

MEMORANDUM

May 20, 2011

TO: BOARD OF SCHOOL DIRECTORS

FROM: STACY M. GOBER, BOARD SECRETARY

SUBJECT: REGULAR MONTHLY MEETING – May 23, 2011

The Regular Meeting of the Board of School Directors of the Bethlehem Area School District for May will be held on *Monday, May 23, 2011, at 7:00 p.m. in the Auditorium of East Hills Middle School, 2005 Chester Road, Bethlehem, PA 18017*. The agenda is attached.

SMG:bac
Attachments
pc: Dr. Roy

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

MISSION STATEMENT

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

A G E N D A
REGULAR MEETING – May 23, 2011

1. Roll Call
2. Pledge of Allegiance
3. Silent Meditation
4. Student Recognition
5. Courtesy of the Floor to Visitors (30 minutes allowed)
6. Reports of Student Representatives
7. Approval of Minutes
April 7, 2011 – Budget Workshop
8. Approval of Committee Minutes
April 11, 2011 – Board Curriculum Committee Meeting
May 2, 2011 – Board Human Resources Committee Meeting
9. Financial Report/Payment of Bills
Budgetary Transfers – Item 23 – Page 35
Monthly Bills – Item 24 – Page 36
Budget Information (Information Only) – Item 25 – Page 37
10. President's Communication/Special Meetings
11. Superintendent's Report/Federal Program Update
12. Unfinished Business
13. Recommendations of the Administration
14. Reports of Committees
15. New and Miscellaneous Business
16. Courtesy of the Floor to Visitors (30 minutes allowed)
17. Open Forum
18. Adjournment

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° Information Item Only

1. ***Charter Renewal Agreement with Lehigh Valley Academy Charter School***

INFORMATION:

The Bethlehem Area School District has completed a comprehensive review of the mission and operation of the Lehigh Valley Academy Charter School (LVACS). The review evaluated areas related to: Mission and Beliefs, School Leadership, Curriculum/Educational Program, Instruction, Assessment/School Accountability, Professional Development, LVACS—BASD Relations, Facilities, School Safety and Security, School Finances, and Potential Causes for Non-Renewal as Prescribed in the PA Charter School Law.

The performance of LVACS has met the expectations of the District in every area.

The Renewal Agreement was reviewed with the Board at the Board Human Resources Committee Meeting on May 2, 2011.

RECOMMENDATION:

That the Board of School Directors renews the Lehigh Valley Academy Charter School Charter for the period of January 1, 2012, through December 31, 2016.

2. *Community Service Agency*

INFORMATION:

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

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

This item was reviewed with the Board at the Board Human Resources Committee Meeting on May 2, 2011.

RECOMMENDATION:

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

Name of Agency/Organization: Midway Manor Community Association

Address: P.O. Box 4236, Bethlehem, PA 18018

Phone number: 610-439-0550 ***Contact Person:*** Tom Schweyer

Email address: tom.schweyer@midwaymanor.org

Web Site address: www.midwaymanor.org

Number of students requested: Varies ***Minimum age:*** 13

Description of service opportunities: Assist with community activities including park clean-up, snack shed help at sporting events

Minimum Time of Service Per Shift or Session: 2 Hours

Hours agency is open to community service students: Varies

Dress requirements: None

Supervision provided by: Association Officers

Training and/or orientation: On the job

Additional information or comments:

This agency carries liability insurance covering students on site. (Y)
This agency participates in court ordered community service activities. (N)
This agency requires Act 34 (criminal history) clearance for employees. (N)
This agency conducts events/activities where alcohol is served. (N)
(Parental Waiver is needed if alcohol is served)

**3. *Student Discipline – #0952733, #0961547, #0971839, and #1009838
 – Adjudications***

INFORMATION:

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

RECOMMENDATION:

That the Board of School Directors adopts the proposed adjudications relating to Student Numbers 0952733, 0961547, 0971839, and 1009838.

4. ***Student Discipline – #0952526, #0952410, #0962993, #0965130, #0965481, #0968607, #0971004, #1004488, #1007303, and #1012657 – Waivers***

INFORMATION:

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

RECOMMENDATION:

That the Board of School of School Directors adopts the waivers relating to Student Numbers 0952526, 0952410, 0962993, 0965130, 0965481, 0968607, 0971004, 1004488, 1007303, and 1012657.

5. *Conference/Staff Trip Attendance*

RECOMMENDATION:

That the following Conference/Staff Trip be approved:

- | | | |
|----|--|-------------------------------------|
| 1. | June 27-30, 2011
Advanced Placement Biology Summer Institute
Blue Bell, Pennsylvania | \$1,958.40
Federal/PA PACT Grant |
| 2. | July 16-22, 2011
Apple Distinguished Educators USA Institute 2011
Phoenix, Arizona | 562.77
Federal/Title I Stimulus |

RECOMMENDATION:

1.	October 21-22, 2011 (12 Freedom High School Students) Girl's Varsity Volleyball - Rally in the Valley Mechanicsburg, Pennsylvania	\$0.00
		All costs paid through the Patriot Club.
2.	March 31-April 7, 2012 (100 Freedom High School Students) Festivals at Sea – Freedom High School Band Trip Bahamas	1,160.00
		All costs paid through the Band and Orchestra Parent Organization except administrator's expenses which will be paid through the FHS building account.

7. *Resignations*

RECOMMENDATION:

A. Administrative

<i>A</i>	NAME	ASSIGNMENT	REASON	EFFECTIVE
1.	Carfagno, Peter	Special Education High School Supervisor	Personal	July 1, 2011 (on or before)

B. Instructional

	NAME	ASSIGNMENT	REASON	EFFECTIVE
1.	Auker, Mary	Northeast Reading Specialist	Retirement	June 11, 2011
2.	Badger, Carol	Farmersville Grade 4 Teacher	Retirement	June 11, 2011
3.	Belfatti, Jennifer	District-wide Speech Therapist	Personal	June 11, 2011
4.	Deets, G. Jeanne	Spring Garden Grade 3 Teacher	Retirement	June 11, 2011
5.	DiPaolo, Antonietta	Northeast Spanish Teacher	Retirement	June 11, 2011
6.	Fowler, Barbara	Farmersville/William Penn Art Teacher	Retirement	June 11, 2011
7.	Matus, Sharon	Northeast Special Education Teacher	Retirement	June 11, 2011
8.	Poole, Judith	Miller Heights Grade 1 Teacher	Retirement	June 11, 2011
9.	Schmittel, Julie	Liberty Science Teacher	Personal	April 27, 2011
10.	Sterns, John	Northeast Health and Physical Education Teacher	Retirement	June 11, 2011

C. Noninstructional

	NAME	ASSIGNMENT	REASON	EFFECTIVE
1.	Alesick, James	Transportation Bus Driver	Retirement	June 15, 2011
2.	Grello, Jill	Freedom General Kitchen Help	Retirement	August 6, 2011
3.	Havlik, Dennis	Transportation Bus Driver	Retirement	April 21, 2011

7. *Resignations*

RECOMMENDATION:

C. Noninstructional (continued)

	NAME	ASSIGNMENT	REASON	EFFECTIVE
4.	Martinez, Iris	Clearview (.5) Supplemental Custodian	Retirement	April 5, 2011
5.	Rodriguez, Denise	Northeast 21 st Century Community Learning Center Coordinator	Personal	May 19, 2011
6.	Schmidt, Sherri	Nitschmann General Kitchen Help	Personal	March 24, 2011
7.	Soto, Ashley	Child Care Assistant Center Supervisor	Personal	April 11, 2011
8.	Webber, Herman	Maintenance Assistant Supervisor of Building and Grounds	Retirement	August 12, 2011
9.	Wiley, Lisa	Child Care Assistant Center Supervisor	Retirement	July 1, 2011

8. *Leaves of Absence*

RECOMMENDATION:

A. Instructional

	NAME	ASSIGNMENT	REASON	EFFECTIVE
1.	Braido, Julie	Northeast Grade 6 Teacher	Family Medical Leave of Absence	May 21, 2011, until the end of the 2010-2011 school year
2.	Chruscial, Brant	Broughal Mathematics Teacher	Family Medical Leave of Absence	April 19, 2011, until the end of the day on June 7, 2011
3.	Court, Larry	East Hills Art Teacher	Family Medical Leave of Absence	April 11, 2011, intermittently, until the end of the day on April 11, 2012

8. *Leaves of Absence*

RECOMMENDATION:

A. Instructional (continued)

	NAME	ASSIGNMENT	REASON	EFFECTIVE
4.	Dutton, Tammy	East Hills Computer/Gifted Teacher	Family Medical Leave of Absence	April 13, 2011, intermittently, until the end of the day on April 13, 2012
5.	Rhode, Melissa	Asa Packer Vocal Music Teacher	Family Medical Leave of Absence	May 25, 2011, until the end of the 2010-2011 school year
6.	White, Kimberly	Miller Heights Grade 2 Teacher	Family Medical Leave of Absence, extended	May 12, 2011, until the end of the day on May 25, 2011
7.	Zahm, Gregory	Liberty Science Teacher	Family Medical Leave of Absence	April 15, 2011, intermittently, until the end of the day on April 15, 2012

B. Noninstructional

	NAME	ASSIGNMENT	REASON	EFFECTIVE
1.	Berrios, Evelyn	Broughal General Kitchen Help	General Leave of Absence	April 18, 2011, until the end of the 2010-2011 school year
2.	Donham, Paula	Broughal Health Assistant	General Leave of Absence, extended	April 16, 2011, until the end of the 2010-2011 school year
3.	Hinton, Deborah	East Hills General Kitchen Help	Family Medical Leave of Absence	April 19, 2011, intermittently, until the end of the day on April 19, 2012
4.	Labukas, Rosemarie	Northeast Teacher Assistant	Family Medical Leave of Absence, extended	May 2, 2011, until the end of the 2010-2011 school year
5.	Rich, Terrianne	Northeast General Kitchen Help	Family Medical Leave of Absence	April 29, 2011, intermittently, until the end of the day on April 29, 2012
6.	Rivera, Evelyn	Northeast General Kitchen Help	General Leave of Absence	April 8, 2011, until the end of the day on April 10, 2011

9. *Nominations***RECOMMENDATION:*****A. Instructional***

	NAME	ASSIGNMENT/STATUS	SALARY	EFFECTIVE
1.	Coniglio, Amy	District-wide Speech Therapist	\$45,253 Master's, Step 1	August 24, 2011

9. *Nominations*

RECOMMENDATION:

A. Noninstructional

	NAME	ASSIGNMENT/STATUS	SALARY	EFFECTIVE
1.	Mazur, Michael	Freedom Supplemental Custodian	\$9.00 per hour	May 24, 2011
2.	Rhoads, David	Freedom Supplemental Custodian	\$9.00 per hour	May 24, 2011

B. Miscellaneous

	NAME	ASSIGNMENT	SALARY
1.	Downey, Craig	Coach – Head Football Nitschmann, 2011-2012 school year	\$3,197.00 (new rate)
2.	Lynn, Melissa	Coach – Head Girls Volleyball Liberty, 2011-2012 school year	\$3,676.00 (new rate)
3.	Rescind September 27, 2010 appointment of Erin Shay Appoint Baran, Natalie	Extracurricular Activity Advisor Math Counts	\$273.00
4.	Rescind September 27, 2010 appointment of Michael Cleffi Appoint Hoffman, Mark	Extracurricular Activity Advisor Audio Visual Aides Club	\$366.00
5.	Rescind September 27, 2010 appointment of Samuel Norwood Appoint Booser, Elizabeth	Extracurricular Activity Advisor German Club	\$366.00

9. *Nominations*

RECOMMENDATION:

B. Miscellaneous (continued)

	NAME	ASSIGNMENT	SALARY
6.	McKernan, Cecile	Extracurricular Activity Advisor Mini Globe Trotters Club	\$366.00
7.	Rescind September 27, 2010 1.0 appointment of Natalie Chickey Appoint Bogusky, Joyce (.5)/Chickey, Natalie (.5)	Extracurricular Activity Advisor Young Writer	\$920.00 \$920.00
8.	Calderon, Jeanette Ford, Ronnell	Night/Summer School Substitute Monitors	To be paid regular rate, prorated hourly
9.	Brown, David Kise, Alfred Solitario, Brenda	Special Education Office – Summer Testing Educational Support Teachers	To be paid per diem rate
10.	Rodriguez, Lorna	Special Education Office – Summer Testing Home and School Visitor	To be paid per diem rate
11.	Bell, Colleen Cordero, Lydia Dowling, Carole Dugas, Tara Hagar, Susan Keeler, Amy Lawrence, Kelly Lesinski, Michelle Lubell, Elyse Manzo, Julie Sharp-Ross, Mary Valish, Frank, Jr.	Special Education Office – Summer Testing School Psychologists	To be paid per diem rate
12.	Blozinsky, Brad Feigley, William Jordan, Diane McGoff, Tara Petrosky, Robert	Summer Career Linking Academy Freedom	\$32.87 per hour Lehigh Valley Workforce Investment Board, Inc. funded

9. *Nominations*

RECOMMENDATION:

B. Miscellaneous (continued)

	NAME	ASSIGNMENT	SALARY
13.	King, Debra	Summer Dining Services Assistant Cook/Site Monitor 5.5 hours per day	\$14.55 per hour Summer Food Service Program funded
14.	Miller, Christine	Summer Dining Services Cook/Site Monitor 6.5 hours per day	\$15.70 per hour Summer Food Service Program funded
15.	Grello, Jill Mullin, Helen Naples, Susan Price, Lynda Reinsprecht, Maribeth	Summer Dining Services General Kitchen Help 3.5 hours daily	\$12.71 per hour Summer Food Service Program funded
16.	Myers Rosemary	Summer Dining Services General Kitchen Help 3.5 hours daily	\$13.03 per hour Summer Food Service Program funded
17.	Applegate, Donna Ashraf, Asia Avila, Marisol Balderas, Mayra Berardinucci, Deborah Bowen, Elizabeth Bruno, Paulette Cintron, Evelyn Colon, Carmen Cruz, Sandra Ehret, Brenda Galindo, Emma Garcia, Orquidia Mugavero, Laura Reese, Karen Reyes, Virginia Rich, Terri Rosario, Joseline Sedlock, Barbara Strohl, Jerry Tanyous, Samia	Summer Dining Services General Kitchen Help Alternates	To be paid regular hourly rate Summer Food Service Program funded

9. *Nominations*

RECOMMENDATION:

B. Miscellaneous (continued)

	NAME	ASSIGNMENT	SALARY
17.	Vasquez, Larissa Velez, Brenda Winkle, Diane Woelfel, Susan	Summer Dining Services General Kitchen Help Alternates (continued)	To be paid regular hourly rate Summer Food Service Program funded
18.	Lucrezi, Susan Schachter, Carole	Summer Enrollment Services ESOL Screening	To be paid per diem rate, not to exceed 25 days collectively PA Pact Grant funded
19.	Schwalm, Lisa Shellaway, Mark Shuler, Amanda Venable, Lynn Washkau, Sarah	Summer School – Elementary School Teachers Calypso	\$32.87 per hour PA Pact Grant funded
20.	Bertagna, Jamie Christiansen, Robert Cipriano-Ortiz, Clarabelle Dunne-Porter, Melissa Fontanez, Eric Haller, Kourtnie Kravetz, Amy Loeb, Karen Markham, Jeffrey Meluskey, Kathleen Ortwein, Amanda Reifinger, Jennifer Rucker, Lisa Sosa, Lynn Tsihlis, Kimberly	Summer School – Elementary School Teachers Clearview	\$32.87 per hour PA Pact Grant funded
21.	Charles, Linda DeLeon, Susan Freeman, Trina	Summer School – Elementary School Teacher Assistants Clearview	To be paid regular hourly rate PA Pact Grant funded

9. *Nominations*

RECOMMENDATION:

B. Miscellaneous (continued)

	NAME	ASSIGNMENT	SALARY
22.	Burgos-Halm, Evanyl Chisnall, Judith Ehrlich, Judith Gerrish, Margaret Giampapa, Tammy Heller, Natalie Kalamar, Pamela Kindt, Dee Kirkpatrick, Jocelyn Muth, Trisha Phillips, John Rivera, Angel Schwarzbach, Lorie Warmkessel, Ann Williams, Joe Zellner, Tracy	Summer School – Elementary School Teachers Donegan	\$32.87 per hour PA Pact Grant funded
23.	Benedict, Courtney Bevilacqua, Danielle Culligan, Ashley Dailey, Rosemary Dolak, Donna Drake, Angela Drey, Brad Eisenhard, Jennifer Erney, Nicole George, Ursula Ginsburg, Jeremy Guerreiro, Amy Rowe, Rebecca Sanchez, Jose Velez, Mary Vogler, Amy Washkau, Sarah Weychert, Paula	Summer School – Elementary School Teachers Fountain Hill	\$32.87 per hour PA Pact Grant funded

9. *Nominations*

RECOMMENDATION:

B. Miscellaneous (continued)

	NAME	ASSIGNMENT	SALARY
24.	Lynn, Patricia Meckes, Cassandra	Summer School – Elementary School Teacher Assistants Fountain Hill	To be paid regular hourly rate PA Pact Grant funded
25.	Druckenmiller, Chad Hollinger, Melissa Leaser, Cathy Sabo, Kenneth Weisler-Smith, Susan Witmer, Jamie	Summer School – Elementary School Teachers Governor Wolf	\$32.87 per hour PA Pact Grant funded
26.	Kelleher, Bonnie Russell, Deborah Schwartzman, Patrice	Summer School – Elementary School Teachers Hanover	\$32.87 per hour PA Pact Grant funded
27.	Ahner, Tiffany Anderson, Michele Capozzolo, Peggy Coxe, Jenna Geiselman, Rhonda Miller, Susan Millheim, Traci Muzyczka, Jan Righi, JoAnn Rusack, Lori Siegfried, Samantha Smith-Sumpter, Evelyn Stellato, Nancy	Summer School – Elementary School Teachers Lincoln	\$32.87 per hour PA Pact Grant funded
28.	Amigo, Consuelo Gabovitz, Noelle Hetrick, Jessica Kukuvka, Luke Reybitz, Jessica	Summer School – Elementary School Teachers Marvine	\$32.87 per hour PA Pact Grant funded
29.	Craven, Kyle Donaldson, Jessica Grube, Kimberly Rhyner, Jennifer Ziegler, Laura	Summer School – Elementary School Teachers Thomas Jefferson	\$32.87 per hour PA Pact Grant funded

9. *Nominations*

RECOMMENDATION:

B. Miscellaneous (continued)

	NAME	ASSIGNMENT	SALARY
30.	Prosser, Linda	Summer School – Elementary School Helper Thomas Jefferson	To be paid regular hourly rate PA Pact Grant funded
31.	Bickley, Laura Gottlieb, Shelly Marrero, Antonio Myles, Maria Raynor, Tracy Rodriguez, Ada Schachter, Carole Schwarzbach, Lorie Thomas, Sandra Williams, Janice	Summer School English Acquisition	\$32.87 per hour PA Pact Grant funded
32.	Hrycysyn, Marlice	Summer School – High School Coordinator	\$32.87 per hour PA Pact Grant funded
33.	Snyder, Susan	Summer School – High School Monitor	To be paid regular rate, prorated hourly PA Pact Grant funded
34.	Achenzie, Jeffrey Arner, Michael Ayre, Jonathan Bieber, Susan Bradley, Steven Cleffi, Michael Collazo, Paulina Coppock, Richard Curti, Jennifer Dectis, Nicholas D’Emilio, Christopher Freeh, Anne George, Crystal Herbst, Christine Kline, Alan	Summer School – High School Teachers	\$32.87 per hour Tuition funded

9. *Nominations*

RECOMMENDATION:

B. Miscellaneous (continued)

	NAME	ASSIGNMENT	SALARY
34.	Kroboth, Suzanne Leeson, Maureen Maioriello, Melissa Majewski, Jennifer McKellin, Janice Muller, Michael Muth, Diane Patti, Joshua Pitsilos, Andrew Sierra, Trinidad Smith, Gloria Steele, Tracey Turner, Wendy Walters, Patricia Ziegler, George	Summer School – High School Teachers (continued)	\$32.87 per hour Tuition funded
35.	Hinkel, Amanda Venzani, Michael Yeastedt, Nicole	Summer School – High School Tutoring – Teachers Liberty	\$32.87 per hour PA Pact Grant funded
36.	Altimare, James DiSipio, Anthony Figueroa, Anthony Kamyab, Melissa Kiras, Michele Lyons, Matthew McKellin, Janice Miller, David Mohap Jacqueline Montanari, Nancy Meyers, Stephanie Schomaker, Timothy Voorhees, Karen Wilmore, Karen Yoder, Michelle	Summer School – Middle School Teachers Broughal	\$32.87 per hour PA Pact Grant funded
37.	Cressman, Jayne Michael, Ruby	Summer School – Middle School Teacher Assistants Broughal	To be paid regular hourly rate PA Pact Grant funded

9. *Nominations*

RECOMMENDATION:

B. Miscellaneous (continued)

	NAME	ASSIGNMENT	SALARY
38.	Burkhardt, Amanda Court, Larry Hruban, Catherine Hunt-Castillo, Andrea Huynh, Tra-My Litsch, Eric Nawrocki, Matthew Novatnak, Nadine Rodriguez, Lisa Roman, Carolyn Stelmak, LeeAnn Young, Melissa	Summer School – Middle School Teachers East Hills	\$32.87 per hour PA Pact Grant funded
39.	Giovarelli, Beth Lund, Kathleen Stewart, Jill	Summer School – Middle School Teacher Assistants East Hills	To be paid regular hourly rate PA Pact Grant funded
40.	Anderson, Monica (substitute) DeStasio, Gregory Ellis, Lara (substitute) Evancho, Kristin Gomez, Norma Hipp, Kelly Kvacky, Nancy Kvacky-Baron, Natalie Litak, Marcie McLaughlin, Gayle Medina, Jose Muller, Laurie Oliver, Jacqueline Ortwein, Jonathan Ritter, Deborah Schultz, Stephanie Stewart, Bryce Thear, Tanya (substitute) Tully, Margaret Walters, Patricia	Summer School – Middle School Teachers Nitschmann	\$32.87 per hour PA Pact Grant funded

9. *Nominations*

RECOMMENDATION:

B. Miscellaneous (continued)

	NAME	ASSIGNMENT	SALARY
40.	Wertman, Courtney Wohlbach, Herman	Summer School – Middle School Teachers Nitschmann (continued)	\$32.87 per hour PA Pact Grant funded
41.	Bauer, Mary Nonnemacher, Ann Rutkowski, Virginia Yildiran, Catherine	Summer School – Middle School Teacher Assistants Nitschmann	To be paid regular hourly rate PA Pact Grant funded
42.	Arena, Rona Bauder, Felicia Beisel, Toni Bennett, Susan Bowman, Catherine Buchanan, Karen Dodson, Ann Gavronski, John Gross, Jason Heller, Brian Justus, Rosemary Kline, Devin Knecht, Ronald Majczan, Sherri Schubert, Stephanie Seaman, Stephanie Shive, Linda Sisle, Stuart Smisko, Rose Ann Spieker, Daniel Torres, Andrea Zoudeh, Nancy	Summer School – Middle School Teachers Northeast	\$32.87 per hour PA Pact Grant funded
43.	Kaminski, Kathleen Labukas, Rosemarie	Summer School – Middle School Teacher Assistants Northeast	To be paid regular hourly rate PA Pact Grant funded

9. *Nominations*

RECOMMENDATION:

B. Miscellaneous (continued)

	NAME	ASSIGNMENT	SALARY
44.	Latham, Laurie Liberto, Kelly Martin, Kristyn Rodriguez, Josefina Sigmund, Brandie Stom, Lori	Summer School – SPARK Teachers	\$32.87 per hour Pre-K Counts Grant funded (required 2010- 2011 snow make-up days included)
45.	Boyko, Kristina Carrasco, Tricia Gilboy, Taryn Hernandez, Martha Karol, Angela Kelly, Laura Rupp, Karen Teague, Deanne Zsilavec, Kati	Summer School – SPARK Substitute Teachers	\$32.87 per hour Pre-K Counts Grant funded (required 2010- 2011 snow make-up days included)
46.	DeJesus-Torres, Ada Garza, Yvonne Marcial, Nancy McCready, Joanne Ortiz, Juan Rodriguez, Maureen	Summer School – SPARK Teacher Assistants	To be paid regular hourly rate Pre-K Counts Grant funded (required 2010- 2011 snow make-up days included)
47.	Caballero, Carlos Collazo, Myriam Fernandez, Yaraivette Menendez, Evelyn Ocasio-Baiardi, Marilyn Pacheco, Daisy Pena, Jacquelyn Torres, Idalis Villeda, Johanny	Summer School – SPARK Substitute Teacher Assistants	To be paid regular hourly rate Pre-K Counts Grant funded (required 2010- 2011 snow make-up days included)

9. *Nominations*

RECOMMENDATION:

B. Miscellaneous (continued)

	NAME	ASSIGNMENT	SALARY
48.	Connolly, Patrick Corpora, Kathleen White, Maria Yenca, Timothy	Summer Technology Integration Specialists	To be paid per diem, not to exceed 16 days collectively (2011-2012 technology budget)

C. Substitutes

Instructional	Noninstructional
Healy, Heidi	Kaur, Baljinder
Thomas, Jodie	Schultheis, Maurene
	Tax, Francine
	Yasso, Amanda

10. *Reassignments*

RECOMMENDATION:

A. Instructional

	NAME	FROM/TO	SALARY	EFFECTIVE
1.	Torres, Andrea	From: Northeast (.6) Gifted Teacher/(.4) Substitute To: Northeast (.6) Gifted/(.4) Mathematics Teacher	\$41,400, prorated (Bachelor's, Step 1)	March 1, 2011

10 . Reassignments**RECOMMENDATION:*****B. Noninstructional***

	NAME	FROM/TO	SALARY	EFFECTIVE
1.	DeLuca, Maria	From: Governor Wolf General Kitchen Help, 3 hours daily, lunch To: East Hills General Kitchen Help, 3.5 hours daily, lunch	\$12.53 per hour	May 24, 2011
2.	Krause, Jeffrey	From: Broughal C-1 Custodian To: Broughal C-3 Custodian	\$21.52 per hour	June 20, 2011

11. *Professional Employee Status for Teachers***RECOMMENDATION:**

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

EFFECTIVE: January 2, 2011

Benedict, Courtney

Fountain Hill, Kindergarten Teacher

EFFECTIVE: January 23, 2011

Dalton, Susan

Freedom/Liberty, School Nurse

Majewski, Jennifer

Liberty, Mathematics Teacher

EFFECTIVE: February 5, 2011

Lynde, Christian

Freedom, Guidance Counselor

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

INFORMATION:

It is recommended that the Board of School Directors approves the attached Memorandum of Understanding between the Bethlehem Area School District and the Bethlehem Education Association in the mutual interest of both parties related to the taxable status of payments that are constructively received when qualified retirees have the ability to choose a healthcare benefit or cash payment for accumulated sick days at the time of retirement.

RECOMMENDATION:

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

**MEMORANDUM OF UNDERSTANDING
BETWEEN
BETHLEHEM AREA SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
AND
BETHLEHEM EDUCATION ASSOCIATION**

WHEREAS, the Board of School Directors of the Bethlehem Area School District (Board) and the Bethlehem Education Association (Association) have entered into a Collective Bargaining Agreement (Agreement) and,

WHEREAS, the parties wish to clarify a matter relating to Article XXVII, Section 8, Severance, and Section 11, Retiree Health Care Coverage beginning February 1, 2011;

THEREFORE, be it resolved that the parties agree that the following language will replace items c. and d. of Section 11, Retiree Health Care Coverage as specified below:

- 1) Where a bargaining unit employee has accrued ninety (90) or fewer unused sick days at the time of retirement, he or she shall be compensated at the rate of \$ 45.00 per day for unused sick leave as described by Section 8, Severance. Said compensation will be payable by the school district as a non-elective employer contribution into the employee's Section 403(b) tax shelter account selected from the district's approved 403(b) Plan Document to the amount permissible by law. Any amounts in excess of the annual shelter limit will be paid in subsequent tax years up to the amount permissible by law, payable on the first business day of the new tax year.
- 2) Where a bargaining unit employee has accrued ninety-one (91) or more accumulated days of sick leave at the time of retirement, the employee will exchange all of his or her unused sick days for the health care coverage benefits as described in Article XXVII, Section 11, Retiree Health Care Coverage Benefits, up to the maximum amount allowable in that provision.

(Note: As provided by Section 11 of the Agreement, if after calculating the number of years of health care coverage, there are sick days not used, two (2) additional months of health care coverage **will** be secured for every five (5) sick days as follows: five (5) sick days equal two (2) months of health care coverage, ten (10) sick days equal four (4) months of coverage on up to twenty-five (25) days equal ten (10) months of health care coverage.)

If, after exchanging the maximum amount allowable under Section 11, Retiree Health Care Coverage Benefits, the employee has additional unused sick leave days accumulated, the employee shall be compensated for up to ninety (90) additional days at the rate of \$45.00 per day as described in Article XXVII, Section 8, Severance. Said compensation will be payable by the school district as a non-elective employer contribution into the employee's Section 403(b) tax shelter account selected from the district's approved 403(b) Plan Document to the amount permissible by law. Any amounts in excess of the annual shelter limit will be paid in subsequent tax years up to the amount permissible by law, payable on the first business day of the new tax year.

- 3) All benefits or other contractual advantages shall remain in full effect as outlined in Article XXVII of the Collective Bargaining Agreement.

IN WITNESS WHEREOF, the parties hereto have caused their names to be subscribed by their duly authorized officers and representatives this May ___, 2011.

BETHLEHEM AREA SCHOOL DISTRICT: BETHLEHEM EDUCATION ASSOCIATION:

President, Board of School Directors

President, Bethlehem Education Association

WITNESS:

WITNESS:

13. *Memorandum of Understanding Between the Board of School Directors of the Bethlehem Area School District and Clerical/Secretarial Employees Represented by Teamsters Local 773*

INFORMATION:

The District strives to conserve energy by reducing heat in school facilities. Since the reduced temperature is not conducive to sedentary work, the District will be closed on December 27, 28, and 29, 2011. As in the past, clerks/secretaries who are scheduled to work these days have been given options as described on the attached Memorandum of Understanding.

This item was reviewed with the Board at the Board Human Resources Committee Meeting on May 2, 2011.

RECOMMENDATION:

That the Board of School Directors approves the attached Memorandum of Understanding between the Bethlehem Area School District and the Clerical/Secretarial Employees Represented by Teamsters Local 773.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
BETHLEHEM AREA SCHOOL DISTRICT
AND
CLERICAL/SECRETARIAL EMPLOYEES
REPRESENTED BY TEAMSTERS LOCAL 773**

The Bethlehem Area School District strives to conserve energy by reducing heat in school facilities. Since the reduced temperature is not conducive to sedentary work, the district will be closed on December 27, 28, and 29, 2011, when the clerks/secretaries are usually scheduled to work (a total of 19 1/2 hours). The parties agree to the following:

1. The clerks/secretaries will not report to work during the days listed above; however, can opt to receive their normal pay for that period. The following options to make up the 19 1/2 hours are available:

OPTION 1:

- a. The 12-month clerks/secretaries will make up hours of work from July through January or take vacation days. No more than five (5) make-up hours can be scheduled per week. The make-up hours are to be scheduled by the supervisor/principal in consultation with their clerks/secretaries.
- b. The 10-month clerks/secretaries will make up the hours of work from July through January. The make-up hours are to be scheduled by the supervisor/principal in consultation with their clerks/secretaries. Note: Prior to August 17, 2011, hours to be made up will be in half-day or full-day increments. After August 17, 2011, no more than five (5) make-up hours can be scheduled per week. During the week of August 8, 2011, no more than 40 hours of actual work may be performed.

OPTION 2:

Accrued vacation days may be taken instead of making up the hours of work.

OPTION 3:

A combination of Option 1 and Option 2.

2. The overtime section of the Collective Bargaining Agreement that requires time and one-half pay for time over a 7 1/2 hour day, or time and one-half pay over a 37 1/2 hour work week will not apply to the make-up hours.
3. Clerks/secretaries who do not report make-up hours shall receive a reduction in their pay the last payday in February equal to the number of hours not made up.

This Memorandum of Understanding affects only the dates and circumstances noted above and are not to be construed to mean that either party will approve future circumstances of the same or similar nature.

FOR THE DISTRICT:

FOR THE UNION:

Rev. 4/27/11

Date

Date

14. *Annual Election of Colonial Intermediate Unit 20 Board of School Directors*

INFORMATION:

Attached is a notice of Colonial Intermediate Unit 20 Board members who are seeking election for the upcoming term on the Colonial Intermediate Unit 20 Board of School Directors beginning July 1, 2011, through June 30, 2014. Ballots will be distributed for voting at this evening's meeting.

The annual election of Colonial Intermediate Unit 20 Board members is conducted in accordance with the Public School Code of 1949, Sec. 910-A [24 PS 9-960(b)]. Colonial Intermediate Unit 20 Board members with terms expiring June 30, 2011 (three-year terms) or those completing terms of former Board members appear on the ballot for election by all the members of the 13 school boards. Every Board member should participate in the voting process, and it is recommended that should a member not be present at the time of voting, some effort be made to solicit that vote and signature.

The Board of School Directors shall cast their ballot and return it to the board secretary. The board secretary will include the results in the official minutes and communicate the outcome to Colonial Intermediate Unit 20.

RECOMMENDATION:

That the Board of School Directors elects the following Colonial Intermediate Unit 20 Board members who are seeking election for the upcoming term on the Colonial Intermediate Unit 20 Board of School Directors beginning July 1, 2011, through June 30, 2014:

Pamela Colton
Irene Follweiler
Pamela Lutfy

Bangor Area School District
Bethlehem Area School District
Delaware Valley School District



COLONIAL INTERMEDIATE UNIT 20

A Regional Service Agency

6 Danforth Drive
Easton, PA 18045-7899

Telephone (610) 515-6403 • FAX (610) 515-6570

Office of the Executive Director

TO: Stacy Gober, Secretary to the Board
Bethlehem Area School District

FROM: Dawn M. Hales
Secretary to the Board

SUBJECT: Annual Election of CIU 20 Board Members

DATE: May 10, 2011

Enclosed are the ballots for the Annual Election of Colonial Intermediate Unit 20 Board Members as established by the Pennsylvania Public School Code of 1949, Sec. 910-A[24 PS 9-960(b)]. CIU-20 Board Members with terms expiring June 30, 2010 (three-year terms) or those completing terms of former Board members appear on the ballot for election by all the members of the 13 school boards. Every Board member should participate in the voting process and it is recommended that should a member not be present at the time of voting, some effort be made to solicit that vote and signature.

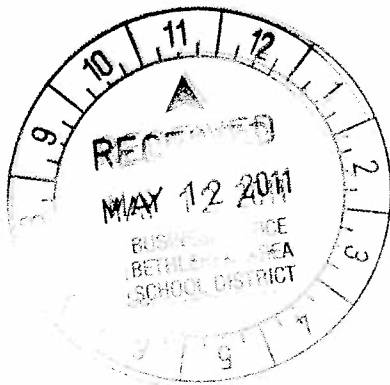
Please return the completed ballots to me by June 13, 2011. A report of the election will be prepared and recorded in the Official Minutes of the CIU 20 Board meeting scheduled for June 22, 2011.

If you have any questions or concerns, please feel free to contact me. Thank you for your attention to this time-sensitive request.

dmh

Enclosures (9)

c: Dr. Joseph Roy, Superintendent



Relationships, Responsiveness, Results



ELECTION TO MEMBERSHIP
CIU20 BOARD OF SCHOOL DIRECTORS

.....

1. 下列各句中，加粗的词语使用正确的一项是（3分）

	Pamela Colton	Bangor Area School District
	Irene Follweiler	Bethlehem Area School District
	Pamela Lutfy	Delaware Valley School District

Signature

- * The annual election of Colonial Intermediate Unit 20 Board members is conducted in accordance with the Public School Code of 1949, Sec. 910-A [24 PS 9-960(b)] – **“Except for the initial election, directors shall be elected annually between February 1 and June 30 by convention or by mail ballot of the school directors of the school districts comprising an Intermediate Unit.”**

15. *Appointment of Board Treasurer*

INFORMATION:

Nancy Mautino was appointed Assistant Business Manager on April 19, 2011. This agenda item serves as the appointment of Nancy Mautino as board treasurer at no additional compensation.

This item was reviewed with the Board at the Board Finance Committee Meeting on May 9, 2011.

RECOMMENDATION:

That the Board of School Directors appoints Nancy Mautino to serve as board treasurer effective May 24, 2011, through June 30, 2013, and be bonded in the amount of \$1,000,000.

16. *Appointment of Tax Collection Commission Voting Delegates***INFORMATION:**

Act 32 § 505(b) requires the governing bodies of school districts, townships, boroughs, and cities that impose an earned income tax to appoint one voting delegate and one or more alternate delegates to be their Tax Collection Committee (TCC) representatives. The purpose of this resolution is to realign the appointment of the required delegates. The appointed individuals have consented to re-appointment.

RECOMMENDATION:

RESOLVED, by the governing body of the Bethlehem Area School District, that the following individuals are appointed as TCC delegates for the Bethlehem Area School District effective with the date of this action:

1. Primary voting delegate: Stacy M. Gober
2. Alternate voting delegate: Nancy A. Mautino
3. Second Alternate delegate: Eugene McKeon

If the primary voting delegate cannot be present for a TCC meeting, the alternate voting delegate shall be the representative at the TCC meeting.

4. These appointments are effective immediately and shall continue until successors are appointed. Delegates shall be appointed each year in November or December, or as soon thereafter as possible. All delegates shall serve at the pleasure of this governing body and may be removed at any time.

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

INFORMATION:

The Department of the Auditor General conducted an audit of the June 30, 2005, and June 30, 2006, fiscal years in August 2008. Their report was issued in April 2009 and two findings were noted. In April 2011, the District was notified that there had not been a corrective action plan approved and submitted for the findings. The District contacted PDE and received approval for a 30 day extension to allow the appropriate research to occur with the necessary Board action. The research has been completed and it is recommended that the Corrective Action Plan be approved and submitted to the Pennsylvania Department of Education.

RECOMMENDATION:

That the Corrective Action Plan relative to the audit report for the fiscal years ending June 30, 2005 and 2006, prepared by the Commonwealth of Pennsylvania Department of the Auditor General, be approved and submitted to the Pennsylvania Department of Education.

18. *Contractor Services Agreement*

INFORMATION:

The Bethlehem Area School District has the opportunity to have Dr. Michael Rettig, Professor Emeritus at James Madison University in Virginia and co-editor of *Teaching in The Block: Strategies for Engaging Active Learners*, present to the RTII (Response to Instruction and Intervention) elementary school principals on May 18, 2011. The purpose of this session is to assist the administrators with master scheduling which will include classroom instruction, specialists' schedules, and building intervention time within this framework. RTII is a function of regular education that emphasizes the prevention of learning difficulties before they start and eliminating the need for a student to fail before intervention is available. The expenses incurred from Dr. Rettig's visit will be paid through the PA Pact funds for staff development.

This item was reviewed with the Board on May 9, 2011.

RECOMMENDATION:

That the Board of School Directors authorizes the administration to execute the attached contract for Dr. Michael Rettig.

AGREEMENT

THIS AGREEMENT, made this 9th day of May, 2011, between Michael D. Rettig, School Scheduling Associates, (hereinafter called CONTRACTOR), and the BETHLEHEM AREA SCHOOL DISTRICT, (hereinafter called DISTRICT).

WITNESSETH:

WHEREAS, DISTRICT IS A SCHOOL DISTRICT LOCATED in Northampton and Lehigh Counties, Pennsylvania, and DISTRICT desires to have the following services performed:

Master Scheduling Consultation Services

and,

WHEREAS, CONTRACTOR agrees to perform these services for the DISTRICT under the terms and conditions set forth in this Agreement.

THEREFORE, in consideration of the mutual promises set forth herein, it is agreed by and between DISTRICT and CONTRACTOR as follows:

1. This Agreement shall commence on May 18, 2011. Either party may cancel this Agreement upon thirty (30) days written notice; otherwise, Agreement shall remain in effect and expire on end of day, May 18, 2011.
2. The work to be performed by CONTRACTOR includes all services generally performed by CONTRACTOR in his profession, including but not limited to the following:

Master Scheduling Consultation for two-hour sessions to be held individually with four school district administrators

3. DISTRICT will pay the CONTRACTOR the total of ***\$2,500.00 in addition to expenses which include mileage, airfare, rental car, gasoline charges, parking fees, lodging, and meals at an estimated cost of \$469.65*** for the work to be performed under this Agreement, according to the following schedule:

Session 1	8:00 a.m. -	9:45 a.m.
Session 2	9:45 a.m. -	11:30 a.m.
Session 3	12:00 p.m. -	1:45 p.m.
Session 4	1:45 p.m. -	3:30 p.m.

4. Parties to this Agreement agree that CONTRACTOR is a professional person, and that the relation created by this Agreement is that of employer-independent contractor. CONTRACTOR is not an employee of the DISTRICT, and, not entitled to the benefits provided by the DISTRICT to its employees, including, but not limited to, group insurance, state pension plan, leaves of absence, workers' compensation insurance or employment compensation insurance. DISTRICT may, during the term of this Agreement, engage other independent contractors to perform the same work that CONTRACTOR performs hereunder. CONTRACTOR may practice his profession for others during those periods when he is not performing work under this Agreement for DISTRICT. DISTRICT is interested only in the results obtained under this Agreement; the manner and means of conducting the work are under the sole control of CONTRACTOR. CONTRACTOR agrees, however, to comply with all Pennsylvania and Federal laws and regulations which apply to DISTRICT or the services to be performed by CONTRACTOR, and any internal policies or procedures of DISTRICT enacted to comply with said State and Federal laws and regulations.
5. CONTRACTOR, for the compensation specified in Paragraph 3, hereby agrees to pay and shall hold the DISTRICT harmless against the payment, of all taxes, contributions, or premiums which may be payable under Federal, State, or local laws arising out of the performance of the work to be performed by the CONTRACTOR hereunder.
6. The services to be performed by CONTRACTOR are to be performed solely by CONTRACTOR and are not to be assigned nor delegated to any other individual, whether or not they be an employee of CONTRACTOR.

IN WITNESS WHEREOF, the parties have executed this Agreement at the day and year first above written.



Stacy M. Gober
Asst. to the Superintendent
For Finance & Administration
Bethlehem Area School District



Michael D. Rettig
School Scheduling Associates
Contractor

19. *General Operating Budget for the Bethlehem Area Vocational-Technical School for the 2011-2012 School Year*

INFORMATION:

The Bethlehem Area Vocational-Technical School (BAVTS)'s Proposed General Operating Budget for the 2011-2012 school year has been submitted to the component schools districts for approval. The budget includes administrative services, curriculum and instructional services, management services, instructional materials services, and ancillary programs totaling \$9,727,833. A comparison with the current year is shown herein:

	<u>Expenditures</u>
Proposed General Operating Budget 2011-2012	\$ 9,727,833
General Operating Budget 2010-2011	10,784,387
Increase	\$ (1,056,554)

There is an overall decrease in the Bethlehem Area Vocational-Technical School Proposed General Operating Budget for the 2011-2012 school year of (9.8%). The total portion of that budget to be withheld from school districts is \$8,136,280 which is a decrease of (8.1%). The share for each district will fluctuate based on changes in weighted average daily membership and market value. The Bethlehem Area School District's contribution for the 2011-2012 school year will be the sum of \$5,183,715. This is a decrease of (\$380,649) or (6.84%).

The cost of the BAVTS operating budget is a cost borne by the General Fund Operating Budget.

A presentation was made to the Board at the Board Finance Committee Meeting on May 9, 2011. At the meeting, Mr. Williams reviewed the revisions to the preliminary budget as requested by the Board.

RECOMMENDATION:

That the Board of School Directors approves the 2011-2012 General Operating Budget for the Bethlehem Area Vocational-Technical School as presented in the amount of \$9,727,833 with the BASD contribution of \$5,183,715.

20. *Gorman & Associates Appointment as Local Auditor***INFORMATION:**

The District's three-year agreement for auditing services is concluding. The administration is recommending that the contract be granted to Gorman & Associates, Northampton, at the rates listed below. Please note that there is a zero percent increase in the rates for the 2011-2012 fiscal year. It is recommended that the District continue working with Mr. Gorman based on his wealth and depth of knowledge regarding school accounting and the new GASB requirements, maintenance of fees lower than all previous proposals, and continuity with respect to the many issues that are in the process of being resolved.

The District will entertain a contract for auditing services with the selected firm for fiscal years ending 2011 and 2012. Services will be provided to encompass a financial and internal control audit of the financial records and systems of the District and the BASD Authority in accordance with generally accepted accounting principles and generally accepted auditing standards.

This item was reviewed with the Board at the Board Finance Committee Meeting on May 9, 2011.

RECOMMENDATION:

That the Board of School Directors approves a two year agreement with Gorman & Associates, Northampton, to provide Auditing Services for fiscal years ending 2011 and 2012, in the amount of:

	<u>General Fund/ Single Audit</u>	<u>AFR</u>	<u>BASD Authority</u>	<u>Hourly Rate</u>
2010-2011	\$47,975	\$875	\$1,850	\$72
2011-2012	\$47,975	\$875	\$1,850	\$72

Account Code: 10-2310330 Board Contracted Services
2011-2012 Budget

21. *Portnoff Law Associates as Delinquent Collection Real Estate Taxes***INFORMATION:**

Currently, the District uses Northampton and Lehigh County Tax Claim Bureaus for the collection of our delinquent real estate taxes. In times when we are all concerned with maximizing the available revenues to ease the tax rate on our residents, the District has an opportunity to increase the rate of collections making more revenue available for student programs within the same current tax year, positive District cash flow as well as minimizing the burden placed on other taxpayers by lack of payment on delinquencies. For 2009, the District turned over \$4,380,182.64 and for 2010 there was \$4,787,907.49 in delinquencies.

Michelle Portnoff of Portnoff Law Associates presented an overview of the collection process utilized at the April 4, 2011, Board Finance Committee Meeting. Although our 2010 taxes have been turned over in January, there is still the opportunity to expedite the collection of the upcoming 2011 delinquent real estate taxes next year generating revenue in the spring of 2012 which can be used to support the 2011-2012 budget.

In prior implementations, Portnoff has demonstrated actual collection rates that far exceeded historical trends. In Northampton Area School District, Portnoff Law Associates had collected nearly 26 percent more revenue during the same period as Northampton County in year one of implementation. In the School District of Cheltenham Township, 60.61 percent of the 2008 delinquents were collected in the first eight months of activity compared to a 40.94 percent collection rate for the same period in 2007, 43.9 percent in 2006 and 58.9 percent in 2005.

A presentation was made to the Board at the Board Finance Committee Meeting on April 4, 2011. Additional information was reviewed at the May 9, 2011, Board Finance Committee Meeting at the request of the Board.

RECOMMENDATION:

That the Board of School Directors adopts the (1) Resolution approving Collection Procedures and establishing the Fee Schedule with Portnoff Law Associates, Ltd. to collect delinquent real estate taxes for the tax year 2011, (2) the Agreement with Portnoff to provide delinquent real estate tax collection, and (3) the Resolution notifying Northampton and Lehigh County Tax Claim Bureaus of our designation of Portnoff Law Associates as the District's delinquent real estate tax collector as attached.

Account Code: 10-2330330
2011-2012 Budget

BETHLEHEM AREA SCHOOL DISTRICT

Resolution No. _____, 2011

**RESOLUTION APPROVING COLLECTION PROCEDURES
AND ADOPTING PENALTY, INTEREST AND SCHEDULE
OF ATTORNEY FEES TO BE ADDED TO THE AMOUNT
COLLECTED AS PART OF REAL ESTATE TAXES FOR
DELINQUENT ACCOUNTS.**

WHEREAS, to be fair to all taxpayers in the District, it is necessary for Bethlehem Area School District to recover promptly the amount of delinquent unpaid real estate taxes, and if necessary, by legal proceedings; and

WHEREAS, in the past the amount recovered in such proceedings has been depleted by the cost of reasonable attorney fees incurred by Bethlehem Area School District in the proceedings, and in the case of smaller claims, making enforcement not financially feasible; and

WHEREAS, the Municipal Claims and Tax Liens Act, 53 P.S. § 7101 et seq. (the "Act"), authorizes the adding of additional attorney fees, charges, expenses, commissions and fees to the total payable with respect to unpaid real estate taxes but only if the school district involved has approved by Resolution a schedule of such fees; and

WHEREAS, Bethlehem Area School District has determined that it is in the best interest of all taxpayers and other residents to have vigorous enforcement of all delinquent and other unpaid charges, utilizing the procedures set forth in the Act, except in the cases of serious hardship, which Bethlehem Area School District will address on a case-by-case basis pursuant to uniform policies; and

WHEREAS, Bethlehem Area School District has reviewed the subject of penalty, interest, and attorney fees for collection matters, and has determined that the fees set forth in the schedule hereby adopted are reasonable in amount for the services herein described.

NOW THEREFORE, IT IS HEREBY RESOLVED AND ENACTED BY BETHLEHEM AREA SCHOOL DISTRICT AS FOLLOWS:

1. Fees to be Added to the Unpaid Claim.

Bethlehem Area School District hereby approves the following fee schedule for the collection of unpaid claims, which fees shall be added to the unpaid claim.

(a) Notice Expense. A charge, not to exceed \$50.00, plus postage, shall be added to the unpaid claim for providing notice of delinquency pursuant to Section 7106 of the Municipal Claims and Tax Liens Act. The Bethlehem Area School District may hire a private company to perform this service and add the amount of this charge to the unpaid claim.

(b) Collection Fees.

Handling fee for returned check	\$ 30.00
Handling fee to issue refund check	\$ 20.00
Bookkeeping fee for payment plan of 3 months or less	\$ 25.00
Bookkeeping fee for payment plan of more than 3 months	\$ 50.00
Guaranteed Payoff Fee	\$ 25.00

(c) Legal Fees.

Initial review and sending first demand letter	\$160.00
File lien and prepare satisfaction	\$250.00
Prepare Writ of Scire Facias	\$250.00
Obtain Re-issued Writ	\$ 30.00
Prepare and mail letter under Pa. R.C.P. 237.1	\$ 30.00
Prepare Motion for Alternate Service	\$250.00
Prepare Request for Production of Documents in preparation for Trial	\$ 25.00
Prepare Pre-Trial Memorandum	\$150.00
Prepare Motion for Judgment for Want of Sufficient Affidavit of Defense pursuant to 53 P.S. §7271	\$150.00
Prepare Default Judgment	\$175.00
Prepare Writ of Execution	\$800.00
Attendance at Sale; Review Schedule of Distribution and Resolve Distribution Issues	\$400.00
Continue Sheriff Sale	\$ 50.00

Petition to Assess Damages	\$ 50.00
Petition for Free and Clear Sale	\$400.00
Prepare bankruptcy proof of claim	\$100.00
Services not covered above	At an hourly rate between \$60.00-\$225.00 per hour

2. Costs to be added to the Unpaid Claims.

In addition, the reasonable and necessary out-of-pocket charges, costs, expenses, commissions and fees incurred in collection, such as but not limited to, postage, title searches, prothonotary fees and sheriff fees, shall be added to the unpaid claims.

3. Interest. Interest will be assessed upon all delinquent unpaid claims at a rate of 10% per annum and added to the unpaid claim.

4. Collection Procedures. The following collection procedures are hereby established in accordance with the Act:

(a) At least thirty (30) days prior to assessing or imposing attorney fees in connection with the collection of an account, Bethlehem Area School District or its designee shall mail or cause to be mailed, by certified mail, return receipt requested, a notice of such intention to the taxpayer or other entity liable for the account (the "Property Owner").

(b) If the certified mail notice is undelivered, then, at least ten (10) days prior to the assessing or imposing such attorney fees, Bethlehem Area School District or its designee shall mail or cause to be mailed, by first class mail, a second notice to the property owner.

(c) All notices required by this Resolution shall be mailed to the property owner's last known post office address as recorded in the records or other information of Bethlehem Area School District or such other address as it may be able to obtain from the County Office of Assessment and Revision of Taxes.

(d) Each notice as described above shall include the following:

(i) The type of tax or other charge, the date it became due and the amount owed, including penalty and interest;

(ii) A statement of Bethlehem Area School District's intent to impose or assess attorney fees within thirty (30) days after the mailing of the first notice, or within ten (10) days after the mailing of the second notice;

(iii) The manner in which the assessment or imposition of attorney fees may be avoided by payment of the account; and

(iv) The place of payment for accounts and the name and telephone number of Bethlehem Area School District's representative designated as responsible for collection matters.

5. **Related Action.** The proper officials of Bethlehem Area School District are hereby authorized and empowered to take such additional action as they may deem necessary or appropriate to implement this Resolution.

6. **Appointment of Solicitor.** Bethlehem Area School District appoints Michelle R. Portnoff, Esquire as Solicitor for the limited purpose of collecting delinquent real estate taxes and hereby authorizes her, and attorneys under her supervision, to sign any and all documents, including real estate tax claims, on behalf of the Bethlehem Area School District.

DULY RESOLVED AND ENACTED BY BETHLEHEM AREA SCHOOL DISTRICT
ON _____, 2011.

Bethlehem Area School District

[Seal]

Attest:

Secretary

**AGREEMENT FOR COLLECTION OF
DELINQUENT REAL ESTATE TAXES ON BEHALF OF
BETHLEHEM AREA SCHOOL DISTRICT**

Portnoff Law Associates, Ltd. (hereinafter "Portnoff") agrees to undertake the collection of delinquent real estate taxes during the term of this contract, for Bethlehem Area School District (hereinafter referred to as "School District") pursuant to the following terms and conditions.

School District agrees to retain Portnoff as its exclusive agent and special counsel for the collection of unpaid real estate taxes for the term of this contract. School District agrees to enact any and all resolutions required by state law to impose the attorney fees, charges, expenses, commissions and fees set forth herein upon the delinquent property owner. School District understands and agrees that it is responsible to provide all delinquent property owners with the notice as required by the Municipal Claims and Tax Liens Act, 53 P.S. §7101 et. seq., and hereby retains Portnoff to prepare and send that notice on its behalf at a cost of \$40.00 per notice, plus postage.

School District agrees to transmit to Portnoff, within sixty (60) days of the date the agreement becomes binding, the following: name of property owner, property address, billing address, tax parcel number, assessed value of the property, and the year and amount of the delinquency.

Portnoff shall undertake to collect School District's delinquent real estate taxes pursuant to the steps set forth as follows and shall be compensated according to fee schedule set forth as follows:

<u>ACTION</u>	<u>LEGAL FEES</u>	<u>PROTHONOTARY FEES</u>	<u>SHERIFF FEES</u>
Verify data, set up and open file, prepare and send demand letter, account for monies received.	\$160.00		
File lien and send second letter and account for monies received. Prepare and file praecipe to satisfy lien.	\$250.00	Per County fee schedule	
Prepare and file Writ of Scire Facias, account for monies received.	\$250.00	Per County fee schedule	Varied
Prepare and mail correspondence per Pa. R.C.P. §237.1	\$ 30.00		
Prepare and file Default Judgment, account for monies received.	\$175.00	Per County fee schedule	
Prepare and file Writ of Execution for Sheriff Sale.	\$800.00	Per County fee schedule	Varied ¹

¹ A deposit of \$1,500.00 in Lehigh County and \$2,500.00 in Northampton County is required, and is adjusted based upon actual costs.

School District acknowledges that the fees set forth herein are fair and reasonable fees for the services to be provided.

There may be instances where additional legal action is necessary. If the sheriff is unable to serve the property owner, it may be necessary to re-issue the writ of scire facias. Portnoff's charge for the re-issuance is \$30.00. If it is necessary to move the court for service, Portnoff's charge for preparation of the pleadings and effectuating service is \$250.00. There may be advertising costs above and beyond the legal fee. If Portnoff is required to file a Petition to Assess Damages (i.e. the legal fees and costs), Portnoff's charge is \$50.00. If School District wishes for Portnoff to continue a Sheriff Sale, Portnoff's charge is \$50.00. If Portnoff must attend a Sheriff Sale, there is an additional charge of \$400.00 for Portnoff's preparation for the sale, attendance at the sale and the implementation of the paperwork thereafter. If it is necessary for Portnoff to petition the court for an Order to Sell Free and Clear, Portnoff's charge is \$400.00. If Portnoff receives a check that is returned from the bank, there will be a handling charge of \$30.00. If Portnoff receives an overpayment, and issues a refund, there will be a handling fee of \$20.00. If the property owner files for bankruptcy protection and School District wishes for Portnoff to file a claim on its behalf, there will be a charge of \$100.00.

In the event School District authorizes Portnoff to accept a payment schedule involving payments of three (3) months or less, Portnoff shall be entitled to a one-time fee of \$25.00 for bookkeeping services. In the event School District authorizes Portnoff to accept a payment plan schedule involving payments of more than three (3) months, Portnoff shall be entitled to a one-time fee of \$50.00 for bookkeeping services. If Portnoff is asked to research and prepare a guaranteed written payoff letter that sets forth the status of delinquent accounts within the School District, the fee for doing so is \$25.00.

If extraordinary litigation arises, School District will be billed at an hourly rate. For instance, if a property owner files an affidavit of defense to the writ of scire facias, Portnoff will keep daily records of time expended in prosecuting the claim, and bill for that time at an hourly rate, together with any out of pocket costs. The rate of Portnoff's personnel ranges from \$60-\$225 per hour. Portnoff will have the work delegated cost-effectively. If Portnoff prepares a Request for Production of Documents in preparation for trial, the charge is \$25.00. The charge to prepare a Pre-Trial Memorandum is \$150.00. The charge to prepare a Motion for Judgment for Want of Sufficient Affidavit of Defense pursuant to 53 P.S. §7271 is \$150.00.

The charges for out-of-pocket costs, expenses, commissions and fees which include, but are not limited to, postage, title searches, prothonotary fees, and sheriff fees, are passed directly on to School District and may vary from those set forth above. All of the above charges are passed on by School District to the delinquent property owner and become a part of its lien.

Anything to the contrary in the contract notwithstanding, with exception of the notice expense for the notice of delinquency, Portnoff Law Associates, Ltd. will undertake the representation of Bethlehem Area School District in the collection of its delinquent real estate taxes without any out-of-pocket expense to the School District with the understanding that the payment of Portnoff's legal fees and court costs will be contingent upon collection thereof from the delinquent property owner, subject to the following caveats:

1. If the School District suspends legal action prior to payment in full or the listing of the real estate for Sheriff Sale, and/or
2. If legal proceedings are instituted or continued due to School District error, and/or
3. Upon expiration or termination of the contract.

In those situations, the School District is obligated to pay Portnoff all fees and costs incurred in connection with those accounts.

Portnoff will remit funds received, together with a detailed accounting, in an easy-to-read format, no less frequently than once per month, and weekly when the accumulated funds are more than \$1,000.00. Portnoff shall also provide School District with a quarterly status of all pending files. In the event School District requires additional information, record organization or custom financial reports, School District shall be charged a minimum of \$25.00 per request, and will be billed at an hourly rate of \$60.00.

Portnoff agrees to indemnify, hold free and save harmless School District from any and all acts or omissions of Portnoff in the collection of the above-mentioned delinquencies. School District shall save harmless and indemnify Portnoff from and against any and all loss, damage or claim for actual or attempted fee collection arising from the withholding of correct, legal or proper information by School District from Portnoff.

It is understood and agreed that the success of this process is predicated upon School District's willingness to proceed to Sheriff Sale in the absence of payment. In the event School District desires to suspend litigation prior to payment in full, or the listing of the real estate for sheriff sale, School District becomes immediately obligated to reimburse Portnoff for all costs and to pay Portnoff all fees generated in connection with the withdrawn claims.

School District agrees at all times to provide Portnoff with cooperation and candor, and to respond in a timely manner to all requests and inquiries Portnoff may have with regard to any assessment or other matter germane to Portnoff's representation. Portnoff likewise agrees at all times to provide the School District with a listing of information and respond in a timely manner to all requests and inquiries the School District may have with regard to any assessment, pending claim, or any other matter pertaining to a delinquent account. The School District agrees to refer to Portnoff for collection all those accounts which are declared delinquent by the School District. School District agrees to adopt a policy whereby requests for hardship exemptions can be properly evaluated. Portnoff will assist, upon request, in the establishment and administration of such a policy without additional charge. School District reserves the right to determine which accounts are declared delinquent and all such accounts shall be referred to Portnoff.

This agreement shall be in effect from January 1, 2012 through December 31, 2012. This agreement shall be renewed under the same terms and conditions bi-annually for two year terms thereafter unless either party provides written notice of termination to the other no sooner than 90 days and no later than 45 days prior to the expiration of the contract. Upon termination of the contract, School District shall promptly execute and deliver whatever documents are necessary to allow Portnoff to formally withdraw its appearance in any and all pending litigation. Termination of the contract does not relieve any obligations of School District to pay any sums due Portnoff hereunder.

This agreement becomes binding upon School District upon adoption by School District of an appropriate resolution as to the same. No terms and/or conditions of this agreement may be changed without first receiving approval from School District by means of further resolution adopted.

Bethlehem Area School District

Portnoff Law Associates, Ltd.

By: _____

By: _____

Attest: _____

Attest: _____

Date: _____

Date: _____

BETHLEHEM AREA SCHOOL DISTRICT

RESOLUTION No. _____

**RESOLUTION DIRECTING LEHIGH COUNTY TAX CLAIM BUREAU NOT
TO COLLECT DELINQUENT REAL ESTATE TAXES ON BEHALF OF THE
BETHLEHEM AREA SCHOOL DISTRICT**

WHEREAS, the Bethlehem Area School District ("School District") is authorized to collect delinquent taxes pursuant to the Municipal Claims and Tax Liens Act, 53 P.S. Section 7101 et seq., as amended (the "Act"); and

WHEREAS, the School District has determined that it is in the best interest of all taxpayers and other residents to have vigorous enforcement of all delinquent and other unpaid charges, utilizing the procedures set forth in the Act; and

WHEREAS, the School District has contracted with a third party collector for the collection of delinquent real estate taxes, utilizing the procedures set forth in the Act; and

WHEREAS, the Lehigh County Tax Claim Bureau ("Bureau") is an agent of the School District as per 72 P.S. Section 5860.208 of the Real Estate Tax Sale Law (RETSL); and

NOW, THEREFORE, IT IS HEREBY ORDAINED AND ENACTED BY BETHLEHEM AREA SCHOOL DISTRICT AS FOLLOWS:

1. Until further notice, the School District declares that it is collecting the delinquent real estate taxes utilizing the procedures set forth in the Act, exclusively and independently of any other statute governing the collection of taxes, including the Act of July 7, 1947 (P.L. 1368, No. 542), known as the "Real Estate Tax Sale Law" and independent of any county tax claim bureau.
2. Until further notice, the School District directs the Bureau not to take any action to collect the delinquent real estate taxes, except that when the Bureau is selling any property at Upset Sale, Private Sale, Judicial Sale or Repository Sale under the procedures set forth in the RETSL, the Bureau is directed by the School District to include tax delinquencies being collected by the School District's third party collector. The School District further directs the Bureau not to incur any costs or liabilities for said delinquent taxes except as necessary for the Bureau to include said delinquent taxes when the Bureau is selling properties at the Bureau's Upset Sale, Private Sale, Judicial Sale or Repository Sale pursuant to the RETSL.

3. **Related Action.** The proper officials of the School District are hereby authorized and empowered to take such additional action as they may deem necessary or appropriate to implement this Resolution.

DULY ORDAINED AND ENACTED BY BETHLEHEM AREA SCHOOL DISTRICT ON

_____, 2011.

BETHLEHEM AREA SCHOOL DISTRICT

[Seal]

Attest:

Secretary

BETHLEHEM AREA SCHOOL DISTRICT

RESOLUTION No. _____

**RESOLUTION DIRECTING NORTHAMPTON COUNTY TAX CLAIM
BUREAU NOT TO COLLECT DELINQUENT REAL ESTATE TAXES ON
BEHALF OF THE BETHLEHEM AREA SCHOOL DISTRICT**

WHEREAS, the Bethlehem Area School District ("School District") is authorized to collect delinquent taxes pursuant to the Municipal Claims and Tax Liens Act, 53 P.S. Section 7101 et seq., as amended (the "Act"); and

WHEREAS, the School District has determined that it is in the best interest of all taxpayers and other residents to have vigorous enforcement of all delinquent and other unpaid charges, utilizing the procedures set forth in the Act; and

WHEREAS, the School District has contracted with a third party collector for the collection of delinquent real estate taxes, utilizing the procedures set forth in the Act; and

WHEREAS, the Northampton County Tax Claim Bureau ("Bureau") is an agent of the School District as per 72 P.S. Section 5860.208 of the Real Estate Tax Sale Law (RETSL); and

NOW, THEREFORE, IT IS HEREBY ORDAINED AND ENACTED BY BETHLEHEM AREA SCHOOL DISTRICT AS FOLLOWS:

1. Until further notice, the School District declares that it is collecting the delinquent real estate taxes utilizing the procedures set forth in the Act, exclusively and independently of any other statute governing the collection of taxes, including the Act of July 7, 1947 (P.L. 1368, No. 542), known as the "Real Estate Tax Sale Law" and independent of any county tax claim bureau.
2. Until further notice, the School District directs the Bureau not to take any action to collect the delinquent real estate taxes, except that when the Bureau is selling any property at Upset Sale, Private Sale, Judicial Sale or Repository Sale under the procedures set forth in the RETSL, the Bureau is directed by the School District to include tax delinquencies being collected by the School District's third party collector. The School District further directs the Bureau not to incur any costs or liabilities for said delinquent taxes except as necessary for the Bureau to include said delinquent taxes when the Bureau is selling properties at the Bureau's Upset Sale, Private Sale, Judicial Sale or Repository Sale pursuant to the RETSL.

3. **Related Action.** The proper officials of the School District are hereby authorized and empowered to take such additional action as they may deem necessary or appropriate to implement this Resolution.

DULY ORDAINED AND ENACTED BY BETHLEHEM AREA SCHOOL DISTRICT ON
_____, 2011.

BETHLEHEM AREA SCHOOL DISTRICT

[Seal]

Attest:

Secretary

22. *Bid Awards - Fall Sports Supplies 2011***INFORMATION:**

Bids were received and publicly opened at noon Wednesday, March 23, 2011, for Fall Sports Supplies. Bids were mailed to 37 vendors with 24 bids received. The bids have been tabulated and reviewed by the appropriate administrative and supervisory personnel. The recommendation of the awards is based upon the lowest responsible bidder meeting specifications.

<u>VENDOR</u>	<u>AMOUNT</u>
Anaconda Sports	\$ 1,008.50
Arrowhead Athletics	628.20
Bethlehem Sporting Goods	35,775.66
Cannon Sports	829.44
Collins Sports Medicine	313.43
Georgi-Sports	313.20
Gilman Gear	509.25
Herb's Sport Shop	6,291.44
Medco Supply	483.24
Moore Medical	1,616.10
Neff Motivation	580.25
Northern Lehigh Team Sales	2,053.80
Passons Sporting Goods	740.33
Pyramid School Products	1,029.66
SportDecals	174.40
United Health Supply	<u>8,188.26</u>
TOTAL AMOUNT AWARDED	<u>\$60,535.16</u>

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

This item was reviewed with the Board at the May 9, 2011, Board Finance Committee Meeting.

RECOMMENDATION:

That the Board of Schools District awards the bids for the 2011 Fall Sports to the lowest responsible bidders who have met the specifications for the total amount of \$60,535.16 and to be paid from the 2011-2012 Athletic Fund Budget.

**Account Code: 29-3250-610 Athletic Fund – Supplies
2011-2012 Budget**

23. *Budgetary Transfers – 2010-2011*

RECOMMENDATION:

That the administration be authorized to make budgetary transfers in the 2010-2011 General Fund Budget as set forth in the attachment.

Bethlehem Area School District
2010-11 Budget Transfers

April, 2011

<u>FROM ACCOUNT</u>	<u>DESCRIPTION</u>	<u>TO ACCOUNT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>REASON</u>
10-2380350-000-350-000-50	Security/Safety Svcs-Principal Off	10-2830530-000-350-000-50	Communications-Staff Svcs	\$ 1,169.96	Correct April entry
10-5900840-000-000-000-AC	Budgetary Reserve	10-1290820-000-300-000-AA	Special Ed Settlements	1 \$ 70,000.00	Reverse April entry to correct acct
10-1100580-000-000-000-AE	Travel- Regular Instruction	10-1211580-000-300-000-AE	Travel - Life Skills	\$ 200.00	Cover negative balance
10-1100580-000-000-000-AE	Travel- Regular Instruction	10-1231580-000-114-000-AE	Travel - Emot. Support Sp. Ed.	\$ 100.00	Cover negative balance
10-1100580-000-000-000-AE	Travel- Regular Instruction	10-1241580-000-100-000-AE	Travel - Learning Support Sp. Ed.	\$ 200.00	Cover negative balance
10-1100580-000-000-000-AE	Travel- Regular Instruction	10-2160580-000-300-000-AE	Travel - Social Work Sp. Ed.	\$ 150.00	Cover negative balance
10-1100580-000-000-000-AE	Travel- Regular Instruction	10-2271581-000-000-000-AE	Conf. Exp.-Instr. Staff Develop.	\$ 160.00	Conference expense for K. Halkins
10-1100610-000-000-000-AE	General Supplies	10-2120810-000-300-000-AE	Dues/Fees-Guidance Services	\$ 350.00	College Board Fees
10-2360330-000-060-000-AE	Other Prof. Services-Supt.	10-2310618-000-060-000-AE	Adm. Software - Board	\$ 400.00	PSBA Policy Web Maintenance
10-2360330-000-060-000-AE	Other Prof. Services-Supt.	10-2830330-000-000-000-AE	Other Prof. Services - Staff	\$ 400.00	Preferred EAP Services
10-2360330-000-060-000-AE	Other Prof. Services-Supt.	10-2830330-000-060-000-AE	Other Prof. Services - Staff	\$ 250.00	Preferred EAP Services
10-2360890-000-060-000-AE	Miscellaneous Expenditures - Supt.	10-2310751-000-000-000-AE	Non-Capital Equi.-Add. Board	\$ 135.50	Bethlehem Teach Charge
10-2360330-000-060-000-AE	Other Prof. Services-Supt.	10-2310330-000-000-000-AE	Other Prof. Services-Bd Serv.	\$ 2,000.00	PA Trust (partial payment)
10-2360811-000-060-000-AE	Prof. Organizations-Supt.	10-2310330-000-000-000-AE	Other Prof. Services-Bd Serv.	\$ 4,000.00	PA Trust (partial payment)
10-2360610-000-060-000-AE	General Supplies-Supt.	10-2310330-000-000-000-AE	Other Prof. Services-Bd Serv.	\$ 3,550.00	PA Trust (partial payment)
10-2500340-000-000-000-GA	Bus Off Prof Svcs	10-2310330-000-060-000-AA	Other Prof. Serv. - Board Svcs	1 \$ 11,552.00	Audit Services
10-2240610-000-353-000-53	General Supplies-Computer Sprt	10-1100618-000-353-000-53	Adm. Software/Fees/Supplies	\$ 325.00	Admin hardware/software updates
10-2260123-000-353-000-53	Prof Ed Ot Sal-C&I Development	10-3210610-000-353-000-53	General Supplies-Student Activ	\$ 667.00	Academic Awards/Medals
10-2220610-000-353-000-53	General Supplies-Tech Suprt Sr	10-2250610-000-353-000-53	General Supplies-Library Serv	\$ 173.00	Library Supplies
10-2240610-000-353-000-53	General Supplies-Tech Suprt Sr	10-2250618-000-353-000-53	Adm Softw/Fees/Supply-Library	\$ 50.00	Online Ebooks Subscription
10-2380580-000-353-000-53	Travel-Principal Off	10-2600761-000-353-000-53	Non-Cap Equip Repl-Opr/Maint	\$ 225.00	Replace Security Camera
10-3210610-000-244-000-44	Student Activity - Supply Account	10-3210894-000-244-000-44	Student Fee Instr. Related Event	\$ 841.00	Science Olympiad field trip
10-3210610-000-244-000-44	Student Activity - Supply Account	10-3210122-000-244-000-44	Substitute Account	\$ 622.98	Science Olympiad field trip

Bethlehem Area School District
2010-11 Budget Transfers

April, 2011

10-1100111-000-300-320-D2	Admin Reg Salary	10-1450123-000-300-320-D2	Teacher Salary Night School	\$ 6,798.00	Night school facilitator salary
10-1100111-000-300-320-D2	Teacher Reg Salary	10-1450123-000-300-320-D2	Teacher Salary Night School	\$ 41,200.00	Night school teacher salary
10-2240348-000-000-535-TL	TechnologyServ-CompSprt	10-2240348-000-020-535-TL	Technology Serv-Computer Sprt	\$ 1,772.40	balance account
10-2240618-000-000-535-TL	Computer Technology	10-2240618-000-000-000-TL	Adm Softw/Fees/Sup-Computer	\$ 9,995.00	balance account
10-2240768-000-000-535-TL	CapEndUserEquip-CompSprt	10-2240767-000-000-535-TL	NonCap Equip Computer Sprt	\$ 157.12	balance account
10-2240768-000-000-535-TL	CapEndUserEquip-CompSprt	10-2240788-000-000-535-TL	Cap End User Equip-Computer Sp	\$ 1,220.00	balance account
10-2240768-000-000-535-TL	CapEndUserEquip-CompSprt	10-2240788-000-300-535-TL	Cap End User Equip-Computer Sp	\$ 1,494.51	balance account
10-2250610-000-000-535-TL	General Supplies-Library	10-2250810-000-000-535-TL	Dues And Fees-Library Serv	\$ 1,045.00	balance account
10-3250757-000-020-535-TL	Non-Cap Qquip/Orig/Addnl Athletics	10-2380751-000-020-535-TL	Non-Cap Equip/Orig/Addnl-Princ	\$ 3,525.27	balance account
10-2240648-000-000-535-TL	EduSoftware/Lic Fee	10-1360648-000-353-535-TL	Educ Software/Licen Fee-Vo Ed	\$ 31.50	balance account
10-2840610-000-069-000-TN	General Supplies - Data Proc.	10-2836324-000-000-000-TN	Dues & Fees-Data Processing	\$ 390.00	A/CAPA Conference
10-2840610-000-069-000-TN	General Supplies - Data Proc.	10-2836324-000-069-000-TN	Ninstr/Ncert Staf Devlpmnt	\$ 1,280.00	eSchoolPlus - Training
10-2840610-000-069-000-TN	General Supplies - Data Proc.	10-2840442-000-069-000-TN	Rental Equip-Data Process	\$ 800.00	Line Printers
10-2840610-000-069-000-TN	General Supplies - Data Proc.	10-2840580-000-069-000-TN	Travel-Data Process	\$ 300.00	Department Mileage
10-2840438-000-069-000-TN	Repair/Maint IT Equip-Data Proc	10-2840618-000-069-000-TN	Adm Softw/Fees/Supply-Data Pro	\$ 177,693.00	Maintenance Contracts
10-2840610-000-069-000-TN	General Supplies - Data Proc.	10-2840640-000-069-000-TN	Books/Periodicals-Data Proc	\$ 115.00	Joomla Books
10-2840610-000-069-000-TN	General Supplies - Data Proc.	10-2840767-000-069-553-TN	Non-Cap End User Equip-DP	\$ 1,297.00	A. Santee's Computer

24. *Monthly Bills*

INFORMATION:

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.

25. *Budget Information*

INFORMATION:

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

2010-2011 REVENUES

Description	A	B	C	D	F	G
	2010-2011				2009-2010	
	Budget	Realized April, 2011	Unrealized \$ (B-A = C)	Unrealized % (C/ A = D)	Realized April, 2010	Realized June, 2010
CURRENT REAL ESTATE	113,780,198	116,538,817	2,758,619	2.42%	105,536,369	105,221,193
INTERIM REAL ESTATE	1,199,999	1,019,131	(180,869)	-15.07%	3,622,570	2,770,002
PUBLIC UTILITY REALTY	153,000	178,848	25,848	16.89%	166,715	166,715
PAYMENTS IN LIEU OF TAX	145,000	172,787	27,787	19.16%	130,379	130,379
UNDISTRIBUTED TAXES		44,599	44,599	-	70,905	0
PER CAPITA TAX SECT 679	240,000	230,048	(9,952)	-4.15%	233,508	234,558
PER CAPITA TAX ACT 511	240,000	230,048	(9,952)	-4.15%	233,508	234,558
LOCAL SERVICES TAX	330,000	212,669	(117,331)	-35.55%	219,403	290,067
EARNED INCOME TAX	11,600,000	7,127,522	(4,472,478)	-38.56%	8,904,308	11,320,449
REAL ESTATE TRANSFER TAX	2,000,000	1,043,343	(956,657)	-47.83%	1,259,658	1,493,020
MERCANTILE TAX	2,300,000	1,663,382	(636,618)	-27.68%	456,965	2,607,406
DISCOUNTS TAKEN ON CURRENT R E	0	(4,211,712)	(4,211,712)			
DEL. REAL ESTATE	3,100,000	2,942,411	(157,589)	-5.08%	3,346,837	3,632,646
DEL. PER CAPITA SECT 679	60,000	54,382	(5,618)	-9.36%	81,288	87,569
DEL. LOCAL SERVICES TAX			-			
DEL. MERCANTILE TAX	350,000	548,750	198,750	56.79%	323,758	366,517
TOTAL LOCAL TAX SOURCES	\$ 135,498,197	\$ 127,795,025	\$ (7,703,172)	-5.69%	\$ 124,586,171	\$ 128,555,079
INTEREST ON INVESTMENTS	750,000	34,534	(715,466)	-95.40%	195,098	192,651
SALES NON-REIMBURSABLE PROGRAM		903				
STUDENT FEES/ SPECIAL EVENTS	-	8,735	8,735		50	243,366
REV OTHER LOCAL GOVT UNITS		1,000				
STATE REV OTHER PA PUBLIC SCHOOLS		14,714				12,211
STATE REV OTHER INTERMEDIARY	182,051	140,991	(41,060)	-22.55%	143,781	140,006
FEDERAL REV OTHER PA PUBLIC SCHOOLS		200			146,935	500
FEDERAL IDEA	1,876,243	963,751	(912,492)	-48.63%	1,608,660	1,910,287
FED ARRA IDEA REV REC AS PASS THROUGH						1,474,130
FEDERAL REV OTHER INTERMEDIARY	259,919	217,741	(42,178)	-16.23%	302,466	320,268
RENTALS	50,000	53,978	3,978	7.96%	50,050	80,728
CONTRIBUTIONS		139,375	139,375		133,074	201,468
TUITION FROM PATRONS	500,000	391,890	(108,110)	-21.62%	510,823	379,668
SRVCS. / OTH LOC GOV UNITS			-			
COMMUNITY SERVICE ACTIVITY						31,340
MISCELLANEOUS REVENUE	35,000	36,455	1,455	4.16%	28,796	137,492
REFUNDS FROM PRIOR YEAR EXP		558,498	558,498		23,712	211,933
TOTAL OTHER LOCAL SOURCES	\$ 3,653,213	\$ 2,562,766	\$ (1,665,762)	-45.60%	\$ 3,143,444	\$ 5,336,047

2010-2011 REVENUES

Description	A	B	C	D	F	G
	2010-2011				2009-2010	
	Budget	Realized April, 2011	Unrealized \$ (B-A = C)	Unrealized % (C/ A = D)	Realized April, 2010	Realized June, 2010
TOTAL LOCAL SOURCES	\$ 139,151,410	\$ 130,357,791	\$ (9,368,934)	-6.73%	\$ 127,729,616	\$ 133,891,126
BASIC INSTRUCTIONAL SUBSIDY	27,716,600	18,620,756	(9,095,844)	-32.82%	16,477,970	22,953,439
CHARTER SCHOOLS	1,873,209	1,292,658	(580,551)	-30.99%	1,352,000	1,710,538
TUITION : ORPHANS/CHILDREN	400,000		(400,000)	-100.00%		381,605
SCHOOL IMPROVEMENT GRANTS			-			9,892
VOCATIONAL EDUCATION	115,000	52,600	(62,400)	-54.26%	52,361	70,055
ALTERNATIVE EDUCATION					150,722	-
DRIVER EDUCATION	10,605		(10,605)	-100.00%	11,025	11,025
MIGRATORY CHILDREN	2,500		(2,500)	-100.00%		1,484
SPECIAL EDUCATION	6,538,057	4,938,635	(1,599,422)	-24.46%	4,903,634	6,632,724
ADDITIONAL EDUCATIONAL PROGRAMS		98,230				
EDUCATIONAL ASSISTANCE PRGM (TUTORING)	872,809	766,114	(106,695)		722,756	872,809
PA PRE-K-COUNTS	627,000	402,325	(224,675)	-35.83%	564,300	627,000
REVENUE NOT IN 7200 (SPECIFIC ED PRGMS)			-		9,800	-
TRANSPORTATION	2,370,421	1,607,114	(763,307)	-32.20%	1,629,349	2,355,898
RENTALS AND SINKING FUND	2,148,732	2,665,952	517,220	24.07%		2,665,952
HEALTH SERVICES	375,000	352,685	(22,315)	-5.95%	364,439	364,439
PROPERTY TAX RED. ALLOCATION	4,740,869	4,740,869	0	0.00%	4,733,333	4,733,333
PA ACCOUNTABILITY	1,806,167	1,693,715	(112,452)	-6.23%	1,806,167	1,806,167
DUAL ENROLLMENT GRANTS	23,922	48,842	24,920	104.17%	8,152	49,290
PROJECT 720		18,093	18,093			31,016
DCED GRANTS OTHER STATE REV NOT IN 7001	154,234	216,201	61,967	40.18%	217,003	163,598
SOCIAL SECURITY	3,632,579	2,931,180	(701,399)	-19.31%	2,197,974	3,294,386
PSERS - PENSION CONTRIBUTION	3,797,190	1,877,890	(1,919,300)	-50.55%	2,324,133	2,195,275
IMPACT AID	50,000	18,511	(31,489)	-62.98%	45,165	45,165
OTHER FEDERAL PRGM/GRANTS	100,000	143,750	43,750	43.75%	75,699	154,450
NCLB TITLE I	3,302,605	2,339,666	(962,939)	-29.16%	2,774,368	3,267,675
NCLB TITLE II	904,394	674,953	(229,441)	-25.37%	558,530	776,189
NCLB TITLE III	296,807	155,205	(141,602)	-47.71%	327,187	295,357
NCLB TITLE IV	749,023	725,971	(23,052)	-3.08%	484,974	680,770
CHILD CARE & DEVELOPMENT BLOCK GRANTS	170,290	154,126	(16,164)	-9.49%	119,602	172,965
OTHER FEDERAL GRANTS	19,000	25,889	6,889	36.26%	20,000	33,526
ARRA IDEA SEC 619	1,509,830		(1,509,830)	-100.00%		
ARRA-TITLE I PARTS A & D	540,000	450,580	(89,420)	-16.56%	1,041,763	1,518,457
ARRA-TITLE I SCHOOL IMPROVEMENT		61,574				
ARRA-STATE FISCAL STABILIZATION	3,089,051	1,933,629	(1,155,422)	-37.40%	1,544,526	3,089,051
ACCESS	42525	21,350	(21,175)		44,105	-
MED ASSIST REIMB FOR ADMIN CLAIMING PRGM		27,254				94,457
MED ASSIST REIMB						2,515,610

2010-2011 REVENUES

Description	A	B	C	D	F	G
	2010-2011				2009-2010	
	Budget	Realized April, 2011	Unrealized \$ (B-A = C)	Unrealized % (C/ A = D)	Realized April, 2010	Realized June, 2010
TOTAL STATE & FEDERAL SOURCES	\$ 67,978,419	\$ 49,056,315	\$ (19,109,162)	-28.11%	\$ 44,561,036	\$ 63,573,596
SPECIAL REV FUND TRANSFERS						91,344
INTERFUND TRANSFERS	25,000		(25,000)	-100.00%		
SALE OF FIXED ASSETS	92,000	22,350	(69,650)	-75.71%	107,097	107,947
INTRAFUND TRANSFERS						
INSURANCE RECOVERY			-		7,944	9,489
TOTAL OTHER SOURCES	\$ 117,000	\$ 22,350	\$ (94,650)	-80.90%	\$ 115,041	\$ 208,780
TOTAL REVENUE	\$ 207,246,829	\$ 179,436,456.36	\$ (28,572,746)	-13.79%	\$ 172,405,693	\$ 197,673,501
UNRESERVED FUND BALANCE			-			
TOTAL FUND APPROPRIATED BALANCE	\$ -	\$ -	\$ -		\$ -	\$ -
TOTAL DISTRICT REVENUE	\$ 207,246,829	\$ 179,436,456	\$ (28,572,746)	-13.79%	\$ 172,405,693	\$ 197,673,501

2010-2011 EXPENDITURES BY PROGRAM

Includes Year-To-Date April, 2011 Information

			2010-2011					2009-2010		
PROGRAM	PGM CODE	Responsible Office	A	B	C		D	E	G	H
			2010-2011	2010-2011	2010-2011		2010-2011	2010-2011	2009-2010	2009-2010
			APPROVED BUDGET	AMENDED BUDGET	EXPENDED BUDGET INCLUDING ENCUMBRANCES		REMAINING BUDGET	REMAINING BUDGET	EXPENDED BUDGET INCLUDING ENCUMBRANCES	EXPENDED BUDGET FINAL EXPENDITURES
					as of April, 2011		\$ (B - C = D)	% (D / B = E)	as of April, 2010	as of June, 2010
BUILDING ALLOCATION	100	PRIN	1,339,515	1,374,515	1,057,982		316,533	23.03%	1,137,431	1,203,651
BOARD	AA	SUPT	499,750	500,350	546,901	1	(46,551)	-9.30%	337,265	525,668
CABINET	AB	SUPT	1,014,000	996,485	942,896		53,589	5.38%	856,691	1,046,550
BUDGETARY RESERVE	AC	SUPT	2,588,000	2,623,000	-		2,623,000	100.00%	0	0
SUPT OFFICE-EQUIP REPL RSV	AD	SUPT	2,000	2,000	-		2,000	100.00%	0	0
SUPERINTENDENT'S OFFICE	AE	SUPT	114,200	114,200	52,146		62,054	54.34%	48,913	60,487
BUILDING STAFF	AF	SUPT	5,888,266	5,888,266	4,710,634		1,177,632	20.00%	5,021,794	6,303,662
PUBLIC RELATIONS	AN	SUPT	30,000	30,000	18,597		11,403	38.01%	21,839	22,899
STAFFING-TEACHERS	CA	HR	61,462,969	61,462,969	38,960,179		22,502,790	36.61%	38,451,770	58,443,109
CHILD ACCOUNTING DEPARTMENT	CD	HR	245,534	245,534	198,597		46,937	19.12%	212,387	257,761
STAFFING-TEACHER ASSISTANTS	CE	HR	2,788,648	2,788,648	1,863,900		924,748	33.16%	1,883,726	2,399,006
STAFFING-SUBSTITUTES	CG	HR	1,275,000	1,275,000	996,943		278,057	21.81%	833,395	1,056,395
HUMAN RESOURCES DEPARTMENT	CK	HR	282,983	282,983	236,051		46,932	16.58%	201,125	243,430
STUDENT ACTIVITIES	D1	C&I	150,143	150,143	37,291		112,852	75.16%	36,935	150,861
CREDIT ACQUISITION PROGRAM	D2	C&I	54,033	54,033	39,660		14,373	26.60%	30,320	39,279
CURRICULUM ENRICHMENT	D3	C&I	18,000	19,690	18,634		1,056	5.36%	38,768	72,002
ALTERNATIVE EDUCATION	D4	C&I	170,948	139,178	-		139,178	100.00%	0	0
TESTING - K-12	D5	C&I	30,000	29,160	276		28,884	99.05%	250	250

2010-2011 EXPENDITURES BY PROGRAM

Includes Year-To-Date April, 2011 Information

PROGRAM	PGM CODE	Responsible Office	2010-2011					2009-2010	
			A	B	C	D	E	G	H
			2010-2011	2010-2011	2010-2011	2010-2011	2010-2011	2009-2010	2009-2010
			APPROVED BUDGET	AMENDED BUDGET	EXPENDED BUDGET INCLUDING ENCUMBRANCES as of April, 2011	REMAINING BUDGET \$ (B - C = D)	REMAINING BUDGET % (D / B = E)	EXPENDED BUDGET INCLUDING ENCUMBRANCES as of April, 2010	EXPENDED BUDGET FINAL EXPENDITURES as of June, 2010
ACADEMIC INTERVENTIONS	DA	C&I	100,000	100,000	32,561	67,439	67.44%	2,828	9,839
MUSICAL INSTRUMENT REPAIR	DD	C&I	37,000	2,000	1,602	398	19.90%	1,696	1,820
DEPARTMENT OF INSTRUCTION	DE	C&I	211,500	210,650	35,280	175,370	83.25%	61,608	79,469
READING RECOVERY	DF	C&I	24,000	24,000	21,657	2,343	9.76%	17,829	31,252
INSTR MTLs RESERVE	DG	C&I	500,000	500,000	6,062	493,938	98.79%	384,517	339,462
EQUIPMENT REPAIR	DM	C&I	13,000	13,000	9,503	3,497	26.90%	11,387	11,464
PLANETARIUM	DO	C&I	5,444	5,444	-	5,444	100.00%	0	3,730
SUMMER SCHOOL - SCNDY	DQ	C&I	75,000	75,000	51,092	23,908	31.88%	64,891	130,679
DRIVER EDUCATION	DS	C&I	0	0	-	0	0.00%	0	10,000
ASST SUPT FOR CURR & INSTR	DT	C&I	293,561	293,561	131,547	162,014	55.19%	230,230	260,158
INTERSCHOLASTIC ATHLETICS	DU	C&I	1,410,529	1,410,529	906,109	504,420	35.76%	0	1,376,288
INTRAMURALS	DV	C&I	18,477	18,477	13,211	5,266	28.50%	13,255	22,730
ATTENDANCE SERVICES	E4	STD SVCS	69,621	69,621	54,023	15,598	22.40%	57,188	70,254
MIN AFFAIRS/GOV PRGMS GRANTS	EB	STD SVCS	30,506	62,276	45,364	16,912	27.16%	20,034	26,074
SPARK - EARLY CHILDHOOD/SUMMER	EC	STD SVCS	0	0	-	0	0.00%	25,659	13,359
SCHOOL RESOURCE OFFICERS	EF	STD SVCS	180,000	180,000	28,626	151,374	84.10%	233,453	305,953
HOMEBOUND/REGULAR ED.	EG	STD SVCS	155,000	155,000	128,171	26,829	17.31%	114,652	179,848
HEALTH SERVICES - MEDICAL	EH	STD SVCS	52,100	52,100	25,026	27,074	51.96%	11,427	19,900
HEALTH SERVICES - DENTAL	EJ	STD SVCS	10,450	10,450	1,460	8,990	86.03%	2,336	8,928
STUDENT SERVICES	EK	STD SVCS	163,611	163,611	144,762	18,849	11.52%	142,294	173,061

2010-2011 EXPENDITURES BY PROGRAM

Includes Year-To-Date April, 2011 Information

PROGRAM	PGM CODE	Responsible Office	2010-2011					2009-2010	
			A	B	C	D	E	G	H
			2010-2011 APPROVED BUDGET	2010-2011 AMENDED BUDGET	2010-2011 EXPENDED BUDGET INCLUDING ENCUMBRANCES as of April, 2011	2010-2011 REMAINING BUDGET \$ (B - C = D)	2010-2011 REMAINING BUDGET % (D / B = E)	2009-2010 EXPENDED BUDGET INCLUDING ENCUMBRANCES as of April, 2010	2009-2010 EXPENDED BUDGET FINAL EXPENDITURES as of June, 2010
GUIDANCE (SUMMER)	ET	STD SVCS	40,000	40,000	33,257	6,743	16.86%	31,981	38,843
ENGLISH ACQUISITION	EY	STD SVCS	240,119	240,119	173,377	66,742	27.80%	159,811	228,838
BUSINESS -ACCTS PAYABLE	GA	F&A	877,116	877,116	552,823	324,293	36.97%	632,105	795,204
BUSINESS -ACCTS RECEIVABLE	GB	F&A	1,058,144	1,058,144	874,018	184,126	17.40%	728,351	991,904
DEBT SERVICE	GC	F&A	23,103,426	23,103,426	20,264,090	2,839,336	12.29%	15,465,374	20,349,438
EMPLOYEE BENEFITS	GD	F&A	33,324,356	33,303,583	8,705,597	24,597,986	73.86%	8,060,664	30,148,916
INSURANCE	GE	F&A	514,500	560,400	560,390	10	0.00%	564,161	564,161
INTERSYSTEM PAYMENTS	GF	F&A	25,957,221	25,957,221	18,863,953	7,093,268	27.33%	18,010,681	21,748,060
PHOTOCOPIERS	GP	F&A	787,268	787,268	635,513	151,755	19.28%	566,832	752,044
SPECIAL EDUCATION	LF	SPEC ED	436,362	436,362	420,777	15,585	3.57%	448,544	819,528
HOMEBOUND INSTR / SPECIAL ED	LG	SPEC ED	50,000	50,000	35,123	14,877	29.75%	19,357	20,158
MAINT / CUSTODIAL DEPT	NA	B&G	11,107,832	10,998,832	7,787,248	3,211,584	29.20%	7,955,252	9,949,275
MAINT DEPT - SUPPLIES	NE	B&G	803,375	600,000	596,642	3,358	0.56%	429,729	90,949
MAINT DEPT - CONTRACTED SVCS	NF	B&G	780,913	1,093,288	1,065,332	27,956	2.56%	796,673	939,049
TRANSPORTATION	NT	B&G	5,449,265	5,449,265	3,565,741	1,883,524	34.56%	2,850,983	4,193,410
TECHNICAL SERVICES	TK	TECH	1,022,025	1,022,025	770,617	251,408	24.60%	833,411	961,451
INFO & COMMUNICATIONS	TL	TECH	1,575,130	1,575,130	1,337,444	237,686	15.09%	1,347,282	1,564,301
DATA PROCESSING	TN	TECH	912,824	912,824	732,510	180,314	19.75%	693,100	817,250
LOCAL, STATE & FEDERAL GRANTS	00	S & F	17,903,165	17,859,953		17,859,953	100.00%	10,362,088	17,742,117
TOTALS			\$207,246,829	\$207,246,829	118,291,194	\$88,955,635	42.92%	\$120,464,270	\$187,614,180