

Saucon Valley School District

Regular Meeting of the Board of Education

February 13, 2024

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

6:40 pm – Executive Session for the purpose of Personnel & Student Legal Issue

- I. **Call to the Order** – *Dr. Shamim Pakzad, President, presiding*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *Judith Riegel, Board Secretary*
- IV. **Motion to Approve Agenda**
- V. **Announcement of Executive Session** – Personnel & Student Legal Issue
- VI. **Approval of Minutes** – January 23, 2024
- VII. **Recognition** – A. BAVTS SkillsUSA Award Recipients
B. Congratulations to Chad Shirk for his 400th Dual Match Career Win
- VIII. **Presentation** – A. Adam Lazarchak - BAVTS
- 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 – \$785,961.47
 - B. Cafeteria Expenditures – \$ 37,374.08
 - C. Health Benefits – None
 - D. Capital Projects – None

Recommendations for Approval

Presentation of Bills

1. Approve the above Presentation of Bills.

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

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

- A. Cash Investment and Bond Activity - None
- B. Condensed Board Summary Report - None
- C. Budget Transfers – \$629.00
- D. Middle School Activity Report – None
- E. High School Activity Report – December 2023

Recommendations for Approval**Treasurer's Report**

- 1. Approve the above Treasurer's Report.

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

XIII. AGENDA ITEMS**A. Education****Items/Projects for Discussion**

- A. Academic & Personnel Committee Meeting – 2/7/2024

Policy 137*

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

Policy 137 – Home Education Program

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

B. Personnel**Items/Projects for Discussion**

- A. Registered Behavior Technician – Jillian Brodhead

Recommendations for Approval**Accounts Payable Clerk**

- 1. Approve Edward Risi as a Full-Time Accounts Payable Clerk at an hourly rate of \$19.46 with benefits per the current Administrative Assistant and Clerical Compensation & Benefits Plan, effective pending completion of employment paperwork.

Unpaid Leave and Retirement

- 2. Approve an unpaid leave for Richard Simononis from April 19, 2024 until the end of the 2023-2024 school year. He will then be retiring as of the last teacher day of the 2023-2024 school year

Retirement

3. Approve the retirement of Karen Krupa, teacher, effective the last teacher day of the 2023-2024 school year.

Retirement

4. Approve the retirement of Betty Fenstermacher, Food Service, after 45 years of service, effective January 26, 2024.

Resignation

5. Approve the resignation of Sherrie Fye-Kelly, Food Service, effective February 8, 2024.

2023-2024 Spring Athletic Coaches

6. Approve the following 2023-2024 Spring Athletic Coaches pending completion of employment paperwork.

Baseball - Varsity

Varsity Head Coach – Gary Laub
Varsity Assistant Coach – Mike Kiak
Varsity Assistant Coach – Justin Reiss
Volunteer – Steve Hlavinka
Volunteer – Brett Palmer
Volunteer – Mike Petruny
Scorekeeper – Rocco Viscito

Baseball – Junior Varsity

Junior Varsity Head Coach – Nick Millets
Junior Varsity Assistant Coach – Tanner Morgan
Volunteer – Chris Roth
Scorekeeper – Sean Royer
Scorekeeper – Kevin Yuselia

Baseball – Junior High

Junior High Head Coach – Josh Hein
Junior High Assistant Coach – Alstan Wolfe
Volunteer – Kevin Yusella
Scorekeeper – Eric Wolfe

Softball - Varsity

Varsity Head Coach – Terry Csrenko
Varsity Assistant Coach – Gina Schick

Softball – Junior High

Junior High Head Coach – Richard Brown
Junior High Assistant Coach – Kristen Gubish
Junior High Assistant Coach – Brenda Hartzell Anthony
Junior High Assistant Coach – Greg Best

Track & Field – High School – Boys & Girls

Head Coach – Edward Kolosky

Assistant Coach – Mark Mixa

Assistant Coach – Sydney Utesch

Volunteer – Robert Davis

Track & Field – Middle School – Co-Ed

Head Coach – Tom Koch

Unified Track – Co-Ed

Head Coach – Sydney Derr

Soccer – Middle School – Co-Ed

Head Coach – Trent Seibert

Assistant Coach – Rocco Policare

Assistant Coach – Kieran Walsh

Lacrosse – Boys

Head Coach – Zach Petiet

Assistant Coach – Nate Brolsma

Assistant Coach – Nate Kehs

Lacrosse – Girls

Head Coach – Jane Hoff

Assistant Coach – Tim Lannon

Assistant Coach – Nicole Martins

Assistant Coach – Emily Hoff

Tennis – Boys

Head Coach – Michael Krentz

Assistant Coach – Deb Phillpots

Unpaid Time Off

7. Approve unpaid days for Chad Saylor from February 21 – 29, 2024 to run concurrently with FMLA.

Co-Curricular Positions

8. Approve the following 2023-2024 Co-curricular positions:
Teresa Romano - Heart & Sole - Grades 5/6 Spring Semester - Volunteer
Heather Stauffer - Heart & Sole - Grades 5/6 Spring Semester – Volunteer

Homebound Instructors

9. Approve Scott Guidos as a Homebound instructor for the 2023-2024 School year, at an hourly rate of \$45.00.

Day-to-Day Substitutes

10. Approve the following list of substitute teachers for 2023-2024 school year.

Lee-Anne Graham
Sabrina Goyzueta
Nicholas Millets

Memorandum of Understanding – SVSD & SVEA

11. Approve the attached MOU between the SVSD and the SVEA.

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

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

- A. None

Surplus/Obsolete

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

Recommendation: To approve

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

- A. Food Service Management Discussion

2023-2024 Budget Timeline for the 2024-2025 School Year

May 31, 2024 - *District Deadline* to adopt the 2024-2025 proposed final budget and upload the signed Certification of Use of PDE-2028 into the Consolidated Financial Reporting System application.

June 10, 2024 (20 days prior to final budget adoption deadline) – *District Deadline* to make the 2024-2025 Proposed Final Budget available for public inspection on PDE-2028.

June 20, 2024 (10 days prior to final budget adoption deadline) – *District Deadline* to offer public notice of its intent to adopt the 2024-2025 final budget.

LV Events & Productions – Spring Dance

1. Approve the agreement with Lehigh Valley Events & Productions for DJ services for the High School Spring Dance, in the amount of \$750.00.

Center Stage Agreement – Graduation Stage

2. Approve the agreement with Center Stage Lighting & Rigging, Inc. for the stage for graduation in the amount of \$4,250.00

Resignation

3. Approve the resignation of Cedric Dettmar as the District Treasurer effective immediately.

Appointment

4. Approve _____ as the District Treasurer until July 1, 2024.

Engagement Agreement

5. Approve the attached engagement letter with Levin Legal Group.

CIU 20 – IDEA Policies & Procedures

6. Approve the adoption of the Colonial Intermediate Unit 20 IDEA policies and procedures for the 2024-2025 school year.

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

E. Community Updates

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

F. Northampton Community College – *Susan Baxter*

(Meetings are on the first Thursday of every month)

G. Bethlehem Area Vo-Tech School – *Vivian Demko & Cedric Dettmar*

(Meetings are on the first Tuesday of every month)

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

(Meetings are on the fourth Wednesday of every month)

I. New Business**J. Old Business****XIV. Citizens' Inquiries and Comments** – *Visitors should state their name and address.***XV. Announcements****Future Meetings ~**

February 27, 2024 – 7 pm – Business Meeting – High School Audion

March 12, 2024 – 7 pm – Business Meeting – High School Audion

XVI. Motion to Adjourn Meeting

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

The Business Meeting of the Board of Directors of the Saucon Valley School District was held on Tuesday, January 23, 2024, in the High School Audion. Present were Directors William Broun, Donald Carpenter, John Conte, Vivian Demko, Cedric Dettmar, Dr. Laurel Erickson-Parsons, Tracy Magnotta- online, Dr. Shamim Pakzad, and Jay Santos. Also present were Judith Riegel, Board Secretary, Mark Fitzgerald, District Solicitor, and Jaime Vlasaty, Superintendent.

- I. **Call to the Order** – 7:01 pm *Dr. Shamim Pakzad, President, presiding*
- II. **Pledge of Allegiance**
- III. **Recording of Attendance** – *Judith Riegel, Board Secretary*
8-present, 1-absent (Magnotta)
- IV. **Motion to Approve Agenda** – Director Erickson-Parsons, seconded by Director Conte, moved to approve the agenda. Vote: 8-yes, 0-no, 1-absent (Magnotta)
- V. **Announcement of Executive Session** – MOU Update
- VI. **Approval of Minutes** – Director Demko, seconded by Director Conte, moved to approve the minutes of January 9, 2024. Vote: 8-yes, 0-no, 1-absent (Magnotta)
- VII. **Recognition** – iTeam - Meredith Lesney
- VIII. **Presentation** – None
- IX. **Superintendent's Report** – *Jaime Vlasaty, Superintendent*
Superintendent Vlasaty reported on Kindergarten registration beginning on February 22nd. Eighth grade moving up ceremony will be returning and graduation has been scheduled for May 31st. A Curriculum Development survey has gone out to the District.
- X. **Courtesy of the Floor to Visitors – Agenda Items Only**
K. Burkholder – Commented on the Baseball Team fundraising efforts and that they would like the District to educate the clubs on the proper fundraising procedures.
L. DiRusso – Commented that she has been running the Baseball Team fundraising for years and did not know anything about the legal aspects of fundraising.
- XI. **Presentation of Bills** – *David Bonenberger*
 - A. General Expenditures – \$1,284,953.05
 - B. Cafeteria Expenditures – \$17,461.55
 - C. Health Benefits – \$360,307.51
 - D. Capital Projects – None
 1. Approve the above Presentation of Bills.

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

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

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

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 (Magnotta)

XIII. AGENDA ITEMS**A. Education**

- A. Academic & Personnel Committee Meeting Summary – 1/3/2024

Tracy Magnotta joined the meeting at 7:20 pm.

- B. School Affiliated Organization and Club Fundraising.

No Agenda Items for Approval

B. Personnel

1. Approve the following Long-term Substitutes in the Elementary School:
 Hannah Florendo, beginning March 11, 2024, until the end of the 2023-2024 school year. The base salary is \$57,182 (B, Step 1), prorated.
 Kristen Kallert, beginning January 22, 2024, until approximately April 15, 2024. The base salary is \$57,182 (B, Step 1), prorated.
2. Approve the following mentor for the remainder of the 2023-2024 school year. Salary is per the current professional agreement, which will be prorated if not a full year of mentorship.

<u>Mentor</u>	<u>Inductee</u>
Maryellen Prager	Dianna Shotwell
3. Approve a \$5,000 stipend for Kendra Schessler for a K-2 Musical and Theater Review.

Director Erickson-Parsons, seconded by director Dettmar, moved to approve Personnel Items #1-3. Vote: 9-yes, 0-no

C. Facilities

A. Facilities Committee Meeting Summary – 1/10/2024

No Agenda Items for Approval

D. Finance

A. Finance Committee Meeting Summary – 1/17/2024

B. 2024 – 2025 Budget Presentation – David Bonenberger

2023-2024 Budget Timeline for the 2024-2025 School Year

January 24, 2024 (90 days prior to primary election) – *District Deadline* to adopt the 2024-2025 Preliminary Budget unless a Resolution was adopted.

January 29, 2024 (85 days prior to primary election) – *District Deadline* to submit the 2024-2025 preliminary Budget containing proposed tax rate increases to the Department of Education.

May 31, 2024 - *District Deadline* to adopt the 2024-2025 proposed final budget and upload the signed Certification of Use of PDE-2028 into the Consolidated Financial Reporting System application.

June 10, 2024 (20 days prior to final budget adoption deadline) – *District Deadline* to make the 2024-2025 Proposed Final Budget available for public inspection on PDE-2028.

June 20, 2024 (10 days prior to final budget adoption deadline) – *District Deadline* to offer public notice of its intent to adopt the 2024-2025 final budget.

1. Approve agreement with Imagine Learning for online language courses.
2. Approve the replacement of an air compressor in the amount of \$20,999.00 from Quincey Compressors.
3. Approve the purchase of two Thirty-passenger buses from Brightbill Body Works at a cost of \$88,900.00 each
4. Approve the Amendment to the ABA Support Services Contract for the 2023 – 2024 school year.

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

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 – *Vivian Demko & Cedric Dettmar*

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

I. New Business – Election of Treasurer will be at the next meeting.

J. Old Business – The District received a thank you form the Robotics team for assisting with the transportation to their competition.

XIV. Citizens' Inquiries and Comments –

M. Lomangino – Co-PTO President commented on the previous discussion regarding the School Affiliated Organizations and Fundraising.

XV. Announcements

Future Meetings ~

February 13, 2024 – 7 pm – Business Meeting – High School Audion

February 27, 2024 – 7 pm – Business Meeting – High School Audion

XVI. Motion to Adjourn Meeting

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

Vote: 9-yes, 0-no

9:46 PM

ATTEST _____
Secretary

President

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PGCK - PLGIT GENERAL CHECKING **Payment Dates:** 01/25/2024 - 02/14/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001417	01/25/2024	HAB-DLT (ER)	DED: GARN - Full Payroll Pay Date: 1/25/2024		91.50
0000001418	01/29/2024	ELAN FINANCIAL SERVICES	SUPERINTENDENT - SOFTWARE & LICENSE	DUES & FEES	501.08
0000001419	02/01/2024	AHOLD FINANCIAL SERVICES	10/3/2023 - FCS Blanket PO Giant Food Stores		74.10
0000001420	02/01/2024	BENCHMARK EDUCATION	11/3/2023 - Benchmark Education		2,118.60
0000001421	02/01/2024	HELLERTOWN BOROUGH AUTHORITY	WATER & SEWER		7,989.43
0000001422	02/01/2024	PENNSYLVANIA DISTANCE LEARNING CHARTER SCHOOL	SPEC ED TUITION CHARTER SCHOOL		17,843.62
0000001423	02/01/2024	SUN LIFE ASSURANCE COMPANY OF CANADA	ASSURANT VOL LIFE INS W/H		1,177.08
0000001424	02/01/2024	UNITED PARCEL SERVICE	SUPPLIES - BUSINESS OFFICE		14.43
0000001425	02/02/2024	AMERIPRISE FINANCIAL SERVICES	OTHER EMPLOYEE BENEFITS		3,586.24
0000001426	02/02/2024	AXA-EQUITABLE	OTHER EMPLOYEE BENEFITS		2,090.08
0000001427	02/02/2024	INVESCO	OTHER EMPLOYEE BENEFITS		3,700.08
0000001428	02/02/2024	KADES-MARGOLIS CORP.	OTHER EMPLOYEE BENEFITS		2,362.00
0000001429	02/02/2024	LINCOLN INVESTMENT	OTHER EMPLOYEE BENEFITS		7,118.08
0000001430	02/06/2024	AFLAC	DED: AFLA - Full Payroll Pay Date: 1/11/2024	DED: AFLA - Full Payroll Pay Date: 1/25/2024	66.54
0000001431	02/06/2024	BLUE MOUNTAIN RESORT	STDNT ACTVS - STUDNT FEES INST REL EVTS - MS		3,275.00
0000001432	02/07/2024	BARRY ISETT & ASSOCIATES INC	BLDGS - OTHER PROF SERVICES		570.00
0000001433	02/14/2024	4 Seasons Garden Center	SUPPLIES - PLANT OPERATIONS		2,601.30
0000001434	02/14/2024	AHOLD FINANCIAL SERVICES	10/3/2023 - FCS Blanket PO Giant Food Stores	SUPPLIES REGULAR K-4	258.05
0000001435	02/14/2024	BEHAVIORIAL HEALTH ASSOCIATES	SPEC ED SERV OTHER ED AGENCY	PROF ED SERV - OTHER ED AGENCY	363.00

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PGCK - PLGIT GENERAL CHECKING **Payment Dates:** 01/25/2024 - 02/14/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001436	02/14/2024	BERKELEY INDUSTRIAL SPECIALTIES	Supplies		810.05
0000001437	02/14/2024	BROUGHAL MUSIC PARENTS ORGAN.	DUES & FEES ACTIVITIES 5-8		100.00
0000001438	02/14/2024	CAROLINA BIOLOGICAL SUPPLY CO.	7/20/2023 - GR7 Carolina Biological Supplies		62.43
0000001439	02/14/2024	Cavalcade of Bands	DUES & FEES ACTIVITIES 9-12		75.00
0000001440	02/14/2024	EMPOWERED SCHOOL SOLUTIONS LLC	OTHER PROF SVC - ACCESS		1,750.00
0000001441	02/14/2024	F.W. WEBB COMPANY	Supplies		857.43
0000001442	02/14/2024	Farannte Michael	SENIOR CITIZENS TAX REBATE		500.00
0000001443	02/14/2024	FOLLETT CONTENT SOLUTIONS LLC	Library books and periodicals		135.67
0000001444	02/14/2024	FOOD SERVICE SOLUTIONS, INC.	TECHNOLOGY ADMIN LIC & FEES		1,990.00
0000001445	02/14/2024	GENERATION GENIUS	7/20/2023 - Generation Genius License		250.00
0000001446	02/14/2024	GRAINGER	MAINT SUPPLIES - HS		323.89
0000001447	02/14/2024	HOGAN LEARNING ACADEMY, LLC	SPEC ED NON-PUBLIC TUITION		8,740.00
0000001448	02/14/2024	INSIGHT PA CYBER CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		2,793.27
0000001449	02/14/2024	JUDITH KAUKER	SENIOR CITIZENS TAX REBATE		250.00
0000001450	02/14/2024	LIBERTY PAPER	SUPPLIES		5,592.00
0000001451	02/14/2024	LVCNFF - LEHIGH VALLEY CHAPTER	OTHER LIABILITIES		45.00
0000001452	02/14/2024	MAIN LINE COMMERCIAL POOLS INC	Repair/Maintenance Equipment		1,195.08
0000001453	02/14/2024	MESKO GLASS & MIRROR CO. INC.	REPAIRS & MAINT EQUIP		1,560.00
0000001454	02/14/2024	MILLER'S PIANO SERVICE	REPAIR/MAINT OF EQUIPMENT 5-8		150.00
0000001455	02/14/2024	MUSIC THEATRE INTERNATIONAL	Grade 6-8 Musical - Willy Wonka Jr	3-5 Musical - Frozen Kids	1,645.00

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PGCK - PLGIT GENERAL CHECKING **Payment Dates:** 01/25/2024 - 02/14/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001456	02/14/2024	NITSCHMANN INSTRUMENTAL MUSIC ASSOCIATION (NIMAS)	DUES & FEES ACTIVITIES 5-8		100.00
0000001457	02/14/2024	PA EDUCATIONAL TECHNOLOGY EXPO & CONFERENCE	STAFF DEV - NON CERT - PROF ED EMP TRN & DVLDP - MS	1/24/2024 - PA Ed. Tech Expo and Conference	680.00
0000001458	02/14/2024	PA TURNPIKE TOLL BY PLATE	TRAVEL - TRANSPORTATION		53.90
0000001459	02/14/2024	PASBO	STAFF DEVELP SVC - TRAINING		80.00
0000001460	02/14/2024	PEDIATRIC THERAPEUTIC SERVICES INC.	PROF SVCS		89,575.56
0000001461	02/14/2024	PMEA DISTRICT 10	PMEA- Region V chorus		246.00
0000001462	02/14/2024	QUIER JEAN L.	SENIOR CITIZENS TAX REBATE		250.00
0000001463	02/14/2024	QUINCY COMPRESSOR LLC	Repair/Maintenance Equipment		2,040.43
0000001464	02/14/2024	RACEWAY CHEVROLET	SUPPLIES - TRANSPORTATION		64.82
0000001465	02/14/2024	RIGHI LAWRENCE	SENIOR CITIZENS TAX REBATE		250.00
0000001466	02/14/2024	Roberts Oxygen Co. Inc	Supplies		120.72
0000001467	02/14/2024	SALISBURY TOWNSHIP SCHOOL DIST	TUITION-OTHER LEAs K-4		353.04
0000001468	02/14/2024	SAUCON VALLEY CAFETERIA	PRINC OFC MEALS / REF 5-8		32.50
0000001469	02/14/2024	SMART SOURCE, LLC	SUPPLIES - BUSINESS OFFICE		98.72
0000001470	02/14/2024	Smith William F.	SENIOR CITIZENS TAX REBATE		300.00
0000001471	02/14/2024	SOLOSKY ALBERT	SENIOR CITIZENS TAX REBATE		250.00
0000001472	02/14/2024	UGI SOUTH	NATURAL GAS - PLANT OPERATIONS		94.21
0000001473	02/14/2024	UNIFIED CARRIER REGISTRATION PLAN	DUES & FEES TRANSPORTATION		37.00
0000001474	02/14/2024	WEDDIGEN JANE I.	SENIOR CITIZENS TAX REBATE		500.00

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PGCK - PLGIT GENERAL CHECKING Payment Dates: 01/25/2024 - 02/14/2024

Payment Categories: Regular Checks
Sort: Payment Number

10 - GENERAL FUND	179,751.93
Grand Total All Funds	179,751.93
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	179,751.93
Grand Total All Payments	179,751.93

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK **Payment Dates:** 01/25/2024 - 02/14/2024

Payment Categories: Direct Deposits
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
D000001159	02/02/2024	CINTAS CORPORATION-#101	Uniform Laundering		202.32 <i>D</i>
D000001160	02/02/2024	CRITICAL RESPONSE PROTECTION GROUP LLC	SECURITY SERVICES - DISTRICT		4,350.50 <i>D</i>
D000001161	02/02/2024	J.C. EHRLICH	Maintenance Agreement Renewal	REPAIRS & MAINTENANCE	560.87 <i>D</i>
D000001162	02/02/2024	LINCOLN LEADERSHIP ACADEMY CHARTER SCHOOL	SPEC ED TUITION CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	6,042.90 <i>D</i>
D000001163	02/02/2024	LVCIL	SPEC ED - OTHR PROF SVC - HS - COMP ED		714.00 <i>D</i>
D000001164	02/02/2024	NORTHEAST JANITORIAL SUPPLY	Supplies		1,931.85 <i>D</i>
D000001165	02/02/2024	PENNSYLVANIA VIRTUAL CHARTER	SPEC ED TUITION CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	6,042.90 <i>D</i>
D000001166	02/02/2024	PPL ELECTRIC UTILITIES	ELECTRIC - PLANT OPERATIONS		36,341.80 <i>D</i>
D000001167	02/02/2024	THE VIRTUAL HIGH SCHOOL	Annual Fee for enrollments in AP courses	Annual Fee for AP Course	5,625.00 <i>D</i>
D000001168	02/14/2024	ALL PHASE ELECTRIC SUPPLY	Supplies	SUPPLIES - PLANT OPERATIONS	1,046.40 <i>D</i>
D000001169	02/14/2024	AMAZON CAPITAL SERVICES	Conference Room Equipment	Supplies	4,643.32 <i>D</i>
D000001170	02/14/2024	AMERICHEM	Supplies		3,328.35 <i>D</i>
D000001171	02/14/2024	ASCENDANCE TRUCKS PENNSYLVANIA LLC	Supplies		6,542.10 <i>D</i>
D000001172	02/14/2024	BACKUPIFY	TECHNOLOGY ADMIN LIC & FEES		2,403.00 <i>D</i>
D000001173	02/14/2024	BAVTS	VO-TECH TUITION 9-12		80,193.00 <i>D</i>
D000001174	02/14/2024	BITTING, KALEA	TRAVEL-CONFERENCES/SEMINARS		103.85 <i>D</i>
D000001175	02/14/2024	CARON STUDENT ASSISTANCE	TITLE IV - STUDENT SUPPORT		12,607.50 <i>D</i>
D000001176	02/14/2024	CENTER STAGE LIGHTING & RIGGING INC.	Improvements		42,503.95 <i>D</i>
D000001177	02/14/2024	CHAD SHIRK	TRAVEL WRESTLING BOYS VARSITY		896.98 <i>D</i>
D000001178	02/14/2024	CINTAS CORPORATION-#101	ADD FUNDS TO PO 24-084		17.44 <i>D</i>

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK **Payment Dates:** 01/25/2024 - 02/14/2024

Payment Categories: Direct Deposits
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
D000001179	02/14/2024	CIRCLE OF SEASONS CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		4,189.90 <i>D</i>
D000001180	02/14/2024	COLONIAL INTERMEDIATE UNIT #20	SPECIAL ED IU CONTRACTED SVCS		70,040.87 <i>D</i>
D000001181	02/14/2024	Complete Document Solutions, PA, LLC	PRINTING & BINDING 5-8	PRINTING & BINDING	1,642.73 <i>D</i>
D000001182	02/14/2024	DONNA SCHMITT	DUES & FEES TRANSPORTATION		123.50 <i>D</i>
D000001183	02/14/2024	DONOVAN GROUP II	OTHER PROF SERV - SUP OFC		3,750.00 <i>D</i>
D000001184	02/14/2024	EAS WATER COFFEE PAPER	MAINT SUPPLIES - HS	SUPPLIES - TRANSPORTATION	359.21 <i>D</i>
D000001185	02/14/2024	EVERDRIVEN TECHNOLOGIES LLC	Transportation Cont Carriers		13,678.75 <i>D</i>
D000001186	02/14/2024	EXECUTIVE EDUCATION ACADEMY CHARTER SCHOOL	TUITION - CHARTER SCHOOLS		6,301.11 <i>D</i>
D000001187	02/14/2024	FOX ROTHSCHILD LLP	SOLICITOR RETAINER		4,960.00 <i>D</i>
D000001188	02/14/2024	FRESHWORKS INC.	TECHNOLOGY ADMIN LIC & FEES		1,152.00 <i>D</i>
D000001189	02/14/2024	GENERAL HEALTHCARE RESOURCES LLC	SPEC ED - OTHER PROF SERVICE		3,084.15 <i>D</i>
D000001190	02/14/2024	GLENN R. BROWN	SALARY	MILEAGE	247.57 <i>D</i>
D000001191	02/14/2024	HILLENDALE ASSOCIATES, INC.	HEALTH INSURANCE EXPENSE PAYAB		1,260.00 <i>D</i>
D000001192	02/14/2024	INTERSTATE BATTERY OF ALLENTOWN	Supplies		724.75 <i>D</i>
D000001193	02/14/2024	KELLEY BROS.	SUPPLIES - PLANT OPERATIONS		410.00 <i>D</i>
D000001194	02/14/2024	KEYSTONE FIRE AND SECURITY	REPAIRS & MAINTENANCE		594.96 <i>D</i>
D000001195	02/14/2024	LARA McCARTHY	INSTR PRG OUTSIDE - OTR PROF SVC - MS - COMP		240.00 <i>D</i>
D000001196	02/14/2024	LEHIGH VALLEY ACADEMY REGIONAL CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	60,913.04 <i>D</i>
D000001197	02/14/2024	LEXIA LEARNING SYSTEMS LLC	Lexia Core 5 Accounts		1,455.00 <i>D</i>

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK **Payment Dates:** 01/25/2024 - 02/14/2024

Payment Categories: Direct Deposits
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
D000001198	02/14/2024	LISA MICHELLE BASARA	TRANSP - CONTRACT CARRIERS - COMP ED		3,200.00 <i>D</i>
D000001199	02/14/2024	MELMARK	SPEC ED NON-PUBLIC TUITION		44,320.00 <i>D</i>
D000001200	02/14/2024	MICROBAC LABORATORIES INC.	Repair/Maintenance Equipment		249.48 <i>D</i>
D000001201	02/14/2024	MUSIC & ARTS	Blanket P.O. Band sheet music/instrument supplies		220.18 <i>D</i>
D000001202	02/14/2024	MUSIC & ARTS	7/21/2023 - Blanket PO - 7/8 Band Repairs	7/10/2023 - Blanket PO, Concert Music	955.86 <i>D</i>
D000001203	02/14/2024	NAVIGATE360, LLC.	EDUC SOFT & LIC - BUS OFC		2,697.90 <i>D</i>
D000001204	02/14/2024	NORTH EAST PARTS GROUP LLC.	Supplies		434.89 <i>D</i>
D000001205	02/14/2024	NORTHAMPTON COUNTY AREA COMMUNITY COLLEGE	NCC COMTY COLLEGE PAYMENT		23,301.75 <i>D</i>
D000001206	02/14/2024	NORTHEAST JANITORIAL SUPPLY	Supplies		3,998.90 <i>D</i>
D000001207	02/14/2024	PENNSYLVANIA LEADERSHIP CHARTER SCHOOL	TUITION - CHARTER SCHOOLS	SPEC ED TUITION CHARTER SCHOOL	22,318.61 <i>D</i>
D000001208	02/14/2024	POWERSCHOOL GROUP LLC	ED SOFT & LICENCES - ACCESS		2,181.60 <i>D</i>
D000001209	02/14/2024	PP & L ELECTRIC UTILITIES	ELECTRIC - PLANT OPERATIONS		1,640.28 <i>D</i>
D000001210	02/14/2024	SCHOOL SPECIALTY, LLC.	FOSS curriculum		11,010.60 <i>D</i>
D000001211	02/14/2024	SUN CONTROL PLUS INC	Repairs/Maintenance		94,025.00 <i>D</i>
D000001212	02/14/2024	SYSCO OF CENTRAL PA	SUPPLIES - CONSUMER ED 5-8		613.29 <i>D</i>
D000001213	02/14/2024	THE STEPPING STONES GROUP LLC	LEARN SUPPT - PROF SVC - PCCD - MS - MTHL		3,815.63 <i>D</i>

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - FULTON BANK Payment Dates: 01/25/2024 - 02/14/2024

Payment Categories: Direct Deposits
Sort: Payment Number

10 - GENERAL FUND	606,209.54
Grand Total All Funds	606,209.54
Grand Total Credit Cards	0.00
Grand Total Direct Deposits	606,209.54
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	0.00
Grand Total All Payments	606,209.54

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CP - CAFE - PLGIT Payment Dates: 01/25/2024 - 02/14/2024

Payment Categories: Regular Checks
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000003780	02/02/2024	INVESCO	OTHER EMPLOYEE BENEFITS		1,300.62
0000003781	02/14/2024	AHOLD FINANCIAL SERVICES	FOOD		7.98
0000003782	02/14/2024	ARTEM BOLTYENKOV	PREPAID LUNCHESES		71.25
0000003783	02/14/2024	DPSG OF EASTERN PA (LV)	FOOD		875.00
0000003784	02/14/2024	GOLD STAR FOODS, INC.	FOOD		648.96
0000003785	02/14/2024	HERSHEY'S CREAMERY COMPANY	FOOD		1,560.12
0000003786	02/14/2024	HOBART SERVICE	REPAIRS & MAINTENANCE		1,202.39
0000003787	02/14/2024	J.T.M. Provisions Co. Inc.	FOOD		1,959.59
0000003788	02/14/2024	POCONO MOUNTAIN DAIRIES	MILK	FOOD	5,639.61
0000003789	02/14/2024	ROCKLAND BAKERY INC.	FOOD		1,033.10
0000003790	02/14/2024	SINGER EQUIPMENT COMPANY	SUPPLIES		2,142.36
0000003791	02/14/2024	SYSCO OF CENTRAL PA	FOOD		20,933.10
50 - CAFETERIA					37,374.08
Grand Total All Funds					37,374.08
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					37,374.08
Grand Total All Payments					37,374.08

SAUCON VALLEY SCHOOL DISTRICT
BUSINESS OFFICE

BUDGETARY TRANSFER FORM
2023-2024

Date: February 13, 2024

		TRANSFER AMOUNT		ACCOUNT TITLE	REASON FOR TRANSFER	
ACCOUNT #		IN	OUT			
1	TO	10-2260-610-000-00-000-000-0000	500.00		CURRICULUM SUPPLIES	BALANCE ACCOUNT
	FROM	10-1241-640-000-30-000-000-0000		500.00	BOOKS & PERIOD ACAD SUPP 9-12	TRANSFER OF FUNDS
2	TO	10-2120-810-000-20-000-000-0000	129.00		DUES & FEES - GUIDANCE 5-8	BALANCE ACCOUNT
	FROM	10-2120-810-000-10-000-000-0000		129.00	DUES & FEES - GUIDANCE K-4	TRANSFER OF FUNDS

Total Transfer: \$ 629.00

**SAUCON VALLEY HIGH SCHOOL
FINANCIAL REPORTS
DECEMBER 31, 2023
CLUB ACCOUNT FUND**

BEGINNING BALANCE	\$ 56,177.82
INCOME	10,439.81
EXPENSES	5,502.91
ENDING BALANCE	<u>\$ 61,114.72</u>

<u>CLUB ACCOUNT</u>	<u>ENDING BALANCE</u>
AEVIDUM	295.91
BAND	1,687.55
BIG PANTHERS / LITTLE PANTHERS	901.00
CALCULUS CLUB	104.43
CHORUS	657.00
CLASS OF 2022	585.01
CLASS OF 2023	44.83
CLASS OF 2024	5,316.40
CLASS OF 2025	3,822.26
CLASS OF 2026	331.28
CLASS OF 2027	1,378.00
COMPETITION CHEERLEADING	1,036.66
DANCE TEAM	2,224.79
DRAMA CLUB	1,142.10
ENVIRONMENTAL CLUB	437.66
FBLA	6,736.93
FCCLA	1,398.00
FOREIGN LANGUAGE	538.80
GLOBAL SCHOLARS	174.50
GSA	47.97
NAT'L HONOR SOCIETY	4,040.98
LEO CLUB	770.11
MINI-THON	2,913.20
MODEL UN	321.72
NEWSPAPER	158.75
PAINTBALL	50.55
PHOTOGRAPHY CLUB	537.81
READING TEAM	5.85
ROBOTICS CLUB	12,532.38
RUGBY CLUB	689.68
SADD	136.50
SGA - STUDENT STORE	5,252.55
SKI CLUB	1,132.91
SMASH-VIDEO CLUB	24.08
SPIRIT COUNCIL	98.00
STEM	585.69
UNICEF	429.82
YEARBOOK	2,380.64
INTEREST	192.42
TOTALS	<u>\$ 61,114.72</u>

Teresa Casimire
Principal

Academic and Personnel Committee – February 7, 2024

The Academic and Personnel Committee of the Saucon Valley School Board met on February 7, 2024, in the District Office Conference Room.

The following items were on the agenda as Updates:

- High School College Update
- High School Course Proposals/Dual Enrollment

The following item was on the committee agenda for Discussion & Action:

- Paraprofessionals/ Registered Behavior Technicians
- Policy 137

The committee recommended sending Policy 137 to the Board for approval.

Saucon Valley School District

Policy

Title - 137 Home Education ~~Program~~[Instruction](#)

Section - Programs

Adopted - October 24, 2005

Revised - ~~March 27, 2018~~

Content

Purpose

The Saucon Valley School District is responsible to certify that each school age resident of the school district is enrolled in a program of instruction which is deemed satisfactory by the district's Superintendent of Schools. Accordingly, the district must be responsible to ensure that instruction provided [through a home education program](#) ~~in an in-home learning situation~~ meets standards approved by the Superintendent [and complies with state law](#).

This policy statement shall apply to those instances in which a parent/guardian wishes to provide home education [program](#) as an alternative to regular attendance in a public or private school for a child of compulsory school age.

This policy shall not be construed to apply to instances where homebound instruction by school district personnel is required for students unable to attend school.

Authority

The Saucon Valley School District will permit a home education program after the district Superintendent or his/her designee receives appropriate documentation and assurances that a home education program will occur/is occurring in accordance with state law and regulations.

Definitions

Home Education Program - a program conducted in compliance with law by the parent/guardian or person having legal custody of a child. A home education program shall not be considered a nonpublic school under the provisions of law.

Hearing Examiner - shall not be an officer, employee or agent of the Department of Education or of the school district or intermediate unit of residence of the child in the home education program.

Appropriate Education - a program consisting of instruction in the required subjects for the time required by law and in which the student demonstrates sustained progress in the overall program.

“Supervisor” shall mean the parent or guardian or such person having legal custody of the child or children who shall be responsible for the provision of instruction, provided that such person has a high school diploma or its equivalent.

Eligibility/Affidavit

The parent/guardian must submit a written statement to the Superintendent requesting authorization to educate a child or children in the home.

The child's parent/guardian or legal custodian who will provide instruction to the child shall file with the Superintendent or his/her designee a completed notarized affidavit and required documents for his/her review prior to commencing home education and annually thereafter on or before August 1. The affidavit shall address those issues and provide assurances as required by the Public School Code and Department of Standards and Regulations. A copy of the affidavit is attached to this policy.

The parent/guardian must adhere to and complete all requirements listed herein and required by law. Signing the affidavit constitutes the parent/guardian acceptance of responsibility for fulfilling these requirements.

The nature, content, and extent of all such home instruction must be reviewed yearly and approved by the Superintendent of the Saucon Valley School District or his/her designee before instruction can begin. Approval will be granted for only one (1) school year.

Home schooling less than one (1) year will not replace a failing grade or average. Students who have a failing grade will not be promoted to the next grade or given credit for course work completed during home schooling for a period of less than one (1) school year. Grade level placement and credits will be reevaluated upon reenrollment and is at the discretion of the building administrator.

End of Year

At the end of each school year, there will be a review of the year just completed to determine the student's progress by a qualified home education evaluator.

While the school district does not review or collect portfolios, the following is still collected:

1. the affidavit and its accompanying documentation,
2. the evaluation by a qualified home education evaluator, and
3. the name of evaluator for each student.

The evaluation by the home education evaluator is due by June 30th following each school year. Home education programs can be challenged in a hearing initiated by the school district if there is evidence that an appropriate education is not occurring, which may include, but is not limited to, the failure to submit to the District documents required under this Policy or by law.

Curriculum

The curriculum must include the planned courses which the district requires students to study in the grade level which will be taught at home.

Educational objectives by subject for each child in home education programs shall be included with each affidavit. All sSubjects shall be taught in the English language.

At a minimum, the following courses (subjects) shall be taught at the elementary school level: English, to include spelling, reading, and writing; arithmetic; science; geography; history of the United States and Pennsylvania; civics; safety education, including regular and continuous instruction in the dangers and prevention of fires; health and physiology; physical education; music; and art.

At a minimum, the following courses (subjects) shall be taught at the secondary level: English, to include language, literature, speech and composition; science; geography; social studies, to include civics, world history, history of the United States and Pennsylvania; mathematics, to include general mathematics, algebra and geometry; art; music; physical education; health and safety education, including regular and continuous instruction in the dangers and prevention of fires. Such courses may include economics; biology; chemistry; foreign languages; trigonometry; or other age appropriate courses required by the State Board of Education.

Textbooks, Workbooks, And Supplies

~~The district reserves the right to review basic instructional materials such as textbooks, workbooks, study guides, etc. which will be utilized in the home education program.~~

~~T~~When available, the district will, at the request of the supervisor, lend to the home education program copies of the school district's planned courses, textbooks, and other curriculum materials, appropriate to the student's age and grade level. To receive such materials, the parent/guardian must pay a deposit of fifty dollars (\$50.00) per grade level and sign out all such materials. All materials shall be returned to the building principal one (1) week after the close of the school year and/or prior to withdrawal from the program and/or prior to relocation out of the district. When the materials are returned, the fifty dollar (\$50.00) deposit will be refunded. A supervisor borrowing materials pursuant to this section shall agree prior to receipt of any materials to reasonable conditions established by the district for the use of materials which require their return in good condition, reasonable wear and tear excepted. There will be a charge for reusable materials not returned and/or damaged.

Instruction level

The District reserves the right to have the student evaluated by the school psychologist or other trained personnel to determine the student's mental ability and achievement levels.

Qualification Of Supervisor

Supervisor shall be the parent/guardian or such person having legal custody of the child or children who shall be responsible for the provision of instruction, provided that such person has a high school diploma or its equivalent.

Minimum Instruction Period

Home education instruction must take place a minimum of one hundred eighty (180) days each school year. Instruction must be conducted for a minimum of five (5) hours each school day for the elementary level in compliance with the state minimum of nine hundred (900) hours per year. Secondary level students must receive instruction for a minimum of five and one-half (5 ½) hours each school day in compliance with the nine hundred ninety (990) hour minimum for that level.

Attendance

A daily attendance register (log) shall be maintained by the supervisor of the home education program. It shall reflect the days and/or hours of instruction and specific activities used in instruction. The attendance register is to be included in the portfolio.

Students With A Disability

Section 1327 provides that a home education program meets the compulsory attendance requirement for students identified as handicapped only when the program addresses the specific needs of the student with a disability and is approved by a licensed clinical or certified psychologist or a teacher with a valid certificate from the Commonwealth to teach special education. Written notice of such approval must be submitted with the notarized affidavit.

The supervisor may request that the school district or intermediate unit of residence provide services that address the specific needs of a student with a disability.

When the provision of services is agreed to by both the supervisor and the school district or intermediate unit, all services shall be provided in the public schools or in a private school licensed to provide such programs and services.

Health/Medical Requirements

The parent/guardian must comply with all Department of Health regulations and requirements regarding immunizations and dental, physical, vision, hearing, etc., examinations. The parent/guardian is responsible for assuming the costs incurred through completing these requirements, or for bringing the student to school to receive these services. Documentation is to be included with affidavit.

Testing

Results of standardized tests for each child in grades three, five, and eight –

Achievement tests are mandatory for students at those grade levels where PSSA tests are given, except for grade 11, and may include public state-wide administered tests or the results obtained on one of the "nationally normed standardized tests" approved by the Pennsylvania Department of Education.

Approved tests are:

1. Iowa Test of Basic Skills.
2. California Achievement Test.
3. Stanford Achievement Test.
4. Metropolitan Achievement Test.
5. Science Research Associates.
6. Comprehensive Test of Basic Skills.

The supervisor shall ensure that the nationally normed standardized tests or state-wide tests are not administered by the child's parent/guardian. Requests by a home education supervisor to have children tested with students within Saucon Valley School District shall be made in a separate letter and forwarded with the affidavit.

Parents/Guardians will be responsible for transporting their child to the public school of residence on the days when standardized testing is being administered. Dates of these tests will be provided by the building principal upon request. Under no circumstances shall the Saucon Valley School District release the test for private administration.

Credit And Graduation

The school district will not grant credit for courses completed at home and will neither promote, advance, nor graduate students who complete a series of courses through home education. If such credit is requested upon return to Saucon Valley School District, student(s) may be required to take any and all examinations normally administered by the teachers of such courses as part of an evaluation process. Credit may be full, partial, or withheld for student(s), as determined by the Superintendent, and based upon these evaluations.

Diploma

A Saucon Valley School District diploma will also be issued if a home education student returns for both junior and senior years and successfully completes the core curriculum requirements of math, English, science and physical education for both years, and a total of sixteen (16) credits.

Returning students must have successfully met all home education requirements prior to request for enrollment.

Grade Point Average And Class Rank

Grade Point Average of home education students who return for both junior and senior year will not be calculated for class rank or salutatorian/valedictorian status.

Use Of School Facilities

Part-time participation in in-school activities outside of the basic skill area and use of school instruction program will be allowed on the same basis and subject to the same conditions as those students in full-time attendance in the district. Participation in such activities will be scheduled by the principal. The parent/guardian shall provide any transportation required for such participation.

Costs Of Home Education

All direct and indirect costs of home instruction will be borne by the parent/ guardian.

Termination Of Home Education

Either the parent/guardian or the school district may terminate the in-home instruction if it is determined that the student is not making reasonable learning progress. [Should the home education program be terminated by the District over the Parents'/Guardians objection, the Parent/Guardian shall be provided a hearing before a Hearing Examiner before the program is terminated, as required by the School Code.](#)

Homeschool and Vocational Education

High School students that are home schooled under the School Code Section 13--1327.1 may attend the vocational--technical school at District expense under the following guidelines:

1. Interested students must be complete an enrollment request form that shall be available at the High School building [and meet the eligibility criteria or their equivalent. In addition, interested students must meet the prerequisite criteria or their equivalent and, if accepted into said program, agree to comply with all policies, rules, and regulations as other district students participating in said program.](#)
2. Enrollment shall be contingent upon available space at the vocational- technical school
3. In the event space is available and student completes the necessary enrollment documents, transportation shall be available from the high school to the vocational-technical school based on a pre-established bus schedule as determined by Administration [if space is available.](#)

Homeschool and Participation in Extracurricular Activities

Students who are enrolled in a home school program and District residents shall be permitted to participate in any activity open to district students, including, but not limited to, clubs, musical ensembles, athletics, and theatrical productions, provided that the Student (1) meets the eligibility criteria required for students enrolled in the District, (2) meets the tryout criteria for participation in the activity applicable to students enrolled in the district, and (3) complies with all policies, rules, and regulations governing the organization of the activity.

Homeschool and Participation in Cocurricular Activities and Academic Courses

Students who are enrolled in a home school program and District residents shall be permitted to participate in any cocurricular activity that merges extracurricular activities with a required academic course, including band, orchestra, or choir, and/or academic courses provided that the Student (1) meets the eligibility criteria for students enrolled in the District for the class, (2) Student meets prerequisite criteria applicable to students enrolled in the District for the class, (3) Student complies with all policies, rules, and regulations of the District applicable, and (4) the total number of classes shall not exceed one-quarter of the school day for full-time students. For any student who participates in a cocurricular activity and/or academic course, Student shall be provided a grade for said class and the grade shall be provided to the Supervisor. Parent/Guardian shall be responsible for transporting said students to school, except that Students shall be permitted to utilize an already operating bus route, provided that space is available. To the extent that a student takes more than one class during the school day, the classes must be consecutive, or Parent/Guardian must agree to supervise the child between classes.

Change of School District

When hHome school students moving in to into the District a new district during the school year from another district, the parent must request a letter of transfer from the district they are moving from and present it to the Ddistrict they are entering to show that their program of studies had been approved and they are in compliance with mandatory education and attendance laws and regulations. The parents must also submit all of the necessary paperwork to the Ddistrictnew district required by this Policy for their home school program, such as the affidavit, curriculum, appropriate medical/dental paperwork unless exempt then a letter by the parent should be written stating reason for exemption.

References:

School Code -24 P.S. Sec. 111, 1327, 1327.1

State Board of Education Regulations - 22 PA Code Chapter 4, Sec. 11.31a

Board Policy - 203, 209

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is entered into by and between the Saucon Valley Education Association (hereinafter referred to as the “Association”) and the Saucon Valley School District (hereinafter referred to as the “District”)

WHEREAS, the Association is the exclusive representative of a bargaining unit of the professional employees of the District; and

WHEREAS, Association and District are parties to a Collective Bargaining Agreement effective July 1, 2023 through June 30, 2028; and

WHEREAS, the parties desire to resolve two outstanding grievances that have been reviewed by the Board at Step III in the grievance procedure and may proceed to arbitration; and

WHEREAS, the parties desire to memorialize the parties’ agreement through this written Memorandum of Understanding between the parties.

NOW, THEREFORE, Association and the District agree as follows:

1. The parties agree to resolve the “*unilateral stipend implementation grievance*” filed on or about September 19, 2023 with a date of an alleged violation of August 30, 2023 as follows:
 - a. The District shall internally post each spring for the following academic year the position(s) of Academic Discovery Program Advisor and Peer Mentoring Advisor at a rate of \$45.00 per hour prior to posting said positions externally.
 - b. Notwithstanding the obligation to post these positions internally for Bargaining Unit members to consider and apply for, nothing obligates the Administration from hiring applicants from the Bargaining Unit for such positions.
 - c. Bargaining Unit members who express interest in the aforementioned positions shall be selected for the position; unless the District determines, at its sole discretion as outlined in paragraph b above, that extenuating factors disqualify the Bargaining Unit members from the role.
 - d. For the position of Peer Mentoring Advisor, in the event a Bargaining Unit member is not selected, the rate for the position shall be at the discretion of the Administration.
 - e. For any other program at issue, including but not limited to, the Scholar Athlete Support Monitor position(s), such position shall be classified as a co-curricular/extra-curricular and shall be overseen and administered at the sole discretion of the Administration.
 - f. The parties acknowledge similar programs may be developed by the Administration moving forward and that such positions shall be viewed as curricular/extracurricular programs that shall be overseen and administered exclusively by the Administration.

2. In exchange for the consideration above, the Association agrees to withdraw, with prejudice, the “*unilateral stipend implementation grievance*” as well as the “*unilateral exclusion of spouses on District dental and vision grievance*” filed on or about September 1, 2023

3. The parties agree that this Memorandum of Understanding shall not be deemed a past practice of the District, nor shall it set a precedent in the District for any party to rely on in any subsequent dispute on these issues. This document shall never be used in any subsequent grievance procedure, arbitration or unfair labor practice and may only be utilized for the singular purpose of enforcing the terms of this Memorandum of Understanding.

4. The effective date of this Memorandum of Understanding shall be the date the last party signs this Memorandum of Understanding.

Saucon Valley Education Association

Saucon Valley School District

Date

Date

Saucon Valley School District
Office of the Superintendent

TO: David Bonenberger, Business Manager

FROM: Deborah Kimball


RE: Surplus / Obsolete Materials & Equipment

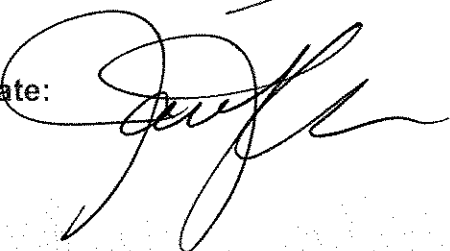
DATE: 1/22/24

DESCRIPTION	SERIAL NUMBER	REASON FOR DISPOSAL	Total
ironing board	none	broken w/ not close/open	1

Reason: jammed 1/2 way open

Pick up location/room number: 113 Teacher Name: Kimball

Principal / Supervisor Signature and Date:  1/22/24

Superintendent Signature and Date:  1/23/24

Office use:

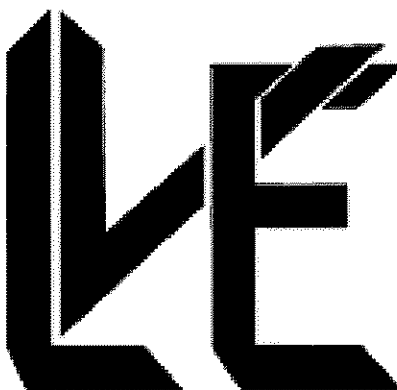
Date declared _____

Date of disposal _____

Picked up by _____

Disposal method _____

Saturday, March 23, 2024 Saucon Valley HS Keeney School Event



LEHIGH VALLEY EVENTS & PRODUCTIONS, LLC
Full Service Event Production Company
1325 East Emmaus Ave., Allentown, PA 18103
610-390-2861 | LehighValleyProductions.com

Keeney
Saucon Valley HS School Event Party Silver DJ Package

Event Services Agreement

Now therefore, in consideration of the promises and the agreements herein contained and intending to be legally bound hereby, the Parties do agree as follows:

Client: Saucon Valley HS Brianna Keeney | brianna.keeney@svpanthers.org |

Event Date & Times: Saturday, March 23, 2024 | Start: | End: | Setup Prior

Event Location: Saucon Valley H. S. | | 2100 Polk Valley Hellertown PA

Payment Terms: 50% Non-Refundable Retainer due upon acceptance to reserve your date. Full Balance due 30 Days before event.

Retainer Payment: Check, Cash, or Card. Credit / Debit Cards Subject to 4% Processing Fee. Cash Payments Receive 2% Discount.

Checks payable to Lehigh Valley Events at 1325 East Emmaus Ave., Allentown, PA 18103

Package(s) Requested:

Party Silver DJ Package - \$750.00

Live DJ Services
DJ Area LED Up Lighting
Professional Sound System
Microphone
Online Portal Access

Additional Services:**Price Summary**

Party Silver DJ Package	\$750.00
Add-Ons Total	\$0.00

Added Time Rate (If Applicable)	\$0.00
Discount	\$0.00
Final Total:	\$750.00

Retainer Payment Due (50%):	\$375.00
Balance Due 30 Days Prior to Event:	\$375.00

Payment Information is Listed Above Under "Retainer Payment"

Overtime Rate: \$200 - \$500 Per Hour Depending On Services Booked

<u>Terms and Conditions:</u>
<p>Most Lehigh Valley Events & Productions, LLC (LVEP, LLC) productions require between one to four 20-amp circuit outlets from a reliable power source within 50 feet of the set-up area. These circuits must be free of all other connected loads. Depending on production scale, more power may be required. Any delay in the performance or damage to equipment due to improper power is the responsibility of the purchaser. Our Generators are also available for rent in no-power or low-power situations - fields, remote locations, etc. Please confirm your event's power needs if you have any questions. LVEP, LLC will not use client/venue provided generators without advanced approval.</p> <p>Purchaser shall provide LVEP, LLC with safe and appropriate working conditions. This includes a level 10-foot by 8-foot area that is clean & clutter free for setup and a 6 or 8 foot sturdy table with linen on level ground for equipment. Larger contracts will need more space, please contact us with any questions.</p> <p>All retainer payments are nonrefundable unless LVEP, LLC cancels the event. The event can be rescheduled if both parties agree in writing with 45 days notice.</p> <p>All LVEP, LLC staff & crew shall receive a courtesy meal if food is being served during the duration of the event.</p> <p>Client will provide a free parking spot for LVEP LLC's Sprinter Van or Equipment Vehicle in close proximity (100ft) to designated performance area(s) or event location(s). Equipment vehicle or Sprinter Van will remain on site for the duration of the event and may not be moved until after the event. If parking can not be provided, please give LVEP LLC advanced notice so we can make proper accommodations.</p> <p>It is understood that this is a "Rain or Shine" event, LVEP, LLC's compensation is in no way affected by inclement weather. <u>For outdoor performances, Purchaser shall provide overhead shelter and sidewalls for setup area(s).</u> LVEP, LLC reserves the right, in good faith, to stop or cancel the performance should the weather pose a potential danger to guests, LVEP staff, and/or the equipment,. Every effort will be made to continue the performance; however, safety is paramount in all decisions. LVEP, LLC's compensation will not be affected by such cancellation. Outdoor Events may be postponed with at least 24-48 hours notice and an agreed upon rain/weather date in writing.</p> <p>LVEP LLC is not responsible for any cancellations due to weather, pandemic, acts of god, protest, or any other force of nature outside of our control.</p> <p>If booking DJ Services, the music selection & event planner form must be received from the Purchaser via online portal or email at least one week prior to the date of the engagement for it to be included in LVEP, LLC programming guidelines. This allows time to confirm details and prepare the music.</p> <p>Cash tips are never expected, but always welcome by our event staff, DJ's, & photo booth attendants. Gratuities may be given the day of the event to staff. Gratuity is not included in any pricing nor is it expected.</p> <p>In order to prevent equipment damage or liability arising from accidental injury to any individual attending this performance, LVEP, LLC reserves the right to deny any guest access to the sound systems, photography gear, music recordings, stage, lasers, or any other audio visual or LVEP, LLC owned</p>

equipment.

If stage panels, equipment. or rental gear is not returned to LVEP LLC in a clean condition, cleaning fees may be added to Client's bill to cover the time & consumables required to clean rented equipment. This includes: soda, alcohol, mud, glass, sand, chalk, glue, powder, food, etc. that is on rental equipment.

Cleaning fees vary, but start at \$225. Additionally, all rented equipment must be returned in original condition and not modified.

LVEP LLC reserves the right to charge per day for unreturned equipment. If the rental equipment is not returned within 7 days of the return date, Client shall be liable for the replacement value of the equipment.

LVEP, LLC and LVEP, LLC Staff shall not be held liable for any illness or sickness from Covid-19, influenza, or any other ailments.

The Client hereby assumes full responsibility for the equipment rented and agrees to compensate LVEP, LLC to the extent of the full replacement value, without any allowance for depreciation, should any item of said equipment not be returned or be returned in a damaged or broken condition, due to any cause whatsoever. The Client further agrees to compensate LVEP, LLC in rent for any time lost as a result of replacement or repairs to damaged or broken equipment.

The agreement of LVEP, LLC to perform is subject to proven detention by accidents, riots, strikes, epidemics, acts of God, or any other legitimate conditions beyond their control. If such circumstances arise, all reasonable efforts will be made by LVEP, LLC to find replacement entertainment at the agreed upon fees. Should LVEP, LLC be unable to procure a replacement, Purchaser shall receive a full refund. Purchaser agrees that in all circumstances, LVEP, LLC liability shall be exclusively limited to an amount equal to the performance fee and that LVEP, LLC shall not be liable for indirect or consequential damages arising from any breach of contract.

The Client agrees that LVEP, LLC shall not be liable for any personal injuries or other damage sustained while using the rental equipment. The Client further agrees to keep LVEP, LLC and LVEP, LLC's subsidiaries and their respective officers, directors, employees and agents free and harmless from any loss, damage, responsibility or obligation sustained by the Client or any other person, arising out of the use or possession of the rental equipment. The Client shall notify LVEP, LLC promptly of any accident involving the equipment herein rented.

~~The Client agrees to pay all reasonable attorney's fees and costs incurred by LVEP, LLC in protecting its right or property under this agreement, or in any action or proceeding against the Client for a breach of this agreement.~~

By executing this contract as Purchaser, the person executing said contract, either individually, or as an agent or representative, represents and warrants that he or she is eighteen (18) years of age, and further, if executing said contract as agent or representative, that he or she has the authority to enter into this agreement and should he or she not have such authority, he or she personally accepts and assumes full responsibility and liability under the terms of this contract.

Please Provide Your E-Signature Below

Name: Brianna Keeney **Email:** brianna.keeney@svpanthers.org
IP Address: 64.121.139.155 **Telephone:** 6107309824

1/19/2024 2:40:19 PM

Document Link: <https://lehighvalley.events/esign.asp?id=15b7ELlv8BV0gJbF1PwGdYi1KN>

Thank you for choosing Lehigh Valley Events & Productions!

CENTER STAGE

LIGHTING & RIGGING, INC.

Tel: 610/351-2882 Fax: 610/351-2969

1401 & 1409 East Woodlawn Street Allentown PA 18109

Email: Paul@centerstagelighting.net

Mr. Robert W. Frey, CAA, CIAA
Director of Student & Community Relations
Robert.Frey@svpanthers.org
Tamara Gary – Principal
Saucon Valley High School
Hellertown, Pa. 18055
610 838-7001
www.svpanthers.org

Dear Mr. Frey,

Center Stage Lighting & Rigging, Inc. is happy to quote on providing the stage and back drop for this years' graduation taking place on Saturday May 29, 2024 with rain date of June 1, 2024.

Load in shall start on either May 29th or 30th with Load Out on Monday June 3ed.

The stage shall be the same size 28' x 16' stage, with the same truss-framed back drop with a black blow-thru fabric. We are holding the cost of equipment to the same rate however Union Labor rates have increased.

The fee for installed and dismantled stage with drop as last year is now \$4250.00

Please Sign anywhere on letter and send back to confirm.

I will be more than happy to assist you with any questions or concerns.

Sincerely,



Paul V. Tardue

Signature

Printed Name

Date



ATTORNEYS AT LAW
PHONE 215.938.6378

1800 BYBERRY ROAD
1301 MASONS MILL BUSINESS PARK
HUNTINGDON VALLEY, PENNSYLVANIA 19006

SENDER'S EMAIL: PCIANCI@LEVINLEGALGROUP.COM

MICHAEL IRA LEVIN
ALLISON S. PETERSEN
PAUL J. CIANCI
DAVID W. BROWN
RICHARD B. GALTMAN
JAMES J. MUSIAL
JULIA ANN LEVIN
ANTHONY M. PETRO

VIA EMAIL ONLY (Jaime.vlasaty@svpanthers.org)

Mrs. Jaime Vlasaty, Superintendent
Saucon Valley School District
2097 Polk Valley Road
Hellertown, Pennsylvania

Re: Engagement with the Saucon Valley School District

Dear Mrs. Vlasaty:

We are pleased to submit this letter which summarizes our relationship with the Saucon Valley School District ("School District") as legal counsel. The following paragraphs describe our understanding of the terms and objectives of our engagement as legal counsel for the School District and the nature and scope of the services we will provide.

Our Responsibilities and Services.

We will provide those legal services that the School District requests us to provide and that we agree to provide, which may include the following:

1. Attendance at meetings, including executive sessions and committee meetings;
2. Advising the School District administration and/or board of material information consistent with our duties representing the School District;
3. Investigation of facts for the purpose of rendering legal advice;
4. Issuance of opinion letters;
4. Preparation of contracts, requests for proposals and invitations to bid;
5. Preparation of legal notices;
6. Preparation of resolutions necessary for the business and affairs of the School District;
7. Preparation of grant applications;
8. Review and/or preparation of school board policies or administrative guidelines;
9. Representation of the School District in adversarial proceedings;

10. Acting either as advisor to the school board or prosecuting attorney at school board hearings;
11. Providing legal advice and recommendations with respect to issues and matters brought to the our attention, including such matters as governance, finance, property, pupils, employees, liability, construction, litigation, contracts, civil rights, and applicable law, regulations and ordinances;
12. Working with and cooperating with other legal counsel that may be retained by the School District;
13. Working with and cooperating with other professionals retained by the School District, including the architect, financial advisor and construction manager;
14. Negotiating contracts, administrative compensation plans, or collective bargaining agreements;
15. Providing legal seminars or training to the school board, the administration and/or to other staff;
16. Providing summaries of contracts or insurance policies;
17. Reviewing new legislation and reporting on requirements any such legislation may impose upon the School District;
18. Conducting legal audits of one or more of the School District's practices and/or policies; and
19. Such other services that may be requested or required from time-to-time by the School District.

For purposes of assignments to us, we may rely upon any request by any "Authorized Representative." For purposes of this engagement letter, "Authorized Representative" means and includes each individual who (i) is expressly designated orally, electronically or in writing or otherwise by School District to act on behalf of School District with respect to one or more services, (ii) actually acts on behalf of School District with respect to any services, or (iii) has apparent authority to act for School District, by course of dealing or otherwise with respect to any services.

With respect to adversarial proceedings for which we are requested by you or your insurance carrier to represent you or any of your officials or employees (hereinafter referred to collectively or individually as "you"), we will represent you within ethical and professional standards; and, unless instructed otherwise by you, and we will take all action that we believe is necessary and reasonably calculated to advance your interests. We will file such pleadings, motions, applications, petitions and appeals as are necessary to advance and/or to protect the School District's interests, unless instructed otherwise by applicable authority. You agree that we may take such actions.

We will provide the services that you request and that we agree to provide in accordance with the professional standards to advance the interests of the School District, subject to the following understandings:

1. We will not perform services that we have not been asked to perform;

2. When performing our services under this engagement, we will rely on the facts provided to us by you and will not undertake an independent investigation of the facts unless specifically requested to do so by you;
3. We will advise you if a particular service cannot be provided because we do not believe that we have sufficient competency in the applicable area of the law;
4. We will not provide services where we may be prohibited from providing such services in accordance with the Rules of Professional Responsibility due to such things as a conflict of interest that might exist with respect to a particular matter; and
5. When negotiating a contract on behalf of the School District, we will always seek to obtain provisions that are commercially reasonable, unless instructed otherwise by the School District.

In all instances, we will comply with the Pennsylvania Rules of Professional Responsibility and other applicable law and in all instances we will be acting in the capacity as legal counsel for the School District.

The School District's Responsibilities

The School District is responsible for making all records and related information available to us and for the accuracy and completeness of that information. This responsibility includes the establishment and maintenance of adequate records and internal controls, including monitoring ongoing activities, the selection and application of practices and policies, and document retention and retrieval practices. The School District is responsible for correcting any incorrect information that may have been provided to us. The School District agrees to bring to our attention any matters that may reasonably be expected to require further consideration to determine the proper treatment and handling of matters we are handling. The School District also agrees to bring to our attention any changes in the information as originally provided to us as soon as such information becomes available.

The School District is responsible for the design and implementation of programs, practices, policies, protocols and controls to prevent violation of law. In addition, the School District is also responsible for identifying and ensuring that the School District complies with applicable laws and regulations and advises us if it has knowledge of any situation related to our services that does not comply with applicable law. Further, we will assume that the School District has taken action to implement our recommendations unless the School District has advised us differently.

The School District is responsible for notifying us when it decides not to carry out our recommendations or when not carrying out or implementing our recommendations in the way that we advise. Such notification shall be in writing. The School District is also responsible for asking us if it has any questions about our recommendations, if it desires to explore options for the handling of any matter, or if it wants a description of the pros and cons of proceeding in a particular manner.

Litigation Hold. We wish to remind you that the School District has certain responsibilities to preserve evidence with respect to administrative and judicial proceedings. In this regard, the School District has a duty to preserve and protect any and all paper and electronic records, documents and other evidence (hereinafter referred to individually or together as “evidence”) that may be relevant to any existing or future litigation once you know or reasonably should know that litigation exists or will be filed. This includes arbitration, administrative proceedings and court proceedings of any nature. Evidence includes paper documents and records and all forms of electronic evidence, including text messaging, IM, emails, social media, etc. The obligation includes keeping and maintaining electronic records and files in their electronic form without change. If the School District fails to keep and safeguard evidence that is or may be relevant or that may lead to relevant evidence, the School District and involved employees and officials may be subject to sanctions, which can be severe.

Engagement Administration

As engagement partner, I will be responsible for supervising the engagement and the work performed by us.

The School District will provide us access to personnel of the School District, as necessary, to enable us to perform our work. We will ask that your personnel, to the extent possible, provide the necessary records and data to enable us to do our work. We may have to have meetings or access to records to perform our services properly and the School District will provide those items to us.

Auditing standards generally accepted in the United States of America require that we communicate certain matters related to the conduct of our services to your auditors. It is understood that our communication with your auditors is part of the services that we are required to provide. In addition, there are certain matters that might require our disclosure of the information to the board of school directors, such as willful violations of legal requirements that are material; serious difficulties that we encountered in dealing with management related to the performance of our services; any disagreements with management, whether or not satisfactorily resolved, about matters that individually or in the aggregate could be significant to the consolidated financial statements or our report; major issues that were discussed with management in connection with our services; and other matters as considered necessary or required to be communicated under professional standards.

Scope of Our Work

With respect to those services that you request us to perform and that we expressly agree to perform, we will consult with you about your objectives, and, when appropriate, the means of achieving them in accordance with applicable law and the ethical rules governing lawyers. We shall endeavor to keep you advised of the status of your matter to the extent necessary to enable you to make informed decisions. We will provide competent representation of your interests. Expressions on our part concerning the probable outcome of our representation will reflect our best professional judgment, but are not guarantees, as they are limited by our knowledge of the

facts and are based on the state of the law at the time that they are expressed. There may be many factors that affect the outcome of any matter and over which we have no control—such as the recollection or testimony of any particular witness.

Our work, opinions and deliverables will be based on our interpretation of applicable federal and state laws, regulations, administrative and judicial pronouncements, and other relevant authorities (hereinafter referred to as “applicable law”), in effect when we provide our work, opinions or other deliverables. All these authorities are subject to change, and such change may be retroactive or prospective in effect. We assume no responsibility to either advise you or to update our work, conclusions, or deliverables for changes in respect to federal and state laws, regulations, administrative and judicial pronouncements, and other relevant authorities. Stated another way, we assume responsibility for our work when our work is performed, but we assume no responsibility for changes in applicable law after our work is performed.

Aspects of Third Party Payor Engagements

Examples of Third Party Payor engagement include those undertaken pursuant to a policy of insurance or because another company or person has agreed to pay the legal fees and costs on your behalf. In such a situation, the firm will represent you solely regarding covered claims (that is, claims for which the insurer or other payor has agreed to advance fees and costs) and subject to any reservation of rights letter from the payor. If a dispute arises between you and the payor regarding their payor’s obligations to you or any other matter, we will not be able to represent you in that dispute, nor will we be able to represent the payor in any such dispute. If we become aware of a possible dispute regarding the payor’s obligations to you, we will notify you of that fact so that you may seek separate counsel as to that matter.

You should understand that we may be required to make regular report to the payor concerning the engagement. Such reports may include information regularly developed during the engagement, unless for some reason you specifically instruct us not to forward some confidential information to the payor. Such an instruction may, depending on the terms of the agreement between you and the payor, affect the payor’s obligations to indemnify you or to pay your legal fees and costs.

You waive any privilege to allow us to provide the information requested or required to such payors.

Aspects of Multiple Client Engagements

It is unusual that we will be asked to represent multiple clients in a particular matter involving the School District. However, if the situation arises and we are asked to represent a number of clients as a group, including you, we recommend that each client consult separate counsel to represent that client’s individual interests with respect to the client’s individual current or potential issues. We particularly urge you to consult separate counsel concerning any matter in which you perceive that your interests may conflict with the interests of other clients. We also expect and encourage you to consult with such individual counsel at any time and on any matter

on which you wish to receive specific and individually tailored advice. We will provide information regarding the engagement to such individual counsel as part of our services to the group. We also expect that any such counsel will assist in identifying conflicts that may arise in the course of our work and will inform us appropriately, and we will advise such member of the group of clients with respect to such conflicts. Our work in this type of engagement is to represent all the members of the group as a group collectively. Consequently, we will not promote or advocate the interests of any one or more members of the group individually. There may be issues related to a group engagement that would affect one or more members of the group differently due to unique circumstances of which we may or may not be aware, and where conflicts or disparate interests arise, it may be necessary or appropriate for any of the members of the group to engage separate counsel on an individual basis. While we will try to explain the significance and effect of the material issues to all clients in the group, we may not know facts specific to any one member of the group and may not realize that such explanations might be warranted in particular circumstances. We will, however, endeavor to keep all clients in the group informed on a regular basis about our work for the entire group of clients.

Document Retention

It is our policy to keep records electronically and that such electronic records related to this engagement will be retained for three (3) years after the completion of a matter. We do not keep any original School District documents; therefore, if you desire that we return the original records to you, we will be pleased to do so. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies. You agree that upon the expiration of the three-year period, we shall be free to destroy any records related to this engagement.

Engagement Fees

Our fees are as follows:

Rate	Attorneys
\$220.00/hr.	Michael I. Levin, Allison S. Petersen, Paul J. Cianci
\$200.00/hr.	David Brown, Richard Galtman, James Musial
\$190.00/hr.	Julia Ann Levin, Anthony Petro

In addition to fees, we charge for certain out-of-pocket costs when necessary, such as filing fees, overnight or express mail, witness fees, expert fees, overnight travel, in-house copying at the rate of \$.10 per page, large copying jobs performed outside the firm, courier services, computer-assisted legal research that is not included in our comprehensive basic plan; and court stenographers. We do not charge for secretarial time, computer-assisted legal research that is within our comprehensive basic service, usual office overhead and regular postage. We charge fees "portal-to-portal."

Attorneys newly hired by us will be placed on the appropriate fee tier taking into account their experience level. In addition, attorneys identified above may be increased in their tier assignment.

We are approved defense counsel for a number of insurance carriers that have rate agreements with us that may vary from the rates above. When we work on a matter that is covered by such insurance, we will comply with applicable litigation guidelines and billing arrangements which may differ from those set forth above.

Other Engagement Matters and Limitations

(a) Management Functions

We will not perform management functions or make management decisions on your behalf. However, we will provide advice and recommendations to assist management and/or the board, as may be applicable, in performing their respective functions and making decisions.

(b) E-mail

During our engagement, we or you may need to transmit confidential information electronically to each other and to other entities engaged by either party. E-mail is a fast and convenient way to communicate. However, e-mail is not a secure means of communication and, thus, confidentiality could be compromised. You agree to the use of e-mail and other electronic methods to transmit and receive information, including confidential information, between us and outside specialists or other entities engaged by either you or us.

Although e-mail is an efficient method of communication, it is not necessarily a fool-proof method. For a variety of reasons, an e-mail may not be received or posted to an inbox, as opposed to the "junk-box," for example. An e-mail may be inadvertently deleted. Therefore, we cannot take assignments by exclusively by email. If there is anything that you need us to do, you need to talk to a "live" person and ensure that we have notice of what you want us to do for you. Unless we specifically respond to an email, you may not assume that we received the email or will take action pursuant to an email request. The disclaimers in this paragraph are intended for your protection as well as our protection. We want to avoid any possibility that an assignment or request is missed because of the shortcomings of email.

(c) Contract Forms and Recommendations

No contract form or generic contract should be utilized for any transaction without the advice of counsel. Changes or modifications may have to be made to address individual circumstances or changes in the law regarding a transaction. A contract prepared by us for a particular transaction shall not be used for another or different transaction without first consulting with counsel and making necessary or appropriate changes or modifications. Renewals of contracts should not be undertaken without first determining whether changes in the law or changed circumstances may require changes or modifications to the contract.

(d) Disputes

You agree that any dispute regarding this engagement will, prior to resorting to litigation, be submitted to mediation upon written request by either party. Both parties agree to try in good faith to settle the dispute in mediation. The American Arbitration Association will administer any such mediation in accordance with its Commercial Mediation Rules. The results of the mediation proceeding shall be binding only if each of us agrees to be bound. We will share any costs of mediation proceedings equally.

(e) Limitations on Damages and Indemnification

Except to the extent finally determined to have resulted from the willful misconduct or fraudulent behavior of the Levin Legal Group, relating to the services it has provided, the School District agrees to indemnify, defend and hold harmless the Levin Legal Group and its attorneys from and against any and all liabilities incurred or suffered by or asserted against the Levin Legal Group or any of its attorneys in connection with any third party claims to the extent such assertions, claims or liabilities relate to the work or services performed by the Levin Legal Group for or on behalf of the School District. The terms of this provision shall apply regardless of the nature of any claim asserted (including, but not limited to, contract, tort, or any form of negligence or intentional act), but these terms shall not apply to the extent finally determined to be contrary to applicable law or regulation. These terms shall also continue to apply and shall survive termination of this agreement or termination of the services of the Levin Legal Group. This paragraph does not apply to any claims that the School District may have against the Levin Legal Group.

(f) Legal Actions

The School District accepts and acknowledges that any legal proceedings by the School District arising from or in connection with the services provided by the Levin Legal Group under this Agreement or engagement must be commenced within one (1) year from the date the services were performed, without consideration as to the time of discovery of any claim.

(g) Miscellaneous

If any provision of this agreement is declared invalid or unenforceable, no other provision of this agreement is affected, and all other provisions remain in full force and effect.

This engagement letter represents the entire agreement regarding the services described herein and supersedes all prior negotiations, proposals, representations or agreements, written or oral, regarding these services. It shall be binding on heirs, successors, and assigns of you and us. If the foregoing is in accordance with your understanding, please sign the enclosed copy of this letter and return it to us. If you have any questions, please let us know.

Mrs. Jaime Vlasaty, Superintendent
February 5, 2024
Page 9 of 9

We appreciate the opportunity to be your attorneys. We trust that our association will be a long and pleasant one.

Very truly yours,

LEVIN LEGAL GROUP, P.C.

Paul J. Cianci

Paul J. Cianci

This letter correctly sets forth the understanding of the Saucon Valley School District.

ACCEPTED:

By _____

Title _____

Date _____

**(ATTACHMENT A)
NOTICE OF ADOPTION OF APPROVED LEA
POLICIES, PROCEDURES AND USE OF FUNDS
BY SCHOOL DISTRICT**

The Saucon Valley School District hereby gives notice of its adoption of the Colonial Intermediate Unit's policies and procedures under the federal requirements of 34 CFR PART 300¹. A copy of the policies and procedures are maintained for review in the administrative offices. The IU-adopted policies and procedures are implemented to fulfill the requirements of 22 PA Code Chapter 14 and the regulatory requirements under the Individuals with Disabilities Education Act – Part B. The Subgrantee has in effect policies and procedures whereby the SEA may, through corrective action for failure to comply with Part B of the act, exercise its general supervisory authority to withhold all direct or indirect subsidies for special education and related services provided by the SEA to public agencies with the responsibility to offer a free appropriate public education to eligible children. (20 U.S.C. Section 1412 (11), 34 C.F.R. Section 300.151, and 34 C.F.R. Section 300.608).

Signature of Superintendent of the School District *

Date

*By entering your name electronically, you acknowledge your receipt of this document. Your electronic signature will serve as the equivalent of your manual signature. Please click the box to lock this form. ☐

¹Federal requirements including, but not limited to:

- §300.101-§300.123 FAPE Requirements, LRE, Additional Eligibility Requirements
- §300.145-§300.148 Children with Disabilities in Private Schools Placed or Referred by Public Agencies
- §300.154 Parental Consent to Access Public Benefits or Insurance
- §300.200-§300.226 Local Educational Agency Eligibility
- §300.229 Disciplinary information
- §300.300-§300.536 Evaluations, Eligibility Determinations, IEP and Educational Placements, Procedural Safeguards, and Discipline Procedures
- §300.610-§300.624 Confidentiality of Information

Revised January 2024