

Saucon Valley School District
Regular Meeting of the Board of Education
February 25, 2020 – 7 pm
High School Audion

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

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

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

Agenda

6:15 pm – Executive Session for the purpose of personnel.

- I. **Call to the Order** – *Dr. Shamim Pakzad, President, presiding*
- II. **Recording of Attendance** – *David Bonenberger, Secretary*
- III. **Motion to Approve Agenda**
- IV. **Announcement of Executive Session** – February 25, 2020
- V. **Approval of Minutes** – January 11, 2020
- VI. **Recognition** – None
- VII. **Presentation** –
 - A. High School Student Representative Report
 - B. 2020-21 Northampton Community College Budget Presentation – Dr. Mark Erickson and Mr. Jim Dunleavy
 - C. High School Regulations – Tamara Gary
- 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.*

X. Presentation of Bills – David Bonenberger

- A. General Expenditures – \$539,288.87
- B. Cafeteria Expenditures – \$18,047.09
- C. Health Benefits – \$337,827.21
- 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.

XI. Treasurer's Report – Cedric Dettmar/David Bonenberger

- A. Cash Investment and Bond Activity
- B. Condensed Board Summary Report
- C. Capital Project Finance Report
- D. Budget Transfers – \$20,253.00
- E. Middle School Activity Report – January 31, 2020
- F. High School Activity Report – January 31, 2020

Recommendations for Approval**Treasurer's Report**

1. Approve the above Treasurer's Report.

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

AGENDA ITEMS**A. Education****Items/Projects for Discussion**

- A. Academic and Personnel Meeting Summary from February 18, 2020

Recommendations for Approval**First Reading of Policies***

1. Approve the first reading of the following policies:

Policy 012 – Broadcasting/Recording of Meetings

Policy 103 – Nondiscrimination/Discriminatory Harassment – School and Classroom Practices

Policy 103.1 – Nondiscrimination – Qualified Students with Disabilities

Policy 104 – Nondiscrimination/Discriminatory Harassment – Employment Practices

Policy 222 – Tobacco Use – Pupils

Policy 253 – Reporting Performance Data

Policy 323 – Tobacco Use – Administrative Employees

Policy 423 – Tobacco Use – Professional Employees

Policy 523 – Tobacco Use – Classified Employees

Policy 913 – Non-School Organizations/Groups/Individuals

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

B. Personnel

Items/Projects for Discussion

None

Recommendations for Approval

Long Term Substitute

1. Approve the following long term substitute:

Victoria Travor as high school .5 health/physical education long term substitute beginning February 18, 2020 and continue until the end of the 2019-20 school year. Base salary is \$52,382 (B, Step 1), which will be prorated for number of days worked. Ms. Travor is replacing Domenica Ellis, who became a full-time teacher at the middle school.

Second Shift Head Custodian

2. Approve Thomas Reading as the High School Second Shift Head Custodian, with a salary increase of \$.55/hour, effective March 2, 2020. Mr. Reading is replacing Joseph Sansone who recently retired.

Full Time Custodian

3. Approve Harry Garis as a Full Time Floating Custodian with salary and benefits per the current Education Support Professionals contract, effective upon completion of employment paperwork and requirements. Mr. Garis is replacing Thomas Reading who moved into the second shift Head Custodian position.

Food Service Worker

4. Approve Mary Beth Jacavage as a part time food service worker with salary and benefits per the Food Service Personnel Compensation and Benefits plan, effective February 26, 2020. Ms. Jacavage is replacing Bill Frey who retired.

Unpaid leave of absence

5. Approve an unpaid leave of absence for Eva Orellana, elementary part-time paraprofessional, from March 27, 2020 to April 8, 2020. She will be using her remaining personal day on March 26, 2020.

2019-20 Spring Coaches

6. Approve the following 2019-20 spring coaches: *(New coaches are in italics.)*

Baseball:

Gary Laub - Head Coach - \$5,600
Phil Sams - Assist. Coach - \$3,731
Robert Kessler - Assist. Coach - \$2,985
Michael Kiak - Assist. Coach - \$1,035
Robert Frey - Assist. Coach - Volunteer

Softball:

Michael Barbera - Head Coach - \$5,600
Nicole Barbera - Assistant Coach - \$2,731
Jeff Rudolf - Assistant Coach - \$1,000
Jose Gonzales - Assistant Coach - \$2,985
Brenda Anthony - Assistant Coach - \$1,035

Boys Lacrosse:

Charles Austin - Head Coach - \$5,226
Patrick Kowalski - Assist. Coach - \$1,585.50

Girls Lacrosse:

Jennifer Zavacky - Assist. Coach - \$3,171

Boys Tennis:

Michael Krentz - Head Coach - \$4,106
Roger Ochse - Assist. Coach - \$776
Deborah Philpotts - Assist. Coach - Volunteer

Track & Field:

Edward Kolosky - Head Coach - \$5,226
Todd Lipp - Assist. Coach - \$3,731
Marty Lewis - Assist. Coach - \$3,731
Phil Russell - Assist. Coach - \$3,731

Boys Soccer (fall):

Christopher Nagy - Head Coach - \$5,226

Addition(s) to the Substitute List

7. Approve the following 2019-20 substitute teacher(s):
 - Owen Divers – PK – 4
 - Patrick Lundy – K-12 Art
 - Victoria Travor – Health & Physical Education, Family Consumer Science

Conference/Travel Request

8. 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. Facilities Committee Meeting Summary from February 19, 2020

Recommendations for Approval**Surplus/Obsolete**

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

Tennis Court Resurfacing*

2. Approve the quote from The Breneman Company in the amount of \$49,800.00 for the resurfacing of the tennis courts.

Custodial Review*

3. Approve the proposal from PASBO for a custodial review in the amount of \$2,500.

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

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

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

- A. Finance Committee Meeting Summary from February 12, 2020

Recommendations for Approval

Service Order for RWAN Services

- 1. Approve the contract with Colonial IU#20 for Regional Wide Area Network Services. Attachments

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

E. Community Outreach – SV Partnership – Michael Karabin and Shawn Welch

F. Bethlehem Area Vo-Tech School – Cedric Dettmar and Bryan Eichfeld
(Meetings are the first Tuesday of every month)

G. Colonial Intermediate Unit – Sandra Miller
(Meetings are the fourth Wednesday of every month)

H. PSBA – Sandra Miller

I. Hellertown/Lower Saucon Chamber of Commerce – Michael Karabin

J. Saucon Valley Foundation for Educational Innovation – Tracy Magnotta

K. Northampton Community College – Susan Baxter
(Meetings are the first Thursday of every month)

L. New Business

M. Old Business

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

XIII. Announcements

Future Meetings ~

March 10, 2020 – 7 pm –Business Meeting – Audion

March 24, 2020 – 7 pm –Business Meeting – Audion

April 14, 2020 – 7 pm –Business Meeting – Audion

XIV. 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, February 11, 2020 in the High School Audion. Present were Directors Edward Andres, Cedric Dettmar, Bryan Eichfeld, Michael Karabin, Tracy Magnotta and Sandra Miller. Directors Susan Baxter and Dr. Shamim Pakzad were absent. Also present were Dr. Craig B. Butler, Superintendent, David Bonenberger, Board Secretary, and Mark Fitzgerald, District Solicitor.

- I. **Call to the Order** – 7:05 – *Michael Karabin*
- II. **Recording of Attendance** – *David Bonenberger, Secretary*
7-present, 2 absent (Baxter & Pakzad)
- III. **Motion to Approve Agenda** – Director Miller, seconded by Director Dettmar moved to approve the Agenda. Vote: 7-yes, 0-no, 2 absent (Baxter & Pakzad)
- IV. **Announcement of Executive Session** – February 11, 2020
- V. **Approval of Minutes** – Director Miller, seconded by Director Dettmar moved to approve the minutes of January 28, 2020. Vote: 7-yes, 0-no, 2 absent (Baxter & Pakzad)
- 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** – None
- X. **Presentation of Bills** – *David Bonenberger*
 - A. General Expenditures – \$309,941.79
 - B. Cafeteria Expenditures – \$9,615.38
 - C. Health Benefits – \$385,995.51
 - D. Capital Projects – None
 1. Approve the above presentation of bills.

Director Dettmar, seconded by Director Miller moved to approve the Presentation of the Bills. Vote: 7-yes, 0-no, 2 absent (Baxter & Pakzad)
- XI. **Treasurer’s Report** – *Cedric Dettmar/David Bonenberger*
 - A. Cash Investment and Bond Activity
 - B. Condensed Board Summary Report
 - C. Capital Project Finance Report
 - D. Budget Transfers – \$205,497.00
 - E. Middle School Activity Report – None
 - F. High School Activity Report – None

1. Approve the above Treasurer's Report.

Director Dettmar, seconded by Director Miller moved to approve the Treasurer's Report.
Vote: 7-yes, 0-no, 2 absent (Baxter & Pakzad)

A. Education

1. Approve the 2020-2021 High School Program of Studies.

Director Eichfeld will be voting against because Gender Studies is in the Program of Studies.

Director Miller, seconded by Director Welch moved to approve Education Item #1.
Vote: 7-yes, 1-no (Eichfeld), 2 absent (Baxter & Pakzad)

2. Motion to approve a Charter for the Lehigh Valley Academy Regional Charter School as presented effected July 1, 2020 for a five year period ending June 30, 2025.

Director Miller, seconded by Director Welch moved to approve Education Item #2.
Vote: 7-yes, 1-no (Miller), 2 absent (Baxter & Pakzad)

B. Personnel

1. Approve the retirement of Ron Jones, bus driver effective at the end of the 2019-2020 school year.
2. Approve the resignation of Jessica Figueroa, Food Service effective February 11, 2020.
3. Approve the following long term substitute:

Helaine Young as high school librarian long term substitute beginning approximately March 2, 2020 and continue until approximately May 28, 2020. Base salary is \$52,382 (B, Step 1), which will be prorated for number of days worked. Mrs. Young is replacing Amber Sams, who will be on maternity leave during this time.

Director Dettmar, seconded by Director Miller moved to approve Personnel Items #1-3.
Vote: 7-yes, 0-no, 2 absent (Baxter & Pakzad)

4. Approve the following rate increases for athletic workers effective February 12, 2020:

Clock Operators - \$14.00/hr (previously \$12.00)

Announcer - \$11.25/hr (previously \$11.00)

Track Workers/Statisticians - \$12.50 (previously \$12.00)

Ticket Seller - \$12.25 (previously \$12.00)

Ticket Taker & General Workers - \$10.25 (previously \$10.00)

Director Dettmar, seconded by Director Miller moved to approve Personnel Item #4.
Vote: 7-yes, 0-no, 2 absent (Baxter & Pakzad)

- 5. Approve David Sell as a Part Time Bus Driver at a starting rate of \$10.00 per hour for riding and \$21.65 per hour for driving, with benefits per the current Educational Support Professionals Contract, effective upon completion of employment requirements.
- 6. Approve the following 2019-20 homebound instructor. Salary is \$40 per hour:
Brianne Barona
- 7. Approve the following 2019-20 substitute teacher(s):
Paige Borger – Emergency Certified
Jade Gery – Elementary Certified
Molly McLaine – Emergency Certified

Director Miller, seconded by Director Welch moved to approve Personnel Items #5-7.
Vote: 7-yes, 0-no, 2 absent (Baxter & Pakzad)

- 8. Approve the attached conference/travel requests

Director Miller, seconded by Director Dettmar moved to approve Personnel Item #8.
Vote: 7-yes, 0-no, 2 absent (Baxter & Pakzad)

C. Facilities

No Reports of Recommendations

D. Finance

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

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.

No Reports or Recommendations

E. Community Outreach – SV Partnership – Michael Karabin and Shawn Welch

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

G. Colonial Intermediate Unit – Sandra Miller

H. PSBA – Sandra Miller

I. Hellertown/Lower Saucon Chamber of Commerce – Michael Karabin

J. Saucon Valley Foundation for Educational Innovation – Tracy Magnotta
April 3rd fundraiser will be a Murder Mystery at the Steel Club.

K. Northampton Community College – Susan Baxter

L. New Business – Math Club placed 4th in their competition, Director Dettmar was thanked for his volunteer work with the club.

Attorney Fitzgerald updated the Board on the a notification received from the Independence Law Center which raised concern with policy 913. At the next Board meeting there will be an updated version of the policy brought forth.

M. Old Business - None

XII. Citizen’s Inquiries and Comments –

J. Schmell – distributed a report she compiled on the reasons the District needs a SRO.

A. McFetridge – Spoke on the need for a SRO in the District.

B. Stoneback – Spoke on the topic of a SRO.

V. Opthof-Cordaro – Spoke about bullying. She appreciated the Climate Survey but the follow-up email saying comments could be sent to Dr. Butler was not good.

L. Fisher – Stated that families need to be fully informed about the “Safe to Say” tip line.

A. Kichline – Feels that “Safe to Say” can be used as a form of bullying.

XIII. Announcements

Future Meetings ~

February 25, 2020 – 7 pm –Business Meeting – Audion

March 10, 2020 – 7 pm –Business Meeting – Audion

March 24, 2020 – 7 pm –Business Meeting – Audion

XIV. Motion to Adjourn Meeting

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

Vote: 7-yes, 0-no, 2-absent (Baxter & Pakzad)

8:33pm

ATTEST: _____

Secretary

President

Fund Accounting Check Summary

PLGIT GENERAL - From 02/07/2020 To 02/20/2020

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00054411	AHOLD FINANCIAL SERVICES		65.99
00054412	CRYSTAL SPRINGS	GENERAL SUPPLIES.....		127.88
00054413	KEYSTONE COLLECTIONS GROUP	BERKHEIMER GARN W/H.....		36.02
00054414	CAROLINA BIOLOGICAL SUPPLY CO.	GENERAL SUPPLIES.....		170.51
00054415	EMMAUS HIGH SCHOOL	DUES & FEES.....		20.00
00054416	21ST CENTURY CYBER CHARTER SCHOOL	TUITION TO PA CHARTER.....		11,312.46
00054417	A NEW DIRECTION - WHATS NEXT	OTHER PROFESSIONAL SVC.....		1,344.00
00054418	ABA SUPPORT SERVICES, LLC	OTHER PROFESSIONAL SVC.....		8,595.00
00054419	AGORA CYBER CHARTER SCHOOL	TUITION TO PA CHARTER.....		3,829.66
00054420	AHOLD FINANCIAL SERVICES	GENERAL SUPPLIES.....		98.96
00054421	ALDERFER, RACHEL	TUITION REIMBURSEMENT.....		1,790.00
00054422	AMAZON	GENERAL SUPPLIES.....		1,258.78
00054423	APPLE, INC.		4,139.50
00054424	BARNES & NOBLE	BOOKS AND PERIODICALS.....		79.90
00054425	BEHAVIORIAL HEALTH ASSOCIATES	PROF ED SRV OTHR ED AG.....		4,833.55
00054426	BAVTS	TUITION TO AREA VO-TECH.....		46,083.00
00054427	BUCKS COUNTY INTERMEDIATE	PRO- ED SVCS - IUS.....		330.00
00054428	BUXMONT ACADEMY	TUITION TO NON-PUBLIC.....		6,137.88
00054429	BerkOne, Inc.	COMMUNICATIONS.....	OFFICE ADMIN/SERV.....	846.57
00054430	CARBON-LEHIGH I.U. #21	PRO- ED SVCS - IUS.....		96,707.00
00054431	CARDMEMBER SERVICE	DUES & FEES.....		10.00
00054432	CERI (Center for Effective Reading Instruction)	DUES & FEES.....		230.00
00054433	CHRIN HAULING, INC	DISPOSAL SERVICES.....		2,392.84
00054434	CINTAS CORPORATION-#101	LAUNDRY/LINEN/DRY CLEAN.....		263.70
00054435	CIRCLE OF SEASONS CHARTER SCHOOL	TUITION TO PA CHARTER.....		7,600.47
00054436	COMMONWEALTH CHARTER ACADEMY	TUITION TO PA CHARTER.....		16,516.77
00054437	COMMONWEALTH OF PENNSYLVANIA	DUES & FEES.....		100.00
00054438	CONSTELLATION ENERGY GAS SERVICES, LLC	NATURAL GAS.....		6,501.98
00054439	COOPER ELECTRIC SUPPLY CO.	GENERAL SUPPLIES.....		377.62
00054440	DANIEL C. KIRIPOSKI, INC.	RENTAL OF EQUIPMENT.....		273.50
00054441	Doris Johnson	MISC EXPENDITURES.....		250.00
00054442	EASTON ARTS ACADEMY ELEMENTARY CHARTER SCHOOL	TUITION TO PA CHARTER.....		2,513.88

* Denotes Non-Negotiable Transaction

- Payables within Check

P - Prenote

d - Direct Deposit

c - Credit Card Payment

Fund Accounting Check Summary

PLGIT GENERAL - From 02/07/2020 To 02/20/2020

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00054443	ENERGY EQUIPMENT CONTROLS, INC.	GENERAL SUPPLIES.....		57.14
00054444	EPLUS TECHNOLOGY, INC.	GENERAL SUPPLIES.....		577.50
00054445	EXECUTIVE EDUCATION ACADEMY CHARTER SCHOOL	TUITION TO PA CHARTER.....		5,027.75
00054446	FIBERDYNE LABS, INC.	GENERAL SUPPLIES.....		445.31
00054447	FOX ROTHSCHILD, LLP	OTHER PROFESSIONAL SVC.....		5,250.00
00054448	FRANCE, ANDERSON, BASILE AND COMPANY, P.C.	OTHER PROFESSIONAL SVC.....		6,956.00
00054449	FRANK J. CHAVAR	REPAIRS & MAINT SVCS.....		156.44
00054450	GENERAL HEALTHCARE RESOURCES, LLC	OTHER PROFESSIONAL SVC.....		294.00
00054451	HOBBY LOBBY STORES, INC.	GENERAL SUPPLIES.....		58.40
00054452	INSIGHT PA CYBER CHARTER SCHOOL	TUITION TO PA CHARTER.....		1,256.93
00054453	J.W. PEPPER & SON INC.	BOOKS AND PERIODICALS.....	GENERAL SUPPLIES.....	278.84
00054454	JENNINGS TRANSPORTATION CORP.	CONTRACTED CARRIERS.....		8,550.00
00054455	JOHNSON CONTROLS FIRE PROTECTION LP	REPAIRS & MAINT SVCS.....		720.00
00054456	LEHIGH LEARNING ACADEMY	TUITION TO NON-PUBLIC.....		4,820.00
00054457	LEHIGH VALLEY ACADEMY CHARTER SCHOOL	TUITION TO PA CHARTER.....		45,661.57
00054458	LEHIGH VALLEY DUAL LANGUAGE CHARTER SCHOOL	TUITION TO PA CHARTER.....		2,513.88
00054459	LOSER'S MUSIC INC.	GENERAL SUPPLIES.....		5.40
00054460	LOWE AND MOYER GARAGE, INC.	GENERAL SUPPLIES.....		1,994.58
00054461	LOWER SAUCON TOWNSHIP	DUES & FEES.....		250.00
00054462	MICHAEL MARINI	TRAVEL.....	GASOLINE.....	328.99
00054463	MICROBAC LABORATORIES, INC.	REPAIRS & MAINT SVCS.....		59.45
00054464	THE MORNING CALL, INC.	ADVERTISING.....		91.39
00054465	MUSIC & ARTS	REPAIRS & MAINT SVCS.....	BOOKS AND PERIODICALS.....	1,084.25
00054466	MUSIC THEATRE INTERNATIONAL	MISC EXPENDITURES.....		75.00
00054467	NAPA AUTO PARTS-HELLERTOWN	GENERAL SUPPLIES.....		353.89
00054468	NORTHAMPTON COMMUNITY COLLEGE	TUITION TO COMM COLLEGE.....		23,074.67
00054469	PACIFIC TELEMAGEMENT SVCS	COMMUNICATIONS.....		267.18
00054470	MCIU	PROF ED EMP TRN & DVLP.....		195.00

* Denotes Non-Negotiable Transaction

- Payables within Check

P - Prenote

d - Direct Deposit

C - Credit Card Payment

Fund Accounting Check Summary

PLGIT GENERAL - From 02/07/2020 To 02/20/2020

factsmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00054471	PENNSYLVANIA ASSOCIATION OF	PROF ED EMP TRN & DVLP.....		160.00
00054472	PENNSYLVANIA DISTANCE LEARNING CHARTER SCHOOL	TUITION TO PA CHARTER.....		2,513.87
00054473	PORTNOFF LAW ASSOCIATES, LTD.	OFFICE ADMIN/SERV.....	COMMUNICATIONS.....	9,986.40
00054474	POWERSCHOOL GROUP LLC	EDUC SOFT & LIC.....		4,200.00
00054475	PPL ELECTRIC UTILITIES	ELECTRICITY.....		28,813.16
00054476	QUAKER CITY PAPER	GENERAL SUPPLIES.....		641.96
00054477	REACH CYBER CHARTER SCHOOL	TUITION TO PA CHARTER.....		6,284.69
00054478	Roberts Oxygen Co., Inc	GENERAL SUPPLIES.....		103.33
00054479	SAUCON VALLEY SPORTING GOODS	GENERAL SUPPLIES.....		60.00
00054480	SERVICE ELECTRIC CO.	COMMUNICATIONS.....		1,131.31
00054481	SERVICE TIRE TRUCK CENTERS	GENERAL SUPPLIES.....		4,809.68
00054482	SEVEN GENERATIONS CHARTER SCHOOL	TUITION TO PA CHARTER.....		6,343.55
00054483	STOTZ & FATZINGER OFF.SUPPLY	GENERAL SUPPLIES.....		511.75
00054484	SUN LIFE ASSURANCE COMPANY OF CANADA	ASSURANT VOL LIFE W/H.....		1,215.90
00054485	Saucon True Value	GENERAL SUPPLIES.....		776.42
00054486	TAMARA GARY	MEALS / REFRESHMENTS.....		67.38
00054487	TELEMEDICINE MANAGEMENT, INC.	GROUP INSURANCE.....		1,505.00
00054488	THE CAMPHILL SCHOOL, INC.	TUITION TO NON-PUBLIC.....		8,812.45
00054489	THE LEHIGH VALLEY CHARTER H.S. FOR THE ARTS, INC.	TUITION TO PA CHARTER.....		21,426.78
00054490	THE PENNSYLVANIA CYBER CHARTER SCHOOL	TUITION TO PA CHARTER.....		28,005.78
00054491	TYLER TECHNOLOGIES, INC.	EDUC SOFT & LIC.....		5,904.40
00054492	The Lifeguard Store	GENERAL SUPPLIES.....		79.20
00054493	UNITED ELECTRIC SUPPLY COMPANY, INC.	GENERAL SUPPLIES.....		1,203.23
00054494	WEISS-SCHANTZ AGENCY INC.	GENERAL PROP & LIAB INS.....		869.00
00054495	WILMINGTON TRUST COMPANY	INTEREST-SERIAL BONDS.....		67,450.00
00054496	XEROX CORP.	GENERAL SUPPLIES.....		17.15

10-GENERAL FUND

538,133.37

Grand Total Manual Checks :

0.00

* Denotes Non-Negotiable Transaction

- Payables within Check

P - Prenote

d - Direct Deposit

c - Credit Card Payment

Fund Accounting Check Summary

PLGIT GENERAL - From 02/07/2020 To 02/20/2020

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
		Grand Total Regular Checks :		538,133.37
		Grand Total Direct Deposits:		0.00
		Grand Total Credit Card Payments:		0.00
		Grand Total All Checks :		538,133.37

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

Fund Accounting Check Summary

LAFAYETTE GENERAL - From 02/13/2020 To 02/26/2020

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
*D0000518	SAMANTHA TRACHTMAN	TUITION REIMBURSEMENT.....		895.00 ^d
*D0000519	THATCHER, SARAH I.		260.50 ^d

10-GENERAL FUND 1,155.50

Grand Total Manual Checks :	0.00
Grand Total Regular Checks :	0.00
Grand Total Direct Deposits:	1,155.50
Grand Total Credit Card Payments:	0.00
Grand Total All Checks :	1,155.50

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

Fund Accounting Check Summary

CAFE - PLGIT - From 02/06/2020 To 02/20/2020

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00003043	DPSG OF EASTERN PA (LV)	FOOD.....		297.25
00003044	HERSHEY'S CREAMERY COMPANY	FOOD.....		424.68
00003045	KEGEL'S PRODUCE	FOOD.....		529.40
00003046	KEYCO DISTRIBUTORS, INC.	FOOD.....		292.95
00003047	MORABITO BAKING CO.	FOOD.....		368.72
00003048	PENN JERSEY PAPER CO.	GENERAL SUPPLIES.....		1,165.41
00003049	POCONO MOUNTAIN DAIRIES	MILK.....		2,023.13
00003050	Patricia Bishop	TRAVEL.....		53.59
00003051	SINGER EQUIPMENT COMPANY	GENERAL SUPPLIES.....		455.25
00003052	US Food Service	FOOD.....		12,436.71

50-CAFETERIA 18,047.09

Grand Total Manual Checks :	0.00
Grand Total Regular Checks :	18,047.09
Grand Total Direct Deposits:	0.00
Grand Total Credit Card Payments:	0.00
Grand Total All Checks :	18,047.09

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

Fund Accounting Check Summary

PLGIT HEALTH BENEFIT - From 02/07/2020 To 02/24/2020

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00000330	CM REGENT, LLC - SUN LIFE	GROUP INSURANCE.....		5,980.81
00000331	CM REGENT, LLC - SUN LIFE	GROUP INSURANCE.....		3,399.14
*C3022169	DELTA DENTAL	WEEKLY CLAIMS.....		0.00
*V3022169	CAPITAL BLUE CROSS	WEEKLY CLAIMS.....		112,659.82
*W3022775	WAGeworks	QUALIFYING EVENTS - JAN.....		31.03
*W3024684	DELTA DENTAL	WEEKLY YCLAIMS.....		5,651.00
*W3026794	CAPITAL BLUE CROSS	WEEKLY CLAIMS.....		43,476.65
*W3027713	VISION BENEFITS OF AMERICA	WEEKLY CLAIMS.....		2,564.22
*W3030160	SYNCHRONY RX	RX CLAIMS 2/1 - 2/15.....		44,607.39
*W3030167	DELTA DENTAL	WEEKLY CLAIMS.....		3,352.00
*W3032521	HIIG UNDERWRITERS AGENCY, INC.	MARCH PREMIUM.....		12,504.08
*W3032522	CAPITAL BLUE CROSS	WEEKLY CLAIMS.....	ADMIN FEES.....	101,813.07
*W3032523	EVOLVE INSURANCE ADVISORS, LLC.	MARCH PREMIUM.....		1,788.00

10-GENERAL FUND 337,827.21

Grand Total Manual Checks :	328,447.26
Grand Total Regular Checks :	9,379.95
Grand Total Direct Deposits:	0.00
Grand Total Credit Card Payments:	0.00
Grand Total All Checks :	337,827.21

* Denotes Non-Negotiable Transaction

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

Cash, Investment and Bond Activity January 31, 2020

CASH ACCOUNTS

	Balance 1/1/20	Earnings/Deposits	Disbursements	Balance 1/31/20
PLGIT PLUS	\$ 22,894.71	\$ -	\$ -	\$ 22,894.71
PLGIT/CLASS	\$ 3,311,634.14	\$ 12,000,000.00	\$ -	\$ 15,311,634.14
PLGIT General	\$ 17,965,463.63	\$ 756,384.96	\$ 15,023,701.38	\$ 3,698,147.21
PLGIT Salary	\$ 571,286.05	\$ 1,057,543.38	\$ 1,621,555.40	\$ 7,274.03
PLGIT Health Benefits	\$ 17,830.16	\$ 530,156.15	\$ 475,273.88	\$ 72,712.43
PLGIT Cafeteria	\$ 114,986.60	\$ 139.34	\$ 37,089.26	\$ 78,036.68
Lafayette General	\$ 2,422,575.70	\$ 174,872.33	\$ 94,936.57	\$ 2,502,511.46
Lafayette Tax Collection	\$ -	\$ -	\$ -	\$ -
Lafayette Prepaid Tax	\$ -	\$ -	\$ -	\$ -
Lafayette Flexible Spending	\$ 17,081.81	\$ 10,174.89	\$ 4,041.08	\$ 23,215.62
Lafayette Cafeteria	\$ 271,806.61	\$ 46,139.74	\$ 19.80	\$ 317,926.55
Total Cash Accounts	\$ 24,715,559.41	\$ 14,575,410.79	\$ 17,256,617.37	\$ 22,034,352.83

*Earnings/Deposits includes transfers of \$13,597,874.42 between accounts
**Disbursements includes transfers of \$13,597,874.42 between accounts

INVESTMENT ACCOUNTS

	Balance 1/1/20	Earnings/Deposits	Disbursements	Balance 1/31/20
Cafeteria Certificate of Deposit (Closed Feb 06)	\$ -	\$ -	\$ -	\$ -
PSDLAF	\$ 8,182,173.17	\$ 10,729.36	\$ -	\$ 8,192,902.53
PLGIT / PLUS (61)	\$ 809.64	\$ -	\$ -	\$ 809.64
Total Investment Accounts	\$ 8,182,982.81	\$ 10,729.36	\$ -	\$ 8,193,712.17

	Balance 1/1/20	Earnings/Deposits	Disbursements	Balance 1/31/20
1998 Construction Fund (195-04)	\$ -	\$ -	\$ -	\$ -
G.O. Bonds, Series of 2017 (195-14)	\$ 79,656.61	\$ 108.30	\$ -	\$ 79,764.91
2003 Emmaus Bond, Const Fund (195-08)	\$ -	\$ -	\$ -	\$ -
Land Purchase GOB Series 2005 (195-10)	\$ -	\$ -	\$ -	\$ -
GESP Phase II GOB Series 2013A (195-12)	\$ -	\$ -	\$ -	\$ -
Total Bond Issue	\$ 79,656.61	\$ 108.30	\$ -	\$ 79,764.91

CAPITAL RESERVE FUND

	Balance 1/1/20	Earnings/Deposits	Disbursements	Balance 1/31/20
Capital Reserve Fund	\$ -	\$ -	\$ -	\$ -

(UNADJUSTED)
Condensed Board Summary Report

Fund: 10 GENERAL FUND

From 07/01/2019 To 01/31/2020

		fabrdcon					
Account	Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	YTD % Used	Unliquidated Encumbrances	Balance
1000's							
1110	REG PROG ELEM/SECONDARY	19,711,655.90	8,898,897.09	8,898,897.09	45.33	37,818.75	10,774,940.06
1100	*TOTALS*	19,711,655.90	8,898,897.09	8,898,897.09	45.33	37,818.75	10,774,940.06
1225	SPEECH	363,073.00	161,724.34	161,724.34	44.54	-5.00	201,353.66
1231	EMOTIONAL SUPPORT	391,463.00	171,460.18	171,460.18	43.79	0.00	220,002.82
1241	LEARNING SUPPORT	5,992,928.00	2,614,405.99	2,614,405.99	43.68	3,475.69	3,375,046.32
1243	GIFTED SUPPORT	301,148.00	132,430.48	132,430.48	44.00	98.89	168,618.63
1270	MULTI-HANDICAPPED SUPPT	0.00	0.00	0.00	0.00	0.00	0.00
1290	OTHER SUPPORT	124,000.00	0.00	0.00	0.00	0.00	124,000.00
1200	*TOTALS*	7,172,612.00	3,080,020.99	3,080,020.99	42.99	3,569.58	4,089,021.43
1390	VOCATIONAL EDUCATION	707,680.00	457,463.55	457,463.55	64.64	0.00	250,216.45
1300	*TOTALS*	707,680.00	457,463.55	457,463.55	64.64	0.00	250,216.45
1410	DRIVERS' EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00
1420	SUMMER SCHOOL	22,710.00	8,062.20	8,062.20	35.50	0.00	14,647.80
1430	HOMEBOUND INSTRUCTION	13,484.00	5,053.06	5,053.06	37.47	0.00	8,430.94
1441	ADJ / COURT PLACED PROG	0.00	0.00	0.00	0.00	0.00	0.00
1442	ALTERNATIVE EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00
1480	TITLE I	0.00	0.00	0.00	0.00	0.00	0.00
1490	ACCOUNTABILITY	0.00	0.00	0.00	0.00	0.00	0.00
1400	*TOTALS*	36,194.00	13,115.26	13,115.26	36.23	0.00	23,078.74
1500	NONPUBLIC SCHOOL PGMS	0.00	13,457.00	13,457.00	0.00	0.00	-13,457.00
1500	*TOTALS*	0.00	13,457.00	13,457.00	0.00	0.00	-13,457.00
1693	COMMUNITY COLLEGE SPSHP	288,622.00	173,248.69	173,248.69	60.02	0.00	115,373.31
1600	*TOTALS*	288,622.00	173,248.69	173,248.69	60.02	0.00	115,373.31
Major Function - 1000's		27,916,763.90	12,636,202.58	12,636,202.58	45.41	41,388.33	15,239,172.99
2000's							
2120	GUIDANCE SERVICES	1,125,808.83	507,213.16	507,213.16	45.17	1,354.80	617,240.87
2130	ATTENDANCE SERVICES	128,770.00	74,045.89	74,045.89	60.55	3,925.50	50,798.61
2140	PSYCHOLOGICAL SERVICES	334,511.00	145,225.20	145,225.20	43.48	222.15	189,063.65
2150	SPEECH PATH/AUDIOLOGY	0.00	0.00	0.00	0.00	0.00	0.00
2100	*TOTALS*	1,589,089.83	726,484.25	726,484.25	46.06	5,502.45	857,103.13
2200	SUPPORT SERVICES-INSTRU	0.00	0.00	0.00	0.00	0.00	0.00
2220	TECH SUPPORT SERVICES	1,326,249.20	956,637.96	956,637.96	75.30	42,093.97	327,517.27
2230	EDU TELEVISION SERVICES	4,500.00	0.00	0.00	0.00	0.00	4,500.00
2250	SCHOOL LIBRARY SERVICES	589,982.00	273,089.79	273,089.79	47.23	5,600.70	311,291.51

(UNADJUSTED)
Condensed Board Summary Report

Fund: 10 GENERAL FUND

From 07/01/2019 To 01/31/2020

fabrdcon

Account	Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	YTD % Used	Unliquidated Encumbrances	Balance
2260	INSTRUCTION & CURR DEV	726,946.00	348,672.75	348,672.75	47.96	0.00	378,273.25
2271	INSTRUC STAFF DEVEL SVC	338,323.78	175,343.00	175,343.00	52.80	3,300.00	159,680.78
2272	NON CERTIFIED PROF DEV	0.00	0.00	0.00	0.00	0.00	0.00
2280	NONPUBLIC SUPPORT SVC	0.00	1,435.13	1,435.13	0.00	0.00	-1,435.13
2290	OTHER INSTRUC STAFF SVC	264,500.00	119,930.24	119,930.24	45.34	0.00	144,569.76
2200	*TOTALS*	3,250,500.98	1,875,108.87	1,875,108.87	59.25	50,994.67	1,324,397.44
2310	BOARD SERVICES	57,016.00	99,649.10	99,649.10	174.77	0.00	-42,633.10
2320	BOARD TREASURER SERVICE	300.00	250.00	250.00	83.33	0.00	50.00
2330	TAX ASSESS & COLLECTION	201,800.00	119,455.71	119,455.71	59.19	0.00	82,344.29
2340	STAFF RELATIONS/NEGO	0.00	0.00	0.00	0.00	0.00	0.00
2350	LEGAL SERVICES	150,000.00	112,343.27	112,343.27	74.89	0.00	37,656.73
2360	OFFICE SUPERINTENDENT	664,835.00	396,239.77	396,239.77	60.06	3,090.58	265,504.65
2380	OFFICE OF PRINCIPAL SVC	1,529,661.29	887,322.34	887,322.34	58.72	10,993.24	631,345.71
2300	*TOTALS*	2,603,612.29	1,615,260.19	1,615,260.19	62.58	14,083.82	974,268.28
2420	MEDICAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
2430	DENTAL SERVICES	600.00	0.00	0.00	0.00	0.00	600.00
2440	NURSING SERVICES	435,109.00	205,535.72	205,535.72	47.28	213.95	229,359.33
2400	*TOTALS*	435,709.00	205,535.72	205,535.72	47.22	213.95	229,959.33
2511	SUPP SERVICES-BUSINESS	857,807.00	533,097.93	533,097.93	62.53	3,294.33	321,414.74
2500	*TOTALS*	857,807.00	533,097.93	533,097.93	62.53	3,294.33	321,414.74
2690	OPER OF BLDG SERVICES	4,485,458.00	2,818,675.47	2,818,675.47	65.52	120,559.15	1,546,223.38
2600	*TOTALS*	4,485,458.00	2,818,675.47	2,818,675.47	65.52	120,559.15	1,546,223.38
2790	STUDENT TRANSP SERVICES	2,815,178.00	1,523,626.45	1,523,626.45	55.57	40,926.87	1,250,624.68
2700	*TOTALS*	2,815,178.00	1,523,626.45	1,523,626.45	55.57	40,926.87	1,250,624.68
2830	STAFF SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
2832	RECRUITMENT & PLACEMENT	0.00	0.00	0.00	0.00	0.00	0.00
2834	STAFF DEV - NON-CERT	0.00	0.00	0.00	0.00	0.00	0.00
2836	STAFF DEVELOPMENT SVCS	0.00	3,177.00	3,177.00	0.00	0.00	-3,177.00
2800	*TOTALS*	0.00	3,177.00	3,177.00	0.00	0.00	-3,177.00
2910	OTHER SUPPORT SERVICES	22,880.00	22,900.90	22,900.90	100.09	0.00	-20.90
2900	*TOTALS*	22,880.00	22,900.90	22,900.90	100.09	0.00	-20.90
Major Function - 2000's		16,060,235.10	9,323,866.78	9,323,866.78	59.52	235,575.24	6,500,793.08
3000's							
3000	OP OF NONINSTRUCT SVC	0.00	0.00	0.00	0.00	0.00	0.00

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

From 07/01/2019 To 01/31/2020

fabrdcon

Account	Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	YTD % Used	Unliquidated Encumbrances	Balance
3000	*TOTALS*	0.00	0.00	0.00	0.00	0.00	0.00
3100	FOOD SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
3100	*TOTALS*	0.00	0.00	0.00	0.00	0.00	0.00
3200	STUDENT ACTIVITIES	223,862.00	103,167.19	103,167.19	48.86	6,233.67	114,461.14
3250	SCHOOL ATHLETICS	1,063,187.00	508,375.09	508,375.09	54.67	72,924.12	481,887.79
3200	*TOTALS*	1,287,049.00	611,542.28	611,542.28	53.66	79,157.79	596,348.93
3300	COMMUNITY SERVICES	13,281.00	5,367.84	5,367.84	40.41	0.00	7,913.16
3300	*TOTALS*	13,281.00	5,367.84	5,367.84	40.41	0.00	7,913.16
Major Function - 3000's		1,300,330.00	616,910.12	616,910.12	53.53	79,157.79	604,262.09
5000's							
5100	OTHER EXPEND & FINANCE	0.00	0.00	0.00	0.00	0.00	0.00
5110	DEBT SERVICE	1,804,980.00	1,604,622.49	1,604,622.49	88.89	0.00	200,357.51
5130	REFUND PRIOR YR REV	0.00	1,382.94	1,382.94	0.00	0.00	-1,382.94
5100	*TOTALS*	1,804,980.00	1,606,005.43	1,606,005.43	88.97	0.00	198,974.57
5230	CAPITAL PROJ TRANSFERS	224,000.00	0.00	0.00	0.00	0.00	224,000.00
5251	FOOD SVC FUND TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00
5280	ACTIVITY FUND TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00
5200	*TOTALS*	224,000.00	0.00	0.00	0.00	0.00	224,000.00
5800	SUSPENSE ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00
5800	*TOTALS*	0.00	0.00	0.00	0.00	0.00	0.00
5900	BUDGETARY RESERVE	93,518.00	0.00	0.00	0.00	0.00	93,518.00
5900	*TOTALS*	93,518.00	0.00	0.00	0.00	0.00	93,518.00
Major Function - 5000's		2,122,498.00	1,606,005.43	1,606,005.43	75.66	0.00	516,492.57
EXPENDITURE Totals		47,399,827.00	24,182,984.91	24,182,984.91 ✓	51.77	356,121.36	22,860,720.73

(UNADJUSTED)
Condensed Board Summary Report

Fund: 10 GENERAL FUND

From 07/01/2019 To 01/31/2020

fabrdcon

Account	Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	YTD % Used	Unliquidated Encumbrances	Balance
6000's							
6001	FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00
6000	*TOTALS*	0.00	0.00	0.00	0.00	0.00	0.00
6111	REAL ESTATE TAXES	-30,098,109.00	-28,228,423.13	-28,228,423.13	93.78	0.00	-1,869,685.87
6112	INTERIM REAL EXTATE TAX	-250,000.00	-68,696.14	-68,696.14	27.47	0.00	-181,303.86
6113	PUBLIC UTILITY REALTY	-45,000.00	-31,676.53	-31,676.53	70.39	0.00	-13,323.47
6120	PER CAPITA TAX	0.00	0.00	0.00	0.00	0.00	0.00
6141	ACT 511 PC FLAT	0.00	0.00	0.00	0.00	0.00	0.00
6143	EMER MUNIC SVC TAX	-24,000.00	-13,461.00	-13,461.00	56.08	0.00	-10,539.00
6151	EARNED INCOME TAX	-3,500,000.00	-1,594,816.29	-1,594,816.29	45.56	0.00	-1,905,183.71
6153	REALTY TRANSFER TAX	-400,000.00	-425,176.45	-425,176.45	106.29	0.00	25,176.45
6100	*TOTALS*	-34,317,109.00	-30,362,249.54	-30,362,249.54	88.47	0.00	-3,954,859.46
6411	DELINQUENT RE TAX	-1,500,000.00	-500,265.38	-500,265.38	33.35	0.00	-999,734.62
6420	DELINQUENT PC SECT 679	0.00	-5,396.71	-5,396.71	0.00	0.00	5,396.71
6441	DELINQUENT PC 511	0.00	-5,302.80	-5,302.80	0.00	0.00	5,302.80
6400	*TOTALS*	-1,500,000.00	-510,964.89	-510,964.89	34.06	0.00	-989,035.11
6510	INTEREST ON INVESTMENTS	-450,895.00	-254,454.17	-254,454.17	56.43	0.00	-196,440.83
6530	GAIN/LOSS ON INVESTMNTS	0.00	0.00	0.00	0.00	0.00	0.00
6500	*TOTALS*	-450,895.00	-254,454.17	-254,454.17	56.43	0.00	-196,440.83
6710	ADMISSIONS	-50,000.00	-41,036.00	-41,036.00	82.07	0.00	-8,964.00
6740	FEEs	-3,500.00	0.00	0.00	0.00	0.00	-3,500.00
6750	STUDENT EVT- SPEC EVENT	0.00	0.00	0.00	0.00	0.00	0.00
6790	OTHR STUDENT ACT INCOME	-3,000.00	-180.00	-180.00	6.00	0.00	-2,820.00
6700	*TOTALS*	-56,500.00	-41,216.00	-41,216.00	72.94	0.00	-15,284.00
6821	STATE REV REC OTHER PA	0.00	-24,350.92	-24,350.92	0.00	0.00	24,350.92
6831	FUNDS OTHER PA SCH DST	0.00	0.00	0.00	0.00	0.00	0.00
6832	FEDERAL IDEA REVENUE	-289,099.00	0.00	0.00	0.00	0.00	-289,099.00
6839	FEDERAL REVENUE - OTHER	0.00	0.00	0.00	0.00	0.00	0.00
6800	*TOTALS*	-289,099.00	-24,350.92	-24,350.92	8.42	0.00	-264,748.08
6910	USE OF FACILITIES	-3,500.00	-4,088.64	-4,088.64	116.81	0.00	588.64
6920	CONTRIBUTION & DONATION	0.00	-623.87	-623.87	0.00	0.00	623.87
6941	REGULAR SCH TUITION	0.00	0.00	0.00	0.00	0.00	0.00
6942	SUMMER SCHOOL TUITION	-9,000.00	-50.00	-50.00	0.55	0.00	-8,950.00
6944	Tuition other LEA's	-27,000.00	0.00	0.00	0.00	0.00	-27,000.00
6980	COMMUNITY ACTIVITY REV	-7,900.00	-5,024.00	-5,024.00	63.59	0.00	-2,876.00
6990	MISCELLANEOUS REVENUE	0.00	-24,567.64	-24,567.64	0.00	447.53	24,120.11

(UNADJUSTED)
Condensed Board Summary Report

Fund: 10 GENERAL FUND

From 07/01/2019 To 01/31/2020

fabrdcon

Account	Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	YTD % Used	Unliquidated Encumbrances	Balance
6991	REFUND OF P/Y EXPEND	0.00	0.00	0.00	0.00	0.00	0.00
6992	ENERGY EFF REV & INCENT	0.00	0.00	0.00	0.00	0.00	0.00
6999	Miscellaneous	-29,999.00	-13,293.38	-13,293.38	44.31	0.00	-16,705.62
6900	*TOTALS*	-77,399.00	-47,647.53	-47,647.53	60.98	447.53	-30,199.00
Major Function - 6000's		-36,691,002.00	-31,240,883.05	-31,240,883.05	85.14	447.53	-5,450,566.48
7000's							
7110	BASIC EDUCATION	-3,392,934.00	-922,906.00	-922,906.00	27.20	0.00	-2,470,028.00
7111	BASIC EDUCATION SUBSIDY	0.00	-461,453.00	-461,453.00	0.00	0.00	461,453.00
7112	SOCIAL SECURITY SUBSIDY	0.00	-172,118.14	-172,118.14	0.00	0.00	172,118.14
7140	CHARTER SCHOOLS	0.00	0.00	0.00	0.00	0.00	0.00
7160	Tuition for 1305 & 1306	0.00	0.00	0.00	0.00	0.00	0.00
7100	*TOTALS*	-3,392,934.00	-1,556,477.14	-1,556,477.14	45.87	0.00	-1,836,456.86
7210	HOMEBOUND INSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00
7220	VOCATIONAL EDUCATION	0.00	-2,058.82	-2,058.82	0.00	0.00	2,058.82
7230	ALTERNATIVE EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00
7250	MIGRATORY CHILDREN	0.00	0.00	0.00	0.00	0.00	0.00
7271	SPECIAL EDUCATION	-1,041,143.00	-618,215.00	-618,215.00	59.37	0.00	-422,928.00
7299	DIRECT PMT - PRRS & APS	0.00	0.00	0.00	0.00	0.00	0.00
7200	*TOTALS*	-1,041,143.00	-620,273.82	-620,273.82	59.57	0.00	-420,869.18
7310	TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00
7311	SD TRANSPORTATION	-250,000.00	-128,509.00	-128,509.00	51.40	0.00	-121,491.00
7312	NP TRANSPORTATION	-135,000.00	-57,750.00	-57,750.00	42.77	0.00	-77,250.00
7320	RENT & SINK FUND PYMT	0.00	0.00	0.00	0.00	0.00	0.00
7330	MEDICAL/DENTAL SVCS	-42,000.00	-40,131.67	-40,131.67	95.55	0.00	-1,868.33
7340	SUPPLEMENTAL REIMBURSE	-931,104.00	-931,104.45	-931,104.45	100.00	0.00	0.45
7360	SAFE SCHOOLS	0.00	0.00	0.00	0.00	0.00	0.00
7361	PCCD Grant	0.00	0.00	0.00	0.00	0.00	0.00
7300	*TOTALS*	-1,358,104.00	-1,157,495.12	-1,157,495.12	85.22	0.00	-200,608.88
7500	ACCOUNTABILITY GRANT	0.00	0.00	0.00	0.00	0.00	0.00
7501	Accountability Grant	0.00	0.00	0.00	0.00	0.00	0.00
7505	READY TO LEARN BLK GRNT	-142,538.00	-142,538.00	-142,538.00	100.00	0.00	0.00
7510	EXTRA GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
7599	EXTRA GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
7500	*TOTALS*	-142,538.00	-142,538.00	-142,538.00	100.00	0.00	0.00
7810	FICA - STATE	-819,646.00	0.00	0.00	0.00	0.00	-819,646.00

(UNADJUSTED)
Condensed Board Summary Report

Fund: 10 GENERAL FUND

From 07/01/2019 To 01/31/2020

fabrdcon

Account	Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	YTD % Used	Unliquidated Encumbrances	Balance
7820	RETIREMENT - STATE	-3,672,638.00	-797,957.60	-797,957.60	21.72	0.00	-2,874,680.40
7800	*TOTALS*	-4,492,284.00	-797,957.60	-797,957.60	17.76	0.00	-3,694,326.40
7920	CLASSROOMS FOR FUTURE	0.00	0.00	0.00	0.00	0.00	0.00
7990	OTHER TECHNOLOGY GRANT	0.00	0.00	0.00	0.00	0.00	0.00
7900	*TOTALS*	0.00	0.00	0.00	0.00	0.00	0.00
Major Function - 7000's		-10,427,003.00	-4,274,741.68	-4,274,741.68	40.99	0.00	-6,152,261.32
8000's							
8512	IDEA Part B	0.00	0.00	0.00	0.00	0.00	0.00
8513	TITLE I GRANT IMPROV	0.00	0.00	0.00	0.00	0.00	0.00
8514	Title I	-198,537.00	-41,422.42	-41,422.42	20.86	0.00	-157,114.58
8515	TITLE II	-48,285.00	-10,090.59	-10,090.59	20.89	0.00	-38,194.41
8516	TITLE III ESL	-6,420.00	-1,294.77	-1,294.77	20.16	0.00	-5,125.23
8517	DRUG FREE SCHOOLS	-13,580.00	0.00	0.00	0.00	0.00	-13,580.00
8518	TITLE V	0.00	0.00	0.00	0.00	0.00	0.00
8519	TITLE II/TITLE V GRANT	0.00	0.00	0.00	0.00	0.00	0.00
8570	TITLE II EESE GRANT	0.00	0.00	0.00	0.00	0.00	0.00
8500	*TOTALS*	-266,822.00	-52,807.78	-52,807.78	19.79	0.00	-214,014.22
8670	DRUG FREE SCHOOLS	0.00	0.00	0.00	0.00	0.00	0.00
8680	TITLE III	0.00	0.00	0.00	0.00	0.00	0.00
8690	OTHER FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
8600	*TOTALS*	0.00	0.00	0.00	0.00	0.00	0.00
8701	IDEA PART B - ARRA	0.00	0.00	0.00	0.00	0.00	0.00
8708	ARRA FISCAL STAB - BE	0.00	0.00	0.00	0.00	0.00	0.00
8709	Basic Ed - Ed Jobs	0.00	0.00	0.00	0.00	0.00	0.00
8700	*TOTALS*	0.00	0.00	0.00	0.00	0.00	0.00
8810	MEDICAL ASSISTANCE	-15,000.00	0.00	0.00	0.00	0.00	-15,000.00
8820	MED ASSIS - TRANS & AD	0.00	-1,350.14	-1,350.14	0.00	0.00	1,350.14
8800	*TOTALS*	-15,000.00	-1,350.14	-1,350.14	9.00	0.00	-13,649.86
Major Function - 8000's		-281,822.00	-54,157.92	-54,157.92	19.21	0.00	-227,664.08
9000's							
9330	Trans from Cap Reserve	0.00	0.00	0.00	0.00	0.00	0.00
9300	*TOTALS*	0.00	0.00	0.00	0.00	0.00	0.00

(UNADJUSTED)
Condensed Board Summary Report

Fund: 10 GENERAL FUND

From 07/01/2019 To 01/31/2020

fabrdcon

Account Description	Current Budget	Period To Date Exp/Rcvd	Year To Date Exp/Rcvd	YTD % Used	Unliquidated Encumbrances	Balance
Major Function - 9000's	0.00	0.00	0.00	0.00	0.00	0.00
REVENUE Totals	-47,399,827.00	-35,569,782.65	-35,569,782.65 ✓	75.04	447.53	-11,830,491.88

**Capital Project Finance Report
January 31, 2020**

<u>Project</u>	<u>Original Budget</u>	<u>Change Orders</u>	<u>Miscellaneous Construction Costs</u>	<u>Working Budget</u>	<u>Project To Date Expenses December</u>	<u>January</u>	<u>Project To Date Expenses</u>	<u>Balance To Finish</u>
<u>New Synthetic Track</u>								
D'Huy Engineering								
Feasibility Study	3,500.00			3,500.00	3,500.00		3,500.00	0.00
Design and Bid Phase 1	39,000.00			39,000.00	39,000.00		39,000.00	0.00
Permitting & Land Development Costs and Studies	20,000.00			20,000.00	17,200.26		17,200.26	2,799.74
Lower Saucon Township - Stormwater Review			5,162.72	5,162.72	5,162.72		5,162.72	0.00
Advantage Engineering LLC - Geotechnical Specialist			4,564.00	4,564.00	4,564.00		4,564.00	0.00
Construction Services Phase 2	23,276.00	999.25		24,275.25	24,275.25		24,275.25	0.00
BSN Sports - Track Walking Path Covers	2,250.00			2,250.00	2,250.00		2,250.00	0.00
Grace Industries Inc.	943,895.00	(3,300.00)		940,595.00	940,595.00		940,595.00	0.00
High Peak Electrical, Inc.	7,200.00			7,200.00	7,200.00		7,200.00	0.00
<u>High School Gymnasium/Pool Roof</u>								
D'Huy Engineering								
Feasibility Study	3,500.00			3,500.00	3,500.00		3,500.00	0.00
Gym/Pool Roof Design & Bid Phase 1	6,000.00			6,000.00	6,000.00		6,000.00	0.00
Gym/Pool Roof Design Construction Services Phase 2	10,411.45	(419.57)		9,991.88	9,991.88		9,991.88	0.00
Alan Kunsman Roofing & Siding, Inc	383,325.00	28,000.00	(11,650.00)	399,675.00	399,675.00		399,675.00	0.00
<u>High School HVAC</u>								
D'Huy Engineering								
Feasibility Study	3,500.00			3,500.00	3,500.00		3,500.00	0.00
Preliminary Design Fee	136,479.00			136,479.00	136,479.00		136,479.00	0.00
Construction Phase Services	43,000.00			43,000.00	43,000.00		43,000.00	0.00
Reimbursable Expenses			1,004.22	1,004.22	1,004.22		1,004.22	0.00
Keycodes Inspection Agency			2,409.63	2,409.63	2,409.63		2,409.63	0.00
Mountain Environmental & Radon Services			1,800.00	1,800.00	1,800.00		1,800.00	0.00
PAMSCO	1,839,758.00	(116,103.00)		1,723,655.00	1,657,279.75		1,657,279.75	66,375.25
Builders Door & Hardware Inc			6,900.00	6,900.00	6,900.00		6,900.00	0.00
Wind Gap Electric	125,000.00	(12,876.84)		112,123.16	112,123.16		112,123.16	0.00
<u>High School Auditorium Upgrades</u>								
CMG of Easton, Inc	323,735.00			323,735.00	297,326.55		297,326.55	26,408.45
D'Huy Engineering								
Construction Oversight	11,875.00			11,875.00	11,875.00		11,875.00	0.00
Entertainment Services Group Inc - Curtain and Screen			6,215.52	6,215.52	6,215.52		6,215.52	0.00
	<u>3,925,704.45</u>	<u>(103,700.16)</u>	<u>16,406.09</u>	<u>3,838,410.38</u>	<u>3,742,826.94</u>	<u>0.00</u>	<u>3,742,826.94</u>	<u>95,583.44</u>

SAUCON VALLEY SCHOOL DISTRICT

BUSINESS OFFICE

BUDGETARY TRANSFER FORM

2019-2020

Date: 02-25-2020

		TRANSFER AMOUNT		ACCOUNT TITLE	REASON FOR TRANSFER	NO.	
ACCOUNT #		IN	OUT				
1	TO	10-1241-810-000-10-000-000-000-0000	253.00		SPEC ED DUES & FEES K-4	BALANCE ACCOUNT	
	FROM	10-2380-810-000-10-000-000-000-0000		253.00	DUES & FEES PRIN OFF K-4	TRANSFER OF FUNDS	
2	TO	10-2690-610-000-00-000-000-000-0000	20,000.00		SUPPLIES - PLANT OPERATIONS	BALANCE ACCOUNT	
	FROM	10-2690-752-000-00-000-000-000-0000		20,000.00	EQUIPMENT - NEW PLANT OPER	TRANSFER OF FUNDS	

Total Transfer: \$ 20,253.00

Saucon Valley School District
Middle School Student Activities Report
For The Month of January, 2020

Balance - December 31, 2019				\$	31,269.45
Receipts					5,361.87
Disbursements					(3,255.03)
Balance - January 31, 2020				\$	<u>33,376.29</u>
ART CLUB				\$	19.15
BAND					2,804.45
CHEERLEADING					623.87
CHORUS					5,050.62
COMMUNITY SERVICE					385.60
GIRLS VOLLEYBALL					1,555.02
HONOR SOCIETY					234.14
I-TEAM					315.13
KNITTING CLUB					296.52
ODYSSEY OF THE MIND					2.61
READING OLYMPICS					380.83
SEAPERCH / ROBOTICS					4,570.89
SKI CLUB					1,674.18
STUDENT COUNCIL					9,026.77
YEARBOOK					4,866.12
5TH GRADE					179.10
6TH GRADE					912.27
7TH GRADE					57.85
8TH GRADE					370.71
INTEREST					50.46
				\$	<u>33,376.29</u>
<i>Respectfully Submitted by James Deegan, Principal</i>					

SAUCON VALLEY HIGH SCHOOL
 FINANCIAL REPORTS
 JANUARY 31, 2020
 CLUB ACCOUNT FUND

BEGINNING BALANCE	\$	56,400.55
INCOME		22,196.81
EXPENSES		17,984.68
ENDING BALANCE	\$	60,612.68

CLUB ACCOUNT	ENDING BALANCE
AEVIDUM	361.15
BAND	1,966.96
CALCULUS CLUB	589.41
CHORUS	727.10
CLASS OF 2017	(20.32)
CLASS OF 2019	348.00
CLASS OF 2020	9,583.39
CLASS OF 2021	1,029.90
CLASS OF 2022	144.90
DANCE TEAM	2,219.67
DRAMA CLUB	3,208.30
ENVIRONMENTAL CLUB	811.81
FBLA	4,217.18
FOREIGN LANGUAGE	1,397.52
GLOBAL SCHOLARS	50.63
GSA	50.44
NAT'L HISTORY CLUB	-
NAT'L HONOR SOCIETY	2,634.95
LEO CLUB	687.39
MINI-THON	3,832.30
MODEL UN	323.20
NEWSPAPER	160.83
PAINTBALL	53.00
PHOTOGRAPHY CLUB	538.53
READING TEAM	63.44
ROBOTICS CLUB	3,153.30
RUGBY CLUB	689.86
SADD	198.57
SGA - STUDENT STORE	4,091.74
SKI CLUB	1,302.70
SMASH-VIDEO CLUB	26.63
SPIRIT COUNCIL	281.76
STEM	586.24
UNICEF	430.90
YEARBOOK	14,871.30
TOTALS	\$ 60,612.68

Tamara Gary
 Principal

Academic and Personnel Committee

This week's meeting was held on February 18, 2020 at 5pm in the District Office conference room.

1. **Parent Communication Policy** – The committee conducted a second review of the proposed parent communication policy. Dr. Butler went through the draft policy, citing edits made from feedback at the February 5th meeting. Further feedback included a need for further specificity for the high school, a renaming of the title for the policy and verification with the solicitor's office on assigning the policy a number, consultation with the solicitor's office to ensure there are no conflicts with child find process. The policy will continue to be updated and will move forward to the Board on February 25th.

2. **Policy Review: 012, 103, 103.1, 104, 222, 323, 423, 523, 913** – There was discussion on the various policies. A question was asked if policy 103 (Nondiscrimination/discriminatory harassment – School and Classroom Practices) could be combined with existing policy 249 (Bullying/Cyberbullying). Dr. Butler will check with the District solicitor. Additionally, policies that refer to student discipline will make reference to the student handbooks. The committee is moving all policies to the Board for a first reading on February 25th.

Saucon Valley School District

Policy

Title – 012 Broadcasting/Recording of Meetings

Section – Local Board Procedures

Adopted – January 7, 2013

Revised –

Content

Purpose

The Board recognizes the usefulness of broadcasting the proceedings of the publicly convened Board Regular and Interim Meetings and, from time to time, other public meetings of the Board and its committees.

Authority

Therefore, at its sole discretion, the Board may video record all or any portion of its regularly scheduled meetings and specially advertised ~~meetings and broadcast such meetings live and by tape delay.~~ The Board directs the Superintendent or designee to upload and broadcast recordings of meetings on the District's website, YouTube channel, Facebook page, or via any other District approved social media account.

~~The video recording of any public legislative meeting or other video recorded Board District meeting produced by the District is a public record, but shall not be the official record of the meeting. The Board shall dispose of the video recording/ posting within sixty (60) days after one year of the last public broadcast of the recording from the public access site.~~

~~The video recording of any public legislative meeting or other video recorded Board meeting produced by the District is not the official record of the meeting and is not a public record available for inspection and copying. The Board approved wWritten minutes approved at the next public meeting of the Board or at the next public meeting of a committee, as appropriate, shall will continue to be the official record of the that pubic meeting.~~

After broadcast/posting, the actual recording containing the video of any public Board meeting produced by the District may be used at the discretion of the Board.

Notification

The published agenda available at the meetings and on the District website will contain a notification that all or a portion of the meeting is being video recorded for the purpose of public broadcast.

While it is the Board's intent to broadcast/post video recorded Board public meetings in their entirety, the Board, at its discretion, may:

- a. discontinue the video recording of a meeting at any time by majority vote of the quorum in attendance at a particular public meeting if video recording becomes impractical due to equipment malfunction, operator unavailability or if the video recording is creating any impediment to conducting the meeting in an orderly fashion; and
- b. edit the video recording of a meeting prior to broadcast/post in order to avoid possible legal liability to the Board, the District and District employees.

~~The Board, by majority vote acting upon the advice of the Solicitor, or any other appropriate legal counsel, will determine which portions, if any, of its video recordings of public Board meetings will not be broadcast over television or other media. If a majority vote of the Board cannot reasonably be obtained in a timely manner, the Board President will act in its stead. Examples of the type of statements that would be subject to editing are abusive, obscene and potentially defamatory statements by those in attendance at the meeting.~~

Any Board member, District employee, or any other person who believes he/she has been defamed at a Board meeting should notify the Board President or Superintendent immediately to provide the Board the opportunity to edit the video recording from that meeting.

Saucon Valley School District

Policy

Title – 103 Nondiscrimination/Discriminatory Harassment – School and Classroom Practices

Section – Programs

Adopted – October 24, 2005

Revised – October 27, 2009

Content

The Board declares ~~it to be~~ the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless without discrimination on the basis of race, color, age, creed, religion, ~~gender~~ sex, sexual orientation, ancestry, national origin, ~~marital~~ familial status, pregnancy, or handicap/disability.

The district strives to maintain a safe, positive learning environment that is free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of the district and is prohibited on school grounds, at school-sponsored activities, and on any district owned or operated conveyance providing transportation to or from a school entity or a school-sponsored activity.

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, service, employment, athletics and extracurricular activities. The equitable distribution of district resources is one means the district shall use to ensure all students received a quality education. The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students and third parties who believe that they or others have been subject to discrimination to ~~promptly~~ report promptly such incidents to designated employees, even if some elements of the related incident took place away from school grounds, school activities, or district owned or operated conveyances.

The Board directs that verbal and written complaints of discrimination shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of discrimination brought pursuant to this policy shall also be reviewed for conduct that may not be proven to be discrimination under this policy but may violate other Board policies.

Confidentiality of all parties witnesses, the allegations, the filing of a complaint, and the investigation shall be maintained, consistent with the district's legal and investigative obligations. Complaints and all investigative materials shall not be subject to access by the public.

Retaliation

The Board prohibits retaliation against any person for making a report of discrimination or participating in a related investigation or hearing, or for opposing practices the person reasonably believes to be discriminatory. A complaint of retaliation shall be handled in the same manner as a complaint of discrimination.

Definitions

Discriminatory harassment – harassment by students, employees, or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, familial status, pregnancy, handicap/disability, or for participation in reports or investigations of alleged discrimination is a form of discrimination and is subject to this policy. A person who is not an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf.

~~No reprisals nor retaliation shall occur as a result of good faith charges of discrimination.~~ For the purposes of this policy, harassment shall consist of unwelcome conduct such as graphic, written, electronic, verbal, or nonverbal acts including offensive jokes, slurs, epithets or name-calling, ridicule or mockery, insults, put-downs, offensive objects or pictures, physical assaults, threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance and which relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, familial status, pregnancy, or handicap/disability, when such conduct is:

1. Sufficiently severe, persistent, or pervasive; and

2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening, or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities, or opportunities offered by the district.

Sexual Harassment

Sexual harassment is a form of discrimination on the basis of sex and is subject to this policy. For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, graphic, or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's status in any educational or other programs offered by a school; or
2. Submission to or rejection of such conduct is used as the basis for educational or other program decisions affecting a student; or
3. Such conduct deprives a student or group of individuals of educational aid, benefits, services, or treatment; or
4. Such conduct is sufficiently severe, persistent, or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance in school or school-related programs, or
5. Such conduct otherwise creates an intimidating, hostile, or offensive school or school-related environment such that it unreasonably interferes with the complainant's access to or participation in school or school-related programs.

Sexual violence means physical or sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. Sexual violence includes but is not limited to rape, sexual assault, sexual battery and sexual coercion. Federal law declares sexual violence to be a form of sexual harassment.

In order to maintain a program of nondiscrimination practices that ~~is in~~ ~~compliance~~ complies with applicable laws and regulations, the Board designates the Assistant Superintendent as the district's Compliance Officer. All nondiscrimination notices or information shall include the position, office address, telephone number, and email address of the Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees, and the public to provide notice of how to report complaints under this policy. ~~Nondiscrimination statements shall include the position, office address and telephone number of the Compliance Officer.~~

The Compliance Officer is responsible to ensure adequate nondiscrimination procedures are in place, to recommend new procedures, and to monitor the implementation of nondiscrimination procedures in the following areas:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provision of training for students and staff to prevent, identify, and alleviate problems of discrimination.
3. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
4. District Support - Assurance that like aspects of the school program receive like support as to staffing and compensation, facilities, equipment, and related matters.
5. Student Evaluation - Review of tests, procedures, and guidance and counseling materials for stereotyping and discrimination.
6. Resources – Maintain and provide information to staff on resources available to alleged victims in addition to the school compliant procedure, such as making reports to the polices, assistance available from domestic violence or rape crisis programs, and community health resources, including counseling resources.
7. Compliants – Monitor and provide technical assistance to building principals or designees in processing complaints.

The building principal or designee shall be responsible to for promptly completing the following duties upon receipt when receiving a complaint of discrimination or retaliation under this policy:

1. Immediately notify the Compliance Officer of the complaint. The Compliance Officer shall assess whether the investigation should be conducted by the building principal, another district employee, the Compliance Officer, or an attorney and shall promptly assign the investigation to that individual.
2. Inform the complaint about this policy, including the right to an investigation of both oral and written complaints of discrimination. ~~student or third party of the right to file a complaint and the complaint procedure.~~
3. Seek to obtain from parents/guardians consent to initiate an investigation when the complainant or alleged victim is under the age of eighteen (18). When a parent/guardian will not consent to the complainant and/or alleged victim's participation in an investigation, the Compliance Officer shall provide the parent/guardian with a letter containing information related to the district's legal obligations to conduct an investigation and address violations of this policy and any other information appropriate to the specific complaint.
4. Inform the complainant and/or the alleged victim and/or the accused (when the accused is a student) that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
5. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
6. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.
7. Provide relevant information on resources available in addition to the school complaint procedure, such as making reports to the police, assistance from domestic violence or rape crisis programs, and community health resources, including counseling.
8. After consideration of the allegations in the complaint and in consultation with the Compliance Officer and other appropriate individuals, promptly implement interim measures as appropriate to protect the complainant, the alleged victim, and others as necessary from violation of this policy during the course of the investigation.

Complaint Procedure – Student/Third Party

Step 1 – Reporting

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to ~~immediately~~ report immediately the incident to the building principal. Any person with knowledge of conduct that may violate this policy is encouraged to report immediately the matter to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal and make any mandatory police or child protective services reports required by law.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee is encouraged to use the report form available from the building principal or Compliance Officer, and/or to put the complaint in writing; however, but oral complaints shall be acceptable, documented, investigated, and handled no differently than a written complaint under this policy. The Compliance Officer, building principal, or other district employee who receives and/or is assigned to investigate the complaint shall inform the complainant of this policy and the investigative process, the right to confidentiality, and the potential right to file criminal charges. Both the person accepting the complaint and the person investigating the complaint shall handle the receipt of the complaint objectively, neutrally, and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

Step 2 – Investigation

The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The Compliance Office shall ensure that the individual assigned to investigate the complaint has an appropriate understanding of the relevant laws pertaining to discrimination, this policy, and how to conduct investigations, including the need to keep the investigation confidential.

The investigator shall work with the Compliance Officer to assess the anticipated scope of the investigation, potential witnesses, and records to review.

The investigator shall conduct an adequate, reliable, and impartial investigation. The complainant, alleged victim, and the accused may suggest additional witnesses and provide evidence during the course of the investigation. When the complaint involves allegations relating to conduct that took place away from school property, school-sponsored activities, or school conveyances, the investigation may include an inquiry into whether the conduct alleged resulted in harassment in school settings and/or whether another district policy may have been violated.

The investigation may consist of individual interviews with the complainant, the alleged victim, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Compliance Officer, who shall promptly inform law enforcement authorities about the allegations.

The obligation to conduct an investigation shall not be nullified by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

~~Upon receiving a complaint of discrimination, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.~~

~~The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.~~

~~The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.~~

Step 3 – Investigative Report

The ~~building principal~~ investigator shall prepare and submit a written report within ~~fifteen (15)~~ twenty (20) days of the initial report of alleged discrimination, unless additional time to complete the investigation is required due to the nature of the allegations, the anticipated extent of the investigation, or the availability of witnesses. All parties shall be notified of the anticipated date the investigative report will be complete and of any modifications of the due date.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for the determination, ~~and a determination of whether it is a violation of the~~ conduct alleged violated this policy, or any other laws or district policies and a recommended disposition of the complaint. The investigator shall consider the record as a whole in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation of this policy even when the separate incidents are not severe.

The complainant and the accused shall be informed of the outcome of the investigation, for example, whether the investigator has determined that the allegations are founded or unfounded, within a reasonable time of the submission of the written report and to the extent authorized by the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. The accused shall not be notified of the individual remedies offered or provided to the complainant.

~~Findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.~~

Step 4 – District Action

If the investigation results in a finding that some or all of the allegations of the complaint ~~is~~ are substantiated factual and constitutes a violation of this policy, the district shall take prompt, corrective action designed to ensure that such conduct ceases and does ~~and will not recur~~ and that no retaliation occurs.

The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Compliance Officer shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If an investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of the investigation through disciplinary actions or the initiation of further investigations.

Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

Appeal Procedure

1. If the complainant or the accused is not satisfied with a finding of ~~no violation of~~ made pursuant to the policy or with the ~~corrective action~~ recommended corrective action in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days. If the Compliance Officer investigated the complaint, such appeal shall be made to the Superintendent
2. ~~The Compliance Officer~~ individual receiving the appeal shall review the investigation and the investigative report and may also conduct or designate another person to conduct a reasonable supplemental investigation to assess the sufficiency and property of the prior investigation.
3. ~~The Compliance Officer~~ individual handling the appeal shall prepare a written response to the appeal within ~~fifteen (15)~~ twenty (20) days. Copies of the response shall be provided to the complainant, the accused, and the ~~building principal investigator~~ investigator who conducted the initial investigation.

Equivalence Between Schools

~~The Board directs that services in Title I schools and programs, when taken as a whole, shall be substantially comparable to services in schools and programs that do not receive Title I funds.~~

~~Curriculum materials, instructional supplies, and percentage of highly qualified personnel shall be equivalent between all district schools when compared on a grade-span by grade-span basis or a school-by-school basis.~~

~~The Board understands that equivalence between programs and schools shall not be measured by:~~

- ~~1. Change in enrollment after the start of the school year.~~
- ~~2. Varying costs associated with providing services to students with disabilities.~~

- ~~3. Unexpected changes in personnel assignments occurring after the beginning of the school year.~~
- ~~4. Expenditures on language instruction education programs.~~
- ~~5. Other expenditures from supplemental state or local funds consistent with the intent of Title I.~~

~~The district shall develop administrative regulations to implement this policy and shall maintain records documenting compliance that are updated biannually.~~

~~Complaints by individuals and organizations regarding implementation of equivalence between schools shall be processed in accordance with Policy 906 Public Complaints.~~

References

20 U.S.C. 1681 et seq.

22 PA Code 12.1

22 PA Code 12.4

22 PA Code 15.1 et seq.

22 PA Code 4.4

24 P.S. 1301

24 P.S. 1310

24 P.S. 1601-C et seq.

24 P.S. 5004

29 U.S.C. 794

42 U.S.C. 12101 et seq.

42 U.S.C. 1981 et seq.

42 U.S.C. 2000d et seq.

43 P.S. 951 et seq.

Pol. 216, 218, 234, 247, 249, 815, 806

U.S. Const. Amend. XIV, Equal Protection Clause

29 CFR 1604.11

29 CFR 1606.8

Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)

Franklin v. Gwinnett County Public Schools, 503 U.S. 60 (1992)

Office for Civil Rights - Guidance on Schools' Obligations to Protect Students from Student-on-Student Harassment on the Basis of Sex; Race, Color and National Origin; and Disability (Oct. 26, 2010)

Office for Civil Rights - Resources for Addressing Racial Harassment

Office for Civil Rights - Revised Harassment Guidance: Harassment of Students by School Employees, Other Students or Third Parties Title IX (January 2001)

18 Pa. C.S.A. 2709

20 U.S.C. 1232g

34 CFR Part 99

28 CFR Part 35

28 CFR Part 41

34 CFR Part 100

34 CFR Part 104

34 CFR Part 106

34 CFR Part 110

~~School Code—24 P.S. Sec 1310~~

~~State Board of Education Regulations—22 PA School Code Sec. 4.4, 12.1, 12.4, 14.101 et seq., 151 et seq.~~

~~Individuals with Disabilities Education Act—20 U.S.C. Sec 1400 et seq.~~

~~No Child Left Behind Act—20 U.S.C. Sec. 6321~~

~~Americans with Disabilities Act—42 U.S.C. Sec. 12101 et seq.~~

~~Federal Anti-Discrimination and Civil Rights Laws—~~

~~20 U.S.C. Sec. 1681 et seq. (title IX)~~

~~29 U.S.C. Sec. 701 et seq.~~

~~42 U.S.C. Sec 2000d et seq. (Title VI)~~

~~Board Policy—906~~

**REPORT FORM FOR COMPLAINTS OF UNLAWFUL HARASSMENT
DISCRIMINATION/HARASSMENT AGAINST STUDENTS**

Complainant: _____

Home Address: _____

Home Phone: _____

School Building: _____

Date of Alleged Incident(s): _____

Alleged harassment was based on: (circle those that apply)

Race	Color	National Origin
Sex	Age	Sexual Orientation
Handicap/Disability	Religion	Pregnancy
Familial Status		
Race	Color	National Origin
Gender	Age	Disability
Religion	Sexual Orientation	

Name of person you believe violated the district's ~~unlawful harassment~~
nondiscrimination and harassment policy: _____

If the alleged discrimination or harassment was directed against another person, identify
the other person: _____

Describe the incident as clearly as possible, including what physical contact ~~force~~, if
any, was used; verbal statements (i.e. threats, requests, demands, etc.) were made;
and any incidents were recorded (notes, emails, texts, messages, social media post,
etc.) ~~what, if any, physical contact was involved~~. Attach additional pages if necessary:

When and where incident occurred: _____

List any witnesses who were present: _____

This complaint is based on my honest belief that _____ has discriminated against or harassed me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature

Date

Received By

Date

Saucon Valley School District

Policy

Title – 103.1 Nondiscrimination – Qualified Students with Disabilities

Section – Programs

Adopted –

Revised –

Content

Authority

The Board declares it to be the policy of this district to ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.

The district shall provide to each qualified student with a disability enrolled in the district, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.

The Board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees.

The Board directs that complaints of discrimination or harassment shall be investigated promptly, and corrective or preventative action be taken for substantiated allegations.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be maintained, consistent with the district's legal and investigative obligations.

Retaliation

The district shall not intimidate, threaten, coerce, discriminate or retaliate against any individual for the purpose of interfering with any right or privilege secured by this policy.

Definitions

Qualified student with a disability - a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the district's educational programs, nonacademic services or extracurricular activities.

Section 504 Team - a group of individuals who are knowledgeable about the student, the meaning of the evaluation data and the placement options for the student. This could include, as appropriate, documentation or input from classroom teachers, counselors, psychologists, school nurses, outside care providers and the student's parents/guardians.

Section 504 Service Agreement (Service Agreement) - an individualized plan for a qualified student with a disability which sets forth the specific related aids, services, or accommodations needed by the student, which shall be implemented in school, in transit to and from school, and in all programs and procedures, so that the student has equal access to the benefits of the school's educational programs, nonacademic services, and extracurricular activities.

Disability harassment - intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school's educational programs, nonacademic services, or extracurricular activities.

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable law and regulations, the Board designates the

{ } Superintendent

{ } Assistant Superintendent

{ } Other _____ (specify)

as the district's Section 504 Coordinator.

In addition, each school within the district shall have a Section 504 building administrator.

The district shall publish and disseminate this policy and complaint procedure on or before the first day of each school year by posting it on the district's website, if available, and in the student handbook. The district shall notify parents/guardians of students residing in the district of the district's responsibilities under applicable law and regulations, and that the district does not discriminate against qualified individuals with disabilities.

Guidelines

Identification and Evaluation

The district shall conduct an annual child find campaign to locate and identify every district student with a disability thought to be eligible for Section 504 services and protections. The district may combine this search with the district's IDEA child find efforts, ~~in order~~ to not duplicate efforts.

If a parent/guardian or the district has reason to believe that a student should be identified as a qualified student with a disability, should no longer be identified as a qualified student with a disability, or requires a change in or modification of the student's current Service Agreement, the parent/guardian or the district shall provide the other party with written notice.

The district shall establish standards and procedures for initial evaluations and periodic re-evaluations of students who need or are believed to need related services because of a disability.

The district shall specifically identify the procedures and types of tests used to evaluate a student, and provide the parent/guardian the opportunity to give or withhold consent to the proposed evaluation(s) in writing.

The district shall establish procedures for evaluation and placement that assure tests and other evaluation materials:

1. Have been validated and are administered by trained personnel.
2. Are tailored to assess educational need and are not based solely on IQ scores.
3. Reflect aptitude or achievement or anything else the tests purport to measure and do not reflect the student's impaired sensory, manual or speaking skills (except where those skills are what is being measured).

Service Agreement

If a student is determined to be a qualified student with a disability, the district shall develop a written Service Agreement for the delivery of all appropriate aids, services, or accommodations necessary to provide the student with FAPE.

The district shall not implement a Service Agreement until the written agreement is executed by a representative of the district and a parent/guardian.

The district shall not modify or terminate a student's current Service Agreement without the parent's/guardian's written consent.

Educational Programs/Nonacademic Services/Extracurricular Activities

The district shall educate a qualified student with a disability with students who are not disabled to the maximum extent appropriate to the needs of the student with a disability. A qualified student with a disability shall be removed from the regular educational environment only when the district determines that educating the student in the regular educational environment with the use of related aids, services, or accommodations cannot be achieved satisfactorily. Placement in a setting other than the regular educational environment shall take into account the proximity of the alternative setting to the student's home.

The district shall not discriminate against any qualified student with a disability in its provision of nonacademic services and extracurricular activities, including but not limited to, counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs, and referrals to agencies which provide assistance to individuals with disabilities.

Parental Involvement

Parents/Guardians have the right to inspect and review all relevant school records of the student, meet with the appropriate school officials to discuss any and all issues relevant to the evaluation and accommodations of their child, and give or withhold their written consent to the evaluation and/or the provision of services.

Confidentiality of Student Records

All personally identifiable information regarding a qualified student with a disability shall be treated as confidential and disclosed only as permitted by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, state regulations, and Board policy.

Discipline

When necessary, the district shall discipline qualified students with disabilities in accordance with state and federal laws and regulations ~~and~~ Board policies, and the Code of Student Conduct.

Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-

sponsored activity by a qualified student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement, and Board policies. The Superintendent or designee shall respond in a manner that is consistent with the student's Service Agreement and Behavior Support Plan, if applicable.

In making a determination of whether to notify the local police department of a discretionary incident committed by a qualified student with a disability, including a student for whom an evaluation is pending, the Superintendent or designee shall use the same criteria used for students who do not have a disability.

For a qualified student with a disability who does not have a Behavior Support Plan as part of the student's Service Agreement, subsequent to notification to law enforcement, the district, in consultation with the student's parent/guardian, shall consider whether a Behavior Support Plan should be developed as part of the Service Agreement to address the student's behavior.

In accordance with state law, the Superintendent shall annually, by July 31, report to the Office for Safe Schools on the required form all new incidents committed by qualified students with disabilities, including students for whom an evaluation is pending, which occurred on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity.

PROCEDURAL SAFEGUARDS

The district shall establish and implement a system of procedural safeguards that includes notice of rights to the parent/guardian of a student suspected of being a qualified student with a disability, an opportunity for the parent/guardian to review relevant records, an impartial hearing with an opportunity for participation by the student's parent/guardian, and a review procedure.

A student or parent/guardian filing a claim of discrimination need not exhaust these procedures prior to initiating court action under Section 504.

Parental Request for Assistance

Parents/Guardians may file a written request for assistance with the Pennsylvania Department of Education (PDE) if one (1) or both of the following apply:

1. The district is not providing the related aids, services and accommodations specified in the student's Service Agreement.
2. The district has failed to comply with the procedures and state regulations.

PDE shall investigate and respond to requests for assistance and, unless exceptional circumstances exist, shall, within sixty (60) calendar days of receipt of the request, send to the parents/guardians and district a written response to the request. The response to

the parents'/guardians' request shall be in the parents'/guardians' native language or mode of communication.

Informal Conference

At any time, parents/guardians may file a written request with the district for an informal conference with respect to the identification or evaluation of a student, or the student's need for related aids, services or accommodations. Within ten (10) school days of receipt of the request, the district shall convene an informal conference. At the conference, every effort shall be made to reach an amicable agreement.

Formal Due Process Hearing

If the matters raised by the district or parents/guardians are not resolved at the informal conference, the district or parents/guardians may submit a written request for an impartial due process hearing. The hearing shall be held before an impartial hearing officer and shall be conducted in accordance with state regulations.

Judicial Appeals

The decision of the impartial hearing officer may be appealed to a court of competent jurisdiction.

COMPLAINT PROCEDURE

This complaint procedure is in addition to and does not prevent parents/guardians from using any option in the procedural safeguards system.

Step 1 – Reporting

A student or parent/guardian who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the Section 504 building administrator. Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the Section 504 building administrator.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the Section 504 building administrator, as well as properly making any mandatory police or child protective services reports required by law.

If the Section 504 building administrator is the subject of a complaint, the student, parent/guardian or employee shall report the incident directly to the district's Section 504 Coordinator.

The complainant or reporting employee may be encouraged to use the district's report form, available from the Section 504 building administrator or Section 504 Coordinator, or to put the complaint in writing; however, oral complaints shall be accepted and

documented and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information ~~on~~ about the complaint and the investigative process, the impact of choosing to seek confidentiality, and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

Step 2 – Investigation

The Section 504 Coordinator shall ensure that the individual assigned to investigate the complaint has an appropriate understanding of the relevant laws pertaining to discrimination issues and this policy and how to conduct investigations.

The investigator shall work with the Section 504 Coordinator to assess the anticipated scope of the investigation, ~~who needs the persons~~ to be interviewed, and ~~what the~~ records that may be relevant to the investigation.

The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused may suggest additional witnesses and provide other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from school property, school-sponsored activities or school conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Section 504 Coordinator, who shall promptly inform law enforcement authorities about the allegations.

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

Step 3 – Investigative Report

The investigator shall prepare and submit a written report to the Section 504 Coordinator within twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the investigator and the Section 504 Coordinator to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated ~~as factual~~; the information and evaluation that formed the basis for this determination, whether the conduct violated this policy, other Board policies, or federal, state, or local law; whether the conduct merits disciplinary action for violations of other Board Policies; and of any other violations of law or Board policy which may warrant further district action, and a recommended disposition of the complaint. An investigation into disability harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.

The complainant and the accused shall be informed of the outcome of the investigation, for example, whether the investigator believes the allegations to be founded or unfounded, within a reasonable time of the submission of the written report to the extent authorized by the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. The accused shall not be notified of the individual remedies offered or provided to the complainant.

Step 4 – District Action

If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of this policy, the district shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Section 504 Coordinator shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If the investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws.

Appeal Procedure

1. If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with recommended corrective action, s/he may submit a written appeal to the district's Section 504 Coordinator within fifteen (15) days.
2. The Section 504 Coordinator shall review the investigation and the investigative report and may also conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.
3. The Section 504 Coordinator shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation.

Legal

22 PA Code 12.1
22 PA Code 12.4
22 PA Code 15.1 et seq
22 PA Code 4.4
28 CFR Part 35
28 CFR Part 36
29 U.S.C. 794
34 CFR Part 104
42 U.S.C. 12101 et seq
Pol. 103
22 PA Code 15.2
42 U.S.C. 12102
22 PA Code 15.7
34 CFR 104.7
22 PA Code 15.4
34 CFR 104.32
Pol. 113
22 PA Code 15.5
22 PA Code 15.6
34 CFR 104.35
22 PA Code 15.3
34 CFR 104.34
34 CFR 104.37
Pol. 112
Pol. 122
Pol. 123
Pol. 810
22 PA Code 15.8

20 U.S.C. 1232g
22 PA Code 15.9
34 CFR Part 99
Pol. 216
Pol. 218
Pol. 233
22 PA Code 10.2
24 P.S. 1303-A
35 P.S. 780-102
22 PA Code 10.21
22 PA Code 10.22
22 PA Code 10.23
22 PA Code 10.25
24 P.S. 1302.1-A
Pol. 113.2
Pol. 218.1
Pol. 218.2
Pol. 222
Pol. 227
Pol. 805.1
22 PA Code 15.1
34 CFR 104.36
22 PA Code 14.162
Pol. 806
18 Pa. C.S.A. 2709
Pol. 815

Saucon Valley School District

Policy

Title – 104 Nondiscrimination/Discriminatory Harassment – Employment and Contract Practices

Section – Programs

Adopted – October 24, 2005

Revised –

Content

The Board declares ~~it to be~~ the policy of this district to provide to all persons equal access to all categories of employment in this district, regardless of race, color, age, creed, religion, ~~gender sex, marital~~ familial status, sexual orientation, ancestry, national origin, genetic information, pregnancy, or handicap/disability. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages employees and third parties who believe that they or others have been subject to discrimination prohibited by this policy to ~~promptly~~ report promptly such incidents to designated employees.

The Board directs that complaints of discrimination shall be investigated promptly, and appropriate corrective action be taken when allegations are substantiated. The Board directs that any complaint of discrimination brought pursuant to this policy shall also be reviewed for conduct that may not violate this policy but merits review and possible action under other Board policies.

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint, and the investigation shall be maintained, consistent with the district's legal and investigative obligations.

~~No reprisals nor retaliation shall occur as a result of good faith charges of discrimination.~~

Retaliation

The Board prohibits retaliation against any person for making a report of discrimination or participating in a related investigation or hearing, or opposing practices the person reasonably believes to be discriminatory. A complaint of retaliation shall be handled in the same manner as a complaint of discrimination.

Definitions

Discriminatory Harassment – harassment by students, employees or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, familial status, genetic information, pregnancy or handicap/disability is a form of discrimination and is subject to this policy. A person who is not necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf.

For purposes of this policy, harassment shall consist of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets or name-calling, ridicule or mockery, insults, put-downs, offensive objects or pictures, physical assaults, threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's work performance and which relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, familial status, genetic information, pregnancy or handicap/disability when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening, or abusive work environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities, or opportunities offered by an employer.

Sexual harassment is a form of discrimination on the basis of sex and is subject to this policy. For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, electronic, graphic, or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an employee's status; or
2. Submission to or rejection of such conduct is used as the basis for employment-related decisions affecting an employee; or

3. Such conduct is sufficiently severe, persistent, or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance at work or otherwise creates an intimidating, hostile, or offensive working environment such that it alters the complainant's working conditions.

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that ~~is in compliance~~ complies with applicable laws and regulations, the Board designates the ~~Human Resources Manager~~ Superintendent (for professional employees) and Business Manager (for non-professional employees) as the district's Compliance Officers.

The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public. Nondiscrimination statements shall include the position, office address and telephone number of the Compliance Officer.

The Compliance Officer is responsible to ensure adequate nondiscrimination procedures are in place, to recommend new or modified procedures, and to monitor the implementation of nondiscrimination procedures in the following areas:

1. Development and modification of position qualifications, job descriptions and essential job functions.
2. Recruitment materials and practices.
3. Procedures for screening, interviewing, and hiring.
4. Promotions and demotions.
5. District-designed performance evaluations.
6. Non-renewal of contracts.
7. Proposed ~~D~~disciplinary actions, up to and including terminations.

The Compliance Officer is responsible for the following additional procedures:

1. Training supervisors and staff to prevent, identify, and alleviate problems of employment discrimination.

2. Maintaining and providing information to staff on resources available to alleged victims in addition to the district complaint procedure, e.g., making reports to the police, obtaining assistance from domestic violence or rape crisis programs, and community health resources, including counseling.
3. Monitoring and providing technical assistance to building principals or designees in processing complaints.

The building principal or designee shall be responsible to complete promptly the following duties ~~when receiving a~~ upon receipt of a complaint of discrimination or retaliation against employees or third parties:

1. Immediately notify the Compliance Officer of the complaint. The Compliance Officer shall assess whether the investigation should be conducted by the building principal, another employee, the Compliance Officer, or an attorney and shall promptly assign the investigation to that individual.
2. Inform the employee or third party about this policy including the right to an investigation of both oral and written complaints of discrimination. ~~of the right to file a complaint and the complaint procedure.~~
3. Provide relevant information on resources available in addition to the school complaint procedure such as making reports to the police, available assistance from domestic violence and rape crisis programs, and community health resources including counseling resources.
4. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
5. After consideration of the allegations and in consultation with the Compliance Officer and other appropriate individuals, promptly implement interim measures as appropriate to protect the complainant and others as necessary from violation of this policy during the course of the investigation.
6. ~~Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.~~

Complaint Procedure – Employee/Third Party

Step 1 – Reporting

An employee or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to ~~immediately~~ report immediately the incident to the building principal or supervisor.

If the building principal is the subject of a complaint, the employee or third party shall report the incident directly to the Compliance Officer.

The complainant is encouraged to use the report form available from the building principal, supervisor, or Compliance Officer but oral complaints shall be ~~acceptable~~ accepted, documented, investigated, and handled no differently than a written complaint under this policy.

The Compliance Officer, building principal, or other district employee who receives and/or is assigned to investigate the complaint shall inform the complainant of this policy and the investigative process, the right to confidentiality, and the potential right to file criminal charges. Both the person accepting the complaint and the person investigating the complaint shall handle the receipt of the complaint objectively, neutrally, and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

Step 2 – Investigation

~~Upon receiving a complaint of discrimination, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.~~

The Compliance Office shall ensure that the individual assigned to investigate the complaint has an appropriate understanding of the relevant laws pertaining to discrimination, this policy, and the proper procedures to conduct investigations, including the need to keep the investigation confidential.

The investigator shall work with the Compliance Officer to assess the anticipated scope of the investigation, potential witnesses, and records to review.

The investigator shall conduct an adequate, reliable, and impartial investigation. The complainant, alleged victim, and the accused may suggest additional witnesses and provide evidence during the course of the investigation. When the complaint involves allegations relating to conduct that took place away from school property, school-sponsored activities, or school conveyances, the investigation may include an inquiry into whether the conduct alleged resulted in harassment in school settings and/or whether another district policy may have been violated.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the ~~incident~~ allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The complainant, witnesses, parties, and parents/guardians shall be informed that retaliation

for anyone's participation in an investigation is strictly prohibited and that conduct believed to be retaliatory should be reported. All individuals providing statements shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Compliance Officer, who shall promptly inform law enforcement authorities about the allegations.

The obligation to conduct an investigation shall not be nullified by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

~~The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.~~

Step 3 – Investigative Report

The building principal investigator shall prepare and submit a written report to the Compliance Officer within ~~fifteen (15)~~ twenty (20) days of the report of alleged discrimination, unless additional time to complete the investigation is required, or the availability of witnesses. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this discrimination, a determination of whether the conduct violated this policy or any other district policy, ~~and whether it is a violation of this policy,~~ and a recommended disposition of the complaint.

An investigation into a complaint of conduct that violates this policy shall record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.

The complainant and the accused shall be informed of the outcome of the investigation, for example, whether the investigator believes the allegations to be founded or unfounded, within a reasonable time of the submission of the written report. The accused shall not be notified of the individual remedies offered or provided to the complainant.

~~Findings of the investigation shall be provided to the complainant, the accused, and the Compliance Officer.~~

Step 4 – District Action

If the investigation results in a finding that some of all of the allegations in the complaint are substantiated ~~is factual~~ and constitutes a violation of this policy, the district shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. ~~will not recur.~~

The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the work environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Compliance Officer shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If an investigation results in a finding that a different law or Board policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of the investigation or through disciplinary actions or the initiation of further investigations.

Disciplinary actions shall be consistent with Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

Appeal Procedure

1. If the complainant or the accused is not satisfied with a finding ~~of no violation of~~ made pursuant to the this policy or with the recommended corrective action ~~recommended in the investigative report~~, s/he may submit a written appeal to the Compliance Officer within fifteen (15) calendar days If the Compliance Officer investigated the complaint, such appeal shall be made to the Superintendent.
2. ~~The Compliance Officer~~ individual receiving the appeal shall review the investigation and the investigative report and may also conduct or designate another person to conduct a reasonable supplemental investigation to assess the sufficiency and property of the prior investigation.

3. The ~~Compliance Officer~~ individual handling the appeal shall prepare a written response to the appeal within ~~fifteen (15)~~ twenty (20) days. Copies of the response shall be provided to the complainant, the accused, and the ~~building principal~~ investigator who conducted the initial investigation.

References

20 U.S.C. 1681 et seq

29 U.S.C. 206

29 U.S.C. 621 et seq

29 U.S.C. 794

42 U.S.C. 12101 et seq

42 U.S.C. 1981 et seq

42 U.S.C. 2000e et seq

42 U.S.C. 2000ff et seq

43 P.S. 336.3

43 P.S. 951 et seq

U.S. Const. Amend. XIV, Equal Protection Clause

29 CFR 1604.11

29 CFR 1606.8

EEOC Enforcement Guidance on Harris v. Forklift Sys., Inc., November 9, 1993

EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 18, 1999

EEOC Policy Guidance on Current Issues of Sexual Harassment, March 19, 1990

18 Pa. C.S.A. 2709

PA Code 44.1 et seq

28 CFR 35.140

28 CFR Part 41

29 CFR Parts 1600-1691

Pol. 317, 806, 815, 824

REPORT FORM FOR COMPLAINTS OF ~~UNLAWFUL~~ DISCRIMINATION/
HARASSMENT AGAINST DISTRICT EMPLOYEES AND THIRD PARTIES

Complainant: _____

Home Address: _____

Home Phone: _____

School Building: _____

Date of Alleged Incident(s): _____

Alleged harassment was based on: (circle those that apply)

Race	Color	National Origin
Sex	Age	Sexual Orientation
Handicap/Disability	Religion	Genetic Information
Pregnancy	Familial Status	
Race	Color	National Origin
Gender	Age	Disability
Religion	Sexual Orientation	

Name of person you believe violated the district's ~~unlawful~~ nondiscrimination and harassment policy: _____

If the alleged discrimination/harassment was directed against another person, identify the other person: _____

Describe the incident as clearly as possible, including what force, if any, was used; verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved. Attach additional pages if necessary: _____

When and where incident occurred: _____

List any witnesses who were present: _____

This complaint is based on my honest belief that _____ has discriminated against or harassed me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

Complainant's Signature

Date

Received By

Date

Saucon Valley School District

Policy

Title – 222 Tobacco Use

Section – 200 Pupils

Adopted – August 23, 2016

Revised –

Content

Purpose

The Board recognizes that tobacco, nicotine, and nicotine delivery products use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the schools.

Definition

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

For purpose of this policy, tobacco includes a lighted or unlighted cigarette, cigar, cigarillo, little cigar, pipe, or other smoking product or material, and smokeless tobacco in any form including chewing tobacco, snuff, dip, or dissolvable tobacco pieces.

For the purpose of this policy, nicotine shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling, or through other means.

For the purpose of this policy, a nicotine delivery product shall mean a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance. This definition includes, but not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.

Authority

The Board prohibits the possession, use, or sale of tobacco, nicotine, and nicotine delivery products ~~use and possession~~ by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.

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

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

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

Delegation of Responsibility

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

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

Guidelines

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

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

Reporting

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving the possession, use, or sale of tobacco, nicotine, or nicotine delivery products immediately or as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident.

The Superintendent or designee shall document attempts made to reach the parent/guardian.

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

Additional Provisions – Tobacco Only

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

A student convicted of possessing or using tobacco in violation of this policy may be fined up to fifty dollars (\$50) plus court costs, or admitted by the court to alternative adjudication in lieu of imposition of a fine.

35 P.S. 1223.5

18 Pa C.S.A. 6305, 6306.1

20 U.S.C. 7183

20 U.S.C. 1400 et seq

22 PA Code 10.2, 10.22, 10.25, 10.23

Policies 103.1, 113.1, 113.2, 805.1

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

P.S. 510

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

CRF Part 300

Saucon Valley School District

Policy

Title – 253 – Reporting Performance Data

Section – Pupils

Adopted –

Revised –

Content

Purpose

The Board recognizes that regular, meaningful, and accurate communication with parents/guardians regarding student performance data is essential. A partnership ~~between~~ among parents, teachers, and school administration is imperative ~~as it pertains to the various entities~~ to maximize the benefits that students may receive from participation in the educational program of the district. ~~working together for the benefit of the student.~~

Definition

Student performance data – ~~for~~ ~~For~~ the purpose of this policy, student performance data shall refer to any source of information available to school officials pertaining to a ~~child's~~ student's performance, including, but not limited to, ~~Such information might include~~ local and state performance assessments, report cards, and teacher/student ~~devised~~ crafted devised goals and performance targets.

Routine communication – ~~for~~ ~~For~~ the purpose of this policy, routine communication refers to communication occurring a minimum of once per quarter for each academic year.

Communication – ~~for~~ ~~For~~ the purpose of this policy, communication ~~would~~ includes reports, documents, in person communication, electronic communication, or any other means by which school officials would share information with parents/guardians.

Authority Guidelines

The ~~B~~board ~~expects~~ directs the administration to ~~carry out the duty of communicating~~ communicate student performance data to with parents/guardians on a regular basis ~~information pertaining to when student performance data is available to release, and, at a minimum, no less than once each grading period.~~ student performance data.

At the beginning of each school year and at least once each grading period. ~~The~~ building administration will communicate in writing to parents/guardians ~~set~~ the math, science, and reading/English language arts performance goals/targets for each child student in the tested areas of math and reading/English language arts annually. ~~Such goals/targets will be communicated to parents/guardians at the beginning of each school year and throughout the school year.~~ Teachers, in collaboration with the student, will devise such goals/targets to be academically appropriate and challenging, and specific to each student's capability.

~~Furthermore, t~~The building administration shall send the following reports home to parents/guardians when the reports are available for release: Map performance data, PSSA and Keystone data tests results, report cards, behavior reports (if applicable), and Future Ready Index Data, as well as any other local assessment data applicable to each ~~child's~~ student's performance and/or progress. Such reports and documents will include explanations that will facilitate good communication with the parent/guardian, and shall be specific to the target/goals established for the student.

Nothing in this policy expands or limits the records subject to public access under the Pennsylvania Right to Know Law or private access under the Family Educational Rights and Privacy Act.

Delegation of Responsibility

The Superintendent or designee shall annually notify students and parents/guardians ~~about the Board's policy regarding Parents Right to Know about this policy~~ via the school website and other posted notices.

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

Saucon Valley School District

Policy

Title – 323 Tobacco Use

Section – 300 Administrative Employees

Adopted – November 14, 2006

Revised – August 23, 2016

Content

Purpose

The Board recognizes that tobacco, nicotine, and nicotine delivery products use during school hours and on school property presents a health and safety hazard that can have serious consequences for the users and the nonusers and the safety and environment of the schools.

Definition

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

For the purpose of this policy, tobacco includes a lighted or unlighted cigarette, cigar, cigarillo, little cigar, pipe, or other smoking product or material, and smokeless tobacco in any form including chewing tobacco, snuff, dip, or dissolvable tobacco pieces.

For the purpose of this policy, nicotine shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling, or through other means.

For the purpose of this policy, a nicotine delivery product shall mean a product or device used, intended for use, or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.

Authority

The Board prohibits the use of tobacco, nicotine and nicotine delivery products, use by administrative employees in a school buildings and on any property, buses, vans, and vehicles that are owned, leased, or controlled by the school district.

The Board also prohibits the use of tobacco, nicotine, and nicotine delivery products by district employees at school-sponsored activities that are held off school property

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

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

Delegation of Responsibility

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

Guidelines

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

Reporting

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

Additional Provisions – Tobacco Only

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

35 P.S. 1223.5

20 U.S.C. 7183

24 P.S. 1302.1-A and 303-A

Pol. 805.1

18 Pa. C.S.A. 6305

22 PA Code 10.2 and 10.22

24 P.S. 1302.1-A

Saucon Valley School District

Policy

Title – 423 Tobacco Use

Section – 400 Professional Employees

Adopted – November 14, 2006

Revised – August 23, 2016

Content

Purpose

The Board recognizes that tobacco, nicotine, and nicotine delivery products use during school hours and on school property presents a health and safety hazard that can have serious consequences for the users and the nonusers and the safety and environment of the schools.

Definition

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

For the purpose of this policy, tobacco includes a lighted or unlighted cigarette, cigar, cigarillo, little cigar, pipe, or other smoking product or material, and smokeless tobacco in any form including chewing tobacco, snuff, dip, or dissolvable tobacco pieces.

For the purpose of this policy, nicotine shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling, or through other means.

For the purpose of this policy, a nicotine delivery product shall mean a product or device used, intended for use, or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.

Authority

The Board prohibits the use of tobacco, nicotine and nicotine delivery products, use by administrative employees in a school buildings and on any property, buses, vans, and vehicles that are owned, leased, or controlled by the school district.

The Board also prohibits the use of tobacco, nicotine, and nicotine delivery products by district employees at school-sponsored activities that are held off school property

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

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

Delegation of Responsibility

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

Guidelines

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

Reporting

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

Additional Provisions – Tobacco Only

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

35 P.S. 1223.5

20 U.S.C. 7183

24 P.S. 1302.1-A and 303-A

Pol. 805.1

18 Pa. C.S.A. 6305

22 PA Code 10.2 and 10.22

24 P.S. 1302.1-A

Saucon Valley School District

Policy

Title – 523 Tobacco Use

Section – 500 Classified Employees

Adopted – November 14, 2006

Revised – August 23, 2016

Content

Purpose

The Board recognizes that tobacco, nicotine, and nicotine delivery products use during school hours and on school property presents a health and safety hazard that can have serious consequences for the users and the nonusers and the safety and environment of the schools.

Definition

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

For the purpose of this policy, tobacco includes a lighted or unlighted cigarette, cigar, cigarillo, little cigar, pipe, or other smoking product or material, and smokeless tobacco in any form including chewing tobacco, snuff, dip, or dissolvable tobacco pieces.

For the purpose of this policy, nicotine shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling, or through other means.

For the purpose of this policy, a nicotine delivery product shall mean a product or device used, intended for use, or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.

Authority

The Board prohibits the use of tobacco, nicotine and nicotine delivery products, use by administrative employees in a school buildings and on any property, buses, vans, and vehicles that are owned, leased, or controlled by the school district.

The Board also prohibits the use of tobacco, nicotine, and nicotine delivery products by district employees at school-sponsored activities that are held off school property

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

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

Delegation of Responsibility

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

Guidelines

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

Reporting

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

Additional Provisions – Tobacco Only

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

35 P.S. 1223.5

20 U.S.C. 7183

24 P.S. 1302.1-A and 303-A

Pol. 805.1

18 Pa. C.S.A. 6305

22 PA Code 10.2 and 10.22

24 P.S. 1302.1-A

Saucon Valley School District

Policy

Title – ~~913 Relations with Special Interest Groups~~ Non-School Organizations/Groups/Individuals

Section – Community

Adopted – August 14, 2017

Revised –

Content

The Board recognizes that non-school organizations, groups, and individuals may wish to utilize the district as a means to engage the school community in activities and/or to distribute or post non-school materials. The Board directs that requests for such utilization from non-school organizations, groups, or individuals shall be governed by this policy.

Activities or school-related information and materials from non-school organizations, groups, and individuals that are integrated with or presented as a part of the district's curriculum, an approved school event, or student organization are approved and governed by Board policies related to curriculum and student activities, and are not governed by this policy

~~Any requests from civic organizations or special interest groups that involve activities such as patriotic functions, contests, exhibits, sales of products to or by students, scholarships, fundraising, or disseminating literature/materials must be examined to ensure that such activities primarily promote student interests, rather than the special interests of any particular group.~~

It is the policy of the Board that district facilities be used in accordance with the guidelines established in Board policy.

~~The Board prohibits the use of students and staff members for advertising or promoting nonschool organizations.~~

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement this policy. All materials or activities proposed by outside sources for use by, participation in, or distribution to students or staff members shall be subject to prior review by the Superintendent or designee on the basis of educational value to the school program, benefit to students, commercial benefit to the proposing group and factual accuracy.

Guidelines

The Board recognizes that the school community may benefit from receiving information from non-school organizations, groups, and individuals, provided the distribution and posting of such information does not interfere with the educational program of the schools. The district's primary responsibility shall be to maintain a safe and orderly school environment and to protect the rights of all members of the school community.

The Board prohibits advertisement, promotion, or distribution of materials by non-school organizations, group, or individuals during instructional time or at school-sponsored locations or activities not otherwise open to non-school organizations, groups, or individuals.[24 P.S. 510][24 P.S. 511]

The Board directs that the review and consideration of any activities or non-school materials requested under this policy shall not discriminate on the basis of content or viewpoint.

Definitions

Non-school organizations, groups, or individuals shall mean those entities that are not part of the school program, school-sponsored activities, or organized pursuant to the Pennsylvania School Code or Board policy. When employees or Board members act on behalf of a non-school organization or group, or on their own behalf, this policy applies to them. Students are governed by a separate and distinct Board policy regarding student expression and distribution and posting of materials.[1]

Non-school materials shall mean any printed, technological, tangible, or written materials prepared by non-school organizations, groups, or individuals for posting or general distribution that are not prepared as a part of the curricular or approved extracurricular programs of the district, including but not limited to, fliers, invitations,

announcements, pamphlets, posters, Internet bulletin boards, non-school organization websites, and the like.

Distribution shall mean issuing non-school materials to others on school property or during school-sponsored events; placing upon desks, tables, on or in lockers; or engaging in any other manner of delivery of non-school materials to others while on school property or during school functions.

Posting shall mean publicly displaying non-school materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers, on district-sponsored websites, through other district-owned technology-, and the like.

Prohibited activities and materials shall mean activities and materials that:

1. Violate federal, state or local laws, Board policy or district rules or regulations.
2. Are libelous, defamatory, obscene, lewd, vulgar or profane.
3. Advocate the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/nicotine, alcohol, or illegal drugs.
4. Incite violence, advocate use of force or threaten serious harm to the school or community.
5. Are likely to or do materially or substantially interfere with the educational process, such as school activities, school work, or discipline, as well as safety and order on school property or at school functions.
6. Interfere with, or advocate interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.
7. Violate written district administrative regulations or procedures on time, place and manner for posting and distribution of otherwise protected expression.

Non-school Materials

The Board requires that non-school organizations, groups, or individuals who wish to distribute or post non-school materials on school property shall submit them to the building principal. The building principal shall inform the Superintendent or designee of requests received from non-school organizations, groups, and individuals.

If approval is granted by the building principal, the non-school organization, group, or individual shall comply with Board policy and administrative regulations, and the district's time, manner, and place restrictions for distribution and posting of materials.

Materials issued by non-school organizations, group, or individuals shall not be distributed during instructional time or school-sponsored activities.

Non-school Activities

Activities sponsored by non-school organizations, groups, or individuals shall not occur during instructional time or school-sponsored activities.

Requests by non-school organizations, groups, or individuals to invite or promote student participation in non-school activities shall comply with Board policy and administrative regulations on distribution and posting of materials.

Community Activities Involving Students

The Board recognizes the social and educational values that may be derived from student participation in various activities sponsored by community organizations but specifies that unreasonable demands on the time and energies of students and staff be prevented.

Requests for student participation in community-sponsored activities must be made in writing to the Superintendent or designee.

The school schedule may not be interrupted unless the majority of students involved benefit from participation.

Participating students may not leave the school district unless the Board policy for field trips has been followed or the Board has granted special permission.

Fundraising

Students may engage in speech incident to fund-raising activities provided such speech does not occur during instructional time, create a substantial disruption to the school environment, or constitute prohibited activity or materials.

Any student(s), student group, class, or parent or adult group organized to foster the activities of district students shall receive the prior approval of the Superintendent or his/her designee in order to engage in any fundraising activities.

Fundraising by ~~outside groups and faculty~~ non-school, organizations, groups, or individuals is prohibited on school property or in the name of the school.

Any staff member wishing to solicit funds on school property or in the name of the school district must receive permission from the Board.

Funds solicited for special purposes are not to be commingled with regular or special accounts of the district.

This policy does not apply to fundraising for district-sponsored activities

Staff members shall not release the names, addresses, or telephone numbers of students or staff members to any outside individual or agency for fundraising purposes.

Scholarships/Awards

The Board is appreciative of the generosity of organizations that offer scholarships or awards to deserving students; but, in accepting such offers, the Board directs that established guidelines be observed.

No information, either academic or personal, shall be released from a student's record for the purpose of selecting a scholarship or award winner without the permission of the student who is eighteen (18), or the parents/guardians of a student who is younger, in accordance with the Board's policy on student records.

The type of scholarship or award, and any pertinent restrictions, shall be approved by the Board.

All pertinent information regarding the proposed scholarship or award shall be submitted for review by the Superintendent or designee prior to the date on which it is to be presented.

The building principal, together with a committee of staff members designated by the principal, shall be involved in the selection of the recipient of an award or scholarship.

Dissemination Of Literature/Materials

~~Only literature and materials directly related to school district activities or that contribute significantly to district instructional programs may be disseminated to or through students and staff members.~~

~~District schools shall not be used to publish or disseminate literature or survey forms of partisan, sectarian or political organizations of any type.~~

~~Distribution of literature relevant to community welfare is permitted when prior approval is granted by the Superintendent or designee.~~

~~The Board prohibits posting and distributing on school property any literature or material that:~~

- ~~1. Is political in nature.~~
- ~~2. Promotes or denigrates a particular religion or religious practice.~~
- ~~3. Is derogatory toward any ethnic, religious or racial group.~~
- ~~4. Promotes or encourages hostility, disorder, violence, or disregard for violation of legal obligations.~~

- ~~5. Primarily promotes commercial enterprises.~~
- ~~6. Is libelous, or interferes with or advocates interference with the rights of any individual or the operation of the schools.~~
- ~~7. Promotes use of tobacco products, alcoholic beverages, illegal substances or paraphernalia.~~
- ~~8. Is obscene or pornographic in the context of being inconsistent with prevailing standards.~~
- ~~9. Is not in the best interest of the students, staff or schools, in the opinion of the Superintendent or designee.~~

Travel Services/Foreign Trips

Solicitation and sale of travel services for foreign trips to students may be permitted with the approval of the Board.

Sellers of travel services to students must meet the following criteria:

1. Belong to an association of certified sellers of travel.
2. Provide proof of insurance.
3. Submit references.
4. Provide proof of a performance bond.
5. Include in all information provided to students and parents/guardians that use of tobacco/nicotine, alcohol, and controlled substances will be prohibited.

Include in all information provided to students and parents/guardians that the activity is not a school-sponsored event.

SAUCON VALLEY SCHOOL DISTRICT
Office of the Superintendent
Conference/Travel Breakdown
February 25, 2020

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 Instrumental Music/Band HS	March 11 th - 13 th , 2020 2 nights lodging	PMEA Northeastern Region Orchestra Festival Hazelton Area High School	Mr. Marini will be attending the PMEA Northeastern Region Orchestra Festival with a qualifying student.	Lodging \$250.00 Transportation \$60.00 Meals \$60.00 Event is budgeted for Total: \$370.00	-0-		X	\$175.23
Chad Miller Vocal Music High School	February 27 th – 29 th , 2020 2 nights lodging	Region V Chorus East York High School	Student(s) auditioned and competed at the district level to advance to the regional level. Competition takes place to advance to states. PMEA member required to attend.	Transportation \$200.00 Meals \$30.00 Total: \$230.00	-0-		X	\$133.16
Robert Frey/Chad Shirk Athletic Director/Coach High School Wrestling	February 5 th – 8 th , 2020 3 nights lodging	PIAA Wrestling Dual Meet Championship Tournament Hershey, PA	PIAA Wrestling Championships: 24 athletes, 3 coaches, 1 athletic director, 1 athletic trainer, and 1 statistician will be in attendance. This is a retroactive approval as participation depends on advancement. This event has been budgeted for and is retroactive.	Meals \$270.00 Lodging \$4,800.00 Transportation \$150.00 Total: \$5,220.00	-0-		X	\$4956.62

Facility Committee

The February meeting was held on Wednesday, February 19, 2020 at 5pm in the District Office conference room.

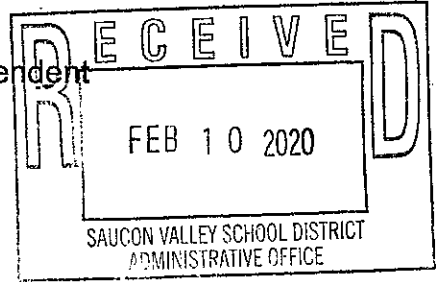
The Facilities Committees has put forth the following recommendations for the February 25, 2020 School Board meeting:

1. Approve the contract with The Breneman Company to resurface the High School Tennis Courts at a cost of \$49,800.
2. Approve the proposal from Pennsylvania Association of School Business Officials for a Custodial Review in the amount of \$2,500.

The following recommendation is put forth for the March 10, 2020 School Board meeting.

1. Approve an infrared scan of a section of the Elementary/Middle school roof at a cost of \$5,000.

Saucon Valley School District
Office of the Assistant to the Superintendent



TO: David Bonenberger, Business Manager

FROM: John McCabe

RE: Surplus / Obsolete Materials

SCHOOL: Building and Grounds

Room Number:

Description	Serial Number	Reason for Disposal	Total
Equipment Trailer	TR5461224	Obsolete, beyond repair	1 ea

Reason:

Pick-up Location: _____

Principal's/Supervisor's Signature _____

Date

2/10/20

Assistant Superintendent Signature _____

Date

2/12/20

Office Use:

Date Declared _____

Date of Disposal _____

Picked Up By _____

Disposal Method _____

the BRENNEMAN COMPANY

SINCE 1968

OFFICE & WAREHOUSE
3642 BLUE ROCK ROAD
LANCASTER, PA 17603
PH: (717) 872-8474
FAX: (717) 872-8476



February 20, 2020
COSTARS 008-128

Saucon Valley School District
2097 Polk Valley Road
Hellertown, PA 18055-2400

PROJECT: Tennis Court Maintenance
JOB SITE: 2097 Polk Valley Road, Hellertown, PA 18055
CONTACT: John McCabe 610-248-9890
EMAIL: john.mccabe@svpanthers.org, david.bonenberger@svpanthers.org

Bid price and description of work as follows:

Clean and prepare surface.
Power wash court to clean, (hose hookup with ample pressure to be supplied by owner).
Paint and service net posts.
Install Armor Crack Repair System on approx. 480 lineal ft. of structural cracks.
Install Acrylic Patch Compound in approx. (6) minor low areas to help promote faster water evaporation rate.
Feather coat patches and Armor Crack Repairs.
Install one coat of Acrylic Resurfacer base / filler coating over entire area.
Install two coats Acrylic Color System over area in owner's choice of standard colors.
Layout and repaint play lines as per USTA regulations.

BID PRICE: \$49,800.00

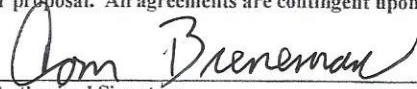
Costar Material only Breakout: \$22,988.03

Equipment, labor, mobilization, misc, material, etc.: \$26,811.97

If you have any further questions regarding this project, please contact project estimator, Tom Breneman. THANK YOU!!!!

The following shall be included in any binding contract.

TERMS NET 15 DAYS. All accounts past 30 days will be charged 1½% interest per month. Proposal valid for 30 days. Additional work not specified in this proposal such as power washing, flooding, patching, cracks, permits/fees or any unforeseen conditions that will adversely affect the quality of the job, will be an extra charge. Proposal valid with our existing insurance coverage's. **WARRANTY** All work will be completed in a workmanlike manner according to standard practices. All material is guaranteed to meet specifications. All work is guaranteed against defects for a period of ONE YEAR from the date of completion, except those due to ordinary wear and tear, improper use/maintenance, acts of nature or defects as a result of work done by others. **NOTE:** Cracks are normally a yearly maintenance issue and carry NO WARRANTY. *The Breneman Company must be paid in full according to these contract terms to validate this warranty.* Prevailing Wage Rates are excluded from this price unless the Prevailing Wage Rates were provided prior to our proposal. All agreements are contingent upon strikes, accidents, weather or delays beyond our control.


Authorized Signature

ACCEPTANCE OF PROPOSAL

Please sign and return one copy (mail/fax) upon acceptance.

Authorized Signature

Date

















Proposal to
Saucon Valley School District

Custodial Review

Background on the School Business Administration Consulting Service

The Pennsylvania Association of School Business Officials (PASBO) provides the School Business Administration Consulting Service to assist a school entity in evaluating the operation of any of the school business areas of specialization to include the school business office, transportation, facilities, technology, purchasing or food service operations. A specific proposal is developed to meet the unique requirements of each school entity interested in contracting through PASBO. The service provides school entities with an objective review of business operations to help facilitate the resource allocation, planning and staffing decisions of the administration and board.

PASBO selects a team of highly skilled and experienced school business officials to perform an on-site visit at the school entity and evaluate the effectiveness of the particular operation as defined in the scope of the project. The team is composed of active and emeritus members of PASBO, who possess the specific skills and experience required for each particular project.

The PASBO review team process includes studying documentation provided by the school entity in advance of the on-site visit, conducting interviews with school officials and staff on the prearranged on-site dates, comparing current business operations to recognized standards and an exit conference to review the observations and conclusions of the visit. A full written report follows the on-site visit to highlight significant accomplishments, areas identified for improvement and recommendations to achieve the desired results.

Service Objectives

- To provide interested school entities with a cost-effective opportunity to evaluate their school business operations.
- Allow for an independent study conducted by experienced school business officials that fully understand the environment and have operational experience in Pennsylvania school entities.
- To permit a school entity restricted by time and other constraints to effectively utilize the talents of experienced school business officials to aid in planning the future staffing and direction of a particular operation.

Project Outline

A. SCOPE OF WORK

- i. Coordinate with District Administration prior to starting this project to define the project goals and objectives.
- ii. Review current process and provide best practices related to custodial services in School District operations.
- iii. Review and recommend overall custodial staffing levels, including schedules and tasks related assigned areas.
- iv. Provide interviews with various District staff and tour buildings and grounds as deemed appropriate.
- v. Review of the following reports, documents and information:
 - a. District and department budgets/expenditures data, including wages, contracted services, supplies, and equipment
 - b. AFR documentation of the 2600 accounts
 - c. Support Personnel bargaining agreements
 - f. Staff training documentation, including Right-to-know and asbestos awareness
 - g. Data for each school building to include number of students, number of students, number of classrooms, total square feet, number of teachers, total acres
 - h. Provide an exit conference prior to leaving the School District.
- vi. Prepare a comprehensive report; including recommended staffing levels and best practices for District Facilities operations. The final Report will address the aspects as described within the content of this Proposal.
- vii. Upon completion of the review, a draft of the report will be delivered and reviewed with appropriate District Administrators.
- viii. Fifteen (15) copies of the approved final written report will be provided.

B. The District will provide:

Prior to visit:

General Data

1. Student count district-wide
2. Gross square feet of buildings
3. Total general fund expenditures (Fund 10)
4. Total expenditures for the operations and maintenance of plant services (Fund, 10, Function 2600 including all sub-functions 2610 through 2690)
5. Expenditures, equipment new (Fund 10, Function 2600, Object code 750)
6. Expenditures, equipment replacement (Fund 10, Function 2600, Object code 760)
7. Plant services contracted to outside sources (Fund 10, Function 2600, Object codes 350, 410, and 430)
8. Custodial staffing – district-wide
 - i. Number of custodians full time equivalent
 - ii. Custodians total salaries

Building data (please provide the following information for each building)

9. Number of regular, full-time teachers in the school
10. Number of students in the school
11. Total number of teaching spaces
12. Total gross architectural area of the school in square feet
13. Total number of washroom fixtures

During the site visit (if available):

1. Reduced scale copies of school floor plans (8 ½ x 11 or similar), and a district map.
2. Age of buildings, original and additions as appropriate, and area (square feet) and site size (acres) if available.
3. List of custodial supplies and equipment
4. Current facilities labor agreements
5. As available, documentation on AHERA, Right to Know, safety and other compliance type programs.

C. VALIDITY

This Proposal is valid through March 30, 2020. A draft written report within 15 days of the conclusion of the on-site visitation and final report with 30 days. The day the consultants will work in the School District are determined cooperatively. The School District information requested above needs to be received by the PASBO office at least two weeks before the on-site visit.

D. COSTS

The total cost of the review as outlined in the Scope of Work shall be \$2,500 for professional fees and related expenses for a one-day site visit and utilizing a two-three member Team. The costs to make a separate board presentation are also included.

E. CONSULTANT STAFF

The PASBO designated project lead consultant will directly supervise all on-site activities and consultant work assignments. All aspects of the study will be under the lead consultant's direction. For this Study the lead consultant will be Dr. Wayne McCullough.

F. INDEMNIFICATION

Saucon Valley School Districts agrees to defend and indemnify PASBO and its consultants against wrongful acts, unless PASBO or its consultants act with impropriety or illegality on the district's behalf, from all third-party claims arising from conducting this project.

G. ACCEPTANCE

Print Name:

Date

Title:

Saucon Valley School District



Dr. Wayne McCullough, PCSBA
Executive Director, PASBO

January 15, 2020
Date

Finance Committee

The Finance Committee of the Saucon Valley School Board met on February 12, 2020 in the District Office Conference room at 5:00pm.

The following items were on the Finance Committee agenda:

- Presentation of the 2020-2021 Elementary School Budget.
- Presentation and discussion of the 2020-2021 Technology Budget.
- Overview of the Preliminary 2020-2021 District Budget

There were no recommendations brought forth from this meeting to the Board.



COLONIAL

Intermediate Unit 20

Dedicated to your children and the people who serve them

6 Danforth Drive
 Easton PA 18045-7899
 p 610-252-5550
 f 610-252-5740
 www.ciu20.org

NOW THEREFORE, RWAN Member agrees as follows:

1. RWAN Member agrees to pay for the following services:

**Saucon Valley School District RWAN Monthly Cost
 July 1, 2020 through June 30, 2030**

North/South Special Construction (yrs 1-4 only - E-Rate Eligible)	\$25.20
RWAN Transport - (E-Rate Eligible)	\$758.26
PAIUnet Transport - (E-Rate Eligible)	\$179.74
Internet Access Charge 612 mbps ¹ - (E-Rate Eligible)	\$156.03
PAIUnet and CIU20 Support	\$97.75
Core Equipment (Partially E-Rate Eligible)	\$380.60
LEA Equipment 10 Gb (E-Rate Eligible)	\$148.37
Third Party Monitoring	\$200.00
Monthly Sub Total	\$1,945.94
Monthly Expected E-Rate Credit	\$778.74
Adjustment to align with 11/15/19 estimate ²	-
Monthly Net Due	\$1,167.21

2. RWAN Member acknowledges and understands that CIU20 will execute master service agreements with third party vendors to facilitate the RWAN Member's receipt of the services at the prices set forth above in Section 1. In order to do so, CIU20 is contractually bound to PenTeleData through June 30, 2030 for the fiber data transport circuit service and a two (2) year period through June 30, 2022 for Internet access service, and to PAIUnet for a five (5) year period through June 30, 2025. In the event that RWAN Member seeks to terminate this Service Order for the fiber data transport circuit service with CIU20 prior to June 30, 2030 and/or seeks to terminate this Service Order for the Internet access service with CIU20 prior to June 30, 2022, RWAN Member agrees to pay for any early termination charges that CIU20 incurs from PenTeleData and PAIUnet and the balance of the CIU20 Support costs for the year in which the RWAN Member terminates the Service Order.

¹ The specific quantity of Internet bandwidth being charged to each RWAN member is based on your # of students relative to the other RWAN members. The total quantity being purchased across the RWAN is 20 Gbps. CIU20 anticipates that there will be adequate capacity to enable each RWAN member to have access to bandwidth above the quantity they are being billed for, to meet your needs. CIU20 does not anticipate the need to rate limit the Internet usage at this time.

² A monthly adjustment is applied to Nazareth (\$2.13) and Northampton (\$6.45) to align their costs with the estimate that was dated November 15, 2019. These adjustments will only be applied during the 2020-21 school year. As additional schools join the RWAN on July 1, 2021 and beyond, overall costs to all schools will modestly be reduced and therefore negate the need for adjustments in further years.



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3. This Service Order does not take effect unless and until CIU20 executes master service agreements to obtain the leased fiber service and Internet access services described herein. The prices set forth above are contingent on realizing aggregated cost savings arising from the combined participation of various RWAN Members in this procurement. To the extent that fewer than the anticipated number of RWAN Members may opt to participate in this procurement, CIU20 reserves the right to increase the prices set forth herein subject to RWAN Member's approval of the revised prices.
4. During the hours that classes are in session, RWAN Member agrees that the leased fiber and Internet access services will be used exclusively by RWAN Member solely for educational purposes. RWAN Member will not allow the leased fiber and Internet access services to be used by any third party not directly affiliated with RWAN Member when classes are in session. When classes are not in session, RWAN Member has the discretion but is not required to allow for community use of these services.
5. RWAN Member authorizes CIU20 to apply for E-rate funding on the E-rate eligible services as set forth in Sections 1 and 2. CIU20 will provide the benefit of the RWAN Member's E-rate discount to the RWAN Member. RWAN Member acknowledges that the amount of the estimated E-rate credit set forth in Section 1 above is subject to change depending on the RWAN Member's annual E-rate discount percentage. RWAN Member is required to respond promptly to all information and document requests from CIU20 pertaining to the E-rate application and funding process. RWAN Member is responsible for submitting E-rate applications for all other services that RWAN Member may purchase.
6. This Service Order constitutes the entire agreement between RWAN Member and CIU20. All prior written and oral understandings are merged into this Service Order. No agent, representative, employee or officer of RWAN Member or CIU20 has authority to make, or has made, any statement, agreement or representation, oral or written, in connection with this Service Order which in any way is deemed to modify, add to, or detract from or otherwise change or alter the terms and conditions of this Service Order.

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7. This Service Order shall be governed by and interpreted and enforced in accordance with the laws of the Commonwealth of Pennsylvania and decisions of the Pennsylvania courts.

I certify I am authorized to sign this Service Order and intend to be legally bound thereby:

RWAN Member Name

Signature of Authorized Individual

**Printed Name of Authorized
Signatory**

Title of Authorized Signatory

Date of Signature



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Letter of Agency
E-rate Funding Years 2020 – 2029
LOA Expires June 30, 2030
Saucon Valley School District
SLD Entity # 125921

This is to confirm our participation in the Colonial Intermediate Unit 20 Consortium for the procurement of E-rate eligible services. This Letter of Agency is in effect for the funding years referenced above, which includes the initial contract term, and any voluntary extensions of the contract. I hereby authorize to Colonial Intermediate Unit 20 submit Form 470, Form 471, and other E-rate forms to the SLD on our behalf for E-rate eligible services. I understand that, by signing this Letter of Agency, Colonial Intermediate Unit 20 Consortium is making the following certifications on our behalf.

- (a) I certify that all of the schools in our Local Education Agency (LEA) meet the statutory definitions of elementary and secondary schools found in the No Child Left Behind Act of 2001, 20 U.S.C. §§ 7801(18) and (38), do not operate as for-profit businesses and do not have endowments exceeding \$50 million; and the libraries that may be in our consortia are eligible for assistance under the LSTA Act of 1996, do not operate as for-profit businesses and whose budgets are completely separate from any school.
- (b) I certify that our LEA has secured access, separately or through this program, to all of the resources, including computers, training, software, internal connections, maintenance, and electrical capacity, necessary to use the services purchased effectively. I recognize that some of the aforementioned resources are not eligible for support. I certify that to the extent that Colonial Intermediate Unit 20 is passing through the non-discounted charges for the services requested under this Letter of Agency, that the entities I represent have or will have secured access to all of the resources to pay the non-discounted charges for eligible services.
- (c) I certify that the services purchased with discounts provided by 47 U.S.C. § 254 will be used primarily for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value, except as permitted by the rules of the Federal Communications Commission (Commission or FCC) at 47 C.F.R. § 54.500(et seq.).
- (d) I certify that, to the best of my knowledge, our LEA has complied with all program rules and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments. I acknowledge that failure to comply with program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.
- (e) I certify that I will retain required documents for a period of at least ten years after the last day of service delivered. I certify that I will retain all documents necessary to demonstrate compliance with the statute and Commission rules regarding the application for, receipt of, and delivery of services receiving schools and libraries discounts, and that if audited, I will make such records available to the Administrator. I acknowledge that I may be audited pursuant to participation in the schools and libraries program.
- (f) I certify that I am authorized to order E-rate eligible services for the eligible entities covered by this Letter of Agency, that I have examined this Letter, that all of the information in this Letter is true and correct to the best of my knowledge, that the entities that will be receiving discounted services under this Letter pursuant to this application have complied with the terms, conditions and purposes of the program, that no kickbacks were paid to anyone and that false statements on this form can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001 and civil violations of the False Claims Act.
- (g) I acknowledge that FCC rules provide that persons who have been convicted of criminal violations or held civilly liable for certain acts arising from their participation in the schools and libraries support mechanism are subject to suspension and debarment from the program. I will institute reasonable measures to be informed, and will notify USAC should I be informed or become aware that I or any of the entities, or any person associated in any way with my entity and/or the entities, is convicted of a criminal violation or held civilly liable for acts arising from their participation in the schools and libraries support mechanism.
- (h) I certify that, to the best of my knowledge, the non-discount portion of the costs for eligible services will not be paid by the service provider. I acknowledge that the provision, by the provider of a supported service, of free services or products unrelated to the supported service or product constitutes a rebate of some or all of the cost of the supported services.
- (i) I certify that I am authorized to sign this Letter of Agency and, to the best of my knowledge, information, and belief, all information provided to the Colonial Intermediate Unit 20 Consortium leader for E-rate submission is true.

Signature of Authorized Person		Customer Name	
Authorized Person's Printed Name		Date	____ / ____ / ____
Title of Authorized Person			