BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

MISSION STATEMENT

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

A G E N D A
REGULAR MEETING – November 16, 2009

1. Roll Call
2. Pledge of Allegiance
3. Silent Meditation
4. Student Recognition
5. Courtesy of the Floor to Visitors (30 minutes allowed)
6. Reports of Student Representatives
7. Approval of Minutes
   May 18, 2009 – Regular Board Meeting
8. Approval of Committee Minutes
   August 3, 2009 – Board Finance Committee Meeting
   November 2, 2009 – Board Curriculum Committee Meeting
   November 9, 2009 – Board Human Resources Committee Meeting
   November 9, 2009 – Board Facilities Committee Meeting
9. Financial Report/Payment of Bills
10. President's Communication/Special Meetings
11. Superintendent's Report/Federal Program Update
12. Unfinished Business
13. Recommendations of the Administration
14. Recommendation of the Board
15. Reports of Committees
16. New and Miscellaneous Business
17. Courtesy of the Floor to Visitors (30 minutes allowed)
18. Adjournment

MEMORANDUM

November 13, 2009

TO : BOARD OF SCHOOL DIRECTORS

FROM : THOMAS K. WASHINGTON, ASSISTANT BOARD SECRETARY

SUBJECT : REGULAR MONTHLY MEETING – November 16, 2009

The Regular Meeting of the Board of School Directors of the Bethlehem Area School District for November will be held on ***Monday, November 16, 2009, at 7:00 p.m. in the Auditorium of East Hills Middle School, 2005 Chester Road, Bethlehem, PA 18017.*** The agenda is attached.

TKW:acv

Att.

pc: Dr. Persing

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° Information Item Only

1. *Authorization to Expend 2009 Bond Funds – Maintenance Vehicle Purchase*

INFORMATION:

The maintenance department is seeking authorization for the purchase of a 2010 Ford F-350 one ton dump truck with a snow plow and salt spreader. Day Fleet Sales submitted a quotation for the vehicle through the Central Westmoreland Council of Government Cooperative Purchasing Program 09-MV-009-010. The cost of the vehicle is $49,719 and the delivery charge is $450 for a total purchase price of $50,169.

This information was reviewed with the board at the November 9, 2009, Board Facilities Committee Meeting.

RECOMMENDATION:

That the Board of School Directors authorizes the administration to purchase a maintenance department vehicle from Day Fleet Sales in the amount of $50,169.

Account Code: 30-2600762-055-000-00-0000
Bond fund account, no General Operating Fund appropriation

2. *Authorization to Expend 2009 Bond Funds – New Broughal Middle School – Incidental Fees and Charges – Change Order*

INFORMATION:

The new Broughal Middle School project budget accounted for the necessary LEED air quality testing and is to be paid out of the account for incidental fees and charges. In order to comply with the LEED requirements for certification, the preoccupancy air quality sampling of the building must be performed. 1Source Safety and Health, Inc. performs the air quality testing at all of our facilities. In order to pay the associated costs for the air quality testing required for LEED certification, the appropriation for incidental fees and charges needs to be increased by $11,000.

RECOMMENDATION:

That the administration be authorized to pay the fees associated with the LEED air quality testing at Broughal Middle School, at an additional cost not to exceed $11,000.

Account Code: 30-4500599-240-825-00-0000
Bond fund account, no General Operating Fund appropriation

3. *Authorization to Restore Capital Reserve Funds –Fire Alarm System Replacement – Asa Packer Elementary School – Change Order Deduct*

INFORMATION:

The Asa Packer Elementary School Fire Alarm System Replacement Project is substantially complete. The electrical contractor, Advantage Electrical Installations, Inc., has agreed to issue credit for unused project material allowance for a total deduct in the amount of $8,004.33.

RECOMMENDATION:

That the Board of School Directors approves a change order credit in the amount of $8,004.33 to Advantage Electrical Installations, Inc, for the unused project material allowance.

Account Code: 23-2600431-100-000-00-0000
Capital Reserve account – monies to be returned

4. *Authorization to Restore Capital Reserve Funds – Roof Repairs – Asa Packer Elementary School – Change Order Deduct*

INFORMATION:

The Asa Packer Elementary School Roof Repairs Project is substantially complete. The roofing contractor, TRS Roofing Inc., has agreed to issue credit for unused project material allowance for a total deduct in the amount of $25,000.

RECOMMENDATION:

That the Board of School Directors approves a change order credit in the amount of $25,000 to TRS Roofing Inc., for unused project material allowance.

Account Code: 23-2600431-100-000-00-0000
Capital Reserve account – monies to be returned

5. *Authorization to Restore Capital Reserve Funds – Roof Repairs – Farmersville Elementary School – Change Order Deduct*

INFORMATION:

The Farmersville Elementary School Roof Repairs Project is substantially complete. The roofing contractor, T.G.W. Corporation, has agreed to issue credit for unused project material allowance for a total deduct in the amount of $20,800.

RECOMMENDATION:

That the Board of School Directors approves a change order credit in the amount of $20,800 to T.G.W. Corporation, for the unused project material allowance.

Account Code: 23-2600431-100-000-00-0000
Capital Reserve account – monies to be returned

6. *Freedom High School Construction Projects - PlanCon Part J Submittals*

INFORMATION:

In accordance with the PlanCon process for the construction project at Freedom High School, the Board of School Directors must certify the attached PlanCon J submittals, Project Accounting Based on Final Costs, to the Pennsylvania Department of Education.

RECOMMENDATION:

That the Board of School Directors approves the attached transmittals of PlanCon, labeled Part J, Project Accounting Based on Final Costs, in accordance with the PlanCon process for the renovation/construction projects at Freedom High School.

PART J: PROJECT ACCOUNTING BASED ON FINAL COSTS
BOARD TRANSMITTAL

DISTRICT/CTC: Bethlehem Area School District COUNTY: Northampton

PRJT BLDG NAME: Freedom High School Addition PROJECT #: 3071

ALL PRJTS	PAGE #	
X	J02-J03	Project Accounting Based on Final Costs
X	Add't Costs	Additional Project Costs
X	J04	Financial Report
X	J05	Certificate of Architect
X	J06	Financial Information Certification
X		Independent Auditor's Report
N/A		Final Just Compensation Award or Settlement Sheet (for properties acquired through condemnation)
N/A		United States Green Building Council's Leadership in Energy and Environmental Design Green Building Rating System (LEED-NC™) silver, gold or platinum certification (if applicable)
N/A		Green Building Initiative's two, three or four Green Globes™ certification (if applicable)
		*** TO BE COMPLETED ONLY IF DIRECTED BY PDE ***
N/A	J07-J12	Final Project Costs - Detail

The individual or firm independently contracted by the district/CTC to prepare this information to be contacted if there are any questions about Part J:

M. Arif Fazil, P.E. School District Engineer (Independent Preparer's Name and Position) | 610-865-3000 (Phone Number) | 610-861-0181 (Fax Number)

The independent preparer's e-mail address is: maf@dhuy.com

CERTIFICATION BY SCHOOL DISTRICT/CTC

The district/CTC administrator to be contacted about Part J:

Stanley J. Majewski, Jr., Assist. to Superintendent/Finance & Administration (District/CTC Administrator's Name and Position) | 610-861-0500 (Phone Number) | 610-861-8107 (Fax Number)

The district/CTC administrator's e-mail address is: 1516 Sycamore Avenue, Bethlehem, PA 18017

This certifies that the attached materials were approved for submission to the Pennsylvania Department of Education by board action.

BOARD ACTION DATE: 11/16/09

VOTING: AYE NAY ABSTENTIONS ABSENT

Signature, Board Secretary

Thomas K. Washington (Board Secretary's Name, Printed or Typed)

Bethlehem Area School District, 1516 Sycamore Ave., Bethlehem, PA 18017 (District/CTC Address) | Date

PROJECT ACCOUNTING BASED ON FINAL COSTS (1 of 2)
FOR THE PERIOD _____ TO _____

District/CTC:	Project Name:	Project #:
Bethlehem Area School District	Freedom High School Addition	3071

PROJECT COSTS	NEW	EXISTING	TOTAL
A. STRUCTURE COSTS (include site development)			
1. General (Report costs for sanitary sewage disposal on Line E-1.)	$14,104,312	$4,748,000	$18,852,312
2. Heating and Ventilating	$2,608,000	$1,260,617	$3,868,617
3. Plumbing (Report costs for sanitary sewage disposal on Line E-1.)	$1,194,000	$260,700	$1,454,700
4. Electrical	$2,014,900	$1,032,000	$3,046,900
5. Asbestos Abatement (J10,line B-3)	X X X X X X	$33,000	$33,000
6. Building Purchase Amount	X X X X X X		
7. Other * (Exclude Test Borings and Site Survey) (Use PlanCon-J-Add't Costs page if necessary.)			
a. _____			
b. _____			
c. _____			
d. _____			
e. PlanCon-J-Add't Costs, Total			
A-1 to A-7 - Subtotal	$19,921,212	$7,334,317	$27,255,529
8. Construction Insurance			
a. Owner Controlled Insurance Program on Structure Costs (Exclude asbestos abatement, building purchase and other structure costs not covered by the program)			
b. Builder's Risk Insurance (if not included in primes)	$57,580	$20,082	
c. Construction Insurance - Total	$57,580	$20,082	
9. TOTAL-Structure Costs (A-1 to A-7-Subtotal plus A-8-c)	19,978,792	7,354,399	27,333,191
B. ARCHITECT'S FEE			
1. Architect's/Engineer's Fee on Structure	$1,055,017	$388,422	$1,443,439
2. EPA-Certified Project Designer's Fee on Asbestos Abatement	X X X X X X X X X X X X	$2,400	$2,400
3. TOTAL - Architect's Fee	$1,055,017	$390,822	$1,445,839
C. MOVABLE FIXTURES AND EQUIPMENT			
1. Movable Fixtures and Equipment	$263,512	$50,000	$313,512
2. Architect's Fee			
3. TOTAL - Movable Fixtures & Equipment	$263,512	$50,000	$313,512
D. STRUCTURE COSTS, ARCHITECT'S FEE, MOVABLE FIXTURES AND EQUIPMENT - TOTAL (A-9 plus B-3 and C-3)	$21,297,321	$7,795,221	$29,092,542
E. SITE COSTS			
1. Sanitary Sewage Disposal	$68,000		$68,000
2. Sanitary Sewage Disposal Tap-In Fee and/or Capacity Charges			
3. Owner Controlled Insurance Program/Builder's Risk Insurance on Sanitary Sewage Disposal			
4. Architect/Engineer's Fee for Sanitary Sewage Disposal	$3,740		$3,740
5. Site Acquisition Costs a. Gross Amount Due from Settlement Statement or Just Compensation		X X X X X X X X X X X X X X X X X X	
b. Real Estate Appraisal Fees		X X X X X X	
c. Other Related Site Acquisition Costs		X X X X X X	
d. Site Acquisition Costs - Total		X X X X X X	
6. TOTAL - Site Costs	$71,740		$71,740
F. STRUCTURE COSTS, ARCHITECT'S FEE, MOVABLE FIXTURES & EQUIPMENT, AND SITE COSTS - TOTAL (D plus E-6)	$21,369,061	$7,795,221	$29,164,282

* - Type "No Fee" beside each item for which no design fee is charged.

PROJECT ACCOUNTING BASED ON FINAL COSTS (2 of 2)
FOR THE PERIOD _____ TO _____

District/CTC:	Project Name:	Project #:
Bethlehem Area School District	Freedom High School Addition	3071

ROUND FIGURES TO NEAREST DOLLAR

PROJECT COSTS (CONT.)	TOTAL
G. ADDITIONAL CONSTRUCTION-RELATED COSTS	
1. Project Supervision (inc. Asbestos Abatement Project Supervision)	$957,628
2. Construction Manager Fee and Related Costs	
3. Total Demolition of Entire Existing Structures & Related Asbestos Removal to Prepare Project Site for Construction of New Building and Related AHERA Clearance Air Monitoring and EPA-Certified Project Designer's Fee on Asbestos Abatement (Exclude costs for partial demolition.)	
4. Architectural Printing	
5. Test Borings	$24,910
6. Site Surveys	$11,343
7. Other (Attach PlanCon-J-Add't Costs page if needed.)	
a. _____	
b. _____	
c. Plan-J-Add't Costs, Total	$188,772
8. TOTAL - Additional Construction-Related Costs	$1,182,653

H. FINANCING COSTS *FOR THIS PROJECT ONLY* (EXCLUDE ACCRUED INTEREST)	BOND ISSUE/NOTE SERIES OF 2005	BOND ISSUE/NOTE SERIES OF 2007	BOND ISSUE/NOTE SERIES OF 2007A	X X X X X X X X X X X X
1. Underwriter Fees	$77,595	$77,595	$56,413	$211,603
2. Legal Fees	$19,931	$19,931	$14,490	$54,352
3. Financial Advisor	$8,683	$8,683	$6,313	$23,679
4. Bond Insurance	$39,305	$39,305	$28,575	$107,185
5. Paying Agent/Trustee Fees and Expenses	$296	$296	$214	$806
6. Capitalized Interest	$284,495	$284,495	$206,834	$775,824
7. Printing				
8. CUSIP & Rating Fees	$4,705	$4,705	$3,420	$12,830
9. Other a. _____				
b. _____				
10. TOTAL-Financing Costs	435,010	435,010	316,259	$1,186,279
I. TOTAL PROJECT COSTS (F plus G-8 plus H-10)				$31,533,214

REVENUE SOURCES (EXCLUDE ACCRUED INTEREST)	BOND ISSUE/NOTE SERIES OF 2005	BOND ISSUE/NOTE SERIES OF 2007	BOND ISSUE/NOTE SERIES OF 2007A	TOTAL
J. AMOUNT FINANCED *FOR THIS PROJECT ONLY*	$11,084,990	11,084,990	8,059,063	30,229,043
K. ORIGINAL ISSUE DISCOUNT/ PREMIUM *FOR THIS PROJECT ONLY*				
L. INTEREST EARNINGS *FOR THIS PROJECT ONLY*	$478,240	478,240	347,691	1,304,171
M. BUILDING INSURANCE RECEIVED				
N. PROCEEDS FROM SALE OF BUILDING OR LAND				
O. LOCAL FUNDS - CASH (SEE INSTRUCTIONS)				
P. OTHER FUNDS (PROVIDE DESCRIPTION ON SEPARATE SHEET)				
Q. TOTAL REVENUE SOURCES				31,533,214

ADDITIONAL PROJECT COSTS

District/CTC:	Project Name:	Project #:
Bethlehem Area School District	Freedom High School Addition	3071

J02 - A. STRUCTURE COSTS (incl. site dev.) **-ONLY LIST PRIME CONTRACTS; REPORT OTHER COSTS UNDER J03, LINE G**	NEW	EXISTING	TOTAL
TOTAL - STRUCTURE COSTS			

***** - **Type "No Fee" beside each item listed above for which no design fee is charged.**

J03 - G. ADDITIONAL CONSTRUCTION-RELATED COSTS	TOTAL
HVAC Balancing	$34,650
Construction Testing	$74,887
Permits, Fees and Printing	$79,235
TOTAL - OTHER CONSTRUCTION-RELATED COSTS	$188,772

FINANCIAL REPORT FOR THE PERIOD _____ TO _____				
District/CTC: Bethlehem Area School District		Project Name: Freedom High School Addition		Project #: 3071
	BOND ISSUE/NOTE SERIES OF 2005	BOND ISSUE/NOTE SERIES OF 2007	BOND ISSUE/NOTE SERIES OF 2007A	TOTAL
A. TOTAL BOND ISSUE OR NOTE	$55,000,000	$55,000,000	$40,000,000	$150,000,000
B. ORIGINAL ISSUE DISCOUNT/ ORIGINAL ISSUE PREMIUM				
C. TOTAL INTEREST EARNINGS ON ALL INVESTMENTS FOR ALL FUNDS (Exclude accrued interest and) capitalized interest)				
1. Construction Fund	$2,373,081	$2,373,081	$1,725,288	$6,471,450
2. Authority Fund				
3. Debt Service Fund				
4. Debt Service Reserve Fund				
5. Bond Redemption Fund				
6. Other: _____				
7. Other: _____				
8. TOTAL	$2,373,081	$2,373,081	$1,725,288	$6,471,450
D. BUILDING INSURANCE RECEIVED				
E. PROCEEDS FROM SALE OF BUILDING OR LAND				
F. LOCAL FUNDS - CASH				
G. OTHER: _____				
H. OTHER: _____				
I. TOTAL REVENUE SOURCES				$156,471,450
J. TOTAL PROJECT COSTS FOR THIS PLANCON PROJECT (J03, line I)				$31,533,214
K. FUNDS NOT EXPENDED FOR THIS PLANCON PROJECT (I minus J)				$124,938,236

DISPOSITION OF FUNDS NOT EXPENDED FOR THIS PLANCON PROJECT (Indicate the applicable bond issue.)

Reimbursable Projects:

Project Building Name	PDE Project #	Amount Financed	Applicable Issue
Liberty High School	3090	$66,049,461	2005,2007,2007A
Broughal Middle School	3300	$53,721,496	2005,2007,2007A

Nonreimbursable Projects:

Other:

CERTIFICATE OF ARCHITECT

District/CTC: Bethlehem Area School District County: Northampton

School Name: Freedom High School Addition Project #: 3071

The bid opening date for the original General Contract was: 4/29/2005

As the architect of record for the above named school district/area vocational-technical school for said project, I certify to the best of my knowledge and belief that all construction work, including change orders and supplemental contracts, has been completed as of 10/30/2008 in an acceptable manner in accordance with the plans and specifications approved by the Pennsylvania Department of Education (and any approved changes thereto) and that all contractors, by virtue of said completion, may be paid all final monies due and owing on this project.

Signature, Architect

Robert A. Furst, , AIA, President
Architect's Name, Printed or Typed

Architecture FURST, PC
Architectural Firm Name

One East Broad Street, Suite 320, Bethlehem, PA 18018
Architect's Address

Date

For a project constructed and based on an approved school facility design published on the Department's School Design Clearinghouse, I further certify that the project was constructed based on an approved school facility design published on this clearinghouse.

Signature, Architect

Date

FINANCIAL INFORMATION CERTIFICATION

District/CTC: Bethlehem Area School District County: Northampton

School Name: Freedom High School Addition Project #: 3071

I certify that the financial information on the schedules titled Project Accounting Based on Final Costs (pages J02 and J03), Financial Report (J04), and Final Project Costs - Detail (pages J07 to J12) for the above referenced school construction project is presented based on the following:

Financial information is reported based on the cash basis of accounting.

If costs were allocated to certain areas or contracts, describe the allocation method below:

Cash basis. Financing Costs allocated based on the percentage of this project compared to the total of all three projects (Freedom HS, Liberty HS, Broughal Middle School), then further allocated based on the percentage of the finanacing issue.

Signature, Board Secretary	Thomas K. Washington Board Secretary's Name, Printed or Typed	Date

FOR CASH PROJECTS ONLY

Please provide information, by fiscal year, on the expenditure of project funds for a project fully funded by local funds. Cash projects are those projects for which the District/CTC has not incurred debt.

FY	PROJECT FUNDS ACTUALLY EXPENDED
TOTAL -	

I certify that the project funds were actually expended in the fiscal years as reported above and I also certify that the District/CTC has not incurred debt to fund this project.

Signature, Board Secretary	Thomas K. Washington Board Secretary's Name, Printed or Typed	Date

7. *Liberty High School Construction Projects - PlanCon Part J Submittal*

INFORMATION:

In accordance with the PlanCon process for the construction project at Liberty High School, the Board of School Directors must certify the attached PlanCon J submittals, Project Accounting Based on Final Costs, to the Pennsylvania Department of Education.

RECOMMENDATION:

That the Board of School Directors approves the attached transmittals of PlanCon, labeled Part J, Project Accounting Based on Final Costs, in accordance with the PlanCon process for the renovation/construction projects at Liberty High School.

PART J: PROJECT ACCOUNTING BASED ON FINAL COSTS
BOARD TRANSMITTAL

DISTRICT/CTC: Bethlehem Area School District COUNTY: Northampton

PRJT BLDG NAME: Liberty High School PROJECT #: 3090

ALL PRJTS	PAGE #	
X	J02-J03	Project Accounting Based on Final Costs
X	Add't Costs	Additional Project Costs
X	J04	Financial Report
X	J05	Certificate of Architect
X	J06	Financial Information Certification
X		Independent Auditor's Report
N/A		Final Just Compensation Award or Settlement Sheet (for properties acquired through condemnation)
N/A		United States Green Building Council's Leadership in Energy and Environmental Design Green Building Rating System (LEED-NC™) silver, gold or platinum certification (if applicable)
N/A		Green Building Initiative's two, three or four Green Globes™ certification (if applicable)

*** TO BE COMPLETED ONLY IF DIRECTED BY PDE ***

N/A	J07-J12	Final Project Costs - Detail

The individual or firm independently contracted by the district/CTC to prepare this information to be contacted if there are any questions about Part J:

M. Arif Fazil, P.E., School District Engineer (Independent Preparer's Name and Position) | 610-865-3000 (Phone Number) | 610-861-0181 (Fax Number)

The independent preparer's e-mail address is: maf@dhuy.com

CERTIFICATION BY SCHOOL DISTRICT/CTC

The district/CTC administrator to be contacted about Part J:

Stanley J. Majewski, Assist. to Superintendent/Finance & Administration (District/CTC Administrator's Name and Position) | 610-861-0500 (Phone Number) | 610-861-8107 (Fax Number)

The district/CTC administrator's e-mail address is: smajewski@beth.k12.pa.us

This certifies that the attached materials were approved for submission to the Pennsylvania Department of Education by board action.

BOARD ACTION DATE: _____

VOTING: AYE _____ NAY _____ ABSTENTIONS _____ ABSENT _____

_____ (Signature, Board Secretary)

Thomas K. Washington (Board Secretary's Name, Printed or Typed)

Bethlehem Area School District, 1516 Sycamore Street, Bethlehem, PA 18017 (District/CTC Address)

_____ (Date)

PROJECT ACCOUNTING BASED ON FINAL COSTS (1 of 2)
FOR THE PERIOD _____ TO _____

District/CTC:	Project Name:	Project #:
Bethlehem Area School District	Liberty High School	3090

PROJECT COSTS	NEW	EXISTING	TOTAL
A. STRUCTURE COSTS (include site development)			
1. General (Report costs for sanitary sewage disposal on Line E-1.)	$13,348,666	$23,953,497	$37,302,163
2. Heating and Ventilating	$3,709,223	$7,330,447	$11,039,670
3. Plumbing (Report costs for sanitary sewage disposal on Line E-1.)	$1,057,258	$2,983,367	$4,040,625
4. Electrical	$1,439,377	$4,715,076	$6,154,453
5. Asbestos Abatement (J10,line B-3)	X X X X X X	$472,000	$472,000
6. Building Purchase Amount	X X X X X X		
7. Other * (Exclude Test Borings and Site Survey) (Use PlanCon-J-Add't Costs page if necessary.)			
a. _____			
b. _____			
c. _____			
d. _____			
e. PlanCon-J-Add't Costs, Total			
A-1 to A-7 - Subtotal	$19,554,524	$39,454,387	$59,008,911
8. Construction Insurance			
a. Owner Controlled Insurance Program on Structure Costs (Exclude asbestos abatement, building purchase and other structure costs not covered by the program)			
b. Builder's Risk Insurance (if not included in primes)	$52,344	$111,232	
c. Construction Insurance - Total	$52,344	$111,232	
9. 'TOTAL-Structure Costs (A-1 to A-7-Subtotal plus A-8-c)	19,606,868	39,565,619	59,172,487
B. ARCHITECT'S FEE			
1. Architect's/Engineer's Fee on Structure	$1,155,318	$2,371,343	$3,526,661
2. EPA-Certified Project Designer's Fee on Asbestos Abatement	X X X X X X X X X X X X	$22,620	$22,620
3. TOTAL - Architect's Fee	$1,155,318	$2,393,963	$3,549,281
C. MOVABLE FIXTURES AND EQUIPMENT			
1. Movable Fixtures and Equipment	$250,000	$450,000	$700,000
2. Architect's Fee			
3. TOTAL - Movable Fixtures & Equipment	$250,000	$450,000	$700,000
D. STRUCTURE COSTS, ARCHITECT'S FEE, MOVABLE FIXTURES AND EQUIPMENT - TOTAL (A-9 plus B-3 and C-3)	$21,012,186	$42,409,582	$63,421,768
E. SITE COSTS			
1. Sanitary Sewage Disposal	$74,000		$74,000
2. Sanitary Sewage Disposal Tap-In Fee and/or Capacity Charges			
3. Owner Controlled Insurance Program/Builder's Risk Insurance on Sanitary Sewage Disposal			
4. Architect/Engineer's Fee for Sanitary Sewage Disposal	$4,200		$4,200
5. Site Acquisition Costs			
a. Gross Amount Due from Settlement Statement or Just Compensation		X X X X X X X X X X X X X X X X X X	
b. Real Estate Appraisal Fees		X X X X X X	
c. Other Related Site Acquisition Costs		X X X X X X	
d. Site Acquisition Costs - Total		X X X X X X	
6. TOTAL - Site Costs	$78,200		$78,200
F. STRUCTURE COSTS, ARCHITECT'S FEE, MOVABLE FIXTURES & EQUIPMENT, AND SITE COSTS - TOTAL (D plus E-6)	$21,090,386	$42,409,582	$63,499,968

* - **Type "No Fee" beside each item for which no design fee is charged.**

PROJECT ACCOUNTING BASED ON FINAL COSTS (2 of 2)
FOR THE PERIOD _____ TO _____

District/CTC:	Project Name:	Project #:
Bethlehem Area School District	Liberty High School	3090

ROUND FIGURES TO NEAREST DOLLAR

PROJECT COSTS (CONT.)	TOTAL
G. ADDITIONAL CONSTRUCTION-RELATED COSTS	
1. Project Supervision (inc. Asbestos Abatement Project Supervision)	
2. Construction Manager Fee and Related Costs	$2,222,498
3. Total Demolition of Entire Existing Structures & Related Asbestos Removal to Prepare Project Site for Construction of New Building and Related AHERA Clearance Air Monitoring and EPA-Certified Project Designer's Fee on Asbestos Abatement (Exclude costs for partial demolition.)	
4. Architectural Printing	$40,000
5. Test Borings	$30,000
6. Site Surveys	$12,028
7. Other (Attach PlanCon-J-Add't Costs page if needed.) a. _____	
b. _____	
c. Plan-J-Add't Costs, Total	$502,558
8. TOTAL - Additional Construction-Related Costs	$2,807,084

H. FINANCING COSTS *FOR THIS PROJECT ONLY* (EXCLUDE ACCRUED INTEREST)	BOND ISSUE/NOTE SERIES OF 2005	BOND ISSUE/NOTE SERIES OF 2007	BOND ISSUE/NOTE SERIES OF 2007A	X X X X X X X X X X X X
1. Underwriter Fees	$169,542	$169,542	$123,262	$462,346
2. Legal Fees	$43,548	$43,548	$31,661	$118,757
3. Financial Advisor	$18,973	$18,973	$13,793	$51,739
4. Bond Insurance	$85,879	$85,879	$62,437	$234,195
5. Paying Agent/Trustee Fees and Expenses	$646	$646	$469	$1,761
6. Capitalized Interest	$621,612	$621,611	$451,927	$1,695,150
7. Printing				
8. CUSIP & Rating Fees	$10,280	$10,280	$7,473	$28,033
9. Other a. _____				
b. _____				
10. TOTAL-Financing Costs	950,480	950,479	691,022	$2,591,981
I. TOTAL PROJECT COSTS (F plus G-8 plus H-10)				$68,899,033

REVENUE SOURCES (EXCLUDE ACCRUED INTEREST)	BOND ISSUE/NOTE SERIES OF 2005	BOND ISSUE/NOTE SERIES OF 2007	BOND ISSUE/NOTE SERIES OF 2007A	TOTAL
J. AMOUNT FINANCED *FOR THIS PROJECT ONLY*	$24,220,337	24,220,337	17,608,787	66,049,461
K. ORIGINAL ISSUE DISCOUNT/ PREMIUM *FOR THIS PROJECT ONLY*				
L. INTEREST EARNINGS *FOR THIS PROJECT ONLY*	$1,044,938	1,044,938	759,696	2,849,572
M. BUILDING INSURANCE RECEIVED				
N. PROCEEDS FROM SALE OF BUILDING OR LAND				
O. LOCAL FUNDS - CASH (SEE INSTRUCTIONS)				
P. OTHER FUNDS (PROVIDE DESCRIPTION ON SEPARATE SHEET)				
Q. TOTAL REVENUE SOURCES				68,899,033

ADDITIONAL PROJECT COSTS

District/CTC:	Project Name:	Project #:
Bethlehem Area School District	Liberty High School	3090

J02 - A. STRUCTURE COSTS (incl. site dev.) -ONLY LIST PRIME CONTRACTS; REPORT OTHER COSTS UNDER J03, LINE G	NEW	EXISTING	TOTAL
TOTAL - STRUCTURE COSTS			

* - Type "No Fee" beside each item listed above for which no design fee is charged.

J03 - G. ADDITIONAL CONSTRUCTION-RELATED COSTS	TOTAL
Balancing & Testing	$129,500
Construction testing in field	$223,645
Utility connections Gas	$15,000
Network equipment	$16,600
Approval agency Letters of Credit	$26,599
Permit fees, etc.	$41,114
Temporary storage boxes	$39,000
Library relocation	$11,100
TOTAL - OTHER CONSTRUCTION-RELATED COSTS	$502,558

FINANCIAL REPORT FOR THE PERIOD _____ TO _____

District/CTC:	Project Name:	Project #:
Bethlehem Area School District	Liberty High School	3090

	BOND ISSUE/NOTE SERIES OF 2005	BOND ISSUE/NOTE SERIES OF 2007	BOND ISSUE/NOTE SERIES OF 2007A	TOTAL
A. TOTAL BOND ISSUE OR NOTE	$55,000,000	$55,000,000	$40,000,000	$150,000,000
B. ORIGINAL ISSUE DISCOUNT/ ORIGINAL ISSUE PREMIUM				
C. TOTAL INTEREST EARNINGS ON ALL INVESTMENTS FOR ALL FUNDS (Exclude accrued interest and) capitalized interest)				
1. Construction Fund	$2,373,081	$2,373,081	$1,725,288	$6,471,450
2. Authority Fund				
3. Debt Service Fund				
4. Debt Service Reserve Fund				
5. Bond Redemption Fund				
6. Other: _____				
7. Other: _____				
8. TOTAL	$2,373,081	$2,373,081	$1,725,288	$6,471,450
D. BUILDING INSURANCE RECEIVED				
E. PROCEEDS FROM SALE OF BUILDING OR LAND				
F. LOCAL FUNDS - CASH				
G. OTHER: _____				
H. OTHER: _____				
I. TOTAL REVENUE SOURCES				$156,471,450
J. TOTAL PROJECT COSTS FOR THIS PLANCON PROJECT (J03, line I)				$68,899,033
K. FUNDS NOT EXPENDED FOR THIS PLANCON PROJECT (I minus J)				$87,572,417

DISPOSITION OF FUNDS NOT EXPENDED FOR THIS PLANCON PROJECT (Indicate the applicable bond issue.)

Reimbursable Projects:

Project Building Name	PDE Project #	Amount Financed	Applicable Issue
Freedom High School	3071	$30,229,043	2005,2007,2007A
Broughal Middle School	3300	$53,721,496	2005,2007,2007A

Nonreimbursable Projects:

_____

_____

_____

Other:

_____

_____

CERTIFICATE OF ARCHITECT

District/CTC: Bethlehem Area School District County: Northampton

School Name: Liberty High School Project #: 3090

The bid opening date for the original General Contract was: _____

As the architect of record for the above named school district/area vocational-technical school for said project, I certify to the best of my knowledge and belief that all construction work, including change orders and supplemental contracts, has been completed as of _____ in an acceptable manner in accordance with the plans and specifications approved by the Pennsylvania Department of Education (and any approved changes thereto) and that all contractors, by virtue of said completion, may be paid all final monies due and owing on this project.

_____ _____

Signature, Architect Architect's Name, Printed or Typed

_____

Architectural Firm Name

_____ _____

Architect's Address Date

For a project constructed and based on an approved school facility design published on the Department's School Design Clearinghouse, I further certify that the project was constructed based on an approved school facility design published on this clearinghouse.

_____ _____

Signature, Architect Date

FINANCIAL INFORMATION CERTIFICATION

District/CTC: Bethlehem Area School District County: Northampton

School Name: Liberty High School Project #: 3090

I certify that the financial information on the schedules titled Project Accounting Based on Final Costs (pages J02 and J03), Financial Report (J04), and Final Project Costs - Detail (pages J07 to J12) for the above referenced school construction project is presented based on the following:

Financial information is reported based on the cash basis of accounting.

If costs were allocated to certain areas or contracts, describe the allocation method below:

Cash basis. Financing Costs allocated based on the percentage of this project compared to the total of all three projects (Freedom HS, Liberty HS, Broughal Middle School), then further allocated based on the percentage of the finanacing issue.

Signature, Board Secretary	Thomas K. Washington Board Secretary's Name, Printed or Typed	Date

FOR CASH PROJECTS ONLY

Please provide information, by fiscal year, on the expenditure of project funds for a project fully funded by local funds. Cash projects are those projects for which the District/CTC has not incurred debt.

FY	PROJECT FUNDS ACTUALLY EXPENDED
TOTAL -	

I certify that the project funds were actually expended in the fiscal years as reported above and I also certify that the District/CTC has not incurred debt to fund this project.

Signature, Board Secretary	Board Secretary's Name, Printed or Typed	Date

8. *Pennsylvania Department of Education Self-Certification Approval – Freedom High School Handrail Repairs*

INFORMATION:

A request for the repair of handrails at Freedom High School was discussed at the Board Facilities Committee Meeting on November 9, 2009. The administration recommends the bidding of this job and is required to submit the attached Self-Certification Application for Non-Reimbursable Construction Project to the Pennsylvania Department of Education for approval for the Freedom High School handrail repairs.

RECOMMENDATION:

That the Board of School Directors authorizes the administration to submit the Self-Certification Application for Non-Reimbursable Construction Project to the Pennsylvania Department of Education for approval of the Freedom High School handrail repairs.

9. *Private Transportation Contract*

RECOMMENDATION:

That the Bethlehem Area School District adds an additional transportation contract for the 2009-2010 school year.

a. Mr. Raymond Misiak

   Approximately $2,772 to transport a special needs student to the Colonial Academy, Wind Gap, PA.

.

10. *Proposed Cellular Tower – Transportation Department Yard Area*

INFORMATION:

Pyramid Network Services, LLC is interested in leasing approximately 250 square feet of property at the transportation department yard area for the purpose of constructing a cellular tower to be installed and owned by Metro Phone Company.

1. The lease would be for a five year term with five year option to extend the lease, and the lease would need to be reviewed by the Solicitor.
2. The cost of the lease proposed was $15,000 per year with a 15 percent increase at each renewal.
3. After reviewing and finding a suitable location for the tower and assisting Pyramid Network Services, LCC with access for utility services to the tower, the district was able to negotiate the lease up to $18,000 per year.
4. The tower would be approximately four feet in diameter at the base with some cabinets set on concrete pads and the area would be fenced in. The district identified a very unobtrusive and unused portion of the bus parking yard area to locate the tower. Pyramid Network Services, LLC liked the location and proximity to utility lines for the tower.
5. The proposed location is over 300 feet away from the closest property line and located in the central part of the bus yard area.

RECOMMENDATION:

That the Board of School Directors authorizes the administration to develop and execute a lease with Metro Phone Company for the purpose of land rental where a cellular tower will be installed and owned by Metro Phone Company at the transportation department yard area.

11. *Tuition Waiver Students*

INFORMATION:

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

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

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

Attached is a list of tuition waiver students that are now residents of the Bethlehem Area School District for the 2009-2010 school year.

RECOMMENDATION:

That the Board of School Directors approves the following list of students as tuition waiver students for the 2009-2010 school year.

12. *Approval of the School Improvement Plans for Donegan Elementary School, Fountain Hill Elementary School, Broughal Middle School, East Hills Middle School, Freedom High School, and Liberty High School*

INFORMATION:

As required under the No Child Left Behind Act of 2001, Donegan Elementary School, Fountain Hill Elementary School, Broughal Middle School, East Hills Middle School, Freedom High School, and Liberty High School prepared Improvement Plans. The plans have been developed by each building's task force, comprised of administrators, teachers, parents, students, and community members, who worked in cooperation with district level staff. Additionally, those schools with Corrective Action status, Donegan, Freedom, and Liberty, require a District Supplement.

These plans were reviewed with the Board of School Directors at the November 2, 2009, Board Curriculum Committee Meeting.

These Improvement Plans must be sent to the Pennsylvania Department of Education by December 23, 2009, for final approval.

RECOMMENDATION:

That the Board of School Directors authorizes the administration to submit the Improvement Plans for Donegan Elementary School, Fountain Hill Elementary School, Broughal Middle School, East Hills Middle School, Freedom High School, and Liberty High School, as well as the District Supplements to the Pennsylvania Department of Education by December 23, 2009, for final approval.

13. *Community Service Agencies*

INFORMATION:

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

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

RECOMMENDATION:

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

Name of Agency/Organization: Holy Cross Evangelical Lutheran Church

Address: 2700 Jacksonville Road, Bethlehem, PA 18017

Phone number: 610-897-6231 ***Contact Person:*** George Treisner, Jr.

Email address: Holycrossoffice@verizon.net

Web Site address:

****

Number of students requested: Varies ***Minimum age:*** 12

Description of service opportunities: Assist with community breakfasts and suppers by prepping, serving and clean-up. Assisting staff with one time and ongoing projects, including seasonal work outside. Youth fundraising activities.

Minimum Time of Service Per Shift or Session: 2 hours

Hours agency is open to community service students: Afternoon, early evening, and weekends.

****

Dress requirements: School dress

Supervision provided by: Teachers and approved volunteers.

Training and/or orientation: As needed

****

Additional information or comments: Religious instruction by volunteers is not permitted for community service credit.

This agency carries liability insurance covering students on site. (Yes)
This agency participates in court ordered community service activities. (No)
This agency requires Act 34 (criminal history) clearance for employees. (Yes)
This agency conducts events/activities where alcohol is served. (No)
(*Parental Waiver is needed if alcohol is served)*

Name of Agency/Organization: Lehigh University Financial Aid Office

Address: 218 W. Packer Avenue, Bethlehem, PA 18020

Phone number: 610-758-3181 ***Contact Person:*** Juliann Bruneio

Email address: jub2@lehigh.edu

Web Site address: www.lehigh.edu/financialaid

****

Number of students requested: 2-3 ***Minimum age:*** 14

Description of service opportunities: Program aide to assist with organizational activities. Responding to general inquiries and assisting in one time and ongoing projects.

Minimum Time of Service Per Shift or Session: 2 hours

Hours agency is open to community service students: Monday – Friday after school through 4:45 p.m. Summer hours: Monday – Friday 7:30 a.m. – 4:45 p.m.

****

Dress requirements: Casual

Supervision provided by: Department Coordinator

Training and/or orientation: On site as necessary

****

Additional information or comments:

This agency carries liability insurance covering students on site. (No)
This agency participates in court ordered community service activities. (No)
This agency requires Act 34 (criminal history) clearance for employees. (No)
This agency conducts events/activities where alcohol is served. (No)
(*Parental Waiver is needed if alcohol is served)*

14. *Student Discipline - #0946460, #1001064, and #1008780 – 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 three students in violation of District Policy 233.

RECOMMENDATION:

That the Board of School of School Directors adopts the waivers relating to Student Numbers 0946460, 1001064, and 1008780.

15. *Federal/State Program Budgets*

INFORMATION:

The 2009-2010 Budget included $16,739,473 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 2009-2010 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 $16,739,473 to $16,662,453.

RECOMMENDATION:

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

2009-2010 FEDERAL/STATE PROGRAM BUDGETS

Program Name	***Approved Budget***	***Amended Budget***	***Increase/ (Decrease)***
ALTERNATIVE EDUCATION for DISRUPTIVE YOUTH	174,600	0	(174,600)
LEARN AND SERVE (Intermediate Curriculum Integration)	18,000	20,000	2,000
PREGNANT AND PARENTING TEENS	9,800	0	(9,800)
READINESS EMERGENCY MANAGEMENT for SCHOOLS (REMS)	0	250,000	250,000
SCHOOL IMPROVEMENT - Title 1	235,000	0	(235,000)
TITLE I : Stimulus	1,955,427	1,967,775	12,348
TUTORING in PENNSYLVANIA (TIP)	1,026,720	932,152	(94,568)
		TOTAL ADJUSTMENTS	**(77,020)**
		APPROVED FEDERAL/STATE BUDGET REVENUES/EXPENDITURES	$16,739,473
		AMENDED FEDERAL/STATE BUDGET REVENUES/EXPENDITURES	$16,662,453

16. *Keystone Stars Quality Improvement Grants*

INFORMATION:

Keystone STARS is Pennsylvania's program to improve the quality of early learning. It is a voluntary program that recognizes Department of Public Welfare (DPW) regulated child care providers who exceed state health and safety certification requirements. It has a quality rating system beginning with the Start with STARS level and progressing through designation of STAR One, Two, Three, or Four. Each STAR designation has its own research-based performance standards or benchmarks that are linked to improving outcomes for children.

RECOMMENDATION:

That the administration be authorized to submit 2009-2010 support applications for funding for the following child care centers:

a.	Fountain Hill Child Care – Star 2	$4,725
b.	Asa Packer Child Care – Star 2	9,450
c.	Freemansburg Child Care – Star 2	9,450
d.	SPARK Child Care – Star 2	6,300
e.	Calypso Child Care – Star 2	4,725
f.	Farmersville Child Care – Star 2	9,450
g.	Governor Wolf Child Care – Star 2	9,450
h.	James Buchanan Child Care – Star 2	4,725
i.	Lincoln Child Care – Star 2	9,450
j.	Miller Heights Child Care – Star 2	4,725
k.	Thomas Jefferson Child Care – Star 2	6,300

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

INFORMATION:

The Pennsylvania Department of Education is inviting school districts to apply for Learn and Serve America: K-12 School-Based Programs Grant. Learn and Serve is a component of the National and Community Service Trust Act of 1993. The grant is available to public schools for the development and/or expansion of local service learning programs. The purpose of this grant will be to assist youth to meet state standards by providing them with authentic service opportunities that reinforce and expand what students learn in the classroom at Liberty High School. The grant will be used for staff development, student training, and to integrate service projects into the curriculum. Grants will be awarded for three years with annual review. If service occurs during school hours, the hours will not count toward community service. Community service done outside of school hours will accrue toward the district's community service requirement.

RECOMMENDATION:

That the administration be authorized to submit an application for a Learn and Serve – Intermediate Curriculum Integration grant in the amount of $8,000 for the 2009-2010 school year.

18. *PA Cares Bullying Prevention Grant*

INFORMATION:

The Center for Safe Schools and the Pennsylvania Department of Education, through a unique partnership with Highmark Healthy High 5, an initiative of the Highmark Foundation, is offering grants of up to $7,500 for Pennsylvania schools to address the serious issue of bullying.

The Center for Safe Schools administers the PA CARES (Creating an Atmosphere of Respect and Environment for Success) initiative. This program strives to help school personnel strengthen their efforts to eliminate bullying behaviors and provide safe and nurturing learning environments. The PA CARES initiative provides bullying prevention readiness tools, technical assistance support, and resources to selected schools across the Highmark regions of Pennsylvania. Schools will be selected to receive PA CARES initiative funding during the 2009-2010 for implementation during the 2010-2011 school year. Selected schools will be expected to fully implement the Olweus Bullying Prevention Program for at least three years, complete the online Preventing School Violence Readiness Series, and participate in training and evaluation activities conducted by the Center for Safe Schools.

The Calypso Elementary School staff has developed a grant application for this grant. As a community school, the staff believes that the training and professional development activities that would be provided through this grant opportunity would greatly enhance their ability to insure a safe and productive school and community.

RECOMMENDATION:

That the administration be authorized to submit an application to the Center for Safe Schools and the Pennsylvania Department of Education on behalf of Calypso Elementary School for a grant in the amount of $7,500.

19. *Safe Routes to School Academy Grant*

INFORMATION:

The Center for Nutrition and Activity Promotion at Penn State Hershey Children's Hospital is sponsoring the 2009 Safe Routes to School Academy Grant Program. The program offers small grants in the amount of $5,000 each to schools (public or private), grades K–8 to help improve the safety of walking and bicycling to school. In addition to the $5,000 grant, schools will be eligible to receive a FREE 2–day walk ability audit, during which a team of trained experts will observe main walking routes to school and develop a comprehensive plan on how to improve the safety of those routes.

The grant is sponsored by the Pennsylvania Department of Transportation and the U.S. Department of Transportation, Federal Highway Administration, and is designed to help advance the priorities of the federal Safe Routes to School initiative: Education, Encouragement, Enforcement, Evaluation, and Engineering.

The Safe Routes to School Academy grant of $5,000 will be administered to support Education, Encouragement, Enforcement, and Evaluation activities. The grant may not support Engineering activities of any kind, including the installation of bike racks and signs, the repainting of crosswalks, and the repair and/or installation of sidewalks.

The Calypso Elementary School staff has developed a grant application for this grant. As a walking school, the opportunity for the free audit and the recommendations resulting from this audit could greatly improve the safety of our students and their families on their way to and from school.

RECOMMENDATION:

That the administration be authorized to submit an application to the Safe Routes to School Academy on behalf of Calypso Elementary School for a grant in the amount of $5,000.

20. *Conference/Staff Trip Attendance*

RECOMMENDATION:

That the following conferences for staff be approved:

December 10-11, 2009
AP Workshop – Comparative Government and Politics
Philadelphia, Pennsylvania $844.80
State/Project 720

21. *Field Trip Attendance*

RECOMMENDATION:

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

November 5-6, 2009
(2 Liberty High School Students)
States – Girls Tennis
Hershey, Pennsylvania $691.96
Athletics-Liberty High School

November 6-7, 2009
(11 Liberty High School Students)
States – Cross Country
Hershey, Pennsylvania 887.40
Athletics-Liberty High School

January 28-30, 2010
(1 Freedom High School Student and 3 Liberty High School Students)
Pennsylvania Music Educators Association (PMEA)
District 10 Chorus Festival
Nazareth, Pennsylvania 904.00
$404.00-General
$500.00-Substitute Costs

22. *Resignations*

RECOMMENDATION:

Instructional

1.	NAME:	**Spalholz, Laurie**
	ASSIGNMENT:	William Penn, Grade 1 Teacher
	REASON:	Retirement
	EFFECTIVE:	December 2, 2009
2.	NAME:	**Stone, Colleen**
	ASSIGNMENT:	Freedom, Guidance Counselor
	REASON:	Retirement
	EFFECTIVE:	January 22, 2010

22. *Resignations*

RECOMMENDATION:

Noninstructional

1.	NAME:	**Byrnes, Michael**
	ASSIGNMENT:	M-2, Garage Mechanic
	REASON:	Personal
	EFFECTIVE:	November 17, 2009
2.	NAME:	**Garganta, Eleanor**
	ASSIGNMENT:	Donegan, Teacher Assistant, General Duty
	REASON:	Retirement
	EFFECTIVE:	October 9, 2009

22. *Resignations*

RECOMMENDATION:

Miscellaneous

1.	NAME:	**Diefenderfer, Willard**
	ASSIGNMENT:	Bus Monitor
	REASON:	Change in retirement date
	EFFECTIVE:	November 24, 2009
2.	NAME:	**Nichol, Kenneth**
	ASSIGNMENT:	Bus Driver
	REASON:	Personal
	EFFECTIVE:	November 5, 2009
3.	NAME:	**Sterner, Amanda**
	ASSIGNMENT:	Liberty, Assistant Softball Coach
	REASON:	Personal
	EFFECTIVE:	2009-2010 school year

23. *Nominations for Appointment*

RECOMMENDATION:

Administrative

1.	NAME:	**Gober, Stacy M.**
	ADDRESS:	Schnecksville
	COLLEGE, DEGREE:	Bloomsburg University, B.S. Saint Joseph's University, M.B.A.
	ASSIGNMENT:	Assistant to the Superintendent for Finance and Administration
	SALARY:	$135,000
	EFFECTIVE:	On or after January 4, 2010

BETHLEHEM AREA SCHOOL DISTRICT

THIS AGREEMENT, made this _____ day of _____ 2009 by and between BETHLEHEM AREA SCHOOL DISTRICT, (hereinafter referred to as "the District"), and STACY M. GOBER (hereinafter referred to as "Ms. Gober"), and

WHEREAS, the District has employed Ms. Gober in the position of Business Administrator/Board Secretary in accordance with Sec. 1089 of the Public School Code of 1949 (hereinafter referred to as "the School Code"), and Ms. Gober desires to accept such compensation and benefits upon the terms and conditions hereinafter set forth and in accordance with the applicable provisions of the School Code, the laws of Pennsylvania, and by the rules and regulations adopted thereunder by the Board of School Directors of the District. The term of this Agreement shall be for the period from _____, 20____ through June 30, 2014.

All items/benefits not specifically set forth in this Agreement shall be no less than those granted in the Act 93 Instructional Meet and Discuss Agreement as amended on September 21, 2009, through June 30, 2010. A copy of the 07/01/07 to 06/03/10 Instructional Meet And Discuss Group Agreement (Act 93 Agreement) is attached as Exhibit "A". Ms. Gober shall be entitled to any additional benefits obtained by the Instructional Meet And Discuss Group and any benefits obtained in a successor agreement. NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained and intending to be bound hereby, the parties hereto agree as follows:

1. Ms. Gober agrees to perform faithfully and professionally the duties of Business Administrator/Board Secretary in accordance with the provisions of the School Code and the rules, regulations, and policies of the Board of School Directors of the District. The duties and responsibilities of the Business Administrator/Board Secretary have been set forth in the Job Description. A copy is attached as Exhibit "B". The administration of school policy and the direction of school employees shall be through the Superintendent. Ms. Gober, as Business Administrator/Board Secretary, shall have the right to speak on issues before the Board. Ms. Gober shall serve as advisor to regular and special Board committees on matters affecting the school district.

2. Ms. Gober covenants that she possesses all of the qualifications that are required by law to serve as Business Administrator/Board Secretary. She agrees to maintain throughout the term of this Agreement, a valid and current Pennsylvania Registered School Business Administrator Certification or other legal credentials as may be required by law, and to present a copy of the same to the Board.

3. The District shall compensate Ms. Gober at a salary to be determined annually based upon the 2009-2010 base salary of $135,000, to be apportioned on a pro-rata basis, in accordance with the policy of the District governing payment of professional staff members. Salary increases during the term of this contract will be based on the evaluation (see attachment Exhibit "C") annually of a job performance by the Superintendent, but shall not be less than the range authorized for other Cabinet level administrators. The District retains the right to increase the annual salary of Ms. Gober at any time during the term of office.

4. Ms. Gober may undertake consultative work, speaking engagements, writing, lecturing, or other professional activities with prior approval from the Superintendent when performed during normal working hours provided such work does not affect the duties included in the job description.

5. Ms. Gober shall be furnished with a private office, an assigned secretary, staff, and such other resources as the District and Ms. Gober shall mutually determine to be suitable to Ms. Gober's position and adequate for the performance of Ms. Gober's duties.

6. The District will reimburse Ms. Gober for all reasonable expenses incurred in the performance of her duties, upon presentation by Ms. Gober, of an itemized account of such expenditures. Mileage will be reimbursed at the current IRS rate for the use of a private automobile for school business.

7. The District shall pay the dues for Ms. Gober's membership in the following professional associations: The Association of School Business Officials of the United States and Canada (ASBO), Pennsylvania Association of School Business Officials (PASBO), and the PASBO Regional Chapter, with others upon approval of the Superintendent. Ms. Gober may attend professional meetings at the local, state and national level at the expense of the District upon prior approval of the Superintendent or in accordance with her duties as an elected officer of PASBO not to exceed 12 days per year, which may be extended by the superintendent's recommendation and board approval.

8. Ms. Gober shall be entitled to twenty (20) paid vacation days per contract year. For the balance of the 2009-2010 fiscal year, Ms. Gober is entitled to ten (10) vacation days. Unused vacation may be carried over to subsequent years at a rate of ten (10) per year. Carryover days may accrue to a maximum of 30 days throughout the term of this Agreement. Upon separation from the District, payment for unused days will be made to Ms. Gober or her beneficiary at her per diem rate of payment at the time of separation.

9. Ms. Gober shall be entitled to observe as holidays, without loss of compensation, those days scheduled by the District as holidays in the Act 93 Agreement.

10. Ms. Gober shall be entitled to thirteen (13) days of sick leave during each contract year without loss of pay, being July lst through June 30th. Ms. Gober shall be entitled to use up to five (5) days for family illness or emergency which shall be charged against unused sick days. Entitlement to such days shall be credited to Ms. Gober as of July lst of each year and shall accumulate without limit. A lump sum payment of at least $100 per day for each unused day of accumulated sick leave shall be paid to Ms. Gober as a separation allowance upon retirement. Ms. Gober shall be permitted to transfer 43 sick leave days accumulated in prior school districts with proper documentation of accumulated balance. Accumulated sick leave days that were earned from a previous place of employment shall not be eligible for the retirement payment.

11. Ms. Gober shall be entitled to a leave of absence without loss of pay of up to five (5) days in the event of a death in her "immediate family" and of one (1) day in the event of death of a "near relative", as such terms are defined in the Act 93 Agreement.

12. Ms. Gober shall be entitled to up to three (3) days of paid personal leave during each contract year. Personal leave days shall not accumulate from year to year. Unused days will be converted to sick leave, day for day, at the end of each contract year.

13. Ms. Gober shall be permitted to serve on a jury or testify as a court witness with a subpoena. The salary paid during such absence shall be at the per diem rate less; the fee paid by the Court for such service, exclusive of transportation allowance.

14. The District hereby grants Ms. Gober, as Business Administrator/Board Secretary, approval to enroll in continuing education as approved by the Superintendent and as permitted in the Act 93 Agreement.

15. Ms. Gober shall be entitled to any and all of the rights available to any person entitled to sabbatical leave of absence from the employment of the District under Section 1166 of the School Code.

16. Medical coverage shall be provided to Ms. Gober as per the Act 93 Agreement.

17. Ms. Gober shall be entitled to participate in a Section 125 Flexible Benefit Program under the terms of the Administrators Act 93 Agreement.

18. The District shall provide, upon retirement from the District, a full PSERS retirement as per the Act 93 Agreement.

19. Comprehensive Catastrophic Liability Insurance and Errors and Omissions Liability Insurance will be provided by the District. In the event Ms. Gober is complained against or sued in any court of record or before any administrative agency as a result of actions by Ms. Gober in performance of her duties, the District shall defend, hold harmless, and indemnify Ms. Gober from any and all such demands, claims, suits, actions, and legal proceedings brought against her, and shall provide competent legal counsel to Ms. Gober in her defense, unless the behavior constitutes fraud, intentional action, or criminal behavior.

20. The District, in accordance with applicable state and Federal laws and at the request of Ms. Gober shall withhold such an amount of salary as she designates for payment into a tax-deferred annuity under Sec. 403(b), Deferred Compensation Program under Sec. 457(b) of the IRS Code, or individual retirement account as selected by Ms. Gober.

21. If any provision of this Agreement is determined by any court to be invalid or inconsistent with the law, it is the intention of the parties hereto that all valid provisions which are severable from the invalid provisions shall remain in effect and that this Agreement shall continue to be effective to the full extent that is consistent with the law.

22. This Agreement shall not be modified or annulled by either party except by written instrument. The parties have incorporated in this Agreement their entire understanding and no oral statements or prior written matter, previous to this Agreement, shall have any force or effect.

23. This Agreement may be terminated prior to the stated term, or a subsequent extension of such term as herein provided, (1) by Ms. Gober by submitting a written resignation to the District at least sixty (60) days before such resignation becomes effective unless a lesser time period is mutually agreed upon, or (2) by the District, by notifying Ms. Gober in writing of such termination of her employment at least ninety (90) days before such termination becomes effective if termination is not in accordance with the violations enumerated in Article 24 of this Agreement.

24. The District shall have the right to terminate Ms. Gober's employment for the following reasons:

(i) Incompentency;
(ii) Intemporance;
(iii) Neglect of duty;
(iv) Violation of any of the School Laws of this Commonwealth;
(v) Two (2) consecutive evaluations at Below Expected Performance; or
(vi) Other improper conduct.

However, the Board shall not arbitrarily and capriciously call for her dismissal without first providing Ms. Gober with written notice of charges, adequate notice of a hearing, a fair and impartial hearing, all elements of due process, and the right to appeal to a court of competent jurisdiction in accordance with Pennsylvania and Federal law. At any such hearing before the Board, Ms. Gober shall have the right to be present and to be heard, to be represented by counsel, and to present through witnesses any testimony relevant to the issue. In the event of termination for just cause, all benefits and salary not accrued prior to the date of termination will cease subject to expiration of all due processes noted herein.

25. All salary and benefits shall cease upon date of resignation or death, except any and all death benefits, employee benefits, and life insurance coverage in place on the day prior to death shall be payable to designated survivor(s) of Ms. Gober.

26. At a regular meeting of the Board of School Directors occurring at least one-hundred fifty (150) days prior to the expiration date of this Agreement, the agenda shall include an item requiring affirmative action by five (5) or more members of the Board of School Directors to notify Ms. Gober that the Board intends to reopen discussion on the terms and conditions of employment. In the event that the Board fails to take such action at a regular meeting of the Board of School Directors occurring at least one-hundred fifty (150) days prior to the expiration date of this Agreement, then Ms. Gober shall continue to receive the compensation and benefits described above for a further term of similar length to that which is set forth herein.

27. All references to Public School Code or any law or regulation contained herein shall also refer to any amendment or recodification of such Code.

28. This contract shall be interpreted under the laws of the Commonwealth of Pennsylvania.

29. This Agreement shall be binding on the heirs, successors, assigns, and legal representatives of the parties hereto.

30. This Agreement shall be effective _____ and is binding upon the parties, their successors, or assigns.

IN WITNESS THEREOF, the parties hereto have executed this Agreement the date first above written.

_____
Thomas Persing, Ed.D.
Substitute Superintendent
Bethlehem Area School District

_____
Stacy M. Gober
Business Administrator/Board Secretary
Bethlehem Area School District

_____
President
Board of School Directors
Bethlehem Area School District

23. *Nominations for Appointment*

RECOMMENDATION:

Instructional

1.	NAME:	**Scherr, Richard J. Jr.**
	ADDRESS:	Perkasie
	COLLEGE, DEGREE:	Temple University, B.S. Immaculata College, M.S.
	ASSIGNMENT:	District-wide, School Psychologist
	EXPERIENCE:	1 year, Bethlehem 5 years, Pennsylvania
	STATUS:	Long-term Substitute
	SALARY:	$50,452, prorated (Master's +30, Step 7)
	EFFECTIVE:	November 17, 2009, terminating at the end of the 2009-2010 school year, or upon the return of J. Manzo

23. *Nominations for Appointment*

RECOMMENDATION:

Noninstructional

1.	NAME:	**Bednarik, Adam**
	ADDRESS:	Bethlehem
	ASSIGNMENT:	East Hills, (.5) Teacher Assistant, Special Education, Learning Support
	SALARY:	$13.72 per hour
	EFFECTIVE:	November 17, 2009
2.	NAME:	**Byrnes, Michael**
	ADDRESS:	Bethlehem
	ASSIGNMENT:	Assistant Supervisor of Transportation, Vehicle Maintenance
	SALARY:	$56,425, prorated (Noninstructional Meet and Discuss, Category E, Step 13)
	EFFECTIVE:	November 17, 2009
3.	NAME:	**Capuano, Donnamarie**
	ADDRESS:	Bethlehem
	ASSIGNMENT:	Clearview, ASPIRE Site Coordinator
	SALARY:	$28,568, prorated (Noninstructional Meet and Discuss, Category K, 12 months, Step 1)
	EFFECTIVE:	November 17, 2009
4.	NAME:	**King, Donald**
	ADDRESS:	Bethlehem
	ASSIGNMENT:	Marvine, (.5) Supplemental Custodian
	SALARY:	$9.00 per hour
	EFFECTIVE:	November 17, 2009
5.	NAME:	**Nelms, Samuel**
	ADDRESS:	Bethlehem
	ASSIGNMENT:	Miller Heights, (.5) Supplemental Custodian
	SALARY:	$9.00 per hour
	EFFECTIVE:	November 17, 2009

23. *Nominations for Appointment*

RECOMMENDATION:

Miscellaneous

1. **ASPIRE Program**
(After School Programs for Instruction, Recreation, and Enrichment)
Helper
Donegan Elementary School
Mertz, Diane
SALARY: $7.25 per hour

2. **Coaches**
Freedom High School
Swimming

Assistant Coach	**Zettlemoyer, Jeffrey** (.5)	New	$1,962.00

Liberty High School
Swimming

Assistant Coach	**Montoro, Michelle**	New	3,924.00
Assistant Coach	**Zettlemoyer, Jeffrey** (.5)	New	1,962.00

3. **Extracurricular Activity Advisors**
Hanover Elementary School

Student Council	**Howe, Joan** (.5)	178.50
	Sergent, Nishida (.5)	178.50

4. **Transportation**
Part-time Bus Driver
Wisdom, Magda
SALARY: $16.18 per hour

Part-time Bus Monitors
Boerstler, Jennifer
Wisdom, Magda
SALARY: $11.00 per hour

23. *Nominations for Appointment*

RECOMMENDATION:

Substitutes

Instructional

Culligan, Ashley
Bethlehem

Kasten, Geraldine
Bethlehem

Martinez, Sherri
Walnutport

Mentesana, Rosemarie
Allentown

Reiman, Angela
Hellertown

Weiner, Jonathen
Bechtelsville

23. *Nominations for Appointment*

RECOMMENDATION:

Substitutes

Noninstructional

Batt, Robyn
Bethlehem

Beck, Amy
Bethlehem

Haymaker, Kristin
Bethlehem

Idusuyi, Patience
Bethlehem

Peerson, Deborah
Hellertown

24. *Reassignment*

RECOMMENDATION:

Instructional

1.	NAME:	**Randall, Lynn**
	ASSIGNMENT:	District-wide, (.3)/Governor Wolf, (.3) School Nurse
	FROM:	October 27, 2009
	TO:	August 24, 2009
	REASON:	Change in effective date
2.	NAME:	**Wilderotter, Paulette**
	FROM:	James Buchanan, (.2)/Miller Heights, (.2) Academic Integration Specialist
	TO:	Fountain Hill, Grade 3 Teacher
	SALARY:	$51,987, prorated (Master's +15, Step 10)
	REASON:	Reassignment
	EFFECTIVE:	November 9, 2010

24. *Reassignment*

RECOMMENDATION:

Miscellaneous

1.	NAME:	**Padden, Thomas**
	ASSIGNMENT:	Consultant for the Search for the Assistant to the Superintendent for Finance and Administration
	FROM:	October 27, 2009
	TO:	October 22, 2009
	REASON:	Change in effective date

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

INFORMATION:

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

Salary adjustments will be in accordance with the Base Step Salary Schedule of the Collective Bargaining Agreement for all categories listed as approved by the Board of School Directors for the 2009-2010 school year.

RECOMMENDATION:

That the administration be authorized to place the following employees on the appropriate salary lane in accordance with the Collective Bargaining Agreement effective September 1, 2009:

MASTER'S DEGREE

Fenstermacher, Michele – Thomas Jefferson Elementary School

MASTER'S +45

Vitalos, Jolene – Fountain Hill Elementary School

26. *Rescinding of Board Policy Number 808.1 – Food Service Meal Charges – Second Reading*

INFORMATION:

Board Policy 808.1 was discussed in September 2009 during Committee meetings and it was decided that implementation of the procedures to enforce collection of outstanding student dining charges would be suspended. The policy contains language that may be unlawful involving the withholding of high school transcripts.

The school district administration is discussing recommendations with various building principals, the Dining Service Supervisor, the Superintendent, and the Assistant to the Superintendent for Finance and Administration, in an effort to present the Board of School Directors with a new Policy 808.1 for consideration. However, because of the concern about the transcript withholding language in the existing policy, it is recommended that it be rescinded, not suspended.

RECOMMENDATION:

That the Board of School Directors approves rescinding Board Policy Number 808.1 – Food Service Meal Charges.

BETHLEHEM AREA SCHOOL DISTRICT

Rescinded – First Reading – November 9, 2009
Rescinded – Second Reading – November 16, 2009

SECTION: OPERATIONS

TITLE: FOOD SERVICE MEAL CHARGES

ADOPTED: January 26, 2009

808.1. FOOD SERVICE MEAL CHARGES

1. Purpose

All students that attend Bethlehem Area School District are provided the opportunity to purchase breakfast and lunch at the school cafeteria in accordance with the National School Lunch Program (NSLP). The following guidelines shall be followed in instances where the student finds it necessary to charge their meal due to lack of funds in their account.

2. Authority

The Board shall permit students to incur reasonable charges for meals and parents/guardians shall be contacted for payment.

Unpaid lunch charges for a student shall result in the school withholding the final report card until the charges are paid in full. Negative balances will be carried over to the next school year.

3. Guidelines

Parents/Guardians are solely responsible for providing their children with money for lunch, or packing a lunch from home. If for any reason a parent/guardian cannot afford to provide a lunch for their child, free and reduced lunch applications are available in the school offices.

A NSLP free/reduced meal application shall be sent home at the start of the school year.

Parents/Guardians and students are encouraged to deposit money in their account so that adequate money is readily available to purchase school lunches and breakfasts. This will eliminate the need for the parent/guardian to send money with the student each day. This also helps increase the speed of the serving line. Parents/Guardians can deposit money by sending a check or cash with their student to school or by using Mealpayplus, or current service provider, through the District's web address.

The foodservice administration will provide a monthly notification letter that will be mailed to the parent/guardian of all students with a negative cafeteria account balance.

When a student comes through the serving line without the appropriate form of exchange and/or no positive balance in his/her account, the Bethlehem Area School District will utilize the following procedures.

	1. Grades K-5 – Up to five (5) lunches may be charged. No lunch will be provided to the student beginning with the 6th day until past due amounts are received. 2. Grades 6 – 12- Up to three (3) lunches may be charged. No lunch will be provided to the student beginning with the 4th day until past due amounts are received. 3. Charging is not permitted for breakfast or a la carte items at any grade level.
3. Collections	The school district may pursue collection of negative account balances through appropriate collection measures. The parent/guardian will receive a letter stating the amount of the negative account balance and will be given ten (10) days to remit payment. After that time, the student's account will be assigned to a collection agency or any other collection entity, as identified by the school district. All fees associated with collection activity in addition to the negative account balance will be the responsibility of the parent/guardian. The school district may withhold high school transcripts until the negative balance is paid. If a student has a negative balance upon graduation, the student will not be allowed to attend the commencement ceremony and a diploma will not be issued to the student until the negative balance is paid.
4. Delegation of Responsibility	The Board of School Directors of the Bethlehem Area School District directs the Superintendent and/or his/her staff to enforce and administer Food Service policies and procedures. References: School Code – 24 P.S. Sec. 510

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

INFORMATION:

The first reading of Board Policy Number 006 – Meetings took place at the October 26, 2009, Regular Board Meeting. Revisions were made after the meeting with a recommendation from the solicitor. Attached is the revised Board Policy with the revisions in bold and recommended revisions from the solicitor are underlined, bold, and italicized. The board reviewed these changes at the November 9, 2009, Board Human Resources Committee Meeting.

RECOMMENDATION:

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

BETHLEHEM AREA SCHOOL DISTRICT

First Reading, October 26, 2009
Second Reading, November 16, 2009

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEETINGS

ADOPTED: November 15, 2004

REVISED: February 9, 2009

	006. MEETINGS
	Section 1. Parliamentary Authority
SC 407 65 Pa. C.S.A. Sec. 701 et seq	Cushing's Manual, Robert's Rules of Order or other approved manuals shall be the authority on all questions of parliamentary law not covered by the bylaws of the Board: a. The President may speak on all points of order in preference to other members of the Board and shall decide questions of order, subject to an appeal to the Board by any two (2) members. b. A motion must be seconded and, when required, repeated by the President or read aloud before it is debated; every motion must be reduced to writing if the President or any member of the Board shall so require. c. Any member who has made a motion shall have liberty to withdraw it with the consent of the seconder. d. The consideration of any question may be postponed to a fixed time or the question may be suppressed altogether by an indefinite postponement. e. A motion once voted down shall not be renewed at the same meeting without the consent of the number of members required for adoption. f. An amendment may be moved on any motion and shall be decided before the original motion; but not more than one (1) amendment to an amendment shall be entertained. g. If a motion under debate is composed of two (2) or more parts, which are so far independent of each other as to be susceptible of division into several questions, any two (2) members may have it divided and a vote taken on each part.

	h. When any item for discussion is properly brought before the Board, consideration of the same shall not be interrupted except by motion for adjournment, for tabling, for the previous question, for postponement, for commitment or for amendment. i. A motion for adjournment shall always be in order and shall be decided without debate except that it cannot be entertained without unanimous consent when the Board is voting on another question. j. The question cannot be moved by less than a majority of the members present, and when thus called, all debates shall be precluded. The call for the previous questions shall not cut off any pending amendment, but the vote shall be taken without debate on the amendments in their order and finally on the question. k. A motion for postponement shall preclude commitment, and motion for commitment shall preclude amendment or decision on the original subject. l. A motion for reconsideration shall be entertained when made and seconded by members who were in the majority on the vote on the original question. m. If the previous question is decided in the negative, the effect shall be to arrest the discussion and produce indefinite postponement. n. No member shall be interrupted when speaking unless they are out of order, or for purposes of correcting mistakes and misrepresentations. o. No member in the course of debate shall be allowed to indulge in personal reflections. p. If any member acts in any respect in a disorderly manner, it shall be the privilege of any member and the duty of the President to call that member to order. q. If any member shall consider themselves aggrieved by a decision of the chair, it shall be their privilege to appeal to the Board and a vote on such appeal shall be taken without debate.
SC 508	r. When the taking of a vote has commenced, no further remarks or debates shall be permitted, unless some evident mistake has been made, in which case the mistake shall be rectified and the taking of the vote shall then be continued. A majority vote of those members present and voting shall prevail, except in those subjects enumerated in law requiring a majority of all members of the Board.

	s. Any two (2) members may require the recording of the yeas and nays on any subject or question, irrespective of whether the subject matter under discussion be such as shall require the recording of the yeas and nays under the provisions of the School Code.
	t. The first person recognized by the President as desiring to speak shall have the right to the floor.
	u. To allow ample time for full consideration before Board meetings, any new proposals by Board members at meetings shall be laid on the table or deferred until the next regular or special meeting unless it is clearly shown that immediate action on the proposal is essential.
	Section 2. Quorum
SC 422	A quorum shall be five (5) Board members present at a meeting. No business shall be transacted at a meeting without a quorum, but the Board members present at such a meeting may adjourn to another time.
	Section 3. Presiding Officer
SC 405, 426, 427,428	The President shall preside at all Board meetings. In the absence, disability or disqualification of the President, the Vice-President shall act instead. If neither person is present, a Board member shall be elected President pro tempore by a plurality of those present to preside at that meeting only. The act of any person so designated shall be legal and binding.
	Section 4. Notice
65 Pa. C.S.A. Sec. 703, 709	Notice of all open public Board meetings, including committee meetings and discussion sessions, shall be given by publication of the date, place, and time of such meetings in the newspaper(s) of general circulation designated by the Board and the posting of such notice at the administrative offices of the Board.
65 Pa. C.S.A. Sec. 703, 709	a. Notice of regular meetings shall be given by publication and posting of a schedule showing the date, place and time of all regular meetings for the fiscal year at least three (3) days prior to the time of the first regular meeting.
65 Pa. C.S.A. Sec. 703, 709	b. Notice of all special meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property.

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

	The agenda for the regular meeting is hand-delivered to Board members, BEA officials (3), custodial/maintenance personnel (1), teacher aides (1), cafeteria personnel (1), and the press on the Friday preceding the Board meeting. Copies are also distributed to key administrative personnel and to each elementary and secondary school faculty room prior to the meeting. b. Order Of Business The order of business for regular meetings shall be as follows, unless altered by the President or a majority of those present and voting: Roll Call Pledge of Allegiance Silent Meditation Instructional Report or Student Recognition Courtesy of Floor to Visitors Reports of Student Representatives Approval of Minutes Approval of Committee Minutes Financial Report/Payment of Bills President's Communication/Special Meetings Superintendent's Report/Federal Program Update Unfinished Business Recommendations of Administration Reports of Committees New and Miscellaneous Business Courtesy of the Floor to Visitors Adjournment Section 6. <u>Special Meetings</u>
65 Pa. C.S.A. Sec. 701 et seq	Special meetings shall be public and may be called for special or general purposes.
SC 426	The President may call a special meeting at any time. Upon the President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the Board members. No business shall be transacted at any special meetings except that named in the call sent to the members for such special meetings; provided, that special meetings may be called for general purposes.

All special meetings of the Board shall be at a place to be determined and advertized.

The following shall be the order of business:

Roll Call
Pledge of Allegiance
Silent Meditation
Courtesy of Floor to Visitors
Approval of Minutes/Regular and Committee
President's Communication/Special Meetings
Superintendent's Report
Unfinished Business
Recommendations of Administration
New and Miscellaneous Business
Courtesy of the Floor to Visitors
Adjournment

Section 7. Hearing Of The Public

65 Pa. C.S.A. Sec. 701 et seq
Pol. 903

A member of the public present at a Board meeting may address the Board in accordance with law and Board policy and procedures.

Section 8. Voting

All motions shall require for adoption a majority vote of those Board members present and voting, except as provided by statute or Board procedures.

All votes on motions and resolutions shall be by voice vote unless an oral roll call vote is requested by the President or another Board member.

SC 324

a. The following actions require the unanimous consent of all the remaining members of the Board:

1. Appoint as attorney or solicitor for the Board a school director who has served for two (2) consecutive terms of four (4) years each after resigning office.

2. Appoint as Secretary to the Board of a district of the second class a school director who has resigned his/her office.

	b. The following actions require the recorded affirmative votes of two-thirds of the full number of Board members:
SC 609, 687	1. Transfer of budgeted funds.
SC 687	2. Transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another.
SC 634	3. Incur a temporary debt or borrow money upon such obligation.
SC 687	4. Incur a temporary debt to meet an emergency or catastrophe.
SC 324	5. Elect to a teaching position a person who has served as a Board member and who has resigned.
SC 707	6. Convey land or buildings to the municipality co-terminus with the school district.
SC 803	7. Adopt or change textbooks without the recommendation of the Superintendent.
SC 1129	8. Dismiss, after a hearing, a tenured professional employee.
SC 671	9. Fix the fiscal year to begin on the first day of January.
	c. The following actions require the recorded affirmative votes of a majority of the full number of Board members:
SC 508	1. Fixing the length of school term.
SC 508 Pol. 108	2. Adopting textbooks recommended by the Superintendent.
SC 508, 1071, 1076	3. Appointing the district Superintendent and Assistant Superintendent(s).
Pol. 508	4. Appointing teachers and principals.
SC 508 Pol. 604	5. Adopting the annual budget.
SC 508 Pol. 005, 606	6. Appointing tax collectors and other appointees.

SC 508 Pol. 605	7. Levying and assessing taxes.
SC 508	8. Purchasing, selling, or condemning land.
SC 508	9. Locating new buildings or changing the location of old ones.
SC 508 Pol. 107	10. Adopting planned instruction.
SC 508	11. Establishing additional schools or departments.
SC 508, 621	12. Designating depositories for school funds.
	13. Expending district funds.
SC 508 Pol. 610	14. Entering into contracts of any kind, including contracts for the purchase of fuel or any supplies where the amount involved exceeds $100 (including items subject to $10,000 bid requirements).
SC 508	15. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.
SC 224	16. Combining or reorganizing into a larger school district.
SC 508	17. Entering into contracts with and making appropriations to the intermediate unit for the district's proportionate share of the cost of services provided or to be provided by the intermediate unit.
SC 508, 514, 1080	18. Dismissing, after a hearing, a nontenured employee.
SC 212	19. Adopting a corporate seal for the district.
SC 702	20. Determining the location and amount of any real estate required by the school district for school purposes.
SC 708	21. Vacating and abandoning property to which the Board has title.
SC 1503	22. Determining the holidays, other than those provided by statute, to be observed by special exercises and those on which the schools shall be closed for the whole day.

Pol. 004	23. Removing a school director.
Pol. 004	24. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.
Pol. 005	25. Removing an officer of the Board.
Pol. 005	26. Removing an appointee of the Board.
Pol. 003	27. Adopting, amending or repealing Board policy or procedure.
	Section 9. Minutes
SC 518 65 Pa. C.S.A. Sec. 706	The Board shall cause to be made, and shall retain as a permanent record of the district, minutes of all open Board meetings and Board committee meetings. Said minutes shall be comprehensible and complete and shall show:
	a. The date, place, and time of the meeting.
	b. The names of Board members present.
	c. The presiding officer.
	d. The substance of all official actions.
	e. Actions taken.
65 Pa, C.S.A. Sec. 705	f. Recorded votes and a record by individual members of all roll call votes taken.
	g. The names of all citizens who appeared officially and the subject of their testimony.
SC 407	The Board Secretary shall provide each Board member with a copy of the minutes of the last meeting prior to the next regular meeting.
SC 433	The minutes of Board meetings shall be approved within two (2) months and signed by the Board Secretary.
Pol. 800, 801	All Board meetings are tape-recorded and the tapes are kept for two (2) years. The tapes are transcribed by the Board Secretary and reduced to minute form. Twenty (20) copies of the minutes are run and are distributed to Board members, the solicitor, the Superintendent, and other key administrative personnel. A copy of the permanent Minute Book is kept on file in the Office of the Board Secretary.

Section 10. Adjournment

65 Pa. C.S.A. Sec. 703, 709 Pol. 006

The Board may at any time recess or adjourn to an adjourned meeting at a specified date and place, upon the majority vote of those present. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon. Notice of the rescheduled meeting shall be given as provided in Board policy.

Section 11. Executive Session

65 Pa. C.S.A. Sec. 707, 708

The Board may hold an executive session, which is not an open meeting, before, during, at the conclusion of an open meeting, or at some other time. The presiding officer shall announce the reason for holding the executive session; the announcement can be made at the open meeting prior to or after the executive session.

The Board may discuss the following matters in executive session:

a. Employment issues.

b. Labor relations.

c. Purchase or lease of real estate.

d. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation.

e. Matters that must be conducted in private to protect a lawful privilege or confidentiality.

Official actions based on discussions held in executive session shall be taken at a public meeting.

Section 12. Work Sessions

65 Pa. C.S.A. Sec. 701 et seq

The Board may meet as a Committee of the Whole in an open meeting to vote on or to discuss issues. Public notice of such meetings shall be made.

A meeting of the Committee of the Whole, not regularly scheduled, may be called at any time by the President; the President shall call such a meeting when requested to do so by Board members. Public notice of the meeting shall be made in accordance with Pol. 006, 4.b.

65 Pa. C.S.A. Sec. 703, 709	The Board Secretary shall provide notice of a meeting of the Committee of the Whole as per the notice provisions of Board procedures.
	Section 13. Committee Meetings
65 Pa. C.S.A. Sec. 703, 709	1. Each committee will meet a minimum of one evening a month to discuss specific issues and major initiatives in its respective area. The responsible cabinet member for each individual committee will serve as the district's liaison and will generate the agenda with dialogue with the Board chairperson prior to the meeting. The Board chairperson will facilitate the meeting.
	2. Committee meetings will contain a pre and post courtesy of the Floor of ten (10) minutes each **pertaining to agenda items ~~only~~ *or matters of concern which are or may be before the Board.***
65 Pa. C.S.A. Sec. 701 et seq	3. Minutes of each committee meeting will be prepared by the cabinet member working with the respective committee and distributed to the entire Board prior to the regular Board meeting. Board members who cannot attend the meeting can submit verbal or written questions to be answered and recorded on the committee minutes. A majority of the total membership of a committee shall constitute a quorum of two (2) out of four (4).
	4. The intent of these committee meetings is to fully discuss issues, formulate policy, and develop recommended proposals for action by the full Board. Committee meetings will be open to all Board members if they wish to participate in the discussions. Board members in attendance at committee meetings will, through consensus, place committee meeting agenda items on the regular Board meeting agenda.
	5. Unless held as an executive session, committee meetings shall be open to the public, other Board members, and the Superintendent. A majority of the committee or the chairperson may invite Board, employees, consultants, or other person who have special knowledge of the area under investigation.
	References:
	School Code – 24 P.S. Sec. 212, 224, 324, 405, 407, 408, 421, 422, 423, 426, 427, 428, 433, 508, 514, 518, 609, 621, 634, 665, 671, 687, 702, 707, 708, 803, 1071, 1075, 1076, 1077, 1080, 1111, 1129, 1503
	Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.
	Board Policy – 003, 004, 005, 006, 107, 108, 604, 605, 606, 610, 612, 800, 801, 903

28. *Revisions to Board Policy Number 601 – Fiscal Objectives – Second Reading*

INFORMATION:

The first reading of Board Policy Number 601 – Fiscal Objectives took place at the October 26, 2009, Regular Board Meeting. The administration had concerns regarding the revisions and brought it to the board's attention. The board reviewed these concerns at the November 9, 2009, Board Human Resources Committee Meeting. Attached is the revised Board Policy with the revisions in bold and recommended revisions from the administration are underlined, bold, and italicized.

RECOMMENDATION:

That the Board of School Directors approves the attached revisions made to Board Policy Number 601 – Fiscal Objectives.

BETHLEHEM AREA SCHOOL DISTRICT

First Reading, October 26, 2009
Second Reading, November 16, 2009

SECTION: FINANCES

TITLE: FISCAL OBJECTIVES

ADOPTED: November 15, 2004

REVISED:

601. FISCAL OBJECTIVES

1. Purpose	The Board recognizes its responsibility to district taxpayers to ensure that public monies expended by the school district are utilized for delivery of the educational program in a manner that mandates full value to the taxpayers, and that adequate procedures and records are established to ensure that end.
2. Authority SC 439, 601, 602, 609, 610, 631, 634, 664, 687, 690, 751, 807.1, 1155	The Board has the authority and responsibility to prepare and adopt the budget, approve bids, levy taxes, and approve each expenditure of the district.
3. Delegation of Responsibility	To meet the goals of this policy, the Board directs the Superintendent and Director of Business Affairs to establish sound accounting procedures based upon recommendations of the district auditor and state and federal government, and institute effective business practices. The Superintendent and the Assistant to the Superintendent for Finance and Administration shall review the financial operations, recommend improvements, and prepare administrative procedures for sound district and school fiscal operations, as needed. **The Superintendent and the Assistant to the Superintendent for Finance and Administration will keep the Board ~~continuously and accurately~~ informed of the current fiscal status *and important matters affecting the financial position of the school district. Verbal and written financial reports will be provided not less than monthly at meetings. Additionally, when important financial matters require more frequent reporting of this information, these communications will be sent via the board mailings and/or email.***

29. *Revisions to Board Policy Number 616 – Payment of Bills – Second Reading*

INFORMATION:

The first reading of Board Policy Number 616 – Payment of Bills took place at the October 26, 2009, Regular Board Meeting. The administration had concerns regarding deleting Item Number 1 of the attachment and brought it to the board's attention. The board reviewed these concerns at the November 9, 2009, Board Human Resources Committee Meeting. Attached is the revised Board Policy with the revisions in bold.

RECOMMENDATION:

That the Board of School Directors approves the attached revisions made to Board Policy Number 616 – Payment of Bills.

BETHLEHEM AREA SCHOOL DISTRICT

First Reading, October 26, 2009
Second Reading, November 16, 2009

SECTION: FINANCES

TITLE: PAYMENT OF BILLS

ADOPTED: November 15, 2004

REVISED:

616. PAYMENT OF BILLS

1. Purpose	It is the Board's intent to direct prompt payment of bills but at the same time to ensure that due care has been taken in the review of district bills.
2. Authority SC 439, 607, 1155	Each bill or obligation of this district must be fully itemized, verified and approved by the Board before a check can be drawn for its payment, except that the Board Secretary is permitted to draw payment orders for:
SC 427, 439	1. The prompt payment of items that will accrue to the district's **financial** advantage **as verified through discounted payments, avoidance of penalties and/or compliance with government laws or regulations requiring payment by a specific date**. 2. Progress payments to contractors specified in a contract approved by the Board. 3. Orders to cover approved payrolls and agency account deposits. 4. Utility bills in months the Board does not meet.
3. Delegation of Responsibility	It shall be the responsibility of the Director of Business Affairs or designee upon receipt of an invoice to verify that the purchase invoice is in order, goods were received in acceptable condition or services were satisfactorily rendered, funds are available to cover the payment, the Board had budgeted for the item, and invoice is for the amount contracted. Should the invoice vary from the acknowledged purchase order, the Director of Business Affairs or designee shall document on the invoice the reason for such variance.
SC 607, 687 Pol. 612	Should funds not be available in the account to which a proposed purchase will be charged, the Director of Business Affairs or designee shall determine the overage and request the Board make a legal transfer to cover it. All claims for payment shall be submitted to the Board and recorded in the minutes of the Board meeting.

	The list of bills shall include for each: 1. Check number. 2. Check date. 3. To whom paid. 4. Amount of remittance. 5. Reason for remittance. 6. Account charged. Prior to the Board's consideration of the bills for payment, each invoice shall be reviewed by the Director of Business Affairs.
SC 439	Upon approval of an order, the Treasurer shall prepare a check for payment and cancel the commitment placed against the appropriate account. All checks written on the computer are compiled into a check register. This check register must have the accompanying order signed by the Board President and attested to by the Board Secretary/Director of Business Affairs before checks can be released. This includes all regular prepaid, bond, cafeteria, and general checks. These check registers will appear in the monthly tabulation of bills and must be presented for Board approval. From this approval, the Board President and Board Secretary/Director of Business Affairs will then sign the order authorizing the issuance of checks.
SC 427, 433, 439	All checks approved by the Board shall be signed by the President, Board Secretary and Treasurer.
SC 428	The Vice-President may sign for the President.
4. Guidelines 65 P.S. 302	Signatures of the President, Vice-President, Treasurer and Board Secretary may be engraved on a signature plate or stamp. The mechanical signature will be placed in the safeguard of the Board Secretary the same as the school district seal and will be used only upon signing of the proper order by the Board President. No check shall be made out to cash.

72 P.S. 7204 (12)	<u>Sales Tax</u> The district is exempt from sales tax on the purchase of tangible, personal property or services that are sold or used by the district. The district shall control use of its sales tax exemption number issued by the Department of Revenue, in compliance with established regulations. The exemption number shall be used only when buying property or services for district use. The district shall obtain a sales tax license number for school organizations who purchase items to be resold. In order to monitor these activities, the Director of Business Affairs shall develop procedures to assure coordination and accumulation of information and proper reporting and remittance to the Department of Revenue.
School Code 427, 428, 433, 439, 607, 608, 610, 687, 1155 65 P.S. 301 et seq 72 P.S. 7204 (12) Board Policy 612	

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

INFORMATION:

The first reading of Board Policy Number 706 – Property Records took place at the October 26, 2009, Regular Board Meeting. Attached is the revised Board Policy with the revisions in bold. The board reviewed these changes at the November 9, 2009, Board Human Resources Committee Meeting.

RECOMMENDATION:

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

BETHLEHEM AREA SCHOOL DISTRICT

First Reading, October 26, 2009
Second Reading, November 16, 2009

SECTION: PROPERTY

TITLE: PROPERTY RECORDS

ADOPTED: November 15, 2004

REVISED: April 27, 2009

706. PROPERTY RECORDS

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

	Records of consumable supplies shall be maintained on a continuous inventory basis.
Pol. 708, 710	No equipment shall be removed for personal or nonschool use, except in accordance with Board policy. Equipment shall be identified with a permanent tag that provides appropriate school district identification. <u>Disposal Of Obsolete/Surplus Materials</u> As appropriate, the Superintendent shall recommend to the Board the sale of unused, unnecessary, surplus, or obsolete books, furniture, supplies, or equipment. The Board shall, by resolution, declare the same to be disposed of by any one or more of the following methods: 1. Public auction after Board notice and approval. 2. Solicitation of bids or quotations from companies or persons engaged in a business related to the nature of the items to be disposed of. 3. Offer to the general public at prices set by the Board, by resolution, upon recommendation by the school administration. 4. Offer to suppliers of similar books, furniture, supplies, or equipment, who shall be required to state their bid for the same as a dollar discount against items they may be proposed to sell to the school district. 5. Other methods as the Board may adopt by resolution enacted at a regular or special Board meeting. 6. When the technology administrator has identified a district-owned computer as obsolete equipment, the computer will be sold according to the following guidelines: a. Staff members will be permitted to purchase their assigned computer at the fair market value as determined by usedprice.com or its successor site. b. Payments by check will be made payable to the Bethlehem Area School District prior to the release of the equipment. c. Staff members who purchase their own computers will also receive the charger/power cord.

d. Purchases will be "as is" and the school district will have no responsibility for defects of any kind. No warranty or guarantee is offered. The school district Information Technology department will no longer support the equipment.

e. Software that is licensed to the district will be removed prior to the completion of the sale.

f. If a staff member chooses not to purchase his/her assigned computer, it will be offered for sale by lottery to other staff members. Any remaining computers not purchased through the lottery will be disposed of according to the methods identified via 1 through 5 above.

Pol. 610

Notice of such disposal of property shall be advertised in accordance with bidding requirements. There shall be no disposal of personal property owned by the school district except by this policy.

References:

School Code – 24 P.S. Sec. 510

Board Policy – 610, 708, 710

31. *Treasurer's Report*

RECOMMENDATION:

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

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

REPORT OF THE TREASURER
October 1 through October 31, 2009

BEGINNING CASH AND INVESTMENT BALANCE			
Wachovia Bank - Cash Management	35,494,784.47		
Bank of America - General Account	548,449.53		
Pennsylvania School District Liquid Asset Fund	27,127,492.61		
Wachovia - Worker's Comp Trust Fund	640,308.58		
Pennsylvania Local Government Investment Trust	77,930.69		
Pennsylvania State Treasurer Invest Program	587,180.35		
Bank of America Money Market	1,636.79		
PSDLAF - Term Investments	13,500,000.00		
PSDLAF - 2009B Bond Fund	10,822,759.30		
Scholarship Fund	46,068.15		
KNBT Bank - Scholarship Fund	116,801.99		
M&T Investment Group - 2007A Bond Fund	1,458,469.89		
TOTAL CASH AND INVESTMENT BALANCE		$	90,421,882.35
MONTHLY RECEIPTS			
Local Sources	11,781,984.20		
State Sources	16,593,056.52		
Federal Sources	136,791.77		
Other Financing Sources	47,594.32		
		$	28,559,426.81
MONTHLY DISBURSEMENTS			
Monthly Bills Paid	9,281,499.21		
Payroll	7,633,455.20		
Debt Service	4,129,771.48		
		$	21,044,725.89
TOTAL FUNDS AVAILABLE		$	97,936,583.27
ENDING CASH AND INVESTMENT BALANCE			
			Interest Rate
Wachovia Bank - Cash Management	39,584,045.99		0.400%
Bank of America - General Account	547,764.43		0.350%
Pennsylvania School District Liquid Asset Fund	10,846,669.43		varies .053 to .249%
Wachovia - Worker's Comp Trust Fund	640,313.85		0.010%
Pennsylvania Local Government Investment Trust	77,944.60		0.210%
Pennsylvania State Treasurer Invest Program	13,268,921.78		0.213%
Bank of America Money Market	1,636.92		0.090%
PSDLAF - Term Investments	20,500,000.00		see attachment
PSDLAF - 2009B Bond Fund	10,824,638.94		see attachment
Scholarship Fund	46,068.15		1.200%
KNBT Bank - Scholarship Fund	116,801.99		1.489%
M&T Investment Group - 2007A Bond Fund	1,481,777.19		3.850%
TOTAL CASH AND INVESTMENT BALANCE		$	97,936,583.27

Interest Received for October; to be posted in November accounting period $ 34,962.05

Respectfully Submitted,

Anne M. Morton
Treasurer

Bethlehem Area School District
2007A Bond Fund
For the Period of October 1, 2009 thru October 31, 2009

Beginning Balance-September 30, 2009	$	1,458,469.89
Change in Market Value	$	23,307.30
Reimbursement to the General Fund		
Ending Balance-October 31, 2009	$	1,481,777.19

Note : As of November 6th, the 2007A Bond is expended. The reimbursement to the General Fund will bring the account balance to zero. All expenses now will be applied against the 2009B Bond.

Bethlehem Area School District
2009B Bond Fund
For the Period of October 1, 2009 thru October 31, 2009

Beginning Balance-September 30, 2009	$	10,833,040.94
Change in Market Value (recorded quarterly)		
Reimbursement to the General Fund		
Ending Balance-October 31, 2009	$	10,833,040.94

Note : There has been $350,699.04, in expenses that have not been reimbursed to the general fund. This leaves an approximate balance of $10,482,341.90 in the account.

Bethlehem Area School District
Capital Reserve Fund
For the Period of October 1, 2009 thru October 31, 2009

Fund Balance at September 30, 2009

2008-2009 Revenue Received-Interest Income

Expenditures

Financial Management System (software, hardware, support services)		
Roof Repairs-Farmersville	$	28,981.50
Roof Repairs-Freemansburg	$	75,000.00
Roof Repairs-Asa Packer	$	42,180.00
Asa Packer Fire Alarm System	$	8,278.67
Professional Services	$	2,084.64

Fund Balance at October 31, 2009

The following projects have been approved by the board but have not been completed:

Financial Management System	$	94,225.59
Pro. Svs. Roof Repairs	$	0.00
Pro. Svs. Alarm System	$	2,379.97
Asa Packer Roof Repair	$	25,000.00
Farmersville Roof Repair	$	20,800.00
Freemansburg Roof Repair	$	17,450.00
Asa Packer Fire Alarm System	$	8,004.33

Estimated Unencumbered Fund Balance

32. *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.

33. *Budget Information*

INFORMATION:

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

2009-2010 EXPENDITURES BY PROGRAM

Includes Year-To-Date September 2009 Information

			2009-2010			2008-2009	2008-2009
			A	B	F	G	H
PROGRAM	**PROGRAM CODE**	Responsible Office	2009-2010 APPROVED BUDGET	2009-2010 AMENDED BUDGET	2009-2010 EXPENDED BUDGET INCLUDING ENCUMBRANCES as of October, 2009	2008-2009 EXPENDED BUDGET INCLUDING ENCUMBRANCES as of October, 2008	2008-2009 EXPENDED BUDGET FINAL ACTUAL EXPENDITURES as of June, 2009
BUILDING ALLOCATION	100	PRIN	1,375,330	1,410,330	664,974	759,129	
BOARD	AA	SUPT	399,050	399,050	103,114	142,251	
CABINET	AB	SUPT	1,027,005	1,027,005	351,994	366,971	
BUDGETARY RESERVE	AC	SUPT	2,075,377	2,075,377	0	0	
SUPT OFFICE-EQUIPMENT REPLACEMENT RESERVE	AD	SUPT	0	0	0	0	
SUPERINTENDENT'S OFFICE	AE	SUPT	149,500	149,500	6,725	21,577	
BUILDING STAFF	AF	SUPT	6,437,036	6,437,036	1,887,023	1,837,329	
PUBLIC RELATIONS	AN	SUPT	29,500	29,500	20,199	31,552	
STAFFING-TEACHERS	CA	HR	58,279,215	58,279,215	9,340,923	8,989,027	
CHILD ACCOUNTING DEPARTMENT	CD	HR	246,384	246,384	76,707	65,802	
STAFFING-TEACHER ASSISTANTS	CE	HR	2,877,483	2,877,483	435,652	444,074	
STAFFING-SUBSTITUTES	CG	HR	1,273,000	1,273,000	156,934	209,229	
HUMAN RESOURCES DEPARTMENT	CK	HR	365,239	365,239	86,643	129,603	
STUDENT ACTIVITIES	D1	C&I	127,198	127,198	22,859	93,851	
CREDIT ACQUISITION PROGRAM	D2	C&I	52,500	52,500	3,797	3,662	
CURRICULUM ENRICHMENT ACTIVITIES	D3	C&I	18,000	18,000	5,577	10,723	
CAREER ACADEMY/RASA/ALTERNATIVE EDUCATION	D4	C&I	278,351	278,351	18,036	118,784	
TESTING - K-12	D5	C&I	30,000	30,000	0	0	
ACADEMIC INTERVENTIONS	DA	C&I	100,000	100,000	48	43,060	
MUSICAL INSTRUMENT REPAIR	DD	C&I	37,000	2,000	5,772	21,607	
DEPARTMENT OF INSTRUCTION	DE	C&I	224,000	224,000	23,199	80,730	
READING SUPPORT	DF	C&I	23,500	23,500	17,814	8,512	
INSTRUCTIONAL MTLS RESERVE	DG	C&I	500,000	500,000	315,864	405,756	
EQUIPMENT REPAIR	DM	C&I	13,000	13,000	10,132	12,323	
PLANETARIUM	DO	C&I	2,444	2,444	0	0	
SUMMER SCHOOL - SECONDARY	DQ	C&I	25,000	25,000	59,266	57,910	
DRIVER EDUCATION	DS	C&I	10,000	10,000	0	0	
ASST SUPERINTENDENT FOR CURR & INSTRUCT	DT	C&I	384,807	384,807	94,375	152,180	
INTERSCHOLASTIC ATHLETICS	DU	C&I	1,410,529	1,410,529	0	207,891	
INTRAMURALS	DV	C&I	18,477	18,477	864	8,474	
ATTENDANCE SERVICES	E4	STD SVCS	71,191	71,191	16,048	16,045	
MINORITY AFFAIRS/GOV. PROGRAMS/GRANTS	EB	STD SVCS	29,799	29,799	7,540	4,296	

2009-2010 EXPENDITURES BY PROGRAM

Includes Year-To-Date September 2009 Information

			2009-2010			2008-2009	2008-2009
			A	B	F	G	H
PROGRAM	**PROGRAM CODE**	Responsible Office	2009-2010 APPROVED BUDGET	2009-2010 AMENDED BUDGET	2009-2010 EXPENDED BUDGET INCLUDING ENCUMBRANCES as of October, 2009	2008-2009 EXPENDED BUDGET INCLUDING ENCUMBRANCES as of October, 2008	2008-2009 EXPENDED BUDGET FINAL ACTUAL EXPENDITURES as of June, 2009
SPARK - EARLY CHILDHOOD/SUMMER	EC	STD SVCS	0	0	80,195	99,925	
SCHOOL RESOURCE OFFICERS	EF	STD SVCS	262,000	262,000	0	0	
HOMEBOUND INSTRUCT/REGULAR ED.	EG	STD SVCS	155,000	155,000	14,959	15,325	
HEALTH SERVICES - MEDICAL	EH	STD SVCS	51,480	51,480	2,763	14,793	
HEALTH SERVICES - DENTAL	EJ	STD SVCS	10,364	10,364	0	707	
STUDENT SERVICES	EK	STD SVCS	160,631	160,631	59,919	750	
GUIDANCE (SUMMER)	ET	STD SVCS	35,000	35,000	31,981	33,229	
ENGLISH ACQUISITION	EY	STD SVCS	236,439	236,439	53,930	94,781	
BUSINESS DEPT-ACCOUNTS PAYABLE	GA	F&A	939,073	939,073	249,478	441,900	
BUSINESS DEPT-ACCOUNTS RECEIVABLE	GB	F&A	1,003,687	1,003,687	276,171	254,140	
DEBT SERVICE	GC	F&A	22,791,340	22,791,340	11,940,164	11,013,831	
EMPLOYEE BENEFITS	GD	F&A	30,646,020	30,646,020	2,694,244	2,177,058	
INSURANCE	GE	F&A	583,500	583,500	568,486	2,824	
INTERSYSTEM PAYMENTS	GF	F&A	22,712,285	22,712,285	6,471,330	12,359,359	
PHOTOCOPIERS	GP	F&A	587,692	587,692	194,017	171,576	
SPECIAL EDUCATION	LF	SPEC ED	445,512	445,512	142,263	224,712	
HOMEBOUND INSTRUCTION / SPECIAL ED.	LG	SPEC ED	30,000	30,000	2,291	1,182	
MAINTENANCE / CUSTODIAL DEPARTMENT	NA	B&G	10,901,889	10,901,889	2,398,030	2,366,889	
MAINTENANCE DEPT - SUPPLIES	NE	B&G	490,000	490,000	245,171	236,427	
MAINTENANCE DEPT - CONTRACTED SERVICES	NF	B&G	1,023,118	1,023,118	606,742	652,882	
TRANSPORTATION DEPARTMENT	NT	B&G	4,730,292	4,730,292	733,053	1,434,868	
TECHNICAL SERVICES	TK	TECH	674,585	674,585	628,722	533,841	
INFO & COMMUNICATIONS TECHNOLOGY DEPT.	TL	TECH	1,436,858	1,436,858	996,663	1,423,344	
DATA PROCESSING DEPARTMENT	TN	TECH	866,510	866,510	378,641	349,829	
	TOTALS		**$178,663,190**	**$178,663,190**	**$42,501,294**	**$48,146,521**	**$0**

2009-2010 REVENUES

Description	A	B	C	D	E	F	G
	2009-2010					2008-2009	
	Budget	Realized 31-Oct-09	Unrealized $ (B-A = C)	Unrealized % (C/ A = D)	Projected June 30, 2010	Realized June, 2009	Realized October, 2008
CURRENT REAL ESTATE	105,712,300	7,203,633	(98,508,667)	-93.19%			11,292,443
INTERIM REAL ESTATE	1,000,000	11,738	(988,262)	-98.83%			28,542
PUBLIC UTILITY REALTY	153,000	166,715	13,715	8.96%			153,055
PAYMENTS IN LIEU OF TAX	121,000	37,848	(83,152)	-68.72%			23,011
UNDISTRIBUTED TAXES	0	87,128,954	87,128,954	-			79,087,222
PER CAPITA TAX SECT 679	240,000	111,396	(128,604)	-53.58%			92,400
PER CAPITA TAX ACT 511	240,000	111,396	(128,604)	-53.58%			92,400
LOCAL SERVICES TAX	300,000	73,100	(226,900)	-75.63%			124,074
EARNED INCOME TAX	11,000,000	3,699,653	(7,300,347)	-66.37%			3,090,715
REAL ESTATE TRANSFER TAX	1,800,000	615,083	(1,184,917)	-65.83%			997,735
MERCANTILE TAX	2,100,000	205,118	(1,894,882)	-90.23%			1,373,651
DEL. REAL ESTATE	2,900,000	2,097,948	(802,052)	-27.66%			2,000,971
DEL. PER CAPITA SECT 679	60,000	43,271	(16,729)	-27.88%			26,799
DEL. LOCAL SERVICES TAX			-	-			0
DEL. MERCANTILE TAX	350,000	205,802	(144,198)	-41.20%			384,975
TOTAL LOCAL TAX SOURCES	**$ 125,976,300**	**$ 101,711,655**	**$ (24,264,645)**	-19.26%	**$ -**	**$ -**	**$ 98,767,994**
INTEREST ON INVESTMENTS	850,000	35,450	(814,550)	-95.83%			225,960
DRIVER ED LAB FEES	-	50	50				5,850
RENTALS	10,000	21,638	11,638	116.38%			5,433
CONTRIBUTIONS	92,000	895	(91,105)	-99.03%			0
TUITION FROM PATRONS	375,000	63,448	(311,552)	-83.08%			173,598
SRVCS. / OTH LOC GOV UNITS	22,000		(22,000)	-100.00%			0
MISCELLANEOUS REVENUE	150,000	8,545	(141,455)	-94.30%			16,283
REFUNDS FROM PRIOR YEAR EXP		575					2,150
TOTAL OTHER LOCAL SOURCES	**$ 1,499,000**	**$ 130,600**	**$ (1,368,975)**	-91.33%	**$ -**	**$ -**	**$ 429,274**
TOTAL LOCAL SOURCES	**$ 127,475,300**	**$ 101,842,254**	**$ (25,633,621)**	-20.11%	**$ -**	**$ -**	**$ 99,197,269**

2009-2010 REVENUES

Description	A Budget	B Realized 31-Oct-09	C Unrealized $ (B-A = C)	D Unrealized % (C/ A = D)	E Projected June 30, 2010	F Realized June, 2009	G Realized October, 2008
	2009-2010					2008-2009	
BASIC INSTRUCTIONAL SUBSIDY	**28,075,451**	**7,052,200**	(21,023,251)	-74.88%			**6,926,734**
CHARTER SCHOOLS	**1,378,200**	**540,800**	(837,400)	-60.76%			**446,632**
TUITION : ORPHANS/CHILDREN	**350,000**	**-**	(350,000)	-100.00%			
HOMEBOUND INSTRUCTION			-				
VOCATIONAL EDUCATION	**185,000**	**34,782**	(150,218)	-81.20%			**56,816**
DRIVER EDUCATION	**10,605**		(10,605)	-100.00%			
MIGRATORY CHILDREN	**3,520**		(3,520)	-100.00%			
SPECIAL EDUCATION	**6,536,961**	**1,961,016**	(4,575,945)	-70.00%			**1,961,576**
TRANSPORTATION	**2,268,600**	**461,212**	(1,807,388)	-79.67%			**434,403**
RENTALS AND SINKING FUND	**1,550,000**		(1,550,000)	-100.00%			**179,546**
HEALTH SERVICES	**400,000**		(400,000)	-100.00%			
PROPERTY TAX RED. ALLOCATION	**4,733,333**	**4,733,333**	(0)	0.00%			**4,720,061**
SOCIAL SECURITY	**3,249,078**	**602,357**	(2,646,721)	-81.46%			**1,369,283**
PSERS - PENSION CONTRIBUTION	**2,030,142**	**1,235,577**	(794,565)	-39.14%			**1,038,091**
IMPACT AID	**50,000**		(50,000)	-100.00%			
TOTAL STATE & FEDERAL SOURCES	**$ 50,820,890**	**$ 16,621,277**	**$ (34,199,613)**	-67.29%	**$ -**	**$ -**	**$ 17,133,142**
PROCEEDS FROM EXTENDED TERM FINANCING							
INTERFUND TRANSFERS	**275,000**		(275,000)	-100.00%			
SALE OF FIXED ASSETS	**92,000**	**57,497**	(34,503)	-37.50%			**10,470**
INSURANCE RECOVERY		**7,944**	7,944				
TOTAL OTHER SOURCES	**$ 367,000**	**$ 65,441**	**$ (301,559)**	-82.17%	**$ -**	**$ -**	**$ 10,470**
TOTAL REVENUE	**$ 178,663,190**	**$ 118,528,973**	**$ (60,134,792)**	-33.66%	**$ -**	**$ -**	**$ 116,340,880**
UNRESERVED FUND BALANCE			-				
TOTAL FUND APPROPRIATED BALANCE	**$ -**	**$ -**	**$ -**		**$ -**	**$ -**	**$ -**
TOTAL DISTRICT REVENUE	**$ 178,663,190**	**$ 118,528,973**	**$ (60,134,792)**	-33.66%	**$ -**	**$ -**	**$ 116,340,880**

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1. *Appointment of the Search Consultant Firm for the Superintendent's Search*

INFORMATION:

In an effort to help the district search for a new Superintendent of Schools, the Board of School Directors has interviewed five search consultants in public meetings.

RECOMMENDATION:

That the Board of School Directors hires the firm of Pennsylvania People Solution, Inc. to assist the district in the selection of a new Superintendent of Schools at a compensation of $16,000 plus expenses not to exceed $6,000. (Expenses include but are not limited to printing, correspondence, postage, clerical services, advertising, and consultant and applicant travel expenses.)