

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 – February 23, 2009

1. Roll Call
2. Pledge of Allegiance
3. Silent Meditation
4. Courtesy of the Floor to Visitors
5. Reports of Student Representatives
6. Approval of Minutes
December 8, 2008 - Regular Board Meeting
December 17, 2008 – Special Board Meeting
January 12, 2009 – Special Board Meeting
7. Approval of Committee Minutes
November 24, 2008 - Board Finance Committee Meeting
February 2, 2009 - Board Facilities Committee Meeting
February 9, 2009 - Board Curriculum Committee Meeting
February 9, 2009 - Board Human Resources Committee Meeting
8. Financial Report/Payment of Bills
9. President's Communication/Special Meetings
10. Superintendent's Report/Federal Program Update/ Special Presentations
Bond Refinancing Update, Scott Shearer
Audit Presentation, William Gorman
11. Unfinished Business
12. Recommendations of Administration
13. Reports of Committees
14. New and Miscellaneous Business
15. Courtesy of the Floor to Visitors
16. Adjournment

MEMORANDUM

FEBRUARY 20, 2009

TO : BOARD OF SCHOOL DIRECTORS

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

SUBJECT : REGULAR MONTHLY MEETING – FEBRUARY 23, 2009

The Regular Meeting of the Board of School Directors of the Bethlehem Area School District for February will be held on *Monday, February 23, 2009, at 7:00 p.m. in the Auditorium of East Hills Middle School, 2005 Chester Road, Bethlehem, PA 18017.* The agenda is attached.

SJM:acv

Att.

pc: Dr. Lewis
Mr. Washington

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Recommendations of the Administration

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1. ***Proposed General Operating Budget for the Colonial Intermediate Unit 20 for 2009-2010 School Year***

INFORMATION:

The Colonial Intermediate Unit 20's Proposed General Operating Budget for the 2009-2010 school year has been submitted to the component schools districts for approval. The budget includes administrative services, curriculum and instructional services, management services, instructional materials services, and ancillary programs totaling \$2,912,140. A comparison with the current year is shown herein:

	<u>Expenditures</u>
Proposed General Operating Budget 2009-2010	\$2,912,140
General Operating Budget 2008-2009	2,822,580
Increase	\$ 89,560

The overall increase in the Colonial Intermediate Unit 20's Proposed General Operating Budget for the 2009-2010 school year is 3.17 percent. The total portion of that budget to be withheld from school districts is \$511,990. The share for each district will fluctuate based on changes in weighted average daily memberships and market values. The Bethlehem Area School District's contribution for 2009-2010 will be the sum of \$102,796.35. This is an increase of \$2,963.00 or 2.97 percent.

RECOMMENDATION:

That the 2009-2010 Proposed General Operating Budget for the Colonial Intermediate Unit 20 be approved as presented.

2. *Proposed Northampton Community College's Budget for the 2009-2010 School Year*

INFORMATION:

The Northampton Community College (NCC) Proposed Budget for the 2009-2010 school year has been submitted to the sponsoring school districts for approval. The 2009-2010 general operating and capital outlay budgets that are shared by the districts cause the Bethlehem Area School District to include in its 2009-2010 Budget the amounts shown below:

	NCC 2009-2010 Budget	BASD 2009-2010 Budget
General Operating Expenditures	\$5,494,768	\$2,038,668
Total	\$5,494,768	\$2,038,668

The Bethlehem Area School District's share of the Northampton Community College's 2009-2010 Proposed Budget is \$2,038,668 as compared to \$1,980,317 for the 2008-2009 school year. This is an increase of \$58,351 or 2.95 percent.

RECOMMENDATION:

- a. That the Northampton Community College's Proposed Budget for the 2009-2010 school year be approved as presented.
- b. It is further approved that the administration be authorized to disburse the \$2,038.668 of Bethlehem Area School District funds, used to balance the community college budget, when billed by the college.

3. *Pool Grate Covers Update***INFORMATION:**

The Virginia Graeme Baker Pool Safety Act was signed into law on December 19, 2007. This legislation addresses entrapment hazards of every commercial and public pool in the nation. Retaining a design professional to examine drain compliance issues and to offer appropriate solutions to resolve identified deficiencies is needed to obtain Virginia Graeme Baker compliance. The initial procedure required for compliance involves a complete assessment of the profiles and interior dimensions of all drain assemblies. The federal government and the local health department will accept this action as an effort to bring district pools into compliance, and delay any action to close district pool operation.

RECOMMENDATION:

That the Board of School Directors authorizes the administration to retain the services of Wallover Architects to conduct a review analysis of Virginia Graeme Baker compliance issues at both district pools at a cost not to exceed \$5,000.

Cabinet Code: NA

Account Code: 10-2600-330-000-0800-00001

Budgeted: \$ 50,000.00

Program Code: 800

Expended: \$ 23,144.00

Remaining Balance: \$ 26,856.00

4. *High School Science Sequence Revisions*

INFORMATION:

At the February 9, 2009, Board Curriculum Committee Meeting, the combined science departments of both high schools, along with the Supervisor of Science, presented their draft for the new science sequence for high school students. The combined departments have studied the course offerings of other school districts, analyzed the Pennsylvania Department of Education Eligible Content for the Science PSSA test, and communicated with higher education science faculty, informal science educators, and local industry to determine the best sequence to prepare our students for the PSSA, future scientific study, and success in an increasingly scientific world. The committee's recommendation is to mandate a fourth credit of science for all students in the Bethlehem Area School District, and to modify the science sequence for all students as noted below.

RECOMMENDATION:

That the Board of School Directors approves that the science sequence at both high schools be modified as follows:

- a. All students will be required to take four credits of science, beginning with the Class of 2013.
- b. Honors students will take science courses in the following sequence: Honors Biology, Honors Chemistry, Honors Physics, and a selection from the following Advanced Placement (AP) and Honors courses to complete their enrollment: AP Biology, AP Chemistry, AP Physics, Honors Anatomy and Physiology.
- c. All other students will take science courses in the following sequence: Biology, Earth and Environmental Sciences, Chemistry, and either Physics or other science elective.

**5. *Student Discipline – #0964250, #0971979, #0973456, and #1001704 –
Adjudications***

INFORMATION:

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

RECOMMENDATION:

That the Board of School Directors adopts the proposed adjudications relating to Student Numbers: 0964250, 0971979, 0973456, and 1001704.

6. *Student Discipline - #0943053 and #0954883 - Petitions*

INFORMATION:

The Board of School Directors of the Bethlehem Area School District has received and reviewed the following petitions to return from expulsion from two students.

RECOMMENDATION:

That the Board of School Directors adopts the petitions relating to Student Numbers 0943053 and 0954883.

7. *Muzak Heart and Soul Foundation – Muzak Matters Grant*

INFORMATION:

The Muzak Heart and Soul Foundation is an organization dedicated to redefining and supporting music education. Muzak Matters Grant awards in 2009 will focus on providing new and exciting ways to help children achieve their musical aspirations. Grant requests must articulate specific music program needs for existing and/or planned programs.

If awarded, these funds will be used to enhance the district's All-City Music Festival, a performance by fifth grade instrumental music students from the 16 elementary schools. It will allow the district to purchase new music, provide transportation to rehearsals and concert venues, initiate a partnership with the Allentown Band, present two concerts, and fund a culminating breakfast for fifth grade All-City Music Festival participants.

RECOMMENDATION:

That the administration be authorized to submit a Muzak Heart and Soul Foundation Muzak Matters Grant application for the 2009-2010 school year in the amount of \$10,479.57.

8. *Conference/Staff Trip Attendance***RECOMMENDATION:**

That the following conference for staff be approved:

March 16-18, 2009 Parent Education and Advocacy Leadership (PEAL) Inclusion Conference Pittsburgh, Pennsylvania	\$1,615.32 State/Inclusive Practices Grant
March 18-21, 2009 20th Annual National Service Learning Conference - Growing Hope, Cultivating Change Nashville, Tennessee	3,203.74 Federal/Learn and Serve Grant
April 2-5, 2009 The National Literacy Coaching Summit Corpus Christi, Texas	4,530.00 State/PA PACT Grant

9. *Field Trip Attendance***RECOMMENDATION:**

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

March 4-7, 2009

(2 Freedom High School Students and 3 Liberty High School Students)

Pennsylvania Music Educators Association (PMEA) Region Band

Festival

Dingmans Ferry, Pennsylvania

\$360.00

General

March 18-20, 2009

(1 Freedom High School Student and 1 Liberty High School Student)

Pennsylvania Music Educators Association (PMEA) Region Orchestra

Festival

Hazelton, Pennsylvania

198.00

General

May 8-9, 2009

(95 Broughal Middle School Students)

Music in the Parks Festival

Pittsburgh, Pennsylvania

0.00

All expenses will be fundraised

March 25-30, 2010

(24 Northeast Middle School Students)

Fourth Annual Disney Youth Education Series (Y.E.S.) Program

Orlando, Florida

0.00

All expenses will be fundraised

10. *Resignations*

RECOMMENDATION:

Instructional

1. NAME: **Eick, Cristin**
 ASSIGNMENT: Farmersville (.6)/Freedom (.4), Instrumental
 Music Teacher
 REASON: Personal
 EFFECTIVE: April 3, 2009

2. NAME: **Hodges, Jilda**
 ASSIGNMENT: District-wide, Psychologist
 REASON: Personal
 EFFECTIVE: March 16, 2009

10. *Resignations***RECOMMENDATION:*****Noninstructional***

1. NAME: **Frankenfield, Sharon**
 ASSIGNMENT: East Hills, Teacher Assistant
 REASON: Retirement
 EFFECTIVE: June 6, 2009

2. NAME: **Lassiter, Dominique**
 ASSIGNMENT: Child Care, Assistant Center Supervisor,
 2.5 hours, straight shift, 10 months
 REASON: Personal
 EFFECTIVE: January 12, 2009

3. NAME: **Miller, Paul Jr.**
 ASSIGNMENT: Maintenance, M-1
 REASON: Retirement
 EFFECTIVE: April 15, 2009

4. NAME: **Miller, Shirley**
 ASSIGNMENT: Liberty, Teacher Assistant
 REASON: Retirement
 EFFECTIVE: April 27, 2009

10. *Resignations*

RECOMMENDATION:

Miscellaneous

- | | | |
|----|-------------|----------------------------------|
| 1. | NAME: | Sclama, William |
| | ASSIGNMENT: | Freedom, Boys Soccer, Head Coach |
| | REASON: | Personal |
| | EFFECTIVE: | February 6, 2009 |

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

1. NAME: **Musella, Amy**
 ADDRESS: Easton
 ASSIGNMENT: Freemansburg, Speech Therapist
 REASON: Family Medical Leave of Absence
 EFFECTIVE: February 2, 2009, intermittently, until the end of the
 2008-2009 school year

2. NAME: **Schantz, Robert**
 ADDRESS: Allentown
 ASSIGNMENT: Donegan, Art Teacher
 REASON: Family Medical Leave of Absence
 EFFECTIVE: January 26, 2009, intermittently, until the end of the
 day on February 3, 2009

3. NAME: **Van Hise, Michele**
 ADDRESS: Nazareth
 ASSIGNMENT: East Hills, Grade 6 Teacher
 REASON: Childrearing Leave of Absence
 EFFECTIVE: March 11, 2009, until the end of the 2008-2009
 school year

11. *Leaves of Absence***RECOMMENDATION:*****Noninstructional***

1. NAME: **Novak, Mary**
 ADDRESS: Bethlehem
 ASSIGNMENT: Freedom, Teacher Assistant
 REASON: Family Medical Leave of Absence
 EFFECTIVE: January 29, 2009, intermittently, until the end of the
 2008-2009 school year

2. NAME: **Rich, Terrianne**
 ADDRESS: Bethlehem
 ASSIGNMENT: Northeast, General Kitchen Help
 REASON: General Leave of Absence
 EFFECTIVE: January 27, 2009, until the end of the day on
 January 30, 2009

3. NAME: **Smith, Michele**
 ADDRESS: Bethlehem
 ASSIGNMENT: Lincoln, General Kitchen Help
 REASON: General Leave of Absence
 EFFECTIVE: January 16, 2009, until the end of the 2008-2009
 school year

4. NAME: **Turner, Martha**
 ADDRESS: Bethlehem
 ASSIGNMENT: Asa Packer, General Kitchen Help
 REASON: General Leave of Absence
 EFFECTIVE: January 23, 2009, until the end of the day on
 January 30, 2009

RECOMMENDATION:

1.	NAME: ADDRESS: COLLEGE, DEGREE: ASSIGNMENT: EXPERIENCE: STATUS: SALARY: EFFECTIVE:	Blanco, Amanda Alburtis Kutztown University, B.S. Miller Heights, Academic Integration Specialist 1 year, Pennsylvania Long-term Substitute \$39,689, prorated (Bachelor's, Step 2) February 24, 2009, and terminating at the end of the 2008-2009 school year, or upon the return of L. Werkheiser
2.	NAME: ADDRESS: COLLEGE, DEGREE: ASSIGNMENT: STATUS: SALARY: EFFECTIVE:	Hummel, Kyle C. Bath Moravian College, B.A. Freemansburg, (.5)/Miller Heights, (.2)/Thomas Jefferson, (.3) Vocal Music Teacher Temporary Professional Employee \$39,389, prorated (Bachelor's, Step 1) February 24, 2009
3.	NAME: ADDRESS: COLLEGE, DEGREE: ASSIGNMENT: STATUS: SALARY: EFFECTIVE:	Perry, Jonathan R. Bethlehem DeSales University, B.S. Liberty, Mathematics Teacher Long-term Substitute \$39,389, prorated (Bachelor's, Step 1) February 24, 2009, and terminating at the end of the 2008-2009 school year, or upon the return of S. Carvellas/M. Wagner

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

1. NAME: **Chami, Abdou**
 ADDRESS: Whitehall
 ASSIGNMENT: Liberty, Monitor
 SALARY: \$16,298, prorated (Noninstructional Meet and Discuss,
 Category KK, Step 1, to be adjusted upon completion of
 the Noninstructional Meet and Discuss Bargaining
 Agreement)
 EFFECTIVE: February 24, 2009
2. NAME: **Farrell, Catharine**
 ADDRESS: Easton
 ASSIGNMENT: James Buchanan, Teacher Assistant, Special Education,
 Learning Support, full-time, 6.75 hours daily
 SALARY: \$13.72 per hour
 EFFECTIVE: February 24, 2009
3. NAME: **Merker, Lisa M.**
 ADDRESS: Bath
 ASSIGNMENT: Governor Wolf, Teacher Assistant, Special Education,
 Learning Support, full-time, 6 _ hours daily
 SALARY: \$13.72 per hour
 EFFECTIVE: March 9, 2009
4. NAME: **Rosado, Germaine**
 ADDRESS: Bethlehem
 ASSIGNMENT: Fountain Hill, C-1 Custodian, Long-term Substitute
 SALARY: \$13.79 per hour
 EFFECTIVE: February 24, 2009, terminating upon the return of
 J. Brannigan
5. NAME: **Schneider, Joseph**
 ADDRESS: Whitehall
 ASSIGNMENT: Liberty, (.5)/Lincoln, (.5) Supplemental Custodian
 SALARY: \$9.00 per hour
 EFFECTIVE: February 24, 2009

12. *Nominations for Appointment*

RECOMMENDATION:

Noninstructional (continued)

6.	NAME:	Tajdar, Muzda
	ADDRESS:	Bethlehem
	ASSIGNMENT:	East Hills, General Kitchen Help, 3.5 hours daily
	SALARY:	\$11.18 per hour
	EFFECTIVE:	February 24, 2009

12. *Nominations for Appointment***RECOMMENDATION:*****Miscellaneous***

1. **ASPIRE Program**
(After School Programs for Instruction, Recreation, and Enrichment)
Helpers
Freemansburg Elementary School
Diaz, Sheila
SALARY: \$7.15 per hour

2. **Coaches**
Liberty High School

Baseball			
Assistant	Rusnak, Jack	New	\$3,291.00
 Girls Soccer			
Assistant	Michael, Erin	Continuing	3,291.00
 Softball			
Assistant	Lewis, Gerald Jr.	Continuing	3,876.00
Assistant (.5)	Malasics, Lauren	Continuing	1,938.00
Assistant (.5)	Sterner, Amanda	Continuing	1,938.00
 Boys Volleyball			
Assistant	Nabavian, Ali	New	2,329.00

3. **Game Help**
Freedom High School
Applegate, Michael
SALARY: \$17.94 per hour effective December 6, 2008, and two weeks after approval of Memorandum of Understanding \$8.97 per hour

4. **Lifeskills/Academic Maintenance Program (L/AMP)**
Monitor
Williams, LaTonya
SALARY: \$9.35 per hour (to be adjusted upon settlement of Noninstructional Meet and Discuss agreement)

12. *Nominations for Appointment*

RECOMMENDATION:

Miscellaneous (continued)

5. Ninety-Day Substitutes

NAME: **Norgard, Deborah**
ASSIGNMENT: Freemansburg, Grade 2 Teacher
SALARY: \$39,389, prorated (Bachelor's, Step 1)
EFFECTIVE: January 23, 2009

6. Permanent Day-to-Day Substitutes

Broughal Middle School

Breining, Mary

SALARY: \$100.00 per day

7. Transportation – Part-time Bus Driver

Nuno, Regina

SALARY: \$15.68 per hour

12. *Nominations for Appointment*

RECOMMENDATION:

Substitutes

Instructional

Adams, Kristina
Bethlehem

Ahrens, Amy
Bethlehem

Banas, Catherine
Alburtis

Buell, Margaret
Bethlehem

DeGruccio, Gail
Bethlehem

Dillon, Abbey
Bethlehem

Evans, Dina
Bethlehem

Fluck, Ryan
Hellertown

Higgins, Jill
Bethlehem

Lee, Robyn
Allentown

Loyer, Jennifer
Bethlehem

Minnich, Marci
Bethlehem

Riedi, Andrew
Pen Argyl

Sheriff, David
Bethlehem

Snyder, Eric
Emmaus

Weychert, Robert
Easton

12. *Nominations for Appointment*

RECOMMENDATION:

Substitutes

Noninstructional

Fernandez De Castro, Percy
Lodi, New Jersey

Gilman, Fatima
Bethlehem

John, Kelly
Bethlehem

Nunnemacher, Linda
Bethlehem

Patterson, Linda
Fountain Hill

Richardson, David Jr.
Bethlehem

Saveri, Kristie
Bethlehem

Sloyer, Deborah
Catasauqua

Turk, John
Bethlehem

13. *Reassignments*

RECOMMENDATION:

Instructional

1. NAME: **Burke, Stacey**
 FROM: Liberty, Special Education, Emotional Support
 Teacher, Long-term Substitute
 TO: Liberty, Special Education, Learning Support
 Teacher, Temporary Professional Employee
 SALARY: \$46,465, prorated (Master's +30, Step 3)
 EFFECTIVE: February 24, 2009

13. Reassignments**RECOMMENDATION:*****Noninstructional***

1. NAME: **Kelly, Scott**
FROM: Freedom, Supplemental Custodian
TO: Liberty, C-1 Custodian, Long-term Substitute
SALARY: \$13.79 per hour
REASON: Successful Candidate
EFFECTIVE: February 24, 2009, terminating upon the return of H. Held

2. NAME: **Nieves, Nancy**
ASSIGNMENT: Donegan-Fowler Family Center, Family Developmental Specialist
FROM: \$26,476, prorated (Noninstructional Meet and Discuss, Category II, Step 1, to be adjusted upon completion of Noninstructional Meet and Discuss agreement)
TO: \$27,751, prorated (Noninstructional Meet and Discuss, Category II, Step 3, to be adjusted upon completion of Noninstructional Meet and Discuss agreement)
REASON: Salary adjustment/documentated experience
EFFECTIVE: September 23, 2008

3. NAME: **Rodriguez, Yaritza**
ASSIGNMENT: Freemansburg, Family Developmental Specialist
FROM: \$26,476, prorated (Noninstructional Meet and Discuss, Category II, Step 1, to be adjusted upon completion of Noninstructional Meet and Discuss agreement)
TO: \$28,388, prorated (Noninstructional Meet and Discuss, Category II, Step 4, to be adjusted upon completion of Noninstructional Meet and Discuss agreement)
REASON: Salary adjustment/documentated experience
EFFECTIVE: September 23, 2008

13. *Reassignments*

RECOMMENDATION:

Noninstructional (continued)

- | | | |
|----|------------|---------------------------------|
| 4. | NAME: | Warsing, Thomas |
| | FROM: | Freedom, Supplemental Custodian |
| | TO: | Liberty, C-1 Custodian |
| | SALARY: | \$13.79 per hour |
| | REASON: | Successful Candidate |
| | EFFECTIVE: | February 24, 2009 |

14. *Agreement Between Board of School Directors and Noninstructional Meet and Discuss Employees*

RECOMMENDATION:

That the following Agreement between the Board of School Directors and Non-instructional Meet and Discuss employees be approved as presented.

STATEMENT OF BENEFITS

FOR

NON-INSTRUCTIONAL

MEET AND DISCUSS

NOTIFICATION OF NONDISCRIMINATION

It is the policy of the Bethlehem Area School District not to discriminate in their educational programs, activities, or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, as amended, Title IX of the Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

For information about your equal rights, contact the Supervisor of Minority Affairs, Governmental Programs and Grants, 1516 Sycamore Street, Bethlehem, Pennsylvania, 18017, phone: (610)-861-0500, ext. 60228.

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

July 1, 2008 - June 30, 2010

LENGTH OF AGREEMENT

The Agreement shall be in effect from July 1, 2008, through June 30, 2010.

LEAVES OF ABSENCE

1. Personal Day

Employees in Group 1 shall be granted one unrestricted personal day and employees in Group 2 shall be granted two unrestricted personal days per year not deductible from sick leave. Such requests shall be made on the approved form to the superintendent of schools at least 24 hours in advance. No reason for the absence need be cited. No more than five percent shall be eligible for this privilege on any one day.

2. Emergency Day

Employees in Groups 1 and 2 shall be granted two emergency days per year deductible from sick leave. Any portion of a day that is taken as an emergency absence day shall count as a full day. The following procedure shall apply:

- (a) Requests shall be submitted on the approval form to the immediate supervisor at least 24 hours in advance unless the nature of the emergency makes advance notification impossible.
- (b) Requests for emergency absence days for reasons listed in Groups 1 and 2 below shall be automatically approved by the appropriate representative of the superintendent of schools, except Item 9, Group 2, which shall be approved by the superintendent.

Group 1: Emergencies

1. Non-local doctor appointments.
2. Court appearance other than subpoena or jury duty.
3. Birth of a child.
4. Illness in immediate family (for definition of immediate family refer to "death in family" next page).
5. Home or property damage resulting from fire, flood, lightning, collision.

Group 2: Personal Responsibilities

1. Change of residence.
2. Closing purchase of family residence.
3. Graduation from college of immediate family member.
4. Marriage (the day of the marriage and the day prior to or following the marriage).
5. Election day (for election officials only).
6. Transaction of legal business.
7. Obligatory religious observances.
8. Selective service pre-induction and induction requirements.
9. Any legitimate request not listed above approved by the superintendent.

3. Death in Family

Absence on account of death in the immediate family or household, from the date of death until and including one day after the funeral, shall be recompensed at full salary. Immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, step-mother, step-father, grandfather, grandmother, grandson, granddaughter, son-in-law, daughter-in-law, or near relative who resides in the same household, or any person with whom employee has his/her home at time of death.

One day of absence on account of the funeral of a near relative shall be recompensed at full salary. Near relative shall be defined as first cousin, aunt, uncle, niece, nephew, step-brother, step-sister, brother-in-law and sister-in-law. This does not include uncle-in-law, aunt-in-law, nephew-in-law, and niece-in-law.

4. Jury Duty

Employees who are absent for jury duty shall receive full pay for the day or days absent, less any compensation paid for such jury services. To accomplish this, the employee shall be paid his or her regular salary and shall endorse to the board any warrant or voucher received for jury duty.

5. Leave

An employee, upon request, shall be granted leave of absence without pay to campaign for public office provided such campaign activities interfere with their assigned duties. The employee shall make the request for the leave of absence at least thirty days prior to the date of such leave. If elected, and upon assuming public office, the leave of absence shall terminate.

Leave will be granted to employees who serve in the Peace Corps or VISTA. Other programs shall be subject to the approval of the board on an individual basis, and if granted, will be with a leave of absence.

All benefits shall be reinstated immediately upon return from any approved leave of absence.

6. Maternity Leave

The school district will grant a leave of absence to a female employee who becomes pregnant. Such a leave shall be for a maximum of two years from the July 1 following the date leave commenced.

As soon as the employee determines that she is pregnant, she must notify the superintendent, in writing, with a statement from her physician of the approximate date of delivery.

The employee must notify the superintendent, in writing, by the end of her fifth month of pregnancy of the date she wishes to commence her leave of absence. Such notice must include a written statement from her physician attesting the employee's ability to continue performing the schedule of her duties and responsibilities. She will be permitted to continue on active duty until such date, provided she performs the full duties and responsibilities of her position.

The employee may return at any time during the leave of absence provided she notifies the superintendent, in writing, at least 30 working days prior to the date she wishes to return and furnishes a statement from her physician attesting to her ability to resume the full performance of her duties and responsibilities. If an employee fails to notify the superintendent within 30 working days prior to the expiration of such leave or provides notice and fails to return within 24 months from July 1 following the date leave commenced, she shall be deemed to have resigned and the obligation of the school district to provide a position for her will cease. Such a maternity leave will be without pay and other benefits. In case of miscarriage or death of the infant during the maternity leave, the employee will be eligible immediately for reinstatement when an opening exists in the same or equivalent position, waiving the 30 working days notice requirement but not the physician's statement.

Upon returning, the employee shall be placed in the same position that she held at the time said leave commenced, if available; if not, to an equivalent position for which she is qualified. All benefits shall be reinstated upon her return.

Any employee who is granted a maternity leave shall be properly certified before she can return to an active position with the school district.

7. Adoption Leave

The school district will grant a leave of absence without pay or benefits to an employee who adopts a child. Such leave shall be for a maximum of two years from July 1st following the date leave commenced.

As soon as the employee determines that he/she is to adopt a child, he/she must notify the superintendent, in writing, with a statement from the adoption agency indicating the approximate date of adoption. The employee must notify the superintendent, in writing, as soon as possible as to the date he/she wishes to commence the leave of absence.

The employee may return at any time during the leave of absence provided he/she notifies the superintendent, in writing, at least 30 working days prior to the date he/she wishes to return.

If an employee fails to notify the superintendent within 30 working days prior to the expiration of such leave or provides notice and fails to return within 24 months from July 1st following the date leave commenced, the employee shall be deemed to have resigned and the obligation of the school district to provide a position for the employee will cease.

Such adoption will be without pay and other benefits. Upon returning, the employee shall be placed in the same position that employee held at the time said leave commenced, if available; if not, to an equivalent position for which employee is qualified. All benefits shall be reinstated upon his/her return.

8. Reimbursement for Organizational Dues

Effective July 1, 1995, payment for membership dues to professional organizations will be reimbursed for employees in Categories B-M up to \$150 per year; and, effective July 1, 1998, \$250 for employees in Category A. Requests for organizations that do not appear on the authorized list must be submitted to your immediate supervisor for approval. All payment requests must be approved by your cabinet member (Exhibit D).

9. Tuition Loan Program

A tuition loan program is available for full-time employees taking courses at two-year or four-year degree granting universities or colleges to improve professional competence. The courses taken must relate to the employee's job in the district, except as identified below, with such determination being made by the superintendent of schools or his/her designee. All course work needs to be pre-approved. A "B" or better needs to be earned or successful completion needs to be submitted to the superintendent of schools or his/her designee for reimbursement. Full-time employees will be allowed reimbursement for a maximum of twelve credits per contract year at the Kutztown University graduate rate. Credit and noncredit courses must be directly related to the individual's job. In the event an employee is required to take a non-job-related course to complete a job-related degree, formal documentation from the college verifying the individual's acceptance into a degree program must be provided, and the college must verify that the course is required for the degree program. If the individual leaves the district within one year of completion of a course for which reimbursement was authorized, the employee owes the district 100 percent of the amount received. If an individual leaves after one year, but before two years, the individual owes the district 75 percent of the amount received. Each additional year of service reduces the amount by 25 percent.

SICK LEAVE, HEALTH AND WELFARE BENEFITS

1. Sick Leave

On July 1 of the fiscal year, each employee in Group 1 shall be credited with a 13 day sick leave and each employee in Groups 2 and 3 shall be credited with an 11 day sick leave allowance. The unused portion of such allowance shall be accumulated from year-to-year without limitation. Employees must use their accumulated sick leave prior to the onset of the disability income protection plan.

2. Income Protection

It is agreed that the board, upon completion of the use of the above sick leave, will pay to the employees in Groups 1 and 2, 70 % of their regular salary for a period of four weeks. Upon completion of this time period, the board will pay 50% of employee's salary per week for weeks 5 through 48 for employees in Group 1, and 50% of salary per week for weeks 5 through 40 for employees in Group 2. This 52/44 week guaranteed income will be governed by the conditions and clauses incorporated in the pamphlet published by the board relative to income protection. After 5 months of benefits, the employee must show evidence of application for social security disability benefits. Seventy percent of gross salary is the maximum total benefit, including any social security benefit.

3. Hospitalization

The preferred provider organization group (PPO) or Blue Cross/Major Medical coverage will be paid by the board for employees and their dependents, including full-time students up to 23 years of age. Major medical coverage will be subject to a \$1,000,000 limit.

Employees who earn less than \$40,000 per year shall contribute through payroll deductions \$13 per pay period for single coverage, \$14 per pay for two person coverage, and \$16 per pay for a family coverage toward their medical premiums.

Effective July 1, 2008 employees who earn \$40,000 and above shall contribute through payroll deductions \$20 per pay for single coverage, \$22 per pay for two person coverage, and \$24 per pay for family coverage towards their medical premiums (Blue Cross/Blue Shield, Major Medical, Dental and Prescription Plans).

Effective July 1, 2009 employees who earn \$40,000 and above shall contribute through payroll deductions \$22 per pay for single coverage, \$24 per pay for two person coverage, and \$26 per pay for family coverage towards their medical premiums (Blue Cross/Blue Shield, Major Medical, Dental and Prescription Plans).

Effective July 1, 2009 the major medical deductible shall be \$175 annually for employees who earn less than \$40,000 per year and \$250 annually for employees who earn \$40,000 and above per year. (Note: Calculation is based on the salary in effect as of July 1.) After the deductible has been paid, the cost for covered expenses will be shared 80% by the plan, and 20% by the employee. The 20% will be capped at \$2,400 annually per covered employee. Reimbursement for covered expenses that exceed the annual cap will be at 100%, not to exceed the plan's maximum lifetime benefit.

Employees will be provided Emergency Medical Care. Effective July 1, 2001, employees will be provided with Outpatient Medical Care.

Any employee may request to enroll or change their medical plan on a yearly basis. The enrollment period for changing medical plans begins May 1 through May 31 of each year, with an effective date of change on September 1.

4. Life Insurance

The Board will provide term life insurance coverage for all employees in accordance with the following schedule:

Nearest \$1,000 to 2.5 times the salary with minimum of \$10,000.

5. Dental Insurance

The board will pay the full cost of the dental plan, up to a maximum of \$2,000 per covered individual, as explained in the Non-instructional Meet and Discuss Dental Expense Benefits Booklet. You may obtain a copy of this booklet through the Human Resource Office.

6. Prescription Drug Program

Members of the Non-instructional Meet and Discuss group and their dependents, including full-time college students up to 23 years of age, shall be provided a prescription plan. The plan will provide generic drugs, unless specifically prohibited by the physician, and will require the employee to pay \$10.00 deductible for each prescription or refill. Oral contraceptives shall be covered under the prescription plan.

7. Wellness Program

Each employee in Groups 1 and 2 is encouraged to complete an annual physical examination. For each employee, a sum of up to \$500 may be used for the employee's cost which exceed the allowance and/or payments made by the district's medical benefits or any other hospital and/or doctor plan by which the employee is covered. Funds may be used for diagnostic tests such as eye and hearing examinations, but may not include reimbursement for the employee's contributions to the district's medical premiums or for lenses.

8. Long-term Disability Insurance

Employees may participate in a long-term disability insurance program at no cost to the district other than administering the payroll deduction.

SEVERANCE/RETIREMENT BENEFITS

To be eligible for this severance payment, an employee shall meet at least one (1) of the following criteria: (a) Have served ten (10) or more years in the Bethlehem Area School District and be at least fifty-two (52) years of age; or (b) Have served ten (10) or more years in the Bethlehem Area School District and have accrued a minimum of thirty (30) years of credited service in the Public School Employees' Retirement System regardless of age.

1. Employees retiring in Groups 1 and 2 will have the following options:

Option 1: Upon retirement, the employee may receive a severance benefit for unused sick days up to 150 days at the rate of 1/3 of an individual's per diem pay or \$60, whichever is greater. Accumulated sick leave in excess of 150 days shall be credited towards the purchase of health care benefits with the same provisions/benefits that members of Non-instructional Meet and Discuss receive, including any future changes, at the rate of 1/3 of an individual's per diem pay or \$60, whichever is greater.

Option 2: Upon retirement, the employee may exchange all of his/her unused sick days for credit towards the purchase of the health care benefits with the same provisions/benefits that members of Non-instructional Meet and Discuss receive, including any future changes. The employee's decision to exchange the severance payment for unused sick days for credit toward the health care benefits at the rate of 1/3 of an individual's per diem pay or \$60, whichever is greater, must be included in the employee's formal letter of retirement.

2. Purchase of Health Care Upon Retirement

Effective July 1, 1985, employees electing retirement without penalty (superannuation retirement) may elect to subscribe to and pay for the preferred provider organization group (PPO) or Blue Cross/Major Medical coverage (medical benefits) until Medicare eligibility is attained. Failure to make payments on a timely basis as required by the administration will result in discontinuation of coverage. Employees forfeiting their right to enroll at retirement may not subsequently enroll.

Employees shall be billed for group medical benefits coverage on a timely basis according to their status: Individual, Two Person, or Family.

3. Retirees with Spouses Employed by the District

Non-instructional Meet and Discuss member retirees, who have a spouse employed by the Bethlehem Area School District whose employment continues subsequent to the effective retirement date of the Meet and Discuss Unit member retiree, shall be permitted to maintain medical benefits coverage through said spouse. Should said spouse decease while employed by or sever employment with the Bethlehem Area School District for any reason, the member retiree may elect to subscribe and to pay for continuous medical benefits coverage until Medicare eligibility is attained.

4. Tax Sheltered Account Retirement Benefit

The value of all unused leave not being applied to retiree health coverage accrued at the time of termination of employment or payable after March 1, 2009, shall be contributed as an employer contribution by the school district into a Section 403(b) tax sheltered account of the employee's choice up to the amount permissible by law. Any amounts in excess of the shelter limit will be contributed in subsequent tax years up to the amount permissible by law, payable on the first business day of the new tax year. In no case will any unused sick leave not being applied to retiree health coverage be paid directly to the employee.

TRAVEL EXPENSES

Employees who are required to drive their own vehicle in the course of their employment on behalf of the school district shall be compensated at the established district rate per mile.

PAYROLL DEDUCTIONS

1. Authorization for group membership dues deduction shall continue in effect until revoked by the employee on a form available from the group.
 - (a) Revocation filed after September 1 shall be effective until the first paycheck in the following school year.
 - (b) The right to refund money to employees under such authorization shall be solely with the group.
 - (c) The group agrees to reimburse any employee for the amount of dues deducted by the district and paid to the group which was done in error.

2. Upon authorization of the employee, for Educator's Health and Accident Insurance, for U.S. Savings Bonds, for United Fund, for investment in or the repayment of loans to the local Teachers' Credit Union, for tax sheltered annuities, and for professional dues for the local, state, and national education association, the District will make authorized deductions.

VACATION

1. Twenty (20) days' vacation with full pay will be granted employees in Group 1 after 12 months satisfactory employment. Vacation is accrued at the rate of 1.66 days per month and may be taken in the first year as it is accrued only with the approval of the superintendent.

The superintendent's memo of 5/24/79 continues to be applicable in that "five days of unused vacation may be carried forward for use in the following year, beginning July 1. If not used during that year, the five days will be lost."

2. Members are permitted to use vacation time, which has been properly accrued and certified to, over a period of fourteen months (July 1 through August 31) rather than the present twelve-month period. Requests for specific vacation dates are subject to prior approval of the superintendent of schools or his/her designee (board approved 6/18/79).

No vacation is earned during a leave of absence or while on income protection.

NOTE: Unused vacation carry-over can be saved for payment at the termination of employment. A maximum of 20 original days and 5 carry-over days are applicable.

HOLIDAY

For employees in Groups 1, 2 and 3, the holiday schedule shall be the annual schedule as adopted by the board. Those holidays shall be as follows:

- **Fourth of July Observance**
- **Labor Day**
- **Thanksgiving Day and the following Friday**
- **Christmas through New Year's Holiday**
- **President's Day**
- **Easter Holiday**
- **Memorial Day**

PLEASE NOTE: This "Holiday Calendar" is subject to all conditions, stipulations, and changes mandated by the Official School District Calendar adopted by the Board of School Directors.

Employees in Groups 2 and 3 will not receive Fourth of July Observance as a paid holiday. In addition, Non-instructional Meet and Discuss Personnel will be granted two off-duty days. The days are to be taken uniformly and will be mutually agreed upon with the administration.

SECTION 125 PLAN

The district shall adopt an IRS Section 125 Plan and shall make available to members of the bargaining unit a Section 125 Flexible Spending Account program for Medical and Dependent Care Expenses beginning no later than March 1, 2009. The open enrollment period for participation shall begin October 15 each year and end November 30 each year. The employee will determine their amount of contribution during the enrollment period and will not be allowed to change the amount or drop out of the plan during the year unless he or she experiences a verifiable change in family status. The Medical Maximum shall be \$3,000.00 annually; the Dependent Care Maximum shall be the maximum permitted by IRS regulation. At no time will the district provide any financial support for the cost of the Section 125 Plan administration. By law, the employee forfeits any unspent funds in the account at the end of the year.

COMPENSATION

The salary schedule for each year will be established by using the following Category A, Step 15 salary:

July 1, 2008 to June 30, 2009	-	\$80,455
July 1, 2009 to June 30, 2010	-	\$82,490

Effective with the beginning of the 2009-2010 year; which shall be July 1, 2009, Hall Monitors will work 190 days per year. These days shall be the days students are actually attending classroom instruction and days immediately prior to and after the days students are attending classroom instruction, as scheduled by the building principal. The salary for Hall Monitors commencing July 1, 2009 will be 190 divided by 218 multiplied by the salary determined using the percentages of Category A Step 15 applied to the Non-Instructional Meet and Discuss Schedule

LONGEVITY

Employees in selected categories will receive a non-cumulative adjustment to their annual salary for longevity/experience after completion of the identified years of continuous service with the Bethlehem Area School District, by Category, as described in the chart directly following this paragraph. Implementation of this supplement will commence July 1, 2008. Longevity pay will only become part of the salary on July 1 after the completion of the identified years of service. The longevity supplement is provided for the categories below and will be as follows:

Categories A, B, C, D, E

Years 16-20 - \$300
Years 21-24 - \$600
Years 25- 29 - \$900
Years 30 or more - \$1,500

Categories F, G, H, I, L

Years 16-20 - \$225
Years 21-24 - \$450
Years 25-29 - \$675
Years 30 or more- \$1,125

Categories J, K, M, N

Years 16-20 - \$150

Years 21-25 - \$300

Years 26-29 - \$450

Years 30 or more - \$750

OVERTIME

Overtime for a Non-instructional Meet and Discuss employee who is eligible for overtime under the Fair Labor Standards Act does not accrue until after 40 hours are worked during a week.

ANNUAL PERFORMANCE RATING

Employees who receive an overall annual performance rating of unsatisfactory on the approved rating form will forfeit their raise for the following year.

Employees who receive an overall annual performance rating of “Needs Improvement” on the approved rating form will receive an improvement plan for the following year. If the employee’s performance has not improved sufficiently for the individual to be rated satisfactory at the conclusion of the year in which the improvement plan is implemented, the employee will be rated unsatisfactory and will forfeit a pay raise in the following year.

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

**APPROVED LIST OF PROFESSIONAL
ORGANIZATIONS
FOR
NON-INSTRUCTIONAL MEET AND DISCUSS EMPLOYEES**

- Association for Childhood International
- Association of Negotiators and Contract Administrators
- Association of School Business Officials
- Governmental Finance Officers Association
- Lehigh Chapter, Pennsylvania Association of School Business Officials
- Lehigh and Northampton Association for the Education of Young Children
- National Fire Protection Association
- National Roofing Association
- Pennsylvania Association for Educational Communications and Technology (PAECT)
- Pennsylvania School Food Service Association
- Pennsylvania School Transportation Association

NON-INSTRUCTIONAL MEET AND DISCUSS CATEGORIES

<i>Group 1 - 12 Month Positions With Benefits</i>	
<u>Category A (100%)</u>	
Assistant Director of Business Affairs	Data Processing Operator
Supervisor of Transportation	Administrative Assistant to the Superintendent
Supervisor of Data Processing	Warehouse Supervisor
Supervisor of Child Accounting	<u>Category H (59.1%)</u>
	Early Childhood Assistant
<u>Category B (85.5%)</u>	<u>Category I (54.2%)</u>
Assistant Supervisor of Buildings and Grounds	Confidential Secretary
Family Centers Supervisor	<u>Category J (47.7%)</u>
Network Supervisor	Security Officer
Operations Manager, Maintenance	<u>Category K (46.3%)</u>
Developer/Administrator of Special Systems/Webmaster	Family Development Specialist
	Site Coordinator –ASPIRE
<u>Category C (78.4%)</u>	Child Care Supervisor (12 month)
Coordinator of Business Services	Support Technologist
<u>Category D (78.3%)</u>	<i>Group 2 - 10 Month Positions With Selected Benefits</i>
Database Administrator, Student Services	<u>Category K (46.3%)</u>
Database Administrator, Financial Services	Center Supervisor
<u>Category E (71.7%)</u>	<u>Category L (56.6%)</u>
Account Analyst	Attendance Officers
Assistant Supervisor of Transportation	
	<u>Category M (45.3%)</u>
	Assistant Supervisor of Dining Services
<u>Category F (66%)</u>	
Grants Facilitator Specialist	<u>Category N (27.8%)</u>
	Building Monitor
<u>Category G (62.2%)</u>	<i>Group 3 - 12 Month Positions With No Benefits</i>
Access Program Assistant	<u>Category O (14.6%)</u>
Administrative Assistant to the Assistant Superintendent for Curriculum and Instruction	Athletic Director
Benefits Assistant	<i>Group 4 - Part-time Positions With No Benefits</i>
Bookkeeper	<u>Category P (15.2%)</u>
Network Assistant	Assistant Athletic Director
Payroll Assistant	Assistant Athletic Equipment Manager
Purchasing Assistant	<u>Category Q (10.7%)</u>
	Middle School Coordinator of Athletics

**NON-INSTRUCTIONAL MEET AND DISCUSS SCHEDULE
YEAR 1 – 2008-2009**

STEP	Percent	A 1.000	B 0.855	C 0.784	D 0.783	E 0.716	F 0.660	G 0.622	H 0.591	I 0.542
1	0.748	\$60,180	\$51,454	\$47,181	\$47,121	\$43,089	\$39,719	\$37,432	\$35,567	\$32,618
2	0.760	\$61,146	\$52,280	\$47,938	\$47,877	\$43,780	\$40,356	\$38,033	\$36,137	\$33,141
3	0.778	\$62,594	\$53,518	\$49,074	\$49,011	\$44,817	\$41,312	\$38,933	\$36,993	\$33,926
4	0.796	\$64,042	\$54,756	\$50,209	\$50,145	\$45,854	\$42,268	\$39,834	\$37,849	\$34,711
5	0.820	\$65,973	\$56,407	\$51,723	\$51,657	\$47,237	\$43,542	\$41,035	\$38,990	\$35,757
6	0.832	\$66,939	\$57,232	\$52,480	\$52,413	\$47,928	\$44,179	\$41,636	\$39,561	\$36,281
7	0.851	\$68,467	\$58,539	\$53,678	\$53,610	\$49,023	\$45,188	\$42,587	\$40,464	\$37,109
8	0.870	\$69,996	\$59,846	\$54,877	\$54,807	\$50,117	\$46,197	\$43,537	\$41,368	\$37,938
9	0.888	\$71,444	\$61,085	\$56,012	\$55,941	\$51,154	\$47,153	\$44,438	\$42,223	\$38,723
10	0.906	\$72,892	\$62,323	\$57,148	\$57,075	\$52,191	\$48,109	\$45,339	\$43,079	\$39,508
11	0.925	\$74,421	\$63,630	\$58,346	\$58,272	\$53,285	\$49,118	\$46,290	\$43,983	\$40,336
12	0.942	\$75,789	\$64,799	\$59,418	\$59,342	\$54,265	\$50,020	\$47,141	\$44,791	\$41,077
13	0.960	\$77,237	\$66,037	\$60,554	\$60,476	\$55,302	\$50,976	\$48,041	\$45,647	\$41,862
14	0.980	\$78,846	\$67,413	\$61,815	\$61,736	\$56,454	\$52,038	\$49,042	\$46,598	\$42,734
15	1.000	\$80,455	\$68,789	\$63,077	\$62,996	\$57,606	\$53,100	\$50,043	\$47,549	\$43,607

STEP	Percent	J 0.470	K 0.449	10 month K 0.449	L 0.566	M 0.453	N 0.277	O 0.147	P 0.152	Q 0.107
1	0.748	\$28,285	\$27,021	\$22,517	\$34,062	\$27,262	\$16,670	\$8,847	\$9,147	\$6,439
2	0.760	\$28,739	\$27,454	\$22,879	\$34,609	\$27,699	\$16,937	\$8,988	\$9,294	\$6,543
3	0.778	\$29,419	\$28,105	\$23,421	\$35,428	\$28,355	\$17,339	\$9,201	\$9,514	\$6,698
4	0.796	\$30,100	\$28,755	\$23,962	\$36,248	\$29,011	\$17,740	\$9,414	\$9,734	\$6,853
5	0.820	\$31,007	\$29,622	\$24,685	\$37,341	\$29,886	\$18,275	\$9,698	\$10,028	\$7,059
6	0.832	\$31,461	\$30,055	\$25,046	\$37,887	\$30,323	\$18,542	\$9,840	\$10,175	\$7,162
7	0.851	\$32,180	\$30,742	\$25,618	\$38,752	\$31,016	\$18,965	\$10,065	\$10,407	\$7,326
8	0.870	\$32,898	\$31,428	\$26,190	\$39,618	\$31,708	\$19,389	\$10,289	\$10,639	\$7,490
9	0.888	\$33,579	\$32,078	\$26,732	\$40,437	\$32,364	\$19,790	\$10,502	\$10,859	\$7,645
10	0.906	\$34,259	\$32,729	\$27,274	\$41,257	\$33,020	\$20,191	\$10,715	\$11,080	\$7,799
11	0.925	\$34,978	\$33,415	\$27,846	\$42,122	\$33,713	\$20,615	\$10,940	\$11,312	\$7,963
12	0.942	\$35,621	\$34,029	\$28,358	\$42,896	\$34,332	\$20,993	\$11,141	\$11,520	\$8,109
13	0.960	\$36,301	\$34,679	\$28,899	\$43,716	\$34,988	\$21,395	\$11,354	\$11,740	\$8,264
14	0.980	\$37,058	\$35,402	\$29,502	\$44,627	\$35,717	\$21,840	\$11,590	\$11,985	\$8,437
15	1.000	\$37,814	\$36,124	\$30,104	\$45,538	\$36,446	\$22,286	\$11,827	\$12,229	\$8,609

**NON-INSTRUCTIONAL MEET AND DISCUSS SCHEDULE
YEAR 2 – 2009-2010**

STEP		A	B	C	D	E	F	G	H	I
	Percent	1.000	0.855	0.784	0.783	0.717	0.660	0.622	0.591	0.542
1	0.748	\$61,703	\$52,756	\$48,375	\$48,313	\$44,241	\$40,724	\$38,379	\$36,466	\$33,443
2	0.766	\$63,187	\$54,025	\$49,539	\$49,476	\$45,305	\$41,704	\$39,303	\$37,344	\$34,248
3	0.770	\$63,517	\$54,307	\$49,798	\$49,734	\$45,542	\$41,921	\$39,508	\$37,539	\$34,426
4	0.788	\$65,002	\$55,577	\$50,962	\$50,897	\$46,607	\$42,901	\$40,431	\$38,416	\$35,231
5	0.806	\$66,487	\$56,846	\$52,126	\$52,059	\$47,671	\$43,881	\$41,355	\$39,294	\$36,036
6	0.838	\$69,127	\$59,103	\$54,195	\$54,126	\$49,564	\$45,624	\$42,997	\$40,854	\$37,467
7	0.843	\$69,539	\$59,456	\$54,519	\$54,449	\$49,860	\$45,896	\$43,253	\$41,098	\$37,690
8	0.863	\$71,189	\$60,866	\$55,812	\$55,741	\$51,042	\$46,985	\$44,279	\$42,073	\$38,584
9	0.882	\$72,756	\$62,207	\$57,041	\$56,968	\$52,166	\$48,019	\$45,254	\$42,999	\$39,434
10	0.899	\$74,159	\$63,406	\$58,140	\$58,066	\$53,172	\$48,945	\$46,127	\$43,828	\$40,194
11	0.918	\$75,726	\$64,746	\$59,369	\$59,293	\$54,295	\$49,979	\$47,101	\$44,754	\$41,043
12	0.939	\$77,458	\$66,227	\$60,727	\$60,650	\$55,537	\$51,122	\$48,179	\$45,778	\$41,982
13	0.954	\$78,695	\$67,285	\$61,697	\$61,619	\$56,425	\$51,939	\$48,949	\$46,509	\$42,653
14	0.973	\$80,263	\$68,625	\$62,926	\$62,846	\$57,548	\$52,973	\$49,923	\$47,435	\$43,502
15	1.000	\$82,490	\$70,529	\$64,672	\$64,590	\$59,145	\$54,443	\$51,309	\$48,752	\$44,710

10 month										
STEP		J	K	K	L	M	N	O	P	Q
	Percent	0.477	0.463	0.463	0.566	0.453	0.278	0.146	0.152	0.107
1	0.748	\$29,432	\$28,568	\$23,807	\$34,924	\$27,951	\$14,950	\$9,009	\$9,379	\$6,602
2	0.766	\$30,140	\$29,256	\$24,380	\$35,764	\$28,624	\$15,310	\$9,225	\$9,604	\$6,761
3	0.770	\$30,298	\$29,409	\$24,507	\$35,951	\$28,773	\$15,390	\$9,274	\$9,655	\$6,796
4	0.788	\$31,006	\$30,096	\$25,080	\$36,791	\$29,446	\$15,750	\$9,490	\$9,880	\$6,955
5	0.806	\$31,714	\$30,783	\$25,653	\$37,632	\$30,119	\$16,109	\$9,707	\$10,106	\$7,114
6	0.838	\$32,973	\$32,006	\$26,671	\$39,126	\$31,314	\$16,749	\$10,092	\$10,507	\$7,397
7	0.843	\$33,170	\$32,197	\$26,830	\$39,359	\$31,501	\$16,849	\$10,153	\$10,570	\$7,441
8	0.863	\$33,957	\$32,960	\$27,467	\$40,293	\$32,249	\$17,249	\$10,394	\$10,821	\$7,617
9	0.882	\$34,705	\$33,686	\$28,072	\$41,180	\$32,959	\$17,628	\$10,622	\$11,059	\$7,785
10	0.899	\$35,374	\$34,335	\$28,613	\$41,974	\$33,594	\$17,968	\$10,827	\$11,272	\$7,935
11	0.918	\$36,121	\$35,061	\$29,218	\$42,861	\$34,304	\$18,348	\$11,056	\$11,510	\$8,103
12	0.939	\$36,948	\$35,863	\$29,886	\$43,841	\$35,089	\$18,768	\$11,309	\$11,774	\$8,288
13	0.954	\$37,538	\$36,436	\$30,363	\$44,542	\$35,649	\$19,067	\$11,490	\$11,962	\$8,420
14	0.973	\$38,285	\$37,162	\$30,968	\$45,429	\$36,359	\$19,447	\$11,718	\$12,200	\$8,588
15	1.000	\$39,348	\$38,193	\$31,827	\$46,689	\$37,368	\$19,987	\$12,044	\$12,538	\$8,826

15. *Memorandum of Understanding Between the Board of School Directors of the Bethlehem Area School District and the Bethlehem Education Association*

INFORMATION:

The district pays individuals for support services for interscholastic athletic events (i.e. scorekeepers, etc.) and these individuals are classified as “Game Help” in the Collective Bargaining Agreement and sets forth an hourly rate for “Game Help” payment. Past practice has been to pay the same hourly rate to an individual whether or not he/she is a member of the bargaining unit. The district and Bethlehem Education Association wish to modify the past practice as set forth in the attached Memorandum of Understanding.

This item was tabled at the January 26, 2009, Regular Board Meeting and was reviewed at the February 9, 2009, Board Human Resources Committee Meeting.

RECOMMENDATION:

That the Board of School Directors approves the attached Memorandum of Understanding between the Board of School Directors of the Bethlehem Area School District and the Bethlehem Education Association.

MEMORANDUM OF UNDERSTANDING
Bethlehem Area School District and the
Bethlehem Education Association

This Memorandum of Understanding between the Bethlehem Area School District ("District") and the Bethlehem Education Association ("BEA") is entered into in accordance with the provisions of the Collective Bargaining Agreement ("CBA").

WHEREAS, the District pays individuals for support services for interscholastic athletic events (i.e. scorekeepers, etc.); and

WHEREAS, these individuals are classified as "Game Help" in the CBA;
and

WHEREAS, the CBA sets forth an hourly rate for "Game Help" payment;
and

WHEREAS, the past practice has been to pay the same hourly rate to an individual whether or not he/she is a member of the bargaining unit; and

WHEREAS, the District and BEA wish to modify the past practice.

NOW THEREFORE, intending to be legally bound, the parties agree as follows:

1. The District shall first offer any "Game Help" positions to members of the Bargaining Unit.
2. If the BEA members are not interested in providing services as "Game Help", the District may offer the work to individuals outside the bargaining unit.
3. This memorandum is not intended to and does not create any contractual rights or obligations except as set forth herein.
4. This memorandum may be amended, expanded or modified any time upon the written consent of the parties, but the MOU must be reviewed and re-executed.
5. In the event of changes in state or federal law which necessitate changes to this MOU, the District and the BEA shall collaborate to promptly change this MOU to ensure compliance by the District and the BEA with state and federal requirements.

The parties hereby acknowledge the foregoing as the terms and conditions of their understanding.

Loretta M. Leeson,
President
Bethlehem Area Board of School Directors

Date:_____

Craig J. Zieger,
President
Bethlehem Education Association

Date:_____

16. *Revisions to Board Policy Number 706 – Property Records – Second Reading*

INFORMATION:

Board Policy 706 – Property Records was approved by the Board of School Directors at the November 15, 2004, Regular Board Meeting. Adjustments to the policy need to be made under Delegation of Responsibility in regards to purchasing obsolete district laptops. The policy is attached with the adjustments in bold.

The board reviewed these changes at the February 9, 2009, Board Human Resources Committee Meeting.

RECOMMENDATION:

That the Board of School Directors approves the attached revisions made to Board Policy Number 706 – Property Records.

DRAFT BETHLEHEM AREA SCHOOL DISTRICT

First Reading – February 9, 2009

Second Reading – February 23, 2009

SECTION: PROPERTY

TITLE: PROPERTY RECORDS

ADOPTED: November 15, 2004

REVISED:

	706. PROPERTY RECORDS
1. Purpose	The Board recognizes that adequate property and inventory records must be maintained on all buildings, equipment, and physical property under district control
2. Authority	The Board directs that a complete inventory, by physical count, of all district-owned equipment and property records of all district buildings and grounds shall be maintained and updated at intervals that coincide with property insurance renewal.
3. Delegation of Responsibility	It shall be the responsibility of the Assistant to the Superintendent for Finance and Administration to ensure that equipment inventories are systematically and accurately recorded, updated, and adjusted annually by reference to purchase orders and withdrawal reports. Property records of facilities shall be maintained on an ongoing basis. The Assistant to the Superintendent for Finance and Administration shall maintain a system of property records which shall show, as appropriate to the item recorded: 1. Description and identification. 2. Year of purchase. 3. Initial cost. 4. Location. 5. Depreciation. 6. Current valuation, in conformity with insurance requirements. Major items of equipment shall be subject to annual physical spot check inventory to determine loss, mislocation or depreciation; major losses shall be reported to the Board.

Records of consumable supplies shall be maintained on a continuous inventory basis.

No equipment shall be removed for personal or nonschool use, except in accordance with Board policy.

Equipment shall be identified with a permanent tag that provides appropriate school district identification.

Disposal of Obsolete/Surplus Materials

As appropriate, the Superintendent shall recommend to the Board the sale of unused, unnecessary, surplus, or obsolete books, furniture, supplies, **technology**, or equipment. The Board shall, by resolution, declare the same to be disposed of by any one or more of the following methods:

1. Public auction after Board notice and approval.
2. Solicitation of bids or quotations from companies or persons engaged in a business related to the nature of the items to be disposed of.
3. Offer to the general public at prices set by the Board, by resolution, upon recommendation by the school administration.
4. Offer to suppliers of similar books, furniture, supplies, or equipment, who shall be required to state their bid for the same as a dollar discount against items they may be proposed to sell to the school district.
5. Other methods as the Board may adopt by resolution enacted at a regular or special Board meeting.
6. **When a District-owned computer has been identified as obsolete equipment by the technology administrator, the computer** ~~will be offered to staff members who were assigned the specific laptop and will be sold according to the following guidelines:~~
~~When a laptop computer has been identified as obsolete equipment by the technology administrator,~~
 - a. Staff members will be permitted to purchase their assigned computer at the fair market value as determined by usedprice.com or its

	successor site. b. Payments by check will be made payable to the Bethlehem Area School District prior to the release of the equipment. c. Staff members who purchase their own computers will also receive the charger / power cord. d. Purchases will be “as is” and the school district will have no responsibility for defects of any kind. <u>No warranty or guarantee is offered.</u> The school district Information and Technology department will no longer support the equipment. e. ~~Only software that is not licensed to the district will remain on the laptops.~~ <u>Software that is licensed to the district will be removed prior to the completion of the sale.</u> f. <u>If a staff member chooses not to purchase his/her assigned computer, it</u> Laptops not purchased by the ~~individual staff member~~ will be offered <u>for sale</u> by lottery to other staff members. <u>Any remaining computers not purchased through the lottery will be</u> disposed of according to the methods identified via 1 through 5 above. Notice of such disposal of property shall be advertised in accordance with bidding requirements. There shall be no disposal of personal property owned by the school district except by this policy.
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17. *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. At the November 17, 2008, Regular Board Meeting, the board tabled this agenda item as they requested additional information from the administration regarding costs associated with Category I and II of the Lease Policy. This information was provided to the board and was to be discussed at the November 24, 2008, Board Finance Committee Meeting. However, this was not discussed at the meeting on November 24, and this had to be placed on the January 12, 2009, Board Finance Committee Meeting. The costs information and this agenda item were reviewed with the board at the January 12, 2009, Board Finance Committee Meeting. This item was once again tabled at the January 26, 2009, Regular Board Meeting. A Class IA group was added regarding district approved youth athletic programs. This new information was reviewed at the February 9, 2009, 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

1st Reading – February 9, 2009
2nd Reading – February 23, 2009

SECTION: PROPERTY
TITLE: USE OF SCHOOL FACILITIES
ADOPTED: November 15, 2004
REVISED: April 21, 2008

	707. USE OF SCHOOL FACILITIES
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	The Board directs that use of school facilities may be granted to individuals and community groups for the following types of activities: 1. Instruction in any branch of education, learning and the arts, consistent with the school district's mission. 2. Social, civic and recreational meetings and entertainment, and other uses pertaining to the welfare of the community. 3. Polling places for holding primaries, elections and special elections as permitted or required by state law. 4. Recreation, physical training and athletics, including competitive athletic contests for children and adults.
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	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. An application for use of school facilities may be disapproved because of noncompliance with established policy and procedures by the Superintendent or designee.

4. Classifications	The classification scheme established in this policy will be used in determining fees or other requirements. <u>Class I – District-Sponsored Activities</u> 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; alumni organizations, PTA's, ~~district-based youth athletic programs~~ 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. <u>Class IA – District Approved Youth Athletic Programs</u> <u>Class IA activities are those district-based youth athletic programs <i>that are voluntarily run</i> formally recognized by the board of school directors. As a district approved youth athletic program the Class I fee schedule will be applied and custodial and site management fees will be charged at one-half the calculated cost.</u> <u>Class II – Community Service Groups</u> 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. Class II organizations will be provided use of district facilities without charge, but will be required to pay custodial fees and/or other personnel fees when necessary. Lease fees will be charged per Policy 707 Attachment. They will also be required to provide an insurance certificate in the specified amounts naming the district as additionally insured. <u>Class III – All Other Organizations and Individuals</u> 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. 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.
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5. Guidelines	<u>Application Process</u> 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. The application must specify the portion of the school facilities requested for use; proposed activities; number of individuals participating; and the beginning and ending date, time and duration of the proposed event. Along with the completed application, the individual or group must submit the following: 1. Payment of the specified rental fee. 2. Evidence of organizational liability to limits required by district guidelines. 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. <u>Application Evaluation</u> No application to use school facilities shall be approved if the proposed activity would result in any of the following: 1. Conflict with any school-sponsored activity. 2. Access to school facilities closed due to renovations, maintenance, cleaning, the school calendar, or Board action. 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. 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. The district reserves the right to limit the duration of the lease to promote broad-based community involvement. <u>Limitations</u> 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:
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SC511 10 P.S. 311 et seq. 20 U.S.C. Sec. 7181 et seq. 35 P.S. 1223.5	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. 2. Individuals shall refrain from any conduct or activities not specifically identified in the approved written request form. 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. 4. School equipment used in conjunction with requested facilities shall be 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. <u>Prohibited Activities</u> The following activities are strictly prohibited in school facilities when individuals and community groups are granted written permission to use said school facilities: 1. Possession, use or distribution of illegal drugs and/or alcoholic beverages. 2. Possession of weapons. 3. Conduct that would alter damage or be injurious to any district property, equipment or furnishings. 4. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations. 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. 6. Use of tobacco products. <u>Violations</u> 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. 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.
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School Code 511, 775 PA Code Title 22 Sec. 403.1 10 P.S. 311 et seq 35 P.S. 1223.5 20 U.S.C. Sec. 7181 et seq 20 U.S.C. Sec. 7905	<u>Fee Schedule</u> 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.
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18. *Polling Places – May 19, 2009, General Primary Election and November 3, 2009, General Election*

RECOMMENDATION:

That the administration be authorized to allow the following buildings to be used as polling places for the May 19, 2009, General Primary Election, and the November 3, 2009, General Election:

Asa Packer Elementary School
East Hills Middle School
Education Center
Farmersville Elementary School
Governor Wolf Elementary School

Hanover Elementary School
Marvine Elementary School
Miller Heights Elementary School
Northeast Middle School
Spring Garden Elementary School

19. *Budgetary Transfers – 2008-2009*

RECOMMENDATION:

That the administration be authorized to make budgetary transfers in the 2008-2009 General Fund Budget as set forth in the attachment.

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

BUDGET TRANSFERS
2008-2009 SCHOOL YEAR
FEBRUARY 2009

<u>FROM</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
1100	Instruction - Regular Programs	\$ 1,870
2200	Support Services - Instructional Services	\$ 4,230
5900	Budgetary Reserve/Suspense Account	
TOTAL BUDGET TRANSFERS		\$ 6,100

<u>TO</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
2800	Support Services - Central Support Services	\$ 6,100
TOTAL BUDGET TRANSFERS		\$ 6,100

20. *Treasurer's Report*

RECOMMENDATION:

That the Board of School Directors approves the Treasurer's Report dated January 31, 2009.

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

REPORT OF THE TREASURER
January 1 through January 31, 2009

BEGINNING CASH AND INVESTMENT BALANCE

Wachovia Bank - Cash Management	4,727,551.41
Bank of America - General Account	1,001,467.18
Pennsylvania School District Liquid Asset Fund	25,492,948.24
Wachovia - Worker's Comp Trust Fund	643,085.30
Pennsylvania Local Government Investment Trust	77,558.64
Pennsylvania State Treasurer Invest Program	974,876.83
Wachovia Money Market	54,749.51
Bank of America Money Market	44,586.04
Commerce Bank Money Market	1,128.35
Sovereign Bank Money Market	28,962.16
PSDLAF - Term Investments	21,000,000.00
KNBT Bank - Scholarship Fund	45,971.98
KNBT Bank - Scholarship Fund	112,000.00
Baird Public Investment Advisors - 2007A Bond Fund	13,089,549.09

TOTAL CASH AND INVESTMENT BALANCE \$ 67,294,434.73

MONTHLY RECEIPTS

Local Sources	1,930,926.66
State Sources	5,865,902.05
Federal Sources	463,524.94
Other Financing Sources	0.00

\$ 8,260,353.65

MONTHLY DISBURSEMENTS

Monthly Bills Paid	7,331,571.67
Payroll	8,647,604.12
Debt Service	1,823,179.02

\$ 17,802,354.81

TOTAL FUNDS AVAILABLE

\$ 57,752,433.57

ENDING CASH AND INVESTMENT BALANCE

		<u>Interest Rate</u>
Wachovia Bank - Cash Management	2,653,943.66	0.750%
Bank of America - General Account	1,001,467.18	0.350%
Pennsylvania School District Liquid Asset Fund	14,002,058.69	varies .516 to .886%
Wachovia - Worker's Comp Trust Fund	643,104.72	0.040%
Pennsylvania Local Government Investment Trust	77,633.49	1.140%
Pennsylvania State Treasurer Invest Program	6,117,775.93	1.235%
Wachovia Money Market	54,754.01	0.100%
Bank of America Money Market	44,595.05	0.240%
TD Bank Money Market	1,128.69	0.400%
Sovereign Bank Money Market	28,965.66	0.140%
PSDLAF - Term Investments	21,000,000.00	see attachment
KNBT Bank - Scholarship Fund	45,971.98	3.750%
KNBT Bank - Scholarship Fund	112,000.00	4.300%
M&T Investment Group - 2007A Bond Fund	11,969,034.51	3.986%

TOTAL CASH AND INVESTMENT BALANCE \$ 57,752,433.57

Interest Received for January; to be posted in February \$ 51,564.57

Respectfully Submitted,

Anne M. Morton
Treasurer

**Bethlehem Area School District
Capital Reserve Fund
For the Period of January 1, 2009 thru January 27, 2009**

Fund Balance at December 31, 2008	\$	1,391,513.98
2008-2009 Revenue Received-Interest Income	\$	-
2008-2009 Expenditures		
Financial Management System (software, hardware, support services)	\$	12,189.45
Advertising		
Roof Repairs (Calypso, Farmersville, Fountain Hill, East Hills)		
Floor Repair (Freedom, Freemansburg, Fountain Hill)		
Fountain Hill Gym Repairs		
Freedom Tennis Courts		
Freedom Locker Room Repairs		
Parking Lot Lighting (East Hills, Freedom)		
Nitschmann Heat Pump		
Freedom HVAC		
Freedom Emergency Power		
Freedom Security		
Fire Alarm Replacement (Thomas Jefferson & William Penn)		
(2) 24 capacity buses		
Engineering		
	\$	<u>12,189.45</u>
Fund Balance at January 27, 2009	\$	1,379,324.53

Bethlehem Area School District
2007A Bond Fund
For the Period of December 31, 2008 thru January 31, 2009

Beginning Balance-December 31, 2008	\$ 13,089,549.09
Change in Market Value	\$ (120,514.58)
Reimbursement to the General Fund	\$ 1,000,000.00
Ending Balance-January 31, 2009	\$ 11,969,034.51

21. *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.

22. *Budget Information*

INFORMATION:

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

2008-2009 EXPENDITURES BY PROGRAM

Includes Year-To-Date January Information

			2008-2009						2007-2008	2007-2008
PROGRAM	PROGRAM CODE	Responsible Office	A	B	C	D	E	F	G	H
			2008-2009 APPROVED BUDGET	2008-2009 AMENDED BUDGET	2008-2009 PROJECTED EXPENDITURES JUNE 30, 2009	2008-2009 UNEXPENDED BUDGET \$ (B - C = D)	2008-2009 UNEXPENDED BUDGET % (D / B = E)	2008-2009 EXPENDED BUDGET INCLUDING ENCUMBRANCES as of January, 2009	2007-2008 EXPENDED BUDGET INCLUDING ENCUMBRANCES as of January, 2008	2007-2008 EXPENDED BUDGET FINAL ACTUAL EXPENDITURES as of June, 2008
BUILDING ALLOCATION	100	PRIN	1,428,603	1,428,603	1,250,000	178,603	12.50%	924,926	1,123,269	1,414,106
BOARD	AA	SUPT	347,150	347,150	410,000	(62,850)	-18.10%	292,045	154,433	274,834
CABINET	AB	SUPT	1,174,552	1,025,282	1,151,712	(126,430)	-12.33%	640,700	726,552	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	53	2,256
SUPERINTENDENT'S OFFICE	AE	SUPT	178,300	178,300	50,000	128,300	71.96%	31,212	98,321	154,979
BUILDING STAFF	AF	SUPT	6,201,461	6,238,461	6,395,370	(156,909)	-2.52%	3,580,209	3,502,520	6,206,588
PUBLIC RELATIONS	AN	SUPT	21,143	21,143	38,500	(17,357)	-82.09%	21,433	61,796	124,907
STAFFING-TEACHERS	CA	HR	58,379,392	58,351,041	58,491,700	(140,659)	-0.24%	24,679,553	24,591,014	57,359,728
CHILD ACCOUNTING DEPARTMENT	CD	HR	242,013	242,013	234,500	7,513	3.10%	122,450	118,853	227,557
STAFFING-TEACHER ASSISTANTS	CE	HR	2,481,187	2,481,187	2,446,800	34,387	1.39%	1,276,028	1,191,104	2,525,377
STAFFING-SUBSTITUTES	CG	HR	1,273,000	1,273,000	1,273,000	0	0.00%	603,072	587,556	1,299,660
HUMAN RESOURCES DEPARTMENT	CK	HR	399,575	399,575	324,750	74,825	18.73%	213,753	218,121	331,381
STUDENT ACTIVITIES	D1	C&I	244,236	244,236	184,100	60,136	24.62%	118,679	110,788	283,999
CREDIT ACQUISITION PROGRAM	D2	C&I	27,785	27,785	55,000	(27,215)	-97.95%	24,754	19,368	54,940
CURRICULUM ENRICHMENT ACTIVITIES	D3	C&I	130,000	130,000	60,000	70,000	53.85%	45,076	84,534	191,261
CAREER ACADEMY/RASA/ALTERNATIVE EDUCATION	D4	C&I	512,761	541,112	682,500	(141,388)	-26.13%	313,604	438,345	953,944
TESTING - K-12	D5	C&I	30,000	30,000	5,000	25,000	83.33%	3,700	13,209	14,196
ACADEMIC INTERVENTIONS	DA	C&I	100,000	100,000	140,000	(40,000)	-40.00%	81,939	58,858	137,457
MUSICAL INSTRUMENT REPAIR	DD	C&I	37,000	37,000	35,000	2,000	5.41%	25,601	19,422	34,016
DEPARTMENT OF INSTRUCTION	DE	C&I	286,600	286,600	194,600	92,000	32.10%	83,084	129,226	302,642
READING RECOVERY/PROJECT READ	DF	C&I	28,212	28,212	25,000	3,212	11.39%	8,191	24,640	26,526
INSTRUCTIONAL MTLs RESERVE	DG	C&I	500,000	500,000	475,000	25,000	5.00%	409,474	732,481	683,771
EQUIPMENT REPAIR	DM	C&I	13,000	13,000	13,000	0	0.00%	12,372	19,111	11,116
PLANETARIUM	DO	C&I	2,444	2,444	2,000	444	18.17%	0	2,575	2,578
SUMMER SCHOOL - SECONDARY	DQ	C&I	50,000	50,000	60,000	(10,000)	-20.00%	56,584	143,051	141,644
DRIVER EDUCATION	DS	C&I	90,125	90,125	79,500	10,625	11.79%	40,290	27,338	98,483
ASST SUPERINTENDENT FOR CURR & INSTRUCT	DT	C&I	630,006	593,006	500,000	93,006	15.68%	276,685	371,683	598,443
INTERSCHOLASTIC ATHLETICS	DU	C&I	1,532,629	1,532,629	1,300,000	232,629	15.18%	479,805	578,936	1,418,521
INTRAMURALS	DV	C&I	74,000	74,000	72,000	2,000	2.70%	25,766	35,576	87,824
ATTENDANCE SERVICES	E4	STD SVCS	86,160	86,160	91,335	(5,175)	-6.01%	44,123	55,598	99,655
MINORITY AFFAIRS/GOV. PROGRAMS/GRANTS	EB	STD SVCS	29,939	29,939	25,000	4,939	16.50%	14,418	16,899	26,033

2008-2009 EXPENDITURES BY PROGRAM

Includes Year-To-Date January Information

PROGRAM	PROGRAM CODE	Responsible Office	2008-2009					2008-2009 EXPENDED BUDGET INCLUDING ENCUMBRANCES as of January, 2009	2007-2008	2007-2008
			A	B	C	D	E		G	H
			2008-2009 APPROVED BUDGET	2008-2009 AMENDED BUDGET	2008-2009 PROJECTED EXPENDITURES JUNE 30, 2009	2008-2009 UNEXPENDED BUDGET \$ (B - C = D)	2008-2009 UNEXPENDED BUDGET % (D / B = E)		2007-2008 EXPENDED BUDGET INCLUDING ENCUMBRANCES as of January, 2008	2007-2008 EXPENDED BUDGET FINAL ACTUAL EXPENDITURES as of June, 2008
SPARK - EARLY CHILDHOOD/SUMMER	EC	STD SVCS	629,992	629,992	625,000	4,992	0.79%	290,314	316,312	647,621
SCHOOL RESOURCE OFFICERS	EF	STD SVCS	281,000	281,000	290,000	(9,000)	-3.20%	0	270,000	311,097
HOMEBOUND INSTRUCT/REGULAR ED.	EG	STD SVCS	155,000	155,000	185,000	(30,000)	-19.35%	63,419	73,725	211,633
HEALTH SERVICES - MEDICAL	EH	STD SVCS	51,822	51,822	42,000	9,822	18.95%	20,570	18,946	38,691
HEALTH SERVICES - DENTAL	EJ	STD SVCS	10,364	10,364	9,000	1,364	13.16%	1,848	4,909	8,781
STUDENT SERVICES	EK	STD SVCS	2,500	151,770	154,800	(3,030)	-2.00%	27,406	2,694	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%	134,698	158,976	257,651
BUSINESS DEPT-ACCOUNTS PAYABLE	GA	F&A	1,006,527	1,006,527	940,000	66,527	6.61%	695,891	672,461	934,866
BUSINESS DEPT-ACCOUNTS RECEIVABLE	GB	F&A	1,024,077	1,024,077	925,000	99,077	9.67%	394,648	422,639	878,968
DEBT SERVICE	GC	F&A	19,298,602	19,298,602	23,400,000	(4,101,398)	-21.25%	15,304,270	13,334,024	17,128,686
EMPLOYEE BENEFITS	GD	F&A	29,826,642	29,826,642	31,000,000	(1,173,358)	-3.93%	13,478,383	13,860,170	31,522,855
INSURANCE	GE	F&A	643,658	643,658	615,000	28,658	4.45%	468,727	565,260	613,658
INTERSYSTEM PAYMENTS	GF	F&A	20,746,441	20,746,441	19,875,000	871,441	4.20%	14,777,274	13,101,237	19,096,341
RESERVE FOR ENCUMBRANCES	GG	F & A						0	84,258	
PHOTOCOPIERS	GP	F&A	607,692	607,692	530,000	77,692	12.78%	259,804	341,957	591,247
SPECIAL EDUCATION	LF	SPEC ED	545,959	545,959	541,000	4,959	0.91%	389,067	449,524	737,837
HOMEBOUND INSTRUCTION / SPECIAL ED.	LG	SPEC ED	30,000	30,000	37,000	(7,000)	-23.33%	14,311	9,225	36,862
MAINTENANCE / CUSTODIAL DEPARTMENT	NA	B&G	11,002,051	11,002,051	9,700,000	1,302,051	11.83%	4,877,473	4,936,582	9,698,327
MAINTENANCE DEPT - SUPPLIES	NE	B&G	459,600	459,600	453,000	6,600	1.44%	309,251	333,330	488,199
MAINTENANCE DEPT - CONTRACTED SERVICES	NF	B&G	966,500	966,500	1,050,000	(83,500)	-8.64%	735,086	788,446	1,120,546
TRANSPORTATION DEPARTMENT	NT	B&G	4,521,504	4,521,504	4,400,000	121,504	2.69%	2,495,938	2,431,303	4,481,857
TECHNICAL SERVICES	TK	TECH	650,186	650,186	830,000	(179,814)	-27.66%	687,656	607,635	772,720
INFO & COMMUNICATIONS TECHNOLOGY DEPT.	TL	TECH	2,078,389	2,078,389	1,960,000	118,389	5.70%	1,610,868	1,548,886	1,867,938
DATA PROCESSING DEPARTMENT	TN	TECH	733,556	733,556	768,000	(34,444)	-4.70%	529,923	519,507	840,709
TOTALS			\$172,206,298	\$172,206,298	174,685,167	(\$2,478,869)	-1.44%	\$92,049,577	\$90,135,011	\$168,649,626

2008-2009 REVENUES

	A	B	C	D	E	F	G
	2008-2009					2007-2008	
Description	Budget	Realized January, 2009	Unrealized \$ (B-A = C)	Unrealized % (C/ A = D)	Projected June 30, 2009	Realized June, 2008	Realized January, 2008
CURRENT REAL ESTATE	101,612,861	94,683,619	(6,929,242)	-6.82%	99,866,000	98,744,538	(279,042)
INTERIM REAL ESTATE	1,300,000	743,929	(556,071)	-42.77%	900,000	656,034	(2,035)
PUBLIC UTILITY REALTY	172,000	153,055	(18,945)	-11.01%	153,055	162,642	162,642
PAYMENTS IN LIEU OF TAX	121,000	108,864	(12,136)	-10.03%	108,864	120,798	120,798
UNDISTRIBUTED TAXES		4,364,938	4,364,938	-	0	44,297	99,376,960
PER CAPITA TAX SECT 679	240,000	226,671	(13,329)	-5.55%	250,000	242,083	(94)
PER CAPITA TAX ACT 511	240,000	226,671	(13,329)	-5.55%	250,000	242,083	(94)
LOCAL SERVICES TAX	485,000	188,664	(296,336)	-61.10%	250,000	136,722	73,727
EARNED INCOME TAX	11,200,000	5,860,292	(5,339,708)	-47.68%	11,000,000	10,400,810	5,428,058
REAL ESTATE TRANSFER TAX	2,800,000	1,331,461	(1,468,539)	-52.45%	2,350,000	2,316,670	1,296,754
MERCANTILE TAX	2,200,000	1,108,582	(1,091,418)	-49.61%	2,100,000	2,414,521	1,362,382
DEL. REAL ESTATE	2,800,000	2,728,314	(71,686)	-2.56%	3,300,000	2,681,813	2,159,137
DEL. PER CAPITA SECT 679	70,000	32,357	(37,643)	-53.78%	60,000	58,205	37,144
DEL. LOCAL SERVICES TAX		0	-	-			
DEL. MERCANTILE TAX	380,000	590,121	210,121	55.29%	700,000	323,786	252,652
TOTAL LOCAL TAX SOURCES	\$ 123,620,861	\$ 112,347,538	\$ (11,273,323)	-9.12%	\$ 121,287,919	\$ 118,545,001	\$ 109,988,990
INTEREST ON INVESTMENTS	2,400,000	545,926	(1,854,074)	-77.25%	850,000	1,685,398	1,045,224
DRIVER ED LAB FEES	13,250	9,300	(3,950)	-29.81%	14,650	12,500	7,650
RENTALS	10,000	16,373	6,373	63.73%	20,000	10,148	6,873
CONTRIBUTIONS		304	304		304		
TUITION FROM PATRONS	320,000	222,621	(97,379)	-30.43%	350,000	394,042	234,664
SRVCS. / OTH LOC GOV UNITS	15,000	2,000	(13,000)	-86.67%	2,000	22,020	21,610
MISCELLANEOUS REVENUE	100,000	20,671	(79,329)	-79.33%	100,000	185,312	29,663
REFUNDS FROM PRIOR YEAR EXP		3,956			10,000	12,913	12,913
TOTAL OTHER LOCAL SOURCES	\$ 2,858,250	\$ 821,151	\$ (2,041,055)	-71.41%	\$ 1,346,954	\$ 2,322,333	\$ 1,358,596

2008-2009 REVENUES

	A	B	C	D	E	F	G
	2008-2009					2007-2008	
Description	Budget	Realized January, 2009	Unrealized \$ (B-A = C)	Unrealized % (C/ A = D)	Projected June 30, 2009	Realized June, 2008	Realized January, 2008
TOTAL LOCAL SOURCES	\$ 126,479,111	\$ 113,168,689	\$ (13,314,378)	-10.53%	\$ 122,634,873	\$ 120,867,335	\$ 111,347,587
BASIC INSTRUCTIONAL SUBSIDY	22,955,949	6,926,734	(16,029,215)	-69.83%	22,955,949	21,674,304	9,190,062
CHARTER SCHOOLS	1,268,300	446,632	(821,668)	-64.78%	1,472,000	1,286,786	585,660
TUITION : ORPHANS/CHILDREN	315,000		(315,000)	-100.00%	350,000	349,693	164
HOMEBOUND INSTRUCTION			-				
VOCATIONAL EDUCATION	200,000	56,816	(143,184)	-71.59%	162,365	182,650	95,871
DRIVER EDUCATION	10,745		(10,745)	-100.00%	9,765	10,605	10,605
MIGRATORY CHILDREN	2,200		(2,200)	-100.00%	3,500	3,520	
SPECIAL EDUCATION	6,570,240	2,942,364	(3,627,876)	-55.22%	6,614,900	6,453,560	3,850,080
TRANSPORTATION	2,088,000	434,403	(1,653,597)	-79.20%	2,367,350	2,180,482	1,099,676
RENTALS AND SINKING FUND	1,550,000	179,546	(1,370,454)	-88.42%	1,300,000	1,307,669	492,123
HEALTH SERVICES	394,420	372,677	(21,743)	-5.51%	372,677	390,767	
PROPERTY TAX RED. ALLOCATION	4,720,061	4,720,061	(0)	0.00%	4,720,061		
SOCIAL SECURITY	3,237,479	1,941,025	(1,296,454)	-40.05%	3,300,000	3,257,863	1,918,294
PSERS - PENSION CONTRIBUTION	2,107,793	1,453,843	(653,950)	-31.03%	3,187,000	2,829,376	1,512,906
IMPACT AID	50,000	1,678	(48,322)	-96.64%	50,000	62,930	
TOTAL STATE & FEDERAL SOURCES	\$ 45,470,187	\$ 19,475,779	\$ (25,994,408)	-57.17%	\$ 46,865,567	\$ 39,990,205	\$ 18,755,440
INTERFUND TRANSFERS	250,000	125,000	(125,000)	-50.00%	250,000	2,850,000	2,500,000
SALE OF FIXED ASSETS	7,000	10,470	3,470	49.57%	15,000	13,642	13,642
INDIRECT COSTS			-		0	66,750	
TOTAL OTHER SOURCES	\$ 257,000	\$ 135,470	\$ (121,530)	-47.29%	\$ 265,000	\$ 2,930,392	\$ 2,513,642
TOTAL REVENUE	\$ 172,206,298	\$ 132,779,938	\$ (39,430,316)	-22.90%	\$ 169,765,440	\$ 163,787,931	\$ 132,616,668
UNRESERVED FUND BALANCE			-		(\$4,919,727)		
TOTAL FUND APPROPRIATED BALANCE	\$ -	\$ -	\$ -		\$ (4,919,727)	\$ -	\$ -
TOTAL DISTRICT REVENUE	\$ 172,206,298	\$ 132,779,938	\$ (39,430,316)	-22.90%	\$ 174,685,167	\$ 163,787,931	\$ 132,616,668

23. *Salary Increase – Bus Monitors*

INFORMATION:

Unit clarification has placed the bus monitors in the bus drivers bargaining unit. That requires the school district to negotiate with that group who is represented by the Teamsters Union Local #773. The Union has agreed to defer further negotiations of the terms and conditions of employment for the Bus Monitors, and to approve concurrent negotiations in the upcoming negotiation process of the bus drivers collective bargaining agreement scheduled to terminate August 31, 2009. This was conditioned upon the school district agreeing to provide bus monitors a wage rate increase of three percent (3%) retroactive to January 1, 2009.

RECOMMENDATION:

That the Board of School Directors establish the rate of pay for the position of bus monitor at \$10.04 per hour.

24. *Annual Audit Report*

RECOMMENDATION:

That the Annual Audit Report for the fiscal year ending June 30, 2008, be received from Gorman & Associates, Certified Public Accountants. Said report is on file in the Business Office, 1516 Sycamore Street, Bethlehem, Pennsylvania 18017.