

Saucon Valley School District

Regular Meeting of the Board of Education

March 11, 2025

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

No Executive Session

- I. **Call to the Order** – Cedric Dettmar, President, presiding
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – Judith Riegel, Board Secretary
- IV. **Motion to Approve Agenda**
- V. **Announcement of Executive Session** – None
- VI. **Approval of Minutes** – February 25, 2025
- VII. **Recognition** – George Lookenbill – 1st place Greater Lehigh Valley Auto Dealers Association Automotive Technology Competition
- VIII. **Presentation** – Colonial IU 20 – Dr. Christopher S. Wolfel
- IX. **High School SGA Representative’s Report**
- X. **Superintendent’s Report** – Jaime Vlasaty, Superintendent
- XI. **Courtesy of the Floor to Visitors – Agenda Items Only** – Visitors should state their name and address.
- XII. **Presentation of Bills** – David Bonenberger
 - A. General Expenditures – \$505,664.98
 - B. Cafeteria Expenditures – \$23,320.43
 - 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 listed above in the Presentation of Bills.

XIII. Treasurer’s Report – Donald Carpenter/David Bonenberger

- A. Cash Investment and Bond Activity - None
- B. Condensed Board Summary Report - None
- C. Budget Transfers – None
- D. Middle School Activity Report – None
- E. High School Activity Report – February 2025

Recommendations for Approval

Treasurer’s Report

- 1. Approve the above Treasurer’s Report.

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

XIV. AGENDA ITEMS

A. Education

Items/Projects for Discussion

- A. Summary – Academic & Personnel Committee – March 5, 2025

Affiliation Agreement – Lehigh University

- 1. Approve the attached agreement between Saucon Valley School District and Lehigh University regarding the participation of Lehigh University students in practicum experiences or student teaching at SVSD.

Policies – First Reading

- 2. Approve the first reading of the following policies:
Policy 336 – Personal Necessity Leave
Policy 339 – Uncompensated Leave
Policy 807 – Opening Exercises/Moment of Silence/Flag Displays
Policy 824 – Maintaining Professional Adult/Student Boundaries

K-5 ELA Curriculum*

- 3. Approve the purchase of the following ELA Curriculum:
Arts and Letters & Geodes (Grades K-5: Resources and PD) - 3-year proposal ~ \$239,822.33
95% Group (Grades K-5: Resources) - 1-year proposal ~ \$52,674.60
95% Group (Grades K-5: PD) - \$6,980.00
Lexia (Grade 5) - 1 year ~ \$6,670.00

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

B. Personnel

Items/Projects for Discussion

- A. None

Recommendations for Approval

Retirement

- 1. Approve the retirement of the following teachers effective the last teacher day of the 2024-2025 school year:
Thomas Baldo
MaryEllen Prager
Eugenia Miller

Retirement - Paraprofessional

- 2. Approve the retirement of Lorraine Torrella, paraprofessional, effective March 10, 2025.

Unpaid Medical Leave Extension

- 3. Approve unpaid medical leave extension until the beginning of the 2025-2026 school year for the following individuals:
Michele Brozoski
Brenda Bohlen
Donna Traves

2024-2025 Day-to-Day Substitute

- 4. Approve Anthony Bufanio as an addition to the day-to-day substitute teachers list for the 2024-2025 school year, at a daily rate of \$120.00, no benefits, pending completion of employment paperwork.

Change in Classification

- 5. Approve the change in classification for Molly Kroboth from Instructional Paraprofessional to Non-Instructional Paraprofessional at an hourly rate of \$20.18 effective March 3, 2025.

Homebound Instructor

- 6. Approve Kimberly Cocuzza as a homebound instructor for the 2024-2025 school year, at an hourly rate of \$45.00.

2024-2025 Spring Athletic Coaches

- 7. Approve the following Spring Athletic Coaches:
Jalen Ramsey – Asst. HS Track Coach - \$3,800.00
Mohammad Khalid - Asst. HS Track Coach - \$1,900.00
Denise O’Connell – Asst. HS Track Coach – Volunteer
Wil-Quon Clemmons – Head MS Track Coach - \$2,000.00
Angela Petras – Asst. MS Track Coach - \$1,000.00

K-2 Musical Assistant Director

- 8. Approve Maya Costanzo as the K-2 Musical Assistant Director with a stipend of \$1,250.00.

Supervisor of Campus Operations Administrative Assistant

- 9. Approve Kerissa Arkins as an Administrative Assistant to the Supervisor of Campus Operations at an hourly wage of \$19.79, AA4, with benefits per the current Administrative Assistants Compensation & Benefits Plan, pending completion of employment paperwork.

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

C. Facilities

Items/Projects for Discussion

- A. None

No Agenda Items for Approval

Recommendation: No items for approval.

D. Finance

Items/Projects for Discussion

- A. None

2024-2025 Budget Timeline for the 2025-2026 School Year

May 31, 2025 - *District Deadline* to adopt the 2025-2026 proposed final budget and upload the signed Certification of Use of PDE-2028 into the Consolidated Financial Reporting System application.

June 10, 2025 (20 days prior to final budget adoption deadline) – *District Deadline* to make the 2025-2026 Proposed Final Budget available for public inspection on PDE-2028.

June 20, 2025 (10 days prior to final budget adoption deadline) – *District Deadline* to offer public notice of its intent to adopt the 2025-2026 final budget.

No Agenda Items for Approval

Recommendation: No items for approval.

E. Community Updates

- **Hellertown/Lower Saucon Chamber of Commerce** – *John Conte*
- **Saucon Valley Foundation for Educational Innovation** – *Tracy Magnotta*

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

G. Bethlehem Area Vo-Tech School – Vivian Demko & Cedric Dettmar
(Meetings are on the first Tuesday of every month)

H. Colonial Intermediate Unit – Dr. Shamim Pakzad
(Meetings are on the fourth Wednesday of every month)

I. PSBA Representative – Donald Carpenter & Jay Santos

J. New Business

K. Old Business

XV. Citizens’ Inquiries and Comments – Visitors should state their name and address.

XVI. Announcements

Future Meetings ~

March 25, 2025– 7 pm – Business Meeting – High School Audion

April 8, 2025– 7 pm – Business Meeting – High School Audion

XVII. Motion to Adjourn Meeting

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

The Business Meeting of the Board of Directors of the Saucon Valley School District was held on Tuesday, February 11, 2025, in the High School Audion. Present were Directors William Broun, Donald Carpenter, John Conte, Vivian Demko, Laurel Erickson-Parsons - online, Tracy Magnotta - online, Shamim Pakzad and Jay Santos. Also present were Jaime Vlasaty, Superintendent, Judith Riegel, Board Secretary, and Mark Fitzgerald, District Solicitor.

- I. **Call to the Order** – 7:02 pm - *Cedric Dettmar, President, presiding*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *Judith Riegel, Board Secretary*
9-present, 0-absent
- IV. **Motion to Approve Agenda** – Director Conte, seconded by Director Erickson-Parsons, moved to approve the agenda. Vote: 9-yes, 0-no
- V. **Announcement of Executive Session** – Personnel Matters
- VI. **Approval of Minutes** – Director Conte, seconded by Director Carpenter, moved to approve the minutes of February 11, 2025. Vote: 9-yes, 0-no
- VII. **Recognition** – None
- VIII. **Presentation** – A. Nakeshia Downer – Food Service Director
B. Dr. David Ruth – President Northampton Community College
- IX. **High School SGA Representative’s Report** – Zoe Sauvagnargues
- X. **Superintendent’s Report** – *Jaime Vlasaty, Superintendent*
Superintendent Vlasaty report on the Special Education Cyclical Monitoring and McKinney Vento Audit. The District Comprehensive Plan will be available on the website by March 1, 2025.
- XI. **Courtesy of the Floor to Visitors – Agenda Items Only** – None
- XII. **Presentation of Bills** – *David Bonenberger*
 - A. General Expenditures – \$642,844.88
 - B. Cafeteria Expenditures – \$22,303.90
 - C. Health Benefits – \$13,272.84
 - D. Capital Projects – None
 1. Approve the above Presentation of Bills.

Director Conte, seconded by Director Carpenter, moved to approve the Presentation of the Bills. Vote: 9-yes, 0-no
- XIII. **Treasurer’s Report** – *Donald Carpenter/David Bonenberger*
 - A. Cash Investment and Bond Activity
 - B. Condensed Board Summary Report
 - C. Budget Transfers – \$11,375.00
 - D. Middle School Activity Report – January 31, 2025

E. High School Activity Report – January 31, 2025

1. Approve the above Treasurer's Report.

Director Conte, seconded by Director Santos, moved to approve the Treasurers. Vote: 9-yes, 0-no

XIV. **AGENDA ITEMS**

A. **Education**

A. Academic & Personnel Committee Meeting Summary – 2/5/2025

1. Approve the second and final reading of the following policies:

103 - Nondiscrimination/Discriminatory Harassment – School and Classroom Practices

103.1 - Nondiscrimination-Qualified Students with Disabilities

104 - Discrimination/Harassment Affecting Staff

104 AR-2 – Reasonable Break Time and Lactation Accommodations

202 - Eligibility of Non-Resident Students

234 - Pregnant/Parenting/Married Students

234-AR-0 - Students Experiencing Pregnancy/Pregnancy-Related Conditions or Parenting

247 - Hazing

247-AR-0 - Hazing

247-AR-2 - Notice to Complainant and/or Parent/Guardians of Complainant

249 - Bullying/Cyberbullying

249-AR-0 - Bullying/Cyberbullying

252 - Dating Violence

317.1 - Educator Misconduct

610 - Purchases Subject to Bid/Quotation

611 - Purchases Budgeted

626 - Federal Fiscal Compliance

626 Attachment - Procurement – Federal Programs

626 Attachment - Administration of Federal Funds – Types of Costs, Obligations and Property Management

626 Attachment - Cash Management – Federal Programs

626 Attachment - Allowability of Costs – Federal Programs

Director Broun, seconded by Director Santos, moved to approve the Education Item #1.
Vote: 9-yes, 0-no

B. **Personnel**

1. Approve Lauren Sakasitz as a mentor for Jennifer Brazinski for the 2024-2025 school year. Salary is per the current professional agreement, which may be prorated if not a full year of mentorship.

2. Approve the following Head Varsity Coaches for the 2025-2026 Fall Athletic Season:

Football	Anthony Brinkley	\$9,555.00
Field Hockey	Mary Kathryn Omdahl	\$5,919.00
Girls Soccer	Trent Seibert	\$5,877.00
Boys Soccer	Tyler Horton	\$5,712.00
Girls Volleyball	Harrison Henne	\$4,949.00
Girls Tennis	Dr. Michael Krentz	\$4,651.00
Golf	Tim Shook	\$4,011.00
Sideline Cheerleading	Tara Matus	\$3,045.00

3. Approve the following Spring Athletic Coaches:

Baseball

Assistant Varsity	Justin Reiss	\$4,000.00
Assistant Varsity	Tyler Keifer	\$1,500.00
Head Jr High	Alstan Wolfe	\$3,000.00
Assistant Jr High	Eric Wolfe	\$1,500.00
Head Jr Varsity	Joshua Pearson	\$3,000.00

Softball

Assistant Varsity	Giana Schick	\$3,000.00
Statistician	Matthew Seyfried	\$12.50/hour
Assistant JH	Kayla Brown	\$1,100.00
Scorekeeper	Brenda Anthony	Volunteer
Assistant Varsity	Greg Best	Volunteer

Co-Ed MS Soccer

Assistant	Keiran Walsh	\$1,450.00
Assistant	Tyler Hortan	\$1,450.00
Assistant	John Murphy	Volunteer
Assistant	Nevair Goudsouzian	Volunteer

Tennis-Boys

Head	Dr. Michael Krentz	\$4,500.00
Assistant	Deb Philpots	\$1,100.00

Lacrosse-Boys

Head	Nathan Kehs	\$5,750.00
Assistant	Timothy Weaver	\$1,600.00
Assistant	Greg Nolf	\$1,600.00

Lacrosse-Girls

Assistant	Katherine Nailburg	\$1,700.00
Assistant	Nicole Martins	\$1,700.00
Assistant	Eric Nailburg	Volunteer

HS Track & Field

Head	Chris Fluck	\$5,600.00
Assistant	Michael Vidumsky	\$3,800.00
Assistant	Bob Davis	Volunteer

4. Approve the resignation of Kendra Schessler as the K-2 Elementary School Musical Director effective February 25, 2025.
5. Approve the promotion of Calista Unger from the K-2 Musical Assistant Director to the K-2 Musical Director, effective February 25, 2025.

Director Demko, seconded by Director Conte, moved to approve the Personnel Items #1-5.
Vote: 9-yes, 0-no

C. Facilities

- A. Facilities Committee Meeting Summary – 2/12/2025

No Agenda Items for Approval

D. Finance

- A. Finance Committee Meeting Summary – 2/12/2025

2024-2025 Budget Timeline for the 2025-2026 School Year

May 31, 2025 - *District Deadline* to adopt the 2025-2026 proposed final budget and upload the signed Certification of Use of PDE-2028 into the Consolidated Financial Reporting System application.

June 10, 2025 (20 days prior to final budget adoption deadline) – *District Deadline* to make the 2025-2026 Proposed Final Budget available for public inspection on PDE-2028.

June 20, 2025 (10 days prior to final budget adoption deadline) – *District Deadline* to offer public notice of its intent to adopt the 2025-2026 final budget.

1. Approve the contract with MTG for streaming of the Class of 2025 High School Graduation at a cost of \$4,221.25.
2. Approve the purchase of a stage from Wenger Corp. for high school graduation in the amount of \$6,338.08.
3. Approve the rental of the backdrop and the truss from Center Stage for the high school graduation, in the amount of \$1,284.00.

Director Santos, seconded by Director Carpenter, moved to approve the Finance Items #1-3.
Vote: 9-yes, 0-no

4. Approve the addition of a Middle School Assistant Track Coach position with a stipend of \$1,000.00.

Director Conte, seconded by Director Santos, moved to approve the Finance Item #4.
Vote: 9-yes, 0-no

E. Community Updates

- **Hellertown/Lower Saucon Chamber of Commerce** – *John Conte* - No report
- **Saucon Valley Foundation for Educational Innovation** – *Tracy Magnotta* - No Report

- F. Northampton Community College** – *Susan Baxter* – No Report
- G. Bethlehem Area Vo-Tech School** – *Vivian Demko & Cedric Dettmar*
- H. Colonial Intermediate Unit** - *Dr. Shamim Pakzad*- The next meeting is February 26th.
- I. PSBA Representative** – *Donald Carpenter & Jay Santos* – PSBA is having a webinar on immigration.
- J. New Business** - None
- K. Old Business** - None

XV. Citizens’ Inquiries and Comments – w6w6

XVI. Announcements

Future Meetings ~

March 11, 2025– 7 pm – Business Meeting – High School Audion

March 25, 2025– 7 pm – Business Meeting – High School Audion

XVII. Motion to Adjourn Meeting

Board President Dettmar adjourned the meeting at 8:22 pm.

ATTEST _____
Secretary

President

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK - GENERAL Payment Dates: 03/12/2025 - 03/12/2025

Payment Categories: Direct Deposits
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		ABA SUPPORT SERVICES LLC			2,726.40 <i>D</i>
		ALL PHASE ELECTRIC SUPPLY	Supplies		1,800.00 <i>D</i>
		AMANDA HOLVECK		TRANSPORTATION	303.86 <i>D</i>
		AMAZON CAPITAL SERVICES	SUPPLIES	Replacement UPS Battery	14,369.06 <i>D</i>
		AMBER LEA ZIEMBA SAMS			185.00 <i>D</i>
		AMERICHEM	Supplies		2,669.95 <i>D</i>
		AMY BRAXMEIER	MATH NIGHT		296.37 <i>D</i>
		ASCENDANCE TRUCKS PENNSYLVANIA LLC	SUPPLIES - TRANSPORTATION		2,154.24 <i>D</i>
		BACKUPIFY			461.91 <i>D</i>
		BAVTS			85,311.00 <i>D</i>
		BAYADA HOME HEALTH CARE			845.00 <i>D</i>
		BRIGHTBILL BODY WORKS	Supplies		447.14 <i>D</i>
		BSN SPORTS LLC	lacrosse supplies		3,097.00 <i>D</i>
		BUXMONT ACADEMY			24,457.56 <i>D</i>
		CAMPBELL, RAPPOLD & YURASITS LLP			8,500.00 <i>D</i>
		CARDINAL POINT SECURITY GROUP			6,396.00 <i>D</i>
		CDW-G COMPUTER CENTERS INC.	NVR Computer		1,083.93 <i>D</i>
		CHRIN HAULING INC	Trash and Recycling		4,960.00 <i>D</i>
		CINTAS CORPORATION-#101	Maintenance Agreement Renewal		1,485.32 <i>D</i>
		COLONIAL INTERMEDIATE UNIT #20			67,809.01 <i>D</i>
		Complete Document Solutions, PA, LLC			1,219.69 <i>D</i>

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK - GENERAL Payment Dates: 03/12/2025 - 03/12/2025

Payment Categories: Direct Deposits
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		CONSTELLATION ENERGY GAS SERVICES LLC			13,717.16 <i>D</i>
		DEBORAH KIMBALL	Reimbursement for Giant/BJ's/Costco for cooking		524.22 <i>D</i>
		DONOVAN GROUP II			3,925.00 <i>D</i>
		EAS WATER COFFEE PAPER			302.36 <i>D</i>
		EI US LLC		PROFESSIONAL ED SERVICES	1,131.17 <i>D</i>
		EVERDRIVEN TECHNOLOGIES LLC			10,364.57 <i>D</i>
		Farante Michael	SENIOR CITIZENS TAX REBATE		350.00 <i>D</i>
		FOX ROTHSCHILD LLP			14,348.00 <i>D</i>
		GENERAL HEALTHCARE RESOURCES LLC			3,071.79 <i>D</i>
		GLENN R. BROWN			217.00 <i>D</i>
		GRAINGER	Supplies		15.99 <i>D</i>
		HILLENDALE ASSOCIATES, INC.			1,260.00 <i>D</i>
		HRdirect			1,665.15 <i>D</i>
		INTEGRITEC INC.	Maintenance		479.17 <i>D</i>
		J.C. EHRLICH			601.83 <i>D</i>
		J.W. PEPPER & SON INC.	Blanket PO for Choir	SUPPLIES	69.19 <i>D</i>
		JOHNSON CONTROLS FIRE PROTECTION LP	Johnson Controls		5,184.90 <i>D</i>
		JOHNSTONE SUPPLY	Supplies		36.20 <i>D</i>
		KELLY BOUSHELL			50.00 <i>D</i>
		LAKESIDE EDUCATIONAL NETWORK			525.00 <i>D</i>
		LARA McCARTHY			490.00 <i>D</i>

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK - GENERAL **Payment Dates:** 03/12/2025 - 03/12/2025

Payment Categories: Direct Deposits
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		LARRY & ANTHONY FERRARO	DIPOLMA		37.00 <i>D</i>
		Lauren Keebler			2,780.00 <i>D</i>
		LINDE GAS & EQUIPMENT INC.	Supplies		119.78 <i>D</i>
		LISA MICHELLE BASARA			2,600.00 <i>D</i>
		LOGAN KIRIPOSKI INC.	Agreement Renewal		475.00 <i>D</i>
		MICROBAC LABORATORIES INC.	Pool Testing		174.52 <i>D</i>
		MUMMEY MARY F.	SENIOR CITIZENS TAX REBATE		350.00 <i>D</i>
		MUSIC & ARTS	Music & Arts Blanket PO Repairs	Blanket PO for Supplies Band Class	127.00 <i>D</i>
		NAPA AUTO PARTS-HELLERTOWN	Supplies		856.29 <i>D</i>
		NORTHAMPTON COUNTY AREA COMMUNITY COLLEGE			23,043.75 <i>D</i>
		PAMELA DOBSON			185.00 <i>D</i>
		PARISH FELICIA	Slime supplies for PBIS rewards		59.80 <i>D</i>
		PENNSYLVANIA VIRTUAL CHARTER			7,399.21 <i>D</i>
		PETROLEUM TRADERS CORP.			17,198.08 <i>D</i>
		PP & L ELECTRIC UTILITIES			47,615.85 <i>D</i>
		REVIVE HEALTH INC			3,078.00 <i>D</i>
		Roberts Oxygen Co. Inc	Supplies		125.72 <i>D</i>
		SV EDUCATIONAL SUPPORT PROFESSIONALS	SUPPORT STAFF DUES W/H PAYABLE		1,031.45 <i>D</i>
		SYSCO OF CENTRAL PA	null		225.12 <i>D</i>
		TRANE U.S. INC.	Replace Equipment		36,451.80 <i>D</i>
		UGI UTILITIES INC			104.58 <i>D</i>
		WORLD FUEL SERVICES INC	GAS		9,465.30 <i>D</i>

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK - GENERAL Payment Dates: 03/12/2025 - 03/12/2025

Payment Categories: Direct Deposits
Sort: Payment Number

10 - GENERAL FUND	442,410.39
Grand Total All Funds	442,410.39
Grand Total Credit Cards	0.00
Grand Total Direct Deposits	442,410.39
Grand Total Manual Checks	0.00
Grand Total Other Disbursement Non-negotiables	0.00
Grand Total Procurement Card Other Disbursement Non-negotiables	0.00
Grand Total Regular Checks	0.00
Grand Total Virtual Payments	0.00
Grand Total All Payments	442,410.39

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK - GENERAL Payment Dates: 03/12/2025 - 03/12/2025

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		4 Seasons Garden Center			2,647.30
		AHOLD FINANCIAL SERVICES	GIANT		657.50
		AMERICAN LIBRARY ASSOCIATION			309.95
		BELMONT BEHAVIORIAL HOSPITAL LLC.			750.00
		BETHLEHEM SEWERAGE AND EXCAVATING SERVICES LLC			205.00
		BILINGUAL DICTIONARIES, INC	SUPPLIES		496.65
		BUREAU OF EDUCATION & RESEARCH	What's new in YA Lit conference		325.00
		BUS PARTS WAREHOUSE		Supplies	1,111.29
		CARBON-LEHIGH I.U. #21			25,408.00
		CCIU- CHESTER COUNTY IU			302.22
		CORBETT INC	SUPPLIES		4,754.40
		COUNCIL FOR EXCEPTIONAL CHILDREN (CEC)	MEMBERSHIP RENEWAL		140.00
		CREST/GOOD MFG. CO			696.72
		Da Vinci Science Center			2,077.00
		DEER COUNTRY FARM & LAWN INC.			288.38
		DEITER BROS. FUEL CO. INC.			570.12
		DINN BROS INC	Honor Roll Ribbons		589.50
		DUANE P NORTHROP	SUPPLIES		267.00
		EMPOWERED SCHOOL SOLUTIONS LLC			343.75
		HELLERTOWN BOROUGH AUTHORITY			4,343.06

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK - GENERAL Payment Dates: 03/12/2025 - 03/12/2025

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		HILLYARD - MID ATLANTIC			58.99
		HOLIDAY INN EXPRESS WILLIAMSPORT			1,181.04
		LEHIGH VALLEY IRONPIGS			269.00
		LEHIGH VALLEY ZOO			325.00
		LONG ISLAND QUIZ BOWL ALLIANCE			50.00
		LOWE AND MOYER GARAGE INC.	Supplies		1,961.84
		MKSD ARCHITECTS			2,560.00
		NATURALSOFTE LIMITED	software/technology		3,500.00
		PA TURNPIKE TOLL BY PLATE			40.24
		PATRICK KERSSSEN			200.00
		PENNSYLVANIA MUSIC EDUCATORS-PMEA			115.00
		PVSD GENERAL FUND			40.00
		ROHRER BUS SALES INC.	Supplies		1,363.24
		SAUCON VALLEY CAFETERIA			31.25
		SAUCON VALLEY SENIOR HIGH			1,224.00
		SERVICE TIRE TRUCK CENTERS		Supplies	2,374.89
		SNA DEPOSITORY			183.00
		ST. LUKE'S HOSPITAL			689.00
		TRUIS INC.			255.26
		WALLACE BRIGHT	SENIOR CITIZENS TAX REBATE		550.00

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Bank Account: GF - FULTON BANK - GENERAL Payment Dates: 03/12/2025 - 03/12/2025

Payment Categories: Regular Checks
Sort: Payment Number

10 - GENERAL FUND	63,254.59
Grand Total All Funds	63,254.59
Grand Total Credit Cards	0.00
Grand Total Direct Deposits	0.00
Grand Total Manual Checks	0.00
Grand Total Other Disbursement Non-negotiables	0.00
Grand Total Procurement Card Other Disbursement Non-negotiables	0.00
Grand Total Regular Checks	63,254.59
Grand Total Virtual Payments	0.00
Grand Total All Payments	63,254.59

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CL - CAFE - FULTON(LAFAYETTE) Payment Dates: 03/12/2025 - 03/12/2025

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		AHOLD FINANCIAL SERVICES			19.47
		AMAZON CAPITAL SERVICES			974.70
		HERSHEY'S CREAMERY COMPANY			783.48
		POCONO MOUNTAIN DAIRIES			2,568.79
		ROCKLAND BAKERY INC.			218.30
		SINGER EQUIPMENT COMPANY			1,066.89
		SYSCO OF CENTRAL PA			17,688.80
50 - CAFETERIA					23,320.43
Grand Total All Funds					23,320.43
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					0.00
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					0.00
Grand Total Procurement Card Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					23,320.43
Grand Total Virtual Payments					0.00
Grand Total All Payments					23,320.43

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

SAUCON VALLEY HIGH SCHOOL
 FINANCIAL REPORTS
 FEBRUARY 28, 2025
 CLUB ACCOUNT FUND

BEGINNING BALANCE	\$	63,763.09
INCOME		502.11
EXPENSES		1,371.42
ENDING BALANCE	\$	62,893.78

CLUB ACCOUNT	ENDING BALANCE
AEVIDUM	300.03
BAND	2,409.96
BIG PANTHERS / LITTLE PANTHERS	3,387.73
CALCULUS CLUB	105.14
CHORUS	731.73
CLASS OF 2022	588.98
CLASS OF 2023	45.13
CLASS OF 2024	6,327.16
CLASS OF 2025	1,775.53
CLASS OF 2026	1,901.17
CLASS OF 2027	3,121.59
CLASS OF 2028	852.75
CLASS OF 2029	609.10
CLASS OF 2030	852.75
CLASS OF 2031	670.03
COMPETITION CHEERLEADING	1,799.88
DANCE TEAM	2,239.94
DRAMA CLUB	1,149.88
ENVIRONMENTAL CLUB	1.38
FBLA	4,758.95
FCCLA	771.91
FOREIGN LANGUAGE	542.47
GLOBAL SCHOLARS	112.51
GSA	48.30
NAT'L HONOR SOCIETY	4,134.86
LEO CLUB	778.86
MINI-THON	2,933.03
MODEL UN	323.91
NEWSPAPER	159.83
PAINTBALL	50.89
PHOTOGRAPHY CLUB	541.47
READING TEAM	131.67
ROBOTICS CLUB	4,149.39
RUGBY CLUB	694.38
SADD	137.43
SGA - STUDENT STORE	3,905.12
SKI CLUB	1,140.62
SMASH-VIDEO CLUB	24.25
SPIRIT COUNCIL	98.67
STEM	589.68
UNICEF	432.75
YEARBOOK	7,309.88
INTEREST	253.09
TOTALS	62,893.78

Dr. Richard Kaskey
 Interim High School Principal

Dr. Kaskey
 3/4/25

Saucon Valley School District

Meeting of the Academic & Personnel Committee
District Office Conference Room
March 5, 2025 – 5:00 pm

The following items were on the Academic & Personnel agenda:

Discussion & Action: K-5 ELA Curriculum – presented by Ms. Braxmeier & Dr. Nikolov

Discussion & Action: Technology Plan - presented by Ms. Dobson

Review: Comprehensive Plan – is available for review and comment on the District Website.

There were no recommendations by the committee to the Board.

SCHOOL DISTRICT MASTER AFFILIATION AGREEMENT

THIS SCHOOL DISTRICT MASTER AFFILIATION AGREEMENT (this “Agreement”) is made this 26 day of February, 2025, by and between LEHIGH UNIVERSITY (hereinafter referred to as “University”), a Pennsylvania non-profit corporation and the Saucon Valley School District (hereinafter “School District”).

WHEREAS, University, through its College of Education, desires to place certain of its students (“Students”) in the School District as part of their educational experience and training to become, among other things, teachers, school counselors, school psychologists, and/or educational leaders; and

WHEREAS, School District desires to facilitate such training and to benefit from the placement of Students within the School District; and

WHEREAS, the parties desires to establish a framework for the placement of Students in the School District for educational experiences such as student teaching, internships, practicum experiences and similar educational experiences (each, an “Educational Experience”).

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows: The parties intend to be legally bound to the following terms:

I. MASTER AGREEMENT AND EXHIBITS

- a. *Master Agreement.* The terms and conditions of this Agreement shall apply to all Educational Experiences of Students within the School District. The details of each such Educational Experience shall be described on an exhibit attached to this Agreement. Each such exhibit is incorporated into this Agreement by reference. In the event of a conflict or inconsistency between this Agreement and an exhibit, this Agreement shall control unless the exhibit expressly says otherwise and is signed by authorized representatives of both parties.

II. DUTIES AND RESPONSIBILITIES OF THE UNIVERSITY

- b. *Selection of Students.* The University shall be responsible for the selection of qualified Students to participate in the Educational Experiences. Students must have the appropriate educational background and skills consistent with the contemplated Educational Experiences offered by the School District.
- c. *Education of Students.* The University shall assume full responsibility for the classroom education of its Students. The University shall be responsible for the

administration of the program, the curriculum content, the requirements of matriculation, grading and graduation.

- d. *Submission of Candidates.* The University shall submit the names of the Students to the School District or a designated representative prior to the Educational Experience.
- e. *Advising Students of Rights and Responsibilities.* The University will be responsible for advising the Student of their responsibilities under this Agreement. Student shall be advised of their obligations to abide by the policies and procedures of the School District, and should any Student fail to abide by any policy and/or procedure, he or she may be expelled from the Educational Experience.
- f. *Educators Legal Liability Insurance.* The University shall purchase educators legal liability insurance, and the Students shall be covered under this policy with the limits as follows: \$1,000,000.00 per claim and an aggregate of \$3,000,000.00 per occurrence. This policy must remain in full force and effect for the duration of this Agreement.
- g. *Honorarium.*
 - a. With respect to Educational Experiences for student teachers, please see the attachment for student teachers.
 - b. No honorarium is provided with respect to any other Educational Experiences.

III. DUTIES AND RESPONSIBILITIES OF THE SCHOOL DISTRICT

- a. *Establishment of Educational Experience.* The School District shall be responsible for providing all facilities, personnel, office space, equipment, supplies and other items reasonably necessary or desirable to facilitate the Educational Experiences at the School District.
- b. *Policies of School District.* The School District will provide the University information on all applicable policies and procedures of the School District in advance of the Student's participation. Students shall not be accepted into the schools of the School District until they have complied with mandatory background check requirements for criminal history and child abuse and TB testing. The School District shall acclimate Students to its applicable policies and procedures.
- c. *Administration.* The School District will have sole authority and control over all aspects of Student services provided within the School District's schools. The School District will be responsible for and retain control over its personnel and students and the organization and operation of its programs. The School District shall have sole control and responsibility for the provision of all educational and other services to its students.


- d. *Removal of Noncompliant Student.* The School District shall have the authority to immediately remove a Student who fails to comply with its policies and procedures. If such a removal occurs, the School District should immediately contact the responsible University supervisor.
- e. *Designation of Representative.* The School District shall designate a person to serve as a liaison between the parties who will meet periodically with representatives of the University in order to discuss, plan and evaluate the Educational Experiences.
- f. *Supervision of Students.* The School District shall provide an appropriately qualified member of its staff (a “Supervisor”) who will mentor and supervise student activities during the Educational Experience. Supervisors shall hold a current Pennsylvania certification in the subject area/grade level to which the student teacher is assigned. The Supervisor shall have a minimum of three (3) years of full-time experience and have been in his/her current assignment in a school district for a minimum of one (1) year.
- g. *Reporting of Student Progress.* The School District shall provide all reasonable information requested by the University on a Student’s work performance. If there are any student evaluations, they will be completed and returned according to any reasonable schedule agreed to by the University and the School District.
- h. *Student Records.* The School District shall protect the confidentiality of Student records as dictated by the Family Educational Rights and Privacy Act (FERPA) and shall release no information absent written consent of the Student unless required to do so by law or as dictated by the terms of this Agreement.
- i. *Substitute Teaching.* Please see the attachment for student teachers.
- j. *Student Safety; COVID-19 Matters.*
 - a. The School District shall notify the University supervisor within 24 hours if any situation occurs that adversely impacts the health and/or safety of a Student.
 - b. The School District shall observe, and shall cause its employees and students to observe, all requirements and best practices related to preventing the transmission of COVID-19 as may be published from time to time by governmental authorities having jurisdiction, including but not limited to the U.S. Centers for Disease Control and Prevention and state and local health authorities, as well as its own internal policies related to the same. Notwithstanding anything herein to the contrary, the University shall be entitled to immediately suspend or terminate the program or terminate this Agreement in the event it reasonably believes that doing so is necessary to ensure the safety of its Students.
 - c. In the event that the School District ceases or otherwise suspends in-person operations due to COVID-19, the Educational Experience shall continue on a remote basis and the parties shall work together in good faith as needed to ensure the success of the program in a remote format.

IV. MUTUAL TERMS AND CONDITIONS

- a. *Number of Participating Students.* The applicable exhibit will set forth the number of Students that shall be assigned to the School District for each Educational Experience.
- b. *Term of Agreement.* The term of this Agreement shall be five years from the date of execution; provided that the Agreement shall remain in effect until the end of any Educational Experience that is ongoing as of such date (the “Term”).
- c. *Termination of Agreement.* The University or the School District may terminate this Agreement or any exhibit hereto for any reason upon ninety (90) days’ written notice. Either party may terminate this Agreement or any exhibit hereto in the event of material breach, if such breach is not cured within thirty (30) days of receiving written notice thereof. However, should the School District terminate this Agreement or an exhibit prior to the completion an Educational Experience, all Students enrolled at that time shall continue their Educational Experience until it would have been concluded absent the termination.
- d. *Nondiscrimination.* The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act. In addition, in performance of this Agreement, neither party shall discriminate against any person or group based on age, color, disability, gender identity or expression, genetic information, marital or familial status, national or ethnic origin, race, religion, sex, sexual orientation, or veteran status.
- e. *Interpretation of the Agreement.* The laws of the Commonwealth of Pennsylvania shall govern this Agreement.
- f. *Modification of Agreement.* This Agreement shall only be modified in writing with the same formality as the original Agreement.
- g. *Relationship of Parties.* The relationship between parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this contact to each other shall not be construed to constitute a partnership, joint venture or any other relationship, other than that of independent contractors.
- h. *Liability.* Notwithstanding anything herein to the contrary, each party agrees to indemnify, defend, and hold harmless the other from all claims, causes of action, losses, liabilities, costs and expenses including reasonable attorney’s fees, (“Losses”) resulting from the negligence or willful misconduct of the indemnifying party and/or its employees or agents in connection with this Agreement, except to the extent such Losses are caused by the indemnified party’s negligence or willful misconduct.

- i. *Publicity.* No party shall use the name, logos or trademarks of any other party in any marketing, publicity, informational or promotional materials regarding the cooperative services contemplated hereunder without the prior written approval of such other party.
- j. *No Waiver.* The failure to enforce or require the performance at any time of the provisions of this Agreement shall in no way be construed to be a waiver of such provisions and shall not affect either the validity of this Agreement or any part hereof, or the right of either party thereafter to enforce each and every provision in accordance with the terms of this Agreement.
- k. *Entire Agreement.* This Agreement and its exhibits represents the entire understanding between the parties. No other prior or contemporaneous oral or written understandings or promises exist in regards to this relationship.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement as of the date previously indicated.

For LEHIGH UNIVERSITY:	For School/School District:
	
Authorized Signature	Authorized Signature
Lisa D. Collins, Director	
Print Name/Title	Print Name/Title
2/26/25	
Date	Date

SCHOOL DISTRICT
MASTER AFFILIATION AGREEMENT
EXHIBIT A: STUDENT TEACHERS

Program: Teacher Education: Special Education and Teaching, Learning and Technology

Honorarium

With respect to Educational Experiences for student teachers, for and in consideration of the placement of student teachers with mentor teachers in the School District, the University agrees to pay an honorarium in accordance with University policy to each mentor teacher who is selected to guide a Student's experience. This honorarium is in addition to the regular salary paid by the School District and shall be paid after the conclusion of the semester. Nothing about this Agreement, including the University's payment of this honorarium, shall be construed so as to make the mentor teacher an employee, agent, or representative of the University. The mentor teacher is responsible for any tax withholding or reporting associated with this honorarium and for completing all necessary documentation. In the event that the Educational Experience is suspended or terminated for any reason, including due to termination of this Agreement, the University shall pay the honorarium on a pro rata basis for the mentor teacher's efforts prior to the effective date of such suspension or termination.

Emergency Permit

The School District may issue an Emergency Permit to a student teacher, provided that: (1) the student teaches as a substitute for a maximum of two days, (2) another certified teacher is present in the classroom, and (3) the issuance of such permit is otherwise in accordance with all applicable law and regulation, including Act 86 of 2016 (§1201.1 of the Public School Code of 1949), as applicable. Act 91 of 2021 expanded the period of substitute teaching by student teachers. However, it is University policy to require that the student teacher has completed twelve (12) weeks of supervised teaching before accepting a long-term position with a school district.

Book	Policy Manual
Section	300 Employees
Title	Personal Necessity Leave
Code	336 Vol IV 2024
Status	Review

Authority

This policy shall provide for absences for defined personal necessity leave by administrative, professional and support employees.

The Board has the authority to specify reasonable conditions under which personal necessity leave may be granted, the type of situations in which such leave will be permitted and the total number of days that may be used by an employee in any school year for such leave. [\[1\]](#)[\[2\]](#)[\[3\]](#)

Guidelines

Personal Leave

~~{ }~~ The total number of days granted for personal leave in any school year may not exceed _____.

~~{ }~~ Requests for personal leave shall be made at least _____ day(s) in advance to the

~~{ }~~ immediate supervisor.

~~{ }~~ Superintendent.

~~{ }~~ Personnel Director.

~~{ }~~ **The requirement for advanced notice may be waived in qualifying circumstances, as determined by the Superintendent or designee, or in accordance with applicable law and regulations.** [\[3\]](#)[\[4\]](#)

~~{ }~~ Personal leave days with pay shall be granted to district employees in accordance with applicable provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.

Bereavement Leave

~~{ }~~ Bereavement leave with pay shall be granted to district employees in accordance with law, applicable provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution. [\[2\]](#)

~~*If choosing this option, delete the rest of the language below this line.*~~

~~When a professional or temporary professional employee is absent from duty because of a death in the immediate family, there shall be no deduction in salary for an absence of _____ (3 minimum) school days. The Board may extend the period of absence, at its discretion.~~

~~**Immediate family** shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent in law, near relative who resides in the same household or any person with whom the employee has made **their** home.~~ [\[2\]](#)

~~When a professional or temporary professional employee is absent from duty because of the death of a near relative, there shall be no deduction in salary for absence on the day of the funeral. The Board may extend the period of absence, at its discretion. **Near relative** shall be defined as first cousin, grandfather, grandmother, grandchild, aunt, uncle, niece, nephew, son in law, daughter in law, brother in law or sister in law.[2]~~

~~Bereavement leave with pay shall be granted to district employees other than a professional employee or temporary professional employee in accordance with applicable provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.[2]~~

~~*If choosing this language, delete the option above the dividing line.*~~

NOTES:

Military Leave – SC 1176-1181
51 Pa. C.S.A. Sec. 4102, 7309
38 U.S.C. Sec. 4301 et seq.

(51 Pa. C.S.A. Sec. 7301-7308 does not apply to school district employees) See Stuart Knade’s white paper on military leave for guidance - located in P-Policy Documents under Scanned Sample Info.

SC 1154 adds grandchild to the definition of near relative only for professional and temporary professional employees, unless otherwise provided in an ACP, CBA or individual contract.

~~PSBA Revision 07/24 @2024 PSBA~~

Legal

[1. 24 P.S. 510](#)

[2. 24 P.S. 1154](#)

3. Pol. 104

[4. 29 CFR 1636.4](#)

[20 U.S.C. 1681 et seq](#)

[42 U.S.C. 12101 et seq](#)

[34 CFR Part 106](#)

[29 CFR Part 1636](#)

Book	Policy Manual
Section	300 Employees
Title	Uncompensated Leave
Code	339 Vol IV 2024
Status	Review

Authority

The Board recognizes that in certain situations an administrative, professional or support employee may request extended leave for personal reasons, and the district could benefit from the return of the employee. This policy establishes parameters for granting uncompensated leaves of absence.

The Board reserves the right to specify the conditions under which uncompensated leave may be taken. **Applications Requests** for uncompensated leave shall be made to the superintendent in advance of the requested beginning date **require approval by the Board, upon recommendation of the Superintendent.**^[1] ~~Special consideration will be given to emergencies. All applications are subject to final approval by the Board.~~

The Superintendent or designee shall notify the Board of all uncompensated leave provided as a reasonable accommodation in accordance with applicable law and regulations.^[2]

~~{ } Uncompensated leave shall be granted in accordance with provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.~~

Guidelines

~~{ } Uncompensated leave may be taken **in accordance with applicable law and regulations, and** for the following purposes:~~^[2]

- ~~{ } Childrearing/Parental.~~
- ~~{ } Medical condition of immediate family member.~~
- ~~{ } Religious observance.~~
- ~~{ } Restoration of health.~~
- ~~{ } Elected public office.~~^[3]
- ~~{ } Emergency.~~

Application

Requests for uncompensated leave shall be made **in writing** to the Superintendent in advance of the requested beginning date.

~~{ } Special consideration will be given to emergencies.~~

All applications are subject to final approval by the Board.

Period of Leave

An uncompensated leave may be granted for a period of one (1) semester or one (1) school year. Extensions shall be considered upon proper application.

Uncompensated leave provided as a reasonable accommodation, based on the needs of a qualified employee, shall be granted in accordance with applicable law, regulations and Board policy.[2][4].

Uncompensated leave requested by a school employee who has been elected to public office as a county official in any Pennsylvania county shall be granted for the first four (4) years of the elected period of service, in accordance with applicable law. Upon conclusion of the leave, the employee shall be entitled to a position similar to the position held prior to the leave of absence. To qualify for uncompensated leave, such employee shall have been employed by the district for at least five (5) years prior to being elected as a county official.[3]

Commitment of Employee

The employee granted an uncompensated leave of absence shall inform the Board of ~~his/her~~ **the employee's** intentions **within thirty days (30)** ~~_____~~ prior to **of** the scheduled return date.

{ } If notification is not received within the designated time period prior to the scheduled return date, it shall be assumed that the employee has terminated employment with the district.

Commitment of Employer

At the expiration of uncompensated leave, the employee shall be offered the same position previously held or a like position to that previously held.

Time on uncompensated leave shall not count as time on the job, and fringe benefits shall not be provided, unless the employee provides payment for benefits.

~~{ } except in accordance with the terms of an applicable collective bargaining agreement.~~

NOTES:

Military Leave – see policy 336 NOTES

~~PSBA Revision 7/24 @2024 PSBA~~

Legal

- [1. 24 P.S. 1154](#)
- 2. Pol. 104
- [3. 24 P.S. 1182](#)
- [4. 29 CFR 1636.4](#)
- [20 U.S.C. 1681 et seq](#)
- [42 U.S.C. 12101 et seq](#)
- [34 CFR Part 106](#)

[29 CFR Part 1636](#)

Book	Policy Manual
Section	800 Operations
Title	Opening Exercises/Moment of Silence/Flag Displays
Code	807 Vol IV 2024
Status	Review
Adopted	May 22, 2007

Purpose

The Board adopts this policy to ensure that all district schools comply with state and federal laws concerning flag displays, opening exercises **and the moment of silence on the anniversary of September 11**, while respecting the rights of individuals.

Authority

A United States flag shall be displayed in classrooms and on or near each school building during school hours, in clement weather and at other times determined by the Board.[\[1\]](#)

District schools shall provide opening exercises that include a salute to the flag and/or recitation of the Pledge of Allegiance or the National Anthem.[\[1\]](#)

Students may decline to recite the Pledge of Allegiance or National Anthem and to salute the flag on the basis of personal belief or religious conviction. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do participate.[\[1\]](#)[\[2\]](#)

The Board ~~may~~ **shall** direct professional employees to conduct a brief period of silent prayer or meditation as part of daily opening exercises. Silent prayer or meditation shall not be conducted as a religious service or exercise.[\[3\]](#)

The Board directs the district to annually provide, during instructional hours, a moment of silence for students and staff to observe the anniversary of September 11, 2001.[\[4\]](#)

Legal	1. 24 P.S. 771
	2. 22 PA Code 12.10
	3. 24 P.S. 1516.1
	4. 24 P.S. 1555

Book	Policy Manual
Section	800 Operations
Title	Maintaining Professional Adult/Student Boundaries
Code	824 Vol IV 2024
Status	Review
Adopted	August 23, 2016

Authority

This policy applies to district employees, volunteers, student teachers and independent contractors and their employees who interact with students or are present on school grounds. For purposes of this policy, such individuals are referred to collectively as **adults**. The term **adults** as used in this policy, does not include district students who perform services on a volunteer or compensated basis.

All adults shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct.

The Board directs that all adults shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[\[1\]](#)

This policy is not intended to interfere with appropriate pre-existing personal relationships between adults and students and their families that exist independently of the district or to interfere with participation in civic, religious or other outside organizations that include district students.

Definition

For purposes of this policy, **legitimate educational reasons** include matters or communications related to teaching, counseling, athletics, extracurricular activities, treatment of a student's physical injury or other medical needs, school administration or other purposes within the scope of the adult's assigned job duties.

Delegation of Responsibility

The Superintendent or designee shall annually inform students, parents/guardians and all adults regarding the contents of this Board policy through employee and student handbooks, posting on the district website and by other appropriate methods.

The building principal or designee shall be available to answer questions about behaviors or activities that may violate professional boundaries as defined in this policy.

Independent contractors doing business with the district shall ensure that their employees who have interaction with students or are present on school grounds are informed of the provisions of this policy.[\[2\]](#)

Guidelines

Adults shall establish and maintain appropriate personal boundaries with students and not engage in any behavior that is prohibited by this policy or that creates the appearance of prohibited behavior.

Prohibited Conduct

Romantic or Sexual Relationships -

Adults shall be prohibited from dating, courting or entering into or attempting to form a romantic or sexual relationship with any student enrolled in the district, regardless of the student's age. Students of any age are not legally capable of consenting to romantic or sexual interactions with adults.[3][4]

Prohibited romantic or sexual interaction involving students includes, but is not limited to:

1. Sexual physical contact.
2. Romantic flirtation, propositions or sexual remarks.
3. Sexual slurs, leering, epithets, sexual or derogatory comments.
4. Personal comments about a student's body.
5. Sexual jokes, notes, stories, drawings, gestures or pictures.
6. Spreading sexual or romantic rumors.
7. Touching a student's body or clothes in a sexual or intimate way.
8. Accepting massages, or offering or giving massages other than in the course of injury care **legitimately** administered by an athletic trainer, coach or health care provider.
9. Restricting a student's freedom of movement in a sexually intimidating or provocative manner.
10. Displaying or transmitting sexual objects, pictures or depictions.

Social Interactions -

In order to maintain professional boundaries, adults shall ensure that their interactions with students are appropriate.

Examples of prohibited conduct that violates professional boundaries include, but are not limited to:

1. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students.
2. Exchanging notes, emails or other communications of a personal nature with a student.
3. Giving personal gifts, cards or letters to a student without written approval from the building principal.
4. Touching students without a legitimate educational reason. (Reasons could include the need for assistance when injured, a kindergartner having a toileting accident and requiring assistance, appropriate coaching instruction or appropriate music instruction).

5. Singling out a particular student or students for personal attention or friendship beyond the ordinary professional adult-student relationship.
6. Taking a student out of class without a legitimate educational reason.
7. Being alone with a student behind closed doors without a legitimate educational reason.
8. Initiating or extending contact with a student beyond the school day or outside of class times without a legitimate educational reason.
9. Sending or accompanying a student on personal errands.
10. Inviting a student to the adult's home.
11. Going to a student's home without a legitimate educational reason.
12. Taking a student on outings without prior notification to and approval from both the parent/guardian and the building principal.
13. Giving a student a ride alone in a vehicle in a nonemergency situation without prior notification to and approval from both the parent/guardian and the building principal.
14. Addressing students or permitting students to address adults with personalized terms of endearment, pet names or otherwise in an overly familiar manner.
15. Telling a student personal secrets, sharing personal secrets with a student **or asking students to keep any conversation, gift or activity a secret.**
16. For adults who are not guidance/counseling staff, psychologists, social workers or other adults with designated responsibilities to counsel students, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, the student should be referred to the appropriate school resource.
17. Furnishing alcohol, drugs or tobacco to a student or being present where any student is consuming these substances.
18. Engaging in harassing or discriminatory conduct prohibited by other district policies or by state or federal law and regulations.[5][6]

Electronic Communications -

For purposes of this policy, **electronic communication** shall mean a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant or pager. Electronic communications include, but are not limited to, emails, instant messages and communications made by means of an Internet website, including social media and other networking websites.

As with other forms of communication, when communicating electronically, adults shall maintain professional boundaries with students.

Electronic communication with students shall be for legitimate educational reasons only.

When available, district-provided email or other district-provided communication devices or platforms shall be used when communicating electronically with students. The use of district-provided email or other district-provided communication devices or platforms shall be in accordance with district policies and procedures.[7]

All electronic communications from coaches and advisors to team or club members shall be sent in a single communication to all participating team or club members, except for communications concerning an individual student's medical or academic privacy matters, in which case the communications will be copied to the building principal. In the case of sports teams under the direction of the Athletic Director, such medical or academic communications shall also be copied to the Athletic Director.

Adults shall not follow **or send** or accept requests for current students to be friends or connections on personal social networking sites and shall not create any networking site for communication with students other than those provided by the district for this purpose, without the prior written approval of the building principal.

Exceptions

An emergency situation or a legitimate educational reason may justify deviation from the rules regarding communication or methods for maintaining professional boundaries set out in this policy. The adult shall be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that ~~s/he~~ **they have** maintained an appropriate relationship with the student.

Under no circumstance will an educational or other reason justify deviation from the "Romantic and Sexual Relationships" section of this policy.

There will be circumstances where personal relationships develop between an adult and a student's family, e.g. when their children become friends. This policy is not intended to interfere with such relationships or to limit activities that are consistent with such relationships. Adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity.

It is understood that many adults are involved in various other roles in the community through nondistrict-related civic, religious, athletic, scouting or other organizations and programs whose participants may include district students. Such community involvement is commendable, and this policy is not intended to interfere with or restrict an adult's ability to serve in those roles; however, adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

Reporting Inappropriate or Suspicious Conduct

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall promptly notify the Superintendent, **building principal**, ~~or~~ other administrator **or Title IX Coordinator. Reports may be made using the Discrimination/Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form or by making a general report orally or in writing. Upon receipt of a report, school staff shall promptly notify the building principal and/or Title IX Coordinator.**[5][8]

All district employees, independent contractors and volunteers who have reasonable cause to suspect that a child is the victim of child abuse, shall immediately report the suspected abuse, in accordance with applicable law, regulations and Board policy.[9][10]

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Superintendent, **Title IX Coordinator** and ~~his/her~~ immediate supervisor, **promptly, but not later than** ~~within~~ fifteen (15) days **following** discovery of such misconduct. [5][8][11][12]

If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Child Protective Services Law, the Educator Discipline Act or the ~~Safe Schools Act~~ **school safety and security provisions of School Code**, the Superintendent or designee shall make a report, in accordance with applicable law, regulations and Board policy.[9][10][11][12][13][14][15][16][17][18]

It is a violation of **Board** policy to retaliate against any person for reporting any action pursuant to this policy or for participating as a witness in any related investigation or hearing.[5][8]

Investigation

The Title IX Coordinator shall promptly assess and address allegations of inappropriate conduct ~~shall be promptly investigated~~ in accordance with the procedures ~~utilized~~ for ~~complaints~~ reports of **Title IX discrimination/ sexual** harassment.[5][8]

It is understood that some reports made pursuant to this policy will be based on rumors or misunderstandings; the mere fact that the reported adult is cleared of any wrongdoing shall not result in disciplinary action against the **person making the** reporter or any witnesses. If as the result of an investigation any individual, including the reported adult, **the person making** the reporter or a witness is found to have knowingly ~~intentionally~~ provided false information in making the report or during the investigation or hearings related to the report, or if any individual intentionally obstructs the investigation or hearings, this may be addressed as a violation of this policy and other applicable laws, regulations and **Board district** policies. Obstruction includes, but is not limited to, violation of "no contact" orders given to the reported adult, attempting to alter or influence witness testimony and destruction of or hiding evidence. [5][8][12][19][20][21][22]

Disciplinary Action

A district employee who violates this policy may be subject to disciplinary action, up to and including termination, in accordance with all applicable district disciplinary policies and procedures.[8][12][19]

A volunteer, student teacher, or independent contractor or an employee of an independent contractor who violates this policy may be prohibited from working or serving in district schools for an appropriate period of time or permanently, as determined by the Superintendent or designee.

Training

The district shall provide training with respect to the provisions of this policy to current and new district employees, volunteers and student teachers subject to this policy.

The district, at its sole discretion, may require independent contractors and their employees who interact with students or are present on school grounds to receive training on this policy and related procedures.

PSBA Revision 7/24 © 2024 PSBA

- Legal
- [1. 24 P.S. 510](#)
 2. Pol. 818
 - [3. 18 Pa. C.S.A. 3124.2](#)
 - [4. 24 P.S. 2070.9f](#)
 5. Pol. 103

- 6. Pol. 103.1
- 7. Pol. 815
- 8. Pol. 104
- [9. 23 Pa. C.S.A. 6311](#)
- 10. Pol. 806
- [11. 24 P.S. 2070.9a](#)
- 12. Pol. 317.1
- [13. 24 P.S. 1306.2-B](#)
- [14. 24 P.S. 1319-B](#)
- [15. 22 PA Code 10.2](#)
- [16. 22 PA Code 10.21](#)
- [17. 22 PA Code 10.22](#)
- 18. Pol. 805.1
- 19. Pol. 317
- 20. Pol. 113.1
- 21. Pol. 218
- 22. Pol. 233
- [24 P.S. 2070.1a et seq](#)
- [22 PA Code 235.1 et seq](#)
- [23 Pa. C.S.A. 6301 et seq](#)



every child
is capable of
greatness

Great Minds Quote

Date March 6, 2025
 Expiration Date May 4, 2025
 Prepared By Anna Stotland
 Email anna.stotland@greatminds.org

Quote Number 00438760
 Contact Name Pam Dobson
 Phone (610) 838-7071
 Email pamela.dobson@svpanthers.org

Bill to Name Pam Dobson
 Bill To 2097 Polk Valley Rd
 Hellertown, PA 18055

Ship to Name Pam Dobson
 Ship To 2097 Polk Valley Rd
 Hellertown, PA 18055

End User Saucon Valley Elementary School

Make Payment to:
 Great Minds PBC Tax ID: 84-3785772
Mail payment to:
 Great Minds PBC
 P.O. Box 200283
 Pittsburgh, PA 15251-0283

Phone: 202.223.1854
Email: ordertracking@greatminds.org

Wire/ACH details are available by visiting this link: <https://digitalsupport.greatminds.org/s/ach-instructions>

Arts and Letters - Digital	ISBN	Quantity	List Price	Discounts	Total Price
Grade Multiple					
Arts & Letters Digital Teacher License Levels K-8: Service End Date (6/30 of School Year 2027 - 2028 unless noted otherwise)	GM-03758	58.00	\$100.00	50.00%	\$2,900.00
Arts & Letters Digital Teacher License Levels K-8: Service End Date (6/30 of School Year 2027 - 2028 unless noted otherwise)	GM-03758	45.00	\$100.00	50.00%	\$2,250.00

Arts and Letters - Kit	ISBN	Quantity	List Price	Discounts	Total Price

Grade K					
Arts & Letters Prologue Level K Set (Modules 1-4)	979-8-88811-233-5	1.00	\$10.00	18.00%	\$8.20
Arts & Letters Student Bundle Level K	979-8-89417-045-9	375.00	\$30.00	7.00%	\$10,462.50
Arts & Letters Teach Level K Set (Modules 1-4)	979-8-88811-188-8	1.00	\$200.00	18.00%	\$164.00
Arts & Letters Year 1 Teacher Bundle Level K	979-8-89191-956-3	6.00	\$350.00	25.00%	\$1,575.00
Grade 1					
Arts & Letters Prologue Level 1 Set (Modules 1-4)	979-8-88811-238-0	1.00	\$10.00	18.00%	\$8.20
Arts & Letters Student Bundle Level 1	979-8-89417-046-6	330.00	\$30.00	7.00%	\$9,207.00
Arts & Letters Teach Level 1 Set (Modules 1-4)	979-8-88811-193-2	1.00	\$200.00	18.00%	\$164.00
Arts & Letters Year 1 Teacher Bundle Level 1	979-8-89191-957-0	6.00	\$350.00	25.00%	\$1,575.00
Grade 2					
Arts & Letters Prologue Level 2 Set (Modules 1-4)	979-8-88811-243-4	1.00	\$10.00	18.00%	\$8.20
Arts & Letters Student Bundle Level 2	979-8-89417-047-3	330.00	\$30.00	7.00%	\$9,207.00
Arts & Letters Teach Level 2 Set (Modules 1-4)	979-8-88811-198-7	1.00	\$200.00	18.00%	\$164.00
Arts & Letters Year 1 Teacher Bundle Level 2	979-8-89191-958-7	6.00	\$350.00	25.00%	\$1,575.00
Grade 3					
Arts & Letters Prologue Level 3 Set (Modules 1-4)	979-8-88811-248-9	1.00	\$10.00	18.00%	\$8.20
Arts & Letters Student Bundle Level 3	979-8-89417-048-0	405.00	\$30.00	7.00%	\$11,299.50
Arts & Letters Teach Level 3 Set (Modules 1-4)	979-8-88811-203-8	1.00	\$200.00	18.00%	\$164.00
Arts & Letters Year 1 Teacher Bundle Level 3	979-8-89191-959-4	4.00	\$350.00	25.00%	\$1,050.00
Grade 4					
Arts & Letters Prologue Level 4 Set (Modules 1-4)	979-8-88811-253-3	1.00	\$10.00	18.00%	\$8.20
Arts & Letters Student Bundle Level 4	979-8-89417-049-7	450.00	\$30.00	7.00%	\$12,555.00
Arts & Letters Teach Level 4 Set (Modules 1-4)	979-8-88811-208-3	1.00	\$200.00	18.00%	\$164.00
Arts & Letters Year 1 Teacher Bundle Level 4	979-8-89191-960-0	5.00	\$350.00	25.00%	\$1,312.50
Grade 5					
Arts & Letters Prologue Level 5 Set (Modules 1-4)	979-8-88811-258-8	1.00	\$10.00	18.00%	\$8.20
Arts & Letters Student Bundle Level 5	979-8-89417-050-3	420.00	\$30.00	7.00%	\$11,718.00

Arts & Letters Teach Level 5 Set (Modules 1-4)	979-8-88811-213-7	1.00	\$200.00	18.00%	\$164.00
Arts & Letters Year 1 Teacher Bundle Level 5	979-8-89191-961-7	3.00	\$350.00	25.00%	\$787.50

Core Text - Kit	ISBN	Quantity	List Price	Discounts	Total Price
Grade K					
Arts & Letters Text Library Level K (24)	979-8-89417-091-6	6.00	\$3,963.31	35.00%	\$15,456.91
Grade 1					
Arts & Letters Text Library Grade 1 (24)	979-8-89417-092-3	6.00	\$3,668.32	35.00%	\$14,306.45
Grade 2					
Arts & Letters Text Library Grade 2 (24)	979-8-89417-093-0	6.00	\$3,500.90	35.00%	\$13,653.51
Grade 3					
Arts & Letters Text Library Grade 3 (24)	979-8-89417-094-7	4.00	\$4,526.69	35.00%	\$11,769.39
Grade 4					
Arts & Letters Text Library Grade 4 (24)	979-8-89417-095-4	5.00	\$3,095.59	35.00%	\$10,060.67
Grade 5					
Arts & Letters Text Library Grade 5 (24)	979-8-89417-096-1	3.00	\$1,299.00	35.00%	\$2,533.05

Geodes - Kit	ISBN	Quantity	List Price	Discounts	Total Price
Grade K					
Geodes Level K: Print Classroom Kit (20)	978-1-64497-700-2	6.00	\$3,695.00	20.00%	\$17,736.00
Grade 1					
Geodes Level 1: Print Classroom Kit (20)	978-1-64497-400-1	6.00	\$3,695.00	20.00%	\$17,736.00
Grade 2					
Geodes Level 2: Print Classroom Kit (20)	978-1-64497-408-7	6.00	\$3,695.00	20.00%	\$17,736.00
Grade 3					
Geodes Level 3: Expansion Pack (10)	979-8-89417-143-2	2.00	\$306.90	20.00%	\$491.04
Geodes Level 3: Print Classroom Kit (20)	979-8-89417-044-2	4.00	\$1,495.00	20.00%	\$4,784.00
Geodes Level 3: Renewal Bundle (20)	979-8-89417-144-9	6.00	\$613.80	15.00%	\$3,130.38

PD - Services	ISBN	Quantity	List Price	Discounts	Total Price
Grade Multiple					
Arts & Letters - On-Site PD Support Services - Full Day	GM-03339	1.00	\$3,900.00	100.00%	\$0.00
Arts & Letters - On-Site PD Support Services - Full Day	GM-03339	1.00	\$3,900.00	10.00%	\$3,510.00
Arts & Letters - On-Site PD Support Services - Full Day	GM-03339	1.00	\$3,900.00	10.00%	\$3,510.00
Arts & Letters - Virtual PD Support Services - 3 Hours	GM-03341	2.00	\$1,250.00	100.00%	\$0.00
Arts & Letters - Virtual PD Support Services - 3 Hours	GM-03341	1.00	\$1,250.00	100.00%	\$0.00

Kit	\$262,123.49
Services	\$15,450.00
Digital	\$10,300.00
Solution Subtotal	\$287,873.49
Discount	(\$72,952.89)
Shipping and Handling	\$24,901.73
*Pre-Tax Solution Total	\$239,822.33
Estimated Sales Tax	\$0.00
Estimated S&H Tax	\$0.00
Total Solution:	\$239,822.33

This Quote is governed by the Terms and Conditions at <https://greatminds.org/customer-quote-terms> which are hereby incorporated by reference as if fully set forth herein.

***Tax Exemption: If Customer is exempt from paying any or all taxes, customer shall provide written evidence of such tax exemption issued by the applicable taxing authority.**



QUOTE DATE: March 7, 2025

QUOTE FORM

Company Information

Company Name	95 Percent Group	Quote Number	Q-104785
Address	475 Half Day Road, Suite 350 Lincolnshire, IL 60069	Created Date	March 7, 2025
Prepared By	Rebecca Nagle	Expiration Date	June 30, 2025
Title	Account Associate	Delivery Type	Upfront
Telephone	847-499-8200		
Email	rnagle@95percentgroup.com		

Customer Information

Account Name	SAUCON VALLEY SCHOOL- DISTRICT OFFICE
Address	ATTN: 2097 Polk Valley Road Hellertown, Pennsylvania 18055
Contact Name	Pamela Dobson
Contact Title	
Contact Telephone	
Contact Email	

Invoice / Billing Information

Bill to Name	SAUCON VALLEY SCHOOL DISTRICT OFFICE:PA	Bill to Address	ATTN: 2097 Polk Valley Road Hellertown, Pennsylvania 18055
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QUOTE SUMMARY

Saucon Valley School District - Physical Product				
Site Shipping Information: SAUCON VALLEY SCHOOL DISTRICT: PA Leah Mickey 2097 Polk Valley Rd Hellertown, PA 18055				
Product Name	Product Item #	Unit Price	Qty	Net Total
Phonics Core Program Kindergarten - Classroom Kit	PH4000	\$1,095.00	6	\$6,570.00
Phonics Core Program Kindergarten - Manipulative Kit for 5 students 07/01/2025 - 06/30/2026	PH4000.03	Included as part of Phonics Core Program Kindergarten - Classroom Kit	24	\$0.00
Phonics Core Program Kindergarten - Workbook Set of 5 07/01/2025 - 06/30/2026	PH4000.05	Included as part of Phonics Core Program Kindergarten - Classroom Kit	24	\$0.00
Phonics Core Program Grade 1 - Classroom Kit	PH4001	\$1,199.00	6	\$7,194.00
Phonics Core Program 1G - Manipulative Kit for 5 students 07/01/2025 - 06/30/2026	PH4001.03	Included as part of Phonics Core Program Grade 1 - Classroom Kit	24	\$0.00

Phonics Core Program 1G - Workbook Set of 5 07/01/2025 - 06/30/2026	PH4001.05	Included as part of Phonics Core Program Grade 1 - Classroom Kit	24	\$0.00
Phonics Core Program Grade 2 - Classroom Kit	PH4002	\$1,199.00	6	\$7,194.00
Phonics Core Program 2G - Manipulative Kit for 5 students 07/01/2025 - 06/30/2026	PH4002.03	Included as part of Phonics Core Program Grade 2 - Classroom Kit	24	\$0.00
Phonics Core Program 2G - Workbook Set of 5 07/01/2025 - 06/30/2026	PH4002.05	Included as part of Phonics Core Program Grade 2 - Classroom Kit	24	\$0.00
Phonics Core Program Grade 3 - Classroom Kit	PH4003	\$1,199.00	6	\$7,194.00
Phonics Core Program 3G - Manipulative Kit for 5 students 07/01/2025 - 06/30/2026	PH4003.03	Included as part of Phonics Core Program Grade 3 - Classroom Kit	24	\$0.00
Phonics Core Program 3G - Workbook Set of 5 07/01/2025 - 06/30/2026	PH4003.05	Included as part of Phonics Core Program Grade 3 - Classroom Kit	24	\$0.00
Phonics Core Program Grade 4 - Classroom Kit	PH4004	\$1,199.00	7	\$8,393.00
Phonics Core Program 4G - Manipulative Kit for 5 students 07/01/2025 - 06/30/2026	PH4004.03	Included as part of Phonics Core Program Grade 4 - Classroom Kit	28	\$0.00
Phonics Core Program 4G - Workbook Set of 5 07/01/2025 - 06/30/2026	PH4004.05	Included as part of Phonics Core Program Grade 4 - Classroom Kit	28	\$0.00
Phonics Core Program Grade 5 - Classroom Kit	PH4005	\$1,199.00	4	\$4,796.00
Phonics Core Program 5G - Manipulative Kit for 5 students 07/01/2025 - 06/30/2026	PH4005.03	Included as part of Phonics Core Program Grade 5 - Classroom Kit	16	\$0.00
Phonics Core Program 5G - Workbook Set of 5 07/01/2025 - 06/30/2026	PH4005.05	Included as part of Phonics Core Program Grade 5 - Classroom Kit	16	\$0.00
95 Readables - Grade 4 - The Midnight Circus - Complete Set (5 titles, 6 sets/title - 30 books total)	PH1494	\$935.00	7	\$6,545.00
			Sub Total	\$47,886.00

Saucon Valley School District - Digital Product

Site Shipping Information:
SAUCON VALLEY SCHOOL DISTRICT: PA
Leah Mickey
2097 Polk Valley Rd
Hellertown, PA 18055

Product Name	Product Item #	Unit Price	Qty	Net Total
95 Phonics Core Program, Digital Presentation, Grade K 07/01/2025 - 06/30/2026	PH4000.08	Included as part of Phonics Core Program Kindergarten - Classroom Kit	6	\$0.00
95 Phonics Core Program, Digital Presentation, Grade 1 07/01/2025 - 06/30/2026	PH4001.08	Included as part of Phonics Core Program Grade 1 - Classroom Kit	6	\$0.00
95 Phonics Core Program, Digital Presentation, Grade 2 07/01/2025 - 06/30/2026	PH4002.08	Included as part of Phonics Core Program Grade 2 - Classroom Kit	6	\$0.00
95 Phonics Core Program, Digital Presentation, Grade 3 07/01/2025 - 06/30/2026	PH4003.08	Included as part of Phonics Core Program Grade 3 - Classroom Kit	6	\$0.00
95 Phonics Core Program, Digital Presentation, Grade 4 07/01/2025 - 06/30/2026	PH4004.08	Included as part of Phonics Core Program Grade 4 - Classroom Kit	7	\$0.00
95 Phonics Core Program, Digital Presentation, Grade 5 07/01/2025 - 06/30/2026	PH4005.08	Included as part of Phonics Core Program Grade 5 - Classroom Kit	4	\$0.00
			Sub Total	\$0.00

Net Total :	\$47,886.00
Shipping & Handling (10% of printed product) :	\$4,788.60
Tax :	\$0.00
Grand Total :	\$52,674.60

Notes:

Limited 30 day return/replacement policy: All product returns require prior approval. Please contact orders@95percentgroup.com to receive authorization. 15% restocking fee on all printed Phonics Lesson Library products. 10% on all other printed products. NO returns on opened shrink wrapped product. Damaged materials (stamped, written on, damaged from usage by client) will not be accepted. All sales are final for 95 Phonics Booster Bundle: Summer School Edition. NO refunds, exchanges or returns.



QUOTE DATE: March 7, 2025

QUOTE FORM

Company Information

Company Name	95 Percent Group	Quote Number	Q-108235
Address	475 Half Day Road, Suite 350 Lincolnshire, IL 60069	Created Date	March 7, 2025
Prepared By	Rebecca Nagle	Expiration Date	June 30, 2025
Title	Account Associate	Delivery Type	Upfront
Telephone	847-499-8200		
Email	rnagle@95percentgroup.com		

Customer Information

Account Name	SAUCON VALLEY SCHOOL- DISTRICT OFFICE
Address	ATTN: 2097 Polk Valley Road Hellertown, Pennsylvania 18055
Contact Name	Leah Mickey
Contact Title	Reading
Contact Telephone	610-838-7001
Contact Email	leah.mickey@svpanthers.org

Invoice / Billing Information

Bill to Name	SAUCON VALLEY SCHOOL- DISTRICT OFFICE	Bill to Address	ATTN: 2097 Polk Valley Road Hellertown, Pennsylvania 18055
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QUOTE SUMMARY

Saucon Valley School District - Professional Learning

Site Shipping Information:
SAUCON VALLEY SCHOOL- DISTRICT OFFICE
Leah Mickey
2097 Polk Valley Rd
Hellertown, PA 18055

Product Name	Product Item #	Unit Price	Qty	Net Total
95 Phonics Core Program - Combined Grades 1+2, Virtual Professional Learning, includes digital training materials; 3 hrs	PDV12190	\$1,745.00	1	\$1,745.00
95 Phonics Core Program - Combined Grades 4+5, Virtual Professional Learning, includes digital training materials; 3 hrs	PDV12195	\$1,745.00	1	\$1,745.00
95 Core Phonics-Grade K, Virtual Professional Learning, includes digital training materials; 3 hrs	PDV12130	\$1,745.00	1	\$1,745.00
95 Core Phonics-Grade 3, Virtual Professional Learning, includes digital training materials; 3 hrs	PDV12160	\$1,745.00	1	\$1,745.00
			Sub Total	\$6,980.00

Net Total :	\$6,980.00
Shipping & Handling (10% of printed product) :	\$0.00
Tax :	\$0.00
Grand Total :	\$6,980.00

Notes:

Limited 30 day return/replacement policy: All product returns require prior approval. Please contact orders@95percentgroup.com to receive authorization. 15% restocking fee on all printed Phonics Lesson Library products. 10% on all other printed products. NO returns on opened shrink wrapped product. Damaged materials (stamped, written on, damaged from usage by client) will not be accepted. All sales are final for 95 Phonics Booster Bundle: Summer School Edition. NO refunds, exchanges or returns.

95 Percent Group Terms and Conditions

Please read these Terms and Conditions carefully. These Terms and Conditions are a binding legal document between you (“**Client**”) and 95 Percent Group LLC (“**Company**”). By utilizing our Services (defined below) in any way, and/or accepting the Quote accompanying these Terms and Conditions, and/or paying the amount contemplated by the purchase order, Client represents that (1) Client has read, understands, and agrees to be bound by these Terms and Conditions, and (2) Client has the authority to enter into these Terms and Conditions personally or on behalf of their entity, and to bind that entity to these Terms and Conditions. If Client does not agree to be bound by these Terms and Conditions, Client may not access or use the Services.

1. Description of the Services: Client will engage Company to provide consulting services (the “**Services**”) as described in Quote accompanying these Terms and Conditions as evidenced by a purchase order or payment from Client. Company accepts the engagement on the specified terms and conditions.
 - a. Client Benefit Only: The Services provided are solely for the benefit of Client. The Services are intended for employees of schools and/or school districts. All Company Materials (defined below) are for the use of training participants only and may not be copied or shared without Company’s prior written consent. Resale of the Services or the Company Materials is prohibited. The Services provided are not a “training of trainers” project.
 - b. Virtual Training, Online Support, E-Learning, and Client Portal Website: Virtual training, online support, e-learning, and access to Company’s website and cloud-based platforms are provided on a best-efforts basis. They carry no warranty and are not guaranteed to work without incident. Client technology must meet the [Minimum System Requirements](#) specified on Company’s website.
 - i. Virtual Training Session Failures: If a live virtual session fails due to Company reasons, it will be rescheduled at no additional cost. If the failure is attributed to Client, Client will be billed, and rescheduling will incur an additional fee.
2. Ownership: Company, or its third-party licensors, own and hold all right, title and interest in and to any materials made available, including presentations, digital works, physical copies and any outputs of the Services provided, including without limitation, all intellectual property or derivative works derived therefrom (the “**Company Materials**”).
 - a. Recording of Training Sessions or Presentations: Video or audio taping or other recording of training sessions or presentations is strictly prohibited without prior written consent from Company. Consent requires a written amendment to these Terms and Conditions and payment of an additional fee. Company may record sessions or presentations if granted permission and appropriate release forms are obtained.
 - b. Materials: No Company Materials may be copied, downloaded or otherwise saved by Client, regardless of media. No right or license to use the Company Materials is granted under these Terms and Conditions.
3. Confidentiality: The Company Materials, and any other data or information shared with Client by or about Company, are Company’s “**Confidential Information**”. As such, Client agrees that even after the termination or expiration of this Agreement, they must: maintain in strict confidence all Confidential Information using the same standard of care that a Client uses to protect its own confidential information of a like nature and, in any event, no less than a reasonable standard of care; not use the Confidential Information for any reason other than as specified by Company; and not use, reproduce or disclose the Confidential Information to any third party, in each case, without prior express written consent of the other Party. Client will, and will ensure that its staff and agents, comply with all of confidentiality and non-disclosure and non-use obligations hereunder.

95 Percent Group Terms and Conditions

Client will promptly notify Company if Client learns of any unauthorized release or use of Confidential Information.

4. Compensation: Client agrees to pay for the Services specified in the Quote. Exceeding the agreed-upon number of participants will incur an additional fee of at least \$1,000. Product billing occurs upon shipment, while Service billing occurs after each Service is delivered. Late payment beyond 60 days from the invoice date will incur a 2% monthly late payment fee, starting from 30 days past due.
5. Purchase Orders: If Client uses Purchase Orders or similar payment processes, an authorized Purchase Order must be provided before Company commences work. Any conflicting terms between these Terms and Conditions and a Purchase Order shall be superseded by these Terms and Conditions. Client must provide information on special payment processing steps required. If Client is tax-exempt, the state tax exemption certificate must be provided [prior to the commencement of the Services or the shipping of any products]. Purchase Orders for the Services are due to Company no later than 30 days before scheduled delivery of the first Service.
6. Payment Methods: Company accepts bank checks as the standard payment method. However, for Clients preferring credit cards or similar methods, payment cards are accepted with a “**Convenience Fee**” of 3% of the amount due. The Convenience Fee will be included in each invoice. If a payment card payment lacks the Convenience Fee, the invoice will be adjusted and sent to Client for approval. The Convenience Fee amount is subject to change, with notice given to Client who may choose to discontinue payment card payments.
7. Postponement or Cancellation: If Client postpones or cancels a training date fewer than 30 days before the scheduled date, a cancellation fee of no less than \$250 per training date per consultant will be charged for each postponed or cancelled training date that occurs fewer than 30 days before the scheduled date. Additionally, Client will be responsible for any unrecoverable costs incurred by Company, including without limitation non-refundable travel expenses. If Company cancels a training date due to circumstances beyond their control, such as severe weather, flight delays, illness, or other unavoidable factors, both Company and Client will be responsible for their respective incurred expenses.
8. Indemnification: Each party agrees to indemnify, defend, and hold harmless the other party against any actions, claims, demands, or damages resulting from injury, death, loss, or other liabilities caused by the acts or omissions of their respective agents, servants, or employees in connection with the Services provided under these Terms and Conditions. Client agrees to indemnify, defend, and hold harmless Company from Client’s misuse of the Services and/or the Company Materials.
9. Governing Law: These Terms and Conditions shall be governed by and construed in accordance with the laws of the State of Delaware, unless the state law in Client's jurisdiction prohibits the application of out-of-state governing laws. In such cases, the laws of Client’s state shall prevail.
10. Amendment: Any change, modification, extension, termination, or waiver of these Terms and Conditions or any of its provisions shall be valid only if made in writing and signed by duly authorized representatives of both parties.
11. Force Majeure: Neither party shall be held liable or deemed to have defaulted under these Terms and Conditions for failure or delay in fulfilling any term if such failure or delay is caused by circumstances beyond the reasonable control of the affected party, including but not limited to severe weather, airline flight cancellations or delays, fires, earthquakes, floods, embargoes, wars, acts of war (declared or not), insurrections, riots, civil commotions, strikes, lockouts, acts of God, or acts, omissions, or delays by any governmental authority or other party. However, if a training date is canceled after a consultant staff member has already arrived at Client location, Client will be responsible for the consultant's travel expenses and any applicable

95 Percent Group Terms and Conditions

change fees.

12. Disclaimer: THE SERVICES ARE PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, ANY WARRANTIES OF MERCHANTABILITY, NON-INFRINGEMENT, OR FITNESS FOR A PARTICULAR PURPOSE (EVEN IF THAT PURPOSE IS KNOWN TO COMPANY), OR FROM A COURSE OF DEALING, USAGE, OR TRADE PRACTICE. COMPANY DOES NOT ASSUME, AND EXPRESSLY DISCLAIMS, ANY LIABILITY TO ANY PERSON FOR ANY LOSS OR DAMAGE CAUSED BY THE SERVICES, WHETHER SUCH ERRORS OR OMISSIONS RESULT FROM NEGLIGENCE, ACCIDENT, OR OTHER CAUSE.
13. Waiver; Release: Client does hereby, for themselves, their heirs, administrators or executors, forever WAIVE, RELEASE, and DISCHARGE any and all rights and claims for any expenses, damages, or other losses that Client may allege or that may hereinafter accrue against Company as an invitee onto Client's premises.

QUOTE



Lexia Learning Systems LLC

300 Baker Avenue, Suite 202
Concord, MA 01742 USA
Phone: (978) 405-6200
Fax: (978) 287-0062

Quote #: Q-674975-1
Created Date: 2/20/2025

Prepared By: Ben Steelman
Email: ben.steelman@lexialearning.com

Quote To:
Saucon Valley School District
Accounts Payable
2097 Polk Valley Rd
Hellertown, PA 18055 US

Bill To:
Pam Dobson
Saucon Valley School District
Accounts Payable
2097 Polk Valley Rd
Hellertown, PA 18055 US

1 Year OPTION 1

Start Date	End Date	Quantity	Line Item Description	Sales Price	Total Price
7/1/2025	6/30/2026	145	Lexia Core5 Reading Student Subscription 5th Grade Expansion	\$46.00	\$6,670.00
1 Year Total Price:					\$6,670.00

2 Years (Savings of \$1,091) OPTION 2

Start Date	End Date	Quantity	Line Item Description	Sales Price	Total Price
7/1/2025	6/30/2027	145	Lexia Core5 Reading Student Subscription 5th Grade Expansion	\$84.48	\$12,249.00
2 Years (Savings of \$1,091) Total Price:					\$12,249.00

3 Years (Savings of \$2,428) OPTION 3

Start Date	End Date	Quantity	Line Item Description	Sales Price	Total Price
7/1/2025	6/30/2028	145	Lexia Core5 Reading Student Subscription 5th Grade Expansion	\$121.26	\$17,582.00
3 Years (Savings of \$2,428) Total Price:					\$17,582.00

4 Years (Savings of \$4,536)

OPTION 4

Start Date	End Date	Quantity	Line Item Description	Sales Price	Total Price
7/1/2025	6/30/2029	145	Lexia Core5 Reading Student Subscription 5th Grade Expansion	\$152.72	\$22,144.00
4 Years (Savings of \$4,536) Total Price:					\$22,144.00

5 Years (Savings of \$6,206)

OPTION 5

Start Date	End Date	Quantity	Line Item Description	Sales Price	Total Price
7/1/2025	6/30/2030	145	Lexia Core5 Reading Student Subscription 5th Grade Expansion	\$187.20	\$27,144.00
5 Years (Savings of \$6,206) Total Price:					\$27,144.00

If you are Tax-Exempt, please send a copy of your Tax-Exempt Certification with your PO. Please note that if you have previously provided this certificate to Voyager Sopris, we will need a new certificate issued to Lexia Learning Systems.

Fax or email Purchase Orders with quote number Q-674975-1 AND Option Number to the following:

Attn: Ben Steelman

Email: ben.steelman@lexialearning.com

Fax: 978-287-0062

PLEASE NOTE THE QUOTE NUMBER AND OPTION NUMBER MUST APPEAR ON PURCHASE ORDER(S) IN ORDER TO PROCESS.

TERMS AND CONDITIONS

**Prices included herein are exclusive of all applicable taxes, including sales tax, VAT or other duties or levies imposed by any federal, state or local authority, which are the responsibility of Customer. Any taxes shown are estimates for informational purposes only. Customer will provide documentation in support of tax exempt status upon request. Pricing is valid 60 days. Lexia will invoice the total price set forth above upon Customer's acceptance. Payment is due net 30 days of invoice.

TERM

This quote serves as an Order Agreement and becomes effective upon its acceptance by both parties. The Product/Services purchased pursuant to this Agreement will begin on or about the start date set forth above and continue in effect for the Product/Service Term set forth above ("Subscription Period"). Unless otherwise set forth herein, all Product licenses shall have the same start and end dates, all Products are deemed delivered upon provisioning of license availability, and all Services must be used within the Subscription Period; unused Product licenses or Services are not eligible for refund or credit. Without prejudice to its other rights, Lexia may suspend delivery of the Product/Services in the event that Customer fails to make any payment when due.

ORDER PROCESS

To submit an order, please fax this quote along with the applicable Purchase Order to: (978) 287-0062, or send by email to your sales representative's email address listed above or to lexia_orders@lexialearning.com. To pay with credit card, please send your contact information and quote number to lexia_orders@lexialearning.com

NOTE: EACH PURCHASE ORDER MUST INCLUDE THE CORRECT QUOTE NUMBER PROVIDED ON THIS QUOTE, AND THE QUOTE SHOULD BE ATTACHED.

ACCEPTANCE

All Products and Services are offered subject to the Lexia K-12 Education Application License Agreement terms, available at <https://lexialearning.com/privacy/eula> (the "License"), as supplemented by the terms herein. By placing any order in response to this quote, Customer confirms its acceptance of the License Terms and the terms and fees in this quote, which together, constitute the entire agreement between Customer and Lexia regarding the Products and Services herein (the "Agreement"). Customer and Lexia agree that the terms and conditions of this Agreement supersede any additional or inconsistent terms or provisions in any Customer drafted purchase order, which shall be void and of no effect, or any communications, whether written or oral, between Customer and Lexia relating to the subject matter hereof. In the event of any conflict, the terms of this Agreement shall govern.