

Saucon Valley School District

Regular Meeting of the Board of Education

May 13, 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

6:30 pm – Executive Session for the purpose of Personnel & Employment Agreements

- 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** – Personnel & Employment Agreements
- VI. **Approval of Minutes** – April 22, 2025
- VII. **Recognition** – None
- VIII. **Presentation** – None
- 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 – \$614,749.92
 - B. Cafeteria Expenditures – \$29,084.80
 - C. Health Benefits – \$508,146.84
 - 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 – \$28,179.50
- D. Middle School Activity Report – February and March 2025
- E. High School Activity Report – None

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. None

Policies First Reading

- 1. Approve the first reading of the following policies:
 - 246 – School Wellness
 - 254 – Educational Opportunity for Military Children

Summer Cheerleading Camp

- 2. Approve the following trip to Beach Lake, PA, for the Summer Cheerleading Camp:
 June 12-15, 2025
 17 Cheerleaders, 2 Coaches
 \$370 per participant - Funded by Cheerleading Fundraising and Participants

Envirothon State Championship

- 3. Approve the following trip to Johnstown, PA, for the Envirothon State Championship:
 May 20-21, 2025
 5 Students and 1 Advisor
 Transportation (Approx. \$325) funded by the District
 Hotel Expenses funded by Northampton County Conservation District

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

B. Personnel

Items/Projects for Discussion

- A. None

Recommendations for Approval

Compensation and Benefits Plans

- 1. Approve the following Compensation and Benefits Plans effective July 1, 2025:

<u>Act 93 Administrators and Supervisors</u>	<u>Food Service</u>
<u>Administrative Assistants</u>	<u>Paraprofessionals</u>

Part-Time Bus Drivers

- 2. Approve Jacob Seeds and Michael Goosley as Part-Time Bus Drivers per the current Educational Support Professionals Contract, effective on completion of employment paperwork.

Resignation

- 3. Approve the resignation of Kassandra Diehl, high school teacher, her last day will be June 5, 2025.

Resignation

- 4. Approve the resignation of Dr. Lensi Nikolov, Middle School Principal, her last day will be June 30, 2025.

2024-2025 District Day-to-Day Substitute

- 5. Approve Kelsey Cyphers as an addition to the day-to-day substitute teachers list for the 2024-2025 school year.

2025-2026 Winter Athletic Head Coaches

- 6. Approve the following Winter Athletic Head Coaches for the 2025-2026 school year:

Basketball-Boys	Brett Snyder	\$8,800.00
Wrestling-Varsity	Chad Shirk	\$8,520.00
Swimming-Boys/Girls	Sean Fenoff	\$6,231.00
Indoor Track	Robert Davis	\$1,039.00
Sideline Cheerleading	Tara Matus	\$3,000.00
Basketball-Girls	John Tone	\$8,000.00

2025-2026 Fall Athletic Head Coach – Cross Country

- 7. Approve Michael Vidumsky as the Cross Country Head Coach for the 2025-2026 school year at \$4,000.00.

Maternity Leave

- 8. Approve a maternity leave for Kaitlin Sauerzopf to begin August 19, 2025, and she will return on December 15, 2025. She will be using 23 sick & personal days prior to enacting 12 weeks of unpaid FMLA, which will conclude on December 15, 2025, and she will return to her position at that time.

Substitute Drivers

- 9. Approve Mark Nuss and Karen Werner as Emergency Substitute Bus Drivers at an hourly rate of \$28.81, no benefits, on a “call as needed” basis.

Yearbook Advisor & Editor

- 10. Approve Kara Sterner as the High School Yearbook Advisor & Editor at a stipend of \$1,500.00 for the 2024-2025 school year.

Support Staff Resignations

- 11. Approve the resignations of:
 Donna Traves, full-time bus driver, effective April 23, 2025.
 Eric Holmqvist, maintenance, effective May 24, 2025.

Summer IEP Writer

- 12. Approve Tamara Miller as a Summer IEP writer at \$45/hour.

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.

2025-2026 Budget *

- 1. Approve the 2025-2026 proposed final budget, consistent with school code, in the amount of \$ _____, with \$ _____ coming from the fund balance and a _____ millage increase. The millage rate will be _____. Inspection of the budget will only be done electronically via the district website.

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

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)

Recommendation for Approval

Election of Board Members

1. Approve the candidates for the Colonial Intermediate Unit 20 Board of School Directors, with a term of July 1, 2025 - June 30, 2028, per board ballots.

Recommendation: To approve all motions and recommendations as listed above in CIU 20

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 ~

- May 27, 2025 – 7 pm – Business Meeting – High School Audion
- June 10, 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, April 22, 2025, in the High School Audion. Present were Directors William Broun, Donald Carpenter, John Conte, Vivian Demko, Laurel Erickson-Parson, Tracy Magnotta - online, and Shamim Pakzad. Director Jay Santos was absent. Also present were Jaime Vlasaty, Superintendent, Judith Riegel, Board Secretary, and Mark Fitzgerald, District Solicitor.

- I. **Call to the Order** – 7:05 pm - *Cedric Dettmar, President, presiding*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *Judith Riegel, Board Secretary*
8-present, 1-absent (Santos)
- IV. **Motion to Approve Agenda** – Director Conte, seconded by Director Erickson-Parsons, moved to approve the agenda. Vote: 8-yes, 0-no, 1-absent (Santos)
- V. **Announcement of Executive Session** – Personnel
- VI. **Approval of Minutes** – Director Conte, seconded by Director Erickson-Parsons, moved to approve the minutes of April 8, 2025. Vote: 8-yes, 0-no, 1-absent (Santos)
- VII. **Recognition** – Ryan Pakzad - PMEA State Choir 1st Chair Tenor
Jacob Kelly - SkillsUSA Pennsylvania Champion - Plumbing
George Lookenbill - SkillsUSA Pennsylvania Silver Medalist - Auto Tech
- VIII. **Presentation** – None
- IX. **High School SGA Representative’s Report** – Zoe Sauvagnargues
- X. **Superintendent’s Report** – *Jaime Vlasaty, Superintendent* – Mrs. Vlasaty reported on the new District marquees. One is finished, and the other will be finished soon. Superintendent Vlasaty wished the District’s Administrative Professionals a Happy Administrative Professionals Day.
- XI. **Courtesy of the Floor to Visitors – Agenda Items Only** – None
- XII. **Presentation of Bills** – *David Bonenberger*
 - A. General Expenditures – \$757,920.13
 - B. Cafeteria Expenditures – \$25,773.31
 - C. Health Benefits – \$25,745.63
 - 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: 8-yes, 0-no, 1-absent (Santos)
- XIII. **Treasurer’s Report** – *Donald Carpenter/David Bonenberger*
 - A. Cash Investment and Bond Activity
 - B. Condensed Board Summary Report
 - C. Budget Transfers – None

- D. Middle School Activity Report – None
- E. High School Activity Report – None

1. Approve the above Treasurer’s Report.

Director Conte, seconded by Director Carpenter, moved to approve the Treasurer’s Report. Vote: 8-yes, 0-no, 1-absent (Santos)

XIV. **AGENDA ITEMS**

A. Education

1. Approve the attached Memorandum of Understanding with Northampton County Children, Youth and Families for ESSA Transportation Procedures.

Director Conte, seconded by Director Erickson-Parsons, moved to approve Education Item #1. Vote: 8-yes, 0-no, 1-absent (Santos)

B. Personnel

1. Approve Amanda Brescia Buniak as an addition to the day-to-day substitute teachers list for the 2024-2025 school year.
2. Approve Hannah Buskirk as a dedicated building substitute for the 2024-25 school year, working four days of a five-day school/work week, where needed, in assigned school buildings, effective upon completion of employment paperwork
3. Approve the following 2024-2025 coaching staff:
Juwon Owolabi - Asst Coach HS Track - \$950.00
Wil-Quon Clemmons Head MS Boys Basketball - \$3,000.00
Giada Smith - Asst Coach HS Track - \$950.00
4. Approve the resignation of Tamara Humphries, instructional paraprofessional; her last day will be May 9, 2025
5. Approve Jessica Johnston as a Summer IEP writer at \$45/hour.

Director Conte, seconded by Director Carpenter, moved to approve Personnel Items #1-5. Vote: 8-yes, 0-no, 1-absent (Santos)

C. Facilities

- A. Facilities Committee Meeting Summary – April 9, 2025
 1. Approve the attached list of Surplus/Obsolete Items.

Director Conte, seconded by Director Erickson-Parsons, moved to approve Facilities Item #1. Vote: 8-yes, 0-no, 1-absent (Santos)

D. Finance

- A. Finance Committee Meeting Summary – April 9, 2025
- B. 2025-2026 Budget Presentation – David Bonenberger

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 Bethlehem Area Vocational-Technical School Budget for the fiscal year July 1, 2025 to June 30, 2026, in the total amount of \$15,555,038.00. Saucon Valley’s portion is \$1,147,742.00 this is an increase of \$67,155.00 from 2024-2025
- 2. Approve the staffing agreement with GHR Education from July 1, 2025, to June 30, 2026.

Director Conte, seconded by Director Erickson-Parsons, moved to approve Finance Items #1 & 2. Vote: 8-yes, 0-no, 1-absent (Santos)

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*

G. Bethlehem Area Vo-Tech School – *Vivian Demko & Cedric Dettmar*

H. Colonial Intermediate Unit – *Dr. Shamim Pakzad*

- 1. Approve the candidates for the Colonial Intermediate Unit 20 Board of School Directors, with a term of July 1, 2025 - June 30, 2028, per board ballots. Vote: 8-yes, 0-no, 1-absent (Santos)

I. PSBA Representative – *Donald Carpenter & Jay Santos*

- 1. Approve Donald Carpenter and Jay Santos as delegates to the 2025 PSBA Delegate Assembly on October 21, 2025.

Director Pakzad nominated Donald Carpenter and Jay Santos as the district delegates to the 2025 PSBA Delegate Assembly. Vote: 8-yes, 0-no, 1-absent (Santos)

J. New Business - None

K. Old Business – None

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK - GENERAL **Payment Dates:** 04/25/2025 - 05/14/2025

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		C.J. WAGNER BOWLING SUPPLIES	MISC EXP - ATHLETICS	SUPPLIES - PRINCIPAL 9-12	405.25
		HELLERTOWN BOROUGH AUTHORITY	WATER & SEWER		4,161.41
		LEVIN LEGAL GROUP PC	SOLICITOR RETAINER		110.00
		MACMILLAN OIL CO.OF ALLENTOWN	SUPPLIES - TRANSPORTATION		455.40
		MARLIN LEASING CORP	LEASE PRINCIPAL EXPENDITURES		11,316.04
		PA TURNPIKE TOLL BY PLATE	TRAVEL - TRANSPORTATION		4.00
		PACIFIC LIFE	LIFE INSURANCE BUSINESS OFF		1,338.00
		PENNSYLVANIA TRUST	PURCHASED PRO&TECH SVCS		6,400.00
		SERVICE ELECTRIC TELEPHONE CO.	TELEPHONE		1,148.92
		BI-STATE GIRLS BASKETBALL LEAGUE	MISC EXP - ATHLETICS		480.00
		WHITEHALL HIGH SCHOOL	MISC EXP - ATHLETICS		100.00
		Jessica King	MISC EXP - ATHLETICS		1,100.19
		LISA DI RUSSO	MISC EXP - ATHLETICS		86.00
		MELISSA CHAFFIER	MISC EXP - ATHLETICS		999.85
		MINH HUBERT	MISC EXP - ATHLETICS		302.74
		SAUCON VALLEY MUSIC CONNECTION	LEARN SUPPT - STUDENT FEES - MS		126.00
		SAUCON VALLEY SENIOR HIGH	MISCELLANEOUS		13,650.40
		AHOLD FINANCIAL SERVICES	SUPPLIES - CONSUMER ED 5-8		722.58
		BANANARAMA LLC	OTHER LIABILITIES		2,975.00
		BENDUS JOHN	SENIOR CITIZENS TAX REBATE		300.00

* - 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: 04/25/2025 - 05/14/2025

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		BUREAU OF EDUCATION & RESEARCH	STAFF DEV - NON CERTIFIED		595.00
		CARLA DENDE	SENIOR CITIZENS TAX REBATE		550.00
		CCIU- CHESTER COUNTY IU	PROFESSIONAL EDU SVC IU 5-12	TUITION	599.39
		COOPER ELECTRIC SUPPLY CO.	SUPPLIES - PLANT OPERATIONS		217.51
		EDWARD GROSS	SENIOR CITIZENS TAX REBATE		300.00
		F.W. WEBB COMPANY	Supplies		91.39
		FEKULA III JOSEPH	SENIOR CITIZENS TAX REBATE		550.00
		GLOBAL INDUSTRIAL	SUPPLIES		1,139.75
		HAMPTON LANES	STUDENT ACTIVITIES -INS REL	SPECIAL ACTIVITIES MEALS / REF	1,621.60
		JENNIFER COLE	SENIOR CITIZENS TAX REBATE		550.00
		JUDITH RIEGEL	Mileage & Expense March 2025	TRAVEL-CONF/SEMIN BUS OFFICE	88.46
		KIDSPEACE CHILDREN'S HOSPITAL	SPEC ED NON-PUBLIC TUITION		120.00
		LIFESTANCE HEALTH	SPEC ED - OTHR PROF SVC - HS - COMP ED		455.00
		LOWE AND MOYER GARAGE INC.	Supplies		1,404.29
		MANHATTAN SCHOOL OF MUSIC	EDUC SOFTWARE & LIC ED FOUND		1,480.00
		Nathaniel Kehs	ATHLETICS DUES LACROSSE B VAR		75.00
		NAZARETH MUSIC CENTER	Marching Band Instrument Repair		340.00
		O.R.E. RENTAL EQUIPMENT	OPER - LEASED COPIER - EL		2,784.70
		PIAA	ATHLETICS DUES LACROSSE B VAR		100.00
		RINGO HILL FARMS	SUPPLIES - PLANT OPERATIONS		60.00
		SCHOOL FOOD SERVICE SOLUTIONS	PURCHASED PRO&TECH SVCS		1,950.00

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Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		SINGER EQUIPMENT COMPANY	REPAIRS		14,654.00
		ST. LUKE'S HOSPITAL	DRIVER PHYSICALS		124.00
		TUMEY TIMING & DATA INC.	CONTR SERVICE TRACK BOYS VAR	CONTR SERVICE TRACK GIRLS VAR	3,400.00
		VERIZON WIRELESS	TELEPHONE	COMMUNICATION - ATHLETICS	1,411.78
		VICKI MARIE VAN HISE	PRINTING & BINDING - FINE ARTS - HS	SUPPLIES - ARTS AND THEATRE	1,104.88
10 - GENERAL FUND					81,948.53
Grand Total All Funds					81,948.53
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					81,948.53
Grand Total Virtual Payments					0.00
Grand Total All Payments					81,948.53

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK - GENERAL Payment Dates: 04/25/2025 - 05/14/2025

Payment Categories: Direct Deposits
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		CENTER STAGE LIGHTING & RIGGING INC.	Cont Svc. - HS Fine Arts - The		2,700.00 <i>D</i>
		SUN LIFE ASSURANCE COMPANY OF CANADA	ASSURANT VOL LIFE INS W/H		593.82 <i>D</i>
		TRANE U.S. INC.	Replace Equipment	REPAIRS	39,651.54 <i>D</i>
		ABA SUPPORT SERVICES LLC	PROF SERVICES - MS L SUPPORT		3,013.91 <i>D</i>
		AMAZON CAPITAL SERVICES INC	SUPPLIES		1,813.26 <i>D</i>
		AMY BRAXMEIER	SUPPLIES - PRINCIPAL K-4		69.00 <i>D</i>
		ASCENDANCE TRUCKS PENNSYLVANIA LLC	SUPPLIES - TRANSPORTATION		2,138.25 <i>D</i>
		BACKUPIFY	TECHNOLOGY ADMIN LIC & FEES		461.91 <i>D</i>
		BAVTS	8th grade moving up ceremony-cucakes		226.00 <i>D</i>
		BAYADA HOME HEALTH CARE	PURCH PROF & TECH SVCS		276.25 <i>D</i>
		BRIGHTBILL BODY WORKS	SUPPLIES - TRANSPORTATION		185.22 <i>D</i>
		BSN SPORTS LLC	boys lax uniforrms	boys lacrosse uniforms	10,876.80 <i>D</i>
		BULK BOOKSTORE	SUPPLIES		471.25 <i>D</i>
		CARDINAL POINT SECURITY GROUP	SECURITY SERVICES - DISTRICT		6,003.50 <i>D</i>
		CENTER STAGE LIGHTING & RIGGING INC.	Wireless Microphones		1,018.00 <i>D</i>
		CHRIN HAULING INC	Trash and Recycling		4,960.00 <i>D</i>
		CIRCLE OF SEASONS CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		4,412.18 <i>D</i>
		COLONIAL INTERMEDIATE UNIT #20	SPECIAL ED IU CONTRACTED SVCS		118,131.68 <i>D</i>
		Complete Document Solutions, PA, LLC	PRINTING & BINDING		1,692.08 <i>D</i>
		DEBORAH KIMBALL	ADD FUNDS TO PO 25-501		629.01 <i>D</i>

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Payment Categories: Direct Deposits
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		DEMCO INC.	SUPPLIES - LIBRARY 9-12	Library supplies, items (TBD)	745.11 <i>D</i>
		DIANE SKRAPITZ	SENIOR CITIZENS TAX REBATE		300.00 <i>D</i>
		DININO GINA M.	MISCELLANEOUS		10.72 <i>D</i>
		DONOVAN GROUP II	OTHER PROF SERV - SUP OFC		3,925.00 <i>D</i>
		EAS WATER COFFEE PAPER	SUPPLIES - TRANSPORTATION	SUPPLIES - BUSINESS OFFICE	494.99 <i>D</i>
		EVERDRIVEN TECHNOLOGIES LLC	Transportation Cont Carriers		14,299.51 <i>D</i>
		EXECUTIVE EDUCATION ACADEMY CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		11,765.80 <i>D</i>
		FOLLETT CONTENT SOLUTIONS LLC	SUPPLIES-BOOKS		2,095.01 <i>D</i>
		GENERAL HEALTHCARE RESOURCES, LLC	SPEC ED - OTHER PROF SERVICE		2,873.08 <i>D</i>
		GRAINGER	Supplies		108.36 <i>D</i>
		GREAT MINDS PBC	BOOKS & PERIODICALS REG K-4		1,825.20 <i>D</i>
		HERFF JONES LLC	SUPPLIES		83.10 <i>D</i>
		HILLENDALE ASSOCIATES, INC.	HEALTH INSURANCE EXPENSE PAYAB		1,260.00 <i>D</i>
		INTEGRITEC INC.	Maintenance		479.17 <i>D</i>
		INTERSTATE BATTERY OF ALLENTOWN	Supplies		1,708.45 <i>D</i>
		J.W. PEPPER & SON INC.	Blanket PO for Choir		23.00 <i>D</i>
		KELLY SERVICES INC	PROF SVCS	LEARN SUPPT - OTHR PROF SVC - PCCD MNTHL	54,760.56 <i>D</i>
		LEHIGH VALLEY ACADEMY REGIONAL CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	52,047.99 <i>D</i>
		LEHR JESSICA	DRIVER PHYSICALS		127.50 <i>D</i>
		LINCOLN LEADERSHIP ACADEMY CHARTER SCHOOL	SPEC ED TUITION CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	8,524.95 <i>D</i>

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Bank Account: GF - FULTON BANK - GENERAL Payment Dates: 04/25/2025 - 05/14/2025

Payment Categories: Direct Deposits
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		LINDE GAS & EQUIPMENT INC.	Supplies		119.78 <i>D</i>
		LISA MICHELLE BASARA	TRANSP - CONTRACT CARRIERS - COMP ED		2,600.00 <i>D</i>
		LOGAN KIRIPOSKI INC.	Agreement Renewal		1,310.00 <i>D</i>
		MICROBAC LABORATORIES INC.	Pool Testing		261.78 <i>D</i>
		MIKE HANSSEN	TECHNOLOGY ADMIN LIC & FEES		76.00 <i>D</i>
		MUSIC & ARTS	Jazz Band Music		1,040.81 <i>D</i>
		NAPA AUTO PARTS-HELLERTOWN	SUPPLIES - TRANSPORTATION		2,733.51 <i>D</i>
		NASSP	NJHS graduation ceremony		91.99 <i>D</i>
		NORTHAMPTON COUNTY AREA COMMUNITY COLLEGE	NCC COMTY COLLEGE PAYMENT		23,043.75 <i>D</i>
		NORTHEAST JANITORIAL SUPPLY	Supplies		6,939.50 <i>D</i>
		OVERDRIVE INC.	BOOKS & PERIODICALS LIBR 9-12		209.94 <i>D</i>
		PAMELA DOBSON	Course tuition		1,549.00 <i>D</i>
		PATRICK SMITH	SENIOR CITIZENS TAX REBATE		300.00 <i>D</i>
		PENNSYLVANIA LEADERSHIP CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	17,694.29 <i>D</i>
		PENNSYLVANIA VIRTUAL CHARTER	SPEC ED TUITION CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	4,457.77 <i>D</i>
		PETROLEUM TRADERS CORP.	DIESEL FUEL - TRANSPORTATION		19,891.50 <i>D</i>
		PP & L ELECTRIC UTILITIES	ELECTRIC - PLANT OPERATIONS		38,265.24 <i>D</i>
		PRINTFORCE LLC.	SUPPLIES - SUPERINTENDENT OFF	PRINTING & BINDING PRINC 9-12	1,155.25 <i>D</i>
		PRISCILLA DELEON	SENIOR CITIZENS TAX REBATE		300.00 <i>D</i>
		QUADIENT FINANCE USA INC.	POSTAGE - BUSINESS OFFICE	POSTAGE PRINCIPAL 9-12	3,000.00 <i>D</i>
		QUADIENT LEASING USA INC.	RENTAL POSTAGE MACHINE		975.00 <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:** 04/25/2025 - 05/14/2025

Payment Categories: Direct Deposits
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		RACEWAY CHEVROLET	SUPPLIES - PLANT OPERATIONS		215.80 <i>D</i>
		REVIVE HEALTH INC	HEALTH INSURANCE EXPENSE PAYAB		3,087.00 <i>D</i>
		RIVERSIDE INSIGHTS	SOFT & LIC GIFTED SUPPLIES K-4		1,479.50 <i>D</i>
		ROBERTO CLEMENTE CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		1,470.72 <i>D</i>
		Roberts Oxygen Co. Inc	Supplies		125.72 <i>D</i>
		SAMANTHA FAULKNER	SUPPLIES K-4 ED FOUND		164.52 <i>D</i>
		SCENARIO LEARNING LLC.	EDUC SOFT & LIC - BUS OFC		4,312.70 <i>D</i>
		SCHULTZ KERRY	Conference Mileage March 2025		73.62 <i>D</i>
		STEM LAWN CARE	Lawn Maintenance		4,425.00 <i>D</i>
		SUPERIOR AUTO SERVICE CO. INC.	REPAIRS & MAINT EQUIP		86.80 <i>D</i>
		SV EDUCATIONAL SUPPORT PROFESSIONALS	SUPPORT STAFF DUES W/H PAYABLE		2,259.16 <i>D</i>
		THE LEHIGH VALLEY CHARTER H.S. FOR THE ARTS INC.	TUITION - CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	31,171.47 <i>D</i>
		TRANE U.S. INC.	SUPPLY		458.04 <i>D</i>
		TURF TANK	SUPPLIES - ATHLETICS		340.00 <i>D</i>
		UGI UTILITIES INC	NATURAL GAS - PLANT OPERATIONS		91.53 <i>D</i>
		WESTERN PSYCHOLOGICAL SERVICES - WPS	SUPPLIES		243.54 <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:** 04/25/2025 - 05/14/2025

Payment Categories: Direct Deposits
Sort: Payment Number

10 - GENERAL FUND	532,801.39
Grand Total All Funds	532,801.39
Grand Total Credit Cards	0.00
Grand Total Direct Deposits	532,801.39
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	532,801.39

* - 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:** 04/25/2025 - 05/14/2025

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		AHOLD FINANCIAL SERVICES	FOOD		21.34
		AMAZON CAPITAL SERVICES INC	SUPPLIES		320.44
		GOLD CREEK FOODS LLC	FOOD		2,432.00
		GOLD STAR FOODS	FOOD		156.00
		HERSHEY'S CREAMERY COMPANY	FOOD		1,238.04
		MICHELLE ERRICKSON	PREPAID LUNCHESES		17.00
		POCONO MOUNTAIN DAIRIES	MILK	FOOD	4,680.95
		ROCKLAND BAKERY INC.	FOOD		482.10
		SINGER EQUIPMENT COMPANY	SUPPLIES		1,503.14
		SYSCO OF CENTRAL PA	FOOD		18,233.79
50 - CAFETERIA					29,084.80
Grand Total All Funds					29,084.80
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					29,084.80
Grand Total Virtual Payments					0.00
Grand Total All Payments					29,084.80

* - 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: PH - PLGIT HEALTH BENEFIT Payment Dates: 04/22/2025 - 05/09/2025

Payment Categories: Regular Checks, Non-negotiable Disbursements, Manual Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
* 00W4181740	04/23/2025	DELTA DENTAL	WEEKLY CLAIMS		1,794.42
* 00W4184670	04/29/2025	BENECON	MAY INVOICE		495,412.15
* 00W4185404	04/29/2025	DELTA DENTAL	WEEKLY CLAIMS		3,963.91
* 00W4185405	04/29/2025	DELTA DENTAL	ADMIN FEES		1,108.56
* 00W4189840	05/05/2025	SYNCHRONY RX	FEES		2,892.78
* 00W4191478	05/07/2025	DELTA DENTAL	WEEKLY CLAIMS		2,975.02
10 - GENERAL FUND					508,146.84
Grand Total All Funds					508,146.84
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					0.00
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					508,146.84
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					508,146.84

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

SAUCON VALLEY SCHOOL DISTRICT
BUSINESS OFFICE
BUDGETARY TRANSFER FORM 2024-2025
BOARD DATE: MAY 13, 2025

	ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT	REASON
FROM	10-1241-650-000-00-000-000-0000	LEARN SUPPT – EDUC SOFT & LICENSE	(\$1,479.50)	TRANSFER OF FUNDS
TO	10-1243-650-000-10-000-000-000-0000	SOFT & LIC GIFTED SUPPLIES K-4	\$1,479.50	BALANCE ACCOUNT
FROM	10-2690-444-000-00-000-000-000-0000	RENTAL OF VEHICLES	(\$10,000.00)	TRANSFER OF FUNDS
TO	10-2690-430-000-00-000-000-000-0000	REPAIRS & MAINTENANCE	\$10,000.00	BALANCE ACCOUNT
FROM	10-2690-444-000-00-000-000-000-0000	RENTAL OF VEHICLES	(\$4,832.67)	TRANSFER OF FUNDS
TO	10-2690-442-000-00-000-000-000-0000	RENTAL OF EQUIPMENT	\$4,832.67	BALANCE ACCOUNT
FROM	10-2790-762-000-00-000-000-000-0000	EQUIPMENT REPLACE TRANSP	(\$9,700.00)	TRANSFER OF FUNDS
TO	10-2690-752-000-00-000-000-000-0000	EQUIPMENT-NEW PLANT OPER	\$9,700.00	BALANCE ACCOUNT
FROM	10-2690-444-000-00-000-000-000-0000	RENTAL OF VEHICLES	(\$2,167.33)	TRANSFER OF FUNDS
TO	10-2690-610-000-00-000-000-000-0000	SUPPLIES – PLANT OPERATIONS	\$2,167.33	BALANCE ACCOUNT

TOTAL TRANSFER **\$28,179.50**

SAUCON VALLEY MIDDLE SCHOOL
 FINANCIAL REPORTS
 MARCH 31, 2025
 CLUB ACCOUNT FUND

BEGINNING BALANCE	\$	21,015.55
INCOME		1,994.32
EXPENSES		2,235.20
ENDING BALANCE	\$	20,774.67

CLUB ACCOUNT	ENDING BALANCE
ART CLUB	19.48
BAND	-
CHEERLEADING	634.50
CHORUS	3,432.68
COMMUNITY SERVICE	392.17
GIRLS VOLLEYBALL	4,795.61
HONOR SOCIETY	(297.07)
I-TEAM	983.73
KNITTING CLUB	270.15
MATH COUNTS	-
ODYSSEY OF THE MIND	2.63
READING OLYMPICS	-
SEAPEARCH/ROBOTICS	1,458.80
SKI CLUB	816.08
STUDENT COUNCIL	2,666.77
YEARBOOK	102.39
5TH GRADE	-
6TH GRADE	1,671.04
7TH GRADE	3,354.34
8TH GRADE	376.99
INTEREST	94.38
TOTALS	\$ 20,774.67

Dr. Lensi Nikolov
 Principal

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

BEGINNING BALANCE	21,023.96
INCOME	491.41
EXPENSES	499.82
ENDING BALANCE	21,015.55

CLUB ACCOUNT	ENDING BALANCE
ART CLUB	19.48
BAND	0.00
CHEERLEADING	634.50
CHORUS	3,432.68
COMMUNITY SERVICE	392.17
GIRLS VOLLEYBALL	4,795.61
HONOR SOCIETY	(297.07)
I-TEAM	858.73
KNITTING CLUB	270.15
MATH COUNTS	0.00
ODYSSEY OF THE MIND	2.63
READING OLYMPICS	0.00
SEAPEARCH/ROBOTICS	1,458.80
SKI CLUB	816.08
STUDENT COUNCIL	2,142.58
YEARBOOK	1,001.06
5TH GRADE	0.00
6TH GRADE	1,671.04
7TH GRADE	3,354.34
8TH GRADE	376.99
INTEREST	85.78
TOTALS	\$ 21,015.55

Dr. Lensi Nikolav
 Principal

Book	Policy Manual
Section	200 Pupils
Title	School Wellness
Code	246
Status	Review
Adopted	July 11, 2006
Last Revised	September 9, 2008

Purpose

Saucon Valley School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

Authority

The Board adopts this policy based on the recommendations of the Wellness Committee and in accordance with federal and state laws and regulations. [42 U.S.C. 1758b][7 CFR 210.31]

To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:

1. A comprehensive nutrition program consistent with federal and state requirements.
2. Access at reasonable cost to foods and beverages that meet established nutrition guidelines.
3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
4. Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

Delegation of Responsibility

The Superintendent or designee shall be responsible ~~to monitor~~ **for the implementation and oversight of this policy to ensure each of the** district's schools, programs and curriculum ~~to ensure compliance~~ **is compliant** with this policy, related policies and established guidelines or administrative regulations. [42 U.S.C. 1758b][7 CFR 210.31]

Each building principal or designee shall **annually** report to the Superintendent or designee regarding compliance in his/her school.[7 CFR 210.31]

Staff members responsible for programs related to school wellness shall report to the Superintendent or designee regarding the status of such programs.

The Superintendent or designee shall annually report to the Board on the district's compliance with law and policies related to school wellness. The report may include:

1. Assessment of school environment regarding school wellness issues.
2. Evaluation of food services program.
3. Review of all foods and beverages sold in schools for compliance with established nutrition guidelines.
4. Listing of activities and programs conducted to promote nutrition and physical activity.
5. Recommendations for policy and/or program revisions.
6. Suggestions for improvement in specific areas.
7. Feedback received from district staff, students, parents/guardians, community members and the Wellness Committee. This feedback may include randomized surveys.

An assurance that district guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued for schools in accordance with federal law shall be provided annually by the Business Manager.

The Superintendent or designee and the established Wellness Committee shall conduct an assessment at least once every three (3) years on the contents and implementation of this policy as part of a continuous improvement process to strengthen the policy and ensure implementation. This triennial assessment shall be made available to the public in an accessible and easily understood manner and include:[42 U.S.C. 1758b][7CFR 210.31]

- 1. The extent to which each district school is in compliance with law and policies related to school wellness.**
- 2. The extent to which this policy compares to model wellness policies.**
- 3. A description of the progress made by the district in attaining the goals of this policy.**

At least once every three (3) years, the district shall update or modify this policy as needed, based on the results of the most recent triennial assessment and/or as district and community needs and priorities change; wellness goals are met; new health science, information and technologies emerge; and new federal or state guidance or standards are issued.[7 CFR 210.31]

The district shall annually inform and update the public, including parents/guardians, students, and others in the community, about the contents, updates and implementation of this policy via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods. This annual notification shall include information on how to access the School Wellness policy; information about the most recent triennial assessment; information on how to participate in the development, implementation and periodic review and update of the School Wellness policy; and a means of contacting Wellness Committee leadership.[42 U.S.C. 1758b][7 CFR 210.31]

Guidelines

Recordkeeping

The district shall retain records documenting compliance with the requirements of the School Wellness policy, which shall include:[7 CFR 210.31][7 CFR 210.15]

1. **The written School Wellness policy.**
2. **Documentation demonstrating that the district has informed the public, on an annual basis, about the contents of the School Wellness policy and any updates to the policy.**
3. **Documentation of efforts to review and update the School Wellness policy, including who is involved in the review and methods used by the district to inform the public of their ability to participate in the review.**
4. **Documentation demonstrating the most recent assessment on the implementation of the School Wellness policy and notification of the assessment results to the public.**

Wellness Committee ~~Structure and Guidelines~~

The ~~Board~~ **district** shall ~~appoint~~ **establish** a Wellness Committee comprised of, **but not necessarily limited to**, at least one (1) of each of the following: School Board member, district administrator, district food service representative, student, parent/guardian, **school health professional, physical education teacher and** member of the public. ~~and, as appropriate, school nurse, coach, dietician, health professional, representative of school/parent or community organization, and other individuals chosen by the committee.~~ It shall be the goal that committee membership will include representatives from each school building and reflect the diversity of the community.[42 U.S.C 1758b]

The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing, **implementing and periodically reviewing and updating** a ~~Student~~ **School** Wellness policy that complies with law to recommend to the Board for adoption.

The Wellness Committee shall review and consider evidence-based strategies and techniques in establishing goals for nutrition education and promotion, physical activity and other school based activities that promote student wellness as part of the policy development and revision process.[7 CFR 210.31]

~~The Wellness Committee may examine related research and laws, assess student needs and the current school environment, review existing Board policies and administrative regulations, and raise awareness about student health issues. The Wellness Committee may make policy~~

~~recommendations to the Board related to other health issues necessary to promote student wellness.~~

~~The Wellness Committee may survey parents/guardians and/or students; conduct community forums or focus groups; collaborate with appropriate community agencies and organizations; and engage in similar activities, within the budget established for these purposes.~~

~~The Wellness Committee may provide periodic reports no less than annually to the Superintendent or designee regarding the status of its work.~~

~~The Wellness Committee will consider the following district framework when reviewing, updating, or addressing the area of wellness within the school district or in curriculum: nutrition, physical activity, physical education, school based activities, and nutritional guidelines.~~

Advisory Health Council

An Advisory Health Council may be established by the Superintendent to study student health issues and to assist in organizing follow-up programs.[24 P.S. 1422]

The Advisory Health Council may examine related research, assess student needs and the current school environment, review existing Board policies and administrative regulations, and raise awareness about student health issues.

The Advisory Health Council may make policy recommendations to the Board related to other health issues necessary to promote student wellness.

The Advisory Health Council may survey parents/guardians and/or students; conduct community forums or focus groups; collaborate with appropriate community agencies and organizations; and engage in similar activities, within the budget established for these purposes.

The Advisory Health Council shall provide periodic reports to the Superintendent or designee regarding the status of its work, as required.

Individuals who conduct student medical and dental examinations shall submit to the Advisory Health Council annual reports and later reports on the remedial work accomplished during the year, as required by law.[24 P.S. 1422]

Nutrition Education

~~The goal of Nutrition education in the district shall is to teach, model, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.~~

Nutrition education will be provided within the sequential, comprehensive health education program in accordance with ~~State Board of Education~~ curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.[24 P.S. 1513]Pol. 102][Pol. 105]

Nutrition education shall provide all students with the knowledge and skills needed to lead healthy lives.

{ } **Nutrition education lessons and activities shall be age-appropriate.**

{ } **Nutrition curriculum shall teach behavior-focused skills, which may include menu planning, reading nutrition labels and media awareness.**

{ } School food service and nutrition education classes shall cooperate to create a learning laboratory.

Nutrition education ~~may~~ **shall** be integrated into other subjects **such as math, science, language arts and social sciences** ~~if and when appropriate~~ to complement but not replace academic standards based on nutrition education.

Lifelong lifestyle balance shall be reinforced by linking nutrition education and physical activity.

The staff responsible for providing ~~in-class~~ nutrition education shall be properly trained and prepared and shall ~~have the opportunity to~~ participate in appropriate professional development. The district ~~Criteria shall be developed to measure "properly" and "appropriate."~~ **standards for such training and professional development.**[Pol 808]

Nutrition education ~~may~~ **shall** extend beyond the school environment by engaging and involving families and the communities.

District staff may cooperate with agencies and community organizations to provide opportunities for appropriate student projects related to nutrition.

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs.

{ } District schools shall promote nutrition through the implementation of Farm to School activities, where possible. Activities may include, but not be limited to, the initiation/maintenance of school gardens, taste-testing of local products in the cafeteria and classroom, classroom education about local agriculture and nutrition, field trips to local farms and incorporation of local foods into school meal programs.

{ } District staff shall cooperate with agencies and community organizations to provide opportunities for appropriate student projects related to nutrition.

{ } District food service personnel shall review and implement research-based, behavioral economics techniques in the cafeteria to encourage consumption of more whole grains, fruits, vegetables and legumes, and to decrease plate waste.

{ } Consistent nutrition messages shall be disseminated and displayed throughout the district, schools, classrooms, cafeterias, homes, community and media.

{ } Consistent nutrition messages shall be demonstrated by avoiding use of unhealthy food items in classroom lesson plans and school staff avoiding eating less healthy food items in front of students.

{ } District schools shall offer resources about health and nutrition to encourage parents/guardians to provide healthy meals for their children.

{ } _____ other.

Physical Activity

District schools shall strive to provide opportunities for developmentally appropriate physical activity during and after the school day for all students through curricular, extracurricular and intramural activities.

~~{ }~~ **District schools shall contribute to the effort to provide students opportunities to accumulate at least sixty (60) minutes of age-appropriate physical activity daily, as recommended by the Centers for Disease Control and Prevention. Opportunities offered at school will augment physical activity outside the school environment, such as outdoor play at home, sports, etc.**

Students shall ~~be encouraged to~~ participate daily in a variety of age-appropriate physical activities designed to achieve optimal health, wellness, fitness and performance benefits.

Age ~~and developmentally~~-appropriate physical activity opportunities, such as **outdoor and indoor** recess ~~at the elementary level~~, **before and after school programs, during lunch**, clubs, intramurals and interscholastic athletics, shall be provided to meet the needs and interests of all students, in addition to planned physical education.

A physical and social environment that encourages safe and enjoyable activity for all students shall be maintained.

Extended periods of student inactivity, two (2) hours or more, shall be discouraged.

Physical activity breaks shall be provided for students during classroom hours.

~~{ }~~ **Before and/or after-school programs shall provide developmentally appropriate physical activity for participating children.**

District schools shall ~~be encouraged~~ partner with parents/guardians and community members **and organizations, such as YMCAs, Boys & Girls Clubs, local and state parks, hospitals, etc.,** to institute programs that support **lifelong** physical activity.

Physical activity shall not be used or withheld as a form of punishment.

~~{ }~~ **District schools shall promote physical activity through encouragement of walking and biking as a means of transportation to and from school.**

Students ~~and their families~~ ~~staff and community~~ shall ~~have access to physical activity facilities outside school hours, when available~~ be encouraged to utilize district-owned physical activity facilities, such as playgrounds and fields, outside school hours in accordance with established district rules.

~~{ }~~ _____ other.

Physical Education

A sequential physical education program consistent with curriculum regulations and Health, Safety and Physical Education academic standards shall be developed and implemented. All district students must participate in physical education.[Pol. 102][Pol. 105][24 P.S. 1512.1]

Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.

~~A varied comprehensive physical education curriculum, consistent with the State Board of Education regulations and academic standards, with adequate amounts of planned instruction, shall be the means through which all students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health enhanced physical activity.~~

{ } Physical education classes shall be the means through which all students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health-enhancing physical activity.

{ } A comprehensive physical education course of study that focuses on providing students the skills, knowledge and confidence to participate in lifelong, health-enhancing physical activity shall be implemented.

{ } A varied and comprehensive curriculum that promotes both team and individual activities and leads to students becoming and remaining physically active for a lifetime shall be provided in the physical education program.

{ } Adequate amounts of planned instruction shall be provided in order for students to achieve the proficient level for the Health, Safety and Physical Education academic standards.

A local assessment system shall be implemented to track student progress on the Health, Safety and Physical Education academic standards.

Students shall be moderately to vigorously active as much time as possible during a physical education class. Documented medical conditions and disabilities shall be accommodated during class.

Safe and adequate equipment, facilities and resources shall be provided for physical education courses.

Physical education shall be taught by certified health and physical education teachers.

Appropriate professional development shall be provided for physical education staff.

Physical education classes shall have a teacher-student ratio comparable to those of other courses **for safe and effective instruction.**

Physical activity shall not be used or withheld solely as a form of punishment.

{ } _____ other.

Other School Based Activities

Safe drinking water ~~at water fountains~~ shall be available **and accessible to students, without restriction and at no cost to the student**, at all meal periods and throughout the school day. [\[7 CFR 210.10\]](#)[\[7 CFR 220.8\]](#)[\[24 P.S. 701\]](#)[\[24 P.S. 742\]](#)

Nutrition professionals who meet hiring criteria established by the district and in compliance with federal regulations shall administer the school meals program. Professional development and continuing education shall be provided for district nutrition staff, as required by federal regulations. [\[\[Pol. 808\]](#)[\[42 U.S.C. 1751 et seq\]](#)[\[42 U.S.C. 1773\]](#)[\[7 CFR 210.11\]](#)

District schools shall provide adequate space, as defined by the district, for eating and serving school meals.

Students shall be provided a clean and safe meal environment.

Students shall be provided adequate time to eat: ten (10) minutes sit down time for breakfast; twenty (20) minutes sit down time for lunch.

{ } District schools shall implement alternative service models to increase school breakfast participation where possible, such as breakfast served in the classroom, “grab & go breakfast” and breakfast after first period to reinforce the positive educational, behavioral and health impacts of a healthy breakfast.

Meal periods shall be scheduled at appropriate hours, **as required by federal regulations and as defined by the district.** 7 CFR 210.10]

Students shall have access to hand washing or sanitizing before meals and snacks.

Access to the food service operation shall be limited to authorized staff.

Nutrition content of school meals shall be available to students and parents/guardians, **upon request.**

Students and parents/guardians may **offer input be involved** in menu selections through various means, **such as taste testing and surveys.**

To the extent possible, the district shall utilize available funding and outside programs to enhance student wellness.

The district shall provide appropriate training to all staff on the components of the School Wellness policy.

Goals of the School Wellness policy shall be considered in planning all school based activities.

{ } Fundraising projects submitted for approval shall be supportive of healthy eating and student wellness.

{ } Administrators, teachers, food service personnel, students, parents/guardians and community members shall be encouraged to serve as positive role models through district programs, communications and outreach efforts.

The district shall support the efforts of parents/guardians to provide a healthy diet and daily physical activity for children by communicating relevant information through various methods.

{ } The district shall maintain a healthy school environment to optimize conditions for learning and minimize potential health risks to students, in accordance with the district’s school environmental health program and applicable laws and regulations.

The district shall provide a list of CPR certified and AED certified **sd** individuals within each school. [Pol. 822]

{ } _____ other.

Nutrition Guidelines for All Foods/Beverages at School

All foods and beverages available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing obesity.

Foods **and beverages** provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards **under the School Meals Initiative.** [7 CFR 210.10][7 CFR 220.8][42 U.S.C. 1751 et seq][42 U.S.C. 1773]

Foods and beverages offered or sold at school-sponsored events outside the school day, such as athletic events and dances, shall offer healthy alternatives in addition to more traditional fare.

Competitive Foods -

All foods available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity.

Foods provided through the National School Lunch or School Breakfast Programs shall comply with federal nutrition standards under the School Meals Initiative.

Competitive foods available for sale shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School). These standards shall apply in all locations and through all services where foods and beverages are sold to students, which may include, but are not limited to: a la carte options in cafeterias, vending machines, school stores, snack carts and fundraisers. [7 CFR 210.31][7 CFR 210.11][7 CFR 210.11]

Competitive foods are defined as foods **and beverages** offered **or sold to students on school campus during the school day**, ~~other than through the National School Lunch or Breakfast programs~~ **which that are not part of the reimbursable school breakfast or lunch** and include a la carte foods, snacks and beverages; vending food, snacks and beverages; school store food, snacks and beverages; fundraisers; classroom parties; **and** holiday celebrations. ~~and food from home.~~ [7 CFR 210.31][7 CFR 210.11] [7 CFR 210.12]

For purposes of this policy, school campus means any area of property under the jurisdiction of the school that students may access during the school day. [7 CFR 210.31][7 CFR 210.11]

For purposes of this policy, school day means the period from midnight before school begins until thirty (30) minutes after the end of the official school day. [7 CFR 210.31] [7 CFR 210.11]

The district may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements. 7 CFR 210.11]

All competitive foods **sold** to students in district schools shall comply with the Nutritional Standards of Competitive Foods in Pennsylvania schools **and established federal nutrition standards (USDA Smart Snacks in School)**. The nutritional standards shall be implemented as a three (3) year plan. ~~[24 P.S. 13371.1]~~ [7 CFR 210.31] [7 CFR 210.11] [7 CFR 210.12]

Fundraiser Exemptions -

Fundraising activities held during the school day involving the sale of competitive foods shall be limited to foods that meet the Smart Snacks in School nutrition standards, unless an exemption is approved in accordance with applicable Board policy and administrative regulations. [Pol. 229]

The district may allow a limited number of exempt fundraisers as permitted by the Pennsylvania Department of Education each school year: up to five (5) exempt fundraisers in elementary and middle school buildings, and up to ten (10) exempt fundraisers in high school buildings. Exempt fundraisers are fundraisers in which competitive foods are available for sale to students that do not meet the Smart Snacks in School nutrition standards. [7 CFR 210.11]

The district shall establish administrative regulations to implement fundraising activities in district schools, including procedures for requesting a fundraiser exemption.

Non-Sold Competitive Foods -

Non-sold competitive foods available to students, which may include but are not limited to foods and beverages offered as rewards and incentives, at classroom parties and celebrations, or as shared classroom snacks, shall meet or exceed the standards established by the district.

If the offered competitive foods do not meet or exceed the Smart Snacks in School nutrition standards, the following standards shall apply:

1. Rewards and Incentives: ~~(CHOOSE ONE OF THE OPTIONS BELOW)~~

- a. Foods and beverages shall not be used as a reward or incentive in district schools.
- b. Foods and beverages shall not be used as a reward for classroom or school activities unless the reward is an activity that promotes a positive nutrition message (e.g., guest chef, field trip to a farm or farmers market, etc.).
- c. _____ other.

Classroom Parties and Celebrations: ~~(CHOOSE ONE OR MORE OF THE OPTIONS BELOW)~~

- a. Only non-food based parties and celebrations shall occur on the school campus during the school day in district schools.
- b. Classroom parties/celebrations with food/beverages shall be limited to no more than one (1) per month in each classroom.
- c. Parents/Guardians shall be informed through newsletters or other efficient communication methods that foods/beverages should only be brought in when requested for scheduled parties.
- d. Classroom parties shall offer a minimal amount of foods (maximum 2-3 items) containing added sugar as the primary ingredient (e.g., cupcakes, cookies) and will provide the following:
 - i. Fresh fruits/vegetables; and
 - ii. Water, 100 percent juice, 100 percent juice diluted with water, low-fat milk or nonfat milk.
- e. When possible, foods/beverages for parties and celebrations shall be provided by the food service department to help prevent food safety and allergy concerns.

- f. **Food celebrations shall not occur until thirty (30) minutes after the end of the last lunch period.**
- g. _____ other.

2. Shared Classroom Snacks: (CHOOSE ONE OF THE OPTIONS BELOW)

- a. Shared classroom snacks are not permitted in district schools.
- b. _____ other.

The district shall provide a list of suggested nonfood ideas and healthy food and beverage alternatives to parents/guardians and staff, which may be posted via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods.

Marketing/Contracting -

Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established Board policy and administrative regulations. [7 CFR 210.31][7 CFR 210.11]

Exclusive competitive food and/or beverage contracts shall be approved by the Board, in accordance with provisions of law. Existing contracts shall be reviewed and modified to the extent feasible to ensure compliance with established federal nutrition standards, including applicable marketing restrictions. [24 P.S. 504.1]

Management of Food Allergies in District Schools

The district shall establish Board policy and administrative regulations to address food allergy management in district schools in order to: [Pol. 209.1]

- 1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.**
- 2. Ensure a rapid and effective response in 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.**

Safe Routes to School

The district shall assess and, to the extent possible, implement improvements to make walking and biking to school safer and easier for students.

The district shall cooperate with local municipalities, public safety agency, police departments and community organizations to develop and maintain safe routes to school.

District administrators shall seek and utilize available federal and state funding for safe routes to school, when appropriate.

Rewards, Punishments

~~District schools will discourage the use of food or beverages, especially those that do not meet established nutrition standards, as rewards for academic performance or good behavior, and will not withhold food or beverages, including food served through school meals, as punishment.~~

[24 P.S. 1337.1](#)

[24 P.S. 1422.3](#)

[P.L. 111-296](#)

[7 CFR Part 210](#)

[7 CFR Part 220](#)

Pol. 103

Pol. 103.1

Book	Policy Manual
Section	200 Pupils
Title	Educational Opportunity for Military Children
Code	254 Vol V 2024
Status	Review
Last Reviewed	February 25, 2025

Purpose

The Board recognizes the challenges encountered by children of military families due to the frequent moves and deployment of their parents/guardians. The Board is committed to eliminating barriers to student attendance, education and graduation; and to providing additional supports to children of military families in compliance with federal and state laws, regulations and Board policy.

Definitions

Active duty – means full-time duty status in the active uniformed services of the United States, including members of the National Guard and reserve on active duty orders. [1][2]

Children of military families - means a school-aged child, enrolled in kindergarten through twelfth grade, normally residing in the household of an active duty member or in accordance with applicable law. Specifically, this includes children of: [3][4]

1. Active duty members of the uniformed services.
2. Members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement.
3. Members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.
4. Members of the National Guard or reserve who are required to move to perform responsibilities in their service, which results in the child having to transfer from a public school in another state to a public school in this state. [4]

This does not include the children of: [3]

1. Inactive members of the National Guard and military reserves.
2. Members of the uniformed services now retired, except as otherwise stated in this policy.
3. Veterans of the uniformed services, except as otherwise stated in this policy.
4. Other United States Department of Defense personnel and other federal agency civilian and contract employees not defined as active duty members of the uniformed services.

State Council – an entity to coordinate the state’s participation and compliance among its government agencies, school entities and military installations.

Uniformed services – means the U.S. armed forces, Commissioned Corps of the National Oceanic and Atmospheric Administration, and the Commissioned Corps of the Public Health Service.[5]

U.S. armed forces – means the Army, Navy, Air Force, Marine Corps, Coast Guard and Space Force.[5]

Authority

The Board directs the district to comply with the provisions of the Interstate Compact on Educational Opportunity for Military Children (Compact) and this Board policy by:[3][6]

1. Facilitating the timely enrollment of children of military families and ensuring that they are not placed at a disadvantage due to difficulty in the transfer of education records from previous school districts or variations in entrance/age requirements.[7][8][9][10]
2. Facilitating the student placement process through which children of military families are disadvantaged by variations in attendance requirements, scheduling, sequencing, grading, course content or assessment.[11][12][13][14][15]
3. Facilitating the qualification and eligibility for enrollment, educational programs and participation in extracurricular, academic, athletic and social activities.[16][17][18]
4. Facilitating the on-time graduation of children of military families.[19]
5. Providing for the promulgation and enforcement of administrative rules implementing the provisions of the Compact.
6. Providing for the uniform collection and sharing of information between and among states, schools and military families under the Compact.
7. Promoting coordination between the Compact and other compacts affecting military children.
8. Promoting flexibility and cooperation between the educational system, parents/guardians and the student in order to achieve educational success for the student.

Advance Enrollment

In addition to the provisions of the Compact, the district shall enroll children of a parent/guardian who is an active duty member of the U.S. armed forces, including a reserve component, that has received official military orders to transfer into or within Pennsylvania, prior to establishing residency in this district.[7][9][20]

The parent/guardian shall provide the following:[7][20][21]

1. A copy of the official military order.
2. Proof of intent to move into this district, which may include:[20]
 - a. A signed contract to buy a home.
 - b. A signed lease agreement.
 - c. A statement from the parent/guardian stating their intent to move into the district.

Within forty-five (45) days after the arrival date specified in the military orders, the parent/guardian shall provide the district with proof of residence in this district.[20]

The Board shall ensure that children of military families have equal access to the same educational programs, activities and services provided to other district students.

Delegation of Responsibility

The Superintendent shall be authorized to waive specific requirements in Board policies, procedures and administrative regulations to the extent that they create barriers for the enrollment, placement and attendance of children of military families.[7][8][9][12][16][17][19][22]

The Superintendent or designee shall collaborate with the military family education liaison designated by the State Council, school staff, sending schools, local agencies and other entities in supporting the needs of children of military families.

Guidelines

Children of military families enrolled in this district shall be provided support and services, as appropriate to each individual student’s needs, in accordance with the Compact and Board policy. [23][24][25][26][27]

PSBA Revision 9/24 © 2024 PSBA

Legal

[1. 10 U.S.C. 12301 et seq](#)

[2. 10 U.S.C. 12401 et seq](#)

[3. 24 P.S. 7302](#)

[4. 24 P.S. 1184](#)

[5. 10 U.S.C. 101](#)

[6. 24 P.S. 7301](#)

7. Pol. 200

8. Pol. 201

9. Pol. 202

10. Pol. 216

11. Pol. 127

12. Pol. 204

13. Pol. 206

14. Pol. 212

15. Pol. 215

16. Pol. 122

17. Pol. 123

18. Pol. 231

19. Pol. 217

[20. 24 P.S. 1302.1](#)

[21. 24 P.S. 1302](#)

22. Pol. 203

23. Pol. 103.1

24. Pol. 113

25. Pol. 114

26. Pol. 138

27. Pol. 918

Pol. 113.4

Pol. 115

Pol. 146

Pol. 209

Interstate Compact on Educational Opportunity for Military Children (MIC3)



[254-Attach Educational Opportunity for Military Children Compact Rules.docx \(14 KB\)](#)

Saucon Valley School District
Hellertown, PA

COMPENSATION AND BENEFITS PLAN FOR THE

ADMINISTRATORS & SUPERVISORS
of the
SAUCON VALLEY SCHOOL DISTRICT

Effective
July 1, 2025 to June 30, 2028

COMPENSATION AND BENEFITS PLAN
SAUCON VALLEY SCHOOL DISTRICT

BOARD OF SCHOOL DIRECTORS

and the

ADMINISTRATORS and SUPERVISORS
of the SAUCON VALLEY SCHOOL DISTRICT

July 1, 2025 to June 30, 2028

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Administrator Compensation Plan

The Board of School Directors of the Saucon Valley School District adopts the following Administrator Compensation Plan pursuant to Section 1164 of the "Public School Code of 1949", as amended, 24 P.S. {11-1164, ("Act 93"). The Board recognizes the importance of maintaining an effective management team to strengthen the administrative and educational programs of the District, and to establish and improve communications, decision-making, conflict resolution, and other relationships among the members of the team.

I. TERM OF COMPENSATION PLAN

This plan is effective July 1, 2025 and shall continue in effect until June 30, 2028.

II. DEFINITIONS

For the purposes of the Plan only, the term "Administrator" shall include the following positions, which may be subject to change from time to time as may be approved by the Board of School Directors:

- A. Administration / Professional Positions
 - Elementary Principals
 - Secondary Principals
 - Assistant Principals
 - Director of Special Education

 - Assistant Business Manager

- B. Support Services Administrative Positions
 - Supervisor of Campus Operations
 - Supervisor of Technology
 - Athletic Director
 - Food Service Coordinator
 - District Data/PIMS Coordinator
 - Business Department Accountant
 - Human Resource Generalist
 - Director of Student and Community Relations

- C. Other Positions as May Be Established by the Board of School Directors during the Term of this Plan.

III. COMPENSATION PLAN

SEE Appendix "B" attached hereto.

IV. FRINGE BENEFITS

The District shall provide fringe benefits as outlined in Appendix "A".

V. DISTRICT RESERVATION OF RIGHTS

Nothing contained in this Plan is intended or shall be construed as guaranteeing any Administrator that he/she will continue in his/her current job assignment through the term of this Plan or thereafter. The District reserves all managerial rights granted by the Public School Code, including, without limitation, the right to furlough, suspend, demote, discharge, or remove any of its Administrators or to otherwise establish, reassign, or abolish administrative job assignments and/or positions consistent with the Public School Code.

VI. REOPENER CLAUSE

In any year during the term of the Compensation and Benefits Plan, the District reserves the right to reopen the Compensation and Benefits Plan.

APPENDIX A
Fringe Benefit Guide
for
Professional Administrative Positions

FRINGE BENEFITS

The Saucon Valley Board of School Directors grants to all Administrators all fringe benefits as contracted with the professional personnel. Specifically, those fringe benefits are as follows:

A. Payroll Deductions For:

1. United Fund
2. Tax Sheltered Annuities
3. Payroll Savings/Checking
4. Savings Bonds

B. Healthcare Coverage and Prescription Plan

The District must provide written information to all employees regarding all health care programs offered by the District.

The Saucon Valley School District shall make available two PPO plan options for District employees. For all employees hired on or after July 1, 2021, the only plan available to participate in shall be the PPO Plan 2.

The PPO Plan 1 whose plan design is attached at Appendix “C” to this Agreement shall be made available with employees contributing the following percentage to the total cost of the annual premium.

- 2025-2026 – 11%
- 2026-2027 – 11.5%
- 2027-2028 – 12.5%

The PPO Plan 2 whose plan design is attached at Appendix “C” to this Agreement shall be made available with employees contributing the following percentage to the total cost of the annual premium.

- 2025-2026 – 4%
- 2026-2027 – 5%
- 2027-2028 – 6%

The total cost of the annual premium shall be the equivalent of the COBRA amounts in a given year without the administrative fees for the plan and level of healthcare elected by the employee.

Healthcare shall include, but not be limited to premium contributions to healthcare and prescription drug plans and co-pay, plan designs and co-pays, deductibles, in-network and out of network coverages, vision and dental premiums, co-pays, etc.

Prescription Drug Plan and Contributions

The Saucon Valley School District shall purchase and provide for each Employee and their family (includes spouse and children to the age of twenty-six (26) or the age required pursuant to federal law), the Caremark Prescription Drug Plan, or at least its equivalent.

Restricted Generic Substitution: If a generic is available and the member wants a brand, the member will pay the brand (either preferred or non-preferred) copay plus the difference in the cost between generic and brand. However, if the member's doctor writes the script for "dispense as written" (DAW) then the patient only pays the preferred or non-preferred brand copay.

(a) **Section 125 Plan**

Establish a voluntary individual Spending Account for **Medical Care and Dependent Care**.

(b) **Cost-Containment Provisions:**

The following provisions have been added to the Compensation and Benefits Plan for the purpose of assisting the District in containing the cost of providing healthcare benefits to its Employees and limiting the future increases in those costs.

1. Employees who are enrolled in healthcare benefit coverage under the District medical plan, including the dental plan and the vision plan, and discontinue District-provided coverage at any time by providing proof of coverage elsewhere shall receive a recurring bonus payment of \$1,000 each school year. The bonus payment shall be paid across all pays of the school year. Married spouses who both work for the District shall not be eligible for the payment. Employees shall receive this full bonus so long as they remain off the plan for a full year. In the event an employee leaves or returns to the District plan during the year the payment herein shall be prorated based on when the employee left or returned to the District plan.

2. Employees may re-enroll in the plan under two circumstances:

- a qualifying life event as defined by the District’s benefits plan
- at the next regularly scheduled open enrollment.

3. If such Employees later wish to re-enroll in a District paid medical plan they may do so at open enrollment and without a penalty.

4. Precise terms and conditions of all group insurance benefits shall be described by the master plan or master contract issued by the carrier.”

(c) **Spousal Coordination of Benefits**

Effective for all Employees, spousal coverage under the District healthcare program shall be extended to an employee’s spouse only in the event the Employee’s spouse’s employer does not provide healthcare insurance.

C. Dental Coverage

The District shall purchase the Dental Service Plan of Delta Dental of Pennsylvania for each Administrator and his/her family. Coverage for spouses shall not be available if a spouse is eligible for dental coverage on his/her employer’s plan. Maximum of \$2000.00 per year as per the Professional contract. Administrators’ plan will be the same dental plan provided to the Saucon Valley Education Association members under their Collective Bargaining Agreement.

The District retains the right to select insurance carriers for other dental insurance programs pursuant to its own policy and/or any mutuality of agreement existing between the District and its Administrators.

D. Vision Care

Administrators shall be entitled to participate in a vision care plan, if any, provided to the professional employees of the Saucon Valley Education Association under the Collective Bargaining Agreement. This provision is subject to change to the extent such coverage changes under the Collective Bargaining Agreement with the teachers. Spouses of administrators shall only be eligible under this section if vision care is not otherwise provided by their employer.

E. Retirement Benefits

Saucon Valley School District shall pay to those Administrators retiring from the District, who have been employed in the District for at least ten (10) years, the sum of money provided by applying the following schedule: **UNUSED SICK LEAVE DAYS - \$50.00 per day.** In the event the dollar amount is less than \$1,000 in a payout for the sick days, the money shall be paid directly to the Employee with the appropriate tax withholdings. In the event the dollar amount is more than \$1,000, the money will be placed in a 403(b) account.

(1) In case of the death of any Administrator of the District, the payment provided above shall be made to the estate of the deceased Administrator.

(2) Retirement Healthcare

The provision below shall be grandfathered for all employees employed as of July 1, 2022. The retirement healthcare provision below shall be discontinued for any and all new hires into the Administrator and Supervisors group hired after July 1, 2022.

A retiring full-time employee who has worked a minimum of 15 full-time years for the District at retirement time will receive from the District paid medical coverage for the employee only, not to include dental, vision, or life insurance coverage, until the age of 65 or for a maximum of six (6) years following the date of retirement, whichever is sooner. If this age requirement is declared to be in violation of ADEA by any court of competent jurisdiction, the parties agree that the age requirement shall become null and void and shall immediately be replaced by the phrase "for six (6) years following the date of retirement". Payment to be made by the District for the term of this obligation shall be limited to the monthly premium rates in effect for the year in which the employee elects to retire. The retired administrator may continue to pay for spouse or family benefits at their own expense if an administrator has not reached the age of Medicare benefits eligibility at the end of the six-year time frame, he/she has the option to contribute the full monthly premium for medical and/or dental coverage at their own expense. Employees shall be obligated to pay a co-pay of \$100.00 per month for health insurance coverage. This co-pay and any additional monthly amounts resulting from any premium increase and payments due to spousal insurance shall be paid to the business office on or before the tenth of the month preceding the month that the premium is due. Failure of the retired employee to pay additional amounts due will result in immediate and permanent termination of the health insurance coverage.

Retirees shall receive the same plan as active Employees.

Administrators will be offered Class A - \$10,000 Flat Life Insurance. Benefits would be reduced 35% at age 65 and 50% of the benefit at age 70.

In lieu of receiving contributions toward the purchase of health insurance as listed above, an employee shall have the right to elect a retirement bonus of the current cost of the District's obligation to provide health care payments, provided that such a bonus election shall be made within 30 days of retirement and shall not exceed \$10,000. Accordingly, if an employee opts out of the benefit above, whatever costs would have been the obligation of the District under the benefit above, the District would payout that obligation, not to exceed \$10,000 per year. These early retirement bonus installments will be made to the retiree on July 1 of each year following retirement until the District's retirement obligation is discharged. The bonus installment funds shall be deposited exclusively into an employer sponsored 403(B) plan.

Eligibility Requirements

a. The individual must be an Administrator with the Saucon Valley School District on the date on which retirement is elected.

b. The Administrator must be 55 years of age or older and have been employed by the District for a period of fifteen (15) years..

c. The Administrator must notify the District of his/her intention to retire in writing no less than six (6) months prior to the retirement date. Said retirement must be between the last day of the school year and September 30th.

Limitation:

There is no limitation on the number of Administrators to be retired in any one year.

F. Insurance

(a) **Income Protection** – The Saucon Valley School District shall provide for each eligible Administrator an integrated health benefit based on the applicable time period noted below in this paragraph and an income protection plan. The income protection plan shall provide for an income of fifty percent (50%) of the then current monthly income to a maximum of \$4,000.00 per month of said employee and shall be integrated with any disability retirement or social security benefits the staff is receiving so that the Plan's obligation is reduced by the level of such benefits, each for a period of one year in the instance of a disabling illness or for a period of four years in the instance of a work related accidental disabling injury. Benefits to begin at the end of the 30th consecutive day of sickness, or at the exhaustion of sick leave, whichever shall later occur.

(b) **Group Life, Accidental Death and Disability Policy** – The Saucon Valley School District shall purchase and provide a group life and accidental death and disability policy in the amount of two times the Administrator's annual base salary payable to the beneficiary named by the insured in the event of the Administrator's death during the term of this Plan. The amount payable shall be rounded off to the nearest thousand.

(c) **Life Insurance Benefits** – The Administrator shall have the right to purchase additional insurance at the term set for them from the same insurance company; upon written requests from the employee, the District will deduct premiums from the employee's salary.

G. Leaves of Absence

(a) **Personal Illness**

Each Administrator shall earn twelve (12) days of personal illness leave per school year. This leave shall be cumulative and usable during any year and is available for illness or accident, except for other remunerative work. A physician's certificate may

be required at the discretion of the Superintendent and partial day absences are chargeable. The same provisions as above are available for illness in the immediate family and are charged to sick leave, however an employee may only use up to twelve (12) sick days per year for leave under this provision for immediate family members, which shall be defined in this section as Parent, Spouse or Child.

(b) **Bereavement**

Absence due to the death in the immediate family is allowable for a maximum of four (4) days. The first three (3) of those days must be consecutive and shall start on the date that immediately follows the death in question.

The fourth day available may be reserved for a date on which memorial services and/or observations are to take place involving the deceased immediate family member. In the event the employee requests to take the fourth day non-consecutively with the first three, the Administration reserves the right to request information from the employee demonstrating why the fourth date needs to be taken at a different time.

In extraordinary circumstances in which travel or some other unusual event has or will occur regarding the observance/memorial services, the Administration, at its discretion, may allow the third and fourth days to be taken at a different time from the first two days of bereavement leave.

On the date of death, an employee may use a sick or personal day if they have one available, and the death occurred before the start of the work day. In the event the death occurs on a non-work day, this provision shall not be applicable.,

Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, grandchild, or near relative who resides in the same household or any person with whom the employee has made his home.

For a near relative, one (1) day is allowed. A near relative shall be defined as a first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, or sister-in-law.

(c) **Professional Absence**

Attendance at professional meetings within budgetary allowance will be granted with the permission of the immediate supervisor and the Superintendent.

(d) **Sabbatical Leave**

Sabbatical leaves will be granted to certificated professional employees in accordance with applicable law and regulations provided that the Administrator gives six (6) months prior notice unless health reasons do not so permit.

(e) **Child-Bearing/Child-Rearing Leave**

Child-bearing and child-rearing leaves of absences without pay shall be granted in accordance with Board policy and the Family and Medical Leave Act.

(f) **Military Leave**

Military leave shall be granted in accordance with State and Federal law and regulations, including Sections 1176 through 1181 of the Public School Code of 1949, as amended.

(g) **Personal Days**

Administrators shall be entitled to three (3) personal days per school year. Such personal days may be taken on the day prior to, or the day subsequent to, a holiday or vacation period with two (2) weeks' notice. Requests through the staff portal must be made to the immediate Supervisor at least three (3) calendar days prior to such "personal days" requested by said Administrator, except where the granting of such request will have a disruptive effect on the education program for the day. Such personal days leave shall be non-cumulative from year to year. At the end of each school year, unused "personal days" shall accumulate as sick leave.

(h) **Family and Medical Leave**

Family and Medical Leave shall be granted in accordance with Board Policy and the Federal Family and Medical Leave Act. FMLA will run concurrently with all leaves, but the employee may opt to use up to 10 sick days prior to the concurrent use of FMLA. The District utilizes a rolling year methodology for purposes of leave eligibility.

H. Vacation and Paid Holidays

All twelve-month employees will receive twenty (20) paid vacation days per year. Administrators will be eligible for 25 days per year after 15 continuous years of service in the district.

Employees hired on or before July 1, 2022 shall be awarded 25 vacation days after 15 continuous years of administrative service in the district under the Act 93 Agreement. The preceding sentence shall be applicable to any position added to the Act 93 Agreement after July 1, 2016.

New employees hired after July 1, 2022 shall only be eligible for twenty (20) paid vacation days per year. New hires will not be eligible for any additional vacation days after fifteen (15) continuous years of administrative service.

At the option of the Administrator, unused vacation days can be transferred into sick days in the final year before retirement.

All Administrators are expected to take their vacation during the school year it was earned. Not more than five (5) vacation days may be carried over into any one

following school year. Administrators will be allowed to take vacation until the end of June of the year in which the vacation was earned.

Both Administrators may not take vacation days at the same time that the buildings need to be covered.

Upon hire, the employee will receive 20 days of vacation, if the employee commences work between July 1 and June 30, vacation shall be determined in the following manner:

Effective with the 2026-2027 school year, employees may cash in up to ten (10) unused but accrued vacation days at 75% of the per diem rate, with a cap of \$375 and a minimum of \$200. In addition, Employees may carry over five (5) unused vacation days. Employees will need to notify the Business Office by May 31st to confirm rollover and buyout days.

The number of weeks worked prior to July 1 is divided by 52 to calculate the percentage of twenty (20) days to which the employee is entitled. This percentage multiplied by twenty (20) days equals the number of days' vacation to which the employee becomes entitled on July 1. This calculation will be performed only one- time for an employee, after which vacation entitlement will be on a full-year basis.

The same formula applies if the person leaves employment prior to working a full year to prorate days earned.

All Administrators will be entitled to the following paid holidays within the term of their employment:

Day before New Year's Day	Independence Day
New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day
President's Day	Day after Thanksgiving
Good Friday	Day before Christmas
Easter Monday	Christmas Day
Memorial Day	Day after Christmas

In addition to the above holidays, Administrators may use a vacation or personal day if they choose not to report to work when schools are closed due to inclement weather (not to exceed 4 days), but are told to report at a designated time. If asked to report prior to 12 noon, a whole day would need to be taken; if asked to report after 12 noon, a ½ day would be utilized. If school is in session on Easter Monday, such employees as are required to work on those days shall be given compensatory time off. Offices are open Friday before Labor Day. Administrators whose position requires them to work on any of the above paid holidays due to events, activities, meetings, or professional obligations shall be given compensatory time off in exchange for that day.

I. Professional Development, Memberships Affiliations

(a) Each Administrator will be reimbursed 100% of Professional Development, Membership/Affiliations Expenses as approved by the Superintendent.

(b) Professional Development/Growth Expenses eligible for reimbursement include professional memberships related to curriculum, scholarship, subject area, professional subscriptions, and graduate-level textbooks.

(c) A one-half percent (0.5%) **stipend** above annual salary will be awarded for every six (6) graduate credits earned during the term of this Plan.

Any administrator in receipt of a stipend under this section must fulfill two years of service with the District after receipt of the stipend or be required to pay back the stipend to the District.

J. Reimbursement for Tuition

Administrators shall be eligible for post graduate tuition reimbursement at the East Stroudsburg tuition rate.

The following guidelines apply to all tuition reimbursement for Administrators. Administrators must be employees of the Saucon Valley School District at the time of enrollment and at the time of completion of the course.

(a) Administrators must submit a formal request to the Superintendent no later than sixty days (60) immediately prior to the commencement of the course. The Superintendent shall approve coursework deemed directly relevant to the current position held by the Administrator and coursework that addresses administrative needs of the District.

(b) The graduate work to be pursued must be approved by the Superintendent. Approved courses will be in the employee's field or in an area of District priorities.

(c) Grade must be a "B" or better to qualify for reimbursement.

(d) Administrators must, within 60 days after successful completion of the course, submit to the Superintendent receipted bills or a canceled check showing payment and a Grade Report showing successful completion of the course.

(e) Any administrator in receipt of tuition payments under this section must fulfill two years of service with the District after receipt of any payments under this section or be required to pay back the reimbursement provided by the District."

K. Mileage Reimbursement

Mileage reimbursement for travel shall be based on the prevailing Internal Revenue Service rate.

**APPENDIX B
COMPENSATION PLAN**

A. SALARIES – PAYMENT OF

Salaries for twelve (12)-month positions will be paid on a fiscal year basis, beginning July 1 and ending June 30.

All Administrative employees of the Saucon Valley School District shall be placed on a twelve-month basis of pay, with pays being issued bi-weekly. The pay periods shall be twenty-six (26) or twenty-seven (27) per year. All pay checks and/or information regarding salary, shall be enclosed in individual envelopes. Direct deposit of paychecks shall be required for all employees. The contract salary will be paid in full by the first (1st) pay of the following fiscal year. The term “school year” as used in this document when applied to twelve (12)-month employees shall be from July 1 through June 30.

Salary Increases:

2025-2026 2.5% of pool money based on the total payroll of the group shall be established in which said total pool of money may be distributed at the discretion of the Superintendent and approved by the Board. Superintendent consideration for compensation increases may be based on an individual’s performance evaluation as well as other indicators of performance as determined by the Superintendent. In addition to the pool of money herein, the Board may establish an additional pool of money to be applied to salary increases in the year in question. Such additional monies may be based on market considerations, performance based justifications or other operational factors as determined by the Board.

For the 2025-2026 school year only, there will be a one-time adjustment to certain salaries based on a market analysis.

2026-2027 2.5% of pool money based on the total payroll of the group shall be established in which said total pool of money may be distributed at the discretion of the Superintendent and approved by the Board. Superintendent consideration for compensation increases may be based on an individual’s performance evaluation as well as other indicators of performance as determined by the Superintendent. . In addition to the pool of money herein, the Board may establish an additional pool of money to be applied to salary increases in the year in question. Such additional monies may be based on market considerations, performance based justifications or other operational factors as determined by the Board.

2027-2028 2.5% of pool money based on the total payroll of the group shall be established in which said total pool of money may be distributed at the discretion of the Superintendent and approved by the Board. Superintendent consideration for compensation increases may be based on an individual's performance evaluation as well as other indicators of performance as determined by the Superintendent. . In addition to the pool of money herein, the Board may establish an additional pool of money to be applied to salary increases in the year in question. Such additional monies may be based on market considerations, performance based justifications or other operational factors as determined by the Board.

403(b) CONTRIBUTION:

The Superintendent shall utilize the PDE forms as approved under Section 11-1123 of the School Code, which may change from time to time, to determine contributions for professional employees under this part. For non-certificated employees in this plan, the Superintendent shall utilize a rubric developed within the District to consider 403(b) contributions under this part.

Certificated Professional Employees:

Needs Improvement in 1 or more domains: 0% Contribution of employee's annual salary

Proficient overall rating: 1.0% Contribution of employee's annual salary

Distinguished overall: 2.0% Contribution of employee's annual salary

Non-Certificated Employees:

Needs improvement in 1 or more domains: 0% Contribution of employee's annual salary

Meets Expectations and Satisfactory overall rating: 1.0% Contribution of employee's annual salary

Commendable overall rating: 2.0% Contribution of employee's annual salary.

Complaint Procedure – Non-Contract/ Meet and Discuss Related Issues

Purpose:

The purpose of this procedure is to discuss, voice, and explain any differences that may arise between employees, groups of employees, or an employee and a supervisor. This procedure ensures that a prompt efficient method so that the issue may be addressed and that there shall be resolution to the concern. Any issue that is thought to be in need of discussion should be placed in writing to clarify the issue, time frame of the concern, and the persons involved.

Procedure:

1. Try to address the concern at the lowest possible level of either employee-to-employee or employee to your immediate-supervisor.
 - a. Custodial: employee, head custodian, Supervisor, Business Manager, Superintendent, School Board.
 - b. Maintenance/Building and Grounds/Transportation: employee, Supervisor, Business Manager, Superintendent, School Board.
 - c. Secretaries/Clerical: employee, building administrator, Assistant Superintendent, Superintendent, School Board.
 - d. Cafeteria: employee, head cook at building kitchen, K-12 coordinator, Business Manager, Superintendent, School Board.
 - e. District office: employee, Assistant superintendent, Superintendent, School Board.
 - f. Business personnel: employee, Business Manager, Superintendent, School Board.

Document all meetings and attempts to resolve the issue during each step that you take in the process. This documentation will assist the next person reviewing the concern so that they may follow what attempts were made to address the issue and who has been involved and why it has not been resolved at that level.

2. A meeting should be held at the first level within 10 days of the infraction or concern.
3. Moving to the next step in the chain of command should happen in a timely manner so that the issue can be addressed. No more than 10 days should pass between each level.
4. An individual employee or a group may address an issue.
5. If the employee or the group has an issue with their immediate supervisor, then they should address their issue with the next up on the chain of command.

6. Issues will be discussed, and when a resolution is met the decision and the conversation will be documented in writing and all members in attendance will receive a copy of the outcome of the meeting.
7. Resolution does not mean that the issue is settled in favor of any one person over the other but is defined as:
 - the concern was discussed,
 - was presented to the appropriate persons,
 - all parties are aware of the issue,
 - adjustments, changes, management parameters discussed
 - issue is clarified
 - issue is resolved and documented.
8. A person or group may return with the same issue if not corrected.

APPENDIX C: HEALTHCARE PLANS

Benefits	Plan 1		Plan 2 - only plan option available for new hires after July 1, 2021	
Medical:	PPO		PPO	
	In Network	Out of Network	In Network	Out of Network
Deductible: In network	\$500 / \$1000		\$750 / \$1500 / \$2250	
Out of Network		\$500 / \$1000		\$1500 / \$3000 / \$4500
PCP Copay:	\$20	20% after ded	\$25	20% after ded
Specialist Copay:	\$40	20% after ded	\$50	20% after ded
Urgent Care Copay:	\$50	20% after ded	\$75	20% after ded
ER Copay: Waived if admitted from ER.	\$130	20% after ded	\$180	20% after ded
Inpatient Hospital Stays	\$0	20% after ded	\$200 copay per admission	20% after ded
Diagnostic Testing	100% after ded	20% after ded	100% after ded	20% after ded
Hi Tech Imaging Copay (EX: MM, CT):	100% after ded	20% after ded	\$75 copay after ded	20% after ded
Outpatient Surgery Facility	\$0	20% after ded	\$50	20% after ded
PT - Unlimited; ST, OT - 10 visits	\$40	20% after ded	\$50	20% after ded
Chiropractic Copay - unlimited	\$40	20% after ded	\$50	20% after ded
Private Duty Nursing:	100% after ded	20% after ded	100% after ded	20% after ded
RX: (Copays)				
Retail: Tier 1:	\$10	No Benefits Available	\$20	No Benefits Available
Tier 2:	\$30		\$40	
Tier 3:	\$60		\$80	
Mail Order: Tier 1:	\$20		\$40	
Tier 2:	\$60		\$80	
Tier 3:	\$120		\$160	

Saucon Valley School District
Hellertown, PA

Compensation and Benefits Plan

BOARD OF SCHOOL DIRECTORS

and the

ADMINISTRATIVE ASSISTANTS AND CLERICAL PERSONNEL

Effective

July 1, 2025 – June 30, 2028

Compensation and Benefits Plan
 BOARD OF SCHOOL DIRECTORS
 and the
 ADMINISTRATIVE ASSISTANTS AND CLERICAL PERSONNEL
July 1, 2025 – June 30, 2028

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COMPENSATION AND BENEFITS PLAN

I. EFFECTIVE DATE OF PLAN

This plan is effective July 1, 2025 and shall continue until June 30, 2028.

II. COMPENSATION

a. Classification and Salary

See Attached Schedule "A"

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

b. Pay Practices and Procedures

All employees of the Saucon Valley School District shall be placed on a twelve (12) month basis of pay, with pays being issued bi-weekly. The pay periods shall be twenty-six (26) or twenty-seven (27) per year. All paychecks and/or information regarding salary shall be enclosed in individual envelopes. Direct deposit of paychecks shall be required for all employees.

III. FRINGE BENEFITS

a. Healthcare Coverage and Prescription Plan

1. The Saucon Valley School District shall make available two PPO plan options for District employees.

Employer shall provide the same insurance benefit plan options as provided in the teacher's contract. The Saucon Valley School District shall make available two PPO plan options for District employees. For all employees hired on or after July 1, 2021, the only plan available to participate in shall be the PPO Plan 2.

The PPO Plan 1 whose plan design is attached at Appendix "A" to this Agreement shall be made available with employees contributing the following percentage to the total cost of the annual premium.

- 2025-2026 – 11%
- 2026-2027 – 11.5%
- 2027-2028 – 12.5%

The PPO Plan 2 whose plan design is attached at Appendix “A” to this Agreement shall be made available with employees contributing the following percentage to the total cost of the annual premium.

- 2025-2026 – 4%
- 2026-2027 – 5%
- 2027-2028 – 6%

The total cost of the annual premium shall be the equivalent of the COBRA amounts in a given year without the administrative fees for the plan and level of healthcare elected by the employee.

The District shall make available to Employees a Section 125 Plan for the above premium share contributions as a pretax deduction.

Prescription Drug Plan and Contributions

The Saucon Valley School District shall purchase and provide for each Employee and their family (includes spouse and children to the age of twenty-six (26) or the age required pursuant to federal law), the Caremark Prescription Drug Plan, or at least its equivalent

Restricted Generic Substitution: If a generic is available and the member wants a brand, the member will pay the brand (either preferred or non-preferred) co-pay plus the difference in the cost between generic and brand. However, if the member’s doctor writes the script for “dispense as written” (DAW) then the patient only pays the preferred or non-preferred brand co-pay.

Spousal Coordination of Benefits

Effective for all Employees spousal coverage under the District healthcare program shall be extended to an employee’s spouse only if the Employee’s spouse’s employer does not provide healthcare insurance.

Cost Containment Provisions

The following provisions have been added to the Compensation and Benefits Plan for the purpose of assisting the District in containing the cost of providing healthcare benefits to its Employees and limiting the future increases in those costs.

1. Employees who are enrolled in healthcare benefit coverage under the District medical plan, including the dental plan and the vision plan, and discontinue District-provided coverage at any time by providing proof of coverage elsewhere shall receive a recurring bonus payment of \$1,000 each school year. The bonus payment shall be paid across all pays of the school year. Married spouses who both work for the District shall not be eligible for the

payment. Employees shall receive this full bonus so long as they remain off the plan for a full year. In the event an employee leaves or returns to the District plan during the year the payment herein shall be prorated based on when the employee left or returned to the District plan.

2. Employees may re-enroll in the plan under two circumstances:

- a qualifying life event as defined by the District's benefits plan
- at the next regularly scheduled open enrollment.

3. If such Employees later wish to re-enroll in a District paid medical plan they may do so at open enrollment and without a penalty.

4. Precise terms and conditions of all group insurance benefits shall be described by the master plan or master contract issued by the carrier.”

b. **Dental**

The District shall purchase the Dental Service Plan of Delta Dental of Pennsylvania or another similar provider for each Administrator and his/her family. Coverage for spouses shall not be available if a spouse is eligible for dental coverage on his/her employer's plan. Maximum of \$2000.00 per year as per the Professional contract. Employees' plan will be same dental plan as provided to the Saucon Valley Education Association members under their Collective Bargaining Agreement.

The District retains the right to select insurance carriers for other dental insurance programs pursuant to its own policy and/or any mutuality of agreement existing between the District and its employees.

c. **Vision**

Employees shall be entitled to participate in a vision care plan, if any, provided to the professional employees of the Saucon Valley Education Association under the Collective Bargaining Agreement. This provision is subject to change to the extent such coverage changes under the Collective Bargaining Agreement with the teachers. Spouses of employees shall only be eligible under this section if vision care is not otherwise provided by their employer.

d. **Income Protection**

The Saucon Valley School District shall provide for each full-time employee an integrated income protection plan. This benefit shall provide for an income of sixty-six and two-thirds percent (66-2/3%) of the then current monthly income of said employee (not to exceed sixty-six and two-thirds percent of the monthly salary of an AA5 employee), and shall be integrated with any disability retirement or social security benefits the staff is receiving so that the Plan's obligation

is reduced by the level of such benefits and for health benefits (as defined elsewhere in this Plan), each for a period of one year in the instance of a disabling illness or for a period of four years in the instance of a work-related accidental disabling injury. Benefits to begin at the end of the 30th consecutive day of sickness, or at the exhaustion of sick leave, whichever shall later occur. Employees will be responsible for payment of their premium share while out on leave.

e. **Group Life Insurance**

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

2025-2026 through 2027-2028 - \$45,000

f. **Sick Day Payout and Death Benefit**

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

g. **Tuition Reimbursement**

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

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

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

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

h. **Retirement Benefits**

1. For employees who have been employed in the school district for at least ten (10) years, unused accumulated sick leave will be recompensed into an employee-established 403(b) plan at the rate of fifty dollars (\$50.00) per day accumulated, upon retirement from employment within the Saucon Valley School District. In the event the dollar amount is less than \$1,000 in a payout for the sick days, the money shall be paid directly to the Employee with the appropriate tax withholdings. In the event the dollar amount is more than \$1,000, the money will be placed in a 403(b) account.

2. The provision below shall be grandfathered for all employees employed as of July 1, 2022. The retirement healthcare provision below shall be discontinued for any and all new hires into the Administrative Assistants/Clerical group hired after July 1, 2022.

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

b) The District will pay for individual medical insurance, not to include dental, vision, or life insurance coverage, until the age of 65 or for a maximum of six (6) years following the date of retirement, whichever is sooner. If this age requirement is declared to be in violation of ADEA by any court of competent jurisdiction, the age requirement shall become null and void and shall immediately be replaced by the phrase "for six (6) years following the date of retirement". Payment to be made by the District for the term of this obligation shall be limited to the monthly premium rates in effect for the year in which the employee elects to retire.

c) The retired employee may continue to pay for spouse or family benefits at their own expense. If an employee has not reached the age of Medicare benefits eligibility at the end of the six-year time frame, he/she has the option to contribute the full monthly premium for medical and/or dental coverage at their own expense. Employees shall be obligated to pay a co-pay of \$100.00 per month for health insurance coverage. This co-pay and any additional monthly amounts resulting from any premium increase and payments due to spousal insurance shall be paid to the District office on or before the tenth of the month preceding the month that the premium is due. Failure of the retired employee to pay additional amounts due will result in immediate and permanent termination of the health insurance coverage.

d) Payment to be made by the District for the term of this obligation shall be limited to the monthly premium rates in effect for the year in which the employee elects to retire.

e) Retirees shall receive the same plan as active Employees.

IV. TIME OFF

a. Paid Leave

1. Vacation – Twelve Month Employees Only –

- a) Ten (10) working days after the first full year of employment ending June 30;
- b) Fifteen (15) working days after seven (7) consecutive years of employment;
- c) Fifteen (15) working days plus one (1) additional day for every full consecutive year of service after ten (10) years, not to exceed twenty (20) working days.
- d) Part-time employees' entitlement to leave will be prorated based on the amount of hours worked.
- e) If an employee commenced work between July 1 and June 30, his or her vacation shall be determined in the following manner: Number of weeks worked prior to July 1 divided by 52 to calculate the percentage of a year to which the employee is entitled. For twelve-month employees, this percentage multiplied times ten days equals the number of days' vacation to which the employee becomes entitled on July 1. This calculation will be performed only one time for an employee after which vacation entitlement will be on a full-year basis.
- f) All administrative assistants/clerical personnel are expected to use their vacation during the benefit year. An employee, may carry over five (5) days for those earning a ten (10) day or more vacation benefit. Carryover vacation must be used in the next benefit year.
- g) Upon leaving the District, administrative assistants/clerical personnel shall receive payment for all earned and unused vacation days for the current year, at the current salary rate.

2. **Sick Leave**

a) **Personal Illness Absence**

1) In any school year, whenever a twelve (12) month employee is prevented by illness or accidental injury from following his or her occupation, the School District shall pay to said employee for each day of absence the full salary to which the employee may be entitled as if said employee were actually engaged in the performance of duty for a period of twelve (12) days. The same provisions as above are available for illness in the immediate family and are charged to sick leave, however, an employee may only use up to twelve (12) days per year for leave under this provision for immediate family members, which shall be defined in this section as Parent, Spouse or Child.

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

2) Such leave shall be cumulative from year to year and the total number of days accumulated may be used in any year.

3) The Administration reserves the right to require the employee to furnish a certificate from a physician or other practitioner certifying that said employee was unable to perform his or her duties during the period of absence for which compensation is required to be paid under this policy.

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

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

b) Family Illness Absence

1) The same provisions as above are available for illness in the immediate family and are charged to sick leave, however, an employee may only use up to twelve (12) sick days per year for leave under this provision for immediate family members, which shall be defined in this section as Parent, Spouse or Child.

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

3. Personal Days

a) Full-time, employees shall be entitled to three (3) personal days per year without loss of pay. Part-time employees' entitlement to personal days will be prorated based on the amount of hours worked. Such personal days may not be taken on the day prior to, or the day subsequent to, a holiday or vacation period. An exception may be made with a two (2) week written notice and approval by the immediate supervisor. The written request must be made to his/her immediate supervisor at least three (3) calendar days prior to such "personal day(s)" except in case of an emergency. The employee shall inform the supervisor regarding the emergency as soon as possible of his/her absence and the reason for the absence. The immediate supervisor will grant the "personal day(s)" requested by said full-time, except where the granting of such request will have a disruptive effect on the administrative operation for that day. Such personal days leave shall be non-cumulative from year to year. At the end of each school year the unused "personal days" shall accumulate as sick leave.

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

4. **Holidays**

Twelve (12) Month Employees

New Year's Day	Memorial Day
Martin Luther King Day	Independence Day
Presidents' Day	Labor Day
Holy Thursday	Thanksgiving Day
Good Friday	The Day After Thanksgiving Day
Easter Monday	Christmas Day

In addition to the holidays, the administrative assistants /clerical staff is off during the Christmas vacation if the District is closed during the Christmas vacation. In the event the District is open during Christmas vacation, administrative assistants/clerical staff will be required to work. An employee may use vacation time during Christmas vacation with the approval of their supervisor. If school is in session on any of the paid holidays and such employees are required to work on those days, an equal day shall be given as compensatory time off as arranged with and approved by their supervisor.

5. **Bereavement**

a) Absence for death in the immediate family is allowable from the date of death for a maximum of four (4) days. The first three (3) of those days must be consecutive and shall start on the date that immediately follows the date of death in question.

The fourth day available may be reserved for a date in which memorial services and/or observations are to take place involving the deceased immediate family member. In the event the employee requests to take the fourth day non-consecutively with the first three, the Administration reserves the right to request information from the employee demonstrating why the fourth date needs to be taken at a different time.

In extraordinary circumstances in which travel or some other unusual event has or will occur regarding the observance/memorial services, the Administration, at its discretion, may allow the third and fourth days to be taken at a different time from the first two days of bereavement leave.

On the date of death, an employee may use a sick or personal day if they have one available, and the death occurred before the start of the work day. In the event the death occurs on a non-work day, this provision shall not be applicable.

b) Immediate family shall be defined as father, mother, brother, sister,

son, daughter, husband, wife, parent-in-law, grandchild or near relative who resides in the same household, or any person with whom the employee has made his home.

c) For a near relative, one (1) day is allowed. A near relative shall be defined as a first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, or sister-in-law.

6. **Inclement Weather**

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

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

b. **Unpaid Leave**

1. **Personal Leave**

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

2. **Family Medical Leave**

Family and Medical Leave shall be granted in accordance with Board Policy and the Federal Family and Medical Leave Act. FMLA will run concurrently with all leaves but the employee may opt to use up to 10 sick days prior to the concurrent use of FMLA. The District utilizes a rolling year methodology for purposes of leave eligibility.

3. **Childbearing/Childrearing Leave**

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

V. **POSTING OF VACANCIES**

Should a position in the administrative/clerical staff become vacant, the District shall post a notice for ten (10) days to give the remaining employees an opportunity to apply for said position.

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

VI. PERFORMANCE & DISCIPLINE

a. Evaluation Procedure

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

b. Complaint Procedure

1. Purpose

The purpose of this procedure is to discuss, voice, and explain any differences

that should arise between employees, a group of employees, or an employee and supervisor. This procedure ensures that a prompt, efficient method so that the issue may be addressed and that there shall be a resolution to the concern. Any issue that is thought to be in need of discussion should be placed in writing to clarify the issue, time frame of the concern, and the persons involved.

2. Procedure

a) Try to address the concern at the lowest possible level of either employee to employee or employee to your immediate supervisor.

1) Administrative Assistants/Clerical: employee, building administrator, Assistant Superintendent, Superintendent, School Board.

Document all meetings and attempts to resolve the issue during each step that you take in the process. This documentation will assist the next person reviewing the concern so that they may follow what attempts were made to address the issue who has been involved and why it has not been resolved at that level.

b) A meeting should be held at the first level within 10 days of the infraction or concern.

c) Moving to the next step in the chain of command should happen in a timely manner so that the issue can be addressed. No more than 10 days should pass between each level.

d) An individual employee or a group may address an issue.

e) If the employee or the group has an issue with their immediate Supervisor, then they should address their issue with the next up on the chain of command.

f) Issues will be discussed and when a resolution is met the decision and the conversation will be documented in writing and all members in attendance will receive a copy of the outcome of the meeting.

g) Resolution does not mean that the issue is settled in favor of anyone person over the other but is defined as:

- 1) the concern was discussed,
- 2) was presented to the appropriate persons,
- 3) all parties are aware of the issue,
- 4) adjustments, changes, management parameters discussed,
- 5) issue is clarified,
- 6) issue is resolved and documented.

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

VII. **COPIES OF PLAN**

A copy of this Plan will be available on the District website.

VIII. **REOPENER CLAUSE**

In any year during the term of the Compensation and Benefits Plan, the District reserves the right to reopen the Compensation and Benefits Plan.

SCHEDULE "A"

Administrative Assistants/Clerical Personnel List

AA5 Classification:

Administrative Assistant to the Superintendent
Administrative Assistant to the Assistant Superintendent
Administrative Assistant to Business Manager
Administrative Assistant for Special Education

AA4 Classification:

Administrative Assistant to Asst. Athletic Director
Administrative Assistant to High School Guidance
Administrative Assistant to the Elementary Principal
Administrative Assistant to the High School Principal
Administrative Assistant to the Middle School Principal
Administrative Assistant to the Supervisor of Campus Operations

AA3 Classification:

Administrative Assistant to the Assistant Middle School Principal
Administrative Assistant to the Assistant Elementary Principal
Administrative Assistant to the Assistant High School Principal

AA2 Classification:

K-12 Attendance Administrative Assistant

Business Office Personnel – Follow AA 4 pay ranges Personnel

Payroll/Benefits
Accounts Payable

The Board of Directors reserves the right to demote any member of this group from one classification to another. Such a demotion may result in a reduction in compensation for an individual demoted from a higher to a lower classification.

SALARY STRUCTURE

The wage increases will be as follows:

2025-2026: 2.5% of pool money based on the total payroll of the group shall be established in which said total pool of money may be distributed at the discretion of the Superintendent and approved by the Board.

Superintendent consideration for compensation increases may be based on an individual's performance evaluation as well as other indicators of performance as determined by the Superintendent. In addition to the pool of money herein, the Board may establish an additional pool of money to be applied to salary increases in the year in question. Such additional monies may be based on market considerations, performance based justifications or other operational factors as determined by the Board.

2026-2027: 2.5% of pool money based on the total payroll of the group shall be established in which said total pool of money may be distributed at the discretion of the Superintendent and approved by the Board. Superintendent consideration for compensation increases may be based on an individual's performance evaluation as well as other indicators of performance as determined by the Superintendent. In addition to the pool of money herein, the Board may establish an additional pool of money to be applied to salary increases in the year in question. Such additional monies may be based on market considerations, performance based justifications or other operational factors as determined by the Board.

2027-2028: 2.5% of pool money based on the total payroll of the group shall be established in which said total pool of money may be distributed at the discretion of the Superintendent and approved by the Board. Superintendent consideration for compensation increases may be based on an individual's performance evaluation as well as other indicators of performance as determined by the Superintendent. In addition to the pool of money herein, the Board may establish an additional pool of money to be applied to salary increases in the year in question. Such additional monies may be based on market considerations, performance based justifications or other operational factors as determined by the Board. The District will establish the starting pay based on the market at the time of hire.

APPENDIX A - HEALTHCARE PLAN DESIGNS

Benefits	Plan 1		Plan 2 - only plan option available for new hires after July 1, 2021	
Medical:	PPO		PPO	
	In Network	Out of Network	In Network	Out of Network
Deductible: In network	\$500 / \$1000		\$750 / \$1500 / \$2250	
Out of Network		\$500 / \$1000		\$1500 / \$3000 / \$4500
PCP Copay:	\$20	20% after ded	\$25	20% after ded
Specialist Copay:	\$40	20% after ded	\$50	20% after ded
Urgent Care Copay:	\$50	20% after ded	\$75	20% after ded
ER Copay: Waived if admitted from ER.	\$130	20% after ded	\$180	20% after ded
Inpatient Hospital Stays	\$0	20% after ded	\$200 copay per admission	20% after ded
Diagnostic Testing	100% after ded	20% after ded	100% after ded	20% after ded
Hi Tech Imaging Copay (EX: MM, CT):	100% after ded	20% after ded	\$75 copay after ded	20% after ded
Outpatient Surgery Facility	\$0	20% after ded	\$50	20% after ded
PT - Unlimited; ST, OT - 10 visits	\$40	20% after ded	\$50	20% after ded
Chiropractic Copay - unlimited	\$40	20% after ded	\$50	20% after ded
Private Duty Nursing:	100% after ded	20% after ded	100% after ded	20% after ded
RX: (Copays)				
Retail: Tier 1:	\$10	No Benefits Available	\$20	No Benefits Available
Tier 2:	\$30		\$40	
Tier 3:	\$60		\$80	
Mail Order: Tier 1:	\$20		\$40	
Tier 2:	\$60		\$80	
Tier 3:	\$120		\$160	

SAUCON VALLEY SCHOOL DISTRICT

Hellertown, Pennsylvania

COMPENSATION AND BENEFITS PLAN

BOARD OF SCHOOL DIRECTORS

and

FOOD SERVICE PERSONNEL

July 1, 2025 to June 30, 2028 Compensation and Benefits Plan

BOARD OF SCHOOL DIRECTORS
and the
FOODS SERVICE PERSONNEL
July 1, 2025 – June 30, 2028

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COMPENSATION AND BENEFITS PLAN

I. EFFECTIVE DATE OF PLAN

This plan is effective July 1, 2025, and shall continue until June 30, 2028.

II. CLASSIFICATION OF EMPLOYEES

For the term of this Compensation Plan, there shall be three classifications of Food Service Employees:

Crew Manager
Cook
General Kitchen Help

III. DEFINITIONS

Full-Time Employees: Employees with a normal work week of 30 hours or more. A full-time employee will be eligible for benefits.

Part-Time Employees: Employees with a normal work week of less than 30 hours.

IV. NEW EMPLOYEE

All new employees will be employed at fifty cents (\$.50) less per hour than the agreed upon rate for a total of ninety (90) consecutive calendar days and shall not be eligible for benefits. After the probationary period of ninety (90) consecutive calendar days, on the 91st day, the employee shall be eligible to receive current wages and any benefits allowed under the Compensation Plan.

An employee who has worked in the Cafeteria Food Service Department as a substitute employee for 100 hours or more shall work a probationary period of forty- five (45) consecutive calendar days at fifty cents (\$0.50) less per hour than the agreed upon rate.

If the probationary period extends into the summer recess, the probationary period will be suspended and resumed in August with the first work day for the Food Service Department and will continue until the ending probationary day. The probationary period shall not include time served under temporary, emergency or substitute appointments or time while the employee is absent from work.

V. **MANAGEMENT PREROGATIVES**

The management of the Board's premises and equipment and direction of the working forces, including the right to hire and suspend, to classify, assign, discipline and promote, to discharge or transfer for proper cause, to promulgate reasonable working rules, and to establish working schedules and conditions is a management prerogative.

The Board, or its designee (Director of Fiscal and Operations Management), with recommendations from the Food Service Coordinator, has the right to relieve employees from duty because of lack of work or for other legitimate reasons and the right to change, modify, or move any equipment, work assignment or type of service.

VI. **POSTING VACANCIES**

All vacancies shall be posted for five (5) working days and cafeteria employees shall have the opportunity to apply for said vacancies. The Food Service Coordinator shall make a recommendation to the Director of Fiscal and Operations Management, however, the appointment will be approved by the Board, as it shall be determined in the best interest of the School District.

In the event of short-term vacancies of a temporary nature, the Food Service Coordinator shall recommend to the Director of Fiscal and Operations Management to hire substitutes to perform the required duties without posting the vacancy.

VII. **WAGES AND SALARY PROVISION**

The parties agree that starting hourly wages are accurately reflected in Article X and that the schedule of classifications, starting hourly wages set forth in Article X shall be the schedule which shall remain in force for the period of this Compensation Plan. All employees of the food service department must submit their payroll sheet to the Crew Manager for verification and submission to the payroll department.

All paychecks, and/or information regarding salary, shall be enclosed in individual envelopes. Direct deposit of paychecks shall be required for all employees.

VIII. **EMPLOYEE BENEFITS**

The employee benefits to be provided for under this Compensation Plan are accurately reflected in Appendix "C" attached to and made part of this Compensation Plan.

IX. WORK PROCESS

No request for personal, vacation or days off will be made for the full week before Christmas, the first week of school, last full week of the school year, unless there is a medical emergency, medical condition, or verified emergency. Violation of this rule will be subject to immediate disciplinary action.

X. EMPLOYEE CLASSIFICATIONS

Starting pay rates	2025-2026
Base Rate of Pay	
Crew Manager	\$26.24
Cook	\$22.89
General Kitchen Help**	\$16.16

**This category will include all new employees.

Employees will receive an hourly rate increase each year as noted below with the percentage increases. In addition, the board may establish additional dollars on a year to year basis at its discretion toward salary increases.

2025-2026 2.5% The Board may establish an additional amount to be applied to salary increases in the year in question as may be recommended by the Superintendent.

2026-2027 2.5%. The Board may establish an additional amount to be applied to salary increases in the year in question as may be recommended by the Superintendent.

2027-2028 2.5% The Board may establish an additional amount to be applied to salary increases in the year in question as may be recommended by the Superintendent.

XI. PERFORMANCE & DISCIPLINE

a. Evaluation Procedure

Performance evaluations shall be conducted by the Food Service Coordinator in conjunction with the Crew Chief Manager.

b. Complaint Procedure – Non-Contract/Meet and Discuss Related Issue

1. Purpose

The purpose of this procedure is to discuss, voice, and explain any differences that should arise between employees, a group of employees, or an employee and a supervisor. This procedure ensures that a prompt, efficient method is used so that the issue may be addressed and that there shall be a resolution to the concern. Any issue that is thought to be in need of discussion should be placed in writing to clarify the issue, the time frame of the concern, and the persons involved.

2. Procedure

a) Try to address the concern at the lowest possible level of either employee to employee or employee to your immediate supervisor.

1) Cafeteria: employee, cook at the building kitchen, crew Manager, K-12 Food Service Coordinator, Director of Fiscal and Operations Management, Superintendent, School Board.

Document all meetings and attempts to resolve the issue during each step that you take in the process. This documentation will assist the next person reviewing the concern so that they may follow what attempts were made to address the issue, who has been involved, and why it has not been resolved at that level.

b) A meeting should be held at the first level within 10 days of the infraction or concern.

c) Moving to the next step in the chain of command should happen in a timely manner so that the issue can be addressed. No more than 10 days should pass between each level.

d) An individual employee or a group may address an issue.

e) If the employee or the group has an issue with their immediate supervisor then they should address their issue with the next up on the chain of command.

f) Issues will be discussed, and when a resolution is met, the decision and the conversation will be documented in writing, and all members in attendance will receive a copy of the outcome of the meeting.

g) Resolution does not mean that the issue is settled in favor or any one person over the other but is defined as:

- 1) the concern was discussed,
- 2) was presented to the appropriate persons,
- 3) all parties are aware of the issue,
- 4) adjustments, changes, management parameters discussed
- 5) issue is clarified
- 6) issue is resolved and documented.

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

XII. **REOPENER CLAUSE**

In any year during the term of the Compensation and Benefits Plan, the District reserves the right to reopen the Compensation and Benefits Plan.

APPENDIX "A"

FULL TIME EMPLOYEE BENEFITS – Thirty (30) HOURS PER WEEK OR MORE

Temporary Assignment

Any full-time or part-time employee who is temporarily assigned by the Administration to substitute for another employee and perform the duties of a higher-rated job classification shall be paid the higher rate of pay for the duration of the assignment.

Healthcare Benefits

1. The Saucon Valley School District shall make available two PPO plan options for District employees in accordance with the following provisions.

Employer shall provide the same insurance benefit plan options as provided in the teacher's contract. The Saucon Valley School District shall make available two PPO plan options for District employees. For all employees hired on or after July 1, 2021, the only plan available to participate in shall be the PPO Plan 2.

The PPO Plan 1 whose plan design is attached at Appendix "C" to this Agreement shall be made available with employees contributing the following percentage to the total cost of the annual premium.

- 2025-2026 – 11%
- 2026-2027 – 11.5%
- 2027-2028 – 12.5%

The PPO Plan 2 whose plan design is attached at Appendix "C" to this Agreement shall be made available with employees contributing the following percentage to the total cost of the annual premium.

- 2025-2026 – 4%
- 2026-2027 – 5%
- 2027-2028 – 6%

The total cost of the annual premium shall be the equivalent of the COBRA amounts in a given year without the administrative fees for the plan and level of healthcare elected by the employee.

2. Healthcare shall include, but not be limited to premium contributions to healthcare and prescription drug plans and co-pay, plan designs and co-pays,

deductibles, in-network and out of network coverages, vision and dental premiums, co-pays, etc.

The District shall make available to Employees a Section 125 Plan for the above premium share contributions as a pretax deduction.

Prescription Drug Plan and Contributions

The Saucon Valley School District shall purchase and provide for each Employee and their family (includes spouse and children to the age of twenty-six (26) or the age required pursuant to federal law), the Caremark Prescription Drug Plan, or at least its equivalent.

Restricted Generic Substitution: If a generic is available and the member wants a brand, the member will pay the brand (either preferred or non-preferred) co-pay plus the difference in the cost between generic and brand. However, if the member's doctor writes the script for "dispense as written" (DAW) then the patient only pays the preferred or non-preferred brand co-pay.

3. Spousal Coordination of Benefits

Effective for all Employees, spousal coverage under the District healthcare program shall be extended to an employee's spouse only in the event the Employee's spouse's employer does not provide healthcare insurance.

Cost Containment Provisions

The following provisions have been added to the Compensation and Benefits Plan for the purpose of assisting the District in containing the cost of providing healthcare benefits to its Employees and limiting the future increases in those costs.

1. Employees who are enrolled in healthcare benefit coverage under the District medical plan, including the dental plan and the vision plan, and discontinue District-provided coverage at any time by providing proof of coverage elsewhere shall receive a recurring bonus payment of \$1,000 each school year. The bonus payment shall be paid across all pays of the school year. Married spouses who both work for the District shall not be eligible for the payment. Employees shall receive this full bonus so long as they remain off the plan for a full year. In the event an employee leaves or returns to the District plan during the year the payment herein shall be prorated based on when the employee left or returned to the District plan.

2. Employees may re-enroll in the plan under two circumstances:

- a qualifying life event as defined by the District's benefits plan

- at the next regularly scheduled open enrollment.

3. If such Employees later wish to re-enroll in a District paid medical plan they may do so at open enrollment and without a penalty.

4. Precise terms and conditions of all group insurance benefits shall be described by the master plan or master contract issued by the carrier.”

Dental Insurance

The District shall purchase the Dental Service Plan of Delta Dental of Pennsylvania or another similar provider for each Employee and his/her family. Coverage for spouses shall not be available if a spouse is eligible for dental coverage on his/her employer’s plan. Maximum of \$2000.00 per year as per the Professional contract. Food Service Employers plan will be same dental plan as provided to the Saucon Valley Education Association members under their Collective Bargaining Agreement.

The District retains the right to select insurance carriers for other dental insurance programs pursuant to its own policy and/or any mutuality of agreement existing between the District and its Food Service Employees.

Vision

Employees shall be entitled to participate in a vision care plan, if any, provided to the professional employees of the Saucon Valley Education Association under the Collective Bargaining Agreement. This provision is subject to change to the extent such coverage changes under the Collective Bargaining Agreement with the teachers.

Spouses of Employees shall only be eligible under this section if vision care is not otherwise provided by their employer.

Life Insurance

Equal to annual salary rounded up to the nearest thousand, but not less than \$10,000.00.

Income Protection

The Saucon Valley School District shall provide for each full-time employee an integrated income protection plan. This benefit shall provide for an income of sixty six and two-thirds percent (66-2/3%) of the then current monthly income of said employee (up to a maximum of \$750.00), and shall be integrated with any disability retirement or social security benefits the staff is receiving so that the Plan’s

obligation is reduced by the level of such benefits and for health benefits (as defined elsewhere in this Plan), each for a period of one year in the instance of a disabling illness or for a period of four years in the instance of a work related accidental disabling injury. Benefits to begin at the end of the 30th consecutive day of sickness, or at the exhaustion of sick leave, whichever shall later occur.

If a full-time employee is off work due to injury on the job, medical insurance premiums will be paid by the District for a period of six (6) months after the expiration of sick leave. During this six (6) month period an employee does not earn vacation, sick leave, personal day, or holidays with pay. Medical insurance is identified as Health Insurance, and Prescription Drug Plan. The benefit noted herein shall count to any benefit(s) owed to an employee under the Income Protection section of this Contract. All employees who participate in this benefit shall be required to make his/her employee contribution toward healthcare.

Retirement Benefits

For full-time employees who have been employed in the school district for at least ten (10) years, unused accumulated sick leave will be recompensed at the rate of thirty dollars (\$30.00) per day accumulated, upon retirement from employment within the Saucon Valley School District. In the event the dollar amount is less than \$1,000 in a payout for the sick days, the money shall be paid directly to the Employee with the appropriate tax withholdings. In the event the dollar amount is more than \$1,000, the money will be placed in a 403(b) account.

The provision below shall be grandfathered for all full-time employees employed as of July 1, 2022. The retirement healthcare provision below shall be discontinued for any and all new full-time hires into the food service group hired after July 1, 2022.

For a retiring full-time employee who has worked a minimum of twenty (20) years of full time service for the District at retirement the Employer will pay for individual medical insurance for the Employee only, not to include dental, vision or life insurance coverage, until the age of 65 or a maximum of six (6) years following the date of retirement, whichever is sooner. If this age requirement is declared to be in violation of ADEA by any court of competent jurisdiction, the parties agree that the age requirement shall become null and void and shall immediately be replaced by the phrase "for six (6) years following the date of retirement". Payment to be made by the District for the term of this obligation shall be limited to the monthly premium rates in effect for the year in which the employee elects to retire. In addition, eligible Employees shall be obligated to pay a co-payment of \$100 per month. This payment shall be to the Business office on or before the 10th of the month preceding the month that the premium is due. Notice of any premium increase will be provided to the retired Employee at this/her last known address indicated in the Districts

records, as furnished by the retiring Employee. Failure of the retired Employee to pay additional amounts due will result in immediate and permanent termination of health insurance coverage. If an Employee is not eligible for this benefit, he/she may purchase the individual medical coverage only if he/she is eligible for full retirement without penalty (superannuation.).

Retirees shall receive the same plan as active Employees.

Family and Medical Leave Act of 1993 (FMLA)

Family and Medical Leave shall be granted in accordance with Board Policy and the Federal Family and Medical Leave Act. FMLA will run concurrently with all leaves. The District utilizes a rolling year methodology for purposes of leave eligibility.

Sick Leave

a. Personal Illness Absence

1) In any school year, whenever a ten (10) month employee is prevented by illness or accidental injury from following his or her occupation, the School District shall pay to said employee for each day of absence the full salary to which the employee may be entitled as if said employee were actually engaged in the performance of duty for a period of ten (10) days. The same provisions as above are available for illness in the immediate family and are charged to sick leave, however, an employee may only use up to ten (10) sick days per year for leave under this provision for immediate family members, which shall be defined in this section as Parent, Spouse or Child.

2) Such leave shall be cumulative from year to year and the total number of days accumulated may be used in any year.

3) The Administration reserves the right to require the employee to furnish a certificate from a physician or other practitioner certifying that said employee was unable to perform his or her duties during the period of absence for which compensation is required to be paid under this policy.

Death in Immediate Family

Absence due to death in the immediate family is allowable for a maximum of four (4) days. The first three (3) of those days must be consecutive and shall start on the date that immediately follows the death in question.

The fourth day available may be reserved for a date on which memorial services and/or observations are to take place involving the deceased immediate family member. In the event the employee requests to take the fourth day non-consecutively with the first three, the Administration reserves the right to request information from the employee demonstrating why the fourth date needs to be taken at a different time.

In extraordinary circumstances in which travel or some other unusual event has or will occur regarding the observance/memorial services, the Administration, at its discretion, may allow the third and fourth days to be taken at a different time from the first two days of bereavement leave.

On the date of death, an employee may use a sick or personal day if they have one available, and the death occurred before the start of the work day. In the event the death occurs on a non-work day, this provision shall not be applicable.

Immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, grandchild, or near relative who resides in the same household, or any person with whom the employee has made their home.

One day of absence to attend the funeral of a near relative shall be compensated at full salary. Near relative shall be defined as a first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, brother-in-law, or sister-in-law.

Paid Holidays -

Good Friday, Memorial Day, Labor Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Day, and Presidents Day. If school is in session on any of the paid holidays and such employees are required to work on those days, an equal day shall be given as compensatory time off as arranged with and approved by their supervisor.

Personal Days

Three (3) personal days per year. Such personal days may not be used in succession; however, one personal day may be taken on the day before or after a holiday with two weeks' notice and approval by the Food Service Coordinator. Written request must be made to the immediate supervisor at least three (3) calendar days prior to such "Personal Day" except in case of emergency. The employee shall inform the supervisor regarding the reason for the emergency as soon as possible of the absence and the reason for such absence. The Food Service Coordinator will grant the Personal Day requested by the employee, except where the granting of such request will have a disruptive effect on the food service

program for that day. At the end of the school year, if unused, personal day(s) shall accumulate as sick leave.

Exhaustion of Accumulated Paid Leave Time

When an employee's accumulated paid leave time (sick, personal, as applicable) has been exhausted, the employee shall provide the District with a written note explaining the reason any additional unpaid time off is being requested. Additional time off, unpaid, shall be at the discretion of the District. Disciplinary action will occur in the event an employee takes additional time off without providing a written explanation.

APPENDIX "B"

PART-TIME EMPLOYEE BENEFITS (EMPLOYEES WORKING LESS THAN THIRTY (30) HOURS PER WEEK)

Temporary Assignment

Any part-time employee who is temporarily assigned by the Administration to substitute for another employee and perform the duties of a higher rated job classification shall be paid the higher rate of pay for the duration of the assignment.

Employees who have been employed with the District for ten (10) years will receive \$20.00 a day for unused sick days at retirement for the duration of the Plan. Such payment shall be made into an employee's 403(b) account. In the event the dollar amount is less than \$1,000 in a payout for the sick days, the money shall be paid directly to the Employee with the appropriate tax withholdings. In the even the dollar amount is more than \$1,000, the money will be placed in a 403(b) account.

Sick Leave

Five (5) days per year (cumulative). Use of four (4) or more consecutive days of sick leave will automatically require a certificate from a physician stating:

- a. that the employee on sick leave has been examined;
- b. the nature of the illness or injury;
- c. that the employee is/was unfit to work;
- d. the probable date on which the employee may return to work.

An employee may use up to five (5) days per year for leave under this provision for immediate family members, which shall be defined in this section as Parent, Spouse or Child.

Paid Holidays

Thanksgiving Holiday, Christmas Eve, Christmas Day, New Years Eve, New Years Day, Good Friday. If school is in session on any of the paid holidays and such employees are required to work on those days, an equal day shall be given as compensatory time off as arranged with and approved by their supervisor.

Death in Immediate Family

Absence due to death in the immediate family is allowable for a maximum of four (4) days. The first three (3) of those days must be consecutive and shall start on the date that immediately follows the death in question.

The fourth day available may be reserved for a date on which memorial services and/or observations are to take place involving the deceased immediate family member. In the event the employee requests to take the fourth day non-consecutively with the first three, the Administration reserves the right to request information from the employee demonstrating why the fourth date needs to be taken at a different time.

In extraordinary circumstances in which travel or some other unusual event has or will occur regarding the observance/memorial services, the Administration, at its discretion, may allow the third and fourth days to be taken at a different time from the first two days of bereavement leave.

On the date of death, an employee may use a sick or personal day if they have one available, and the death occurred before the start of the work day. In the event the death occurs on a non-work day, this provision shall not be applicable.

Immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, grandchild or near relative, who resides in the same household, or any person with whom the employee has made his home.

One day of absence to attend the funeral of a near relative shall be compensated at full salary. Near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, brother-in-law or sister-in-law.

Personal Day

Three (3) personal days per year. Such personal days may not be used in succession; however, one personal day may be taken on the day before or after a holiday with two weeks' notice and approval by the Food Service Coordinator. Written request must be made to the immediate supervisor at least three (3) calendar days prior to such "Personal Day" except in case of emergency. The Food Service Coordinator will grant the Personal Day requested by the employee, except where the granting of such request will have a disruptive effect on the food service program for that day. At the end of the school year, if unused, personal day(s) shall accumulate as sick leave.

Food Service Personnel

All hours for food service personnel will be determined by the administration by position. Any position that is reviewed and whose hours are adjusted those employees will be contacted and the change communicated to them prior to the start of the school year. Mid-year adjustment may be made by the administration.

Exhaustion of Accumulated Paid Leave Time

When an employee's accumulated paid leave time (sick, personal, as applicable) has been exhausted, the employee shall provide the District with a written note explaining the reason any additional unpaid time off is being requested. Additional time off, unpaid, shall be at the discretion of the District. Disciplinary action will occur in the event that an employee takes additional time off without providing a written explanation.

Reimbursement for Shoes

The District will reimburse employees up to \$50 per year for the purchase of non-slip shoes. Employee shall provide a receipt for the shoes in order to receive the reimbursement.

APPENDIX C - HEALTHCARE PLAN DESIGNS –

Benefits	Plan 1		Plan 2 - only plan option available for new hires after July 1, 2021	
Medical:	PPO		PPO	
	In Network	Out of Network	In Network	Out of Network
Deductible: In network	\$500 / \$1000		\$750 / \$1500 / \$2250	
Out of Network		\$500 / \$1000		\$1500 / \$3000 / \$4500
PCP Copay:	\$20	20% after ded	\$25	20% after ded
Specialist Copay:	\$40	20% after ded	\$50	20% after ded
Urgent Care Copay:	\$50	20% after ded	\$75	20% after ded
ER Copay: Waived if admitted from ER.	\$130	20% after ded	\$180	20% after ded
Inpatient Hospital Stays	\$0	20% after ded	\$200 copay per admission	20% after ded
Diagnostic Testing	100% after ded	20% after ded	100% after ded	20% after ded
Hi Tech Imaging Copay (EX: MM, CT):	100% after ded	20% after ded	\$75 copay after ded	20% after ded
Outpatient Surgery Facility	\$0	20% after ded	\$50	20% after ded
PT - Unlimited; ST, OT - 10 visits	\$40	20% after ded	\$50	20% after ded
Chiropractic Copay - unlimited	\$40	20% after ded	\$50	20% after ded
Private Duty Nursing:	100% after ded	20% after ded	100% after ded	20% after ded
RX: (Copays)				
Retail: Tier 1:	\$10	No Benefits Available	\$20	No Benefits Available
Tier 2:	\$30		\$40	
Tier 3:	\$60		\$80	
Mail Order: Tier 1:	\$20		\$40	
Tier 2:	\$60		\$80	
Tier 3:	\$120		\$160	

SAUCON VALLEY SCHOOL DISTRICT

HELLERTOWN, PENNSYLVANIA

COMPENSATION AND BENEFITS PLAN
BOARD OF SCHOOL DIRECTORS

and

THE EDUCATIONAL SUPPORT STAFF
(Staff Nurses, Instructional Paraprofessionals, Non-Instructional Paraprofessionals)

EFFECTIVE

July 1, 2025 to June 30, 2028

COMPENSATION AND BENEFITS PLAN
BOARD OF SCHOOL DIRECTORS
AND THE
EDUCATIONAL SUPPORT STAFF
(Staff Nurses, Instructional Paraprofessionals, Non-Instructional Paraprofessionals)

July 1, 2025 to June 30, 2028

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COMPENSATION AND BENEFITS PLAN

I. EFFECTIVE DATE OF PLAN

This plan is effective July 1, 2025 and shall continue until June 30, 2028.

II. EMPLOYEE GROUPINGS

- a. There shall be four group classifications of employees within this Compensation Plan: *(attached "Employee Listing" defines these classifications)*
 - 1) Staff Nurses
 - 2) Instructional Paraprofessionals
 - 3) Non-Instructional Paraprofessionals
 - 4) Registered Behavior Technician
- b. Wages and Salary Provision

The wages and salaries to be affected by this Compensation Plan are reflected in Appendix A, attached to and made a part of this Compensation Plan. The schedule of wages and salaries set forth in Appendix A shall remain in force for the period of this Compensation Plan.

III. EMPLOYEE BENEFITS

The employee benefits to be provided for under this Compensation Plan are reflected in Appendix B, C, D attached to and made a part of this Compensation Plan.

IV. WAGES AND SALARIES

- a. Hourly Wage Increases:
 - 2025-2026 2.5% of pool money based on the total payroll of the group shall be established in which said total pool of money may be distributed at the discretion of the Superintendent and approved by the Board. Superintendent consideration for compensation increases may be based on an individual's performance evaluation as well as other indicators of performance as determined by the Superintendent. In addition to the pool of money herein, the Board may establish an additional pool of money to be applied to salary increases in the year in question. Such additional monies may be based on market considerations, performance based justifications or other operational factors as determined by the Board.
 - 2026-2027 2.5% of pool money based on the total payroll of the group shall be established in which said total pool of money may be distributed at

the discretion of the Superintendent and approved by the Board. Superintendent consideration for compensation increases may be based on an individual’s performance evaluation as well as other indicators of performance as determined by the Superintendent. In addition to the pool of money herein, the Board may establish an additional pool of money to be applied to salary increases in the year in question. Such additional monies may be based on market considerations, performance based justifications or other operational factors as determined by the Board.

2027-2028 2.5% of pool money based on the total payroll of the group shall be established in which said total pool of money may be distributed at the discretion of the Superintendent and approved by the Board. Superintendent consideration for compensation increases may be based on an individual’s performance evaluation as well as other indicators of performance as determined by the Superintendent. In addition to the pool of money herein, the Board may establish an additional pool of money to be applied to salary increases in the year in question. Such additional monies may be based on market considerations, performance based justifications or other operational factors as determined by the Board.

b. To codify what is an established practice, employees under this Plan shall be provided with one paid prep day before the beginning of the school year.

c. Note: Direct deposit of paychecks is required for all District employees

d HOURLY WAGES

	2025-2026
Staff Nurses **	\$28.69
Registered Behavior Technician	\$25.00
Instructional Paraprofessionals	\$21.19
Non-Instructional Paraprofessionals	\$20.38

*** Note: Staff Nurses must have RN or LPN certification to be eligible for Staff Nurse Pay Rate.*

e. NEW EMPLOYEES

All new employees will be employed at fifty cents (\$.50) less per hour than the Plan rate for a total of ninety (90) calendar days and shall not be eligible for benefits. After the probationary period of ninety (90) calendar days, on the 91st day, the employee shall be eligible to receive current wages and any benefits allowed under this Plan.

APPENDIX “A”

EMPLOYEE BENEFITS – Full-Time Employees

Full-Time employees with a normal work week of 30 hours or more receive Employee and dependent coverage only Health Benefits and Dental and Vision Insurance as noted below:

1. Healthcare Benefits

a. The Saucon Valley School District shall make available two PPO plan options for District employees in accordance with the following provisions.

Employer shall provide the same insurance benefit plan options as provided in the teacher’s contract. The Saucon Valley School District shall make available two PPO plan options for District employees. For all employees hired on or after July 1, 2021, the only plan available to participate in shall be the PPO Plan 2.

The PPO Plan 1 whose plan design is attached at Appendix “C” to this Agreement shall be made available with employees contributing the following percentage to the total cost of the annual premium.

- 2025-2026 – 11%
- 2026-2027 – 11.5%
- 2027-2028 – 12.5%

The PPO Plan 2 whose plan design is attached at Appendix “C” to this Agreement shall be made available with employees contributing the following percentage to the total cost of the annual premium.

- 2025-2026 – 4%
- 2026-2027 – 5%
- 2027-2028 – 6%

The total cost of the annual premium shall be the equivalent of the COBRA amounts in a given year without the administrative fees for the plan and level of healthcare elected by the employee.

The District shall make available to Employees a Section 125 Plan for the above premium share contributions as a pretax deduction.

Prescription Drug Plan and Contributions

a. The Saucon Valley School District shall purchase and provide for each Employee and their family (includes children to the age of twenty-six (26) or the age required pursuant to federal law), the Caremark Prescription Drug Plan, or at least its equivalent.

b. Restricted Generic Substitution: If a generic is available and the member wants a brand, the member will pay the brand (either preferred or non-preferred) co-pay plus the difference in the cost between generic and brand. However, if the member's doctor writes the script for "dispense as written" (DAW) then the patient only pays the preferred or non-preferred brand co-pay.

Cost Containment Provisions

The following provisions have been added to the Compensation and Benefits Plan for the purpose of assisting the District in containing the cost of providing healthcare benefits to its Employees and limiting the future increases in those costs.

1. Employees who are enrolled in healthcare benefit coverage under the District medical plan, including the dental plan and the vision plan, and discontinue District-provided coverage at any time by providing proof of coverage elsewhere shall receive a recurring bonus payment of 1,000 each school year. The bonus payment shall be paid across all pays of the school year. Married spouses who both work for the District shall not be eligible for the payment. Employees shall receive this full bonus so long as they remain off the plan for a full year. In the event an employee leaves or returns to the District plan during the year the payment herein shall be prorated based on when the employee left or returned to the District plan.
2. Employees may re-enroll in the plan under two circumstances:
 - a qualifying life event as defined by the District's benefits plan
 - at the next regularly scheduled open enrollment.
3. If such Employees later wish to re-enroll in a District paid medical plan they may do so at open enrollment and without a penalty.
4. Precise terms and conditions of all group insurance benefits shall be described by the master plan or master contract issued by the carrier."

Dental

The District shall purchase the Dental Service Plan of Delta Dental of Pennsylvania or another similar provider for each Full-time Educational Support staff and their dependents. Spousal coverage is not available. Maximum of \$2000.00 per year as per the Professional contract. Employees' plan will be same dental plan as provided to the Saucon Valley Education Association members under their Collective Bargaining Agreement.

The District retains the right to select insurance carriers for other dental insurance programs pursuant to its own policy and/or any mutuality of agreement existing between the District and its employees.

Vision

Full-time employees and their dependents shall be entitled to participate in a vision care plan, if any, provided to the professional employees of the Saucon Valley Education Association under the Collective Bargaining Agreement. This provision is subject to change to the extent such coverage changes under the Collective Bargaining Agreement with the teachers. Spousal coverage is not available.

2. **Life Insurance**

For each year of the Plan, life insurance will be equal to the annual salary rounded up to the nearest thousand, but not less than \$20,000.

3. **Income Protection Coverage**

The Saucon Valley School District shall provide for each full-time employee an integrated income protection plan. This benefit shall provide for an income of sixty six and two-thirds percent (66-2/3%) of the then current monthly income of said employee (up to a maximum of \$1,000.00), and shall be integrated with any disability retirement or social security benefits the staff is receiving so that the Plan's obligation is reduced by the level of such benefits and for health benefits (as defined elsewhere in this Plan), each for a period of one year in the instance of a disabling illness or for a period of four years in the instance of a work related accidental disabling injury. Benefits to begin at the end of the 30th consecutive day of sickness, or at the exhaustion of sick leave, whichever shall later occur. Employees will be responsible for payment of their premium share while out on leave.

4. **Retirement Benefits**

For employees who have been employed in the school district for at least ten (10) years, unused accumulated sick leave will be recompensed at the rate of Fifty Dollars (\$50.00) per day accumulated, upon retirement from employment within the Saucon Valley School District. In the event the dollar amount is less than \$1,000 in a payout for the sick days, the money shall be paid directly to the Employee with the appropriate tax withholdings. In the event the dollar amount is more than \$1,000, the money will be placed in a 403(b) account.

The provision below shall be grandfathered for all full-time employees employed as of July 1, 2022. The retirement healthcare provision below shall be discontinued for any and all new full-time hires into the Educational Support Staff group hired after July 1, 2022

For a retiring full-time employee who has worked a minimum of 20 full-time years for the District at retirement time, the Employee will receive from the District paid medical coverage for the employee only, not to include dental, vision or life insurance coverage, until the age of 65 or for a maximum of six (6) years following the date of retirement, whichever is sooner. If this age requirement is declared to be in violation of ADEA by any court of competent jurisdiction, the parties agree that the age requirement shall become null and void and shall immediately be

replaced by the phrase “for 6 years following date of retirement.” Payment to be made by the District for the term of this obligation shall be limited to the monthly premium rates in effect for the year in which the employee elects to retire. In addition, eligible Employees shall be obligated to pay a co-payment of \$100 per month. This payment shall be to the Business Office on or before the 10th of the month preceding the month the premium is due. Notice of any premium increase will be provided to the retired Employees at his/her last known address indicated in the District records, as furnished by the retiring Employee. Failure of the retired Employee to pay the additional amounts due will result in immediate and permanent termination of health insurance coverage. If an Employee is not eligible for this benefit, he/she may purchase the individual medical coverage only if he/she is eligible for full retirement without penalty (superannuation).

Retirees shall receive the same plan as active Employees.

5. **Sick Leave**

a. **Personal Illness Absence**

1. In any school year, whenever a ten (10) month employee is prevented by illness or accidental injury from following his or her occupation, the School District shall pay to said employee for each day of absence the full salary to which the employee may be entitled as if said employee were actually engaged in the performance of duty for a period of ten (10) days. The same provisions as above are available for illness in the immediate family and are charged to sick leave, however, an employee may only use up to ten (10) days per year for leave under this provision for immediate family members, which shall be defined in this section as Parent, Spouse or Child.

2. Such leave shall be cumulative from year to year, and the total number of days accumulated may be used in any year.

3. The Administration reserves the right to require the employee to furnish a certificate from a physician or other practitioner certifying that said employee was unable to perform his or her duties during the period of absence for which compensation is required to be paid under this policy.

6. **Death in Immediate Family**

Absence due to death in the immediate family is allowable from the date of death for a maximum of four (4) days. The first three (3) of those days must be consecutive and shall start on the date that immediately follows the date of death in question.

The fourth day available may be reserved for a date on which memorial services and/or observations are to take place involving the deceased immediate family member. In the event the employee requests to take the fourth day non-consecutively with the first three, the Administration reserves the right to request information from the employee demonstrating why the fourth date needs to be taken at a different time.

In extraordinary circumstances in which travel or some other unusual event has or will occur regarding the observance/memorial services, the Administration, at its discretion, may allow the third and fourth days to be taken at a different time from the first two days of bereavement leave.

On the date of death, an employee may use a sick or personal day if they have one available, and the death occurred before the start of the work day. In the event the death occurs on a non-work day, this provision shall not be applicable.

Immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, grandchild, or near relative who resides in the same household, or any person with whom the employee has made their home.

One (1) day of absence to attend the funeral of a near relative shall be compensated at full salary. Near relative shall be defined as a first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, or sister-in-law.

7. **Paid Holidays**

Eleven Paid Holidays: Good Friday, Memorial Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Day, and Presidents Day.

8. **Personal Days**

Three (3) Personal Days, of which one may be used as an emergency day, if needed. Such personal days may not be used in succession and may not be taken prior to or subsequent to a Holiday. An exception may be made with a two-week written notice and approval by the supervisor. Written request must be made to the immediate supervisor at least three (3) calendar days prior to such "personal day" except in case of an emergency. The immediate supervisor will grant the personal day requested by the employee, except where the granting of such a request will have a disruptive effect on the educational program of that day. At the end of the school year unused personal days shall accumulate as sick leave.

Employees may carry over one unused personal day to another year for a total of four in a given year. Employees may also split one personal day into two ½ personal days.

9. **Family and Medical Leave Act of 1993 (FMLA)**

Family and Medical Leave shall be granted in accordance with Board Policy and the Federal Family and Medical Leave Act. FMLA will run concurrently with all leaves. The District utilizes a rolling year methodology for purposes of leave eligibility.

10. **Vacancies**

If an Educational Support Staff position opens in the District, it shall be posted within the District so that any employees with the skills required for the job has an opportunity to apply for

the position. The Board of School Directors, upon recommendation of the Administration, shall select the employee that best meets the needs of the District.

11. **Reopener Clause**

In any year during the term of the Compensation and Benefits Plan, the District reserves the right to reopen the Compensation and Benefits Plan.

APPENDIX “B”

EMPLOYEE BENEFITS – Part-Time Employees

Part-Time Employees with a normal work week less than 30 hours receive the following benefits.

1. **Retirement Bonus**

For employees who have been employed in the school district for at least ten (10) years, unused accumulated sick leave will be recompensed at the rate of thirty dollars (\$30.00) per day accumulated, upon retirement from employment within the Saucon Valley School District. In the event the dollar amount is less than \$1,000 in a payout for the sick days, the money shall be paid directly to the Employee with the appropriate tax withholdings. In the event the dollar amount is more than \$1,000, the money will be placed in a 403(b) account.

2. **Sick Leave**

See the language at Appendix “A”, 5. Sick leave is prorated for part-time employees, who are only entitled to five (5) days per year (cumulative).

3. **Death in Immediate Family**

Absence due to a death in the immediate family is allowable from the date of death for a maximum of four (4) days. The first three (3) of those days must be consecutive and shall start on the date that immediately follows the date of death in question.

The fourth day available may be reserved for a date on which memorial services and/or observations are to take place involving the deceased immediate family member. In the event the employee requests to take the fourth day non-consecutively with the first three, the Administration reserves the right to request information from the employee demonstrating why the fourth date needs to be taken at a different time.

In extraordinary circumstances in which travel or some other unusual event has or will occur regarding the observance/memorial services, the Administration, at its discretion, may allow the third and fourth days to be taken at a different time from the first two days of bereavement leave.

On the date of death, an employee may use a sick or personal day if they have one available, and the death occurred before the start of the work day. In the event the death occurs on a non-work day, this provision shall not be applicable.

Immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, grandchild, or near relative who resides in the same household, or any person with whom the employee has made their home.

One (1) day of absence to attend the funeral of a near relative shall be compensated at full salary. Near relative shall be defined as a first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, or sister-in-law.

4. **Personal Day**

Three (3) personal days, of which one may be used as an emergency day, if needed. Such personal days may not be used in succession and may not be taken prior to or subsequent to a Holiday. An exception may be made with a two-week written notice and approval by the supervisor. Written request must be made to the immediate supervisor at least three (3) calendar days prior to such “personal day” except in case of an emergency. The immediate supervisor will grant the personal day, requested by the employee, except where the granting of such request will have a disrupting effect on the educational program of that day. At the end of the school year unused personal days shall accumulate as sick leave.

5. **Leave of Absence**

The parties also recognize and agree to comply with the rights of the District and the employees under the Family and Medical leave Act (FMLA) of 1993. All paid or unpaid leaves of absence allowed under this Plan or under Board Policy which would also have been allowable under FMLA shall be designated as use of FMLA benefits. The District shall post appropriate notices approved by the U.S. Department of Labor advising employees of their rights under the Act. A year shall be deemed to be on a rolling year basis as defined by the FMLA. The decision of the Board of School Directors on such personal leaves will be final.

6. **Paid Holiday**

Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year’s Day.

APPENDIX "C" HEALTHCARE PLAN DESIGNS

Benefits	Plan 1		Plan 2 - only plan option available for new hires after July 1, 2021	
Medical:	PPO		PPO	
	In Network	Out of Network	In Network	Out of Network
Deductible: In network	\$500 / \$1000		\$750 / \$1500 / \$2250	
Out of Network		\$500 / \$1000		\$1500 / \$3000 / \$4500
PCP Copay:	\$20	20% after ded	\$25	20% after ded
Specialist Copay:	\$40	20% after ded	\$50	20% after ded
Urgent Care Copay:	\$50	20% after ded	\$75	20% after ded
ER Copay: Waived if admitted from ER.	\$130	20% after ded	\$180	20% after ded
Inpatient Hospital Stays	\$0	20% after ded	\$200 copay per admission	20% after ded
Diagnostic Testing	100% after ded	20% after ded	100% after ded	20% after ded
Hi Tech Imaging Copay (EX: MM, CT):	100% after ded	20% after ded	\$75 copay after ded	20% after ded
Outpatient Surgery Facility	\$0	20% after ded	\$50	20% after ded
PT - Unlimited; ST, OT - 10 visits	\$40	20% after ded	\$50	20% after ded
Chiropractic Copay - unlimited	\$40	20% after ded	\$50	20% after ded
Private Duty Nursing:	100% after ded	20% after ded	100% after ded	20% after ded
RX: (Copays)				
Retail: Tier 1:	\$10	No Benefits Available	\$20	No Benefits Available
Tier 2:	\$30		\$40	
Tier 3:	\$60		\$80	
Mail Order: Tier 1:	\$20		\$40	
Tier 2:	\$60		\$80	
Tier 3:	\$120		\$160	

Saucon Valley School District

Consultant Services Agreement

The Saucon Valley School District, located in Hellertown, PA, agrees to retain the professional services of

NAME : Kara Sterner

in the capacity of a consultant under the terms described below. Description of services to be performed and products to be delivered:

Yearbook advisor and editor. Kara will be responsible for monthly meetings with the yearbook committee, oversight, and final editing of the 2025 yearbook.

Any materials, products, and reports that are produced by the consultant under the terms of this agreement are the sole property of the Saucon Valley School District. The consultant hereby assigns his entire right, title and interest in, to and under any copyrights to the materials, products and reports created pursuant to this Agreement, and the consultant agrees to sign any further documentation necessary to effectuate this assignment. The consultant agrees to assume all responsibility for gaining and delivering to Saucon Valley School District any necessary permissions to use materials produced by other individuals, agencies, and institutions which the consultant uses in carrying out the terms of this agreement. Further, any materials, products and reports of the Saucon Valley School District (including those materials, products, reports created pursuant to this Agreement), as well as any internal operations and activities of the school district, made known to the consultant through contact with the school district are privileged and confidential, and no use shall be made of them by the consultant without the expressed written consent of the school district. The consultant shall particularly refrain from publishing same without consent of the school district.

The consultant is an independent contractor and not an employee of Saucon Valley School District and, subject to the School District's satisfaction with the results of the consultant's services, the consultant shall determine his or her own method of operation in accomplishing the services to be performed and products to be delivered under this Agreement. The consultant will not be entitled to receive any other compensation or benefits other than those expressly provided in this Agreement. As an independent contractor, the consultant is not authorized to act for or on behalf of Saucon Valley School District.

TERMS OF PAYMENT

1. Consultant will be compensated at the rate of \$1,500.00 for the 2024-2025 school year.
2. Reimbursement for travel and other expenses will be made by the Saucon Valley School District as follows: as required and approved by the Superintendent; mileage at state rates; meals and lodging as per district policy.
3. Estimated total fees and expenses not to exceed \$1,500.00
4. Payment shall be processed pending notification of completion of services to Robert Frey, Director of Student & Community Relation at Robert.Frey@svpanthers.org no later than June 30th.

Saucon Valley School District's obligation to compensate the consultant, and to reimburse him or her for incurred expenses, shall be conditioned upon the consultant's complete performance of the services described in this Agreement, and delivery of any and all products specified herein. Payment for services performed and expenses incurred will be made upon submission of consultant's invoice and appropriate supporting documents.

The consultant agrees to indemnify and save harmless Saucon Valley School District, its Board of School Directors and its employees from and against any and all claims, demands, losses, damages, liabilities, costs and expenses (including reasonable attorneys fees, expenses, and court costs) arising out of or resulting from any actions or inactions of the consultant.

I have reviewed the Saucon Valley School District's Consultant Services Agreement. I agree to provide the services described as per the stated conditions. I also understand that the Saucon Valley School District has the right to terminate these services for any reason, or no reason at all, at any time upon written notice to the consultant. In the event that the consultant should be terminated prior to the complete performance of the contract, consultant shall only be entitled to receive compensation for the services performed and expenses incurred prior to notice of termination, provided that the consultant has complied with the other terms and conditions of this Agreement.

Saucon Valley School District

Consultant

By _____
Board President

By _____

By _____
Superintendent

Date _____

Date _____

