

# Saucon Valley School District Academic and Personnel Committee

July 2, 2025 – 5:00 pm

District Office Conference Room

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*Welcome to the Academic and Personnel Committee meeting. 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.*

**Committee Members - William Broun, Cedric Dettmar, Tracy Magnotta, Shamim Pakzad**

## **Committee Agenda**

- I. **Call to the Order** – *Tracy Magnotta, Committee Chair*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *Tracy Magnotta, Committee Chair*
- IV. **Motion to Approve Agenda** –
- V. **Approval of Minutes** – April 2, 2025
- VI. **Courtesy of the Floor to Visitors – Agenda Items Only** - *Visitors should state their name and address.*
- VII. **Discussion & Action:** Textbook Adoption Review
- VIII. **Discussion & Action:** Policy 827 – Conflict of Interest
- IX. **Discussion:** Policy 409 – Assignment and Transfer
- X. **New Business**
- XI. **Old Business**
- XII. **Citizens' Inquiries and Comments** – *Visitors should state their name and address.*
- XIII. **Announcements**  
**Future Meetings** ~ Wednesday, August 6, 2025 – 5:00 PM
- XIV. **Motion to Adjourn Meeting**

Saucon Valley School District  
Academic and Personnel Committee  
Minutes of April 2, 2025

Present at the April 2, 2025, Academic & Personnel Committee were Committee Members - Mr. William Broun, Mr. Cedric Dettmar, and Dr. Shamim Pakzad. Mrs. Tracy Magnotta was absent. Also present were Superintendent Jaime Vlasaty, David Bonenberger, Business Manager, and Robert Frey, Director of Student and Community Relations.

- I. **Call to the Order** – 5:00 pm – *Mr. Cedric Dettmar, Committee member*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *Mr. Cedric Dettmar, Committee member*  
3-present, 1-absent (Magnotta)
- IV. **Motion to Approve Agenda** – Mr. Broun, seconded by Dr. Pakzad, moved to approve the Agenda. Vote: 3-yes, 0-no, 1-absent (Magnotta)
- V. **Approval of Minutes** – Mr. Broun, seconded by Dr. Pakzad, moved to approve the minutes of March 5, 2025. Vote: 3-yes, 0-no, 1-absent (Magnotta)
- VI. **Courtesy of the Floor to Visitors – Agenda Items Only** - None
- VII. **Discussion & Action** – Grades 6-8 ELA Recommendation – The recommendation is HMH and Writable, 5-year total cost \$135,917  
  
Mr. Broun, seconded by Dr. Pakzad, moved to send this item to the Board for approval.
- VIII. **Update: IXL/IE** - Dr. Lensi Nikolov presented an update on IXL.
- IX. **New Business** - None
- X. **Old Business** - None
- XI. **Citizens' Inquiries and Comments** – None
- XII. **Announcements**  
**Future Meetings** ~ Wednesday, May 7, 2025 – 5:00 PM
- XIII. **Motion to Adjourn Meeting** - The meeting was adjourned at 6:53 pm.

Book	Policy Manual
Section	800 Operations
Title	Conflict of Interest
Code	827
Status	Review
Adopted	September 13, 2016
Last Reviewed	May 16, 2025

## **Purpose**

This policy shall affirm standards of conduct established to ensure that Board members and employees avoid potential and actual conflicts of interest, as well as the perception of a conflict of interest.

## **Definitions**

**Confidential information** shall mean information not obtainable from reviewing a public document or from making inquiry to a publicly available source of information.[65 Pa. C.S.A. 1101 et seq]

**Conflict** or **Conflict of interest** shall mean use by a Board member or district employee of the authority of his/her their office or employment, or any confidential information received through his/her their holding public office or employment, for the private pecuniary benefit of him/herself themselves, a member of his/her their immediate family or a business with which s/he they or a member of his/her their immediate family is associated. The term does not include an action having a de minimis economic impact, or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the Board member or district employee, a member of his/her their immediate family or a business with which s/he they or a member of his/her their immediate family is associated.[65 Pa C.S.A. 1101 et seq]

For federal purposes, a conflict of interest includes when the employee, officer, agent, or Board member, any member of their immediate family, their partner, or an organization that employes or is about to employ any of those individuals, has a financial or other interest in or a tangible personal benefit from an entity considered for a contract[2 CFR 200.318]

**De minimis economic impact** shall mean an economic consequence which has an insignificant effect.[65 Pa C.S.A. 1101 et seq]

**Financial interest** shall mean any financial interest in a legal entity engaged in business for profit which comprises more than five percent (5%) of the equity of the business or more than five percent (5%) of the assets of the economic interest in indebtedness.[65 Pa. C.S.A. Sec. 1101 et seq]

**Honorarium** shall mean payment made in recognition of published works, appearances, speeches and presentations, and which is not intended as consideration for the value of such services which are nonpublic occupational or professional in nature. The term does not include tokens presented or provided which are of de minimis economic impact.[65 Pa. C.S.A. 1101 et

seq]

**Immediate family** shall mean a parent, parent-in-law, spouse, child, spouse of a child, brother, brother-in-law, sister, sister-in-law, or the domestic partner of a parent, child, brother or sister. [65 Pa. C.S.A. Sec. 101 et seq]

**Business partner** shall mean a person who, along with another person, plays a significant role in owning, managing, or creating a company in which both individuals have a financial interest in the company.

### **Delegation of Responsibility**

Each employee and Board member shall be responsible to maintain standards of conduct that avoid conflicts of interest. The Board prohibits members of the Board and district employees from engaging in conduct that constitutes a conflict of interest as outlined in this policy.

### **Guidelines**

All Board members and employees shall be provided with a copy of this policy and acknowledge in writing that they have been made aware of it. Additional training shall be provided to designated individuals.

### **Disclosure of Financial Interests**

No Board member shall be allowed to take the oath of office or enter or continue upon ~~his/her~~ their duties, nor shall ~~s/he~~ they receive compensation from public funds, unless ~~s/he~~ ~~has~~ they have filed a statement of financial interests as required by law.[Policy 004]

The district solicitor and designated district employees shall file a statement of financial interests as required by law and regulations.[51 PA Code 15.2][65 Pa. C.S.A. 1104]

### **Standards of Conduct**

The district maintains the following standards of conduct covering conflicts of interest and governing the actions of its employees and Board members engaged in the selection, award and administration of contracts.[2 CFR 200.318]

No employee or Board member may participate in the selection, award or administration of a contract supported by a federal award if ~~s/he~~ ~~has~~ they have a real or apparent conflict of interest as defined above, as well as any other circumstance in which the employee, Board member, any member of ~~his/her~~ their immediate family, ~~his/her~~ their business partner, or an organization which employs or is about to employ any of them, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.[2 CFR 200.318]

The district shall not enter into any contract with a Board member or employee, or ~~his/her~~ their spouse or child, or any business in which the person or ~~his/her~~ their spouse or child is associated valued at \$500 or more, nor in which the person or spouse or child or business with which associated is a subcontractor unless the Board has determined it is in the best interests of the district to do so, and the contract has been awarded through an open and public process, including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded. In such a case, the Board member or employee shall not have any supervisory or overall responsibility for the implementation or administration of the contract.[65 Pa. C.S.A. 1101 et seq]

When advertised formal bidding is not required or used, ~~an~~ the "open and public process" shall include at a minimum:

1. Public notice of the intent to contract for goods or services;
2. A reasonable amount of time for potential contractors to consider whether to offer quotes; and
3. Post-award public disclosure of who made bids or quotes and who was chosen.

Any Board member or employee who in the discharge of his/her/their official duties would be required to vote on a matter that would result in a conflict of interest shall abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of his/her/their interest as a public record in a written statement to be attached to the Board minutes.[65 Pa. C.S.A. 1101 et seq]

No Board Member public official or public official district employee shall accept an honorarium. [65 Pa. C.S.A. 1101 et seq]

Board members and employees may neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts, unless the gift is an unsolicited item of nominal value. Gifts of a nominal value may be accepted in accordance with Board policy.[2 CFR 200.318][Pol. 322][Pol. 422][Pol 522]

### **Improper Influence**

No person shall offer or give to a Board member, employee or nominee or candidate for the Board, or a member of his/her/their immediate family or a business with which s/he/they are is associated, anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment based on the offeror's or donor's understanding that the vote, official action or judgment of the Board member, employee or nominee or candidate for the Board would be influenced thereby.[65 Pa. C.S.A. et seq]

No Board member, employee or nominee or candidate for the Board shall solicit or accept anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment, based on any understanding of that Board member, employee or nominee or candidate that the vote, official action or judgment of the Board member, employee or nominee or candidate for the Board would be influenced thereby.[65 Pa. C.S.A. 1101 et seq]

### **Organizational Conflicts**

Organizational conflicts of interest may exist when due to the district's relationship with a subsidiary, affiliated or parent organization that is a candidate for award of a contract in connection with federally funded activities, the district may be unable or appear to be unable to be impartial in conducting a procurement action involving a related organization.[2 CFR 200.318] In the event of a potential organizational conflict, the potential conflict shall be reviewed by the Superintendent or designee to determine whether it is likely that the district would be unable or appear to be unable to be impartial in making the award. If such a likelihood exists, this shall not disqualify the related organization; however, the following measures shall be applied:

1. The organizational relationship shall be disclosed as part of any notices to potential contractors;
2. Any district employees or officials directly involved in the activities of the related organization are excluded from the selection and award process;
3. A competitive bid, quote or other basis of valuation is considered; and

4. The Board has determined that contracting with the related organization is in the best interests of the program involved.

### **Reporting Conflicts of Interest**

Any perceived conflict of interest that is detected or suspected by any employee or third party shall be reported to the Superintendent. If the Superintendent is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Board President.

Any perceived conflict of interest of a Board member that is detected or suspected by any employee or third party shall be reported to the Board President. If the Board President is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Superintendent, who shall report the incident to the solicitor.

No reprisals or retaliation shall occur as a result of good faith reports of conflicts of interest. The district shall provide written notification of such protections to district employees.[2 CFR 200.217]

The Superintendent or designee shall report in writing to the federal awarding agency or pass-through entity any potential conflict of interest related to a federal award, in accordance with federal awarding agency policy.[Pol 702] 2 CFR 200.112

### **Investigation**

Investigations based on reports of perceived violations of this policy shall comply with state and federal laws and regulations. No person sharing in the potential conflict of interest being investigated shall be involved in conducting the investigation or reviewing its results.

In the event an investigation determines that a violation of this policy has occurred, the violation shall be reported to the federal awarding agency in accordance with that agency's policies.[2 CFR 200.112]

### **Disciplinary Actions**

If an investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken and, when not prohibited by law, inform the complainant.

Violations of this policy may result in disciplinary action for employees up to and including discharge, fines and possible imprisonment. Disciplinary actions shall be consistent with Board policies, procedures, applicable collective bargaining agreements and state and federal laws.[Pol. 317]

## ***Saucon Valley School District***

### Policy

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Title – 409 Assignment and Transfer

Section – 400 Professional Employees

Adopted – September 12, 2006

Revised – August 13, 2024

### Content

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#### Purpose

The assignment and transfer within the district of professional employees shall be in accordance with the instructional and operational needs of the district.

#### Authority

The Board shall approve the initial assignment of personnel at the time of employment.

#### Delegation of Responsibility

The Superintendent or designee shall provide a system of assignment or reassignment that includes voluntary transfers.

The Superintendent shall, in considering any assignment or transfer, base the decision on:

1. Need to balance various teaching skills among schools.
2. Changing student population within district schools.
3. Impact of proposed assignment on the educational program.
4. Employee's background, experience and preparation for the position.
5. Employee's success in former positions.
6. Employee's length of service in the district and in the position presently held.
7. Recommendations of the employee's administrative supervisors.
8. Administrative and operational efficiency advanced by the proposed assignment.
9. Provide the Board a public update and summary of the transfers and assignments prior to the school year in which the transfers are to be effective.

Current district employees whose transfer from one position to another position within the school district results in a change in job classification must submit to the district a valid Act 151 clearance statement.

Vacancies shall be publicized to all appropriate employees.

Before new employees are sought, requests for transfer to a vacant position will be considered.

Professional employees shall be informed of their assignments at the earliest possible date preceding the school year in which the assignment will be effective.

This policy shall not prevent reassignment of a professional staff member during the school year for good cause.

Negotiated collective bargaining agreements may supersede the provisions of this policy when they prescribe conditions enumerated in or affected by this policy.

#### Legal References

PA Statute  
23 Pa. C.S.A. 6301 et seq