

Saucon Valley School District

Regular Meeting of the Board of Education

December 16, 2025

High School Audion



Welcome to the meeting of the Saucon Valley School Board. Our objective is to serve the students, parents, and residents of our community. You are an important part of this meeting, and we look forward to your questions and comments.

We are all here for the same reason. All opinions are welcomed and equally valuable. Our only request is that we address each other with civility and respect. Our courtesy toward each other is the best way to show our students how much we respect them as well.

Notice to Public - This is to notify all in attendance at the Saucon Valley School Board meeting that the district is video and audio-taping the meeting, and the meeting will be posted for public viewing according to district policy.

Agenda

5:45 pm – Executive Session for the purpose of discussing Superintendent goals, update on grievance

- I. **Call to the Order** – Vivian Demko, President, presiding
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – Judith Riegel, Board Secretary
- IV. **Motion to Approve Agenda**
- V. **Announcement of Executive Session** – December 3 & 16, 2025, Superintendent goals
- VI. **Approval of Minutes** – December 2, 2025
- VII. **Recognition** – None
- VIII. **Presentation** – None
- IX. **High School Representative Report** – Kristen Lussier
- 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 – \$697,629.31
 - B. Cafeteria Expenditures – \$29,200.25
 - C. Health Benefits – \$221,969.25
 - D. Capital Projects – None

Recommendations for Approval

Presentation of Bills

1. Approve the above Presentation of Bills.

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

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

- A. Cash Investment and Bond Activity - None
- B. Condensed Board Summary Report - None
- C. Budget Transfers - \$5,846.84
- D. Middle School Activity Report - November 2025
- E. High School Activity Report - None

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

XIV. AGENDA ITEMS

A. Education

Items/Projects for Discussion

- A. None

Recommendations for Approval

Second and Final Reading - Policy 008 *

- 1. Approve the second and final reading of the following Policy:
Policy 008 – Organizational Chart

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

B. Personnel

Items/Projects for Discussion

- A. None

Recommendations for Approval

Board Secretary

- 1. Approve appointing Wendy Weeast as Board Secretary for the period December 17, 2025 to June 30, 2026 with a stipend of \$5,000.00 per year prorated.

Dedicated Building Substitutes

- 2. Approve the following Dedicated Building Substitutes:
Gavin Richards
Alexa Guerrieri
Krista Kuncio

Academic Discovery Program Advisor

- 3. Approve Stephanie Hand as the Academic Discovery Program Advisor at \$45/hour.

Part-Time Bus Driver

4. Approve Russel Mowery III as a Part-Time Bus Driver per the current Support Professionals Contract, effective January 5, 2026 pending completion of employment paperwork.

2025-2026 Spring Athletic Coaches

5. Approve following coaches for the 2025-2026 school year.

Track & Field

Christopher Fluck – Head Coach - \$5,802.00
 Michael Vidumsky – Asst. Coach - \$3,931.00
 Jalen Ramsey – Assistant Coach - \$3,931.00
 Mohammad Khalid – Asst. Coach - \$1,966.00
 Taryn Koch – Asst. Coach - \$983.00
 Denise O’Connell – Asst. Coach – Volunteer

Unified Track & Field

Mason Stewart – Head Coach - \$1,500.00

Baseball

Michael Kiak – Head Varsity Coach - \$6,009.00
 Justin Reiss – Asst. Varsity Coach - \$4,138.00
 Joshua Persson – Head JV Coach - \$3,104.00
 Rocco Viscito – Asst. JV Coach - \$1,552.00
 Ben Happel – Asst. JV Coach – Volunteer
 Alstan Wolfe – Head Jr. High Coach - \$3,104.00
 Eric Wolfe – Asst. Jr. High Coach - \$1,552.00

Softball

Terrance Csrenko – Head Coach - \$6,112.00

Girls Lacrosse

Eric Naiburg – Head Coach - \$5,800.00
 Nicole Martins – Asst. Coach - \$1,700.00
 Katherine Naiburg – Asst. Coach - Volunteer
 Salome Carr – Asst. Coach - Volunteer
 Katie Marker – Asst. Coach - Volunteer

Boys Lacrosse

Nathaniel Kehs – Head Coach - \$5,957.00

2026-2027 Fall Athletic Coaches

6. Approve the following coaches for the 2026-2027 school year:

Football

Anthony Brinkley – Varsity Head Coach - \$9,794.00
 Dylan Gino – MS Head Coach - \$3,833.00

Field Hockey

MaryKathryn Omdahl – Head Varsity Coach - \$6,097.00
 Douglas Chambers – Jr. High Coach - \$3,423.00

Sideline Cheerleading

Tara Matus – Head Coach - \$3,122.00
 McKenzie Kichline – Head MS Coach - \$2,358.00

Girls Tennis

Michael Krentz – Head Coach - \$4,791.00

Volleyball

Harrison Henne – Head Coach - \$5,098.00
Amya Rivera-Soto – MS Head Coach - \$3,179.00

Golf

Timothy Shook – Head Coach - \$4,112.00

Cross Country

Michael Vidumsky – Head Coach - \$4,100.00

Boys Soccer

Terry Baker – Head Coach - \$5,740.00
Neil Battoni – Head Jr. High Coach - \$3,383.00

Girls Soccer

Stephanie Ochse – Jr. High Head Coach - \$3,383.00

Resignations

7. Approve the resignation of Christopher Fluck, dedicated substitute effective December 1, 2025.

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

C. Facilities

Items/Projects for Discussion

- A. Facilities Committee Summary – December 10, 2025

Surplus/Obsolete

1. Approve the attached list of Surplus/Obsolete items.

Water Infiltration Project *

2. Approve the administration to work with WTI and Tremco on pricing for the High School Stadium water infiltration project.

Recommendation: No recommendations.

D. Finance

Items/Projects for Discussion

- A. Finance Committee Summary – December 10, 2025

2025-2026 Budget Timeline for the 2026-2027 School Year

January 29, 2026 (110 days prior to primary election) - District Deadline to have the 2026-2027 Proposed Preliminary Budget available for public inspection or adopt a Resolution not to raise the rate of any tax by more than its index.

February 3, 2026 (5 days after Resolution adoption) – District Deadline to submit adopted Resolution and proposed tax rate increases to the Department of Education.

February 8, 2026 (10 days prior to Preliminary Budget adoption deadline) – District Deadline to give public notice of intent to adopt the 2026-2027 Preliminary Budget unless a Resolution was adopted indicating that it will not raise the rate of any tax by more than its index.

February 18, 2026 (90 days prior to primary election) – District Deadline to adopt the 2026-2027 Preliminary Budget unless a Resolution was adopted.

February 23, 2026 (85 days prior to primary election) – District Deadline to submit the 2026-2027 preliminary Budget containing proposed tax rate increases to the Department of Education unless a resolution was adopted.

May 31, 2026 - District Deadline to adopt the 2026-2027 proposed final budget and upload the signed Certification of Use of PDE-2028 into the Consolidated Financial Reporting System application.

June 10, 2026 (20 days prior to final budget adoption deadline) – District Deadline to make the 2026-2027 Proposed Final Budget available for public inspection on PDE-2028.

June 20, 2026 (10 days prior to final budget adoption deadline) – District Deadline to offer public notice of its intent to adopt the 2026-2027 final budget.

Index Resolution

1. Approve Resolution 2025-26, which states that the Saucon Valley School District will not increase any school district tax for the 2026-27 school year at the rate that exceeds the Index published by the Department of Education and the Pennsylvania Bulletin.

New Mediscan Staffing Agreement

2. Approve an agreement with New Mediscan for special education in the home.

empowerED Addendum

3. Approve an addendum to the empowerED agreement for additional hours. Cost: \$275 per hour of instructional coaching not to exceed ten hours - \$4,950.

Ticket Sales*

4. Approve the restructuring of Athletic and Fine Arts ticket sales.

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

E. Community Updates

- **Hellertown/Lower Saucon Chamber of Commerce** – *Jay Santos*
- **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** –

First Reading Policies

- 1. Approve the first reading of the following policies:

Policy 005 - Organization

Policy 006 - Meetings

K. Old Business

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

XVI. Announcements

Future Meetings ~

January 13, 2026 – 7 pm – Business Meeting – High School Audion

January 27, 2026 – 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, December 2, 2025, in the High School Audion. Present were Directors William Broun, Donald Carpenter, Vivian Demko, Cedric Dettmar, Laurel Erickson-Parsons, Meghan Lomangino, Shamim Pakzad, Jay Santos and J. Christian Tatu. Also present were Jaime Vlasaty, Superintendent, Judith Riegel, Board Secretary, and Mark Fitzgerald, District Solicitor.

- I. **Call to the Order** – 8:04 pm - *Vivian Demko, President, presiding*
- II. **Motion to Approve Agenda** – President Demko, seconded by Director Carpenter moved to modify the agenda by moving the SGA Representative’s report after the approval of minutes.
Vote: 9-yes, 0-no
- III. **Announcement of Executive Session** – Legal Matter
- IV. **Approval of Minutes** – Director Santos, seconded by Director Erickson-Parsons, moved to approve the minutes of November 11, 2025. Vote: 9-yes, 0-no
- V. **High School SGA Representative’s Report** – Kristen Lussier
- VI. **Recognition** – Fall Athletic Review – Ryan Johnston
- VII. **Presentation** – None
- VIII. **Superintendent’s Report** – *Jaime Vlasaty, Superintendent* – Mrs. Vlasaty reported about the Food Service Thanksgiving meal, Alumni Awards, Changes on the Website
- IX. **Courtesy of the Floor to Visitors – Agenda Items Only** –
T. Scherer – commented on the revised calendar.
- X. **Presentation of Bills** – *David Bonenberger*
 - A. General Expenditures – \$1,934,072.91
 - B. Cafeteria Expenditures – \$66,604.20
 - C. Health Benefits – \$423,174.22
 - D. Capital Projects – None
 1. Approve the above Presentation of Bills.
Director Erickson-Parsons, seconded by Director Lomangino, moved to approve the Presentation of Bills. Vote: 9-yes, 0-no
- XI. **Treasurer’s Report** – *Donald Carpenter/David Bonenberger*
 - A. Cash Investment and Bond Activity
 - B. Condensed Board Summary Report
 - C. Budget Transfers – \$12,377.78
 - D. Middle School Activity Report – October 31, 2025
 - E. High School Activity Report – October 31, 2025
 1. Approve the above Treasurer’s Report.
Director Santos, seconded by Director Erickson-Parsons, moved to approve the Treasurer’s Report. Vote: 9-yes, 0-no

XII. AGENDA ITEMS

A. Education

- A. District Data Presentation – Dr. Bruce Tinor
 - B. SVSD Safety Presentation – Mr. Robert Frey and Ms. Jillian Brodhead
1. Approve Angela Rohrbaugh for an overnight conference to the PDE Data Summit at the Hershey Lodge, March 30, 2026 to April 1, 2026. The cost is \$60.
 2. Approval of the revised 2025-2026 school year calendar.
 3. Approve the following 2025-26 mini-grants sponsored by the Saucon Valley Foundation for Educational Innovations:
 - Small Grants
 - F25-001 - Community Based Instruction - \$1,500.00
 - F25-002 - Laser Engraver and Cutter Tool - \$2,500.00
 - F25-003 – Indoor Percussion Championship - \$2,000.00

Director Broun, seconded by Director Erickson-Parsons, moved to approve Education Items #1-3. Vote: 9-yes, 1-no (Pakzad - only #2)

B. Personnel

- A. Tenure – Deb Kimball – November 23, 2025
1. Approve Sean Fenoff as the Recreational Swim Membership Pool Supervisor, \$20.00/hour, 10 hours/week, no benefits.
 2. Approve the following individuals as the Recreational Swim Membership Lifeguards for the 2025-2026 season at \$13.00/hour for lifeguarding and \$15.00/swim lesson, no benefits.

Angeletta Romano	Marin Bowers	Jerik Lesser
Ellie Brown	Katryna Price	Liam Stoneback
 3. Approve an FMLA leave for:
 - Harry Garis, custodian, from 11/25/2025 to 2/3/2026, he will be using his accrued sick days.
 - Shannon Miner, administrative assistant, from 12/8/2025 to 1/19/2026. She will be using 10 sick days and the rest will be unpaid
 4. Approve the resignation of Jennifer Haines, transportation administrative assistant, effective November 3, 2025
 5. Approve the resignation of Kristi Curry, middle school administrative assistant, effective November 25, 2025

G. Bethlehem Area Vo-Tech School – Cedric Dettmar & Vivian Demko
(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 – AI Symposium 12/11, Supreme Court decision that school districts are not in violation of the sunshine law if they add an item to the agenda with less than 24 hours' notice.

J. New Business -

K. Old Business –

1. Approve the first reading of the following policies:

Policy 005 - Organization

Policy 006 – Meetings

This item remained Tabled.

XIII. Citizens’ Inquiries and Comments –

T. Sherer – commented on the Safety Presentation.

XIV. Announcements

Future Meetings ~

December 16, 2025 – 7 pm – Business Meeting – High School Audion

January 13, 2026 – 7 pm – Business Meeting – High School Audion

XV. Motion to Adjourn Meeting

Director Santos, seconded by Director Erickson-Parsons, moved to adjourn the meeting.

Vote: 9-yes, 0-no

Time: 11:01 pm

ATTEST _____
Secretary

President

The Annual Reorganization Meeting of the Board of Directors of the Saucon Valley School District was held on Tuesday, December 2, 2025, in the High School Audion. Present were Directors William Broun, Donald Carpenter, Vivian Demko, Cedric Dettmar, Laurel Erickson-Parsons, Meghan Lomangino, Shamim Pakzad, Jay Santos and J. Christian Tatu. Also present were Jaime Vlasaty, Superintendent, Judith Riegel, Board Secretary, and Mark Fitzgerald, District Solicitor.

- I. Call to Order – 7:05 pm - Judith Riegel, Board Secretary
- II. Pledge of Allegiance
- III. Recording of Attendance - Currently Seated Board Members - *Judith Riegel, Board Secretary*
5-present, 0-absent
- IV. Notice of the Organization Meeting – District Solicitor Mark Fitzgerald
- V. Comments of the Public – None
- VI. Nominations for and Election of a Temporary President

Director Broun nominated Director Demko as the Temporary President
Vote: 9-yes, 0-no
- VII. Seating of Newly Elected Board Members – The Honorable Alan R. Mege
- VIII. Nominations for a President

Director Broun nominated Director Demko for Board President.

Director Dettmar nominated Director Carpenter for Board President.

Vote: Director Demko - 5-yes, Director Carpenter – 4-yes

Approve Vivian Demko to serve as Board President for a one-year term ending December 2026.
- IX. Nominations for a Vice President

Director Erickson-Parsons nominated Director Dettmar for Board Vice-President.

Director Broun nominated Director Lomangino for Board Vice-President.

Vote: Director Lomangino – 6-yes, Director Dettmar – 3-yes

Approve Meghan Lomangino to serve as Board Vice President for a one-year term ending December 2026.

X. Election of Board Representatives

Bethlehem Area Vocational Technical School – Three-Year Terms

Director Dettmar nominated himself and Director Demko nominated herself.

Approve Cedric Dettmar and Vivian Demko to serve as BAVTS Representatives for a three-year term to December 2028.

Vote: 9-yes, 0-no

PSBA Legislative Representatives

Director Carpenter nominated himself and Director Jay Santos nominated himself.

Approve Donald Carpenter and Jay Santos to serve as PSBA Legislative Representatives for a one-year term to December 2026.

Vote: 9-yes, 0-no

Colonial Northampton Intermediate Unit #20 – Three Year Term

Director Shamim Pakzad is serving a term ending 6/30/27

Chamber of Commerce Representative

Director Demko nominated Director Lomangino and Director Santos nominated himself.

Vote: Director Lomangino – 4, Director Santos - 5

Jay Santos to serve as District Representative for the Chamber of Commerce for a one-year term to December 2026.

Saucon Valley Foundation for Educational Innovation Representative

Director Erickson-Parsons nominated herself.

Approve Laurel Erickson-Parsons to serve as District Representative for the SVFEI for a one-year term to December 2026.

Vote: 9-yes, 0-no

Northampton Community College - Board of Trustees

Susan Baxter is currently serving a 6-year term from 7/1/20 to 6/30/26

TCC Delegates

Director Demko nominated David Bonenberger and Gina DiNino.

Approve David Bonenberger with Gina DiNino as alternate, to serve as TCC Delegates, with all Board members as additional alternates.

Vote: 9-yes, 0-no

Bethlehem Area Vocational Technical School Authority – Five Year Term

Director Pakzad nominated Director Dettmar for the BAVTS Authority.

Approve Cedric Dettmar to serve as District Representative for the BAVTS Authority for a five-year term to January 2031.

Vote: 9-yes, 0-no

XI. Committee Assignments

Academic & Personnel Committee:

Members: Mr. William Broun, Mr. Cedric Dettmar, Dr. Shamim Pakzad, (One Opening)

Director Lomangino nominated Director Tatu for the Academic & Personnel Committee.

Director Demko nominated Director Santos for the Academic & Personnel Committee.

Vote: Director Tatu – 5, Director Santos – 4

Facilities Committee:

Members: Mrs. Vivian Demko, Dr. Erickson-Parsons, Mr. Jay Santos, (One Opening)

Director Carpenter nominated Director Lomangino for the Facilities Committee.

Vote: 9-yes, 0-no

Finance Committee:

Members: Mr. Cedric Dettmar, Dr. Laurel Erickson-Parsons, Dr. Shamim Pakzad,
Mr. Donald Carpenter

XII. Approval of Time and Place of School Board Meetings

The Board of School Directors of the Saucon Valley School District will meet at 7 pm in the Audion located on the District Campus, 2097 Polk Valley Road, Hellertown, on the second and fourth Tuesdays of each month, except where noted. All meetings will be held for the purpose of conducting business. The board reserves the right to determine the location and manner of such meetings. All meetings, regardless of medium, shall conform to the requirements of the Pennsylvania Sunshine Act. All meetings will be held for the purpose of conducting business.

- | | |
|---|-----------------------------|
| Tuesday, January 13, 2026 | Tuesday, January 27, 2026 |
| Tuesday, February 10, 2026 | Tuesday, February 24, 2026 |
| Tuesday, March 10, 2026 | Tuesday, March 24, 2026 |
| Tuesday, April 14, 2026 | Tuesday, April 28, 2026 |
| Tuesday, May 12, 2026 | Tuesday, May 26, 2026 |
| Tuesday, June 9, 2026 | Tuesday, June 23, 2026 |
| Tuesday, July 14, 2026 | Tuesday, July 28, 2026 |
| Tuesday, August 11, 2026 | Tuesday, August 25, 2026 |
| Tuesday, September 8, 2026 | Tuesday, September 22, 2026 |
| Tuesday, October 13, 2026 | Tuesday, October 27, 2026 |
| Tuesday, November 10, 2026 | Tuesday, November 24, 2026 |
| Tuesday, December 1, 2026 – Reorganization Meeting/Business Meeting (1 st Tuesday) | |
| Tuesday, December 15, 2026 (3 rd Tuesday) | |

Director Santos, seconded by Director Erickson-Parsons, moved to approve the Time and Place of School Board Meetings.

Vote: 9-yes, 0-no

XIII. Authorization of the use of the Signature Stamp until a new one is received.

Director Santos, seconded by Director Carpenter, moved to approve the use of the current Signature Stamp until a new one is received.

Vote: 9-yes, 0-no

XIV. Comments from the Board:

Director Santos feels this is a most needed reorganization of the Board and welcomed the new Board members.

Director Dettmar congratulated the new members and new leadership.

XV. Comments from the Superintendent:

Superintendent Vlasaty congratulated the new members and is looking forward to working with them.

XVI. Comments from the Public – None

XVII. Adjourn Meeting – President Demko announced that the Board would be adjourning to an Executive Session. 7:42 pm.

ATTEST _____
Secretary

President

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK - GENERAL **Payment Dates:** 12/04/2025 - 12/17/2025

Payment Categories: Regular Checks, Direct Deposits, Manual Checks

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		US FOODS INC	CONSUMER ED 5-8		904.25
		PA TURNPIKE TOLL BY PLATE	TOLL BY PLATE SD-10354		26.12
		VERIZON WIRELESS	TELEPHONE	COMMUNICATION - ATHLETICS	1,491.12
		PA TURNPIKE TOLL BY PLATE	9694E	3897R	55.16
		PALMERTON WRESTLING	JV WRESTLING TOURNAMENT		350.00
		LVCNFF	SCHOLAR ATHLETE		315.00
		AFLAC	PREMIUM		99.81
		AHOLD FINANCIAL SERVICES	CONSUMER ED 5-8 SUPPLIES	C&C NOVMEBER PANCAKES	248.66
		BEHAVIORIAL HEALTH ASSOCIATES	CREDIT RECOVERY		135.00
		BRETT DINOVI & ASSOCIATES PA LLC	CONSULTATION		350.00
		CARBON-LEHIGH I.U. #21	CDL TESTING		100.00
		CCIU- CHESTER COUNTY IU	IU CONTRACTED SVCS		432.16
		CERTAPRO PAINTERS	WEIGHT GYM - PAINT		7,300.00
		CURTIS POWER SOLUTIONS LLC	Emergency Generator Inspection		2,596.66
		EDUCATIONAL DEVELOPMENT SOFTWARE, LLC	Online access		2,500.00
		FIRST STUDENT INC	TRANSPORTATION		5,896.80
		HILLYARD - MID ATLANTIC	SERVICE/SUPPLIES		563.00
		KDA ELEVATOR CONSULTANTS, LLC	REPAIRS & MAINT - MS		1,245.00
		KELLY ANN SPRADLIN	2025-2026 SCHOOL YEAR TUITION		30,275.00
		KIDSPEACE CHILDREN'S HOSPITAL	PAEDT-PA EDUCATIONAL TUTORIAL		80.00
		LEHIGH UNIVERSITY	JOB FAIR 2026		50.00

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK - GENERAL Payment Dates: 12/04/2025 - 12/17/2025

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		LEVIN LEGAL GROUP PC	SERVICE		660.00
		MACMILLAN OIL CO.OF ALLENTOWN	SUPPLIES - TRANSPORTATION		631.00
		MPS	REG INSTR ED SOFT LIC 9-12	BOOKS	8,427.38
		MUSIC IN MOTION	MUSIC SUPPLIES		746.28
		NAZARETH MUSIC CENTER	Repairs of equipment for BAND/		845.00
		NEW STORY LLC	SERVICE		9,440.00
		PAYLESS CLEANERS	BAND UNIFORM CLEANING		405.25
		PenSPRA	PROFESSIONAL MEMBERSHIP		125.00
		PLAQUES & SUCH LLC	ATHLETIC SUPPLIES		3,218.75
		ROHRER BUS SALES INC.	SUPPLIES - TRANSPORTATION		296.22
		SAUCON VALLEY CAFETERIA	CATERING- BPLP		627.46
		SHOOK DONALD	SENIOR CITIZENS TAX REBATE		550.00
		ST. LUKE'S HOSPITAL	PHYSICAL EXAM	D&A SCREEN - PANEL	399.00
		SYLVIA LYSEK	SENIOR CITIZENS TAX REBATE		300.00
		TFH USA LTD.	Please deliver to Sherry DO		51.00
		THAT'S GREAT NEWS, LLC	PRINTING		708.40
		TRI-BORO FENCING CONTRACTORS	FENCE REPAIR/MAINT.		4,904.00
		TRISTATE HVAC EQUIPMENT	REPAIRS & MAINT - HS	LABOR FOR ROOMS: 117, 120, 301	10,054.00
		US FOODS INC	SUPPLIES CONSUMER ED		105.48
		WILSON PRODUCTS	SUPPLIES - PLANT OPERATIONS		1,140.00
		LISA MICHELLE BASARA	TRANSPORTATION		3,200.00 ^D
		21ST CENTURY CYBER CHARTER SCHOOL	DECEMBER 2025 TUITION		12,946.47 ^D

* - 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:** 12/04/2025 - 12/17/2025

Payment Categories: Regular Checks, Direct Deposits, Manual Checks

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		95 PERCENT GROUP LLC	EDUCATIONAL MATERIAL/SUBSCRIPTION	TECH SUPPORT	1,779.50 <i>D</i>
		Achievement House Cyber Charter School	TUITION		1,564.05 <i>D</i>
		AMERICHEM	Blanket PO		1,494.32 <i>D</i>
		APPLE INC.	TECH REPAIR		243.50 <i>D</i>
		ARTS ACADEMY CHARTER SCHOOL	DEC 2025 TUITION	SPEC ED TUITION CHARTER SCHOOL	8,539.01 <i>D</i>
		ASCENDANCE TRUCKS PENNSYLVANIA LLC	SUPPLIES - TRANSPORTATION		108.40 <i>D</i>
		BANCROFT	DEC 2025		5,270.00 <i>D</i>
		CAPSTONE SCHOOLS LLC	JAN. TUITION - DB		10,433.51 <i>D</i>
		CARDINAL POINT SECURITY GROUP	SECURITY SERVICE		4,940.00 <i>D</i>
		CHRIN HAULING INC	DISPOSAL SERVICE		5,108.80 <i>D</i>
		CIRCLE OF SEASONS CHARTER SCHOOL	DECEMBER TUITION		4,639.22 <i>D</i>
		COLONIAL INTERMEDIATE UNIT #20	PROGRAMS AND SERVICE		102,152.22 <i>D</i>
		COMMONWEALTH CHARTER ACADEMY	TUITION		106,677.01 <i>D</i>
		DEBORAH KIMBALL	Blanket P.O. for Giant/Costco/		322.40 <i>D</i>
		DOCUMENT SYSTEMS, LTD	MAINT. CONTRACT		300.00 <i>D</i>
		DONOVAN GROUP II	COMMUNICATIONS SERVICE		4,000.00 <i>D</i>
		EAS WATER COFFEE PAPER	MAINT SUPPLIES - HS	SUPPLIES - BUSINESS OFFICE	389.09 <i>D</i>
		EASTON ARTS ACADEMY ELEMENTARY CHARTER SCHOOL	DECEMBER 2025 TUITION		1,546.40 <i>D</i>
		ENTERTAINMENT SERVICES GRP INC	FALL: ELM SCHOOL PLAY		210.00 <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: 12/04/2025 - 12/17/2025

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		EVERDRIVEN TECHNOLOGIES LLC	TRANSPORTATION		11,654.00 <i>D</i>
		EXECUTIVE EDUCATION ACADEMY CHARTER SCHOOL	TUITION		9,278.43 <i>D</i>
		FOX ROTHSCHILD LLP	SERVICE/RETAINER		8,150.90 <i>D</i>
		GENERAL HEALTHCARE RESOURCES, LLC	SERVICE		4,280.30 <i>D</i>
		GLENN R. BROWN	PROF SERV	TRAVEL	59.80 <i>D</i>
		GREAT MINDS PBC	EDUCATIONAL MATERIAL		328.50 <i>D</i>
		HMH EDUCATION COMPANY	ANNUAL LICENSE		23,402.75 <i>D</i>
		HOGAN LEARNING ACADEMY, LLC	TUITION		7,280.00 <i>D</i>
		J.C. EHRlich	PEST CONTROL/SERVICE	PEST CONTROL MAINT.	1,923.03 <i>D</i>
		J.W. PEPPER & SON INC.	BOOKS & PERIODICALS REG 5-8		434.29 <i>D</i>
		KASEYA US LLC	TECH. SUPPORT		491.58 <i>D</i>
		KEITHS LOCK & DOOR SERVICE	SERVICE		2,891.20 <i>D</i>
		KELLY SERVICES INC	TUITION	BEHAVIOR-BCBA	35,320.76 <i>D</i>
		KEYSTONE FIRE AND SECURITY	SERVICE- TOUCH PADS		677.50 <i>D</i>
		LARA McCARTHY	TUTOR- M. SCHERER		350.00 <i>D</i>
		LEHIGH VALLEY DUAL LANGUAGE CHARTER SCHOOL	DECEMBER 2025 TUITION		12,438.72 <i>D</i>
		LEXIA LEARNING SYSTEMS LLC	STUDENT LICENSE RNWL		306.25 <i>D</i>
		LINDE GAS & EQUIPMENT INC.	SERVICE		128.73 <i>D</i>
		LOGAN KIRIPOSKI INC.	SERVICE/RENTAL		475.00 <i>D</i>
		MAIN LINE COMMERCIAL POOLS INC	HS Pool Supplies		4,174.73 <i>D</i>
		MELMARK	TUITION/LEARNING SUPPORT		45,439.00 <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:** 12/04/2025 - 12/17/2025

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		MICROBAC LABORATORIES INC.	SERVICE		174.52 <i>D</i>
		MUSIC & ARTS	Blanket P.O. for Supplies/Bitt		508.40 <i>D</i>
		NAPA AUTO PARTS-HELLERTOWN	SUPPLIES - TRANSPORTATION		1,021.83 <i>D</i>
		NORTHAMPTON COUNTY AREA COMMUNITY COLLEGE	TUITION		22,567.17 <i>D</i>
		PENNSYLVANIA LEADERSHIP CHARTER SCHOOL	DECEMBER 2025 TUITION		12,371.24 <i>D</i>
		PENNWOOD CYBER CHARTER SCHOOL	DECMBER 2025 TUITION		7,923.78 <i>D</i>
		PP & L ELECTRIC UTILITIES	UTILITES		3,641.35 <i>D</i>
		RACEWAY CHEVROLET	SUPPLIES - TRANSPORTATION		261.02 <i>D</i>
		REACH CYBER CHARTER SCHOOL	DECEMBER 2025 TUITION		17,361.14 <i>D</i>
		REVIVE HEALTH INC	HEALTH INSURANCE EXPENSE PAYAB		3,186.00 <i>D</i>
		RIVERO RUBEN	REIMBURSMET	SUBSCRIPTION RENEWAL	95.87 <i>D</i>
		ROBERT FREY	Communications - Film Coverage State Championship (Round Trip)	Communications - Film Coverage State Championship	286.24 <i>D</i>
		Roberts Oxygen Co. Inc	SUPPLIES - PLANT OPERATIONS		345.60 <i>D</i>
		SAMANTHA FAULKNER	REIMBURS. HOLIDAY SHOP SUPPLIES		39.10 <i>D</i>
		SEVEN GENERATIONS CHARTER SCHOOL	DECEMBER 2025TUITION		23,263.64 <i>D</i>
		STEM LAWN CARE	FALL CLEAN UP		3,525.00 <i>D</i>
		SV EDUCATIONAL SUPPORT PROFESSIONALS	DUES	SUPPORT STAFF DUES W/H PAYABLE	2,121.64 <i>D</i>
		THE LEHIGH VALLEY CHARTER H.S. FOR THE ARTS INC.	TUITION		35,634.89 <i>D</i>
		TOMLINSON BOMBERGER	Field(s) Care		6,862.00 <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: 12/04/2025 - 12/17/2025

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
			SUPPLIES - PLANT OPERATIONS		885.82 <i>D</i>
			NATURAL GAS - PLANT OPERATIONS		11,227.88 <i>D</i>
			FSA - MONTHLY		327.85 <i>D</i>
10 - GENERAL FUND					697,629.31
Grand Total All Funds					697,629.31
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					598,981.35
Grand Total Manual Checks					315.00
Grand Total Other Disbursement Non-negotiables					0.00
Grand Total Procurement Card Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					98,332.96
Grand Total Virtual Payments					0.00
Grand Total All Payments					697,629.31

* - 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:** 12/04/2025 - 12/17/2025

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
		HERSHEY CREAMERY COMPANY	NON-REIMB FOOD COSTS		431.80
		PENN JERSEY PAPER CO. LLC	SUPPLIES		5,979.61
		POCONO MOUNTAIN DAIRIES	FOOD	MILK	3,725.56
		ROCKLAND BAKERY INC.	FOOD		1,208.06
		SINGER EQUIPMENT COMPANY	CAFE SUPPLIES		487.54
		US FOODS INC	FOOD		17,367.68
50 - CAFETERIA					29,200.25
Grand Total All Funds					29,200.25
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					0.00
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					0.00
Grand Total Procurement Card Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					29,200.25
Grand Total Virtual Payments					0.00
Grand Total All Payments					29,200.25

* - 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: 11/26/2025 - 12/15/2025

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
* 00W4338615	12/02/2025	CAPITAL BLUE CROSS	WEEKLY CLAIMS		63,139.68
* 00W4340128	12/03/2025	DELTA DENTAL	WEEKLY CLAIMS		1,968.00
* 00W4341010	12/04/2025	SYNCHRONY RX	ADMIN FEES		4,149.50
* 00W4341019	12/04/2025	SYNCHRONY RX	RX CLAIMS		59,612.53
* 00W4342489	12/05/2025	CAPITAL BLUE CROSS	WEEKLY CLAIMS		45,599.05
* 00W4346468	12/11/2025	DELTA DENTAL	WEEKLY CLAIMS		2,422.02
* 00W4347777	12/12/2025	CAPITAL BLUE CROSS	CLAIMS		44,667.82
* 00W4348670	12/15/2025	VISION BENEFITS OF AMERICA	CLAIMS		410.65
10 - GENERAL FUND					221,969.25
Grand Total All Funds					221,969.25
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					0.00
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					221,969.25
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					221,969.25

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

SAUCON VALLEY SCHOOL DISTRICT
BUSINESS OFFICE
BUDGETARY TRANSFER FORM 2025-2026
BOARD DATE: DECEMBER 16, 2025

	ACCOUNT	ACCOUNT DESCRIPTION	AMOUNT	REASON
FROM	10-2120-810-000-00-000-000-0000	GUIDANCE – DUES & FEES	(\$2,500.00)	TRANSFER OF FUNDS
TO	10-2120-650-000-10-000-000-000-0000	GUIDANCE LICENSE & FEES K-4	\$2,500.00	BALANCE ACCOUNT
FROM	10-2380-519-000-30-000-000-000-0000	FIELD TRIPS – PRINC OFC 9-12	(\$1,000.00)	TRANSFER OF FUNDS
TO	10-1110-519-000-30-000-000-000-0000	STUDENT TRANS SVCS 9-12	\$1,000.00	BALANCE ACCOUNT
FROM	10-1110-762-000-30-000-240-000-0000	EQUIP REPLACE – CONS ED 9-12	(\$762.00)	TRANSFER OF FUNDS
TO	10-1110-610-000-30-000-240-000-0000	SUPPLIES CONS ED 9-12	\$762.00	BALANCE ACCOUNT
FROM	10-1110-810-000-30-000-130-000-0000	REG ED – DUES & FEES – HS – BUSN ED	(\$126.50)	TRANSFER OF FUNDS
TO	10-1110-610-000-30-000-130-000-0000	SUPPLIES – BUSINESS ED 9-12	\$126.50	BALANCE ACCOUNT
FROM	10-2380-550-000-30-000-000-000-0000	PRINTING & BINDING PRINC 9-12	(\$438.25)	TRANSFER OF FUNDS
TO	10-1110-550-000-30-000-000-000-0000	PRINTING & BINDING 9-12	\$438.25	BALANCE ACCOUNT
FROM	10-2380-650-000-30-000-000-000-0000	SOFT & LIC – PRINC OFC 9-12	(\$258.20)	TRANSFER OF FUNDS
TO	10-1110-650-000-30-000-000-000-0000	REG INSTR ED SOFT LIC 9-12	\$258.20	BALANCE ACCOUNT
FROM	10-2271-360-000-30-000-000-000-0000	CONF EMPL TRAINING 9-12	(\$761.89)	TRANSFER OF FUNDS
TO	10-2271-580-000-30-000-000-000-0000	TRAVEL – CONF/SEM STAFF DEV	\$761.89	BALANCE ACCOUNT

TOTAL TRANSFER \$5,846.84

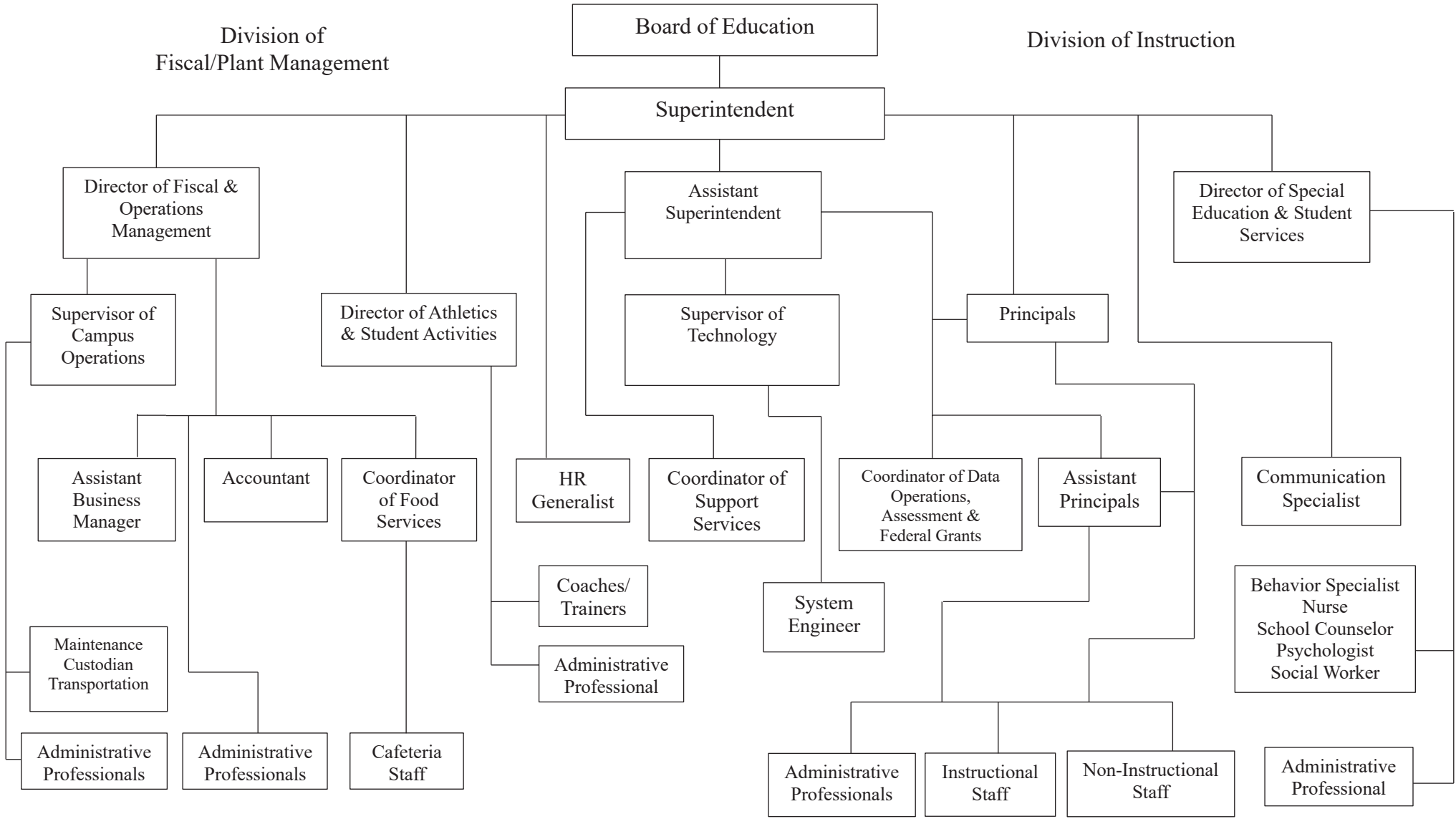
**SAUCON VALLEY MIDDLE SCHOOL
FINANCIAL REPORTS
NOVEMBER 30, 2025
CLUB ACCOUNT FUND**

BEGINNING BALANCE	\$ 27,889.50
INCOME	359.56
EXPENSES	-
ENDING BALANCE	\$ 28,249.06

CLUB ACCOUNT	ENDING BALANCE
ART CLUB	19.58
BAND	-
CHEERLEADING	637.91
CHORUS	3,451.14
COMMUNITY SERVICE	394.28
GIRLS VOLLEYBALL	4,821.40
HONOR SOCIETY	(297.07)
I-TEAM	838.50
KNITTING CLUB	271.60
MATH COUNTS	-
ODYSSEY OF THE MIND	2.64
READING OLYMPICS	-
SEAPEARCH/ROBOTICS	1,466.64
SKI CLUB	7,115.47
STUDENT COUNCIL	3,167.84
YEARBOOK	881.73
5TH GRADE	-
6TH GRADE	1,680.03
7TH GRADE	3,372.38
8TH GRADE	379.02
INTEREST	45.97
TOTALS	\$ 28,249.06

David Hauser
Principal

Organizational Chart



Saucon Valley School District

Meeting of the Facilities Committee
District Office Conference Room
December 10, 2025 – 5:00 pm

The Saucon Valley School Board's Facility Committee met on December 10, 2025, at 5:00 p.m. in the District Office Conference Room.

The following items were on the Facility Committee agenda:

Update: WTI – Stadium Water Infiltration – WTI and Tremco will work on pricing for the High School Stadium water infiltration project.

The Committee recommended sending this item to the Board for approval.

**Saucon Valley School District
Declaration of Surplus/Obsolete**

Quantity	Description of Item(s) (Include any Serial/ISBN #, Manufacturer/Publisher)	Reason for Disposal	Method of Disposal *Office Use Only*
80	Glencoe Changing Surface of Earth Textbook	new science program; no longer used; outdated	
80	Glencoe Air Around You Textbook	new science program; no longer used; outdated	
50	Glencoe Astronomy Textbook	new science program; no longer used; outdated	
67	Glencoe Chemistry Textbook	new science program; no longer used; outdated	
160	Glencoe Water Planet Textbook	new science program; no longer used; outdated	
2	Glencoe Life's Structure and Function Textbook	new science program; no longer used; outdated	
13	Glencoe Earth's Material and Processes Textbook	new science program; no longer used; outdated	
31	Prentice Hall Exploring Earth's Weather Textbook	old class set that was replaced by Glencoe books	
30	Prentice Hall Ecology Textbook	old class set that was replaced by Glencoe books	
61	Prentice Hall Chemistry (29) and Dynamic Earth (32) Textbooks	old class sets that were replaced by Glencoe books	

Additional Comments:

A class set of 30 of each of the Glencoe books (Copyright 2004) was kept as reference books in case online resources are down.
Pickup room is not my room, but room next door....

Date: 08/18/2025

Employee Name: Bob Kachmar

Employee Email: robert.kachmar@svpanthers.org

School: Middle School

Pickup Location/Room #: D214 side counter

Optional Upload photos here:

**Saucon Valley School District
Declaration of Surplus/Obsolete**

Quantity	Description of Item(s) (Include any Serial/ISBN #, Manufacturer/Publisher)	Reason for Disposal	Method of Disposal *Office Use Only*
1	PA Career Link kiosk	No longer in use	
1	Oboe 10, Marigaux Serial #1962	Repair will cost \$1,500+, beyond repair	
1	Refrigerator/freezer broken beyond repair	Refrigerator/freezer broken beyond repair	
30	McDougal Littell Physical Science Textbook Copyright 1996 ISBN: 0- 618-30369-3	Curriculum is no longer used	
30	FOSS-Chemical Interactions Resources-(Textbook) Copyright 2008. ISBN: 10: 1-58356-444-6	Curriculum is no longer used	
1	Old Auditorium Projector Screen Sitting outside door 22 for months in rain, etc	Old Auditorium Projector Screen Sitting outside door 22 for months in rain, etc	
1	Refrigerator from FCS Room. Broken	Refrigerator from FCS Room. Broken	
1	Old projector screen	Outside of my classroom for over a year	

Additional Comments:

Date: _____

Employee Name: _____

Employee Email: _____

School: _____

Pickup Location/Room #: _____

Optional Upload photos here:

**Saucon Valley School District
Declaration of Surplus/Obsolete**

Quantity	Description of Item(s) (Include any Serial/ISBN #, Manufacturer/Publisher)	Reason for Disposal	Method of Disposal *Office Use Only*
1	car seat for real care babies	needs replacing	Disposed
4	Nasco Cooking Vocabulary game	missing pieces	Disposed
4	Nasco measuring game	missing pieces	Disposed
2	knife blocks	no longer needed	BO Warehouse
1	Tupperware 9x13 cake container	needs replacing	Disposed
1	aluminum pot	needs replacing	BO Warehouse
1	9x13 aluminum pan	needs replacing	Disposed
7	paper scissors	need replacing	Disposed

Additional Comments:

Date: 09/26/2025

Employee Name: Deborah Kimball

Employee Email: deborah.kimball@svpanthers.org

School: High School

Pickup Location/Room #: 111/113

Optional Upload photos here:

**Saucon Valley School District
Declaration of Surplus/Obsolete**

Quantity	Description of Item(s) (Include any Serial/ISBN #, Manufacturer/Publisher)	Reason for Disposal	Method of Disposal *Office Use Only*
5	Pinking Shears	need replacing	Disposed
1	rubber spatula	broken	Disposed
2	Ninja Blenders	broken	Disposed
1	The first Years last Forever VHS tape	obsolete	Disposed
1	Childbirth; Inside Out Part one VHS tape	obsolete	Disposed
1	Stop Smoking Now Reasons not to smoke when You're pregnant VHS tape	obsolete	Disposed
1	Quality Child Care VHS Tape	Obsolete	Disposed
1	Why Early Childhood Matters VHS Tape	Obsolete	Disposed
1	Safe From the Start VHS Tape	Obsolete	Disposed
1	Ready to Learn VHS Tape	Obsolete	Disposed

Additional Comments:

Date: 11/17/2025

Employee Name: Deborah Kimball

Employee Email: deborah.kimball@svpanthers.org

School: High School

Pickup Location/Room #: 113

Optional Upload photos here:

**Saucon Valley School District
Declaration of Surplus/Obsolete**

Quantity	Description of Item(s) (Include any Serial/ISBN #, Manufacturer/Publisher)	Reason for Disposal	Method of Disposal *Office Use Only*
1	Reality works computerized baby	no longer functions	Disposed
1	Reality works baby bottle	broken	Disposed
2	Reality works student id's	broken	Disposed
1	Discipline Teaching Limits with Love VHS Tape	obsolete	Disposed
1	The Miracle of Life VHSTape	obsolete	Disposed
1	Nutrition for Infants and Children under 6 VHS tape	obsolete	Disposed
29	The Developing Child textbook Copyright 2000	obsolete	BO Warehouse
31	Children: The Early Years Textbook Copyright 1995	obsolete	BO Warehouse
27	Working with Young Children Textbook Copyright 2008	Obsolete	BO Warehouse
3	The Childcare Professional Textbook copyright 1999		

Additional Comments:

Date: 06/03/2025

Employee Name: Deborah Kimball

Employee Email: deborah.kimball@svpanthers.org

School: High School

Pickup Location/Room #: no pick up will trade in

Optional Upload photos here:

**Saucon Valley School District
Declaration of Surplus/Obsolete**

Quantity	Description of Item(s) (Include any Serial/ISBN #, Manufacturer/Publisher)	Reason for Disposal	Method of Disposal *Office Use Only*
30	Nutrition, Food, and Fitness Textbook Copyright 2004	obsolete	BO Warehouse
18	Guide to Good Food Textbook Copyright 2004	obsolete	BO Warehouse
6	Benjamin Moore Professional Reference Paint color set	obsolete	BO Warehouse
1	Seabrook Contract Wallpaper Reference book	obsolete	BO Warehouse
1	Seabrook Acoustic wall Volume II Covering Sample Color Reference book	obsolete	BO Warehouse
1	Design Works Volume 4 wallpaper sample book	obsolete	BO Warehouse
1	Design Works Volume 3 wallpaper sample book	obsolete	BO Warehouse
1	Cary Lind Wallpaper sample book	obsolete	BO Warehouse
1	Domain wallpaper sample book	obsolete	BO Warehouse
1	Panache wallpaper sample book	obsolete	BO Warehouse

Additional Comments:

Date: 11/17/2025

Employee Name: Deborah Kimball

Employee Email: deborah.kimball@svpanthers.org

School: High School

Pickup Location/Room #: 113

Optional Upload photos here:

**Saucon Valley School District
Declaration of Surplus/Obsolete**

Quantity	Description of Item(s) (Include any Serial/ISBN #, Manufacturer/Publisher)	Reason for Disposal	Method of Disposal *Office Use Only*
1	Viaggio wallpaper sample book	obsolete	BO Warehouse
1	Seabrook Essence Wallpaper sample book	obsolete	BO Warehouse
1	MAB paint color samples	obsolete	BO Warehouse
1	Corian Color samples	obsolete	BO Warehouse
1	Corian private collection samples	obsolete	BO Warehouse
1	Mannington commercial vinyl tile samples	obsolete	BO Warehouse
1	Joseph Abboud wallpaper samples	obsolete	BO Warehouse
1	Seabrooke Epoch Wallpaper damples	obsolete	BO Warehouse
1	Nora Healthcare vinyl tile sample book	obsolete	BO Warehouse
1	Armstrong Linoleum tile samples	obsolete	BO Warehouse

Additional Comments:

Date: 11/18/2025

Employee Name: Deborah Kimball

Employee Email: deborah.kimball@svpanthers.org

School: High School

Pickup Location/Room #: 113

Optional Upload photos here:

**Saucon Valley School District
Declaration of Surplus/Obsolete**

Quantity	Description of Item(s) (Include any Serial/ISBN #, Manufacturer/Publisher)	Reason for Disposal	Method of Disposal *Office Use Only*
1	Fixture Furniture Catalog	obsolete	BO Warehouse
3	Focal point /Floor tech carpet samples	obsolete	BO Warehouse
1	Cheryl Howard's E-Z decorator design and decorating system	obsolete	BO Warehouse
1	Cheryle Howard's E-Z Decorator for Kitchens	obsolete	BO Warehouse
1	Sewing ABC's VHS tape	Obsolete	BO Warehouse
1	Learning Seed How Clothing is made VHS tape	obsolete	BO Warehouse
2	Plan a room kits	obsolete	BO Warehouse
1	Cheryl Howards E-z decorator Furniture and room planning	obsolete	BO Warehouse
1	Interior design drafting kit	obsolete	BO Warehouse

Additional Comments:

Date: 11/18/2025

Employee Name: Deborah Kimball

Employee Email: deborah.kimball@svpanthers.org

School: High School

Pickup Location/Room #: 113

Optional Upload photos here:

**Saucon Valley School District
Declaration of Surplus/Obsolete**

Quantity	Description of Item(s) (Include any Serial/ISBN #, Manufacturer/Publisher)	Reason for Disposal	Method of Disposal *Office Use Only*
1	Ping pong table	Broken	
2	metal goals	broken	
5	plastic goals	obsolete	
30	recurve bows	old/broken	
21	Floor hockey sticks	broken/obsolete	
6	Archery targets and stands	old/dry	
	lacrosse sticks (plastic)	obsolete/broken	
1	archery curtain	old/ripped	
1	white pvc ball stand	broken/no room for storage	

Additional Comments:
Upstairs back storage room

Date: 11/25/2025

Employee Name: Donna Ellis

Employee Email: domenica.ellis@svpanthers.org

School: High School

Pickup Location/Room #: upstairs back room

Optional Upload photos here:

**Saucon Valley School District
Declaration of Surplus/Obsolete**

Quantity	Description of Item(s) (Include any Serial/ISBN #, Manufacturer/Publisher)	Reason for Disposal	Method of Disposal *Office Use Only*
50	Baby boy apparel	surplus	Donated
46	baby girl apparel	surplus	Donated
2	reality care baby outfits boys	obsolete	Disposed
2	reality care baby outfits girl	obsolete	Disposed
1	Cheryl howards E_Z Decorator system for Baths	obsolete	BO Warehouse
10	Cheryl Howar's decoratating templates	obsolete	BO Warehouse
50	donated fabric	obsolete	Disposed
1	Building Life Skills Teachers's Resource Binder copyright 1999	obsolete	BO Warehouse
1	Building Life Skills Teachers Resource Guide Copyright 1999	obsolete	BO Warehouse
1	Building Life Skills Teacher's Annotated text book Copyright 1999	obsolete	BO Warehouse

Additional Comments:

Date: 11/25/2025

Employee Name: Deborah Kimball

Employee Email: deborah.kimball@svpanthers.org

School: High School

Pickup Location/Room #: 113

Optional Upload photos here:

**Saucon Valley School District
Declaration of Surplus/Obsolete**

Quantity	Description of Item(s) (Include any Serial/ISBN #, Manufacturer/Publisher)	Reason for Disposal	Method of Disposal *Office Use Only*
1	Clothing Textbook Copyright 1986	Obsolete	BO Warehouse
1	Strengthening Family and Self Student Activity Guide Copyright 1998	Obsolete	BO Warehouse
3	Working with Young Children Textbook Copyright 2008	Obsolete	BO Warehouse
1	The Developing Child Textbook Copyright 2000	Obsolete	BO Warehouse
1	Clothing Fashion and Fabrics Textbook Copyright 2000	Obsolete	BO Warehouse
1	The Childcare Professional Student Workbook Copyright 2000	Obsolete	BO Warehouse
1	Working with Young Children Teacher's Wraparound edition Copyright 2008	Obsolete	BO Warehouse
1	The Childcare Professional Observation Handbook Copyright 1999	Obsolete	BO Warehouse
1	Person to Person Textbook Copyright 1978	Obsolete	BO Warehouse
1	Personal Adjustment, Marriage, and Family Living Textbook Copyright 1975		
Additional Comments:			

Date: 11/25/2025

Employee Name: Deborah Kimball

Employee Email: deborah.kimball@svpanthers.org

School: High School

Pickup Location/Room #: 113

Optional Upload photos here:

**Saucon Valley School District
Declaration of Surplus/Obsolete**

Quantity	Description of Item(s) (Include any Serial/ISBN #, Manufacturer/Publisher)	Reason for Disposal	Method of Disposal *Office Use Only*
1	Independent Living Being on Your own Textbook Copyright 1975	Obsolete	BO Warehouse
1	Contemporary Living Textbook Copyright 1985	Obsolete	BO Warehouse
1	Sewing Machine Fun for Kids Copyright 2003	surplus	BO Warehouse
1	Goals for living Student Activity Guide Copyright 2001	Obsolete	BO Warehouse
1	The Childcare Professional Observation Handbook Copyright 1999	Obsolete	BO Warehouse
1	Other Ways to Win Copyright 1995	Obsolete	BO Warehouse
1	Meeting the Special Needs of Students Copyright 1997	Obsolete	BO Warehouse
1	Child Care Textbook Copyright 1995	Obsolete	BO Warehouse
1	Descisions for Independent Living Copyright 1982	Obsolete	BO Warehouse
1	Approches to Preschool Curriculum Study Guide Copyright 1999	Obsolete	BO Warehouse

Additional Comments:

Date: 11/25/2025

Employee Name: Debroah Kimball

Employee Email: deborah.kimball@svpanthers.org

School: High School

Pickup Location/Room #: 113

Optional Upload photos here:

**Saucon Valley School District
Declaration of Surplus/Obsolete**

Quantity	Description of Item(s) (Include any Serial/ISBN #, Manufacturer/Publisher)	Reason for Disposal	Method of Disposal *Office Use Only*
26	The Child Care Professional Textbook Copyright 1996	obsolete	BO Warehouse
29	The Childcare professional Observation handbook Copyright 1999	obsolete	BO Warehouse
29	Housing Decisions Textbook Copyright 2006	obsolete	BO Warehouse
31	Goals for Living Textbook Copyright 2001	obsolete	BO Warehouse
29	Building Life Skills Textbook Copyright 1999	obsolete	BO Warehouse

Additional Comments:

Date: 11/17/2025

Employee Name: Deborah Kimball

Employee Email: deborah.kimball@svpanthers.org

School: High School

Pickup Location/Room #: 113

Optional Upload photos here:

Saucon Valley School District
Meeting of the Finance Committee
District Office Conference Room
December 10, 2025

The Saucon Valley School Board's Finance Committee met on December 10, 2025, at 5:19 p.m. in the District Office Conference Room.

The following item was on the Finance Committee agenda:

Discussion & Action: Act 172 & Act 191 - Volunteer Firefighters and Emergency Medical Services Tax Credit

Review: 2024-2025 Revenue/Expenditures

Discussion & Action: Ticket Sales – Price Structure Change

The Committee recommended sending the Ticket Sales' new price structure to the Board for approval.

SAUCON VALLEY SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
NORTHAMPTON COUNTY, PA

RESOLUTION 2026-2027

WHEREAS, on June 27, 2006, the Pennsylvania Legislature passed Act 1 of Special Session 2006, entitled the "Taxpayer Relief Act" (hereinafter "Act 1").

WHEREAS, Act 1 requires school districts to limit tax increases to the level set by an inflation index unless the tax increase is approved by voters in a referendum or the school district obtains from the Department of Education or a court of common pleas certain referendum exceptions;

WHEREAS, Act 1 does, however, allow a board of school directors to elect to adopt a resolution indicating that it will not raise the rate of any tax for the support of the public schools for the following fiscal year by more than its index, provided this resolution must be adopted no later than 110 days prior to the date of the election immediately preceding the upcoming fiscal year;

WHEREAS, the Saucon Valley School District index for the 2026-2027 fiscal year has been published by the Department of Education and the Pennsylvania Bulletin;

WHEREAS, the Saucon Valley School District Board of Directors has made the decision that it shall not raise the rate of any tax for the support of the Saucon Valley School District for the 2026-2027 fiscal year by more than its index;

AND NOW, on this 16th day of December 2025, it is hereby resolved by the Saucon Valley School District (hereinafter "District") Board of Directors (hereinafter "Board") the following:

1. The Board certifies that it will not increase any school district tax for the 2026-2027 school year at a rate that exceeds the index as calculated by the Pennsylvania Department of Education.
2. The Board certifies that it will comply with the procedures set forth in Section 687 of the Pennsylvania Public School Code (hereinafter "School Code") 24 P.S., 6-687, for the adoption of its proposed and final budget.
3. The Board certifies that increasing any tax at a rate less than or equal to the index will be sufficient to balance its final budget of the 2026-2027 fiscal year.
4. The Administration of the District will submit the District's information on a proposed increase in the rate of a tax levied for the support of the District to the Pennsylvania Department of Education on the uniform form prepared by the Pennsylvania Department of Education no later than five days after the Board's adoption of this Resolution.

(Resolution 2026-2027 continued)

- 5. The Administration of the District will send a copy of this Resolution to the Pennsylvania Department of Education no later than five days after the Board’s adoption of this Resolution.

- 6. The Board understands and agrees that by passing this Resolution, it is not eligible to seek referendum exceptions under Section 333(f) of Act 1 and is not eligible to request approval from the voters through a referendum to increase the tax rate by more than the index as established for the 2026-2027 fiscal year.

- 7. Once this Resolution is passed, the Administration of the District is not required to comply with the preliminary budget requirements set forth in paragraphs (a) and (c) of Section 311 of Act 1. Provided, however:
 - (a) The Board understands and agrees that, upon receipt of the information submitted by the District as set forth in paragraphs 4 and 5 above, the Pennsylvania Department of Education shall compare the district’s proposed percentage increase in the rate of the tax with the index.

 - (b) Within ten days of the receipt of this information, the Pennsylvania Department of Education shall inform the District whether its proposed tax rate increase is less than or equal to the index.

 - (c) If the Pennsylvania Department of Education determines that the District’s proposed increase in the rate of the District’s tax exceeds the index, the District is subject to the preliminary budget requirements as set forth in paragraphs (a) and (c) of Section 311 of Act 1.

DULY ADOPTED, this 16th day of December 2025, by the Board of School Directors of the Saucon Valley School District in lawful session, duly assembled.

ATTEST:

SAUCON VALLEY SCHOOL DISTRICT
Board of School Directors

Board Secretary

Board President



**NEW MEDISCAN II, LLC DBA CROSS COUNTRY EDUCATION
STAFFING AGREEMENT**

This Staffing Agreement (this "Agreement") is entered into on **November 4, 2025 ("Effective Date")** by **New Mediscan II, LLC dba Cross Country Education on behalf of itself and its affiliates (collectively "Agency")** and **Saucon Valley School District ("Client")**. Agency and Client may be referred herein individually as a "Party" or collectively as the "Parties".

1. STAFFING SERVICES. Agency will refer to Client qualified and skilled personnel ("Personnel") for positions described in Exhibit A meeting the requirements outlined by Client and set forth in Exhibit B for Client's locations set forth in Exhibit C. Agency will supply Personnel. Agency will use commercially reasonable efforts to provide the Personnel when and as requested by Client. Agency will use commercially reasonable efforts to verify Personnel credentials; however, Agency makes no warranty or guaranty concerning Personnel abilities or performance and Client will exercise its independent judgment in accepting and retaining Personnel for assignment. All other testing and/or additional credentialing required by Client, including any changes to Exhibit B, shall be performed by Agency at Client's sole cost and expense.

2. APPROVED VENDOR SUBCONTRACTORS. Agency may utilize subcontractors ("Approved Vendors") on an as needed basis by utilizing Approved Vendor's healthcare professionals ("Approved Vendor Personnel"). Prior to any Approved Vendor providing Services hereunder, Agency shall contractually require that every Approved Vendor performing duties pursuant to this Agreement meet all requirements and all applicable qualifications outlined herein, including all obligations, insurance, indemnification, representations, and warranties that apply to Agency and Agency employees under this Agreement and any Exhibits included herein. It is understood between the parties that Agency shall not insure or indemnify the Approved Vendor or Approved Vendor Personnel but that Client shall proceed directly against the Approved Vendor as Client shall be named a third party beneficiary for such purposes in the subcontracting agreement between Agency and Approved Vendor. **Assignments** filled through the use of Approved Vendors will be coordinated and arranged by Agency. Each Approved Vendor providing services under this Agreement shall be liable for their own respective acts or omissions. Agency shall not be liable for the acts or omissions of Approved Vendors or their respective employees.

3. INDEPENDENT RELATIONSHIP. Agency will render all services contemplated under this Agreement to Client as independent contractors and not as employees, agents, partners of, or joint ventures with Client. No Personnel performing services under this Agreement shall have any authority to bind Agency or modify this Agreement.

4. COMPLIANCE WITH LAWS; GENERAL TERMS; STANDARD OF PERFORMANCE. Agency shall comply with all federal laws, regulations and procedures regarding legal status to work and reside in the U.S., including completion of required Immigration and Naturalization forms upon hire. Agency is an Equal Opportunity Employers. Agency and Client will not discriminate in the placement of Personnel on the basis of race, creed, color, national origin, sex, age, disability, citizenship or veteran status. The Parties agree to perform the obligations under this Agreement pursuant to applicable federal, state, and local laws, including but not limited to, meal period and rest break laws. Specifically, Client shall have, and be responsible for, daily supervision over Personnel including, without limitation, providing (a) a safe, harassment free, abusive conduct free and discrimination free workplace, (b) all necessary and appropriate equipment for the work to be performed by the Personnel in the workplace environment, (c) all necessary and appropriate safety and operational training of Personnel on such equipment and concerning such environment, and (d) full compliance with all applicable federal and state wage and hour laws; safety laws and other regulatory laws. Client shall

reimburse Agency for any costs, including penalties, incurred by Agency should Client fail to comply with this requirement. Each Party will indemnify the other, its affiliates, directors, officers, trustees, employees, agents and representatives for the indemnifying Party's failure to abide by such applicable federal, state, or local laws.

5. EXCLUSIVITY; FIRST AGENCY TO REFER PERSONNEL. Agency acknowledges and agrees that Client is not obligated to use Agency exclusively to provide Client with any Personnel. If Agency submits Personnel's complete profile to Client, orally or in writing, before any other agency does so, Client agrees to staff and / or hire Personnel only through Agency.

6. BILLING AND PAYMENT. Agency will invoice Client weekly for services pursuant to the rates and terms contained on Exhibit A; payment shall not be subject to offset or waived for any delay in presentment. If additional attachments need to be provided with the invoice, Client agrees to provide that information in writing, prior to the first assignment. If, under applicable state law, Agency is required to pay Personnel any wage/hour penalty, Client will be billed for and will pay such penalty for such Personnel. Payment shall be due within thirty (30) days after invoice date. Agency will accept payment in the following forms: credit card, check and electronic funds transfer. Any payments processed via credit card, ACH debit or drawdown wire shall not require Client's additional authorization prior to processing payment. Such form of payment may incur a processing fee. A finance charge equal to the greater of 18% or the highest maximum lawful rate per annum, will be added to all outstanding amounts unpaid for thirty (30) days or more. Client will submit, in writing, any and all objections to the invoices to Agency within five (5) business days after Client's invoice date to allow Agency to timely investigate the concern and provide additional information or issue a credit. Failure to so notify Agency of any objections will constitute acceptance of invoice and waiver by Client of such objections. Late invoicing will not affect Client's responsibility for payment. Payments shall be applied in the following order against amounts owed by Client to Agency: (a) first, to the payment of any costs of collection incurred by Agency (including any attorneys' fees and expenses), (b) second, to any late fees and/or penalties, including, but not limited to, any finance charges and (c) last, to the payment of fees for services rendered by Agency to Client under this Agreement. Client and Agency agree that any settlement of disputes regarding this Agreement must be in writing and signed by Agency and Client, or it will not be binding upon either of them. Client authorizes Agency to receive and deposit payments marked "paid in full" or "full satisfaction and discharge" or words of similar import, without waiving Agency's right to proceed against Client for any outstanding amounts owed by Client in excess of such payments. Client agrees to pay any added charges relating to excise, gross receipts, sales tax, or other similar taxes, if applicable. In the event such payments are not made, Agency shall have the right to pay such sums at its discretion and Client agrees to reimburse Agency for all such payments made. Any partial payment of an invoice received and deposited by Agency shall not be deemed to be payment in full of such invoice and shall not waive Agency's right to proceed against Client for any outstanding amounts owed by Client in excess of such payment.

7. SALES, GROSS RECEIPTS, AND/OR APPLICABLE TAXES. Rates listed in this Agreement and any attached exhibits do not include state and local sales tax, gross receipts tax or other applicable taxes. Services provided that are subject to such taxes will be billed at the appropriate rate plus the applicable taxes, payable by Client. Taxability will be determined based on the location where the service is provided. If Client is exempt from such taxes or should not be charged for other legal reasons, it is Client's duty to provide proof of exemption to Agency. In the event that Client utilizes a third-party billing system that does not provide an option to bill for tax, Client will be billed separately for the tax due. In the event certain taxes arise from either (a) a determination that Client was not exempt or (b) a determination such services should have been taxable and for which no taxes were charged, Agency shall separately invoice those amounts and Client shall be responsible to pay such amounts according to the terms noted in the billing and payment section of this Agreement.

8. NON-SOLICITATION. Unless otherwise prohibited by applicable law, Client agrees not to solicit any of Agency's employees, including Personnel performing services hereunder, to become employed by Client or to attempt to otherwise modify the employment relationship between Agency's employees, including Personnel, and Agency and/or its affiliates in any manner, except as provided in the attached Exhibit A of this Agreement.

9. SCHOOL PROPERTY. Any items provided by Client to CCE Personnel is the responsibility of the Client. CCE will not reimburse Client for any items not returned by the CCE Personnel to the Client.

10. TERM/TERMINATION OF AGREEMENT. This Agreement shall begin on the date first written above and shall continue for a term of one year. This Agreement at the end of such term will be automatically renewed for successive one year periods unless terminated sooner. This Agreement may be terminated by either Party on fifteen (15) days' written notice, or at any time by mutual written agreement of the Parties. Agency reserves the right to immediately terminate this Agreement in the event: (i) Client breaches any duty under this Agreement, including but not limited to the failure to timely pay any amounts due to Agency; (ii) if required by law or regulation; or (iii) if Client becomes insolvent or commits any act of bankruptcy, or a petitioner for involuntary bankruptcy is filed against Client, or Client makes a general assignment for the benefit of creditors under the bankruptcy or insolvency laws. On termination, Agency shall have no further obligation to provide Client with Personnel.

11. CONFIDENTIALITY. The Parties agree that this relationship may meet the requirements established under the Family Educational Rights and Privacy Act ("FERPA") and shall act in accordance with FERPA standards. In addition, Client agrees that it will not, directly or indirectly, disclose to any Personnel or any third party any rate or other remuneration information disclosed by Agency to Client or any other information contained in this Agreement, except to the extent that such information is required to be disclosed by law, court or governmental order. Client acknowledges that all information regarding rates and other remuneration, as between Agency and Personnel and Client and Agency, is considered proprietary by Agency. The terms of this Section shall survive the termination of this Agreement for any reason. This provision shall continue for three (3) years following the expiration of this Agreement, at which time the Agency shall destroy or return to Client all documentation and/or data that is an educational record under FERPA.

12. INSURANCE. During the term of this Agreement, Agency will maintain Workers' Compensation insurance at levels established by applicable state, automobile liability insurance with limits of \$1,000,000 and general liability insurance with limits of \$1,000,000 (individual) and \$3,000,000 (aggregate). Such general liability coverage shall include claims for sexual abuse and molestation. Agency shall furnish, at Client's request, a certificate of insurance evidencing such coverage.

13. INTENTIONALLY DELETED. No indemnification agreed to between the parties shall expose the Client to greater liability than what it would be exposed to under the Pennsylvania Political Subdivision Tort Claims Acts if the District were alone liable

14. NO VIRTUAL SERVICES. There shall be no virtual services.

15. RISK MANAGEMENT. Client agrees to notify Agency's Risk Management Department by phone at (800) 513-5635 or (888) 235-3321 within fifteen (15) days of any incident or concern regarding care of student(s), incident or pending or threatened lawsuit relating to services provided under this Agreement. Failure of Client to provide such notice shall relieve Agency from any and all liability, damage or costs (including any indemnity obligations) resulting from the alleged incident or complaint. Upon receipt of notification of an incident, Agency's Risk Management Department will take all steps it deems reasonably necessary related to the same. Agency and Client agree that neither Party shall take any retaliatory and/or disciplinary action against Personnel should they report any safety or quality care concerns to any such regulatory agency. Client will be responsible for recording Personnel work injuries on Client's injury logs and will indemnify Agency for any violations of Occupational Safety and Health Administration (OSHA) laws related to Personnel. In the event of an injury to Personnel while working, Client shall advise Personnel to immediately report the injury to Agency. During business hours the number to call is 800-695-7810. During after-hours and weekends the number to call for travel personnel is 800-347-2264 and the respective branch number for per diem. Agency's Workers' Compensation Team will direct Personnel regarding treatment and the filing of a Workers' Compensation claim.

16. NOTICES; BILLING ADDRESS. Any notice rendered in connection with this Agreement shall be in writing and shall be effective when delivered personally (including by Federal Express, Express Mail, or similar courier service), if sent by facsimile, on the date of transmission with confirmed answer back, or five (5) days following deposit into the United States mail, certified mail, return receipt requested, first class postage prepaid, addressed to such Party at the address set forth below, with a copy to Susan Ball, General Counsel if notice is

sent to Agency. Client agrees to promptly notify Agency in writing of any incidents that could lead to liability for Agency or its employees, including Personnel, and any threatened or pending litigation or claims arising out of or relating to the services provided hereunder.

If to Agency:		If to Client:	
New Mediscan II, LLC dba Cross Country Education 6551 Park of Commerce Blvd. NW Boca Raton, FL 33487		Saucon Valley School District	
		2097 Polk Valley Rd	
		Hellertown, PA 18055	
ATTENTION:	Contract Administration	ATTENTION:	Jillian Brodhead Director of Special Education and Student Services Title IX Coordinator jillian.brodhead@svpanthers.org
PHONE	800.873.9182	PHONE	610-838-7001 ext. 1116
		FAX	

If Client's billing address differs from Client's notification address, Agency will invoice Client's billing address as indicated below.

If to Client:	
Enter Client Legal Name	
Enter Street Address	
Enter City, State & Zip	
ATTENTION:	Enter Name
PHONE	Enter Phone Number
FAX	Enter Fax Name

17. CONFLICT OF INTEREST. Agency represents that it presently has no interest, and shall not acquire any interest, direct or indirect, financial or otherwise, which conflicts in any manner or degree with Client or with the performance of the Services under this Agreement. Agency further represents that it shall not engage any person having such conflict of interest to perform services.

18. ACCESS TO RECORDS. In accordance with Federal regulations and for four (4) years after the termination of this Agreement for any reason, Agency agrees to make available to the Secretary, U.S. Dept. of Health and Human Services, the U.S. Comptroller General and their representatives, this Agreement and all books, documents and records necessary to certify the nature and extent of the costs of the services provided hereunder.

19. GOVERNING LAW. This Agreement shall be interpreted pursuant and subject to the laws of the State of California. The Parties agree that any action between the Parties must be brought in a court of competent jurisdiction in the State of Northampton County Pennsylvania Court of Common Pleas, where the Parties consent to jurisdiction.

20. ENTIRE AGREEMENT; MODIFICATIONS; WAIVERS; SURVIVAL. This Agreement constitutes the entire agreement between the Parties with respect to the matters herein and supersedes all prior agreements, arrangements and understandings (whether oral or written) between the Parties. Other than as provided for Exhibit A, this Agreement shall not be modified, except in writing signed by both Parties expressly stating that it constitutes a modification of this Agreement. Exhibit A shall be updated annually in accordance with provisions of Exhibit A and will be sent by Agency to Client contact. Such updated Exhibit

A will be effective on the Effective Date. Failure of any Party to insist upon strict compliance with any of the terms of this Agreement in one or more instances shall not be deemed a waiver of its rights to require such compliance in the future. This Agreement shall be binding upon and inure to the benefit of the successors and permitted assigns of the Parties hereto. If an action is brought to enforce or interpret this Agreement, the prevailing Party shall be entitled to recover its costs and reasonable attorneys' fees relating to such action. If any term or provision of this Agreement shall be found by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, such finding shall not invalidate the whole Agreement. Such term or provision shall be deemed modified only to the extent necessary by adjudication to render such term or provision valid, legal and enforceable. **Notwithstanding anything herein to the contrary, Sections 3, 6-7, 9-13, 15, and 18-21 shall survive the termination of this Agreement for any reason.**

21. ATTACHMENTS; COUNTERPARTS; FACSIMILE DELIVERY. Each Exhibit to this Agreement is hereby incorporated by reference in this Agreement as if such Exhibit was set out in full in the text of this Agreement. This Agreement may be executed in two or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Delivery of an executed signature page of this Agreement by facsimile transmission shall be effective as delivery of a manually executed counterpart hereof.

22. CONSEQUENTIAL; SPECIAL DAMAGES. IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL, EXEMPLARY, SPECIAL OR PUNITIVE DAMAGES OR EXPENSES OR LOST PROFITS (REGARDLESS OF HOW CHARACTERIZED AND EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES) UNDER OR IN CONNECTION WITH THIS AGREEMENT, REGARDLESS OF THE FORM OF ACTION (WHETHER IN CONTRACT, TORT, NEGLIGENCE, STRICT LIABILITY, STATUTORY LIABILITY OR OTHERWISE).

IN WITNESS HEREOF, the Parties have caused this Agreement to be executed on the Effective Date of this Agreement.

**NEW MEDISCAN II, LLC DBA CROSS COUNTRY
EDUCATION**

Client: Saucon Valley School District

SIGNATURE

SIGNATURE

PRINTED NAME

PRINTED NAME

TITLE

TITLE

DATE

DATE

**EXHIBIT A – STAFFING
NEW MEDISCAN II, LLC DBA CROSS COUNTRY EDUCATION
RATES AND TERMS**

A. CONVERSION. Conversion terms shall apply unless this right is specifically protected in accordance with state and/or local law in the location of services. In the event this right is prohibited by law, this section shall be null and void. Client recognizes and acknowledges that Agency spends considerable time and effort and incurs substantial expense in recruiting, employing, training, and retaining any individual introduced by Agency. Client shall not hire, nor attempt to hire, directly or indirectly, personally or through an agent or agency, contract with or hire directly any staff after the latest date of verbal and/or written introduction, referral, or date of work for a period of six (6) months without payment of the conversion fee. Should Client wish to enter into a permanent placement agreement, independent contract agreement, and/or refer Personnel to a third party for employment, Client agrees to pay the amount listed in the Rates section.

All amounts required to be paid to Agency are due upon candidate's first day of service at Client to which Personnel member is referred. Client's obligation to pay Agency under this provision shall not be subject to offset. Late fees will be assessed for late payments.

B. ORIENTATION. Client shall provide Personnel with instructions regarding Client and facility policies. In the event Client requires Personnel to report to work prior to the first day of Personnel scheduled assignment in order to fulfill any pre-employment requirements, Client will pay Agency the applicable Personnel rate described below for each hour spent by such Personnel fulfilling those requirements. Such fees will be billed on and paid by the Client in accordance with the first invoice delivered to the Client.

C. TIME AND ATTENDANCE. A Client representative and the assigned Personnel shall each provide the hours worked by Personnel. A Client representative shall promptly approve the hours worked by Personnel by completing and executing such information on a form provided by Agency, indicating Personnel exact time in and time out, including records of all breaks and meal periods. Such timesheets shall be submitted weekly to Agency. Time entries not formally approved on such a basis shall be deemed accepted and approved by Client and processed for invoicing. Client's execution of a timesheet shall constitute Client's acceptance and waiver of objections to the work performed by Personnel, the number of hours so listed, the shift and unit worked by Personnel and other additional charges listed thereon

D. OVERTIME. Client will be billed for all overtime hours in accordance with the current state and federal laws, rules and regulations where such services are being provided. Calculations of overtime will be 1.5 times the Personnel rate or two (2) times the Personnel rate listed below as required by law.

E. PERMANENT PLACEMENT. Upon Client's request Agency will identify, qualify and interview individuals pursuant to Client-specified job description for Client's direct hire opportunities. If Client hires such individual, Client will be billed in the next billing cycle a fee equal to the greater of USD \$18,750 or 35% of such individual's annual base salary calculated on a 40-hour work week. Such fee shall be due and payable under the terms and conditions of this Agreement.

F. INTENTIONALLY DELETED.

G. BREAKS AND REST PERIODS. Client agrees to schedule and supervise all Personnel while on assignment with Client and provide all Personnel with all meal periods and rest breaks required by law. Client shall reimburse Agency for any costs, including penalties, incurred by Agency should Client fail to comply with this requirement.

H. TRAVEL ASSIGNMENTS - ASSIGNMENT DURATION; MINIMUM GUARANTEE; CANCELLATION OF SHIFT OR ASSIGNMENT For all travel assignments, Client will provide Personnel with shifts of 8 hours a day for a total of 40 hours per week for a minimum of an eight (8) week assignment. In the event a travel assignment is cancelled without cause, Client shall pay out all fees, including the guaranteed hours of such Personnel, associated with such assignment.

I. TRAVEL ASSIGNMENTS - ALLOCATION AND DEDUCTION OF TRAVEL EXPENSES.

Agency's hourly billing rates and Client's payment of those hourly rates necessarily incorporate and contemplate that a portion of those rates is to reimburse Agency for all lodging, meals and incidental expenses incurred by Personnel ("travel expenses"). Client acknowledges and agrees that a portion of its payment for the hourly billing rates shall reimburse Agency for all travel expenses paid by Agency to any of its Personnel providing services to Client hereunder. Client or Agency may deduct such allocable portion of the payment as travel expenses subject to any applicable federal limitations.

Agency shall provide Client with information detailing all such per diem allowances paid for travel expenses on a report referenced and included as a part of each invoice. Each such report shall be deemed to be incorporated by reference into the applicable invoice and read as a part thereof. Such report shall contain the names of each Personnel providing services to Client who received per diem allowances during the period referenced on the invoice, as well as the aggregate amount of those allowances during the billing period. Copies of such expense reports are maintained by Agency and are available upon request if needed to further substantiate Client's tax deductions for travel expenses. Agency is providing Client with an aggregate hourly rate for billing purposes which is inclusive of both (i) amounts for healthcare services provided by Personnel hereunder; and (ii) reimbursements for per diem allowances paid by Agency to Personnel (at the current rate, with 0% markup). The aforementioned hourly rate is being given solely at Client's request to allow Client to compare the total cost of Agency's services to its competitors' and it shall in no way reflect treatment of how Agency is paying wages to its Personnel. This allocation and deduction of travel expenses shall apply to Approved Vendors and their Personnel based on the terms and conditions set forth above as well.

J. MILEAGE. Client will reimburse Agency for all mileage while traveling between Client's facilities in accordance with IRS Standards.

K. INCENTIVISED RATES. Agency and Client may designate certain specialties as requiring an incentivized rate at the time of order to meet Client needs. Such incentivized rates shall be used for the duration or extension of such assignments. Agency shall propose such rates including the details of the bill rate change, prior to enacting the incentivized rates and Client shall confirm its approval via the assignment confirmation signed by Client.

L. RATES. The following rates shall be effective for all working Personnel, new starts, extensions, and renewals as first dated below.

Effective: 8/2025

MODALITY	PERSONNEL RATES (PER HOUR)
Adapted Physical Education Teacher	\$70-90
Behavior Analyst/Consultant/ Behavioral Intervention Development	\$75-95
Occupational Therapists	\$75-100
Certified Occupational Therapist Assistant	\$60-80
Physical Therapist	\$75-95
Physical Therapist Assistant	\$60-70
Registered Behavior Technician	\$42-52
Registered Nurse	\$60-80
School Counselor	\$65-75
School Psychologist	\$80-100
Sign Language Interpreter	\$60-80
Social Worker	\$50-60
Special Education Teacher	\$65-85
Speech Language Pathologist	\$75-100
Speech Language Pathologist Assistant	\$55-65
Teachers for the Deaf or Hard of Hearing	\$60-80
Teachers for the Visually Impaired	\$60-80
Licensed Vocational Nurse/Licensed Practical Nurse	\$50-60
Certified Teacher (non – Special Education Teacher)	\$50-65
SPECIALTY POSITIONS CONVERSION FEES OR PERMANENT PLACEMENT	
The conversion fee is equal to the greater of USD \$18,750 or 35% of the provider's annual base salary calculated on a 40-hour work week.	

SUBSTITUTE TEACHER AND SUPPORT STAFF POSITIONS	HOURLY RATE
Paraprofessional/ Special Education Aide	\$35-45
Behavioral Intervention Implementation	\$35-45
Certified Nursing Assistant	\$40-50
Office Assistant	\$30-40
SUBSTITUTE TEACHER AND SUPPORT STAFF POSITIONS CONVERSION FEES OR PERMANENT PLACEMENT	
Fewer than 90 days on assignment - \$6,500 90 Days or more on assignment- \$3,500	

IN WITNESS HEREOF, the Parties have caused this Agreement to be executed on the Effective Date of this Agreement.

NEW MEDISCAN II, LLC DBA CROSS COUNTRY EDUCATION

Client: Saucon Valley School District

SIGNATURE

SIGNATURE

PRINTED NAME

PRINTED NAME

TITLE

TITLE

DATE

DATE



Cross Country Education
Service Agreement

Exhibit B

Special Education Providers, Substitute Teachers and Support Staff
HEALTH SCREENING AND CREDENTIALING REQUIREMENTS

- Agency employees must meet the requirements set forth below in accordance with the below tables based on the location of services being provided. Client agrees to not require the employee to provide any additional items other than those listed below. Agency attests that for each of its respective employees they meet the minimum requirements and (a) they have completed all of the health and background screenings requirements below; (b) there has been no break in service greater than 180 days of such employees subsequent to conducting such health and background screenings; and (c) the results of those screenings has not shown any issues that would render such employee reasonably unacceptable to the Client or otherwise negatively impact the health or safety of any child.
- Client understands and agrees that it will incur additional costs for any health screenings and/or credentialing to the extent identified as such in this Exhibit B. In addition, any requests by Client other than as set forth on Exhibit B must be agreed upon in writing before Agency shall be required to provide any such additional health screenings and/or credentialing.
- Items on this document cannot be waived or altered unless approved by the Director of Business Administration, President or Agency designees. Any item waived cannot be an item that places the employee in a non-compliant status per applicable laws and directives.

FOR ALL SERVICES PROVIDED		
TYPE	FREQUENCY	DETAILS
State License (Registered Nurse, Registered Behavior Technician, Licensed Vocational Nurse/Licensed Practical Nurse, Marriage and Family Therapist, Music Therapist, Art Therapist, Physical Therapist, Physical Therapist Assistant, Speech Language Pathologist, Speech Language Pathologist Assistant, Certified Occupational Therapist Assistant, Occupational Therapist, Orientation/Mobility Specialist, Psychologist, Audiologist, Certified Nursing Assistant only)	At hire, re-activation, and at expiration	Unencumbered license - all discipline or board actions or suspensions must be explained and evaluated by a Director prior to hire
Board Certified Behavior Analyst (BCBA) License	At hire, re-activation, and at expiration	Unencumbered license - all disciplinary sanctions must be explained and evaluated by a Director prior to hire
Sub Certifications (Temporary Certificate and Professional Certificate if this is a state requirement)	At hire, re-activation, and at expiration	Current and valid - all denials, suspensions, revocation, or annulments must be

		explained and evaluated by a Director prior to hire
Teacher License or Special Services Provider License (Licensed teacher and special education teachers)	At hire, re-activation, and at expiration	Current and valid - all denials, suspensions, revocation, or annulments must be explained and evaluated by a Director prior to hire
Transcripts (Office, Teacher Assistant, Special Education Aide, Paraprofessional and Behavior Aide)	At hire and re-activation	Units earned meet or exceed state and district requirements
First Aid/CPR License (Registered Nurse, Licensed Vocational Nurse/Licensed Practical Nurse or Certified Nursing Assistant Only)	At hire, re-activation, and at expiration	Current and Valid
7-Year Criminal Background Check and/or at Client's expense, a background check sufficient to satisfy the requirements of the Pennsylvania School Code and the Pennsylvania Child Protective Services Law and Agency shall have an ongoing duty to notify the Client if it knows or has reasonable reason to know that one of its employees or agents assigned to the Client or the Agency is subject of criminal or civil investigation, action, or charges	At hire or re-activation	Any convictions must be explained and evaluated for Ed Code compliance. If acceptable per Ed Code, evaluated by a director before hire.
Mandated Reporter and Bloodborne Pathogen Trainings	At-Hire and at expiration	Mandated Reporter Training is required under state law for school personnel. Bloodborne Pathogen Training is required annually to comply with OSHA standards

Exhibit C
Client Locations

Saucon Valley Elementary School
Saucon Valley Middle School
Saucon Valley High School

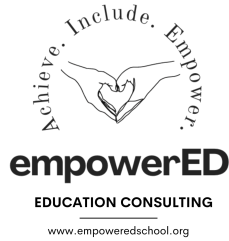


EXHIBIT B – STATEMENT OF WORK
Saucon Valley School District

This Statement of Work is entered into pursuant to and incorporates herein by reference the terms and conditions of the Professional Services Agreement, entered into as of the ___ day of ____ (the “Agreement”), by and between Client (“Client”) and Empowered School Solutions, LLC (“Consultant”).

Capitalized terms used in this Statement of Work and not otherwise defined will have the meanings assigned in the Agreement.

I) **Scope of Services:** Consultant is hereby engaged to perform Services for Client regarding the following:

a. Up to 18 hours of coaching for additional student

II) **Compensation:** Total compensation not to exceed \$4,950 for the period of November 12, 2025 through June 30, 2026. Services shall be billed as follows:

a. \$275 per hour of instructional coaching not to exceed ten hours - \$4,950


All invoices are due and payable within 30 days of receipt by Client. Consultant reserves the right to charge late fees, calculated at the lesser of 1% per month or the highest amount permitted by applicable law, on any payments that are not received by the due date.

III) **Place where services will be rendered:** Observation in person, coaching - remote/online

IV) **Email addresses for notices:**

EmpowerED:	Name: Jenna Rufo	Email: jenna@empoweredschool.org
	Name: Eleanor Hilbert	Email: el@jennarufo.com
Client:	Name:	Email:

CONSULTANT:

By: 

Name: Jenna Mancini Rufo, Ed.D.
 Founder and Owner, Empowered School Solutions LLC
Date: November 12, 2025

Client:

By _____

Signature _____

Organization _____

Date _____

Athletic Event Ticket	Current Listed Price	Current Price with Fees	Proposed Price (Fees Included) Online or Cash
Student, Military, or Non Resident Sr. Citizen 65+	\$3.00	\$3.40	\$4.00
Adult	\$5.00	\$5.48	\$6.00
Musical Tickets	Current Listed Price	Current Price with Fees	Proposed Price (Fees Included) Online or Cash
HS Musical - Student, Military, Sr. Citizen 65+	\$10.00	\$11.39	\$12.00
HS Musical - Adult	\$12.00	\$13.47	\$14.00
3-5 & 6-8 Musical - All Tickets	\$5.00	\$6.21	\$7.00
Athletic Season Tickets	25-26 Listed Price	25-26 Price with Fees	26-27 Proposed Price (Fees Included) Online or Cash
Student, Military or Non Resident Sr. Citizen 5 Event Pass	\$8.00	\$11.64	\$12.00
Student, Military or Non Resident Sr. Citizen 10 Event Pass	\$15.00	\$18.85	\$19.00
Student, Military or Non Resident Sr. Citizen 20 Event Pass	\$20.00	\$24.00	\$24.00
Student, Military or Non Resident Sr. Citizen 30 Event Pass	\$22.50	\$26.57	\$27.00
Adult 5 Event Pass	\$17.50	\$21.42	\$22.00
Adult 10 Event Pass	\$30.00	\$34.29	\$35.00
Adult 20 Event Pass	\$50.00	\$54.89	\$55.00
Adult 30 Event Pass	\$60.00	\$65.19	\$66.00
* Resident Senior Citizens 65+ are Free to Athletic Events with ID (does not apply to Musicals)			
** January 2026 Musical will be last Musical with additional fee (MTI Contract \$5 Ticket)			

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

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