

Saucon Valley School District

Regular Meeting of the Board of Education

May 12, 2020 – 7 pm
ZOOM Meeting

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

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

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

Agenda

6 pm – Executive Session for the purpose of 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** – May 12, 2020
- V. **Approval of Minutes** – April 27, 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 – \$27,956.01
- B. Cafeteria Expenditures – \$2,316.55
- 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 - None
- B. Condensed Board Summary Report – None
- C. Capital Project Finance Report – None
- D. Budget Transfers – None
- E. Middle School Activity Report – March 31, 2020
- F. High School Activity Report – March 31, 2020

Recommendations for Approval**Treasurer's Report**

1. Approve the above Treasurer's Report.

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

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

- A. Academic and Personnel Meeting Summary from May 6, 2020

Recommendations for Approval**First Reading of Policy***

1. Approve the first reading of the following policy:
Policy 209.2 – Food Allergy Management

Settlement Agreement

2. Approve the settlement agreement for student #9037887872

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

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

None

Recommendations for Approval**Retirement**

1. Approve the retirement of David Haynes, transportation, effective June 30, 2020.

Part-time Bus Driver

2. Approve Dianna Seeds as part-time bus driver at an hourly rate of \$10 per hour for riding and \$21.65 for driving effective immediately, with benefits per the current compensation and benefits plan. Appointment contingent upon regular opening of school and the need for the employee to provide services as identified by the administration.

Maternity Leaves

3. Approve the following maternity leave requests:

Alexia Harstine, high school family consumer science teacher, beginning approximately August 20, 2020. She plans on using 12 weeks of unpaid FMLA leave. Mrs. Harstine will return to her teaching duties on approximately November 2, 2020.

Kelly Lozowski, middle school special education teacher, beginning approximately August 20, 2020. She plans on using 10 sick days and two personal days prior to starting 12 weeks of unpaid FMLA leave. Mrs. Lozowski will return to her teaching duties on approximately December 1, 2020.

Samantha Trachtman, high school guidance counselor, beginning approximately August 20, 2020. She plans on using 41 sick days and the remainder of the time to run concurrently with FMLA. Mrs. Trachtman will return to her teaching duties on approximately November 2, 2020.

Ashley Yestrumskas, high school science teacher, beginning approximately August 24, 2020. She plans on using 30 sick days and four personal days prior to starting two weeks of unpaid FMLA leave. Mrs. Yestrumskas will return to her teaching duties approximately October 26, 2020.

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

C. Facilities**Items/Projects for Discussion****Recommendations for Approval****Paper/Janitorial Products**

1. Approve the award of bid for paper/janitorial products for 2020-21 in the amount of \$20,458.58 through Northampton-Monroe-Pike County Joint Purchasing. Attachment

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**Recommendations for Approval****2020-21 Proposed Final Budget**

1. Approve the 2020-21 proposed final budget, consistent with school code, in the amount of \$47,883,061.00, with \$178,222.00 coming from fund balance with a 0 millage increase. Inspection of the budget will only be electronically via the district website.

Mobil Technologies Graphics

2. Approve a contract with Mobil Technologies Graphics in the amount of \$4,626.00 for the Class of 2020 Graduation ceremony.

Data Warehousing*

3. Approve the contract for EdInsight to provide a data warehousing information system for the Saucon Valley School District at a cost of \$17,850 (\$8,750 from 2020-21 technology budget and \$9,100 from 2020-21 Ready to Learn Grant).

2020–2021 District Solicitor

4. Approve the attached agreement with Fox Rothschild LLP as Solicitor for the Saucon Valley School District for the 2020-21 school year in accordance with the May 5, 2020 retainer agreement.

Bethlehem Area Vocational-Technical School 2020 – 2021 Budget

5. Approve the Bethlehem Area Vocational-Technical School Budget for the fiscal year July 1, 2020 to June 30, 2021 in the total amount of \$12,554,241.00. Saucon Valley's portion is \$631,544.00, an increase of \$47,824.00 from 2019-2020.

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**

Recommendations for Approval**Voting of Delegates**

1. Approve _____ and _____ as delegates to the 2020 PSBA Delegate Assembly on November 7, 2020.

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

- 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 ~

May 26, 2020 – 7 pm –Business Meeting

June 9, 2020 – 7 pm –Business Meeting

June 23, 2020 – 7 pm –Business Meeting

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, April 27, 2020 via an 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 Alicia Luke, 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 Andres moved to approve the Agenda without Item #1 under Education.
No second, motion failed.
Director Baxter, seconded by Director Eichfeld moved to approve the Agenda.
Vote: 8-yes, 1-no (Andres)
- IV. **Executive Session** – None
- V. **Approval of Minutes** – Director Dettmar, seconded by Director Miller moved to approve the minutes of April 14, 2020. Vote: 9-yes, 0-no
- VI. **Recognition** – None
- VII. **Presentation** – None
- VIII. **Superintendent's Report** – *Dr. Craig Butler, Superintendent* - None
- IX. **Courtesy of the Floor to Visitors – Agenda Items Only** – None
- X. **Presentation of Bills** – *David Bonenberger*
 - A. General Expenditures – \$53,426.96
 - B. Cafeteria Expenditures – \$8,502.28
 - C. Health Benefits –\$586,516.23
 - D. Capital Projects – None
 1. Approve the Presentation of Bills.
Director Dettmar, seconded by Director Welch, moved to approve the Presentation of Bills. Vote: 9-yes, 0-no
- 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 – \$12,834.00
 - E. Middle School Activity Report – None
 - F. High School Activity Report – None

1. Approve the above Treasurer's Report.

Director Dettmar, seconded by Director Eichfeld moved to approve the Treasurer's Report. Vote: 9-yes, 0-no

A. Education

- A. Academic and Personnel Meeting Summary from April 14, 2020
- B. Spanish Immersion Program

1. Approve the implementation of a Spanish immersion program at Saucon Valley Elementary School to begin in one first grade classroom during the 2020-21 school year.

Director Welch commented that he will be voting yes on this as long as the program is cost neutral by the end of the first year.

Director Dettmar, seconded by Director Magnotta moved to approve Education Item #1. Vote: 8-yes, 1-no (Andres)

2. Approve the second and final reading of the following policy:

Policy 913 – Non-School Organizations/Groups/Individuals

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

3. Approve the extension of the current agreement between the Saucon Valley School District and Lehigh University which will provide eligible employees accepted into the College of Education programs, the opportunity to receive scholarship monies provided by Lehigh University to cover the difference between the district reimbursement for credits and the Lehigh University tuition. This agreement begins January 1, 2017 and continues until January 1, 2021.

Director Miller, seconded by Director Dettmar moved to approve Education Item #3. Vote: 9-yes, 0-no

B. Personnel

1. Approve the retirement of Donald Zettlemoyer, bus driver, effective June 30, 2020.

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

C. Facilities

- A. Facilities Meeting Summaries from April 15, 2020

1. Approve the attached list of surplus/obsolete items.

Director Eichfeld, seconded by Director Welch moved to approve Facilities Item #1.

Vote: 9-yes, 0-no

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 Meeting Summary from April 8, 2020 and April 22, 2020

1. Approve the Northampton Community College Sponsors Share Budget for 2020-2021 in the total amount of \$6,651,028.00.
Saucon Valley's portion is \$286,572.00 which represents a .71% decrease from 2019-2020.

Director Baxter, seconded by Director Miller moved to approve Finance Item #1.

Vote: 9-yes, 0-no

2. Approve the 2020-2021 proposed budget in the amount of \$47,917,039 which will be balanced with \$212,213 coming from fund balance and a zero millage increase.

Director Welch, seconded by Director Dettmar moved to approve Finance Item #2.

Vote: 8-yes, 1-no (Andres)

3. Approve the extension of the Senior Citizen Property Tax Rebate deadline from April 30, 2020 to May 30, 2020.
4. Approve the transfer of \$224,000 from the General Fund to the Capital Reserve Fund.

Director Miller, seconded by Director Dettmar moved to approve Finance Item #3&4.

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

G. Colonial Intermediate Unit – Sandra Miller

H. PSBA – Sandra Miller

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

J. Saucon Valley Foundation for Educational Innovation – Tracy Magnotta

K. Northampton Community College – Susan Baxter

1. Approve the candidates for the Northampton Community College Board of Trustees, with a term of July 1, 2020-June 30, 2026.

Attachment

Director Dettmar, seconded by Director Karabin moved to approve the candidate for NCC Board of Trustees. Vote: 9-yes, 0-no

L. New Business – Dr. Pakzad asked Principal Gary about plans for graduation. Principal Gary gave a brief overview of what they were planning for the Class of 2020 graduation ceremony.

M. Old Business

XII. Citizens' Inquiries and Comments – None

XIII. Announcements

Future Meetings ~

May 12, 2020 – 7 pm –Business Meeting

May 26, 2020 – 7 pm –Business Meeting

June 9, 2020 – 7 pm –Business Meeting

XIV. Motion to Adjourn Meeting

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

Vote: 9-yes, 0-no

9:54 pm

ATTEST: _____

Secretary

President

Fund Accounting Check Summary

PLGIT GENERAL - From 04/24/2020 To 05/07/2020

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00054850	ARTS ACADEMY ELEMENTARY CHARTER SCHOOL	TUITION TO PA CHARTER.....		3,829.66
00054851	BAVTS	TUITION TO AREA VO-TECH.....		76,805.00
00054852	CIRCLE OF SEASONS CHARTER SCHOOL	TUITION TO PA CHARTER.....		7,600.48
00054853	ENGINES INC.	REPAIRS & MAINT SVCS.....		886.00
00054854	GRAINGER	GENERAL SUPPLIES.....		729.75
00054855	HUESZ, WILLIAM I.	MISC EXPENDITURES.....		250.00
00054856	IntegraOne	EDUC SOFT & LIC.....		3,006.25
00054857	J.W. PEPPER & SON INC.	GENERAL SUPPLIES.....		39.94
00054858	JASON D. STEM	LAWN CARE SERVICES.....		5,750.00
00054859	LEHIGH UNIVERSITY	TUITION REIMBURSEMENT.....		10,836.00
00054860	MICHAEL & LISA BASARA	GENERAL SUPPLIES.....		20.65
00054861	MILLER, CHAD	TRAVEL.....		235.29
00054862	MUSIC & ARTS	REPAIRS & MAINT SVCS.....		115.50
00054863	PATRICK CARL MERTZ	GENERAL SUPPLIES.....		2,175.55
00054864	PPL ELECTRIC UTILITIES	ELECTRICITY.....		877.68
00054865	PRO-VISION VIDEO SYSTEMS, LLC	GENERAL SUPPLIES.....		4,401.47
00054866	Peter Cimino	MISC EXPENDITURES.....		500.00
00054867	SCHOLASTIC BOOK FAIRS - 14			8,280.96
00054868	Simpson Plumbing-Heating-A/C Inc.	REPAIRS & MAINT SVCS.....		735.00
00054869	TASSINARO, KIMBERLY	GENERAL SUPPLIES.....		583.24
00054870	THE CAMPHILL SCHOOL, INC.	TUITION TO NON-PUBLIC.....		5,364.60
00054871	UGI SOUTH	NATURAL GAS.....		67.07
00054872	UNIVERSITY OF WASHINGTON			1,250.00
00054873	AHOLD FINANCIAL SERVICES	GENERAL SUPPLIES.....		125.98
00054874	ALICE TRAINING INSTITUTE LLC	EDUC SOFT & LIC.....		1,575.00
00054875	BSN SPORTS, LLC	GENERAL SUPPLIES.....		5,156.06
00054876	CAROLYN LOVERDI	TUITION REIMBURSEMENT.....		1,695.00
00054877	CENTRAL SUSQUEHANNA IU	PROF ED EMP TRN & DVLP.....		900.00
00054878	CHRIN HAULING, INC	DISPOSAL SERVICES.....		840.60
00054879	COLONIAL INTERMEDIATE UNIT #20	PRO- ED SVCS - IUS.....		42,223.46
00054880	CRYSTAL SPRINGS	GENERAL SUPPLIES.....		24.00
00054881	DANIEL C. KIRIPOSKI, INC.	RENTAL OF EQUIPMENT.....		94.25
00054882	DEGLER-WHITING INC.	REPAIRS & MAINT SVCS.....		5,020.00
00054883	J.C. EHRLICH CO., INC.	REPAIRS & MAINT SVCS.....		477.00

* Denotes Non-Negotiable Transaction

- Payables within Check

P - Prenote

d - Direct Deposit

C - Credit Card Payment

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SAUCON VALLEY SCHOOL DISTRICT

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Fund Accounting Check Summary

PLGIT GENERAL - From 04/24/2020 To 05/07/2020

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00054884	GERCIE, AMANDA	TUITION REIMBURSEMENT.....		1,525.00
00054885	JENNINGS TRANSPORTATION CORP.	CONTRACTED CARRIERS.....		4,500.00
00054886	KEYSTONE COLLECTIONS GROUP	BERKHEIMER GARN W/H.....		40.52
00054887	LINDSAY STEINER	TUITION REIMBURSEMENT.....		1,548.00
00054888	LITERACY RESOURCES, LLC.	BOOKS AND PERIODICALS.....		513.54
00054889	MATTHEW EVANCHO	TUITION REIMBURSEMENT.....		1,360.00
00054890	MOYER, THAD	TUITION REIMBURSEMENT.....		4,402.50
00054891	NORTHEAST JANITORIAL SUPPLY	GENERAL SUPPLIES.....		974.84
00054892	PACIFIC TELEMAGEMENT SVCS	COMMUNICATIONS.....		267.18
00054893	PEDIATRIC THERAPEUTIC SERVICES, INC.	OTHER PROFESSIONAL SVC.....		6,127.93
00054894	PENNSYLVANIA LEADERSHIP CHARTER SCHOOL	TUITION TO PA CHARTER.....		7,541.62
00054895	PPL ELECTRIC UTILITIES	ELECTRICITY.....		2,793.37
00054896	PRAXAIR DISTRIBUTION, INC.	GENERAL SUPPLIES.....		115.61
00054897	QUAKER CITY PAPER	GENERAL SUPPLIES.....		4,537.20
00054898	Renee C Corrigan	TUITION REIMBURSEMENT.....		1,626.00
00054899	SBH AWARDS	GENERAL SUPPLIES.....		2,090.00
00054900	SEVEN GENERATIONS CHARTER SCHOOL	TUITION TO PA CHARTER.....		6,343.55
00054901	Saucon True Value	GENERAL SUPPLIES.....		44.97
00054902	T. SCHIEFER CONTRACTORS, INC.	REPAIRS & MAINT SVCS.....		11,550.00
00054903	TELEMEDICINE MANAGEMENT, INC.	GROUP INSURANCE.....		1,520.00
00054904	UGI SOUTH	NATURAL GAS.....		7,242.05
00054905	ULINE	GENERAL SUPPLIES.....		567.09
00054906	VERIZON WIRELESS	COMMUNICATIONS.....		2,276.57
00054907	XEROX CORP.	RENTAL OF EQUIPMENT.....		9,229.43
00054908	XEROX CORP.	RENTAL OF EQUIPMENT.....		4,747.60

10-GENERAL FUND

275,956.01

Grand Total Manual Checks : 0.00

Grand Total Regular Checks : 275,956.01

Grand Total Direct Deposits: 0.00

Grand Total Credit Card Payments: 0.00

* Denotes Non-Negotiable Transaction

- Payables within Check

P - Prenote

d - Direct Deposit

C - Credit Card Payment

05/07/2020 12:54:44 PM

SAUCON VALLEY SCHOOL DISTRICT

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Fund Accounting Check Summary

PLGIT GENERAL - From 04/24/2020 To 05/07/2020

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
		Grand Total All Checks	:	275,956.01

Fund Accounting Check Summary

CAFE - PLGIT - From 04/23/2020 To 05/07/2020

facksmc

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00003074	HOBART SERVICE	REPAIRS & MAINT SVCS.....		607.10
00003075	KEYCO DISTRIBUTORS, INC.	FOOD.....		97.65
00003076	POCONO MOUNTAIN DAIRIES	MILK.....		868.62
00003077	US Food Service	FOOD.....		743.18

50-CAFETERIA 2,316.55

Grand Total Manual Checks : 0.00
Grand Total Regular Checks : 2,316.55
Grand Total Direct Deposits: 0.00
Grand Total Credit Card Payments: 0.00
Grand Total All Checks : 2,316.55

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

Saucon Valley School District					
Middle School Student Activities Report					
For The Month of March, 2020					
Balance - February 29, 2020				\$	35,718.45
Receipts					10,298.59
Disbursements					(2,107.36)
Balance - March 31, 2020				\$	43,909.68
ART CLUB				\$	\$19.15
BAND					\$4,881.90
CHEERLEADING					\$623.87
CHORUS					\$16,659.53
COMMUNITY SERVICE					\$385.60
GIRLS VOLLEYBALL					\$1,555.02
HONOR SOCIETY					\$415.15
I-TEAM					\$315.13
KNITTING CLUB					\$265.57
ODYSSEY OF THE MIND					\$2.61
READING OLYMPICS					\$380.83
SEAPERCH / ROBOTICS					\$1,440.26
SKI CLUB					\$1,632.84
STUDENT COUNCIL					\$8,455.98
YEARBOOK					\$4,866.12
5TH GRADE					\$179.10
6TH GRADE					\$912.27
7TH GRADE					\$488.65
8TH GRADE					\$370.71
INTEREST					\$59.39
				\$	43,909.68
Respectfully Submitted by James Deegan, Principal					

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

BEGINNING BALANCE	\$ 58,735.12
INCOME	4,181.96
EXPENSES	<u>2,092.51</u>
ENDING BALANCE	\$ 60,824.57

<u>CLUB ACCOUNT</u>	<u>ENDING BALANCE</u>
AEVIDUM	361.56
BAND	2,467.37
CALCULUS CLUB	589.82
CHORUS	727.51
CLASS OF 2017	(20.32)
CLASS OF 2019	348.41
CLASS OF 2020	8,603.82
CLASS OF 2021	1,101.31
CLASS OF 2022	780.92
CLASS OF 2023	378.49
DANCE TEAM	2,220.08
DRAMA CLUB	2,616.71
ENVIRONMENTAL CLUB	812.22
FBLA	5,064.94
FOREIGN LANGUAGE	1,397.93
GLOBAL SCHOLARS	5.60
GSA	50.85
NAT'L HISTORY CLUB	-
NAT'L HONOR SOCIETY	2,635.36
LEO CLUB	687.80
MINI-THON	6,224.73
MODEL UN	323.61
NEWSPAPER	161.24
PAINTBALL	53.41
PHOTOGRAPHY CLUB	538.94
READING TEAM	63.85
ROBOTICS CLUB	2,642.16
RUGBY CLUB	690.27
SADD	198.98
SGA - STUDENT STORE	3,262.63
SKI CLUB	1,310.96
SMASH-VIDEO CLUB	27.04
SPIRIT COUNCIL	282.17
STEM	586.65
UNICEF	431.31
YEARBOOK	<u>13,196.24</u>
TOTALS	\$ 60,824.57

Tamara Gary
Principal

Academic and Personnel Committee Brief

This week's virtual meeting was held on May 6, 2020 at 5pm via Zoom.

1. **Data Warehouse** – Ms. Cheddar presented a follow-up discussion to questions from the Data Warehouse presentation given to the committee on April 21st. Areas discussed included the matrix/rubric used to score the presentations of three new warehouses that were presented to the committee of teachers and administrators over the past year, pricing review, sample reports from the systems, and the availability of all vendors if Board approved to have the district up and running for use in the 2020-2021 school year. The proposal was supported by the committee and will move forward to the Board on May 12th.
2. **Policy Review: 209.2 Food Allergy Management** – Dr. Butler reviewed the policy and will provide further specifics on administrative procedures as noted in the policy prior to the May 12th Board Meeting. The committee is moving this policy to the Board for first reading on May 12th.

Saucon Valley School District

Policy

Title – 209.2 Food Allergy Management

Section – 200 Pupils

Adopted – April 8, 2008

Revised –

Content

Purpose

The Board is committed to providing a safe and healthy environment for students with severe or life-threatening food allergies and shall establish policy to address food allergy management in district schools in order to:

1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
2. Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction.
3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities, including classroom parties and field trips.

The focus of food allergy management shall be on prevention, education, awareness, communication, and emergency response.

Authority

The Board adopts this policy in accordance with applicable state and federal laws and regulations, and the guidelines established jointly by the PA Department of Education and PA Department of Health on managing severe or life-threatening food allergies in the school.

Definitions

Food allergy - an abnormal, adverse reaction to a food that is triggered by the body's immune system.

Medical Plans of Care - written documents individualized for a particular student with a severe or life-threatening food allergy to address the student's needs throughout the school day, including:

1. **Emergency Care Plan (ECP)** - a medical plan of care based on the information provided in the student's Individualized Healthcare Plan (IHP) and distributed to all school personnel who have responsibilities for the student which specifically describes how to recognize a food allergy emergency and what to do when signs or symptoms of these conditions are observed.
2. **Individualized Healthcare Plan (IHP)** - a medical plan of care that provides written directions for school health personnel to follow in meeting the individual student's healthcare needs. The plan describes functional problem areas, sets goals for overcoming problems, and lists tasks/interventions to meet the goals. The IHP shall include a Food Allergy Medical Management Plan developed by a student's personal healthcare team and family, which shall outline the student's prescribed healthcare regimen and be signed by the student's board-certified allergist, family physician, physician assistant or certified registered nurse practitioner.
3. **Related Services Component in Individualized Education Program (IEP)** - that part of an IEP for a student receiving special education and related services which includes reference to development and implementation of an IHP and ECP for students with a documented severe or life-threatening food allergy as well as identifying the medical accommodations, educational aids and services to address the student's needs.
4. **Section 504 Service Agreement** - a medical plan of care which references development and implementation of an IHP and ECP as well as other accommodations, educational aids and services a student with a documented severe or life-threatening food allergy requires in order to have equal access to educational programs, nonacademic services and extracurricular activities as students without food allergies.

Guidelines

Prior to enrollment in the district or immediately after diagnosis of a food allergy, appropriate medical plans of care such as an ECP, IHP, Section 504 Service Agreement and/or IEP shall be developed for each student identified with a food allergy. Plans shall be developed by the school nurse, in collaboration with the student's

healthcare provider, the student's parents/guardians, district or school nutrition staff, the student, if appropriate, and any other appropriate persons.

Where a medical plan of care is developed, it should carefully describe the plan for coverage and care of a student during the school day as well as during school-sponsored activities which take place while the student is under school jurisdiction during or outside of school hours. Medical plans of care shall include components that (1) provide information to the school nutrition service regarding each student with documented severe or life-threatening food allergies and (2) educate affected students about safe food handling practices, as developmentally appropriate.

Medical plans of care should include both preventative measures to help avoid accidental exposure to allergens and emergency measures in case of exposure, including administration of emergency medication.

A complete set of a student's current medical plans of care related to food allergies shall be maintained by the school nurse. Information or copies of the different components of a student's medical plans of care shall be provided to appropriate personnel who may be involved in implementation of the medical plans of care.

Accommodating Students With Disabling Special Dietary Needs

Students with food allergies may be identified, evaluated and determined to be disabled, in which case the district shall make appropriate accommodations, substitutions or modifications in accordance with the student's medical plans of care.

The district must provide reasonable accommodations, substitutions or modifications for students with disabling dietary needs. The student's physician shall determine and document if the student has a disabling dietary need. Examples of a disability under this policy would include metabolic conditions (e.g., diabetes), severe food allergies or cerebral palsy.

Students who fall under this provision must have a written medical statement signed by a licensed physician, which shall be included with the student's IHP. The medical statement must identify:

1. The student's special dietary disability.
2. An explanation of why the disability restricts the student's diet.
3. The major life activity(ies) affected by the disability.
4. The food(s) to be omitted from the student's diet.
5. The food or choice of foods that must be provided as the substitute.

Accommodating Students With Nondisabling Special Dietary Needs

The district may, at its discretion, make appropriate accommodations, substitutions, or modifications for students who have a special dietary need but who do not meet the definition of disability, such as a food intolerance or allergy that does not cause a reaction that meets the definition of a disability. The decision to accommodate such a student shall be made on a case-by-case basis.

Students who fall under this provision must have a written medical statement signed by a physician, physician assistant or certified registered nurse practitioner identifying the following:

1. The medical or other special dietary condition which restricts the student's diet.
2. The food(s) to be omitted from the student's diet.
3. The food or choice of foods to be substituted.

Confidentiality

The district shall maintain the confidentiality of students with food allergies, to the extent appropriate and as requested by the student's parents/guardians. District staff shall maintain the confidentiality of student records as required by law, regulations and Board policy.

Delegation of Responsibility

The Superintendent or designee, in coordination with the school nurse, school nutrition services staff, and other pertinent staff, shall develop administrative regulations to implement this policy or adopt as administrative regulations the suggested guidelines developed by the Pennsylvania Departments of Education and Health and National School Boards Association (NSBA) guidance on managing severe or life-threatening food allergies in district schools. The administrative regulations shall address management of severe or life-threatening food allergies in classrooms and instructional areas, school cafeterias, outdoor activity areas, on school buses, during field trips, and during school activities held before the school day and after the school day.

Administrative regulations should address the following components:

1. Identification of students with food allergies and provision of school health services.
2. Development and implementation of individual written management plans.
3. Medication protocols, including methods of storage, access and administration.

4. Development of a comprehensive and coordinated approach to creating a healthy school environment.
5. Communication and confidentiality.
6. Emergency response.
7. Professional development and training for school personnel.
8. Awareness education for students.
9. Awareness education and resources for parents/guardians.
10. Monitoring and evaluation.

The Superintendent or designee shall annually notify students, parents/guardians, staff, and the public about the district's food allergy management policy by publishing such in handbooks and newsletters, on the district's website, and through posted notices and other efficient methods.

Legal

24 P.S. 1422.3

Pol. 113

Pol. 103.1

Pol. 210

Pol. 210.1

7 CFR 15b.40

Pol. 113.4

Pol. 209

Pol. 216

Pol. 121

Pol. 246

Pol. 808

Pol. 810

Pol. 146

Pol. 805

P.S. 1422.1 PA

Code 12.41

U.S.C. 1232g

U.S.C. 1400 et seq

U.S.C. 794

U.S.C. 12101 et seq

CFR Part 15

CFR Part 35

CFR Part 99

CFR Part 104

CFR Part 300

Pol. 103

Safe at Schools and Ready to Learn: A Comprehensive Policy Guide for Protecting
Students with Life-Threatening Food Allergies – National School Boards Association
Pennsylvania Guidelines for Management of Food Allergies in Schools:
Recommendations and Resource Guide for School Personnel – Pennsylvania
Departments of Education and Health

NORTHAMPTON/MONROE/PIKE COUNTY JOINT PURCHASING BOARD

SUMMARY OF BID AWARDS

2020-2021 SCHOOL YEAR

Item #	District	Company Awarded	Brand Name Awarded	Case Qty	Price/Case	Total Amount
FT-1	SauconValley SD	Imperial Bag & Paper Co., LLC	Elegant 826-100	140	\$10.96	\$ 1,534.40
IP-1	SauconValley SD	W.B. Mason	Neenah Exact Index	8	\$44.96	\$ 359.68
XP-1	SauconValley SD	W.B. Mason	Mason Flagship	680	\$22.96	\$ 15,612.80
XP-17	SauconValley SD	Paper Mart Inc.	Report Laser	6	\$47.35	\$ 284.10
XP-3	SauconValley SD	W.B. Mason	Mason Circus	24	\$35.10	\$ 842.40
XP-4	SauconValley SD	W.B. Mason	Mason Circus	24	\$35.10	\$ 842.40
XP-5	SauconValley SD	W.B. Mason	Mason Circus	12	\$35.10	\$ 421.20
XP-6	SauconValley SD	W.B. Mason	Fireworx by Boise	4	\$35.10	\$ 140.40
XP-7	SauconValley SD	W.B. Mason	Mason Circus	12	\$35.10	\$ 421.20
	SauconValley SD Total					\$ 20,458.58



Mobile Technology Graphics

*"Supplying Today's Businesses
with Tomorrow's Technology"*

www.mtgsigns.com

SVSD 2020 Commencement

Prepared For

Robert Frey

Saucon Valley High School

Created By

Mobile Technology Graphics .

Mobile Technology Graphics

(877) 392-4220

mtg@mtgsigns.com

<http://www.mtgsigns.com>

Introduction & Background

Introduction & Background

Dear Robert Frey,

At Mobile Technology Graphics, we specialize in both indoor & outdoor LED Displays!

At Mobile Technology Graphics, we not only just rent you a display but are also here as consultations for your events. No one project is too large or out of the box for our team to tackle. All of our rental displays are built using the highest quality LED components built to our specifications.

Before the equipment leaves our offices, we check every display to make sure that it is working in the highest manner. All of our units travel with spare parts to repair anything that might go wrong in the field. This way the display you are renting is always operating to its max ability.

Contract must be signed to reserve the date for the event, a 50% Deposit has to be made within 45 days of event. with remaining balance paid day of event

Thank you for your interest in Mobile Technology Graphics and our products and if there are any questions about this proposal or any of our products/services, please do not hesitate to contact us!

Sincerely,

Mike Estojak
Mobile Technology Graphics
(877) 392-4220
www.mtgsigns.com

What We Do -- Products & Services

Outdoor Jumbotron Display Rentals:

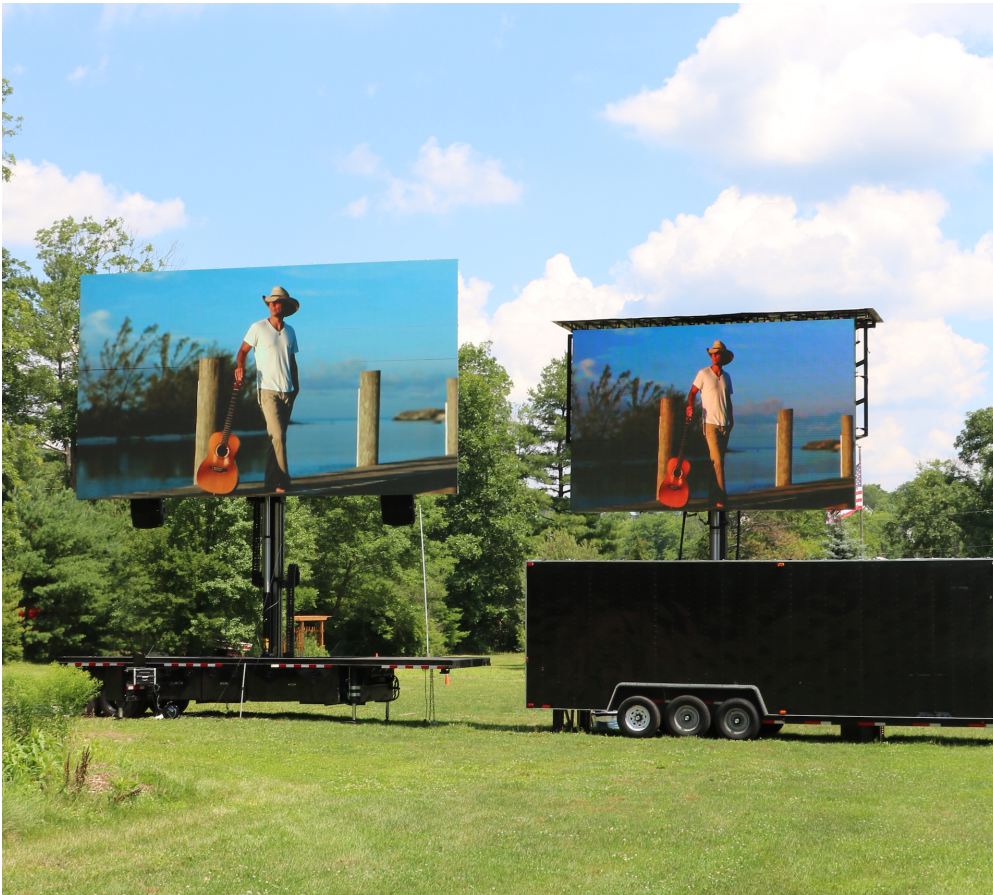
We offer four different sizes of outdoor jumbotron displays in either 15x25ft, 11x17ft, 9x16ft, or 9x14ft . All displays include onboard ultra quiet generators, concert quality sound systems with a wireless microphone. The displays raise to approximately 14 ft above the ground. The 15x25ft features an "open air" design along with a detachable control room. The 9ft x 16ft display also features a fold out stage, green room & production rooms. The 11ft x 17ft display also features a production room. Video production services are also available.



Marine Week, Nashville, TN ~ 15ft x 25ft Open Air Jumbotron



Indy Motorcycle Grand Prix ~ 11ft x 17ft Display Trailer



Size comparison of our 15x25ft Jumbotron on the Left, & 11x17ft Jumbotron on the Right



Orlando Magic ~ 9ft x 16ft Display Truck w/ Stage & Green Room



Baltimore Orioles ~ 9ft x 14ft Display Trailer

Indoor LED Video Wall Rentals

We offer two different indoor LED video wall options, 2.5mm & 4mm pixel spacing. Both options offer superb image quality and video playback. Brightness is adjustable on these displays, so even a room with sunlight, the display still can be seen but once night falls, the brightness can be brought down to reduce over brightness and glaring. Some of the uses clients use these walls for corporate meetings, trade shows, sporting events, and TV broadcast sets. With our 2.5mm pixel spacing option, we are able to achieve true 1:1 pixel representation at a small screen size of 9ft x 16ft!



4mm pixel spacing display in an atrium.



2.5mm Pixel spacing display inside a tent.



4mm pixel spacing center wall, 2.5mm pixel spacing towers.

LED Message Center Rentals

With all of our LED message center rental units being 100% solar powered, remote controlled and trailer mounted, there is less for you to worry about. With being solar powered and trailer mounted, you can no place the message center where there may not be power available and you do not have to worry about fueling a generator or the liability of powercords. Our units raise 13ft in the air, are dual sided, rotate 360 degrees, and the message displays can angle individually to achieve a 45 degree angle. We remotely change your messages using our ultra secure network to prevent unauthorized messages being displayed.



LED Video Wall & Display Sales

□ Looking to purchase an LED video wall for your event venue or for outside your business? We can provide any size and any shape of display to meet your project's requirements. All of our displays are built to our highest quality specifications ensuring you receive the highest quality display. Combine this with our fast response technical service, you will get the most out of your investment.



For more information, pictures & video on our products & services, please visit www.mtgsgns.com

Quotation

Client Information

Client: Saucon Valley High School

Contact: Robert Frey

Phone:

Address:

Project/Event Summary

Brief Explanation of how display is going to be used..

Tentative Content:

Tentative Load In Date & Time: June 5th 2020

Event Date: June 5th 2020

Tentative Load Out Date & Time: June 5th, 2020

Rain date June 6th, 2020

Detailed Estimation

Products			
Name/Description	Price	Qty	Subtotal
optional - not reflected in final total until checked ☒ 15 ft x 25 ft OPEN "JUMBOTON"	\$8,990.00	1	\$8,990.00
OPEN AIR "JUMBOTRON" WITH 40 INCHE DECK Specifications: Display Size: 15 ft x 25 ft Brightness: 8,000 NITS Clarity: 8mm REAL Pixel Sound: 4,000 Watts Trailer Size: 28 Lx8 Wx 40 inch DECK HEIGHT (in feet) Wing Banners: 36"x187" Quiet Generator: Yes Shore Power: Yes Inputs: HDMI, BluRay/DVD, HDSDI, Composite & more Sponsor ad banner wing panels Rental price is per day unless otherwise noted.			
Delivery	\$125.00	0	
Delivery of Video Wall OR Jumbotron.			
Live Video Production	\$2,050.00	1	\$2,050.00
2x Panasonic PTZ Broadcast Cameras Panasonic PTZ Controller 20 input 4k Broadcast Switcher w/ Controller Broadcast Disk Recorder Graphics Computer 1x Technical Director/PTZ Operator LiveStream Encoder to Stream to Facebook or Youtube Live (Client to provide internet connection - hardwired preferred)			
Post Production Editing	\$525.00	1	\$525.00
Post Production Editing to "clean up"/shorten live production - take out long time between diplomas & make it "keepsake" video			
One-Time 60% local community good-will discount	\$0.00	1	
Subtotal:			\$11,565.00

Total cost: \$11,565.00
 Discount (60.0 %): \$6,939.00

Grand total: \$4,626.00

Specifications



Mobile Technology Graphics

www.mtgsigns.com

**15ft x 25ft HD Mobile Jumbotron
featuring Open Trailer Design**

Display Size: 15ft (H) x 25ft (W)
Pixel Spacing: True 8mm
Display Brightness: 7,500 nits
Minimum Bottom Display Height: 45 inches
Max Bottom Display Height: 14ft
Setup Time: 10 minutes

Power ~ Generator:
 Concealed Cummins Ultra-Quite Generator
Appx. 50-70 continuous hours run time

Power ~ Shore:
 Series 16 Cam-Lok Inputs
 100 amps ~ 208-240v single phase

Trailer Dimensions ~ Transport:
 13ft, 6 inches tall, 8.5ft wide, 35ft long (with control room pod/cover); 26,000 lbs

Trailer Dimensions ~ Show setup:
 Max 18.5ft wide (w/ outriggers fully extended), 27ft long, Min. 20ft height




MTG@MTGSIGNS.COM **(877) 392-4220**



Mobile Technology Graphics

Trailer Side Audio System:
 ~ Integrated hanging
 ~ 1x Wireless Micro
 ~ 5 channel audio m

Video Equipment:
 ~ 1x Video Processo
 ~ 1x HDSDI to Audio

Control Room Pod
Room Specs: 7.5ft w
 Air Conditioned & H
 4 x Technician Wor
 Fly Pack Ready ~ Ca

Equipment:
 Rack Enclosure
 1x Broadcast Monit
 1x TV w/ HDMI inpu
 1x HDSDI Router
 1x Audio Mixer
 1x Broadcast Switc
 Miscellaneous Broa

BNC HDSDI Coax Ca
SM Tactical Fiber w
Cable Ramps (Yello
 ***Exact quantiles v

Available Add-On
HD Broadcast Ca
MTG@M



Mobile Technology Graphics

"Supplying Today's Businesses with Tomorrow's Technology"

11ft x 17ft HD Display Trailer Specifications

LED Display Specifications

- Display Size: 11ft x 17ft
- 16:9 Aspect ratio
- Refresh Rate: 1,500 hertz
- Accepts 1080i content
- Resolution: 5mm virtual/10mm real
- Viewing Distance: 10 ft - 500 ft
- Brightness: 8,000 nits
- Display raises 13 ft off ground
- 8 Input Switcher (HDMI, Composite, Component, HDMI, VGA, DVI)
- Display is 60% larger than 9x12ft displays

Sound System Specifications

- Speakers: 4,000 watt Eastern Acoustic Works (EAW)
- Location: Integrated hanging design below display
- Wireless Shure Microphone Included

Trailer Specifications

- Setup Time: 20 minutes
- 8ft wide x 35 ft long x 10ft high
- Unbranded trailer (no graphics on trailer)
- Quiet Cummins Onan Generator
- Minimum Run Time: 50 hours
- Shore Power hookup: 50 amp / single phase (Plug end required: CR 6364)
- Static Ad/Sponsor Banners:
 - Vertical along display: 132inch x 36 inch
- Customer can banner trailer



ABOUT MTG

Mobile Technology Graphics works with Fortune 500 companies, Division I Universities, professional sporting event, event production teams and small businesses to provide the highest quality & definition of LED Video Displays.

Other Products

Scalable 4mm Resolution HD Indoor Display

9ft x 16ft 4mm Virtual Resolution HD Display Truck with Fold Out Stage

9ft x 14ft 6mm Virtual Resolution HD Display Trailer

Video & Graphic Services

Our video production team can produce various types of live content for the display for your event along with custom graphics, and even software for specialized display messaging such as integration with running sensors, social media and scoreboards.



Corporate Office: Lehigh Valley, PA
Offices In: Tampa, FL | Las Vegas, NV | Nashville, TN | Los Angeles, CA

Phone: (877) 392-4220

www.mtgsgns.com

E-mail: info@mtgsgns.com



Mobile Technology Graphics

"Supplying Today's Businesses with Tomorrow's Technology"

9ft x 14ft HD Display Trailer Specifications

LED Display Specifications

- Display Size: 9ft x 14ft
- 16:9 Aspect ratio
- Accepts 1080i content
- Resolution: 6mm virtual/12mm real
- Viewing Distance: 12 ft - 500 ft
- Brightness: 6,500 nits
- Display raises 12 ft off ground
- 8 Input Switcher (HDSI, Composite, Component, HDMI, VGA, DVI)

Sound System Specifications

- Speakers: 1,800 watt Renkus-Heinz
- Location: Integrated hanging design below display
- Wireless Shure Microphone Included

Trailer Specifications

- Setup Time: 20 minutes
- 8ft wide x 20 ft long x 10ft high
- Unbranded trailer (no graphics on trailer)
- Quiet Cummins Onan Generator
- Minimum Run Time: 50 hours
- Shore Power hookup: 50 amp / single phase (Plug end required: CR 6364)
- Static Ad/Sponsor Banners:
 - Verticle along display: 100 inch x 30 inch
- Customer can banner trailer



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info@mtgsgns.com



Mobile Technology Graphics

"Supplying Today's Businesses with Tomorrow's Technology"

9ft x 16ft HD Display Truck w/ Stage Specifications

LED Display Specifications

- Display Size: 9ft x 16ft
- 16:9 Aspect ratio
- Refresh Rate: 1,200 hertz
- Accepts 1080i content
- Resolution: 4mm virtual/8mm real
- Viewing Distance: 12 ft - 500 ft
- Brightness: 6,500 nits
- Display raises 12.8 ft off ground
- 8 Input Switcher (HDSDI, Composite, Component, HDMI, VGA, DVI)

Sound System Specification:

- Speakers: 1,800 watt Yamaha
- Location: Integrated hanging design below display
- Wireless Shure Microphone Included

Truck Specifications

- Setup Time: 20 mins
- 8ft wide x 35 ft long x 12.5ft high
- Stage Size: 8ft x 17ft
- Unbranded truck (no graphics on truck)
- Quiet Cummins Onan Generator
- Minimum Run Time: 50 hours
- Shore Power Hookup
- Static Ad/Sponsor Banners:
- Customer can banner truck



ABOUT MTG

Mobile Technology Graphics works with Fortune 500 companies, Division I Universities, professional sporting event, event production teams and small businesses to provide the highest quality & definition of LED Video Displays.

Other Products

Scalable 4mm Resolution HD Indoor Display

9ft x 14ft 6mm Virtual Resolution
HD Display Trailer

11ft x 17ft 5mm Virtual Resolution
HD Display Trailer

Video & Graphic Services

Our video production team can produce various types of live content for the display for your event along with custom graphics, and even software for specialized display messaging such as integration with running sensors, social media and scoreboards.



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Phone: (877) 392-4220

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E-mail: info@mtgsigns.com

Rental Agreement

Equipment Availability

Receiving this proposal does not guarantee any equipment availability. Equipment availability will only be confirmed only after accepting this proposal and then verification of availability by MTG. An invoice will then be generated and a deposit will then be required to hold the equipment. MTG also reserves the right to upgrade the mobile LED screen to a larger size at no additional cost to the client depending on equipment availability and scheduling. MTG will try to alert client of the equipment substitution as soon as possible but will not be held liable for any graphic vinyl banners reproduction.

Payment Policy

A deposit payment is required upon booking to hold equipment for your event. The deposit payment may be made in the form of personal/business check, bank wire, or credit card (Visa or Mastercard only). Checks should be mailed to main office address located at the end of these terms. Bank wire information will be provided upon request.

The remaining balance is due the day of the event (including early load-in days) after setup & initial testing of the video displays are complete using either the client's content or Mobile Technology Graphics' content, whichever is available first. Balance payments will only be accepted in the form of certified bank checks or credit cards (Visa or Mastercard only). Mobile Technology Graphics reserves the right not to re-power the equipment after initial testing until the remaining balance is received.

Exceptions for government & university contracts that issue purchase orders, deposit/payment schedule will be negotiated where a purchase order number may be issued to act as deposit.

Client Cancellation

If client decides to cancel for ANY REASON, including, but not limited to inclement weather, poor ticket sales, sponsor pull out, lack of permits, TV blackout, etc... Mobile Technology will be paid in full according to the terms set forth in this agreement. Within 48 hours, Mobile Technology Graphics is paid 100%, outside of 48 hours Mobile Technology Graphics retains 50% deposit to be used towards future event at the discretion of Mobile Technology Graphics .

Covid-19 Exception - If client is not able to have the event after booking due to government regulations or guidance, client is to alert MTG right away. In this case, if more than 7 days notice is given, there will be no costs occurred to client, if less than 7 days notice, 50 % is due. If less than 24 hours notice, 100% is due. If canceled inside the 7 day window, MTG will work with client on rescheduling for a future date.

Standard Load In Schedule

Unless otherwise noted, all of our quotes are based on the following load in schedule: 6:00pm - 10:00pm on the day prior to your first event day. In many cases we will be able to accommodate an earlier load in time without additional costs. However, there may be an additional charge if the requested load in is between the hours of 10:00pm - 7:00am and/or requires additional labor/driver day(s) or hotel night(s).

Equipment Safety

If weather (high winds, electrical storms, etc.) or terrain prohibit the unit's safe use, while on an event or in route to an event, the decision to operate the Mobile Technology Graphics LED screen and any accompanying Mobile Technology Graphics equipment shall be at the sole discretion of the Mobile Technology Graphics. The client agrees not to hold Mobile Technology Graphics liable for non-performance due to weather or terrain.

Security

Client is responsible for providing the necessary security dedicated to the protection of the LED Truck, LED Trailer(s) and/or Modular LED Screen(s) during and outside of the event's normal operating hours while equipment is onsite.

Client Copyright Liability And Satellite Terms

Mobile Technology Graphics under no circumstances guarantees that specific Satellite programming feeds/signals/shows/channels will be available at your event site. If such a feed is mission critical you are advised to contract with a third party satellite provider. If Satellite Receiver is utilized, Client is responsible for all Programming Fees, Public Performance Clearances & Programming Liability. Client warrants that it has the sole legal right to possession and use of all elements delivered to Mobile Technology Graphics. Client assumes all liability, under the copyright laws, and agrees to indemnify and hold Mobile Technology Graphics free and harmless of all suits, claims for damages and other liability and expense, which may arise either directly or indirectly or by reason of services performed by Mobile Technology Graphics for the Client.

System Warranty

Mobile Technology Graphics warrants that the LED screen shall perform in a reasonably acceptable manner. In the event of any breach of such warranty, Mobile Technology Graphics shall promptly correct the problem or shall refund to customer on a prorated basis applicable amount of the contract price or the period of the failure in service. The foregoing shall be customer's sole remedy for damages, and for any claim of any kind whatsoever regardless of legal theory, in the event of any breach of this warranty. Except for the foregoing warranty, Mobile Technology Graphics hereby disclaims and excludes all representations and warranties, express or implied, hereunder or in respect to the LED screens. Notwithstanding anything herein to the contrary, Mobile Technology Graphics shall in no event be liable to customer or to any other third party under any circumstances for any loss of profits or other incidental, indirect, consequential or special damages in connection with the LED screens or this Agreement.

Rights Of Ownership, Marketing Rights

Mobile Technology Graphics has the right to use selected excerpts of productions for its own promotional purposes and to represent its production capabilities unless the Client has notified Mobile Technology Graphics, in writing, that it may not. Mobile Technology Graphics retains all rights of ownership of any animation or results/scoring/ timing software developed under this agreement.

Power Sources

Mobile Technology Graphics shall not be responsible for charges related to acquiring, arranging or accessing house or generated power, including tie-in and any related house labor charges. Mobile Technology Graphics is responsible for distribution of power to Mobile Technology Graphics equipment only. (Unless otherwise noted in this agreement) A self-contained generator supplies power for the LED screen. If for any reason Client declines the use of generated power, outside power sources and associated charges will be the Client's responsibility.

Permits

Client is responsible for acquiring and paying for all permits, licenses, or fees for the right to have an LED screen at the designated location.

COVID-19

Mobile Technology Graphics employees will follow federal guidelines on proper personal protective measures while on-site. This may include proper social distancing, and wearing masks when appropriate situations allow.

Client To Provide The Following:

- Mobile Technology Graphics personnel to receive proper event accreditation.

QUOTE VALID FOR 30 DAYS. Equipment is subject to availability based on the time of deposit received.

Agreed To & Accepted By: ** Please also sign printed quotation**

Company Name: Saucon Valley High School
Contact Name: Robert Frey
Contact Phone:
Contact E-Mail: Robert.frey@svpanthers.org

Company Mailing Address:

Event Address: _____

Client's Name & Position Printed: Robert Frey

Client's Signature: WILL APPEAR BELOW ONCE QUOTATION IS ACCEPTED

Agreed To & Accepted By:
Mobile Technology Graphics Rep.

Printed: _____

Signature: _____ **Date:** _____

Remit Payment To Corporate Office:

Mobile Technology Graphics
3984 Lower Saucon Rd.
Hellertown, PA 18055
Phone: (877) 392-4220
E-Mail: mtg@mtgsigns.com

Signed by:

Saucon Valley High School

Date



Fox Rothschild LLP
ATTORNEYS AT LAW

10 Sentry Parkway, Suite 200
P.O. Box 3001
Blue Bell, PA 19422-3001
Tel 610.397.6500 Fax 610.397.0450
www.foxrothschild.com

Mark W. Fitzgerald
Direct Dial: (610) 397-7981
Email Address: mfitzgerald@foxrothschild.com
File No. 102545-00002

May 5, 2020

VIA EMAIL

Dr. Craig Butler, Superintendent
Saucon Valley School District
2097 Polk Valley Road
Hellertown, PA 18055-2400

Re: Saucon Valley School District -- Retainer Agreement for Solicitor Services and Specialized Services from July 1, 2020 through June 30, 2021

Dear Dr. Butler:

What follows is the standard fee letter of Fox Rothschild LLP in conjunction with Solicitor Services for the 2020-2021 school year. In the event the board approves of our reappointment, this letter will confirm that the Saucon Valley School District (the "Client") has retained Fox Rothschild LLP (the "Firm") to represent Client in connection with the matter described below. The Engagement Letter (the "Letter"), along with the attached Standard Terms of Engagement (the "Standard Terms"), comprise the Engagement Agreement (the "Agreement") between Client and the Firm and explain the terms under which the Firm will provide legal services to Client in this matter. In the event of a discrepancy between the Standard Terms and the Letter, the provisions set forth in the Letter will prevail.

Scope of Work. Client has engaged the Firm to provide the following services described in detail below ("Engagement"). Client has not engaged the Firm, nor has the Firm agreed, to represent Client regarding any other matter. If Client requires the Firm's services in connection with any other matter, please let me know.

Identity of Client. The Firm's only client in the Engagement is the individual identified as Client in the first paragraph of this Letter.

Term of Engagement – July 1, 2020 through June 30, 2021. Client will be billed monthly on a fee arrangement based upon the appropriate designation of a matter as being either "retainer," "non-retainer," or "specially negotiated rates" as described below.

A Pennsylvania Limited Liability Partnership

California

Connecticut

Delaware

Florida

Nevada

New Jersey

New York

Pennsylvania

**ITEMS COVERED UNDER THE SCHOOL
RETAINER OF \$21,000.00 PER YEAR (no change)**

1. Attendance at two (2) regularly scheduled public meetings per month.
2. Routine matters involving the representation of the Client that are not addressed in the sections involving NON-RETAINER: Items Not Covered Under the School Retainer (including but not limited to litigation matters).
3. Regular opinions (not involving tax advice, advice covered by Circular 230 of the Internal Revenue Service, or non-routine areas of advice addressed in NON-RETAINER: Items Not Covered Under the School Retainer) requested by either the Administration or the Board.
4. General personnel issues, except as described in NON-RETAINER: Items Not Covered Under the School Retainer.
5. Non-adverse matters not described in the in Items Not Covered Under the School Retainer.
6. Client memoranda, updates, and newsletters.
7. Preparation of routine agreements (except collective bargaining, computer, benefits, or other agreements described in NON-RETAINER: Items Not Covered Under the School Retainer). Notwithstanding the foregoing, if counsel is involved in reviewing or preparing an agreement with an adverse party, the matter will be an Item Not Covered Under the School Retainer.
8. Review and/or revisions to routine policies of the Board or proposed administrative regulations of the Board. This would not include, however, specialized policies, such as sexual harassment, Family and Medical Leave Act, HIPAA, Internet, acceptable use policies, data destruction policies, and any procedures and/or implementation related to the same.
9. Preparation of routine resolutions or wording of resolutions.
10. New board member training session and training manual in municipal election years (which does apply to this year).

**NON-RETAINER: ITEMS NOT COVERED UNDER THE SCHOOL RETAINER
SUBJECT TO A BLENDED¹ HOURLY RATE OF \$195.00 PER HOUR (no change)**

1. Land development issues relating to building projects.
2. Personnel items involving demotions, terminations, HIPAA-related claims or requirements, seniority calculations, transfer of entities, investigations regarding violations of school policies, any investigations regarding management level, employees as directed by the District, or other similar personnel actions.
3. Appointments and/or contracts relating to administrators.
4. Responses to grievances pursuant to a collective bargaining agreement and handling of arbitrations pursuant to a collective bargaining agreement.
5. Attendance at committee meetings or special meetings of the Board not covered under the proposed retainer.
6. Student discipline issues, special education hearings, advice relating to special education matters when the student is represented by an advocate or an attorney, or subsequent litigation (subject to insurance carrier requirements).
7. Student and/or employee subpoenas and/or requests for production of documents.
8. Responses to Right to Know requests pursuant to Pennsylvania law.
9. Seeking exceptions or court petitions relating to any referendum requirements.
10. Non-routine situations that would involve matters in which a case or controversy has arisen or may arise by virtue of threatened litigation or litigation that is imminent or likely, circumstances in which the Client is contacted by an attorney representing a specific client, actual litigation, hearing requests, citizen complaints, OCR investigations, defense of complaints filed in court or before agencies, hearings before the School Board itself, or other items contemplated in SPECIALLY NEGOTIATED RATES, Paragraph 5.
11. Negotiation with vendors or other parties concerning non-routine contracts.
12. Student residency disputes.

¹ This rate is charged regardless of the individual performing the service.

13. Employee discipline matters.
14. Collective bargaining where we represent the Client as its negotiator.
15. Establishing or terminating special entities, such as authorities, vocational-technical schools, foundations, joint school or departments, consortia, charter schools, or other similarly formed related entities.
16. Court proceedings for the sale of real estate.
17. Special court actions required pursuant to the School Code or other law.
18. Responding to Auditor General investigations or District Attorney investigations.
19. Non-routine policies.
20. Acceptable use policies and standard software licensing agreements that are not addressed in Miscellaneous Matters and Rates.
21. Specialized Act 1 of 2006 advice.
22. Specialized advice regarding Act 32 of 2008 (tax collection advice).

SPECIALLY NEGOTIATED RATES (no change)

1. School financing, including but not limited to bond issues, collateral exchanges, tax revenue anticipation notes, swap agreements, and loans. These matters will usually be handled on a fixed fee basis, to be determined by the Firm and Client, based upon the size and complexity of the issue.
2. Matters relating to tax increment financing work, which will be billed at the rate of \$245.00 per hour, unless such rates are subject to reimbursement of a non-insured third party (i.e., developer), when the rates will be based upon the customary hourly rates charged by Fox Rothschild LLP to non-retainer, non-school clients.
3. Specialized contracts calling for a tax opinion from Fox Rothschild LLP (i.e., financing and copier leases), guaranteed energy savings contracts, preparation of specialized agreements or plans, such as Section 125 plans, Section 457 plans, Section 401(a) plans, Section 403(b) plans, Health Reimbursement Accounts, benefits-related agreements, COBRA, HIPAA, and PSERS' advice, condemnation and construction litigation, transactional aspects of major building

construction projects, including but not limited to alterations of school buildings involving projects instituted on or after the date of this Retainer Agreement, tax opinions required pursuant to IRS Circular 230, intellectual property advice or agreements, immigration advice or proceedings, or any advice or proceedings relating to the formation or dissolution of foundations formed pursuant to Section 501(c)(3) of the Internal Revenue Code, matters involving the sale or purchase of school property and matters involving the transactional aspects of major building construction projects, which would include but not be limited to the alterations or renovations of school building projects, specification review, architectural contracts, or engineering projects for projects instituted on or after the date of this Retainer Agreement will be handled at a blended rate of \$245.00 per hour.

4. Audit inquiry responses: A flat fee of \$500.00 for the original audit inquiry request and \$300.00 per update will be charged.

5. Litigation instituted on or after the date of this Retainer Agreement that will be unique or non-customary litigation on the part of the Client. An example of this exception will include complex securities litigation, bankruptcy litigation, litigation involving investment of bond or other investment proceeds of the Client, any complex litigation not described in Items Not Covered Under the School Retainer. Such litigation will be charged based upon the customary hourly rates charged by Fox Rothschild LLP to non-retainer, non-school clients, less 20%.

6. Matters covered by insurance. Notwithstanding the rates set forth in this Retainer Agreement, Fox Rothschild LLP's handling of insurance matters will be subject to the insurance company representation guidelines and rates. Where an insurance company is involved, we may ask that you pay our monthly bills and then we will submit claims for reimbursement on your behalf to the insurance company. In all cases in which insurance coverage may be available, the ultimate responsibility for payment of our charges will remain with the Client.

The hourly rates specified in the Letter shall prevail over the range of fees in the Standard Terms as specifically set forth in the Letter.

The costs for which you will be charged include filing fees; telephone, telecopy, word processing, overnight mail, messenger and other communication costs; staff overtime when appropriate; computer research; court reporters, photographers and other professional fees; travel and meal expenses; and other miscellaneous costs. Where possible, we will have vendors bill you directly for such costs or we will send you the bill and request that you pay the vendor directly. Certain costs, such as telephone charges, are sometimes not available until subsequent months, in which case a supplemental bill will be rendered, or an estimated amount will be included in the initial bill and an adjustment made when the actual charges are known.

Dr. Craig Butler
May 5, 2020
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All bills are payable upon presentation and are considered delinquent if not paid within thirty days of issuance. If a bill is not timely paid, we may cease to render further services or, in the case of a litigation matter, we may petition the court to withdraw as counsel. A service charge will be added to the unpaid amount of any delinquent bill.

It is the policy of this law firm that no individual except Edward Gillespie (Chief Financial Officer) shall have the authority to vary, alter, modify or contradict the enclosed billing arrangement or any subsequent bills that may result there from.

Suggested Motion for Board Action. Based upon this letter, we are suggesting that the following motion appear on your May or June agenda:

“Motion to appoint Fox Rothschild LLP as Solicitor for the Saucon Valley School District for the time period of July 1, 2020 through June 30, 2021.”

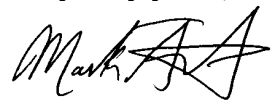
Future Representation. If Client asks the Firm to take on an additional assignment in the future, the terms in the Agreement will cover such later assignment(s), unless Client and the Firm reach a separate understanding, which understanding will be reflected in a separate writing, which may include e-mails.

Conclusion. If Client has any questions about the Agreement, please contact me as soon as possible. Client may consult with separate counsel regarding this Agreement.

Please acknowledge your acceptance to the terms in the Agreement and your receipt of the Standard Terms by signing one copy of the Letter and returning the signed copy to me at your earliest convenience. This Agreement will take effect on the date of Client's signature or when the Firm first performs legal services for Client, whichever is earlier.

We appreciate the opportunity and privilege to represent Client in the Engagement.

Very truly yours,

A handwritten signature in black ink, appearing to read "Mark W. Fitzgerald", with a stylized flourish at the end.

Mark W. Fitzgerald

MWF/cc

Dr. Craig Butler
May 5, 2020
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ACCEPTED AND AGREED

By: _____

Title: _____

Date: _____



Fox Rothschild LLP
ATTORNEYS AT LAW

Standard Terms of Engagement for Legal Services

Overview

These Standard Terms of Engagement ("Standard Terms") along with the Engagement Letter ("Letter") comprise the Engagement Agreement ("Agreement") between Client and Fox Rothschild LLP ("Firm") and explain the terms under which the Firm will provide legal services to Client in the Engagement. Any defined term in the Letter shall have the same definition in the Standard Terms. In the event of a conflict between the provisions in the Standard Terms and the Letter, the provisions in the Letter shall control.

Communications

Client agrees to be candid and cooperative with the Firm and to provide the Firm with full, complete, and truthful information. Client will communicate with the Firm before communicating with any parties, witnesses, or their counsel, or with any experts or consultants, about the Engagement.

Client agrees to inform the Firm, in writing, of any changes in Client's name, address, telephone number, contact person, or email address. The Firm will endeavor to keep Client informed of the status of the Engagement to the extent necessary to enable Client to make informed decisions.

Client acknowledges that any opinion or belief that the Firm expresses from time to time about the Engagement, including various courses of action and the results that might be anticipated, is intended merely to be an expression of opinion based upon information available to the Firm at the time and not a promise or guarantee.

In order to increase the Firm's efficiency and responsiveness, the Firm will use state of the art communication devices (i.e., email, document transfer by computer, wireless telephones, facsimile transfer and other devices which may be developed in the future). The use of such devices may place Client's confidences and privileges at risk. However, the Firm believes that the efficiencies involved in the use of these devices outweigh the risk of accidental disclosure. Client authorizes the Firm to use these electronic communication devices.

Affiliations by Client

Client agrees and acknowledges that, unless specifically stated otherwise in the Letter, the Engagement is not an agreement by the Firm to represent any of Client's affiliates, subsidiaries, constituents, parents or related individuals, officers, directors, partners, members, shareholders, employees, independent contractors or agents (collectively, "Affiliates"). Client agrees that the Firm's representation of Client in the Engagement does not give rise to an attorney-client relationship between the Firm and any of Client's Affiliates. Further, the Firm's representation of Client in the Engagement will not give rise to any conflict of interest in the event other clients of the Firm are adverse to any of Client's Affiliates.

Estimates

The fees and costs relating to the Engagement are not predictable. Accordingly, the Firm has made no commitment to Client concerning the maximum amount of fees and costs that will be necessary to complete the Engagement. Any estimate of fees and costs that the Firm and Client may have discussed orally or in writing represents only an estimate of such fees and costs. Client also understands that payment of the Firm's fees and costs is not contingent on the ultimate outcome of the Engagement.

Fees and Billing

The Firm's minimum fee will be determined by the amount of time spent on the Engagement multiplied by the applicable hourly billing rates. Each of the Firm's billing professionals and other personnel is assigned an hourly rate that reflects that person's experience, skills, reputation, and ability, as well as prevailing market demand. The Firm's time will be recorded in increments of rounded tenths of an hour, with one-tenth (0.1) being the minimum for any activity. All dollar amounts reflected in the Agreement are in United States Dollars.

The Firm reserves the right to revise the staffing of the Engagement as it deems efficient. The Firm's billing rates are adjusted from time to time, generally once a year, usually in June, to reflect then current levels of legal experience, changes in overhead costs, market conditions or other appropriate considerations.

The Firm typically incurs costs in connection with the Engagement. These costs include postage, delivery charges, facsimile and photocopy charges, computerized legal research and related expenses, travel expenses including parking, mileage, meals and hotel costs, and use of outside service providers including printers or experts. In litigation matters, such expenses may also include filing fees, deposition costs, process servers, court reporters and witness fees. Client agrees to reimburse the Firm for any costs and expenses incurred in the course of the Engagement. If the Firm anticipates that substantial expenses will be incurred on Client's behalf, the Firm will advise Client and the Firm may request that Client pay these expenses directly.

The Firm will issue regular Invoices that detail the fees and costs incurred in the Engagement, usually on a monthly basis. The time charged will include all time the Firm devotes to the Engagement.

Payment is due within thirty (30) days from the date of Invoices. Unpaid Invoices will accrue interest at the maximum rate permitted by applicable laws. If an Invoice is not timely paid, the Firm may withdraw from the Engagement. If necessary, the Firm shall file a motion with the court to withdraw as counsel in the Engagement and Client shall not oppose said motion.

Although the Firm attempts to capture all fees charged and disbursements made on Client's behalf through the closing date set forth in each Invoice, there may be fees or charges for a particular time period that will not appear on certain Invoices. Any such fees or charges will appear on subsequent Invoices.

No individual except the Firmwide Managing Partner, or his/her designee, has the authority to modify the Invoices submitted to Client.

Third-Party Payor

Unless agreed to in writing between Client and the Firm, even though a third party ("Third Party Payor") may have agreed to pay the Invoices incurred in the Engagement, Client agrees to be ultimately responsible for payment of all Invoices incurred in the Engagement. If Client has advised the Firm that a Third Party Payor will be paying some or all of the Invoices, Client acknowledges that, should Client instruct the Firm to share confidential information with that Third Party Payor, including Invoices, Client may lose any privileges or protections that may apply to that information.

February 2019

Conflicts of Interest

In the Firm's representation of Client in the Engagement, it may be necessary for the Firm lawyers to analyze or address their professional duties or responsibilities or those of the Firm, and to consult with the Firm's General Counsel, or other lawyers, in doing so. To the extent the Firm is addressing its duties, obligations or responsibilities to Client in those consultations, it is possible that a conflict of interest might be deemed to exist as between Client and the Firm. As a condition of the Engagement, Client waives any conflict of interest that might be deemed to arise out of any such consultations. Client further agrees that these consultations are protected from disclosure by the Firm's attorney-client privilege.

Patent and Intellectual Property Matters

If the Engagement concerns patent prosecution, Client agrees and acknowledges that the Firm will not be responsible for the payment of maintenance fees and/or patent annuities (collectively, "Patent Annuities"). Client further agrees that Client will handle the payment of Patent Annuities either directly or through firms that specialize solely in the payment of annuities for patent portfolios around the world. If Client needs assistance in identifying firms that provide such services, the Firm will provide Client with information upon request.

To the extent that the Engagement relates to the defense of Client's intellectual property rights, Client's comprehensive general liability or other liability insurance carrier may provide some reimbursement for the Invoices.

Protected Health Information

Federal and state laws impose duties on both clients and law firms to ensure the privacy and security of "protected health information" (PHI), which broadly includes identifiable health and personal information of individuals. Client should not send or transmit to the Firm any PHI in any format, whether by hard copy, email, facsimile or other medium, unless and until: (i) Client and the Firm have a current, signed Business Associate Agreement in place; (ii) the attorney with whom Client is working at the Firm has determined that the PHI is needed in connection with the Engagement; (iii) Client has notified the attorney in advance of the transmission of the PHI; and (iv) the attorney has approved the manner by which such PHI will be received by the Firm. Client must let the Firm know if Client anticipates that the Engagement will involve PHI, so that the Firm can take the necessary steps to allow its transmission to the Firm.

Use of Personal Information

The Firm gathers and processes personal data pursuant to all applicable law, including, but not limited to, when applicable after May 25, 2018, the EU General Data Protection Regulation. The Firm will use personal information that we receive in connection with providing legal services to Client, marketing our services to Client, and to comply with applicable law. During and after the Engagement, the Firm may disclose personal information to parties involved in the work the Firm is performing, opposing parties, arbitration panels and courts, and any other reasonably foreseeable entity. Additionally, the Firm may use third parties, wherever located, to store and process personal data received from Client or its agents or other sources.

No Tax Advice

Unless specifically stated in the Letter, or in a subsequent written communication between the Firm and Client, the Engagement will not include providing Client with legal advice pertaining to any federal, state, foreign, or local tax matter or issue, whether or not directly related to or affected by the legal matters that are part of the Engagement.

Client's Obligation to Place Insurance Carrier on Notice

If Client has not already done so, Client should put any insurer on notice of any claims that have been or could be made in connection with the Engagement, so that the insurer cannot take the position that notice was given late or that insurer was prejudiced by delay in providing such notice.

Conclusion of Engagement and Client Files

Unless previously terminated, the attorney-client relationship between Client and the Firm, related to the Engagement, will terminate when the Firm sends to Client the Firm's final Invoice for services rendered in the Engagement or when the Firm advises Client that it will no longer represent Client in the Engagement.

Client may terminate the Engagement at any time. The Firm may terminate the Engagement subject to applicable ethical and legal requirements. If permission for withdrawal is required by a court or arbitration panel, the Firm will promptly request such permission and Client agrees not to oppose such request. Client will remain obligated for any Invoices through the effective date of the termination.

Once Client's matter is concluded, the Firm will notify Client, offer to return any original material Client provided to the Firm, and close the matter. Client can request that the entire file be sent to Client at this time. If Client does not request the return of the entire file, it may be sent to storage off-site, and thereafter an administrative cost may be charged to Client for retrieving it from storage. Client is responsible for complying with any records retention obligations that may be applicable to any record.

Under the Firm's Records Retention Policy, as may be modified from time-to-time, the Firm may dispose of files as early as seven (7) years after a matter is closed. The Firm will send written notice to Client at the last address in the Firm's records before disposing of any of Client's files. It is Client's responsibility to notify the Firm of any changes in Client's mailing address so that the Firm can properly notify Client. If Client's mailing address is out of date in the Firm's records at the time of the foregoing notice, Client agrees that the Firm may destroy files that Client has not previously requested be returned to Client.

The Firm and Client agree that all original Client-supplied materials and all lawyer end-product (referred to generally as "client material") are the property of the Client. Lawyer end-product includes, for example, final contracts, pleadings, and trust documents. The Firm and Client agree that lawyer work product, and copies of any electronic discovery documents or data, are the property of the Firm. Lawyer work product includes, for example, drafts, notes, internal memoranda, and electronic files, and lawyer representation and administration materials, including related lawyer-client correspondence and conflicts materials. The Firm will assume that Client has a copy of all electronic documents provided to the Firm by Client or on Client's behalf, and that Client retains in Client's records all electronic and physical materials provided to Client in the course of the Engagement. All nonpublic information that Client has supplied to the Firm and that the Firm retains will be kept confidential in accordance with applicable rules of professional responsibility.

Future Changes in the Law

Client acknowledges that, after the Engagement has terminated, the Firm has no continuing obligation to advise Client of future legal developments, unless Client subsequently engages the Firm to do so.

Severability in Event of Partial Invalidity

If any provision of the Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and of the entire Agreement will be severable and will remain in effect. If the Agreement has been provided to Client in a language other than English, the provisions contained in the English version shall control.

February 2019

www.foxrothschild.com

California Colorado Delaware District of Columbia Florida Georgia Illinois Minnesota Nevada New Jersey
New York North Carolina Pennsylvania South Carolina Texas Washington