

Saucon Valley School District

Regular Meeting of the Board of Education

November 11, 2025

High School Audion

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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

6:45 pm – Executive Session for the purpose of discussing 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** – Personnel
- VI. **Approval of Minutes** – October 28, 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 – \$787,635.45
 - B. Cafeteria Expenditures – \$7,294.53
 - C. Health Benefits – None
 - D. Capital Projects – None

Recommendations for Approval

Presentation of Bills

1. Approve the above Presentation of Bills.

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

XIII. Treasurer's Report – Donald Carpenter/David Bonenberger**No Treasurer's Report for Approval****Recommendation: No Recommendations****XIV. AGENDA ITEMS****A. Education****Items/Projects for Discussion**

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

Recommendations for Approval**NCC Dual Enrollment Agreement Addendum**

1. Approve an addendum to the Dual Enrollment Agreement with Northampton Community College.

First Reading Policies

2. Approve the first reading of the following policies:

Policy 005 - Organization

Policy 006 - Meetings

Policy 231 – Social Events and Class Trips

AR 231 – Social Events and Class Trips

Recommendation: To approve all motions and recommendations as listed above in Education**B. Personnel****Items/Projects for Discussion**

- A. None

Recommendations for Approval**Social Studies Teacher**

1. Approve Michael Adams as a Social Studies Teacher, at Bachelors, Step 1, \$61,182.00.

Administrative Assistant to the Business Manager

2. Approve Wendy Weeast as the Administrative Assistant to the Business Manager, at \$46,000.00, AA5, effective upon completion of employment paperwork.

Annual Salary Adjustment

3. Approve an annual salary adjustment for the Superintendent in the amount of \$_____.

Curriculum & Induction Stipend

4. Approve a stipend for Dr. Richard Kaskey in the amount of \$20,000 for the 2025-2026 school year for the coordination of Curriculum and Induction.

2025-2026 Winter Athletic Coaches

5. Approve the following athletic coaches:

Boys Varsity Basketball

Kenneth Termini – Asst. Varsity Coach - \$2,938.00

Anthony Brinkley – Asst. Varsity Coach - \$2,538.00

Mark Quinn – Head JV and Assistant Varsity Coach - \$2,538.00

Alexander Parker – Asst. Varsity/JV Coach - \$2,138.00

Boys Jr. High Basketball

Andrew Brett – Head Jr. High Coach - \$3,159.00

Gunnar Pattison – Asst. Jr. High Coach - \$1,400.00

MS Boys Basketball

Michael Snyder – Head MS Coach - \$3,755.00

Jalen Richardson – Asst. MS Coach - \$2,150.00

MS Girls Basketball

Richard Glover – Head Coach - \$3,212.00

David Michaylira – Asst. Coach - \$2,901.00

Wrestling

Don Rohn – Asst. Coach - \$5,698.00

Andrew Koch – Asst. Coach - \$4,662.00

Joseph Lobeck – Asst. Coach - \$3,522.00

Benjamin Chunko – Asst. Coach – Volunteer

Christopher Romano – Asst. Coach - Volunteer

Swimming

Kelly Ann Spradlin – Asst. Swim Coach - \$4,144.00

Indoor Track & Field

Michael Vidumsky – Asst. Coach - \$518.00

2025-2026 Day-to-day Substitute

6. Approve Janet Heimbach as a day-to-day substitute for the 2025-2026 school year.

Resignation

7. Approve the resignation of Kathleen Curry, Food Service, effective November 7, 2025.

Medical Sabbatical

8. Approve a medical sabbatical for the Restoration of Health for Jacqueline Stotz, beginning on November 12, 2025 until April 13, 2026. She will return to her teaching duties on April 14, 2026.

Spanish Immersion Stipend

9. Approve stipends for the following individuals for the 5th grade Spanish Immersion Class for lesson planning and grading, until November 24, 2025:
Lynn Maynard - \$1,800.00
Wendy Paz - \$1,800.00

Song Writing Club

10. Approve Alex Kruetzer as a Class III volunteer advisor for the Songwriting Club.

Long-Term Substitute

11. Approve Kristen Kallert as a Long-Term Substitute for Jaqueline Stotz, at Bachelor's Step 1, \$61,182.00 prorated, from November 12, 2025 to April 13, 2026.

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

Cooperative Sports Agreement

1. Approve a Cooperative Sports Team Agreement between Saucon Valley School District & Palisades School District regarding participation in Boys High School Lacrosse.

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

E. Community Updates

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

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

- G. Bethlehem Area Vo-Tech School** – *Vivian Demko & Cedric Dettmar*
(Meetings are on the first Tuesday of every month)
- H. Colonial Intermediate Unit** – *Dr. Shamim Pakzad*
(Meetings are on the fourth Wednesday of every month)
- I. PSBA Representative** – *Donald Carpenter & Jay Santos*
- J. New Business -**

Election and Approval of Employment Contract for the Superintendent of Schools

1. Motion to elect in accordance with 24 P.S. 10-1071 and 10-1073, Jaime Vlasaty as Superintendent of Schools for a term commencing on July 1, 2026 and ending June 30, 2031. In approving this motion to elect Mrs. Vlasaty, the Board of Directors is also hereby approving a new employment contract with the Superintendent for the same time period.

K. Old Business

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

Future Meetings ~

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

December 2, 2025– 7 pm – Reorganization & 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 28, 2025, in the High School Audion. Present were Directors William Broun, Donald Carpenter, John Conte, Vivian Demko, Cedric Dettmar, Laurel Erickson-Parsons, Tracy Magnotta (online), Shamim Pakzad, and Jay Santos. Also present were Judith Riegel, Board Secretary, and Alicia Luke, District Solicitor.

- I. **Call to the Order** – 7:00 pm - *Cedric Dettmar, President, presiding*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *Judith Riegel, Board Secretary*
8-present, 1-absent (Santos)
- IV. **Motion to Approve Agenda** – Director Conte, seconded by Director Erickson-Parsons, moved to approve the agenda. Vote: 8-yes, 0-no, 1-absent
- V. **Announcement of Executive Session** – Administrative Assistant Compensation & Benefits Plan, Safety, and an SVEA Contract Matter.
- VI. **Approval of Minutes** – Director Conte, seconded by Director Demko, moved to approve the minutes of October 14, 2025. Vote: 8-yes, 0-no, 1-absent (Santos)
- VII. **Recognition** – None
- VIII. **Presentation** – None
- IX. **High School Representative Report**

Director Santos arrived at 7:05 pm

- X. **Superintendent's Report** – *Jaime Vlasaty, Superintendent*
- XI. **Courtesy of the Floor to Visitors – Agenda Items Only** – None
- 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

1. Approve the above Presentation of Bills.

Director Conte, seconded by Director Erickson-Parsons, moved to approve the Presentation of the Bills. Vote: 9-yes, 0-no

- XIII. **Treasurer's Report** – *Donald Carpenter/David Bonenberger*
 - A. Cash Investment and Bond Activity
 - B. Condensed Board Summary Report
 - C. Budget Transfers – \$26,251.90
 - D. Middle School Activity Report – September 2025
 - E. High School Activity Report – September 2025

1. Approve the above Treasurer's Report.

Director Erickson-Parson, seconded by Director Broun, moved to approve the Treasurer's Report. Vote: 9-yes, 0-no

XIV. AGENDA ITEMS

A. Education

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

Director Erickson-Parsons, seconded by Director Conte, moved to approve Education Items #1 & 2. Vote: 9-yes, 0-no

B. Personnel

- A. Tenure – Chad Saylor – 10/25/2025
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.
2. Approve the retirement of Gina DiNino, Assistant Business Manager, effective April 10, 2026.
3. Approve Jason Stern as iTeam Assistant Advisor at \$900.00.
4. Approve the resignation of Dean Perez, Part-Time Bus Driver, effective October 24, 2025.

Director Erickson-Parsons, seconded by Director Conte, moved to approve Personnel Items #1 - 4. Vote: 9-yes, 0-no

C. Facilities

No agenda items for approval.

D. Finance

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

Director Conte, seconded by Director Erickson-Parsons, moved to approve Finance Item #1. Vote: 9-yes, 0-no

E. Community Updates

- **Hellertown/Lower Saucon Chamber of Commerce** – *John Conte* – No Report
- **Saucon Valley Foundation for Educational Innovation** – *Laurel Erickson-Parsons* – No Report

F. Northampton Community College – *Susan Baxter* – Ms. Baxter reported that NCC has continued to maintain a 5% growth.

G. Bethlehem Area Vo-Tech School – *Vivian Demko & Cedric Dettmar* – No Report

H. Colonial Intermediate Unit – *Dr. Shamim Pakzad* – Dr. Pakzad reported that due to the state budget impasse, IU 20 has secured a revolving line of credit for 20 million in order to meet their payroll obligations.

I. PSBA Representative – *Donald Carpenter & Jay Santos* – There are several online offerings for the Board Directors.

J. New Business –

1. Policy 005 – Organization

The Board discussed Policies 005 – Organization and 006 – Meetings.

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.

Director Broun, seconded by Director Erickson-Parsons, moved to approve continuing the Free and Reduced Lunch Program during the government shutdown. Vote:9-yes, 0-no

K. Old Business - None

XV. Citizens' Inquiries and Comments – None

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 –

Board President Dettmar adjourned the meeting at 8:58

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK - GENERAL **Payment Dates:** 11/03/2025 - 11/12/2025

Payment Categories: Regular Checks, Direct Deposits, Manual Checks

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		UNIVERSITY OF OREGON	LICENSE RENEWAL		675.00
		BLUE MOUNTAIN ATHLETICS	ATHLETIC DUES WRESTLING B JRHI		300.00
		PA TURNPIKE TOLL BY PLATE	TRAVEL-CONFERENCES/SEMINARS		74.48
		AGENTIS PLUMBING, LLC	REPAIRS & MAINTENANCE		10,355.00
		BETHLEHEM AREA SCHOOL DISTRICT	TUITION - OTHER LEA'S MS	TUITION - OTHER LEA'S ES	6,994.92
		BUCKS COUNTY INTERMEDIATE	EXTENDED SCHOOL YEAR		8,339.76
		COMMONWEALTH OF PA	DUES & FEES PLANT OPERATIONS		35.00
		EASTON AREA SCHOOL DISTRICT	TUITION - OTHER LEA'S HS	TUITION - OTHER LEA'S ES	4,419.93
		EDUCATIONAL CONSORTIUM FOR	PURCHASED PRO&TECH SVCS		1,941.00
		ESTRELLITA	BOOKS & PERIODICALS REG K-4		1,400.47
		F.W. WEBB COMPANY	SUPPLIES - PLANT OPERATIONS		19.28
		FIRST MID-ATLANTIC	TEAM C64245	TEAM C69276	495.00
		FLINN SCIENTIFIC CO. INC.	Please deliver to Dr. Kaskey H		948.13
		FOLEY INCORPORATED	SUPPLIES - PLANT OPERATIONS		2,055.19
		goBILDA	GoBilda order for Robotics fro		365.35
		HOME DEPOT CREDIT SERVICES	SUPPLIES IND ARTS 9-12		229.15
		LOWE AND MOYER GARAGE INC.	SUPPLIES - TRANSPORTATION		1,613.48
		LOWER SAUCON TWP POLICE DEPT	OFF. Z. PRITCHARD	OFF. K. BARTHOLOMEW	663.36
		MACMILLAN OIL CO.OF ALLENTOWN	SUPPLIES - TRANSPORTATION		370.30
		MESKO GLASS & MIRROR CO. INC.	REPAIRS & MAINT EQUIP		300.00
		MICHAEL HEITER	Wood supplies for Tech Ed/Gods		1,323.40

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

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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
		MONTGOMERY COUNTY IU #23	CONF EMPL TRAINING K-4		660.00
		MY HOUSE SPORTS GEAR	Singlets - \$60.00 DISCOUNT	UNIFORMS WRESTLING BOYS VAR	8,373.75
		NAZARETH MUSIC CENTER	REPAIRS & MAINT EQUIP ELEM.	REPAIR/MAINT OF EQUIPMENT 5- 8	980.00
		PASBO	DUES & FEES BUS OFFICE		125.00
		POPPLERS MUSIC INC	refer to attachment		434.25
		REGINA ALBANO	SUPPLIES - COMPETITIVE SPIRIT		982.51
		ROHRER BUS SALES INC.	SUPPLIES - TRANSPORTATION		317.67
		Rug-Ed Products Inc.	I-PAD INSURANCE		100.00
		SAFETY-KLEEN SYSTEMS INC.	Parts washer / oil filter drum		651.96
		SAUCON VALLEY CAFETERIA	SPECIAL ACTIVITIES MEALS / REF		108.00
		SAUCON VALLEY SPORTING GOODS	SUPPLIES - ATHLETICS		1,575.00
		SCHEIDLER GLORIA	SENIOR CITIZENS TAX REBATE		550.00
		SCHOOL HEALTH CORP.	SAFETY & SECURITY SUPPLIES	SUPPLIES - PLANT OPERATIONS	1,007.02
		SERVICE TIRE TRUCK CENTERS	SUPPLIES - TRANSPORTATION		1,439.40
		ST. LUKE'S HOSPITAL	DRIVER PHYSICALS		186.00
		TRISTATE HVAC EQUIPMENT	REPAIRS & MAINT - HS		6,520.00
		U.S. NEWS AWARDS	Website Licenses (for Grace)		990.00
		UNITED ART & EDUCATION	Art Supplies for Parish- MS		19.18
		VENUS SUPPLIES AND SERVICES	SUPPLIES - PLANT OPERATIONS		4,057.48
		VERIZON WIRELESS	TELEPHONE	COMMUNICATION - ATHLETICS	1,482.49
		WILLIAM SLOPIK	Allentown Sewing Center/Repair		644.50
		95 PERCENT GROUP LLC	for Leah Mickey		2,197.80 ^D

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK - GENERAL **Payment Dates:** 11/03/2025 - 11/12/2025

Payment Categories: Regular Checks, Direct Deposits, Manual Checks

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		ALL PHASE ELECTRIC SUPPLY	Blanket PO		1,394.21 <i>D</i>
		AMAZON CAPITAL SERVICES INC	Penn Pump Money for Manufacturing Group	Order ID(s): 137-7424694-18229	3,070.77 <i>D</i>
		AMERICHEM	Blanket PO		2,803.59 <i>D</i>
		APPLE INC.	TECHNOLOGY SUPPLIES	Student Damaged iPad Repair-Re	7,071.00 <i>D</i>
		ASCENDANCE TRUCKS PENNSYLVANIA LLC	SUPPLIES - TRANSPORTATION		4,418.27 <i>D</i>
		BAVTS	VO-TECH TUITION 9-12		152,297.37 <i>D</i>
		BLOOMSBURY PUBLISHING INC	ABC-CLIO database Subscription		3,169.00 <i>D</i>
		BRIGHTBILL BODY WORKS	SUPPLIES - TRANSPORTATION		69.62 <i>D</i>
		CARDINAL POINT SECURITY GROUP	SECURITY SERVICES - DISTRICT		7,232.00 <i>D</i>
		CHRIN HAULING INC	Trash / Recycling	DISPOSAL SVCS	10,716.65 <i>D</i>
		CINTAS CORPORATION-#101	Extinguisher Inspection & Tamp		2,070.75 <i>D</i>
		CIRCLE OF SEASONS CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		10,186.59 <i>D</i>
		COLONIAL INTERMEDIATE UNIT #20	SPECIAL ED IU CONTRACTED SVCS		132,931.19 <i>D</i>
		DEBORAH KIMBALL	Blanket P.O. for Giant/Costco/		975.99 <i>D</i>
		DONOVAN GROUP II	OTHER PROF SERV - SUP OFC		4,000.00 <i>D</i>
		EAS WATER COFFEE PAPER	WATER BOIL ADVISORY	MAINT SUPPLIES - ELEM	1,235.18 <i>D</i>
		EVERDRIVEN TECHNOLOGIES LLC	Transportation Cont Carriers		9,580.25 <i>D</i>
		FOLLETT CONTENT SOLUTIONS LLC	Library Books- MS		995.86 <i>D</i>
		FOX ROTHSCHILD LLP	SOLICITOR RETAINER		5,178.40 <i>D</i>
		GLENN R. BROWN	ATTEND-OTHER PROF SERV	TRAVEL	29.90 <i>D</i>

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK - GENERAL **Payment Dates:** 11/03/2025 - 11/12/2025

Payment Categories: Regular Checks, Direct Deposits, Manual Checks

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		GRAINGER	SUPPLIES - PLANT OPERATIONS		57.20 <i>D</i>
		GREAT MINDS PBC	Deliver to ES Office	Please deliver to Sherry in DO	5,775.78 <i>D</i>
		Harold William	SENIOR CITIZENS TAX REBATE		300.00 <i>D</i>
		HUB INTERNATIONAL	INSURANCE - PROP/LIAB/AUTO		1,240.00 <i>D</i>
		INTEGRITEC INC.	Water treatment service		479.17 <i>D</i>
		INTERSTATE BATTERY OF ALLENTOWN	SUPPLIES - TRANSPORTATION		101.47 <i>D</i>
		J.C. EHRLICH	Commercial Pest Management Mai		11,221.51 <i>D</i>
		J.W. PEPPER & SON INC.	Blanket PO for Choir/Sakasitz		84.19 <i>D</i>
		Jessica L Friday	MISCELLANEOUS		42.60 <i>D</i>
		JOHNSTONE SUPPLY	SUPPLIES - PLANT OPERATIONS		389.42 <i>D</i>
		JUNIOR LIBRARY GUILD	Jr		2,232.98 <i>D</i>
		KASEYA US LLC	TECH SUPPORT SERVICES - DISTRICT		13.40 <i>D</i>
		KEITHS LOCK & DOOR SERVICE	SUPPLIES - PLANT OPERATIONS		4,207.90 <i>D</i>
		KELLY SERVICES INC	PROF SVCS	LEARN SUPPT - OTHR PROF SVC - PCCD MNTHL	39,144.99 <i>D</i>
		KOCH ANDREW	ATHLETICS - SOFT/LIC		26.00 <i>D</i>
		LAKESIDE EDUCATIONAL NETWORK	SPEC ED NON-PUBLIC TUITION		926.25 <i>D</i>
		Lauren Keebler	REG ED - SOFT & LIC - MS - CONSUMER ED	SUPPLIES - CONSUMER ED 5-8	177.42 <i>D</i>
		LEHIGH LEARNING ACADEMY	SPEC ED NON-PUBLIC TUITION		4,074.00 <i>D</i>
		LEXIA LEARNING SYSTEMS LLC	CONF EMPL TRAINING K-4		495.00 <i>D</i>
		LINDE GAS & EQUIPMENT INC.	SUPPLIES - TRANSPORTATION		124.87 <i>D</i>
		LOBAR ASSOCIATES	OTHER LIABILITIES		126,082.53 <i>D</i>

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK - GENERAL **Payment Dates:** 11/03/2025 - 11/12/2025

Payment Categories: Regular Checks, Direct Deposits, Manual Checks

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		LOGAN KIRIPOSKI INC.	RENTAL OF EQUIPMENT		1,000.00 <i>D</i>
		MEDCO SUPPLY COMPANY	OTHER LIABILITIES		17,939.00 <i>D</i>
		MICROBAC LABORATORIES INC.	BLD OPER - OTHR PROF SVC - HS	BLDGS - OTHER PROF SERVICES	174.52 <i>D</i>
		MUSIC & ARTS	Blanket P.O. for Supplies/Bitt		170.64 <i>D</i>
		NAPA AUTO PARTS-HELLERTOWN	SUPPLIES - TRANSPORTATION		2,634.09 <i>D</i>
		NORTHAMPTON COUNTY AREA COMMUNITY COLLEGE	NCC COMTY COLLEGE PAYMENT		45,134.34 <i>D</i>
		NORTHEAST JANITORIAL SUPPLY	Blanket PO		3,804.64 <i>D</i>
		PETROLEUM TRADERS CORP.	DIESEL FUEL - TRANSPORTATION		18,310.50 <i>D</i>
		POWERSCHOOL GROUP LLC	REG INSTR ED SOFT LIC 9-12		41,783.93 <i>D</i>
		PP & L ELECTRIC UTILITIES	ELECTRIC - PLANT OPERATIONS		3,482.22 <i>D</i>
		REVIVE HEALTH INC	HEALTH INSURANCE EXPENSE PAYAB		3,195.00 <i>D</i>
		Robert Pasternak	TRAVEL GOLF BOYS VAR ATHLETIC		63.99 <i>D</i>
		Roberts Oxygen Co. Inc	SUPPLIES - PLANT OPERATIONS		125.72 <i>D</i>
		Saucon True Value	SUPPLIES - PLANT OPERATIONS	SUPPLIES - ATHLETICS	466.98 <i>D</i>
		SCHOOL SPECIALTY, LLC.	Deliver to ES Office		2,899.80 <i>D</i>
		STEM LAWN CARE	LAWN CARE SVCS		7,800.00 <i>D</i>
		SUPERIOR AUTO SERVICE CO. INC.	REPAIRS & MAINT EQUIP		43.40 <i>D</i>
		SV EDUCATIONAL SUPPORT PROFESSIONALS	SUPPORT STAFF DUES W/H PAYABLE		1,060.82 <i>D</i>
		TuWay Communications	TELECOMMUNICATIONS		5,152.17 <i>D</i>
		UGI UTILITIES INC	NATURAL GAS - PLANT OPERATIONS		79.69 <i>D</i>
		UHS OF PENNSYLVANIA INC.	BOWER, G.		420.00 <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:** 11/03/2025 - 11/12/2025

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

10 - GENERAL FUND	788,684.93
Grand Total All Funds	788,684.93
Grand Total Credit Cards	0.00
Grand Total Direct Deposits	714,562.52
Grand Total Manual Checks	675.00
Grand Total Other Disbursement Non-negotiables	0.00
Grand Total Procurement Card Other Disbursement Non-negotiables	0.00
Grand Total Regular Checks	73,447.41
Grand Total Virtual Payments	0.00
Grand Total All Payments	788,684.93

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CL - CAFE - FULTON(LAFAYETTE) Payment Dates: 11/12/2025 - 11/12/2025

Payment Categories: Regular Checks

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		AMAZON CAPITAL SERVICES INC	SUPPLIES		1,288.78
		MORABITO BAKING CO.	FOOD		703.29
		PENN JERSEY PAPER CO. LLC	SUPPLIES		401.86
		POCONO MOUNTAIN DAIRIES	MILK		3,075.94
		ROCKLAND BAKERY INC.	FOOD		716.50
		SINGER EQUIPMENT COMPANY	SUPPLIES		1,108.16
50 - CAFETERIA					7,294.53
Grand Total All Funds					7,294.53
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					0.00
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					0.00
Grand Total Procurement Card Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					7,294.53
Grand Total Virtual Payments					0.00
Grand Total All Payments					7,294.53

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

Saucon Valley School District

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

The following item was on the Academic & Personnel agenda:

Discussion: Cell Phone Survey Results – Superintendent Vlasaty reported on the results of the recent Cell Phone Survey.

The committee made no recommendations.

ADDENDUM TO THE DUAL ENROLLMENT AGREEMENT
Related to the State Dual Credit Innovation Grant
Between Northampton Community College and Saucon Valley High School

Effective Date: November 11, 2025

Term of Addendum: Start of Spring 2026 Term through End of Spring 2027 Term

This Addendum supplements the existing Dual Enrollment Agreement between Northampton Community College and Saucon Valley High School to specify terms related to the **Dual Enrollment Innovation Grant**.

1. Program Purpose

This initiative seeks to expand access to and support within dual enrollment pathways, increasing the number of underserved high school students prepared for successful careers in Allied Health, Skilled Trades and Education Pathways. The goals include increasing college readiness, reducing time to degree completion, and providing students with meaningful exposure to postsecondary coursework while they are still in high school.

2. Program Timeline

- **Initial Course Launch:** Spring 2026
- **Review and Renewal:** Progress and outcomes will be reviewed at the end of each semester.

3. Approved Dual Enrollment Courses

Students enrolled in the following NCC courses will earn both high school and college credit:

NCC Course	College Credits	Semester Offered
Intro to Communication and College Success (All Pathways)	4	Spring 2026
Biology (Optional – Allied Health Pathway)	4	Summer 2026
Technical Drawings (Skilled Trades Pathway)	3	Fall 2026
Manufacturing Processes (Skilled Trades Pathway)	3	Fall 2026
Education For All Students (Education Pathway)	3	Fall 2026
Intro to Nutrition and Health Care Careers (Allied Health Pathway)	4	Fall 2026
Electrical Fundamentals (Skilled Trades Pathway)	3	Spring 2027
Intro to Industrial Maintenance (Skilled Trades Pathway)	3	Spring 2027
Introduction to Special Education (Education Pathway)	3	Spring 2027
Intro to Psychology (Allied Health Pathway)	3	Spring 2027

4. Instructor Qualifications, Compensation, and Supervision

- When high school teachers deliver college-level content, they must meet the College's adjunct faculty credentialing standards. In cases where they do not, college adjuncts will be used to deliver course content.
- If a qualified high school teacher is unavailable, we will select college adjunct to either teach asynchronously or in person with the high school teacher being the co-teacher.

- The class being taught by a high school teacher will be part of their teaching responsibilities. If an adjunct is teaching the class, they will be compensated by NCC.
 - High school teachers are expected to communicate with College Dual Credit Liaisons to ensure student access to resources and support services.
 - High school teachers will submit progress surveys and grades using the College's reporting systems.
 - High school teachers will be trained and supported by the College's designated faculty liaisons, who will:
 - Provide course syllabi, instructional expectations, and course LMS shell
 - Conduct periodic observations
 - Support alignment with college learning outcomes and assessment practices
-

5. Student Eligibility and Cost

- Participating students must meet the High School's eligibility criteria for dual enrollment (e.g., GPA, standardized test scores, or placement).
 - Participating Students must meet the college's English I placement policy.
 - **Students will not be charged tuition, fees, or textbook costs** for courses offered under the Dual Credit Innovation Grant.
 - All course materials will be provided at no cost to students or their families.
-

6. Data Sharing and Reporting

The High School and College agree to share necessary student data, in compliance with FERPA and other applicable regulations, to:

- Track student enrollment and performance
 - Meet grant reporting requirements
 - Evaluate program outcomes
-

7. Termination

This Addendum may be terminated by either party with 60 days written notice. In the event of early termination, parties agree to complete the current academic term and ensure minimal disruption to enrolled students.

8. Signatures

For Northampton Community College

Signature: _____

Name: [Printed Name]

Title: President

Date: _____

For Saucon Valley High School

Signature: _____

Name: Jaime L. Vlasaty

Title: Superintendent

Date: _____

Saucon Valley School District

Policy

Title – 005 Organization

Section – Local Board Procedures

Adopted – August 22, 2005

Revised – December 3, 2019

Content

Purpose

Section 1. Organization Meeting

Board members shall meet and organize annually during the first week of December. Notice of the time and place of the organization meeting shall be given to all Board members by mail at least five (5) days before the proposed meeting by the Board Secretary. The organization meeting shall be a regular meeting.

Section 2. Order

The organization meeting shall be called to order by the past President, who shall preside over the election of a temporary President from among the hold-over Board members. The Board Secretary shall be secretary of the meeting. In an election year, the certificates of election or appointment of all new Board members shall be read, and a list shall be prepared of the legally elected or appointed and qualified Board members. The temporary President may administer the oath or affirmation of office to those Board members who have not previously taken and subscribed to the same.

Section 3. Officers

Election of officers shall be by a majority vote of those present and voting. Where no such majority is achieved on the first ballot, a second ballot shall be cast for the two (2) candidates who received the greatest number of votes.

- a. Board members shall annually, during the first week of December, elect from their members a President and Vice-President who shall serve for one (1) year.
- b. The school directors shall annually, during the month of May, elect a Treasurer who shall serve for one (1) year beginning the first day of July after such election. The Treasurer may be a corporation duly qualified and legally authorized to transact a fiduciary business in the Commonwealth and may be a member of the Board.

The Treasurer shall not enter upon his/her duties until furnishing bond in accordance with law and with Board approval. The Treasurer shall be compensated in the manner and at the rate determined by the Board.

- c. The Board members shall, during the month of May in every fourth year, elect a Secretary who shall serve a term of four (4) years beginning the first day of July following such election, and may be a member of the Board.

The Secretary shall not enter upon his/her duties until furnishing bond in accordance with law and with Board approval. The Secretary shall be compensated in the manner and at the rate determined by the Board.

Vacancies in any office shall be filled by Board election; such officers shall serve for the remainder of the unexpired term.

The same school director may not hold more than one (1) office of the Board. No commissioned officer or professional employee of the Board shall serve, temporarily or permanently, as an officer of the Board. **If a Director accepts a second officer position, they must immediately offer their resignation to one of the two positions, and the Board must accept the resignation or the appointment to the new position is void and new nominations for the now open position must occur.**

Officers of the Board serve at the pleasure of the Board and may be removed from such office by the affirmative vote of a majority of the full number of Board members.

Section 4. Term Limits

In order to encourage a more active leadership role by all members of the Board, ~~it is recommended that the number of terms for Board officers (President and Vice President) be limited to four (4) successive one-year terms. If a Board member serves four (4) successive terms, s/he may not be considered as a candidate for the same Board office for another year.~~ **the same set of Board Members should not serve in any combination of the President and Vice President officer positions for more than two (2) consecutive years. (i.e. the same set of Board members cannot serve**

more than two consecutive terms, no matter which specific Director is the President or Vice President).

If the Board so desires to deviate from this provision, they may do so based on a majority vote of the board.

Section 5. Appointments

The Board shall have the authority to appoint:

- a. A tax collector, where a tax collector is not elected to collect taxes, there is a vacancy, or an elected tax collector refuses to qualify.
- b. School physician(s)
- c. School dentist(s)
- d. Solicitor, and, if necessary, Special Counsel
- e. Independent auditor
- f. Delegates to a state convention or association of school directors
- g. Other appointments the Board deems necessary

Appointees serve at the pleasure of the Board and may be removed from such appointment by the affirmative vote of a majority of the full number of Board members.

Section 6. Resolutions

The Board may at the organization meeting, but shall prior to July 1 next following, designate:

- a. Depositories for school funds
- b. Newspaper(s) of general circulation as defined in law
- c. Normal day, place and time for regular meetings
- d. Normal day, place and time for open committee meetings

Section 7. Committees

Committees shall be organized and assigned a mission statement each year, during the Board's annual Reorganization meeting, directing their function and priorities. This mission statement may be changed at any time by a majority of the Board.

When specifically charged to do so by the Board **or within the confines of their Board approved mission statement**, committees of Board members shall conduct studies, make recommendations, and act in an advisory capacity, but shall not take action on behalf of the Board.

~~Ad hoc~~ Committees shall not include a majority of the membership of the Board. A member may request or refuse appointment to a committee. Refusal to serve on any one committee shall not be grounds for failure to appoint a member to another committee.

Each Board committee shall be convened by a chairperson, who shall report for the committee and prepare minutes of open committee meetings.

~~Ad hoc~~ **All** committees may be created, charged, and assigned a fixed termination date, **by a majority of the Board. A committee's fixed termination date** ~~which may be~~ extended **an additional fixed length**, by the President. **and this extension shall be announced at the next Business meeting of the Board.**

Members of committees shall serve **for one (1) year, or** until the committee is discharged **whichever comes first.**

The Board reserves the right to meet and work as a Committee of the Whole in informational, discussion, and exploratory sessions.

References:

24 P.S. 3-321
24 P.S. 3-324
24 P.S. 4-401
24 P.S. 4-402
24 P.S. 4-404
24 P.S. 4-406
24 P.S. 4-421
24 P.S. 4-426
24 P.S. 4-431
24 P.S. 4-432

24 P.S. 4-434

24 P.S. 4-436

24 P.S. 4-438

24 P.S. 5-508

24 P.S. 5-516

24 P.S. 6-621

24 P.S. 6-683

24 P.S. 14-1410

24 P.S. 24-2401

65 Pa. C.S.A. 701 et seq.

Pennsylvania Constitution - PA Const. Art. VI Sec. 7

Board Policy - 006, 811

Saucon Valley School District

Policy

Title – 006 Meetings

Section – Local Board Procedures

Adopted – August 22, 2005

Revised – January 9, 2024

Content

Purpose

Parliamentary Authority

All Board meetings will be conducted in an orderly and business-like manner. Robert's Rules of Order, Newly Revised, including group rules, shall govern the Board in its deliberations in all cases in which it is consistent with law and/or Board procedures.

Quorum

A quorum shall consist of a majority of the members of the Board. No business shall be transacted at a meeting without a quorum, but the school directors present at such a meeting may adjourn to another time.

Presiding Officer

The President shall preside at all Board meetings. In the absence, disability, or disqualification of the President, the Vice-President shall act instead. If neither person is present, a school director shall be elected President pro tempore by a majority of those present and voting to preside at that meeting only. Where no such majority is achieved on the first vote, a second vote shall be cast for the two (2) candidates who received the greatest number of votes. [4][5][6][7]

Meeting Notifications

Notice of all open Board meetings, including committee meetings and work sessions, shall be given by publication of the date, place, and time of such meetings in the newspaper(s) of general circulation designated by the Board and the posting of such notice at the administrative offices of the Board. [8][9] The Board, at its discretion, may also give notice through other sources such as email notifications, websites, and phone calls

1. Notice of regular meetings shall be given by publication and posting of a schedule showing the date, place, and time of all regular meetings for the calendar year at least three (3) days prior to the time of the first regular meeting. [8][9]
2. Notice of all special meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property. [8][9]
3. Notice of all rescheduled meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting. [8][9]
4. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date and time of meeting and sending copies of such notice to interested parties. [8]
5. Notice of all open meetings shall be given to any newspaper(s) circulating in Northampton County and any radio or television station which so requests. Notice of all open meetings shall be given to any individual who so requests and provides a stamped, addressed envelope for such notification. [9]

Notice of all special meetings and rescheduled meetings shall be given to each school director by e-mail no later than twenty-four (24) hours prior to the time of the meeting. [9][10]

All Board members, when unable to attend a meeting, shall if possible, notify the Board Secretary a reasonable amount of time in advance of the meeting.

Board Meeting Agenda Notifications

The agenda and all relevant reports shall be provided to each school director at least three (3) days before the meeting. **It shall be the duty of the Board President to inform the administration in the agenda meeting if they believe supplemental data or documents would be needed for the Board to make a timely decision on an agenda item.**

If the agenda includes an item of business related to removing an officer of the Board, the agenda shall be provided to each school director at least seven (7) days before the meeting.

The district shall publicly post the agenda for all open meetings of the Board or Board committees at which deliberation or official action may take place no later than twenty-four (24) hours prior to the time of the meeting, as follows:[9]

1. On the district's website.
2. At the location of the meeting.
3. At the district's administrative office.

The posted agenda shall list each matter of agency business that will or may be the subject of deliberation or official action at the meeting.[9]

Board Meeting Agenda Preparation

- a. It shall be the responsibility of the Superintendent, in cooperation with the Board President and Vice President, **and Treasurer** to prepare an agenda of the items of business to come before the Board at each open meeting.
- b. The agenda shall include a listing of each matter the Superintendent, in collaboration with the President, ~~and Vice President,~~ **and Treasurer** is bringing forth that will or may be a subject of deliberation or official action before the Board at the meeting.
- c. The District shall make available copies of the agenda to those in attendance at the meeting.
- d. ~~If (3) three Board Members wish to add an item to the agenda, they should contact the Superintendent in writing (7) days before the meeting. If the item does not have the administrative recommendation, it will be added under the agenda's new/old business portion of the agenda.~~ **If a Board member wishes**

to add an item to the agenda, they must submit the request in writing to the Superintendent and Board Secretary and must have an additional two (2) Directors also support the agenda item. All proposals and supporting statements must be received by 8AM on the Wednesday prior to the Board meeting. If the proposed agenda item is a motion to be voted on, the exact text of the motion must be included in the written request. These requests must come from the Directors district email.

Once a Board initiated agenda item has received the required support to appear on the agenda, the Board Secretary shall, within 72 hours, notify all nine Directors of the addition. Should the normal public posting of the agenda occur within those 72 hours, that posting shall satisfy this requirement.

These items will appear on the agenda at the end of the New Business section, under the sub-category "Board Director Initiated Items".

Order of Business

The order of business for regular meetings and special meetings called for general purposes shall be as follows, unless altered by the President or a majority of those present and voting:

1. Call to Order
2. Pledge of Allegiance
3. Recording of Attendance
4. Motion to Approve Agenda
5. Announcement of Executive Session
6. Approval of Minutes
7. Recognition
8. Presentation
9. Superintendent's Report
10. Courtesy of the Floor to Visitors – Agenda Items Only
11. Presentation of Bills
12. Treasurer's Report
13. ~~Education~~ **Committee Reports**
14. ~~Personnel~~ **Unfinished Business**
15. ~~Facilities~~ **New Business**
16. ~~Finance~~ **Citizens' Inquiry and Comments**
17. ~~Updates~~ **Board Comments**
18. ~~New Business~~ **Announcements**

19. ~~Old Business~~ **Adjournment**
20. ~~Citizens' Inquiries and Comments~~
21. ~~Announcements~~
22. ~~Adjournment~~

Additions to the Agenda

The Board may deliberate or take official action on matters not included in a posted agenda only under the following circumstances:[11]

Emergencies – The matter of business relates to a real or potential emergency involving a clear and present danger to life or property.[8][11]

Business Arising Within Twenty-Four (24) Hours Prior to the Meeting – The matter of business has arisen within twenty-four (24) hours prior to the meeting, is de minimis (minor) in nature, and does not involve the expenditure of funds or entering into a contract or agreement.[11]

Business Raised by Residents or Taxpayers During the Meeting – When a matter of Board business is raised by a resident or taxpayer during a meeting:[11][12]

1. The Board may take official action to refer the matter to staff, if applicable, to conduct research and include on a future Board meeting agenda; or
2. If the matter is de minimis (minor) in nature and does not involve the expenditure of funds or entering into a contract or agreement, the Board may take official action on the matter.

Majority Vote – During a meeting, the Board may add a matter of business to the posted agenda by a majority vote of the school directors present and voting. The reason for adding an item to the posted agenda must be announced at the meeting before conducting the vote. Once announced and approved by majority vote, the Board may take official action on the item of business. The agenda shall be amended to reflect the new item of business and the amended agenda shall be posted to the district's website and at the administrative office no later than the first business day following the meeting at which the agenda was amended. The unanimous consent procedure may not be used in place of majority vote for this purpose.[11]

The public posting of agenda requirements and rules for adding items to a posted agenda apply to both regular and special open meetings of the Board. These requirements and rules do not apply to:[9][11][13]

1. Conference sessions.

2. Executive sessions.

Regular Meetings

Regular Board meetings shall be public and shall be held at specified places at least once every two (2) months.

Special Meetings

Special meetings shall be public and may be called for special or general purpose and shall be open except when conducted as an executive session for purposes authorized by law. [2][5][10][15] No business shall be transacted at any special meeting except that named in the call sent to school directors for such special meeting.

The President may call a special meeting at any time and shall call a special meeting upon presentation of the written requests of three (3) school directors. Upon the President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the school directors.

Public Participation

A member of the public present at a Board meeting may address the Board in accordance with law and Board policy and procedures for a maximum of five (5) minutes or a time limit at the discretion of the presiding officer.

Voting

All motions shall require for adoption a majority vote of those school directors present and voting, except as provided by statute or Board procedures.

-Special Voting Requirements-

**Indicates actions for which the minutes must reflect how each school director voted.*

All votes on motions and resolutions shall be by voice vote unless an oral roll call vote is requested by the President or another school director.

1. Actions requiring the unanimous affirmative vote of all members of the Board remaining in office:
 - a) Appointing as Board Secretary a former school director who has resigned before the expiration of the term from which the director was elected. *[16]
[17]

- b) Appointing as Solicitor a former school director who has resigned before the expiration of the term from which the director was elected.* [16][17]
- 2. Actions requiring the affirmative votes of two-thirds of the full membership of the Board:
 - a) Transferring, during the first three (3) months of the fiscal year, budgeted funds set apart or appropriated to a particular item of expenditure.* [17][18][19]
 - b) Adding or increasing appropriations to meet an emergency or catastrophe.* [17][19]
 - c) Incurring temporary debt or borrowing money upon such obligation.* [17][19][22]
 - d) Hire as a teacher a former school director who resigned before the expiration of the term for which the director was elected. * [16][17]
 - e) Conveying land or buildings to certain charities or other public agencies, as permitted by law, without following prescribed valuation procedures or with more favorable financing. * [17][20]
 - f) To dismiss, after a hearing, a tenured professional employee. *[17][23]
 - g) To borrow in anticipation of current revenue. *[17][24]
 - h) Adopting or changing textbooks without the recommendation of the Superintendent. *[17][25]
- 3. The following actions require the recorded affirmative votes of a majority of the full number of Board members:
 - a) Fixing the length of school term.*[17]
 - b) Adopting textbooks recommended by the Superintendent. *[17] [26]
 - c) Appointing the district Superintendent and Assistant Superintendent(s).* [17][27][28]
 - d) Appointing teachers and principals. *[17]
 - e) Adopting the annual budget. * [17][29]
 - f) Appointing tax collectors and other appointees. * [17][30][31]
 - g) Levying and assessing taxes. * [17][32]
 - h) Purchasing, selling, or condemning land. * [17]
 - i) Locating new buildings or changing the location of existing ones. *[17]
 - j) Creating or increasing any indebtedness. *[17]
 - k) Adopting planned instruction. [17][33]
 - l) Establishing additional schools or departments. *[17]
 - m) Designating depositories for school funds. * [17][34][35]

- n) Authorizing the transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another during the last nine (9) months of the fiscal year. *[17][19]
- o) Entering into contracts of any kind, including contracts for the purchase of fuel or any supplies where the amount involved exceeds \$100 (including items subject to bid requirements). *[17][36]
- p) Fixing salaries or compensation of officers, teachers, or other appointees of the Board. *[17]
- q) Entering into contracts with and making appropriations to the intermediate unit for the district's proportionate share of the cost of services provided or to be provided by the intermediate unit.*[17]
- r) Dismissing, after a hearing, the Superintendent, an Assistant Superintendent, or a non-tenured teacher.*[17][37][38].
- s) Calling a special meeting when the President has failed to do so after written request of three (3) members of the Board. [5]
- t) Determining the location and amount of any real estate required by the school district for school purposes. * [17] [39]
- u) Vacating and abandoning property to which the Board has title. * [17][40]
- v) Approving or denying a charter school application. * [44]
- w) Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify. [42]
- x) Approving or denying a multiple charter school organization application. *[45]
- y) Establishing joint schools or departments.*[46]
- z) Adopting, amending, or repealing Board policies or procedures. [43] aa) Appointing a school director to fill a vacancy on the Board. * [17] [41]

Abstention from Voting

A school director shall be required to abstain from voting when the issue involves either one of the following:

1. Conflict of interest under the Ethics Act. [47] [48] [49]

Prior to the vote being taken, the school director shall verbally disclose the nature of the conflict in public, and shall also provide the Board Secretary with a written memorandum stating the nature of the conflict, which shall be attached to the Board minutes as a public record.

Conflict of interest - use by a public official of the authority of their office or any confidential information received through holding public office for the private pecuniary benefit of the public official, a member of their immediate family or a

business with which the public official or a member of their immediate family is associated. The term does not include an action having a de minimis economic impact or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the public official, a member of their immediate family or a business with which the public official or a member of their immediate family is associated.[47]

De minimis economic impact – an economic consequence which has an insignificant effect.[47]

Immediate family – parent, spouse, child, brother or sister.[47]

Business with which associated – any business in which the person or a member of the person's immediate family is a director, officer, owner, employee or has a financial interest.[47]

2. Relative recommended for appointment to or dismissal from a teaching position.[23][50]

Relative – father, mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, grandchild, nephew, niece, first cousin, sister-in-law, brother-in-law, uncle, or aunt.

The Board is encouraged to seek the guidance of the district solicitor or the State Ethics Commission for questions related to conflict of interest.[48][49]

Minutes

The Board shall cause to be made and shall retain as a permanent record of the district, minutes of all open Board meetings. Said minutes shall be comprehensible and complete and shall show: [51] [52]

1. The date, place, and time of the meeting;
2. The names of Board members present;
3. The presiding officer;
4. The substance of all official actions;
5. Actions taken;
6. Recorded votes and a record by individual members of all roll call votes taken.[53]

7. The names of all residents who appeared officially and the subject of their subject or comment;
8. Matters added to the posted agenda upon a majority vote of the Board, including the substance of the matter, the reason for the addition to the agenda, and the recorded vote, where applicable. [9][11]

The Board Secretary shall provide each Board member with a copy of the minutes of the last meeting no later than three (3) days prior to the next regular meeting. [1]

The minutes of Board meetings shall be approved at the next succeeding meeting and signed by the Board Secretary. [54]

Notations and any tape or audiovisual recordings shall not be the official record of an open Board meeting but may be available for public access, upon request, in accordance with Board policy. Any notations and/or audiovisual recordings of a Board meeting shall be retained and disposed of in accordance with the district's records retention schedule.

[1] [55] [56]

Recess/Reconvene

The Board may at any time recess or reconvene to a reconvened meeting at a specified date and place, upon the majority vote of those present. The reconvened meeting shall immediately take up its business at the point in the agenda where the motion to adjourn was acted upon. Notice of the reconvened meeting shall be given as provided in Board policy. [8][9][57]

Executive Session

The Board may hold an executive session, which is not an open meeting, before, during, at the conclusion of an open meeting, or at some other time. The presiding officer shall announce the reason for holding the executive session; the announcement can be made at the open meeting prior to or after the executive session. [13][15][58]

The Board may discuss the following matters in executive session:

1. Employment issues;
2. Labor relations;
3. Purchase or lease of real estate;
4. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation;
5. Matters that must be conducted in private to protect a lawful privilege or confidentiality.

6. School safety and security, of a nature that if conducted in public, would: [15]
 - a) Be reasonably likely to impair the effectiveness of school safety measures.
 - b) Create a reasonable likelihood of jeopardizing the safety or security of an individual or a school building, public utility, resource, infrastructure, or information storage system.

Official actions based on discussions held in executive session shall be taken at an open meeting.

Work Sessions

The Board may meet as a Committee of the Whole in an open meeting to vote on or to discuss issues. Public notice of such meetings shall be made in accordance with Board policy. [2][57]

A meeting of the Committee of the Whole, not regularly scheduled, may be called at any time by the President; the President shall call such a meeting when requested to do so by school directors. Public notice of the meeting shall be made by the Board Secretary in accordance with law and Board procedures.

Committee Meetings

Standing committee meetings may be called at any time by the committee chairperson, with proper public notice, or when requested to do so by majority of the members of the committee. [8][9][57]

A majority of the total membership of a committee shall constitute a quorum.

Unless held as an executive session, standing committee meetings shall be open to the public, other school directors, and the Superintendent. [2]

A majority of the committee or the chairperson may invite Board, employees, consultants or other persons who have special knowledge of the are under discussion.

Committee Meetings Order of Business

1. Call to Order
2. Pledge of Allegiance
3. Recording of Attendance
4. Motion to Approve Agenda
5. Approval of Minutes
6. Courtesy of the Floor to Visitors – Agenda Items Only

- 7. Unfinished Business**
- 8. New Business**
- 9. Citizens' Inquiries and Comments**
- 10. Committee Member Comments**
- 11. Announcements**
- 12. Adjournment**

Committee Meeting Agenda Notifications and Agenda Preparation

The agenda for committee meetings shall be prepared by the Superintendent or their designee in collaboration with the committee chair. The agenda shall be provided to each committee member at least three (3) days prior to the committee meeting and shall be publicly posted following

Legal References

- 1. 24 P.S. 407
- 2. 65 Pa. C.S.A. 701 et seq
- 3. 24 P.S. 422
- 4. 24 P.S. 405
- 5. 24 P.S. 426
- 6. 24 P.S. 427
- 7. 24 P.S. 428
- 8. 65 Pa. C.S.A. 703
- 9. 65 Pa. C.S.A. 709
- 10. 24 P.S. 423
- 11. 65 Pa. C.S.A. 712.1
- 12. Pol. 903
- 13. 65 Pa. C.S.A. 707
- 14. 24 P.S. 421
- 15. 24 P.S. 425
- 16. 24 P.S. 324
- 17. 24 P.S. 508
- 18. 24 P.S. 609
- 19. 24 P.S. 687
- 20. 24 P.S. 707
- 21. 24 P.S. 671
- 22. 24 P.S. 634

23. 24 P.S. 1129
24. 24 P.S. 640
25. 24 P.S. 803
26. Pol. 108
27. 24 P.S. 1071
28. 24 P.S. 1076
29. Pol. 604
30. Pol. 005
31. Pol. 606
32. Pol. 605
33. Pol. 107
34. 24 P.S. 621
35. Pol. 608
36. Pol. 610
37. 24 P.S. 1080
38. 24 P.S. 514
39. 24 P.S. 702
40. 24 P.S. 708
41. 24 P.S. 315
42. Pol. 004
43. Pol. 003
44. 24 P.S. 1717-A
45. 24 P.S. 1729.1-A
46. 24 P.S. 1701
47. 65 Pa. C.S.A. 1102
48. 65 Pa. C.S.A. 1103
49. Pol. 827
50. 24 P.S. 1111
51. 24 P.S. 518
52. 65 Pa. C.S.A. 706
53. 65 Pa. C.S.A. 705
54. 24 P.S. 433
55. Pol. 800
56. Pol. 801
57. Pol. 006
58. 65 Pa. C.S.A. 708
24 P.S. 224

24 P.S. 408

24 P.S. 1075

24 P.S. 1077

65 Pa. C.S.A. 1101 et seq

Pol. 612

Book	Policy Manual
Section	200 Pupils
Title	Social Events and Class Trips
Code	231
Status	Active
Adopted	August 22, 2006

Purpose

The Board recognizes the value of student social events and class trips in enhancing and enriching the school experience for students.

Authority

The Board shall make school facilities available and provide appropriate staff for social events within the school facilities that have been recommended by the building principal and approved by the Superintendent. [\[1\]](#).

Overnight class trips and social events that take place outside of school facilities require approval by the Board. [\[2\]](#).

Class trips and social events that take place outside of school facilities require approval by the Superintendent or designee. ~~the Board.~~ [\[2\]](#)

Guidelines

As voluntary participants in school social events and class trips, students shall be held responsible for compliance with district policies and rules. Infractions of those policies or rules will be subject to the same disciplinary measures applied during the regular school program. [\[3\]](#)

Participation in school events is not a right and may be denied to any student who has demonstrated disregard for the policies and rules of the district or the school.

Delegation of Responsibility

The Superintendent or designee shall develop Administrative Regulations governing ~~procedures for the~~ conduct of student social events and class trips. ~~which include the following:~~

- ~~1. Designation of a staff member who shall be the Board employee responsible for the event. [\[1\]](#)~~
- ~~2. Provision of adequate adult supervision or police protection, as required by the circumstances of the event.~~
- ~~3. Formulation of rules and regulations governing the conduct and safety of all participants and distribution of such rules and regulations to all students and adults involved.~~

Legal

[1. 24 P.S. 511](#)

[2. 24 P.S. 517](#)

[3. 24 P.S. 510](#)

Book	Policy Manual
Section	200 Pupils
Title	Social Events and Class Trips
Code	231- AR
Status	

In order to have consistency among school-sponsored student groups and activities, the following rules will be followed by all student groups hosting social events, such as dances, parties, banquets, etc.

Planning

1. The activity, date, and site of the event must be approved in advance in writing by the building administrator that oversees the organization first, then the Director of Athletics and Activities.
2. This approval must occur six weeks prior to the date of the event and before any commitment is made by the student organization.
3. The building administrator's approval commits an administrator that oversees the organization to attend the event.
4. Social events that take place outside of District facilities require approval by the Superintendent or designee.
5. Overnight trips require approval by the Board.
6. Every reasonable attempt will be made to schedule events at sites where alcoholic beverages are not available during the school social event. If an event is held at an establishment where alcohol is served, alcohol will not be consumed by any student or person serving in the capacity of school employee, chaperone, or volunteer.

Responsibility

1. The faculty advisor/coach is responsible for planning and arranging details, such as the site booking, entertainment, publicity, ticket sales, chaperones, etc. This responsibility cannot be delegated to anyone not associated with the District.
2. The faculty advisor/coach will inform students and parents/guardians of the rules governing student attendance in advance of the event.
3. The District will provide adequate adult supervision and/or police protection, as required by the circumstances of the event.
4. Once an event begins, students may not enter and leave and return.

Chaperones

1. Each social event must have at least one (1) chaperone for every 40 students, in addition to the faculty advisor(s)/coach(es), in attendance.
2. Preferably, there will be at least one (1) male and one (1) female chaperone present.
3. Chaperones must be present during the entire social event.
4. Failure to provide appropriate chaperones will result in cancellation of the social event by the building principal.
5. Chaperones must actively circulate throughout areas and check restrooms.
6. Unwarranted, suspicious, or inappropriate behavior must be immediately reported to the administrator on duty.

Ticketing

1. Tickets must be purchased online only through the approved school ticketing platform. Any alternative ticket purchase must be approved by the Director of Athletics and Activities and must be communicated by the advisor/ coach.
2. Tickets will not be sold at the door.
3. Students must present a valid SVHS school ID upon entry.
4. Guest forms must be:
 - a. Submitted 2 (two) weeks prior to the social event.
 - b. Signed by the guest's home school administrator (if applicable).
 - c. Approved by building administration.
 - d. Guests must be under 21 years of age and show a photo ID at check-in.

Procedures

1. Check-In Process
 - a. All attendees must present a photo ID and ticket (when applicable) upon entry.
 - b. To maintain safety, no bags, backpacks, or large purses will be permitted
 - c. Small clutch-sized bags may be allowed at the discretion of administration and are subject to bag search upon entry.
 - d. Doors close 30-minutes after start time. No one will be admitted after this time.
2. No Show - Parent Contact
 - a. If a student who is on the guest list does not show up within 30 minutes, an administrator or the assigned staff member will call the parent/guardian to confirm they have not arrived at the social event.
3. Early Departure
 - a. Events must conclude by 10:00 PM.
 - b. Once a student leaves the social event, they may not re-enter under any circumstance.
 - c. If a student wishes to leave before the social event ends, they must:
 - i. Speak directly with an administrator or designated chaperone.
 - ii. Call home from the check-out station.
 - iii. The parent/guardian must give permission before the student is released.

Safety and Support Personnel

1. Upon approval, the determination will be made as to whether a nurse will be needed for the duration of the event.
2. Upon approval, the determination will be made as to whether additional security is needed for the event.
3. If a nurse or officer is present, they will coordinate with administration at least 30-minutes before the event begins to confirm roles and emergency procedures.

Requests for Attendance Class events

The building principal and Director of Athletics and Activities will cooperate with any group interested in sponsoring events in which a school group or activity is requested to attend, on or off campus.

All events must follow the process outlined and will require advance approval.

Class events related to holidays and special events may be held in elementary and middle schools during school hours on a limited basis, and require the approval of both the buildings administrators who oversee the group and the building administrator where the event will be held.

Cooperative Sports Team Agreement Between
Saucon Valley School District
&
Palisades School District

Introduction

This agreement is made between the Boards of Education of Saucon Valley School District and Palisades School District for the purpose of expanding opportunities for participation in Boys High School Lacrosse.

The Saucon Valley School District will serve as the administrative and host district and will assume responsibility for operating and administering the program.

The agreement will be for the 2026 spring season upon approval of the PIAA. This cooperative agreement will be renewable by mutual agreement between the Boards of Education of the two school districts.

Administrative Responsibilities

The Saucon Valley School District will be responsible for the employment of the coaching staff and will send an email to the Palisades Athletic Director confirming that coaches' clearances are on file. Palisades athletes are subject to the coach's rules while participating for Saucon Valley. In addition, Palisades athletes will follow all Saucon Valley School District and Team Code of Conduct Rules.

Saucon Valley School District will furnish equipment and uniforms for all participants. The athlete will provide all other certified personal equipment.

Transportation

Palisades students will travel to Saucon Valley facilities for games and practices and to catch the bus for away games.

Liability

Supplemental Insurance: will be provided by Saucon Valley School District

Eligibility

Registration will need to be completed using Saucon Valley's registration system (Planet HS). Completion of registration will determine PIAA eligibility. Academic eligibility will be reported by Palisades AD (Brian Gilbert) to the Saucon Valley athletic department weekly.

Physicals

Copies of the mandatory physicals shall be on file in the office of both school districts prior to actual participation in a practice session.

Cost

The amount of \$1750.00 per athlete will be charged to Palisades School District for the 2026 Spring Boys Lacrosse season.

Dated this _____ Day of _____, 2025

Saucon Valley School District

Signatures

High School Principal _____

Board President _____

Palisades School District

Signatures

High School Principal _____

Board President _____