

# Saucon Valley School District

## Regular Meeting of the Board of Education

September 9, 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 Superintendent Evaluation & Personnel

- 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** – Superintendent Evaluation & Personnel
- VI. **Approval of Minutes** – August 26, 2025
- VII. **Recognition** – None
- VIII. **Presentation** – None
- IX. **Superintendent’s Report** – *Jaime Vlasaty, Superintendent*
- X. **Courtesy of the Floor to Visitors – Agenda Items Only** – *Visitors should state their name and address.*
- XI. **Presentation of Bills** – *David Bonenberger*
  - A. General Expenditures – \$1,613,535.44
  - B. Cafeteria Expenditures – \$39,095.27
  - C. Health Benefits – None
  - D. Capital Projects – None

### Recommendations for Approval

#### Presentation of Bills

1. Approve the above Presentation of Bills.

**Recommendation: To approve all motions and recommendations listed above in the Presentation of Bills.**

**XII. Treasurer’s Report – Donald Carpenter/David Bonenberger**

No Treasurer’s Report

**Recommendation: No recommendations**

**XIII. AGENDA ITEMS**

**A. Education**

**Items/Projects for Discussion**

- A. Academic & Personnel Committee Meeting Summary - September 3, 2025

**Recommendations for Approval**

**Expulsion Waiver Agreement**

- 1. Approve an Expulsion Waiver Agreement for student # 8779218679.

**St. Luke’s MOU**

- 2. Approve the MOU with St. Luke’s University Health Network for Professional Health volunteer experience.

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

**B. Personnel**

**Items/Projects for Discussion**

- A. None

**Recommendations for Approval**

**2025-2026 Day-to-Day Substitutes**

- 1. Approve the following individuals as Day-to-Day Substitutes for the 2025-206 school year:  
Hannah Buskirk  
Nicholas Millets

**Bus Drivers**

- 2. Approve the transfer of Cindy Moninghoff and Jeffrey Greenawalt from Part-Time to Full-Time Bus Drivers with wages and benefits per the current SV Educational Support Professionals Contract.

**Full-Time Floating Custodian**

- 3. Approve Christopher Singletary as a Full-Time Floating Custodian with wages & benefits per the current SV Educational Support Professionals Contract. Employment is effective upon completion of employment paperwork.

**Homebound Instructors**

4. Approve the following Homebound Instructor for the 2025-2026 school year, at an hourly rate of \$45.00:  
Lara McCarthy  
Jennifer Domchek  
Thomas Koch  
Chad Shirk  
Ryan McCann

**Affiliation Agreement**

5. Approve the affiliation agreement with the Commonwealth University of Pennsylvania.

**Resignation**

6. Approve the resignation of Michael Goosely as a Part-Time Bus Driver, effective immediately.

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

**C. Facilities****Items/Projects for Discussion**

- A. None

**2025-2026 Bus Routes and Drivers**

1. Approve the 2025-2026 bus routes and bus drivers, subject to change based on enrollment.

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

**D. Finance****Items/Projects for Discussion**

- A. None

**2025-2026 High School Theatre Production**

1. Approve the 2025-2026 High School Theatre Production for \$2,550.

**2025-2026 Grade 3-5 Theatre Production**

2. Approve the 2025-2026 Grade 3 - 5 Theatre Production for \$740.00.

**CIU20 Special Education Contract**

3. Approve the 2025-2026 Special Education Contract with Colonial Intermediate Unit 20.

**Saucon Valley Foundation for Educational Innovation**

4. Approve the donation from the Saucon Valley Foundation for Educational Innovation for "What's So Cool About Manufacturing" - \$3,000 and a \$3,000 donation for the Middle School Maker Space.

**Harlem Wizards**

- 5. Approve the contract with Harlem Wizards for a fundraiser for the HS Cheerleading Team on November 13, 2025.

**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*

**Recommendations for Approval**

**Election of Board Representative to SVFEI**

- 1. Approve \_\_\_\_\_ as the Board Representative to the SVFEI until the December 2, 2025 Reorganization meeting.

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

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

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

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

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

**Recommendations for Approval**

**Election of PSBA Officers**

- 1. Approve the slate of officers per board ballots.

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

**J. New Business**

**K. Old Business**

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

**XV. Announcements**  
**Future Meetings ~**

- September 23, 2025– 7 pm – Business Meeting – High School Audion
- October 14, 2025– 7 pm – Business Meeting – High School Audion

**XVI. 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, August 26, 2025, in the High School Audion. Present were Directors William Broun, Donald Carpenter (online), John Conte, Vivian Demko, Cedric Dettmar, Laurel Erickson-Parsons (online), Tracy Magnotta (online), Shamim Pakzad, and Jay Santos. Also present were Jaime Vlasaty, Superintendent, Judith Riegel, Board Secretary, and Mark Fitzgerald, District Solicitor.

- I. **Call to the Order** – 7:18 pm - *Cedric Dettmar, President, presiding*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *Judith Riegel, Board Secretary*  
8-present, 1-absent (Pakzad)
- IV. **Motion to Approve Agenda** – Director Conte, seconded by Director Demko, moved to approve the Agenda. Vote: 8-yes, 0-no, 1-absent (Pakzad)
- V. **Announcement of Executive Session** – Legal Matters and Personnel
- VI. **Approval of Minutes** – Director Conte, seconded by Director Demko, moved to approve the minutes of August 12, 2025. Vote: 8-yes, 0-no, 1-absent (Pakzad)
- VII. **Recognition** – None
- VIII. **Presentation** – None
- IX. **Superintendent’s Report** – *Jaime Vlasaty, Superintendent* –  
Superintendent Vlasaty reported on Opening Day Convocation & Rachel's Challenge, the new Communications Team, and Staffing changes in the Spanish Immersion Program.
- X. **Courtesy of the Floor to Visitors – Agenda Items Only** –  
B. Geyer – Commented on the General Expenditures - BSN payment was misleading as to what it was for, also commented on Policy 827, Facilities Item #1, and the bids for renovations to the Family & Consumer Science classroom.
- XI. **Presentation of Bills** – *David Bonenberger*
  - A. General Expenditures – \$1,049,847.23
  - B. Cafeteria Expenditures – \$192.93
  - C. Health Benefits – \$598,252.64
  - D. Capital Projects – None
    1. Approve the above Presentation of Bills.  
Director Conte, seconded by Director Broun, moved to approve the Presentation of the Bills. Vote: 8-yes, 0-no, 1-absent (Pakzad)
- XII. **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 – June and July 2025

E. High School Activity Report – May, June, and July 2025

1. Approve the above Treasurer’s Report.

Director Conte, seconded by Director Demko, moved to approve the Treasurer’s Report.

Vote: 8-yes, 0-no, 1-absent (Pakzad)

### XIII. **AGENDA ITEMS**

#### A. **Education**

1. Approve the second and final reading of the following policy:  
Policy 827 – Conflict of Interest
2. Approve an Adjudication for student # 8779218679 for the 2025-2026 school year.

Director Conte, seconded by Director Santos, moved to approve Education Items 1 & 2.

Vote: 8-yes, 0-no, 1-absent (Pakzad)

#### B. **Personnel**

- A. Tenure - Cristina Reyes - 8/18/2025  
Beverly Sparling - 8/18/2025
1. Approve appointing Judith Riegel as Board Secretary for the period October 27, 2025, to December 19, 2025, with a stipend of \$2,500 prorated.
2. Approve Kristen Kallert as a Kindergarten Long Term Substitute at \$61,182.00 (B, Step 1).
3. Approve Gunnar Pattison as a Full-Time K-12 Instructional Paraprofessional, per the current Educational Professionals Agreement, pending completion of employment paperwork.
4. Approve the following individuals as Day-to-Day Substitutes for the 2025-2026 school year:
 

Lauren Wright	Linda Stiansen
Jeffery Dziejczak	Cole Naylor
5. Approve the following mentor for the 2025-2026 school year. Salary is in accordance with the current professional agreement, which may be prorated if the mentorship is not a full year.

**Inductee**

Kali Steingall  
Kristen Kallert

**Mentor**

Jessica Habas  
Rebecca Harvey

- 6. Approve the following 2025-2026 Athletic Coaches:  
 Derek Fox – Jr. High Asst. Boys Soccer Coach - \$1,800  
 Craig Wigglesworth – Boys Soccer Asst Coach - \$1,422 (rate adjustment)  
 Tanner Riefenstahl – Boys Soccer Asst. Coach - \$2,100  
 Tyler Horton – Jr. High Boys Soccer Asst. Goalkeeping Coach - \$1,000
- 7. Approve the co-curricular positions for the 2025-26 school year.  
High School  
 Kerry Schultz – Future Business Leaders of America - \$2,250.00
- 8. Approve the resignation of Michael Petruny, paraprofessional, effective August 12, 2025.

Director Conte, seconded by Director Demko, moved to approve Personnel Items 1 - 8.  
 Vote: 8-yes, 0-no, 1-absent (Pakzad)

**C. Facilities**

- A. Facilities Committee Meeting Summary – August 13, 2025
- 1. Approve the following list of School Affiliated Organizations, which allows use of the School or District name and operating in relation to the school district's program:  

Football Booster Club	SV Music Connection
MS/HS Wrestling Booster Club	Boys Soccer Booster Club
SV Performing Arts Association	ES Parent Teacher Organization
SV Athletics Booster Club	SV Alumni Association
SV Foundation for Educational Innovation	

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

**D. Finance**

- A. Finance Committee Meeting Summary – August 13, 2025
- 1. Approve the attached addendum to the PTS Agreement for a Board-Certified Behavior Analyst.
- 2. Approve a contract with First Student, Inc. for the transportation of a student, pending review and approval of the solicitor.
- 3. Approve the contract with MKSD Architects for the design, permitting, and construction administration of renovations to the High School Family and Consumer Science Rooms at a cost of \$32,000.

Director Conte, seconded by Director Demko, moved to approve Finance Items 1 - 3.  
 Vote: 8-yes, 0-no, 1-absent (Pakzad)

**E. Community Updates**

- **Hellertown/Lower Saucon Chamber of Commerce** – *John Conte* – The scholarship program has ended.
- **Saucon Valley Foundation for Educational Innovation** – *Tracy Magnotta* - None

**F. Northampton Community College** – *Susan Baxter* - None

**G. Bethlehem Area Vo-Tech School** – *Vivian Demko & Cedric Dettmar* – Food Truck Tuesday’s will be returning.

**H. Colonial Intermediate Unit** – *Dr. Shamim Pakzad* - None

**I. PSBA Representative** – *Donald Carpenter & Jay Santos* – PSBA leadership voting will be happening at the next meeting.

**J. New Business** – Director Broun commented on his wish to meet with our Communications Department to discuss our Crisis Communication Plan and have more of our students showcased in the media. He would also like to discuss the banning of student cell phone use. He also commented on the District ratings that are slipping.

**K. Old Business** - None

**XIV. Citizens’ Inquiries and Comments** – None

**XV. Announcements**

**Future Meetings ~**

September 9, 2025– 7 pm – Business Meeting – High School Audion

September 23, 2025– 7 pm – Business Meeting – High School Audion

**XVI. Motion to Adjourn Meeting**

ATTEST \_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

## FUND ACCOUNTING PAYMENT SUMMARY

**Bank Account:** GF - FULTON BANK - GENERAL    **Payment Dates:** 08/28/2025 - 09/10/2025

**Payment Categories:** Regular Checks, Direct Deposits  
**Sort:** Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		AHOLD FINANCIAL SERVICES	SUPPLIES - CONSUMER ED 5-8		189.95
		AMERICAN RED CROSS	CPR Supplies		269.80
		AZTEC PRODUCTS INC	SUPPLIES - PLANT OPERATIONS		650.40
		BACHIK ROSE A.	SENIOR CITIZENS TAX REBATE		300.00
		BEHAVIORIAL HEALTH ASSOCIATES	PROF ED SERV - OTHER ED AGENCY		640.00
		BUCKS COUNTY INTERMEDIATE	SPECIAL ED IU CONTRACTED SVCS		4,422.50
		CARBIDE 3D LLC	Supplies for Robotics/Svitilla		5,700.00
		COLONIAL LEAGUE	Colonial League Dues		5,700.00
		DEGLER-WHITING INC.	Service bleachers / grandstand		1,585.00
		DORNEY SANDRA	SENIOR CITIZENS TAX REBATE		550.00
		ESTRELLITA	See Attachment		940.90
		F.W. WEBB COMPANY	SUPPLIES - PLANT OPERATIONS		64.16
		GILLY MARTHA	SENIOR CITIZENS TAX REBATE		550.00
		HAL LEONARD CORP.	refer to attached invoice		99.00
		JOSHUA TREE INC.	LAWN CARE SVCS		2,509.58
		KDA ELEVATOR CONSULTANTS, LLC	REPAIRS & MAINTENANCE		345.00
		KENSOL AIRWAYS / TOP JOB BLDG	REPAIRS & MAINTENANCE		1,905.00
		LEHIGH VALLEY ASBO	DUES & FEES BUS OFFICE		150.00
		LEVIN LEGAL GROUP PC	SOLICITOR RETAINER		902.00
		MATTERHACKERS, INC	Deliver to ES STEM classroom f		329.99
		MKSD ARCHITECTS	OTHER LIABILITIES		950.18
		MONTGOMERY COUNTY IU #23	EDUC SOFT & LIC - BUS OFC		4,244.20

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

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**Sort:** Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		NAZARETH AREA HIGH SCHOOL	TUITION-OTHER LEAs 5-8		458.94 #
		O.R.E. RENTAL EQUIPMENT	OPER - LEASED COPIER - EL		1,847.90
		PATCH MANAGEMENT INC	REPAIRS & MAINTENANCE		105,140.00
		PPL PUBLIC MEDIA CTR @ PBS 39	TELECOMMUNICATIONS		1,969.00
		PRINTED SOLID INC	Original Prusa XL Assembled 3D		3,660.48
		PSMLA TREASURER	Membership: Ruiz-French(MS)		50.00
		RACHEL'S CHALLENGE	CONF EMPL TRAINING RTL		9,400.00
		REALITYWORKS INC.	Computerized Baby		3,110.25
		SAFETY-KLEEN SYSTEMS INC.	Parts washer / oil filter drum		236.49
		SCHRANTZ JAYNE	SENIOR CITIZENS TAX REBATE		300.00
		SERVICE TIRE TRUCK CENTERS	SUPPLIES - TRANSPORTATION		1,115.00
		SLP Now LLC	online membership		249.00
		SPRINGMATH ACCELERATE	REG INSTR SOFTWARE LIC K-4	CONF EMPL TRAINING K-4	10,090.00
		TANYA L. SCHERER	SPEC ED - OTHER PROF SERVICE		230.00
		TIMES NEWS LLC	Bethlehem Press Subscription/L		12.95
		ULTIMATESLP	online subscription		139.92
		WILMINGTON TRUST FEE COLLECTIONS	PRINCIPAL REDEMPTION - SVSD	BOND INTEREST-SVSD	1,154,300.00 <sup>D</sup>
		REISS STEWART E.	SENIOR CITIZENS TAX REBATE		300.00 <sup>D</sup>
		GO ROUT	ATHLETICS - SOFT/LIC		1,048.33 <sup>D</sup>
		JUST PLAY SPORTS SOLUTIONS LLC	ATHLETICS - SOFT/LIC		1,670.00 <sup>D</sup>
		95 PERCENT GROUP LLC	refer to attached quote	BOOKS & PERIODICALS REG K-4	11,347.20 <sup>D</sup>
		AMAZON CAPITAL SERVICES INC	MS Learning supplies	Blanket PO	4,571.92 <sup>D</sup>

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**Payment Categories:** Regular Checks, Direct Deposits  
**Sort:** Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		AMERICHEM	Blanket PO		3,987.63 <i>D</i>
		AMY BRAXMEIER	SUPPLIES - PRINCIPAL K-4		19.25 <i>D</i>
		APPLE INC.	iPads for food service		658.00 <i>D</i>
		BAVTS	VO-TECH TUITION 9-12		90,612.00 <i>D</i>
		BEST COURTNEY	CASH - FULTON SALARY		350.00 <i>D</i>
		BSN SPORTS LLC	Cross Country Supplies		1,513.26 <i>D</i>
		CINTAS CORPORATION-#101	REPAIRS & MAINTENANCE	Extinguisher Inspection & Tamp	4,803.40 <i>D</i>
		Commercial Kitchen Repairs	REPAIRS & MAINTENANCE		520.00 <i>D</i>
		EAS WATER COFFEE PAPER	MAINT SUPPLIES - ELEM	MAINT SUPPLIES - MS	77.74 <i>D</i>
		EASTON ARTS ACADEMY ELEMENTARY CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		1,470.72 <i>D</i>
		EXECUTIVE EDUCATION ACADEMY CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		11,765.80 <i>D</i>
		FOLLETT CONTENT SOLUTIONS LLC	Books, title list, TBD at a la		994.17 <i>D</i>
		GREAT MINDS PBC	Refer to attached quote		219.60 <i>D</i>
		HILLENDALE ASSOCIATES, INC.	HEALTH INSURANCE EXPENSE PAYAB		14,350.00 <i>D</i>
		HMH EDUCATION COMPANY	Writeable Renewal		15,167.79 <i>D</i>
		HUDL	HUDL Subscription		17,500.00 <i>D</i>
		ILLINGWORTH BARBARA	SENIOR CITIZENS TAX REBATE		550.00 <i>D</i>
		INTEGRITEC INC.	Water treatment service		479.17 <i>D</i>
		INTERSTATE BATTERY OF ALLENTOWN	SUPPLIES - TRANSPORTATION		442.41 <i>D</i>
		J.C. EHRlich	Bees, wasps, hornets, yellow j		3,525.00 <i>D</i>
		Jacquelyn Stotz	Tuition reimbursement for Summer 2025 courses	Tuition reimbursement for Summer 2025 TLT 467	3,354.00 <i>D</i>

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**Payment Categories:** Regular Checks, Direct Deposits  
**Sort:** Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		JANICE KOKOLUS	SENIOR CITIZENS TAX REBATE		550.00 <i>D</i>
		JASO PATRICIA	SENIOR CITIZENS TAX REBATE		300.00 <i>D</i>
		JOHNSON CONTROLS FIRE PROTECTION LP	REPAIRS & MAINT EQUIP		1,288.40 <i>D</i>
		KEITHS LOCK & DOOR SERVICE	REPAIRS & MAINTENANCE		2,556.20 <i>D</i>
		KIRIPOSKI & SONS INC.	RENTAL OF EQUIP FOOTBALL MS	RENTL OF EQUIP SOCCER JH BOYS	47.25 <i>D</i>
		LEHIGH VALLEY DUAL LANGUAGE CHARTER SCHOOL	SPEC ED TUITION CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	4,997.82 <i>D</i>
		LEXIA LEARNING SYSTEMS LLC	refer to attached quote		1,429.89 <i>D</i>
		LINDE GAS & EQUIPMENT INC.	SUPPLIES - TRANSPORTATION		128.73 <i>D</i>
		LOGAN KIRIPOSKI INC.	RENTAL OF EQUIPMENT	RENTAL OF EQUIP SOCCER G JV	1,000.00 <i>D</i>
		MARCOZZI MARIO	No Travel. Zoom Class provided by Mass Insight APS		1,075.00 <i>D</i>
		MC GRAW HILL	REG INSTR SOFTWARE LIC K-4		650.25 <i>D</i>
		MCGRAW HILL EDUCATION	REG INSTR SOFTWARE LIC K-4		1,950.75 <i>D</i>
		MICROBAC LABORATORIES INC.	BLD OPER - OTHR PROF SVC - HS		261.78 <i>D</i>
		MUSIC & ARTS	BOOKS & PERIODICALS REG 5-8		135.07 <i>D</i>
		NAPA AUTO PARTS-HELLERTOWN	SUPPLIES - TRANSPORTATION		137.94 <i>D</i>
		PIONEER MANUFACTURING CO	SUPPLIES - ATHLETICS		615.38 <i>D</i>
		POWERSCHOOL GROUP LLC	TECHNOLOGY ADMIN LIC & FEES		7,361.21 <i>D</i>
		PP & L ELECTRIC UTILITIES	ELECTRIC - PLANT OPERATIONS		41,167.40 <i>D</i>
		PROJECT LEAD THE WAY INC	DUES & FEES		3,200.00 <i>D</i>
		REDDING JOANNE	SENIOR CITIZENS TAX REBATE		550.00 <i>D</i>
		RESPONDUS	Lockdown Browser Renewal		3,195.00 <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:** 08/28/2025 - 09/10/2025

**Payment Categories:** Regular Checks, Direct Deposits  
**Sort:** Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		Roberts Oxygen Co. Inc	SUPPLIES - PLANT OPERATIONS		312.18 <i>D</i>
		SCENARIO LEARNING LLC	EDUC SOFT & LIC - BUS OFC		2,950.00 <i>D</i>
		SCHULTZ KERRY	APSI Registration \$900	APSI registration \$700	1,600.00 <i>D</i>
		SEVEN GENERATIONS CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		17,648.70 <i>D</i>
		TEACHER'S DISCOVERY	French		299.05 <i>D</i>
		TuWay Communications	TELECOMMUNICATIONS		1,455.00 <i>D</i>
		UGI UTILITIES INC	NATURAL GAS - PLANT OPERATIONS		67.46 <i>D</i>
<b>10 - GENERAL FUND</b>					<b>1,613,535.44</b>
<b>Grand Total All Funds</b>					<b>1,613,535.44</b>
<b>Grand Total Credit Cards</b>					<b>0.00</b>
<b>Grand Total Direct Deposits</b>					<b>1,442,527.85</b>
<b>Grand Total Manual Checks</b>					<b>0.00</b>
<b>Grand Total Other Disbursement Non-negotiables</b>					<b>0.00</b>
<b>Grand Total Procurement Card Other Disbursement Non-negotiables</b>					<b>0.00</b>
<b>Grand Total Regular Checks</b>					<b>171,007.59</b>
<b>Grand Total Virtual Payments</b>					<b>0.00</b>
<b>Grand Total All Payments</b>					<b>1,613,535.44</b>

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## FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CL - CAFE - FULTON(LAFAYETTE)    Payment Dates: 08/28/2025 - 09/10/2025

Payment Categories: Regular Checks  
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		AHOLD FINANCIAL SERVICES	FOOD		141.19
		AMAZON CAPITAL SERVICES INC	SUPPLIES		784.74
		HERSHEY'S CREAMERY COMPANY	FOOD		2,040.26
		J.T.M. Provisions Co. Inc.	FOOD		2,581.44 #
		JOCELYN WILKINSON	PREPAID LUNCHES		14.80
		JODI LYNNE PORTERFIELD	PREPAID LUNCHES		40.00
		MORABITO BAKING CO.	FOOD		621.12
		PENN JERSEY PAPER CO. LLC	SUPPLIES		1,930.99
		POCONO MOUNTAIN DAIRIES	MILK	FOOD	1,521.57
		ROCKLAND BAKERY INC.	FOOD		58.03
		SINGER EQUIPMENT COMPANY	SUPPLIES		922.51
		US FOODS INC	FOOD		28,438.62
<b>50 - CAFETERIA</b>					<b>39,095.27</b>
<b>Grand Total All Funds</b>					<b>39,095.27</b>
<b>Grand Total Credit Cards</b>					<b>0.00</b>
<b>Grand Total Direct Deposits</b>					<b>0.00</b>
<b>Grand Total Manual Checks</b>					<b>0.00</b>
<b>Grand Total Other Disbursement Non-negotiables</b>					<b>0.00</b>
<b>Grand Total Procurement Card Other Disbursement Non-negotiables</b>					<b>0.00</b>
<b>Grand Total Regular Checks</b>					<b>39,095.27</b>
<b>Grand Total Virtual Payments</b>					<b>0.00</b>
<b>Grand Total All Payments</b>					<b>39,095.27</b>

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

***Memorandum of Understanding  
Health Professions Volunteer Experience***

This Memorandum of Understanding (“MOU”) is made and entered into by and Saucon Valley School District (“School”) and St. Luke’s Health Network, Inc. d/b/a St. Luke’s University Health Network (“Network”) on behalf and for the benefit of itself and its hospital affiliates (each and collectively, the “Facility”) as of this 20<sup>th</sup> day of August, 2025.

School is a public school district operating co-educational schools for grades K-12. School provides a health professions program for its high school students that combines classroom learning with volunteering in the health care setting designed to prepare students for post-secondary education (“Program”).

The Network provides educational and volunteer experiences for appropriate students and desires to provide such experiences for qualified School students enrolled in the Program (“Students”), subject to the terms of this MOU.

The Network and School, intending to be legally bound, agree to the following terms:

1. Volunteer Experience. From time to time, the Network will provide volunteer experiences to a mutually agreed upon number of Students at the Facility as determined to be appropriate by the Facility and School. The School will not send any instructors or supervisors (“Instructors”) to accompany the Students without a written amendment to this MOU which includes, without limitation, a requirement that Instructors shall be bound to comply with any applicable policies and directions of the Facility communicated to the Instructors or School. The Facility will provide appropriate personnel regarding the Students’ volunteer experience. Students will participate in the volunteer experience at the Facility at such dates and times mutually agreed upon by the parties. Notwithstanding the foregoing, School agrees that in connection with its activities under this Agreement, it will do what is reasonably necessary in order to prevent itself, its Students or its Instructors from in any way interfering with the operations and provision of patient care at the Facility. School shall provide any information requested by the Network or the Facility, relating to a Student or the assignment hereunder, subject to School’s obligation to comply with the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) and the implementing regulations (34 CFR Part 99 (“FERPA”) and the Network’s confidentiality obligations as set forth in Paragraph 3.B. below. The Network acknowledges and agrees that if it requests any Student’s “educational records” as such term is defined by FERPA, School has no obligation to release such material without consent of the Student’s parent/legal guardian.

2. Student Responsibilities. Each Student shall have on record with the School or provide directly to the Network upon the Network’s request, any health and background screening required by the Network prior to participating in the volunteer experience hereunder. Each Student shall participate in an orientation to the Facility and the Network’s policies, and is expected to comply with the Facility’s and Network’s applicable policies, and any instructions or directions provided to the Student in connection with their volunteer experience. The Students shall not use or disclose any patient information learned or observed at the Facility. Any breach by a Student of the foregoing shall be grounds for immediate dismissal of such Student or termination of this MOU by the Network. No Student may publish any material regarding the Facility or the Network or their experience hereunder without the express prior written consent of the Network. School agrees to remove a Student from assignment at the request of the Facility if the Facility has determined such removal will be in the best interest of the Facility. Notwithstanding the foregoing, the Facility will have the right at any time to take whatever action it deems necessary in its sole discretion, including the barring of a Student from its premises, in order to ensure the safety and welfare of its patients and to maintain the operation of its facilities free from

disruption. In the event that Facility or Network removes a Student it shall notify the School's designated representative by phone and email within one (1) week of such event.

3. Responsibilities of Network - Clearances and Confidentiality.

A. Network Clearances Responsibilities. The Network represents and warrants that it has obtained a state and federal criminal background check of its personnel responsible for coordinating the Students' experience under this MOU that are sufficient to satisfy the requirements of the Pennsylvania Public School Code and the Pennsylvania Child Protective Services Law. The Network shall not permit any such personnel to participate under this MOU if the Network has knowledge that any such personnel has been arrested for or convicted of any reportable offense as enumerated in 24 P.S. §§ 1-111(e) and/or 1-111(f.1), or named in the statewide database as the alleged perpetrator in a pending child abuse investigation or as the perpetrator of a founded report or an indicated child abuse report.

B. Network Confidentiality Responsibilities.

The Network acknowledges that Students' educational records are protected by FERPA. The Network will use reasonable efforts to maintain in confidence any information regarding Students created or maintained by the Network, and will not disclose such information to a third party unless requested to do by the Student, or required by applicable law. This provision shall continue after the expiration of this MOU for such time as is required by applicable law.

4. Term. The term of this MOU will begin on the date stated above, and continue through the last day of the then current school year, and thereafter automatically renew for additional annual periods, unless, at any time during the term (a) the Facility or the Network is not permitted, or determines it is not in the best interest of the Facility or the Network to continue its participation in the Program for any reason and shall provide notice to School thirty (30) days prior to termination unless it is inadvisable or impossible to provide said notice, or (b) School terminates this MOU or does not or cannot fulfill any of its obligations under this MOU and does not or cannot cure that failure within thirty (30) days of the Network's notice to School.

5. Insurance. School shall maintain (a) commercial general liability insurance in minimum amounts of \$1 million per occurrence and \$3 million aggregate, (b) workers' compensation insurance as required by law, and (c) employer's liability insurance in minimum amounts of \$1 million each accident, \$1 million disease per employee and \$1 million disease in the aggregate. The Network shall maintain (a) medical professional liability insurance in minimum amounts of \$1 million dollars each medical incident and \$3 million aggregate, (b) commercial general liability insurance in minimum amounts of \$1 million per occurrence and \$3 million aggregate, (c) workers' compensation insurance as required by law, and (d) employer's liability insurance in minimum amounts of \$1 million each accident, \$1 million disease per employee and \$1 million disease in the aggregate.

6. Indemnification. School agrees to indemnify and hold harmless the Network and its affiliates and their officers, trustees, invitees, employees, and agents from and against any liability, damages, claims, costs, charges or expenses (including reasonable attorneys' fees) to the extent arising from the negligence, gross negligence, or willful misconduct of School and/or its employees and/or agents, including without limitation, Instructors (if any) and Students. The Network agrees to indemnify and hold harmless School and its employees and agents from and against any third party liability, damages, claims, costs, charges or expenses (including reasonable attorneys' fees) to the extent arising from the negligence, gross negligence, or willful misconduct of the Network and/or its employees and/or agents. No indemnification agreed to between the parties shall expose the School to greater liability than what it

would be exposed to under the Pennsylvania Political Subdivision Tort Claims Act if the School alone were liable.

7. Publicity. School shall not advertise, market, or publicize the Program or the participation of the Network or any Facility, or use the Network's or any Facility's logos or marks, unless specifically agreed to in writing by the Network.

8. Health Directives. Notwithstanding anything to the contrary whether with respect to required notices or otherwise, due to directives from a government agency or guidance established by a state or federal health agency, the Network and/or the Facility may, without liability to School or any Student, (a) establish additional requirements to permit Instructors (if any) and/or Students to participate in the Program at any Facility, (b) modify the schedule for the Program, and/or (c) temporarily suspend the Program. The Network will advise School if and when such additional requirements, modification, and/or suspension is no longer required.

9. Required Forms. If in conjunction with the Program or otherwise, School, the Network, any Facility, and/or the Student are required or requested to complete forms provided by the School, pursuant to the requirements of the Pennsylvania Department of Education or any School policy ("Required Forms"), the parties acknowledge and agree that notwithstanding anything to the contrary in the Required Forms, (a) the Network's Director of Volunteer Services and Volunteer Services personnel coordinating the experience hereunder will be identified as the personnel supervising Students, and (b) no terms or obligations therein shall expand, limit, or otherwise modify the terms of this MOU or any obligations of a party or the Student under this MOU.

10. Dispute Resolution. The parties shall first discuss and negotiate any disputes that arise under this MOU with a view toward settlement and disposition thereof. Contractual disputes that cannot be resolved by the parties shall be submitted to binding arbitration with a mutually agreed upon arbitrator, before one neutral arbitrator, with the laws of the Commonwealth of Pennsylvania being applied. The parties hereby consent to the holding of arbitration in Northampton County, Pennsylvania, and consent to the jurisdiction of the courts of the Commonwealth of Pennsylvania for the enforcement of these provisions and the entry of judgment on any award rendered hereunder. Should the chosen court of the Commonwealth of Pennsylvania for any reason lack jurisdiction, any court with jurisdiction shall enforce this provision and enter judgment on any award. The arbitration proceedings, together with all discovery made pursuant thereto and statements or documents exchanged by the parties in connection therewith, shall be kept confidential and shall only be used by such parties in connection with the arbitration proceedings. THE ARBITRATOR SHALL NOT AWARD ANY PARTY PUNITIVE OR EXEMPLARY DAMAGES, AND EACH PARTY HEREBY IRREVOCABLY WAIVES ANY RIGHT TO SEEK SUCH DAMAGES. All costs of arbitration shall be evenly divided between the parties, exclusive of each party's legal fees, each of which shall be borne by the party that incurs them. This provision shall survive the termination or expiration of this MOU for any reason, and may be enforced by a party after such event.

11. Miscellaneous. Each party shall comply with all applicable laws and regulations relating to its participation in the Program and its obligations under this MOU. The parties shall be independent contractors to each other, and this MOU does not create a joint venture, partnership, or employer-employee relationship. The introductory paragraphs to this MOU are deemed a part of this MOU. Any waiver of a term of this MOU shall not be deemed a future or continuing waiver of such term or any other term. This MOU may only be modified in writing, signed by both parties. This MOU is the entire agreement of the parties with respect to its subject matter, and supersedes any prior or contemporaneous agreement or understanding.

Authorized representatives of the parties have executed this MOU as of the date first written above.

**St. Luke's Health Network, Inc.**

**By:** \_\_\_\_\_  
Robert L. Wax  
Senior Vice President & General Counsel

CONTACT: St. Luke's Health Network  
801 Ostrum Street  
Bethlehem, Pennsylvania 18015  
ATTN: Network Director, Volunteer Services

**Saucon Valley School District**

**By:** \_\_\_\_\_  
Jamie Vlasaty  
Superintendent

CONTACT: Saucon Valley School District  
2097 Polk Valley Road  
Hellertown, PA 18055  
ATTN: Superintendent

School District  
**A G R E E M E N T**

**THIS AGREEMENT**, is made this \_\_\_ day of \_\_\_\_\_, 2025, by and between COMMONWEALTH UNIVERSITY OF PENNSYLVANIA (hereinafter referred to as "University"), an educational institution of the State System of Higher Education, Commonwealth of Pennsylvania and the school district **Saucon Valley School District** at 2097 Polk Valley Road, Hellertown, PA 18055 (hereinafter "School District"). The parties intend to be legally bound to the following terms:

**I. DUTIES AND RESPONSIBILITIES OF THE UNIVERSITY:**

- a. *Selection of Students.* The University will be responsible for the selection of qualified students to participate in the field study, internship, practicum or student teaching experience. The selected students must have the appropriate educational background and skills consistent with the contemplated educational experience offered by the School District.
- b. *Education of Students.* The University shall assume full responsibility for the classroom education of its students. The University shall be responsible for the administration of the program, the curriculum content, the requirements of matriculation, grading and graduation.
- c. *Submission of Candidates.* The University will submit the names of the students to the School District or a designated representative at least two weeks prior to the field study, internship, practicum or student teaching experience.
- d. *Advising Students of Rights and Responsibilities.* The University will be responsible for advising the student of his or her own responsibilities under this Agreement. The student will be advised of his or her obligations to abide by the policies and procedures of the School District and should any student fail to abide by any policy and/or procedure, he or she may be expelled from the program.
- e. *Professional Liability Insurance.* Students are responsible for procuring professional liability insurance at their own expense. The limits of the policy will be a minimum of \$1,000,000.00 per claim and \$3,000,000.00 aggregate. This policy must remain in full force and effect for the duration of the field study, internship, practicum or student teaching experience.

The School District understands that as an Agency of the Commonwealth, the University is prohibited from purchasing insurance. As a public university and state instrumentality, there is no statutory authority to purchase insurance and it does not possess insurance documentation. Instead, it participates in the Commonwealth's Tort Claims Self-Insurance program administered by the Bureau of Risk and Insurance Management of the Pennsylvania Department of General Services. This program covers Commonwealth/University-owned property, employees and officials acting within the scope of their employment, and claims arising out of the University's performance under this Agreement, subject to the provisions of the Tort Claims Act, 42 Pa.C.S.A. §§ 8521, et seq.

- f. *Health and Security Status.* The University will require its students who are participating in the field study, internship, practicum or student teaching experience to comply with health status and security clearance requirements of the School District and/or state regulatory agencies, including but not limited to completion of TB tests, current Act 34 Pennsylvania state criminal history report, current Act 151 child abuse report, and Act 114 FBI federal criminal history background

check. Proof of compliance must be presented to the University, with appropriate authorization to release information to the School District, prior to participating in the experience.

## **II. DUTIES AND RESPONSIBILITIES OF SCHOOL DISTRICT:**

- a. *Establishment of Field Study, Internship, Practicum or Student Teaching.* The School District authorizes the use of its facilities as may be agreed upon by the School District and the University as a field study, internship, practicum or student teaching center. This field study, internship, practicum or student teaching experience is for students enrolled in the University's BSEd/MEd in Business Education; BSEd/MEd in Early Childhood Education (PK-4); BA in Music\*Music Education Certification K-12; BSEd Deaf Education N-12/Early Childhood PK-4 (dual certification); BSEd/MEd Special Education PK-8/Early Childhood Education PK-4 (dual certification); BSEd/MEd Special Education PK-12/Early Childhood Education PK-4 (dual certification); BSEd in Middle Level (4-8) Mathematics; BSEd in Middle Level (4-8) Social Studies; BSEd in Middle Level (4-8) Language Arts; BSEd in Middle Level (4-8) Science; BSEd in Secondary Education (7-12) Biology; BSEd in Secondary Education (7-12) Citizenship; BSEd in Secondary Education (7-12) Chemistry; BSEd in Secondary Education (7-12) Earth/Space Science; BSEd in Secondary Education (7-12) Mathematics; BSEd in Secondary Education (7-12) Physics; BSEd in Secondary Education (7-12) English; Nursing (ASN, ABSN, BSN, RN to BSN, MSN); MS in Athletic Training; MEd Reading/Certification; MEd in Curriculum and Instruction Secondary Education Mathematics; MEd in Curriculum and Instruction Secondary Education Social Studies; MEd in Curriculum and Instruction Secondary Education Language Arts; MEd in Curriculum and Instruction Secondary Education Science; MS in Speech-Language Pathology; MS in Special Education/Special Education Supervisory Certification; MEd in Special Education (PK-8) Certification; MEd in Special Education (7-12) Certification; MEd in Special Education (PK-12); MEd in Special Education Dual SPECED (PK-12)/ECE (PK-4); MEd in MEd in College Student Affairs; MEd in Principal Certification (PK-12) program; MEd in Supervisory Curriculum and Instruction (PK-12) Certification; MEd in School Counseling (PK-12) Certification; and Teacher Intern Certification Programs. This field study, internship, practicum or student teaching experience is required and authorized by law.
- b. *Policies of School District.* The University will review with each student, prior to the assignment any and all applicable policies, codes, or confidentiality issues related to the experience. The School District will provide the University all the applicable information at least two weeks in advance of the student's participation.
- c. *Administration.* The School District will have sole authority and control over all aspects of student services. The School District will be responsible for and retain control over the organization, and operation of its programs.
- d. *Removal of Noncompliant Student.* The School District shall have the authority to immediately remove a student who fails to comply with School District policies and procedures. If such a removal occurs, the School District will immediately contact the responsible University Faculty Supervisor.
- e. *Designation of Representative.* The School District will designate a person to serve as a liaison between the parties who will meet periodically with representatives of the University in order to discuss, plan and evaluate the experience of the student(s).
- f. *Supervision of Students.* The School District will provide an employee of the School District to act as a supervisor of student activities during the field study, internship, practicum or student teaching experience.

- g. *Reporting of Student Progress.* The School District will provide all reasonable information requested by the University on a student's work performance. If there are any student evaluations, they will be completed and returned according to any reasonable schedule agreed to by the University and the School District.
- h. *Student Records.* The School District will protect the confidentiality of student records as dictated by the Family Educational Rights and Privacy Act (FERPA) and shall release no information absent the written consent of the student unless required to do so by law or as dictated by the terms of this Agreement.

### III. MUTUAL TERMS AND CONDITIONS:

- a. *Number of Participating Students.* The parties will mutually agree upon the number of University students assigned to the School District for the field study, internship, practicum or student teaching experience.
- b. *Term of Agreement.* The term of this Agreement shall be from the date of execution until June 30, 2029. This Agreement may not exceed a period of five years.
- c. *Termination of Agreement.* The University or the School District may terminate this Agreement for any reason with ninety (90) days notice. Either party may terminate this Agreement in the event of a substantial breach. However, should the School District terminate this Agreement prior to the completion of an academic semester, all students enrolled at that time may continue their educational experience until it would have been concluded absent the termination. In the event of a disagreement between the parties regarding any issue related to this Agreement, each party shall designate a contact person who will engage in good faith discussions to resolve the issue. If the designated representatives are unable to reach a resolution, either party may proceed with termination as outline in this Agreement.
- d. *Nondiscrimination:* The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act. CUOP students are protected by the Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of Section 504 of the Rehabilitation Act of 1973 (as amended) and the Americans with Disabilities Act (ADA) of 1990. **Saucon Valley School District** agrees to cooperate with CUOP in its investigation of claims of discrimination or harassment. Reporting of Sexual Violence and Sexual Harassment and Identification of Resources: **Saucon Valley School District** shall report any incident in which a student is the victim of sexual assault, dating violence, domestic violence, stalking or sexual harassment to Commonwealth University's Title IX Coordinator Jennifer Raup, [jraup@bloomu.edu](mailto:jraup@bloomu.edu), 570-389-4808. The site shall identify resources, such as medical care and counselling that are available to any student who has been the victim of sexual assault, dating violence, domestic violence or stalking.
- e. *Interpretation of the Agreement.* The laws of the Commonwealth of Pennsylvania shall govern this Agreement.
- f. *Modification of Agreement.* This Agreement shall only be modified in writing with the same formality as the original Agreement.

- g. *Relationship of Parties.* The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this Agreement to each other shall not be construed to constitute a partnership, joint venture or any other relationship, other than that of independent contractors.
- h. *Liability.* Neither of the parties shall assume any liabilities to each other. As to liability to each other or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this contract. This provision shall not be construed to limit the Commonwealth's rights, claims or defenses which arise as a matter of law pursuant to any provisions of this contract. This provision shall not be construed to limit the sovereign immunity of the Commonwealth or of the Pennsylvania State System of Higher Education or the University.
- i. *Entire Agreement.* This Agreement represents the entire understanding between the parties. No other prior or contemporaneous oral or written understandings or promises exist in regards to this relationship.
- j. *Assignment.* In addition to any assignability rights otherwise granted to the University by law or within this Agreement, the University shall specifically have the right to assign this Agreement to any entity within Pennsylvania's State System of Higher Education, whether now in existence or later formed. Should assignment occur, or should the University's name or legal entity change, assignment shall be complete upon notice to the School District of the change or assignment, without need for subsequent agreement or novation. Nothing in this paragraph shall be interpreted in a manner that limits the University's right to otherwise assign this Agreement. Nothing in this paragraph shall be read to have any effect on School District's right to assign this Agreement.

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

Commonwealth University of Pennsylvania

**Saucon Valley School District**

\_\_\_\_\_  
Authorized Signature                      Date

\_\_\_\_\_  
Authorized Signature                      Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

**Saucon Valley School District**  
 Superintendent, Ms. Jaime Vlasaty  
 2097 Polk Valley Road  
 Hellertown, PA 18055  
 Phone: 610-838-7001 Ext 1101  
 Email: [jaimе.vlasaty@svpanthers.org](mailto:jaimе.vlasaty@svpanthers.org)  
 Website: [www.svpanthers.org](http://www.svpanthers.org)



6 Danforth Drive  
 Easton PA 18045-7899  
 p 610-252-5550  
 f 610-252-5740  
 www.ciu20.org

## 2025-2026 Special Education Contract

This agreement is made this 27th day of August, 2025 by and between the Colonial Intermediate Unit 20 (hereinafter the "Intermediate Unit") at 6 Danforth Drive, Easton, PA 18045 and the Saucon Valley School District (hereinafter the "School District") at 2097 Polk Valley Road, Hellertown, PA 18055.

WHEREAS, the Intermediate Unit is willing to provide Special Education services to school districts within its service area; and

WHEREAS, the School District desires to engage the service of the Intermediate Unit for its Special Education Program for the 2025-2026 school year.

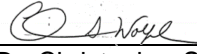

NOW, THEREFORE, in consideration of the mutual promises contained herein and intended to be legally bound hereby the parties hereto agree as follows:

1. The Intermediate Unit will provide special education instructional and non-instructional support and related services for the 2025-2026 school year. **The student data used for this contract is the data sent to you on your 2024-2025 final cost per student. The data used for this estimate does not account for new programs, students first coming into our programs or for those leaving our programs.**
2. Assignments along with the 2025-2026 rates are as follows:

Service	Program Cost	Saucon Valley EFT	Total Cost
Adaptive Physical Education	\$ 831,809	0.0230	\$ 19,132
Audiology Services	\$ 294,932	0.0289	\$ 8,524
Autistic Support (Center Based)	\$ 324,287	0.0000	\$ -
Autistic Support (Elementary)	\$ 13,016,234	0.0161	\$ 209,561
Autistic Support (Secondary)	\$ 5,999,815	0.0222	\$ 133,196
Emotional Support	\$ 7,330,116	0.0098	\$ 71,835
Hearing Support	\$ 630,560	0.0000	\$ -
Itinerant Hearing Support	\$ 709,059	0.0117	\$ 8,296
Itinerant Speech and Language Support	\$ 5,187,075	0.0146	\$ 75,731
Itinerant Vision Support	\$ 1,024,248	0.0201	\$ 20,587
Learning Support	\$ 222,333	0.0000	\$ -
Life Skills Support	\$ 4,151,751	0.0305	\$ 126,628
Multi-Disabilities Support	\$ 2,104,725	0.0820	\$ 172,587
Occupational Therapy	\$ 4,163,484	0.0082	\$ 34,141
Physical Support	\$ 779,586	0.0000	\$ -
Physical Therapy Team	\$ 822,234	0.0188	\$ 15,458
Project SEARCH	\$ 534,627	0.0000	\$ -
Psychological Services	\$ 1,150,214	0.0206	\$ 23,694
<b>TOTAL</b>	<b>\$ 49,277,089</b>		<b>\$ 919,370</b>

**2025-2026 Special Education Contract**  
**Saucon Valley School District**  
**Page 2**

3. The instructional, non-instructional support and related services shall be as defined and limited in the regulations and standards of the United States of America and Commonwealth of Pennsylvania and by the Intermediate Unit Special Education Budget, as well as by any understanding of limitations reached between the Director of Special Education of the Intermediate Unit and the School District.
4. It is further understood that the School District may request additional services and costs for such additional services over and above those provided for in the base agreement and will be assessed according to a plan acceptable to the Superintendent of the District and the Executive Director of the Intermediate Unit.
5. The School District will be responsible for unemployment costs if a Psychologist is hired specifically for your district and the Psychologist is not needed in the 2025-2026 school year.
6. For the services under this 2025-2026 Special Education Contract, the School District will pay an **estimated** amount of \$919,370 to the Intermediate Unit.
7. The Intermediate Unit will invoice the School District in eleven installments.
8. The Intermediate Unit will provide the School District with **estimated** costs by November 2025 and March 2026, as well as the final costs by August 2026.

DocuSigned by:				
	08/27/2025	_____	_____	_____
Dr. Christopher S. Wolfel	Date	Superintendent		Date
Executive Director				
DocuSigned by:				
	8/28/2025	_____	_____	_____
Ms. Alisha L. Kalapay	Date			
Board Secretary				

## **CONTRACT FOR SERVICES AGREEMENT** **TERMS AND CONDITIONS**

### **Services.**

CIU20 will perform the Services in accordance with the Contract for Service as well as these Terms and Conditions.

### **Breach.**

The Parties agree that a breach of any of the provisions of these Terms and Conditions shall also constitute a breach of the Contract for Service between the Parties.

### **Termination.**

The School Entity may terminate a Student Services Agreement for any reason upon one (1) business day written notice to the CIU20. In the event of termination, the School Entity will be responsible for payment for services rendered on a per diem basis. The CIU20 may terminate this agreement with thirty (30) days' written notice to the School Entity if invoices remain unpaid for one hundred twenty (120) days.

### **Independent Contractor.**

It is agreed by the Parties that the CIU20 and its officers, employees, agents, and/or assigns, while engaged in carrying out Services, are independent contractors and are not the officers, employees, agents or assigns of the District. Accordingly, the CIU20, its officers, employees, agents, and/or assigns, are not entitled to benefits provided by the District to its employees, including, but not limited to, group insurance, pension plan enrollment, vacation, leaves of absence, workers' compensation, unemployment compensation, or insurance and any potential claim thereto is hereby specifically waived and forever released. The CIU20 agrees, however, to comply with all laws and regulation which apply to the District (or to the services to be performed by the CIU20), as well as any internal policies and procedures of the District, enacted to comply with laws and regulations.

### **Background Checks.**

The CIU20 agrees that it has performed background checks sufficient to satisfy the requirements of the Pennsylvania Public School Code and the Pennsylvania Child Protective Services Law, specifically, 24 P.S. §§ 1-111 and 1-111.1 and 23 Pa.C.S.A. §§ 6344, 6344.2, and 6344.4, each as amended. The CIU20 further agrees that it will immediately notify the District if it knows or has reasonable reason to know that one of its employees / agents / assigns is the subject of a criminal or civil investigation, action, or charges.

### **Confidentiality.**

The CIU20 agrees that any information that it receives pursuant to the Contract for Service, and which is subject to the "Family Educational and Privacy Rights Act," shall remain confidential as required by the Act. **See** Act of Aug. 21, 1974, Pub. L. No. 93-380, 88 Stat 484 (codified as amended 20 U.S.C. § 1232g). This provision shall continue in perpetuity after the expiration of these Terms and Conditions.

The CIU20 agrees that any information that it receives pursuant to the Contract for Service, and which is subject to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), shall remain confidential as required by the Act. **See** Health Insurance Portability and Accountability Act of 1996, Pub. L. No. 104-191, 110 Stat. 1935-2103. This provision shall continue in perpetuity after the expiration of these Terms and Conditions.

### **Indemnification.**

The CIU20 and School Entity agree to indemnify and hold harmless each other, their employees and directors from liability for monetary damages where such liability is based on the exclusive control and/or affirmative act of the indemnitor. Where a claim against either party is based in tort, the obligation to indemnify shall not exceed the limit or scope of liability for which the party could be liable under Pennsylvania Political Subdivision Tort Act.

### **No Indemnification for Violation of FAPE**

As the School Entity has a non-delegable legal duty to provide a Free Appropriate Public Education under Federal and State Law, CIU20 shall have no obligation for indemnification under this Contract for Services for compensatory education or prevailing attorneys' fees associated therewith, arising out of violation of FAPE whether based upon violation of the IDEA or Section 504 of the Rehabilitation Act.

### **School Entity's Obligations**

The School Entity, as LEA, while CIU20 provides services under this Contract for Services, shall have a continuing obligation to monitor the progress of its students. School Entity shall regularly attend through qualified representatives all meetings, conferences and reviews required of an LEA by law. Failure by the School Entity to perform its obligations as LEA shall negate any obligation on the part of CIU20 for indemnification under its contract for services agreement.

### **Cooperation in Defense of Claim**

In the event of a claim or claims brought against the CIU20 and a district receiving services under a Contract for Services, the District and CIU20 shall before answering such claim or complaint consult with each other and cooperation shall be a condition precedent to any claim for indemnification by either party. Where School Entity claims the right to indemnification, CIU20 shall have the right to control the claim, including the right to choose counsel and to proceed to defend the claim with the same counsel subject to waiver of conflict and agreement by participants' insurers.

### **Immunity**

Nothing in these Terms and Conditions or any Contract for Service between the Parties shall be construed to expand the liability of the District, either in tort, contract, or otherwise, beyond the limits of liability imposed by the "Political Subdivisions Tort Claims Act" if the District were alone liable. **See** Act of Oct. 5, 1980, Pub. L. No. 1980-142, sec. 221(f), Ch. 85, Subchs. A & C, 1980 Pa. Laws 739-51 (codified as amended 42 Pa. Cons. Stat. §§ 8501-8564 (West)). These Terms and Conditions shall not be construed to waive or reduce the immunities from civil liability granted by or enlarge the limitations on immunity imposed by said Act. This provision shall take precedence over any conflicting provision within these Terms and Conditions or the Contract for Service between the Parties.

### **Insurance.**

Both Parties agree that maintenance of insurance coverage as required hereunder was and is a material consideration bargained for in the inducement of Services and agreed to in these Terms and Conditions and the Contract for Service. Accordingly, the failure of the CIU20 to maintain an insurance policy as specified in this section constitutes a material breach. The CIU20 agrees that it will maintain general liability and educator's errors and omissions insurance through the Term of the Contract for Service with a value of not less than \$2,000,000 per occurrence and \$3,000,000 in the aggregate. School Entity further agrees that it will provide proof of the insurance policy at any time that the CIU20 requests proof of coverage.

### **Non-waiver for Failure to Enforce.**

The failure to enforce or require the performance at any time of the provisions of these Terms and Conditions or the Contract for Service between the Parties shall in no way be construed to be a waiver of such provisions and shall not affect either the validity of these Terms and Conditions or any part hereof, or the right of any party thereafter to enforce each and every provision in accordance with these Terms and Conditions.

### **Force Majeure.**

Neither Party will be liable for any breach or failure to perform under these Terms and Conditions or any other documents incorporated by reference herein if such breach or failure to perform is due to acts beyond the reasonable control of such Party, which include by way of illustration, but not limitation, acts of God or public enemy, acts of Federal, state or local government, either in its sovereign or contractual capacity, fire, floods, civil disobedience, strikes, lock-outs, freight embargoes, inclement weather, or any other cause or condition beyond such Party's reasonable control; provided, however, that the Party which has been so affected will (i) promptly give written notice to the other of the fact that it is unable to so perform and the cause(s) therefore; and (ii) resume its performance under these Terms and Conditions immediately upon the cessation of such cause(s).

### **Severability.**

The Parties hereto agree that if any clause of these Terms and Conditions or Contract for Service between the Parties is held unenforceable, the balance of the Terms and Conditions and Contract for Service shall remain in full force and effect.

### **Conflict of Laws.**

These Terms and Conditions and Contract for Service between the Parties shall be interpreted under the laws of the Commonwealth of Pennsylvania in effect as the date of the Contract for Service (or as otherwise indicated). The Parties agree to submit to the jurisdiction of the Northampton County Court of Common Pleas or the United States Court for the Eastern District of Pennsylvania for any action to interpret, enforce, or defend a breach of these Terms and Conditions or Contract for Service between the parties or to seek a declaratory judgment related to these Terms and Conditions or Contract for Service between the Parties.

### **Assignment.**

The Parties agree that a material condition of these Terms and Conditions and Contract for Service between the Parties is that they cannot be assigned. Any language to the contrary should be ignored and is unenforceable.

### **Notice.**

All notices required shall be in writing. Delivery of Notice shall be made either by (a) hand delivery or (b) certified or registered mail, postage pre-paid, overnight courier addressed as follows, or email with confirmed receipt and copies to their solicitor of record:

#### **If to Saucon Valley School Entity**

Saucon Valley School Entity  
2097 Polk Valley Road  
Hellertown, PA 18055

#### **If to CIU20**

Colonial Intermediate Unit 20  
6 Danforth Drive  
Easton, Pennsylvania 18045

If the address of either Party should change, notice shall immediately be made upon the other Party.



September 9, 2025

To: Saucon Valley Board of Education

From: Saucon Valley Foundation for Educational Innovation

Re: Middle School Makerspace & What's So Cool About Manufacturing

The Saucon Valley Foundation for Educational Innovation is pleased to provide funding for the Middle School Makerspace and What's So Cool About Manufacturing for your approval.

Middle School Makerspace (\$3,000.00)

This funding for the Makerspace program at the Middle School, provided to Meredith Lesney, will expand the program to include ELEGOO 3-D printers, SD Cards, printer tools and filament. Students in grades 5 through 8 have the opportunity to learn how to design and create objects. With the purchase of the 3-D printers, the students can complete their learning experience by "printing" the objects they have designed.

Middle School What's So Cool About Manufacturing Team (\$3,000.00)

This funding for the What's So Cool About Manufacturing Team at the Middle School, provided to Meredith Lesney, will be used to purchase a new camera with self-focusing feature allowing the students to capture higher quality video footage. The funds will also go towards a new computer used to edit the video.

Respectfully,

*Kathleen Dettmar*

Kathleen Dettmar, Treasurer  
SVFEI

Cc: David Bonenberger, Business Office



## Harlem Wizards Game Contract & Invoice

**Checks & Mail to: Harlem Wizards, 330 Fairfield Rd., Fairfield, NJ 07004 (This is New Address as of 2022)**  
**PH: 201.271.3600 Fax: 201.271.3604**

This contract is made and entered into between Harlem Wizards Entertainment Basketball Inc., hereinafter referred to as **WIZARDS** and Saucon Valley High School referred to as **HOST**, on this date of July 18, 2025.

### TERMS

1. **WIZARDS** agree to play an entertainment basketball exhibition game in Hellertown, PA at Saucon Valley High School located at 2100 Polk Valley Road Hellertown, PA on **11/13/2025**.
  - Seating capacity is 975. (Please note that seating capacity may be less than the number on the gym occupancy sign).
2. **WIZARDS GEOGRAPHIC AREA BOOKING POLICY (LIMITED EXCLUSIVITY):**
  - a. The Wizards use their experience in determining when hosting another game in your community or neighboring community would impact your game.
  - b. The Wizards guarantee that they will not schedule a game in your city/town in the same school year without your approval if there is only one high school in your town except for the following: Any town with more than one high school or 7 or more schools may be eligible for two games. Also, schools from other communities, using a college in your school will not be excluded from two games in your town/city.
  - c. For neighboring towns, the Wizards reserve the right to schedule games there, and would typically do so, unless both events would be focusing on marketing (recruiting teachers, scheduling assemblies, distributing flyers) to the same elementary and middle schools. The uniqueness of a Wizard event is the community feel, highlighted by the home team, primarily featuring elementary and middle school teachers from the same town.
3. **WIZARDS** agree to provide in advance: an Event Support rep, an online ticket system, digital marketing tools (including videos), and 50 posters. At the game, Harlem Wizards provide the team consisting of 5-7 players, announcer, audience participation halftime show, and post-game autograph session.

**Tickets:** All game tickets will be sold online using our online ticketing system and sold via [harlemwizards.com](http://harlemwizards.com). This is the most efficient, accurate and effective method of ticket sales for the host and the most convenient for the buyer. The use of the Wizards online ticketing system is required and must be the sole online ticketing system for sale of online tickets. There is no fee to **HOST**. The buyer will pay a fee, currently \$1.50, per ticket (subject to change with notice).
4. **HOST** agrees to pay **WIZARDS** a minimum guaranteed fee of **\$5500**. The contract will be signed and returned to the Wizards **by 7/28/2025**.
  - The Wizards will receive either the minimum guaranteed fee or 48% of ticket sales, whichever is greater. (i.e. If your total ticket sales are \$10,000, the Wizards total fee would be the guaranteed fee or 48% of total ticket sales, whichever is greater)
5. **ADDITIONAL TRAVEL FEE:** Your travel fee for the game is **\$0**. That amount is due on game day.

6. Saucon Valley High School agrees to pay **WIZARDS** an advance payment of **\$1800** total due by **10/1/2025**.

- Host has agreed to this payment plan:

- o **\$200** by **8/4/25**
- o An additional **\$450** by **9/1/25**
- o The balance remainder **\$1150** by **10/1/25**

a. Wizards charge a 3% surcharge to pay the advance payment due via credit card.

b. The advance payment is non-refundable, except if Wizards cancel, or because of weather, or other acts of God (see full cancellation clause for more details).

7. The minimum balance due to the **WIZARDS** of **\$3700** is due at the game.

a. Wizards charge a 3% surcharge to pay the balance due via credit card.

b. Due to our extensive travel schedule, we prefer not to have our teams carry an excess of cash. As such, our protocol is that **HOST** will keep all cash from souvenir sales. If the amount of cash collected is more than **HOST** has earned based on the percentage detailed in this contract, the difference will be added to the total amount due on the final event reconciliation. If this is a concern, please let your Sales Wizard know.

8. **HOST** and **WIZARDS** agree to mutually set ticket prices

*\*HOST may change ticket prices listed below with WIZARDS approval*

<b>Advance: Student &amp; Sr. Citizens</b>	<b>\$20</b>	<b>General Public</b>	<b>\$20</b>
<b>Gate: Student &amp; Sr. Citizens</b>	<b>\$25</b>	<b>General Public</b>	<b>\$25</b>

**COURTSIDE PLUS PACKAGE (limited to 60 tickets): \$50**

Courtside Plus Package includes courtside seating, a pre-game meet and greet for 10 minutes with **2 Wizards**, a **CS+ lanyard**, a **free Wizards photo for kids**, a **\$10 gift certificate for adults** and a **\$5 discount on jerseys purchased in advance**.

**RESERVED: \$30**

Typically, the 2<sup>nd</sup> to 5<sup>th</sup> row (behind courtside), **includes a \$5 gift certificate for adults and a team photo for kids**. Quantity: No hard limit, but usually not more than 20% of total seats.

9. **HOST AGREES TO PROVIDE:**

a. A referee, someone who knows basketball and is open to supporting the show and working with our player/coach to keep the show pace, etc... Official referee credentials are not needed.

b. 6-8 volunteers for Harlem Wizard Souvenir sales. You will earn at least 20% on these sales with no financial risk.

c. Total volunteer staffing for the game, typically 20-25 including volunteers in **b.** above.

10. **FREE WIZARDS ASSEMBLIES:** (travel fees may apply) Can be in person or virtual, HOST option. Below is rundown for in person.

a. **WIZARDS** will provide one Wizard for up to 4 hours on a day prior to game day.

b. If you have 5 or more schools and wish to have assemblies in all 5, scheduling permitting, we will add an hour at no cost.




c. Standard is to have the assemblies 3-6 weeks before the game.

d. Assemblies are approximately 20 minutes long, or when assemblies are not feasible, we can do cafeteria visits at your local elementary and middle schools.

- e. You will receive assembly guidelines via email.
- f. Travel Fee of .75 cents per mile each way (from Fairfield, NJ) will apply for local games plus New York. Connecticut games add \$15 for toll and LI, \$25 for toll, added to the .75. Total Assembly Travel expense to you is **\$0**, due on game day + \$100 hotel fee (except when starting after 12 noon). For larger districts and pending availability, **HOST** may add second Wizard for a fee of \$300 if one Wizard can't accommodate the schedule in time provided.
- g. If game is sold out prior to the assembly visit, **WIZARDS** will cancel the assemblies/cafeteria visits so as not to disappoint kids that would like to buy tickets but can't due to game being sold out. If cancelling a scheduled assembly is going to present any problems and you would like some or all to take place, please review with your Sales or Event Support Wizard as **WIZARDS** will make exceptions by request.

## **11. HOST and WIZARDS MARKETING & COMMUNICATION PARTNERSHIP OUTLINE:**

Below are best, practices for a smooth and successful event, ideals, and expectations of our partnership and gist of that partnership is agreed on by HOST & WIZARDS.

- a. **KICKOFF MEETING** – Ideal is 90 days or more before event. Can be HOST event chair, or entire committee, with Wizards Event Support/Success Rep. Can be by phone or zoom.
- b. **COMMUNICATION** - The expectation is that both the **WIZARDS** and the **HOST** will be in close communication via email and phone as we consider the **HOST** organization and **WIZARDS** to be partners in this event.
- c. **COMMITTEE** - Have a committee of at least 5 people, sharing in the planning responsibilities.
- d. **FREE ASSEMBLIES - (Travel & Hotel Fee May Apply)**. Schedule FREE Wizard assemblies (or cafeteria visits) at the majority, if not all, of the elementary and middle schools in your community. These are typically the schools that feed into your local high school, performing in front of at least **1332 K-8** students.
- e. **RECRUIT TEACHERS TO PLAY- HOST** will recruit 20-25 teachers with representation from the majority, if not all, of the elementary and middle schools in your community (especially the same schools in which assemblies are being scheduled).
- f. **FLYERS & E-MAILS** – 2-4 Communications, and when feasible having paper flyers in the mix is a +.
- g. **SOCIAL MEDIA & WEB** - Posts on Organization/School sites. Include ticket link, photos, videos and event info/press release.
- h. **FLYER/email schedule** (Recommended guidelines – not etched in stone)
  -  1<sup>st</sup> flyer about 6 weeks before the event. Can be when you are kicking off ticket sales, or 1-2 weeks in advance as an announcement that event is happening.
  -  2<sup>nd</sup> flyer, when kids have seen a Wizard for an assembly. Potent 1-2 punch. The visit without the flyer/email is less effective.
  -  3<sup>rd</sup> and 4<sup>th</sup> flyer or email, as needed between assembly date and game date.

## **12. TICKET SALES:**

- a. **HOST** agrees to use Wizards Online Ticketing system as primary or exclusive source of ticket sales. Any additional ways of selling tix must be approved by the Wizards.
- b. **If HOST is doing Paper Tix in addition to online, HOST** agrees to provide 3 ticket sales updates at 21 days, 14 days, and 7 days prior to the event.

## **13. HOST AGREES TO THESE GAME DAY TICKET PROCEDURES:**

- a. To go thru the reconciliation form/process after the game, immediately after the autograph session.
- b. Reconciliation of the gate sales and money by end of game.
- c. **HOST** agrees to return any unused courtside credentials (lanyard and placard) or pay a \$5 cost per credential.

- d. If HOST does paper tix, the HOST agrees to do a reconciliation of advance sale tickets and money before game.

14. **HOST** has exclusive rights to food concessions.

**15. SOUVENIR SALES:**

a. The Wizards & Host Souvenir Fundraising program includes two key benefits. First, it helps you, the **HOST**, raise additional money. Second, it helps supplement the Wizards game fee enabling **WIZARDS** to offer you a discounted rate (In effect the souvenir sales subsidize the game rate). The agreed upon price detailed in this contract is based on **HOST** participating in the **WIZARDS & HOST** Souvenir Program. If **HOST** is unable to or does not want to provide volunteers for souvenir sales, **HOST** should contact **WIZARDS** for a new quote and revised contract. As part of the Wizards & Host Souvenir Program and discounted price, **HOST** agrees to the following items, which will help ensure successful souvenir sales:

- No souvenir items including toys and apparel will be sold or given away to ticket holders other than souvenirs provided by the **WIZARDS**.
- The Wizards discourage the distribution of a flashy event program as it can be seen as a souvenir and detract from souvenir sales. For **HOSTS** that want to offer a program to recognize sponsors and volunteers, the Wizards suggest creating a coupon pamphlet with an event cover, one page to recognize major sponsors, team rosters and the remaining pages dedicated for local business coupons. This can be a great source of fundraising. Any event programs or coupon pamphlets distributed cannot include Wizard photos or autograph pages.

***\*If the above agreement is not followed, WIZARDS may impose a supplemental fee to account for the projected revenue loss.***

**b. Volunteers**

- We require 6-8 volunteers. Eight volunteers are preferred and affords you the opportunity to earn 25% of total sales if your total souvenir net sales exceed \$4000 (after any applicable state sales taxes). We typically have 2 locations to staff: A main store with full set-up and a smaller pop-up mobile store.
- Volunteers are asked to arrive 120 minutes before game time for the pre-game souvenir meeting with our team manager. Talk to your Sales Wizard if you have concerns about the ability to provide that number of volunteers.
- Pre-game, halftime & post-game are when most volunteers are needed. During the game, only 2 volunteers are needed.
- At least 3 of the volunteers will be adults. High School students are permitted to be part of the volunteer group if adults are handling the financial transactions.

**c. Harlem Wizards Souvenir Fundraising Program Revenue Breakdown**

		EXAMPLE OF WHAT YOU MAKE			
		SALES LEVEL	TOTAL SALES	YOUR TAKE	# OF Volunteers*
Standard Level	20%	up to \$3999**	\$3,999	\$800.00	6 to 7
<b>Slamtastic Level</b>	25%	\$4000+**	\$4,000	\$1,000	8+
* Pre-Game, Halftime & Post-Game are when most volunteers are needed during game only 2					
**Net of applicable state sales tax					

**d. Souvenir Promotion**

- **WIZARDS** will typically run a souvenir promotion using a specific item to increase overall sales while also creating additional student participation opportunities in the show. The promotion begins at the assemblies and continues game day. Specific details of any game night souvenir promotions will be discussed with your Road Manager during the pre-game meeting on game night. Please alert your Sales or Event Support Wizard of any special requests or concerns.

**16. INSURANCE: WIZARDS** maintain a one-million-dollar liability policy per occurrence and a \$2 million limit aggregate liability insurance policy, as well as a \$1 million umbrella contract on top of the \$2 million liability.

- a. Named Certificate Holder - An insurance certificate, reflecting the Harlem Wizards liability coverage will be ordered for your event, upon request.
- b. Additional Insured - We can name your school, school district or organization as an additional insured, for no cost to you.
- c. **HOST** will not hold the Wizards liable for claims arising from acts or omissions, such as a basketball court that is not properly maintained, or bleachers that collapse.

**17. WIZARDS** maintain workers compensation for all Harlem Wizard players and employees. It is understood that players on **HOST'S** team are not covered in any way by the Harlem Wizards insurance policy and that they are performing in an athletic contest at their own risk. It is requested that each player sign a waiver of liability form (from our Dropbox) that in summary states that players are aware of the risks of participation and will hold the **WIZARDS** and **HOST** harmless.

## **18. EVENT SPONSORS**

- a. SPONSOR giveaways shall be limited to fans exiting the gym after the game only. This allows for SPONSORS to do giveaways and sampling without adversely affecting souvenir and food sales. Depending upon the circumstances, **WIZARDS** may make exceptions to this policy so please speak with your Sales or Event Support Wizard for any special requests regarding giveaways.
- b. Any tickets included in a SPONSORSHIP package in which **HOST** receives money for their sponsorship, shall count as sold tickets for the purposes of determining payment to the Harlem Wizards.

## **19. CANCELLATION POLICY**

- a. If **WIZARDS** must cancel this contract for technical or other reasons unforeseen, or beyond **WIZARDS'** control then the full deposit and any reasonable costs incurred by **HOST** up to that point will be returned.
- b. Neither the **WIZARDS** nor **HOST** will be penalized if event must be cancelled due to act of God, such as a snowstorm, etc., if all efforts will be made to reschedule the event.
- c. In the case of inclement weather or act of God that causes a cancellation, Wizards shall maintain the same rate for an event rescheduled within 60 days of current date. Any open date that is open for **HOST** and Wizards is the priority. Same day of the week is typically not practical when rescheduling. For any date rescheduled more than 60 days out from current schedule, price shall be determined on a case-by-case basis. New paper tickets may be ordered for \$50. New posters will be made available at zero cost. Additional assemblies, when scheduling permits shall be \$150 plus travel. A new custom video for hosts who paid for an initial one shall be made at no cost.
- d. The minimum guarantee fee is fully guaranteed by **HOST**. If **HOST** chooses to cancel this game with at least five months notice of the game date, the deposit will be returned however.
- e. If **HOST** reschedules game with at least 5 months notice of the originally scheduled date, the deposit will be applied to the new date.

- f. If HOST reschedules game with less than 5 months notice of the originally scheduled date, HOST will be responsible for the full minimum guarantee fee unless WIZARDS are able to schedule a replacement game from a different organization to occur on the originally scheduled date
- g. It is advised that HOST get the school to understand the potential cost for a date that was committed that is not available for the gym. Thus, it is advised to get a 100% commitment from the school in writing.
- h. Any applicable fees due to the Wizards are due within 30 days of cancellation. HOST will still be responsible for the travel costs (if applicable) and hotel requirements (if applicable) as stated in this contract. In addition, the \$1.99 processing fee would be split 50-50% between Wizards and Host and shall be deducted from deposit returned. In addition, if a prior assembly was completed before cancellation, a \$200 charge plus travel shall be deducted from the deposit
- i. If **WIZARDS** cancel the event because the marketing requirements have not been met, then host is still responsible for the full advance fee and any additional costs outlined above

## **20. TICKET GIVEAWAYS:**

FREE tickets can be used based on 2% of total capacity for most uses you choose, except that sponsors given free tickets as part of a package, will count as paid tickets on reconciliation of total ticket revenue). The FREE tickets are included with a code we will provide for you on our online ticketing system.

### **COMPLIMENTARY TICKETS USES AND INFORMATION**

- Marketing – Contests, in school, radio, social media, and during Wizard assemblies
- Accommodating kids or families that would not be able to attend otherwise.
- Special guests you invite
- Any tickets included in SPONSORSHIP packages shall count as sold tickets.
- Players and Volunteers will not require tickets.
- **WIZARDS** are also entitled to up to 15 tickets for complimentary admissions (not to exceed 1% of capacity). These are for Wizards friends and families and other school organization leaders to preview the Wizards event. If you are expecting a sellout or have a small capacity and would like the WIZARDS to agree to a small maximum, then please let us know.
- Wizard players will typically give away a small number of tickets per assembly/cafeteria visit to generate excitement. If you are confident of a sellout and do not want any tickets given away, please let your Sales Wizard know in advance.

## **21. PAYMENT SCHEDULE:**

It is expected that the game balance shall be paid by check within 3-5 business days of the event. Often it is the Wizards who owe the HOST \$, and these criteria below apply to whichever party owes the other party \$ after game night.

In cases where this is not possible, please let the other party know in advance. If there is an unforeseen breakdown that won't allow payment the night of the show, it is agreed that both parties will sign a document of amount due and payment date. All outstanding balances not paid within 30 days of the event date will bear interest at the lower rate of 2% per month, compounded monthly, if permissible by law, or the highest rate permissible by law. Should either party in its sole discretion, deem collection action necessary regarding outstanding balances hereunder, all costs associated with that collection action, including attorney's fees, shall be posted to the final payment.

22. **VIDEO:** Event may be recorded, except when done for commercial resale.

- a. Individuals may bring their cameras and take photos and video.
- b. Network or Cable news shows may take footage for local programs.

23. **HOST** agrees to the terms of the contract rider on the following pages.



HARLEM WIZARDS PRESIDENT/CEO

WIZARD Sales Representative  
Vicki Reilly

X Ryan Johnston

AUTHORIZED SIGNATURE

**By signing above, you acknowledge that you have read and agree to the terms on each page**

Ryan Johnston

**PRINT HOST NAME**

Director of Athletics and Student Activities

**HOST TITLE**

610-838-7001

**HOST PHONE NUMBER**

Game Date: **11/13/2025**

Event City & State: Hellertown,PA

## HARLEM WIZARDS CONTRACT RIDER

Please provide the following for game day operations

### 1. SOUND AND PUBLIC ADDRESS (PA) SYSTEM REQUIREMENTS

- a. The Wizards bring a self-contained sound system that is enough for gyms and arenas up to about 2000 seats. The system includes amplifiers, speakers, handheld & wireless microphones and a computer that plays the music. The Wizards carry a mixing board and can patch into the house system.
- b. For larger facilities, we request that you provide a sound tech person to maximize the sound for the event.
- c. In all cases, when possible, please have available the regular gym or arena PA system. It will be used as the emergency system in the case of a breakdown with the main Wizard system.
- d. A six- or eight-foot table for the sound system.
- e. A three-prong electric outlet in area of microphone or extension cord.
- f. When flying, the Wizards do not typically bring sound equipment. The Wizards will have the mixing board only. **HOST** would be responsible for providing sound system. The gym needs speakers that can play music with bass. At least 15" speakers are typical. Contact us at [info@harlemwizards.com](mailto:info@harlemwizards.com) if there are questions about this. If suitable sound system is not part of the house, **HOST** would be required to rent needed equipment.

### 2. SCOREBOARD AND TIME CLOCK

- a. We only use score and clock functions.
- b. Scoreboard Operator. This volunteer doesn't need to be a score clock expert, if they can be taught or already know how to run the system. A student or adult is acceptable. Someone who can handle changes and instructions is best for this position.

### 3. LOCKER ROOM AND DRINKS

- a. Security. Please have locker room guarded or locked while **WIZARDS** are on the court.
- b. Bottled Water and Snacks. Please provide bottled water in the locker room. Snacks are optional. If you wish, you can choose to purchase a snack or offer something from your concession stand to be left in the locker room for the players.

### 4. UNLOADING AND RELOADING OF EQUIPMENT AND SOUVENIRS

- a. Let us know in advance the best spot to unload our equipment. The heaviest equipment to unload is the Souvenirs. The Souvenirs are generally sold by the front entrance or immediately upon entering the gym.

- b. Flatbed or Hand truck. When possible for unloading before the game and reloading after the game, a flatbed is preferable.
- c. Volunteers. Any strong, youthful volunteers are welcome for the loading and reloading operation.

## 5. SOUVENIR SALES

- a. Who's Selling the Souvenirs? 99% of the events we perform at, the **HOST** sells souvenirs. If the **HOST** is not selling souvenirs, **HOST** rate would increase, as souvenir sales subsidize Harlem Wizards game fee, in part.
- b. Tables. One or two areas for selling is typical. Typically, four 6-7-foot tables are perfect for the main selling area.
- c. Location. It is important that fans see the souvenirs when they walk in and that the souvenir area is large enough to handle a big crowd. When space permits, the gym is the #1 choice for the main souvenir stand. There will also be a mobile display setup. See the playbook for details and guidelines for where to locate the souvenir tables. Host agrees to let Wizard Team Manager have final say as to where souvenir area will be, if it is not in conflict with facility rules, or sale of food.

## 6. ANNOUNCING AND ANNOUNCEMENTS

- a. Guest Announcer. The **WIZARDS** MC/Announcer will oversee all announcements and the flow of activities at your event, so you do not need to provide an announcer. However, if you have a local celebrity/sportscaster/DJ, etc. that will help draw people to the game, you are able to have a guest announcer assist the **WIZARDS** MC by announcing the home team.
- b. Player Introductions. You can have your announcer do it or give the **WIZARDS** Announcer the full line-up with creative information on each of your players.
- c. Other Announcements.
  - 1. Refreshments available
  - 2. Other events for your group
  - 3. 50-50 Sales
  - 4. Acknowledgements: Your volunteers, all business and personal contributors and **HOSTs**, Etc....
- d. Announcer will contact you 3-5 days before your game to go over the game plan, timeline and announcements you will need on game night.

## 7. TOWELS

This is optional. Yes, we would appreciate it, but no, we don't want you to do it if it will mean an additional expense or burden. To make towels go smoothly, we recommend a responsible student or adult hand them out and collect them at the end of the night.

## 8. TRAINER OR PHYSICAL THERAPIST

When you can, please procure a trainer or physical therapist to be on-hand at the game at no cost to you. Typically, this can be in exchange for publicity for the person or the entity. If you can make this

happen, it would be greatly appreciated by Wizard players for stretching and other support, given the rigors of the road and almost daily games! Each Wizard team plays about 150 games in 8 months.

# CERTIFICATE *of* SIGNATURE

REF. NUMBER  
G5RD9-6UK9L-3JSAT-XY99C

DOCUMENT COMPLETED BY ALL PARTIES ON  
29 JUL 2025 12:30:16 UTC

## SIGNER

**REGINA ALBANO**

EMAIL  
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## TIMESTAMP

SENT  
18 JUL 2025 18:38:12 UTC  
VIEWED  
22 JUL 2025 21:02:59 UTC  
SIGNED  
29 JUL 2025 12:30:16 UTC

## SIGNATURE



IP ADDRESS  
216.162.116.36

LOCATION  
BETHLEHEM, UNITED STATES

## RECIPIENT VERIFICATION

EMAIL VERIFIED  
22 JUL 2025 21:02:59 UTC





2025 PSBA Officer Elections

Sections: **W-1, W-2, W-4, E-1, E-2**

**Unofficial Ballot – For entity use only**

**2026 President-elect (one-year term)**

\_\_\_\_\_ Holly Arnold (Tunkhannock Area School District)\*

**2026 Vice President (one-year term)**

\_\_\_\_\_ Matt Vannoy (Sharon City School District)\*

\*Any slated candidate that demonstrates exceptional leadership at the local and state level shall be considered for “endorsement” by the Nominating Committee and the determination shall be noted on the slate of candidates. (PSBA Bylaws, Article IV and PSBA Policy & Procedures Manual – Policy 302)

**PSBA Insurance Trustees (three-year term)**

**(Choose two)**

\_\_\_\_\_ Kathy K. Swope

\_\_\_\_\_ Roberta M. Marcus

**BALLOT FOR \_\_\_\_\_ SCHOOL DISTRICT/IU/CTC**

\_\_\_\_\_  
**SIGNATURE OF VOTING BOARD MEMBER**

This is for internal entity use only. Your designated recorder is the only individual responsible for casting your entity’s simple majority votes to the link they received from Simply Voting.

Questions/concerns – Email [Fawn.mcclure@psba.org](mailto:Fawn.mcclure@psba.org)