

Saucon Valley School District

Regular Meeting of the Board of Education

December 3, 2019 – Immediately Following Reorganization Meeting – 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

- I. **Call to the Order** – _____, *President, presiding*
- II. **Recording of Attendance** – *David Bonenberger, Secretary*
- III. **Motion to Approve Agenda**
- IV. **Announcement of Executive Session** – December 3, 2019
- V. **Approval of Minutes** – November 12, 2019
- VI. **Recognition** – None
- VII. **Presentation** –
 - A. High School Student Representative Report
- VIII. **Superintendent's Report** – *Dr. Craig Butler, Superintendent*
- IX. **Courtesy of the Floor to Visitors – Agenda Items Only** – *Visitors should state their name and address.*

Presentation of Bills – David Bonenberger

- A. General Expenditures – \$484,870.05
- B. Cafeteria Expenditures – \$26,167.83
- C. Health Benefits – \$573,618.14
- D. Capital Projects – None

Recommendations for Approval

Presentation of Bills

- 1. Approve the above presentation of bills.

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

X. 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 – \$4,413.71
- E. Middle School Activity Report – October 31, 2019
- F. High School Activity Report – October 31, 2019

Recommendations for Approval

Treasurer’s Report

- 1. Approve the above Treasurer’s Report.

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

AGENDA ITEMS

A. Education

Items/Projects for Discussion

None

Recommendations for Approval

Second Reading of Policies*

- 1. Approve the second and final 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

Awarding of Mini Grants

- 2. Approve the following 2019-20 mini grant sponsored by the Saucon Valley Foundation for Educational Innovations: Descriptions are attached.

Small Grants

- Spanish & French Art Exhibit (\$981.90)
- Digital Photo editing for the Photography Club (\$1,600)
- Respect My Red Speaker – HS Equity & Inclusion Committee (\$2,500)
- Yoga 4 Classrooms Training Program (\$2,484)
- Architecture Center for Elementary Art Program (\$485)
- High School Robotics (\$2,500)

21st Century Funding

- High School Makerspace (\$1,020)
- Middle School Makerspace (\$1,500)

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

B. Personnel

Items/Projects for Discussion

- A. Congratulate the following professional on receiving tenure on December 12, 2019: Alexia Harstine

Recommendations for Approval

Full Time Bus Driver

- 1. Approve Keri Kane as a full time bus driver with salary and benefits per the current Support Professionals Contract, effective December 4, 2019. She is replacing George Hahalis who recently resigned.

Substitute Support Staff

- 2. Approve the following substitute support staff:
 - Emily Gore, substitute instructional paraprofessional, at an hourly rate of \$9.99, no benefits, on a “call as needed” basis, effective December 4, 2019.
 - Janet Reilly, substitute food service, at an hourly rate of \$9.80, no benefits, on a “call as needed” basis, effective December 4, 2019.
 - Deanna Spengler, substitute food service, at an hourly rate of \$9.80, no benefits, on a “call as needed” basis, effective December 4, 2019.
 - Samantha Laub, substitute secretary & paraprofessional, at an hourly rate of \$9.99, no benefits, on a “call as needed” basis, effective December 4, 2019.

Co-Curricular/Extra Duty Appointment

3. Approve the following co-curricular/extra duty appointment for the 2019-20 school year.

High School

Eric Focht – National Honor Society (Mr. Focht will be replacing Jessica Cummings while she is on maternity leave. Stipend will be split based on percentage of days in charge of the club.)

Benefits and Compensation Plans

4. 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.

Administrative Assistants/Clerical
Technology Department

2019-20 Winter Coaches

5. Approve the following 2019-20 winter coaches:

Swimming

Elizabeth Chikotas - Assistant Coach - \$1,857.50

Maggie Olock - Assistant Coach - \$1,857.50

Girls Basketball

Lori Hlavinka - Assistant Coach - Resignation

Gail Nolf - Assistant Coach - \$2,986.00

Wrestling

Brandon Palik - Assistant Coach - Volunteer

Addition(s) to the Substitute List

6. Approve the following 2019-20 substitute teacher(s):

Christina Harrison – Social Studies

Conference/Travel Request

7. Approve the attached conference/travel requests

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

C. Facilities**Items/Projects for Discussion**

- A. Facility Committee Meeting Report from November 20, 2019.

Recommendations for Approval

Surplus/Obsolete

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

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

D. Finance

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

January 9, 2020 (110 days prior to primary election) - *District Deadline* to have the 2020-21 Proposed Preliminary Budget available for public inspection; or adopt a Resolution not to raise the rate of any tax by more than its index.

January 14, 2020 (5 days after Resolution adoption) – *District Deadline* to submit adopted Resolution and proposed tax rate increases to the Department of Education.

January 19, 2020 (10 days prior to Preliminary Budget adoption deadline) – *District Deadline* to give public notice of intent to adopt the 2020-21 Preliminary Budget unless a Resolution was adopted indicating that it will not raise the rate of any tax by more than its index.

January 29, 2020 (90 days prior to primary election) – *District Deadline* to adopt the 2020-2021 Preliminary Budget unless a Resolution was adopted.

February 3, 2020 (85 days prior to primary election) – *District Deadline* to submit the 2020-2021 Preliminary Budget containing proposed tax rate increases to the Department of Education.

May 31, 2020 - *District Deadline* to adopt the 2020-2021 proposed final budget and upload the signed Certification of Use of PDE-2028 into the Consolidated Financial Reporting System application.

June 10, 2020 (20 days prior to final budget adoption deadline) – *District Deadline* to make the 2020-2021 Proposed Final Budget available for public inspection on PDE-2028.

June 20, 2020 (10 days prior to final budget adoption deadline) – *District Deadline* to offer public notice of its intent to adopt the 2020-2021 final budget.

Items/Projects for Discussion

None

Recommendations for Approval

Designation/Commitment Language of Fund Balance

1. Approve the commitment of \$9,200,000 by the Board of Directors from the fund balance of the General Fund of which \$4,555,481 is for PSERS, post-retirement costs per GASB 45 in the amount of \$2,450,000; \$ 194,519 reserve for health care benefits, and Capital Improvements/Replacement in the amount of \$2,000,000 retroactive to June 30, 2019.

Index Resolution

- 2. Approve Resolution 2020-21 which states that the Saucon Valley School District will not increase any school district tax for the 2020-21 school year at a rate that exceeds the Index of 2.6% as calculated by the Pennsylvania Department of Education.

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

- E. Community Outreach – SV Partnership – *To be determined***
- F. Bethlehem Area Vo-Tech School – *To be determined***
(Meetings are the first Tuesday of every month)
- G. Colonial Intermediate Unit – *Sandra Miller***
(Meetings are the fourth Wednesday of every month)
- H. PSBA – *To be determined***
- I. Hellertown/Lower Saucon Chamber of Commerce – *To be determined***
- J. Saucon Valley Foundation for Educational Innovation – *To be determined***
- K. Northampton Community College – *Susan Baxter***
(Meetings are the first Thursday of every month)
- L. New Business**
- M. Old Business**

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

XII. Announcements

Future Meetings ~

To be determined

XIII. Motion to Adjourn Meeting

The Saucon Valley School District does not discriminate on the basis of race, color, national origin, age, sex, or handicap.

A Business Meeting of the Board of Directors of the Saucon Valley School District was held on Tuesday, November 12, 2019 in the High School Audion. Present were Directors Edward Andres, Susan Baxter, Cedric Dettmar, Bryan Eichfeld, Michael Karabin, Tracy Magnotta, Sandra Miller and Dr. Shamim Pakzad. Director Mark Sivak was absent. Also present were Dr. Craig B. Butler, Superintendent, David Bonenberger, Board Secretary, and Mark Fitzgerald, District Solicitor.

- I. **Call to the Order** – 7:08 p.m. - *Susan Baxter, President, presiding*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *David Bonenberger, Secretary*
8-present, 1-absent (Sivak)
- IV. **Motion to Approve Agenda** – Director Miller, seconded by Director Dettmar moved to approve the Agenda. Vote: 8-yes, 0-no, 1-absent (Sivak)
- V. **Announcement of Executive Session** – November 12, 2019
- VI. **Approval of Minutes** – Director Eichfeld, seconded by Director Miller moved to approve the minutes of October 22, 2019. Vote: 8-yes, 0-no, 1-absent (Sivak)
- VII. **Recognition** – None
- VIII. **Presentation** –
 - A. High School Student Representative Report - attached
- IX. **Superintendent's Report** – *Dr. Craig Butler, Superintendent*
Dr. Butler thanked the faculty, staff, students and administration for a successful 1st quarter of the school year.
- X. **Courtesy of the Floor to Visitors – Agenda Items Only** – None
- 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

1. Approve the above presentation of bills.

Director Dettmar, seconded by Director Eichfeld moved to approve the Presentation of the Bills. Vote: 8-yes, 0-no, 1-absent (Sivak)

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

1. Approve the above Treasurer's Report.

Director Dettmar, seconded by Director Eichfeld moved to approve the Treasurer's Report. Vote: 8-yes, 0-no, 1-absent (Sivak)

A. Education

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

Director Miller, seconded by Director Dettmar moved to approve the Education Item #1. Vote: 8-yes, 0-no, 1-absent (Sivak)

B. Personnel

1. Approve the following professional retirement:
Kathleen Golden – effective January 31, 2020
2. Approve the resignation of Cody Luybli, part time paraprofessional, her last day will be November 5, 2019.
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.
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.

- 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.
- 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.
- 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

Director Miller, seconded by Director Dettmar moved to approve Personnel Items #1-7.
Vote: 8-yes, 0-no, 1-absent (Sivak)

- 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

Director Miller commented that she disagreed with how the process went, feels we will be doing a detriment to the district and hurt future recruitment. It is also penalizing current employees; many of them are long term employees.

Director Eichfeld, seconded by Director Karabin moved to approve Personnel Item #8.
Vote: 7-yes, 1-no (Miller), 1-absent (Sivak)

9. Approve 2.5% increase in salary for David Bonenberger, Business Manager. The increase shall be retroactive to the beginning of the 2019-20 fiscal year.

Director Eichfeld, seconded by Director Karabin moved to approve Personnel Item #9.
Vote: 8-yes, 0-no, 1-absent (Sivak)

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

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.
12. Approve the request to start a new high school club ~ Robotics Club. Robert Svitilla will be the volunteer advisor.
13. Approve the following 2019-20 substitute teacher(s):
 Emily Gore – Emergency Certified
 Brenton Jacobsen – Emergency Certified
 Nicole McCabe – Elementary Certified

14. Approve the attached conference/travel requests

Director asked where we are with an assistant swim coach.

Director Dettmar, seconded by Director Eichfeld moved to approve Personnel Items #10 - 14. Vote: 8-yes, 0-no, 1-absent (Sivak)

C. Facilities

No Reports or Recommendations

D. Finance

1. Approve the contact with Clearvu School Services LLC.
2. Approve legal agreement with Goza Honnold L.L.C.

Director Dettmar, seconded by Director Eichfeld moved to approve Finance Items #1&2. Vote: 8-yes, 0-no, 1-absent (Sivak)

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

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

G. Colonial Intermediate Unit – Sandra Miller

H. PSBA – Mark Sivak and Sandra Miller

I. Hellertown/Lower Saucon Chamber of Commerce – Tracy Magnotta
Light up Night on November 27th in Dimmick Park.

J. Saucon Valley Foundation for Educational Innovation – Tracy Magnotta

K. Northampton Community College – Susan Baxter

L. New Business – Director Baxter recognized Mark Sivak for his many years of service as he is now going off the Board.

M. Old Business

XIII. Citizen's Inquiries and Comments –

D. Clarke – Commented on the bullying of his daughter. He has now pulled his children out of school and put them in private school.

K.MacLean – Encouraged the Board to keep their foot on the gas about the issue of bullying and not to forget about it, Safety Report is not on the website.

B.Novak – Commented on how her daughter was bullied and now her granddaughter is bullied.

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

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

Vote: 8-yes, 0-no, 1-absent (Sivak)

7:43pm

ATTEST: _____

Secretary

President

Fund Accounting Check Summary

PLGIT GENERAL - From 11/08/2019 To 11/20/2019

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00053691	MILLER, CHAD	GENERAL SUPPLIES.....		6,932.75
00053692	EDMENTUM	EDUC SOFT & LIC.....		5,537.50
00053693	FOX ROTHSCHILD, LLP	OTHER PROFESSIONAL SVC.....		5,250.00
00053694	HEIDI TREXLER		10.00
00053695	PETTY CASH	MEALS / REFRESHMENTS.....	COMMUNICATIONS.....	76.38
00053696	COMMONWEALTH OF PENNSYLVANIA		276.00
00053697	LEADER SERVICES	EDUC SOFT & LIC.....		5,817.00
00053698	MONTGOMERY COUNTY IU #23	EDUC SOFT & LIC.....		1,273.17
00053699	PETTY CASH	TRAVEL.....		37.00
00053700	SAUCON VALLEY MIDDLE SCHOOL		3,125.00
00053701	SAUCON VALLEY SENIOR HIGH		3,125.00
00053702	Da Vinci Science Center	STUDENT FEES FOR IRE.....		37.50
00053703	MONTGOMERY COUNTY IU #23	EDUC SOFT & LIC.....		1,333.88
00053704	PENNSYLVANIA DISTANCE LEARNING CHARTER SCHOOL		5,913.91
00053705	PETTY CASH		500.00
00053706	NAZARETH AREA HIGH SCHOOL	DUES & FEES.....		77.00
00053707	21ST CENTURY CYBER CHARTER SCHOOL	TUITION TO PA CHARTER.....		1,256.94
00053708	A NEW DIRECTION - WHATS NEXT	OTHER PROFESSIONAL SVC.....		1,869.00
00053709	AFLAC	AFLAC W/H.....		165.30
00053710	AGORA CYBER CHARTER SCHOOL	TUITION TO PA CHARTER.....		3,829.66
00053711	AHOLD FINANCIAL SERVICES	GENERAL SUPPLIES.....	76.37
00053712	AMAZON	GENERAL SUPPLIES.....		2,174.15
00053713	AMY BRAXMEIER	TRAVEL.....		51.27
00053714	APPLE, INC.	GENERAL SUPPLIES.....		149.00
00053715	ARTS ACADEMY ELEMENTARY CHARTER SCHOOL	TUITION TO PA CHARTER.....		3,829.67
00053716	BAND SHOPPE	GENERAL SUPPLIES.....		399.50
00053717	BEHAVIORIAL HEALTH ASSOCIATES	PROF ED SRV OTHR ED AG.....		4,658.85
00053718	BETHLEHEM AREA SCHOOL DISTRICT	TUITION TO OTHER LEA.....		746.66
00053719	BAVTS	TUITION TO AREA VO-TECH.....		30,722.00
00053720	BRANDYWINE LEHIGH TRANSPORTATION	DUES & FEES.....		150.00
00053721	BSN SPORTS, LLC	UNIFORMS.....		13,415.78
00053722	BSN SPORTS, LLC	REPAIRS & MAINT SVCS.....		458.50
00053723	BUS PARTS WAREHOUSE	GENERAL SUPPLIES.....		750.52

* Denotes Non-Negotiable Transaction

- Payables within Check

P - Prenote

d - Direct Deposit

c - Credit Card Payment

Fund Accounting Check Summary

PLGIT GENERAL - From 11/08/2019 To 11/20/2019

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00053724	BUXMONT ACADEMY	TUITION TO NON-PUBLIC.....		6,137.88
00053725	Brianna M Keeney	TUITION REIMBURSEMENT.....		1,695.00
00053726	CARBON-LEHIGH I.U. #21	EDUC SOFT & LIC.....		22,851.30
00053727	CARDMEMBER SERVICE	DUES & FEES.....		15.00
00053728	CAROLYN LOVERDI	COMMUNICATIONS.....		7.35
00053729	CENTER STAGE LIGHTING &	GENERAL SUPPLIES.....		27,465.25
00053730	CHRIN HAULING, INC	DISPOSAL SERVICES.....		1,967.84
00053731	CINTAS CORPORATION-#101	LAUNDRY/LINEN/DRY CLEAN.....		15.00
00053732	CIRCLE OF SEASONS CHARTER SCHOOL	TUITION TO PA CHARTER.....		7,600.47
00053733	CLOONEY, SARA	MISC EXPENDITURES.....		250.00
00053734	COLONIAL INTERMEDIATE UNIT #20	PRO- ED SVCS - IUS.....		84,062.50
00053735	COMMONWEALTH CHARTER ACADEMY	TUITION TO PA CHARTER.....		12,628.22
00053736	COMMUNICATION SYSTEMS, INC.	REPAIRS & MAINT SVCS.....		384.00
00053737	CONSTELLATION ENERGY GAS SERVICES, LLC	NATURAL GAS.....		3,830.10
00053738	COOPER ELECTRIC SUPPLY CO.	GENERAL SUPPLIES.....		326.53
00053739	CREST/GOOD MFG. CO	GENERAL SUPPLIES.....		93.53
00053740	DELTA-T GROUP, INC.	OTHER PROFESSIONAL SVC.....		683.76
00053741	DEWEY FIRE COMPANY E.M.S.	OTHER PROFESSIONAL SVC.....		1,800.00
00053742	EASTON ARTS ACADEMY ELEMENTARY CHARTER SCHOOL	TUITION TO PA CHARTER.....		2,513.88
00053743	J.C. EHRLICH CO., INC.	REPAIRS & MAINT SVCS.....		390.00
00053744	EXECUTIVE EDUCATION ACADEMY CHARTER SCHOOL	TUITION TO PA CHARTER.....		5,027.75
00053745	FRIDAY, JESSICA		37.72
00053746	GENERAL HEALTHCARE RESOURCES, LLC	OTHER PROFESSIONAL SVC.....		1,443.75
00053747	GENERAL SUPPLY CORP.	GENERAL SUPPLIES.....		460.00
00053748	GRAINGER	GENERAL SUPPLIES.....		63.75
00053749	H C NYE SERVICE COMPANY	GENERAL SUPPLIES.....		653.19
00053750	HMS SCHOOL FOR CHILDREN WITH C.P.	APS.....		10,200.00
00053751	INSIGHT PA CYBER CHARTER SCHOOL	TUITION TO PA CHARTER.....		1,256.93
00053752	INTEGRITEC INC.	REPAIRS & MAINT SVCS.....		400.00
00053753	J.W. PEPPER & SON INC.	BOOKS AND PERIODICALS.....		139.99

* Denotes Non-Negotiable Transaction

- Payables within Check

P - Prenote

d - Direct Deposit

c - Credit Card Payment

Fund Accounting Check Summary

PLGIT GENERAL - From 11/08/2019 To 11/20/2019

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00053754	Jessica Rutz	MISC EXPENDITURES.....		250.00
00053755	KEYSTONE COLLECTIONS GROUP	OFFICE ADMIN/SERV.....		1,512.00
00053756	KEYSTONE COLLECTIONS GROUP	BERKHEIMER GARN W/H.....		90.39
00053757	KIDSPACE CORP	TUITION TO NON-PUBLIC.....		560.00
00053758	KISTLER O'BRIEN	REPAIRS & MAINT SVCS.....		298.26
00053759	KOZEL, AMY M.	TRAVEL.....		48.40
00053760	KUNKEL-CHRISTMAN DEBRA		14.76
00053761	LEHIGH LEARNING ACADEMY	TUITION TO NON-PUBLIC.....		5,302.00
00053762	LEHIGH UNIVERSITY	TUITION REIMBURSEMENT.....		4,644.00
00053763	LEHIGH VALLEY ACADEMY	TUITION TO PA CHARTER.....		44,404.64
	CHARTER SCHOOL			
00053764	LEHIGH VALLEY DUAL LANGUAGE	TUITION TO PA CHARTER.....		2,513.88
	CHARTER SCHOOL			
00053765	LEMASTER, ANN		34.44
00053766	LOWE AND MOYER GARAGE, INC.	GENERAL SUPPLIES.....		704.46
00053767	LEARNING A-Z	EDUC SOFT & LIC.....		109.95
00053768	MACHEMER CONTRACTING, INC.	REPAIRS & MAINT SVCS.....		4,975.00
00053769	MAIN LINE COMMERCIAL POOLS	GENERAL SUPPLIES.....		454.05
	INC			
00053770	LEHIGH VALLEY ACADEMY	DUES & FEES.....		95.25
00053771	MICROBAC LABORATORIES, INC.	REPAIRS & MAINT SVCS.....		113.78
00053772	AMY MIXA	GASOLINE.....		65.00
00053773	MUSIC & ARTS	GENERAL SUPPLIES.....		52.08
00053774	PLANK ROAD PUBLISHING, INC.	BOOKS AND PERIODICALS.....		567.04
00053775	NAPA AUTO PARTS-HELLERTOWN	GENERAL SUPPLIES.....		982.83
00053776	NORTHAMPTON COUNTY TAX	DUES & FEES.....		202.73
	COLLECTION DISTRICT			
00053777	NORTHEAST JANITORIAL SUPPLY	GENERAL SUPPLIES.....		316.77
00053778	PEARSON EDUCATION, INC.	BOOKS AND PERIODICALS.....		6,975.88
00053779	PETTY CASH		4.45
00053780	PETTY CASH		56.23
00053781	PHEAA	PHEAA W/H.....		186.03
00053782	PIAA	DUES & FEES.....		25.00
00053783	PPL ELECTRIC UTILITIES	ELECTRICITY.....		27,244.63
00053784	QUAKER CITY PAPER	GENERAL SUPPLIES.....		808.85
00053785	REACH CYBER CHARTER SCHOOL	TUITION TO PA CHARTER.....		8,857.42
00053786	RENNINGER, ELIZABETH	MISC EXPENDITURES.....		250.00
00053787	RIVERO, CORINNE	TRAVEL.....	PROF ED EMP TRN & DVLP.....	72.80
00053788	ROHRER BUS SALES INC.	GENERAL SUPPLIES.....		313.78

* Denotes Non-Negotiable Transaction

- Payables within Check

P - Prenote

d - Direct Deposit

c - Credit Card Payment

Fund Accounting Check Summary

PLGIT GENERAL - From 11/08/2019 To 11/20/2019

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00053789	RUCH, KAREN	MISC EXPENDITURES.....		250.00
00053790	Roberts Oxygen Co., Inc	GENERAL SUPPLIES.....		103.33
00053791	SAUCON VALLEY CAFETERIA	GENERAL SUPPLIES.....		124.71
00053792	SAUCON VALLEY SPORTING GOODS	GENERAL SUPPLIES.....		45.00
00053793	SCOTT GUIDOS	TUITION REIMBURSEMENT.....		1,695.00
00053794	SERVICE ELECTRIC CO.	COMMUNICATIONS.....		1,154.83
00053795	SEVEN GENERATIONS CHARTER SCHOOL	TUITION TO PA CHARTER.....		7,600.49
00053796	SPANGLER & BOYER MECHANICAL, INC.	REPAIRS & MAINT SVCS.....		1,061.70
00053797	ST. LUKE'S HOSPITAL	D & A SCREENING.....	OTHER PROFESSIONAL SVC.....	1,119.00
00053798	STOTZ & FATZINGER OFF.SUPPLY	GENERAL SUPPLIES.....		33.43
00053799	SUN LIFE ASSURANCE COMPANY OF CANADA	ASSURANT VOL LIFE W/H.....		1,215.90
00053800	Saucon True Value	GENERAL SUPPLIES.....		1,213.73
00053801	TALLEY PETROLEUM ENT, INC.	DIESEL FUEL.....		14,688.00
00053802	THE ADVENTURE NETWORK	GENERAL SUPPLIES.....		2,000.00
00053803	THE CAMPHILL SCHOOL, INC.	TUITION TO NON-PUBLIC.....		7,348.80
00053804	THE PENNSYLVANIA CYBER CHARTER SCHOOL	TUITION TO PA CHARTER.....		25,433.04
00053805	TRUIS INC.	GENERAL SUPPLIES.....		100.00
00053806	TuWay Communications	COMMUNICATIONS.....		3,045.12
00053807	U-HAUL	RENTAL OF VEHICLES.....		648.23
00053808	UNITED PARCEL SERVICE	BOOKS AND PERIODICALS.....		36.49
00053809	US Food Service	GENERAL SUPPLIES.....		232.90
00053810	WG AMERICA COMPANY	GENERAL SUPPLIES.....		113.82
00053811	WILSON AREA SCHOOL DISTRICT	TUITION TO OTHER LEA.....		3,789.14
00053812	WILSON PRODUCTS	REPAIRS & MAINT SVCS.....		76.47

10-GENERAL FUND

484,661.86

Grand Total Manual Checks :	0.00
Grand Total Regular Checks :	484,661.86
Grand Total Direct Deposits:	0.00
Grand Total Credit Card Payments:	0.00
Grand Total All Checks :	484,661.86

* Denotes Non-Negotiable Transaction

- Payables within Check

P - Prenote

d - Direct Deposit

c - Credit Card Payment

Fund Accounting Check Summary

CAFE - PLGIT - From 11/07/2019 To 11/20/2019

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00002994	AHOLD FINANCIAL SERVICES	FOOD.....		12.23
00002995	Commercial Kitchen Repairs	REPAIRS & MAINT SVCS.....		453.00
00002996	HAWK ENTERPRISES, INC.	FOOD.....		472.50
00002997	HERSHEY'S CREAMERY COMPANY	FOOD.....		814.32
00002998	K&D FACTORY SERVICE	REPAIRS & MAINT SVCS.....		518.08
00002999	KEGEL'S PRODUCE	FOOD.....		704.85
00003000	MORABITO BAKING CO.	FOOD.....		680.11
00003001	PENN JERSEY PAPER CO.	GENERAL SUPPLIES.....		627.83
00003002	POCONO MOUNTAIN DAIRIES	MILK.....		2,495.89
00003003	US Food Service	FOOD.....		19,389.02

50-CAFETERIA 26,167.83

Grand Total Manual Checks :	0.00
Grand Total Regular Checks :	26,167.83
Grand Total Direct Deposits:	0.00
Grand Total Credit Card Payments:	0.00
Grand Total All Checks :	26,167.83

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

Fund Accounting Check Summary

PLGIT HEALTH BENEFIT - From 10/22/2019 To 11/27/2019

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00000324	CM REGENT, LLC - SUN LIFE	GROUP INSURANCE.....		6,116.05
00000325	CM REGENT, LLC - SUN LIFE	GROUP INSURANCE.....		3,524.98
*W2952208	DELTA DENTAL	WEEKLY CLAIMS.....		4,117.00
*W2954026	CAPITAL BLUE CROSS	WEEKLY CLAIMS.....		48,856.25
*W2955288	DELTA DENTAL	WEEKLY CLAIMS.....		2,853.44
*W2955292	DELTA DENTAL	ADMIN FEES.....		1,412.26
*W2958400	CAPITAL BLUE CROSS	WEEKLY CLAIMS.....		43,006.07
*W2961768	SYNCHRONY RX	RX CLAIMS 10/16-10/31.....		50,000.29
*W2961769	DELTA DENTAL	WEEKLY CLAIMS.....		3,707.00
*W2961773	SYNCHRONY RX	ADMIN FEES.....		1,706.70
*W2963463	CAPITAL BLUE CROSS	WEEKLY CLAIMS.....		132,672.72
*W2963805	WAGeworks	OCT QUALIFYING EVENT FEE.....		31.03
*W2965118	DELTA DENTAL	WEEKLY CLAIMS.....		5,305.00
*W2965470	WAGeworks	QUALIFYING EVENTS.....		516.98
*W2967839	CAPITAL BLUE CROSS	WEEKLY CLAIMS.....		121,553.06
*W2967844	VISION BENEFITS OF AMERICA	OCTOBER CLAIMS.....		1,243.71
*W2969290	SYNCHRONY RX	RX CLAIMS 11/1 - 11/15.....		43,523.34
*W2969291	SYNCHRONY RX	ADMIN FEES.....		1.50
*W2970791	DELTA DENTAL	WEEKLY CLAIMS.....		2,528.00
*W2973364	CAPITAL BLUE CROSS	WEEKLY CLAIMS.....		80,029.34
*W2973558	HIIG UNDERWRITERS AGENCY, INC.	DECEMBER PREMIUM.....		12,420.16
*W2973561	EVOLVE INSURANCE ADVISORS, LLC.	DECEMBER PREMIUM.....		1,776.00
*W2976085	DELTA DENTAL	WEEKLY CLAIMS.....		5,305.00
*W2976087	DELTA DENTAL	ADMIN FEES.....		1,412.26

10-GENERAL FUND 573,618.14

Grand Total Manual Checks :	563,977.11
Grand Total Regular Checks :	9,641.03
Grand Total Direct Deposits:	0.00
Grand Total Credit Card Payments:	0.00
Grand Total All Checks :	573,618.14

* Denotes Non-Negotiable Transaction

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

SAUCON VALLEY SCHOOL DISTRICT

BUSINESS OFFICE

BUDGETARY TRANSFER FORM
2019-2020

Date: 12/3/19

		TRANSFER AMOUNT		ACCOUNT TITLE	REASON FOR TRANSFER	NO.
ACCOUNT #	IN	OUT				
1 TO	10-2380-650-000-10-000-000-000-0000	1,300.00		SOFT & LIC - PRINC OFC K-4	BALANCE ACCOUNT	
FROM	10-1231-650-000-10-000-000-000-0000		1,300.00	EDUC SOFT & LIC - EMOT SUP K-4	TRANSFER OF FUNDS	
2 TO	10-2380-530-000-20-000-000-000-0000	200.00		POSTAGE PRINCIPAL 5-8	BALANCE ACCOUNT	
FROM	10-2440-530-000-20-000-000-000-0000		200.00	NURSE POSTAGE 5-8	TRANSFER OF FUNDS	
3 TO	10-2380-530-000-20-000-000-000-0000	500.00		POSTAGE PRINCIPAL 5-8	BALANCE ACCOUNT	
FROM	10-2130-530-000-20-000-000-000-0000		500.00	POSTAGE ATTEND 5-8	TRANSFER OF FUNDS	
4 TO	10-2380-530-000-20-000-000-000-0000	1,000.00		POSTAGE PRINCIPAL 5-8	BALANCE ACCOUNT	
FROM	10-2380-610-000-20-000-000-000-0000		1,000.00	SUPPLIES - PRINCIPAL 5-8	TRANSFER OF FUNDS	
5 TO	10-1110-610-000-20-000-000-000-0000	540.00		SUPPLIES - REGULAR 5-8	BALANCE ACCOUNT	
FROM	10-2380-610-000-20-000-000-000-0000		540.00	SUPPLIES - PRINCIPAL 5-8	TRANSFER OF FUNDS	
6 TO	10-1110-430-000-20-000-000-000-0000	873.71		REPAIR/MAINT OF EQUIPMENT 5-8	BALANCE ACCOUNT	
FROM	10-2380-610-000-20-000-000-000-0000		873.71	SUPPLIES - PRINCIPAL 5-8	TRANSFER OF FUNDS	

Total Transfer: \$ 4,413.71

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

Balance - September 30, 2019			\$	23,334.57
Receipts				23,151.72
Disbursements				(14,430.14)
Balance - October 31, 2019			\$	<u>32,056.15</u>
ART CLUB			\$	19.15
BAND				3,028.45
CHEERLEADING				623.87
CHORUS				5,430.06
COMMUNITY SERVICE				385.60
GIRLS VOLLEYBALL				1,555.02
HONOR SOCIETY				219.39
I-TEAM				315.13
KNITTING CLUB				296.52
ODYSSEY OF THE MIND				2.61
READING OLYMPICS				380.83
SEAPEARCH / ROBOTICS				1,576.70
SKI CLUB				1,660.45
STUDENT COUNCIL				11,058.77
YEARBOOK				4,866.12
5TH GRADE				179.10
6TH GRADE				50.27
7TH GRADE				0.00
8TH GRADE				370.71
INTEREST				37.40
			\$	<u>32,056.15</u>
<i>Respectfully Submitted by James Deegan, Principal</i>				

SAUCON VALLEY HIGH SCHOOL
 FINANCIAL REPORTS
 OCTOBER 31, 2019
 CLUB ACCOUNT FUND

BEGINNING BALANCE	\$	41,260.87
INCOME		19,632.18
EXPENSES		3,824.19
ENDING BALANCE	\$	57,068.86

CLUB ACCOUNT	ENDING BALANCE
AEVIDUM	360.50
BAND	1,779.21
CALCULUS CLUB	738.75
CHORUS	726.44
CLASS OF 2017	(20.32)
CLASS OF 2019	347.35
CLASS OF 2020	6,726.21
CLASS OF 2021	251.37
CLASS OF 2022	444.25
DANCE TEAM	2,219.00
DRAMA CLUB	2,597.04
ENVIRONMENTAL CLUB	683.89
FBLA	5,573.00
FOREIGN LANGUAGE	1,396.86
GLOBAL SCHOLARS	1.93
GSA	49.79
NAT'L HISTORY CLUB	-
NAT'L HONOR SOCIETY	3,719.89
LEO CLUB	686.73
MINI-THON	1,090.69
MODEL UN	322.55
NEWSPAPER	160.18
PAINTBALL	52.35
PHOTOGRAPHY CLUB	537.88
READING TEAM	62.79
RUGBY CLUB	689.20
SADD	197.92
SGA - STUDENT STORE	4,237.16
SKI CLUB	5,355.94
SMASH-VIDEO CLUB	25.98
SPIRIT COUNCIL	281.11
STEM	585.59
UNICEF	430.25
YEARBOOK	14,757.38
TOTALS	\$ 57,068.86

Tamara Gary
 Principal

Saucon Valley School District

Policy

Title – 004 Membership

Section – Local Board Procedures

Adopted – August 22, 2005

Revised –

Content

Purpose

Section 1. Number

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

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

Section 2. Qualifications

Each member of the Board shall meet the following qualifications:

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

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

Section 3. Election

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

Section 4. Vacancies

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

Temporary Vacancy – Active Military Service

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

Section 5. Term

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

Section 6. Removal

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

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

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

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

Section 7. Expenses

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

Section 8. Orientation

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

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

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

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

Section 9. Conferences

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

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

Section 10. Required Training Programs

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

Section 11. Code of Conduct

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

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

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

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

Legal References

24 P.S. 3-301

24 P.S. 3-302

24 P.S. 3-303

24 P.S. 3-315

24 P.S. 3-316

24 P.S. 3-317

24 P.S. 3-318

24 P.S. 3-319

24 P.S. 3-321

24 P.S. 3-322

24 P.S. 3-323

24 P.S. 3-324

24 P.S. 4-407

24 P.S. 5-516

24 P.S. 5-516.1

24 P.S. 5-519

24 P.S. 10-1081

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

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

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

65 Pa. C.S.A. 91

51 PA Code 15.2

51 PA Code 15.3

Board Policy

006, 331, 431,

531

Legal References

— SC 302, 303

— SC 1081

— SC 322

— SC 323

— SC 324

~~— SC 324~~
~~— 65 Pa. C.S.A.~~
~~— 1101 et seq~~
~~— SC 301 et seq~~
~~— SC 315, 319~~
~~— 65 P.S. 701 et seq~~
~~— SC 315, 316, 317~~
~~— SC 303, 315~~
~~— SC 319~~
~~— Pol. 006~~
~~— SC 319~~
~~— Pol. 006~~
~~— SC 516.1~~
~~— SC 519~~
~~— SC 516, 516.1~~

~~School Code~~

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

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

~~1101 et seq~~

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

Saucon Valley School District

Policy

Title – 005 Organization

Section – Local Board Procedures

Adopted – August 22, 2005

Revised –

Content

Purpose

Section 1. Organization Meeting

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

Section 2. Order

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

Section 3. Officers

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

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

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

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

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

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

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

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

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

Section 4. Term Limits

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

If the Board so desires to deviate from this provision, they may do so based on a specific basis as may be presented to the Board.

Section 5. Appointments

The Board shall have the authority to appoint:

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

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

Section 6. Resolutions

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

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

Section 7. Committee

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

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

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

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

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

Members of committees shall serve until the committee is discharged.

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

References:

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

24 P.S. 3-321

24 P.S. 3-324

24 P.S. 4-401

24 P.S. 4-402

24 P.S. 4-404

24 P.S. 4-406

24 P.S. 4-421

24 P.S. 4-426

24 P.S. 4-431

24 P.S. 4-432

24 P.S. 4-434

24 P.S. 4-436

24 P.S. 4-438

24 P.S. 5-508

24 P.S. 5-516

24 P.S. 6-621

24 P.S. 6-683

24 P.S. 14-1410

24 P.S. 24-2401

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

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

Board Policy - 006, 811

~~SC 401, 404, 421~~

~~— SC 426~~

~~— SC 402~~

~~— SC 404~~

~~— SC 404~~

~~— SC 436, 438~~

~~— Pol. 811~~

~~— SC 404~~

~~— SC 431, 432~~

~~— Pol. 811~~

~~— SC 404~~

PA Const.

~~— Art. VI Sec. 7~~

~~— Pol. 006~~

~~— SC 508, 683~~

~~— SC 1410~~

~~— SC 1410~~

~~— SC 324, 406~~

~~— SC 2401~~

~~— SC 516~~

PA Const.

~~— Art. VI Sec. 7 — Pol. 006~~

~~— SC 621~~

~~— SC 106~~

~~— SC 421~~

Saucon Valley School District

Policy

Title – 007 Distribution

Section – Local Board Procedures

Adopted – August 22, 2005

Revised –

Content

Purpose

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

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

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

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

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

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

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

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

References

24 P.S. 4-407

24 P.S. 5-510

65 P.S. 67.701, et seq.

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

Pol. 801

Saucon Valley School District

Policy

Title – 009 Policy Formulation/Review

Section – Local Board Procedures

Adopted – August 22, 2005

Revised – August 8, 2005

Content

Purpose

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

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

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

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

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

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

Section 2. Policy Submission, Approval, and Review

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

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

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

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

Pol. 003

Saucon Valley School District

Policy

Title – 204 Attendance

Section – Pupils

Adopted – November 28, 2015

Revised – October 24, 2017

Content

Purpose

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

Authority

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

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

Definitions

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

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

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

Person in parental relation shall mean a:[

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

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

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

Delegation of Responsibility

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

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

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

Govern the maintenance of attendance records in accordance with law.

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

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

and youth agency, or the appropriate judge.

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

Guidelines

Compulsory School Attendance Requirements

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

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

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

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

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

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

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

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

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

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

Excused/Lawful Absence

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

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

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

Quarantine.

Family emergency.

Recovery from accident.

Required court attendance.

Death in family.

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

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

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

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

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

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

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

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

Temporary Excusals -

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

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

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

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

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

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

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

Parental Notice of Absence -

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

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

Unexcused/Unlawful Absence

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

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

Parental Notification -

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

Enforcement of Compulsory Attendance Requirements

Student is Truant -

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

The notice shall:

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

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

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

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

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

School Attendance Improvement Conference -

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

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

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

The student.

The student's person in parental relation.

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

Appropriate school personnel.

Recommended service providers.

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

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

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

Student is Habitually Truant -

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

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

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

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

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

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

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

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

Filing a Citation -

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

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

Special Needs and Accommodations

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

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

Discipline

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

Legal References

22 PA Code 11.41

22 PA Code 11.23

22 PA Code 11.25

22 PA Code 12.1

24 P.S. 1327

24 P.S. 1329

24 P.S. 1330

22 PA Code 11.13

24 P.S. 1326

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

Saucon Valley School District

Policy

Title – 208 Withdrawal from School

Section – Pupils

Adopted – November 28, 2005

Revised –

Content

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

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

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

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

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

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

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

Transfer

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

Saucon Valley School District

Policy

Title – 233 Suspension and Expulsion

Section – Pupils

Adopted – October 10, 2006

Revised –

Content

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

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

Exclusion From School – Suspension

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

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

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

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

Exclusion From Class - In-School Suspension

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

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

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

Expulsion

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

Attendance Requirements

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

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

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

Students With Disabilities

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

Expulsion Hearings

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

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

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

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

The formal hearing shall observe the due process requirements of:

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

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

Adjudication

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

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

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

References:

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

School Code – 24 P.S. Sec. 1318

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

Board Policy – 113.1, 216, 218

Saucon Valley School District

Policy

Title – 234 Pregnant Students

Section – Pupils

Adopted – August 22, 2006

Revised –

Content

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

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

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

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

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

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

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

References:

School Code – 24 P.S. Sec. 1326

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



November 15, 2019

To: Saucon Valley Board of Education

From: Saucon Valley Foundation for Educational Innovation

Re: Small Grant Awards & 21st Century Funding

The Saucon Valley Foundation for Educational Innovation is pleased to offer 6 small grants and additional funding for the 21st Century Makerspace program for your approval:

SMALL GRANTS

F19-001 Spanish & French Art Exhibit (\$981.90)

This grant is awarded to Kassandra Diehl in the high school. The award in the amount of \$981.90 will affect the foreign language high and middle school students, approximately 100-200 this year. The grant will fund a one-week Spanish & French Art Exhibit as well as activity materials which will promote cultural awareness and diversity in a life size exhibit displayed at the high school for the entire student learning community.

F19-002 Digital Photo Editing for the Photography Club (\$1,600.00)

This grant is awarded to Andrew Koch in the high school. The award in the amount of \$1,600.00 will impact the 30 photography club students this year and for the next 5 years. The acquisition of the IMac computer will allow the students to learn digital photo editing providing them the opportunity to fully utilize the cameras and software donated by Olympus.

F19-003 Respect My Red Speaker – HS Equity & Inclusion Committee (\$2,500.00)

This grant is awarded to Amy Kozel in the high school. The award in the amount of \$2,500.00 will affect all of the current students in 11th-12th grades, approximately 350 students. The grant will fund a presentation exploring personal boundaries through presentations, engaging dialogue and a Q & A session.

F19-004 Yoga 4 Classrooms Training Program (\$2,484.00)

This grant is awarded to Amber Krisukas in the elementary school. The award in the amount of \$2,484.00 will affect over 70 students each year in the elementary school. The grant will fund a six-hour training program for 12 special education teachers and counselors in Yoga 4 Classrooms. The evidence-based classroom yoga and mindfulness program promotes social, emotional and physical health and wellness, learning readiness and a positive school climate.

F19-005 Architecture Center for Elementary Art Program (\$485.00)

This grant is awarded to Arianne Schnalzer in the elementary school. The award in the amount of \$485.00 will affect all 700 students each year in the elementary school. The grant will fund materials for a three-dimensional building program which will help students learn structure and expose them to architecture throughout history.

F19-006 High School Robotics (\$2,500.00)

This grant is awarded to Robert Svitilla in the high school. The award is for \$2,500.00. The funds of the grant, along with additional funds raised, will create the High School Robotics Club which will compete in the First Tech Challenge. Students will design and build a robot building leadership, engineering, research and analytical problem-solving skills.

21st CENTURY FUNDING

High School Makerspace (\$1,020.00)

This additional funding for the Makerspace program at the High School, provided to Amber Sams, will expand the program to include a 3D printer and VEX Robotics materials.

Middle School Makerspace (\$1,500.00)

This additional funding for the Makerspace program at the Middle School, provided to Meredith Lesney, will expand the program to include Lego Boost kits, Cubelet Modular robots and a breakout box.

Respectfully,

Kathleen Dettmar
SVFEI

Cc: David Bonenberger, Business Office

Saucon Valley School District
Hellertown, PA

Compensation and Benefits Plan

BOARD OF SCHOOL DIRECTORS

and the

ADMINISTRATIVE ASSISTANTS AND CLERICAL PERSONNEL

Effective

July 1, 2019 – June 30, 2022

Compensation and Benefits Plan
 BOARD OF SCHOOL DIRECTORS
 and the
 ADMINISTRATIVE ASSISTANTS AND CLERICAL 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. COMPENSATION

a. Classification and Salary

See Attached Schedule "A"

All new employees will be evaluated after 30, 60, and 90 days and shall serve a ninety calendar day probationary period without any rights of appeal.

b. Pay Practices and Procedures

All employees of the Saucon Valley School District shall be placed on a twelve (12) 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 paychecks, and/or information regarding salary, shall be enclosed in individual envelopes. Direct deposit of paychecks shall be required for all employees.

III. FRINGE BENEFITS

a. Healthcare Coverage and Prescription Plan

1. The monthly healthcare premium contributions by Administrative Assistants and Clerical 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

4. **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.

5. **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 Administrative Assistants and Clerical 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 Secretaries 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 Administrative Assistants and Clerical 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 Administrative Assistants and Clerical 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 Administrative Assistants and Clerical 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.

6. Spousal Coordination of Benefits

For the 2019-2020 school year, Employees hired prior to July 1, 2017 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, 2017, 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.

b. Dental

The District shall purchase the Dental Service Plan of Delta Dental of Pennsylvania or another similar provider 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. Employees' 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 employees.

c. 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.

d. 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 (not to exceed sixty-six and two thirds percent of the month salary of an AA5 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 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.

e. Group Life Insurance

The Saucon Valley School District shall purchase and provide a group life insurance policy payable in the following amounts to the beneficiary named by the insured in the event of insured's death during the term of this Plan. Insurance for personnel making more than the designated amount will receive insurance equal to one time their salary.

2019-2020 through 2021-2022 - \$45,000

f. Sick Day Payout and Death Benefit

To the extent permitted by law, the estate of any administrative assistant/clerical employee of the Saucon Valley School District who dies in service, shall be paid a sick day payout in an amount equivalent to that afforded in Section III.h.1 below. All restrictions and limitations found in Section XV above shall apply to this section.

g. Tuition Reimbursement

1. The Saucon Valley School District will reimburse administrative assistants/clerical personnel for work-related courses. Reimbursement for a maximum of twelve (12) credits will be allowed based on the tuition rate at \$260.00 per credit:

2. Administrative Assistants/clerical personnel must be full-time employees of the Saucon Valley School District at the time of enrollment and at the time of reimbursement.

3. The employee must submit a written request to the Superintendent or designee for approval no later than sixty (60) days prior to the course. The only criteria for approval shall be the relevance of the course with respect to work-related improvement.

4. Administrative Assistants/clerical personnel must, within sixty (60) days after successful completion of the course, submit to the supervisor official transcripts along with receipted bills or canceled checks showing payment. Payment of the applicable reimbursement shall be made no later than sixty (60) days after the approval is submitted to the Business Office for payment.

h. Retirement Benefits

1. For employees who have been employed in the school district for at least ten (10) years, unused accumulated sick leave will be recompensed into an employee established 403(b) plan at the rate of thirty dollars (\$30.00) per day accumulated, upon retirement from employment within the Saucon Valley School District as follows:

2. 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 Administrative Assistants /Clerical group following the date this Agreement is ratified.

a) A retiring employee who has worked a minimum of twenty (20) years in a full time capacity for the district at retirement time will receive from the district paid medical coverage for the employee only.

b) The District will pay for individual medical insurance, not to include dental, vision or life insurance coverage, until the age of 65 or for 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 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.

c) The retired employee may continue to pay for spouse or family benefits at their own expense. If an employee 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 District 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.

d) 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.

IV. TIME OFF

a. Paid Leave

1. Vacation – Twelve Month Employees Only –

a) Ten (10) working days after the first full year of employment ending June 30;

b) Fifteen (15) working days after seven (7) consecutive years of employment;

c) Fifteen (15) working days plus one (1) additional day for every full consecutive year of service after ten (10) years, not to exceed twenty (20) working days.

d) Part-time employees' entitlement to leave will be prorated based on the amount of hours worked.

e) If an employee commenced work between July 1 and June 30, his or her vacation shall be determined in the following manner: Number of weeks worked prior to July 1 divided by 52 to calculate the percentage of a year to which the employee is entitled. For twelve-month employees, this percentage multiplied times ten 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.

f) All administrative assistants/clerical personnel are expected to use their vacation during the benefit year. An employee, may carry over five (5) days for those earning a ten (10) day or more vacation benefit. Carryover vacation must be used in the next benefit year.

g) Upon leaving the District, administrative assistants/clerical personnel shall receive payment for all earned and unused vacation days for the current year, at the current salary rate.

2. Sick Leave

a) Personal Illness Absence

1) In any school year, whenever a twelve (12) 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 twelve (12) 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 twelve (12) days per year for leave under this provision for immediate family members, which shall be defined in this section as Parent, Spouse or Child.

Part-time employees' entitlement to leave will be prorated based on the amount of hours worked.

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.

4) These days of leave become available to the employee on the date he or she actually begins his or her employment.

5) An absence of one-half (1/2) day or less shall result in one-half (1/2) day absence charge. An absence of more than one-half (1/2) day and not exceeding one (1) full day shall result in a full day absence charge. One-half (1/2) day is defined as three and one-half (3-1/2) hours.

b) Family Illness Absence

1) 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.

2) The days used for such absence shall be deducted from the employee's accumulated sick leave.

3. Personal Days

a) Full time, employees shall be entitled to three (3) personal days per year without loss of pay. Part-time employees' entitlement to personal days will be prorated based on the amount of hours worked. Such personal days may not be taken on the day prior

to, or the day subsequent to, a holiday or vacation period. An exception may be made with a two (2) week written notice and approval by the immediate supervisor. Written request must be made to his/her immediate supervisor at least three (3) calendar days prior to such "personal day(s)" except in case of an emergency. The employee shall inform the supervisor regarding the emergency as soon as possible of his/her absence and the reason for the absence. The immediate supervisor will grant the "personal day(s)" requested by said full time, except where the granting of such request will have a disruptive effect on the administrative operation for that day. Such personal days leave shall be non-cumulative from year to year. At the end of each school year the unused "personal days" shall accumulate as sick leave.

b) Part-time employees' entitlement to personal days will be prorated based on the amount of hours worked.

4. Holidays

Twelve (12) Month Employees

New Year's Day	Memorial Day
Martin Luther King Day	Independence Day
Presidents' Day	Labor Day
Holy Thursday	Thanksgiving Day and the day following
Good Friday	Christmas Day
Easter Monday	

In addition to the holidays, the administrative assistants /clerical staff is off during the Christmas vacation if the District is closed during the Christmas vacation. Effective for the 2020-2021, in the event the District is open during Christmas vacation, administrative assistants/clerical staff will be required to work. An employee may use vacation time during Christmas vacation with approval of their supervisor. 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.

5. Bereavement

a) 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.

b) 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.

c) 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.

6. Inclement Weather

When there is a day that school is canceled for inclement weather offices may be open. Administrative assistants /clerical notification of attendance and time to report to work in the district on those days as well as the time for release during early dismissals will be at the discretion of the Superintendent. Personnel notified to report and not reporting to work on those days that offices are open will need to take a personal or vacation day.

On all days school is called off due to inclement weather, not to exceed four (4) days clerical staff will be notified by the superintendent if and when to report to work. Employees may choose to use a personal or vacation day if they choose not to report.

b. Unpaid Leave

1. Personal Leave

a) No school employee shall absent himself from duty on account of personal reasons unless he shall have requested and received the permission of the immediate supervisor and the Superintendent for such absence.

2. Family 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.

3. Childbearing/Childrearing Leave

All rights and privileges extended by the Saucon Valley School District Board Policy will be applicable to the administrative assistants/clerical group.

V. POSTING OF VACANCIES

Should a position in the administrative/clerical staff become vacant, then the District shall post a notice for a period of ten (10) days so as to give the remaining employees an opportunity

to apply for said position. However, the Superintendent's and/or the Board's determination as to the best qualified applicant, whether it be a then current employee or a new applicant, shall be final and binding on all the parties.

VI. PERFORMANCE & DISCIPLINE

a. Evaluation Procedure

One performance evaluation shall be conducted by the employee's supervisor prior to the end of each school year. Administrators may evaluate more than once per year.

b. Complaint Procedure

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) Administrative Assistants/Clerical: employee, building administrator, Assistant Superintendent, 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 that 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 the issue is settled in favor of 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.

(h) A person or group may return with the same issue if not corrected.

VII. **COPIES OF PLAN**

A copy of this Plan will be made available from the Office of the Business Manager to each member of the administrative assistants/clerical staff.

SCHEDULE "A"

Administrative Assistants/Clerical Personnel List

(Employees listed in order of the Current Grade Analysis within the Job Classification)

AA5 Classification:

Administrative Assistant to the Superintendent
Administrative Assistant to the Assistant Superintendent
Administrative Assistant to Business Manager

AA4 Classification:

Administrative Assistant for Special Education
Administrative Assistant to K-8 Counselor
Administrative Assistant to High School Guidance
Administrative Assistant to the Elementary Principal
Administrative Assistant to the High School Principal
Administrative Assistant to the Middle School Principal

AA3 Classification:

Administrative Assistant to the Assistant High School Principal
Administrative Assistant to the Athletic Director
Administrative Assistant to the Supervisor of Campus Operations
Administrative Assistant to the Assistant Middle School Principal
Administrative Assistant to the Assistant Elementary Principal
Part-time Administrative Assistant in the Business Office

AA2 Classification:

9-12 Attendance / Greeter Administrative Assistant
K-8 Attendance Administrative Assistant

Business Office Personnel – Follow AA 4 pay ranges

Personnel Accounts/Payroll
Accounts Payable

SALARY STRUCTURE

The wage increases for 2019-2020 is 3.0%; for 2020-2021 is 2.5%; and for 2021-2022 is 2.5%. The Board reserves the right, at its sole discretion to deviate the starting hourly rate herein for new hires. The starting salary that had been frozen from the 2009/2010 school year to current 2017-2018 school year has been increased by 1.25% per year. For the 2018/2019 school year and going forward, the starting salary will be increased by 1/3 of whatever the pay raise will be.

Increase for change in classification will be \$1.00 per hour.

2019-2020		2020-2021		2021-2022	
Starting Hourly		Starting Hourly		Starting Hourly	
AA1	16.20	AA1	16.33	AA1	16.47
AA2	16.96	AA2	17.10	AA2	17.24
AA3	17.84	AA3	17.98	AA3	18.13
AA4	18.86	AA4	19.01	AA4	19.17
AA5	20.02	AA5	20.18	AA5	20.35

SAUCON VALLEY SCHOOL DISTRICT
HELLERTOWN, PENNSYLVANIA

COMPENSATION AND BENEFITS PLAN
BOARD OF SCHOOL DIRECTORS

and

TECHNOLOGY DEPARTMENT EMPLOYEES

EFFECTIVE

July 1, 2019 to June 30, 2022

COMPENSATION AND BENEFITS PLAN
BOARD OF SCHOOL DIRECTORS
AND THE
TECHNOLOGY DEPARTMENT EMPLOYEES

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. BENEFITS

The Technology Department employees will receive all benefits listed in the current Administrative Assistants /Clerical Compensation and Benefits Plan with the exception of the items listed below.

III. VACATION SCHEDULE

a. Technology department employees are entitled to Fifteen (15) working days per year.

b. Twenty (20) working days after 10 years plus one (1) additional day for every consecutive year of service not to exceed twenty-five (25) working days.

IV. BASE SALARY

Base salary will be negotiated independent from the Administrative Assistants/Clerical Compensation and Benefits Plan upon hire.

V. SALARY INCREASES

a. Technology Department employees are to follow the yearly percent structural increases as listed in the current Administrative Assistants /Clerical Compensation and Benefits Plan.

b. Structural increases as follows:

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

VI. HEALTHCARE PREMIUM CONTRIBUTIONS

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

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

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, vision and dental premiums, co-pays, etc.

VII. EXCISE TAX

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 Technology Department 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 Technology Department 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 Technology Department 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 Technology Department 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 Technology Department 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.

VIII. **SPOUSAL COORDINATION OF BENEFITS**

a. Effective upon approval by the Board, for those new hires who are eligible for family 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.

b. Notwithstanding the paragraph above, 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.

SAUCON VALLEY SCHOOL DISTRICT
Office of the Superintendent
Conference/Travel Breakdown
December 3, 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	Yes	No
Travel/Conference									
Chad Shirk High School Wrestling Coach	December 6 th and 7 th , 2019	Top Hat Wrestling Tournament Williamsport, PA	This is part of their PIAA wrestling schedule. Approximately 20 wrestlers and 3 coaches will be attending. This event is budgeted for.	Registration	\$250.00	-0-	-\$0-	December 7 th – 8 th , 2018 \$1,260.00	
				Lodging	\$610.00				
				Mileage	\$150.00				
				Total	\$1,010.00				
Chad Shirk High School Wrestling Coach	December 20 th – 22 nd , 2019	Beast of the East Wrestling Invitational	This is part of their PIAA wrestling schedule. Approximately 15 wrestlers and 3 coaches will be attending. This event is budgeted for.	Registration	\$675.00	-0-	-\$0-	December 15 th – 16 th , 2018 \$1,500.00	
				Lodging	\$1,000.00				
				Mileage	\$90.00				
				Sub	\$120.00				
				Total	\$1,885.00				
Robert Frey Athletic Director	March 24 th – 27 th , 2020	PSADA Conference	State Athletic Director's Conference. Yearly PIAA meetings and rules and updates, and National Interscholastic Athletic Association classes. This conference/workshop is budgeted for.	Registration	\$393.45	-0-	-\$0-	March 19 th – 22 nd , 2019 \$1,063.00	
				Lodging	\$375.00				
				Mileage	\$90.00				
				Meals	\$120.00				
				Total	\$978.45				

SAUCON VALLEY SCHOOL DISTRICT
Office of the Superintendent
Conference/Travel Breakdown
December 3, 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	
								Yes	No
Travel/Conference									
Michael Marini High School Instrumental Music/Band	December 19 th - 22 nd , 2019	The MidWest Clinic: International Band and Orchestra Conference Chicago, IL	This Clinic offers an array of clinics and exhibits, as well as access to music and teaching icons. The conference will also focus on industry trends and future topics in business and music education. With more than 18,000 attendees from all 50 states and more than 30 countries, it offers music educators and musicians alike and unmatched networking opportunity. Educators can choose from over 50 concerts, attend 4 rehearsal labs and more than 90 clinics and witness 3 new music reading sessions. It offers attendees the most up-to-date music styles and education techniques.	Registration	\$160.00	-0-	-\$0-		X
			Lodging	\$563.62					
			Meals	\$90.00					
			Total	\$813.62					

Facility Committee

This month's meeting was held on Wednesday, November 20, 2019 at 5pm in the District Office conference room.

The Facilities Committee was informed about the repair of the Stadium expansion joints at a cost of \$5,000 and the brick wall at door #19 at a cost of \$4,600. They also had a discussion regarding possible future projects.

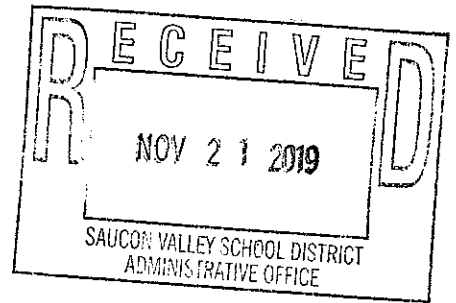
The Facilities Committees recommendation to the Board the purchase of 2 front engine busses at a cost of \$108,000.00 per bus through Sourcewell Bidding.

Saucon Valley School District
Office of the Assistant to the Superintendent

TO: David Bonenberger, Business Manager

FROM: Kristine Rosenberger, Assistant Superintendent

RE: Surplus / Obsolete Materials



SCHOOL: _____

Room Number: _____

Description	Serial Number	Reason for Disposal	Total
1993 Ford Ranger, red Mileage - 215096	1FTDR15X6PPB59447	No longer serviceable	1

Reason: _____

Pick-up Location: _____

Principal's/Supervisor's Signature *[Signature]* Date 11/20/19
 Assistant Superintendent Signature *[Signature]* Date 11/21/19

Office Use:

Date Declared _____

Date of Disposal _____

Picked Up By _____

Disposal Method _____

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

RESOLUTION 2020-21

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

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

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

WHEREAS, the Saucon Valley School District index for the 2020-2021 fiscal year is 2.6%;

WHEREAS, the Saucon Valley School District Board of Directors has made the decision that it shall not raise the rate of any tax for the support of the Saucon Valley School District for the 2020-2021 fiscal year by more than its index;

AND NOW, on this 3rd day of December, 2019, it is hereby resolved by the Saucon Valley School District (hereinafter "District") Board of Directors (hereinafter "Board") the following:

1. The Board certifies that it will not increase any school district tax for the 2020-2021 school year at a rate that exceeds the index as calculated by the Pennsylvania Department of Education.
2. The Board certifies that it will comply with the procedures set forth in Section 687 of the Pennsylvania Public School Code (hereinafter "School Code") 24 P.S., 6-687, for the adoption of its proposed and final budget.
3. The Board certifies that increasing any tax at a rate less than or equal to the index will be sufficient to balance its final budget of the 2020-2021 fiscal year.
4. The Administration of the District will submit the District's information on a proposed increase in the rate of a tax levied for the support of the District to the Pennsylvania Department of Education on the uniform form prepared by the Pennsylvania Department of Education no later than five days after the Board's adoption of this Resolution.

(Resolution 2020-21 continued)

5. The Administration of the District will send a copy of this Resolution to the Pennsylvania Department of Education no later than five days after the Board's adoption of this Resolution.
6. The Board understands and agrees that by passing this Resolution it is not eligible to seek referendum exceptions under Section 333(f) of Act 1 and is not eligible to request approval from the voters through a referendum to increase a tax rate by more than the index as established for the 2020-2021 fiscal year.
7. Once this Resolution is passed, the Administration of the District is not required to comply with the preliminary budget requirements set forth in paragraphs (a) and (c) of Section 311 of Act 1. Provided, however:
 - (a) The Board understands and agrees that, upon receipt of the information submitted by the District as set forth in paragraphs 4 and 5 above, the Pennsylvania Department of Education shall compare the district's proposed percentage increase in the rate of the tax with the index.
 - (b) Within ten days of the receipt of this information, the Pennsylvania Department of Education shall inform the District whether its proposed tax rate increase is less than or equal to the index.
 - (c) If the Pennsylvania Department of Education determines that the District's proposed increase in the rate of the District's tax exceeds the index, the District is subject to the preliminary budget requirements as set forth in paragraph (a) and (c) of Section 311 of Act 1.

DULY ADOPTED, this 3rd day of December, 2019, by the Board of School Directors of the Saucon Valley School District in lawful session, duly assembled.

ATTEST:

SAUCON VALLEY SCHOOL DISTRICT
Board of School Directors

Board Secretary

Board President