

BETHLEHEM AREA SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
REGULAR MEETING

NOVEMBER 16, 2009

The Regular Meeting of the Board of School Directors of the Bethlehem Area School District was held on Monday, November 16, 2009, at 7:02 p.m. in the Auditorium of East Hills Middle School, 2005 Chester Road, Bethlehem, Pennsylvania.

REGULAR MEETING

The Board Secretary called the roll:

ROLL CALL

Members present: Directors Amato, Cann, Dexter, Follweiler, Koch, McKeon, Tenaglia, and Leeson – 8

Members absent – Director Haytmanek – 1

Student representatives present: Lindsey Anderson and Hannah Schwarzbach

At this point in the meeting, the Pledge of Allegiance was recited.

PLEDGE OF
ALLEGIANCE

President Leeson requested a moment of silent meditation.

MOMENT OF SILENT
MEDITATION

Dr. Persing presented student recognition. He noted that the following students are semifinalists as a result of the 2008 Preliminary SAT National Merit Scholarship Qualifying test taken last October and entered the National Merit Program: Freedom High School - Emily Seltzer, Soham Sengupta; Liberty High School, Zachary Chay-Doman. Joshua Mitman and Rachel Schachter. Bethlehem Area School District students that were selected as commended students are Freedom High School – Eric J Cedor, Michael A. Fazio, Diana K. Jolly, Jonathan G. Unger, Charles A. Vincent, Jonathan Yu; Liberty High School – Katherine Dobias, Danielle Firestone, Rachel Guarriello, Chase B. Miller, Zachary A. Daniels, and Catherine E. Wilsterman. Siemens Competition regional finalist students. Ben Kraft was selected as a regional finalist in the Siemens Competition, an original research competition in math, science and technology for high school students. Ben and Keenan Monks competed in the regional competition that was held at MIT on November 6 & 7, 2009.

SUPERINTENDENT
REPORT

Mr. Agretto introduced an 11th grade honor roll student, John Lahutsky, and his mother Paula Lahutsky. Mr. Agretto stated that John will tell a true life story of strength, courage, hope and perseverance. Surviving from an appalling life in a Russian orphanage to a wonderful life living in Bethlehem Township with his adoptive mother. Mr. Agretto stated that we are fortunate to know John. Mr. Agretto has partnered with his mother to provide John an enriching education at Miller Heights Elementary, East Hills Middle School and currently at Freedom High School. He stated that without question everyone has been moved by John's story. If given a chance to succeed, extraordinary things can happen. Paula Lahutsky gave that miracle to John and he saluted her.

Mr. Craig Weber stated that he has worked with John Lahutsky for about 2 years and that John would tell him about a book he would write. About 2 months ago John went to a classroom for a question and answer session and 15 students were present. Before long his story got around and teachers were coming and the presentation moved to the auditorium. Channel 69 News came in and at some point there were 500 students in the auditorium.

Mr. Weber ran a presentation of John's life including news clips and excerpts from a presentation at Freedom High School. John Lahutsky thanked Mr. Persing for having him there that evening. He stated that he wrote the book to let people know what cruelties happen in Russian orphanages, but also what kids face every day. He wants to help children left in orphanages all over the world and help them gain better care. He stated that God helped him live through it. He stated that he forgives his caregivers even though it is hard. He realizes that he can't live with the grudge forever. Forgiving is the best thing for himself; to live his life and move forward. He said what he could offer the students is, "Don't give up because you have one bad day. Try to work at it. Have resilience. Try to look to the future, not the past."

President Leeson told John that it was an honor to have him present and that he inspires with the words that he says. John's words of wisdom will be remembered when dealing with the small problems that may be present in the district. She thanked John and his mother for joining the meeting.

President Leeson stated to the students recognized for national merits, the recognition is like a lifetime achievement award. They have the talent and have matured it and used it. This is national recognition for what they have done and achieved in their years of school. She congratulated them for the board. She recognized Ben Kraft stating that his original research in math is amazing and his winning at a national level.

President Leeson offered courtesy of the floor to visitors. Speakers are asked to come to the podium, stating their name and address. Public comment in the first session is limited to 30 minutes. Speakers are limited to three minutes each. The board requests that, when possible, all individuals supporting a like position on a topic select a speaker to present their views to avoid repetition. If that is not possible, all are welcome to speak. As per school board policy, generally, speakers are limited to taxpayers, residents, or employees of this school district. At the conclusion of the regular school board meeting, another block of time will be allocated for public comment. At that time, the same rules will apply. It is asked that speakers observe proper decorum, without personal attacks towards a specific individual or individuals. It is not the custom for the board to enter into a dialogue at these meetings about concerns. However, the board does listen with care to issues raised. Speakers will receive responses, in some form, by the administration.

COURTESY OF THE
FLOOR

The following persons addressed the Board of School Directors:

1. Liberty High School Parent Advisory Committee – represented by Maureen Venkersammy - 3152 Kenwick Circle

Ms. Venkersammy spoke as part of the Liberty High School Parent Advisory Committee. She stated that recently there was a meeting of the student advisory committee with the superintendent. The academic track was discussed. She spoke regarding Liberty High School. She stated that the large gap is what continues at the high school. LHS has two levels, academic and honors. Honor students who want to be challenged and are struggling have no challenge if they are put in an academic level. There are disruptive students in those large classes. At a recent teacher meeting a teacher spoke to say that the ranging in the academic class was not working and all teachers rose and applauded. Parkland has the following levels: Academics, college prep, honors, AP, gifted high potential and noted within academic is college-prep and applied. Parents wish a rubric would be used

to place students. She stated that differentiated teaching has been discussed and is not being done and that differentiated instruction will be effective if placed at the correct level of instruction.

2. Karen Toman – 359 10th Avenue, Bethlehem

Ms. Toman read part of a letter that she had e-mailed to the board members on November 6, 2009.

“...Toward the end of the November 2, 2009 Curriculum Meeting thoughts were turned toward various visits to colleges and what rigor they provided their students. I suppose such nostalgic thoughts have a way of softening determination of what lays ahead here at home and our school district’s need to restrain spending. Soon proposals of reinstating clubs and curricula which had been laboriously removed to reduce proposed tax increases were now being suggested. Tempting as it may be, any swap unwinding that results in a profit should be thought of as salvaged money. Because the district’s budget will be in the red for a long time to come, I petition you with the idea to help you to be stalwart in your duty to balance the budget; and here is my petition. Direct the outside financial advisor to set up an account for the sole purpose of immediate transfer of any and all monies salvaged from swaps. The only use of this money would be to pay down the district’s debt. A second benefit to such an account is protection from employees and public who will continue to come to the meetings demanding their share....”

Ms. Toman questioned the board if any action was taken regarding her requests.

President Leeson replied that a response would be given later in the meeting.

3. Steven Kraft – 1256 Moffitt Avenue, Bethlehem

Mr. Kraft stated that earlier that evening he found out that the Liberty Ski Club was being cancelled for the current year. He stated that the timing was unfortunate and that it has come 5-6 weeks after ski club was announced and monies collected. He also stated that his family was among those who paid non-refundable monies for equipment. He asked if the question for canceling was the cost of the advisor and could parents contribute to this fee or volunteer as chaperones. He stated that Freedom still has their ski club and questioned if they took one of those steps to retain their club. His concern was also that Liberty may lose their prime time at Camelback if they skip this year and try to return next year.

4. David G. Evans – 3622 Ironstone Road, Bethlehem

Mr. Evans spoke on behalf of the Concerned Citizens of the Bethlehem Area School District. He stated that the concerned citizens enforce the sediments of many members of the school board to focus on reducing the budget deficit and overall debt of the school district. He stated that if there are any net proceeds of the remaining swap transactions they strongly encourage them to use them to reduce the deficit and long term debt and not to use the proceeds to fund additional programs. He asked that these funds not be used to spend on incremental spending and they should not rely on short term investment gains to fund programs. He stated that this would be the same gambling attitude that introduced the risky financial assets into the district years ago. He stated that despite the fact that the school board has made significant efforts to scrutinize and cut expenditures over the last several years, the budget continues to grow at an unsustainable pace. The budget’s growth has far outpaced inflation. The Concerned Citizens have acknowledged their recognition of the long term importance to the community of

providing high quality public education to students and that there are numerous state requirements that must be satisfied when developing the budget. All the factors must be balanced against a realistic assessment of the community's finite resources. The economy is still in trouble. Now is not the time to consider increased spending, but is the time to build back the strength the financial strength of the district by focusing and prioritizing, limiting the deficit and reducing the long term debt of the school district. Using proceeds from the remaining swap transactions to spend on additional programs will lead us into the wrong direction again.

Mr. Evans acknowledged that the board has a difficult task. The needs of students, teachers, parents and many others must be satisfied. He encouraged the board to look at taxpayers in the same concerned manner.

4. Stephen Antalics – 737 Ridge Street, Bethlehem

Mr. Antalics stated that the Broughal time capsule gave the audience real people. Mr.

Broughal and Mr. Donegan were alive at that time. Mr. Antalics referred to a book about the history of south Bethlehem and the Southside high school being a centerpiece. He recited facts from the book about Mr. Broughal. Mr. Broughal became the vice president of the board of directors and Mr. Donegan was a member of the board of directors. On December 15, 1992, Broughal Middle School celebrated its 75th anniversary. James L. Broughal, the great-grandson of the school's namesake, was a guest speaker. Mr. Antalics stated that at that celebration Mr. Broughal stated that he would find that the school was at the center of community life and an example of what can happen when teachers and administrators care. Mr. Antalics stated that he spoke with Mr. Broughal at another meeting after the celebration and from that conversation felt that if Mr. Antalics were Mr. Broughal he would have been insulted by not being on stage at the celebration. Mr. Antalics requested that the administration and the board send a letter of apology to him.

President Leeson stated that Mr. Broughal was invited.

Lindsey Anderson from Freedom High School addressed the board and public. She stated that Freedom lost to Liberty at the annual football game held November 7. Spirit week was celebrated. Freedom was transformed to a super hero battle, the Nickelodeon channel, a carnival, and falling stars thanks to decorating by the student council. The juniors were awarded with the best hallway. A pep rally was held at the end of the day which included cheerleader performances, band anthems, teacher dances, football pep talks and a battle of the classes overwhelmed the students with an overall message to get ready for the game. Hours later the bonfire took place. The money from penny wars held for the battle of the classes was donated to the VIA organization. The senior class won the war and enjoyed a tailgating party prior to the game. Ms. Anderson summarized the fall sport season. She also noted upcoming events for the musical department. She noted that SATs will be coming soon. Ms. Anderson also noted scholarships that were being offered by numerous organizations and that college representatives will be visiting the school. She also congratulated John Lahutsky with the recent release of his new book.

STUDENT
REPRESENTATIVE
REPORTS

Hannah Schwarzbach from Liberty High School addressed the board regarding activities at Liberty. She stated that the month began with spirit week, dedicated to boosting Liberty pride leading up to the Liberty/Freedom football game. Dress up day themes were favorite sport team day, retro day, super hero day, Disney day and

red and blue day. The school was decorated Thursday night. The pep rally and bonfire were held on Friday. The band featured many students, including a rock band, string trio, drum group, chorus, and violin solo. Liberty inducted 92 students into the National Honor Society for academics, character, leadership and service. A cultural bizarre was recently held. At the bizarre there was food, information and performances which raised \$1,868, half of which was put into a scholarship fund for Liberty students and the other half to be donated to a nonprofit organization in India. The helping hands club is holding a food drive through November. The swim team held its annual swim-a-thon to raise money for local food banks. The fall play will be performed this weekend. Winter sports will be starting and clubs are beginning to plan for spring competition.

The cultural bizarre was organized by Nihanko Pendurthi and Renda Jighota with help from clubs and teachers.

President Leeson recognized Nihanko Pendurthi who was present at the meeting.

A motion was made by Directors Tenaglia and McKeon to approve the minutes from the May 18, 2009 – Regular Board Minutes. The motion was passed by unanimous voice vote.

APPROVAL OF
MINUTES

A motion was made by Director McKeon and seconded by Director Tenaglia to approve the following 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
The motion was passed by unanimous voice vote.

A motion was made by Director Follweiler and seconded by Director Cann to accept the financial report and payment of the bills, item numbers 31 and 32 under Recommendations of the Administration.

APPROVAL OF
FINANCIAL REPORT
AND PAYMENT OF
BILLS
ITEMS 31 & 32

Director Tenaglia referred to the 2009-2010 revenue production, column realized June 2009, and questioned when they would see the numbers for the end of the last fiscal year.

Mr. Majewski stated that the last update provided for June 30, 2009 was in September. He stated that at that time it was the most up to date information available prior to providing the auditors with a trial balance. At that time they were no longer allowed to make adjustments. The information will not change until the audit information is completed. Mr. Majewski stated that he believed that the next time there is a monthly report they will have audit information.

President Leeson discussed with Mr. Tenaglia the numbers that do not change monthly. Mr. Tenaglia stated that other numbers do not change monthly and they are included. President Leeson requested Mr. Majewski to provide that information on a monthly basis. President Leeson requested a roll call vote to accept the financial report and payment of the bills, item numbers 31 and 32 under Recommendations of the Administration.

The question was called with roll call as follows: Yea, Directors Amato, Cann, Dexter, Follweiler, Haytmank, Koch, McKeon, Tenaglia, Leeson – 8

The motion passed 8-0.

President Leeson stated that there was an executive committee meeting prior to the present meeting. Issues regarding student discipline, personnel and tax appeal were discussed.

President Leeson addressed some items brought up during courtesy of the floor. She stated that the board does not consider swaps being unwound to be found money. They are considering the fund to be going toward the deficit or balancing the debt payments.

Mr. Majewski stated that bond counsel has indicated that the money can only be used toward the purpose of applying it toward debt. It is being applied toward interest and principle payments for the year and cannot be applied for anything else.

President Leeson addressed the suggestion of setting up a swap account. If that was to be done there would be a negative \$9,000,000 at this point. She stated that although the district gained \$3,000,000 in three transactions, there was a loss of \$12,000,000 in one.

President Leeson addressed school clubs. She stated that the prior administration recommended that they could make a cut in extracurricular activities without specifying what was going to be cut when the budget was prepared last year. The money was cut and then former superintendent went to principals and asked them to find where they could cut. Each school made their own cuts. She explained that this is why some clubs may be present at one school and not at another. She believes that the board expressed concerns about making some of the cuts. She stated that Dr. Persing and the cabinet have been looking for alternate sources. They are continuing to look for it and they understand that it provides difficulty for clubs starting up. She stated that the suggestion of adding \$5-10 for the moderator can be looked at. The suggestion of volunteer chaperones is not an available option per the teachers' contract.

President Leeson stated that the Liberty Block Watch sent a letter thanking the school administration and the board for the suspension of the senior privilege. The residents are delighted with what is transpiring in their neighborhood and things have gotten much better. The students are going to and coming from school without issues.

Mr. Persing reported information from Mrs. Cintrón. No Child Left Behind Act, Title I Basic Grant has been awarded to the Bethlehem Area School District which is a grant in the amount of \$3,083,066. The purpose of the grant is to provide assistance in math and reading instruction for Title I schools. No Child Left Behind Act, Title II, Part A, notified that its Title II, Part A grant was funded in the amount of \$836,394. Those funds will be used to reduce class size in grades K-3. Project 720 notified that it was funded in the amount of \$31,016. This is a significant reduction from the original projected allocation of \$89,901. The funds will be used for high school reform that will increase rigor and enhance performance. Pregnant and Parenting Teens notified that it was not funded due to the fact that the state budget did not include any funds for the Pregnant and Parenting Teen program. In 2008 the district had entered into a 5 year agreement with PPT but it was not funded this year.

Director Tenaglia questioned the impact of the reduction of the programs in recommendation 15.

Mrs. Katona replied that the reductions in item number 15 in the federal and state program budgets are largely due to the \$174,600 that the district did not receive as a result of pulling the Alternative Education for Disruptive Youth grant. With the closing of Career Academy the district was no longer eligible to receive those funds. Mrs. Katona stated that she was notified today in an e-mail that none of the Alternative Education for Disruptive Youth grants were funded because that was also pulled from the state budget. She stated that that was the largest portion lost and that some things were gained with other programs.

Director Tenaglia questioned if the Alternative Education for Disruptive Youth was totally the Career Academy. He also questioned the elimination of School Improvement Title I.

Mrs. Katona confirmed that the Alternative Education for Disruptive Youth was totally Career Academy. She also stated that the reason School Improvement Title I was zeroed out was because it was reported in last year's budget updates. She stated that they had not heard whether or not they are going to receive funds this year. There is still a chance that Title I School Improvement money will be received.

Director Tenaglia questioned Mr. Majewski's statement that numbers were provided in September and that according to the district website, the numbers were not in the September Board Minutes. Mr. Majewski responded that in the Finance Committee Agenda there was an agenda item providing an update. He stated that an update was given as of June 30, 2009.

UNFINISHED
BUSINESS

President Leeson asked for confirmation that the realized numbers were in the September Finance Meeting, not the Regular Board Meeting of September. President Leeson also confirmed that there is now an understanding that they will be provided in the realized column from the committee minutes to the regular agenda in carrying through.

Director Follweiler questioned if there was a way to get caught up in the Finance Committee Meeting and Regular Meeting Minutes. She was hoping that they could be approving minutes at meetings from the previous month.

TABLE OF CONTENTS**November 16, 2009**

Item	Recommendations of the Administration	Page
1.	Authorization to Expend 2009 Bond Funds – Maintenance Vehicle Purchase	1
2.	Authorization to Expend 2009 Bond Funds – New Broughal Middle School – Incidental Fees and Charges – Change Order	2
3.	Authorization to Restore Capital Reserve Funds – Fire Alarm System Replacement – Asa Packer Elementary School – Change Order Deduct	3
4.	Authorization to Restore Capital Reserve Funds – Roof Repairs – Asa Packer Elementary – Change Order Deduct	4
5.	Authorization to Restore Capital Reserve Funds – Roof Repairs – Farmersville Elementary School – Change Order Deduct	5
6.	Freedom High School Construction Projects – PlanCon J Submittal	6
7.	Liberty High School Construction Projects – PlanCon J Submittal	7
8.	Pennsylvania Department of Education Self-Certification Approval – Freedom High School Handrail Repairs	8
9.	Private Transportation Contract	9
10.	Proposed Cellular Tower – Transportation Department Yard Area	10
11.	Tuition Waiver Students	11
12.	Approval of 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	12
13.	Community Service Agencies	13
14.	Student Discipline – #0946460, #1001064, and #1008780 – Waivers	14
15.	Federal/State Program Budgets	15
16.	Keystone Stars Quality Improvement Grants	16
17.	Learn and Serve American Grant: K-12 School-Based Programs Grant (Curriculum Integration)	17
18.	PA Cares Bullying Prevention Grant	18
19.	Safe Routes to School Academy Grant	19
20.	Conference/Staff Trip Attendance	20
21.	Field Trip Attendance	21
22.	Resignations	22-24
23.	Nominations for Appointment	25-30
24.	Reassignments	31-32
25.	Salary Allowances for Additional Credits Under the Incentive Program	33
26.	Rescinding of Board Policy Number 808.1 – Food Service Meal Charges – Second Reading	34
27.	Revisions to Board Policy Number 006 – Meetings – Second Reading	35
28.	Revisions to Board Policy Number 601 – Fiscal Objectives – Second Reading	36
29.	Revisions to Board Policy Number 616 – Payment of Bills – Second Reading	37
30.	Revisions to Board Policy Number 706 – Property Records – Second Reading	38
31.	Treasurer’s Report	39
32.	Monthly Bills	40
°33.	Budget Information	41

° 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

Director Tenaglia addressed item number 1 stating that it was seen for the first time last Monday. He doesn't question the need for the vehicle. The bond fund was to complete the construction projects and demolition of the old Northeast. At that time there was no consideration for an additional \$50,000. It is his understanding that the vehicle may not be received until late January. The ability to have the vehicle for snow removal is questionable. He stated that the alternative is to use contracted services on an as needed basis. If the administration wants this item it should be part of the budget process which will be started shortly for the next fiscal year.

President Leeson stated that she was under the impression that the money was coming out of capital reserve. Mr. Majewski replied that the bond fund was for the remainder of Broughal and demolition of Northeast. He stated that in order to come up with a round number there was approximately \$110,000 that was put into the calculation for the rounding to get to \$6,000,000 for Broughal. The \$110,000 was not obligated for anything and it was felt that considering how the funds of the capital reserve have been depleted and we are looking to increase those, the money that was used in the financing to round up to the \$6,000,000 may have been a better place to find the funding for the vehicle if it is approved.

Director Cann asked that it be considered that regardless of when the vehicle is received that it stops the spending on the contracted work for snow removal. Any money saved from that moment on is worth it. It will not just be used for snow removal. It is the only large truck available. She stated that there are a lot of things besides direct classroom funding that are necessary to run a school district. She believes that this is part of what is needed to ensure the safety and maintenances of the sidewalks, parking lots and buildings and is just as necessary as other things.

Director McKeon requested clarification on financial issues from Mr. Majewski.

Mr. Majewski stated that with the Broughal and Northeast refinancing, \$11,000,000 was borrowed. The West Cornwell issue was refinanced and the termination of the attached swap.

Director McKeon stated that he remembered the termination fee was worded as such as that it was not to exceed \$15,000,000.

Mr. Majewski confirmed that. Director McKeon stated that the termination fee was in the neighborhood of \$12,000,000. He stated that there was a theoretical \$3,000,000 arrival of cash.

Mr. Majewski stated that at the time they limited the financing to what was absolutely necessary. The theoretical \$3,000,000 was never turned into cash. The only money that Mr. Majewski found available was the rounding money that was used. The rest was obligated through the cash flow needs. Mr. Majewski stated that part of the process in determining whether to buy the vehicle or pay for services, was considering the \$50,000 cost of the truck with a 10 year useful life. The cost is approximately \$5,000 per year. At \$100 an hour for using services it takes about 50 hours to break even. If they have the vehicle for the month of January, typically the worst month for snow is February; it would take about 6 days to break even, just focusing on snow removal.

Director Tenaglia stated that, using estimated numbers, the district now has in the 2009 bond fund less than \$10,500,000. That is \$500,000 less than what was estimated. Also, there is a refunding coming up for the variable rate issues. He stated that if the truck is a real need; add it to the refinancing of the next bond issue which will need to occur by January.

Director Follweiler agreed with Director Tenaglia on the process on where the monies were coming from. Regarding Mr. Majewski's calculation, how much is the labor used in the truck is calculated into this. Her thought process is that the outside contractor could likely be similar in cost for the amount of time in this school year that they have the truck. In general, she believes with Director Tenaglia, that they go through the regular process to put it into the budget for next year.

Director Dexter stated that if they buy the truck there will be additional costs over that, labor and gas. She assumes that \$99/hour includes all expenses involved in clearing the snow. She asked for clarification on the savings in year one, overall.

Mr. Majewski stated that the employee has to be paid either way. He doesn't believe the cost of the person should be considered. Mr. Majewski's comparison was between the purchase of the truck and leasing time for the use of the vehicle, that it would take fewer days to be at a break even point even with some of the fuel cost.

The administration's recommendations 1, 24 & 26 were considered together.

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

The administration's recommendations 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 25, 27, & 30 were considered together.

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

The administration's recommendations 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 25, 27, & 30 were considered together.

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

The administration's recommendations 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 25, 27, & 30 were considered together.

**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

The administration's recommendations 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 25, 27, & 30 were considered together.

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.

The administration's recommendations 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 25, 27, & 30 were considered together.

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.

The administration's recommendations 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 25, 27, & 30 were considered together.

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.

The administration's recommendations 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 25, 27, & 30 were considered together.

☒	Project Costs for Non-Emergencies >\$10,000	☐	Purchase or Lease/Purchase of Modular/Relocatable Classroom
-------------------------------------	---	--------------------------	---

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

DISTRICT/AVTS: BETHLEHEM AREA SCHOOL DISTRICT COUNTY: NORTHAMPTON

Telephone Number (including extension):

\$ 56,000

$$\frac{\text{sq. ft. of Addition or New Building}}{\text{sq. ft. of Existing Structure}} \times 100 = \text{Art 14 Percent}$$

(round to 2 decimal places)

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

The Board hereby applies to the Department of Education for approval of the plans and specifications for the work described above. The Board certifies that, to the best of its knowledge and belief, construction bid documents comply, or will comply, with applicable laws, regulations and policies, and the project will not pose a hazard to the health and safety of users. Specifications include all applicable statements set forth in the current PDE document entitled "Required Clauses for Specifications." Construction contracts will not be entered into prior to PDE approval. If the Board proceeds with this project, the lowest responsible bidder(s) will be selected. The Board also certifies that the above-described work will proceed whether or not additional on-site work that is subject to Act 14 of 1977 goes forward.

Case

District/AVTS Address

PDE USE ONLY

326

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.

.

The administration's recommendations 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 25, 27, & 30 were considered together.

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.

The administration's recommendations 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 25, 27, & 30 were considered together.

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.

The administration's recommendations 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 25, 27, & 30 were considered together.

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.

The administration's recommendations 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 25, 27, & 30 were considered together.

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.

The administration's recommendations 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 25, 27, & 30 were considered together.

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 Directors adopts the waivers relating to Student Numbers 0946460, 1001064, and 1008780.

The administration's recommendations 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 25, 27, & 30 were considered together.

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.

The administration's recommendations 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 25, 27, & 30 were considered together.

2009-2010 FEDERAL/STATE PROGRAM BUDGETS

<u>Program Name</u>	<u>Approved Budget</u>	<u>Amended Budget</u>	<u>Increase/ (Decrease)</u>
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	<u>(77,020)</u>	

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

The administration's recommendations 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 25, 27, & 30 were considered together.

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.

The administration's recommendations 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 25, 27, & 30 were considered together.

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.

The administration's recommendations 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 25, 27, & 30 were considered together.

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.

The administration's recommendations 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 25, 27, & 30 were considered together.

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

The administration's recommendations 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 25, 27, & 30 were considered together.

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

The administration's recommendations 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 25, 27, & 30 were considered together.

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 |

The administration's recommendations 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 25, 27, & 30 were considered together.

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 |

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

The administration's recommendations 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 25, 27, & 30 were considered together.

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 |

Director Follweiler stated that she no longer had a question regarding item number 24.

The administration's recommendations 1, 24 & 26 were considered together.

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 line 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

The administration’s recommendations 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 25, 27, & 30 were considered together.

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.

Director Tenaglia discussed item number 26. He stated that a policy was being rescinded that was necessitated by the large amount of uncollected expenses from the student lunch program. He questioned if there will be a plan in place to address the underlying issue of the \$150,000 deficit in that account.

Dr. Persing stated that there was currently an approximate \$150,000 deficit. He stated that he met with principals, director of food services and the business administrator. There has been a plan prepared to start to work to collect the delinquent monies. He also stated that accounts \$50 or more in arrears will be turned over to a collection agency. Mr. Majewski stated that 1/3 is retained by the collection agency. Dr. Persing stated that the money the district pays into the delinquent account limits the amount of money available for instruction. He believes they are getting results. They have asked the cooperation of the teaching and counseling staff. Director Tenaglia noted that this was brought to the board's attention in last year's audit. He questioned if anything is being done to prevent new outstandings from occurring. Dr. Persing stated that as part of the plan is to prevent reoccurring debt. The problem is easier in elementary school. High schools have different stations which pose a more complex way of being dealt with. He believes they are moving in the right direction. He stated they will be able to tell how they are progressing after reviewing things next month.

Director Koch stated that there was a discussion regarding this is another committee. She stated that it was told to them that much of the problem had to do with people being unemployed or

having difficulties with employment. She stated that she thought there was some grant money available.

Mrs. Cintrón replied that she doesn't know of any grant money. She did state that if the families made arrangements to pay that it could be as slow as a few dollars. Mrs. Cintrón stated that it was her understanding that there were people who were eligible for the free lunch at the times they were being charged but had not properly filled out the applications. She believes that that has been rectified.

Dr. Persing also stated that as part of the plan, no one will go hungry. There is an alternate meal that will be available.

President Leeson stated that it was her understanding that it is the wish of the administration to rescind the policy temporarily and rewrite it as they are working through the process. She believed it would be a month or two before the administration would return with a new policy.

The administration's recommendations 1, 24 & 26 were considered together.

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

	<u>808.1. FOOD SERVICE MEAL CHARGES</u>
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.
3. Guidelines	<p>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.</p> <p>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.</p> <p>A NSLP free/reduced meal application shall be sent home at the start of the school year.</p> <p>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.</p> <p>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.</p> <p>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</p>

	<p>District will utilize the following procedures.</p> <ol style="list-style-type: none"> 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. <p>3. Collections</p> <p>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 render 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.</p> <p>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.</p> <p>4. Delegation of Responsibility</p> <p>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.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p>
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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. 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.

The administration's recommendations 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 25, 27, & 30 were considered together.

BETHLEHEM AREA SCHOOL DISTRICT

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

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEETINGS

ADOPTED: November 15, 2004

REVISED: February 9, 2009

<p>SC 407 65 Pa. C.S.A. Sec. 701 et seq</p>	<p style="text-align: center;">006. MEETINGS</p> <p>Section 1. <u>Parliamentary Authority</u></p> <p>Cushing's Manual, Robert's Rules of Order or other approved manuals shall be the authority on all questions of parliamentary law not covered by the bylaws of the Board:</p> <ol style="list-style-type: none">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.
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SC 508	<ul style="list-style-type: none"> 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. 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.
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	<p>s. Any two (2) members may require the recording of the yeas and nays on any subject or question, irrespective of whether the subject matter under discussion be such as shall require the recording of the yeas and nays under the provisions of the School Code.</p> <p>t. The first person recognized by the President as desiring to speak shall have the right to the floor.</p> <p>u. To allow ample time for full consideration before Board meetings, any new proposals by Board members at meetings shall be laid on the table or deferred until the next regular or special meeting unless it is clearly shown that immediate action on the proposal is essential.</p>
SC 422	<p>Section 2. <u>Quorum</u></p> <p>A quorum shall be five (5) Board members present at a meeting. No business shall be transacted at a meeting without a quorum, but the Board members present at such a meeting may adjourn to another time.</p>
SC 405, 426, 427, 428	<p>Section 3. <u>Presiding Officer</u></p> <p>The President shall preside at all Board meetings. In the absence, disability or disqualification of the President, the Vice-President shall act instead. If neither person is present, a Board member shall be elected President pro tempore by a plurality of those present to preside at that meeting only. The act of any person so designated shall be legal and binding.</p>
65 Pa. C.S.A. Sec. 703, 709	<p>Section 4. <u>Notice</u></p> <p>Notice of all open public Board meetings, including committee meetings and discussion sessions, shall be given by publication of the date, place, and time of such meetings in the newspaper(s) of general circulation designated by the Board and the posting of such notice at the administrative offices of the Board.</p>
65 Pa. C.S.A. Sec. 703, 709	<p>a. Notice of regular meetings shall be given by publication and posting of a schedule showing the date, place and time of all regular meetings for the fiscal year at least three (3) days prior to the time of the first regular meeting.</p>
65 Pa. C.S.A. Sec. 703, 709	<p>b. Notice of all special meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property.</p>

<p>65 Pa. C.S.A. Sec. 703, 709</p>	<p>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.</p>
<p>65 Pa. C.S.A. Sec. 703</p>	<p>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.</p>
<p>65 Pa. C.S.A. Sec. 709</p>	<p>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.</p>
<p>SC 423</p>	<p>Notice of all regular and special Board meetings shall be given to Board members prior to the time of the meeting.</p>
<p>SC 421 65 Pa. C.S.A. Sec. 701 et seq</p>	<p>Section 5. <u>Regular Meetings</u></p>
	<p>Regular Board meetings shall be public and shall be held at least once every two (2) months.</p>
	<p>All regular meetings of the Board shall be held in the auditorium at the East Hills Middle School, 2005 Chester Road, Bethlehem, Pennsylvania, or at such other place or places as the Board may from time to time determine.</p>
	<p>The stated time for all regular meetings shall be the third Monday of each month at 7:00 p.m. or at the call of the President with prior notice to each member and the press.</p>
	<p>The meeting for organization in December will be held at the call of the Board during the first week in December. No business shall be transacted at this meeting other than reorganization.</p>
	<p>Board members may request that verbatim comments be included in the written minutes.</p>
	<p>a. Agenda</p>
	<p>It shall be the responsibility of the Superintendent, in cooperation with the Board President, to prepare an agenda of the items of business to come before the Board at each regular meeting.</p>

<p>65 Pa. C.S.A. Sec. 701 et seq</p> <p>SC 426</p>	<p>The agenda for the regular meeting is hand-delivered to Board members, BEA officials (3), custodial/maintenance personnel (1), teacher aides (1), cafeteria personnel (1), and the press on the Friday preceding the Board meeting. Copies are also distributed to key administrative personnel and to each elementary and secondary school faculty room prior to the meeting.</p> <p>b. Order Of Business</p> <p>The order of business for regular meetings shall be as follows, unless altered by the President or a majority of those present and voting:</p> <p>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</p> <p>Section 6. <u>Special Meetings</u></p> <p>Special meetings shall be public and may be called for special or general purposes</p> <p>The President may call a special meeting at any time. Upon the President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the Board members.</p> <p>No business shall be transacted at any special meetings except that named in the call sent to the members for such special meetings; provided, that special meetings may be called for general purposes.</p>
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<p>65 Pa. C.S.A. Sec. 701 et seq Pol. 903</p> <p>SC 324</p>	<p>All special meetings of the Board shall be at a place to be determined and advertised.</p> <p>The following shall be the order of business:</p> <ul style="list-style-type: none"> 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 <p>Section 7. <u>Hearing Of The Public</u></p> <p>A member of the public present at a Board meeting may address the Board in accordance with law and Board policy and procedures.</p> <p>Section 8. <u>Voting</u></p> <p>All motions shall require for adoption a majority vote of those Board members present and voting, except as provided by statute or Board procedures.</p> <p>All votes on motions and resolutions shall be by voice vote unless an oral roll call vote is requested by the President or another Board member.</p> <p>a. The following actions require the unanimous consent of all the remaining members of the Board:</p> <ol style="list-style-type: none"> 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.
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	<p>b. The following actions require the recorded affirmative votes of two-thirds of the full number of Board members:</p> <ol style="list-style-type: none"> 1. Transfer of budgeted funds. 2. Transfer of any unencumbered balance, or portion thereof, from one appropriation to another or from one spending agency to another. 3. Incur a temporary debt or borrow money upon such obligation. 4. Incur a temporary debt to meet an emergency or catastrophe. 5. Elect to a teaching position a person who has served as a Board member and who has resigned. 6. Convey land or buildings to the municipality co-terminus with the school district. 7. Adopt or change textbooks without the recommendation of the Superintendent. 8. Dismiss, after a hearing, a tenured professional employee. 9. Fix the fiscal year to begin on the first day of January.
SC 609, 687	
SC 687	
SC 634	
SC 687	
SC 324	
SC 707	
SC 803	
SC 1129	
SC 671	
	<p>c. The following actions require the recorded affirmative votes of a majority of the full number of Board members:</p> <ol style="list-style-type: none"> 1. Fixing the length of school term. 2. Adopting textbooks recommended by the Superintendent. 3. Appointing the district Superintendent and Assistant Superintendent(s). 4. Appointing teachers and principals. 5. Adopting the annual budget. 6. Appointing tax collectors and other appointees.
SC 508	
SC 508 Pol. 108	
SC 508, 1071, 1076	
Pol. 508	
SC 508 Pol. 604	
SC 508 Pol. 005, 606	

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. <u>Minutes</u>
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: <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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.

<p>65 Pa. C.S.A. Sec. 703, 709 Pol. 006</p>	<p>Section 10. <u>Adjournment</u></p> <p>The Board may at any time recess or adjourn to an adjourned meeting at a specified date and place, upon the majority vote of those present. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon. Notice of the rescheduled meeting shall be given as provided in Board policy.</p>
<p>65 Pa. C.S.A. Sec. 707, 708</p>	<p>Section 11. <u>Executive Session</u></p> <p>The Board may hold an executive session, which is not an open meeting, before, during, at the conclusion of an open meeting, or at some other time. The presiding officer shall announce the reason for holding the executive session; the announcement can be made at the open meeting prior to or after the executive session.</p> <p>The Board may discuss the following matters in executive session:</p> <ul style="list-style-type: none"> 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. <p>Official actions based on discussions held in executive session shall be taken at a public meeting.</p>
<p>65 Pa. C.S.A. Sec. 701 et seq</p>	<p>Section 12. <u>Work Sessions</u></p> <p>The Board may meet as a Committee of the Whole in an open meeting to vote on or to discuss issues. Public notice of such meetings shall be made.</p> <p>A meeting of the Committee of the Whole, not regularly scheduled, may be called at any time by the President; the President shall call such a meeting when requested to do so by Board members. Public notice of the meeting shall be made in accordance with Pol. 006, 4.b.</p>

<p>65 Pa. C.S.A. Sec. 703, 709</p>	<p>The Board Secretary shall provide notice of a meeting of the Committee of the Whole as per the notice provisions of Board procedures.</p>
	<p>Section 13. <u>Committee Meetings</u></p>
<p>65 Pa. C.S.A. Sec. 703, 709</p>	<p>1. Each committee will meet a minimum of one evening a month to discuss specific issues and major initiatives in its respective area. The responsible cabinet member for each individual committee will serve as the district’s liaison and will generate the agenda with dialogue with the Board chairperson prior to the meeting. The Board chairperson will facilitate the meeting.</p>
	<p>2. Committee meetings will contain a pre and post courtesy of the Floor of ten (10) minutes each <u>pertaining to agenda items only or matters of concern which are or may be before the Board.</u></p>
<p>65 Pa. C.S.A. Sec. 701 et seq</p>	<p>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).</p>
	<p>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.</p>
	<p>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.</p>
	<p>References:</p>
	<p>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</p>
	<p>Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.</p>
	<p>Board Policy – 003, 004, 005, 006, 107, 108, 604, 605, 606, 610, 612, 800, 801, 903</p>

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.

President Leeson addressed the Board Policy Fiscal Objectives, number 28. She believes that the new language does not speak to exactly what they are looking for. This is a second reading and believes it should be pulled and revised at the committee meetings before it is voted through. There was no objection to considering this item a second reading and be considered for information only.

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	<p>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.</p> <p>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 <u>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.</u></p>

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.

Director Tenaglia stated that regarding number 29, he wanted to take the same action as for number 28. He requested that the item be considered a second reading and for information only. There was no objection to the request.

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 SC 427, 439	<p>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:</p> <ol style="list-style-type: none"> 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	<p>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.</p> <p>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.</p>
SC 607, 687 Pol. 612	<p>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.</p> <p>All claims for payment shall be submitted to the Board and recorded in the minutes of the Board meeting.</p>

	<p>The list of bills shall include for each:</p> <ol style="list-style-type: none"> 1. Check number. 2. Check date. 3. To whom paid. 4. Amount of remittance. 5. Reason for remittance. 6. Account charged. <p>Prior to the Board's consideration of the bills for payment, each invoice shall be reviewed by the Director of Business Affairs.</p> <p>SC 439 Upon approval of an order, the Treasurer shall prepare a check for payment and cancel the commitment placed against the appropriate account.</p> <p>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.</p> <p>SC 427, 433, 439 All checks approved by the Board shall be signed by the President, Board Secretary and Treasurer.</p> <p>SC 428 The Vice-President may sign for the President.</p> <p>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.</p> <p>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.</p> <p>No check shall be made out to cash.</p>
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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.

The administration's recommendations 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 25, 27, & 30 were considered together.

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 renewals.
3. Delegation of Responsibility	<p>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.</p> <p>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:</p> <ol style="list-style-type: none"> 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 inventories 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.

<p>Pol. 708, 710</p>	<p>Records of consumable supplies shall be maintained on a continuous inventory basis.</p> <p>No equipment shall be removed for personal or nonschool use, except in accordance with Board policy.</p> <p>Equipment shall be identified with a permanent tag that provides appropriate school district identification.</p> <p><u>Disposal Of Obsolete/Surplus Materials</u></p> <p>As appropriate, the Superintendent shall recommend to the Board the sale of 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:</p> <ol style="list-style-type: none"> 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 that 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 or obsolete equipment, the computer will be sold according to the following guidelines: <ol style="list-style-type: none"> 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.
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<p>Pol. 610</p>	<ul style="list-style-type: none">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. <p>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.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>Board Policy – 610, 708, 710</p>
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31. *Treasurer's Report*

RECOMMENDATION:

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

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

<u>TOTAL CASH AND INVESTMENT BALANCE</u>	\$	90,421,882.35
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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

\$	<u>28,559,426.81</u>
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MONTHLY DISBURSEMENTS

Monthly Bills Paid	9,281,499.21
Payroll	7,633,455.20
Debt Service	4,129,771.48

\$	<u>21,044,725.89</u>
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TOTAL FUNDS AVAILABLE

\$	<u>97,936,583.27</u>
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ENDING CASH AND INVESTMENT BALANCE

		<u>Interest Rate</u>
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%

<u>TOTAL CASH AND INVESTMENT BALANCE</u>	\$	<u>97,936,583.27</u>
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Interest Received for October; to be posted in November accounting period	\$	34,962.05
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Respectfully Submitted,

Anne M. Morton
Treasurer

BETHLEHEM AREA SCHOOL DISTRICT CD INVESTMENTS

Date Purchased	Amount Purchased	Interest Rate	Anticipated Interest	Maturity Date	Account	Location
May 27, 2009	\$ 248,000.00	1.15%	\$ 1,679.95	December 28, 2009	PSDLAF CD	2009B
May 27, 2009	\$ 594,000.00	1.19%	\$ 4,705.94	January 25, 2010	PSDLAF CD	2009B
May 27, 2009	\$ 792,000.00	1.22%	\$ 7,174.00	February 22, 2010	PSDLAF CD	2009B
May 27, 2009	\$ 1,092,000.00	1.28%	\$ 11,526.73	March 24, 2010	PSDLAF CD	2009B
May 21, 2009	\$ 1,400,000.00	1.40%	\$ 17,881.64	April 19, 2010	PSDLAF CD	2009B
May 21, 2009	\$ 6,200,000.00	1.25%	\$ 82,595.90	June 14, 2010	PSDLAF CD	2009B
May 21, 2009	\$ 498,638.94	0.24%	\$ 99.60	October 31, 2009	PSDMAX	2009B
June 17, 2009	\$ 500,000.00	1.00%	\$ 2,698.63	December 31, 2009	PSDLAF CD	PSDMA
July 1, 2009	\$ 7,000,000.00	1.00%	\$ 35,095.89	December 31, 2009	PSDLAF CD	PSDMA
July 30, 2009	\$ 1,000,000.00	1.37%	\$ 10,246.85	April 29, 2009	PSDLAF CD	PSDMA
September 1, 2009	\$ 5,000,000.00	1.00%	\$ 16,575.34	December 31, 2009	PSDLAF CD	PSDMA
October 7, 2009	\$ 2,000,000.00	1.00%	\$ 4,657.53	December 31, 2009	PSDLAF CD	PSDMA
October 8, 2009	\$ 5,000,000.00	0.40%	\$ 4,666.67	December 31, 2009	PSDLAF CD	PSDMA
July 3, 2009	\$ 116,801.99	1.49%	\$ 1,444.49	April 27, 2010	KNBT Scholarship	
August 31, 2009	\$ 46,068.15	1.20%	\$ 496.00	May 24, 2009	BTFCU	

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	<hr/> \$ 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	<hr/> \$ 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		\$	564,681.87
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	
		\$	<u>156,524.8</u>
Fund Balance at October 31, 2009		\$	408,157.0

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	
		\$	167,859.8
Estimated Unencumbered Fund Balance		\$	240,297.17

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 REVENUES

	A	B	C	D	E	F	G
	2009-2010					2008-2009	
Description	Budget	Realized 31-Oct-09	Unrealized \$ (B-A = C)	Unrealized % (C/ A = D)	Projected June 30, 2010	Realized June, 2009	Realized October, 200
CURRENT REAL ESTATE	105,712,300	7,203,633	(98,508,667)	-93.19%			11,292,
INTERIM REAL ESTATE	1,000,000	11,738	(988,262)	-98.83%			28,
PUBLIC UTILITY REALTY	153,000	166,715	13,715	8.96%			153,
PAYMENTS IN LIEU OF TAX	121,000	37,848	(83,152)	-68.72%			23,
UNDISTRIBUTED TAXES	0	87,128,954	87,128,954	-			79,087,
PER CAPITA TAX SECT 679	240,000	111,396	(128,604)	-53.58%			92,
PER CAPITA TAX ACT 511	240,000	111,396	(128,604)	-53.58%			92,
LOCAL SERVICES TAX	300,000	73,100	(226,900)	-75.63%			124,
EARNED INCOME TAX	11,000,000	3,699,653	(7,300,347)	-66.37%			3,090,
EQUAL ESTATE TRANSFER TAX	1,800,000	615,083	(1,184,917)	-65.83%			997,
MERCANTILE TAX	2,100,000	205,118	(1,894,882)	-90.23%			1,373,
EL. REAL ESTATE	2,900,000	2,097,948	(802,052)	-27.66%			2,000,
EL. PER CAPITA SECT 679	60,000	43,271	(16,729)	-27.88%			26,
EL. LOCAL SERVICES TAX			-	-			
EL. MERCANTILE TAX	350,000	205,802	(144,198)	-41.20%			384,
TOTAL LOCAL TAX SOURCES	\$ 125,976,300	\$ 101,711,655	\$ 24,264,645)	-19.26%	\$ -	\$ -	\$ 98,767,95
INTEREST ON INVESTMENTS	850,000	35,450	(814,550)	-95.83%			225,
RIVER ED LAB FEES	-	50	50				5,85
ENTALS	10,000	21,638	11,638	116.38%			5,
CONTRIBUTIONS	92,000	895	(91,105)	-99.03%			
UTION FROM PATRONS	375,000	63,448	(311,552)	-83.08%			173,
RVCS. / OTH LOC GOV UNITS	22,000		(22,000)	-100.00%			
ISCELLANEOUS REVENUE	150,000	8,545	(141,455)	-94.30%			16,
EFUNDS FROM PRIOR YEAR EXP		575					2,
TOTAL OTHER LOCAL SOURCES	\$ 1,499,000	\$ 130,600	\$ (1,368,975)	-91.33%	\$ -	\$ -	\$ 429,
TOTAL LOCAL SOURCES	\$ 127,475,300	\$ 101,842,254	\$ (25,633,621)	-20.11%	\$ -	\$ -	\$ 99,197,

ASIC INSTRUCTIONAL SUBSIDY	28,075,451	7,052,200	(21,023,251)	-74.88%			6,926,71
HARTER SCHOOLS	1,378,200	540,800	(837,400)	-60.76%			446,63
UTION : ORPHANS/CHILDREN	350,000	-	(350,000)	-100.00%			
OMEBOUND INSTRUCTION			-				
OCATIONAL EDUCATION	185,000	34,782	(150,218)	-81.20%			56,81
RIVER EDUCATION	10,605		(10,605)	-100.00%			
IGRATORY CHILDREN	3,520		(3,520)	-100.00%			
ECIAL EDUCATION	6,536,961	1,961,016	(4,575,945)	-70.00%			1,961,51
RANSPORTATION	2,268,600	461,212	(1,807,388)	-79.67%			434,40
ENTALS AND SINKING FUND	1,550,000		(1,550,000)	-100.00%			179,54
EALTH SERVICES	400,000		(400,000)	-100.00%			
ROPERTY TAX RED. ALLOCATION	4,733,333	4,733,333	(0)	0.00%			4,720,01
OCIAL SECURITY	3,249,078	602,357	(2,646,721)	-81.46%			1,369,21
SERS - PENSION CONTRIBUTION	2,030,142	1,235,577	(794,565)	-39.14%			1,038,01
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,
PROCEEDS FROM EXTENDED TERM FINANCING							
ITERFUND TRANSFERS	275,000		(275,000)	-100.00%			
ALE OF FIXED ASSETS	92,000	57,497	(34,503)	-37.50%			10,
ISURANCE RECOVERY		7,944	7,944				
TOTAL OTHER SOURCES	\$ 367,000	\$ 65,441	\$ (301,559)	-82.17%	\$ -	\$ -	\$ 10,
TOTAL REVENUE	\$ 178,663,190	\$ 118,528,973	\$ (60,134,792)	-33.66%	\$ -	\$ -	\$ 116,340,
UNRESERVED FUND BALANCE			-				
TOTAL FUND APPROPRIATED BALANCE	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
TOTAL DISTRICT REVENUE	\$178,663,190	\$ 118,528,973	\$(60,134,792)	-33.66%	\$ -	\$ -	\$ 116,340,81

2009-2010 EXPENDITURES BY PROGRAM

Includes Year-To-Date September 2009 Information

<u>PROGRAM</u>	<u>PROGRAM CODE</u>	Responsible Office	2009-2010			2008-2009	2008-2009
			A	B	F	G	H
			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 INCLUDING ENCUMBRANCES as of June, 2009
BUILDING ALLOCATION	100	PRIN	1,375,330	1,410,330	664,974	759,129	
CAMPYARD	AA	SUPT	399,050	399,050	103,114	142,251	
LABORATORY	AB	SUPT	1,027,005	1,027,005	351,994	366,971	
BUDGETARY RESERVE	AC	SUPT	2,075,377	2,075,377	0	0	
PROPERTY 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	
TEACHING-TEACHERS	CA	HR	58,279,215	58,279,215	9,340,923	8,989,027	
BUILD ACCOUNTING DEPARTMENT	CD	HR	246,384	246,384	76,707	65,802	
TEACHING-TEACHER ASSISTANTS	CE	HR	2,877,483	2,877,483	435,652	444,074	
TEACHING-SUBSTITUTES	CG	HR	1,273,000	1,273,000	156,934	209,229	
MANAGEMENT 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	

2009-2010 EXPENDITURES BY PROGRAM

Includes Year-To-Date September 2009 Information

<u>PROGRAM</u>	<u>PROGRAM CODE</u>	Responsible Office	2009-2010			2008-2009	2008-2009
			A	B	F	G	H
			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 INCLUDING ENCUMBRANCES as of June, 2009
ADULT RECREATION ACADEMY/RASA/ALTERNATIVE EDUCATION	D4	C&I	278,351	278,351	18,036	118,784	
ADULT EDUCATION - K-12	D5	C&I	30,000	30,000	0	0	
ACADEMIC INTERVENTIONS	DA	C&I	100,000	100,000	48	43,060	
ADDITIONAL INSTRUMENT REPAIR	DD	C&I	37,000	2,000	5,772	21,607	
ADDITIONAL DEPARTMENT OF INSTRUCTION	DE	C&I	224,000	224,000	23,199	80,730	
ADDITIONAL READING SUPPORT	DF	C&I	23,500	23,500	17,814	8,512	
ADDITIONAL INSTRUCTIONAL MTLS RESERVE	DG	C&I	500,000	500,000	315,864	405,756	
ADDITIONAL EQUIPMENT REPAIR	DM	C&I	13,000	13,000	10,132	12,323	
ADDITIONAL ZOOLOGICAL ANETARIUM	DO	C&I	2,444	2,444	0	0	
ADDITIONAL SUMMER SCHOOL - SECONDARY	DQ	C&I	25,000	25,000	59,266	57,910	
ADDITIONAL RIVER EDUCATION	DS	C&I	10,000	10,000	0	0	
ADDITIONAL DISTRICT SUPERINTENDENT FOR CURR & INSTRUCT	DT	C&I	384,807	384,807	94,375	152,180	
ADDITIONAL INTERSCHOLASTIC ATHLETICS	DU	C&I	1,410,529	1,410,529	0	207,891	
ADDITIONAL INTRAMURALS	DV	C&I	18,477	18,477	864	8,474	
ADDITIONAL MAINTENANCE SERVICES	E4	STD SVCS	71,191	71,191	16,048	16,045	

2009-2010 EXPENDITURES BY PROGRAM

Includes Year-To-Date September 2009 Information

<u>PROGRAM</u>	<u>PROGRAM CODE</u>	Responsible Office	2009-2010			2008-2009	2008-2009
			A	B	F	G	H
			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 INCLUDING ENCUMBRANCES as of June, 2009
VORITY AFFAIRS/GOV. PROGRAMS/GRANTS	EB	STD SVCS	29,799	29,799	7,540	4,296	
ARK - EARLY CHILDHOOD/SUMMER	EC	STD SVCS	0	0	80,195	99,925	
SCHOOL RESOURCE OFFICERS	EF	STD SVCS	262,000	262,000	0	0	
MEBOUND INSTRUCT/REGULAR ED.	EG	STD SVCS	155,000	155,000	14,959	15,325	
ALTH SERVICES - MEDICAL	EH	STD SVCS	51,480	51,480	2,763	14,793	
ALTH SERVICES - DENTAL	EJ	STD SVCS	10,364	10,364	0	707	
UDENT SERVICES	EK	STD SVCS	160,631	160,631	59,919	750	
JDANCE (SUMMER)	ET	STD SVCS	35,000	35,000	31,981	33,229	
GLISH ACQUISITION	EY	STD SVCS	236,439	236,439	53,930	94,781	
SINESS DEPT-ACCOUNTS PAYABLE	GA	F&A	939,073	939,073	249,478	441,900	
SINESS DEPT-ACCOUNTS RECEIVABLE	GB	F&A	1,003,687	1,003,687	276,171	254,140	
IBT SERVICE	GC	F&A	22,791,340	22,791,340	11,940,164	11,013,831	
MPLOYEE BENEFITS	GD	F&A	30,646,020	30,646,020	2,694,244	2,177,058	
SURANCE	GE	F&A	583,500	583,500	568,486	2,824	
TERSYSTEM PAYMENTS	GF	F&A	22,712,285	22,712,285	6,471,330	12,359,359	

2009-2010 EXPENDITURES BY PROGRAM

Includes Year-To-Date September 2009 Information

<u>PROGRAM</u>	<u>PROGRAM CODE</u>	Responsible Office	2009-2010			2008-2009	2008-2009
			A	B	F	G	H
			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 INCLUDING ENCUMBRANCES as of June, 2009
PHOTOCOPIERS	GP	F&A	587,692	587,692	194,017	171,576	
SPECIAL EDUCATION	LF	SPECIAL ED	445,512	445,512	142,263	224,712	
UNBOUND INSTRUCTION / SPECIAL ED.	LG	SPECIAL 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	

President Leeson stated that item number 14, Student Discipline #1008780, will be pulled.

President Leeson requested a motion to accept the recommendations of the administration item numbers 1 – 30.

Director McKeon made the motion which was seconded by Director Dexter.

Director Tenaglia requested that item number 1, 26 and 29, be pulled.

Director Follweiler requested that item number 24 be pulled.

President Leeson pulled item number 28.

President Leeson requested a roll call on Recommendations of the Administration item numbers 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 25, 27, & 30. The question was called with roll call as follows: Yea, Directors Amato, Cann, Dexter, Follweiler, Koch, McKeon, Tenaglia, Leeson (nay to item number 27).

The motion passed regarding item numbers 2-23, 25, 30 – 8-0
The motion passed regarding item number 27 – 7-1

President Leeson requested a roll call on Recommendations of the Administration item numbers 1, 24 and 26. The question was called with roll call as follows: Yea, Directors Amato, Cann, Dexter, Koch, McKeon, & Leeson.

Directors Follweiler and Tenaglia – Yea to item numbers 24 and 26, nay to item number 1.

Item number 1 passed with a vote of 6 – 2.
Item numbers 24 and 26 passed with a vote of 8 – 0.

ROLL CALL VOTE
ITEMS 2, 3, 4, 5, 6, 7,
8, 9, 10, 11, 12, 13, 14,
15, 16, 17, 18, 19, 20,
21, 22, 23, 25, 27, &
30.

ROLL CALL VOTE
ITEMS 1, 24, & 26

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

Director Dexter made a motion to accept the Recommendation of the Board for the appointment of the search consultant firm for the superintendent search and was seconded by Director Tenaglia.

RECOMMENDATION OF THE BOARD

President Leeson requested a roll call on the Recommendation of the Board. The question was called with roll call as follows: Yea, Directors Amato, Cann, Dexter, Follweiler, Koch, McKeon, Tenaglia, Leeson – 8

The motion passed 8 – 0.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL – Director McKeon reported that Mr. Gorman was awarded the contract and completed his audit. There were a few minor changes on how they treat money making activities of the students. The committee authorized the business manager to look into joining an energy consortium and to possibly package the usage for lower electricity rates.

COMMITTEE REPORTS

NORTHAMPTON COMMUNITY COLLEGE BOARD OF TRUSTEES – President Leeson reported that there was a presentation on sustainable community farms and the participation of the Northampton Community College students in that concept.

President Leeson thanked Dr. Persing for his leadership in helping them to find a new business manager. He guided them through a swift process.

NEW AND MISCELLANEOUS BUSINESS

Director Dexter noted that this was the last meeting for several board members, Director Koch, Director Tenaglia and Director Haytmanek. She thanked them and stated that she had the pleasure of sitting with Director Tenaglia at committee meetings and board meetings. He stepped into a difficult time on the board and believes his financial expertise has served them well. She also thanked Director Koch for her service on the board. She has been a joy and has been helpful reminding the board about various priorities.

President Leeson thanked Directors Tenaglia and Koch for their commitment to the district. Their commitments have been selfless. They have both given of their time and talent generously. She commended Director Tenaglia for his financial expertise.

President Leeson named the several positions and places of service that Director Koch has given over her 16 years on the board. President Leeson addressed Director Koch stating that she has always been willing to listen to any discussion or argument and has been very fair minded with all board members. President Leeson noted that she also admired the fact that Director Koch did not totally agree with community service. Once the vote was passed she stood behind it and stood for the principles that were established at that time. She fought to make sure that community service ran the way the community wanted it to. This includes the update of the community task force and the recent review of the program.

President Leeson presented at certificate from PSEA awarded to Director Koch for her years of service with the PSEA.

Director Tenaglia acknowledged all the support and assistance he received during his term of board service; the superintendent's, cabinet members, central administration, building administrators, administrative assistants, as well as instructional personnel and contracted professionals. He acknowledged his fellow

departing board members and stated that only after serving on a board can one truly appreciate the personal and professional sacrifices that are incurred. He spoke to the board members that are continuing and advised that they not deviate from the corrective fiscal course that was plotted previously. He addressed the members who will commence their terms next month, hoping that they become informed and engaged to allow them to be a contributing an effective board member.

Director Koch spoke regarding the friends she has made over the past 16 years. She recommends serving on the school board for anyone in the community provided they are well trained because it is so important to the children in the district.

President Leeson opened courtesy of the floor to address the board.

COURTESY OF THE
FLOOR

There was no one who wished to address the board.

Mr. Majewski stated that the evening would be his last board meeting as an administrator of the Bethlehem Area School District. He expressed that over 100 years ago his family moved to this community. He has a family member that was the first graduating class of what is now Liberty High School. He expressed that it has been an honor to serve this community and gave well wishes to Stacy Gober.

President Leeson stated that Mr. Majewski had served faithfully as the board secretary and as the business manager. She thanked him for the years shared at the school district.

Dr. Persing congratulated the board because one of his goals was to move a meeting before 2 hours.

Directors Amato and Cann moved to adjourn the meeting, which carried by voice vote.

The meeting adjourned at 8:50 p.m.

Attest,