the state in golf and the cross country playoff have begun. MiniTHON has set a fund raising goal of \$35,000 and will have a color run to help raise funds.
- IX. **Superintendent's Report** – *Dr. Craig Butler, Superintendent*
Dr. Butler reported that the District Diversity/Equity Committee met October 21st. High school celebrated diversity week, middle school Inclusion Club is up and running and the elementary school is working on their Smile Initiative.
- X. **Courtesy of the Floor to Visitors – Agenda Items Only** – None
- 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

- 1. Approve the above presentation of bills.

Director Karabin, seconded by Director Miller moved to approve the Presentation of Bills. Vote: 5-yes, 0-no, 4-absent (Andres, Baxter, Magnotta, Sivak)

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

- 1. Approve the above Treasurer’s Report.

Director Karabin, seconded by Director Dettmar moved to approve the Treasurer’s Report. Vote: 5-yes, 0-no, 4-absent (Andres, Baxter, Magnotta, Sivak)

A. Education

- A. Academic and Personnel Committee Meeting Report from October 15, 2019.
- B. 2018-19 Data Presentation

- 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

Director Miller asked about the elimination of the Code of Conduct from Policy 004. She commented that Policy 009 refers to a committee that does not exist. She also stated that the 200 Policies should reflect what is currently in the student handbooks.

Director Karabin commented that in Policy 009 another line be added after Policy Committee to state “or a committee designated by the Board. He also stated that in

Policy 005, page 2, section 4 of Policy 005, the word “two” is missing. Attorney Fitzgerald suggested an additional paragraph to Policy 009 to state “ If a Board so desires to deviate from this provision they may do so based on a specific basis as may be presented to the Board that that time”

Director Dettmar, seconded by Director Miller moved to approve the first reading of the above policies. Vote: 5-yes, 0-no, 4-absent (Andres, Baxter, Magnotta, Sivak)

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
(6th Edition)
 - Textbook Replaces: Calculus (5th 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: 5-yes, 0-no, 4-absent (Andres, Baxter, Magnotta, Sivak)

3. Approve the list of Obsolete Items.

Director Miller, seconded by Director Dettmar moved to approve Education Item #3. Vote: 5-yes, 0-no, 4-absent (Andres, Baxter, Magnotta, Sivak)

B. Personnel

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

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.
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.
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
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
7. Approve the following 2019-20 substitute teachers:
 John Giordano – Health/Physical Education
 Russell Lande – SV Emergency Certification
 Robin Martin – SV Emergency Certification

Director Karabin, seconded by Director Miller moved to approve Personnel Items #1-4, 6 & 7. Vote: 5-yes, 0-no, 4-absent (Andres, Baxter, Magnotta, Sivak)

Director Dettmar, seconded by Director Miller moved to approve Personnel Items #5. Vote: 5-yes, 0-no, 4-absent (Andres, Baxter, Magnotta, Sivak)

C. Facilities

No Reports or Recommendations

D. Finance

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.
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.

Director Dettmar, seconded by Director Miller moved to approve Finance Items #1 & 2.
Vote: 5-yes, 0-no, 4-absent (Andres, Baxter, Magnotta, Sivak)

3. ~~Approve legal agreement with Goza Honnold L.L.C.~~
Item was removed from the agenda.

E. Community Outreach – SV Partnership – Michael Karabin and Mark Sivak**F. Bethlehem Area Vo-Tech School – Cedric Dettmar and Bryan Eichfeld**
October 23, 2019 6-8pm Open House.**G. Colonial Intermediate Unit – Sandra Miller****H. PSBA – Mark Sivak and Sandra Miller**
Director Miller attended the PSBA conference.**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****M. Old Business****XIII. Citizen's Inquiries and Comments –**

D. Clarke – Spoke about his child being bullied in the middle school and on the bus.

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

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

Vote: 5-yes, 0-no, 4-absent (Andres, Baxter, Magnotta, Sivak) 8:17pm

ATTEST: _____
Secretary President

Fund Accounting Check Summary

PLGIT GENERAL - From 10/18/2019 To 11/07/2019

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00053509	Andrew Michalik	OTHER PROFESSIONAL SVC.....		79.00
00053510	CUDZIL, MICHAEL	OTHER PROFESSIONAL SVC.....		79.00
00053511	HIGH, GLENN	OTHER PROFESSIONAL SVC.....		74.00
00053512	JAMES DOWLING	OTHER PROFESSIONAL SVC.....		74.00
00053513	JAMES LUTZ, JR	OTHER PROFESSIONAL SVC.....		79.00
00053514	SCOTT E. BUCHHEIT	CLAIMS, JUDGMENT & PENL.....		5,575.85
00053515	SVPTO		6,715.26
00053516	TYLER PETERS	OTHER PROFESSIONAL SVC.....		79.00
00053517	WILLIAM C. ENGLER	OTHER PROFESSIONAL SVC.....		79.00
00053518	PAGE	PROF ED EMP TRN & DVLP.....		304.00
00053519	AHOLD FINANCIAL SERVICES	GENERAL SUPPLIES.....		305.32
00053520	AMACO	REPAIRS & MAINT SVCS.....		65.52
00053521	AMAZON	GENERAL SUPPLIES.....		1,373.18
00053522	ARTS ACADEMY CHARTER SCHOOL	TUITION TO PA CHARTER.....		20,228.71
00053523	AndyMark Inc.	GENERAL SUPPLIES.....		1,705.69
00053524	BARNES & NOBLE	BOOKS AND PERIODICALS.....		1,058.12
00053525	BEHAVIORIAL HEALTH ASSOCIATES	PROF ED SRV OTHR ED AG.....		2,649.15
00053526	BAVTS	TUITION TO AREA VO-TECH.....		15,361.00
00053527	BRIANNE BARONA	PROF ED EMP TRN & DVLP.....	TRAVEL.....	72.97
00053528	BUILDERS DOOR & HARDWARE INC	GENERAL SUPPLIES.....		4,704.00
00053529	CARDMEMBER SERVICE	DUES & FEES.....		30.00
00053530	CINTAS CORPORATION-#101	LAUNDRY/LINEN/DRY CLEAN.....		30.00
00053531	CIVIC THEATRE	STUDENT FEES FOR IRE.....		120.00
00053532	COLONIAL INTERMEDIATE UNIT #20	PRO- ED SVCS - IUS.....	TELECOMMUNICATION.....	14,140.95
00053533	COMFORT INN AT THE PARK	TRAVEL.....		375.18
00053534	COMMUNICATION SYSTEMS, INC.	REPAIRS & MAINT SVCS.....		6,218.00
00053535	CONSTELLATION ENERGY GAS SERVICES, LLC	NATURAL GAS.....		2,507.24
00053536	CREST/GOOD MFG. CO	GENERAL SUPPLIES.....		15.96
00053537	DANIEL C. KIRIPOSKI, INC.	RENTAL OF EQUIPMENT.....		565.50
00053538	DELTA-T GROUP, INC.	OTHER PROFESSIONAL SVC.....		561.00
00053539	FOLLETT SCHOOL SOLUTIONS, INC.	BOOKS AND PERIODICALS.....		490.40
00053540	GRAINGER	GENERAL SUPPLIES.....		38.36
00053541	HOBBY LOBBY STORES, INC.	GENERAL SUPPLIES.....		204.96
00053542	INTEGRITEC INC.	REPAIRS & MAINT SVCS.....		400.00
00053543	JENNINGS TRANSPORTATION	CONTRACTED CARRIERS.....		7,200.00

* Denotes Non-Negotiable Transaction

- Payables within Check

P - Prenote

d - Direct Deposit

c - Credit Card Payment

Fund Accounting Check Summary

PLGIT GENERAL - From 10/18/2019 To 11/07/2019

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
	CORP.			
00053544	KEYSTONE AUTOMOTIVE	GENERAL SUPPLIES.....		259.58
00053545	KEYSTONE COLLECTIONS GROUP	COMMUNICATIONS.....		33.87
00053546	LEAH MICKEY	PROF ED EMP TRN & DVLP.....	TRAVEL.....	187.21
00053547	LEHIGH UNIVERSITY SCHOOL	PROF ED EMP TRN & DVLP.....		32.50
	STUDY COUNCIL			
00053548	LEHIGH VALLEY ACADEMY	TUITION TO PA CHARTER.....		45,924.73
	CHARTER SCHOOL			
00053549	LEHIGH VALLEY DUAL LANGUAGE	TUITION TO PA CHARTER.....		2,513.87
	CHARTER SCHOOL			
00053550	LINCOLN LEADERSHIP ACADEMY	TUITION TO PA CHARTER.....		3,770.81
	CHARTER SCHOOL			
00053551	LOWE AND MOYER GARAGE, INC.	GENERAL SUPPLIES.....		2,787.84
00053552	MACMILLAN OIL CO.OF	GENERAL SUPPLIES.....		270.00
	ALLENTOWN			
00053553	MAILFINANCE, INC	RENTAL OF EQUIPMENT.....		1,080.00
00053554	MATTHEW EVANCHO	DUES & FEES.....		70.01
00053555	PERFORMANCE HEALTH SUPPLY	GENERAL SUPPLIES.....		9.90
00053556	MICHAEL MARINI	TRAVEL.....		38.38
00053557	MICROBAC LABORATORIES, INC.	REPAIRS & MAINT SVCS.....		56.89
00053558	MONTGOMERY COUNTY IU #23	EDUC SOFT & LIC.....		1,273.17
00053559	MORNING CALL	BOOKS AND PERIODICALS.....		48.75
00053560	NAPA AUTO PARTS-HELLERTOWN	GENERAL SUPPLIES.....		1,368.80
00053561	PASC	DUES & FEES.....		65.00
00053562	PENNSYLVANIA VIRTUAL CHARTER	TUITION TO PA CHARTER.....		7,600.49
00053563	PPL ELECTRIC UTILITIES	ELECTRICITY.....		30,953.38
00053564	R.E. MICHEL CO. INC.	GENERAL SUPPLIES.....		65.40
00053565	RACEWAY CHEVROLET	GENERAL SUPPLIES.....		15.50
00053566	REACH CYBER CHARTER SCHOOL	TUITION TO PA CHARTER.....		8,857.42
00053567	ROHRER BUS SALES INC.	GENERAL SUPPLIES.....		489.77
00053568	Roberts Oxygen Co., Inc	GENERAL SUPPLIES.....		306.81
00053569	SAFETY-KLEEN SYSTEMS INC.	REPAIRS & MAINT SVCS.....		175.00
00053570	SAUCON VALLEY CAFETERIA	GENERAL SUPPLIES.....		14.89
00053571	SAUCON VALLEY SPORTING GOODS	GENERAL SUPPLIES.....		60.00
00053572	SERVICE ELECTRIC CO.	COMMUNICATIONS.....		1,136.51
00053573	SPANGLER & BOYER MECHANICAL,	REPAIRS & MAINT SVCS.....		3,008.97
	INC.			
00053574	SPC-SCHOOL PUBLICATIONS	GENERAL SUPPLIES.....		500.00
	COMPANY			

* Denotes Non-Negotiable Transaction

- Payables within Check

P - Prenote

d - Direct Deposit

c - Credit Card Payment

Fund Accounting Check Summary

PLGIT GENERAL - From 10/18/2019 To 11/07/2019

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00053575	ST. LUKES SPORTS MEDICINE	PROF ED EMP TRN & DVLP.....		225.00
00053576	STOTZ & FATZINGER OFF.SUPPLY	GENERAL SUPPLIES.....		90.64
00053577	SUN LIFE ASSURANCE COMPANY OF CANADA	ASSURANT VOL LIFE W/H.....		1,236.45
00053578	SWEET, STEVENS, KATZ AND WILLIAMS, LLP	OTHER PROFESSIONAL SVC.....		73.98
00053579	DECKER EQUIPMENT	GENERAL SUPPLIES.....		147.80
00053580	Simpson Plumbing-Heating-A/C Inc.	REPAIRS & MAINT SVCS.....		1,835.00
00053581	Suntex International Inc (First in Math)	EDUC SOFT & LIC.....		938.40
00053582	Teacher Synergy, LLC	EDUC SOFT & LIC.....		49.99
00053583	UNITED PARCEL SERVICE	BOOKS AND PERIODICALS.....	GENERAL SUPPLIES.....	11.67
00053584	WEISS-SCHANTZ AGENCY INC.	OTHER INSURANCE.....		1,110.00
00053585	WG AMERICA COMPANY	GENERAL SUPPLIES.....		333.56
00053586	SOCCER.COM	GENERAL SUPPLIES.....		154.82
00053587	AFLAC	AFLAC W/H.....		165.30
00053588	J.W. PEPPER & SON INC.	GENERAL SUPPLIES.....		970.44
00053589	NAPA AUTO PARTS-HELLERTOWN	GENERAL SUPPLIES.....		4.29
00053590	PENNSYLVANIA SHAKESPEARE FEST	OTHER PROFESSIONAL SVC.....		1,450.00
00053591	KEITH CARL	OTHER PROFESSIONAL SVC.....		54.00
00053592	MICHAEL PENNELLA	OTHER PROFESSIONAL SVC.....		54.00
00053593	MITCHELL, JOHN	OTHER PROFESSIONAL SVC.....		54.00
00053594	WRIGHT, RAYMOND	OTHER PROFESSIONAL SVC.....		54.00
00053595	NEOFUNDS BY NEOPOST	COMMUNICATIONS.....		3,000.00
00053596	A NEW DIRECTION - WHATS NEXT	OTHER PROFESSIONAL SVC.....		1,548.75
00053597	ABA SUPPORT SERVICES, LLC	OTHER PROFESSIONAL SVC.....		9,403.33
00053598	AHOLD FINANCIAL SERVICES	GENERAL SUPPLIES.....		501.61
00053599	AMAZON	GENERAL SUPPLIES.....		1,410.94
00053600	AMC	GENERAL SUPPLIES.....		123.00
00053601	ANGELA LIBERTO	OTHER PROFESSIONAL SVC.....		91.00
00053602	APPLE, INC.	GENERAL SUPPLIES.....		149.00
00053603	BEFOUR, INC.	GENERAL SUPPLIES.....		698.95
00053604	BELMONT BEHAVORIAL HOSPITAL, LLC.	TUITION TO NON-PUBLIC.....		135.00
00053605	BOYKO'S PETROLEUM SERVICE, INC.	REPAIRS & MAINT SVCS.....		672.50
00053606	CAROLAN, GLENN	TRAVEL.....		167.20

* Denotes Non-Negotiable Transaction

- Payables within Check

P - Prenote

d - Direct Deposit

c - Credit Card Payment

Fund Accounting Check Summary

PLGIT GENERAL - From 10/18/2019 To 11/07/2019

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00053607	CAROLINA SCIENCE & MATH	GENERAL SUPPLIES.....		1,039.55
00053608	CDW-G COMPUTER CENTERS INC.	GENERAL SUPPLIES.....		1,343.65
00053609	CENTER STAGE LIGHTING &	GENERAL SUPPLIES.....		1,720.00
00053610	CINTAS CORPORATION-#101	LAUNDRY/LINEN/DRY CLEAN.....		30.00
00053611	COMMUNICATION SYSTEMS, INC.	REPAIRS & MAINT SVCS.....	GENERAL SUPPLIES.....	2,177.86
00053612	CONSCIOUS DISCIPLINE	GENERAL SUPPLIES.....		111.00
00053613	COOPER ELECTRIC SUPPLY CO.	GENERAL SUPPLIES.....		503.03
00053614	DAVISON, JENNIFER	TUITION REIMBURSEMENT.....		1,362.00
00053615	DELTA-T GROUP, INC.	OTHER PROFESSIONAL SVC.....		1,837.00
00053616	J.C. EHRlich CO., INC.	REPAIRS & MAINT SVCS.....		235.00
00053617	ENERGY EQUIPMENT CONTROLS, INC.	GENERAL SUPPLIES.....		773.00
00053618	EPLUS TECHNOLOGY, INC.	GENERAL SUPPLIES.....	EDUC SOFT & LIC.....	4,246.00
00053619	FOLLETT SCHOOL SOLUTIONS, INC.	BOOKS AND PERIODICALS.....		18.73
00053620	FOX ROTHSCHILD, LLP	OTHER PROFESSIONAL SVC.....		10,243.60
00053621	FRANK J. CHAVAR	REPAIRS & MAINT SVCS.....		404.13
00053622	FRIDAY, JESSICA	GENERAL SUPPLIES.....		426.24
00053623	GENERAL HEALTHCARE RESOURCES, LLC	OTHER PROFESSIONAL SVC.....		10,305.75
00053624	GRAINGER	GENERAL SUPPLIES.....		372.40
00053625	Groth Music		336.97
00053626	HELLERTOWN BOROUGH AUTHORITY	WATER & SEWER.....		15,187.17
00053627	HOME SEWING CENTER	GENERAL SUPPLIES.....		1,194.00
00053628	HOUGHTON MIFFLIN CO.	EDUC SOFT & LIC.....		233.33
00053629	JASON D. STEM	LAWN CARE SERVICES.....		5,100.00
00053630	JENNINGS TRANSPORTATION CORP.	CONTRACTED CARRIERS.....		9,000.00
00053631	JOHNSON CONTROLS FIRE PROTECTION LP	REPAIRS & MAINT SVCS.....		2,255.25
00053632	JOHNSTONE SUPPLY	GENERAL SUPPLIES.....		236.13
00053633	Jonathan Calcano	OTHER PROFESSIONAL SVC.....		74.00
00053634	KADES-MARGOLIS CORP.	OTHER EMPLOYEE BENEFITS.....		1,010.00
00053635	KAJEET	EDUC SOFT & LIC.....		9,221.79
00053636	KEYSTONE COLLECTIONS GROUP	BERKHEIMER GARN W/H.....		92.00
00053637	KUNKEL-CHRISTMAN DEBRA		61.86
00053638	ALAN KUNSMAN ROOFING & SIDING	REPAIRS & MAINT SVCS.....		229.67
00053639	LAWN & GOLF SUPPLY COMPANY	GENERAL SUPPLIES.....		2,535.00

* Denotes Non-Negotiable Transaction

- Payables within Check

P - Prenote

d - Direct Deposit

c - Credit Card Payment

Fund Accounting Check Summary

PLGIT GENERAL - From 10/18/2019 To 11/07/2019

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00053640	LCSCA	DUES & FEES.....		30.00
00053641	LEMASTER, ANN		69.12
00053642	LOWE AND MOYER GARAGE, INC.	GENERAL SUPPLIES.....		352.43
00053643	LVSSAF		150.00
00053644	MACMILLAN OIL CO.OF ALLENTOWN	GENERAL SUPPLIES.....		580.00
00053645	MAIN LINE COMMERCIAL POOLS INC	GENERAL SUPPLIES.....		322.76
00053646	MARGARET SWANSON, C.R.N.P.	PRO ED SVCS - OTHER.....		64.00
00053647	MERCEDE BURGER	TUITION REIMBURSEMENT.....		1,811.00
00053648	MESKO GLASS & MIRROR CO. INC.	REPAIRS & MAINT SVCS.....		710.00
00053649	MICHAEL MARINI	TRAVEL.....		66.75
00053650	MICROBAC LABORATORIES, INC.	REPAIRS & MAINT SVCS.....		113.78
00053651	MONTGOMERY COUNTY IU #23	EDUC SOFT & LIC.....		1,362.87
00053652	NAPA AUTO PARTS-HELLERTOWN	GENERAL SUPPLIES.....		2,609.63
00053653	NEIGHBOR'S HOME & GARDEN	GENERAL SUPPLIES.....		104.65
00053654	NORTHAMPTON COMMUNITY COLLEGE	TUITION TO COMM COLLEGE.....		23,074.67
00053655	NORTHEAST JANITORIAL SUPPLY	GENERAL SUPPLIES.....		509.02
00053656	ORIENTAL TRADING COMPANY, INC.	GENERAL SUPPLIES.....		92.66
00053657	OVERHEAD DOOR CO. OF ALLENTOWN	REPAIRS & MAINT SVCS.....		489.00
00053658	PA. DEPARTMENT OF AGRICULTURE	DUES & FEES.....		35.00
00053659	PACIFIC TELEMAGEMENT SVCS	COMMUNICATIONS.....		356.24
00053660	PAPCO	GASOLINE.....		5,583.83
00053661	PEDIATRIC THERAPEUTIC SERVICES, INC.	OTHER PROFESSIONAL SVC.....		15,159.02
00053662	PENN DETROIT DIESEL-ALLISON	REPAIRS & MAINT SVCS.....		780.55
00053663	PETTY CASH		10.07
00053664	PETTY CASH		46.16
00053665	PIONEER MANUFACTURING CO	GENERAL SUPPLIES.....		372.90
00053666	PPL ELECTRIC UTILITIES	ELECTRICITY.....		2,729.98
00053667	PRAXAIR DISTRIBUTION, INC.	GENERAL SUPPLIES.....		111.92
00053668	PRO-ED, INC.	BOOKS AND PERIODICALS.....		45.00
00053669	PSERS	RETIREMENT CONTRIB.....		8.97

* Denotes Non-Negotiable Transaction

- Payables within Check

P - Prenote

d - Direct Deposit

c - Credit Card Payment

Fund Accounting Check Summary

PLGIT GENERAL - From 10/18/2019 To 11/07/2019

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00053670	QUAKER CITY PAPER	GENERAL SUPPLIES.....		2,400.00
00053671	ROHRER BUS SALES INC.	GENERAL SUPPLIES.....		22.44
00053672	Roberts Oxygen Co., Inc	GENERAL SUPPLIES.....		103.33
00053673	SALISBURY TOWNSHIP SCHOOL	TUITION TO OTHER LEA.....		3,883.44
	DIST			
00053674	SAUCON VALLEY SPORTING GOODS	GENERAL SUPPLIES.....		350.00
00053675	SCHOLASTIC BOOK FAIRS		4,857.83
00053676	SCHUYLKILL VALLEY SPORTS	GENERAL SUPPLIES.....		83.00
00053677	SPELLING CITY	EDUC SOFT & LIC.....		459.00
00053678	STOTZ & FATZINGER OFF.SUPPLY	GENERAL SUPPLIES.....		171.71
00053679	SUPERIOR AUTO SERVICE CO.	REPAIRS & MAINT SVCS.....		52.80
	INC.			
00053680	Simpson Plumbing-Heating-A/C	REPAIRS & MAINT SVCS.....		1,000.00
	Inc.			
00053681	TELEMEDICINE MANAGEMENT,	GROUP INSURANCE.....		1,500.00
	INC.			
00053682	THE VIRTUAL HIGH SCHOOL	PROF ED SRV OTHR ED AG.....		400.00
00053683	SCHAF'S VIDEO PRODUCTIONS	OTHER PROFESSIONAL SVC.....		1,540.00
00053684	U-HAUL	RENTAL OF VEHICLES.....		781.82
00053685	UGI SOUTH	NATURAL GAS.....		2,947.49
00053686	ULINE	GENERAL SUPPLIES.....		309.30
00053687	US Food Service	GENERAL SUPPLIES.....		132.07
00053688	VERIZON WIRELESS	COMMUNICATIONS.....		2,482.56
00053689	WG AMERICA COMPANY	GENERAL SUPPLIES.....		130.83
00053690	XEROX CORP.	RENTAL OF EQUIPMENT.....		11,525.64

10-GENERAL FUND 410,250.74

Grand Total Manual Checks :	0.00
Grand Total Regular Checks :	410,250.74
Grand Total Direct Deposits:	0.00
Grand Total Credit Card Payments:	0.00
Grand Total All Checks :	410,250.74

* Denotes Non-Negotiable Transaction

- Payables within Check

P - Prenote

d - Direct Deposit

c - Credit Card Payment

Fund Accounting Check Summary

LAFAYETTE GENERAL - From 10/24/2019 To 11/13/2019

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
*D0000484	CRAIG BUTLER	MEALS / REFRESHMENTS.....		25.95 ^d
*D0000485	GLENN R. BROWN	OTHER PROFESSIONAL SVC.....		120.88 ^d
*D0000486	MARTHA KELEMEN	TRAVEL.....		67.86 ^d
*D0000487	ROBERT FREY	DUES & FEES.....	TRAVEL.....	732.76 ^d
10-GENERAL FUND				947.45
Grand Total Manual Checks :				0.00
Grand Total Regular Checks :				0.00
Grand Total Direct Deposits:				947.45
Grand Total Credit Card Payments:				0.00
Grand Total All Checks :				947.45

Fund Accounting Check Summary

CAFE - PLGIT - From 10/18/2019 To 11/06/2019

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00002981	DPSG OF EASTERN PA (LV)	FOOD.....		445.45
00002982	HAWK ENTERPRISES, INC.	FOOD.....		504.00
00002983	HERSHEY'S CREAMERY COMPANY	FOOD.....		1,294.08
00002984	K&D FACTORY SERVICE	REPAIRS & MAINT SVCS.....		400.10
00002985	KEGEL'S PRODUCE	FOOD.....		842.10
00002986	KEYCO DISTRIBUTORS, INC.	FOOD.....		69.75
00002987	MORABITO BAKING CO.	FOOD.....		743.04
00002988	PENN JERSEY PAPER CO.	GENERAL SUPPLIES.....		1,865.52
00002989	POCONO MOUNTAIN DAIRIES	MILK.....		3,427.38
00002990	REMCO INC.	REPAIRS & MAINT SVCS.....		430.10
00002991	SNA	DUES & FEES.....		157.50
00002992	TINA HOLLAND		40.95
00002993	US Food Service	FOOD.....		22,213.17

50-CAFETERIA 32,433.14

Grand Total Manual Checks :	0.00
Grand Total Regular Checks :	32,433.14
Grand Total Direct Deposits:	0.00
Grand Total Credit Card Payments:	0.00
Grand Total All Checks :	32,433.14

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

Fund Accounting Check Summary

PLGIT/ARM 195-14 - From 10/18/2019 To 11/07/2019

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00000162	CMG OF EASTON, INC.	CONSTRUCTION SERVICES.....		207,087.95
00000163	BUILDERS DOOR & HARDWARE INC	CONSTRUCTION SERVICES.....		6,900.00
		39-CAPITAL PROJECT - INACT		213,987.95
		Grand Total Manual Checks :		0.00
		Grand Total Regular Checks :		213,987.95
		Grand Total Direct Deposits:		0.00
		Grand Total Credit Card Payments:		0.00
		Grand Total All Checks :		213,987.95

SAUCON VALLEY SCHOOL DISTRICT

BUSINESS OFFICE

BUDGETARY TRANSFER FORM

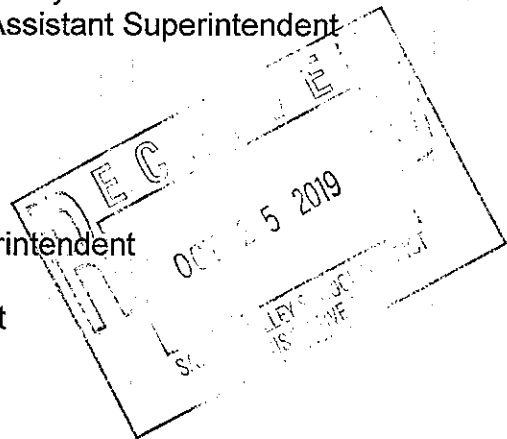
2019-2020

Date: 11/12/19

		TRANSFER AMOUNT		ACCOUNT TITLE	REASON FOR TRANSFER	NO.
ACCOUNT #	IN	OUT				
1 TO	10-2360-360	1,000.00		SUPER OFC EMP TRAINING	BALANCE ACCOUNT	
FROM	10-2360-580		1,000.00	TRAVEL-CONFERENCES/SEMINARS	TRANSFER OF FUNDS	
2 TO	10-2220-580-000-00-000-000-0040	167.20		TECHNOLOGY TRAVEL	BALANCE ACCOUNT	
FROM	10-1110-650-000-20-000-000-000-0040		167.20	TECHNOLOGY ED SOFT LIC 5-8	TRANSFER OF FUNDS	
3 TO	10-1110-640-000-10-000-153	450.00		BOOKS & PERIODICALS ELEM ESL	BALANCE ACCOUNT	
FROM	10-1110-650-000-10-000-153		450.00	ESL SOFT & LIC K-4	TRANSFER OF FUNDS	
4 TO	10-3200-810-000-20	210.00		DUES & FEES ACTIVITIES 5-8	BALANCE ACCOUNT	
FROM	10-2380-610-000-20		210.00	SUPPLIES - PRINCIPAL 5-8	TRANSFER OF FUNDS	
5 TO	10-2380-650-000-20	1,273.17		SOFT & LIC - PRINC OFC 5-8	BALANCE ACCOUNT	
FROM	10-2380-610-000-20		1,273.17	SUPPLIES - PRINCIPAL 5-8	TRANSFER OF FUNDS	
6 TO	10-2380-650-000-30	500.00		SOFT & LIC - PRINC OFC 9-12	BALANCE ACCOUNT	
FROM	10-2380-890-000-30		500.00	MISC EXP PRINC OFF 9-12	TRANSFER OF FUNDS	
7 TO	10-2380-650-000-30	763.00		SOFT & LIC - PRINC OFC 9-12	BALANCE ACCOUNT	
FROM	10-2380-330-000-30		763.00	CONTRACTED SERVICE 9-12	TRANSFER OF FUNDS	
8 TO	10-3200-415-000-30	311.25		LAUNDRY LINENS DRY CLEAN 9-12	BALANCE ACCOUNT	
FROM	10-3200-610-000-30		311.25	SUPPLIES - ACTIVITIES 9-12	TRANSFER OF FUNDS	

Total Transfer: \$ 4,674.62

Saucon Valley School District
Office of the Assistant Superintendent



TO: David Bonenberger, Business Manager

FROM: Kristine Rosenberger, Assistant Superintendent

RE: Surplus / Obsolete Materials & Equipment

DATE:

<u>DESCRIPTION</u>	<u>SERIAL NUMBER</u>	<u>REASON FOR DISPOSAL</u>	<u>Total</u>
3M Overheads	18085335	obsolete	
	621163	obsolete	
	170130352	obsolete	
	402260	obsolete	
	832657	obsolete	
TV Panasonic	LD82150523	obsolete	
VCR Sony	495806	obsolete	
	372589	obsolete	
Scanners	CN9AHVH27K	obsolete	
	CN48WSA118	obsolete	
Panasonic Video Camera	G1WA11381	obsolete	
Smart Response System	1043, 1046	obsolete	
	1042, 1064	obsolete	
	1074, 1045	obsolete	
	1073	obsolete	
	1044	obsolete	
	1048	obsolete	

RECEIVED TAX OFFICE
OCT 25 2019
SAUCON VALLEY SCHOOL DISTRICT

Reason: This technology is obsolete and has been stored in various locations for quite some time. It needs to be removed as it is just taking up space.

Office use: _____

Date declared _____ Date of disposal _____

Picked up by _____ Disposal method _____

Pick up location/room: Hallways and storage areas in the high school

Principal / Supervisor Signature and Date: T. Sany 10/25/19

Assistant Superintendent Signature and Date: [Signature] 10/28/19

Office use:	
Date declared _____	Date of disposal _____
Picked up by _____	Disposal method _____

Saucon Valley School District
Hellertown, PA

COMPENSATION AND BENEFITS PLAN FOR THE

ADMINISTRATORS & SUPERVISORS
of the
SAUCON VALLEY SCHOOL DISTRICT

Effective
July 1, 2019 to June 30, 2022

COMPENSATION AND BENEFITS PLAN
SAUCON VALLEY SCHOOL DISTRICT

BOARD OF SCHOOL DIRECTORS

and the

ADMINISTRATORS and SUPERVISORS
of the SAUCON VALLEY SCHOOL DISTRICT

July 1, 2019 to June 30, 2022

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Administrator Compensation Plan

The Board of School Directors of the Saucon Valley School District adopts the following Administrator Compensation Plan pursuant to Section 1164 of the "Public School Code of 1949", as amended, 24 P.S. {11-1164, ("Act 93"). The Board recognizes the importance of maintaining an effective management team to strengthen the administrative and educational programs of the District, and to establish and improve communications, decision-making, conflict resolution, and other relationships among the members of the team.

I. TERM OF COMPENSATION PLAN

This plan is effective July 1, 2019 and shall continue in effect until June 30, 2022.

II. DEFINITIONS

For the purposes of the Plan only, the term "Administrator" shall include the following positions, which may be subject to change from time to time as may be approved by the Board of School Directors:

A. Administration / Professional Positions

Elementary Principals
Secondary Principals
Assistant Principals
Supervisor of Special Education
Supervisor of Federal Programs, Assessment, and Professional Development.
Assistant Business Manager

B. Support Services Administrative Positions

Supervisor of Campus Operations
Supervisor of Technology
Athletic Director
Food Service Coordinator
District Data/PIMS Coordinator
Business Department Accountant

C. Other Positions as May Be Established by the Board of School Directors during the Term of this Plan.

III. COMPENSATION PLAN

SEE Appendix "B" attached hereto.

IV. FRINGE BENEFITS

The District shall provide fringe benefits as outlined in Appendix "A".

V. DISTRICT RESERVATION OF RIGHTS

Nothing contained in this Plan is intended or shall be construed as guaranteeing any Administrator that he/she will continue in his/her current job assignment through the term of this Plan or thereafter. The District reserves all managerial rights granted by the Public School Code, including, without limitation, the right to furlough, suspend, demote, discharge or remove any of its Administrators or to otherwise establish, reassign or abolish administrative job assignments and/or positions consistent with the Public School Code.

APPENDIX A
Fringe Benefit Guide
for
Professional Administrative Positions

FRINGE BENEFITS

The Saucon Valley Board of School Directors grants to all Administrators all fringe benefits as contracted with the professional personnel. Specifically, those fringe benefits are as follows:

A. Payroll Deductions For:

1. United Fund
2. Tax Sheltered Annuities
3. Payroll Savings/Checking
4. Savings Bonds

B. Healthcare Coverage and Prescription Plan

For the length of this agreement, the Saucon Valley School District shall purchase and provide for each administrator and their family the same or equivalent insurance benefit plan options as provided in the Teachers' contract that may be subject to change should revisions be made to the Teachers' contract.

The District must provide written information to all employees regarding all health care programs offered by the District. Additionally, in the event the current plan design offered to both administrators and teachers changes during the teacher's contract negotiations, the administrators shall also change plan designs at the same time as the teachers.

(a) The monthly healthcare premium contributions by Act 93 Employees for this plan shall be as follows:

	<u>2019-2020</u>
Single Coverage	\$90.00
Two Person Coverage	\$160.00
Family Coverage	\$200.00

For the 2020-2021 and 2021-2022 school years, any and all healthcare changes agreed to by the Saucon Valley Education Association shall be effective for this group. Healthcare shall include, but not be limited to premium contributions to healthcare and prescription drug plans and co-pay, plan designs and co-pays, deductibles, in-network and out of network coverages, vision and dental premiums, co-pays, etc.

The following co-pays shall become effective as noted above:

	<u>2019-2020</u>
PCP	\$20.00
Specialist	\$40.00
Urgent Care	\$50.00
Emergency Room	\$75.00

Deductible Requirements

Contract Year	Single	Two Person	Family
2019-2020	\$500	\$700	\$1000

(b) **Prescription Drug Plan and Contributions**

	<u>2019-2020</u>
<i>Retail Prescription</i>	Generic \$10.00 Brand \$25.00 Brand Non-Formulary \$50.00
<i>Mail Order Prescription</i>	Generic \$20.00 Brand \$50.00 Brand Non-Formulary \$100.00

Restricted Generic Substitution: If a generic is available and the member wants a brand, the member will pay the brand (either preferred or non-preferred) copay plus the difference in the cost between generic and brand. However, if the member's doctor writes the script for "dispense as written" (DAW) then the patient only pays the preferred or non-preferred brand copay.

(c) **Section 125 Plan**

Establish a voluntary individual Spending Account for **Medical Care and Dependent Care**.

(d) **Cost-Containment Provisions**: The following provisions have been agreed to for the purpose of assisting the District in containing the cost of providing medical benefits to its employees and limiting the future increases in those costs.

(1) Full-time employees who are enrolled in family coverage under the District's medical plan and who are willing to discontinue that coverage at the start of any school year shall receive a one-time bonus payment of \$1,000 at the time of such discontinuance in consideration of the cost savings to the District. New employees eligible for enrollment in family coverage and who are willing to forego such coverage shall also be eligible for the bonus payment. To be eligible for the bonus payment, the dis-enrollment must be for a minimum of one (1) year. If such employees later wish to re-enroll in a District-paid medical plan they may do so under the condition that they contribute twenty-five percent (25%) of the total cost of the COBRA rate for the first twelve (12) months of their re-enrollment.

An employee who has re-enrolled and made the contribution for one (1) year becomes eligible to again discontinue coverage and receive an additional \$1,000 at the time of discontinuance. In the event an employee enrolled in single coverage is willing to discontinue that coverage under the terms similar to the above, a proportionate bonus payment based on the relative premium costs will be made. Employees receiving a bonus who terminate employment with the District in less than one (1) year shall have deducted from final salary payments a pro rata portion of the bonus.

(2) Employees who must re-enroll or newly enroll in the District's medical plan prior to a full year of dis-enrollment due to loss of alternative medical coverage or other emergency circumstances may do so, subject only to limitations imposed by the medical insurance plan or carrier, and provided that the employee shall return to the District the pro rata portion of the bonus payment corresponding to the balance of the original year of dis-enrollment.

(3) Because the purpose of the bonus payment is cost containment, employees will not be permitted to upgrade their medical coverage to family coverage at District expense for the purpose of subsequently discontinuing that coverage to receive a bonus payment. Any employee who commences family coverage on or after September 1, 1991 and who subsequently seeks a bonus payment for discontinuing that coverage shall not automatically be entitled to the bonus but shall have the burden of proving a bona fide change in circumstances subsequent to the upgrade which justifies the discontinuance.

Precise terms and conditions of all group insurance benefits shall be described by the master plan or master contract issued by the carrier.

(e) **Excise Tax Language.**

During the term of this Plan, or at any time after its expiration date until such time as a new Plan is implemented, should the premium for any medical plan (in combination with the prescription plan and any Board-provided flexible spending accounts) offered pursuant to the Plan exceed the threshold amounts as stated in the Patient Protection and Affordable Care Act (or any applicable federal or state legislation enacted hereinafter) so as to subject the medical plan or plans to excise taxes, taxes, or penalties as the result of the combined plans exceeding the thresholds, the issue will be addressed as follows:

(1) The District shall notify the Act 93 Employees that the health benefit plan or plans that are offered pursuant to the Plan will be subject or will likely be subject to the above-referenced tax or fee;

(2) Employees who are enrolled in a health benefit plan or plans that are offered pursuant to this Plan that will be subject to the above-referenced tax or fee will be entitled to receive the richest plan offered by the District that would not be subject to the tax or the fee. Existing Employee premium share shall apply on the same basis as the premium share defined for those plans currently in place covered by this Plan.

(3) If all of the health benefit plans offered by the District would be subject to the tax or the fee, the District shall notify the Act 93 Employees that the health benefit plan or plans that are offered pursuant to this Plan will be subject to the above-referenced tax or fee and what it intends to do to eliminate the tax or fee;

(4) The Act 93 Employees will have up to 30 calendar days from the date of such notice to meet and discuss with the Board on addressing the issue of health benefit plan design changes or increased premium share;

(5) If the Board elects to adopt any of the suggestions made by the Act 93 Employees during this 30-day time period, that adoption shall become part of the Plan and will supersede any inconsistent provisions.

(6) If the Board does not adopt any of the Act 93 Employees' suggestions within the 30 calendar day period referenced in subsection 4., all Employees enrolled in the health benefit plan or plans subject to the tax or fee shall no longer be entitled to remain in the health benefit plan or plans that are subject to the tax or fee and would be entitled to receive the richest plan offered by the exchange/marketplace that would not be subject to the tax or fee. Notwithstanding the foregoing, existing Employee premium share shall apply on the same basis as the least rich eliminated health benefit plan.

(f) **Spousal Coordination of Benefits**

For the 2019-2020 school year, Employees hired prior to July 1, 2015 shall be able to maintain their spouse on school district health insurance/benefits (healthcare, prescription drug, dental, vision, etc.) regardless of whether their spouse's employer provides healthcare coverage. Nothing under this paragraph modifies the Spousal Coordination of Benefits provision already in place for Employees hired after July 1, 2015, which makes spouses ineligible for healthcare insurance/benefits if the spouse's employer provides such benefits.

Effective for all Employees in the 2020-2021 school year and each subsequent year thereafter, spousal coverage under the District healthcare program shall be extended to an employee's spouse only in the event the Employee's spouse's employer does not provide healthcare insurance.

C. Dental Coverage

The District shall purchase the Dental Service Plan of Delta Dental of Pennsylvania for each Administrator and his/her family. Coverage for spouses shall not be available if a spouse is eligible for dental coverage on his/her employer's plan. Maximum of \$2000.00 per year as per the Professional contract. Administrators plan will be same dental plan as provided to the Saucon Valley Education Association members under their Collective Bargaining Agreement.

The District retains the right to select insurance carriers for other dental insurance programs pursuant to its own policy and/or any mutuality of agreement existing between the District and its Administrators.

D. Vision Care

Administrators shall be entitled to participate in a vision care plan, if any, provided to the professional employees of the Saucon Valley Education Association under the Collective Bargaining Agreement. This provision is subject to change to the extent such coverage changes under the Collective Bargaining Agreement with the teachers. Spouses of administrators shall only be eligible under this section if vision care is not otherwise provided by their employer.

E. Retirement Benefits

(1) Saucon Valley School District shall pay to those Administrators retiring from the District, who have been employed in the District for at least ten (10) years, the sum of money provided by applying the following schedule: **UNUSED SICK LEAVE DAYS - \$50.00 per day**. Such payment shall be made directly into an employee's 403(b) account.

(2) In case of the death of any Administrator of the District, the payment provided above shall be made to the estate of the deceased Administrator.

(3) Retirement Healthcare

The provision below shall be grandfathered for all employees employed on the date this Plan is ratified. Effective upon ratification of this Plan, the retirement healthcare provision below shall be discontinued for any and all new hires into the Act 93 group following the date this Agreement is ratified.

The employer will pay for individual medical insurance and dental benefits, not to include vision insurance, until the age of 65 or for a maximum of six (6) years following the date of retirement, whichever is sooner. If this age requirement is declared to be in violation of ADEA by any court of competent jurisdiction, the parties agree that the age requirement shall become null and void and shall immediately be replaced by the phrase "for six (6) years following the date of retirement". Payment to be made by the District for the term of this obligation shall be limited to the monthly premium rates in effect for the year in which the employee elects to retire. The retired administrator may continue to pay for spouse or family benefits at their own expense if an administrator has not reached the age of Medicare benefits eligibility at the end of the seven-year time frame, he/she has the option to contribute the full monthly premium for medical and/or dental coverage at their own expense. Employees shall be obligated to pay a co-pay of \$100.00 per month for health insurance coverage. This co-pay and any additional monthly amounts resulting from any premium increase and payments due to spousal insurance shall be paid to the business office on or before the tenth of the month preceding the month that the premium is due. Failure of the retired employee to pay

additional amounts due will result in immediate and permanent termination of the health insurance coverage.

Administrators will be offered Class A - \$10,000 Flat Life Insurance. Benefits would be reduced 35% at age 65 and 50% of the benefit at age 70.

Payments to be made by the District for the term of this obligation shall be limited to the monthly premium rates in effect for the year in which the employee elects to retire. The employee may also purchase health insurance coverage for his/her spouse at the District group rate upon notifying the District of such an election and paying the first month's premium to the Business Manager one (1) month prior to the employee's date of retirement.

The District shall be entitled to any contribution received by the retiree from the Commonwealth of Pennsylvania toward payment of its obligation unless the employee needs such contribution to avoid a co-payment. Additional monthly amounts resulting from any premium increase and payments due for spousal insurance shall be paid by the retired employee to the Business Manager on or before the tenth (10th) of the month preceding the month that the premium is due. Notice of any premium increase will be provided to the retired employee at his/her last known address indicated in the District's records, as furnished by the retiring employee. Failure of the retired employee to pay any additional amounts due will result in the immediate and permanent termination of health insurance coverage.

In lieu of receiving contributions toward the purchase of health insurance as listed above, an employee shall have the right to elect a retirement bonus of the current cost of the District's obligation to provide health care payments, provided that such a bonus election shall be made within 30 days of retirement and shall not exceed \$10,000. Accordingly, if an employee opts out of the benefit above, whatever costs would have been the obligation of the District under the benefit above, the District would payout that obligation, not to exceed \$10,000 per year. These early retirement bonus installments will be made to the retiree on July 1 of each year following retirement until the District's retirement obligation is discharged. The bonus installment funds shall be deposited exclusively into an employer sponsored 403(B) plan.

Eligibility Requirements

- a. The individual must be an Administrator with the Saucon Valley School District on the date on which retirement is elected.
- b. The Administrator must be 55 years of age or older and have been employed by the District for a period of fifteen (15) years, or for ten (10) years in an administrative position in the district.
- c. The Administrator must notify the District of his/her intention to retire in writing no less than six (6) months prior to the retirement date. (Example: no later than

December 31 of the year preceding the anticipated date of retirement, said date of retirement to be scheduled for June 30.)

Limitation:

There is no limitation on the number of Administrators to be retired in any one year.

F. Insurance

(a) **Income Protection** – The Saucon Valley School District shall provide for each eligible Administrator an integrated health benefit based on the applicable time period noted below in this paragraph and an income protection plan. The income protection plan shall provide for an income of fifty percent (50%) of the then current monthly income to a maximum of \$4,000.00 per month of said employee and shall be integrated with any disability retirement or social security benefits the staff is receiving so that the Plan's obligation is reduced by the level of such benefits, each for a period of one year in the instance of a disabling illness or for a period of four years in the instance of a work related accidental disabling injury. Benefits to begin at the end of the 30th consecutive day of sickness, or at the exhaustion of sick leave, whichever shall later occur.

(b) **Group Life, Accidental Death and Disability Policy** – The Saucon Valley School District shall purchase and provide a group life and accidental death and disability policy in the amount of two times the Administrator's annual base salary payable to the beneficiary named by the insured in the event of the Administrator's death during the term of this Plan. The amount payable shall be rounded off to the nearest thousand.

(c) **Life Insurance Benefits** – The Administrator shall have the right to purchase additional insurance at the term set for them from the same insurance company; and, upon written requests from the employee, the District will deduct premiums from the employee's salary.

G. Leaves of Absence

(a) **Personal Illness**

Each Administrator shall earn twelve (12) days of personal illness leave per school year. This leave shall be cumulative and usable during any year and is available for illness or accident except in other remunerative work. A physician's certificate may be required at the discretion of the Superintendent and partial day absences are chargeable. The same provisions as above are available for illness in the immediate family and are charged to sick leave, however an employee may only use up to twelve (12) sick days per year for leave under this provision for immediate family members, which shall be defined in this section as Parent, Spouse or Child.

(b) **Bereavement**

Absence for the death in the immediate family is allowable for a maximum of four (4) days. The first three (3) of those days must be consecutive and shall start on the date that immediately follows the death in question.

The fourth day available may be reserved for a date in which memorial services and/or observations are to take place involving the deceased immediate family member. In the event the employee requests to take the fourth day non-consecutively with the first three, the Administration reserves the right to request information from the employee demonstrating why the fourth date needs to be taken at a different time.

In extraordinary circumstances in which travel or some other unusual event has or will occur regarding the observance/memorial services, the Administration, at its discretion, may allow the third and fourth days to be taken at a different time from the first two days of bereavement leave.

On the date of death, an employee may use a sick or personal day if they have one available, and the death occurred before the start of the work day. In the event the death occurs on a non-work day, this provision shall not be applicable.,

Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law or near relative who resides in the same household or any person with whom the employee has made his home.

For a near relative, one (1) day is allowed. A near relative shall be defined as first cousin, grandfather, grandmother, grandchild, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, or sister-in-law.

(c) **Professional Absence**

Attendance at professional meetings within budgetary allowance will be granted with the permission of the immediate supervisor and the Superintendent.

(d) **Sabbatical Leave**

Sabbatical leaves will be granted to certificated professional employees in accordance with applicable law and regulations provided that the Administrator gives six (6) months prior notice unless health reasons do not so permit.

(e) **Child-Bearing/Child-Rearing Leave**

Child-bearing and child-rearing leaves of absences, without pay, shall be granted in accordance with Board policy and the Family and Medical Leave Act.

(f) **Military Leave**

Military leave shall be granted in accordance with State and Federal law and regulations, including Sections 1176 through 1181 of the Public School Code of 1949, as amended.

(g) **Personal Days**

Administrators shall be entitled to three (3) personal days per school year. Such personal days may be taken on the day prior to, or the day subsequent to, a holiday or vacation period with two (2) weeks' notice. Requests though the staff portal must be made to immediate Supervisor at least three (3) calendar days prior to such "personal days" requested by said Administrator except where the granting of such request will have a disruptive effect on the education program for the day. Such personal days leave shall be non-cumulative from year to year. At the end of each school year, unused "personal days" shall accumulate as sick leave.

(h) **Family and Medical Leave**

Family and Medical Leave shall be granted in accordance with Board Policy and the Federal Family and Medical Leave Act. FMLA will run concurrently with all leaves but the employee may opt to use up to 10 sick days prior to the concurrent use of FMLA. The District utilizes a rolling year methodology for purposes of leave eligibility.

H. Vacation and Paid Holidays

All twelve month employees will receive twenty (20) paid vacation days per year. Administrators will be eligible for 25 days per year after 15 continuous years of service in the district.

Employees hired on or after July 1, 2016 shall be awarded 25 vacation days after 15 continuous years of administrative service in the district under the Act 93 Agreement. The preceding sentence shall be applicable to any position added to the Act 93 Agreement after July 1, 2016.

New employees hired after ratification of this Compensation Plan shall only be eligible for twenty (20) paid vacation days per year. New hires will not be eligible for any additional vacation days after fifteen (15) continuous years of administrative service.

At the option of the Administrator, unused vacation days can be transferred into sick days in the final year before retirement.

All Administrators are expected to take their vacation during the school year it was earned. Not more than fifteen (15) vacation days may be carried over into any one following school year. Administrators will be allowed to take vacation until the end of July of the year in which the vacation was earned.

Upon hire, the employee will receive 20 days of vacation, if the employee commences work between July 1 and June 30, vacation shall be determined in the following manner:

The number of weeks worked prior to July 1 is divided by 52 to calculate the percentage of twenty (20) days to which the employee is entitled. This percentage multiplied by twenty (20) days equals the number of days' vacation to which the employee becomes entitled on July 1. This calculation will be performed only one- time for an employee, after which vacation entitlement will be on a full-year basis.

The same formula applies if the person leaves employment prior to working a full year to prorate days earned.

All Administrators will be entitled to the following paid holidays within the term of their employment:

Day before New Year's Day	Independence Day
New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day
President's Day	Day after Thanksgiving
Good Friday	Day before Christmas
Easter Monday	Christmas Day
Memorial Day	Day after Christmas

In addition to the above holidays, Administrators may use a vacation or personal day if they choose not to report to work when schools are closed due to inclement weather (not to exceed 4 days) but told to report at a designated time. If asked to report prior to 12 noon a whole day would need to be taken, if asked to report after 12 noon a ½ day would be utilized. If school is in session on Easter Monday, such employees as are required to work on those days shall be given compensatory time off. Offices are open Friday before Labor Day. Administrators whose position requires them to work on any of the above paid holidays due to events, activities, meetings, or professional obligations shall be given compensatory time off in exchange for that day.

I. Professional Development, Memberships Affiliations

(a) Each Administrator will be reimbursed 100% of Professional Development, Membership/Affiliations Expenses as approved by the Superintendent.

(b) Professional Development/Growth Expenses eligible for reimbursement include professional memberships related to curriculum, scholarship, subject area, professional subscriptions, and graduate-level textbooks.

(c) A one-half percent (0.5%) **stipend** above annual salary will be awarded for every six (6) graduate credits earned during the term of this Plan.

Any administrator in receipt of a stipend under this section must fulfill two years of service with the District after receipt of the stipend or be required to pay back the stipend to the District.

J. Reimbursement for Tuition

Effective upon ratification of this Plan, for Administrators who are not deemed professional employees under the Public School Code, such Administrators' shall be eligible for post graduate tuition credits reimbursement at a rate not to exceed \$ 260.00 per credit up to the first Masters; \$ 160.00 per credit beyond the Masters Level with no reimbursement to exceed 50% of the cost per credit..

For Administrators who are deemed professional employees under the Public School Code, such Administrators shall be eligible for post graduate tuition reimbursement at the East Stroudsburg tuition rate.

In the event any administrator is currently enrolled in a class at the time of ratification of this plan, such class may be reimbursed at the rate in the previous Compensation Plan.

The following guidelines apply to all tuition reimbursement for Administrators. Administrators must be employees of the Saucon Valley School District at the time of enrollment and at the time of completion of the course.

(a) Administrators must submit a formal request to the Superintendent no later than sixty days (60) immediately prior to the commencement of the course. The Superintendent shall approve coursework deemed directly relevant to the current position held by the Administrator and coursework that addresses administrative needs of the District.

(b) The graduate work to be pursued must be approved by the Superintendent. Approved courses will be in the employee's field or in an area of District priorities.

(c) Grade must be a "B" or better to qualify for reimbursement.

(d) Administrators must, within 60 days after successful completion of the course, submit to the Superintendent receipted bills or a canceled check showing payment and a Grade Report showing successful completion of the course.

(e) Any administrator in receipt of tuition payments under this section must fulfill two years of service with the District after receipt of any payments under this section or be required to pay back the reimbursement provided by the District."

K. Mileage Reimbursement

Mileage reimbursement for travel shall be based on the prevailing Internal Revenue Service rate.

**APPENDIX B
COMPENSATION PLAN**

I. SALARIES – PAYMENT OF

Salaries for twelve (12)-month positions will be paid on a fiscal year basis, beginning July 1 and ending June 30.

All Administrative employees of the Saucon Valley School District shall be placed on a twelve-month basis of pay, with pays being issued bi-weekly. The pay periods shall be twenty-six (26) or twenty-seven (27) per year. All pay checks, and/or information regarding salary, shall be enclosed in individual envelopes. Direct deposit of paychecks shall be required for all employees. The contract salary will be paid in full by the first (1st) pay of the following fiscal year. The term “school year” as used in this document when applied to twelve (12)-month employees shall be from July 1 through June 30.

Salary Increases:

- | | |
|-----------|--|
| 2019-2020 | 2.5% to all employees within the Act 93 Group |
| 2020-2021 | 3.0% pool of money based on the total payroll of the group shall be established in which said total pool of money shall be distributed at the discretion of the Superintendent and approved by the Board. Superintendent consideration for compensation increases may be based on an individual’s performance evaluation as well as other indicators of performance as determined by the Superintendent. |
| 2021-2022 | 2.5% pool of money based on the total payroll of the group shall be established in which said total pool of money shall be distributed at the discretion of the Superintendent and approved by the Board. Superintendent consideration for compensation increases may be based on an individual’s performance evaluation as well as other indicators of performance as determined by the Superintendent. |

403(b) CONTRIBUTION:

The Superintendent shall utilize the PDE forms as approved under Section 11-1123 of the School Code, which may change from time to time, to determine contributions for professional employees under this part. For non-certificated employees in this plan, the Superintendent shall utilize a rubric developed within the District to consider 403(b) contributions under this part..

Certificated Professional Employees:

Needs Improvement in 1 or more domains: 0% Contribution of employee’s annual salary

Proficient overall rating: 1.0% Contribution of employee’s annual salary

Distinguished overall: 2.0% Contribution of employee's annual salary

Non-Certificated Employees:

Needs improvement in 1 or more domains: 0% Contribution of employee's annual salary

Meets Expectations and Satisfactory overall rating: 1.0% Contribution of employee's annual salary

Commendable overall rating: 2.0% Contribution of employee's annual salary.

Complaint Procedure – Non-Contract/ Meet and Discuss Related Issues

Purpose:

The purpose of this procedure is to discuss, voice, explain any differences that should arise between employees, group of employees or an employee and supervisor. This procedure ensures that a prompt efficient method so that the issue may be addressed and that there shall be resolution to the concern. Any issue that is thought to be in need of discussion should be placed in writing to clarify the issue, time frame of the concern, and the persons involved.

Procedure:

1. Try to address the concern at the lowest possible level of either employee to employee or employee to your immediate supervisor.
 - a. Custodial: employee, head custodian, Supervisor, Business Manager, Superintendent, School Board.
 - b. Maintenance/Building and Grounds/Transportation: employee, Supervisor, Business Manager, Superintendent, School Board.
 - c. Secretaries/Clerical: employee, building administrator, Assistant Superintendent, Superintendent, School Board.
 - d. Cafeteria: employee, head cook at building kitchen, K-12 coordinator, Business Manager, Superintendent, School Board.
 - e. District office: employee, Assistant superintendent, Superintendent, School Board.
 - f. Business personnel: employee, Business Manager, Superintendent, School Board.

Document all meetings and attempts to resolve the issue during each step that you take in the process. This documentation will assist the next person reviewing the concern so that they may follow what attempts were made to address the issue and who has been involved and why it has not been resolved at that level.

2. A meeting should be held at the first level within 10 days of the infraction or concern.
3. Moving to the next step in the chain of command should happen in a timely manner so that the issue can be addressed. No more than 10 days should pass between each level.
4. An individual employee or a group may address an issue.
5. If the employee or the group has an issue with their immediate supervisor, then they should address their issue with the next up on the chain of command.

6. Issues will be discussed and when resolution is met the decision and the conversation will be documented in writing and all members in attendance will receive a copy of the outcome of the meeting.
7. Resolution does not mean that the issue is settled in favor of any one person over the other but is defined as:
 - the concern was discussed,
 - was presented to the appropriate persons,
 - all parties are aware of the issue,
 - adjustments, changes, management parameters discussed
 - issue is clarified
 - issue is resolved and documented.
8. A person or group may return with the same issue if not corrected.

SAUCON VALLEY SCHOOL DISTRICT

HELLERTOWN, PENNSYLVANIA

COMPENSATION AND BENEFITS PLAN
BOARD OF SCHOOL DIRECTORS

and

THE EDUCATIONAL SUPPORT STAFF
(Staff Nurses, Instructional Paraprofessionals, Non-Instructional Paraprofessionals)

EFFECTIVE

July 1, 2019 to June 30, 2022

COMPENSATION AND BENEFITS PLAN
BOARD OF SCHOOL DIRECTORS
AND THE
EDUCATIONAL SUPPORT STAFF
(Staff Nurses, Instructional Paraprofessionals, Non-Instructional Paraprofessionals)

July 1, 2019 to June 30, 2022

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COMPENSATION AND BENEFITS PLAN

I. EFFECTIVE DATE OF PLAN

This plan is effective July 1, 2019 and shall continue until June 30, 2022.

II. EMPLOYEE GROUPINGS

a. There shall be three group classifications of employees within this Compensation Plan: (*attached "Employee Listing" defines these classifications*)

- 1) Staff Nurses
- 2) Instructional Paraprofessionals – include “grandfathered” para-professionals
- 3) Non-Instructional Paraprofessionals

b. Wages and Salary Provision

The wages and salaries to be affected by this Compensation Plan are reflected in Appendix A, attached to and made a part of this Compensation Plan. The schedule of wages and salaries set forth in Appendix A shall remain in force for the period of this Compensation Plan.

III. EMPLOYEE BENEFITS

The employee benefits to be provided for under this Compensation Plan are reflected in Appendix B, C, D attached to and made a part of this Compensation Plan.

IV. WAGES AND SALARIES

a. Salary Increases:

2019-2020	3.0%
2020-2021	2.5%
2021-2022	2.5%

b. To codify what is an established practice, employees under this Plan shall be provided with one paid prep day before the beginning of the school year.

c. Note: Direct deposit of paychecks is required for all District employees

d HOURLY WAGES

	2019-2020	2020-2021	2021-2022
Staff Nurses **	\$25.36	\$25.99	\$26.64
Paraprofessional Assistants (Grandfathered)	\$19.35	\$19.83	\$20.33
Instructional Paraprofessionals	\$18.72	\$19.19	\$19.67
Non-Instructional Paraprofessionals	\$18.01	\$18.46	\$18.92

*** Note: Staff Nurses must have RN or LPN certification to be eligible for Staff Nurse Pay Rate.*

e. NEW EMPLOYEES

All new employees will be employed at fifty cents (\$.50) less per hour than the Plan rate for a total of ninety (90) calendar days and shall not be eligible for benefits. After the probationary period of ninety (90) calendar days, on the 91st day, the employee shall be eligible to receive current wages and any benefits allowed under this Plan.

APPENDIX “A”

EMPLOYEE BENEFITS – Full-Time Employees

Full-Time employees with a normal work week of 30 hours or more receive Employee only modified¹ Health Benefits and Dental Insurance as noted below:

1. **Healthcare Benefits**

a. The monthly healthcare premium contributions by Paraprofessionals for the 2019-2020 school year shall be as follows:

- \$90.00 per month for Single coverage
- \$160.00 per month for 2-Person coverage
- \$200.00 per month for Family coverage

b. For the 2020-2021 and 2021-2022 school years, any and all healthcare changes agreed to by the Saucon Valley Education Association shall be effective for this group. Healthcare shall include, but not be limited to premium contributions to healthcare and prescription drug plans and co-pay, plan designs and co-pays, deductibles, in-network and out of network coverages, co-pays, etc.

The following co-pays shall become effective as noted above:

	<u>2019-2020</u>
PCP	\$20.00
Specialist	\$40.00
Urgent Care	\$50.00
Emergency Room	\$75.00

Deductible Requirements

<u>Contract Year</u>	<u>Single</u>	<u>Two Person</u>	<u>Family</u>
2019-2020	\$500	\$700	\$700

¹ Spouses are not eligible to participate in this plan.

Prescription Drug Plan and Contributions

	<u>2019-2020</u>
<i>Retail Prescription</i>	Generic \$10.00 Brand \$25.00
<i>Mail Order Prescription</i>	Brand Non-Formulary \$50.00 Generic \$20.00 Brand \$50.00 Brand Non-Formulary \$100.00

c. Restricted Generic Substitution: If a generic is available and the member wants a brand, the member will pay the brand (either preferred or non-preferred) co-pay plus the difference in the cost between generic and brand. However, if the member's doctor writes the script for "dispense as written" (DAW) then the patient only pays the preferred or non-preferred brand co-pay.

d. Excise Tax language.

During the term of this Plan, or at any time after its expiration date until such time as a new Plan is implemented, should the premium for any medical plan (in combination with the prescription plan and any Board-provided flexible spending accounts) offered pursuant to the Plan exceed the threshold amounts as stated in the Patient Protection and Affordable Care Act (or any applicable federal or state legislation enacted hereinafter) so as to subject the medical plan or plans to excise taxes, taxes, or penalties as the result of the combined plans exceeding the thresholds, the issue will be addressed as follows:

1) The District shall notify the Paraprofessionals that the health benefit plan or plans that are offered pursuant to the Plan will be subject or will likely be subject to the above-referenced tax or fee;

2) Employees who are enrolled in a health benefit plan or plans that are offered pursuant to this Plan that will be subject to the above-referenced tax or fee will be entitled to receive the richest plan offered by the District that would not be subject to the tax or the fee. Existing Employee premium share shall apply on the same basis as the premium share defined for those plans currently in place covered by this Plan.

3) If all of the health benefit plans offered by the District would be subject to the tax or the fee, the District shall notify the Paraprofessionals that the health benefit plan or plans that are offered pursuant to this Plan will be subject to the above-referenced tax or fee and what it intends to do to eliminate the tax or fee;

4) The Paraprofessionals will have up to 30 calendar days from the date of such notice to meet and discuss with the Board on addressing the issue of health benefit plan design changes or increased premium share;

5) If the Board elects to adopt any of the suggestions made by the Paraprofessionals during this 30 day time period, that adoption shall become part of the Plan and will supersede any inconsistent provisions.

6) If the Board does not adopt any of the Paraprofessionals' suggestions within the 30 calendar day period referenced in subsection d., all Employees enrolled in the health benefit plan or plans subject to the tax or fee shall no longer be entitled to remain in the health benefit plan or plans that are subject to the tax or fee and would be entitled to receive the richest plan offered by the exchange/marketplace that would not be subject to the tax or fee. Notwithstanding the foregoing, existing Employee premium share shall apply on the same basis as the least rich eliminated health benefit plan.

2. **Life Insurance**

For each year of the Plan, life insurance will be equal to the annual salary rounded up to the nearest thousand, but not less than \$15,000.

3. **Income Protection Coverage**

The Saucon Valley School District shall provide for each full-time employee an integrated income protection plan. This benefit shall provide for an income of sixty six and two-thirds percent (66-2/3%) of the then current monthly income of said employee (up to a maximum of \$1,000.00), and shall be integrated with any disability retirement or social security benefits the staff is receiving so that the Plan's obligation is reduced by the level of such benefits and for health benefits (as defined elsewhere in this Plan), each for a period of one year in the instance of a disabling illness or for a period of four years in the instance of a work related accidental disabling injury. Benefits to begin at the end of the 30th consecutive day of sickness, or at the exhaustion of sick leave, whichever shall later occur. Employees will be responsible for payment of their premium share while out on leave. Retirement Benefits

4. **Retirement Benefits**

For employees who have been employed in the school district for at least ten (10) years, unused accumulated sick leave will be recompensed at the rate of Thirty Dollars (\$30.00) per day accumulated, upon retirement from employment within the Saucon Valley School District. Such payment shall be made directly into an employee's 403(b) account.

The provision below shall be grandfathered for all employees employed on the date this Plan is ratified. Effective upon ratification of this Plan, the retirement healthcare provision below shall be discontinued for any and all new hires into the Educational Support Staff group following the date this Agreement is ratified.

A retiring full-time employee who has worked a minimum of 20 full-time years for the District at retirement time will receive from the District paid medical coverage for the employee only, not to include dental, vision or life insurance coverage, until the age of 65 or for a maximum of six (6) years following the date of retirement, whichever is sooner. If this age requirement is declared to be in violation of ADEA by any court of competent jurisdiction, the parties agree that the age requirement shall become null and void and shall immediately be replaced by the phrase

“for 6 years following date of retirement.” Payment to be made by the District for the term of this obligation shall be limited to the monthly premium rates in effect for the year in which the employee elects to retire. In addition, eligible Employees shall be obligated to pay a co-payment of \$100 per month. This payment shall be to the Business Office on or before the 10th of the month preceding the month the premium is due. Notice of any premium increase will be provided to the retired Employees at his/her last known address indicated in the District records, as furnished by the retiring Employee. Failure of the retired Employee to pay the additional amounts due will result in immediate and permanent termination of health insurance coverage. If an Employee is not eligible for this benefit, he/she may purchase the individual medical coverage only if he/she is eligible for full retirement without penalty (superannuation).

Retirees shall receive the same plan as active Employees.

5. **Sick Leave**

a. **Personal Illness Absence**

1. In any school year, whenever a ten (10) month employee is prevented by illness or accidental injury from following his or her occupation, the School District shall pay to said employee for each day of absence the full salary to which the employee may be entitled as if said employee were actually engaged in the performance of duty for a period of ten (10) days. The same provisions as above are available for illness in the immediate family and are charged to sick leave, however, an employee may only use up to ten (10) days per year for leave under this provision for immediate family members, which shall be defined in this section as Parent, Spouse or Child.

2. Such leave shall be cumulative from year to year and the total number of days accumulated may be used in any year.

3. The Administration reserves the right to require the employee to furnish a certificate from a physician or other practitioner certifying that said employee was unable to perform his or her duties during the period of absence for which compensation is required to be paid under this policy.

6. **Death in Immediate Family**

Absence for death in the immediate family is allowable from the date of death for a maximum of four (4) days. The first three (3) of those days must be consecutive and shall start on the date that immediately follows the date of death in question.

The fourth day available may be reserved for a date in which memorial services and/or observations are to take place involving the deceased immediate family member. In the event the employee requests to take the fourth day non-consecutively with the first three, the Administration reserves the right to request information from the employee demonstrating why the fourth date needs to be taken at a different time.

In extraordinary circumstances in which travel or some other unusual event has or will occur regarding the observance/memorial services, the Administration, at its discretion, may allow

the third and fourth days to be taken at a different time from the first two days of bereavement leave.

On the date of death, an employee may use a sick or personal day if they have one available, and the death occurred before the start of the work day. In the event the death occurs on a non-work day, this provision shall not be applicable.

Immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, grandchild or near relative who resides in the same household, or any person with whom the employee has made his home.

One (1) day of absence to attend the funeral of a near relative shall be compensated at full salary. Near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, or sister-in-law.

7. **Paid Holidays**

Seven Paid Holidays: Good Friday, Memorial Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day and Presidents Day.

8. **Personal Days**

Three (3) Personal Days, of which one may be used as an emergency day, if needed. Such personal days may not be used in succession and may not be taken prior to or subsequent to a Holiday. An exception may be made with a two-week written notice and approval by the supervisor. Written request must be made to the immediate supervisor at least three (3) calendar days prior to such "personal day" except in case of an emergency. The immediate supervisor will grant the personal day requested by the employee, except where the granting of such request will have a disrupting effect on the educational program of that day. At the end of the school year unused personal days shall accumulate as sick leave.

Employees may carry over one unused personal day to another year for a total of four in a given year. Employees may also split one personal day into two ½ personal days.

9. **Family and Medical Leave Act of 1993 (FMLA)**

Family and Medical Leave shall be granted in accordance with Board Policy and the Federal Family and Medical Leave Act. FMLA will run concurrently with all leaves. The District utilizes a rolling year methodology for purposes of leave eligibility.

10. **Vacancies**

If an Educational Support Staff position opens in the District, it shall be posted within the District so that any employees with the skills required for the job has an opportunity to apply for the position. The Board of School Directors, upon recommendation of the Administration, shall select the employee that best meets the needs of the District.

11. **Inclement Weather**

If school is cancelled because of inclement weather, the full-time Education Support Staff employees will be paid for the regular hours that would have been worked. For example, if a regular work day is six hours, the employee will receive six hours pay to a maximum of four days. The four “inclement weather days” will not include “late-start” and/or “early-dismissal” days. Full-time employees will be paid for any hours if they come to work on a “late-start” day or are dismissed on an “early-dismissal” day.

APPENDIX “B”

EMPLOYEE BENEFITS – Part-Time Employees

Part-Time Employees with a normal work week less than 30 hours receive the following benefits.

1. **Retirement Bonus**

For employees who have been employed in the school district for at least ten (10) years, unused accumulated sick leave will be recompensed at the rate of twenty dollars (\$20.00) per day accumulated, upon retirement from employment within the Saucon Valley School District. Such payment shall be made directly into an employee’s 403(b) account.

2. **Sick Leave**

See the language at Appendix “A”, 5. Sick leave is prorated for part-time employees, who are only entitled to five (5) days per year (cumulative).

3. **Death in Immediate Family**

Absence for death in the immediate family is allowable from the date of death for a maximum of four (4) days. The first three (3) of those days must be consecutive and shall start on the date that immediately follows the date of death in question. .

The fourth day available may be reserved for a date in which memorial services and/or observations are to take place involving the deceased immediate family member. In the event the employee requests to take the fourth day non-consecutively with the first three, the Administration reserves the right to request information from the employee demonstrating why the fourth date needs to be taken at a different time.

In extraordinary circumstances in which travel or some other unusual event has or will occur regarding the observance/memorial services, the Administration, at its discretion, may allow the third and fourth days to be taken at a different time from the first two days of bereavement leave.

On the date of death, an employee may use a sick or personal day if they have one available, and the death occurred before the start of the work day. In the event the death occurs on a non-work day, this provision shall not be applicable.

Immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, grandchild or near relative who resides in the same household, or any person with whom the employee has made his home.

One (1) day of absence to attend the funeral of a near relative shall be compensated at full salary. Near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, or sister-in-law.

4. **Personal Day**

Three (3) personal days, of which one may be used as an emergency day, if needed. Such personal days may not be used in succession and may not be taken prior to or subsequent to a Holiday. An exception may be made with a two- week written notice and approval by the supervisor. Written request must be made to the immediate supervisor at least three (3) calendar days prior to such “personal day” except in case of an emergency. The immediate supervisor will grant the personal day, requested by the employee, except where the granting of such request will have a disrupting effect on the educational program of that day. At the end of the school year unused personal days shall accumulate as sick leave.

5. **Leave of Absence**

The parties also recognize and agree to comply with the rights of the District and the employees under the Family and Medical leave Act (FMLA) of 1993. All paid or unpaid leaves of absence allowed under this Plan or under Board Policy which would also have been allowable under FMLA shall be designated as use of FMLA benefits. The District shall post appropriate notices approved by the U.S. Department of Labor advising employees of their rights under the Act. A year shall be deemed to be on a rolling year basis as defined by the FMLA.. The decision of the Board of School Directors on such personal leaves will be final.

6. **Paid Holiday**

Two Paid Holidays: Thanksgiving Day and Christmas Day.

7. **Inclement Weather**

If school is cancelled because of inclement weather, the part-time Educational Support Staff employees will be paid for the regular hours that would have been worked. For example, if a regular work day is three hours, the employee will receive three hours pay to a maximum of four days. The four “inclement weather days” will not include “late-start” and/or “early-dismissal” days. Part-time employees will be paid for any hours if they come to work on a “late-start” day or are dismissed on an “early-dismissal” day.

APPENDIX “C”

Educational Support Staff Employees – Grandfather Clause

For the term of this Plan, the Full-Time Paraprofessional employees listed below will be entitled to the differential pay rate as detailed in Article IV. d., Grandfathered Paraprofessional Educational Support Staff Employees:

Nancy Bean
Deborah Panariello

SAUCON VALLEY SCHOOL DISTRICT
Hellertown, Pennsylvania

COMPENSATION AND BENEFITS PLAN
BOARD OF SCHOOL DIRECTORS
and
FOOD SERVICE PERSONNEL

July 1, 2019 to June 30, 2022

Compensation and Benefits Plan
 BOARD OF SCHOOL DIRECTORS
 and the
 FOODS SERVICE PERSONNEL
 July 1, 2019 – June 30, 2022

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COMPENSATION AND BENEFITS PLAN

I. EFFECTIVE DATE OF PLAN

This plan is effective July 1, 2019, and shall continue until June 30, 2022.

II. CLASSIFICATION OF EMPLOYEES

For the term of this Compensation Plan, there shall be three classifications of Food Service Employees:

Crew Manager
Cook
General Kitchen Help

III. DEFINITIONS

Full-Time Employees: Employees with a normal work week of 30 hours or more. A full-time employee will be eligible for benefits.

Part-Time Employees: Employees with a normal work week of less than 30 hours.

IV. NEW EMPLOYEE

All new employees will be employed at fifty cents (\$.50) less per hour than the agreed upon rate for a total of ninety (90) consecutive calendar days and shall not be eligible for benefits. After the probationary period of ninety (90) consecutive calendar days, on the 91st day, the employee shall be eligible to receive current wages and any benefits allowed under Compensation Plan.

An employee who has worked in the Cafeteria Food Service Department as a substitute employee for 100 hours or more shall work a probationary period of forty-five (45) consecutive calendar days at fifty cents (\$.50) less per hour than the agreed upon rate.

If the probationary period extends into the summer recess, the probationary period will be suspended and resumed in August with the first work day for the Food Service Department and will continue until the ending probationary day. The probationary period shall not include time served under temporary, emergency or substitute appointments nor time while the employee is absent from work.

V. **MANAGEMENT PREROGATIVES**

The management of the Board's premises and equipment and direction of the working forces, including the right to hire and suspend, to classify, assign, discipline and promote, to discharge or transfer for proper cause, to promulgate reasonable working rules, and to establish working schedules and conditions is a management prerogative.

The Board, or its designee (Director of Fiscal and Operations Management), with recommendations from the Food Service Coordinator, has the right to relieve employees from duty because of lack of work or for other legitimate reasons and the right to change, modify, or move any equipment, work assignment or type of service.

VI. **POSTING VACANCIES**

All vacancies shall be posted for five (5) working days and cafeteria employees shall have the opportunity to apply for said vacancies. The Food Service Coordinator shall make a recommendation to the Director of Fiscal and Operations Management, however, the appointment will be approved by the Board, as it shall be determined in the best interest of the School District.

In the event of short-term vacancies of a temporary nature, the Food Service Coordinator shall recommend to the Director of Fiscal and Operations Management to hire substitutes to perform the required duties without posting the vacancy.

VII. **WAGES AND SALARY PROVISION**

The parties agree that wages and salaries are accurately reflected in Article X and that the schedule of classifications, wages and salaries set forth in Article X shall be the schedule which shall remain in force for the period of this Compensation Plan. All employees of the food service department must submit their payroll sheet to the Crew Manager for verification and submission to the payroll department.

All paychecks, and/or information regarding salary, shall be enclosed in individual envelopes. Direct deposit of paychecks shall be required for all employees.

VIII. **EMPLOYEE BENEFITS**

The employee benefits to be provided for under this Compensation Plan are accurately reflected in Appendix "A" and Appendix "B" attached to and made part of this Compensation Plan.

IX. **WORK PROCESS**

No request for personal, vacation or days off will be made for the full week before Christmas, the first week of school, last full week of the school year, unless there is a medical emergency, medical condition, or verified emergency. Violation of this rule will be subject to immediate disciplinary action.

X. **EMPLOYEE CLASSIFICATIONS**

	2019-2020	2020-2021	2021-2022
Pay Rate:			
Base Rate of Pay			
Crew Manager	\$23.19	\$23.77	\$24.36
Cook – (Elem & MS)	\$20.22	\$20.73	\$21.25
Cook (HS)	\$19.07	\$19.55	\$20.04
General Kitchen Help*	\$17.77	\$18.21	\$18.67

*The rate above shall be applicable to General Kitchen Help employee who were employed by the District prior to the ratification of this plan. For newly hired employees under the category of General Kitchen Help, the starting rate shall be \$12.00 per hour effective at the execution of this plan and applicable to hires after execution. The starting rate in this category shall remain the same for the entirety of the contract. Those individuals hired at \$12.00 per hour shall be eligible for the percentage raise to their rate in subsequent years.

2019-2020	3.0%
2020-2021	2.5%
2021-2022	2.5%

Pay rates will be retroactive to July 1, 2019.

XI. **PERFORMANCE & DISCIPLINE**

a. Evaluation Procedure

Performance evaluations shall be conducted by the Food Service Coordinator in conjunction with the Crew Chief Manager.

b. Complaint Procedure – Non-Contract/Meet and Discuss Related Issues

1. Purpose

The purpose of this procedure is to discuss, voice, explain any differences that should arise between employees, group of employees or an employee

and supervisor. This procedure ensures that a prompt efficient method so that the issue may be addressed and that there shall be resolution to the concern. Any issue that is thought to be in need of discussion should be placed in writing to clarify the issue, time frame of the concern, and the persons involved.

2. Procedure

a) Try to address the concern at the lowest possible level of either employee to employee or employee to your immediate supervisor.

1) Cafeteria: employee, cook at building kitchen, crew manager, K-12 Food Service Coordinator, Director of Fiscal and Operations Management, Superintendent, School Board.

Document all meetings and attempts to resolve the issue during each step that you take in the process. This documentation will assist the next person reviewing the concern so that they may follow what attempts were made to address the issue and who has been involved and why it has not been resolved at that level.

b) A meeting should be held at the first level within 10 days of the infraction or concern.

c) Moving to the next step in the chain of command should happen in a timely manner so that the issue can be addressed. No more than 10 days should pass between each level.

d) An individual employee or a group may address an issue.

e) If the employee or the group has an issue with their immediate supervisor then they should address their issue with the next up on the chain of command.

f) Issues will be discussed and when resolution is met the decision and the conversation will be documented in writing and all members in attendance will receive a copy of the outcome of the meeting.

g) Resolution does not mean that that the issue is settled in favor or any one person over the other but is defined as:

- 1) the concern was discussed,
- 2) was presented to the appropriate persons,
- 3) all parties are aware of the issue,

- 4) adjustments, changes, management parameters discussed
 - 5) issue is clarified
 - 6) issue is resolved and documented.
- corrected.
- h) A person or group may return with the same issue if not

APPENDIX "A"

FULL TIME EMPLOYEE BENEFITS - FIVE (5) HOURS PER DAY OR MORE

Temporary Assignment

Any full-time or part-time employee who is temporarily assigned by the Administration to substitute for another employee and perform the duties of a higher rated job classification shall be paid the higher rate of pay for the duration of the assignment.

Healthcare Benefits

1. The monthly healthcare premium contributions by Food Service Employees for the 2019-2020 school year shall be as follows:

Single Coverage	\$90.00
Two Person Coverage	\$160.00
Family Coverage	\$200.00

2. For the 2020-2021 and 2021-2022 school years, any and all healthcare changes agreed to by the Saucon Valley Education Association shall be effective for this group. Healthcare shall include, but not be limited to premium contributions to healthcare and prescription drug plans and co-pay, plan designs and co-pays, deductibles, in-network and out of network coverages, vision and dental premiums, co-pays, etc.

3. The following co-pays shall become effective as noted above:

	<u>2019-2020</u>
PCP	\$20.00
Specialist	\$40.00
Urgent Care	\$50.00
Emergency Room	\$75.00

Deductible Requirements

Contract Year	Single	Two Person	Family
2019-2020	\$500	\$700	\$700

Prescription Drug Plan and Contributions

	<u>2019-2020</u>
<i>Retail Prescription</i>	Generic \$10.00 Brand \$25.00 Brand Non-Formulary \$50.00
<i>Mail Order Prescription</i>	Generic \$20.00 Brand \$50.00 Brand Non-Formulary \$100.00

Restricted Generic Substitution: If a generic is available and the member wants a brand, the member will pay the brand (either preferred or non-preferred) co-pay plus the difference in the cost between generic and brand. However, if the member's doctor writes the script for "dispense as written" (DAW) then the patient only pays the preferred or non-preferred brand co-pay.

4. Excise Tax language.

During the term of this Plan, or at any time after its expiration date until such time as a new Plan is implemented, should the premium for any medical plan (in combination with the prescription plan and any Board-provided flexible spending accounts) offered pursuant to the Plan exceed the threshold amounts as stated in the Patient Protection and Affordable Care Act (or any applicable federal or state legislation enacted hereinafter) so as to subject the medical plan or plans to excise taxes, taxes, or penalties as the result of the combined plans exceeding the thresholds, the issue will be addressed as follows:

a. The District shall notify the Food Service Employees that the health benefit plan or plans that are offered pursuant to the Plan will be subject or will likely be subject to the above-referenced tax or fee;

b. Employees who are enrolled in a health benefit plan or plans that are offered pursuant to this Plan that will be subject to the above-referenced tax or fee will be entitled to receive the richest plan offered by the District that would not be subject to the tax or the fee. Existing Employee premium share shall apply on the same basis as the premium share defined for those plans currently in place covered by this Plan.

c. If all of the health benefit plans offered by the District would be subject to the tax or the fee, the District shall notify the Food Service Employees that the health benefit plan or plans that are offered pursuant to this Plan will be subject to the above-referenced tax or fee and what it intends to do to eliminate the tax or fee;

d. The Food Service Employees will have up to 30 calendar days from the date of such notice to meet and discuss with the Board on addressing the issue of health benefit plan design changes or increased premium share;

e. If the Board elects to adopt any of the suggestions made by the Food Service Employees during this 30 day time period, that adoption shall become part of the Plan and will supersede any inconsistent provisions.

f. If the Board does not adopt any of the Food Service Employees' suggestions within the 30 calendar day period referenced in subsection d., all Employees enrolled in the health benefit plan or plans subject to the tax or fee shall no longer be entitled to remain in the health benefit plan or plans that are subject to the tax or fee and would be entitled to receive the richest plan offered by the exchange/marketplace that would not be subject to the tax or fee. Notwithstanding the foregoing, existing Employee premium share shall apply on the same basis as the least rich eliminated health benefit plan.

5. Spousal Coordination of Benefits

For the 2019-2020 school year, Employees hired prior to July 1, 2015 shall be able to maintain their spouse on school district health insurance/benefits (healthcare, prescription drug, dental, vision, etc.) regardless of whether their spouse's employer provides healthcare coverage. Spousal coverage shall be extended to an employee's spouse only in the event the employee's spouse's employer does not provide healthcare insurance. Nothing under this paragraph modifies the Spousal Coordination of Benefits provision already in place for Employees hired after July 1, 2015, which makes spouses ineligible for healthcare insurance/benefits if the spouse's employer provides such benefits.

-Effective for all Employees in the 2020-2021 school year and each subsequent year thereafter, spousal coverage under the District healthcare program shall be extended to an employee's spouse only in the event the Employee's spouse's employer does not provide healthcare insurance.

Dental Insurance

The District shall purchase the Dental Service Plan of Delta Dental of Pennsylvania or another similar provider for each Employee and his/her family. Coverage for spouses shall not be available if a spouse is eligible for dental coverage on his/her employer's plan. Maximum of \$2000.00 per year as per the Professional contract. Food Service Employers plan will be same dental plan as provided to the Saucon Valley Education Association members under their Collective Bargaining Agreement.

The District retains the right to select insurance carriers for other dental insurance programs pursuant to its own policy and/or any mutuality of agreement existing between the District and its Food Service Employees.

Vision

Employees shall be entitled to participate in a vision care plan, if any, provided to the professional employees of the Saucon Valley Education Association under the Collective Bargaining Agreement. This provision is subject to change to the extent such coverage changes under the Collective Bargaining Agreement with the teachers. Spouses of Employees shall only be eligible under this section if vision care is not otherwise provided by their employer.

Life Insurance

Equal to annual salary rounded up to the nearest thousand, but not less than \$10,000.00.

Income Protection

The Saucon Valley School District shall provide for each full-time employee an integrated income protection plan. This benefit shall provide for an income of sixty six and two-thirds percent (66-2/3%) of the then current monthly income of said employee (up to a maximum of \$750.00), and shall be integrated with any disability retirement or social security benefits the staff is receiving so that the Plan's obligation is reduced by the level of such benefits and for health benefits (as defined elsewhere in this Plan), each for a period of one year in the instance of a disabling illness or for a period of four years in the instance of a work related accidental disabling injury. Benefits to begin at the end of the 30th consecutive day of sickness, or at the exhaustion of sick leave, whichever shall later occur.

If a full-time employee is off work due to injury on the job, medical insurance premiums will be paid by the District for a period of six (6) months after the expiration of sick leave. During this six (6) month period an employee does not earn vacation, sick leave, personal day, or holidays with pay. Medical insurance is identified as Health Insurance, and Prescription Drug Plan. The benefit noted herein shall count to any benefit(s) owed to an employee under the Income Protection section of this Contract. All employees who participate in this benefit shall be required to make his/her employee contribution toward healthcare.

Retirement Benefits

For full-time employees who have been employed in the school district for at least ten (10) years, unused accumulated sick leave will be recompensed at the rate of thirty dollars (\$30.00) per day accumulated, upon retirement from employment within

the Saucon Valley School District. Such payment shall be made into an employee's 403(b) account.

The provision below shall be grandfathered for all employees employed on the date this Plan is ratified. Effective upon ratification of this Plan, the retirement healthcare provision below shall be discontinued for any and all new hires into the Food Service group following the date this Agreement is ratified.

A retiring full-time employee who has worked a minimum of twenty (20) years of full time service for the District at retirement, the Employer will pay for individual medical insurance for the Employee only, not to include dental, vision or life insurance coverage, until the age of 65 or a maximum of six (6) years following the date of retirement, whichever is sooner. If this age requirement is declared to be in violation of ADEA by any court of competent jurisdiction, the parties agree that the age requirement shall become null and void and shall immediately be replaced by the phrase "for six (6) years following the date of retirement". Payment to be made by the District for the term of this obligation shall be limited to the monthly premium rates in effect for the year in which the employee elects to retire. In addition, eligible Employees shall be obligated to pay a co-payment of \$100 per month. This payment shall be to the Business office on or before the 10th of the month preceding the month that the premium is due. Notice of any premium increase will be provided to the retired Employee at this/her last known address indicated in the Districts records, as furnished by the retiring Employee. Failure of the retired Employee to pay additional amounts due will result in immediate and permanent termination of health insurance coverage. If an Employee is not eligible for this benefit, he/she may purchase the individual medical coverage only if he/she is eligible for full retirement without penalty (superannuation.)

Retirees shall receive the same plan as active Employees.

Family and Medical Leave Act of 1993 (FMLA)

Family and Medical Leave shall be granted in accordance with Board Policy and the Federal Family and Medical Leave Act. FMLA will run concurrently with all leaves. The District utilizes a rolling year methodology for purposes of leave eligibility.

Sick Leave

a. Personal Illness Absence

1) In any school year, whenever a ten (10) month employee is prevented by illness or accidental injury from following his or her occupation, the School District shall pay to said employee for each day of absence the full salary to which the employee may be entitled as if said employee were actually engaged in the performance of duty for a period of ten (10) days. The same provisions as above are available for illness in the immediate family and are charged to sick leave, however, an

employee may only use up to ten (10) sick days per year for leave under this provision for immediate family members, which shall be defined in this section as Parent, Spouse or Child.

2) Such leave shall be cumulative from year to year and the total number of days accumulated may be used in any year.

3) The Administration reserves the right to require the employee to furnish a certificate from a physician or other practitioner certifying that said employee was unable to perform his or her duties during the period of absence for which compensation is required to be paid under this policy.

Death in Immediate Family

Absence for death in the immediate family is allowable for a maximum of four (4) days. The first three (3) of those days must be consecutive and shall start on the date that immediately follows the death in question.

The fourth day available may reserved for a date in which memorial services and/or observations are to take place involving the deceased immediate family member. In the event the employee requests to take the fourth day non-consecutively with the first three, the Administration reserves the right to request information from the employee demonstrating why the fourth date needs to be taken at a different time.

In extraordinary circumstances in which travel or some other unusual event has or will occur regarding the observance/memorial services, the Administration, at its discretion, may allow the third and fourth days to be taken at a different time from the first two days of bereavement leave.

On the date of death, an employee may use a sick or personal day if they have one available, and the death occurred before the start of the work day. In the event the death occurs on a non-work day, this provision shall not be applicable. Days used for death in family shall be compensated at full salary.

Immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, grandchild or near relative, who resides in the same household, or any person with whom the employee has made his home.

One day of absence to attend the funeral of a near relative shall be compensated at full salary. Near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, brother-in-law or sister-in-law.

Paid Holidays - Seven (7)

Good Friday, Memorial Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day and Presidents Day. If school is in session on any

of the paid holidays and such employees are required to work on those days, an equal day shall be given as compensatory time off as arranged with and approved by their supervisor.

Personal Days

Three (3) personal days per year. Such personal days may not be used in succession; however, one personal day may be taken on the day before or after a holiday with two weeks' notice and approval by the Food Service Coordinator. Written request must be made to the immediate supervisor at least three (3) calendar days prior to such "Personal Day" except in case of emergency. The employee shall inform the supervisor regarding the reason for the emergency as soon as possible of the absence and the reason for such absence. The Food Service Coordinator will grant the Personal Day requested by the employee, except where the granting of such request will have a disruptive effect on the food service program for that day. At the end of the school year, if unused, personal day(s) shall accumulate as sick leave.

Inclement Weather

If school is cancelled because of inclement weather, the full-time food service employees will be paid for the regular hours that would have been worked, for example, if a regular work day is five (5) hours, the employee will receive five (5) hours pay to a maximum of four (4) days.

Exhaustion of Accumulated Paid Leave Time

When an employee's accumulated paid leave time (sick, personal, as applicable) has been exhausted, the employee shall provide the District with a written note explaining the reason any additional unpaid time off is being requested. Additional time off, unpaid, shall be at the discretion of the District. Disciplinary action will occur in the event an employee takes additional time off without providing a written explanation.

APPENDIX "B"

PART TIME EMPLOYEE BENEFITS **(EMPLOYEES WORKING LESS THAN THIRTY (30) HOURS PER WEEK)**

Temporary Assignment

Any part-time employee who is temporarily assigned by the Administration to substitute for another employee and perform the duties of a higher rated job classification shall be paid the higher rate of pay for the duration of the assignment.

Employees who have been employed with the District for ten (10) years will receive \$20.00 a day for unused sick days at retirement for the duration of the Plan. Such payment shall be made into an employee's 403(b) account.

Sick Leave

Five (5) days per year (cumulative). Use of four (4) or more consecutive days of sick leave will automatically require a certificate from a physician stating:

- a. that the employee on sick leave has been examined;
- b. the nature of the illness or injury;
- c. that the employee is/was unfit to work;
- d. the probable date on which the employee may return to work.

An employee may use up to five (5) days per year for leave under this provision for immediate family members, which shall be defined in this section as Parent, Spouse or Child.

Paid Holidays

Two (2) - Thanksgiving Holiday and Christmas Day. If school is in session on any of the paid holidays and such employees are required to work on those days, an equal day shall be given as compensatory time off as arranged with and approved by their supervisor.

Death in Immediate Family

Absence for death in the immediate family is allowable for maximum of four (4) days. The first three (3) of those days must be consecutive and shall start on the date that immediately follows the death in question.

The fourth day available may be reserved for a date in which memorial services and/or observations are to take place involving the deceased immediate family

member. In the event the employee requests to take the fourth day non-consecutively with the first three, the Administration reserves the right to request information from the employee demonstrating why the fourth date needs to be taken at a different time.

In extraordinary circumstances in which travel or some other unusual event has or will occur regarding the observance/memorial services, the Administration, at its discretion, may allow the third and fourth days to be taken at a different time from the first two days of bereavement leave.

On the date of death, an employee may use a sick or personal day if they have one available, and the death occurred before the start of the work day. In the event the death occurs on a non-work day, this provision shall not be applicable.

Immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, grandchild or near relative, who resides in the same household, or any person with whom the employee has made his home.

One day of absence to attend the funeral of a near relative shall be compensated at full salary. Near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, brother-in-law or sister-in-law.

Personal Day

Three (3) personal days per year. Such personal days may not be used in succession; however, one personal day may be taken on the day before or after a holiday with two weeks notice and approval by the Food Service Coordinator. Written request must be made to the immediate supervisor at least three (3) calendar days prior to such "Personal Day" except in case of emergency. The Food Service Coordinator will grant the Personal Day requested by the employee, except where the granting of such request will have a disruptive effect on the food service program for that day. At the end of the school year, if unused, personal day(s) shall accumulate as sick leave.

Inclement Weather

If school is cancelled because of inclement weather, the part-time food service employees will be paid for the regular hours that would have been worked, for example, if a regular work day is three (3) hours, the employee will receive three (3) hours pay to a maximum of four (4) days.

Food Service Personnel

All hours for food service personnel will be determined by the administration by position. Any position that is reviewed and whose hours are adjusted those employees will be contacted and the change communicated to them prior to the start of the school year. Mid year adjustment may be made by the administration.

Exhaustion of Accumulated Paid Leave Time

When an employee's accumulated paid leave time (sick, personal, as applicable) has been exhausted, the employee shall provide the District with a written note explaining the reason any additional unpaid time off is being requested. Additional time off, unpaid, shall be at the discretion of the District. Disciplinary action will occur in the event an employee takes additional time off without providing a written explanation.



Saucon Valley High School

2100 Polk Valley Road
Hellertown, PA 18055

Phone: 610-838-7001
Fax: 610-838-5594

To: Dr. Craig Butler
From: Tamara Gary
Re: Robotics Club
Date: November 5, 2019

Background: Last year the students in the Middle School had the opportunity to be part of an after school Robotics Club that built robots and took part in competitions. The group of students met after school with a volunteer advisor and took part in competitions, doing quite well. Many of the students are now in 9th grade.

Recommendation: The parents and students have requested continuing the robotics program to the high school. We have enlisted a volunteer advisor, Mr. Robert Svitilla, to lead the after school program. Funding will be provided by outside fundraising, building budget, and donations. The group will meet afterschool and will compete in competitions representing the school.

Tamara Gary
Principal

Amy Braxmeier
Assistant Principal

The Saucon Valley School District, an equal opportunity employer, will not discriminate in employment, educational programs or activities, based on race, sex, handicap, or because a person is a disabled veteran. This policy of nondiscrimination extends to all other classifications as may be required by law. Publication of this policy is in accordance with State and Federal laws including the Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and Title VI and VII of the Civil Rights Act of 1964. We further affirm that all curriculum offerings and student enrollment practices will be handled without discrimination based on sex, race, religion, national origin, or non-job related handicaps or disabilities.

SAUCON VALLEY SCHOOL DISTRICT
Office of the Superintendent
Conference/Travel Breakdown
November 22, 2019

Name	Date	Conference/ Travel Title - Location	Rationale	Estimated Cost Breakdown		Number Attended this Year	Total Costs to Date	Previously Attended this Conference If so, Cost	
Travel/Conference								Yes	No
Tamara Gary High School Principal	December 8 th – 10 th , 2019	Bridging the Skills Gap – A Pathway to Employability Hershey, PA	Major theme focuses on cross- sector collaboration and its ability to strengthen partnerships between education and business to advance career pathways. Topics include workforce and classroom connections, cross- sector collaboration and employability skills. Two purposes for attendance – developing the relationships with businesses is a critical component of the Industry Based Learning Indicator that we are scored on in the Future PA Ready Index and also, our business partner, Victaulic, will be presenting and discussing our partnership. Ms. Gary will also be attending “Building Strong Career Pathways for Our Students” on Sunday.	Registration Lodging Mileage Total	\$250.00 \$308.58 \$98.60 \$657.18	-0-	-\$0-	December 9 th – 11 th , 2018 \$645.08	

AGREEMENT BETWEEN SCHOOL AND SERVICE PROVIDER
FOR THIRD PARTY PROCUREMENT SPECIALIST SERVICES

SAUCON VALLEY SCHOOL DISTRICT

This contract ("Contract") is entered into by and between SAUCON VALLEY SCHOOL DISTRICT, a K-12 School District in the Commonwealth of Pennsylvania (hereinafter "School") and CLEARVU SCHOOL SERVICES, LCC., a Procurement Specialist corporation (hereinafter known as "Service Provider").

WITNESSETH

WHEREAS, the School desires to enter into an agreement for Third Party Procurement Specialist Services pursuant to the Le-Nor-Co Purchasing Cooperative Request for Proposals for Third Party Procurement Specialist Services for procurement of school food service commercial and commodity foods and supplies for the Le-Nor-Co Purchasing Cooperative, pursuant to the Le-Nor-Co Purchasing Cooperative's Request for Proposals (the "RFP").

WHEREAS, the School and Service Provider agree that it shall be the primary obligation of the Service Provider to operate its affairs so that the School will be assured of Service Provider's continuous and reliable service.

NOW, THEREFORE, in consideration of the mutual promises herein contained and intending to be legally bound hereby, the parties hereto agree as follows:

1. Term and Renewal: The contract will commence January 1, 2020 through December 31, 2020, subject to the termination provisions set forth in the Contract. The continuation of this Contract is contingent upon satisfactory performance by the Service Provider. If the performance of the service is not acceptable, this Contract may be terminated by the School at no additional cost to the School. The School shall be the sole determiner of the quality of service and whether it is satisfactory. The School reserves the right, in its sole and absolute discretion, to renew the Contract for two (2) additional renewal terms of one (1) year each (running January 1st through December 31st). Renewals will be effective through notice delivered to the Service Provider thirty (30) days prior to the end of the then current term.

2. Description of Services and Compensation:

A. Service Provider agrees to and shall furnish the contracted food procurement specialist services in accordance with this Contract as outlined in Appendix A.

B. Service Provider shall be compensated for services as follows: Participating school entities with annual "NSLP Total Meals Served" of fifty-thousand meals and less will be charged a one-time fixed fee of six hundred dollars,

(\$600). Participating entities with annual "NSLP Total Meals Served" of fifty-thousand and above will be charged a one-time fixed fee of eight hundred dollars, (\$800). Total meals served will be determined as currently displayed in column "V" of the State's report for the previous Fiscal Year entitled, "Year to Date & Monthly Eligibility Report". This report is usually published in the early fall and will be used to assess the fixed fee for the upcoming calendar year.

3. Payment of Services: Participating members will be invoiced once per calendar year during the month of July. All invoices must be submitted in accordance with the School's instructions and must contain any or all information requested by the School.

4. Insurance: Prior to the commencement of the services to be performed and throughout the entire term of this Contract, Service Provider shall maintain insurance of the type and in the amounts set forth below:

A. The Service Provider shall purchase and maintain during the life of the contract to be entered into Professional liability insurance coverage with minimum limits of \$1,000,000.

B. The Service Provider shall not commence work under this contract until he has obtained all insurance required under these specifications, which Certificates shall set forth such insurance has been approved by the School. Proof of insurance must be provided via currently dated and signed Accord Certificates of Insurance with the Le-Nor-Co Purchasing Cooperative and each participating member in the Le-Nor-Co Purchasing Cooperative listed as an additional insured and the Certificate Holder and with the Certificate to include a 30-day provision for notice of cancellation. Insurance companies providing Insurance coverage must be rated A- or better by A.M. Best Co.

D. The Service Provider shall purchase and maintain during the life of the contract to be entered into Public Liability and property Damage Insurance as shall protect him while performing work covered by this contract from claims for damages for personal injury, including accidental death, as well as from claims for property damages, which may arise from operations under the contract to be entered into, whether such operations be by himself or by anyone directly or indirectly employed by either of them and the amount of such insurance shall be as follows:

E. The Service Provider shall carry Commercial General Liability Insurance in an amount that is not less than \$1,000,000 for any and all bodily and personal injuries, including accidental death, to any one person, and subject to the same limit for each person in amount not less than \$2,000,000 on account of one accident. Property Damage Insurance shall be in an amount of not less than \$1,000,000 and may be included in a combined limit with personal injuries described above. Policies of

insurance shall not exclude or limit coverage for the hazards of explosion, collapse, underground and mobile equipment, nor shall they exclude claims or limit resulting from physical and mental abuse and/or molestation and independent Service Providers. Each participating member of the Le-Nor-Co Purchasing Cooperative must be named as an additional insured by endorsement.

F. Motor Vehicle Insurance shall be in an amount of not less than \$1,000,000 for Public Liability and \$1,000,000 for Property Damage. Commercial Automobile Insurance is required that provides coverage for all vehicles including those vehicles that are owned, not owned and hired. Policies of insurance shall not exclude loading and unloading nor shall they exclude coverage for the operation of mobile equipment and mechanical devices that are attached to vehicles.

G. With respect to any of the insurance policies provided by the Service Provider pursuant to the Contract which are "claims made" policies, in the event at any time any such policies are cancelled or not renewed, the Service Provider shall provide a substitute insurance policy(ies) with terms and conditions and in amounts which comply with the terms of the Contract and which provides for retroactive coverage to the date of cancellation or non-renewal to fill any gaps in coverage which may exist due to the cancellation or non-renewal of the prior "claims made" policy(ies). With respect to all "claims made" policies, which are renewed, the Service Provider shall provide coverage retroactive to the date of commencement of work under the Contract. All said substitute or renewed "claims made" policies shall be maintained in full force and effect for three (3) years from the date of final completion of the Contract.

5. Assignment and Subcontracting: The Service Provider shall not sublet, sell, transfer, assign, or otherwise dispose of the Contract, or any portion thereof, or of his right, title, or interest therein without the prior written consent of the School which consent may be withheld at the School's sole discretion. No subcontract shall be made with any other party for furnishing any of the services to be provided in accordance with this Contract without the prior written consent of the School, which consent may be withheld at the School's sole discretion.

6. Independent Contractor: Service Provider understands that in performing this Contract, Service Provider is acting in the capacity of an independent contractor, and the Service Provider shall not be an agent, servant, partner nor employee of the School. Service Provider shall be solely responsible to pay its own federal, state and local income taxes for its employees, salaries, social security payments, and any and all other payments incurred by Service Provider in the performance of this Contract, as well as perform all necessary legal requirements pertaining to employment. None of the benefits provided by the School to its employees, including, but not limited to, disability insurance, medical insurance, and unemployment insurance are available from the School to Service Provider and/or any of Service Provider's agents, servants, or employees. Service Provider has no authority to assume or create any obligations or

responsibility, express or implied, on behalf of or in the name of the School, or to bind the School in any way whatsoever.

Service Provider hereby agrees that the services to be performed under this Contract will be performed entirely at Service Provider's risk, and Service Provider assumes all responsibility for the subject matter of this Contract. For the avoidance of doubt, the preceding sentence is not intended to make Service Provider responsible for the acts of vendors supplying school food service commercial and commodity foods and supplies to the Le-Nor-Co Purchasing Cooperative or its participating members pursuant to separate contracts entered into between the food service vendor and the Le-Nor-Co Purchasing Cooperative or its participating members. Service Provider shall be solely responsible for its acts during the performance of the services set forth in this Contract.

Service Provider hereby agrees that in the performance of the services required under this Contract, Service Provider has full and sole responsibility for compliance with all federal, state and local laws, regulations and ordinances.

7. Indemnification: To the fullest extent permitted by law, the Service Provider shall indemnify and hold harmless the School, its directors, officers, agents, and employees, from and against all claims, damages, losses, and expenses, including without limitation attorney's fees and legal costs, arising out of or resulting from the Service Provider's performance of the Contract, including, without limitation claims, damages, losses or expenses attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of property, including loss of use resulting therefrom, caused in whole or in part by acts or omissions or negligence of the Service Provider, a subcontractor, anyone directly or indirectly employed by them or for anyone for whose acts they may be liable. For the avoidance of doubt, the preceding sentence is not intended to make Service Provider responsible for the acts of vendors supplying school food service commercial and commodity foods and supplies to the Le-Nor-Co Purchasing Cooperative or its participating members pursuant to separate contracts entered into between the food service vendor and the Le-Nor-Co Purchasing Cooperative or its participating members.

Service Provider further agrees to indemnify, defend and hold harmless Le-Nor-Co Purchasing Cooperative, its participating members, its and their respective successors, assigns, employees and agents from and against any and all claims, costs, expenses, damages, and; liabilities, including reasonable attorney's fees, arising out of (1) the negligent acts or willful misconduct of the Service Provider and/or its officers, directors, employees, agents, or subcontractors; (2) any breach of the terms of the Contract by the Service Provider; (3) any violation of applicable local, state and/or Federal law, regulation, ordinance or requirement; or (4) any breach of any representation or warranty' by the Service Provider under the Contract. The Service Provider agrees to notify Le-Nor-Co Purchasing Cooperative (or applicable participating members) by

certified mail, return receipt requested, immediately upon knowledge of any claim, suit, action, or proceeding for which Le-Nor-Co Purchasing Cooperative (or its participating members) may be entitled to indemnification under this Contract.

Service Provider further represents and warrants that it is in compliance in all material respects with all currently applicable laws respecting employment, employment taxes, employee benefits, discrimination in employment, terms and conditions of employment, worker classification (including the proper classification of workers as independent contractors and consultants), wages, hours and occupational safety and health and employment practices, including the Immigration Reform and Control Act and Affordable Care Act, and is not engaged in any unfair labor practice. Service Provider shall be solely responsible, at Service Provider's sole cost and expense, for compliance with all currently applicable laws respecting employment, employment taxes, employee benefits, discrimination in employment, terms and conditions of employment, worker classification (including the proper classification of workers as independent contractors and consultants), wages, hours and occupational safety and health and employment practices, including the Immigration Reform and Control Act and Affordable Care Act. Service Provider further agrees to indemnify, save and hold the School, and its directors, officers, agents, and employees harmless from and against any and all claims brought by the agents, workers, servants, employees, or independent contractors of Service Provider for any violation or alleged violation of laws respecting employment, employment taxes, employee benefits, discrimination in employment, terms and conditions of employment, worker classification (including the proper classification of workers as independent contractors and consultants), wages, hours and occupational safety and health and employment practices, including the Immigration Reform and Control Act and the Affordable Care Act, and unfair labor practices.

The indemnification obligations under this paragraph shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Service Provider or a subcontractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts. Further, nothing in this indemnification provision is intended to waive or extinguish the immunity protections of the School, its agents or employees as set forth in the Pennsylvania's Political Subdivision Torts Claims Act. Service Provider's indemnity obligations shall be in addition to any insurance requirements under the Contract and any other indemnity obligations under the Contract, and shall survive the expiration or earlier termination of the Contract.

8. Release: Service Provider hereby releases the School, its directors, officers, agents, workers, servants and employees from any and all matter of liability whatsoever, whether it be in law or in equity, as to any kind and all kinds of damages, which shall include, but not be limited to, personal injury and damage to personal property, resulting to the Service Provider, its agents, servants, or employees in the performance of the services described in the Contract Documents.

9. Termination Provisions:

A. Right to Terminate for Breach — Each party shall have, in addition to all other rights and remedies available to it under the Contract, at law or in equity, the right to terminate the Contract upon written notice to the other party that the other party has committed a material breach of any of its obligations herein and such material breach shall not have been cured or corrected within twenty (20) calendar days following written notice of the same.

B. Right to Terminate for Convenience — School shall have the right to terminate the Contract for any reason upon ninety (90) calendar days' advance written notice to the Service Provider. In case of such termination, where Service Provider is without fault, Service Provider shall be entitled to receive payment from the School for all work satisfactorily performed prior to termination.

10. Personnel: Service Provider shall provide sufficient organization, personnel, and management to carry out the requirements of the Contract. The School reserves the right to request removal or change of any of the Service Provider's personnel providing unsatisfactory set-vices under the contract. The Service Provider shall use reasonable efforts to replace such personnel as soon as reasonably possible with a person which the School deems acceptable. In the event the Service Provider and School are unable to agree on the replacement personnel, the School shall have the right to terminate the Contract (in whole or in part) upon thirty (30) days written notice to the Service Provider. Should the Contract be terminated under such circumstances, the School shall be absolved of all penalties and financial assessments related to cancellation of the Contract.

11. Non-Discrimination: The Pennsylvania Human Relations Act, Act 222 of October 27, 1955, P.L. 744, 43 P.S. 5951 etseq., prohibits discrimination on the basis of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, by employers, employment agencies, labor organizations, contractors, and others. Service Provider does hereby agree to comply with the provisions of this Act, as amended, which are hereby made part of the Contract. Service Provider's attention is directed to the language of the Commonwealth Non-Discrimination Clause as set forth in 16 Pa. Code 5349.101.

12. Criminal Background Checks: Pursuant to 5 1-111 of the Pennsylvania Public School Code of 1949, 24 P.S. Section 1-111, as the same has been and may be amended from time to time, if requested by the School and prior to commencing work under the Contract, Service Provider shall submit for any employee or independent contractor who would be working on a school site, pursuant to work contemplated in the Contract, (a) a report of criminal history record information from the Pennsylvania State Police or a statement from the Pennsylvania State Police that the State Police

central repository contains no such information relating to that person, (b) a report of federal criminal history record information from the Federal Bureau of Investigation, and (c) a written report from each employee or independent contractor, on the Pennsylvania Department of Education's standardized form, reporting any arrest or conviction for an enumerated offense. Service Provider shall produce the original documentation for each prospective employee or independent contractor of such Service Provider prior to employment. Service Provider shall not allow any prospective employee or independent contractor on the school's site prior to providing the School with the above-referenced criminal history record information for said prospective employee or independent contractor. As required pursuant to 5 1-111, Service Provider shall cause its employees and independent contractors to provide written notice of any subsequent arrests or convictions for an enumerated offense with 72 hours after an arrest or conviction. Service Provider shall comply with 5 1-111, and any and all amendments thereto at Service Provider's sole cost and expense.

13. Child Protective Services: Prior to commencing the work under the Contract, Service Provider shall submit for any employee or independent contractor who would be working on a school site(s), pursuant to any work contemplated in the Contract, an official clearance statement obtained from the Pennsylvania Department of Public Welfare, pursuant to Act 151 of December 16, 1994 (P.L. 1292), Subchapter C.2. of the Child Protective Services Act, as the same has been or may be amended from time to time. Service Provider shall not allow any employees, prospective employees, or independent contractors on the job site prior to providing the school with the above-referenced clearance statement for the employees, prospective employees, or independent contractors. Service Provider shall comply with all amendments to this Act at Service Provider's sole cost and expense. Service Provider shall provide its employees with mandatory child abuse recognition and reporting training per Act 126 of 2012.

14. Waiver of Consequential Damages: Service Provider waives claims against the School, Le-Nor-Co Purchasing Cooperative and its participating members for consequential damages arising out of or relating to the Contract, including, but not limited to, damages incurred by the Service Provider for principal office expenses including the compensation of personnel stationed there, for losses of financing, business and reputation, and for loss of profit except anticipated profit arising directly from the services provided to the School.

15. Taxes: Service Provider is responsible for sales taxes and any other applicable taxes related to the services provided under the Contract.

16. Compliance with Laws: Service Provider shall comply with all applicable federal, state, and local statutes, regulations, ordinances, codes, and standards, including industry standards. The failure to specifically reference or include said matters in the contract documents does not excuse Service Provider from compliance with same.

17. Entire Agreement, Caption, Counterparts and Modifications: This Contract, together with the documents incorporated by reference in Section 18 of this Contract, contains the entire agreement between the parties hereto with respect to the transactions contemplated hereby, and supersedes all previous written or oral negotiations, commitments, agreements and writings. The captions in this Contract are for the convenience of reference only, and do not form a part hereof, and do not in any way modify, interpret or construe the intention of the parties. This Contract may be executed in any number of counterparts. Each counterpart shall be deemed to be an original instrument, and all such counterparts together shall constitute but one instrument. Delivery of a copy of this Contract bearing an original signature by facsimile transmission (whether directly from one facsimile device to another by means of a dial-up connection or whether mediated by the worldwide web), by electronic mail in "portable document format" (".pdf") form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, will have the same effect as physical delivery of the paper document bearing the original signature. For the purposes of this Section 17 "original signature" means or refers to a signature that has not been mechanically or electronically reproduced. This Contract may only be modified in writing and signed by all of the parties.

18. Governing Law, Jurisdiction and Venue: This Contract shall be construed and interpreted and its validity shall be determined in accordance with the laws of the Commonwealth of Pennsylvania, without regard to conflicts of law principles. Jurisdiction and venue for any disputes arising in connection with this Contract shall lie solely with the Court of Common Pleas of Northampton County, Pennsylvania. All parties hereto hereby submit themselves to the exclusive jurisdiction and agree to accept service of any court process, order, or other document by certified mail in lieu of personal service. Pending resolution of any claim and/or dispute, unless otherwise agreed in writing, Service Provider shall proceed diligently with performance of the Contract so as to avoid delay in the provision of services.

19. Notices: Any notice required to be given hereunder shall be given in writing, and shall be served in person, or deposited in the form of a written notice in the United States mail and sent by registered or certified mail with postage charges prepaid, or sent by national overnight delivery service, including, but not limited to, Federal Express or through an electronic delivery system, such as telex or fax, properly addressed and directed to the party to receive the same, at the following addresses or such other address as may hereafter be substituted therefore by notice in writing thereof:

If, to the School:

Saucon Valley School District
2097 Polk Valley Road
Hellertown, PA 18055
Attn: David J. Bonenberger

With a copy to:

Fox Rothschild LLP
10 Sentry Parkway, Suite 200
P.O. Box 3001
Blue Bell, PA 19422-3001
Attn: Mark Fitzgerald

If to the Service Provider:

ClearVu School Services, LLC.
8233 Fox Hunt Lane
Frederick, Maryland 21702
Tel. (240) 285-0105
Attention: Cliff Meyers

Notice shall be deemed given on the earlier of the date of receipt or the second business day after having been mailed in accordance with this Section.

20. Invalidity: The invalidity of any one or more of the words, phrases, sentences, Sections, or subsections contained in this Contract shall not affect the enforceability of the remaining portions of this Contract or any part thereof, all of which are inserted conditionally on their being valid in law. In the event that any one or more of the works, phrases, sentences, sections, or subsections are found to invalid or unenforceable, this Contract shall be read as is if such offending provisions had not been inserted, and is such invalidity shall be caused by the length of any period of time set forth in any part hereof, such period of time shall be considered to be reduced or increased, as necessary, to a period which would cure such invalidity. Should any local, state, or federal regulatory authority having jurisdiction enter a valid and enforceable order upon the School which has the effect of changing or superseding any term or condition of the Contract, such order shall be complied with, but only so long as such order remains in effect and only to the extent actually necessary under the law. In such event, this Contract shall remain in effect, unless the effect of the order is to deprive the School of a material part of its Contract with the Service Provider. In the event the

order results in depriving the School of services under this Contract or raising its costs for services beyond that defined in this Contract, the School shall have the right to rescind all or part of the Contract (if such a rescission is practical) or to terminate the Contract (in whole or in part) upon thirty (30) days written notice to the Service Provider. Should the Contract be terminated under such circumstances, the School shall be absolved of all penalties and financial assessments related to cancellation of the Contract.

21. Binding Effect: This Contract shall be binding upon and inure to the benefit of the parties hereto and their respective successors and permitted assigns.

22. Waiver: The waiver by a party of any term, covenant, obligation, or condition herein contained shall not be deemed to be a waiver of any subsequent breach of the same or waiver of any obligation or condition herein contained. No covenant, term, obligation, or condition of this Contract shall be deemed to have been waived by the School, unless such waiver be in a written notice to Service Provider executed by the School.

23. Construction: For purposes of this Contract, the neuter shall include the masculine and the feminine, the masculine shall include the feminine, the feminine shall include the masculine, the singular shall include the plural, and the plural shall include the singular, as the context may require. References to "School District" or "school district" shall also include vocational technical schools.

24. Remedies: The rights and remedies of the School contained herein shall not be exclusive and are in addition to any rights and remedies provided under the law or in equity.

25. Vendor Integrity Provisions.

A. Definitions. For purposes of this Section 25, the following definitions shall apply:

1. Confidential information means information that is not public knowledge, or available to the public on request, disclosure of which would give an unfair, unethical, or competitive advantage to another desiring to contract with the Le-Nor-Co Purchasing Cooperative or its participating members.

2. Consent means written permission signed by a duly authorized officer or employee of the Le-Nor-Co Purchasing Cooperative or applicable participating member(s).

3. Vendor means the Service Provider, including its directors, officers, partners, managers, key employees and owners of more than a five percent interest.

4. Financial interest means: a) Ownership of more than a five percent interest in any business; or b) Holding a position as an officer, director, trustee, partner, employee, or the like, or holding any position of management.

5. Gratuity means any payment of more than nominal monetary value in the form of cash, travel, entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits of money, services, employment, or contracts of any kind.

B. Highest Standards of Integrity. The Vendor shall maintain the highest standards of integrity in the performance of this Contract and shall take no action in violation of state or federal laws, regulations, or other requirements that govern contracting with the Le-Nor-Co Purchasing Cooperative or its participating members.

C. Confidential Information. The Vendor shall not disclose to others any confidential information gained by virtue of this Contract.

D. Pecuniary Benefit. The Vendor shall not, in connection with this or any other agreement with the Le-Nor-Co Purchasing Cooperative or its participating members directly, or indirectly, offer, confer, or agree to confer any pecuniary benefit on anyone as consideration for the decision, opinion, recommendation, vote, other exercise of discretion, or violation of a known legal duty by any officer or employee of the Le-Nor-Co Purchasing Cooperative or its participating members.

E. Giving Gratuities. The Vendor shall not, in connection with this or any other agreement with the Le-Nor-Co Purchasing Cooperative or its participating members, directly or indirectly, offer, give, or agree or promise to give to anyone any gratuity for the benefit of or at the direction or request of any officer or employee of the Le-Nor-Co Purchasing Cooperative or its participating members.

F. Accepting Gratuities. Except with the consent of the Le-Nor-Co Purchasing Cooperative and its participating members, neither the Vendor nor anyone in privity with Vendor shall accept or agree to accept from, or give or agree to give to, any person, any gratuity from any person in connection with the performance of work under this Contract, including, without limitation to or from vendors supplying school food service commercial and commodity foods and supplies to

the Le-Nor-Co Purchasing Cooperative or its participating members pursuant to solicitations issued by Vendor, the Le-Nor-Co Purchasing Cooperative or its participating members in conjunction with this Contract.

G. Supplemental Financial Interests. Except with the consent of the Le-Nor-Co Purchasing Cooperative and its participating members, the Vendor shall not have a financial interest in any other vendor, designated partner, or supplier providing services, labor, or material in connection with this Contract, including, without limitation vendors supplying school food service commercial and commodity foods and supplies to the Le-Nor-Co Purchasing Cooperative or its participating members pursuant to solicitations issued by Vendor, the Le-Nor-Co Purchasing Cooperative or its participating members in conjunction with this Contract.

H. Notification of Violations. The Vendor, upon being informed that any violation of these vendor integrity provisions has occurred or may occur, shall immediately notify the Le-Nor-Co Purchasing Cooperative and its participating members in writing.

I. Certification of Non-Violation. The Vendor, by execution of this Contract and by the submission of any bills or invoices for payment pursuant hereto, certifies, and represents that it has not violated any of these vendor integrity provisions.

J. Cooperation with Authorities. The Vendor, upon the inquiry or request of the appropriate state official of any participating member or any of that official's agents or representatives, shall provide, or if appropriate, make promptly available for inspection or copying, any information of any type or form deemed relevant to the Vendor's integrity or responsibility, as those terms are defined by relevant statutes, regulations, or management directives. Such information may include, but shall not be limited to, the Vendor's business records, financial records, documents or files of any type or form which refers to or concerns this Contract. Such information shall be retained by the Vendor for a period of three years beyond the termination of the Contract unless otherwise provided by law.

K. Rights and Remedies in the Event of Violation. For violation of any of the above provisions, the Le-Nor-Co Purchasing Cooperative and its participating members (as applicable) may terminate this and any other agreement with the Vendor, claim liquidated damages in an amount equal to the value of anything received in breach of these provisions, claim damages for all expenses incurred in obtaining another vendor to complete performance hereunder, and debar and suspend the Vendor from doing business with the Le-Nor-Co Purchasing Cooperative and its participating members. These rights and remedies are cumulative, and the use or nonuse of any one shall not preclude the use of all or any other. These rights and remedies are in addition to those the Le-Nor-Co

Purchasing Cooperative and its participating members may have under law, statute, regulation, or otherwise.

26. Le-Nor-Co Purchasing Cooperative Official Representative: Participating members of the Le-Nor-Co Purchasing Cooperative will select one representative to serve as the Official Representative of the cooperative. In this capacity, the official representative will:

- a. Review and approve solicitations, contracts, letters of award, procurement procedures, amendments and other business-related communications developed by the Service Provider prior to the Service Provider issuing them.
- b. Coordinate member requested changes to upcoming solicitation and contract documents. The Service Provider will edit the solicitation accordingly.
- c. ClearVu School Services, LLC will not invoice the member entity during the year of their participation. Only one-member fee will be waived per calendar year.

[signatures on following page]

IN WITNESS WHEREOF, the parties have hereunto set their hand and seal as of the date first above written.

Attest: _____

Name: Susan Baxter

Title: Board President

Attest: _____

Name: David J. Bonenberger

Title: Board Secretary

ClearVu School Services, LLC

Attest: _____

Name: Clifford A. Meyers

Title: President

APPENDIX A

DESCRIPTION OF SERVICES

1. Design and develop a compliant procurement process for food, supplies, materials, equipment, and related services germane to the food service operations of the Le-Nor-Co Purchasing Cooperative's participating members that will meet all Federal, State and local procurement standards and fosters a fair, open, transparent, and competitive procurement environment, including, without limitation, compliance with:
 - a. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly referred to as the Uniform Grant Guidance or "UGG")
 - b. The Pennsylvania Public School Code of 1949
 - c. The Commonwealth Procurement Code
 - d. USDA school food service regulations
 - e. Federal Procurement Standards in 2 CFR Part 200.318-.326
2. Provide bidding services, including, without limitation:
 - a. Execute solicitations that are formal and include: Grocery, Dairy, Bread, Paper. Conduct an Informal procurement for fresh produce. Members will conduct their own micro and informal procurements. Assist members with establishing the correct process for conducting these procurements and will provide forms and guidance as the member requires.
 - b. Develop solicitations of bids using the Interflex system. Draft superior bid specifications and bidding and contract documents. Establish quality standards and specifications. Coordinate legal review with Le-Nor-Co Purchasing Cooperative legal counsel.
 - c. Assist Le-Nor-Co Purchasing Cooperative in announcing and advertising the solicitation of bids.
 - d. Generate interest of bidders in bidding on Le-Nor-Co Purchasing Cooperative bids. Outreach to vendors. Issue requests for information to local vendors to assess local availability.
 - e. Document communications with vendors
 - f. Ensure competitive pricing and full and open competition
 - g. Award to responsible and responsive vendors. Assist Le-Nor-Co Purchasing Cooperative in award of bids and notice to successful bidders.
 - h. Compliance with Buy American Provision if required by law
 - i. Compliance with Federal, State and Local Procurement Policies and Procedures
 - j. Compliance with and participation in NSLP and other Child Nutrition Programs

- k. Provide an acceptable electronic method to evaluate and analyze bids. Evaluate bids using criteria in the solicitation. Document evaluation and scoring. Check bidder references. Review bonds and insurance. Make recommendations to Le-Nor-Co Purchasing Cooperative with respect to the awarding of the Contract or the rejection of bids
 - l. Provide opportunity for local/regionally sourced foods based on needs of each participating member and its particular location. Advice and counsel on utilization of geographic preferences to the extent permitted by law. Conduct bids for seasonal purchases if desired by participating members.
 - m. Obtain member based input and evaluation of cafeteria food and supply bid responses prior to recommendation of award.
 - n. Provide the capabilities to procure distribution of USDA Commodity Products, both processed and non-processed.
 - o. FOB – All prices must be Freight On Board (FOB) to participating members of the Le-Nor-Co Purchasing Cooperative, inclusive of Special Requirements.
 - p. Obtain sufficient information from each participating member regarding its budget, facility capacity and infrastructure, delivery procedures, staffing situation, local policies, student preferences, access to vendors and farms and other factors affecting each participating members purchasing environment.
 - q. Minimize shipping and delivery costs.
 - r. Facilitate the reproduction of bidding documents for distribution to prospective bidders.
 - s. Directing and participating in a pre-bid conference for prospective bidders
 - t. Preparing responses to questions from prospective bidders and providing clarifications and interpretations of the bidding documents in the form of addenda. Prepare and distribute addenda
 - u. Preparing, for issuance by Le-Nor-Co Purchasing Cooperative addenda, amendments and/or supplementary information required in connection with the bidding process
 - v. Include audit provisions in bid documents and awarded contracts to provide the capability for certified public accountants to audit vendors on behalf of the Le-Nor-Co Purchasing Cooperative and its participating members. Audit for compliance with contract terms and also for compliance with meeting federal and state procurement regulations
3. Manage the awarded contracts and oversee the vendors in order to ensure that the vendors perform in accordance with the terms, conditions, and specifications of the vendor contracts and/or participating member purchase orders.
- a. Ensure Net-off pricing received by each participating member
 - b. Ensure the participating members receive everything the contract stipulates from the vendors.
 - c. Provide an acceptable electronic method to keep track of orders, rebates, deliveries, invoices.

- d. Provide an acceptable electronic method to provide quarterly reports.
 - e. Provide sufficient records detailing procurement history is maintained on behalf of the participating school districts to include but not limited to contracts, pricing, advertising schedules, information, catalogues, search information, technical information, etc.
4. Ensure that all contractual and administrative issues arising out of procurements for the participating members' food service departments are handled in accordance with good administrative practice and sound business judgment.
 5. Provide support to listed participating members, which may include, but is not limited to, attending Le-Nor-Co Purchasing Cooperative meetings at least three times each school year.
 6. Advice and counsel on "forward contracts" – e.g. solicit for a product before it is harvested, committing to multiple year purchases for "staple" products to generate price savings.
 7. Provide advocacy efforts on behalf of Le-Nor-Co Purchasing Cooperative at the Local, State and Federal levels.
 8. Act as an advisor for members during cycle Procurement Reviews.

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: _____