

**BETHLEHEM AREA SCHOOL DISTRICT**  
**Bethlehem, Pennsylvania**

**MISSION STATEMENT**

*The Bethlehem Area School District, in partnership with the home and community, is committed to providing a safe and supportive environment in which each student will attain the knowledge, skills, and attitudes necessary to become a productive citizen and lifelong learner in our technologically demanding and culturally diverse society.*

**A G E N D A**  
**REGULAR MEETING – November 17, 2008**

1. Roll Call
2. Pledge of Allegiance
3. Silent Meditation
4. Instructional Report  
*Donegan Elementary School*  
*Kathy Quigney, Principal*  
*Joanne LoFaso, Assistant Principal*  
*Angela Seip, Teacher*  
*Ann Warmkessel, Teacher*
5. Courtesy of the Floor to Visitors (30 minutes allowed)
6. Approval of Minutes  
*September 22, 2008 – Regular Board Meeting*
7. Approval of Committee Minutes
8. Financial Report/Payment of Bills
9. President's Communication/Special Meetings
10. Superintendent's Report/Federal Program Update
11. Recommendations of Administration
12. Reports of Committees and Student Representatives
13. Unfinished Business
14. New and Miscellaneous Business
15. Courtesy of the Floor to Visitors
16. Adjournment

## **MEMORANDUM**

**NOVEMBER 14, 2008**

**TO : BOARD OF SCHOOL DIRECTORS**

**FROM : STANLEY J. MAJEWSKI, JR., BOARD SECRETARY**

**SUBJECT : REGULAR MONTHLY MEETING – NOVEMBER 17, 2008**

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The Regular Meeting of the Board of School Directors of the Bethlehem Area School District for November will be held on *Monday, November 17, 2008, at 7:00 p.m. in the Auditorium of East Hills Middle School, 2005 Chester Road, Bethlehem, PA 18017*. The agenda is attached.

SJM:ace

Att.

cc: Dr. Lewis  
Mr. Washington

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- Information Item Only

1. *Memorandum of Understanding with Local Police Department*

**INFORMATION:**

The Pennsylvania Emergency Management Services Code mandates that every school district, in cooperation with the local Emergency Management Agency, shall develop and implement emergency preparedness plans. The Bethlehem Area School District's plan, as well as the Northampton and Monroe County Emergency Preparedness Committee, endorse the development of Memorandums of Understanding with all local police departments. The purpose of the agreement is to establish procedures to be followed when any incident occurs on school property, at any school sponsored activity, or on any public conveyance providing transportation to or from a school or school related activity. It is further the purpose of the Memorandum to foster a relationship of cooperation, mutual support, and the sharing of information and resources between parties as they work together to maintain the physical security and safety of the schools in our district.

The Memorandum of Understanding for Freemansburg Police Department was reviewed with the board at the November 3, 2008, Board Facilities Committee Meeting.

**RECOMMENDATION:**

That the Board of School Directors approves the Memorandum of Understanding between the Bethlehem Area School District and the Freemansburg Police Department.

# **MEMORANDUM OF UNDERSTANDING**

## **Bethlehem Area School District and the Freemansburg Police Department**

This Memorandum of Understanding between the Bethlehem School District ("School District") and the Freemansburg Police Department ("Police") enter into this Memorandum in accordance with the provisions of the act of March 10, 1949 (P.L. 30, No. 4), as amended, 24 P.S. 13-1301-A, *et seq*, known as the Safe Schools Act to the extent required thereby.

### **I. Joint Statement of Concern:**

THE PURPOSE OF THIS MEMORANDUM IS TO ESTABLISH PROCEDURES TO BE FOLLOWED WHEN ANY INCIDENT INVOLVING AN ACT OF VIOLENCE OR POSSESSION OF A WEAPON ("CRIMINAL ACTIVITY") OCCURS ON SCHOOL PROPERTY, AS DEFINED IN THE PENNSYLVANIA SAFE SCHOOLS ACT.

### **II. Incidents Requiring Police Notification and Response**

#### **A. District Obligations:**

1. No School District employee will ask the Police to enter into any discussion with the student suspect relating to the disposition of the Criminal Activity as it applies to consequences relating to violations of school policies/procedures.
2. Surrender to the Police all contraband or physical evidence, pursuant to an investigation, found on or in school property, school vehicles and at school sponsored activities.
3. Turn situations that require police involvement and threaten the safety of the school community over to the Police. Once the Police have taken charge of the situation, school personnel will continue to provide support and assistance during the crisis.
4. Work collaboratively with the Police in Criminal Activity prevention, reporting, investigation, serving warrants, identification of suspects and, where appropriate, apprehension and prosecution of those individuals. This should involve as little disruption of the school environment and violation of the student's privacy as possible. The School District will defer to the expertise of the Police on such matters except as is necessary to protect an interest of the School District as it relates to the Public School Code of 1949, 24 P.S. §§ 1-101, *et seq*.
5. Request that police officers: inform the school administration of their presence whenever they arrive at school; carry out their duties while on School District property with as little disruption of the school environment as possible; and abide by School District policy regarding access to students during the school day.
6. Complete reports as required under the Public School Code of 1949, 24 P.S. § 13-1303-A.
7. Provide or arrange for emergency and medical treatment, as necessary.
8. Meet the police officer(s) arriving on school property as a result of a report.

#### **B. Police obligations:**

1. Inform the school building administration of their presence whenever they arrive in a school.
2. Carry out their duties while on School District property with as little disruption of the school environment as possible.
3. Abide by School District Policy regarding access to students (see taking custody) during the school day unless a particular situation requires immediate action.
4. Consult with the School District on issues related to prevention, reporting of Criminal Activity, safety, and other school-law enforcement issues.

# MEMORANDUM OF UNDERSTANDING

## **Bethlehem Area School District and the Freemansburg Police Department**

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### **C. Responses to Incidents:**

1. The School District shall immediately report to the Police all Criminal Activity committed on school property once the School District becomes aware of said Criminal Activity.
2. Schools will also comply with reporting as required by the School District's Policies and Procedural Guidelines which include, but are not limited to: Students and Police Policy, Weapons Policy, Substance Abuse Policy; threats of homicide or other violent acts as required in the District's Critical Incident Guidelines, Child/Student Abuse Policy, Gang Policy, and discipline violations required to be reported to the Police in the District's Code of Conduct Disciplinary Guidelines, and the Safe Schools Act, 24 PS § 13-1301-A *et seq.*
3. Upon notification of the Criminal Activity to the Police, the School District shall provide as much of the following information as is available at the time of notification. In no event shall the gathering of information unnecessarily delay notification:

#### **A. Whether the Criminal Activity is in progress or has concluded;**

- i. Nature of the Criminal Activity;
- ii. Exact location of the Criminal Activity;
- iii. Number of persons involved in the Criminal Activity;
- iv. Weapons, if any, involved;
- v. Whether the weapons, if any, have been secured and if so, the custodian of the weapons;
- vi. Injuries involved;
- vii. Whether EMS was notified;
- viii. Identity of the School District contact person;
- ix. All other such information known to the School District which can be deemed relevant to the incident under investigation;
- x. Names and ages of individuals involved; and
- xi. Identity of any witnesses.

#### **4. Initial response by Police**

##### **a. Incidents of Criminal Activity in progress;**

- i. Meet with School District contact person, if necessary, to locate incident of Criminal Activity
- ii. Stabilize incident of Criminal Activity
- iii. Provide or arrange for emergency medical treatment as necessary
- iv. Control the scene of the incident of Criminal Activity
  - a. secure any physical evidence at the scene
  - b. identify involved persons and witnesses
- v. Conduct investigation
- vi. Exchange information
- vii. Confer with school officials to determine the extent of Police involvement required by situation.

##### **b. Incidents of Criminal Activity not in progress:**

- i. Meet with School District contact person
- ii. Recover any physical evidence and provide a written receipt for the same to the appropriate school administrator
- iii. Conduct investigation
- iv. Exchange information
- v. Confer with school officials to determine the extent of Police involvement required by situation.

##### **c. Incidents of Criminal Activity involving delayed reporting;**

- i. Incidents of Criminal Activity which are reported after the conclusion of the school day or event during which the incident took place
- ii. If initially reported to the School District, handle as if reporting was not delayed
- iii. If initially reported to the Police, investigation will be conducted as any other investigation.

## **MEMORANDUM OF UNDERSTANDING**

### **Bethlehem Area School District and the Freemansburg Police Department**

School District will be made aware of the incident and information will be shared as if the reporting was not delayed, unless the police determine the investigation requires otherwise.

#### **5. Scope of School District's Involvement:**

##### **a. Victims and Witnesses:**

- i. As soon as possible, the School District shall notify the parent or guardian of a victim or witness when Police interview that victim or witness on School District property unless otherwise notified by the police. Police shall follow department policies and procedures when interviewing a victim or witness to ensure the protection of the victim or witness's legal and constitutional rights.
- ii. In the event a victim or witness is interviewed by Police on school property, a school administrator, or designee, shall have the right to be present during the interview, unless proper police procedure dictates otherwise.

##### **b. Suspects:**

- i. Depending upon the individual circumstances of the incident of Criminal Activity, a student suspect may or may not be competent to waive his/her rights to consult with an interested adult and/or attorney prior to speaking with Police.
- ii. The School District shall cooperate with Police to secure the permission and presence of at least one parent or guardian of a student suspect before the student is interviewed by Police.
- iii. In the event an interested adult cannot be contacted, the School District shall defer to the policies, procedures and direction of the investigating Police who shall act in a manner consistent with the protection of the student suspect's legal and constitutional rights.
- iv. The legal conduct of interviews, interrogations, searches, seizures of property and arrests are within the purview of the Police. The School District shall defer to the expertise of the Police on matters of criminal and juvenile law procedure, except as is necessary to protect a legal and clearly defined interest of the School District.

##### **c. Conflicts of Interest:**

- i. The parties to the Memorandum recognized that in the event that a School District employee, contractor or other person acting on behalf of the District is the subject of an investigation, a conflict of interest may exist. In such circumstances, the individual that is the subject of the investigation will not be present during the interviews of students as co-suspects, witnesses or victims by police. The School District Superintendent will be informed of the investigation and neither the Superintendent nor his or her designee will be present when the Police interviews students as co-suspects, witnesses or victims of a School District employee, contractor, or other person acting on behalf of the School District.
- ii. Neither the individual who is the subject of the investigation, nor his/her subordinates(s) and/or direct supervisor(s) shall be informed of the contents of the statements made by student co-suspects, victims or witnesses, except at the discretion of the Police or as otherwise required by law. A building administrator or other similar school employee who is not involved in the conflict, shall have the right to be present during the interview of a student as a co-suspect victim or witness. In light of the potential for a conflict, however, the decision to have the building administrator or other similar school employee present during the interview shall be a cooperative decision between the School District and Police.

### **III. Police Taking Custody of Students**

- A. The School District will cooperate with Police who arrive to take custody of a student. Students may be taken into custody at the discretion of the Police.
- B. The School District recognizes that the Police have the authority to take a student into custody for the Lehigh County Office of Children and Youth.
- C. The Police shall take all appropriate steps to protect the legal and constitutional rights of those students being taken into custody.

# **MEMORANDUM OF UNDERSTANDING**

## **Bethlehem Area School District and the Freemansburg Police Department**

### **IV. Exchange of Information**

- A. The Police will provide information to the School District within the limits imposed by law, including but not limited to, the Criminal History Information Act, 18 Pa.C.S., Chapter 91 and the Public School Code of 1949, 24 P.S. § 13- 1303-A, and pursuant to Police policies and procedures.
- B. The School District will provide information to the Police within the limits imposed by law, including but not limited to, the Federal Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. § 1232g and its implementing regulations at 34 C.F.R. § 99.1 *et seq.*, 22 Pa Code §§ 12.31 – 12.33 and the Public School Code of 1949, 24 P.S. § 13-1303-A and § 13-1317.2, and pursuant to the School District policy and procedures.

### **V. Media Contact**

- A. Media contact involving incidents of mutual concern should be coordinated between the School District and the Police when practical. The parties will release as much information as required by law with due consideration to the investigative needs and the need to limit disruption of the School District function and the Police function.
- B. The release of information concerning Criminal Activity shall be coordinated between the School District and the Police.

### **VI. Assistance of School District:**

#### **A. Notification of Parent or Guardian:**

- 1. In the event that a Parent or Guardian is a co-suspect or in the event of a situation in which immediate notification of the incident of criminal activity may result in the destruction of or tampering with evidence or witnesses, the School District, in cooperation with the Police, may decide to delay notification of parents or guardians as reasonably requested by the Police.
- 2. School Districts shall document attempts made to reach the parents or guardians of all victims, witnesses and suspects of incidents of Criminal Activity reportable to Police pursuant to the terms of this Memorandum.
- 3. Except in cases in which the suspect student is injured and requires medical attention, the decision to notify a suspect's parents or guardians shall be a cooperative decision between School District officials and the Police.

### **VII. General Provisions**

- A. This memorandum is not intended to and does not create any contractual rights or obligations with respect to the signatory agencies or any other parties.
- B. This memorandum may be amended, expanded or modified any time upon the written consent of the parties. However, in any event, this Memorandum must be reviewed and re-executed in accordance with legal requirements.
- C. In the event of changes in state or federal law which necessitate changes to this memorandum, the School District and the Police shall collaborate to promptly change this memorandum to ensure compliance by the School District and the Police with state and federal requirements.
- D. The School District and the Police will actively work to resolve any differences in interpretation of this memorandum or in fulfilling the terms thereof.
- E. No later than April 15<sup>th</sup> of each year, the Police Chief, or his designee, shall meet with the School District Superintendent and Principals to discuss school safety issues and to make such modifications to this Memorandum of Understanding as may be appropriate. The parties hereby acknowledge the foregoing as the terms and conditions of their understanding.

\_\_\_\_\_  
Superintendent, Bethlehem Area School District      Date

\_\_\_\_\_  
Chief, Freemansburg Police Department      Date

**2. *Pennsylvania Department of Education Self-Certification Approval – Asa Packer Elementary School Fire Alarm System Replacement***

**INFORMATION:**

At the Board Facilities Committee Meeting on November 3, 2008, the board granted approval that the administration be allowed to bid the Asa Packer Elementary School Fire Alarm System Replacement. The administration needs to submit the attached Self-Certification Application for Non-Reimbursable Construction Project to the Pennsylvania Department of Education for approval for the Asa Packer Elementary School Fire Alarm System Replacement.

**RECOMMENDATION:**

That the Board of School Directors authorizes the administration to submit the Self-Certification Application for Non-Reimbursable Construction Project to the Pennsylvania Department of Education for approval of the Asa Packer Elementary School Fire Alarm System Replacement.

# NON-REIMBURSABLE WORK SUBJECT TO ADVERTISING AND BIDDING REQUIREMENTS

☒

Project Costs for  
Non-Emergencies >\$10,000

☐

Purchase or Lease/Purchase of  
Modular/Relocatable Classroom

## INSTRUCTIONS:

1. Prepare specifications/drawings as needed.
2. Complete one application for each set of bid documents.
3. Provide completed address mailing label for the board secretary.
4. Submit only the application form. Do not submit any other documentation such as the advertisement, plans, specifications or a completed specifications checklist.
5. Send the completed application to the Department of Education, Division of School Facilities, 333 Market Street, Harrisburg, PA 17126-0333. Any questions regarding the completion of this form should be directed to the Division at (717) 787-5480.

## SELF-CERTIFICATION APPLICATION FOR NON-REIMBURSABLE CONSTRUCTION PROJECT

DISTRICT/AVTS: BETHLEHEM AREA SCHOOL DISTRICT

COUNTY: NORTHAMPTON

BUILDING/SITE NAME(S): ASA PACKER ELEMENTARY SCHOOL

(Include all building(s) and/or site(s) on which work will be completed.)

The person to be contacted if there are any questions about this application is:

M. ARIF FAZIL, P.E.

Contact person's name and position

610-865-3000

Telephone Number (including extension)

## WORK DESCRIPTION

Check the appropriate boxes that apply to this project:

- |                                                                                                                                                                                                                                                   |                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Asbestos Abatement/Removal                                                                                                                                                                                               | <input type="checkbox"/> Boiler Repair/Replacement              |
| <input type="checkbox"/> Flooring Repair/Replacement                                                                                                                                                                                              | <input type="checkbox"/> Paving/Resurfacing                     |
| <input type="checkbox"/> Roof Repair/Replacement                                                                                                                                                                                                  | <input type="checkbox"/> Remove/Replace/Upgrade Storage Tank(s) |
| <input type="checkbox"/> Install Fiber Optic Lines/Network Cabling/Data Cabling                                                                                                                                                                   |                                                                 |
| <input type="checkbox"/> Lease/Purchase or Purchase of Relocatable/Modular Classroom(s)                                                                                                                                                           |                                                                 |
| <input type="checkbox"/> School Building/District Administration Office Addition or New Construction. Perform the following calculations to determine if Act 34 of 1973 applies to this project. See the instructions for additional information. |                                                                 |

## TOTAL ESTIMATED COST:

\$ 95,000

       sq. ft. |        sq. ft. X 100 =        %  
 Architectural Area of the      Architectural Area of the      Act 34 Percent  
 Addition or New Building      of the Existing Structure      (round to 2 decimal places)

☒ Other: FIRE ALARM SYSTEM REPLACEMENT

Check the construction codes and/or guidelines selected for this project:

BOCA ☐    DEP ☐    EPA ☐    L&I ☐    NEC ☒    OSHA ☐    PADOT ☐    PA UCC ☒    IBC ☒  
 OTHER: ☐

## BOARD CERTIFICATION

The Board hereby applies to the Department of Education for approval of the plans and specifications for the work described above. The Board certifies that, to the best of its knowledge and belief, construction bid documents comply, or will comply, with applicable laws, regulations and policies, and the project will not pose a hazard to the health and safety of users. Specifications include all applicable statements set forth in the current PDE document entitled "Required Clauses for Specifications." Construction contracts will not be entered into prior to PDE approval. If the Board proceeds with this project, the lowest responsible bidder(s) will be selected. The Board also certifies that the above-described work will proceed whether or not additional on-site work that is subject to Act 34 of 1973 goes forward.

BOARD ACTION DATE:       

VOTING: AYE ☐

NAY ☐

ABSTENTIONS ☐

ABSENT ☐

STANLEY J. MAJEWSKI, JR.

Signature, Board Secretary

Board Secretary's Name, Printed or Typed

Date

BETHLEHEM AREA SCHOOL DISTRICT 1516 Sycamore St., Bethlehem PA 18017

District/AVTS Address

## PDE USE ONLY

Based on the Board's representation to the Department that (1) the requisite laws, regulations and standards have been met; and (2) this project will not present a danger to the health or safety of the users, the plans and specifications for the project are approved as meeting the requirements of the school laws of Pennsylvania and the policies and regulations of the State Board of Education.

PDE #

Approved by the PA Department of Education

Date

## PDE USE ONLY

3. *Pennsylvania Department of Education Self-Certification Approval – Asa Packer Elementary School Roof Repair/Replacement*

**INFORMATION:**

At the Board Facilities Committee Meeting on November 3, 2008, the board granted approval that the administration be allowed to bid the Asa Packer Elementary School Roof Repair/Replacement. The administration needs to submit the attached Self-Certification Application for Non-Reimbursable Construction Project to the Pennsylvania Department of Education for approval for the Asa Packer Elementary School Roof Repair/Replacement.

**RECOMMENDATION:**

That the Board of School Directors authorizes the administration to submit the Self-Certification Application for Non-Reimbursable Construction Project to the Pennsylvania Department of Education for approval of the Asa Packer Elementary School Roof Repair/Replacement.

# NON-REIMBURSABLE WORK SUBJECT TO ADVERTISING AND BIDDING REQUIREMENTS

☒

Project Costs for  
Non-Emergencies >\$10,000

☐

Purchase or Lease/Purchase of  
Modular/Relocatable Classroom

## INSTRUCTIONS:

1. Prepare specifications/drawings as needed.
2. Complete one application for each set of bid documents.
3. Provide completed address mailing label for the board secretary.
4. Submit only the application form. Do not submit any other documentation such as the advertisement, plans, specifications or a completed specifications checklist.
5. Send the completed application to the Department of Education, Division of School Facilities, 333 Market Street, Harrisburg, PA 17126-0333. Any questions regarding the completion of this form should be directed to the Division at (717) 787-5480.

## SELF-CERTIFICATION APPLICATION FOR NON-REIMBURSABLE CONSTRUCTION PROJECT

DISTRICT/AVTS: BETHLEHEM AREA SCHOOL DISTRICT

COUNTY: NORTHAMPTON

BUILDING/SITE NAME(S): ASA PACKER ELEMENTARY SCHOOL

(Include all building(s) and/or site(s) on which work will be completed.)

The person to be contacted if there are any questions about this application is:

M. ARIF FAZIL, P.E.

610-865-3000

Contact person's name and position

Telephone Number (including extension)

## WORK DESCRIPTION

Check the appropriate boxes that apply to this project:

**TOTAL ESTIMATED COST:**

\$ 220,000

☐ Asbestos Abatement/Removal

☐ Boiler Repair/Replacement

☐ Flooring Repair/Replacement

☐ Paving/Resurfacing

☒ Roof Repair/Replacement

☐ Remove/Replace/Upgrade Storage Tank(s)

☐ Install Fiber Optic Lines/Network Cabling/Data Cabling

☐ Lease/Purchase or Purchase of Relocatable/Modular Classroom(s)

☐ School Building/District Administration Office Addition or New Construction. Perform the following calculations to determine if Act 34 of 1973 applies to this project. See the instructions for additional information.

           sq. ft. }            sq. ft. X 100 =            %  
Architectural Area of the Architectural Area of the Act 34 Percent  
Addition or New Building of the Existing Structure (round to 2 decimal places)

☐ Other:           

Check the construction codes and/or guidelines selected for this project:

BOCA ☐ DEP ☐ EPA ☐ L&I ☐ NEC ☐ OSHA ☐ PADOT ☐ PA UCC ☒ IBC ☒

OTHER:           

## BOARD CERTIFICATION

The Board hereby applies to the Department of Education for approval of the plans and specifications for the work described above. The Board certifies that, to the best of its knowledge and belief, construction bid documents comply, or will comply, with applicable laws, regulations and policies, and the project will not pose a hazard to the health and safety of users. Specifications include all applicable statements set forth in the current PDE document entitled "Required Clauses for Specifications." Construction contracts will not be entered into prior to PDE approval. If the Board proceeds with this project, the lowest responsible bidder(s) will be selected. The Board also certifies that the above-described work will proceed whether or not additional on-site work that is subject to Act 34 of 1973 goes forward.

BOARD ACTION DATE:           

VOTING: AYE ☐

NAY ☐

ABSTENTIONS ☐

ABSENT ☐

STANLEY J. MAJEWSKI, JR.

Signature, Board Secretary

Board Secretary's Name, Printed or Typed

Date

BETHLEHEM AREA SCHOOL DISTRICT 1516 Sycamore St., Bethlehem PA 18017

District/AVTS Address

## PDE USE ONLY

Based on the Board's representation to the Department that (1) the requisite laws, regulations and standards have been met; and (2) this project will not present a danger to the health or safety of the users, the plans and specifications for the project are approved as meeting the requirements of the school laws of Pennsylvania and the policies and regulations of the State Board of Education.

PDE #

Approved by the PA Department of Education

Date

## PDE USE ONLY

4. ***Pennsylvania Department of Education Self-Certification Approval –  
Farmersville Elementary School Roof Repair/Replacement***

**INFORMATION:**

At the Board Facilities Committee Meeting on November 3, 2008, the board granted approval that the administration be allowed to bid the Farmersville Elementary School Roof Repair/Replacement. The administration needs to submit the attached Self-Certification Application for Non-Reimbursable Construction Project to the Pennsylvania Department of Education for approval for the Farmersville Elementary School Roof Repair/Replacement.

**RECOMMENDATION:**

That the Board of School Directors authorizes the administration to submit the Self-Certification Application for Non-Reimbursable Construction Project to the Pennsylvania Department of Education for approval of the Farmersville Elementary School Roof Repair/Replacement.

# **NON-REIMBURSABLE WORK SUBJECT TO ADVERTISING AND BIDDING REQUIREMENTS**

☒ X

Project Costs for  
Non-Emergencies >\$10,000

☐ Purchase or Lease/Purchase of  
Modular/Relocatable Classroom

**INSTRUCTIONS:**

1. Prepare specifications/drawings as needed.
2. Complete one application for each set of bid documents.
3. Provide completed address mailing label for the board secretary.
4. Submit only the application form. Do not submit any other documentation such as the advertisement, plans, specifications or a completed specifications checklist.
5. Send the completed application to the Department of Education, Division of School Facilities, 333 Market Street, Harrisburg, PA 17126-0333. Any questions regarding the completion of this form should be directed to the Division at (717) 787-5480.

## **SELF-CERTIFICATION APPLICATION FOR NON-REIMBURSABLE CONSTRUCTION PROJECT**

DISTRICT/AVTS: BETHLEHEM AREA SCHOOL DISTRICT

COUNTY: NORTHAMPTON

BUILDING/SITE NAME(S): FARMERSVILLE ELEMENTARY SCHOOL

(Include all building(s) and/or site(s) on which work will be completed.)

The person to be contacted if there are any questions about this application is:

M. ARIF FAZIL, P.E.

610-865-3000

Contact person's name and position

Telephone Number (including extension)

**WORK DESCRIPTION**

Check the appropriate boxes that apply to this project:

**TOTAL ESTIMATED COST:**

\$ 310,000

☐ Asbestos Abatement/Removal

☐ Boiler Repair/Replacement

☐ Flooring Repair/Replacement

☐ Paving/Resurfacing

☒ X Roof Repair/Replacement

☐ Remove/Replace/Upgrade Storage Tank(s)

☐ Install Fiber Optic Lines/Network Cabling/Data Cabling

☐ Lease/Purchase or Purchase of Relocatable/Modular Classroom(s)

☐ School Building/District Administration Office Addition or New Construction. Perform the following calculations to determine if Act 34 of 1973 applies to this project. See the instructions for additional information.

           sq. ft. }            sq. ft. X 100 =            %  
Architectural Area of the Architectural Area of the Act 34 Percent  
Addition or New Building of the Existing Structure (round to 2 decimal places)

☐ Other:           

Check the construction codes and/or guidelines selected for this project:

BOCA ☐ DEP ☐ EPA ☐ L&I ☐ NEC ☐ OSHA ☐ PADOT ☐ PA UCC ☒ X IBC ☒ X

OTHER:           

**BOARD CERTIFICATION**

The Board hereby applies to the Department of Education for approval of the plans and specifications for the work described above. The Board certifies that, to the best of its knowledge and belief, construction bid documents comply, or will comply, with applicable laws, regulations and policies, and the project will not pose a hazard to the health and safety of users. Specifications include all applicable statements set forth in the current PDE document entitled "Required Clauses for Specifications." Construction contracts will not be entered into prior to PDE approval. If the Board proceeds with this project, the lowest responsible bidder(s) will be selected. The Board also certifies that the above-described work will proceed whether or not additional on-site work that is subject to Act 34 of 1973 goes forward.

BOARD ACTION DATE:           

VOTING: AYE ☐ NAY ☐

ABSTENTIONS ☐

ABSENT ☐

STANLEY J. MAJEWSKI, JR.

Signature, Board Secretary

Board Secretary's Name, Printed or Typed

Date

BETHLEHEM AREA SCHOOL DISTRICT 1516 Sycamore St., Bethlehem PA 18017

District/AVTS Address

**PDE USE ONLY**

Based on the Board's representation to the Department that (1) the requisite laws, regulations and standards have been met; and (2) this project will not present a danger to the health or safety of the users, the plans and specifications for the project are approved as meeting the requirements of the school laws of Pennsylvania and the policies and regulations of the State Board of Education.

PDE #

Approved by the PA Department of Education

Date

**PDE USE ONLY**

**5. *Pennsylvania Department of Education Self-Certification Approval –  
Freemansburg Elementary School Multipurpose Room Roof Replacement***

**INFORMATION:**

At the Board Facilities Committee Meeting on November 3, 2008, the board granted approval that the administration be allowed to bid the Freemansburg Elementary School Multipurpose Room Roof Replacement. The administration needs to submit the attached Self-Certification Application for Non-Reimbursable Construction Project to the Pennsylvania Department of Education for approval for the Freemansburg Elementary School Multipurpose Room Roof Replacement.

**RECOMMENDATION:**

That the Board of School Directors authorizes the administration to submit the Self-Certification Application for Non-Reimbursable Construction Project to the Pennsylvania Department of Education for approval of the Freemansburg Elementary School Multipurpose Room Roof Replacement.

# **NON-REIMBURSABLE WORK SUBJECT TO ADVERTISING AND BIDDING REQUIREMENTS**

☒ X

Project Costs for  
Non-Emergencies >\$10,000

☐ Purchase or Lease/Purchase of  
Modular/Relocatable Classroom

## **INSTRUCTIONS:**

1. Prepare specifications/drawings as needed.
2. Complete one application for each set of bid documents.
3. Provide completed address mailing label for the board secretary.
4. Submit only the application form. Do not submit any other documentation such as the advertisement, plans, specifications or a completed specifications checklist.
5. Send the completed application to the Department of Education, Division of School Facilities, 333 Market Street, Harrisburg, PA 17126-0333. Any questions regarding the completion of this form should be directed to the Division at (717) 787-5480.

## **SELF-CERTIFICATION APPLICATION FOR NON-REIMBURSABLE CONSTRUCTION PROJECT**

DISTRICT/AVTS: BETHLEHEM AREA SCHOOL DISTRICT

COUNTY: NORTHAMPTON

BUILDING/SITE NAME(S): FREEMANSBURG ELEMENTARY SCHOOL - MultiPurpose Room Roof

(Include all building(s) and/or site(s) on which work will be completed.)

The person to be contacted if there are any questions about this application is:

M. ARIF FAZIL, P.E.

610-865-3000

Contact person's name and position

Telephone Number (including extension)

## **WORK DESCRIPTION**

Check the appropriate boxes that apply to this project:

- |                                                             |                                                                 |
|-------------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Asbestos Abatement/Removal         | <input type="checkbox"/> Boiler Repair/Replacement              |
| <input type="checkbox"/> Flooring Repair/Replacement        | <input type="checkbox"/> Paving/Resurfacing                     |
| <input checked="" type="checkbox"/> Roof Repair/Replacement | <input type="checkbox"/> Remove/Replace/Upgrade Storage Tank(s) |

## **TOTAL ESTIMATED COST:**

\$ 140,000

☐ Install Fiber Optic Lines/Network Cabling/Data Cabling

☐ Lease/Purchase or Purchase of Relocatable/Modular Classroom(s)

☐ School Building/District Administration Office Addition or New Construction. Perform the following calculations to determine if Act 34 of 1973 applies to this project. See the instructions for additional information.

|                                                       |                                                        |
|-------------------------------------------------------|--------------------------------------------------------|
| <u>        </u> sq. ft. }                             | <u>        </u> sq. ft. X 100 = <u>        </u> %      |
| Architectural Area of the<br>Addition or New Building | Architectural Area of the<br>of the Existing Structure |
|                                                       | Act 34 Percent<br>(round to 2 decimal places)          |

☐ Other:         

Check the construction codes and/or guidelines selected for this project:

BOCA ☐ DEP ☐ EPA ☐ L&I ☐ NEC ☐ OSHA ☐ PADOT ☐ PA UCC ☒ IBC ☒  
OTHER:         

## **BOARD CERTIFICATION**

The Board hereby applies to the Department of Education for approval of the plans and specifications for the work described above. The Board certifies that, to the best of its knowledge and belief, construction bid documents comply, or will comply, with applicable laws, regulations and policies, and the project will not pose a hazard to the health and safety of users. Specifications include all applicable statements set forth in the current PDE document entitled "Required Clauses for Specifications." Construction contracts will not be entered into prior to PDE approval. If the Board proceeds with this project, the lowest responsible bidder(s) will be selected. The Board also certifies that the above-described work will proceed whether or not additional on-site work that is subject to Act 34 of 1973 goes forward.

BOARD ACTION DATE:         

VOTING: AYE ☐ NAY ☐

ABSTENTIONS ☐

ABSENT ☐

STANLEY J. MAJEWSKI, JR.

Signature, Board Secretary

Board Secretary's Name, Printed or Typed

Date

BETHLEHEM AREA SCHOOL DISTRICT 1516 Sycamore St., Bethlehem PA 18017

District/AVTS Address

## **PDE USE ONLY**

Based on the Board's representation to the Department that (1) the requisite laws, regulations and standards have been met; and (2) this project will not present a danger to the health or safety of the users, the plans and specifications for the project are approved as meeting the requirements of the school laws of Pennsylvania and the policies and regulations of the State Board of Education.

PDE #         

Approved by the PA Department of Education         

Date         

## **PDE USE ONLY**

**6. *Tuition Waiver Students***

**INFORMATION:**

The Bethlehem Area School District Board Policy Number 202, Eligibility of Nonresident Students, allows students to be educated in the Bethlehem Area School District as tuition waiver students: Tuition Waiver for Former Resident Students and Tuition Waiver for Future Resident Students.

Tuition Waivers for Former Resident Students are comprised of two types of students. Seniors who move out of the Bethlehem Area School District before completing their senior year may request to remain in the Bethlehem Area School District to graduate with their class. Students in grades K through 11 who move out of the Bethlehem Area School District after the end of the third marking period, but prior to the end of the school year, may remain as tuition waiver students for the remainder of the current school year only.

The Bethlehem Area School District also provides Tuition Waivers for Future Resident Students. Those are students whose families are in the process of purchasing or building a home within the Bethlehem Area School District and will not be in residence prior to the start of the current school year but will be in residence within the first quarter of the school term. They may begin their education in the Bethlehem Area School District as tuition waiver students.

Attached is a list of tuition waiver students that are now residents of the Bethlehem Area School District for the 2008-2009 school year.

**RECOMMENDATION:**

That the Board of School Directors approves the following list of students as tuition waiver students for the 2008-2009 school year.

**7. *Approval of Proficiency Requirement for Graduation***

**INFORMATION:**

Beginning with the Class of 2010, our current juniors, students will be required to demonstrate proficiency on the PSSA or follow an alternate route in order to be eligible for graduation. Some special education students, through the IEP process, and Level I and II ELL students would be exempt from this requirement. One component of the new requirement would be mandatory tutoring for all students designated as basic or below basic.

This information was reviewed with the Board of School Directors at the October 27, 2008, and November 3, 2008, Board Curriculum Committee Meetings. In addition, information was posted on the district's Website for public input.

**RECOMMENDATION:**

That the Board of School Directors approves the following:

- a. Beginning with the Class of 2010, that students will be required to pass the PSSA at proficient or advanced or follow an alternate route to proficiency in order to be eligible for graduation.
- b. Some special education students, through the IEP process, and Level I and II ELL students would be exempt from this requirement.
- c. Mandatory tutoring for all students designated as basic or below basic would be required.

**8.     *Approval of Algebra 3/Trigonometry Course*****INFORMATION:**

Some students complete the sequence algebra 1/geometry/algebra 2 with passing grades yet have a weak understanding of algebraic skills and concepts. The fourth core course in the sequence is pre calculus. These students with a weak algebraic background, however, encounter any one of a number of problems: (1) withdrawing from pre calculus because of poor grades and taking statistics, or (2) sticking with pre calculus and failing the course, or (3) enrolling in statistics, instead of pre calculus, when such a course does not serve them well for their intended post high school options. A mathematics course that reviews and extends algebra 2 skills and concepts and develops analytic geometry including conic sections, analytic trigonometry, as well as additional topics in trigonometry, such as polar coordinates, complex numbers, and vectors, would help students acquire a solid foundation in algebra and trigonometry preparing them for courses, such as pre calculus, calculus, and college courses, such as finite mathematics and business calculus.

It is estimated that a set of 30 textbooks would be needed for each high school. There would be no increase in mathematics staff based solely on the inclusion of this course.

**RECOMMENDATION:**

That the Board of School Directors approves the development and teaching of a core mathematics course entitled Algebra 3/Trigonometry to be offered at Liberty and Freedom High Schools beginning in the 2009-2010 school year.

**9.     *Community Service Agency***

**INFORMATION:**

A very important component of the Bethlehem Area School District's Community Service Program is the involvement of agencies and organizations to serve as hosts for students participating in the program. These organizations must not discriminate against any race, religion, or sex, and must provide assurances that the approved experience is free from religious doctrinal motivation. In addition, each agency must commit to provide our students with opportunities to benefit others.

As part of the Community Service Program, the Board of School Directors must approve each community service sponsor prior to students participating with the agency.

**RECOMMENDATION:**

That the attached community service sponsor be approved to participate in the Bethlehem Area School District's Community Service Program and be included in the Community Service Directory of Participating Organizations and Agencies.

***Name of Agency/Organization:*** Hurricane Basketball Club

***Address:*** 4427 Jason Drive, Bethlehem, PA 18017

***Phone number:*** 610-758-9576

***Contact Person:*** Craig Golden

***Email address:*** crgolden@hanover.com

***Web Site address:*** www.hurricanebball.org

\*\*\*\*\*

***Number of students requested:*** 400

***Minimum age:*** 14

***Description of service opportunities:*** Work with area youth to develop their skills in basketball.

***Minimum Time of Service Per Shift or Session:*** 1-1/2 hours

***Hours agency is open to community service students:***

\*\*\*\*\*

***Dress requirements:*** N/A

***Supervision provided by:*** Coaches and Hurricane Staff

***Training and/or orientation:*** By coaches and staff

\*\*\*\*\*

***Additional information or comments:***

This agency carries liability insurance covering students on site. ( Y )

This agency participates in court ordered community service activities. ( N )

This agency requires Act 34 (criminal history) clearance for employees. ( N )

This agency conducts events/activities where alcohol is served. ( N )

(Parental Waiver is needed if alcohol is served)

**10. *Student Discipline - #0949116 and #0969994 – Adjudications***

**INFORMATION:**

The Board of School Directors of the Bethlehem Area School District has received and reviewed the following information regarding misconduct by two students in violation of District Policy 233.

**RECOMMENDATION:**

That the Board of School Directors adopts the proposed adjudications relating to Student Numbers: 0949116 and 0969994.

**11. *Student Discipline - #0958915 – Waiver***

**INFORMATION:**

The Board of School Directors of the Bethlehem Area School District has received and reviewed the following Waiver of Expulsion Hearing and Stipulation regarding misconduct by one student in violation of District Policy 233.

**RECOMMENDATION:**

That the Board of School of School Directors adopts the waiver relating to Student Number 0958915.

**12. *Student Discipline - #0958183 - Petition***

**INFORMATION:**

The Board of School Directors of the Bethlehem Area School District has received and reviewed the following petition to return from expulsion from one student.

**RECOMMENDATION:**

That the Board of School Directors adopts the petition relating to Student Number 0958183.

**13. *Learn and Serve America Grant: K-12 School-Based Programs Grant (Intermediate Curriculum Integration)***

**INFORMATION:**

The Pennsylvania Department of Education is inviting school districts to apply for Learn and Serve America: K-12 School-Based Programs Grant (Intermediate Curriculum Integration). Learn and Serve is a component of the National and Community Service Trust Act of 1993. The grant is available to public schools for the development and/or expansion of local service learning programs. The purpose of this grant will be to assist youth to meet state standards by providing them with authentic service opportunities that reinforce and expand what students learn in the classroom. The grant will be used for staff development, student training, and to integrate service projects into the curriculum. Grants will be awarded for three years with annual review.

**RECOMMENDATION:**

That the administration be authorized to submit an application for a Learn and Serve America Grant: K-12 School-Based Programs Grant (Intermediate Curriculum Integration) in the amount of \$25,000 for the 2008-2009 school year.

**14. *Field Trip Attendance*****RECOMMENDATION:**

That the following overnight student trips for students and staff be approved:

|                                                                                                                                                        |            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| October 31-November 1, 2008<br>(18 Liberty High School Students)<br>PIAA Cross Country State Championship<br>Hershey, Pennsylvania                     | \$1,333.76 |
| December 26-29, 2008<br>(12 Liberty High School Students)<br>Girls Basketball Tournament<br>Fairfax, Virginia                                          | 0.00       |
| January 23-24, 2009<br>(18 Freedom High School Students)<br>2009 Juniata Wrestling Duals<br>Miffltown, Pennsylvania                                    | 0.00       |
| January 28-30, 2009<br>(28 Nitschmann Middle School Students)<br>Boys Sequoia Winter Camping Trip<br>Pocono Summit, Pennsylvania                       | 0.00       |
| February 4-6, 2009<br>(28 Nitschmann Middle School Students)<br>Girls Sequoia Winter Camping Trip<br>Pocono Summit, Pennsylvania                       | 0.00       |
| February 18-20, 2009<br>(25 Liberty High School Students)<br>Distributive Education Clubs of America (DECA) State Competition<br>Hershey, Pennsylvania | 0.00       |
| February 26-March 1, 2009<br>(24 Liberty High School Students)<br>Contest of Champions – Cheerleading Competition<br>Orlando, Florida                  | 0.00       |

**14.   *Field Trip Attendance (continued)*****RECOMMENDATION:**

|                                                                                                                                                             |        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| March 5-8, 2009<br>(27 Freedom High School Students)<br>American Spirit Championships – Super Nationals –<br>Cheerleading Competition<br>San Antonio, Texas | \$0.00 |
| April 17-19, 2009<br>(50 Freedom High School Students)<br>Festivals of Music – Band Trip<br>Williamsburg, Virginia                                          | 0.00   |
| May 1-2, 2009<br>(230 Nitschmann Middle School Students)<br>Spring Instrumental Band Trip<br>Boston, Massachuttes                                           | 0.00   |

**15.   *Authorization for Bus Transportation***

**INFORMATION:**

At the November 10, 2008, Board Committee Meeting, School Board Director Benjamin Tenaglia made a motion regarding authorization for bus transportation and the motion was seconded by Board Vice President Judith Dexter, but tabled by the board.

The administration is recommending that the superintendent has the authorization to provide bus transportation for athletics or otherwise when deemed necessary for the health and safety of the students. It is further recommended that the superintendent do so as budget neutral as possible.

**RECOMMENDATION:**

That the Board of School Directors authorizes the superintendent to provide bus transportation when deemed necessary for the health and safety of the students.

**16. *Approval of Moravian College Course***

**INFORMATION:**

Dr. Joseph Lewis, Superintendent of Schools, received notification last week from Moravian College offering a contract for him to teach a School Supervision and Organization course next spring.

**RECOMMENDATION:**

That the Board of School Directors approves that Dr. Lewis can teach a School Supervision and Organization course at Moravian College next spring as per his contract.

**17. *Resignations***

**RECOMMENDATION:**

***Instructional***

1.   NAME:                               **Remaly, Kevin**  
      ASSIGNMENT:                   Freedom, Special Education Teacher  
      REASON:                        Personal  
      EFFECTIVE:                   January 14, 2009
  
2.   NAME:                               **Viehman, Lidia**  
      ASSIGNMENT:                   Freedom, Social Studies Teacher  
      REASON:                        Retirement  
      EFFECTIVE:                   January 19, 2009

**17. *Resignations***

**RECOMMENDATION:**

***Noninstructional***

1.   NAME:                               **Koller, Michelle**  
      ASSIGNMENT:               Northeast, Teacher Assistant, full-time  
      REASON:                     Retirement  
      EFFECTIVE:                 November 13, 2008
  
2.   NAME:                               **Nann, Scott**  
      ASSIGNMENT:               Liberty, Monitor  
      REASON:                     Personal  
      EFFECTIVE:                 September 29, 2008

**17. Resignations**

**RECOMMENDATION:**

*Miscellaneous*

1.   NAME:                               **Burkhardt, Amanda**  
      ASSIGNMENT:               Freedom, Assistant Softball Coach  
      REASON:                    Personal  
      EFFECTIVE:                October 23, 2008
  
2.   NAME:                               **Matuczinski, Stacy**  
      ASSIGNMENT:               Freedom, Assistant Softball Coach  
      REASON:                    Personal  
      EFFECTIVE:                October 16, 2008
  
3.   NAME:                               **McGoff, Tara**  
      ASSIGNMENT:               Freedom, Assistant Softball Coach  
      REASON:                    Personal  
      EFFECTIVE:                October 17, 2008

**18. *Terminations***

**RECOMMENDATION:**

***Miscellaneous***

- |    |             |                    |
|----|-------------|--------------------|
| 1. | NAME:       | <b>XXX-XX-4013</b> |
|    | ASSIGNMENT: | Coach              |
|    | EFFECTIVE:  | November 18, 2008  |

**19. *Leaves of Absence*****RECOMMENDATION:*****Instructional***

1.   NAME:                   **Hall, Jennie**  
      ADDRESS:           Allentown  
      ASSIGNMENT:       East Hills, Librarian  
      REASON:           Sabbatical Leave of Absence  
      EFFECTIVE:        September 24, 2008, until the end of the first  
                             semester of the 2008-2009 school year
  
2.   NAME:                   **Shoemaker, Cristy**  
      ADDRESS:           Easton  
      ASSIGNMENT:       Asa Packer, Grade 3 Teacher  
      REASON:           Family Medical Leave of Absence  
      EFFECTIVE:        October 28, 2008, intermittently
  
3.   NAME:                   **Torres, Aileen**  
      ADDRESS:           Bethlehem  
      ASSIGNMENT:       Broughal, Grade 8 Teacher  
      REASON:           Family Medical Leave of Absence  
      EFFECTIVE:        November 20, 2008, until the end of the day on  
                             December 3, 2008
  
4.   NAME:                   **Werkheiser, Laurie**  
      ADDRESS:           Nazareth  
      ASSIGNMENT:       Miller Heights, Academic Integration Specialist  
      REASON:           Family Medical/Childrearing Leave of Absence  
      EFFECTIVE:        Family Medical Leave to begin on December 8,  
                             2008, until the end of the day on March 17, 2009  
                             Childrearing Leave to begin on March 18, 2009,  
                             until the end of the 2008-2009 school year

**19. *Leaves of Absence***

**RECOMMENDATION:**

***Noninstructional***

1.   NAME:                   **Gonzalez, Wanda**  
      ADDRESS:           Allentown  
      ASSIGNMENT:       Broughal, Teacher Assistant  
      REASON:           General Leave of Absence  
      EFFECTIVE:        December 17, 2008, until the end of the 2008-2009  
                             school year

**20. *Nominations for Appointment*****RECOMMENDATION:*****Instructional***

1.   NAME:                   **Garcia, Daniel J.**  
      ADDRESS:           Bethlehem  
      COLLEGE, DEGREE:   East Stroudsburg University, B.S.  
      ASSIGNMENT:       Freemansburg, Grade 4 Teacher  
      STATUS:            Long-term Substitute  
      SALARY:            \$39,389, prorated (Bachelor's, Step 1)  
      EFFECTIVE:         November 18, 2008, and terminating at the end  
                              of the 2008-2009 school year, or upon the return  
                              of P. Marakovits
  
2.   NAME:                   **Seaman, Stephanie A.**  
      ADDRESS:           Bethlehem  
      COLLEGE, DEGREE:   Moravian College, B.A., Certification  
      ASSIGNMENT:       Northeast, Grade 7, Mathematics/Science Teacher  
      STATUS:            Temporary Professional Employee  
      SALARY:            \$40,887, prorated (Bachelor's +15, Step 1)  
      EFFECTIVE:         November 18, 2008
  
3.   NAME:                   **Vazquez, Thomas**  
      ADDRESS:           Bethlehem  
      COLLEGE, DEGREE:   Pennsylvania State University, B.S.  
      ASSIGNMENT:       Freedom, (.85) Social Studies Teacher  
      STATUS:            Long-term Substitute  
      SALARY:            \$33,481, prorated (Bachelor's, Step 1)  
      EFFECTIVE:         November 18, 2008, and terminating at the end  
                              of the 2008-2009 school year, or upon the return  
                              of J. Wallaesa

**20. *Nominations for Appointment*****RECOMMENDATION:*****Noninstructional***

1.   NAME:                   **Fehnel, Emmajean**  
      ADDRESS:           Bethlehem  
      ASSIGNMENT:       Liberty, General Kitchen Help, 3 \_ hours  
      SALARY:            \$11.18 per hour  
      EFFECTIVE:         November 18, 2008
  
2.   NAME:                   **Marino, Robert**  
      ADDRESS:           Fountain Hill  
      ASSIGNMENT:       Liberty, C-1 Custodian  
      SALARY:            \$13.79 per hour  
      EFFECTIVE:         November 18, 2008
  
3.   NAME:                   **Rivera-Cotto, Marie**  
      ADDRESS:           Bethlehem  
      ASSIGNMENT:       Liberty, General Kitchen Help, 3 \_ hours  
      SALARY:            \$11.18 per hour  
      EFFECTIVE:         November 18, 2008
  
4.   NAME:                   **Waters, Jenny**  
      ADDRESS:           Bethlehem  
      ASSIGNMENT:       Donegan, Teacher Assistant, General Duty, 3 hours daily  
      SALARY:            \$13.18 per hour  
      EFFECTIVE:         November 18, 2008

**20. *Nominations for Appointment*****RECOMMENDATION:*****Miscellaneous*****1. ASPIRE Program**

(After School Programs for Instruction, Recreation, and Enrichment)

**Helpers*****Donegan Elementary School***

Code: 44-1451-190-105-0000-00001

**Resto, Carmen*****Fountain Hill Elementary School***

Code: 99-1451-190-129-0000-00001

**Lynn, Skylar Jo**

SALARY: \$7.15 per hour

**2. Coaches*****Northeast Middle School***

Code: 29-3250-126-242-0904-00001

**Girls Basketball**

|                 |                          |            |            |
|-----------------|--------------------------|------------|------------|
| Head Coach      | <b>Soto, Rebecca</b>     | New        | \$3,115.00 |
| Assistant Coach | <b>Seaman, Stephanie</b> | Continuing | 2,386.00   |

***Freedom High School***

Code: 29-3250-126-353-0915-00001

**Rifle**

|            |                     |     |          |
|------------|---------------------|-----|----------|
| Head Coach | <b>Court, Larry</b> | New | 3,583.00 |
|------------|---------------------|-----|----------|

**Track**

|                 |                      |     |          |
|-----------------|----------------------|-----|----------|
| Assistant Coach | <b>Kline, Joshua</b> | New | 3,924.00 |
|-----------------|----------------------|-----|----------|

**3. Data Processing Services****Mitchell, Thomas**

SALARY: \$60.00 per hour, not to exceed 50 hours

**4. Extracurricular Activity Advisors*****Clearview Elementary School***

|               |                          |  |        |
|---------------|--------------------------|--|--------|
| Safety Patrol | <b>Edwards, Bobbetta</b> |  | 357.00 |
|---------------|--------------------------|--|--------|

***Lincoln Elementary School***

|        |                          |  |        |
|--------|--------------------------|--|--------|
| Chorus | <b>Hazekamp, Sharlyn</b> |  | 357.00 |
|--------|--------------------------|--|--------|

|               |                              |  |        |
|---------------|------------------------------|--|--------|
| Safety Patrol | <b>Smith-Sumpter, Evelyn</b> |  | 357.00 |
|---------------|------------------------------|--|--------|

## 20. *Nominations for Appointment*

### RECOMMENDATION:

#### *Miscellaneous (continued)*

#### 4. **Extracurricular Activity Advisors (continued)**

##### ***Freedom High School***

|                            |                           |           |
|----------------------------|---------------------------|-----------|
| Cultural Awareness         | <b>Strockyj, Sonia</b>    | \$ 334.00 |
| Dance Team                 | <b>Fonseca, Sally</b>     | 357.00    |
| Drama Presentation (Fall)  | <b>Wescoe, Jennifer</b>   | 1,733.00  |
| Musical Drama Presentation | <b>Wescoe, Jennifer</b>   | 1,733.00  |
| Pen and Ink                | <b>Ackerman, Lauren</b>   | 896.50    |
| (Literary Publication)     | <b>Kaczmarek, Kathryn</b> | 675.00    |
| Theatre Company            | <b>Wescoe, Jennifer</b>   | 357.00    |

##### ***Liberty High School***

|                                                |                            |          |
|------------------------------------------------|----------------------------|----------|
| Director of Extracurricular Activities         | <b>Bradley, Steven</b>     | 1,239.00 |
| Treasurer                                      | <b>Perkins, Cheryl</b>     | 1,903.00 |
| <b>Academic Organizations</b>                  |                            |          |
| DECA (Distributive Education Clubs of America) | <b>Spang, Kristin (.5)</b> | 178.50   |
|                                                | <b>Spang, Joseph (.5)</b>  | 178.50   |
| Debate Team                                    | <b>Garin, Joseph</b>       | 322.00   |
| Future Business Leaders of America             | <b>Bittner, Shaughn</b>    | 322.00   |
| French Club                                    | <b>McKernan, Cecile</b>    | 357.00   |
| German Club                                    | <b>Booser, Elizabeth</b>   | 357.00   |
| Mathematics Team                               | <b>Hoffman, Mark</b>       | 2,293.00 |
| National Honor Society                         | <b>Guarriello, Beth</b>    | 178.50   |
|                                                | <b>Hoffman, Mark</b>       | 178.50   |
| Scholastic Scrimmage                           | <b>Ambrose, David</b>      | 2,293.00 |
| Spanish Club                                   | <b>Freeh, Anne</b>         | 357.00   |
| <b>Art and Literary Organizations</b>          |                            |          |
| Young Writer (Literary Publication)            | <b>Bozzone, Barry</b>      | 1,793.00 |
| Liberty Life (Newspaper)                       | <b>Corrigan, Michael</b>   | 2,917.00 |
| Cauldron (Yearbook)                            | <b>Gilliard, Lisa</b>      | 2,917.00 |
| <b>Athletic Organizations</b>                  |                            |          |
| Weightlifting Club                             | <b>Moncman, Timothy</b>    | 357.00   |

**20. *Nominations for Appointment*****RECOMMENDATION:*****Miscellaneous (continued)*****4. Extracurricular Activity Advisors (continued)*****Liberty High School*****Miscellaneous Organizations**

|                                               |                               |           |
|-----------------------------------------------|-------------------------------|-----------|
| Audio Visual Aides                            | <b>Hoffman, Mark</b>          | \$ 357.00 |
| Awareness Club                                | <b>Skelly, Ann</b>            | 334.00    |
| Best Buddies                                  | <b>Haddigan, Erin (.5)</b>    | 161.00    |
|                                               | <b>Hujsa, Bridget (.5)</b>    | 161.00    |
| Book Review Club                              | <b>Davis, Rebekah</b>         | 334.00    |
| BUSTED (Teens Against Tobacco Use)            | <b>Halkins, Kathleen</b>      | 357.00    |
| Chess Team                                    | <b>Ambrose, David</b>         | 357.00    |
| Class Play (Fall)                             | <b>Danilovich, Judith</b>     | 1,733.00  |
| Class Play (Spring)                           | <b>Danilovich, Judith</b>     | 1,733.00  |
| Drama Club                                    | <b>Chickey, Natalie (.5)</b>  | 178.50    |
|                                               | <b>Justice, Gayle (.5)</b>    | 178.50    |
| Ecology Club                                  | <b>Schaffer, Theodore</b>     | 357.00    |
| Freshman Class Advisors                       | <b>Booser, Elizabeth</b>      | 588.00    |
|                                               | <b>Cleffi, Michael</b>        | 497.00    |
| Jigsaw Puzzle Club                            | <b>Minarik, Linda</b>         | 334.00    |
| Junior Class Advisors                         | <b>Flanley, Kate</b>          | 655.00    |
|                                               | <b>Terry, Daniel</b>          | 655.00    |
| Key Club                                      | <b>Reitz, Tara</b>            | 357.00    |
| Latino Leadership Club                        | <b>Marrero, Antonio (.3)</b>  | 119.00    |
|                                               | <b>Elizabeth Vazquez (.3)</b> | 119.00    |
|                                               | <b>Kristin Vazquez (.3)</b>   | 107.33    |
| Liberty Helping Hands Club                    | <b>Seip, Diane</b>            | 357.00    |
| Mini Globe Trotters                           | <b>McKernan, Cecile</b>       | 357.00    |
| Model United Nations                          | <b>Stoyko, Alison</b>         | 357.00    |
| PJAS (Pennsylvania Junior Academy of Science) | <b>Leeson, Maureen</b>        | 322.00    |
| SADD (Students Against Destructive Decisions) | <b>Prodes, Jane</b>           | 357.00    |
| Science Olympiad                              | <b>Leeson, Maureen</b>        | 322.00    |
| Senior Class Advisors                         | <b>Reitz, Adam</b>            | 1,007.00  |
|                                               | <b>Reitz, Tara</b>            | 1,007.00  |
| Shakespeare Club                              | <b>Chickey, Natalie</b>       | 357.00    |
| Ski Club                                      | <b>Jones, Kevin</b>           | 357.00    |

## 20. *Nominations for Appointment*

### RECOMMENDATION:

#### *Miscellaneous (continued)*

#### 4. **Extracurricular Activity Advisors (continued)**

##### ***Liberty High School***

|                                           |                            |           |
|-------------------------------------------|----------------------------|-----------|
| Sophomore Class Advisors                  | <b>Langmayer, Alicia</b>   | \$ 588.00 |
|                                           | <b>Rohn, Virginia</b>      | 588.00    |
| Stage Crew                                | <b>Makary, Ross</b>        | 1,007.00  |
| Strategy Club                             | <b>Ambrose, David (.5)</b> | 357.00    |
|                                           | <b>Kehler, Bruce (.5)</b>  | 357.00    |
| Student Government                        | <b>Prodes, Jane</b>        | 357.00    |
| Teen Summit                               | <b>Ortiz, Natalie</b>      | 357.00    |
| Video Game Club                           | <b>Gori, Michael</b>       | 357.00    |
| Video Production Club                     | <b>Bittner, Shaughn</b>    | 322.00    |
| Young Republicans                         | <b>Coppock, Richard</b>    | 334.00    |
| <b>Musical Organizations</b>              |                            |           |
| Assistant Band Director                   | <b>Long, Kevin</b>         | 4,384.00  |
| Band Director/Majorettes/<br>Colour Guard | <b>MacGill, Gregory</b>    | 6,743.00  |
| Stage Band                                | <b>MacGill, Gregory</b>    | 588.00    |
| Vocal Groups                              | <b>Justice, Gayle</b>      | 588.00    |
|                                           | <b>Klenk, Matthew</b>      | 497.00    |

#### 5. **Job Training/Work Experience**

Code: 10-1200-151-000-3517-00001

That the exceptional student be approved for the work experience program.

**20. *Nominations for Appointment***

**RECOMMENDATION:**

*Substitutes*

*Instructional*

**Bougher, Olwen**  
Easton

**Fairchild, George**  
Bethlehem

**Garman, Mary**  
Bethlehem

**Hartman, Cynthia**  
Whitehall

**King, Lisa**  
Bath

**McCauley, Justin**  
Bethlehem

**Propsner, Colleen**  
Bethlehem

**Valle, Marc**  
Allentown

**Wilmore, Karen**  
Perkasie

**20.   *Nominations for Appointment***

**RECOMMENDATION:**

*Substitutes*

*Noninstructional*

**Al Sadowi, Jenan**  
Bethlehem

**Mangos, Brandy**  
Bethlehem

**Reinhard, Michael**  
Allentown

**21. Reassignments****RECOMMENDATION:*****Noninstructional***

1.   NAME:                   **Colon, Carmen**  
      FROM:               Liberty, General Kitchen Help, Lunch, 3 \_ hours  
                              daily/Fountain Hill, General Kitchen Help, Breakfast,  
                              1 \_ hours daily  
      TO:                 Broughal, General Kitchen Help, Lunch, 4 \_ hours  
                              daily/Breakfast, 1 \_ hours daily  
      SALARY:             \$11.86 per hour  
      REASON:            Successful Candidate  
      EFFECTIVE:         November 18, 2008
  
2.   NAME:                   **Deasey, Janice**  
      FROM:               Freedom, General Kitchen Help, Lunch, 3 \_ hours  
                              daily  
      TO:                 Freedom, General Kitchen Help, Lunch, 3 \_ hours  
                              daily/ Breakfast, \_ hour daily  
      SALARY:             \$11.18 per hour  
      REASON:            Successful Candidate  
      EFFECTIVE:         November 18, 2008
  
3.   NAME:                   **Downing, J. Kelly**  
      FROM:               Fountain Hill, C-1 Custodian, Long-term Substitute  
      TO:                 Calypso, C-1 Custodian  
      SALARY:             \$13.79 per hour  
      REASON:            Successful Candidate  
      EFFECTIVE:         November 18, 2008
  
4.   NAME:                   **Orzel, Michelle**  
      FROM:               Liberty, C-1 Custodian, Long-term Substitute  
      TO:                 Liberty, C-1 Custodian  
      SALARY:             \$13.79 per hour  
      REASON:            Successful Candidate  
      EFFECTIVE:         November 18, 2008

**21. Reassignments****RECOMMENDATION:***Noninstructional (continued)*

5.   NAME:                   **Pavolko, Deborah**  
      FROM:               Freedom, General Kitchen Help, Lunch, 4 \_ hours  
                             daily  
      TO:                  Freedom, General Kitchen Help, Lunch, 4 \_ hours  
                             daily/ Breakfast, 1 hour daily  
      SALARY:             \$11.86 per hour  
      REASON:            Successful Candidate  
      EFFECTIVE:         November 18, 2008
6.   NAME:                   **Poczak, Tara**  
      FROM:               Freedom, General Kitchen Help, Lunch, 3 \_ hours  
                             daily  
      TO:                  Freedom, General Kitchen Help, Lunch, 3 \_ hours  
                             daily/Breakfast, \_ hour daily  
      SALARY:             \$12.18 per hour  
      REASON:            Successful Candidate  
      EFFECTIVE:         November 18, 2008
7.   NAME:                   **Semmel, Laurie**  
      FROM:               Maintenance, (.5) Supplemental Custodian  
      TO:                  Maintenance, (.25) Supplemental Custodian  
      REASON:            Employee request  
      EFFECTIVE:         November 10, 2008
8.   NAME:                   **Sestak, Mark**  
      FROM:               Liberty, (.5)/Lincoln, (.5) Supplemental Custodian  
      TO:                  Liberty, C-1 Custodian  
      SALARY:             \$13.79 per hour  
      REASON:            Successful Candidate  
      EFFECTIVE:         November 18, 2008

**22. *Professional Employee Status for Teachers***

**RECOMMENDATION:**

That the following teachers, who have completed the probationary period as defined by the Commonwealth of Pennsylvania and are properly certified, be granted a Professional Employee Contract in accordance with the State Laws of Pennsylvania:

EFFECTIVE: February 24, 2007

**DePoy, Kim** Calypso, Special Education Teacher

EFFECTIVE: January 18, 2008

**Smith, Janice** Miller Heights, Grade 2 Teacher

EFFECTIVE: August 25, 2008

**Houck, Shelly** Spring Garden, Special Education Teacher

**Nelson, Sunny** Freemansburg, Grade 3 Teacher

**Wagner, Michael** Liberty, Mathematics Teacher

**23. *Salary Allowances for Additional Credits Under the Incentive Program***

**INFORMATION:**

In accordance with Article XV, “Advancement to Higher Classification,” of the Collective Bargaining Agreement between the Board of School Directors and the Bethlehem Education Association, the following teachers are certified by the superintendent of schools as having met all requirements for incentive increments as listed.

Salary adjustments will be in accordance with the Base Step Salary Schedule of the Collective Bargaining Agreement for all categories listed as approved by the Board of School Directors for the 2008-2009 school year.

**RECOMMENDATION:**

That the administration be authorized to place the following employees on the appropriate salary lane in accordance with the Collective Bargaining Agreement effective September 1, 2008:

**BACHELOR’S +15**

DeStasio, Gregory – Nitschmann Middle School

**MASTER’S**

Baret, Rebecca – Liberty High School

**MASTER’S +15**

Eilers, Jennifer – Farmersville Elementary School

**MASTER’S +30**

Lawrence, Nancy – Regional Academic Standards Academy

**MASTER’S +45**

Haddad, Lydia – Center for Language Assessment

**24. *Revisions to Board Policy Number 006 – Board Meetings – Second Reading***

**INFORMATION:**

After the board approved the changes to Board Policy Number 006 – Board Meetings at the August 18, 2008, Regular Board Meeting, the board had requested one change to the Order of Business by moving the Reports of the Student Representatives after Courtesy of the Floor in the beginning of the meeting rather than later in the meeting after Reports of the Committees. It was further requested that the Special Meetings agenda be rearranged and some items be deleted.

The board reviewed this changes at the November 10, 2008, Board Human Resources Committee Meeting and the requested changes on the Special Meeting agenda that were requested to be rearranged and some items to be deleted.

**RECOMMENDATION:**

That the Board of School Directors approves the attached revisions made to Board Policy Number 006 – Board Meetings.

# BETHLEHEM AREA SCHOOL DISTRICT

First Reading – July 28, 2008

Second Reading – August 11, 2008

Third Reading - August 18, 2008

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEETINGS

ADOPTED: November 15, 2004

REVISED:

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| <p>65 P.S. 701 et<br/>seq</p> | <p style="text-align: center;">006. MEETINGS</p> <p>Section 1. <u>Parliamentary Authority</u></p> <p>Cushing's Manual, Robert's Rules of Order or other approved manuals shall be the authority on all questions of parliamentary law not covered by the bylaws of the Board:</p> <ol style="list-style-type: none"> <li>a. The President may speak on all points of order in preference to other members of the Board and shall decide questions of order, subject to an appeal to the Board by any two (2) members.</li> <li>b. A motion must be seconded and, when required, repeated by the President or read aloud before it is debated; every motion must be reduced to writing if the President or any member of the Board shall so require.</li> <li>c. Any member who has made a motion shall have liberty to withdraw it with the consent of the seconder.</li> <li>d. The consideration of any question may be postponed to a fixed time or the question may be suppressed altogether by an indefinite postponement.</li> <li>e. A motion once voted down shall not be renewed at the same meeting without the consent of the number of members required for adoption.</li> <li>f. An amendment may be moved on any motion and shall be decided before the original motion; but not more than one (1) amendment to an amendment shall be entertained.</li> <li>g. If a motion under debate is composed of two (2) or more parts, which are so far independent of each other as to be susceptible of division into several questions, any two (2) members may have it divided and a vote taken on each part.</li> </ol> |
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|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SC 508 | <ul style="list-style-type: none"><li>h. When any item for discussion is properly brought before the Board, consideration of the same shall not be interrupted except by motion for adjournment, for tabling, for the previous question, for postponement, for commitment or for amendment.</li><li>i. A motion for adjournment shall always be in order and shall be decided without debate except that it cannot be entertained without unanimous consent when the Board is voting on another question.</li><li>j. The question cannot be moved by less than a majority of the members present, and when thus called, all debates shall be precluded. The call for the previous questions shall not cut off any pending amendment, but the vote shall be taken without debate on the amendments in their order and finally on the question.</li><li>k. A motion for postponement shall preclude commitment, and motion for commitment shall preclude amendment or decision on the original subject.</li><li>l. A motion for reconsideration shall be entertained when made and seconded by members who were in the majority on the vote on the original question.</li><li>m. If the previous question is decided in the negative, the effect shall be to arrest the discussion and produce indefinite postponement.</li><li>n. No member shall be interrupted when speaking unless they are out of order, or for purposes of correcting mistakes and misrepresentations.</li><li>o. No member in the course of debate shall be allowed to indulge in personal reflections.</li><li>p. If any member acts in any respect in a disorderly manner, it shall be the privilege of any member and the duty of the President to call that member to order.</li><li>q. If any member shall consider themselves aggrieved by a decision of the chair, it shall be their privilege to appeal to the Board and a vote on such appeal shall be taken without debate.</li><li>r. When the taking of a vote has commenced, no further remarks or debates shall be permitted, unless some evident mistake has been made, in which case the mistake shall be rectified and the taking of the vote shall then be continued. A majority vote of those members present and voting shall prevail, except in those subjects enumerated in law requiring a majority of all members of the Board.</li></ul> |
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|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                       | <p>s. Any two (2) members may require the recording of the yeas and nays on any subject or question, irrespective of whether the subject matter under discussion be such as shall require the recording of the yeas and nays under the provisions of the School Code.</p> <p>t. The first person recognized by the President as desiring to speak shall have the right to the floor.</p> <p>u. To allow ample time for full consideration before Board meetings, any new proposals by Board members at meetings shall be laid on the table or deferred until the next regular or special meeting unless it is clearly shown that immediate action on the proposal is essential.</p> |
| SC 422                | <p>Section 2. <u>Quorum</u></p> <p>A quorum shall be five (5) Board members present at a meeting. No business shall be transacted at a meeting without a quorum, but the Board members present at such a meeting may adjourn to another time.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| SC 405, 426, 427, 428 | <p>Section 3. <u>Presiding Officer</u></p> <p>The President shall preside at all Board meetings. In the absence, disability or disqualification of the President, the Vice-President shall act instead. If neither person is present, a Board member shall be elected President pro tempore by a plurality of those present to preside at that meeting only. The act of any person so designated shall be legal and binding.</p>                                                                                                                                                                                                                                                    |
| 65 P.S. 703, 709      | <p>Section 4. <u>Notice</u></p> <p>Notice of all open public Board meetings, including committee meetings and discussion sessions, shall be given by publication of the date, place, and time of such meetings in the newspaper(s) of general circulation designated by the Board and the posting of such notice at the administrative offices of the Board.</p>                                                                                                                                                                                                                                                                                                                    |
| 65 P.S. 703, 709      | <p>a. Notice of regular meetings shall be given by publication and posting of a schedule showing the date, place and time of all regular meetings for the fiscal year at least three (3) days prior to the time of the first regular meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 65 P.S. 703, 709      | <p>b. Notice of all special meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property.</p>                                                                                                                                                                                                                                                                                                                                                  |

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 65 P.S. 703, 709                | c. Notice of all rescheduled meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 65 P.S. 703                     | d. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date and time of meeting and sending copies of such notice to interested parties.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 65 P.S. 709                     | e. Notice of all public meetings shall be given to any newspaper(s) circulating in Northampton County and a radio or television station which so requests. Notice of all public meetings shall be given to any individual who so requests and provides a stamped, addressed envelope for such notification.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| SC 423                          | Notice of all regular and special Board meetings shall be given to Board members prior to the time of the meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                                 | Section 5. <u>Regular Meetings</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 65 P.S. 701 et<br>seq<br>SC 421 | <p>Regular Board meetings shall be public and shall be held at least once every two (2) months.</p> <p>All regular meetings of the Board shall be held in the auditorium at the East Hills Middle School, 2005 Chester Road, Bethlehem, Pennsylvania, or at such other place or places as the Board may from time to time determine.</p> <p>The stated time for all regular meetings shall be the third Monday of each month at 7:00 p.m. or at the call of the President with prior notice to each member and the press.</p> <p>The meeting for organization in December will be held at the call of the Board during the first week in December. No business shall be transacted at this meeting other than reorganization.</p> <p>Board members may request that verbatim comments be included in the written minutes.</p> <p>a. Agenda</p> <p>It shall be the responsibility of the Superintendent, in cooperation with the Board President, to prepare an agenda of the items of business to come before the Board at each regular meeting.</p> |

The agenda for the regular meeting is hand-delivered to Board members, BEA officials (3), custodial/maintenance personnel (1), teacher aides (1), cafeteria personnel (1), and the press on the Friday preceding the Board meeting. Copies are also distributed to key administrative personnel and to each elementary and secondary school faculty room prior to the meeting.

b. **Order Of Business**

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

1. Roll Call
2. Pledge of Allegiance
3. Silent Meditation
4. Instructional Report or Student Recognition
5. Courtesy of Floor to Visitors
- 6. Reports of Student Representatives**
7. Approval of Minutes
8. Approval of Committee Minutes
9. Financial Report/Payment of Bills
10. President's Communication/Special Meetings
11. Superintendent's Report/Federal Program Update
12. Unfinished Business
13. Recommendations of Administration
14. Reports of Committees
15. New and Miscellaneous Business
16. Courtesy of the Floor to Visitors

|                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <p>65 P.S. 701 et<br/>seq</p> <p>SC 426</p> | <p>17. Adjournment</p> <p>Section 6. <u>Special Meetings</u></p> <p>Special meetings shall be public and may be called for special or general purposes.</p> <p>The President may call a special meeting at any time. Upon the President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the Board members.</p> <p>No business shall be transacted at any special meetings except that named in the call sent to the members for such special meetings; provided, that special meetings may be called for general purposes.</p> <p>All special meetings of the Board shall be held in the auditorium at the East Hills Middle School, 2005 Chester Road, Bethlehem, Pennsylvania, or at such other place or places as the Board may determine.</p> <p>Unless a special meeting is called for a specific purpose, the following shall be the order of business:</p> <ol style="list-style-type: none"><li><b>1. Roll Call</b></li><li><b>2. Pledge of Allegiance</b></li><li><b>3. Silent Meditation</b></li><li><b>4. Courtesy of Floor to Visitors</b></li><li><b>5. Approval of Minutes/Regular and Committee</b></li><li><b>6. President's Communication/Special Meetings</b></li><li><b>7. Superintendent's Report</b></li><li><b>8. Unfinished Business</b></li><li><b>9. Recommendations of Administration</b></li><li><b>10. New and Miscellaneous Business</b></li><li><b>11. Courtesy of the Floor to Visitors</b></li><li><b>12. Adjournment</b></li></ol> |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Pol. 903<br/>65 P.S. 701 et<br/>seq</p> | <p>Section 7. <u>Hearing Of The Public</u></p> <p>A member of the public present at a Board meeting may address the Board in accordance with law and Board policy and procedures.</p>                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                            | <p>Section 8. <u>Voting</u></p> <p>All motions shall require for adoption a majority vote of those Board members present and voting, except as provided by statute or Board procedures.</p> <p>All votes on motions and resolutions shall be by voice vote unless an oral roll call vote is requested by the President or another Board member.</p>                                                                                                                                                                                                                                    |
| <p>SC 324</p>                              | <p>a. The following actions require the unanimous consent of all the remaining members of the Board:</p> <ol style="list-style-type: none"> <li>1. Appoint as attorney or solicitor for the Board a school director who has served for two (2) consecutive terms of six (6) years each after resigning office.</li> <li>2. Appoint as Secretary to the Board of a district of the second class a school director who has resigned his/her office.</li> </ol> <p>b. The following actions require the recorded affirmative votes of two-thirds of the full number of Board members:</p> |
| <p>SC 609</p>                              | <p>1. Transfer of budgeted funds.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p>SC 687</p>                              | <p>2. Transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p>SC 634</p>                              | <p>3. Incur a temporary debt or borrow money upon such obligation.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p>SC 687</p>                              | <p>4. Incur a temporary debt to meet an emergency or catastrophe.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p>SC 324</p>                              | <p>5. Elect to a teaching position a person who has served as a Board member and who has resigned.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p>SC 707</p>                              | <p>6. Convey land or buildings to the municipality co-terminus with the school district.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p>SC 803</p>                              | <p>7. Adopt or change textbooks without the recommendation of the Superintendent.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

006. MEETINGS - Pg. 8

|               |                                                                                                                                                                                                       |
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| SC 1129       | 8. Dismiss, after a hearing, a tenured professional employee.                                                                                                                                         |
| SC 671        | 9. Fix the fiscal year to begin on the first day of January.                                                                                                                                          |
| SC 508        | c. The following actions require the recorded affirmative votes of a majority of the full number of Board members:                                                                                    |
|               | 1. Fixing the length of school term.                                                                                                                                                                  |
| Pol. 108      | 2. Adopting textbooks recommended by the Superintendent.                                                                                                                                              |
| SC 1071, 1076 | 3. Appointing the district Superintendent and Assistant Superintendent(s).                                                                                                                            |
|               | 4. Appointing teachers and principals.                                                                                                                                                                |
| Pol. 604      | 5. Adopting the annual budget.                                                                                                                                                                        |
| Pol. 005, 606 | 6. Appointing tax collectors and other appointees.                                                                                                                                                    |
| Pol. 605      | 7. Levying and assessing taxes.                                                                                                                                                                       |
|               | 8. Purchasing, selling, or condemning land.                                                                                                                                                           |
|               | 9. Locating new buildings or changing the location of old ones.                                                                                                                                       |
| Pol. 107      | 10. Adopting planned instruction.                                                                                                                                                                     |
|               | 11. Establishing additional schools or departments.                                                                                                                                                   |
| SC 621        | 12. Designating depositories for school funds.                                                                                                                                                        |
|               | 13. Expending district funds.                                                                                                                                                                         |
| Pol. 610      | 14. Entering into contracts of any kind, including contracts for the purchase of fuel or any supplies where the amount involved exceeds \$100 (including items subject to \$10,000 bid requirements). |
|               | 15. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.                                                                                                          |
| SC 224        | 16. Combining or reorganizing into a larger school district.                                                                                                                                          |

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|                       | 17. Entering into contracts with and making appropriations to the intermediate unit for the district's proportionate share of the cost of services provided or to be provided by the intermediate unit.                                                                                                                                                                                                                                                                                      |
| SC 514, 1080          | 18. Dismissing, after a hearing, a nontenured employee.                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| SC 212                | 19. Adopting a corporate seal for the district.                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| SC 702                | 20. Determining the location and amount of any real estate required by the school district for school purposes.                                                                                                                                                                                                                                                                                                                                                                              |
| SC 708                | 21. Vacating and abandoning property to which the Board has title.                                                                                                                                                                                                                                                                                                                                                                                                                           |
| SC 1503               | 22. Determining the holidays, other than those provided by statute, to be observed by special exercises and those on which the schools shall be closed for the whole day.                                                                                                                                                                                                                                                                                                                    |
| Pol. 004              | 23. Removing a school director.                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Pol. 004              | 24. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.                                                                                                                                                                                                                                                                                                                                                                        |
| Pol. 005              | 25. Removing an officer of the Board.                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Pol. 005              | 26. Removing an appointee of the Board.                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Pol. 003              | 27. Adopting, amending or repealing Board policy or procedure.                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                       | Section 9. <u>Minutes</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 65 P.S. 706<br>SC 518 | The Board shall cause to be made, and shall retain as a permanent record of the district, minutes of all open Board meetings and Board committee meetings. Said minutes shall be comprehensible and complete and shall show: <ul style="list-style-type: none"> <li>a. The date, place, and time of the meeting.</li> <li>b. The names of Board members present.</li> <li>c. The presiding officer.</li> <li>d. The substance of all official actions.</li> <li>e. Actions taken.</li> </ul> |
| 65 P.S. 705           | f. Recorded votes and a record by individual members of all roll call votes taken.                                                                                                                                                                                                                                                                                                                                                                                                           |

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| <p>SC 433</p>                        | <p>g. The names of all citizens who appeared officially and the subject of their testimony.</p> <p>The Board Secretary shall provide each Board member with a copy of the minutes of the last meeting prior to the next regular meeting.</p> <p>The minutes of Board meetings shall be approved within two (2) months and signed by the Board Secretary.</p> <p>All Board meetings are tape-recorded and the tapes are kept for two (2) years. The tapes are transcribed by the Board Secretary and reduced to minute form. Twenty (20) copies of the minutes are run and are distributed to Board members, the solicitor, the Superintendent, and other key administrative personnel. A copy of the permanent Minute Book is kept on file in the Office of the Board Secretary.</p> <p>Section 10. <u>Adjournment</u></p>                 |
| <p>Pol. 006<br/>65 P.S. 703, 709</p> | <p>The Board may at any time recess or adjourn to an adjourned meeting at a specified date and place, upon the majority vote of those present. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon. Notice of the rescheduled meeting shall be given as provided in Board policy.</p> <p>Section 11. <u>Executive Session</u></p>                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p>65 P.S. 707, 708</p>              | <p>The Board may hold an executive session, which is not an open meeting, before, during, at the conclusion of an open meeting, or at some other time. The presiding officer shall announce the reason for holding the executive session; the announcement can be made at the open meeting prior to or after the executive session.</p> <p>The Board may discuss the following matters in executive session:</p> <ul style="list-style-type: none"> <li>a. Employment issues.</li> <li>b. Labor relations.</li> <li>c. Purchase or lease of real estate.</li> <li>d. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation.</li> <li>e. Matters that must be conducted in private to protect a lawful privilege or confidentiality.</li> </ul> |

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| <p>65 P.S. 701 et seq</p> | <p>Official actions based on discussions held in executive session shall be taken at a public meeting.</p> <p>Section 12. <u>Work Sessions</u></p> <p>The Board may meet as a Committee of the Whole in an open meeting to vote on or to discuss issues. Public notice of such meetings shall be made.</p> <p>A meeting of the Committee of the Whole, not regularly scheduled, may be called at any time by the President; the President shall call such a meeting when requested to do so by Board members. Public notice of the meeting shall be made in accordance with Pol. 006, 4.b.</p>                                                                                                                                                                     |
| <p>65 P.S. 703, 709</p>   | <p>The Board Secretary shall provide notice of a meeting of the Committee of the Whole as per the notice provisions of Board procedures.</p> <p>Section 13. <u>Committee Meetings</u></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p>65 P.S. 703, 709</p>   | <p>1. Each committee will meet a minimum of one evening a month to discuss specific issues and major initiatives in its respective area. The responsible cabinet member for each individual committee will serve as the district's liaison and will generate the agenda with dialogue with the board chairperson prior to the meeting. The board chairperson will facilitate the meeting.</p>                                                                                                                                                                                                                                                                                                                                                                      |
| <p>65 P.S. 701 et seq</p> | <p>2. Minutes of each committee meeting will be prepared by the cabinet member working with the respective committee and distributed to the entire board prior to the regular board meeting. Board members who cannot attend the meeting can submit verbal or written questions to be answered and recorded on the committee minutes.</p> <p>3. The intent of these committee meetings is to fully discuss issues, formulate policy, and develop recommended proposals for action by the full board. Committee meetings will be open to all board members if they wish to participate in the discussions. Board members in attendance at committee meetings will, through consensus, place committee meeting agenda items on the regular board meeting agenda.</p> |

**25. *Revisions to Board Policy Number 204 – Attendance – Second Reading***

**INFORMATION:**

Board Policy 204 – Attendance, was approved by the Board of School Directors at the June 28, 2004, Regular Board Meeting. Upon review of this agenda item, the administration noticed that an item was missing under the Noncumulative Absences section that listed preapproved college visits up to three days as a noncumulative absence.

The board reviewed this adjustment at the November 10, 2008, Board Human Resources Committee Meeting.

**RECOMMENDATION:**

That the Board of School Directors approves the attached revision made to Board Policy Number 204 – Attendance regarding preapproved college visits up to three days as a noncumulative absence.

# BETHLEHEM AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ATTENDANCE

ADOPTED: June 28, 2004

REVISED:

|                                                                                                                          | 204. ATTENDANCE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Purpose                                                                                                               | <p>The Board requires that school-aged students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by this district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.</p>                                                                                                                                                                                                                                                                                                       |
| <p>2. Authority</p> <p>SC 1301, 1302,<br/>1327, 1329<br/>Title 22<br/>Sec. 11.11, 11.13,<br/>11.23, 11.25,<br/>11.41</p> | <p>Attendance shall be required of all students enrolled in district schools during the days and hours that school is in session, except that a principal or teacher may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent conditions that may reasonably cause the student's absence.</p> <p>The Board considers the following conditions to constitute reasonable cause for absence from school:</p> <ol style="list-style-type: none"> <li>1. Illness.</li> <li>2. Quarantine.</li> <li>3. Recovery from accident.</li> <li>4. Required court attendance.</li> <li>5. Death in family.</li> <li>6. Family educational trips.</li> </ol> |
| <p>Title 22<br/>Sec. 11.26</p> <p>Title 22<br/>Sec. 11.22, 11.28<br/>SC 1327, 1329<br/>Pol. 115, 117, 118</p>            | <p>Attendance need not always be within school facilities. A student will be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction or health care; the student is engaged in a work-study or career education program; the student is receiving approved homebound instruction.</p>                                                                                                                                                                                                                                                                                                                |

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| Title 22<br>Sec. 11.21            | All absences occasioned by observance of the student's religion on a day approved as a religious holiday shall be excused, and no student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.                                                                                                                              |
| SC 1546<br>Title 22<br>Sec. 11.21 | The Board shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction. |
| Title 22<br>Sec. 11.23, 11.25     | <p>The Board will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments, court appearance, or family emergency.</p> <p>The Board shall excuse the following students from the requirements of attendance at the schools of this district:</p>                                                                                                                 |
| SC 1330                           | 1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.                                                                                                                                               |
| Title 22<br>Sec. 11.5, 11.32      | 2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught, except that such students and students attending college and also enrolled part-time in the district schools shall be counted as being in attendance in this district.                                                                                                                              |
| SC 1327                           | 3. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.                                                                                                                                                                                                                                                                                              |
| SC 1330                           | 4. Students fourteen (14) years of age, and fifteen (15) years of age who completed sixth grade, who are engaged in farm work or private domestic service under duly issued permits.                                                                                                                                                                                                                                        |
| SC 1330                           | 5. Students sixteen (16) years of age who are regularly employed during the school session and holding a lawfully issued employment certificate.                                                                                                                                                                                                                                                                            |
|                                   | The Board may excuse the following students from the requirements of attendance at district schools:                                                                                                                                                                                                                                                                                                                        |
| Title 22<br>Sec. 11.22            | 1. Students receiving private instruction from a properly qualified tutor.                                                                                                                                                                                                                                                                                                                                                  |

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| Title 22<br>Sec. 11.34                           | 2. Homebound children unable to attend school on the recommendation of a physician or practitioner of the healing arts.                                                                                                                                                                                                                                                                                                                                                                                                              |
| SC 1327                                          | 3. Students enrolled in special schools conducted by the Colonial Intermediate Unit or the Department of Education.                                                                                                                                                                                                                                                                                                                                                                                                                  |
| SC 1332, 1333                                    | The Board may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Board shall issue notice to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions will be prosecuted according to law.                                                                                                                                                                                          |
| 3. Delegation of Responsibility                  | The Superintendent or designee shall develop procedures for the attendance of students which:                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Title 22<br>Sec. 11.1, 11.2,<br>11.3             | 1. Ensure a school session that conforms with requirements of state regulations.                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| SC 1332, 1339                                    | 2. Govern the keeping of attendance records in accordance with state statutes.                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| SC 1333, 1338                                    | 3. Impose on truant students appropriate incremental disciplinary measures for infractions of school rules, but no penalty may have an irredeemably negative effect on the student's record beyond that which naturally follows absence from classroom learning experiences.                                                                                                                                                                                                                                                         |
|                                                  | 4. Identify the habitual truant, investigate the causes of truant behavior, and consider modification of the student's educational program to meet particular needs and interests.                                                                                                                                                                                                                                                                                                                                                   |
|                                                  | 5. Ensure that students with excused absences have an opportunity to make up work.                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| SC 1333, 1338,<br>1354<br>Title 22<br>Sec. 11.24 | 6. Issue written notice to any parent/guardian who fails to comply with the compulsory attendance statute, within three (3) days of any proceeding brought under that statute. Such notice shall inform the parent/guardian of the date(s) the absence occurred, that the absence was unexcused and in violation of law, that the parent/guardian is being notified and informed of his/her liability under law for the absence of the student, and that further violation during the school term will be prosecuted without notice. |
| SC 510, 1318                                     | Repeated infractions of Board policy requiring the attendance of enrolled students may constitute misconduct and disobedience to warrant the student's suspension or expulsion from the regular school program.                                                                                                                                                                                                                                                                                                                      |

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| <p>4. Guidelines<br/>SC 1329</p> | <p>Student absences are generally governed under the definition and authority of the Pennsylvania School Code of 1949. This section permits student absences to be considered excused in cases of illness, quarantines, recovery from an accident, required court attendance, death in the family, or any other urgent reason justifying a temporary absence. Absences covered under law must be directly related to the student's inability to attend school due to reasons cited above and not merely for the convenience of the family. <b>The Superintendent shall have the discretion to approve absences for special events such as unique athletic events, academics, arts/theater, and extended college visits that exceed the cumulative absences allowed to students each year.</b></p> <p>Absences will generally be recognized as cumulative or noncumulative. <b>Cumulative absences</b> refer to days that contribute to the allotted number of days a student may be absent (ten [10] for elementary and seven [7] for middle and high school). <b>Noncumulative absences</b> are absences that do not contribute to the specified ten (10) or seven (7) days.</p> <p><u>Cumulative Absences</u></p> <p>Excused absences include:</p> <ol style="list-style-type: none"> <li>1. A maximum of ten (10) days of absence for elementary students during a school year verified by a parental note. All absences beyond the tenth day of absence will require a physician's note.</li> <li>2. A maximum of seven (7) days of absence for middle and high school students during a school year verified by a parental note. All absences beyond the seventh day of absence will require a physician's note.</li> <li>3. Preapproved family vacation while school is in session per Board policy.</li> <li>4. Preapproved college visits beyond three (3) days.</li> </ol> <p>Unexcused/Unlawful absences include:</p> <ol style="list-style-type: none"> <li>1. Any day for which a written excuse is not submitted within three (3) school days of a student's return from an absence, including notes from physicians.</li> <li>2. Any written excuse not approved by the principal.</li> <li>3. Any absence not excused by a physician's note after ten (10) absences verified by parental excuses in the elementary school and seven (7) absences verified by parental excuses in the middle and high school had already been received.</li> </ol> |
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4. **Truancy** – Unlawful absence (age sixteen [16] and under) and unexcused absence (age seventeen [17] and over).

Noncumulative Absences

Noncumulative absences include:

1. Suspensions from school.
2. Illness verified by a physician's note submitted within three (3) days of a student's return. Any absence in which a physician's note is submitted is not included in the ten (10) days permitted for parental excuses in elementary school or the seven (7) days permitted for parental excuses in middle and high school.
3. Death in the family – from date of death until two (2) days after the funeral unless otherwise authorized by the building principal.
4. Religious holidays.

**5. Preapproved college visits up to three (3) days.**

Attendance Violations

The Student Code of Conduct defines **attendance violations** as:

1. Late to class.
2. Late to school.
3. Unexcused class absences.

Late to class and late to school will result in an administrative discipline referral upon the third occurrence. Unexcused class absences will result in an administrative discipline referral upon the first occurrence.

Continued attendance violations may result in the student being classified as a habitual offender as defined in the Student Code of Conduct which may result in expulsion from the district.

Late to Class

1. First and second unexcused late to class – to be addressed by classroom teacher interventions.

2. Unexcused lateness exceeding fifty percent (50%) or more of one (1) class period will be considered an unexcused absence from class and will result in a “0” (Zero) grade for the work in that class on that day.

Late to School

1. The following lates to school will not result in disciplinary action:
  - a. Illness and appointments verified by a physician’s note.
  - b. Court appearances.
  - c. Funeral for family member.
2. First and second unexcused late to school – warning to be issued.
3. Students who arrive late and do not report to homeroom or procure a late slip from the office, student service center, or vocational technical school will be charged with an unexcused/unlawful absence which will result in a “0” (Zero) grade for all class work that day.

Unexcused Class Absence

1. Unlawful and unexcused absences or unexcused class absences will result in a “0” (Zero) grade for all class work missed that day.
2. Credit will be denied at the high school level for those students who accrue more than nine (9) cumulative absences in a semester length course. Credit will also be denied for a nine-week course for those students who accrue more than five (5) cumulative absences. Students would be required to secure a doctor's note on the tenth day of the cumulative absence to ensure course credit for the semester length course. They would be required to secure a doctor's note on the sixth day of the cumulative absence to ensure credit for the nine-week course. Those students who miss more than the allotted days will receive the grade for the course but not the credit. An appeal to the principal may be made based on extenuating circumstances related to attendance.

Truancy

1. Any day for which a student is confirmed truant will result in the student being cited for a violation of the Student Code of Conduct.
2. Three (3) unlawful absences will result in written notice of violation of the

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| <p>SC 1329</p>                 | <p>Compulsory Attendance Law and may result in prosecution.</p> <p>3. Unlawful and unexcused absences or unexcused class absences will result in a "0" (Zero) grade for all class work missed that day.</p> <p>In each incident the administrator will decide on an individual basis if alternative action will best meet the needs of the student, the school district, and/or the employees of the school district.</p> <p><u>Requirement for a Written Parental Explanation for a Student's Legal Absence</u></p> <p>1. Parents/Guardians are required to submit a written explanation for the legal absence of their child within three (3) days from the date of the child's return to school. Failure to provide such written explanation or failure of the child to present the excuse to the principal will result in the absence being declared unexcused and/or unlawful.</p> <p>The mere fact that a parent/guardian provides a written explanation does not qualify the absence as excused. The absence must be for a legal reason as determined by the principal and/or teacher, according to law.</p> <p>2. When it is known that a parent(s)/guardian(s) cannot read or write, the principal or teacher may accept a verbal excuse. However, the verbal excuse shall be documented, in writing, as to the date of the absence, the reason, and the name of the parent/guardian contacted. This documented note is to be signed by the person from the school who contacted the parent/guardian.</p> <p>3. In those cases where a child has an excessive number of absences verified only by a verbal communication, a home visit shall be made by the attendance officer and/or the home-school visitor to secure the mark of the parent/guardian on a written excuse provided by the school.</p> <p>4. If the dominant language in a student's home is not English and the parent(s)/guardian(s) are able to read and write in another language, s/he shall be required to submit a written explanation in that language.</p> |
| <p>Title 22<br/>Sec. 11.26</p> | <p><u>Educational/Vacation Tours and Trips, Grades K-12</u></p> <p>Requests by parents/guardians to have their children excused from school for educational/vacation trips must be evaluated under the authority of the Regulations of the State Board of Education, Chapter 11, Pupil Attendance, Section 11.26 "Educational Tours and Trips, Not School-Sponsored."</p> <p>"Upon receipt of a written request from the parents of the pupils</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

involved, pupils may be excused from school attendance to participate in an educational tour or trip provided during the school term at the expense of the parents when such tour or trip is so evaluated by the District

Superintendent or designee and pupil participants therein are subject to direction and supervision of an adult personage acceptable to the District Superintendent and to the parents of the pupils concerned."

Parents/Guardians are strongly encouraged to schedule family vacations with the school district calendar in mind to ensure that students attend school a maximum number of days:

1. Students at the elementary level will be permitted to take four (4) educational trips, up to a cumulative maximum of fifteen (15) school days during their tenure in elementary school. Educational trips may not exceed five (5) days per year.
2. Middle school students will be permitted to take two (2) educational trips, up to a cumulative maximum of ten (10) school days during their tenure at the middle school level. Educational trips may not exceed five (5) days per year.
3. High school students will be permitted to take two (2) educational trips, up to a cumulative maximum of ten (10) school days during their tenure at the high school level. Educational trips may not exceed five (5) days per year.
4. Parental requests which go beyond the number of days or trips allowed must first be approved by the building principal and then referred to the Superintendent or designee for final permission.
5. Any days taken beyond the maximum of five (5) days permitted for educational trips in a given year may be considered unexcused and unlawful for students under the age of seventeen (17) and unexcused for students seventeen (17) years of age and over. Appropriate legal action may be taken where applicable.
6. The following will be taken into consideration by the principal in granting permission for the trip:
  - a. The student's academic standing.
  - b. The student's attendance record.
  - c. The effect the absence will have on the student's educational welfare.
  - d. Exceptionality of the request.

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| <p>School Code<br/>510, 1301, 1302,<br/>1318, 1327, 1329,<br/>1330, 1332, 1333,<br/>1338, 1339, 1354,<br/>1546</p> <p>PA Code<br/>Title 22<br/>Sec. 11.1, 11.2, 11.3,<br/>11.5, 11.11, 11.13,<br/>11.21, 11.22, 11.23,<br/>11.24, 11.25, 11.28,<br/>11.32, 11.34, 11.41</p> <p>Board Policy<br/>115, 117, 118</p> | <p>e. The Student Code of Conduct.</p> <p>7. The Application for Permission for Student Excusal Due to an Educational Trip or Tour must be submitted to the principal ten (10) school days prior to the trip.</p> <p>8. It will be the student's responsibility to contact teachers and make up assignments missed.</p> <p>9. Permission will not be granted for trips/tours during the district's standardized testing period, the state's testing periods, and the secondary school examination periods at the end of the first and second semesters.</p> |
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**26. *Revisions to Board Policy Number 701.1 – Naming of School District Facilities – Second Reading***

**INFORMATION:**

Board Policy 701.1 – Naming of School District Facilities was approved by the Board of School Directors at the March 19, 2007, Regular Board Meeting. An adjustment was made to the guidelines criteria to include “any and all other property owned by the school district.

The board reviewed this adjustment at the November 10, 2008, Board Human Resources Committee Meeting.

**RECOMMENDATION:**

That the Board of School Directors approves the attached adjustment made to Board Policy Number 701.1 – Naming of School District Facilities.

SECTION: PROPERTY

TITLE: NAMING SCHOOL DISTRICT  
FACILITIES

ADOPTED: March 19, 2007

REVISED:

# BETHLEHEM AREA SCHOOL DISTRICT

First Reading- November 10, 2008, Board Human  
Resources Committee Meeting

|               | 701.1. NAMING SCHOOL DISTRICT FACILITIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Purpose    | <p>The School Board believes that naming facilities is a matter of great importance, one that deserves thoughtful attention. This policy establishes an equitable process by which the Board of School Directors can assume its responsibility for naming school facilities.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 2. Authority  | <p>Prior to action by the Board, the nomination shall be referred to the Facilities Committee and, with no less than four (4) School Board members in attendance, will make a recommendation on the nomination to the Board.</p> <p>Once a facility has been officially named, it shall not be renamed except for compelling reasons to be determined by the Board.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 3. Guidelines | <p>Criteria that may be considered when naming school facilities are:</p> <ol style="list-style-type: none"> <li>1. The school district provides many opportunities for the naming of buildings, components of buildings, auditoriums, gymnasiums, playgrounds, fields, laboratories, classrooms, <b>equipment and any and all other property owned by the school district.</b></li> <li>2. A facility may be named after a geographic location and/or a section of the district it serves.</li> <li>3. A facility may be named after a person. If named after a person, that person shall be of exemplary moral character; have made an outstanding contribution to education, humanity or community; or have displayed outstanding leadership; or be a person of historical significance.</li> <li>4. Facilities may be named after major contributors to the district. The School Board will evaluate the financial value of naming rights based on a review of the market for naming rights.</li> </ol> <p>The Bethlehem Area School District shall have the authority to revoke the naming of a facility for compelling reasons as determined by the Board of School Directors.</p> |

**27. *Revisions to Board Policy Number 707 – Use of School Facilities – Second Reading***

**INFORMATION:**

Board Policy 707 – Use of School Facilities was revised and approved by the Board of School Directors at the April 21, 2008, Regular Board Meeting. Adjustments to the policy need to be made under Class I – District-Sponsored Activities, Class II – Community Service Groups, and to the Rental Charges form – Note 4: Circumstances Requiring a Site Manager.

The board reviewed these changes at the November 10, 2008, Board Human Resources Committee Meeting.

**RECOMMENDATION:**

That the Board of School Directors approves the attached revisions made to Board Policy Number 707 – Use of School Facilities.

# BETHLEHEM AREA SCHOOL DISTRICT

2<sup>nd</sup> Reading – November 17, 2008, Regular  
Board Meeting

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: November 15, 2004

REVISED: April 21, 2008

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                 | <b>707. USE OF SCHOOL FACILITIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 1. Purpose                      | The Board recognizes that although the primary purpose of the school buildings, facilities and property is to provide students with an appropriate learning environment, the Board may make school facilities available to individuals and community groups without discrimination and in accordance with this policy, provided the use does not interfere with the educational program of the schools.                                                                                                                                                                                                                                                                                                  |
| 2. Authority                    | <p>The Board directs that use of school facilities may be granted to individuals and community groups for the following types of activities:</p> <ol style="list-style-type: none"> <li>1. Instruction in any branch of education, learning and the arts, consistent with the school district's mission.</li> <li>2. Social, civic and recreational meetings and entertainment, and other uses pertaining to the welfare of the community.</li> <li>3. Polling places for holding primaries, elections and special elections as permitted or required by state law.</li> <li>4. Recreation, physical training and athletics, including competitive athletic contests for children and adults.</li> </ol> |
| SC 775                          | The Board shall establish a schedule of fees for the use of school facilities by approved groups. The fee schedule shall differentiate between profit and nonprofit groups.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 3. Delegation of Responsibility | <p>The Superintendent or designee shall implement procedures for requesting and granting permission for use of school facilities and shall distribute the policy and procedures to individuals affected by them.</p> <p>An application for use of school facilities may be disapproved because of noncompliance with established policy and procedures by the Superintendent or designee.</p>                                                                                                                                                                                                                                                                                                            |

|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4. Classifications | <p>The classification scheme established in this policy will be used in determining fees or other requirements.</p> <p><u>Class I – District-Sponsored Activities</u></p> <p>Class I activities are those that are directly sponsored by the district or those directly supporting district activities. They include activities such as, but not limited to, school programs (open houses, concerts, etc.), college fairs, science fairs, interscholastic and intramural athletic events, and approved clubs. This group also includes, but is not limited to; <b>Board of School Directors, employees</b>, alumni organizations, PTA's, <del>district-based youth athletic programs</del> and formally recognized booster groups. As district-sponsored or district supporting activities, building or custodial fees will not be charged and no insurance certificate will be necessary.</p> <p><u>Class II – Community Service Groups</u></p> <p>Class II represents nonprofit organizations that provide services to the communities within the district and include the Boys and Girls Scouts, Boys and Girls Club of Bethlehem, community recreation organizations supporting primarily the students of the Bethlehem Area School District, fraternal organizations, and other nonprofit community service groups. <b>This group also includes, but is not limited to; district based youth athletic programs.</b> Class II organizations will be provided use of district <del>buildings</del> facilities without charge, but will be required to pay custodial fees and/or other personnel fees when necessary. <b>Lease fees will be charged per Policy 707 attachment.</b> They will also be required to provide an insurance certificate in the specified amounts naming the district as additionally insured.</p> <p><u>Class III – All Other Organizations and Individuals</u></p> <p>Class III represents all other organizations and individuals requesting use of district facilities. These groups will be required to pay building use fees, custodial fees and/or other personnel fees when necessary, and to provide an insurance certificate.</p> <p>District employees requesting the use of district facilities in a capacity other than their official district capacity must conform to the same requirements as any of the organizations and individuals as identified in this policy.</p> <p><u>Application Process</u></p> <p>An individual or community group requesting permission to use school buildings, facilities or school property must submit a written request on the prescribed application form two (2) weeks in advance of the proposed date to the building principal.</p> <p>The application must specify the portion of the school facilities requested for use;</p> |
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|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5. Guidelines | <p>proposed activities; number of individuals participating; and the beginning and ending date, time and duration of the proposed event.</p> <p>Along with the completed application, the individual or group must submit the following:</p> <ol style="list-style-type: none"> <li>1. Payment of the specified rental fee.</li> <li>2. Evidence of organizational liability to limits required by district guidelines.</li> <li>3. Documentation evidencing the school district shall be held harmless by the user for any liability that arises from use of school facilities by the individual or group.</li> </ol> <p><u>Application Evaluation</u></p> <p>No application to use school facilities shall be approved if the proposed activity would result in any of the following:</p> <ol style="list-style-type: none"> <li>1. Conflict with any school-sponsored activity.</li> <li>2. Access to school facilities closed due to renovations, maintenance, cleaning, the school calendar, or Board action.</li> <li>3. Access to school facilities containing equipment or furnishings which would be detrimental to the operation of a district program if damaged or operated by an unqualified operator.</li> <li>4. The proposed use would prevent or encumber district personnel from preparing school facilities for their primary purpose, because of the nature or duration of the activity.</li> </ol> <p>The district reserves the right to limit the duration of the lease to promote broad-based community involvement.</p> <p><u>Limitations</u></p> <p>When individuals and community groups receive written permission to use school facilities under this policy, such use shall be conditioned upon strict compliance with the following:</p> <ol style="list-style-type: none"> <li>1. Individuals shall not use, access or enter upon any portions of the school facilities or their contents not specified in the approved written request form.</li> <li>2. Individuals shall refrain from any conduct or activities not specifically identified in the approved written request form.</li> <li>3. When advertising or promoting activities held at school facilities, individuals and community groups shall clearly communicate that the activities are not being sponsored by the school district.</li> <li>4. School equipment used in conjunction with requested facilities shall be</li> </ol> |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SC511                                            | <p>identified when the application is submitted. Users of school equipment must accept liability for any damage to or loss of equipment that occurs while in their use. Where rules so specify, no equipment may be used except by a qualified operator, provided by the school.</p> <p><u>Prohibited Activities</u></p> <p>The following activities are strictly prohibited in school facilities when individuals and community groups are granted written permission to use said school facilities:</p> <ol style="list-style-type: none"> <li>1. Possession, use or distribution of illegal drugs and/or alcoholic beverages.</li> <li>2. Possession of weapons.</li> <li>3. Conduct that would alter damage or be injurious to any district property, equipment or furnishings.</li> <li>4. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations.</li> <li>5. Gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act, unless such activity has been expressly authorized by the district.</li> <li>6. Use of tobacco products.</li> </ol> |
| 10 P.S. 311 et seq.                              | <p><u>Violations</u></p> <p>The school district reserves the right to remove from the schools district premises any individual or community group who fails to comply with the terms and conditions of this policy and established procedures.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 20 U.S.C.<br>Sec. 7181 et seq.<br>35 P.S. 1223.5 | <p>In the event an individual or community group violates this policy or the terms under which permission was granted to use school facilities, the individual or community group forfeits the right to submit future written requests to use school district property, unless otherwise decided by the Board.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| School Code<br>511, 775                          | <p><u>Fee Schedule</u></p> <p>Use of school facilities for activities directly related to the educational program and district operations shall be without cost to the users. Other classifications of users will pay based on the board approved Recommended Rental Charges.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

|                                                                                                                                                      |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| PA Code<br>Title 22<br>Sec. 403.1<br><br>10 P.S. 311 et seq<br><br>35 P.S. 1223.5<br><br>20 U.S.C.<br>Sec. 7181 et seq<br><br>20 U.S.C.<br>Sec. 7905 |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------|--|

**BETHLEHEM AREA SCHOOL DISTRICT**  
**Bethlehem, Pennsylvania**  
**FEE SCHEDULE FOR USE OF SCHOOL FACILITIES**

**RECOMMENDED RENTAL CHARGES**

**Class 1** — District Sponsored Activities and District Recognized Groups Acting in Support of District Activities (i.e. PTA, ~~Youth Athletic Programs~~ Booster Clubs, etc.).

**Class 2** – Community Service Groups (i.e. Community Recognized Boards, Non-Profit Organizations, **Youth Athletic Programs**)

**Class 3** - All Other Groups (i.e. Private Individuals, for Profit Organizations)

| <b><u>Facility</u></b>                              |                |                        |              | <b><u>Rental Charge</u></b> |
|-----------------------------------------------------|----------------|------------------------|--------------|-----------------------------|
| <u>Gymnasium</u>                                    | <u>Class 1</u> | High School            |              | N/C                         |
|                                                     |                | Middle School          |              | N/C                         |
|                                                     |                | Elementary             |              | N/C                         |
|                                                     | <u>Class 2</u> | High School            |              | N/C                         |
|                                                     |                | Middle School          |              | N/C                         |
|                                                     |                | Elementary             |              | N/C                         |
|                                                     | <u>Class 3</u> | High School            | Practice     | \$500                       |
|                                                     |                |                        | Events/Games | \$1,000                     |
|                                                     |                | High School (aux. gym) | Practice     | \$200                       |
|                                                     |                |                        | Events/Games | \$500                       |
|                                                     |                | Middle School          | Practice     | \$100                       |
|                                                     |                |                        | Events/Games | \$350                       |
|                                                     |                | Elementary             | Practice     | \$100                       |
|                                                     |                |                        | Events/Games | \$200                       |
|                                                     |                |                        |              |                             |
|                                                     |                |                        |              |                             |
|                                                     |                |                        |              |                             |
| <u>Auditorium</u>                                   | <u>Class 1</u> | High School            |              | N/C                         |
|                                                     |                | Middle School          |              | N/C                         |
|                                                     |                | Elementary             |              | N/C                         |
|                                                     | <u>Class 2</u> | High School            | Activity     | \$350                       |
|                                                     |                |                        | Rehearsal    | \$150                       |
|                                                     |                | Middle School          | Activity     | \$250                       |
|                                                     |                |                        | Rehearsal    | \$100                       |
|                                                     |                | Elementary             | Activity     | \$75                        |
|                                                     |                |                        | Rehearsal    | \$35                        |
|                                                     | <u>Class 3</u> | High School            | Activity     | \$700                       |
|                                                     |                |                        | Rehearsal    | \$200                       |
|                                                     |                | Middle School          | Activity     | \$550                       |
|                                                     |                |                        | Rehearsal    | \$200                       |
|                                                     |                | Elementary             | Activity     | \$200                       |
|                                                     |                |                        | Rehearsal    | \$100                       |
| <u>All Purpose Room</u>                             | <u>Class 1</u> |                        |              | N/C                         |
|                                                     | <u>Class 2</u> |                        |              | N/C                         |
|                                                     | <u>Class 3</u> |                        |              | \$150                       |
| <u>Kitchen Dining Room</u><br>(per four hour use)   | <u>Class 1</u> |                        |              | N/C                         |
|                                                     | <u>Class 2</u> |                        |              | N/C                         |
|                                                     | <u>Class 3</u> |                        |              | \$200                       |
| <u>Classrooms</u><br>(per classroom per four hours) | <u>Class 1</u> |                        |              | N/C                         |
|                                                     | <u>Class 2</u> |                        |              | N/C                         |
|                                                     | <u>Class 3</u> |                        |              | \$100                       |
| <u>Stadium and Athletic Fields</u>                  |                |                        |              |                             |
| <u>BASD Stadium</u>                                 | <u>Class 2</u> |                        |              | \$300 (Plus Expenses)       |
|                                                     |                |                        |              | \$200 (Lights)              |
|                                                     | <u>Class 3</u> |                        |              | \$1,500 (Plus Expenses)     |
|                                                     |                |                        |              | \$200 (Lights)              |
| <u>Athletic Fields</u>                              | <u>Class 2</u> | Elementary School      |              | \$25 (Daily Rate)           |
|                                                     |                |                        |              | \$100 (Seasonal Rate)       |
|                                                     |                | Middle School          |              | \$25 (Daily Rate)           |
|                                                     |                |                        |              | \$100 (Seasonal Rate)       |
|                                                     |                | High School            |              | \$50 (Daily Rate)           |

|                        |                |                   |                                            |
|------------------------|----------------|-------------------|--------------------------------------------|
|                        | <u>Class 3</u> | Elementary School | \$50 (Daily Rate)<br>\$200 (Seasonal Rate) |
|                        |                | Middle School     | \$50 (Daily Rate)<br>\$200 (Seasonal Rate) |
|                        |                | High School       | \$100 (Daily Rate)                         |
| <u>Swimming Pools</u>  | <u>Class 2</u> |                   | 25 (Per Hour)                              |
|                        | <u>Class 3</u> |                   | 100 (Per Hour)                             |
| <u>Planetarium</u>     | <u>Class 2</u> |                   | \$5 (Per Hour)                             |
|                        | <u>Class 3</u> |                   | \$20 (Per Hour)                            |
| <u>Folding Chairs</u>  | <u>Class 2</u> |                   | \$20/100                                   |
|                        | <u>Class 3</u> |                   | \$25/100                                   |
| <u>Moveable Stage</u>  | <u>Class 2</u> |                   | \$50                                       |
|                        | <u>Class 3</u> |                   | \$75                                       |
| <u>Sound Equipment</u> | <u>Class 2</u> |                   | \$25                                       |
|                        | <u>Class 3</u> |                   | \$50                                       |
| <u>Movie Projector</u> | <u>Class 2</u> |                   | \$30                                       |
|                        | <u>Class 3</u> |                   | \$30                                       |
| <u>Slide Projector</u> | <u>Class 2</u> |                   | \$30                                       |
|                        | <u>Class 3</u> |                   | \$30                                       |

**Note 1: The above fees do not include amounts charged when extra school personnel are required.** Designated school employees must be present whenever kitchen equipment; special lighting; sound systems, and motion picture projectors are to be used. The charges for these employees will be based on hourly rates and rates and will be the same for all classes of organizations. Permit holder must clear cafeteria use with Cafeteria Director. The Bethlehem Area School District will charge for site management when utilizing the facilities at the high schools, which include the gymnasiums, swimming pools, and athletic fields. Stadium cleaning and field prep will be charged at the current hourly rates.

**Note 2:** Bethlehem Area School District retains the right to regulate the kinds, quality, and prices of any goods or services vended or offered to the public by permit holder and all sub-concessionaire vending on said premises under authority of permit holder, so as to eliminate unreasonable risk of harm to the general public (this is limited by the preemptive right of the United States of America or any agent thereof or another public agency to regulate such price or quality).

Concessionaire will agree to indemnify and save harmless Bethlehem Area School District against any and all loss, damage, costs, and expenses, which Bethlehem Area School District may hereafter suffer, incur, be put to or pay by reason of Concessionaire's Contract, and will agree to pay and discharge forthwith, on demand of Bethlehem Area School District, each and every debt, obligation, or claim which shall be made, assigned, or apportioned against Bethlehem Area School District by any Claimant pursuant to claim proved according to law as a result of the issuance of Concessionaire Contract.

**Note 3:** The Bethlehem Area School District may revoke a facility usage permit in the event of inclement weather. School district personnel will notify Concessionaire if, at their discretion, this decision is made.

**Note 4: Circumstances Requiring a Site Manager:**

1. If public spectators are allowed/present.
2. Pool utilization will comply with the following regulations:
  - a. Groups must supply or secure their own certified lifeguard(s) and submit current lifeguard credentials with the Application for Lease. The lessor will employ the number of certified lifeguards as required by current public bathing regulations which will be verified at lease signing by district Athletic Directors.
  - b. A site manager will be required for all outside pool leases.
3. Leases requesting multiple buildings and/or field locations will require a site manager to be present.
4. All Bethlehem Area School District Stadium use will require a site manager and a field attendant(s). The district reserves the right to require the hiring of all ancillary personnel necessary to operate the facility in a safe and secure manner.

**28. *Authorization to Expend Capital Reserve Funds – Bids Opened October 29, 2008 – Library Book Detection System – Freedom High School***

**INFORMATION:**

Bids were received and publicly opened at noon, Wednesday, October 29, 2008, for:

Library Book Detection System – Freedom High School

The bids have been tabulated and reviewed by the appropriate administrative and supervisory personnel. The recommendation of award is based upon the lowest responsible bidder meeting specifications. (The Tabulation of Bids is attached.)

**RECOMMENDATION:**

That the administration be authorized to award a contract to the lowest responsible bidder meeting specifications as indicated on the attached Tabulation of Bids.

Library Book Detection System –  
Freedom High School

|                                |                    |
|--------------------------------|--------------------|
| Brodart Company                |                    |
| 100 North Road                 |                    |
| McElhattan, Pennsylvania 17748 | <u>\$22,333.11</u> |

**The Capital Reserve Fund has a fund balance of \$1,438,785.33, as of November 6, 2008.**

BETHLEHEM AREA SCHOOL DISTRICT  
Bethlehem, Pennsylvania

Bid Opening: October 29, 2008

November 17, 2008

**TABULATION OF BIDS  
FOR  
LIBRARY BOOK DETECTION SYSTEM –  
FREEDOM HIGH SCHOOL**

**Brodart Company**

Demco, Inc.

**\$22,333.11**

\$22,904.00

**BID AWARD**

7 specifications mailed  
2 bids received

**29. *Bid Award – Bids Opened November 3, 2008 – Xerographic Paper – White***

**INFORMATION:**

Bids were received and publicly opened at noon, Monday, November 3, 2008, for:

Xerographic Paper – White

The bids have been tabulated and reviewed by the appropriate administrative and supervisory personnel. The recommendation of award is based upon the lowest responsible bidder meeting specifications. (The Tabulation of Bids is attached.)

**RECOMMENDATION:**

That the administration be authorized to award a contract to the lowest responsible bidder meeting specifications as indicated on the attached Tabulation of Bids.

Xerographic Paper – White

Ricoh Americas Corporation  
1531 Boettler Road  
Suite E  
Uniontown, Ohio 44685

\$68,040

**Account Code: 10-0171-00**

**Xerographic Paper is inventoried and charged to building budgets as paper is requisitioned from the maintenance warehouse.**

BETHLEHEM AREA SCHOOL DISTRICT  
Bethlehem, Pennsylvania

Bid Opening: November 3, 2008

November 17, 2008

**TABULATION OF BIDS  
FOR  
XEROGRAPHIC PAPER – WHITE**

|                                   | Cost for<br>2,520 Cartons<br>(3 Truckloads) |
|-----------------------------------|---------------------------------------------|
| Paper Mart Inc.                   | \$69,930.00                                 |
| <b>Ricoh Americas Corporation</b> | <b>68,040.00</b>                            |
| RIS Paper Company                 | 70,686.00                                   |
| Whiteman Tower                    | 46,536.00 *                                 |
| Xerox Corporation                 | 69,610.80                                   |

**BID AWARD**

15 specifications mailed  
5 bids received  
\* two truckloads

**30. *Treasurer's Report***

**RECOMMENDATION:**

That the Board of School Directors approves the Treasurer's Report dated October 31, 2008.

BETHLEHEM AREA SCHOOL DISTRICT  
Bethlehem, Pennsylvania

**REPORT OF THE TREASURER**  
**October 1 through October 31, 2008**

BEGINNING CASH AND INVESTMENT BALANCE

|                                                    |               |
|----------------------------------------------------|---------------|
| Wachovia Bank - Cash Management                    | 3,553,958.73  |
| Bank of America - General Account                  | 1,001,118.09  |
| Pennsylvania School District Liquid Asset Fund     | 10,713,370.67 |
| Wachovia - Worker's Comp Trust Fund                | 643,420.79    |
| Pennsylvania Local Government Investment Trust     | 77,150.60     |
| Pennsylvania State Treasurer Invest Program        | 2,576,798.54  |
| Wachovia Money Market                              | 54,736.43     |
| Bank of America Money Market                       | 36,028,768.21 |
| Commerce Bank Money Market                         | 1,125.62      |
| Sovereign Bank Money Market                        | 28,828.85     |
| PSDLAF - Term Investments                          | 15,000,000.00 |
| KNBT Bank - Scholarship Fund                       | 45,971.98     |
| KNBT Bank - Scholarship Fund                       | 112,000.00    |
| Baird Public Investment Advisors - 2007A Bond Fund | 20,473,266.75 |

TOTAL CASH AND INVESTMENT BALANCE \$ 90,310,515.26

MONTHLY RECEIPTS

|                         |              |
|-------------------------|--------------|
| Local Sources           | 7,072,181.59 |
| State Sources           | 7,042,025.63 |
| Federal Sources         | 932,005.54   |
| Other Financing Sources | 0.00         |

\$ 15,046,212.76

MONTHLY DISBURSEMENTS

|                    |               |
|--------------------|---------------|
| Monthly Bills Paid | 10,048,571.69 |
| Payroll            | 7,639,127.66  |
| Debt Service       | 2,346,518.57  |

\$ 20,034,217.92

TOTAL FUNDS AVAILABLE

\$ 85,322,510.10

ENDING CASH AND INVESTMENT BALANCE

|                                                    |               | <u>Interest Rate</u>  |
|----------------------------------------------------|---------------|-----------------------|
| Wachovia Bank - Cash Management                    | 2,519,202.79  | 1.790%                |
| Bank of America - General Account                  | 1,001,371.25  | 1.370%                |
| Pennsylvania School District Liquid Asset Fund     | 2,288,454.44  | varies 1.50% to 1.99% |
| Wachovia - Worker's Comp Trust Fund                | 643,987.43    | 1.680%                |
| Pennsylvania Local Government Investment Trust     | 77,314.73     | 2.510%                |
| Pennsylvania State Treasurer Invest Program        | 767,955.97    | 1.931%                |
| Wachovia Money Market                              | 54,745.90     | 0.200%                |
| Bank of America Money Market                       | 38,108,628.45 | 3.770%                |
| Commerce Bank Money Market                         | 1,126.91      | 1.350%                |
| Sovereign Bank Money Market                        | 28,914.74     | 3.570%                |
| PSDLAF - Term Investments                          | 22,000,000.00 | see attachment        |
| KNBT Bank - Scholarship Fund                       | 45,971.98     | 3.750%                |
| KNBT Bank - Scholarship Fund                       | 112,000.00    | 4.300%                |
| Baird Public Investment Advisors - 2007A Bond Fund | 17,672,835.51 | 4.410%                |

TOTAL CASH AND INVESTMENT BALANCE \$ 85,322,510.10

Interest Received for October; to be posted in November \$ 172,095.97

Respectfully Submitted,

Anne M. Morton  
Treasurer

**31. *Monthly Bills***

**RECOMMENDATION:**

That the bills, which have been reviewed as to correctness by the appropriate Business Office staff and verified by the treasurer, be approved for payment. A copy of the bill list is available in the Business Office of the Education Center, 1516 Sycamore Street, Bethlehem, Pennsylvania, for review.

**32. *Budget Information***

**INFORMATION:**

Presented for information is the statement of the Condition of the Budget by major accounts.

## 2008-2009 REVENUES

|                                  | A                     | B                         | C                             | D                             | E                          | F                      | G                         |
|----------------------------------|-----------------------|---------------------------|-------------------------------|-------------------------------|----------------------------|------------------------|---------------------------|
|                                  | 2008-2009             |                           |                               |                               |                            | 2007-2008              |                           |
| Description                      | Budget                | Realized<br>October, 2008 | Unrealized<br>\$<br>(B-A = C) | Unrealized<br>%<br>(C/ A = D) | Projected<br>June 30, 2009 | Realized<br>June, 2008 | Realized<br>October, 2007 |
| CURRENT REAL ESTATE              | 101,612,861           | 11,292,443                | (90,320,418)                  | -88.89%                       | 100,600,000                | 98,744,538             | (94,584)                  |
| INTERIM REAL ESTATE              | 1,300,000             | 28,542                    | (1,271,458)                   | -97.80%                       | 1,000,000                  | 656,034                |                           |
| PUBLIC UTILITY REALTY            | 172,000               | 153,055                   | (18,945)                      | -11.01%                       | 153,055                    | 162,642                | 162,642                   |
| PAYMENTS IN LIEU OF TAX          | 121,000               | 23,011                    | (97,989)                      | -80.98%                       | 126,800                    | 120,798                | 58,238                    |
| UNDISTRIBUTED TAXES              |                       | 79,087,222                | 79,087,222                    | -                             |                            | 44,297                 | 88,804,571                |
| PER CAPITA TAX SECT 679          | 240,000               | 92,400                    | (147,600)                     | -61.50%                       | 240,000                    | 242,083                | (20)                      |
| PER CAPITA TAX ACT 511           | 240,000               | 92,400                    | (147,600)                     | -61.50%                       | 240,000                    | 242,083                | (20)                      |
| LOCAL SERVICES TAX               | 485,000               | 124,074                   | (360,926)                     | -74.42%                       | 358,300                    | 136,722                | 47,346                    |
| EARNED INCOME TAX                | 11,200,000            | 3,090,715                 | (8,109,285)                   | -72.40%                       | 10,600,000                 | 10,400,810             | 3,530,514                 |
| REAL ESTATE TRANSFER TAX         | 2,800,000             | 997,735                   | (1,802,265)                   | -64.37%                       | 2,500,000                  | 2,316,670              | 810,226                   |
| MERCANTILE TAX                   | 2,200,000             | 1,373,651                 | (826,349)                     | -37.56%                       | 2,500,000                  | 2,414,521              | 1,362,382                 |
| DEL. REAL ESTATE                 | 2,800,000             | 2,000,971                 | (799,029)                     | -28.54%                       | 2,800,000                  | 2,681,813              | 1,513,022                 |
| DEL. PER CAPITA SECT 679         | 70,000                | 26,799                    | (43,201)                      | -61.72%                       | 70,000                     | 58,205                 | 10,159                    |
| DEL. LOCAL SERVICES TAX          |                       | 0                         | -                             | -                             |                            |                        |                           |
| DEL. MERCANTILE TAX              | 380,000               | 384,975                   | 4,975                         | 1.31%                         | 500,000                    | 323,786                | 167,611                   |
| <b>TOTAL LOCAL TAX SOURCES</b>   | <b>\$ 123,620,861</b> | <b>\$ 98,767,994</b>      | <b>\$ (24,852,867)</b>        | <b>-20.10%</b>                | <b>\$ 121,688,155</b>      | <b>\$ 118,545,001</b>  | <b>\$ 96,372,088</b>      |
| INTEREST ON INVESTMENTS          | 2,400,000             | 225,961                   | (2,174,039)                   | -90.58%                       | 1,200,000                  | 1,685,398              | 205,797                   |
| DRIVER ED LAB FEES               | 13,250                | 5,850                     | (7,400)                       | -55.85%                       | 12,500                     | 12,500                 | 4,700                     |
| RENTALS                          | 10,000                | 5,433                     | (4,567)                       | -45.67%                       | 10,000                     | 10,148                 | 7,375                     |
| TUITION FROM PATRONS             | 320,000               | 173,598                   | (146,402)                     | -45.75%                       | 380,000                    | 394,042                | 189,598                   |
| SRVCS. / OTH LOC GOV UNITS       | 15,000                |                           | (15,000)                      | -100.00%                      |                            | 22,020                 | 8,610                     |
| MISCELLANEOUS REVENUE            | 100,000               | 16,283                    | (83,717)                      | -83.72%                       | 185,000                    | 185,312                | 10,435                    |
| REFUNDS FROM PRIOR YEAR EXP      |                       | 2,150                     |                               |                               | 10,000                     | 12,913                 | 6,847                     |
| <b>TOTAL OTHER LOCAL SOURCES</b> | <b>\$ 2,858,250</b>   | <b>\$ 429,274</b>         | <b>\$ (2,431,126)</b>         | <b>-85.06%</b>                | <b>\$ 1,797,500</b>        | <b>\$ 2,322,333</b>    | <b>\$ 433,363</b>         |
| <b>TOTAL LOCAL SOURCES</b>       | <b>\$ 126,479,111</b> | <b>\$ 99,197,269</b>      | <b>\$ (27,283,992)</b>        | <b>-21.57%</b>                | <b>\$ 123,485,655</b>      | <b>\$ 120,867,335</b>  | <b>\$ 96,805,450</b>      |

## 2008-2009 REVENUES

| Description                              | A                     | B                         | C                             | D                             | E                          | F                      | G                         |
|------------------------------------------|-----------------------|---------------------------|-------------------------------|-------------------------------|----------------------------|------------------------|---------------------------|
|                                          | 2008-2009             |                           |                               |                               |                            | 2007-2008              |                           |
|                                          | Budget                | Realized<br>October, 2008 | Unrealized<br>\$<br>(B-A = C) | Unrealized<br>%<br>(C/ A = D) | Projected<br>June 30, 2009 | Realized<br>June, 2008 | Realized<br>October, 2007 |
| BASIC INSTRUCTIONAL SUBSIDY              | 22,955,949            | 6,926,734                 | (16,029,215)                  | -69.83%                       | 22,955,949                 | 21,674,304             | 6,330,522                 |
| CHARTER SCHOOLS                          | 1,268,300             | 446,632                   | (821,668)                     | -64.78%                       | 1,325,000                  | 1,286,786              | 390,440                   |
| TUITION : ORPHANS/CHILDREN               | 315,000               |                           | (315,000)                     | -100.00%                      | 315,000                    | 349,693                | 164                       |
| HOMEBOUND INSTRUCTION                    |                       |                           | -                             |                               |                            |                        |                           |
| VOCATIONAL EDUCATION                     | 200,000               | 56,816                    | (143,184)                     | -71.59%                       | 162,400                    | 182,650                | 63,914                    |
| DRIVER EDUCATION                         | 10,745                |                           | (10,745)                      | -100.00%                      | 10,745                     | 10,605                 | 10,605                    |
| MIGRATORY CHILDREN                       | 2,200                 |                           | (2,200)                       | -100.00%                      | 3,500                      | 3,520                  |                           |
| SPECIAL EDUCATION                        | 6,570,240             | 1,961,576                 | (4,608,664)                   | -70.14%                       | 6,667,750                  | 6,453,560              | 1,925,040                 |
| TRANSPORTATION                           | 2,088,000             | 434,403                   | (1,653,597)                   | -79.20%                       | 2,250,000                  | 2,180,482              | 400,113                   |
| RENTALS AND SINKING FUND                 | 1,550,000             | 179,546                   | (1,370,454)                   | -88.42%                       | 1,550,000                  | 1,307,669              | 176,705                   |
| HEALTH SERVICES                          | 394,420               |                           | (394,420)                     | -100.00%                      | 380,000                    | 390,767                |                           |
| PROPERTY TAX RED. ALLOCATION             | 4,720,061             | 4,720,061                 | (0)                           | 0.00%                         | 4,720,061                  |                        |                           |
| SOCIAL SECURITY                          | 3,237,479             | 1,369,283                 | (1,868,196)                   | -57.71%                       | 3,300,000                  | 3,257,863              | 1,096,168                 |
| PSERS - PENSION CONTRIBUTION             | 2,107,793             | 1,038,091                 | (1,069,702)                   | -50.75%                       | 2,200,000                  | 2,829,376              | 921,628                   |
| IMPACT AID                               | 50,000                |                           | (50,000)                      | -100.00%                      | 50,000                     | 62,930                 |                           |
| <b>TOTAL STATE &amp; FEDERAL SOURCES</b> | <b>\$ 45,470,187</b>  | <b>\$ 17,133,142</b>      | <b>\$ (28,337,045)</b>        | <b>-62.32%</b>                | <b>\$ 45,890,405</b>       | <b>\$ 39,990,205</b>   | <b>\$ 11,315,299</b>      |
| INTERFUND TRANSFERS                      | 250,000               |                           | (250,000)                     | -100.00%                      | 250,000                    | 2,850,000              | 2,500,000                 |
| SALE OF FIXED ASSETS                     | 7,000                 | 10,470                    | 3,470                         | 49.57%                        | 15,000                     | 13,642                 | 2,575                     |
| INDIRECT COSTS                           |                       |                           | -                             |                               | 70,000                     | 66,750                 |                           |
| <b>TOTAL OTHER SOURCES</b>               | <b>\$ 257,000</b>     | <b>\$ 10,470</b>          | <b>\$ (246,530)</b>           | <b>-95.93%</b>                | <b>\$ 335,000</b>          | <b>\$ 2,930,392</b>    | <b>\$ 2,502,575</b>       |
| <b>TOTAL REVENUE</b>                     | <b>\$ 172,206,298</b> | <b>\$ 116,340,880</b>     | <b>\$ (55,867,567)</b>        | <b>-32.44%</b>                | <b>\$ 169,711,060</b>      | <b>\$ 163,787,931</b>  | <b>\$ 110,623,324</b>     |
| UNRESERVED FUND BALANCE                  |                       |                           | -                             |                               | (\$4,124,356)              |                        |                           |
| <b>TOTAL FUND APPROPRIATED BALANCE</b>   | <b>\$ -</b>           | <b>\$ -</b>               | <b>\$ -</b>                   |                               | <b>\$ (4,124,356)</b>      | <b>\$ -</b>            | <b>\$ -</b>               |
| <b>TOTAL DISTRICT REVENUE</b>            | <b>\$ 172,206,298</b> | <b>\$ 116,340,880</b>     | <b>\$ (55,867,567)</b>        | <b>-32.44%</b>                | <b>\$ 173,835,416</b>      | <b>\$ 163,787,931</b>  | <b>\$ 110,623,324</b>     |

**2008-2009 EXPENDITURES BY PROGRAM**

Includes Year-To-Date October Information

|                                           |              |                    | 2008-2009                       |                                |                                                         |                                                        |                                                       |                                                                                  | 2007-2008                                                                         | 2007-2008                                                                        |
|-------------------------------------------|--------------|--------------------|---------------------------------|--------------------------------|---------------------------------------------------------|--------------------------------------------------------|-------------------------------------------------------|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| PROGRAM                                   | PROGRAM CODE | Responsible Office | A                               | B                              | C                                                       | D                                                      | E                                                     | F                                                                                | G                                                                                 | H                                                                                |
|                                           |              |                    | 2008-2009<br>APPROVED<br>BUDGET | 2008-2009<br>AMENDED<br>BUDGET | 2008-2009<br>PROJECTED<br>EXPENDITURES<br>JUNE 30, 2009 | 2008-2009<br>UNEXPENDED<br>BUDGET<br>\$<br>(B - C = D) | 2008-2009<br>UNEXPENDED<br>BUDGET<br>%<br>(D / B = E) | 2008-2009<br>EXPENDED BUDGET<br>INCLUDING<br>ENCUMBRANCES<br>as of October, 2008 | 2007-2008<br>EXPENDED BUDGET<br>INCLUDING<br>ENCUMBRANCES<br>as of October , 2007 | 2007-2008<br>EXPENDED BUDGET<br>FINAL ACTUAL<br>EXPENDITURES<br>as of June, 2008 |
| BUILDING ALLOCATION                       | 100          | PRIN               | 1,428,603                       | 1,428,603                      | 1,250,000                                               | 178,603                                                | 12.50%                                                | 759,129                                                                          | 892,649                                                                           | 1,414,106                                                                        |
| BOARD                                     | AA           | SUPT               | 347,150                         | 347,150                        | 410,000                                                 | (62,850)                                               | -18.10%                                               | 142,251                                                                          | 84,555                                                                            | 274,834                                                                          |
| CABINET                                   | AB           | SUPT               | 1,174,552                       | 1,174,552                      | 1,182,516                                               | (7,964)                                                | -0.68%                                                | 366,971                                                                          | 407,978                                                                           | 1,226,818                                                                        |
| BUDGETARY RESERVE                         | AC           | SUPT               | 100,000                         | 100,000                        | -                                                       | 100,000                                                | 100.00%                                               | 0                                                                                | 0                                                                                 | 0                                                                                |
| SUPT OFFICE-EQUIPMENT REPLACEMENT RESERVE | AD           | SUPT               | 7,000                           | 7,000                          | -                                                       | 7,000                                                  | 100.00%                                               | 0                                                                                | 0                                                                                 | 2,256                                                                            |
| SUPERINTENDENT'S OFFICE                   | AE           | SUPT               | 178,300                         | 178,300                        | 120,000                                                 | 58,300                                                 | 32.70%                                                | 21,577                                                                           | 61,694                                                                            | 154,979                                                                          |
| BUILDING STAFF                            | AF           | SUPT               | 6,201,461                       | 6,201,461                      | 6,395,370                                               | (193,909)                                              | -3.13%                                                | 1,837,329                                                                        | 1,794,024                                                                         | 6,206,588                                                                        |
| PUBLIC RELATIONS                          | AN           | SUPT               | 21,143                          | 21,143                         | 38,500                                                  | (17,357)                                               | -82.09%                                               | 31,552                                                                           | 32,824                                                                            | 124,907                                                                          |
| STAFFING-TEACHERS                         | CA           | HR                 | 58,379,392                      | 58,379,392                     | 57,983,432                                              | 395,960                                                | 0.68%                                                 | 8,989,027                                                                        | 9,102,919                                                                         | 57,359,728                                                                       |
| CHILD ACCOUNTING DEPARTMENT               | CD           | HR                 | 242,013                         | 242,013                        | 242,013                                                 | 0                                                      | 0.00%                                                 | 65,802                                                                           | 61,344                                                                            | 227,557                                                                          |
| STAFFING-TEACHER ASSISTANTS               | CE           | HR                 | 2,481,187                       | 2,481,187                      | 2,652,140                                               | (170,953)                                              | -6.89%                                                | 444,074                                                                          | 361,371                                                                           | 2,525,377                                                                        |
| STAFFING-SUBSTITUTES                      | CG           | HR                 | 1,273,000                       | 1,273,000                      | 1,273,000                                               | 0                                                      | 0.00%                                                 | 209,229                                                                          | 205,367                                                                           | 1,299,660                                                                        |
| HUMAN RESOURCES DEPARTMENT                | CK           | HR                 | 399,575                         | 399,575                        | 363,120                                                 | 36,455                                                 | 9.12%                                                 | 129,603                                                                          | 118,275                                                                           | 331,381                                                                          |
| STUDENT ACTIVITIES                        | D1           | C&I                | 244,236                         | 244,236                        | 184,100                                                 | 60,136                                                 | 24.62%                                                | 93,851                                                                           | 144,806                                                                           | 283,999                                                                          |
| CREDIT ACQUISITION PROGRAM                | D2           | C&I                | 27,785                          | 27,785                         | 55,000                                                  | (27,215)                                               | -97.95%                                               | 3,662                                                                            | 2,647                                                                             | 54,940                                                                           |
| CURRICULUM ENRICHMENT ACTIVITIES          | D3           | C&I                | 130,000                         | 130,000                        | 100,000                                                 | 30,000                                                 | 23.08%                                                | 10,723                                                                           | 21,606                                                                            | 191,261                                                                          |
| CAREER ACADEMY/RASA/ALTERNATIVE EDUCATION | D4           | C&I                | 512,761                         | 512,761                        | 568,690                                                 | (55,929)                                               | -10.91%                                               | 118,784                                                                          | 199,253                                                                           | 953,944                                                                          |
| TESTING - K-12                            | D5           | C&I                | 30,000                          | 30,000                         | 14,000                                                  | 16,000                                                 | 53.33%                                                | 0                                                                                | 4,429                                                                             | 14,196                                                                           |
| ACADEMIC INTERVENTIONS                    | DA           | C&I                | 100,000                         | 100,000                        | 140,000                                                 | (40,000)                                               | -40.00%                                               | 43,060                                                                           | 23,145                                                                            | 137,457                                                                          |
| MUSICAL INSTRUMENT REPAIR                 | DD           | C&I                | 37,000                          | 37,000                         | 35,000                                                  | 2,000                                                  | 5.41%                                                 | 21,607                                                                           | 12,636                                                                            | 34,016                                                                           |
| DEPARTMENT OF INSTRUCTION                 | DE           | C&I                | 286,600                         | 286,600                        | 239,200                                                 | 47,400                                                 | 16.54%                                                | 80,730                                                                           | 102,137                                                                           | 302,642                                                                          |
| READING RECOVERY/PROJECT READ             | DF           | C&I                | 28,212                          | 28,212                         | 25,000                                                  | 3,212                                                  | 11.39%                                                | 8,512                                                                            | 10,309                                                                            | 26,526                                                                           |
| INSTRUCTIONAL MTLS RESERVE                | DG           | C&I                | 500,000                         | 500,000                        | 475,000                                                 | 25,000                                                 | 5.00%                                                 | 405,756                                                                          | 733,432                                                                           | 683,771                                                                          |
| EQUIPMENT REPAIR                          | DM           | C&I                | 13,000                          | 13,000                         | 12,000                                                  | 1,000                                                  | 7.69%                                                 | 12,323                                                                           | 17,356                                                                            | 11,116                                                                           |
| PLANETARIUM                               | DO           | C&I                | 2,444                           | 2,444                          | 2,000                                                   | 444                                                    | 18.17%                                                | 0                                                                                | 1,963                                                                             | 2,578                                                                            |
| SUMMER SCHOOL - SECONDARY                 | DQ           | C&I                | 50,000                          | 50,000                         | 60,000                                                  | (10,000)                                               | -20.00%                                               | 57,910                                                                           | 143,051                                                                           | 141,644                                                                          |
| DRIVER EDUCATION                          | DS           | C&I                | 90,125                          | 90,125                         | 79,500                                                  | 10,625                                                 | 11.79%                                                | 0                                                                                | 0                                                                                 | 98,483                                                                           |
| ASST SUPERINTENDENT FOR CURR & INSTRUCT   | DT           | C&I                | 630,006                         | 630,006                        | 620,000                                                 | 10,006                                                 | 1.59%                                                 | 152,180                                                                          | 196,338                                                                           | 598,443                                                                          |
| INTERSCHOLASTIC ATHLETICS                 | DU           | C&I                | 1,532,629                       | 1,532,629                      | 1,500,000                                               | 32,629                                                 | 2.13%                                                 | 207,891                                                                          | 0                                                                                 | 1,418,521                                                                        |
| INTRAMURALS                               | DV           | C&I                | 74,000                          | 74,000                         | 72,000                                                  | 2,000                                                  | 2.70%                                                 | 8,474                                                                            | 7,840                                                                             | 87,824                                                                           |
| ATTENDANCE SERVICES                       | E4           | STD SVCS           | 86,160                          | 86,160                         | 91,335                                                  | (5,175)                                                | -6.01%                                                | 16,045                                                                           | 27,419                                                                            | 99,655                                                                           |
| MINORITY AFFAIRS/GOV. PROGRAMS/GRANTS     | EB           | STD SVCS           | 29,939                          | 29,939                         | 25,000                                                  | 4,939                                                  | 16.50%                                                | 4,296                                                                            | 8,815                                                                             | 26,033                                                                           |

**2008-2009 EXPENDITURES BY PROGRAM**

Includes Year-To-Date October Information

| PROGRAM                                | PROGRAM CODE | Responsible Office | 2008-2009                       |                                |                                                         |                                                        |                                                       |                                                                                  | 2007-2008                                                                        | 2007-2008                                                                        |
|----------------------------------------|--------------|--------------------|---------------------------------|--------------------------------|---------------------------------------------------------|--------------------------------------------------------|-------------------------------------------------------|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
|                                        |              |                    | A                               | B                              | C                                                       | D                                                      | E                                                     | F                                                                                | G                                                                                | H                                                                                |
|                                        |              |                    | 2008-2009<br>APPROVED<br>BUDGET | 2008-2009<br>AMENDED<br>BUDGET | 2008-2009<br>PROJECTED<br>EXPENDITURES<br>JUNE 30, 2009 | 2008-2009<br>UNEXPENDED<br>BUDGET<br>\$<br>(B - C = D) | 2008-2009<br>UNEXPENDED<br>BUDGET<br>%<br>(D / B = E) | 2008-2009<br>EXPENDED BUDGET<br>INCLUDING<br>ENCUMBRANCES<br>as of October, 2008 | 2007-2008<br>EXPENDED BUDGET<br>INCLUDING<br>ENCUMBRANCES<br>as of October, 2007 | 2007-2008<br>EXPENDED BUDGET<br>FINAL ACTUAL<br>EXPENDITURES<br>as of June, 2008 |
| SPARK - EARLY CHILDHOOD/SUMMER         | EC           | STD SVCS           | 629,992                         | 629,992                        | 600,000                                                 | 29,992                                                 | 4.76%                                                 | 99,925                                                                           | 169,130                                                                          | 647,621                                                                          |
| SCHOOL RESOURCE OFFICERS               | EF           | STD SVCS           | 281,000                         | 281,000                        | 281,000                                                 | 0                                                      | 0.00%                                                 | 0                                                                                | 0                                                                                | 311,097                                                                          |
| HOMEBOUND INSTRUCT/REGULAR ED.         | EG           | STD SVCS           | 155,000                         | 155,000                        | 215,000                                                 | (60,000)                                               | -38.71%                                               | 15,325                                                                           | 10,307                                                                           | 211,633                                                                          |
| HEALTH SERVICES - MEDICAL              | EH           | STD SVCS           | 51,822                          | 51,822                         | 39,000                                                  | 12,822                                                 | 24.74%                                                | 14,793                                                                           | 15,363                                                                           | 38,691                                                                           |
| HEALTH SERVICES - DENTAL               | EJ           | STD SVCS           | 10,364                          | 10,364                         | 9,000                                                   | 1,364                                                  | 13.16%                                                | 707                                                                              | 215                                                                              | 8,781                                                                            |
| STUDENT SERVICES                       | EK           | STD SVCS           | 2,500                           | 2,500                          | 2,500                                                   | 0                                                      | 0.00%                                                 | 750                                                                              | 859                                                                              | 11,835                                                                           |
| GUIDANCE (SUMMER)                      | ET           | STD SVCS           | 35,000                          | 35,000                         | 40,000                                                  | (5,000)                                                | -14.29%                                               | 33,229                                                                           | 27,774                                                                           | 35,461                                                                           |
| ENGLISH ACQUISITION                    | EY           | STD SVCS           | 260,963                         | 260,963                        | 250,000                                                 | 10,963                                                 | 4.20%                                                 | 94,781                                                                           | 108,934                                                                          | 257,651                                                                          |
| BUSINESS DEPT-ACCOUNTS PAYABLE         | GA           | F&A                | 1,006,527                       | 1,006,527                      | 940,000                                                 | 66,527                                                 | 6.61%                                                 | 441,900                                                                          | 391,444                                                                          | 934,866                                                                          |
| BUSINESS DEPT-ACCOUNTS RECEIVABLE      | GB           | F&A                | 1,024,077                       | 1,024,077                      | 925,000                                                 | 99,077                                                 | 9.67%                                                 | 254,140                                                                          | 219,914                                                                          | 878,968                                                                          |
| DEBT SERVICE                           | GC           | F&A                | 19,298,602                      | 19,298,602                     | 24,000,000                                              | (4,701,398)                                            | -24.36%                                               | 11,013,831                                                                       | 10,838,724                                                                       | 17,128,686                                                                       |
| EMPLOYEE BENEFITS                      | GD           | F&A                | 29,826,642                      | 29,826,642                     | 29,500,000                                              | 326,642                                                | 1.10%                                                 | 2,177,058                                                                        | 7,077,421                                                                        | 31,522,855                                                                       |
| INSURANCE                              | GE           | F&A                | 643,658                         | 643,658                        | 630,000                                                 | 13,658                                                 | 2.12%                                                 | 2,824                                                                            | 563,844                                                                          | 613,658                                                                          |
| INTERSYSTEM PAYMENTS                   | GF           | F&A                | 20,746,441                      | 20,746,441                     | 19,875,000                                              | 871,441                                                | 4.20%                                                 | 12,359,359                                                                       | 11,138,290                                                                       | 19,096,341                                                                       |
| PHOTOCOPIERS                           | GP           | F&A                | 607,692                         | 607,692                        | 595,000                                                 | 12,692                                                 | 2.09%                                                 | 171,576                                                                          | 162,325                                                                          | 591,247                                                                          |
| SPECIAL EDUCATION                      | LF           | SPEC ED            | 545,959                         | 545,959                        | 541,000                                                 | 4,959                                                  | 0.91%                                                 | 224,712                                                                          | 292,728                                                                          | 737,837                                                                          |
| HOMEBOUND INSTRUCTION / SPECIAL ED.    | LG           | SPEC ED            | 30,000                          | 30,000                         | 37,000                                                  | (7,000)                                                | -23.33%                                               | 1,182                                                                            | 3,067                                                                            | 36,862                                                                           |
| MAINTENANCE / CUSTODIAL DEPARTMENT     | NA           | B&G                | 11,002,051                      | 11,002,051                     | 9,700,000                                               | 1,302,051                                              | 11.83%                                                | 2,366,889                                                                        | 2,325,905                                                                        | 9,698,327                                                                        |
| MAINTENANCE DEPT - SUPPLIES            | NE           | B&G                | 459,600                         | 459,600                        | 500,000                                                 | (40,400)                                               | -8.79%                                                | 236,427                                                                          | 230,558                                                                          | 488,199                                                                          |
| MAINTENANCE DEPT - CONTRACTED SERVICES | NF           | B&G                | 966,500                         | 966,500                        | 1,100,000                                               | (133,500)                                              | -13.81%                                               | 652,882                                                                          | 663,744                                                                          | 1,120,546                                                                        |
| TRANSPORTATION DEPARTMENT              | NT           | B&G                | 4,521,504                       | 4,521,504                      | 4,400,000                                               | 121,504                                                | 2.69%                                                 | 1,434,868                                                                        | 1,322,984                                                                        | 4,481,857                                                                        |
| TECHNICAL SERVICES                     | TK           | TECH               | 650,186                         | 650,186                        | 720,000                                                 | (69,814)                                               | -10.74%                                               | 533,841                                                                          | 490,911                                                                          | 772,720                                                                          |
| INFO & COMMUNICATIONS TECHNOLOGY DEPT. | TL           | TECH               | 2,078,389                       | 2,078,389                      | 1,960,000                                               | 118,389                                                | 5.70%                                                 | 1,423,344                                                                        | 1,332,600                                                                        | 1,867,938                                                                        |
| DATA PROCESSING DEPARTMENT             | TN           | TECH               | 733,556                         | 733,556                        | 768,000                                                 | (34,444)                                               | -4.70%                                                | 349,829                                                                          | 383,210                                                                          | 840,709                                                                          |
| <b>TOTALS</b>                          |              |                    | <b>\$172,206,298</b>            | <b>\$172,206,298</b>           | <b>173,835,416</b>                                      | <b>(\$1,629,118)</b>                                   | <b>-0.95%</b>                                         | <b>\$48,146,521</b>                                                              | <b>\$52,550,436</b>                                                              | <b>\$168,649,626</b>                                                             |

### 33. *Special Education Settlement Agreements*

#### INFORMATION:

##### Case 1

The parent of Student Number 0961688 of the Bethlehem Area School District, filed a due process complaint on behalf of their child alleging the denial of a Free Appropriate Public Education (FAPE) under the Individuals with Disabilities Education Act (IDEA). Two sessions were held in the due process hearing procedures. An Agreement and Release in Lieu of Further Appeals was drafted by the Hearing Officer and the Appeals Panel. This agreement was reviewed with the Board of School Directors in Executive Session on November 17, 2008, prior to the Regular Board Meeting.

##### Case 2

The parent of Student Number 0941244 of the Bethlehem Area School District, filed a due process complaint on behalf of their child alleging the denial of a Free Appropriate Public Education (FAPE) under the Individuals with Disabilities Education Act (IDEA). Two sessions were held in the due process hearing procedures. An Agreement and Release in Lieu of Further Appeals was drafted by the Hearing Officer and the Appeals Panel. This agreement was reviewed with the Board of School Directors in Executive Session on November 17, 2008, prior to the Regular Board Meeting.

Upon review of the Agreements, the board wished to take action on these Agreements on vote on them at the Regular Board Meeting that was following Executive Session.

#### RECOMMENDATION:

That the Board of School Directors approves:

- a. The Agreement and Release in Lieu of Further Appeals for Student Number 0961688 as decided by the State Hearing Officer and the Appeals Panel.
- b. The Agreement and Release in Lieu of Further Appeals for Student Number 0941244 as decided by the State Hearing Officer and the Appeals Panel.