

Saucon Valley School District
Regular Meeting of the Board of Education
April 14, 2020 – 7 pm
High School Audion

* * * * *

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

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

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

Agenda

6:45 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** – April 14, 2020
- V. **Approval of Minutes** – March 24, 2020
- VI. **Recognition** – None
- VII. **Presentation** – None
- 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 – \$737.12
- B. Cafeteria Expenditures – \$23,148.76
- C. Health Benefits – None
- 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 – \$1,269.59
- E. Middle School Activity Report – February 29, 2020
- F. High School Activity Report – February 29, 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

None

Recommendations for Approval

Tentative 2020-21 School Calendar

- 1. Approve the tentative 2020-21 school calendar.

Tentative Graduation Date for the Class of 2020

- 2. Approve Friday, June 5, 2020, as the tentative graduation day for the Class of 2020.

Second and Final Reading of Policies*

3. Approve the second and final 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 253 – Reporting Performance Data
 - 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

Extension of Superintendent's Contract

1. Approve the extension of the commission of Dr. Craig Butler, Superintendent of schools for a time period September 5, 2020 to September 4, 2022 and approve the extension employment agreement with Dr. Butler.

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

C. Facilities

Items/Projects for Discussion

- A. Facilities Committee Meeting Summary from April 1, 2020

Recommendations for Approval

Cooling Tower Study*

1. Approve the engineering study for the cooling tower replacement by HB Engineers, Inc. at a cost of \$12,000.

Telephone System*

2. Approve the telephone proposal from ET&T at a cost of \$122,332.03. Also attached is the proposal from IntegraOne.

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

None

Recommendations for Approval

Act 44 Audit Response

1. Approve the response to the district audit findings for the Act 44 Audit.

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. Citizens' Inquiries and Comments – *Visitors should state their name and address.*

XIII. Announcements

Future Meetings ~

April 27, 2020 – 7 pm –Business Meeting – Audion (This meeting is on Monday due to the Presidential Primaries originally scheduled for Tuesday)

May 12, 2020 – 7 pm –Business Meeting – Audion

May 26, 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, March 24, 2020 via a online meeting. Present were Directors Edward Andres, Susan Baxter, Cedric Dettmar, Bryan Eichfeld, Michael Karabin, Tracy Magnotta, Dr. Shamim Pakzad, Sandra Miller and Shawn Welch,. Also present were Dr. Craig B. Butler, Superintendent; David Bonenberger, Board Secretary and Mark Fitzgerald, District Solicitor.

- I. **Call to the Order** – 7:00pm - *Dr. Shamim Pakzad, President, presiding*
- II. **Recording of Attendance** – *David Bonenberger, Secretary*
9-present, 0-absent
- III. **Motion to Approve Agenda** – Director Eichfeld, seconded by Director Welch moved to approve the Agenda, Vote: 9-yes, 0-no
- IV. **Announcement of Executive Session** – March 24, 2020 - Personnel
- V. **Approval of Minutes** – Director Karabin seconded by Director Dettmar moved to approve the minutes of March 10, 2020. Vote: 9-yes, 0-no
- VI. **Recognition** – None
- VII. **Presentation** – None
- VIII. **Superintendent's Report** – *Dr. Craig Butler, Superintendent* Dr. Butler thanked the administration and faculty in preparing for and implementing the continuity of education plan with the use of online learning. He also thanked the community and parents for their support.
Dr. Pakzad also expressed his thanks and has sent out emails to administration, faculty and secretarial staff. They are listed below.

Dear Administrative and Secretarial staff,

I am writing to express my deepest gratitude to all of you for rising to the challenge during this trying time. As we adopt social distancing as a standard practice for preventing the spread of the COVID-19 in our community, your continued dedication to the job of serving the kids and supporting the mission of the school is tremendous. Our school is of course the place for kids to learn, but it is much more for a lot of the most vulnerable among us. It is the place they find basic nutrition, companionship and friendship, role models, and a grown up or two who can help them deal with problems that no one that young should be dealing with. We are not going to be able to keep all of these functions intact, but thanks to your efforts, your support, and your sacrifice, we will try to provide as many of them as possible for as long as we can. I know many of you in person, and I know you are here not just as a job but exactly because of the impact that you can have on so many young lives. I thank you sincerely on behalf of our community. Dr. Butler will of course exercise his best judgement to keep the exposure at minimum and provide as much flexibility as possible to balance the risk with the mission and function of the school.

Best regards,
Shamim Pakzad

Dear SVSD Teachers,

On behalf of the entire Saucon Valley community, I am writing to thank you and assure that your efforts during the emergency precautions due to the spread of the COVID-19 are understood and appreciated. As I shared at the beginning of the school last years, this school is your school as much as anyone, and you have as much at stake for its success. The core mission of the school is academics and instruction, but there are many more equally important functions that the school fulfills. Many of our kids get their only nutritious food of their day in our cafeteria. For many of them, the relationships that they have formed in the school are their most positive interactions in their lives. You, as their teachers, are their mentors, and for some of them, you are the only positive role model in their young lives. They go to you for advice, they view you as the source of authority and love, and they share their problems with you even when they know you cannot provide much help, but holding out hope that you can somehow work miracles.

The fact that we cannot continue with all of these functions, possibly for the rest of this school year, is devastating, and there is no way around it. We are all just hoping that we can maintain some of them and do as much as we can.

We can move forward in one of two ways: everyone functioning on his/her own, or pulling together to get through this hard time as best as we can. There is no denying that when it comes to maintenance of the functions that I mentioned above, it is only you who are in a unique position to help the rest of the community. Parents in general cannot do this on their own even when they want to. Hopefully, they are all trying their best in their respective professions and expertise to help all of us in their own way.

I know you all have a busy life at home, and some of you are now dealing with your own kids who are off from school or home from daycare. Asking you to continue to function as a teacher is a hard request, and we all realize the gravity of your sacrifice and the hardship that this puts on you. I know you all recognize the importance of your job and the impact that you have on our kids and their family's lives, and that is in part the reason you chose this profession. I want each of you to know that the Board of Directors and the community understand your sacrifice and greatly appreciate it.

Regards,
Shamim Pakzad

IX. Courtesy of the Floor to Visitors – Agenda Items Only – None

X. Presentation of Bills – *David Bonenberger*

- A. General Expenditures – \$479,452.82
- B. Cafeteria Expenditures – None
- C. Health Benefits – \$499,084.07
- 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: 9-yes, 0-no

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

- A. Cash Investment and Bond Activity – None
- B. Condensed Board Summary Report – None
- C. Capital Project Finance Report – None
- D. Budget Transfers – \$351.00
- 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: 9-yes, 0-no

A. Education

No Reports of Recommendations

B. Personnel

1. Approve the following department chair/co-curricular for the remainder of the 2019-20 school year. Salaries will be prorated for the remainder of the 2019-20 school year.

High School Department Chairs

Chad Miller – Related Arts – Replacing Amber Sams (maternity leave)

High School Co-Curricular

Eric Focht - National Honor Society – Jess Cummings (maternity leave)

Director Karabin, seconded by Director Miller moved to approve Education Item #1. Vote: 9-yes, 0-no

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.

A. Finance Committee Meeting Summary from March 11, 2020

1. Approve the attached resolution regarding Emergency COVID-19 as presented to the Board.

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

2. Approve the Colonial Intermediate Unit #20 General Operating Budget for the fiscal year July 1, 2020 to June 30, 2021 in the total amount of \$3,663,820.00. Saucon Valley's portion is \$23,129.91, a 1% increase from 2019-2020.

Director Miller, seconded by Director Karabin moved to approve Finance Item #2.
Vote: 9-yes, 0-no

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

F. Bethlehem Area Vo-Tech School – Cedric Dettmar and Bryan Eichfeld
BAVTS donated safety equipment to hospital and adopted a resolution to pay hourly staff.

G. Colonial Intermediate Unit – Sandra Miller – Meeting canceled

H. PSBA – Sandra Miller

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

J. Saucon Valley Foundation for Educational Innovation – Tracy Magnotta
Fundraiser has been canceled.

K. Northampton Community College – Susan Baxter

L. New Business – Director Miller seconded by Director Eichfeld moved to approve the Saucon Valley School Board to utilize a virtual platform for its regular and special school board meetings as they may be needed during the pendency of the COVID-19 crisis. Vote: 9-yes, 0-no

M. Old Business

XII. Citizens’ Inquiries and Comments – None

XIII. Announcements
Future Meetings ~

April 14, 2020 – 7 pm –Business Meeting – Virtual Online

April 27, 2020 – 7 pm –Business Meeting – Virtual Online (This meeting is on Monday due to the Presidential Primaries on Tuesday)

May 12, 2020 – 7 pm –Business Meeting – Virtual Online

XIV. Motion to Adjourn Meeting

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

7:27pm

ATTEST: _____
Secretary

President

Fund Accounting Check Summary

LAFAYETTE GENERAL - From 03/12/2020 To 04/07/2020

facksmc

| Check # | Vendor Name | Description Of Purchase | Description Of Purchase | Check Amount |
|-----------------------------------|--------------|---------------------------|---------------------------|---------------------|
| *D0000527 | CRAIG BUTLER | MEALS / REFRESHMENTS..... | | 55.15 ^d |
| *D0000528 | ROBERT FREY | TRAVEL..... | MEALS / REFRESHMENTS..... | 681.97 ^d |
| 10-GENERAL FUND | | | 737.12 | |
| Grand Total Manual Checks : | | | 0.00 | |
| Grand Total Regular Checks : | | | 0.00 | |
| Grand Total Direct Deposits: | | | 737.12 | |
| Grand Total Credit Card Payments: | | | 0.00 | |
| Grand Total All Checks : | | | 737.12 | |

Fund Accounting Check Summary

CAFE - PLGIT - From 03/06/2020 To 04/07/2020

facksmc

| Check # | Vendor Name | Description Of Purchase | Description Of Purchase | Check Amount |
|----------|----------------------------|-------------------------|-----------------------------------|------------------|
| 00003061 | HERSHEY'S CREAMERY COMPANY | FOOD..... | | 1,025.28 |
| 00003062 | KEGEL'S PRODUCE | FOOD..... | | 300.40 |
| 00003063 | KEYCO DISTRIBUTORS, INC. | FOOD..... | | 78.12 |
| 00003064 | MORABITO BAKING CO. | FOOD..... | | 347.62 |
| 00003065 | PENN JERSEY PAPER CO. | GENERAL SUPPLIES..... | | 958.75 |
| 00003066 | POCONO MOUNTAIN DAIRIES | MILK..... | | 2,541.52 |
| 00003067 | US Food Service | FOOD..... | | 17,897.07 |
| | | | 50-CAFETERIA | 23,148.76 |
| | | | Grand Total Manual Checks : | 0.00 |
| | | | Grand Total Regular Checks : | 23,148.76 |
| | | | Grand Total Direct Deposits: | 0.00 |
| | | | Grand Total Credit Card Payments: | 0.00 |
| | | | Grand Total All Checks : | 23,148.76 |

Cash, Investment and Bond Activity February 29, 2020

CASH ACCOUNTS

| | Balance 2/1/20 | Earnings/Deposits | Disbursements | Balance 2/29/20 |
|-----------------------------|-------------------------|------------------------|------------------------|-------------------------|
| PLGIT PLUS | \$ 22,894.71 | \$ - | \$ - | \$ 22,894.71 |
| PLGIT/CLASS | \$ 15,311,634.14 | \$ - | \$ - | \$ 15,311,634.14 |
| PLGIT General | \$ 3,698,147.21 | \$ 2,177,545.05 | \$ 3,251,701.05 | \$ 2,623,991.21 |
| PLGIT Salary | \$ 7,274.03 | \$ 1,158,153.70 | \$ 1,158,153.70 | \$ 7,274.03 |
| PLGIT Health Benefits | \$ 72,712.43 | \$ 478,369.94 | \$ 533,252.21 | \$ 17,830.16 |
| PLGIT Cafeteria | \$ 78,036.68 | \$ 87.32 | \$ 27,662.47 | \$ 50,461.53 |
| Lafayette General | \$ 2,502,511.46 | \$ 106,604.08 | \$ 3,548.26 | \$ 2,605,567.28 |
| Lafayette Tax Collection | \$ - | \$ - | \$ - | \$ - |
| Lafayette Prepaid Tax | \$ - | \$ - | \$ - | \$ - |
| Lafayette Flexible Spending | \$ 23,215.62 | \$ 6,783.26 | \$ 10,374.78 | \$ 19,624.10 |
| Lafayette Cafeteria | \$ 317,926.55 | \$ 63,350.92 | \$ 20.00 | \$ 381,257.47 |
| Total Cash Accounts | \$ 22,034,352.83 | \$ 3,990,894.27 | \$ 4,984,712.47 | \$ 21,040,534.63 |

| |
|--|
| *Earnings/Deposits includes transfers of \$1,643,306.90 between accounts |
| **Disbursements includes transfers of \$1,643,306.90 between accounts |

INVESTMENT ACCOUNTS

| | Balance 2/1/20 | Earnings/Deposits | Disbursements | Balance 2/29/20 |
|--|------------------------|---------------------|---------------|------------------------|
| Cafeteria Certificate of Deposit (Closed Feb 06) | \$ - | \$ - | \$ - | \$ - |
| PSDLAF | \$ 8,192,902.53 | \$ 10,398.68 | \$ - | \$ 8,203,301.21 |
| PLGIT / PLUS (61) | \$ 809.64 | \$ - | \$ - | \$ 809.64 |
| Total Investment Accounts | \$ 8,193,712.17 | \$ 10,398.68 | \$ - | \$ 8,204,110.85 |

| | Balance 2/1/20 | Earnings/Deposits | Disbursements | Balance 2/29/20 |
|---|---------------------|-------------------|---------------|---------------------|
| 1998 Construction Fund (195-04) | \$ - | \$ - | \$ - | \$ - |
| G.O. Bonds, Series of 2017 (195-14) | \$ 79,764.91 | \$ 98.23 | \$ - | \$ 79,863.14 |
| 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 | \$ 79,764.91 | \$ 98.23 | \$ - | \$ 79,863.14 |

CAPITAL RESERVE FUND

| | Balance 2/1/20 | Earnings/Deposits | Disbursements | Balance 2/29/20 |
|----------------------|----------------|-------------------|---------------|-----------------|
| Capital Reserve Fund | \$ - | \$ - | \$ - | \$ - |

(UNADJUSTED)
Condensed Board Summary Report

Fund: 10 GENERAL FUND

From 07/01/2019 To 02/29/2020

fabrdcon

| Account | Description | Current Budget | Period To Date Exp/Rcvd | Year To Date Exp/Rcvd | YTD % Used | Unliquidated Encumbrances | Balance |
|--------------------------------|-------------------------|----------------------|----------------------------|--------------------------|---------------|------------------------------|----------------------|
| 100's | | | | | | | |
| 110 | REG PROG ELEM/SECONDARY | 19,711,655.90 | 10,440,705.11 | 10,440,705.11 | 53.11 | 28,495.14 | 9,242,455.65 |
| 100 | *TOTALS* | 19,711,655.90 | 10,440,705.11 | 10,440,705.11 | 53.11 | 28,495.14 | 9,242,455.65 |
| 225 | SPEECH | 363,073.00 | 189,552.74 | 189,552.74 | 52.20 | -5.00 | 173,525.26 |
| 231 | EMOTIONAL SUPPORT | 391,463.00 | 202,348.48 | 202,348.48 | 51.69 | 0.00 | 189,114.52 |
| 241 | LEARNING SUPPORT | 5,993,181.00 | 3,307,657.02 | 3,307,657.02 | 55.20 | 735.51 | 2,684,788.47 |
| 243 | GIFTED SUPPORT | 301,148.00 | 155,086.22 | 155,086.22 | 51.49 | 0.00 | 146,061.78 |
| 270 | MULTI-HANDICAPPED SUPPT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 290 | OTHER SUPPORT | 124,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 124,000.00 |
| 200 | *TOTALS* | 7,172,865.00 | 3,854,644.46 | 3,854,644.46 | 53.74 | 730.51 | 3,317,490.03 |
| 390 | VOCATIONAL EDUCATION | 707,680.00 | 549,629.55 | 549,629.55 | 77.66 | 0.00 | 158,050.45 |
| 300 | *TOTALS* | 707,680.00 | 549,629.55 | 549,629.55 | 77.66 | 0.00 | 158,050.45 |
| 410 | DRIVERS' EDUCATION | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 420 | SUMMER SCHOOL | 22,710.00 | 8,062.20 | 8,062.20 | 35.50 | 0.00 | 14,647.80 |
| 430 | HOMEBOUND INSTRUCTION | 13,484.00 | 6,754.69 | 6,754.69 | 50.09 | 0.00 | 6,729.31 |
| 441 | ADJ / COURT PLACED PROG | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 442 | ALTERNATIVE EDUCATION | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 480 | TITLE I | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 490 | ACCOUNTABILITY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 400 | *TOTALS* | 36,194.00 | 14,816.89 | 14,816.89 | 40.93 | 0.00 | 21,377.11 |
| 500 | NONPUBLIC SCHOOL PGMS | 0.00 | 13,457.00 | 13,457.00 | 0.00 | 0.00 | -13,457.00 |
| 500 | *TOTALS* | 0.00 | 13,457.00 | 13,457.00 | 0.00 | 0.00 | -13,457.00 |
| 693 | COMMUNITY COLLEGE SPSHP | 288,622.00 | 196,323.36 | 196,323.36 | 68.02 | 0.00 | 92,298.64 |
| 600 | *TOTALS* | 288,622.00 | 196,323.36 | 196,323.36 | 68.02 | 0.00 | 92,298.64 |
| Major Function - 1000's | | 27,917,016.90 | 15,069,576.37 | 15,069,576.37 | 54.08 | 29,225.65 | 12,818,214.88 |
| 100's | | | | | | | |
| 120 | GUIDANCE SERVICES | 1,125,808.83 | 596,415.00 | 596,415.00 | 53.09 | 1,347.82 | 528,046.01 |
| 130 | ATTENDANCE SERVICES | 128,770.00 | 86,657.51 | 86,657.51 | 68.19 | 1,159.27 | 40,953.22 |
| 140 | PSYCHOLOGICAL SERVICES | 334,511.00 | 165,090.89 | 165,090.89 | 49.41 | 222.15 | 169,197.96 |
| 150 | SPEECH PATH/AUDIOLOGY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 100 | *TOTALS* | 1,589,089.83 | 848,163.40 | 848,163.40 | 53.54 | 2,729.24 | 738,197.19 |
| 200 | SUPPORT SERVICES-INSTRU | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 220 | TECH SUPPORT SERVICES | 1,326,249.20 | 1,022,818.41 | 1,022,818.41 | 80.15 | 40,186.54 | 263,244.25 |
| 230 | EDU TELEVISION SERVICES | 4,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,500.00 |
| 250 | SCHOOL LIBRARY SERVICES | 589,982.00 | 319,846.79 | 319,846.79 | 55.19 | 5,805.64 | 264,329.57 |

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

From 07/01/2019 To 02/29/2020

fabrdcon

| Account | Description | Current Budget | Period To Date Exp/Rcvd | Year To Date Exp/Rcvd | YTD % Used | Unliquidated Encumbrances | Balance |
|--------------------------------|-------------------------|----------------------|----------------------------|--------------------------|---------------|------------------------------|---------------------|
| 160 | INSTRUCTION & CURR DEV | 726,946.00 | 391,743.13 | 391,743.13 | 53.88 | 0.00 | 335,202.87 |
| 171 | INSTRUC STAFF DEVEL SVC | 338,323.78 | 183,964.68 | 183,964.68 | 55.55 | 3,995.00 | 150,364.10 |
| 172 | NON CERTIFIED PROF DEV | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 180 | NONPUBLIC SUPPORT SVC | 0.00 | 1,435.13 | 1,435.13 | 0.00 | 0.00 | -1,435.13 |
| 190 | OTHER INSTRUC STAFF SVC | 264,500.00 | 141,496.08 | 141,496.08 | 53.49 | 0.00 | 123,003.92 |
| 100 | *TOTALS* | 3,250,500.98 | 2,061,304.22 | 2,061,304.22 | 64.95 | 49,987.18 | 1,139,209.58 |
| 110 | BOARD SERVICES | 57,016.00 | 106,696.49 | 106,696.49 | 187.13 | 0.00 | -49,680.49 |
| 120 | BOARD TREASURER SERVICE | 300.00 | 250.00 | 250.00 | 83.33 | 0.00 | 50.00 |
| 130 | TAX ASSESS & COLLECTION | 201,800.00 | 133,790.36 | 133,790.36 | 66.29 | 0.00 | 68,009.64 |
| 140 | STAFF RELATIONS/NEGO | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 150 | LEGAL SERVICES | 150,000.00 | 129,440.91 | 129,440.91 | 86.29 | 0.00 | 20,559.09 |
| 160 | OFFICE SUPERINTENDENT | 664,835.00 | 445,853.38 | 445,853.38 | 67.49 | 2,886.03 | 216,095.59 |
| 180 | OFFICE OF PRINCIPAL SVC | 1,529,408.29 | 1,003,802.70 | 1,003,802.70 | 66.16 | 8,185.91 | 517,419.68 |
| 100 | *TOTALS* | 2,603,359.29 | 1,819,833.84 | 1,819,833.84 | 70.32 | 11,071.94 | 772,453.51 |
| 120 | MEDICAL SERVICES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 130 | DENTAL SERVICES | 600.00 | 528.00 | 528.00 | 88.00 | 0.00 | 72.00 |
| 140 | NURSING SERVICES | 435,109.00 | 240,973.51 | 240,973.51 | 55.42 | 179.15 | 193,956.34 |
| 100 | *TOTALS* | 435,709.00 | 241,501.51 | 241,501.51 | 55.46 | 179.15 | 194,028.34 |
| 111 | SUPP SERVICES-BUSINESS | 857,807.00 | 592,955.49 | 592,955.49 | 69.50 | 3,294.06 | 261,557.45 |
| 100 | *TOTALS* | 857,807.00 | 592,955.49 | 592,955.49 | 69.50 | 3,294.06 | 261,557.45 |
| 190 | OPER OF BLDG SERVICES | 4,485,458.00 | 3,111,647.76 | 3,111,647.76 | 71.36 | 89,422.16 | 1,284,388.08 |
| 100 | *TOTALS* | 4,485,458.00 | 3,111,647.76 | 3,111,647.76 | 71.36 | 89,422.16 | 1,284,388.08 |
| 190 | STUDENT TRANSP SERVICES | 2,815,178.00 | 1,759,995.13 | 1,759,995.13 | 63.32 | 22,678.27 | 1,032,504.60 |
| 100 | *TOTALS* | 2,815,178.00 | 1,759,995.13 | 1,759,995.13 | 63.32 | 22,678.27 | 1,032,504.60 |
| 130 | STAFF SERVICES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 132 | RECRUITMENT & PLACEMENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 134 | STAFF DEV - NON-CERT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 136 | STAFF DEVELOPMENT SVCS | 0.00 | 3,837.00 | 3,837.00 | 0.00 | 0.00 | -3,837.00 |
| 100 | *TOTALS* | 0.00 | 3,837.00 | 3,837.00 | 0.00 | 0.00 | -3,837.00 |
| 110 | OTHER SUPPORT SERVICES | 22,880.00 | 22,900.90 | 22,900.90 | 100.09 | 0.00 | -20.90 |
| 100 | *TOTALS* | 22,880.00 | 22,900.90 | 22,900.90 | 100.09 | 0.00 | -20.90 |
| Major Function - 2000's | | 16,059,982.10 | 10,462,139.25 | 10,462,139.25 | 66.26 | 179,362.00 | 5,418,480.85 |
| 2000's | | | | | | | |
| 100 | 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 02/29/2020

fabrdcon

| Account | Description | Current Budget | Period To Date Exp/Rcvd | Year To Date Exp/Rcvd | YTD % Used | Unliquidated Encumbrances | Balance |
|-------------------------|-------------------------|----------------|----------------------------|--------------------------|---------------|------------------------------|---------------|
| 000 | *TOTALS* | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 100 | FOOD SERVICES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 100 | *TOTALS* | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 200 | STUDENT ACTIVITIES | 223,862.00 | 107,079.64 | 107,079.64 | 49.19 | 3,041.67 | 113,740.69 |
| 250 | SCHOOL ATHLETICS | 1,063,187.00 | 631,223.49 | 631,223.49 | 65.09 | 60,870.51 | 371,093.00 |
| 200 | *TOTALS* | 1,287,049.00 | 738,303.13 | 738,303.13 | 62.32 | 63,912.18 | 484,833.69 |
| 300 | COMMUNITY SERVICES | 13,281.00 | 6,696.03 | 6,696.03 | 50.41 | 0.00 | 6,584.97 |
| 300 | *TOTALS* | 13,281.00 | 6,696.03 | 6,696.03 | 50.41 | 0.00 | 6,584.97 |
| Major Function - 3000's | | 1,300,330.00 | 744,999.16 | 744,999.16 | 62.20 | 63,912.18 | 491,418.66 |
| 4000's | | | | | | | |
| 100 | OTHER EXPEND & FINANCE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 110 | DEBT SERVICE | 1,804,980.00 | 1,721,710.72 | 1,721,710.72 | 95.38 | 0.00 | 83,269.28 |
| 130 | REFUND PRIOR YR REV | 0.00 | 1,382.94 | 1,382.94 | 0.00 | 0.00 | -1,382.94 |
| 100 | *TOTALS* | 1,804,980.00 | 1,723,093.66 | 1,723,093.66 | 95.46 | 0.00 | 81,886.34 |
| 230 | CAPITAL PROJ TRANSFERS | 224,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 224,000.00 |
| 251 | FOOD SVC FUND TRANSFER | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 280 | ACTIVITY FUND TRANSFERS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 200 | *TOTALS* | 224,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 224,000.00 |
| 800 | SUSPENSE ACCOUNT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 800 | *TOTALS* | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 900 | BUDGETARY RESERVE | 93,518.00 | 0.00 | 0.00 | 0.00 | 0.00 | 93,518.00 |
| 900 | *TOTALS* | 93,518.00 | 0.00 | 0.00 | 0.00 | 0.00 | 93,518.00 |
| Major Function - 5000's | | 2,122,498.00 | 1,723,093.66 | 1,723,093.66 | 81.18 | 0.00 | 399,404.34 |
| EXPENDITURE Totals | | 47,399,827.00 | 27,999,808.44 | 27,999,808.44 ✓ | 59.64 | 272,499.83 | 19,127,518.73 |

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

From 07/01/2019 To 02/29/2020

fabrdcon

| Account | Description | Current Budget | Period To Date Exp/Rcvd | Year To Date Exp/Rcvd | YTD % Used | Unliquidated Encumbrances | Balance |
|---------|-------------------------|----------------|----------------------------|--------------------------|---------------|------------------------------|---------------|
| 000's | | | | | | | |
| 001 | FUND BALANCE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 000 | *TOTALS* | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 111 | REAL ESTATE TAXES | -30,098,109.00 | -29,192,554.89 | -29,192,554.89 | 96.99 | 0.00 | -905,554.11 |
| 112 | INTERIM REAL EXTATE TAX | -250,000.00 | -70,943.28 | -70,943.28 | 28.37 | 0.00 | -179,056.72 |
| 113 | PUBLIC UTILITY REALTY | -45,000.00 | -31,676.53 | -31,676.53 | 70.39 | 0.00 | -13,323.47 |
| 120 | PER CAPITA TAX | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 141 | ACT 511 PC FLAT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 143 | EMER MUNIC SVC TAX | -24,000.00 | -16,600.58 | -16,600.58 | 69.16 | 0.00 | -7,399.42 |
| 151 | EARNED INCOME TAX | -3,500,000.00 | -1,999,202.53 | -1,999,202.53 | 57.12 | 0.00 | -1,500,797.47 |
| 153 | REALTY TRANSFER TAX | -400,000.00 | -453,611.11 | -453,611.11 | 113.40 | 0.00 | 53,611.11 |
| 100 | *TOTALS* | -34,317,109.00 | -31,764,588.92 | -31,764,588.92 | 92.56 | 0.00 | -2,552,520.08 |
| 411 | DELINQUENT RE TAX | -1,500,000.00 | -604,669.16 | -604,669.16 | 40.31 | 0.00 | -895,330.84 |
| 420 | DELINQUENT PC SECT 679 | 0.00 | -5,630.42 | -5,630.42 | 0.00 | 0.00 | 5,630.42 |
| 441 | DELINQUENT PC 511 | 0.00 | -5,541.70 | -5,541.70 | 0.00 | 0.00 | 5,541.70 |
| 400 | *TOTALS* | -1,500,000.00 | -615,841.28 | -615,841.28 | 41.05 | 0.00 | -884,158.72 |
| 510 | INTEREST ON INVESTMENTS | -450,895.00 | -269,461.34 | -269,461.34 | 59.76 | 0.00 | -181,433.66 |
| 530 | GAIN/LOSS ON INVESTMTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 500 | *TOTALS* | -450,895.00 | -269,461.34 | -269,461.34 | 59.76 | 0.00 | -181,433.66 |
| 710 | ADMISSIONS | -50,000.00 | -41,769.00 | -41,769.00 | 83.53 | 0.00 | -8,231.00 |
| 740 | FEES | -3,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | -3,500.00 |
| 750 | STUDENT EVT- SPEC EVENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 790 | OTHR STUDENT ACT INCOME | -3,000.00 | -180.00 | -180.00 | 6.00 | 0.00 | -2,820.00 |
| 700 | *TOTALS* | -56,500.00 | -41,949.00 | -41,949.00 | 74.24 | 0.00 | -14,551.00 |
| 821 | STATE REV REC OTHER PA | 0.00 | -24,350.92 | -24,350.92 | 0.00 | 0.00 | 24,350.92 |
| 831 | FUNDS OTHER PA SCH DST | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 832 | FEDERAL IDEA REVENUE | -289,099.00 | 0.00 | 0.00 | 0.00 | 0.00 | -289,099.00 |
| 839 | FEDERAL REVENUE - OTHER | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 800 | *TOTALS* | -289,099.00 | -24,350.92 | -24,350.92 | 8.42 | 0.00 | -264,748.08 |
| 910 | USE OF FACILITIES | -3,500.00 | -4,088.64 | -4,088.64 | 116.81 | 0.00 | 588.64 |
| 920 | CONTRIBUTION & DONATION | 0.00 | -623.87 | -623.87 | 0.00 | 0.00 | 623.87 |
| 941 | REGULAR SCH TUITION | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 942 | SUMMER SCHOOL TUITION | -9,000.00 | -50.00 | -50.00 | 0.55 | 0.00 | -8,950.00 |
| 944 | Tuition other LEA's | -27,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | -27,000.00 |
| 980 | COMMUNITY ACTIVITY REV | -7,900.00 | -5,024.00 | -5,024.00 | 63.59 | 0.00 | -2,876.00 |
| 990 | MISCELLANEOUS REVENUE | 0.00 | -26,112.11 | -26,112.11 | 0.00 | 0.00 | 26,112.11 |

(UNADJUSTED)
Condensed Board Summary Report

Fund: 10 GENERAL FUND

From 07/01/2019 To 02/29/2020

fabrdcon

| Account | Description | Current Budget | Period To Date Exp/Rcvd | Year To Date Exp/Rcvd | YTD % Used | Unliquidated Encumbrances | Balance |
|-------------------------|-------------------------|----------------|----------------------------|--------------------------|---------------|------------------------------|---------------|
| 991 | REFUND OF P/Y EXPEND | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 992 | ENERGY EFF REV & INCENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 999 | Miscellaneous | -29,999.00 | -14,978.37 | -14,978.37 | 49.92 | 0.00 | -15,020.63 |
| 900 | *TOTALS* | -77,399.00 | -50,876.99 | -50,876.99 | 65.73 | 0.00 | -26,522.01 |
| Major Function - 6000's | | -36,691,002.00 | -32,767,068.45 | -32,767,068.45 | 89.30 | 0.00 | -3,923,933.55 |
| 100's | | | | | | | |
| 110 | BASIC EDUCATION | -3,392,934.00 | -922,906.00 | -922,906.00 | 27.20 | 0.00 | -2,470,028.00 |
| 111 | BASIC EDUCATION SUBSIDY | 0.00 | -922,906.00 | -922,906.00 | 0.00 | 0.00 | 922,906.00 |
| 112 | SOCIAL SECURITY SUBSIDY | 0.00 | -359,868.59 | -359,868.59 | 0.00 | 0.00 | 359,868.59 |
| 140 | CHARTER SCHOOLS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 160 | Tuition for 1305 & 1306 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 100 | *TOTALS* | -3,392,934.00 | -2,205,680.59 | -2,205,680.59 | 65.00 | 0.00 | -1,187,253.41 |
| 210 | HOMEBOUND INSTRUCTION | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 220 | VOCATIONAL EDUCATION | 0.00 | -2,058.82 | -2,058.82 | 0.00 | 0.00 | 2,058.82 |
| 230 | ALTERNATIVE EDUCATION | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 250 | MIGRATORY CHILDREN | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 271 | SPECIAL EDUCATION | -1,041,143.00 | -618,215.00 | -618,215.00 | 59.37 | 0.00 | -422,928.00 |
| 299 | DIRECT PMT - PRRS & APS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 200 | *TOTALS* | -1,041,143.00 | -620,273.82 | -620,273.82 | 59.57 | 0.00 | -420,869.18 |
| 310 | TRANSPORTATION | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 311 | SD TRANSPORTATION | -250,000.00 | -128,509.00 | -128,509.00 | 51.40 | 0.00 | -121,491.00 |
| 312 | NP TRANSPORTATION | -135,000.00 | -57,750.00 | -57,750.00 | 42.77 | 0.00 | -77,250.00 |
| 320 | RENT & SINK FUND PYMT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 330 | MEDICAL/DENTAL SVCS | -42,000.00 | -40,131.67 | -40,131.67 | 95.55 | 0.00 | -1,868.33 |
| 340 | SUPPLEMENTAL REIMBURSE | -931,104.00 | -931,104.45 | -931,104.45 | 100.00 | 0.00 | 0.45 |
| 360 | SAFE SCHOOLS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 361 | PCCD Grant | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 300 | *TOTALS* | -1,358,104.00 | -1,157,495.12 | -1,157,495.12 | 85.22 | 0.00 | -200,608.88 |
| 500 | ACCOUNTABILITY GRANT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 501 | Accountability Grant | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 505 | READY TO LEARN BLK GRNT | -142,538.00 | -142,538.00 | -142,538.00 | 100.00 | 0.00 | 0.00 |
| 510 | EXTRA GRANTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 599 | EXTRA GRANTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 500 | *TOTALS* | -142,538.00 | -142,538.00 | -142,538.00 | 100.00 | 0.00 | 0.00 |
| 810 | 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 02/29/2020

fabrdcon

| Account | Description | Current Budget | Period To Date Exp/Rcvd | Year To Date Exp/Rcvd | YTD % Used | Unliquidated Encumbrances | Balance |
|-----------------------|------------------------|----------------|----------------------------|--------------------------|---------------|------------------------------|---------------|
| 320 | RETIREMENT - STATE | -3,672,638.00 | -797,957.60 | -797,957.60 | 21.72 | 0.00 | -2,874,680.40 |
| 300 | *TOTALS* | -4,492,284.00 | -797,957.60 | -797,957.60 | 17.76 | 0.00 | -3,694,326.40 |
| 320 | CLASSROOMS FOR FUTURE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 390 | OTHER TECHNOLOGY GRANT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 300 | *TOTALS* | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| jor Function - 7000's | | -10,427,003.00 | -4,923,945.13 | -4,923,945.13 | 47.22 | 0.00 | -5,503,057.87 |
| 00's | | | | | | | |
| 512 | IDEA Part B | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 513 | TITLE I GRANT IMPROV | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 514 | Title I | -198,537.00 | -71,275.66 | -71,275.66 | 35.90 | 0.00 | -127,261.34 |
| 515 | TITLE II | -48,285.00 | -21,607.48 | -21,607.48 | 44.74 | 0.00 | -26,677.52 |
| 516 | TITLE III ESL | -6,420.00 | -1,294.77 | -1,294.77 | 20.16 | 0.00 | -5,125.23 |
| 517 | DRUG FREE SCHOOLS | -13,580.00 | -2,268.76 | -2,268.76 | 16.70 | 0.00 | -11,311.24 |
| 518 | TITLE V | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 519 | TITLE II/TITLE V GRANT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 570 | TITLE II EESE GRANT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 500 | *TOTALS* | -266,822.00 | -96,446.67 | -96,446.67 | 36.14 | 0.00 | -170,375.33 |
| 570 | DRUG FREE SCHOOLS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 580 | TITLE III | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 590 | OTHER FEDERAL GRANTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 500 | *TOTALS* | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 701 | IDEA PART B - ARRA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 708 | ARRA FISCAL STAB - BE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 709 | Basic Ed - Ed Jobs | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 700 | *TOTALS* | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 310 | MEDICAL ASSISTANCE | -15,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | -15,000.00 |
| 320 | MED ASSIS - TRANS & AD | 0.00 | -2,769.75 | -2,769.75 | 0.00 | 0.00 | 2,769.75 |
| 300 | *TOTALS* | -15,000.00 | -2,769.75 | -2,769.75 | 18.46 | 0.00 | -12,230.25 |
| jor Function - 8000's | | -281,822.00 | -99,216.42 | -99,216.42 | 35.20 | 0.00 | -182,605.58 |
| 00's | | | | | | | |
| 330 | Trans from Cap Reserve | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 300 | *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 02/29/2020

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 | -37,790,230.00 | -37,790,230.00 ✓ | 79.72 | 0.00 | -9,609,597.00 |

Capital Project Finance Report
February 29, 2020

| Project | Original Budget | Change Orders | Miscellaneous Construction Costs | Working Budget | Project To Date Expenses January | February | Project To Date Expenses | Balance To Finish |
|--|---------------------|---------------------|----------------------------------|---------------------|----------------------------------|-------------|--------------------------|-------------------|
| <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: 04/14/2020

| | | TRANSFER AMOUNT | | ACCOUNT TITLE | REASON FOR TRANSFER | NO. | |
|-----------|------|-------------------------------------|--------|---------------|--------------------------------|-------------------|--|
| ACCOUNT # | | IN | OUT | | | | |
| 1 | TO | 10-2790-360-000-00-000-000-0000 | 700.00 | | TRANSPORTATION - EE TRN & DVL | BALANCE ACCOUNT | |
| | FROM | 10-2790-430-000-00-000-000-0000 | | 700.00 | REPAIRS & MAINT EQUIP | TRANSFER OF FUNDS | |
| 2 | TO | 10-1110-430-000-20-000-000-0000 | 569.59 | | REPAIR/MAINT OF EQUIPMENT 5-8 | BALANCE ACCOUNT | |
| | FROM | 10-1110-610-000-20-000-270-000-0000 | | 569.59 | SUPPLIES - INDUSTRIAL ARTS 5-8 | TRANSFER OF FUNDS | |

Total Transfer: \$ 1,269.59

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

| | | | | | |
|--|--|--|--|----|------------------|
| | | | | | |
| | | | | | |
| Balance - January 31, 2020 | | | | \$ | 33,376.29 |
| Receipts | | | | | 6,456.15 |
| Disbursements | | | | | (4,113.99) |
| Balance - January 31, 2020 | | | | \$ | <u>35,718.45</u> |
| | | | | | |
| ART CLUB | | | | \$ | 19.15 |
| BAND | | | | | 2,702.90 |
| CHEERLEADING | | | | | 623.87 |
| CHORUS | | | | | 9,243.18 |
| COMMUNITY SERVICE | | | | | 385.60 |
| GIRLS VOLLEYBALL | | | | | 1,555.02 |
| HONOR SOCIETY | | | | | 415.15 |
| I-TEAM | | | | | 315.13 |
| KNITTING CLUB | | | | | 296.52 |
| ODYSSEY OF THE MIND | | | | | 2.61 |
| READING OLYMPICS | | | | | 380.83 |
| SEAPERCH / ROBOTICS | | | | | 2,565.26 |
| SKI CLUB | | | | | 1,632.84 |
| STUDENT COUNCIL | | | | | 8,708.74 |
| YEARBOOK | | | | | 4,866.12 |
| 5TH GRADE | | | | | 179.10 |
| 6TH GRADE | | | | | 912.27 |
| 7TH GRADE | | | | | 488.65 |
| 8TH GRADE | | | | | 370.71 |
| INTEREST | | | | | 54.80 |
| | | | | | |
| | | | | \$ | <u>35,718.45</u> |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| <i>Respectfully Submitted by James Deegan, Principal</i> | | | | | |

SAUCON VALLEY HIGH SCHOOL
 FINANCIAL REPORTS
 FEBRUARY 29, 2020
 CLUB ACCOUNT FUND

| | | |
|-------------------|----|-----------|
| BEGINNING BALANCE | \$ | 60,612.68 |
| INCOME | | 4,487.96 |
| EXPENSES | | 6,365.52 |
| ENDING BALANCE | \$ | 58,735.12 |

| CLUB ACCOUNT | ENDING BALANCE |
|---------------------|---------------------|
| AEVIDUM | 361.37 |
| BAND | 2,217.18 |
| CALCULUS CLUB | 589.63 |
| CHORUS | 727.32 |
| CLASS OF 2017 | (20.32) |
| CLASS OF 2019 | 348.22 |
| CLASS OF 2020 | 8,603.62 |
| CLASS OF 2021 | 1,101.12 |
| CLASS OF 2022 | (154.88) |
| CLASS OF 2023 | - |
| DANCE TEAM | 2,219.89 |
| DRAMA CLUB | 1,216.52 |
| ENVIRONMENTAL CLUB | 812.03 |
| FBLA | 5,064.74 |
| FOREIGN LANGUAGE | 1,397.74 |
| GLOBAL SCHOLARS | 5.41 |
| GSA | 50.66 |
| NAT'L HISTORY CLUB | - |
| NAT'L HONOR SOCIETY | 2,635.17 |
| LEO CLUB | 687.61 |
| MINI-THON | 6,224.53 |
| MODEL UN | 323.42 |
| NEWSPAPER | 161.05 |
| PAINTBALL | 53.22 |
| PHOTOGRAPHY CLUB | 538.75 |
| READING TEAM | 63.66 |
| ROBOTICS CLUB | 2,641.96 |
| RUGBY CLUB | 690.08 |
| SADD | 198.79 |
| SGA - STUDENT STORE | 3,525.37 |
| SKI CLUB | 1,465.42 |
| SMASH-VIDEO CLUB | 26.85 |
| SPIRIT COUNCIL | 281.98 |
| STEM | 586.46 |
| UNICEF | 431.12 |
| YEARBOOK | 13,659.43 |
| TOTALS | \$ 58,735.12 |

Tamara Gary
Principal

Saucon Valley School District

DRAFT

2020-21 School Calendar

DRAFT

| August/September | | | | |
|------------------|----|----|----|----|
| M | T | W | T | F |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | |

Teachers = 30
Students = 26

| October | | | | |
|---------|----|----|----|----|
| M | T | W | T | F |
| | | | | 1 |
| | | | | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |
| | | | | |

Teachers = 22
Students = 22

| November | | | | |
|----------|----|-----|----|----|
| M | T | W | T | F |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25* | 26 | 27 |
| 30 | | | | |

Teachers = 19
Students = 19

| December | | | | |
|----------|----|-----|----|----|
| M | T | W | T | F |
| | | | | |
| | | 1 | 2 | 3 |
| | | 4 | | |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23* | 24 | 25 |
| 28 | 29 | 30 | 31 | |

Teachers = 17
Students = 17

| January | | | | |
|---------|----|----|----|----|
| M | T | W | T | F |
| | | | | 1 |
| | | | | |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

Teachers = 19
Students = 18

| February | | | | |
|----------|----|----|----|----|
| M | T | W | T | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| | | | | |

Teachers = 19
Students = 18

| March | | | | |
|-------|----|----|----|----|
| M | T | W | T | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

Teachers = 23
Students = 23

| April | | | | |
|-------|----|----|----|----|
| M | T | W | T | F |
| | | | | 1 |
| | | | | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

Teachers = 19
Students = 19

| May | | | | |
|-----|----|----|----|-----|
| M | T | W | T | F |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28* |
| 31 | | | | |

Teachers = 20
Students = 19

| June | | | | |
|------|----|----|----|----|
| M | T | W | T | F |
| | | | | |
| | | 1 | 2 | 3 |
| | | 4 | | |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | |

Teachers = 4
Students = 3

| | |
|--|--|
| <p>TOTAL DAYS Teachers = 192 Students = 184</p> | <ul style="list-style-type: none"> Early Dismissal-All Students First Day for Teachers - August 19, 2020 Last Day for Teachers - June 4, 2021 First Day for Students - August 24, 2020 Last Day for Students - June 3, 2021 * Early Dismissal for Teachers (11/25, 12/23, and 5/28) |
| <ul style="list-style-type: none"> Induction Day - August 18, 2020 Inservice Day-Students Off Teachers and Students Off Early Dismissal - Elementary and Middle School ONLY Early Dismissal - High School ONLY | |

Snow Day Makeup Day for Students - #1 - February 12, 2021; #2 - April 1, 2021;
#3 - April 5, 2021; #4 - June 4, 2021

Board Approved:

DRAFT

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 w~~Written 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. Complaints – 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 complainant 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 – 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 – ~~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.

Facility Committee

The February meeting was held on Wednesday, April 1, 2020 at 5pm via a Zoom meeting.

The Facilities Committees has put forth the following recommendations for the April 14, 2020 School Board meeting:

1. Approve the proposal from ET&T for the Installation of a Mitel 3300 Mx III Platform with Enterprise Software, Voice Mail Platform, Unified Communications, Unified Messaging , as well as I.P. Telephones, Analog Telephones, and Software assurance in the amount of \$122,332.03.
2. Approve engineering study for the cooling tower replacement by HB Enginners, Inc. at a cost of \$12,000.00.

February 18, 2020

John McCabe
Supervisor of Campus Operations
Saucon Valley School District
2097 Polk Valley Road
Hellertown, PA 18055

RE: Saucon Valley School District
Cooling Tower Replacement
Design Services

John:

HB Engineers, Inc. (HBE) appreciates the opportunity to provide this proposal for professional engineering services associated with the above referenced project. This proposal is based on our meeting at the site on Wednesday February 12, 2020. We look forward to working with you on this project and developing a great relationship with the Saucon Valley School District. This proposal is for all mechanical and electrical engineering services required for the cooling tower replacement.

Saucon Valley School District will provide architectural backgrounds of the existing building in AutoCad. These files shall be transmitted for preparation of our plans and specifications.

PROJECT BACKGROUND

The project involves the replacement of the existing outdoor Baltimore Air Coil 800-ton cooling tower currently serving the complex. All existing pumps and associated appurtenances shall remain. All exterior piping will be disconnected at locations just outside of the Mechanical Room as required to accommodate the unit replacement. The Johnson Controls, Inc. automatic temperature controls (ATC) will be modified where required for the unit replacement.

PROJECT SCOPE

General

- Meet with Saucon Valley School District to review the project scope and get a complete understanding of the project goals.
- Review the existing cooling tower and piping configuration, and provide the system design and specifications for the replacement of the existing equipment.

2900 Hamilton Blvd., Suite 200
Allentown, PA 18103
tel. 610.395.0130
fax. 610.395.0101

- Review the existing cooling tower electrical power requirements and provide the system design and specifications for the replacement of the existing equipment.
- Provide detailed plans and specifications for Saucon Valley School District to use for competitive bidding for each trade. Project specifications will be a book type.
- Review progress throughout the design phase with Saucon Valley School District to ensure that project goals are being accomplished.
- Attend pre-bid meeting and answer contractor questions during bidding and during the construction phase.
- Provide review of shop drawings of all material and equipment.
- Provide final review and provide punch list.

Items specifically excluded for the above referenced Scope of Work:

- Any work associated with the identification and specification for the removal of any hazardous materials.
- Upgrade of any major infrastructure system, including electrical service; emergency/back-up power and associated distribution system. For the purposes of this proposal it is assumed that the existing electrical power distribution system is in place to handle any new electrical loads due to the equipment replacement.

PROJECT FEE

Our fee for providing the above referenced scope of work will be based on a ***lump sum fee of \$12,000.00***. We will invoice you on a monthly basis based on the progress of the work being performed.

We appreciate the opportunity of working with you on this project and developing a great relationship with your staff at Saucon Valley School District. If you are in agreement with this proposal, please sign, date, and return one copy of this proposal at your earliest convenience. Should you have any questions about this proposal, please feel free to contact me at (610) 395-0130.

John McCabe

February 18, 2020

Page 3 of 3

Sincerely,



Thomas M. Hoffman, PE
Partner
HB Engineers, Inc.

Accepted By: _____

Date: _____



Eastern Telephone & Telecommunications

ET&T

Phone: (610) 433-1000
 Fax: (610) 867-5800
 2360 Avenue A
 Bethlehem, PA 18017

Quote
No.: 27720
Date: 2/24/2020

Prepared for:
 Michael Hanssen (610) 838-7001
 Saucon Valley School District
 2097 Polk Valley Road
 Hellertown, PA 18055 U.S.A.

Prepared by: David J. Turek
 Account No.: 8159
 Phone: (610) 838-7001
 Fax: (610) 838-6419
 Job: Voice over IP Solution w/ Voice Mail

| Quantity | Item ID | Description | UOM | Discount | Sell | Total |
|----------|---------|-------------|-----|----------|------|-------|
|----------|---------|-------------|-----|----------|------|-------|

This Proposal is for the Installation of a Mitel 3300 MXe III Platform with Enterprise Software, Voice Mail Platform, Unified Communications, Unified Messaging , as well as I.P. Telephones, Analog Telephones, Software Assurance Etc. as Discussed!

**This Proposal is Priced as per the State of Penna Small Key // P.B.X. Contract. Contract Master #6100041793 Vendor Contract #4400017875 Valid until December 2020!
 THIS IS A REVISED PROPOSAL AND ADJUSTED AS REQUESTED!**

This Proposal will cover the Entire School District and all Requirements Discussed. Current Proposal Includes Promotion Four (4) for the Price of Three (3) on I.P. Telephones! ***CURRENT PROMOTION HAS BEEN EXTENDED TO APRIL 29TH 2020*****PER MITEL****

| | | | | | | |
|---|---------------|---|----|--------|------------|------------|
| 1 | 22MIN50006731 | Mitel 3300 MXe III Controller W/1Gb Ram | EA | \$0.00 | \$3,000.00 | \$3,000.00 |
|---|---------------|---|----|--------|------------|------------|

Mitel Base Controller is required for it is the Backbone of the Platform for Voice and Applications Required as Gateway for Customer Provided VMWare Application

| | | | | | | |
|---|---------------|---|----|--------|------------|------------|
| 1 | 22MIN52002581 | Mitel 3300 MXe MiVoice Business Expansion Kit | EA | \$0.00 | \$2,250.00 | \$2,250.00 |
|---|---------------|---|----|--------|------------|------------|

Expansion Kit Required for Overall Platform Requirements; Includes 128 Channel Echo Cancellation Processor Module RAM Control 1GiG

| | | | | | | |
|---|---------------|--|----|--------|----------|----------|
| 1 | 23MIN50005084 | Mitel 3300 MXe III A.C. Power Supply (Back-Up) | EA | \$0.00 | \$500.00 | \$500.00 |
|---|---------------|--|----|--------|----------|----------|

The Back-Up A.C. Power Supply will reside in MXe Controller and Take over if Base Power Supply fails.

| | | | | | | |
|---|---------------|---|----|--------|------------|------------|
| 1 | 30MIN54005968 | Mitel 3300 MXe MiVoice Business Enterprise Software for 3300 (no users) | EA | \$0.00 | \$1,495.00 | \$1,495.00 |
|---|---------------|---|----|--------|------------|------------|

| | | | | | | |
|---|---------------|--|----|--------|------------|------------|
| 1 | 30MIN54005748 | Mitel 3300 MXe MiVoice Business Virtual for Enterprise | EA | \$0.00 | \$1,495.00 | \$1,495.00 |
|---|---------------|--|----|--------|------------|------------|

Only Enterprise License Software along with the Virtual for Enterprise is required for Primary location.

| | | | | | | |
|------|---------------|---|----|--------|----------|----------|
| 1.00 | 30MIN50006965 | Mitel 3300 MXe III SATA SSD Two (2) Pack (Control Server) | HR | \$0.00 | \$831.00 | \$831.00 |
|------|---------------|---|----|--------|----------|----------|

| | | | | | | |
|---|---------------|------------------------------------|----|--------|------------|------------|
| 1 | 58MIN50006431 | Mitel 3300 MXe III Raid Sub-System | EA | \$0.00 | \$1,725.00 | \$1,725.00 |
|---|---------------|------------------------------------|----|--------|------------|------------|

Redundant Hard Drive System.

| | | | | | | |
|---|---------------|--|----|--------|---------|----------|
| 8 | 23MIN50006271 | Mitel Power Cord C13 10A 250V - North American | EA | \$0.00 | \$25.00 | \$200.00 |
|---|---------------|--|----|--------|---------|----------|

Required for MXe III Controller, and ASU II's, Etc.

| Quantity | Item ID | Description | UOM | Discount | Sell | Total |
|---|---------------|--|-----|----------|-------------|-------------|
| 1 | 32MIN50003560 | Mitel 3300 MXe Dual T-1 // E-1 Trunk MMC | EA | \$0.00 | \$1,500.00 | \$1,500.00 |
| 2 | 30MIN54000303 | Mitel 3300 MXe MiVoice Business Digital Link License | EA | \$0.00 | \$1,500.00 | \$3,000.00 |
| As Directed, Platform Enabled for Two (1) Pri's, This Module along with the Digital Link License(s) complete the need. | | | | | | |
| 1 | 30MIN54005339 | Mitel 3300 MXe Border Gateway (MBG) Software Virtual Virtual Appliance | EA | \$0.00 | \$250.00 | \$250.00 |
| 1 | 30MIN54005442 | Mitel 3300 MiCollab Virtual Appliance | EA | \$0.00 | \$995.00 | \$995.00 |
| As discussed and Required to support application(s). This will be spun up on the VM Ware Stack in order to keep cost lower versus additional Hardware Re; Multiple Servers. I have accounted for needed Server w/VMWare below. | | | | | | |
| 276 | 30MIN54002701 | Mitel 3300 MXe MiVoice Business Single Line Extension License | EA | \$0.00 | \$75.00 | \$20,700.00 |
| One (1) License Required for Each User // Device on Platform. One (1) for Mitel I.P. Type Telephone and or Devices to Reside on Mitel Combo Module or Single Line Module. (276 have been accounted for)) | | | | | | |
| 6 | 33MIN50005105 | Mitel 3300 MXe Analog Service Unit (ASU II) | EA | \$0.00 | \$700.00 | \$4,200.00 |
| 1 | 34MIN50004451 | Mitel 3300 MXe Quad Interface Copper Module | EA | \$0.00 | \$750.00 | \$750.00 |
| Supports Analog ONS Cards, /Plus 12/Port Combo Cards etc. Quantity Two (2) each per ASU-II Quad Interface Module connects to Main Controller to allow Multiple ASU's | | | | | | |
| 12 | 33MIN50005731 | Mitel 3300 MXe Single Line (ONS) Module 24-Port | EA | \$0.00 | \$860.00 | \$10,320.00 |
| Each Module Supports Analog Type Devices up to Twenty-Four (24) . Reside in ASU II Units. | | | | | | |
| 1 | 30MIN54006543 | Mitel UCC v4.0 Standard User License for MiVoice Business 50 (Fifty) Pack | EA | \$0.00 | \$13,800.00 | \$13,800.00 |
| 31 | 30MIN54006542 | Mitel UCC v4.0 Standard User License for MiVoice Business (Single) | EA | \$0.00 | \$325.00 | \$10,075.00 |
| Standard MiCollab // UCC License for all Identified Users. Eighty (80) have been accounted for. Provides IP Licnese, Voice Mail Box, and MiCollab Application for each User. For I.P. Users Only! | | | | | | |
| 1 | 30MIN54009186 | Mitel MiCollab System Software Assurance One (1) Year. | EA | \$0.00 | \$100.00 | \$100.00 |
| 250 | 30MIN54009189 | Mitel MiCollab UM Mailbox Software Assurance One (1) Year | EA | \$0.00 | \$3.50 | \$875.00 |
| 81 | 30MIN54009209 | Mitel UCC Standard MiVoice Business Software Assurance One (1) Year | EA | \$0.00 | \$22.00 | \$1,782.00 |
| 1 | 30MIN54009220 | Mitel MiVoice Business Standard Software Assurance One (1) Year | EA | \$0.00 | \$125.00 | \$125.00 |

Quote

No.: **27720**

Date: 2/24/2020

| Quantity | Item ID | Description | UOM | Discount | Sell | Total |
|----------|---------------|--|-----|----------|---------|------------|
| 276 | 30MIN54009225 | Mitel MiVoice Business Analog Port Standard Software Assurance Subscription One (1) Year | EA | \$0.00 | \$4.00 | \$1,104.00 |
| 1 | 30MIN54009229 | Mitel MiVoice Business BG System Software Assurance Subscription One (1) Year | EA | \$0.00 | \$25.00 | \$25.00 |
| 1 | 30MIN54009221 | Mitel MiVoice Business Standard Software Assurance DLM | EA | \$0.00 | \$0.00 | \$0.00 |

All of the Above Software and Applications Require Software Assurance Subscription. Only Included for One (1) Year. Software Assurance allows for FREE Software Up-Grades with the exception of Labor and Direct Factory Support if needed.

| | | | | | | |
|----|---------------|---|----|--------|------------|-------------|
| 20 | 10MIN52003575 | Mitel Model 6930 LCD I.P. Telephone Four (4) Pack | EA | \$0.00 | \$1,230.00 | \$24,600.00 |
|----|---------------|---|----|--------|------------|-------------|

Mitel Model 6930 I.P. Telephone Promo Four (4) Pack allows for Four Telephones for the Price of Three (3). A Total of Eighty (80) Telephones. School District Receives Twenty (20) for FREE. a Value of \$410.00 x 20=\$8,200.00

| | | | | | | |
|----|----------------|--|----|--------|------------|------------|
| 2 | 58MIN54000297 | Mitel 3300 MXe Mailbox License Enabled | EA | \$0.00 | \$51.00 | \$102.00 |
| 1 | 31MIN54005380 | Mitel MiCClient Licnse - Peering Adv Server License Enabled | EA | \$0.00 | \$0.00 | \$0.00 |
| 1 | 58MIN54001627 | Mitel NPUM Record A Call Feature Enabled | EA | \$0.00 | \$0.00 | \$0.00 |
| 1 | 31MIN54005381 | Mitel MiCClient Licnse - Federation Adv Server License Enabled | EA | \$0.00 | \$0.00 | \$0.00 |
| 38 | 30MIN540042222 | Mitel MiCollab NPUM Advanced User Each | EA | \$0.00 | \$60.00 | \$2,280.00 |
| 3 | 30MIN54004223 | Mitel MiCollab NPUM Advanced Users x 50 | EA | \$0.00 | \$2,500.00 | \$7,500.00 |
| 1 | 30MIN54005612 | Mitel MiCollab NPUM MiVoice Business Mailbox License (250) | EA | \$0.00 | \$5,000.00 | \$5,000.00 |
| 1 | 58MIN54005330 | Mitel 3300 MXe Enterprise License Group | EA | \$0.00 | \$1,000.00 | \$1,000.00 |

Enabled as needed and or Required! For License(s), Voice Mail Applications, Unified Messaging Etc.

| | | | | | | |
|----|---------------|-------------------------------------|----|--------|----------|------------|
| 2 | 65OCNRJDP48C | RJ45 45 T-1 Protector Unit In / Out | EA | \$0.00 | \$63.21 | \$126.42 |
| 12 | 69KWNFEMALE50 | Female Amphenol Tail 50' Open Ended | EA | \$0.00 | \$125.44 | \$1,505.28 |

Two (2) required for each circuit from TeleCo Provider.

Required to Extended Single Devices from Current Location to New Deployment on Customer Provided Rack(s).

| | | | | | | |
|------|-------------|---------------------------------------|----|--------|----------|----------|
| 1.00 | 91ETNHDWARE | Misc Hardware for Entire Installation | EA | \$0.00 | \$500.00 | \$500.00 |
|------|-------------|---------------------------------------|----|--------|----------|----------|

Includes but not Limited to; Cords, Fasteners, Ty-Wraps, FireStop, Connecting Blocks and Related Brackets, X-Connect, Cords, Tails, Small Patch Panels, etc.

Quote

No.: **27720**

Date: 2/24/2020

| Quantity | Item ID | Description | UOM | Discount | Sell | Total |
|---|-------------|---|-----|------------|-----------|--------------|
| 212.00 | LA-RTB | State Contract Labor Hours Regular Time | HR | \$0.00 | \$110.00 | \$23,320.00 |
| Labor Includes Programming Mertings, Desgin, Activation of Server and Applications, Deployment of Devices, Training, and Cut-Over from Old System to New Platform. | | | | | | |
| 25.00 | LA-SITE | PA Site Visit Charge | EA | \$0.00 | \$95.00 | \$2,375.00 |
| 357.00 | CABLECREDIT | Cable Credit per Location | EA | \$7,140.00 | (\$20.00) | (\$7,140.00) |

Item Total: \$149,405.70
Your Price: \$118,080.53

Total: \$118,080.53
You saved: \$31,325.17
For a savings of 20.97%

Prices are firm until 4/29/2020

Terms:

Prepared by: David J. Turek, dturek@et-t.com

Date: 2/24/2020

As Per Site Survey(s), Site Meetings, and Discussion this Proposal will encompass The Entire School District.. It is equipped with the designated Quantity and Type of I.P. Telephones as well as applications agreed upon. Re; Replacing Digital Telephones with I.P, Unified Messaging, and MiCollab Applications.

All Current Analog Devices will be Re-Used and all I.P. Telephones will be Powered by the District's Power over Ethernet Switch's.

Optional Pricing on Equipment Applications, would be additional and Confirmation is needed on the WiFi Telephones which are dependant upon the District's Wireless Network and being approved by Mitel.

The Cost for Call Accounting Package complete with Software and Hardware Turnkey is @\$4,251.50 Plus Minimal Labor.

The Cost for a Mitel Wireless 5624 v2 Handset w/Battery and Clip is @\$445.00/Ea. (Requires User License)

The Cost for a Mitel Global Charger is @\$46.00/Ea.

The Cost for a Spare Battery Pack is @\$52.00/Ea,

The Cost of the Mitel 4624 Programmer is @\$174.00 (Optional)

*****Mitel has Extended the Promotion until April 29th 2020 for the School District*****

I and E.T.&T. want to do what we can to earn your business and trust, please feel free to reach out to me at any time via

Telephone #610.867.7800 Ext#1112 or via email dturek@et-t.com

Sincerely;
David J Turek
Vice President

Accepted by: _____ **Date:** _____

Disclaimer

PA CERTIFIED WOMAN BUSINESS ENTERPRISE CORPORATION ("ET&T"), 2360 Avenue A, Bethlehem, Lehigh County, PA 18017, and CUSTOMER hereby agree to the following: Purchase Price includes Equipment, normal delivery and installation. Deliveries may be made in installments. Except as expressly listed in the Schedule of Equipment, all other equipment, including but not limited to fax machines, modems, special handsets, elevator telephones, answering machines, long cords, plenum wire, floor jacks, power poles, Wiremold™, conduit, signals such as buzzers or gongs, paging equipment, security systems, cable in excess of 100' per telephone, wiring in modular office furniture, wiring between buildings, floors, or noncontiguous space, or labor relating to any of the foregoing, are extras. Any additions or changes after engineering of Customer's system and costs for permits and/or inspections required by local codes are extras. Extras will be billed as an additional charge, above and beyond the Purchase Price, at ET&T, Inc.'s prevailing rates.

1- PAYMENT TERMS: Signed quote 40% deposit, upon delivery of main equipment 50%, completion of install 10%.

2- WARRANTIES

ET&T, Inc. expressly warrants that the Equipment shall be free from defects in material or workmanship for period of ONE (1) year from the Cutover Date. For purposes of this Agreement, "Cutover Date" is defined as first date on which the Equipment is installed at Customer's premises and is substantially functioning. Unavailability of certain minor features or the occurrence of failures, which do not materially affect the functioning of the entire system, shall be disregarded in ascertaining the Cutover Date. The foregoing express warranty does not extend to any Equipment which has been subjected by Customer to misuses, neglect, accident, or modifications not expressly authorized in writing by ET&T, Inc. ET&T, Inc.'s liability under this express warranty shall be limited to its obligation to repair or, at ET&T, Inc.'s sole option, to replace without charge, any Equipment or part thereof which, under normal use and service, shall have disclosed any such defect, and which is returned to ET&T, Inc. at its office within 45 days of Cutover.

3- CUSTOMER DELAY / CANCELLATION

The parties of this Agreement recognize that extensions of the Cutover date can result in substantial increased costs to ET&T, Inc., including but not limited to (a) insurance and storage, (b) labor scheduling problems, (c) additional labor including overtime labor, engineering, travel, and material, (d) increases in material and labor costs between the originally scheduled Cutover Date and the actual Cutover Date (all of which are hereinafter collectively referred to as Incremental Costs). Therefore, in the event that Customer requests that the originally scheduled Cutover Date be postponed, Customer hereby agrees to pay ET&T, Inc. the balance of all payments due up to and including those due on Delivery and any of its Incremental Costs. In the event of customer canceling the order after signing this agreement, ET&T, Inc. reserves the right to bill said customer 25% of the total contract price as a restocking fee. .

4- DEFAULT

Events of Default shall include the following: (a) Customer fails to abide by the terms of payment provided on the front page of this document by failing to make a proper payment within five (5) days after the same is due and payable; (b) Customer fails to observe, keep or perform any other provision of this Agreement which Customer is so required to observe, keep or perform; (c) Customer ceases doing business as a going concern; (d) a petition is filed by or against Customer under the Federal Bankruptcy Act (including a petition for reorganization or any other such arrangement) or similar statute; (e) a receiver is appointed for Customer or its property; (f) Customer commits an act of bankruptcy, becomes insolvent, makes an assignment for the benefit of creditors, offers a composition or extension of any of its indebtedness; or (g) Customer attempts to remove, sell, transfer, encumber, sublet or part with the possession of any item of the Equipment.

5- FLOOR PLAN

Customer is/is not required to provide ET&T, Inc. with two (2) sets of floor plans detailing conduit or duct work, telephone closets or terminal boxes and equipment backboards. One floor plan will indicate the location of each item of station equipment. In addition, the location of each telephone will specify the telephone's type, color and line number.

6- RESPONSIBILITIES OF THE CUSTOMER WITH RESPECT TO THE TELEPHONE EQUIPMENT

ET&T, Inc. requires and CUSTOMER understands and agrees that proper installation of an electronic key system hereinafter called EQUIPMENT, must take place in a room meeting specific physical and environment requirements as follows:

- a. CUSTOMER agrees to provide a secure, dry storage area(s) for the storage of EQUIPMENT during installation.
- b. CUSTOMER agrees to provide an adequately lighted room of sufficient size to permit the unencumbered installation and maintenance of the required telephone system control equipment.
- c. CUSTOMER certifies that the environment shall be clean and dry and must be free of explosive or corrosive atmosphere and that the relative humidity shall be maintained between 30% - 80%, non-condensing, and that air conditioning and heat shall be provided to hold the temperature between 40° F and 95° F.
CUSTOMER understands and agrees that if the environmental control system, which the CUSTOMER is providing for the area in which the EQUIPMENT is to be installed, fails or is turned off after the EQUIPMENT is installed, and the temperature in the area where the EQUIPMENT is installed exceeds 95° F, that the warranty on said EQUIPMENT is voided.
- d. CUSTOMER agrees to provide a separate dedicated, computer-grade power outlet to supply 120V AC, 60 HERTZ, 20 AMPS to the EQUIPMENT. CUSTOMER certifies the circuit to be regulated so that voltage variations do not exceed +5%.
- e. CUSTOMER understands and agrees that water can seriously damage an electronic key system circuitry, and that the EQUIPMENT room will not be protected by a sprinkler system. In the event a sprinkler system is installed in the building and one or more sprinkler heads are in the EQUIPMENT room. CUSTOMER agrees to provide protective shields to divert water flow from the sprinkler head(s) away from the EQUIPMENT.
- f. Should unsatisfactory conditions arise affecting the Telephone Equipment Room after the telephone equipment is in operation, the CUSTOMER agrees to make corrective changes as directed by ET&T, Inc. within a reasonable time.
- g. All building and electrical work in the Telephone Equipment Room must be completed before the telephone equipment is delivered to the job.

7- INSTRUCTIONS TO AND RESPONSIBILITIES OF THE CUSTOMER WITH RESPECT TO CABLE AND WIRING FACILITIES

- a. It is not always necessary to place full conduit for telephone cabling ET&T, Inc. requires a means to place wire and cable in the building without damage to existing walls, ceilings, partitions, etc., but will endeavor to use whatever method is acceptable under local code requirements.
- b. ET&T, Inc. reserves the right to review the type, size and method of conduit provisions so that house cabling may be carried out without undue difficulty and ET&T, Inc.'s price is contingent upon provision of such conduit work to ET&T, Inc.'s satisfaction.
- c. All conduit and/or raceways must be in conformance with all existing local and national electrical code requirements.
- d. Where the nature of the installation requires that wire or cable be run through riser shafts or other facilities in areas not controlled by the CUSTOMER, or that cable or wire be run above false ceilings or in ducts on floors not controlled by the CUSTOMER, the CUSTOMER shall be responsible for obtaining permission to utilize said areas, and for obtaining convenient access to said areas. Where ET&T, Inc. must access and utilize such areas, the CUSTOMER shall hold ET&T, Inc. free of damage by third parties not resulting from ET&T, Inc.'s negligence.

8- NATURE OF DOCUMENT

Customer's signature below shall indicate that Customer is agreeing to purchase the Equipment and services listed herein and on the attached Schedule, under and subject to all the terms and conditions contained herein. The formation of a binding agreement is expressly conditioned on the signing of this document by an officer of ET&T, Inc. at its home office in Bethlehem, Lehigh County, Pennsylvania, which signature shall be the sole method of acceptance by ET&T, Inc. of Customer's offer to purchase.

CUSTOMER ACCEPTANCE SIGNATURE_____

Allentown

7248 Tilghman Street
Suite 120
Allentown, PA 18106
1-800-582-6399
www.integra1.net



Voice Upgrade

Quote # 023209 Version 4

February 27, 2020

Prepared for:

Saucon Valley School District

Prepared by:

Shelby Flakker, Account Manager
Zach Herb, Inside Support Representative

Cisco

| Description | | Price | Qty | Ext. Price |
|-------------------|--|-------------|-----|-------------|
| BE6M-M5-K9 | Cisco Business Edition 6000M (M5) Appliance, Export Restr SW | \$6,240.00 | 2 | \$12,480.00 |
| BE6K-PSU | Cisco UCS 770W AC Power Supply for Rack Server | \$0.00 | 2 | \$0.00 |
| BE6K-RAIDCTRLR | Cisco 12G Modular RAID controller with 2GB cache | \$0.00 | 2 | \$0.00 |
| BE6K-DISK | 300GB 12G SAS 10K RPM SFF HDD | \$0.00 | 12 | \$0.00 |
| R2XX-RAID5 | Enable RAID 5 Setting | \$0.00 | 2 | \$0.00 |
| BE6K-RAM | 16GB DDR4-2666-MHz RDIMM/PC4-21300/single rank/x4/1.2v | \$0.00 | 6 | \$0.00 |
| BE6K-CPU | 2.2 GHz 4114/85W 10C/13.75MB Cache/DDR4 2400MHz | \$0.00 | 2 | \$0.00 |
| CAB-N5K6A-NA | Power Cord, 200/240V 6A North America | \$0.00 | 2 | \$0.00 |
| VMW-VS6-HYPPLS-K9 | Embedded License, Cisco UC Virt. Hypervisor Plus 6.x (2-cpu) | \$0.00 | 2 | \$0.00 |
| CP-8851-K9= | Cisco IP Phone 8851 | \$295.20 | 87 | \$25,682.40 |
| VG450-144FXS/K9 | Cisco VG450 144 FXS Bundle | \$18,876.11 | 2 | \$37,752.22 |
| SL-44-IPB-K9 | IP Base License for Cisco ISR 4400 Series | \$0.00 | 2 | \$0.00 |
| SL-VG450-UC-K9 | Unified Communication License for VG450 Series | \$0.00 | 2 | \$0.00 |
| ACS-4460-FANASSY | Cisco ISR 4460 Fan Assembly | \$0.00 | 2 | \$0.00 |
| MEM-4460-DP-4G | 4G DRAM for Cisco ISR 4460 Data Plane | \$0.00 | 2 | \$0.00 |
| MEM-4460-8G | 8G DRAM (1 DIMM) for Cisco ISR 4460 | \$0.00 | 2 | \$0.00 |
| POE-COVER-4450 | Cover for empty POE slot on Cisco ISR 4450 | \$0.00 | 4 | \$0.00 |
| PWR-COVER-4450 | Cover for empty 2nd Power Supply slot on Cisco ISR 4450 | \$0.00 | 2 | \$0.00 |
| NIM-BLANK | Blank faceplate for NIM slot on Cisco ISR 4400 | \$0.00 | 4 | \$0.00 |
| CAB-AC | AC Power Cord (North America), C13, NEMA 5-15P, 2.1m | \$0.00 | 2 | \$0.00 |
| PWR-4460-650-AC | 650W AC Power Supply for Cisco ISR 4461 | \$0.00 | 2 | \$0.00 |

Cisco

| Description | | Price | Qty | Ext. Price |
|-------------------|--|--------------------|----------|--------------------|
| SVG450UK9-1610 | Cisco VG450 Series IOS XE UNIVERSAL | \$0.00 | 2 | \$0.00 |
| SM-X-72FXS | Fixed Port High Density Analog Voice ServiceModule for ISR4K | \$0.00 | 4 | \$0.00 |
| NIM-1MFT-T1/E1 | 1 port Multiflex Trunk Voice/Clear-channel Data T1/E1 Module | \$864.20 | 2 | \$1,728.40 |
| PVDM4-32 | 32-channel DSP module | \$986.00 | 2 | \$1,972.00 |
| NIM-4FXSP | 4-Port Network Interface Module - FXS, FXS-E and DID | \$580.00 | 2 | \$1,160.00 |
| NIM-2FXS/4FXOP | 2-Port FXS/FXS-E/DID and 4-Port FXO Network Interface Module | \$861.88 | 2 | \$1,723.76 |
| CON-SNTP-BE6MM5K9 | 3 Years - SNTC-24X7X4 Cisco Business Edition 6000M (M5) Applia | \$1,623.78 | 2 | \$3,247.56 |
| CON-SNTP-VG45XK14 | 3 Years - SNTC-24X7X4 Cisco VG450 144 FXS Bundle | \$11,247.55 | 2 | \$22,495.10 |
| Cisco | AFLEX Subscription | \$65,346.75 | 1 | \$65,346.75 |
| A-FLEX-PUBLICSECT | Flex Public Sector | | 1 | |
| A-FLEX-EAPL1 | EntW On-Premises Calling Tier 1 -1 | | 250 | |
| SVS-FLEX-SUPT-BAS | Basic Support for Flex Plan | | 1 | |
| A-FLEX-TMS-250USR | TMS 250 System License -1 | | 1 | |
| A-FLEX-TMS-API | TMS Integration API with Microsoft Exchange -1 | | 1 | |
| A-FLEX-TMS-SN | TMS Serial Number -1 | | 1 | |
| A-FLEX-SME-12X | Session Manager v12 -1 | | 100 | |
| A-FLEX-S-AC-12X | Attendant Console Standard Version 12 | | 6 | |
| A-FLEX-EXP-GW | Enable GW Feature (H323-SIP) -1 | | 4 | |
| A-FLEX-EXP-E | Enable Expressway-E Feature Set -1 | | 2 | |
| A-FLEX-EXP-TURN | 1800 TURN Relay Option -1 | | 2 | |
| A-FLEX-EXP-AN | Enable Advanced Networking Option -1 | | 2 | |
| A-FLEX-EXP-SERIES | Enable Expressway Series Feature Set -1 | | 4 | |
| A-FLEX-EXP-RMS | Expressway Rich Media Session -1 | | 13 | |

Cisco

| Description | | Price | Qty | Ext. Price |
|---|---|------------|------|------------|
| A-FLEX-EXP-DESK | Expressway Deskphone Registration -1 | | 375 | |
| A-FLEX-EXP-ROOM | Expressway Room Registration -1 | | 3 | |
| A-FLEX-CUCILYNC | CUCILYNC -1 | | 30 | |
| A-FLEX-JABBER | Jabber -1 | | 125 | |
| A-FLEX-P-UCM-12X | Unified Communications Manager v12 License -1 | | 300 | |
| A-FLEX-P-TPRM-12X | Telepresence Room v12 License -1 | | 3 | |
| A-FLEX-P-ESS-12X | Essential v12 License -1 | | 25 | |
| A-FLEX-P-COMMON12X | Common Area v12 License -1 | | 75 | |
| A-FLEX-P-UCXN-12X | Unity Connection v12 License | | 300 | |
| A-FLEX-P-ER-12X | Emergency Responder v12 License -1 | | 750 | |
| A-FLEX-MSG-ENT | Messaging Entitlement | | 300 | |
| A-FLEX-FILESTG-ENT | File Storage Entitlement | | 6000 | |
| A-FLEX-DEVREG-ENT | Cloud Device Registration Entitlement | | 300 | |
| A-FLEX-TMS-PAK | TMS Product Authorization Key -1 | | 1 | |
| A-FLEX-EXP-PAK | Expressway Product Authorization Key -1 | | 1 | |
| A-FLEX-EXP-KEY | Expressway Release Key -1 | | 4 | |
| A-FLEX-SW-12X-K9 | On-Premises & Partner Hosted Calling SW Bundle v12 -1 | | 1 | |
| A-FLEX-ER-12X-K9 | Emergency Responder SW Bundle v12 -1 | | 1 | |
| A-FLEX-EA-P-COMMON | Common Area Add-on -1 | | 25 | |
| Requested Start Date : 27-Feb-2020 Requested For : 36.00 Months From 27-Feb-2020 to 26-Feb-2023 Automatically Renews For : 12 Months On 27-Feb-2023 Billing Frequency : Prepaid Term | | | | |
| Materials | RJ21x Amphenol cables, 66/110 blocks, cross connect wire, & bridge clips (Qty 12) (12) RJ21 M-M, 90degree cables 25' (2) Cross connect wire (12) 66 block (6) Bag of 100 bridge clips | \$1,690.00 | 1 | \$1,690.00 |

Cisco

| Description | Price | Qty | Ext. Price |
|---|-------------|-----|---------------------|
| Service IntegraONE Professional Services | \$45,313.15 | 1 | \$45,313.15 |
| Subtotal: | | | \$220,591.34 |

per COSTARS contract # HW 003-085 & SW #006-040
45572156

Estimate ID: PA111175347QN, 4009014957,



Prepared by:

Allentown

Shelby Flakker
sflakker@integra1.net
484-223-3480 x1154

Zach Herb
zherb@integra1.net
484-223-3480 x1165

Prepared for:

Saucon Valley School District

2097 Polk Valley Road
Hellertown, PA 18055
Mike Hanssen
(610) 838-7001
michael.hanssen@svpanthers.org

Quote Information:

Quote #: 023209

Version: 4
Delivery Date: 02/27/2020
Expiration Date: 03/26/2020

Quote Summary

| Description | Amount |
|---------------|---------------------|
| Cisco | \$220,591.34 |
| Total: | \$220,591.34 |

Payment Options

| Description | Payments | Interval | Amount |
|------------------------|-----------|----------------|-------------------|
| Lease Options | | | |
| 3 Year Estimate | 36 | Monthly | \$6,130.10 |
| 4 Year Estimate | 48 | Monthly | \$4,597.69 |

Summary of Selected Payment Options

| Description | Amount |
|---------------------------------------|---------------------|
| Lease Options: 3 Year Estimate | |
| Selected Payment | \$6,130.10 |
| Total of Payments | \$220,683.60 |

Pricing subject to change without advanced notice from the manufacturer. Leasing rates are subject to final configuration, pricing, and credit approval. Restock fees will apply for any items returned. Returns must be made within 21 days of receipt of items unopened. Shipping fees not included. The information provided to you in this communication is regarded by integraONE to be Confidential and Proprietary Information. This includes the description of the materials/products for sale, the prices quoted, and any description of consulting services to be performed by integraONE. This information shall not be disclosed or made available to any party unrelated to this agreement without our express written consent. You must also exercise reasonable care to protect this information from the unauthorized disclosure by others.

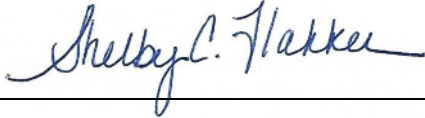
Ship to Address:

Additional Information:

Allentown

Saucon Valley School District

Signature:



Name:

Shelby Flakker

Title:

Account Manager

Date:

02/27/2020

Signature:

Name:

Mike Hanssen

Date:

Appendix A



COMMONWEALTH OF PENNSYLVANIA PENNSYLVANIA DEPARTMENT OF THE AUDITOR GENERAL

Act 44 Auditee Reporting Form (School District Audits)

The Department of the Auditor General provides this form for every school district to report its adoption of the Department's recommendations in its most recent audit pursuant to Act 44 of 2017 amendments to The Fiscal Code regarding Auditee reporting requirements and the Department's STATEMENT OF POLICY and FORM in 4 Pa. Code Part XIV published in the Pennsylvania Bulletin on February 10, 2018.

Within **120 business days** of the publication of the audit listed below, the school district must submit a response to the Department detailing the adoption of the Department's recommendations, or the reason why recommendations have not been adopted.

| | | | | | |
|----------------------|-------------------------------|------------------|-------------------------------|-------------------------|--------|
| AUN: | 120486003 | School: | Saucon Valley School District | CAN: | 117006 |
| Audit Period: | July 1, 2014 to June 30, 2018 | Findings: | One | Recommendations: | Five |

District Response: (Textbox below will expand or attachments can be added as necessary)

In response to the findings from the auditor's report for the Saucon Valley School District we will be taking the following steps to rectify the noted deficiencies. The previous Supervisor of Campus Operations did not take measures to retain, review, and certify the collection and submission of transportation reports for the Department of Education. As result, we will immediately take the appropriate administrative measures to ensure that we retain all documentation supporting the transportation data reported to the PDE, including odometer readings and student bus routes in accordance with the PSC's record retention requirements, as well as requirements set forth in school district policy. We shall also establish a safe and adequate location to store documents and calculations supporting the transportation data submitted. We shall also ensure that record retention procedures are documented and staff are trained on such procedures. The Supervisor of Campus Operations shall fulfill these action steps. Additionally, we shall develop internal control procedures over transportation reporting by implementing a secondary review of all data prior to submission to PDE. Lastly, we will

develop detailed written transportation reporting procedures specifically addressing the accurate identification and reporting of non-reimbursable students and students who are reimbursable. Additionally, training will be provided to all users to properly equip them to use the Versatrans software effectively. Once again, the Supervisor of Campus Operations will follow through on all action plans.

Note: Pursuant to Section 1.5 of Act 44, if the Auditee fails to respond to the Department's recommendations within **120 business days**, the Department will notify the Governor and the Chairpersons and Minority Chairpersons of the Appropriations Committees of the Senate and the House of Representatives, which may consider an Auditee's failure to respond to the Department's audit when determining the Auditee's future appropriations.