

Saucon Valley School District

Regular Meeting of the Board of Education

October 28, 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 welcome 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

6:00 pm – Executive Session for the purpose of discussing the Administrative Assistant Compensation & Benefits Plan, Safety, and an SVEA Contract Matter.

- 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** – Administrative Assistant Compensation & Benefits Plan, Safety, and an SVEA Contract Matter.
- VI. **Approval of Minutes** – October 14, 2025
- VII. **Recognition** – None
- VIII. **Presentation** – None
- IX. **High School Representative Report**
- X. **Superintendent’s Report** – *Jaime Vlasaty, Superintendent*
- XI. **Courtesy of the Floor to Visitors – Agenda Items Only** – *Visitors should state their name and address.*
- XII. **Presentation of Bills** – *David Bonenberger*
 - A. General Expenditures – \$597,835.24
 - B. Cafeteria Expenditures – \$74,999.99
 - C. Health Benefits – \$543,812.87
 - D. Capital Projects – None

Recommendations for Approval

Presentation of Bills

1. Approve the above Presentation of Bills.

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

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

- A. Cash Investment and Bond Activity
- B. Condensed Board Summary Report
- C. Budget Transfers – \$26,251.90
- D. Middle School Activity Report – September 2025
- E. High School Activity Report – September 2025

Recommendations for Approval

Treasurer’s Report

- 1. Approve the above Treasurer’s Report.

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

XIV. AGENDA ITEMS

A. Education

Items/Projects for Discussion

- A. None

Recommendations for Approval

Second and Final Reading Policies*

- 1. Approve the second and final reading of:
 - Policy 625 – Procurement Cards
 - Policy 625 AR-0 – Procurement Cards

Conference

- 2. Approve Lara McCarthy to attend an overnight conference, SAS PDE Conference at the Hershey Lodge, 12/7/2025 – 12/10/2025. The total cost is \$815.00.

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

B. Personnel

Items/Projects for Discussion

- A. Tenure – Chad Saylor – 10/25/2025

Recommendations for Approval

Market Rate Adjustment

- 1. Motion to approve a market rate adjustment of \$3,000 per position in the Administrative Assistants Compensation & Benefits Plan, retroactive to July 1, 2025.

Retirement

- 2. Approve the retirement of Gina DiNino, Assistant Business Manager, effective April 10, 2026.

2025-2026 iTeam Assistant Advisor

- 3. Approve Jason Stern as iTeam Assistant Advisor at \$900.00.

Resignation

- 4. Approve the resignation of Dean Perez, Part-Time Bus Driver effective October 24, 2025.

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

C. Facilities

Items/Projects for Discussion

- A. None

No agenda items for approval.

Recommendation: No recommendations.

D. Finance

Items/Projects for Discussion

- A. None

Donation

- 1. Approve a donation of \$100 from the Marais Family from participating in the Eastern PA Down Syndrome Buddy Walk.

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** – *Laurel Erickson-Parsons*

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

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

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

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

J. New Business –

1. Policy 005 – Organization
2. Discussion and possible action regarding continuation of the Free and Reduced Lunch program at Saucon Valley School District during the government shutdown and communication with eligible families

K. Old Business

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

XVI. Announcements

Future Meetings ~

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

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

XVII. Motion to Adjourn Meeting

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

The Business Meeting of the Board of Directors of the Saucon Valley School District was held on Tuesday, October 14, 2025, in the High School Audion. Present were Directors William Broun, Donald Carpenter, John Conte, Vivian Demko, Cedric Dettmar, Tracy Magnotta (online), Shamim Pakzad (online), and Jay Santos. Director Laurel Erickson-Parsons was absent. Also present were Judith Riegel, Board Secretary, and Mark Fitzgerald, District Solicitor.

- I. **Call to the Order** – 7:08 pm - *Cedric Dettmar, President, presiding*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *Judith Riegel, Board Secretary*
8-present, 1-absent (Erickson-Parsons)
- IV. **Motion to Approve Agenda** – Director Conte, seconded by Director Santos, moved to approve the Agenda. Vote: 8-yes, 0-no, 1-absent (Erickson-Parsons)
- V. **Announcement of Executive Session** – SVEA Contract Matter, Personnel
- VI. **Approval of Minutes** – Director Broun, seconded by Director Santos, moved to approve the minutes of September 23, 2025.

Director Carpenter, seconded by Director Conte, moved to modify the minutes by striking all the comments under section “J. New Business” and modifying the “Citizens’ Inquiries and Comments” to be “M. Lomangino – commented on the request by Director Dettmar to join an informal working group exploring a possible Charlie Kirk of recognition.” The rest of her comment remains the same.

Vote: 6-yes, 2-no (Broun, Santos), 1-absent (Erickson-Parsons)
- VII. **Recognition** – None
- VIII. **Presentation** – None
- IX. **High School Representative Report** – Kristen Lussier
- X. **Superintendent’s Report** – *Jaime Vlasaty, Superintendent* – Mrs. Vlasaty reported on Homecoming activities, Fire Prevention week, Rachel’s Challenge, and new classroom door safety locks. Superintendent Vlasaty welcomed Mr. David Hauser, our new Middle School Principal. In November, there will be the Wall of Fame ceremony to honor two of our Distinguished Alumni, Ryan O’Connell and Scott Sheriff. Chef Bill will return to work with our food service team, helping staff prepare a delicious, scratch-made Thanksgiving-themed meal for our students and staff.
- XI. **Courtesy of the Floor to Visitors – Agenda Items Only** – None
- XII. **Presentation of Bills** – *David Bonenberger*
 - A. General Expenditures – \$599,525.72
 - B. Cafeteria Expenditures – \$19,780.35
 - C. Health Benefits – None
 - D. Capital Projects – None

1. Approve the above Presentation of Bills.

Director Conte, seconded by Director Santos, moved to approve the Presentation of Bills.

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

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

- A. Cash Investment and Bond Activity - None
- B. Condensed Board Summary Report - None
- C. Budget Transfers – \$19,851.13
- D. Middle School Activity Report – None
- E. High School Activity Report – None

1. Approve the above Treasurer's Report.

Director Santos, seconded by Director Carpenter, moved to approve the Treasurer's Report.

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

XIV. AGENDA ITEMS

A. Education

A. Academic & Personnel Committee Meeting Summary – 10/1/2025

1. Approve the first reading of the following Policy:
Policy 008 – Organizational Chart
2. Approve Donna Ellis to attend an overnight conference at the SHAPE PA 2025 State Conference, 11/14/2025 – 11/15/2025. The total cost is \$644.00.
3. Approve a trip to the PIAA State Golf Tournament in State College, PA, for two students and one coach, October 19 – 21, 2025. Hotel costs are \$794.76.

Director Carpenter, seconded by Director Conte, moved to approve Education Items #1-3.

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

B. Personnel

1. Approve Kristie Muldowney as a Part-Time Food Service Worker at an hourly rate of \$15.00, pending completion of employment paperwork.
2. Approve the following mentors 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.

<u>Inductee</u>	<u>Mentor</u>
Jennifer Velez	Becky Harvey & Beverly Sparling
Sara Eidemuller	Ruben Rivero & Cristina Reyes
3. Approve the following individuals as Day-to-Day Substitutes for the 2025-2026 school year:

Eugenia Miller	Sara Vito – School Nurse
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4. Approve the resignation of Ryan Salmon, Dedicated Building Substitute, effective October 12, 2025.
5. Approve Jennifer Brazinski as a Dedicated Building substitute, pending completion of employment paperwork.
6. Approve the following individuals for the After-School Programs:
 - Scholar Athlete Support Monitor - \$30.00/hour**
Keith Riefenstahl
 - Study Hall - \$25.00/hour**
Kristi Curry
Mercede Burger
Amie Geissing
7. Approve FMLA for the following individuals:
 - Amy Kozel – October 20, 2025 - November 7, 2025
 - Melissa Maynard – November 3, 2025 – January 21, 2026
8. Approve the resignation of Joseph Schoenly, teacher, effective October 24, 2025.

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

C. Facilities

No Agenda Items for Approval

D. Finance

1. Motion to accept and approve the vendor(s) for fuel oil for the 2026-2027 school year as to be recommended by the Northampton/Monroe/Pike County Joint Purchasing Board and to be approved by the Colonial Intermediate Unit 20 Board of Directors at the January, 2026 regularly scheduled meeting.
2. Approve the royalty fees for the High School Play in the amount of \$3,460.00.

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

E. Community Updates

- **Hellertown/Lower Saucon Chamber of Commerce** – *John Conte* - None
- **Saucon Valley Foundation for Educational Innovation** – *Laurel Erickson-Parsons* - None

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

G. Bethlehem Area Vo-Tech School – Vivian Demko & Cedric Dettmar – Open House
10/22/2025, 5:30 – 7:30

H. Colonial Intermediate Unit – Dr. Shamim Pakzad – The IU has a new partnership with Chick-fil-A.

I. PSBA Representative – Donald Carpenter & Jay Santos - None

J. New Business - None

K. Old Business - None

XV. Citizens’ Inquiries and Comments –

M. Reid – Ms. Reid commented that she is scared to speak about her beliefs. She was the person who asked for the Charlie Kirk Remembrance Day. She listened to the head of the teachers' union state that teachers would refuse to discuss Charlie Kirk and would not report to work that day. For that reason, this is her family's last year at Saucon Valley.

XVI. Announcements

Future Meetings ~

October 28, 2025– 7 pm – Business Meeting – High School Audion

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

XVII. Motion to Adjourn Meeting - Board President Dettmar adjourned the meeting at 8:00 pm.

ATTEST _____
Secretary

President

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK - GENERAL **Payment Dates:** 10/17/2025 - 10/29/2025

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		J & J / MAIN STREET LEASING INC.	STUDENT TRANS (CONTRACTED)		2,418.90
		MUSIC THEATRE INTERNATIONAL	ARTS AND THEATRE	SUPPLIES - ARTS AND THEATRE	0.00
		MUSIC THEATRE INTERNATIONAL	ARTS AND THEATRE		740.00
		COMFORT INN AT THE PARK	TRAVEL X COUNTRY BOYS VARSITY		562.77
		AFLAC	DED: AFLA - Full Payroll Pay Date: 10/16/2025	DED: AFLA - Full Payroll Pay Date: 10/2/2025	66.54
		AHOLD FINANCIAL SERVICES	SUPPLIES - CONSUMER ED 5-8		427.01
		ALLEN ELIZABETH	TRAVEL/MILEAGE	MEAL COMP.	511.30
		AndyMark Inc.	Supplies for Robotics		543.70
		BENDUS JOHN	SENIOR CITIZENS TAX REBATE		300.00
		BRETT DINOVI & ASSOCIATES PA LLC	SOLICITOR RETAINER		560.00
		BUCKS COUNTY INTERMEDIATE	SPECIAL ED IU CONTRACTED SVCS		3,200.00
		CAROLINA BIOLOGICAL SUPPLY CO.	Biologic for AP/Biology/A. Koc		1,041.35
		CCIU- CHESTER COUNTY IU	TUITION - CHARTER SCHOOLS		4,166.91
		COLLEGE BOARD	College Board Membership Fee 2		400.00
		COOPER ELECTRIC SUPPLY CO.	SUPPLIES - PLANT OPERATIONS		169.56
		CUSTOM BUS AND TRUCK PANELS	SUPPLIES - TRANSPORTATION		677.89
		ELAN FINANCIAL SERVICES	HS - FINE ARTS OTHER RENTALS	SUPPLIES - ARTS AND THEATRE	7,217.74
		EMPOWERED SCHOOL SOLUTIONS LLC	OTHER PROF SVC - ACCESS		1,237.50
		FARRELL AREA SCHOOL DISTRICT	SPEC ED TUITION CHARTER SCHOOL	TUITION - CH SCH - HS	1,654.20
		FASTSPRING	Online subscription		99.99
		FIRST	First Lego League Challenge		289.00

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

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Bank Account: GF - FULTON BANK - GENERAL **Payment Dates:** 10/17/2025 - 10/29/2025

Payment Categories: Regular Checks, Direct Deposits, Manual Checks

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		goBILDA	Supplies for Robotics		699.30
		HELLERTOWN BOROUGH AUTHORITY	WATER & SEWER		3,998.62
		HOME DEPOT CREDIT SERVICES	Blanket Po/Home Depot/Tech Ed/		102.91
		HYDRA-NUMATIC SALES CO.	REPAIRS & MAINTENANCE		289.50
		LANCASTER-LEBANON IU#13	SPECIAL ED IU CONTRACTED SVCS		636.92
		LANGUAGE LINE SERVICES	REG - OTHER PROF SVC - ELD		11.10
		LCSCA	K. WEHR	A. HICKS	60.00
		MICHAEL HEITER	Poplar Wood		1,100.00
		MILLER'S PIANO SERVICE	REPAIR/MAINT OF EQUIPMENT 5-8		320.00
		NAZARETH MUSIC CENTER	Repairs of equipment for BAND/		35.00
		NEW STORY LLC	SP ED NON PUBLIC TUITION		12,390.00
		OVERHEAD DOOR CO. OF ALLENTOWN	REPAIRS & MAINTENANCE		10,500.00
		PETROLLINI ALICE E.	SENIOR CITIZENS TAX REBATE		300.00
		PMEA - DISTRICT 10	DUES AND FEES		64.00
		ROHRER BUS SALES INC.	SUPPLIES - TRANSPORTATION		11.42
		Rug-Ed Products Inc.	iPad Case Supplies		7,790.00
		SERVICE ELECTRIC CO.	TELEPHONE		1,153.96
		SOUDERTON WRESTLING	ATHLETICS DUES WRESTLING B VAR		525.00
		SPARKFUN ELECTRONICS	Supplies for Robotics		242.22
		SPHERO INC.	BOLT+Single Robot Terrain Park		1,085.36
		SUBSCRIPTION SERVICES OF AMERICA	Magazine Subscriptions for Lib		993.63

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Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		TAYLOR BROTHERS DOOR LOCK LLC	Services provided in person.		38,817.51
		THE CERAMIC SHOP	SUPPLIES REGULAR 5-8		688.00
		UNITED ART & EDUCATION	kiln for Parish- MS		5,431.06
		UNIVERSITY OF OREGON	SOFTWARE AND LICENSE 5-8		675.00
		WAYNESBORO SCHOOL DISTRICT	TUITION-OTHER LEAs 9-12		16,917.64
		21ST CENTURY CYBER CHARTER SCHOOL	SPEC ED TUITION CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	11,902.58 <i>D</i>
		95 PERCENT GROUP LLC	Deliver to Mrs. Mickey in Room		2,577.00 <i>D</i>
		Achievement House Cyber Charter School	TUITION - CHARTER SCHOOLS		2,959.10 <i>D</i>
		AGORA CYBER CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		14,707.25 <i>D</i>
		ALL PHASE ELECTRIC SUPPLY	Replace HS Gym lights to LED.	Blanket PO	2,627.30 <i>D</i>
		AMAZON CAPITAL SERVICES INC	Emergency Supplies	DELIVER TO GRACE IN DO Order I	7,478.49 <i>D</i>
		AMERICHEM	Blanket PO		849.47 <i>D</i>
		APPLE INC.	Student Damaged iPad Replaceme		2,922.00 <i>D</i>
		ASCENDANCE TRUCKS PENNSYLVANIA LLC	SUPPLIES - TRANSPORTATION		1,778.78 <i>D</i>
		BANCROFT	SPEC ED NON-PUBLIC TUITION		5,890.00 <i>D</i>
		BAYADA HOME HEALTH CARE	NURSING SVC OTHER PROF SERVICE		975.00 <i>D</i>
		Bonenberger David J.	MISCELLANEOUS		293.69 <i>D</i>
		BRIGHTBILL BODY WORKS	SUPPLIES - TRANSPORTATION		1,457.06 <i>D</i>
		CARDINAL POINT SECURITY GROUP	SECURITY SERVICES - DISTRICT		14,616.00 <i>D</i>
		CAROLYN LOVERDI	Left Monday, came back Wednesday	trip home on Wednesday	409.09 <i>D</i>

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		CENGAGE LEARNING	Applied Calculus Books/Student	Web Assign/Calculus	3,128.52 <i>D</i>
		CINTAS CORPORATION-#101	Extinguisher Inspection & Tamp		409.36 <i>D</i>
		CONSTELLATION ENERGY GAS SERVICES LLC	NATURAL GAS - PLANT OPERATIONS		2,665.72 <i>D</i>
		DEBORAH KIMBALL	Blanket P.O. for Giant/Costco/		1,121.59 <i>D</i>
		Desiree Seiferheld	Reimbursement for TIC 500 Foundations of Trauma		1,338.75 <i>D</i>
		DICK BLICK ART MATERIALS	Art Supplies orders for Mr. Go		2,435.48 <i>D</i>
		EAS WATER COFFEE PAPER	MAINT SUPPLIES - HS	SUPPLIES - BUSINESS OFFICE	825.25 <i>D</i>
		EVERDRIVEN TECHNOLOGIES LLC	Transportation Cont Carriers		25,260.50 <i>D</i>
		FASTSIGNS	SECURITY - SUPPLIES -PCCD - MERT		529.02 <i>D</i>
		FOLLETT CONTENT SOLUTIONS LLC	Library Books- MS		1,133.70 <i>D</i>
		GENERAL HEALTHCARE RESOURCES, LLC	SPEC ED - OTHER PROF SERVICE		12,393.15 <i>D</i>
		GLENN R. BROWN	ATTEND-OTHER PROF SERV	TRAVEL	149.50 <i>D</i>
		HILLENDALE ASSOCIATES, INC.	HEALTH INSURANCE EXPENSE PAYAB		14,350.00 <i>D</i>
		HOGAN LEARNING ACADEMY, LLC	SPEC ED NON-PUBLIC TUITION		26,000.00 <i>D</i>
		INDUSTRIAL APPRAISAL CO.	PURCHASED PRO&TECH SVCS		675.00 <i>D</i>
		INTERSTATE TAX SERVICE INC.	UNEMPLOYMENT COMPENSATION		377.46 <i>D</i>
		J.W. PEPPER & SON INC.	Deliver to ES Music room NO sh	Concert Music Blanket PO - MS	447.37 <i>D</i>
		JENNIE PETRUCELLI	Going to meeting	going back to school	22.18 <i>D</i>
		JOHNSTONE SUPPLY	SUPPLIES - PLANT OPERATIONS		72.92 <i>D</i>
		KASEYA US LLC	TECH SUPPORT SERVICES - DISTRICT		482.82 <i>D</i>

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Bank Account: GF - FULTON BANK - GENERAL **Payment Dates:** 10/17/2025 - 10/29/2025

Payment Categories: Regular Checks, Direct Deposits, Manual Checks

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		KELLY SERVICES INC	PROF SVCS	LEARN SUPPT - OTHR PROF SVC - PCCD MNTHL	6,233.79 <i>D</i>
		LEHIGH VALLEY DUAL LANGUAGE CHARTER SCHOOL	SPEC ED TUITION CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	26,459.88 <i>D</i>
		Lisa Shive	Culinary training	Travel for Culinary training	38.82 <i>D</i>
		LOGAN KIRIPOSKI INC.	RENTAL OF EQUIPMENT		1,125.00 <i>D</i>
		MELMARK	SPEC ED NON-PUBLIC TUITION		48,627.00 <i>D</i>
		MICROBAC LABORATORIES INC.	BLD OPER - OTHR PROF SVC - HS		87.26 <i>D</i>
		NASCO	Art Supplies/Jason Gordon		455.84 <i>D</i>
		OVERDRIVE INC.	Overdrive eBook platform datab		720.00 <i>D</i>
		PANYARD, INC	SUPPLIES REGULAR 5-8		114.95 <i>D</i>
		PAXTON/PATTERSON LLC	Stem Supplies- C. Austin		250.80 <i>D</i>
		PP & L ELECTRIC UTILITIES	ELECTRIC - PLANT OPERATIONS		41,327.11 <i>D</i>
		RACEWAY CHEVROLET	SUPPLIES - TRANSPORTATION		175.68 <i>D</i>
		REACH CYBER CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		5,882.90 <i>D</i>
		REVIVE HEALTH INC	HEALTH INSURANCE EXPENSE PAYAB		3,195.00 <i>D</i>
		Saucon True Value	SUPPLIES - PLANT OPERATIONS		2,345.01 <i>D</i>
		SCHOOL SPECIALTY, LLC.	SUPPLIES REGULAR K-4		162.29 <i>D</i>
		SEVEN GENERATIONS CHARTER SCHOOL	SPEC ED TUITION CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	27,930.60 <i>D</i>
		SPANGLER & BOYER MECHANICAL INC.	PoolPak Maintenance 2x a Year		1,350.00 <i>D</i>
		STEM LAWN CARE	LAWN CARE SVCS		8,850.00 <i>D</i>
		SUN LIFE ASSURANCE COMPANY OF CANADA	ASSURANT VOL LIFE INS W/H		544.69 <i>D</i>

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK - GENERAL Payment Dates: 10/17/2025 - 10/29/2025

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		SV EDUCATIONAL SUPPORT PROFESSIONALS	SUPPORT STAFF DUES W/H PAYABLE		1,060.82 <i>D</i>
		THE LEHIGH VALLEY CHARTER H.S. FOR THE ARTS INC.	TUITION - CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	63,225.38 <i>#D</i>
		TRANE U.S. INC.	REPAIRS & MAINTENANCE		2,676.88 <i>D</i>
		TYLER TECHNOLOGIES INC.	ADMIN LIC & SOFT TRANSP		410.00 <i>D</i>
		UGI UTILITIES INC	NATURAL GAS - PLANT OPERATIONS		7,521.97 <i>D</i>
		WEATHERPROOFING TECHNOLOGIES INC.	EXT BLD IMPRV-CNSTRT SRV-SCH FAC IMPRV GRNT-HS		40,756.21 <i>D</i>
		WEX HEALTH INC	FLEX SPENDING W/H PAYABLE		831.80 <i>D</i>
		WORLD FUEL SERVICES INC	GASOLINE - TRANSPORTATION		8,276.00 <i>D</i>
		ZEP SALES & SERVICE	SUPPLIES - TRANSPORTATION		75.95 <i>D</i>
10 - GENERAL FUND					597,095.24
Grand Total All Funds					597,095.24
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					465,972.73
Grand Total Manual Checks					(740.00)
Grand Total Other Disbursement Non-negotiables					0.00
Grand Total Procurement Card Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					131,862.51
Grand Total Virtual Payments					0.00
Grand Total All Payments					597,095.24

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CL - CAFE - FULTON(LAFAYETTE) **Payment Dates:** 10/29/2025 - 10/29/2025

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		AMAZON CAPITAL SERVICES INC	SUPPLIES		153.92
		HERSHEY'S CREAMERY COMPANY	NON-REIMB FOOD COSTS		1,029.36
		JODI FRICK	MISCELLANEOUS		3.75
		JOEL SCHNEIDER	SUPPLIES		200.00
		MORABITO BAKING CO.	FOOD	SUPPLIES	602.52
		PENN JERSEY PAPER CO. LLC	FOOD		333.57
		POCONO MOUNTAIN DAIRIES	MILK		2,898.42
		SINGER EQUIPMENT COMPANY	EQUIPMENT NEW	SUPPLIES	25,456.89
		SONJA MILLER	FOOD		50.00
		US FOODS INC	FOOD		44,271.56
50 - CAFETERIA					74,999.99
Grand Total All Funds					74,999.99
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					0.00
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					0.00
Grand Total Procurement Card Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					74,999.99
Grand Total Virtual Payments					0.00
Grand Total All Payments					74,999.99

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PH - PLGIT HEALTH BENEFIT **Payment Dates:** 09/20/2025 - 10/27/2025

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
* 00W4288998	09/24/2025	DELTA DENTAL	WEEKLY CLAIMS		2,113.13
* 00W4294238	10/01/2025	SYMETRA LIFE INSURANCE COMPANY	DED: SYM-HOSPINDM - Full Payroll Pay Date: 9/18/2025	DED: SYM-CRITILL - Full Payroll Pay Date: 9/18/2025	522.01
* 00W4294242	10/01/2025	DELTA DENTAL	WEEKLY CLAIMS		1,113.03
* 00W4294738	10/01/2025	DELTA DENTAL	CLAIMS		3,857.50
* 00W4296428	10/03/2025	CAPITAL BLUE CROSS	WEEKLY CLAIMS		43,598.12
* 00W4296864	10/06/2025	SYNCHRONY RX	ADMIN FEES		4,254.81
* 00W4296865	10/06/2025	SYNCHRONY RX	RX CLAIMS		69,247.51
* 00W4298740	10/08/2025	DELTA DENTAL	WEEKLY CLAIMS		3,088.15
* 00W4301474	10/10/2025	CAPITAL BLUE CROSS	WEEKLY CLAIMS		79,503.25
* 00W4303768	10/15/2025	DELTA DENTAL	WEEKLY CLAIMS		2,341.71
* 00W4306335	10/17/2025	VISION BENEFITS OF AMERICA	SEPT CLAIMS		1,064.74
* 00W4306345	10/17/2025	CAPITAL BLUE CROSS	WEEKLY CLAIMS		70,296.64
* 00W4306347	10/17/2025	SYMETRA LIFE INSURANCE COMPANY	DED: SYM-HOSPINDM - Full Payroll Pay Date: 10/16/2025	DED: SYM-CRITILL - Full Payroll Pay Date: 10/16/2025	652.82
* 00W4307285	10/20/2025	CM REGENT LLC - SUN LIFE	LIFE/LTD		10,513.11
* 00W4307287	10/20/2025	SYNCHRONY RX	ADMIN FEES		44.00
* 00W4308273	10/22/2025	DELTA DENTAL	WEEKLY CLAIMS		1,501.55
* 00W4311159	10/27/2025	CAPITAL BLUE CROSS	WEEKLY CLAIMS		88,861.96
* 00W4311222	10/27/2025	STEALTH PARTNER GROUP LLC	PREMIUM		38,284.76
* 00W7307281	10/20/2025	SYNCHRONY RX	RX CLAIMS		77,872.88
* 0W43074550	10/21/2025	CAPITAL BLUE CROSS	WEEKLY CLAIMS		45,081.19

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PH - PLGIT HEALTH BENEFIT Payment Dates: 09/20/2025 - 10/27/2025

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

10 - GENERAL FUND	543,812.87
Grand Total All Funds	543,812.87
Grand Total Credit Cards	0.00
Grand Total Direct Deposits	0.00
Grand Total Manual Checks	0.00
Grand Total Other Disbursement Non-negotiables	543,812.87
Grand Total Procurement Card Other Disbursement Non-negotiables	0.00
Grand Total Regular Checks	0.00
Grand Total Virtual Payments	0.00
Grand Total All Payments	543,812.87

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

Cash, Investment and Bond Activity September 30, 2025

CASH ACCOUNTS

	<u>Balance</u> <u>September 1, 2025</u>	<u>Earnings/Deposits</u>	<u>Disbursements</u>	<u>Balance</u> <u>September 30, 2025</u>
PLGIT General	0.00	0.00	0.00	0.00
PLGIT Salary	0.00	0.00	0.00	0.00
PLGIT General (3)	2,980,394.34	20,573,422.59	6,896,971.74	16,656,845.19
PLGIT Reserve Class (3)	3,026,850.49	10,287.33	0.00	3,037,137.82
PLGIT Health Benefits	58,673.31	325,467.91	360,469.60	23,671.62
PLGIT Cafeteria	96,640.39	13,539.28	25,000.00	85,179.67
Fulton Payroll	1,693.28	1,755,022.40	1,137,684.76	619,030.92
Fulton General	1,165,985.36	3,200,235.12	1,645,927.54	2,720,292.94
Fulton Flexible Spending	44,656.79	16,738.80	24,374.15	37,021.44
Fulton Cafeteria	31,287.87	96,128.19	56,440.96	70,975.10
Total Cash Accounts	\$ 7,406,181.83	\$ 25,990,841.62	\$ 10,146,868.75	\$ 23,250,154.70

*Earnings/Deposits includes transfers of \$5,222,185.68 between accounts

**Disbursements includes transfers of \$5,222,185.68 between accounts

INVESTMENT ACCOUNTS

	<u>Balance</u> <u>September 1, 2025</u>	<u>Earnings/Deposits</u>	<u>Disbursements</u>	<u>Balance</u> <u>September 30, 2025</u>
PSDLAF	\$ 8,937,090.53	\$ 24,664.78	0.00	\$ 8,961,755.31
PLGIT / PLUS (61)	0.00	0.00	0.00	0.00
Total Investment Accounts	\$ 8,937,090.53	\$ 24,664.78	\$0.00	\$ 8,961,755.31

	<u>Balance</u> <u>September 1, 2025</u>	<u>Earnings/Deposits</u>	<u>Disbursements</u>	<u>Balance</u> <u>September 30, 2025</u>
1998 Construction Fund (195-04)	\$ -	\$ -	\$ -	\$ -
G.O. Bonds, Series of 2017 (195-14)	0.00	0.00	0.00	0.00
2003 Emmaus Bond, Const Fund (195-08)	0.00	0.00	0.00	0.00
Land Purchase GOB Series 2005 (195-10)	0.00	0.00	0.00	0.00
GESP Phase II GOB Series 2013A (195-12)	0.00	0.00	0.00	0.00
Total Bond Issue	\$ -	\$ -	\$ -	\$ -

CAPITAL RESERVE FUND

	<u>Balance</u> <u>September 1, 2025</u>	<u>Earnings/Deposits</u>	<u>Disbursements</u>	<u>Balance</u> <u>September 30, 2025</u>
Capital Reserve Fund	\$ 77.40	\$ 0.30	0.00	\$ 77.70

(UNADJUSTED)

Condensed Board Summary Report

From 09/01/2025 To 09/30/2025

Summarization Level: MAJOR FUND/MAJOR FUNCTION/SUB FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
10	GENERAL FUND						
1000							
1100							
1110	REG PROG ELEM/SECONDARY	23,177,543.13	1,922,927.63	3,070,003.31	335,584.43	19,771,955.39	14.69
	Total	23,177,543.13	1,922,927.63	3,070,003.31	335,584.43	19,771,955.39	14.69
1200							
1225	SPEECH	481,825.00	40,565.72	55,968.75	36.00	425,820.25	11.62
1231	EMOTIONAL SUPPORT	442,795.00	38,137.72	56,927.42	960.44	384,907.14	13.07
1241	LEARNING SUPPORT	8,614,595.00	591,588.20	886,824.86	4,825.07	7,722,945.07	10.35
1243	GIFTED SUPPORT	313,518.00	38,204.82	50,602.52	944.80	261,970.68	16.44
1270	MULTI-HANDICAPPED SUPPT	0.00	0.00	0.00	0.00	0.00	0.00
1290	OTHER SUPPORT	124,000.00	0.00	0.00	0.00	124,000.00	0.00
	Total	9,976,733.00	708,496.46	1,050,323.55	6,766.31	8,919,643.14	10.60
1300	VOCATIONAL EDUCATION						
1390	VOCATIONAL EDUCATION	1,149,456.00	90,612.00	392,652.00	0.00	756,804.00	34.16
	Total	1,149,456.00	90,612.00	392,652.00	0.00	756,804.00	34.16
1400	OTHER INSTR. PROGRAMS						
1410	DRIVERS' EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00
1420	SUMMER SCHOOL	22,664.00	404.30	32,266.40	0.00	(9,602.40)	142.37
1430	HOMEBOUND INSTRUCTION	13,457.00	0.00	1,529.82	0.00	11,927.18	11.37
1441	ADJ / COURT PLACED PROG	0.00	0.00	0.00	0.00	0.00	0.00
1442	ALTERNATIVE EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00
1450	INSTRUCTIONAL PROGRAMS OUTSIDE EST'D SCHOOL DAY	0.00	0.00	280.00	0.00	(280.00)	0.00
1480	TITLE I	0.00	0.00	0.00	0.00	0.00	0.00

(UNADJUSTED)

Condensed Board Summary Report

From 09/01/2025 To 09/30/2025

Summarization Level: MAJOR FUND/MAJOR FUNCTION/SUB FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
1490	ACCOUNTABILITY	0.00	0.00	0.00	0.00	0.00	0.00
	Total	36,121.00	404.30	34,076.22	0.00	2,044.78	94.34
1500	NONPUBLIC SCHOOL PGMS						
1500	NONPUBLIC SCHOOL PGMS	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00
1600							
1693	SPSHP COMMUNITY COLLEGE	281,970.00	22,567.17	78,866.51	0.00	203,103.49	27.97
	Total	281,970.00	22,567.17	78,866.51	0.00	203,103.49	27.97
2000							
2100	SUPPORT SERVICES PUPIL						
2120	GUIDANCE SERVICES	1,278,063.00	90,791.56	179,790.86	0.00	1,098,272.14	14.07
2130	ATTENDANCE SERVICES	3,800.00	6,133.74	18,388.64	0.00	(14,588.64)	483.91
2140	PSYCHOLOGICAL SERVICES	370,843.00	26,857.92	45,135.86	90.00	325,617.14	12.20
2150	SPEECH PATH/AUDIOLOGY	0.00	0.00	0.00	0.00	0.00	0.00
2160	SOCIAL WORK SERVICES	130,853.00	10,210.07	16,466.68	0.00	114,386.32	12.58
	Total	1,783,559.00	133,993.29	259,782.04	90.00	1,523,686.96	14.57
2200	SUPPORT SERVICES-INSTRU						
2200	SUPPORT SERVICES-INSTRU	0.00	0.00	0.00	0.00	0.00	0.00
2220	TECH SUPPORT SERVICES	1,014,911.00	65,174.21	217,274.68	6,139.42	791,496.90	22.01
2230	EDU TELEVISION SERVICES	4,500.00	1,969.00	1,969.00	0.00	2,531.00	43.76
2250	SCHOOL LIBRARY SERVICES	624,490.00	40,522.66	67,743.38	31,248.37	525,498.25	15.85
2260	INSTRUCTION & CURR DEV	546,358.00	64,289.84	160,579.31	148.74	385,629.95	29.42
2271	INSTRUC STAFF DEVEL SVC	225,394.87	19,907.00	42,665.62	43,698.15	139,031.10	38.32
2272	NON CERTIFIED PROF DEV	0.00	0.00	200.00	0.00	(200.00)	0.00

(UNADJUSTED)

Condensed Board Summary Report

From 09/01/2025 To 09/30/2025

Summarization Level: MAJOR FUND/MAJOR FUNCTION/SUB FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
2280	NONPUBLIC SUPPORT SVC	0.00	0.00	0.00	0.00	0.00	0.00
2290	OTHER INSTRUC STAFF SVC	226,320.00	13,236.75	16,111.09	0.00	210,208.91	7.12
	Total	2,641,973.87	205,099.46	506,543.08	81,234.68	2,054,196.11	22.25
2300	SUPPORT SERVICES-ADMIN						
2310	BOARD SERVICES	62,840.00	0.00	26,781.06	0.00	36,058.94	42.62
2320	BOARD TREASURER SERVICE	300.00	0.00	0.00	0.00	300.00	0.00
2330	TAX ASSESS & COLLECTION	162,500.00	13,199.73	63,529.58	0.00	98,970.42	39.10
2340	STAFF RELATIONS/NEGO	0.00	0.00	0.00	0.00	0.00	0.00
2350	LEGAL SERVICES	150,000.00	13,461.10	13,461.10	0.00	136,538.90	8.97
2360	OFFICE SUPERINTENDENT	827,608.00	46,871.64	129,371.61	2,563.13	695,673.26	15.94
2380	OFFICE OF PRINCIPAL SVC	1,910,130.00	118,962.92	370,054.87	5,101.56	1,534,973.57	19.64
	Total	3,113,378.00	192,495.39	603,198.22	7,664.69	2,502,515.09	19.62
2400	SUPP SVC-PUBLIC HEALTH						
2420	MEDICAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
2430	DENTAL SERVICES	600.00	0.00	0.00	0.00	600.00	0.00
2440	NURSING SERVICES	453,166.00	33,046.08	73,297.68	0.00	379,868.32	16.17
	Total	453,766.00	33,046.08	73,297.68	0.00	380,468.32	16.15
2500	SUPP SERVICES-BUSINESS						
2511	SUPP SERVICES-BUSINESS	977,020.00	79,762.66	269,273.16	114.91	707,631.93	27.57
	Total	977,020.00	79,762.66	269,273.16	114.91	707,631.93	27.57
2600							
2660	SECURITY SERVICES	140,520.00	0.00	9,105.00	62,610.30	68,804.70	51.04
2690	OPER OF BLDG SERVICES	5,583,192.00	349,920.25	1,006,166.10	474,867.75	4,102,158.15	26.53
	Total	5,723,712.00	349,920.25	1,015,271.10	537,478.05	4,170,962.85	27.13

(UNADJUSTED)

Condensed Board Summary Report

From 09/01/2025 To 09/30/2025

Summarization Level: MAJOR FUND/MAJOR FUNCTION/SUB FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
2700							
2790	STUDENT TRANSP SERVICES	3,625,220.00	232,524.16	729,833.28	46,267.01	2,849,119.71	21.41
	Total	3,625,220.00	232,524.16	729,833.28	46,267.01	2,849,119.71	21.41
2800	SUPPORT SVCS-CENTRAL						
2820	INFORMATION SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
2823	PUBLIC INFORMATION SVC	0.00	10,074.98	16,132.25	0.00	(16,132.25)	0.00
2830	STAFF SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
2832	RECRUITMENT & PLACEMENT	0.00	0.00	0.00	0.00	0.00	0.00
2834	STAFF DEV - NON-CERT	0.00	0.00	0.00	0.00	0.00	0.00
2836	STAFF DEVELOPMENT SVCS	500.00	0.00	0.00	7,186.00	(6,686.00)	1,437.20
2850	STATE & FED AGENCY SVCS	0.00	0.00	0.00	0.00	0.00	0.00
	Total	500.00	10,074.98	16,132.25	7,186.00	(22,818.25)	4,663.65
2900	OTHER SUPPORT SERVICES						
2910	OTHER SUPPORT SERVICES	23,306.00	0.00	0.00	0.00	23,306.00	0.00
	Total	23,306.00	0.00	0.00	0.00	23,306.00	0.00
3000	OP OF NONINSTRUCT SVC						
3000	OP OF NONINSTRUCT SVC						
3000	OP OF NONINSTRUCT SVC	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00
3100	FOOD SERVICES						
3100	FOOD SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00
3200	STUDENT ACTIVITIES						
3200	STUDENT ACTIVITIES	360,699.00	1,223.52	5,364.80	2,200.75	353,133.45	2.10
3250	SCHOOL ATHLETICS	1,210,284.00	57,599.84	125,968.37	53,430.00	1,030,885.63	14.82

(UNADJUSTED)

Condensed Board Summary Report

From 09/01/2025 To 09/30/2025

Summarization Level: MAJOR FUND/MAJOR FUNCTION/SUB FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
	Total	1,570,983.00	58,823.36	131,333.17	55,630.75	1,384,019.08	11.90
3300	COMMUNITY SERVICES						
3300	COMMUNITY SERVICES	81,188.00	0.00	0.00	0.00	81,188.00	0.00
	Total	81,188.00	0.00	0.00	0.00	81,188.00	0.00
4000	FACILITIES ACQUISITION						
4600	EXISTING BLDG IMPROVE						
4600	EXISTING BLDG IMPROVE	577,000.00	342,415.24	516,288.13	186,163.70	(125,451.83)	121.74
	Total	577,000.00	342,415.24	516,288.13	186,163.70	(125,451.83)	121.74
5000	OTHER EXPEND & FINANCE						
5100	OTHER EXPEND & FINANCE						
5100	OTHER EXPEND & FINANCE	0.00	0.00	0.00	0.00	0.00	0.00
5110	DEBT SERVICE	3,787,303.00	0.00	1,154,300.00	0.00	2,633,003.00	30.48
5130	REFUND PRIOR YR REV	0.00	0.00	0.00	0.00	0.00	0.00
5140	LEASE EXPENDITURES	133,152.00	0.00	11,316.04	111,976.47	9,859.49	92.60
	Total	3,920,455.00	0.00	1,165,616.04	111,976.47	2,642,862.49	32.59
5200	FUND TRANSFERS						
5230	CAPITAL PROJ TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00
5251	FOOD SVC FUND TRANSFER	100,000.00	0.00	0.00	0.00	100,000.00	0.00
5280	ACTIVITY FUND TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00
	Total	100,000.00	0.00	0.00	0.00	100,000.00	0.00
5800	SUSPENSE ACCOUNT						
5800	SUSPENSE ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00
5900	BUDGETARY RESERVE						
5900	BUDGETARY RESERVE	0.00	0.00	0.00	0.00	0.00	0.00

(UNADJUSTED)

Condensed Board Summary Report

From 09/01/2025 To 09/30/2025

Summarization Level: MAJOR FUND/MAJOR FUNCTION/SUB FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
	Total	0.00	0.00	0.00	0.00	0.00	0.00
6000	REVENUE LOCAL SOURCES						
6000	REVENUE LOCAL SOURCES						
6001	FUND BALANCE	(4,175,759.00)	0.00	0.00	0.00	(4,175,759.00)	0.00
	Total	(4,175,759.00)	0.00	0.00	0.00	(4,175,759.00)	0.00
6100	TAXES LEVIED						
6111	REAL ESTATE TAXES	(34,363,116.00)	(20,138,174.73)	(24,375,757.81)	0.00	(9,987,358.19)	70.94
6112	INTERIM REAL ESTATE TAX	(161,999.00)	(577.97)	(15,043.48)	0.00	(146,955.52)	9.29
6113	PUBLIC UTILITY REALTY	(35,000.00)	0.00	0.00	0.00	(35,000.00)	0.00
6120	PER CAPITA TAX	0.00	0.00	0.00	0.00	0.00	0.00
6141	ACT 511 PC FLAT	0.00	0.00	0.00	0.00	0.00	0.00
6143	EMER MUNIC SVC TAX	(42,000.00)	(1,237.00)	(9,760.85)	0.00	(32,239.15)	23.24
6151	EARNED INCOME TAX	(4,300,000.00)	(353,667.62)	(1,012,640.83)	0.00	(3,287,359.17)	23.55
6153	REALTY TRANSFER TAX	(500,000.00)	(66,561.43)	(156,666.15)	0.00	(343,333.85)	31.33
	Total	(39,402,115.00)	(20,560,218.75)	(25,569,869.12)	0.00	(13,832,245.88)	64.89
6400	DELINQUENCY TAXES						
6411	DELINQUENT RE TAX	(1,000,000.00)	(69,250.19)	(301,035.74)	0.00	(698,964.26)	30.10
6420	DELINQUENT PC SECT 679	0.00	(12.17)	(72.67)	0.00	72.67	0.00
6441	DELINQUENT PC 511	0.00	(16.50)	(77.00)	0.00	77.00	0.00
	Total	(1,000,000.00)	(69,278.86)	(301,185.41)	0.00	(698,814.59)	30.12
6500	EARNINGS ON INVESTMENTS						
6510	INTEREST ON INVESTMENTS	(900,000.00)	(50,618.84)	(229,192.74)	0.00	(670,807.26)	25.47
6530	GAIN/LOSS ON INVESTMTS	0.00	0.00	0.00	0.00	0.00	0.00
	Total	(900,000.00)	(50,618.84)	(229,192.74)	0.00	(670,807.26)	25.47

(UNADJUSTED)

Condensed Board Summary Report

From 09/01/2025 To 09/30/2025

Summarization Level: MAJOR FUND/MAJOR FUNCTION/SUB FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
6700							
6710	ADMISSIONS	(61,000.00)	(8,105.92)	(14,535.67)	0.00	(46,464.33)	23.83
6740	FEES	0.00	0.00	0.00	0.00	0.00	0.00
6750	STUDENT EVT- SPEC EVENT	0.00	0.00	0.00	0.00	0.00	0.00
6790	OTHR STUDENT ACT INCOME	(20,750.00)	0.00	0.00	0.00	(20,750.00)	0.00
	Total	(81,750.00)	(8,105.92)	(14,535.67)	0.00	(67,214.33)	17.78
6800							
6821	STATE REV REC OTHER PA	0.00	0.00	0.00	0.00	0.00	0.00
6831	FUNDS OTHER PA SCH DST	0.00	0.00	0.00	0.00	0.00	0.00
6832	FEDERAL IDEA REVENUE	(299,185.00)	0.00	0.00	0.00	(299,185.00)	0.00
6833	AARP IDEA	0.00	0.00	0.00	0.00	0.00	0.00
6837	FED REV CARES ACT-CNTY	0.00	0.00	0.00	0.00	0.00	0.00
6839	FEDERAL REVENUE - OTHER	0.00	0.00	0.00	0.00	0.00	0.00
	Total	(299,185.00)	0.00	0.00	0.00	(299,185.00)	0.00
6900	REVENUE LOCAL SOURCES						
6910	USE OF FACILITIES	(3,500.00)	(150.00)	(150.00)	0.00	(3,350.00)	4.29
6920	CONTRIBUTION & DONATION	0.00	0.00	0.00	0.00	0.00	0.00
6941	REGULAR SCH TUITION	0.00	(359.06)	(359.06)	0.00	359.06	0.00
6942	SUMMER SCHOOL TUITION	0.00	0.00	0.00	0.00	0.00	0.00
6944	Tuition other LEA's	(4,000.00)	0.00	0.00	0.00	(4,000.00)	0.00
6980	COMMUNITY ACTIVITY REV	(5,000.00)	0.00	0.00	0.00	(5,000.00)	0.00
6990	MISCELLANEOUS REVENUE	0.00	(2,997.00)	(3,097.00)	0.00	3,097.00	0.00
6991	REFUND OF P/Y EXPEND	0.00	0.00	0.00	0.00	0.00	0.00
6992	ENERGY EFF REV & INCENT	0.00	0.00	0.00	0.00	0.00	0.00

(UNADJUSTED)

Condensed Board Summary Report

From 09/01/2025 To 09/30/2025

Summarization Level: MAJOR FUND/MAJOR FUNCTION/SUB FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
6999	Miscellaneous	(25,475.00)	(255.77)	(1,545.00)	0.00	(23,930.00)	6.06
	Total	(37,975.00)	(3,761.83)	(5,151.06)	0.00	(32,823.94)	13.56
7000							
7100	BASIC INS.OPR.SUBSIDIES						
7110	BASIC EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00
7111	BASIC EDUCATION SUBSIDY	(4,635,108.00)	0.00	0.00	0.00	(4,635,108.00)	0.00
7112	SOCIAL SECURITY SUBSIDY	0.00	0.00	0.00	0.00	0.00	0.00
7140	CHARTER SCHOOLS	(156,482.00)	0.00	0.00	0.00	(156,482.00)	0.00
7160	Tuition for 1305 & 1306	0.00	0.00	0.00	0.00	0.00	0.00
	Total	(4,791,590.00)	0.00	0.00	0.00	(4,791,590.00)	0.00
7200	REVENUE EDU.PROGRAMS						
7210	HOMEBOUND INSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00
7220	VOCATIONAL EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00
7230	ALTERNATIVE EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00
7250	MIGRATORY CHILDREN	0.00	0.00	0.00	0.00	0.00	0.00
7271	SPECIAL EDUCATION	(1,138,900.00)	0.00	0.00	0.00	(1,138,900.00)	0.00
7299	DIRECT PMT - PRRS & APS	0.00	0.00	0.00	0.00	0.00	0.00
	Total	(1,138,900.00)	0.00	0.00	0.00	(1,138,900.00)	0.00
7300	REVENUE NON-ED.PROGRAMS						
7310	TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00
7311	SD TRANSPORTATION	(285,000.00)	0.00	0.00	0.00	(285,000.00)	0.00
7312	NP TRANSPORTATION	(115,000.00)	0.00	0.00	0.00	(115,000.00)	0.00
7320	RENT & SINK FUND PYMT	0.00	0.00	0.00	0.00	0.00	0.00
7330	MEDICAL/DENTAL SVCS	0.00	0.00	0.00	0.00	0.00	0.00

(UNADJUSTED)

Condensed Board Summary Report

From 09/01/2025 To 09/30/2025

Summarization Level: MAJOR FUND/MAJOR FUNCTION/SUB FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
7331	STATE REIMB - HEALTH	(38,000.00)	0.00	0.00	0.00	(38,000.00)	0.00
	SERVICES						
7332	F HYIENE PRODUCTS FUND	0.00	0.00	0.00	0.00	0.00	0.00
7340	SUPPLEMENTAL REIMBURSE	(1,557,282.00)	0.00	(778,641.00)	0.00	(778,641.00)	50.00
7360	SAFE SCHOOLS	0.00	0.00	0.00	0.00	0.00	0.00
7362	School Mental Health & Safety	0.00	0.00	0.00	0.00	0.00	0.00
	and Security Grant						
7369	Other Safe School Grants	0.00	0.00	0.00	0.00	0.00	0.00
	Total	(1,995,282.00)	0.00	(778,641.00)	0.00	(1,216,641.00)	39.02
7500	ACCOUNTABILITY GRANT						
7500	ACCOUNTABILITY GRANT	0.00	0.00	0.00	0.00	0.00	0.00
7501	Accountability Grant	0.00	0.00	0.00	0.00	0.00	0.00
7505	READY TO LEARN BLK GRNT	(142,538.00)	0.00	0.00	0.00	(142,538.00)	0.00
7506	PA SMART GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
7510	EXTRA GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
7531	READY TO LEARN BLOCK	0.00	0.00	0.00	0.00	0.00	0.00
	GRANT FOUNDATION						
7599	EXTRA GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
	Total	(142,538.00)	0.00	0.00	0.00	(142,538.00)	0.00
7800	REVENUE PA SHARE BEN.						
7810	FICA - STATE	(887,923.00)	0.00	0.00	0.00	(887,923.00)	0.00
7820	RETIREMENT - STATE	(3,960,878.00)	0.00	0.00	0.00	(3,960,878.00)	0.00
	Total	(4,848,801.00)	0.00	0.00	0.00	(4,848,801.00)	0.00
7900	REVENUE TECHNOLOGY						
7920	CLASSROOMS FOR FUTURE	0.00	0.00	0.00	0.00	0.00	0.00
7990	OTHER TECHNOLOGY GRANT	0.00	0.00	0.00	0.00	0.00	0.00

(UNADJUSTED)

Condensed Board Summary Report

From 09/01/2025 To 09/30/2025

Summarization Level: MAJOR FUND/MAJOR FUNCTION/SUB FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
	Total	0.00	0.00	0.00	0.00	0.00	0.00
8000							
8500	FEDERAL GRANTS-IN-AID						
8512	IDEA Part B	0.00	0.00	0.00	0.00	0.00	0.00
8513	TITLE I GRANT IMPROV	0.00	0.00	0.00	0.00	0.00	0.00
8514	Title I	(297,622.00)	0.00	0.00	0.00	(297,622.00)	0.00
8515	TITLE II	(58,271.00)	0.00	0.00	0.00	(58,271.00)	0.00
8516	TITLE III ESL	(6,420.00)	0.00	0.00	0.00	(6,420.00)	0.00
8517	DRUG FREE SCHOOLS	(22,676.00)	0.00	0.00	0.00	(22,676.00)	0.00
8518	TITLE V	0.00	0.00	0.00	0.00	0.00	0.00
8519	TITLE II/TITLE V GRANT	0.00	0.00	0.00	0.00	0.00	0.00
8570	TITLE II EESE GRANT	0.00	0.00	0.00	0.00	0.00	0.00
	Total	(384,989.00)	0.00	0.00	0.00	(384,989.00)	0.00
8600	OTHER FED. GRANTS-IN-AID						
8670	DRUG FREE SCHOOLS	0.00	0.00	0.00	0.00	0.00	0.00
8680	TITLE III	0.00	0.00	0.00	0.00	0.00	0.00
8690	OTHER FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00
8700							
8701	IDEA PART B - ARRA	0.00	0.00	0.00	0.00	0.00	0.00
8708	ARRA FISCAL STAB - BE	0.00	0.00	0.00	0.00	0.00	0.00
8709	Basic Ed - Ed Jobs	0.00	0.00	0.00	0.00	0.00	0.00
8741	CARE ACT - ESSER FUNDNG	0.00	0.00	0.00	0.00	0.00	0.00
8742	GOV EMER ED RELIEF FUND	0.00	0.00	0.00	0.00	0.00	0.00

(UNADJUSTED)

Condensed Board Summary Report

From 09/01/2025 To 09/30/2025

Summarization Level: MAJOR FUND/MAJOR FUNCTION/SUB FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
8743	ESSER II - CRRSA ACT	0.00	0.00	0.00	0.00	0.00	0.00
8744	ARP ESSER III	0.00	0.00	0.00	0.00	0.00	0.00
8747	EMERGENCY CONNECTIVITY	0.00	0.00	0.00	0.00	0.00	0.00
	FUND						
8749	ARPA - PCCD FUNDNG	0.00	0.00	(30,336.50)	0.00	30,336.50	0.00
8751	ARP ESSER 7% LEARNING	0.00	0.00	0.00	0.00	0.00	0.00
	LOSS						
8752	ARP ESSER 7% SUMMER	0.00	0.00	0.00	0.00	0.00	0.00
	PROGRAMS						
8753	ARP ESSER 7%	0.00	0.00	0.00	0.00	0.00	0.00
	AFTERSCHOOL PROGRAMS						
	Total	0.00	0.00	(30,336.50)	0.00	30,336.50	0.00
8800	ACCESS REIMBURSEMENTS						
8810	MEDICAL ASSISTANCE	(15,000.00)	0.00	0.00	0.00	(15,000.00)	0.00
8820	MED ASSIS - TRANS & AD	0.00	(501.32)	(501.32)	0.00	501.32	0.00
	Total	(15,000.00)	(501.32)	(501.32)	0.00	(14,498.68)	3.34
9000							
9200							
9220	LEASE PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00
9300							
9330	Trans from Cap Reserve	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00
9400	SALE OF ASSETS						
9400	SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00	0.00
	Total	0.00	0.00	0.00	0.00	0.00	0.00

MAJOR FUND 10 TOTALS

(UNADJUSTED)

Condensed Board Summary Report

From 09/01/2025 To 09/30/2025

Summarization Level: MAJOR FUND/MAJOR FUNCTION/SUB FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
	Total Expenditure	55,193,429.00	4,383,162.43	8,746,873.70	1,264,180.53	45,182,374.77	18.14
	Total Other Expenditure	4,020,455.00	0.00	1,165,616.04	111,976.47	2,742,862.49	31.78
	Total Revenue	(59,213,884.00)	0.00	(26,929,412.82)	0.00	(32,284,471.18)	45.48
	Total Other Revenue	0.00	(20,692,485.52)	0.00	0.00	0.00	0.00
		0.00	(16,309,323.09)	(17,016,923.08)	1,376,157.00	15,640,766.08	

(UNADJUSTED)

Condensed Board Summary Report

From 09/01/2025 To 09/30/2025

Summarization Level: MAJOR FUND/MAJOR FUNCTION/SUB FUNCTION/FULL FUNCTION

Grand Totals All Funds	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
Total Expenditure	55,193,429.00	4,383,162.43	8,746,873.70 ✓	1,264,180.53	45,182,374.77	18.14
Total Other Expenditure	4,020,455.00	0.00	1,165,616.04 ✓	111,976.47	2,742,862.49	31.78
Total Revenue	(59,213,884.00)	(20,692,485.52)	(26,929,412.82) ✓	0.00	(32,284,471.18)	45.48
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	(16,309,323.09)	(17,016,923.08)	1,376,157.00	15,640,766.08	

SAUCON VALLEY SCHOOL DISTRICT
BUSINESS OFFICE
BUDGETARY TRANSFER FORM 2025-2026
BOARD DATE: OCTOBER 28, 2025

	ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT	REASON
FROM	10-1243-640-000-10-000-000-000-0000	BOOKS & PERIODICALS GIFTED K-4	(\$250.00)	TRANSFER OF FUNDS
TO	10-1241-610-000-30-000-000-000-0000	SUPPLIES- ACADEMIC SUPP 9-12	\$250.00	BALANCE ACCOUNT
FROM	10-1110-640-000-10-000-153-000-0000	BOOKS & PERIODICALS ELEM ESL	(\$23.00)	TRANSFER OF FUNDS
TO	10-1110-650-000-10-000-153-000-0000	ESL SOFT & LIC K-4	\$23.00	BALANCE ACCOUNT
FROM	10-1241-322-000-00-000-000-000-0000	SPECIAL ED IU CONTRACTED SVCS	(\$200.00)	TRANSFER OF FUNDS
TO	10-2272-360-000-30-000-000-000-0000	NON-CERT PROF DEV - EE TRAINING - HS	\$200.00	BALANCE ACCOUNT
FROM	10-1241-322-000-00-000-000-000-0000	SPECIAL ED IU CONTRACTED SVCS	(\$238.00)	TRANSFER OF FUNDS
TO	10-2271-360-000-30-000-000-000-0000	CONF EMPL TRAINING 9-12	\$238.00	BALANCE ACCOUNT
FROM	10-1241-322-000-00-000-000-000-0000	SPECIAL ED IU CONTRACTED SVCS	(\$400.00)	TRANSFER OF FUNDS
TO	10-2271-360-000-20-000-000-000-0000	CONF EMPL TRAINING 5-8	\$400.00	BALANCE ACCOUNT
FROM	10-1110-650-000-30-000-270-000-0000	SOFTWARE & LICENSING 9-12	(\$10.00)	TRANSFER OF FUNDS
TO	10-1110-610-000-30-000-270-000-0000	SUPPLIES IND ARTS 9-12	\$10.00	BALANCE ACCOUNT
FROM	10-1110-430-000-30-000-000-000-0000	REPAIR/MAINT OF EQUIPMENT 9-12	(\$3,000.00)	TRANSFER OF FUNDS
TO	10-1110-610-000-30-000-000-000-0000	SUPPLIES REGULAR 9-12	\$3,000.00	BALANCE ACCOUNT

SAUCON VALLEY SCHOOL DISTRICT
BUSINESS OFFICE
BUDGETARY TRANSFER FORM 2025-2026
BOARD DATE: OCTOBER 28, 2025

	ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT	REASON
FROM	10-1110-752-000-30-000-000-000-0000	EQUIPMENT NEW REGULAR 9-12	(\$5,865.00)	TRANSFER OF FUNDS
TO	10-1110-610-000-30-000-000-000-0000	SUPPLIES REGULAR 9-12	\$5,865.00	BALANCE ACCOUNT
FROM	10-1110-762-000-30-000-000-000-0000	EQUIPMENT REPLACEMENT REG 9-12	(\$6,446.00)	TRANSFER OF FUNDS
TO	10-1110-610-000-30-000-000-000-0000	SUPPLIES REGULAR 9-12	\$6,446.00	BALANCE ACCOUNT
FROM	10-1110-810-000-30-000-130-000-0000	REG ED - DUES & FEES - HS - BUSN ED	(\$275.50)	TRANSFER OF FUNDS
TO	10-1110-810-000-30-000-000-000-0000	DUES AND FEES	\$275.50	BALANCE ACCOUNT
FROM	10-1110-610-000-30-000-130-000-0000	SUPPLIES - BUSINESS ED 9-12	(\$2,434.25)	TRANSFER OF FUNDS
TO	10-1110-640-000-30-000-130-000-0000	BOOKS/PERIOD BUSINESS ED 9-12	\$2,434.25	BALANCE ACCOUNT
FROM	10-1110-610-000-30-000-130-000-0000	SUPPLIES - BUSINESS ED 9-12	(\$4,000.00)	TRANSFER OF FUNDS
TO	10-1110-650-000-30-000-130-000-0000	BUS ED EDUC SOFT & LIC 9-12	\$4,000.00	BALANCE ACCOUNT
FROM	10-1110-762-000-30-000-240-000-0000	EQUIP REPLACE - CONS ED 9-12	(\$3,110.15)	TRANSFER OF FUNDS
TO	10-1110-610-000-30-000-240-000-0000	SUPPLIES - CONSUMER ED 9-12	\$3,110.15	BALANCE ACCOUNT

TOTAL TRANSFER \$26,251.90

**SAUCON VALLEY HIGH SCHOOL
FINANCIAL REPORTS
SEPTEMBER 30, 2025
CLUB ACCOUNT FUND**

BEGINNING BALANCE	\$	55,763.38
INCOME		2,073.92
EXPENSES		1,785.07
ENDING BALANCE	\$	56,052.23

CLUB ACCOUNT	ENDING BALANCE
AEVIDUM	301.86
BAND	1,745.27
BIG PANTHERS / LITTLE PANTHERS	1,404.34
CALCULUS CLUB	105.78
CHORUS	736.18
CLASS OF 2022	592.57
CLASS OF 2023	45.40
CLASS OF 2024	6,365.67
CLASS OF 2025	1,014.65
CLASS OF 2026	3,045.93
CLASS OF 2027	3,473.68
CLASS OF 2028	1,484.34
CLASS OF 2029	612.81
CLASS OF 2030	857.94
CLASS OF 2031	674.11
COMPETITION CHEERLEADING	1,810.84
DANCE TEAM	2,253.57
DRAMA CLUB	1,156.88
ENVIRONMENTAL CLUB	1.38
FBLA	5,137.07
FCCLA	52.23
FOREIGN LANGUAGE	545.77
GLOBAL SCHOLARS	166.62
GSA	48.59
NAT'L HONOR SOCIETY	4,114.96
LEO CLUB	793.66
MINI-THON	2,950.88
MODEL UN	325.88
NEWSPAPER	160.80
PAINTBALL	51.20
PHOTOGRAPHY CLUB	544.77
READING TEAM	333.60
ROBOTICS CLUB	763.46
RUGBY CLUB	698.61
SADD	138.27
SGA - STUDENT STORE	3,725.85
SKI CLUB	1,147.56
SMASH-VIDEO CLUB	24.40
SPIRIT COUNCIL	99.27
STEM	593.27
UNICEF	435.38
YEARBOOK	5,451.86
INTEREST	65.07
TOTALS	\$ 56,052.23

Dr. Richard Kaskey
Principal

Dr. Richard R. Kaskey 10/23/25

[Signature] 10/22/25

Book	Policy Manual
Section	600 Finances
Title	Procurement Cards
Code	625
Status	

Authority

The Saucon Valley School Board of Directors approves the use of procurement cards for permissible purchases by designated employees to improve the efficiency of purchasing activities, reduce processing expenses, improve controls for small-dollar purchases, and streamline vendor payment. The Board directs the administration to establish safeguards to prevent misuse of such cards. [\[24 P.S. 510\]](#)

The Board shall approve the list of employees authorized to use District procurement cards.

The Board shall purchase adequate insurance coverage for procurement card misuse.

Definition

Procurement card - a corporate charge card designed to reduce the cost and bureaucracy of small-dollar purchases.

Delegation of Responsibility

A list of authorized users of procurement cards shall be maintained in the business office and shall include employees in designated positions.

All use of procurement cards shall be supervised and monitored on a regular basis by the Business Manager or designee, who shall ensure the use of such cards is in accordance with the funds budgeted for this purpose.

Proper accounting procedures for the use of procurement cards shall be developed, distributed, implemented, and monitored by the Business Manager or designee.

An employee authorized to use a procurement card shall maintain adequate security of the card while it is in his/her possession. Under no circumstances may the card be used by another individual. A lost procurement card must be reported immediately to the Business Office.

Guidelines

Each employee using a District procurement card shall sign a card usage agreement and receive training on applicable policies and procedures.

Procurement cards shall be used only for authorized District purchases and shall not be used for personal purchases. The District retains the authority to revoke any procurement card used for unauthorized or personal purposes.

Violations of this policy by an employee shall result in disciplinary action, in accordance with Board policy. [\[Pol 317\]](#)

The established procedure for processing purchases by employees using procurement cards shall be as follows:

1. Employee deals directly with the vendor.
2. Business office receives the consolidated invoice for payment.
3. Cardholder verifies receipt of purchased items, reconciles the billing statement with purchases, and attaches receipts.
4. Business Manager reviews statement and signs approval.

Purchases on his/her assigned procurement card by an individual employee shall be within the guidelines established in the administrative regulations.

Procurement cards shall not be used to circumvent the required bidding process. Purchases over the quote threshold shall require the use of a purchase order in accordance with established Board policy and procedures. Spending limits shall be assigned by the business office. [\[24 P.S. 751\]](#)[\[24 P.S. 807.1\]](#)[\[Pol. 610\]](#)[\[Pol. 611\]](#)

Book	Policy Manual
Section	600 Finances
Title	Procurement/Credit Cards
Code	625-AR 0
Status	

The Superintendent will annually submit to the Board for its approval a list of designated employees recommended to use district procurement/credit cards.

District employees authorized by the Superintendent and/or Business Manager may make purchases with district procurement or credit cards. When authorized by the Superintendent, cards may be issued temporarily to an employee who is traveling to efficiently pay for and document travel expenses.

The Business Manager will include procurement card appropriations in the budget. The total combined authorized credit limit of all procurement/credit cards issued by the district will not exceed five percent (5%) of the total district budget for the current fiscal year.

The Business Manager will direct staff to pay the card balances in full no later than the due date so that finance charges will not be incurred.

The Business Manager will maintain a list of all current district cardholders and will monitor the procurement card program's aggregate monthly spending relative to the aggregate established credit limit for potential required increases.

The Superintendent and Business Manager will determine the need to cancel or reissue cards to employees.

District procurement/credit cards will bear the school district name; building, department or cardholder name; district tax exemption number; and expiration date.

Use Of District Cards

The following rules apply to the use of district procurement/credit cards by employees:

1. All purchases made with a district card must be attributed to the appropriate budget category/code and must conform to the adopted budget.
2. Each employee using a district card will sign a Cardholder Agreement and receive training on applicable Board policy and administrative regulations regarding card usage. An employee who refuses to sign the agreement will not be issued a card.
3. District cards may not be used to purchase any item in excess of \$1,000; nor will any employee charge more than \$1,000 a month without prior written authorization by the Superintendent or Business Manager.
4. Employees must file monthly a Payment Request Form and attach receipts for each stated purchase. All charges must be verified with receipts. The employee's supervisor will approve the expenditures and submit the approved

form to the Business Office.

5. District cards will not be used for purchases that would circumvent bidding required by law and Board policy and administrative regulations.
6. District cards will not be used to purchase personal items, unauthorized items or items that do not benefit the district. If a personal item is inadvertently purchased on a district card, the employee must immediately make repayment to the district.
7. Only the authorized employee to whom the card was issued can use the district card.
8. All employees issued a district card must take all reasonable measures to protect the card against damage, loss, theft or misuse. Employees must immediately report such to the Business Manager.
9. District employees will surrender all district cards before leaving district employment and upon demand by the district.

Appropriate Expenditures

Examples of appropriate expenditures using district cards include:

1. Stationery, office supplies.
2. Minor repair items.
3. Computer parts and accessories.
4. Food for use in curriculum.
5. Food and specialty items for cafeteria.
6. Industrial arts supplies.
7. Sheet music.
8. Authorized online purchases.
9. Approved travel expenses.
10. Approved lodging expenses.
11. Approved registration fees.

Inappropriate Expenditures

Examples of inappropriate expenditures using district cards include:

1. Personal items.
2. Items stocked in district inventories and buildings.
3. Capital equipment.
4. Cash advances.
5. Building repairs.
6. Telephone calls.
7. Medical services.
8. Legal services.
9. Cellular telephone charges.
10. Alcoholic beverages.
11. Tobacco products.
12. Gasoline for a privately owned vehicle.
13. Gratuities that exceed twenty percent (20%).
14. Federal or state funded projects.

Procurement Procedures

1. Superintendent and/or Business Manager authorizes individual employees to receive and use district cards.
2. Standard purchase order that lists item name(s), item description(s), unit price(s) and total amount is prepared for the cards by the Business Office.
3. Purchase order is reviewed by Business Manager and approved with his/her signature.
4. Business Manager coordinates the issuance of cards to individual employees.

5. Cardholder informs vendor of the district's tax exempt status and presents district card to vendor who accepts as payment for purchase of appropriate goods or services.
6. Vendor processes the card information to obtain payment for the purchase.
7. Banking institution receives the transaction information from the credit card company.
8. Banking institution verifies the account number and spending limits on the card.
9. Cardholder receives merchandise and the original receipt(s).
10. Cardholder reconciles purchases and credit activity to the monthly statement.
11. Cardholder assigns appropriate account code and files a monthly Payment Request Form, with all supporting detailed documents and receipts attached, to the Business Office within five (5) days of receipt of the monthly statement.
12. Business Office pays the balance due from the reconciled monthly statement on or before the due date.
13. Business Office receives a consolidated monthly statement for each billing cycle in order to reconcile the statements.

Violations

The following actions by district cardholders are prohibited:

1. Purchases of items specifically prohibited by Board policy or administrative regulations.
2. Purchases that exceed the card limits, without pre-approval.
3. Not reporting lost or stolen cards.
4. Purchases from vendors that create a conflict of interest, such as purchases from companies owned or operated by district employees and/or their relatives. [Pol. 827]
5. Inadequate recordkeeping and/or documentation of purchases.
6. Acceptance of cash in lieu of a credit to the statement.
7. Splitting of purchases within the single purchase limit.

Unauthorized purchases by employees will result in disciplinary action, and the employee will be required to make payment for such transaction.

When purchases are questioned, the Business Manager is responsible for resolving the issue with the cardholder. If the Business Manager is not satisfied that the purchase was necessary and for official use, the cardholder must return the purchase and provide a credit voucher proving the item was returned; or provide a personal check made payable to the company for the full amount of the purchase, plus applicable sales tax. The check must be sent to the Business Office along with an explanation of why the violation occurred.

Resolving Returns/Credits/Disputes/Charges

When a cardholder questions or disputes a transaction charged to his/her account, the cardholder will initially contact the vendor about the transaction and seek to resolve the issue by requesting or supplying information about the transaction.

If the matter is not resolved immediately, the cardholder will notify the Business Manager in writing to request the charge be disputed. The Business Manager will contact the company or banking institution.

Card Termination

The Business Manager will notify the banking institution to cancel the card of a terminated employee within twenty-four (24) hours of the employee's termination. Procurement cards collected from terminated employees will be destroyed by cutting the card into pieces.

Procurement card privileges may be revoked by the district when the cardholder fails to adhere to relevant Board policy and district administrative regulations. The Business Manager will immediately notify the bank to cancel the card, will obtain the card from the cardholder, and will destroy the card by cutting it into pieces.