

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 – May 18, 2009

1. Roll Call
2. Pledge of Allegiance
3. Silent Meditation
4. Student Presentation
National History Day State Level Competition Presentation
Mr. Craig Zieger, Teacher
Mrs. Tammy Dutton, Teacher
5. Courtesy of the Floor to Visitors (30 minutes allowed)
6. Reports of Student Representatives
7. Approval of Committee Minutes
January 12, 2009 – Board Finance Committee Minutes
May 4, 2009 – Board Facilities Committee Meeting
May 11, 2009 – Board Curriculum Committee Meeting
May 11, 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
11. Unfinished Business
12. Recommendations of Administration
13. Reports of Committees
14. New and Miscellaneous Business
15. Courtesy of the Floor to Visitors (30 minutes allowed)
16. Adjournment

MEMORANDUM

May 15, 2009

TO : BOARD OF SCHOOL DIRECTORS

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

SUBJECT : REGULAR MONTHLY MEETING – MAY 18, 2009

The Regular Meeting of the Board of School Directors of the Bethlehem Area School District for May will be held on *Monday, May 18, 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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° Information Item Only

1. *Tentative Adoption of the 2009-2010 Bethlehem Area School District Budget*

RECOMMENDATION:

That the attached Resolution to adopt the 2009-2010 Proposed Budget for the Bethlehem Area School District be approved as presented.

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

RESOLUTION-RE: 2009-2010 BETHLEHEM AREA SCHOOL DISTRICT
TENTATIVE BUDGET

WHEREAS, a careful consideration of the estimated budget requirements of the Bethlehem Area School District for the fiscal year of 2009-2010 shows that a total of \$195,296,647 will be necessary to operate the public schools on an efficient basis.

NOW, THEREFORE, BE IT RESOLVED THAT:

The General Fund Budget for the 2009-2010 fiscal year of the Bethlehem Area School District in the amount of \$195,296,647 is based on the following

- (a.) A 41.56 mill (or \$4.156 per \$100 of assessed valuation) tax on Northampton and Lehigh Counties taxable real estate in the school district.
- (b) A \$5 Resident Per Capita Tax, taxable on 18 year olds and over, based on Section 679 of the School Code of 1949.
- (c) The following taxes under Act 511 are:
 - (1) 1% Eamed Income Tax shared equally with the coteminous municipalities.
 - (2) 1% Realty Transfer Tax shared equally with the coteminous municipalities.
 - (3) \$5 Resident Per Capita Tax, taxable on 18 year olds and older.
 - (4) \$5 Local Services Tax.
 - (5) Business Privilege Tax at the rate of one and one-half mills on gross receipts.
 - (6) Mercantile License Tax at the rate of one mill on wholesale vendors or dealers and one and one-half mills on retail vendors or dealers.

2. *Authorization to Expend 2009 Series B Bond Funds for the Design and Approval for the Demolition and Site Work of the Old Northeast Middle School*

INFORMATION:

The old Northeast Middle School is scheduled to be demolished to prepare for new athletic fields and associated improvements. The design and approval processes for demolition, site work, and associated improvements of the old Northeast Middle School are estimated at nine months.

RECOMMENDATION:

That the Board of School Directors authorizes the following services:

- a. That D'Huy Engineering, Inc. in accordance with their capital improvement agreement prepares the design and bid documents for the demolition of the existing building and construction of new site work and associated improvements at the old Northeast Middle School site for a fee of 6.5 percent.
- b. That JMSI Environmental Corp. prepares the design and bid documents for the environmental remediation of the building for a cost not to exceed \$30,000.

3. *Middle School Summer Program - 2009*

INFORMATION:

The Middle School Summer Program is prepared to offer courses in Reading/English and mathematics. Emphasis will be placed on remediation and development of basic skills.

Middle school students in grades 6, 7, and 8 who fail two core academic subjects (English, reading, mathematics, science, or social studies) will be required to participate in a summer school remediation program.

This twenty day program will focus on reading and mathematics with the emphasis in reading in the content area.

RECOMMENDATION:

That the Board of School Directors authorizes the administration to operate a district wide middle school summer school remediation program for a cost not to exceed \$25,000.

4. *Textbook Adoption for Grades 11 and 12 English*

INFORMATION:

At the April 14, 2008, Board Curriculum meeting, information was presented regarding a proposed pilot in grades 11 and 12, in order to choose one of two textbooks to be used in English classes. Board members received copies of the textbooks from Pearson/Prentice-Hall and Holt/McDougal, along with information on how the pilot would run, beginning in fall 2008, and ending in spring 2009, with a final recommendation based upon an evaluation completed by teachers involved in the pilot, to be made in May 2009. At the April 21, 2008, Regular Board Meeting, the board granted approval to run the pilot.

Upon completion of the pilot on April 27, 2009, an analysis of pilot teachers' evaluation data of text characteristics such as organization, content criteria, teacher resources, diversity, and alignment to district scope and sequence/state standards was conducted. On-line resources and student supplements were scrutinized for their ability to meet the needs of all learners. Customer service, in-service trainings, and cost effectiveness for both companies have been reviewed. With this information in mind, the administration recommends to the board the purchase of English 11 and English 12 textbooks from Pearson/Prentice Hall for the high school level in anticipation of the 2009–2010 school year.

RECOMMENDATION:

That the Board of School Directors approves the purchase of the Pearson/Prentice-Hall English 11 and English 12 textbook series to be used beginning in fall 2009.

5. *Textbook Adoption for Middle School Social Studies*

INFORMATION:

At the March 10, 2008, Board Curriculum meeting, information was presented regarding a proposed pilot at the middle school level, in order to choose one of two textbooks to be used in social studies. Board members received copies of the textbooks from Pearson/Prentice-Hall and Holt/McDougal, along with information on how the pilot would run, beginning in fall 2008, and ending in spring 2009, with a final recommendation based upon an evaluation completed by teachers involved in the pilot, to be made in May 2009. At the March 17, 2008, Regular Board Meeting, the board granted approval to run the pilot.

Upon completion of the pilot on April 27, 2009, an analysis of pilot teachers' evaluation data of text characteristics such as organization, content criteria, teacher resources, diversity, and alignment to district scope and sequence/state standards was conducted. Customer service, in-service trainings and cost effectiveness for both companies have been reviewed. With this information in mind, the administration recommends to the board the purchase of social studies textbooks from Pearson/Prentice Hall for the middle school level in anticipation of the 2009–2010 school year.

RECOMMENDATION:

That the Board of School Directors authorizes the administration to purchase social studies textbooks at the middle school level from Pearson/Prentice Hall to be used beginning in fall 2009.

6. *Student Discipline - #0952409 and #1006941 – 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: 0952409 and 1006941.

7. ***Student Discipline - #0943566, #0945567, #0947286, #0955198, #0971978, #1003756, #1006302, #1006228, and #0957686 – Waivers***

INFORMATION:

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

RECOMMENDATION:

That the Board of School of School Directors adopts the waivers relating to Student Numbers 0943566, 0945567, 0947286, 0955198, 0971978, 1003756, 10006301, 1006228, and 0957686.

8. *Federal/State Program Budgets***INFORMATION:**

The 2008-2009 Budget included \$13,103,381 in both revenues and expenditures for federal and state programs. Budget modifications are necessary to properly reflect the current status of funding from various federal and state organizations in the 2008-2009 Budget. The provisions of the Public School Code of 1949, Title 24, Article VI, Section 609 allow for these budget modifications required on a program basis to reflect revisions approved by the various federal and state organizations. These changes will adjust the total federal and state programs' revenues and expenditures from \$13,103,381 to \$13,329,427.

RECOMMENDATION:

That the administration be authorized to revise the federal and state program budgets as indicated on the attached schedule.

2008-2009 FEDERAL/STATE PROGRAM BUDGETS

<u>Program Name</u>	<u>Approved Budget</u>	<u>Amended Budget</u>	<u>Increase/ (Decrease)</u>
PA CARES INITIATIVE	0	11,046	11,046
TIME LIMITED FAMILY REUNIFICATION	0	215,000	215,000
		TOTAL ADJUSTMENTS	<u><u>226,046</u></u>
APPROVED FEDERAL/STATE BUDGET REVENUES/EXPENDITURES			\$13,103,381
AMENDED FEDERAL/STATE BUDGET REVENUES/EXPENDITURES			\$13,329,427

9. *Lehigh Valley Workforce Investment Board, Inc. – Innovative Summer Youth Program Grant*

INFORMATION:

The Bethlehem Area School District is eligible to apply to the Lehigh Valley Workforce Investment Board (LVWIB) through the Private Industry Council of the Lehigh Valley, Inc. (PIC) to operate an Innovative Summer Youth Program.

The program, designed to offer eligible young adults job training and employment opportunities, will serve 50 mentally challenged students ages 14 to 24. In addition to the summer programming, follow-up activities throughout the school year will be conducted.

RECOMMENDATION:

That the administration be authorized to submit an application to the LVWIB in the amount of \$90,036 for an Innovative Summer Youth Program for mentally challenged students ages 14 to 24 for the summer of 2009 and the 2009-2010 school year.

10. *Lehigh Valley Workforce Investment Board, Inc. – Innovative Summer Youth Program Grant – Career Academy*

INFORMATION:

The Bethlehem Area School District is eligible to apply to the Lehigh Valley Workforce Investment Board (LVWIB) through the Private Industry Council of the Lehigh Valley, Inc. (PIC) to operate an Innovative Summer Youth Program.

The Career Academy is applying to conduct a six-week program for 45 students. Participants will develop employability skills, and work on an academic program that includes business communications, financial math, economics, and service learning.

RECOMMENDATION:

That the administration be authorized to submit an application to the LVWIB on the behalf of the Career Academy in the amount of \$32,563 for an Innovative Summer Youth Program for the summer of 2009 and the 2009-2010 school year.

11. Resignations**RECOMMENDATION:*****Instructional***

1. NAME: **Creyer, Samuel**
ASSIGNMENT: Liberty, Art Teacher
REASON: Retirement
EFFECTIVE: June 10, 2009
2. NAME: **Danay, Kayla**
ASSIGNMENT: Liberty, English Teacher
REASON: Personal
EFFECTIVE: June 10, 2009
3. NAME: **Morris, David**
ASSIGNMENT: Spring Garden, Grade 4 Teacher
REASON: Retirement
EFFECTIVE: June 10, 2009
4. NAME: **Salsovic, Michael**
ASSIGNMENT: Liberty, Special Education Teacher
REASON: Personal
EFFECTIVE: May 11, 2009

11. *Resignation*

RECOMMENDATION:

Noninstructional

1. NAME: **Gress, Suzanne**
 ASSIGNMENT: Child Care, Assistant Center Supervisor (2.5
 hours, straight shift, 10 month position)
 REASON: Personal
 EFFECTIVE: April 27, 2009

2. NAME: **Remaly, Kevin**
 ASSIGNMENT: Freedom, Assistant Athletic Director
 REASON: Personal
 EFFECTIVE: April 28, 2009

3. NAME: **Ward, Johnna**
 ASSIGNMENT: District-wide, Support Technologist
 REASON: Change in resignation date
 EFFECTIVE: March 28, 2009

11. *Resignation*

RECOMMENDATION:

Miscellaneous

1. NAME: **Remaly, Kevin**
 ASSIGNMENT: Freedom, Head Swimming Coach
 REASON: Personal
 EFFECTIVE: April 28, 2009

2. NAME: **Tone, John**
 ASSIGNMENT: Liberty, Head Girls Basketball Coach
 REASON: Personal
 EFFECTIVE: May 1, 2009

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

1. NAME: **Anderko, Karen**
 ADDRESS: Danielsville
 ASSIGNMENT: Liberty, Biology Teacher
 REASON: Childrearing Leave of Absence, continuing
 EFFECTIVE: August 24, 2009, until the end of the 2009-2010
 school year

2. NAME: **Carvellas, Sarah**
 ADDRESS: Allentown
 ASSIGNMENT: Liberty, Mathematics Teacher
 REASON: Childrearing Leave of Absence, continuing
 EFFECTIVE: August 24, 2009, until the end of the 2009-2010
 school year

3. NAME: **Chruscial, Allison**
 ADDRESS: Walnutport
 ASSIGNMENT: Broughal, Grade 6 Teacher
 REASON: Family Medical Leave of Absence
 EFFECTIVE: June 1, 2009, until the end of the 2008-2009 school
 year

4. NAME: **DeLillo, Michele L.**
 ADDRESS: Breinigsville
 ASSIGNMENT: Liberty, Special Education Teacher
 REASON: Childrearing Leave of Absence, continuing
 EFFECTIVE: August 24, 2009, until the end of the 2009-2010
 school year

5. NAME: **Frank, Danielle M.**
 ADDRESS: Bethlehem
 ASSIGNMENT: William Penn, Grade 5 Teacher
 REASON: Childrearing Leave of Absence, continuing
 EFFECTIVE: August 24, 2009, until the end of the 2009-2010
 school year

12. *Leaves of Absence***RECOMMENDATION:*****Instructional (continued)***

- | | | |
|-----|---|---|
| 6. | NAME:
ADDRESS:
ASSIGNMENT:
REASON:
EFFECTIVE: | Hines, Erin
Whitehall
Fountain Hill, Special Education Teacher
Family Medical Leave of Absence
May 14, 2009, until the end of the day on
May 29, 2009 |
| 7. | NAME:
ADDRESS:
ASSIGNMENT:
REASON:
EFFECTIVE: | Hinkle, Regina M.
Emmaus
William Penn, Grade 3 Teacher
Childrearing Leave of Absence, continuing
August 24, 2009, until the end of the 2009-2010
school year |
| 8. | NAME:
ADDRESS:
ASSIGNMENT:
REASON:
EFFECTIVE: | Laubach, Michele
Whitehall
Liberty, Health and Physical Education Teacher
Childrearing Leave of Absence, continuing
August 24, 2009, until the end of the 2009-2010
school year |
| 9. | NAME:
ADDRESS:
ASSIGNMENT:
REASON:
EFFECTIVE: | Miller, Michele M.
Easton
Thomas Jefferson, Grade 1 Teacher
Childrearing Leave of Absence, continuing
August 24, 2009, until the end of the 2009-2010
school year |
| 10. | NAME:
ADDRESS:
ASSIGNMENT:
REASON:
EFFECTIVE: | Nelson, Sunny
Bethlehem
Freemansburg, Grade 4 Teacher
Childrearing Leave of Absence, continuing
August 24, 2009, until the end of the 2009-2010
school year |

12. *Leaves of Absence***RECOMMENDATION:*****Instructional (continued)***

- | | | |
|-----|-------------|---|
| 11. | NAME: | Pitsilos, Heidi |
| | ADDRESS: | Bethlehem |
| | ASSIGNMENT: | Broughal, Grade 6 Teacher |
| | REASON: | Family Medical Leave of Absence |
| | EFFECTIVE: | June 3, 2009, until the end of the 2008-2009 school year |
| | | |
| 12. | NAME: | Schmittel, Julie |
| | ADDRESS: | Nazareth |
| | ASSIGNMENT: | Liberty, Science Teacher |
| | REASON: | Childrearing Leave of Absence, continuing |
| | EFFECTIVE: | August 24, 2009, until the end of the 2009-2010 school year |
| | | |
| 13. | NAME: | Silverthorn, Pamela J. |
| | ADDRESS: | Hellertown |
| | ASSIGNMENT: | Broughal, Reading Specialist |
| | REASON: | Childrearing Leave of Absence, continuing |
| | EFFECTIVE: | August 24, 2009, until the end of the 2009-2010 school year |
| | | |
| 14. | NAME: | VanHise, Michele |
| | ADDRESS: | Nazareth |
| | ASSIGNMENT: | East Hills, Grade 6 Teacher |
| | REASON: | Childrearing Leave of Absence, continuing |
| | EFFECTIVE: | August 24, 2009, until the end of the 2009-2010 school year |
| | | |
| 15. | NAME: | Wachinski, Jennifer |
| | ADDRESS: | Bethlehem |
| | ASSIGNMENT: | Asa Packer, Grade 4 Teacher |
| | REASON: | Childrearing Leave of Absence, continuing |
| | EFFECTIVE: | August 24, 2009, until the end of the 2009-2010 school year |

12. *Leaves of Absence***RECOMMENDATION:*****Instructional (continued)***

- | | | |
|-----|---|--|
| 16. | NAME:
ADDRESS:
ASSIGNMENT:
REASON:
EFFECTIVE: | Werkheiser, Laurie
Nazareth
District-wide, Academic Integration Specialist
Childrearing Leave of Absence, continuing
August 24, 2009, until the end of the 2009-2010
school year |
| 17. | NAME:
ADDRESS:
ASSIGNMENT:
REASON:
EFFECTIVE: | West, Kathy
Bethlehem
Fountain Hill, Grade 3 Teacher
Childrearing Leave of Absence, continuing
August 24, 2009, until the end of the 2009-2010
school year |
| 18. | NAME:
ADDRESS:
ASSIGNMENT:
REASON:
EFFECTIVE: | Windfelder, Susan
Quakertown
Freemansburg, Grade 3 Teacher
Childrearing Leave of Absence, continuing
August 24, 2009, until the end of the 2009-2010
school year |

12. *Leaves of Absence*

RECOMMENDATION:

Noninstructional

1. NAME: **Fistner, Christine**
 ADDRESS: Bethlehem
 ASSIGNMENT: Child Care, Center Supervisor
 REASON: Family Medical Leave of Absence
 EFFECTIVE: May 7, 2009, intermittently, until the end of the day
 on May 7, 2010

2. NAME: **Labukas, Rosemarie**
 ADDRESS: Bethlehem
 ASSIGNMENT: Northeast, Teacher Assistant
 REASON: Family Medical Leave of Absence
 EFFECTIVE: May 18, 2009, until the end of the 2008-2009 school
 year

13. *Nominations for Appointment*

RECOMMENDATION:

Administrative

1. NAME: **Smith, Eric**
 ADDRESS: Bethlehem
 COLLEGE, DEGREE: Pennsylvania State University, B.S.
 DeSales University, M.Ed.
 Immaculata University, Certification
 ASSIGNMENT: Principal, Spring Garden Elementary School
 SALARY: \$93,939 (Category 3, Step 8)
 EFFECTIVE: August 2, 2009

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

1. NAME: **Gabovitz, Noelle S.**
 ADDRESS: Allentown
 COLLEGE, DEGREE: East Stroudsburg University, B.S.
 ASSIGNMENT: Fountain Hill, Grade 3 Teacher
 EXPERIENCE: 2 years, Bethlehem
 STATUS: Long-term Substitute
 SALARY: \$41,400 (Bachelor's, Step 3)
 EFFECTIVE: August 24, 2009, terminating at the end of the 2009-
 2010 school year, or upon the return of K. West

2. NAME: **Guldin, Elizabeth J.**
 ADDRESS: Northampton
 COLLEGE, DEGREE: Moravian College, B.A.
 ASSIGNMENT: East Hills, Grade 6 Teacher
 EXPERIENCE: 1 year, Bethlehem
 STATUS: Long-term Substitute
 SALARY: \$41,100 (Bachelor's, Step 2)
 EFFECTIVE: August 24, 2009, terminating at the end of the 2009-
 2010 school year, or upon the return of M. Van Hise

3. NAME: **Klein, Emily K.**
 ADDRESS: Northampton
 COLLEGE, DEGREE: Moravian College, B.S.
 ASSIGNMENT: Asa Packer, Grade 3 Teacher
 EXPERIENCE: 2 years, Bethlehem
 STATUS: Long-term Substitute
 SALARY: \$41,400 (Bachelor's, Step 3)
 EFFECTIVE: August 24, 2009, terminating at the end of the 2009-
 2010 school year, or upon the return of J. Wachinski

13. *Nominations for Appointment***RECOMMENDATION:*****Instructional (Continued)***

- | | | |
|----|------------------|---|
| 4. | NAME: | Madison, Kathryn A. |
| | ADDRESS: | Coopersburg |
| | COLLEGE, DEGREE: | East Stroudsburg University, B.S. |
| | ASSIGNMENT: | William Penn, Grade 3 Teacher |
| | EXPERIENCE: | 3 years, Bethlehem |
| | STATUS: | Long-term Substitute |
| | SALARY: | \$41,674 (Bachelor's, Step 4) |
| | EFFECTIVE: | August 24, 2009, terminating at the end of the 2009-2010 school year, or upon the return of R. Hinkle |
| | | |
| 5. | NAME: | Washkau, Sarah J. |
| | ADDRESS: | Allentown |
| | COLLEGE, DEGREE: | Olivet Nazarene University, B.A. |
| | ASSIGNMENT: | William Penn, Grade 5 Teacher |
| | EXPERIENCE: | 2 years, Bethlehem |
| | | 1 year, Illinois |
| | STATUS: | Long-term Substitute |
| | SALARY: | \$41,674 (Bachelor's, Step 4) |
| | EFFECTIVE: | August 24, 2009, terminating at the end of the 2009-2010 school year, or upon the return of D. Frank |
| | | |
| 6. | NAME: | Wills, Thomas R. |
| | ADDRESS: | Wind Gap |
| | COLLEGE, DEGREE: | Kutztown University, B.S. |
| | ASSIGNMENT: | Fountain Hill, Grade 2 Teacher |
| | EXPERIENCE: | 1 year, Bethlehem |
| | STATUS: | Long-term Substitute |
| | SALARY: | \$41,100 (Bachelor's, Step 2) |
| | EFFECTIVE: | August 24, 2009, terminating at the end of the 2009-2010 school year, or upon the return of L. Craven |

13. *Nominations for Appointment*

RECOMMENDATION:

Noninstructional

1. NAME: **Kelley, James W.**
 ADDRESS: Bethlehem
 ASSIGNMENT: Broughal, Support Technologist
 SALARY: \$28,105, prorated (Noninstructional Meet and Discuss,
 Category K, Step 3)
 EFFECTIVE: May 19, 2009

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

1. **Coach** (2009-2010 school year)
Liberty High School
Cross Country
Head Coach **Morgan, Angela** New \$4,284.00

 2. **Maintenance – Temporary Lead Vehicle Mechanic**
Byrnes, Michael
SALARY: Additional \$1.00 per hour above his established hourly rate

 3. **Site Manager**
Foust, Reik
SALARY: \$23.24 per hour

 4. **Summer ASPIRE Helpers**
District-wide
Bauer, Mary
Correll, Chad
Cressman, Jayne
Washington, Arria
- Fountain Hill Elementary School***
Lynn, Patricia
Lynn, Skylar
Meckes, Cassandra
- Freemansburg Elementary School***
Diaspe, Sharon **Morales, Brenda**
Diaz, Sheila **Yushko, Linda**
Gallarza, Emily
- Thomas Jefferson Elementary School***
Bogdanski, Catherine
Eggleston, Jade
Prosser, Linda
- Broughal Middle School***
Villegas, Luis
SALARY: \$7.15 per hour

13. *Nominations for Appointment***RECOMMENDATION:*****Miscellaneous (continued)*****5. Summer Child Care*****Assistant Center Supervisors*****Elliott, Lois** 3 hours per day**Hart, Sarah** 3 hours per day

SALARY: \$11.01 per hour

EFFECTIVE: June 5, 2009

6. Summer Dining Services**Cook**

Code: 50-3110-194-000-0000-00001

Cope, Florinda 6.5 hours per day \$14.66 per hour**Assistant Cook**

Code: 50-3110-195-000-0000-00001

DelVillaggio, Louise 4.5 hours per day 13.58 per hour**General Kitchen Help**

Code: 50-3110-195-000-0000-00001

Bedics, Sharon 3.5 hours per day 11.86 per hour**Miller, Christine** 3.5 hours per day 11.86 per hour**Myers, Rosemary** 3.5 hours per day 12.18 per hour

Code: 50-3110-195-000-0000-00001

King, Debra 3 hours per day 11.86 per hour**Mackaravitz, Donna** 3 hours per day 11.86 per hour**Millan, Maria** 3 hours per day 11.86 per hour

Code: 50-3100-194-000-0000-00001

Alternate/Special Event Help: Any dining service employee already approved by the Board of School Directors is to be paid the normal hourly rate for the work performed.

7. Summer Enrollment Services

Code: 10-1100-123-000-1120-00001

Haddad, Lydia**Lucrezi, Susan**

SALARY: To be paid per diem rate, not to exceed 25 days combined

13. *Nominations for Appointment*

RECOMMENDATION:

Miscellaneous (continued)

8. Summer School – Elementary Schools

Teachers

Calypso Elementary School

Christiansen, Robert

Christine, Martha

Danyi, Kelly

DeLong, Heidi

Depoy, Kim

Flad, Stephen

Kret, Daria

Miller, Heather

Santana, Carlos

Seiler, Donna

Shellaway, Mark

Shuler, Amanda

Shuler, Jeremy

Venable, Jacqueline

Wastler, Amy

Clearview Elementary School

Bertagna, Jamie

Birster, AnnMarie

Cipriano-Ortiz, Clarabelle

Dunne-Porter, Melissa

Ortwein, Amanda

Fontanez, Eric

Kocon, Megan

Kravetz, Amy

Lesser, Jeremy

Loeb, Karen

Lyons, Matthew

Markham, Jeffrey

Meluskey, Kathleen

Ortwein, Jonathan

Overholt, Kimberly

Rucker, Lisa

Sosa, Lynn

Szoke, Corri

Shumanis, Lyn

Villani, Joanne

Donegan Elementary School

Beiner, Danielle

Blocker, Evonne

Burgos-Halm, Evanyl

Chisnall, Janet

Diaz, Susan

Donatelli-Medei, Nichole

DosSantos, Danielle

Fleckenstein, Dax

Galantini, Joseph

Giampapa, Tammy

Giordano, Sophia

Grube, Joslyn

Harding, Tina

Kenney, Joseph

Kvacky, Natalie

Leahy, Frances

Loller, Tracey

Lutz-Reinhart, Sherry

Myles, Maria

Oldt, Christine

Phillips, John

Rivera, Angel

Thrash, Leslie

Tracy, Jamie

Walters, Danette

Warmkessel, Ann

13. *Nominations for Appointment*

RECOMMENDATION:

Miscellaneous (continued)

8. Summer School – Elementary Schools (continued)

Teachers

Donegan Elementary School (continued)

Werkheiser, Patricia	Zavar, Kristen
Williams, Joey	Zellner, Tracy
Yanders-Feddor, Tracie	Ziegler, Laura

Fountain Hill Elementary School

Allford, Stacey	Nelson, Amanda
Benedict, Courtney	Piker, Erin
Bevilaqua, Danielle	Poole, Judith
Dailey, Rosemary	Raynor, Tracey
Dolak, Donna	Rowe, Rebecca
Drey, Brad	Sames, Michelle
Eisenhard, Jennifer	Sanchez, Michelle
Gabovitz, Noelle	Simpson, Marie
George, Ursula	Spirk, Nicole
Ginsberg, Jeremy	Taylor, Christine
Hahn, Amanda	Velez, Mary
Makin, Donita	Weychert, Paula
McIntyre, Thomas	Wills, Thomas
Moutafis, Maria	Zelko-Mease, Kara

Freemansburg Elementary School

Andrew, Shannon	Maldonado, Candy
Aoun, Maya	Misero, Marian
Barney, Maria	Seaman, Virginia
Ehrlich, Judith	Weaver, Heather
Foschetti, Shannon	Wickham, Donna
Francis, Tanya	Williams, Wanda
Garcia, Daniel	

Governor Wolf Elementary School

Baker, Kathy	Meila, Jeffrey
Hollinger, Melissa	Sabo, Kenneth
Keppel, Tiffany	

13. *Nominations for Appointment***RECOMMENDATION:*****Miscellaneous (continued)*****8. Summer School – Elementary Schools (continued)*****Teachers******James Buchanan Elementary School*****Butt, Julie****Millheim, Shelly****Deibler, Joi****Ziegler, Jenna*****Lincoln Elementary School*****Bortz, Gail****Salabsky, Rebbecca****Capozzolo, Peggy****Shadle, Karen****Lauray, Kelly****Stellato, Nancy****Muzyczka, Jan****Sumpter, Evelyn****Righi, JoAnne*****Marvine Elementary School*****Amigo, Consuelo****Reybitz, Jessica****DiMaria, Martin****Telese, Jessica****Garcia, Matilde****Trinidad, Anjanette****Hetrick, Jessica*****Thomas Jefferson Elementary School*****Craven, Kyle****Keen, Alicia****Coy, Amanda****McIntyre, Daniel****Donaldson, Jessica****Miller, Michele M.****Drabic, David****Pasternak, Robert****Fenstermacher, Michele****Poczak, Louis****Heller, Natalie****Wolf-Greenberg, Melanie*****William Penn Elementary School*****Frank, Danielle****Washkau, Sarah****Madison, Kathryn****Werner, Dara****Trinidad, Annjanette****SALARY: \$32.04 per hour**

13. *Nominations for Appointment***RECOMMENDATION:*****Miscellaneous (continued)*****8. Summer School – Elementary Schools (continued)*****Teacher Assistants******Calypso Elementary School*****Foldes, Patsy*****Thomas Jefferson Elementary School*****Compos, Linda****Nann, Cindy****SALARY: \$15.22 per hour****9. Summer School – English as a Second Language*****Teachers*****Bickley, Laura****Gabriel, Diane****Giordano, Sofia****Lynn, Karen****Maurer, Kristine****Phillips, John****SALARY: \$32.04 per hour****Porrata, Omar****Raynor, Tracy****Rodriguez, Ada****Velleca, Antonetta****Williams, Janice****Zavar, Kristen****10. Summer School – Middle Schools*****Broughal Middle School*****Altimare, James****Chruscial, Brant****DiSipio, Anthony****Figueroa, Anthony****Hatch, Eric****Kamyab, Melissa****Kirias, Michelle****Kutz, Gina****McKellin, Janice****Schultz, Barry****Voorhees, Karen*****Northeast Middle School*****Bauder, Felicia****Beisel, Toni****Bennett, Susan****Dodson, Ann****Gross, Jason****Heller, Brian****Jeffress, Karen****Justus, Rosemary****Knecht, Ronald****Korcienski, James****LaTourette, Kelly****Leon, Ronald****Maderas, Laura****Majczan, Sheri****Mingora, Thomas****Minotti, Courtney**

13. *Nominations for Appointment***RECOMMENDATION:*****Miscellaneous (continued)***

10. **Summer School – Middle Schools (continued)**
Northeast Middle School (continued)
Seaman, Stephanie **Smisko, Roseann**
Sitaras, John **Vanderstel, Elisa**
 SALARY: \$32.04 per hour
- Teacher Assistant***
Northeast Middle School
Kaminski, Kathy
 SALARY: \$14.22 per hour
11. **Summer Second Language Guides**
Oliveria, Rosemarie
Vazquez, Mariangeli
 SALARY: \$11.00 per hour
12. **Summer School – High School**
 Employment dependent on enrollment
Teachers
- | | |
|--------------------------|-------------------------|
| Achenzie, Jeffrey | McKellin, Janice |
| Arner, Michael | Nork, Joseph |
| Ayre, Jonathan | Patti, Joshua |
| Bradley, Steven | Patti, Nicole |
| Dectis, Nicholas | Pigga, Janice |
| Dermody, Thomas | Quintana, James |
| Giannantonio, Amy | Radler, Chad |
| Guindine, Ann | Rizzutto, Lee |
| Herbst, Christine | Smith, Gloria |
| Kline, Alan | Sparks, William |
| Kline, Joshua | Steele, Tracey |
| Kroboth, Suzanne | Terry, Daniel |
| Malacsics, Lauren | |
- SALARY: \$32.04 per hour

13. *Nominations for Appointment***RECOMMENDATION:*****Miscellaneous (continued)*****13. Summer SPARK Program*****Teachers*****Boyko, Kristina****Carrasco, Tricia****Johnson, Brandie****SALARY: \$32.04 per hour****Martin, Kristyn****Rupp, Karen****Teague, Deanne*****Teacher Assistants*****Collazo, Myriam****DeJesus, Ada****Marcial, Nancy****SALARY: \$14.68 per hour****EFFECTIVE: June 10-30, 2009****Menéndez, Evelyn****Peña, Jacquelyn****Torres, Idalís****14. Summer Transportation*****Bus Cleaners*****Canas, Reyna****Castro, Maribel****Matthews, Madeline****Morille, Clara****Serrano, Heriberto****Willever, David*****Alternates*****Bolsinger, Marlene****Drake, Janine****Lienbach, Mary****SALARY: \$8.00 per hour****Ringer, Cory****Simon, Jean****15. Support Teacher Induction Program****Inductee****Kitchell, Barbara****LaTourette, Kelly****SUPPORT TEACHER SALARY: \$604.00****School****Freedom****Northeast****Support Teacher****Young, Jeffrey****Shive, Linda****16. Team Leaders*****Broughal Middle School******Academic*****3 person****Chruscial, Allison (.77)****Schomaker, Timothy (.23)****\$ 810.04****241.96**

13. *Nominations for Appointment*

RECOMMENDATION:

Substitutes

Instructional

Croll, Jessica
Red Hill

Ehrie, Ryan
Bethlehem

Escott, Michael
Bethlehem

Harris, Crafford
Easton

Hill, Cyndee
Bethlehem

Kline, Joshua
Springtown

Longo, Robert
Stroudsburg

Morris, David
Bethlehem

Salabsky, Rebecca
Bethlehem

Sales, Christopher
Nazareth

Scala, Francesca
Bethlehem

Smullen, Judy
Bethlehem

Snyder, Megan
Bethlehem

Tramutola, Stacey
Mt. Bethel

Vetter, Linda
Bethlehem

Zameroski, Nathan
Bethlehem

13. *Nominations for Appointment*

RECOMMENDATION:

Substitutes

Noninstructional

Altagracia, Ana
Allentown

Otinda, Michael
Bethlehem

Colmenares, Rafael
Bethlehem

Peña, Jacquelyn
Hellertown

Martin, Robert J.
Bethlehem

Strohl, Marla
Bethlehem

Mertz, Diane
Bethlehem

Young, John
Easton

14. *Reassignments*

RECOMMENDATION:

Noninstructional

1. NAME: **Christman, Allen**
 FROM: Farmersville, C-1 Custodian
 TO: Lincoln, C-2 Custodian
 SALARY: \$19.83 per hour
 REASON: Successful Candidate
 EFFECTIVE: May 19, 2009

14. *Reassignments*

RECOMMENDATION:

Miscellaneous

- | | | |
|----|------------|---------------------------------|
| 1. | NAME: | Spang, Joseph |
| | FROM: | Liberty, (.5) DECA Club Advisor |
| | TO: | Liberty, 1.0 DECA Club Advisor |
| | SALARY: | \$357.00 |
| | REASON: | Adjustment in assignment |
| | EFFECTIVE: | 2008-2009 school year |

15. *Board Policy Number 201 – Admission of Students – Second Reading*

INFORMATION:

The Bethlehem Area School District has requirements for the admission of students that are consistent with statute and sound educational practice and ensure the equitable treatment of all eligible children. The January 22, 2009, Basic Education Circulars (BEC) provided guidance regarding public school enrollment procedures. These new guidelines reflect current requirements of the Pennsylvania Public School Code and 22Pa. Code, and Chapter 11. These enrollment procedures, consistent with law, exist to ensure that public schools promptly enroll students who are residents or who are eligible non-residents.

The board reviewed this policy at the May 11, 2009, Board Human Resources Committee Meeting.

RECOMMENDATION:

That the Board of School Directors approves the attached Board Policy Number 201 – Admission of Students with the recommended changes in bold.

SECTION: PUPILS

TITLE: ADMISSION OF STUDENTS

ADOPTED: November 15, 2004

REVISED:

BETHLEHEM AREA SCHOOL DISTRICT

First Reading: May 11, 2009
Second Reading: May 18, 2009

	201. ADMISSION OF STUDENTS
1. Authority SC 1301 Title 22 Sec. 11.41	<p>The Board shall establish age requirements for the admission of beginning students which are consistent with statute and sound educational practice and ensure the equitable treatment of all eligible children.</p>
2. Guidelines Title 22 Sec. 11.14 Pol. 203	<p><u>Kindergarten</u></p> <p>A child is eligible for admission to kindergarten if s/he is five (5) years old on or before October 1 or recommended as an exception by the Child Study Center.</p> <p>The Superintendent or designee shall require that each student who registers for entrance to school exhibits a birth certificate or similar documentation as proof of age and birthdate, along with proof of required immunizations and residency.</p> <p><u>First Grade</u></p>
SC 1304, 1326 Title 22 Sec. 11.15	<p>Beginners are students entering the lowest grade of the elementary school above the kindergarten level who are attending the Bethlehem Area School District for the first time. They shall be admitted to school only during the first two (2) weeks of the annual school term, except that a child who is eight (8) years of age may begin school at any time during the school year.</p> <p>An exception may be made, upon the recommendation of the principal and the approval of the Superintendent, for children of kindergarten age who move into the district before December 31, but after the expiration of the two-week admission period.</p> <p>Children are eligible for admission to the first grade if they are six (6) years old on or before October 1 of that year or if they have successfully completed a Pennsylvania public school kindergarten program.</p>

Early Admissions

Students not meeting the above criteria may be recommended for early admission to kindergarten or grade one if the following criteria are met:

1. Applications are accepted from May 1 to August 1 for a child who will not be five (5) years old on or before October 1 for kindergarten, or six (6) years old on or before October 1 for grade one. Parental requests for early admission testing before May 1 or after August 1 will not be granted. Requests from new residents will be accepted until the end of the first day of school.
2. To be eligible for early admission testing, a child who will not be five (5) years old on or before October 1 for kindergarten, or six (6) years old on or before October 1 for grade one, must have a birthday in October, November, or December during the calendar year that the application is received.
3. The child must be recommended for early admission based on established criteria by the district. Only the results of tests administered by the district personnel are recognized for the purpose of early admission. The results of outside testing are not considered.
4. The results of the tests administered for early admission are final. There is no appeal.
5. All early admission requests must be submitted to the district in writing.

Entitlement

A school age child is entitled to attend the public schools of the child's district of residence. A child's district of residence is that in which the parents or the guardian resides. When the parents reside in different school districts due to separation, divorce or other reason, the child may attend school in the district of residence of the parent with whom the child lives for a majority of the time, unless a court order or court approved custody agreement specifies otherwise. If the parents have joint custody and time is evenly divided, the parents may choose which of the two school districts the child will enroll for the school year. If the child is an emancipated minor, the resident school district is the one in which the child is then living. For purposes of this section, an emancipated minor is a person under 21 years of age who has chosen to establish a domicile apart from the continued control and support of parents or guardians. A minor living with a spouse is deemed emancipated.

Transportation for students must be provided consistent with the policy of the school district that the students are attending.

Enrollment

A school district shall normally enroll a child the next business day but no later than five business days of application. The school district has no obligation to enroll a child until the parent, guardian, or other person having control or charge of the student making the application has supplied proof of the child's age, a minimum of two proofs of residency, and immunizations as required by law, except in the case of homeless students.

Acceptable proofs of residence are:

- **Agreement of sale to purchase a home in the Bethlehem Area School District**
- **Lease agreement**
- **Utility bill**
- **Change of address from the Post Office (yellow sticker on received letter)**
- **Current automobile registration with current driver's license and current insurance card. These three are still only one proof of residency.**
- **Letter from Social Security Administration stating that the family is the recipient of Social Security benefits and has provided the Social Security Administration with a Bethlehem Area School District address**
- **Letter from the Department of Public Welfare**
- **Bank statement**
- **Letter from employer**
- **Credit card bill**

School districts receiving requests for educational records from another school district or charter school shall forward the records within 10 business days of receipt of the request

Nonresident Children

The enrollment requirements apply equally to nonresident children who are children living in facilities or institutions as defined in § 11.18 (relating to nonresident child living in facilities or institutions), or foster homes, or with a district resident who is supporting the child without personal compensation as defined in § 11.19 (relating to nonresident child living with a district resident), provided that the person making the application has supplied the documentation required by law, consistent with Board Policy 202 Eligibility of Nonresident Student.

<p>School Code 503, 1301, 1304, 1326, 1925</p> <p>PA Code Title 22 Sec. 4.41, 11.14 et seq, 11.15, 11.16, 11.41</p> <p>Opinion, Attorney General 71 Op. A.G. 74</p>	<p><u>Immigration Status</u></p> <p>A child's right to be admitted to school may not be conditioned on the child's immigration status. A school may not inquire regarding the immigration status of a student as part of the admission process. This provision does not relieve a student who has obtained an F-1 visa from the student's obligation to pay tuition under Federal law.</p> <p><u>Home Language Survey</u></p> <p>A school entity shall administer a home language survey to all students seeking first time enrollment in its schools in accordance with requirements of the United States Department of Education's Office for Civil Rights.</p>
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16. *Approval of School Lunch Prices for 2009-2010***RECOMMENDATION:**

That the school lunch prices for the 2009-2010 school year are set forth as follows:

	LUNCH PRICE 2008-2009	LUNCH PRICE 2009-2010
FREE	\$.00	\$.00
REDUCED	.40	.40
ELEMENTARY	2.00	2.05
SECONDARY	2.20	2.25
ADULT	2.75	2.80

Students purchasing a second lunch, which are nonreimbursable from the government, will cost \$.65 more than the elementary (or \$2.70) or secondary (or \$2.90) lunch price.

17. *Authorization to Accept Offer on Property Q7 6 6 0204C; Creek Road, City of Bethlehem - Northampton County Repository Sale*

INFORMATION:

The above-referenced property was turned over to the Northampton County Tax Claim Bureau for collection of delinquent school district real estate taxes. Judicial sales proved to be unsuccessful, and as a result, the property has been retained in the County Repository since 1997. Subsequent attempts to sell the properties were also unsuccessful. On April 28, 2009, the school district received notification from the Tax Claim Bureau that a \$1,500 bid was tendered for parcel Q7 6 6 0204C.

Pennsylvania Real Estate Tax Law (Sec. 627) requires the Tax Claim Bureau to obtain written consent from the taxing district to accept an offer of any price for the property placed in the “repository for unsold properties” without court approval and published notice of sale. The taxing district may not unreasonably withhold its consent to the sale of the property.

The Tax Claim Bureau has evaluated the offer and considers it to be a fair offer and desires the property to be sold.

RECOMMENDATION:

That the Board of School Directors authorizes the administration to send the Tax Claim Bureau written consent to accept the offer of \$1,500 for parcel/property Q7 6 6 0204C; Creek Road.



COUNTY OF NORTHAMPTON

DEPARTMENT OF FISCAL AFFAIRS REVENUE

NORTHAMPTON COUNTY COURTHOUSE
669 WASHINGTON ST
EASTON, PENNSYLVANIA 18042-7484
TELEPHONE (610) 559-3102
FAX NUMBER (610) 559-3723

April 24, 2009

STANLEY J MAJEWSKI JR
DIRECTOR OF BUSINESS AFFAIRS
1516 SYCAMORE ST
BETHLEHEM PA 18017

RE: REPOSITORY SALE PROPERTY

Creek Rd
Q7 6 6 0204C

Dear Mr. Majewski,

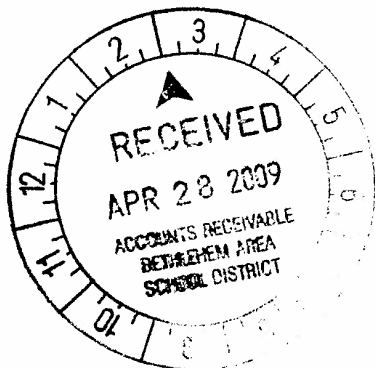
I am writing to you regarding the above referenced property. As you are probably aware, this property was not sold at the December 1997 Judicial Sale. As such, the above referenced premise is now being held in the County Repository. Pursuant to Sec. 627 of the Pennsylvania Real Estate Tax Law, the tax claim bureau may accept an offer of any price for a property held in the repository.

However, the 1998 amendment to Sec.627 now requires that before the tax claim bureau may sell the property from the repository, the bureau must first receive written consent for the sale from all taxing districts where the property is located.

Please be advised that we have received a bid of \$1500.00 for the above referenced property. We have evaluated this offer and consider it to be a fair bid. Rather than incurring further liability for this property, it is the tax claim bureau's position that this property should be sold as quickly as possible.

As such, would you please provide us with your written consent to sell this property.

If I can be of further assistance or if you have any questions, please call me at 559-3161.



Sincerely,

Cindy Hoffer
Tax Claim Supervisor

PARID: Q7 6 6 0204C
MIHULEC STEPHEN W & DAROTHY E

CREEK RD

Parcel

Street/Road	LANDLOCKED/NONE
Property Location	CREEK RD
Valuation Neighborhood	1901
GIS PIN	4663-07-7451-3286
School District	BETHLEHEM SCHOOL DIST
Utilities	ALL PUBLIC
Topography	LEVEL
Municipality	BETHLEHEM CITY
Parent Parcel	
Land Area	
Land Use Code	Vacant Land
Classification	Exempt
Parcel ID	Q7 6 6 0204C
Homestead /Farmstead	-
Approved?	-

Owner

Name(s)	MIHULEC STEPHEN W & DAROTHY E
Mailing Address	C O COUNTY TAX CLAIM DIVISION 669 WASHINGTON ST
City,State,Zip Code	EASTON PA 18042

Sales

Date Recorded	01-APR-1991
Sale Price	\$1
Deed Book and Page	828 - 000092
Type	LAND

Sales History

Date	Type	Sale Price	Deed Book and Page
04/01/ 1991	LAND	\$1	828 - 000092

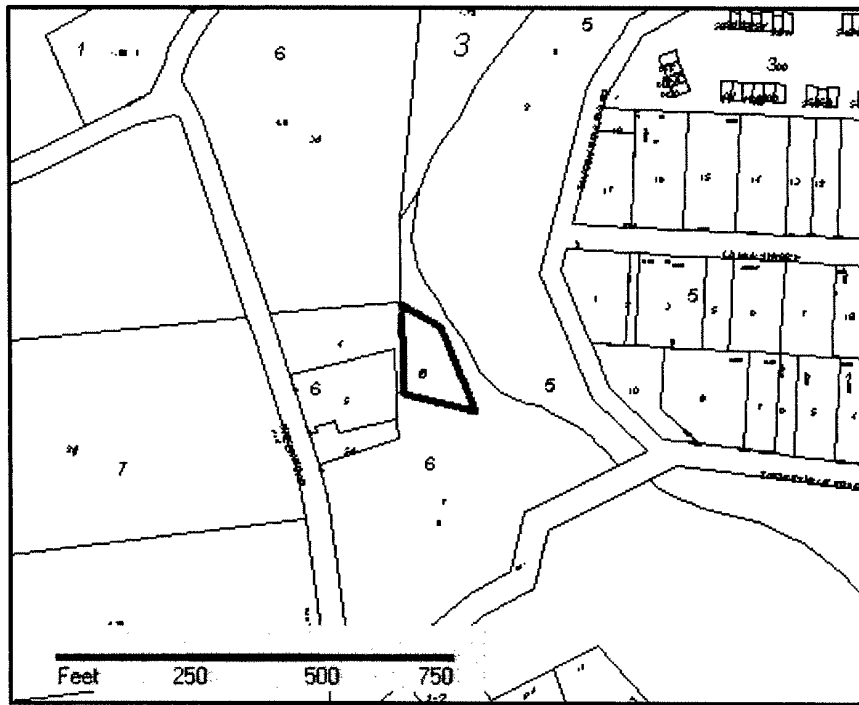
Values

Net Land	\$1,500
	\$0
	\$1,500
Exemption/Exclusion Type	
Assessment	\$800

PARID: Q7 6 6 0204C

MIHULEC STEPHEN W & DAROTHY E

CREEK RD



18. *Authorization to Contract with Sodexo for Food Service Management*

INFORMATION

The Bethlehem Area School District is required to publicly Request For Proposals (RFP) from food service management companies every five years, and in compliance with the regulation and format of the United State Department of Agriculture and the Pennsylvania Department of Education, Food and Nutrition Division. The RFP was prepared and distributed to five companies and publicly advertised. One company submitted a proposal, Sodexo. The Sodexo proposal and the RFP process was discussed with all Board of School Directors, administrators, and public at the May 4, 2009, Board Finance Committee meeting.

RECOMMENDATION:

That the Board of School Directors contract with Sodexo for food service management, in accordance with the terms of their proposal, and authorize the execution of all documents necessary to complete said contract.

19. *Change in Mileage Reimbursement*

INFORMATION:

The Bethlehem Area School District adjusts the mileage reimbursement rate in accordance with contractual provisions and board policy for employees who use their personal vehicles in the course of their employment. Currently, the school district reimburses \$.585 per mile, and the maximum rate for mileage reimbursement as per the Internal Revenue Service (IRS) has been reduced to \$.55 per mile.

The school district will adjust the mileage reimbursement September 1 to equal the IRS rate.

RECOMMENDATION:

That the per mile reimbursement rate be reduced to \$.55 as of September 1, 2009, for required employment travel by district employees using their personal vehicles.

20. *Election - Colonial Intermediate Unit 20 Board of Directors*

INFORMATION:

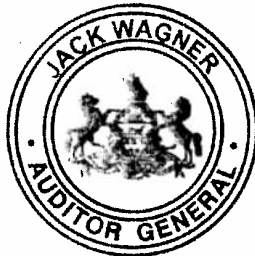
The Bethlehem Area School District received official election ballots from Colonial Intermediate Unit 20 to vote for appointments to the Colonial Intermediate Unit 20 Board of Directors. Official election ballots will be completed by each school director at the May 18, 2009, Regular Board Meeting, and returned to the board secretary. The board secretary will include the results in the official minutes and communicate the outcome to Colonial Intermediate Unit 20.

21. *Pennsylvania Auditor General's Audit Report for the Years Ending June 30, 2005 and 2006*

RECOMMENDATION:

That the audit report for the years ending June 30, 2005 and 2006, prepared by the Commonwealth of Pennsylvania Department of the Auditor General, become part of the minutes and be available for public inspection. A copy is on file in the Business Office, 1516 Sycamore Street, Bethlehem, Pennsylvania.

COMMONWEALTH OF PENNSYLVANIA



BETHLEHEM AREA SCHOOL DISTRICT
NORTHAMPTON COUNTY, PENNSYLVANIA
PERFORMANCE AUDIT REPORT

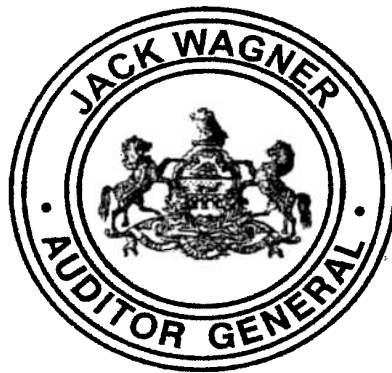
APRIL 2009

JACK WAGNER, AUDITOR GENERAL

PENNSYLVANIA DEPARTMENT OF THE AUDITOR GENERAL

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Executive Summary

Audit Work

The Pennsylvania Department of the Auditor General conducted a performance audit of the Bethlehem Area School District (BASD). Our audit sought to answer certain questions regarding the District's compliance with applicable state laws, regulations, contracts, grant requirements, and administrative procedures; and to determine the status of corrective action taken by the BASD in response to our prior audit recommendations.

Our audit scope covered the period August 18, 2006 through October 17, 2008, except as otherwise indicated in the audit scope, objectives, and methodology section of the report. Compliance specific to state subsidy and reimbursements was determined for school years 2005-06 and 2004-05 as they were the most recent reimbursements subject to audit. The audit evidence necessary to determine compliance specific to reimbursements is not available for audit until 16 months, or more, after the close of a school year.

District Background

The BASD encompasses 43 square miles. According to 2000 federal census data, it serves a resident population of 108,574. According to District officials, in school year 2005-06, the BASD provided basic educational services to 15,212 pupils through the employment of 1,171 teachers, 871 full-time and part-time support personnel, and 61 administrators. Lastly, the BASD received more than \$37.5 million in state funding in school year 2005-06.

Audit Conclusion and Results

Our audit found that the BASD complied, in all significant respects, with applicable state laws, regulations, contracts, grant requirements, and administrative procedures; however, as noted below, we identified two compliance-related matters reported as findings and one matter unrelated to compliance that is reported as an observation.

Finding 1: Errors in Reporting Social Security and Medicare Wages Resulted in Reimbursement Underpayments of \$425,790. The BASD incorrectly reported total taxable Social Security and Medicare wages resulting in reimbursement underpayments of \$211,169 for the 2005-06 school year and \$214,621 for the 2004-05 school year for a total underpayment of \$425,790. BASD management agreed with the finding (see page 6).

Finding 2: Lack of Memorandum of Understanding. The BASD did not have signed Memorandums of Understanding with three of the five law enforcement agencies that have jurisdiction over the BASD's buildings. BASD management agreed with the finding (see page 9).

Observation: Unmonitored Vendor System Access and Logical Access Control Weaknesses. We noted that BASD personnel should improve controls over remote access to its computers. In particular, controls should be strengthened over outside vendor access to the student accounting applications. BASD management agreed with the observation (see page 11).

Status of Prior Audit Findings and

Observations. With regard to the status of our prior audit recommendations to the BASD from an audit we conducted of the 2003-04 and 2002-03 school years, we found the BASD had not taken appropriate corrective action in implementing our recommendations pertaining to Social Security and Medicare Wages (see page 15).

Audit Scope, Objectives, and Methodology

Scope

What is a school performance audit?

School performance audits allow the Department of the Auditor General to determine whether state funds, including school subsidies, are being used according to the purposes and guidelines that govern the use of those funds. Additionally, our audits examine the appropriateness of certain administrative and operational practices at each Local Education Agency (LEA). The results of these audits are shared with LEA management, the Governor, the PA Department of Education, and other concerned entities.

Our audit, conducted under authority of 72 P.S. § 403, is not a substitute for the local annual audit required by the Public School Code of 1949, as amended. We conducted our audit in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States.

Our audit covered the period August 18, 2006 through October 17, 2008, except for the verification of professional employee certification which was performed for the period July 28, 2006 through June 30, 2008.

Regarding state subsidy and reimbursements, our audit covered school years 2005-06 and 2004-05 because the audit evidence necessary to determine compliance, including payment verification from the Commonwealth's Comptroller Operations and other supporting documentation from the Department of Education (DE), is not available for audit until 16 months, or more, after the close of a school year.

While all districts have the same school years, some have different fiscal years. Therefore, for the purposes of our audit work and to be consistent with DE reporting guidelines, we use the term school year rather than fiscal year throughout this report. A school year covers the period July 1 to June 30.

Objectives

Performance audits draw conclusions based on an evaluation of sufficient, appropriate evidence. Evidence is measured against criteria, such as, laws, regulations, and defined business practices. Our audit focused on assessing the BASD's compliance with applicable state laws, regulations, contracts, grant requirements, and administrative procedures. However, as we conducted our audit procedures, we sought to determine answers to the following questions, which serve as our audit objectives:

- ✓ Were professional employees certified for the positions they held?

What is the difference between a finding and an observation?

Our performance audits may contain findings and/or observations related to our audit objectives. Findings describe noncompliance with a law, regulation, contract, grant requirement, or administrative procedure. Observations are reported when we believe corrective action should be taken to remedy a potential problem not rising to the level of noncompliance with specific criteria.

- ✓ In areas where the District receives state subsidy reimbursements based on pupil membership (e.g. basic education, special education, and vocational education), did it follow applicable laws and procedures?
- ✓ In areas where the District receives state subsidy reimbursements based on payroll (e.g. Social Security and retirement), did it follow applicable laws and procedures?
- ✓ Did the District follow applicable laws and procedures in areas dealing with pupil membership and ensure that adequate provisions were taken to protect the data?
- ✓ Is the District's pupil transportation department, including any contracted vendors, in compliance with applicable state laws and procedures?
- ✓ Does the District ensure that Board members appropriately comply with the Public Official and Employee Ethics Act?
- ✓ Are there any declining fund balances which may impose risk to the fiscal viability of the District?
- ✓ Did the District pursue a contract buyout with an administrator and if so, what was the total cost of the buy-out, reasons for the termination/settlement, and do the current employment contract(s) contain adequate termination provisions?
- ✓ Were there any other areas of concern reported by local auditors, citizens, or other interested parties which warrant further attention during our audit?
- ✓ Is the District taking appropriate steps to ensure school safety?
- ✓ Did the District take appropriate corrective action to address recommendations made in our prior audits?

Methodology

What are internal controls?

Internal controls are processes designed by management to provide reasonable assurance of achieving objectives in areas such as:

- Effectiveness and efficiency of operations;
- Relevance and reliability of operational and financial information;
- Compliance with applicable laws, regulations, contracts, grant requirements and administrative procedures.

Government Auditing Standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings, observations and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings, observation and conclusions based on our audit objectives.

BASD management is responsible for establishing and maintaining effective internal controls to provide reasonable assurance that the District is in compliance with applicable laws, regulations, contracts, grant requirements, and administrative procedures. Within the context of our audit objectives, we obtained an understanding of internal controls and assessed whether those controls were properly designed and implemented.

Any significant deficiencies found during the audit are included in this report.

In order to properly plan our audit and to guide us in possible audit areas, we performed analytical procedures in the areas of state subsidies/reimbursement, pupil membership, pupil transportation, and comparative financial information.

Our audit examined the following:

- Records pertaining to pupil transportation, bus driver qualifications, professional employee certification, state ethics compliance, and financial stability.
- Items such as Board meeting minutes, pupil membership records, and reimbursement applications.

Additionally, we interviewed selected administrators and support personnel associated with BASD operations.

Lastly, to determine the status of our audit recommendations made in a prior audit report released on January 12, 2007, we reviewed the BASD's response to DE dated April 20, 2007. We then performed additional audit procedures targeting the previously reported matters.

Findings and Observations

Finding No. 1

Criteria relevant to this finding:

Instructions for completing the application state that wages reported in the "Total Taxable Social Security and Medicare Wages" columns must include wages of federally funded employees. Federally funded wages are then reported in a separate column, to be subtracted from the total to determine wages subject to state reimbursement.

Act 29 of 1994 changed the reimbursement calculation for the Commonwealth's share of Social Security and Medicare taxes and created two categories of employees that must be tracked by school entities for reimbursement purposes. The two categories of employees are "existing" employees and "new" employees. The reimbursement calculation is different for each category of employee. These two categories are mutually exclusive and comprehensive, so that an employee will fit into only one category.

Errors in Reporting Social Security and Medicare Wages Resulted in Reimbursement Underpayments of \$425,790

Our review of the District's Social Security and Medicare wages reimbursement records found that reports submitted to the Department of Education (DE) were inaccurate, resulting in reimbursement underpayments of \$211,168 for the 2005-06 school year and \$214,622 for the 2004-05 school year for a total underpayment of \$425,790.

Certain qualifying wages for both new and existing employees were inadvertently omitted from these reports due to District personnel's misunderstanding of DE's instructions for filing Social Security reimbursement forms.

Furthermore, District personnel failed to reconcile total taxable wages for Social Security and Medicare with wages reported on the Employer's Quarterly Federal Tax Return.

Wages eligible for Social Security and Medicare reimbursement were understated in reports submitted to DE, as follows:

<u>Wages Subject to State Reimbursement</u>					
	<u>Total Wages</u>		<u>Wages</u>		<u>Reimbursement</u>
	<u>Audited</u>	<u>Reported</u>	<u>Understated</u>	<u>Rate</u>	<u>Underpayments</u>
2005-06					
SE	\$44,026,938	\$41,846,629	\$2,180,309	.03100	\$ 67,590
ME	44,144,371	41,961,965	2,182,406	.00725	15,822
SN	38,276,483	34,936,443	3,340,040	.03100	103,541
MN	38,376,418	35,036,378	3,340,040	.00725	<u>24,215</u>
				Total	<u>\$211,168</u>
2004-05					
SE	\$46,975,568	\$44,709,103	\$2,266,465	.03100	70,260
ME	47,267,414	44,999,338	2,268,076	.00725	16,444
SN	33,483,254	30,139,010	3,344,244	.03100	103,672
MN	33,575,257	30,231,013	3,344,244	.00725	<u>24,246</u>
				Total	<u>\$214,622</u>
				Grand Total	<u>\$425,790</u>
(SE) Social Security wages for existing employees					
(ME) Medicare wages for existing employees					
(SN) Social Security wages for new employees					
(MN) Medicare wages for new employees					

Recommendations

The *Bethlehem Area School District* should:

1. Ensure District personnel are aware of the proper procedures for correctly completing state Social Security reimbursement forms.
2. Reconcile total taxable wages for Social Security and Medicare with wages reported on the Employer's Quarterly Federal Tax Return.
3. Review reports filed for years subsequent to the audit period and, if errors are found, submit revised reports to DE.

DE should pay the District an additional \$425,790 to resolve the reimbursement underpayments.


Management Response

Management agreed with the finding and stated:

The error in reporting Social Security and Medicare wages was the result of data input confusion when the Commonwealth first required web application filing. This error was initially discovered in 2006 during the biannual review by the Auditor General staff; however, correction of the underpayment was disallowed by PDE until the finding appeared on the [Auditor General's] audit for the years in question.

The school district plans to amend its reports with the PA Department of Education to claim the monies due. Further, training of the staff who submits the report on the proper filing of these wages occurred in 2006 following the AG's reporting and appropriate submissions are now being made. In addition to training, the reports shall have the review of the Assistant Director of Business Affairs before the report is finalized.

Finding No. 2



Criteria and Public School Code section relevant to this finding:

Section 13-1303-A(c) requires:

All school entities shall develop a memorandum of understanding with local law enforcement that sets forth procedures to be followed when an incident involving an act of violence or possession of a weapon by any person occurs on school property. Law enforcement protocols shall be developed in cooperation with local law enforcement and the Pennsylvania State Police.

Additionally, the Basic Education Circular issued by the Department of Education entitled Safe Schools and Possession of Weapons, contains a sample MOU format to be used for school entities.

Section VI, General Provisions, item (B) of this sample states:

This Memorandum may be amended, expanded or modified at any time upon the written consent of the parties, but in any event must be reviewed and re-executed within two years of the date of its original execution and every two years thereafter.
(Emphasis added)

Management Response

Lack of Memorandums of Understanding

Our audit of the District's records found that the District did not have signed Memorandums of Understanding (MOU) with the City of Bethlehem, Fountain Hill Borough and Freemansburg Borough, which have jurisdiction over some school buildings.

Administrative personnel failed to develop and implement MOUs between the District and the City of Bethlehem, Fountain Hill and Freemansburg Police Departments.

The failure to obtain MOUs with all local law enforcement agencies could result in a lack of cooperation, direction, and guidance between District employees and law enforcement agencies if an incident occurs on school property, at any school sponsored activity, or any public conveyance providing transportation to or from a school or school sponsored activity. This internal control weakness could have an impact in law enforcement notification and response, and ultimately the resolution of a problem situation.

The *Bethlehem Area School District* should:

1. Develop and implement MOUs between the District and all appropriate local law enforcement agency(ies) and/or the Pennsylvania State Police.
2. Implement board policy to ensure MOUs are updated every two years.

Management agreed with the finding and stated:

The Bethlehem Area School District prepared Memorandums of Understanding for all municipalities within the school district, however, after attempts to obtain signatures from the Boroughs of Fountain Hill and Freemansburg and the City of Bethlehem, they were not returned. The school district will intensify its efforts to obtain agreement and signatures by involving the Superintendent and the school board. Additionally, we

received the pledge from the Division of Student Safe School Services, PDE, to intervene and persuade the municipalities to respond in the manner necessary to have the MOUs on file.

Observation

What is logical access control?

“Logical access” is the ability to access computers and data via remote outside connections.

“Logical access control” refers to internal control procedures used for identification, authorization, and authentication to access the computer systems.

Unmonitored Vendor System Access and Logical Access Control Weaknesses

The Bethlehem Area School District uses software purchased from an outside vendor for its critical student accounting applications (membership and attendance). The software vendor has remote access into the District’s network servers.

Based on our current year procedures, we determined that a risk exists that unauthorized changes to the District’s data could occur and not be detected because the District was unable to provide supporting evidence that they are adequately monitoring all vendor activity in their system. However, since the District has adequate manual compensating controls in place to verify the integrity of the membership and attendance information in its database, that risk is mitigated.

Reliance on manual compensating controls becomes increasingly problematic if the District would ever experience personnel and/or procedure changes that could reduce the effectiveness of the manual controls.

Unmonitored vendor system access and logical access control weaknesses could lead to unauthorized changes to the District’s membership information and result in the District not receiving the funds to which it was entitled from the state.

During our review, we found the District had the following weaknesses over vendor access to the District’s system:

1. All District employees are not required to sign that they agree to abide by the information technology (IT) Security Policy.
2. The District does not have current IT policies and procedures for controlling the activities of vendors/consultants, nor does it require the vendor to sign the District’s Acceptable Use Policy.

3. The District has certain weaknesses in logical access controls. We noted that the District's system parameter settings do not provide a lockout after a specified number of log-in attempts or require all users, including the vendor, to change their passwords every 30 days; to use passwords that are a minimum length of eight characters and alpha numeric; and to maintain a password history (i.e., approximately ten passwords).
4. The District does not remove the vendors' access to the system/data after the vendor has completed their work on the system.
5. The District does not require written authorization prior to the updating/upgrading of key applications.

Recommendations

The *Bethlehem Area School District* should:

1. Require all District employees to sign that they agree to abide by the IT Security Policy.
2. Establish separate IT policies and procedures for controlling the activities of vendors/consultants and have the vendor sign this policy, and the District should require the vendor to sign the District's Acceptable Use Policy.
3. Implement a security policy and system parameter settings to require all users, including the vendor, to change their passwords on a regular basis (i.e., every 30 days). Passwords should be a minimum length of eight characters and alpha numeric. The District should maintain a password history that will prevent the use of a repetitive password (i.e., last ten passwords). Also, the District should implement a system lockout after a specified number of unsuccessful attempts (i.e. five attempts).
4. Remove the vendors' access to the system/data after the vendor has completed their work on the system.
5. Upgrade/update the District's system after receipt of written authorization from appropriate District officials.

Management Response

Management agreed with the observation and stated:

Since August 18, 2008, the following modifications have been made or are in the development phase:

1. All I.T. department personnel reviewed the Acceptable Use Policy (AUP) and other department procedures on August 21, 2008. Each person signed that he/she had reviewed and understood all procedures and policies. These signatures are maintained in the I.T. office.
2. I.T. department personnel have captured in writing the procedures that are in place to control the activities of vendors/consultants, including a signature for the district's AUP. I.T. department personnel have notified the existing vendors that the district AUP must be signed by October 30, 2008.
3. I.T. department personnel are working on a lockout feature for all applications that require a login and password. This feature will lock out after 5 attempts. The timeline for completion is November 30, 2008.

Clarification regarding the perceived weaknesses:

1. The district does require written prior notification for updates or upgrades of key applications. Email is used for this notification and a copy was provided to the auditor.
2. Removal of the vendors' access after an update is contrary to the purpose of remote access monitoring. The vendor has been retained by the district for the purpose of remote monitoring to provide continual examination of performance therefore insuring that the application is always working properly and available for BASD staff access. Two engineers are assigned to the BASD account and have been properly trained for this role. They have been notified of the need to sign the district AUP on or before October 30, 2008.

Auditor Conclusion

The conditions and recommendations stated above represent the information communicated to the auditors during our fieldwork. At the conclusion of our audit, the District was in the process of implementing new procedures, including requiring written authorization prior to updating/upgrading key applications. Email documenting written authorization prior to adding/changing/ deleting userID only was provided to the auditors. Any subsequent improvements or changes in management representations will be evaluated in the subsequent audit. The observation remains as presented. .

Status of Prior Audit Findings and Observations

Our prior audit of the Bethlehem Area School District (BASD) for the school years 2003-04 and 2002-03 resulted in one reported finding. The finding pertained to Social Security and Medicare Wages. As part of our current audit, we determined the status of corrective action taken by the District to implement our prior recommendations. We analyzed the BASD superintendent's written response provided to the Department of Education (DE), performed audit procedures, and questioned District personnel regarding the prior finding. As shown below, we found that the Bethlehem Area School District did not implement recommendations related to Social Security and Medicare Wages.

<i>School Years 2003-04 and 2002-03 Auditor General Performance Audit Report</i>		
Prior Recommendations	Implementation Status	
<p><u>I. Finding - Errors in Reporting Social Security and Medicare Wages Resulted in Reimbursement Underpayments of \$411,616</u></p> <ol style="list-style-type: none"> 1. Ensure District personnel are aware of the proper procedures for correctly completing state Social Security reimbursement forms. 2. Reconcile total taxable wages for Social Security and Medicare with wages reported on the Employer's Quarterly Federal Tax Return. 3. Review reports filed for years subsequent to the audit period and, if errors are found, submit revised reports to the Labor, Education and Community Services (LECS). 4. DE should pay the District an additional \$411,616 to resolve the reimbursement underpayments. 	<p>Background:</p> <p>Our prior audit of the District's Social Security and Medicare wages reimbursement records found that reports submitted to the Comptroller's Office, LECS were inaccurate, resulting in reimbursement underpayments of \$203,332 for the 2003-04 school year and \$208,284 for the 2002-03 school year for a total underpayment of \$411,616.</p>	<p>Current Status:</p> <p>We followed up on the BASD Social Security reports and found that the District <u>did not</u> take appropriate corrective action to address this finding (see Finding No. 1, page 6).</p> <p>In June 2008, DE adjusted the District's allocations to resolve the reimbursement underpayment of \$411,616.</p>



Distribution List

This report was initially distributed to the superintendent of the school district, the board members, our website address at www.auditor.gen.state.pa.us, and the following:

The Honorable Edward G. Rendell
Governor
Commonwealth of Pennsylvania
Harrisburg, PA 17120

The Honorable Gerald Zahorchak, D.Ed.
Secretary of Education
1010 Harristown Building #2
333 Market Street
Harrisburg, PA 17126

The Honorable Robert M. McCord
State Treasurer
Room 129 - Finance Building
Harrisburg, PA 17120

Senator Jeffrey Piccola
Chair
Senate Education Committee
173 Main Capitol Building
Harrisburg, PA 17120

Senator Andrew Dinniman
Democratic Chair
Senate Education Committee
183 Main Capitol Building
Harrisburg, PA 17120

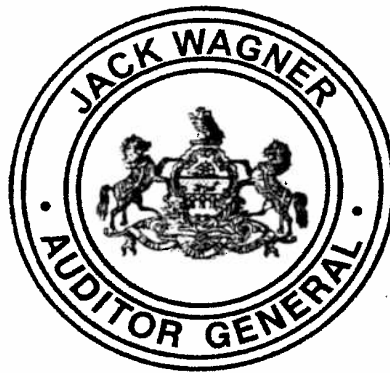
Representative James Roebuck
Chair
House Education Committee
208 Irvis Office Building
Harrisburg, PA 17120

Representative Paul Clymer
Republican Chair
House Education Committee
216 Ryan Office Building
Harrisburg, PA 17120

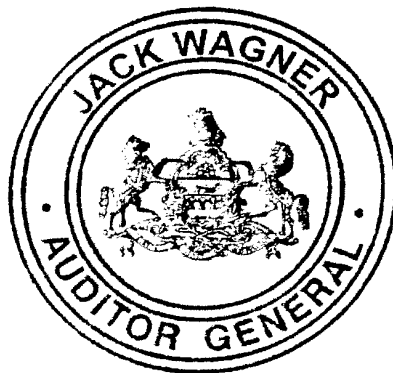
Ms. Barbara Nelson
Acting Director, Bureau of Budget and
Fiscal Management
Department of Education
4th Floor, 333 Market Street
Harrisburg, PA 17126

Dr. David Wazeter
Research Manager
Pennsylvania State Education Association
400 North Third Street - Box 1724
Harrisburg, PA 17105

Dr. David Davare
Director of Research Services
Pennsylvania School Boards Association
P.O. Box 2042
Mechanicsburg, PA 17055



This report is a matter of public record. Copies of this report may be obtained from the Pennsylvania Department of the Auditor General, Office of Communications, 318 Finance Building, Harrisburg, PA 17120. If you have any questions regarding this report or any other matter, you may contact the Department of the Auditor General by accessing our website at www.auditorgen.state.pa.us.



22. *Rental of Land for Farming – Corner of Freemansburg Avenue and Farmersville Road*

INFORMATION:

At the May 4, 2009, Board Finance Committee Meeting it was agreed to renew the Rental of Land for Farming Lease, (14.5 Acres), corner of Freemansburg Avenue and Farmersville Road, Bethlehem Township, Bethlehem, for a one-year period beginning May 18, 2009.

RECOMMENDATION:

That the administration be authorized to execute the attached lease.

LEASE AGREEMENT

THIS LEASE AGREEMENT made the 18th, day of May, 2009, by and between the **BETHLEHEM AREA SCHOOL DISTRICT** (hereinafter referred to as "Lessor"), and Dale and Gloria Koehler (hereinafter referred to as "Lessee").

WITNESSETH that the parties hereto each intending to be legally bound, hereby agree as follows:

1. LAND

The Lessee hereby leases from the Lessor upon the terms and conditions hereinafter provided, the parcel of land situated in Bethlehem Township, Northampton County, Pennsylvania, consisting of approximately 14.5 acres, commonly known as Freemansburg Avenue and Farmersville Road, more particularly described in Northampton County Record Book N7 4 1 020SE, subject to all applicable rights-of-way or easements.

2. TERM

Lessor hereby leases the Land to Lessee from May 18, 2009, through December 31, 2009.

3. RENT AND FEES

Lessee agrees to pay to Lessor One Thousand (\$1,000.00) Dollars per lease as rent for the following leased Land, payable to the Bethlehem Area School District.

4. USE OF LAND

Lessee shall have the right to use the leased Land solely for the purpose of farming. In farming, Lessee agrees only to use farming methods, techniques, pesticides, and equipment that are permitted under federal and state laws. Lessee may not use the leased Land for any purpose other than farming without prior written consent of Lessor.

5. CARE, MAINTENANCE, AND REPAIR

Lessee will provide usual and customary care for the leased Land. Lessee will be responsible for and shall pay for any repairs or replacements that are occasioned or made necessary by reason of the use of said Land by Lessee, its agents, employees, invitees, or guests. Lessee shall not be responsible for damage thereto by earthquake, act of God, or the elements.

6. INSPECTION BY LESSOR

Lessee shall permit Lessor or Lessor's agents, representatives, or employees to enter said Land at all reasonable times and with reasonable notice for the purpose of inspecting said Land to determine whether Lessee is complying with the terms of this Lease and for the purpose of doing other lawful acts that may be necessary to protect Lessor's interest in said Land under this Lease or to perform Lessor's duties under this Lease.

7. ALTERATIONS OF LAND

Lessee may not make any alterations to the Land without prior consent of Lessor. Any alterations, additions, or improvements Lessee has made to the Land shall become the property of Lessor at the end of this or any subsequent Lease term.

8. HOLD HARMLESS

Lessee agrees to indemnify, defend, and hold harmless as to any and all claims asserted and suits filed to assert or impose any liability on the part of Lessor for: (a) injuries to invitees, licensees, and guests of Lessee, including, but not limited to, any employees of Lessee, whether such claims or suits are the result of any act or omission of Lessee, or its respective employees, servants, or agents, or any other person whatsoever; and, (b) injuries to persons other than those identified at subparagraph (a) above, and damage to any personal property, whether that of Lessee or any other person, arising out of or the result of any act or omission of the Lessee attributable to Lessee's possession of and operations on the Land or attributable to any work performed on the Land by Lessee during the Term.

9. CASUALTY

In the event that the Land becomes unusable, both Lessor and Lessee shall have an option to terminate this Lease by written notice to the other within sixty (60) days from the date of such damage or destruction. If Lessor and/or Lessee elect to terminate this Lease, Lessee shall promptly surrender possession of the Land, and Lessee understands and agrees that there will be no rebate of the Rent and Fees paid pursuant to section 3 above.

10. INSURANCE

Lessee will maintain in full force and effect at all times during the term of the Lease Agreement, insurance as required.

11. NONASSIGNMENT

Lessee may not assign this Lease, nor sublease the Land or any part thereof, except as approved beforehand by Lessor in writing.

12. ENTIRE AGREEMENT

This Lease contains all the agreements and conditions between the parties hereto and supersedes any prior understandings or writings or all agreements between the parties respecting the lease of the property in question and no additions, alterations, or changes in this Lease shall be binding unless set forth in writing signed by all parties hereto.

IN WITNESS WHEREOF, the parties have executed this Lease the day and year first above written, intending to be legally bound.

BETHLEHEM AREA SCHOOL DISTRICT

By_____

Loretta M. Leeson, Board President

By_____

Gloria Koehler, Lessee

ATTEST:

By_____

Stanley J. Majewski, Jr., Board Secretary

By_____

Dale Koehler, Lessee

23. *Bid Award – Bids Opened March 18, 2009 – Fall Sports Supplies*

INFORMATION:

Bids were received and publicly opened at 2 p.m. Wednesday, March 18, 2009, for:

Fall Sports Supplies

The bids have been tabulated and reviewed by the appropriate administrative and supervisory personnel. The recommendation of the awards is based upon the lowest responsible bidders meeting specifications. (Vendor Award Analysis is attached.)

All low bid items have been awarded except those which have not met specifications.

RECOMMENDATION:

That the administration be authorized to award a contract to the lowest responsible bidders meeting specifications as indicated on the attached Vendor Award Analysis.

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

May 18, 2009

VENDOR AWARD ANALYSIS
FALL SPORTS SUPPLIES

<u>VENDOR</u>	<u>AMOUNT</u>
ARC Sports	1,006.80
Arrowhead Athletics	2,903.60
Bethlehem Sporting Goods	25,761.56
Cannon Sports	1,374.99
Collins Sports Medicine	2,077.55
Coplay Sporting Goods	618.10
Georgi-Sports	664.00
Gilman Gear	245.00
Medco Supply Company	4,206.28
Metuchen Center	219.00
Neff Motivation	561.85
Passons Sporting Goods	2,145.94
Pyramid School Products	444.95
Schutt Reconditioning	2,969.10
Southshore Outdoor	3,262.90
Triple Crown Sports	1,786.80
Varsity Spirit Fashions	<u>3,855.60</u>
 TOTAL AMOUNT AWARDED	 \$ <u>54,104.02</u>

39 specifications mailed
25 bids received

24. *Quotations for the \$5,800 - \$15,200 Cost Category***INFORMATION:**

Quotations were solicited for:

Cleaning and Flameproofing Stage Draperies – Eleven Schools

The lowest responsible quotation was Metro Design Center, P.O. Box 20407, Lehigh Valley, Pennsylvania 18002, at a cost not to exceed \$11,874.

The following vendors also were contacted:

K & H Custom Window Treatments	\$ 28,550
Reynolds Drapery Service	No Quote

Cabinet Code:	NF
Account Number:	10-2600-431-000-0607-00001
Budgeted:	\$ 40,000
Expended:	\$ 27,137
Available:	\$ 12,863

25. *Treasurer's Report*

RECOMMENDATION:

That the Board of School Directors approves the Treasurer's Report dated April 30, 2009.

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

REPORT OF THE TREASURER
April 1 through April 30, 2009

BEGINNING CASH AND INVESTMENT BALANCE

Wachovia Bank - Cash Management	2,818,729.26
Bank of America - General Account	1,001,175.51
Pennsylvania School District Liquid Asset Fund	2,745,882.39
Wachovia - Worker's Comp Trust Fund	642,167.55
Pennsylvania Local Government Investment Trust	77,755.55
Pennsylvania State Treasurer Invest Program	934,211.09
Wachovia Money Market	54,763.01
Bank of America Money Market	44,620.30
TD Bank Money Market	1,129.57
Sovereign Bank Money Market	29,002.34
PSDLAF - Term Investments	19,000,000.00
KNBT Bank - Scholarship Fund	45,971.98
KNBT Bank - Scholarship Fund	112,000.00
M&T Investment Group - 2007A Bond Fund	8,683,729.31

<u>TOTAL CASH AND INVESTMENT BALANCE</u>	\$	36,191,137.86
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MONTHLY RECEIPTS

Local Sources	2,930,764.57
State Sources	4,722,335.91
Federal Sources	1,063,121.57
Other Financing Sources	0.00

\$	<u>8,716,222.05</u>
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MONTHLY DISBURSEMENTS

Monthly Bills Paid	8,729,284.28
Payroll	7,618,880.87
Debt Service	960,108.74

\$	<u>17,308,273.89</u>
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TOTAL FUNDS AVAILABLE

\$	<u><u>27,599,086.02</u></u>
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ENDING CASH AND INVESTMENT BALANCE

		<u>Interest Rate</u>
Wachovia Bank - Cash Management	4,151,578.95	0.750%
Bank of America - General Account	1,000,426.46	0.350%
Pennsylvania School District Liquid Asset Fund	2,100,208.13	varies .525 to .897%
Wachovia - Worker's Comp Trust Fund	642,186.04	0.030%
Pennsylvania Local Government Investment Trust	77,799.05	0.680%
Pennsylvania State Treasurer Invest Program	40,886.86	0.706%
Wachovia Money Market	54,767.51	0.100%
Bank of America Money Market	44,631.38	0.380%
TD Bank Money Market	1,129.98	0.550%
Sovereign Bank Money Market	29,014.51	0.510%
PSDLAF - Term Investments	13,000,000.00	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	6,298,485.17	3.030%

<u>TOTAL CASH AND INVESTMENT BALANCE</u>	\$	<u><u>27,599,086.02</u></u>
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Interest Received for April; to be posted in May	\$	64,361.70
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Respectfully Submitted,

Anne M. Morton
Treasurer

Bethlehem Area School District
Capital Reserve Fund
For the Period of April 1, 2009 thru April 29, 2009

Fund Balance at March 31, 2009		\$	1,332,422.49
2008-2009 Revenue Received-Interest Income		\$	-
2008-2009 Expenditures			
Financial Management System	\$	11,601.00	
(software, hardware, support services)			
Advertising			
Roof Repairs			
Library Equipment	\$	22,333.11	
		\$	<u>33,934.11</u>
Fund Balance at April 29, 2009		\$	1,298,488.38

Bethlehem Area School District
2007A Bond Fund
For the Period of April 1, 2009 thru April 29, 2009

Beginning Balance-March 31, 2009	\$	8,683,729.31
Change in Market Value		
Reimbursement to the General Fund	\$	2,513,000.00
Ending Balance-April 29, 2009	\$	<u>6,170,729.31</u>

26. *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.

27. *Budget Information*

INFORMATION:

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

BETHLEHEM AREA SCHOOL DISTRICT

2008-2009 REVENUES

	A	B	C	D	E	F	G
	2008-2009					2007-2008	
Description	Budget	Realized 28-Apr-09	Unrealized \$ (B-A = C)	Unrealized % (C/ A = D)	Projected June 30, 2009	Realized June, 2008	Realized April, 2008
CURRENT REAL ESTATE	101,612,861	99,201,735	(2,411,126)	-2.37%	99,201,735	97,165,864	98,260,801
INTERIM REAL ESTATE	1,300,000	944,457	(355,543)	-27.35%	1,250,000	1,566,283	531,333
PUBLIC UTILITY REALTY	172,000	153,055	(18,945)	-11.01%	153,055	162,642	162,642
PAYMENTS IN LIEU OF TAX	121,000	145,266	24,266	20.05%	145,266	120,798	120,798
UNDISTRIBUTED TAXES		(6,554)	(6,554)	-	0	0	225,509
PER CAPITA TAX SECT 679	240,000	232,865	(7,135)	-2.97%	245,000	242,396	231,095
PER CAPITA TAX ACT 511	240,000	232,865	(7,135)	-2.97%	245,000	242,396	231,095
LOCAL SERVICES TAX	485,000	219,027	(265,973)	-54.84%	250,000	136,722	97,171
EARNED INCOME TAX	11,200,000	8,486,706	(2,713,294)	-24.23%	11,100,000	10,400,810	7,952,878
REAL ESTATE TRANSFER TAX	2,800,000	1,602,120	(1,197,880)	-42.78%	2,150,000	2,508,341	1,864,997
MERCANTILE TAX	2,200,000	1,334,462	(865,538)	-39.34%	2,038,000	2,414,521	1,580,571
DEL. REAL ESTATE	2,800,000	3,070,695	270,695	9.67%	3,700,000	3,393,910	2,529,335
DEL. PER CAPITA SECT 679	70,000	43,805	(26,195)	-37.42%	43,805	58,890	53,768
DEL. LOCAL SERVICES TAX		0	-	-			
DEL. MERCANTILE TAX	380,000	622,921	242,921	63.93%	625,000	323,786	313,006
TOTAL LOCAL TAX SOURCES	\$ 123,620,861	\$ 116,283,426	\$ (7,337,435)	-5.94%	\$ 121,146,861	\$ 118,737,357	\$ 114,154,998
INTEREST ON INVESTMENTS	2,400,000	612,891	(1,787,109)	-74.46%	732,000	1,685,398	1,410,761
DRIVER ED LAB FEES	13,250	12,350	(900)	-6.79%	14,500	12,500	10,350
RENTALS	10,000	21,750	11,750	117.50%	25,000	10,148	8,698
CONTRIBUTIONS		7,291	7,291		7,291		
TUITION FROM PATRONS	320,000	294,388	(25,612)	-8.00%	375,000	377,893	298,912
SRVCS. / OTH LOC GOV UNITS	15,000	2,000	(13,000)	-86.67%	2,000	22,020	21,610
MISCELLANEOUS REVENUE	100,000	23,644	(76,356)	-76.36%	35,000	185,312	46,736
REFUNDS FROM PRIOR YEAR EXP		3,956			3,956	12,913	12,913
TOTAL OTHER LOCAL SOURCES	\$ 2,858,250	\$ 978,269	\$ (1,883,937)	-65.91%	\$ 1,194,747	\$ 2,306,185	\$ 1,809,980
TOTAL LOCAL SOURCES	\$ 126,479,111	\$ 117,261,695	\$ (9,221,372)	-7.29%	\$ 122,341,608	\$ 121,043,542	\$ 115,964,978
BASIC INSTRUCTIONAL SUBSIDY	22,955,949	17,316,835	(5,639,114)	-24.56%	22,955,949	21,980,025	15,520,584
CHARTER SCHOOLS	1,268,300	1,116,580	(151,720)	-11.96%	1,472,000	1,286,786	976,100
TUITION : ORPHANS/CHILDREN	315,000		(315,000)	-100.00%	350,000	349,693	164

BETHLEHEM AREA SCHOOL DISTRICT

HOMEBOUND INSTRUCTION			-				
VOCATIONAL EDUCATION	200,000	85,253	(114,747)	-57.37%	113,000	182,650	137,822
DRIVER EDUCATION	10,745	9,765	(980)	-9.12%	9,765	10,605	10,605
MIGRATORY CHILDREN	2,200		(2,200)	-100.00%	3,500	3,520	
SPECIAL EDUCATION	6,570,240	4,903,828	(1,666,412)	-25.36%	6,555,283	6,453,560	4,827,732
TRANSPORTATION	2,088,000	1,590,570	(497,430)	-23.82%	1,869,280	2,180,482	1,433,103
RENTALS AND SINKING FUND	1,550,000	179,546	(1,370,454)	-88.42%	1,300,000	1,307,669	600,069
HEALTH SERVICES	394,420	372,677	(21,743)	-5.51%	372,677	390,767	390,767
PROPERTY TAX RED. ALLOCATION	4,720,061	4,720,061	(0)	0.00%	4,720,061		
SOCIAL SECURITY	3,237,479	2,813,219	(424,260)	-13.10%	3,400,000	3,744,087	2,665,239
PSERS - PENSION CONTRIBUTION	2,107,793	1,981,707	(126,086)	-5.98%	3,187,000	3,172,473	2,424,401
IMPACT AID	50,000	55,628	5,628	11.26%	55,628	62,930	36,615
TOTAL STATE & FEDERAL SOURCES	\$ 45,470,187	\$ 35,145,669	\$ (10,324,518)	-22.71%	\$ 46,364,143	\$ 41,125,247	\$ 29,023,201
PROCEEDS FROM EXTENDED TERM FINANCING						1,707,344	
INTERFUND TRANSFERS	250,000	125,000	(125,000)	-50.00%	250,000	2,800,000	2,850,000
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	\$ 4,587,736	\$ 2,863,642
TOTAL REVENUE	\$ 172,206,298	\$ 152,542,833	\$ (19,667,421)	-11.42%	\$ 168,970,751	\$ 166,756,525	\$ 147,851,821
UNRESERVED FUND BALANCE			-		(\$4,613,015)		
TOTAL FUND APPROPRIATED BALANCE	\$ -	\$ -	\$ -		\$ (4,613,015)	\$ -	\$ -
TOTAL DISTRICT REVENUE	\$ 172,206,298	\$ 152,542,833	\$ (19,667,421)	-11.42%	\$ 173,583,766	\$ 166,756,525	\$ 147,851,821

June 30, 2008 Fund Balance

(\$3,169,965)

Projected June 30, 2009 Fund Balance

(\$7,782,980)

2008-2009 EXPENDITURES BY PROGRAM

Includes Year-To-Date April 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 April 28, 2009	2007-2008 EXPENDED BUDGET INCLUDING ENCUMBRANCES as of April, 2008	2007-2008 EXPENDED BUDGET FINAL ACTUAL EXPENDITURES as of June, 2008
BUILDING ALLOCATION	100	PRIN	1,428,603	1,428,603	1,256,009	172,594	12.08%	1,119,502	1,263,164	1,417,189
BOARD	AA	SUPT	347,150	347,150	555,000	(207,850)	-59.87%	461,630	210,690	274,834
CABINET	AB	SUPT	1,174,552	1,025,282	1,078,849	(53,567)	-5.22%	842,378	998,606	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	45,100	133,200	74.71%	39,935	126,372	154,803
BUILDING STAFF	AF	SUPT	6,201,461	6,238,461	6,274,270	(35,809)	-0.57%	4,809,182	4,939,731	6,240,994
PUBLIC RELATIONS	AN	SUPT	21,143	21,143	21,433	(290)	-1.37%	21,433	91,415	124,907
STAFFING-TEACHERS	CA	HR	58,379,392	58,351,041	57,779,327	571,714	0.98%	35,717,717	37,708,333	57,420,979
CHILD ACCOUNTING DEPARTMENT	CD	HR	242,013	242,013	231,073	10,940	4.52%	169,867	167,282	227,557
STAFFING-TEACHER ASSISTANTS	CE	HR	2,481,187	2,481,187	2,515,000	(33,813)	-1.36%	1,915,910	1,939,710	2,532,971
STAFFING-SUBSTITUTES	CG	HR	1,273,000	1,273,000	1,255,382	17,618	1.38%	912,140	944,312	1,299,660
HUMAN RESOURCES DEPARTMENT	CK	HR	399,575	399,575	343,000	56,575	14.16%	279,901	295,724	331,381
STUDENT ACTIVITIES	D1	C&I	244,236	244,236	275,000	(30,764)	-12.60%	156,204	147,795	283,999
CREDIT ACQUISITION PROGRAM	D2	C&I	27,785	27,785	69,150	(41,365)	-148.88%	44,560	35,404	54,940
CURRICULUM ENRICHMENT ACTIVITIES	D3	C&I	130,000	130,000	60,000	70,000	53.85%	52,158	135,750	191,261
CAREER ACADEMY/RASA/ALTERNATIVE EDUCATION	D4	C&I	512,761	541,112	715,000	(173,888)	-32.14%	448,457	648,571	953,738
TESTING - K-12	D5	C&I	30,000	30,000	-	30,000	100.00%	0	13,209	14,196
ACADEMIC INTERVENTIONS	DA	C&I	100,000	100,000	140,000	(40,000)	-40.00%	101,165	99,565	137,457
MUSICAL INSTRUMENT REPAIR	DD	C&I	37,000	37,000	35,000	2,000	5.41%	29,858	27,087	34,016
DEPARTMENT OF INSTRUCTION	DE	C&I	286,600	286,600	194,600	92,000	32.10%	137,657	159,495	303,431
READING RECOVERY/PROJECT READ	DF	C&I	28,212	28,212	15,000	13,212	46.83%	8,817	25,128	26,526
INSTRUCTIONAL MTLs RESERVE	DG	C&I	500,000	500,000	409,474	90,526	18.11%	409,474	732,455	683,771
EQUIPMENT REPAIR	DM	C&I	13,000	13,000	13,000	0	0.00%	12,514	19,856	11,116
PLANETARIUM	DO	C&I	2,444	2,444	-	2,444	100.00%	0	2,575	2,578
SUMMER SCHOOL - SECONDARY	DQ	C&I	50,000	50,000	56,604	(6,604)	-13.21%	56,604	143,051	143,062
DRIVER EDUCATION	DS	C&I	90,125	90,125	52,000	38,125	42.30%	40,290	62,018	98,483
ASST SUPERINTENDENT FOR CURR & INSTRUCT	DT	C&I	630,006	593,006	419,825	173,181	29.20%	325,087	463,840	598,443
INTERSCHOLASTIC ATHLETICS	DU	C&I	1,532,629	1,532,629	1,450,000	82,629	5.39%	1,087,443	1,188,625	1,418,521
INTRAMURALS	DV	C&I	74,000	74,000	53,500	20,500	27.70%	29,554	54,271	87,824
ATTENDANCE SERVICES	E4	STD SVCS	86,160	86,160	77,870	8,290	9.62%	62,335	79,776	99,655

MINORITY AFFAIRS/GOV. PROGRAMS/GRANTS	EB	STD SVCS	29,939	29,939	25,000	4,939	16.50%	19,133	21,756	26,131
SPARK - EARLY CHILDHOOD/SUMMER	EC	STD SVCS	629,992	629,992	594,750	35,242	5.59%	425,096	481,619	648,246
SCHOOL RESOURCE OFFICERS	EF	STD SVCS	281,000	281,000	281,000	0	0.00%	218,624	328,053	311,097
HOMEBOUND INSTRUCT/REGULAR ED.	EG	STD SVCS	155,000	155,000	165,000	(10,000)	-6.45%	110,621	142,862	211,633
HEALTH SERVICES - MEDICAL	EH	STD SVCS	51,822	51,822	42,000	9,822	18.95%	27,433	19,998	39,261
HEALTH SERVICES - DENTAL	EJ	STD SVCS	10,364	10,364	3,500	6,864	66.23%	1,848	4,909	8,781
STUDENT SERVICES	EK	STD SVCS	2,500	151,770	48,500	103,270	68.04%	37,896	4,944	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	240,000	20,963	8.03%	176,188	201,303	257,651
BUSINESS DEPT-ACCOUNTS PAYABLE	GA	F&A	1,006,527	1,006,527	875,000	131,527	13.07%	809,910	910,529	934,866
BUSINESS DEPT-ACCOUNTS RECEIVABLE	GB	F&A	1,024,077	1,024,077	802,000	222,077	21.69%	541,717	549,579	1,658,911
DEBT SERVICE	GC	F&A	19,298,602	19,298,602	23,250,000	(3,951,398)	-20.48%	19,711,962	15,561,757	17,755,157
EMPLOYEE BENEFITS	GD	F&A	29,826,642	29,826,642	29,800,100	26,542	0.09%	21,066,461	23,208,030	31,450,643
INSURANCE	GE	F&A	643,658	643,658	508,150	135,508	21.05%	468,727	566,044	613,658
INTERSYSTEM PAYMENTS	GF	F&A	20,746,441	20,746,441	21,100,000	(353,559)	-1.70%	18,259,343	16,041,120	18,775,592
PHOTOCOPIERS	GP	F&A	607,692	607,692	550,000	57,692	9.49%	441,126	504,506	618,810
SPECIAL EDUCATION	LF	SPEC ED	545,959	545,959	541,000	4,959	0.91%	508,075	588,193	737,837
HOMEBOUND INSTRUCTION / SPECIAL ED.	LG	SPEC ED	30,000	30,000	40,000	(10,000)	-33.33%	31,437	19,027	36,862
MAINTENANCE / CUSTODIAL DEPARTMENT	NA	B&G	11,002,051	11,002,051	9,700,000	1,302,051	11.83%	7,579,122	7,557,623	9,677,581
MAINTENANCE DEPT - SUPPLIES	NE	B&G	459,600	459,600	492,100	(32,500)	-7.07%	411,596	402,951	481,757
MAINTENANCE DEPT - CONTRACTED SERVICES	NF	B&G	966,500	966,500	895,000	71,500	7.40%	775,958	972,149	1,120,546
TRANSPORTATION DEPARTMENT	NT	B&G	4,521,504	4,521,504	4,500,000	21,504	0.48%	3,519,437	3,494,664	4,482,223
TECHNICAL SERVICES	TK	TECH	650,186	650,186	911,000	(260,814)	-40.11%	819,289	694,936	772,720
INFO & COMMUNICATIONS TECHNOLOGY DEPT.	TL	TECH	2,078,389	2,078,389	1,940,000	138,389	6.66%	1,779,619	1,721,994	3,577,237
DATA PROCESSING DEPARTMENT	TN	TECH	733,556	733,556	849,200	(115,644)	-15.76%	681,771	670,687	840,709
TOTALS			\$172,206,298	\$172,206,298	173,583,766	(\$1,377,468)	-0.80%	\$127,747,389	\$127,420,870	\$171,482,567