

Saucon Valley School District

Regular Meeting of the Board of Education

November 28, 2023 – 7 pm
High School Audion

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

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

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

Agenda

6:30 pm – Personnel

- I. **Call to the Order** – Susan Baxter, *President, presiding*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *Judith Riegel, Secretary*
- IV. **Motion to Approve Agenda**
- V. **Announcement of Executive Session** – Personnel
- VI. **Approval of Minutes** – November 14, 2023
- VII. **Recognition** – Susan Baxter, Bryan Eichfeld, Michael Karabin, and Shawn Welch
- VIII. **Presentations** – None
- IX. **Superintendent's Report** – *Jaime Vlasaty, Superintendent*
- X. **Courtesy of the Floor to Visitors – Agenda Items Only** – *Visitors should state their name and address.*
- XI. **Presentation of Bills** – *David Bonenberger*
 - A. General Expenditures – None

- B. Cafeteria Expenditures – None
- C. Health Benefits – \$ 240,195.28
- D. Capital Projects – None

Recommendations for Approval

Presentation of Bills

1. Approve the above presentation of bills.

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

XII. Treasurer's Report – Cedric Dettmar/David Bonenberger

No Treasurer's Report

Recommendation: None

XIII. AGENDA ITEMS

A. Education

Items/Projects for Discussion

- A. None

Recommendations for Approval

Second and Final Reading Policies

1. Approve the second and final reading of the following policies:

Policy 105 – Curriculum Development

105 AR – Curriculum Development

Policy 106 – Guide for Planned Instruction

Early Graduates

2. The following students are requesting the option to graduate early:

Brianna Arrington

Salvo Cutietta

Lilly LaBelle

Luis Rivera

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

B. Personnel

Items/Projects for Discussion

- A. None

Recommendations for Approval**Salary Adjustment – Director of Fiscal and Operations Management**

1. Approve a base salary increase of 3% for David Bonenberger, Director of Fiscal and Operations Management, with an effective retroactive date of July 1, 2023

Salary Adjustment – Superintendent of Schools

2. Approve a base salary increase of 3% for Jaime Vlasaty, Superintendent of Schools, with an effective retroactive date of July 1, 2023.

Dedicated Substitute

3. Approve William Walligunda as a dedicated day-to-day substitute for the 2023-24 school year, working four days of a five-day school/work week where needed in assigned school buildings, effective November 29, 2023. Salary will be \$175 per day, with no benefits.

2023-2024 Winter Athletic Coaches

4. Approve the following 2023-2024 Winter Athletic Coaches pending completion of employment paperwork.

Girls Basketball

Varsity Head Coach – Michael Petruncy

JV/VAR Assistant Coach – Spence Pierce

JV/VAR Assistant Coach – *Greg Best*

MS Head Coach - Rich Glover

MS Assistant Coach – John Tone

Swimming

Varsity Head Coach - Sean Fenoff

Varsity Assistant Coach – Kelly Spradlin

Volunteer – Edward Kolosky

-new coaches in italic

Athletic Worker

5. Approve Michelle Grida as an Athletic Worker for the 2023-24 school year, pending completion of employment paperwork.

Resignation – Sound & Lighting

6. Approve the resignation of Chad Miller as the Sound and Lighting Technician, effective November 7, 2023.

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

C. Facilities

Items/Projects for Discussion

A. None

No Agenda Items for Approval

Recommendation: No recommendations.

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

A. None

Recommendations for Approval**Sale of Repository Property**

1. Approve the sale of the property Q8-1-6-0719C in the Northampton County Repository by the Tax Claim Bureau of Northampton County.

Compensatory Education Agreement

2. Approve the Agreement with Colonial IU20 for student # 5082727311.

Designation/Commitment Language of Fund Balance

3. Approve the commitment of \$14,500,000 by the Board of Directors from the fund balance of the General Fund, of which \$4,000,000 is for PSERS, post-retirement costs per GASB 45 in the amount of \$3,000,000, and Capital Improvements/Reimbursement in the amount of \$7,500,000 retroactive to June 30, 2023.

Settlement Agreement

4. Approve a settlement agreement for student # 4463525195.

2024 Prom Venue Contract

5. Approval of the contract with Homestead Suites, with funds coming from the High School student activity accounts.

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

E. Community Updates

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

F. Northampton Community College – *Susan Baxter*

(Meetings are on the first Thursday of every month)

G. Bethlehem Area Vo-Tech School – Cedric Dettmar and Bryan Eichfeld

(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. New Business – Change December 19, 2023 Business Meeting to December 12, 2023.

J. Old Business –

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

L. Announcements

Future Meetings ~ December 5, 2023 – Reorganization

M. 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, November 14, 2023, in the High School Audion. Present were Directors John Conte, Cedric Dettmar, Bryan Eichfeld, Dr. Laurel Erickson-Parsons, Michael Karabin, Tracy Magnotta-online, Dr. Shamim Pakzad, and Shawn Welch. Director Susan Baxter was absent. Also present were Judith Riegel, Board Secretary, Mark Fitzgerald, District Solicitor, and Jaime Vlasaty, Superintendent.

- I. **Call to the Order** – 7:00 p.m. – Dr. Shamim Pakzad, *Vice-President, presiding*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *Judith Riegel, Secretary*
8-present, 1-absent (Baxter)
- IV. **Motion to Approve Agenda** – Director Conte, seconded by Director Welch, moved to approve the Agenda. Vote: 8-yes, 0-no, 1-absent (Baxter)
- V. **Announcement of Executive Session** – Personnel, SVEA
- VI. **Approval of Minutes** – Director Eichfeld, seconded by Director Welch, moved to approve the minutes of October 24, 2023. Vote: 8-yes, 0-no, 1-absent (Baxter)
- VII. **Recognition** – High School Girls Cross Country Team
- VIII. **Presentations** –
 - A. Fall Sports Recap - Amy Virden
 - B. District Facility Usage - James Deegan
- IX. **Superintendent's Report** – *Jaime Vlasaty, Superintendent* – Superintendent Vlasaty reported on the substitute fill rate and the opening of more availability for substitutes.
- X. **Courtesy of the Floor to Visitors – Agenda Items Only** – None
- XI. **Presentation of Bills** – *David Bonenberger*
 - A. General Expenditures – \$2,907,238.78
 - B. Cafeteria Expenditures – \$66,124.96
 - C. Health Benefits – None
 - D. Capital Projects – None

1. Approve the above presentation of bills.

Director Dettmar, seconded by Director Welch, moved to approve the Presentation of the Bills. Vote: 8-yes, 0-no, 1-absent (Baxter)

XII. Treasurer's Report – Cedric Dettmar/David Bonenberger

- A. Cash Investment and Bond Activity -None
- B. Condensed Board Summary Report - None
- C. Budget Transfers - \$1,805.00
- D. Middle School Activity Report - None
- E. High School Activity Report – September 30, 2023

1. Approve the above Treasurer's Report

Director Dettmar, seconded by Director Conte, moved to approve the Treasurer's Report.

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

XIII. AGENDA ITEMS**A. Education**

- A. Academic & Personnel Committee Meeting Summary – 11/1/2023

1. Approve the first reading of the following policies:

Policy 006 – Local Board Procedures

Policy 216.1 – Supplemental Discipline Records

Policy 251 – Students Experiencing Homelessness, Foster Care,
and Other Educational Instability

Director Welch, seconded by Director Conte, moved to approve Education Item #1.

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

2. Approve the following 2023-24 mini-grants sponsored by the Saucon Valley Foundation for Educational Innovations.
Descriptions are attached.

Small Grants

Big Panthers, Little Panthers (\$2,900.00)

Strength & Conditioning (\$2,875.00)

Mountain Bikes (\$3,000.00)

World Music - Harp (\$1,355.00)

Harness Safe Music Making (\$2,830.00)

21st Century Funding

Middle School Robotics Club (\$925.90)

Director Welch, seconded by Director Erickson-Parsons, moved to approve Education Item #2.

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

B. Personnel

1. Approve the transfer of Melissa Guntekunst from Part-time to a Full-time bus driver effective November 15, 2023.

2. Approve the following Part-time bus drivers effective upon completion of employment paperwork, hourly wage, and benefits based on the current SV Educational Support Professionals contract:
Gail Nolf
Randall Neiser
3. Approve the transfer of Wil-Quon Clemons from a part-time instructional paraprofessional to a full-time instructional paraprofessional, with benefits per the current Educational Support Staff Agreement, effective November 6, 2023
4. Approve the following volunteers for the 2023-2024 SVHS Robotics Club: Edmund Webb III, Cedric Dettmar, Tim Gill, and Michelle Gombocz.

Director Welch, seconded by Director Erickson-Parsons, moved to approve Personnel Item #4.
Vote: 7-yes, 0-no, 1-absent (Baxter), 1-abstention (Dettmar)

5. Approve Diana Cherrybon as a Homebound Instructor for the 2023-2024 school year, at an hourly rate of \$45.00.
6. Approve David Bonenberger's contract effective July 1, 2024 through June 30, 2032.
7. Approve the resignation of Stephanie Cramer, High School French teacher; her last day will be January 5, 2024.
8. Approve the resignation of Lisa Peteto, non-instructional high school paraprofessional; her last day was November 3, 2023.
9. Approve the retirement of John Podhany, full-time bus driver; his last day will be January 4, 2024.

Director Dettmar, seconded by Director Erickson-Parsons, moved to approve Personnel Items #1-3 and 5-9. Vote: 8-yes, 0-no, 1-absent (Baxter)

C. Facilities

A. Facilities Committee Meeting Summary – 11/8/2023

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

Director Eichfeld, seconded by Director Erickson-Parsons, moved to approve Facilities Item #1.
Vote: 8-yes, 0-no, 1-absent (Baxter)

D. Finance

1. Approve the attached agreements with Hercules Achievement, Inc. to

print and bind the 2023-2024 edition of the Saucon Valley High School yearbook and yearbook supplement.

2. Approve the service agreement with empowerED School Solutions for professional consulting services for student # 2573266877.

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

E. Community Updates

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

F. Northampton Community College – *Susan Baxter*

G. Bethlehem Area Vo-Tech School – *Cedric Dettmar and Bryan Eichfeld*

H. Colonial Intermediate Unit – *Dr. Shamim Pakzad*

I. New Business – None

J. Old Business – None

K. Citizens' Inquiries and Comments –

- S. Wittenberg – Commented on the Panther Pulse, Parent Square & ACE Program.
S. Houck – Commented on PDE Education Standards not being followed.

L. Announcements

Future Meetings ~ November 28, 2023
December 5, 2023 - Reorganization

M. Motion to Adjourn Meeting

Director Welch, seconded by Director Conte, moved to adjourn the meeting.
Vote: 8-yes, 0-no, 1-absent (Baxter)

8:01 p.m.

ATTEST _____
Secretary President

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PH - PLGIT HEALTH BENEFIT **Payment Dates:** 10/21/2023 - 11/21/2023

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

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
* 00W3817450	10/24/2023	DELTA DENTAL	ADMIN FEES		1,189.02
* 00W3817456	10/24/2023	DELTA DENTAL	WEEKLY CLAIMS		1,925.20
* 00W3820462	10/30/2023	CAPITAL BLUE CROSS	WEEKLY CLAIMS		40,610.65
* 00W3821475	10/31/2023	DELTA DENTAL	WEEKLY CLAIMS		3,285.40
* 00W3824832	11/03/2023	CAPITAL BLUE CROSS	WEEKLY CLAIMS		44,993.25
* 00W3826838	11/07/2023	DELTA DENTAL	WEEKLY CLAIMS		4,878.00
* 00W3830880	11/10/2023	CAPITAL BLUE CROSS	WEEKLY CLAIMS		38,049.08
* 00W3833124	11/15/2023	VISION BENEFITS OF AMERICA	OCT CLAIMS		1,095.62
* 00W3834543	11/16/2023	DELTA DENTAL	WEEKLY CLAIMS		2,582.60
* 00W3834548	11/16/2023	SYMETRA LIFE INSURANCE COMPANY	DED: SYM-HOSPINDM - Full Payroll Pay Date: 11/2/2023	DED: SYM-ACCDT - Full Payroll Pay Date: 11/2/2023	1,570.13
* 00W3836130	11/17/2023	CAPITAL BLUE CROSS	WEEKLY CLAIMS		91,467.33
* 00W3837490	11/21/2023	EQUITABLE FINANCIAL LIFE INSURANCE CO. OF AMERICA	NOV COVERAGE		5,454.10
* 00W3837492	11/21/2023	DELTA DENTAL	WEEKLY CLAIMS		3,094.90
10 - GENERAL FUND					240,195.28
Grand Total All Funds					240,195.28
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					0.00
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					240,195.28
Grand Total Procurement Card Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					0.00
Grand Total All Payments					240,195.28

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

Saucon Valley School District

Policy

Title – 105 Curriculum Development

Section – 100 Programs

Adopted – October 24, 2005

Revised –

Content

Authority

The Board ~~is shall be~~ responsible for the curriculum of the district's schools. The curriculum shall be designed to provide students the opportunity to achieve the academic standards established by the Board.

In order to provide a quality educational program for district students, the Board shall adopt a curriculum plan that includes the requirements for courses to be taught, subjects to be taught in the English language, courses adapted to the age, development, and needs of students; and a remediation plan for students not achieving proficiency.

Purpose

The Board recognizes its responsibility for the development, assessment, and improvement of the educational program of the schools. To this end, the curriculum shall be evaluated, adapted, and developed on a continuing basis and in accordance with a plan for curriculum improvement.

Definition

For purposes of this policy, **curriculum** shall be defined as a series of planned instruction that is coordinated, articulated, and implemented to result in achievement of specific knowledge and skills and application of such knowledge by all students.

Guidelines

The district's curriculum shall provide the following:

1. Continuous learning through effective articulation among the schools of this district.
2. Continuous access for all students to sufficient programs and services of a library/media facility and classroom collection to support the educational program.
3. Guidance and counseling services for all students to assist in career and academic planning.
4. A continuum of educational programs and services for all students with disabilities, pursuant to law and regulation
5. ~~Limited English Proficiency programs for students whose dominant language is not English,~~ Language Instruction Educational program for English Learner students, pursuant to law and regulation.
6. Compensatory education programs for students, pursuant to law and regulation.
7. Equal educational opportunity for all students, pursuant to law and regulation.
8. Career awareness and vocational education, pursuant to law and regulation.
9. Educational opportunities for exceptionally gifted students.
10. Regular and continuous instruction in required safety procedures

Delegation of Responsibility

As the educational leader of the district, the Superintendent ~~or designee~~ shall be responsible to the Board for the development of curriculum. ~~S/He~~ The Superintendent ~~or designee~~ shall establish procedures for curriculum development, which ensure the utilization of available resources, and effective participation of administrators, teaching staff members, students, ~~community members~~ and Board members.

A listing of all curriculum materials shall be made available for the information of parents/guardians, students, staff and Board members.

With prior Board approval, the Superintendent may conduct pilot programs as deemed necessary to the continuing improvement of the instructional program.

The Superintendent shall report periodically to the Board on the status of each pilot program, along with its objectives, evaluative criteria, and costs.

The Board encourages, where it is feasible and in the best interest of district students, participation in state-initiated pilot programs of educational research.

The Board directs the Superintendent to pursue actively state and federal aid in support of research activities.

Legal References

Title 22
Sec 4.3
Sec 4.4
Sec 4.12
Sec 4.13
Sec 4.21
Sec 4.22
Sec 4.23
Sec 4.25
Sec.4.26
Sec 4.27
Sec 4.29
Sec 4.82
SC 1512
Pol. 102
Pol. 103
Pol. 106
Pol. 107
Pol. 109
Pol. 112
Pol. 113
Pol. 114
Pol. 115
Pol. 138
Pol. 805

Saucon Valley School District

Policy

Title – 106 Guides for Planned Instruction

Section – 100 Programs

Adopted – October 24, 2005

Revised –

Content

Authority

Guides shall be prepared for all planned instruction adopted by the Board in order to direct and assist the professional staff toward the attainment of academic standards established for a course of study.

Guidelines

Each guide may contain, as appropriate to that planned instruction:

1. Objectives of the instruction
2. Concepts and skills to be taught.
3. Suggested activities designed to achieve the objectives.
4. Suggested methods of instruction.
5. Assessment criteria and methods intended to evaluate the extent to which learning objectives have been achieved.
6. Reading list of supplemental titles for the guidance of teachers.

Delegation of Responsibility

~~Each guide shall be construed as providing a basic framework for the planned instruction. Within this framework, Each teacher shall use the planned instruction guide in a selective manner best designed to meet the needs of students. As the~~ core of the course they have been assigned to teach.

The Superintendent or designee shall be responsible ~~for development and implementation of a plan~~ for preparation of such guides ~~and shall develop administrative regulations for such preparation~~ which includes:

1. Participation by appropriate staff members and resource personnel.
2. Continuing research in instructional methods, materials, activities and assessment strategies.
3. Systematic review of all guides to ensure their continuing effectiveness in achieving established academic standards.

A system of administrative review shall be implemented to ensure that guides are being followed by teaching staff members to the degree of conformity required.

Copies of all current guides for planned instruction shall be kept on file in the office of the Superintendent.

Legal References

Title 22
Sec 4.4
Sec 4.11
Sec 4.13
Pol. 107
SC 1511
SC1512

COLONIAL INTERMEDIATE UNIT 20
A Regional Service Agency
6 Danforth Drive
Easton, Pennsylvania 18045-7899

CONTRACT FOR SERVICE
(REVENUE GENERATING)

This contract is entered into by Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, Pennsylvania 18045-7899 and Saucon Valley School District, 2097 Polk Valley Road, Hellertown, PA 18055, (610) 838-7001.

Colonial Intermediate Unit 20 will provide compensatory education in the home for a Saucon Valley School District student.

The rate for this service will be \$57.72 per hour, for 26 hours, not to exceed \$1,500.72, plus mileage as per Colonial Intermediate Unit 20's reimbursement for travel policy. This contract is in effect from November 13, 2023 through the end of the 2023-2024 school year.

Saucon Valley School District will be billed for services rendered by Colonial Intermediate Unit 20.

The signed contract must be returned to Mr. Jon Wallitsch, Assistant to the Executive Director for Management Services, at the Intermediate Unit Office.



Mr. Jon Wallitsch
Assistant to the Executive Director
for Management Services

11/15/23

Date

Saucon Valley School District
Superintendent

Date

Federal ID Number

To comply with Federal laws, State laws, and State Department of Education regulations concerning equal rights and opportunities and to assure these within our Intermediate Unit, the Colonial Intermediate Unit 20 declares itself to be an equal rights and opportunities agency. As an equal rights and opportunities agency, it does not discriminate against individuals or groups because of race, color, national origin, religion, age, sex and disabilities as defined by law. The Intermediate Unit's commitment to non-discrimination extends to students, employees, prospective employees, and the community.

Successful performance and affirmative action program efforts will provide positive benefits to the Intermediate Unit through fuller utilization and development of previously underutilized human resources. Coordinator of Title IX, Section 504 and ADA is The Director of Human Resources and Research Services, Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, PA 18045, (610) 515-6405, TDD/TTY Hearing Impaired (610) 252-3786.

EVENT CONTRACT
3350 CENTER VALLEY PARKWAY
CENTER VALLEY, PA 18034
(610) 351-6400



EVENT POLICIES
3350 CENTER VALLEY PARKWAY
CENTER VALLEY, PA 18034
(610) 351-6400



TAX & GRATUITY:

THE PREVAILING FOOD & NON-ALCOHOLIC BEVERAGE TAX IS 6% IN THE STATE OF PENNSYLVANIA. GRATUITIES / SERVICE CHARGE FEE IS ADDED TO ALL EVENTS AT THE RATE OF 22%. HOTEL ACCOMODATIONS ARE SUBJECT TO A SEPERATE STATE & OCCUPANCY TAX. ENTITIES WITH EXEMPTION STATUS MUST PROVIDE DOCUMENTATION TO SALES MANAGER A MINIMUM OF 10 BUSINESS DAYS PRIOR TO EVENT FOR REVIEW. TAX & SERVICE CHARGE RATE ARE SUBJECT TO CHANGE AT ANY TIME WITHOUT NOTICE.

BOOKING:

A NON-REFUNDABLE DEPOSIT OUTLINED IN YOUR CONTRACT IS REQUIRED AT THE TIME OF BOOKING. EVENT IS NOT CONSIDERED GUARANTEED UNTIL PAYMENT AND SIGNED CONTRACT IS RECEIVED. ADDITIONAL DEPOSITS MAY BE REQUIRED AS NOTED ON EVENT CONTRACT. DEPOSITS ARE MADE PAYABLE VIA CASH, CHECK OR CREDIT CARD.

FOOD & BEVERAGE MINIMUM SPEND & ROOM RENTAL:

BELOW OUTLINES FOOD AND BEVERAGE MINIMUMS & RENTAL FEES PER BALLROOM SECTION. THE MINIMUM FOOD AND BEVERAGE SPEND IS PRIOR TO ROOM RENTAL, AV, SERVICE CHARGE OR TAX. ALL CHARGES ARE PLUS 22% SERVICE CHARGE & 6% SALES TAX.

	MON-THURS	FRIDAY	SATURDAY	SUNDAY
JAN-APR	\$1,000.00	\$5,000.00	\$10,000.00	\$3,000.00
MAY-JUL	\$1,000.00	\$5,000.00	\$15,000.00	\$5,000.00
AUG	\$1,000.00	\$5,000.00	\$15,000.00	\$5,000.00
SEPT-DEC	\$1,000.00	\$5,000.00	\$15,000.00	\$5,000.00

SPACE	RENTAL FEE	CAPACITY
SAUCON CREEK	\$500.00	Rounds -50 Classroom -30
CENTENNIAL A	\$500.00	Rounds -75 Classroom -50
CENTENNIAL B	\$500.00	Rounds -75 Classroom -50
CENTENNIAL C	\$500.00	Rounds -125 Classroom -100
ENTIRE BALLROOM	\$1,500.00	Rounds -350 Classroom -200

FINAL PAYMENT & GUEST COUNT:

FINAL GUEST COUNT IS DUE 12 DAYS PRIOR TO THE EVENT UNLESS OTHERWISE NOTED ON THE CONTRACT. THE NUMBER OF GUESTS GIVEN AT THE TIME OF FINALIZING CANNOT BE DECREASED WITHIN FINALIZING WINDOW, BUT MAY BE INCREASED AS NEEDED WITH APPROVAL FROM SALES MANAGER. FINAL PAYMENT IS DUE TEN DAYS PRIOR TO FIRST DAY OF EVENT DATE.

BANQUET EVENT ORDER:

THE BANQUET EVENT ORDER (BEO) IS COMPILED FOLLOWING FINALIZATION OF EVENT DETAILS WITH THE SALES MANAGER. A COPY OF THE BEO WILL BE SENT TO THE CLIENT REQUIRING SIGNED APPROVAL OF ALL EVENT DETAILS A MINIMUM OF 10 DAYS PRIOR TO EVENT.

EVENT TIME:

FUNCTION ROOMS ARE AVAILABLE DURING THE TIME PERIOD INDICATED ON THE CONTRACT. TIME PRIOR TO AND FOLLOWING YOUR EVENT MAY BE SCHEDULED FOR OTHER FUNCTIONS. ANY CHANGES TO EVENT SCHEDULED MUST BE REVIEWED WITH THE SALES MANAGER 30 DAYS PRIOR TO THE EVENT. STANDARD ONE HOUR SETUP AND CLEAN UP TIME IS ALLOTTED UNLESS OTHERWISE COORDINATED WITH SALES MANAGER.

MENU:

FINAL MENU SELECTIONS MUST BE MADE A MINIMUM OF ONE MONTH PRIOR TO EVENT. NO ADDITIONAL CHANGES MAY BE MADE TO SELECTIONS FOLLOWING THIS DATE. THE CENTENNIAL CATERING & CONFERENCE CENTER DOES ALLOW FOR A CHILDREN'S MEAL FOR ALL CHILDREN 10 AND UNDER. OTHER DIETARY RESTRICTIONS, INCLUDING VEGETARIAN, GLUTEN FREE, VEGAN, ETC, MUST BE PROVIDED PRIOR TO EVENT. EVERY ATTEMPT WILL BE MADE TO ACCOMMODATE THE SPECIAL NEEDS OF A GUEST.

AUDIO / VISUAL:

HOTEL'S ON-SITE AUDIO/VISUAL OFFERINGS ARE STATE OF THE ART EQUIPMENT AND IS PROVIDED FOR USE IN ACCORDANCE WITH CONFERENCE/EVENT NEEDS. CLIENT IS RESPONSIBLE FOR ANY LOST, STOLEN OR DAMAGED EQUIPMENT DURING USE.

X_____

Client Initials
Page 1



EVENT POLICIES
3350 CENTER VALLEY PARKWAY
CENTER VALLEY, PA 18034
(610) 351-6400



OUTSIDE VENDORS:

OUTSIDE VENDORS INCLUDING BUT NOT LIMITED TO DJ, WEDDING CAKE, PHOTOGRAPHY, ETC. ARE RESPONSIBLE FOR COORDINATING DELIVERY AND SETUP WITH SALES MANAGER. A COPY OF EACH VENDOR'S CERTIFICATE OF LIABILITY MUST BE RETAINED BY SALES MANAGER WITHIN 10 BUSINESS DAYS OF SCHEDULED FUNCTION.

ALCOHOLIC BEVERAGES:

THE CENTENNIAL CATERING & CONFERENCE CENTER IS RESPONSIBLE FOR THE SALE AND SERVICE OF ALL ALCOHOLIC BEVERAGES UNDER THE PENNSYLVANIA STATE LIQUOR BOARD. NO ALCOHOLIC BEVERAGES SHALL BE BROUGHT INTO THE EVENT CENTER FROM OUTSIDE SOURCES BY THE PATRON OR ATTENDEES. A \$10,000 FINE WILL BE IPOSED FOR ANY EVENT FOUND TO BE CONSUMING OUTSIDE ALCOHOL IN AREAS BUT NOT LIMITED TO EVENT SPACE, OUTSIDE PARKING LOT, ETC.

FOOD SERVICES:

OUTSIDE FOOD SERVICE IS NOT PERMITTED AT TEH CENTENNIAL CATERING & CONFERENCE CENTER UNLESS OTHERWISE NOTED ON EVENT CONTRACT AND APPROVED BY MANAGEMENT. OUTSIDE LICENSED AND INSURED CATERES MUST PROVIDE A COPY OF STATED DOCUMENTATION A MINIMUM OF ONE MONTH PRIOR TO EVENT. ADDITIONALLY, NO FOOD OR BEVERAGE MAY LEAVE THE CENTENNIAL CATERING & CONFERENCE CENTER FOR ANY REASON INLCUDING BUT NOT LIMITED TO LEFTOVER FOOD, ETC.

DECORATIONS:

ALL EVENT DECORATIONS MUST BE CLEARED OUT OF BALLROOM BY CLIENT IMMEDIATELY FOLLOWING EVENTS. HOTEL STAFF IS NOT RESPONSIBLE FOR DECORATIONS AND/OR CENTERPIECE REMOVAL FROM TABLES. THE CENTENNIAL CATERING & CONFERENCE CENTER DOES NOT PERMIT HANGING OR AFFIXING ANYTHING FROM ITS EXISTING WALLS OR CEILINGS. CONFETTI, IN ANY FORM, IS STRICTLY PROHIBITED. USE OF SPARKLERS, FIREWORKS, ETC. IS STRICTLY PROHIBITED. ADDITIONAL CHARGES MAY BE IMPOSED FOR EVENTS REQUIRING EXCESSIVE CLEAN-UP LABOR / TIME AS DEEMED BY BANQUET MANAGER.

HOTEL CHECK-IN/CHECK-OUT:

STANDARD CHECK-IN TIME IS 3:00PM AND CHECK-OUT IS 12:00PM. PREVAILING ROOM RATES AND MINIMUM STAY REQUIREMENTS WILL APPLY FOR ALL GUESTS WHO MAY WISH TO STAY AT THE HOTEL FOR AN EVENT. A HOTEL ROOM BLOCK CONTRACT MUST BE ESTABLISHED IN ADDITION TO EVENT CONTRACT.

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE:

THE HOTEL AGREES TO USE GOOD FAITH EFFORTS TO ENSURE THAT THE HOTEL COMPLIES WITH THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT AND ITS REGULATIONS AND GUIDELINES.

SMOKE FREE ENVIRONMENT:

THOTEL AND CONFERENCE CENTER IS A SMOKE FREE ENVIRONMENT. THIS POLICY APPLIES TO ALL GUEST ROOMS, HALLWAYS AND INTERIOR SPACES. DESIGNATED SMOKING AREAS ARE LOCATED AROUND THE PERIMETER OF THE FACILITY. A MINIMUM \$250.00 CLEANING FEE WILL BE CHARGED TO ANYONE IN VIOLATION OF THIS POLICY.

FORCE MAJEURE:

THIS AGREEMENT MAY BE TERMINATED BY EITHER PARTY BY WIRTTEN NOTICE TO THE OTHER PARTY WITHOUR LIABILITY UPON THE OCCURANCE OF ANY CIRCUMSTANCE BEYOND THE CONTROL OF EITHER PARTY - SUCH AS ACTS OF GOD, GOVERNMENT AUTHORITY, DISASTER OR OTHER EMERGENCIES, ANY OF WHICH WOULD MAKE IT ILLEGAL OR IMPOSSIBLE FOR THE HOTEL TO PROVIDE OR THE GROUP IN GENERAL TO USE THE HOTEL FACILITIES.

PHOTO RELEASE:

CLIENT CONSENTS AND AUTHORIZES THE CENTENNIAL CATERING AND CONFERENCE CENTER OR ANY ENTITY AUTHORIZED THEREOF TO COPYRIGHT, USE, AND PUBLISHANY IMAGES TAKEN IN ANY FORMAT DURING THE EVENT. UNDERSTANDING THAT IMAGES MAY BE USED FOR A VARIETY OF PURPOSES AND MAY APPEAR ON IN MARKETING, ON OUR WEBSITE, SOCIAL MEDIA, ETC.

DAMAGES:

CLIENT IS RESPONSIBLE FOR ANY AND ALL DAMAGES OCCURRED TO THE CENTENNIAL CATERING & CONFERENCE CENTER, CAUSED BY THE CLIENT AND/OR THE CLIENTS' GUESTS.

X _____
The Centennial Catering & Conference Center Manager

X _____
Client Signature

Date: _____