

BETHLEHEM AREA SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
REGULAR BOARD MEETING

The Regular Board Meeting of the Board of Directors of the Bethlehem Area School District was held on Monday, November 21, 2011, at 7:07 p.m. in the Auditorium of Freedom High School, 3149 Chester Road, Bethlehem, PA 18020.

REGULAR BOARD
MEETING

President Cann called for the roll:

MEMBERS
PRESENT

Members present: Directors Amato, Burkhardt, Faccinetto, Follweiler, Leeson, McKeon, Ortiz, Tenaglia, President Cann – 9

Others present: Dr. Joseph Roy, Superintendent of Schools; Stacy Gober, Board Secretary; administrators, members of the press and other interested citizens and staff members.

OTHERS
PRESENT

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

PLEDGE OF
ALLEGIANCE

President Cann requested a moment of silent meditation.

MOMENT OF
SILENCE

President Cann stated: At this point, we want to recognize three board members for whom this is their last official meeting as school directors and thank them. President Cann stated that the one thing that I think is very nice is what the PSBA has sent along. There are two board members who are more or less retiring tonight who have achieved the honorable school board service award through the Pennsylvania School Board Association. Since 1983 PSBA has been recognizing the contributions of dedicated local school directors with long-term service and school directors are recognized when they reach certain years of service through the honor roll of school board service. School directors today have a difficult job in our complex society. They use more and more of their personal time to this unpaid volunteer effort and the honor roll is the associations way of saying thank you to those individuals who exemplify leadership and statesmanship, giving unselfishly of their time and talents for the future of our public schools and putting something back into their communities through the guidance of the education of our youth.

BOARD
RECOGNITION

This evening the administration and PSBA would like to recognize two board members whose term also ends at the end of the month, Director Rosario Amato for 16 years of school board service to the Bethlehem Area School District. Let me mention that Director Amato was elected in November of 1995 and has been on the school board for sixteen years as I mentioned, he has also served on the Vo-Tech Board from 1999 to 2004 and then again in 2009. He has also served on the Northampton Community College Board of

Trustees from 2006 and remains there still serving on that board. Thank you so much Director Amato.

The other school board member who has made the honor roll is Director Loretta Leeson. Director Leeson is being recognized for 12 years of school board service to the Bethlehem Area School District. It is absolutely amazing. She was elected in November of 1999 and has been on the board ever since. She has been the board president since December of 2007 and then in 2008 and then again in 2009. She also has been on the Vo- Tech board from 2003 to 2009 and Northampton Community College Board of Trustees from 2008 and serves there still today. We can't keep going because there is too much that she has done. Thank you so much Director Leeson.

Also Director Tenaglia was appointed for a term from March of 2008 through December of 2009, appointed again in August 2010 and is serving now through December of this year. He has also been a great contributor to the Vo-Tech board from 2010 until now, and part of our audit committee from 2010 until now, and anyone that has even been to any of our meetings knows exactly how much work Director Tenaglia has done and how valuable he has been to this school board. So thank you very much Director Tenaglia.

I wanted to give our directors a chance to mention anything personal they would like to regarding our retiring directors.

Director McKeon stated: This will be a shotgun approach like I normally do. Rosie, when I got elected four years ago, I anticipated having clashes with you. Rosie who I expected to have clashes with, the more I am around him, the more we think alike, as bizarre as that may seem some nights for us. His approach to discipline, I'm new old school, Rosie's older old school, so we look at it a little bit differently, but I appreciate all the insight he has given me in the four years. Mrs. Leeson and Mrs. Dexter who I see in the audience, were so supportive of my attempt to get on the school board four years ago circulating petitions and everything else for me, and then when I was elected we became part of an integral part of a team that has taken this district I think with no benefit from myself through some very difficult financial situations, and I am not saying we are out of the woods but we're a heck of a lot better now than we were four years ago. Mrs. Leeson has driven projects for us, has just kept pushing us and pushing us. An example of that is the casino situation where we might have been not as knowledgeable to push the legal issues to see what was applicable to the TIF and what wasn't, so that I am very thankful for. My last comment is and he may not appreciate this, Mr. Tenaglia is what I would call Bethlehem School District's Billy Martin. Twice we went out to the field and we brought him in. Now knowing that Ben is from the Massachusetts area, he may not have an appreciation for that comment. Ben and I got together after his appointment and it was through Ben and having discussions with Ben that we came to realize how severe our

situation was at least on the Swap side. We didn't necessarily understand the Swap side, but we understood what was going on because when we both came on board, six months later, the credit market started to seize. So I have a much clearer understanding of what Swaps are, what they shouldn't do, what they should do. He and I have talked numerous times. We think in parallel, and I am going to miss him not being around. Now, the fact that his son goes to college near where I graduated from maybe I'll pass by and wave as we go by but I really appreciate all three of you folks and the contributions you have made for this school district.

Director Ortiz stated: Being one of the newer members, I have learned a lot from Rosie. Rosie had taught me that even doing a very difficult job you could still have some fun at it. I hope that I could also continue and have fun. He taught me that being himself has proven that you don't have to be somebody else; you just have to be yourself and do what you need to do in this difficult type of work. I appreciate him very much. Loretta has been a wonderful teacher as well because she has helped me debate. We have been on different sides of the aisle, but that is good, because that is a democracy. You don't have to think alike and you grow and when people are tough you learn to be a little tough, you learn that ideas are the ones that help our children and you don't have to think alike as long as you have the heart for children. So, I thank you Loretta for being a wonderful debater and helper. Ben, we have always been on opposite sides, but I have learned from you as well. His ideas on financial issues, I have learned from him, and that is one of his strong sides, so I thank all of them for their service and I hope that they keep on doing what they do for children and thank you so much.

Director Follweiler stated: On a personal note, four years ago when I ran for the school board, I had an acquaintance with Mrs. Leeson and knew no one else sitting here on the board and today four years later, I have felt a very strong professional bond to not just the three members who are leaving us here tonight but the rest of my co board members and that was not something that I had expectations for coming out of the election. You know you go into election and your expectations are you are going to get in there and you are going to make changes. You are going to because this is a school of course. You are going to aid the children. You are going to strengthen the curriculum. You are going to make the communication better and there is a laundry list that every person running for election for any office has expectations to do. Then you get here and the reality of the depth of what the job takes really hits you and I see the two newly elected people in the audience, and I had no idea of the depth of what is involved in this school district. We chose our seats by luck of the draw, and I got to sit next to Mr. Amato, who I barely knew when we were running for election, and I have to say that his 16 years on the board were not a simple time. There were so many things that he needed to be involved in all that time, and the last four years I learned from his experience in that time and his points of view. It is very much so with Mrs. Leeson as I

said I had acquaintance with her prior to running, so I leaned on her the most as a mentor in learning what is involved in being a good board member and Mrs. Leeson has always faced her challenges with a smile and that brings a strength to the inner self and the board. Mr. Tenaglia was appointed, nonetheless I believed he was a district employee because he was in the audience every meeting and when we selected him for appointment, people said, originally, well he didn't run, well, I didn't even know his name, but I knew his face because as a parent and a taxpayer, he was out there with all of you, only one other community member can I think of was more consistent in his attendance at the school board. So he was a natural fit when he came on board and his obvious knowledge of finance was a great help to our board. So today four years later I feel a stronger person and a better board member because of having worked with the three, but more importantly I think the students of our district are better for having these three people serve them and the taxpayers for having these three people serve them. And in the words of Mrs. Leeson, "It has been a delight to have the three of you here, and I wish you all the best in your future endeavors".

Director Amato stated: I just want to thank everyone for the kind words that they have said. Somebody asked me, so this is your last night, I said yeah with mixed emotions. I remember coming on the board 16 years ago and it has been very interesting, and I always tried to keep in the back of my mind what is the best for the students, our faculty, administrators and all and the support staff that make this fine district one of the best districts in the state of Pennsylvania. It is not easy when issues come up along the way, and you have got to weigh what is best for the district as to what you really can financially afford. But, you always have to make those decisions with the best interest of our students, and hopefully I did that and I showed the public that or maybe they wouldn't have elected me for the three terms. But, again, it has been great to be involved with this great district, and I know that it will go on being one of the best districts in the State of Pennsylvania.

President Cann stated: I just need to say something about Mrs. Leeson, six or seven or eight years ago, I wasn't on this board, I was a parent in the school district with three children. She was the person I always called with a question or a worry and you could count on her to spend time on the phone with you, time in person with you, get the information you wanted. This is how Mrs. Leeson came to have what I could only describe as an encyclopedic knowledge of this school district. She did that with everybody. She spent the time; she looked up the information, for everyone. She listened to parents, to students, to taxpayers, to teachers, and she found out things for us and she got back to us. I don't know that there is going to be anybody like her, ever again on this school board. Everyone has received her attention and concern. It is more than you could ask from a normal human being, so I don't know how this could ever happen again. Her dedication and knowledge and time and caring will likely are unmatched for years to come, and I thank you so much

Loretta.

Director Burkhardt stated: I do believe that much of what should be said has been said, but I do know that especially with Loretta and with Rosie I worked with them on both sides of the aisle, both as an administrator in the district and then as a colleague on the board, and I think the thing that impresses me the most and that I realize more now that I have been seated up here for almost two years is the commitment of time that a board member makes that I don't think most people in the community realize. For an unpaid volunteer position, the impact that that time has on family commitments and on other personal commitments is just huge. I don't know, I would agree with President Cann, I don't know whether we will see long term board members the way we have with both Loretta and with Rosie. I can only hope that they have as many times and as many hours with their family and friends as they have given to the community of the Bethlehem Area School District and I wish them well.

Director Leeson stated: It has been a pleasure to serve this community for the last 12 years and it has been a privilege and it has been an interesting ride over the last twelve years. I joined this district in its glory years with Tom Doluisio as the superintendent, and we were the envy of all. We went through some challenging years but those were the years where I grew to really appreciate the board and the direction, the clear direction they were able to set, and the fortitude with which they were able to manage through the difficult times, and I am so proud to see where we are now, that we have come around, that our district is financially stable, we have a wonderful new administration, we have wonderful new people, we have a terrific board, and I feel that the greatest material thing that we can give to our children is an education. It is the doorway that opens up opportunities for children. So this is one of the most important things that happens in our community, and it happens right here at our board meetings and they are tough decisions, I think all of us came on this board with the idea that we were going to be talking about education and academics and found out that it was more about finance and facilities and a lot of other issues, but it is still so important and I leave very happy to have had the opportunity and assured that as this board moves forward that it will continue to move in the direction that has been set. So, I am very happy and thank you very much for all the kind words this evening.

Director Faccinetto stated: When you are in the eighth spot out of nine on something, I can see the headline already, "Board spends half hour patting themselves on the back", so I'll be quick. What really puts it in perspective for me and I whispered this to Mrs. Leeson when she was elected in 1999, I was a senior in college; when Mr. Amato was elected in 1995, I was a junior in high school, which was a life time ago for me. But, to think a life time ago for me, they have been sitting on this board week in and week out, some weeks its five hours, and some weeks its twenty hours, and Mrs. Leeson

especially put in countless hours in her three years as board president. I had applied in 2008 for a spot that Mr. Tenaglia was eventually selected for and at the meeting when they announced that appointment, I was getting up to leave with my wife and Mrs. Dexter came running down one aisle and Mrs. Leeson came down the other and we were in the middle and I said, "O, good grief what is going to happen". And if it wasn't for Mrs. Leeson and Mrs. Dexter and a lot of other people, but they were the first two who said at that very meeting you need to come back, you need to run and you need to be a part of this board, and we will help you with anything we can and that really meant a lot to me. They were two people I really never met except for a 10 minute interview which I've said many times is the first time I had ever attended a school board meeting, and I said that since I only had one child I would have plenty of free time on my hands, and Mrs. Leeson will never ever let me forget that. But to all three of them, once you sit in this seat you understand the service and the hours and the time that they put in and it truly amazing to last 12 years, 16 years, and Ben to come back a second time when you've had the chance to leave. So, I thank all three of them. It was a pleasure to work with them, and I look forward to the new people and the new faces on the board.

Director Tenaglia stated: Ninth out of nine, I'll be even briefer. It is hard to believe 16 years, 12 years, Mr. Amato and Mrs. Leeson, they have represented the citizens of the Bethlehem Area School District, and I know that I have benefited by their service as current and previous board members, superintendents, administrators, staff, teachers, students, all have benefited from their dedication and commitment to improving the educational experience offered by our district. Their counseling service to our district will truly be missed, and I just want to say thank you to Rosie and Loretta and to my good friend Mr. McKeon, that the reference to Billy Martin, I am only grateful, it wasn't Bill Buckner. Only Red Sox fans can appreciate that.

Dr. Roy stated: I would like to add my thanks and appreciation to Mrs. Leeson, Mr. Tenaglia and Mr. Amato for their public service. Our district has without a doubt benefited from their experience, their wisdom and their leadership. Both Mrs. Leeson with her 12 years of experience and Mr. Amato with 16 years, provided leadership that moved our district ahead in the area of a robust curriculum, high quality teaching, and outstanding school facilities. Mr. Tenaglia joined the board during difficult financial times and brought an expertise that was particularly useful in moving the district toward improved financial health. So on behalf of the students, the faculty, the administration, I congratulate our three board members. I thank them for their service and I wish them the best of luck in the future.

Mr. RaHS stated: On behalf of the association of the Bethlehem School Administrators please allow me to extend our heartfelt sincere thanks for the service of our three departing board members, through the combined 30 plus

years of service that the three of you have provided the children of the Bethlehem Area School District. We have been able to overcome adversity and prosper in spite of very difficult times. Mr. Amato, you have been on our board longer than some of our students, but you have stayed within our school system, with that type of longevity, the impact that you have had will be maintained within in our community for decades to come. Mrs. Leeson, you are not far behind Mr. Amato, with your tenure of twelve years, and by leading our district as President of the school board. During our latest transition of our administration, you have assured our community the stability it deserves. Mr. Tenaglia, you have also contributed during your short tenure and expertise and guidance that have provided us in helping our district rebound fiscally. We are sure you will enjoy spending the majority of your days and evenings without the hassles that accompany that of being a board member, but we are proud to have had the pleasure of working with all three of you over the years and can only say thank you from each and every one of us for the work which you have all done. You will be missed by our children, our parents, our taxpayers, our employees and our community. We wish all the best to the three of you.

President Cann stated we are now going to convene for about five minutes or so that you all can get some cupcakes. They are thanks to our culinary students at the Bethlehem Area Vo-Tech who have made a cake out of cupcakes. Please get up, help yourselves, and when you get back to your seats we'll start up and have our meeting. Thank you.

The meeting reconvened at 7:40 p.m.

President Cann 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 and is for agenda items only. The second Courtesy of the Floor will be for any district concerns or business. 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
TO VISITORS

Steven Antalics
737 Ridge Street
Bethlehem, PA

The digital recorder stopped and the beginning of Mr. Antalic's message was not recorded. Mr. Antalics was referring to Board Policy 705 that appears on the agenda for a third reading/board approval. Last month, he brought a concern to the Board regarding the high power lines at Freemansburg Elementary School and possible concerns of student and staff safety at the school. He asked if the administration and/or Board have looked into his concerns. Dr. Roy informed him that the administration is looking into it, but has not received any information. Mr. Antalics indicated (digital recording started working again, as I said last committee meeting, if there is a danger, and the children are suffering then I feel badly for the children.

John Delvecchio
2061 Tenth Street
Bethlehem, Pa 18020

Mr. Delvecchio stated: I am going to be speaking about the transportation, the RFP, just a little follow up from what I spoke about last week.

Three years ago an RFP that would cost \$10,000 was saved because we did it in house. At that time I was the one that brought that up. I am just doing a little refresher from last week because there were a few board members not there, so I thought I better come tonight again. Director Amato I think at the time, was the man who said save the \$10,000 guys, so I am going to just go over a little of the results again, and the results showed that transportation was cheaper than any outside contractor and since that time also that all the drivers are still making the same wages for four years, so our wages are still the same as of when the last RFP was done. So, I just wanted to bring that again to your attention and I guess that is why I am against spending money on a transportation cost study. You know, when it comes to spending money, I am that old Italian guy, tight with the buck a little bit sometimes. I made a few comments on what we could do last week and I spoke on asking for help or advice from another district, Parkland, when I spoke last week to find ways of saving money in transportation without having to spend and having a written report that would cost up to \$50,000 to tell us what to do. I did a little research on Parkland this week and I found they actually are larger than us. They have 156 buses, I think we have only 110 or 115 and they also have 162 drivers versus us, we only have 127 or 128 and their miles a year are 1.4 million a year, that is Parkland's driving, so I feel they are really a big gun in transportation and that is why I brought their name up last week. I am here to help, so in helping I just wanted to see if there was any follow-up work done on what I said and I don't think there was because I called Parkland today and I spoke to the assistant director of school services and he is a very nice man,

his first name is Jeff. I got on a first name basis with him and I ask him if Bethlehem would call him on cost saving advice on certain things pertaining to transportation would it be OK and I said I am just a Bethlehem citizen concerned about our money. And his answer was “sure” no problem. We all work together, so I have his phone number 610-351-5690 and I took the initiative to follow up on it and see if you guys can maybe follow-up before we spend any more money. Thank you.

Freedom High School Student Representative – Marisa Langley – Ms. Langley stated: Good evening everyone. As usual, here at Freedom High School we are completing yet another busy month. In the month of November many exciting events have occurred. Once again, the FHS Theatre put on a wonderful fall production, “*Little Shoppe of Horrors*”, which caught the attention of many. Currently auditions for the spring musical “*Thoroughly Modern Milly*” are being held and the play is highly anticipated. The students of FHS showed a brilliant display of school spirit during Freedom verses Liberty week and even a larger display of school spirit during the white out at the game. After an extremely well played game by both teams, for the first time in eight years, Freedom beat Liberty. It is an understatement to say that school spirit was an all time high. Though Freedom did lose to Easton Area High School in the district playoffs, we still chalked up the season as a major success. In addition to the success of the Freedom High School Football teams, there are also many other student athletes who represented our school in an extreme measure. One of those athletes is Mariale McIntyre who won the girls district tennis and again she had an outstanding performance at states. Nathaniel Palmer a member of the boys cross country team was also extremely successful and made it to states where he placed 73rd. Freedom High School is overjoyed that our students are excelling athletically as well as academically. As the fall sports seasons are ending, student athletes are getting revved up for the winter and spring seasons. With the preseason workouts and seasonal tryouts for boys and girls basketball, swimming and wrestling, students are very excited to continue the support of their classmates. Another exciting event that Freedom has hosted this past month was the debate. Multiple schools from the surrounding area came to compete and as a whole it was a major success due to the high rate of student and teacher participation. From an academic standpoint, Freedom is also excelling. This month many seniors have collaborated with their counselors to finish their college applications and many seniors also have been accepted into their colleges. Juniors and sophomores received their results of the PSAT’s this month and some even participated in the SAT which was held here at Freedom on November 2nd. Students at Freedom are looking forward to their fall break for some much needed rest and relaxation in order to come back and finish up the fourth quarter. Freedom has extremely high expectations for their students and everyone at school is overjoyed that those expectations are being met in all ways. Thank you for your time. Have a wonderful evening.

STUDENT REPRESENTATIVE REPORTS

Liberty High School Student Representative – Darah Donaher. Ms. Donaher stated: With an unexpected snow day, nice breaks around the corner and winter fast approaching, Liberty High School has been a busy place this past month. Seniors are finishing up SAT and ACT testing for college and some seniors have already started getting acceptance for where they may end up next year. Seniors who did not meet proficient or above on the PSSA in either Math or Reading retook this test this month in hopes of improving their scores in order to meet the graduation requirement. On October 20, Liberty High School held their parent teacher conference night. Although because of the unexpected snow day, spirit week was cut a little short this year. Every class had a lot of fun decorating their designated hallways and even in one overpass students had to walk through a jungle in order to get to class. Senior breakfast was a huge success with guest speaker Marco Rivera who played for the Green Bay Packers and whose niece is Liberty Senior Ashley Roman. At the game, student leaders recognized a teacher that had an impact on their educational careers, and although the game did not end in our favor this year, I do have to say it was very exciting to be part of the chorus at half time and pre-game, and the band has always had a wonderful half time show. Speaking of the Grenadier Band, they are in Hawaii right now, as we speak, after leaving extremely early in the morning on Sunday and enjoying the sunshine and performing. Amy Darlington also placed in states in cross country. This past Friday was Puerto Rican Heritage Day complete with a luncheon all set up by Latino Youth Leadership. The Bethlehem Youth Council was sworn in on October 26th at city hall, and they have met as a group since then. On Saturday, November 19th, six Liberty High School football players along with coach Brown, Dr. Donaher, and Friends of Liberty Football represented Liberty High School and the Bethlehem Area School District at the unveiling of a seven foot bronze statue honoring Liberty graduate and NFL hall of famer, Mr. Chuck Bednarik. The dedication ceremony took place at the half time of the Penn vs. Cornell football game at Franklin Field on the campus of the University of Pennsylvania in Philadelphia. The night before that a special reception the Penn Glee Club sang the Liberty Alma Mater for Mr. Bednarik and hopefully video and audio will be posted on the LHS website in the near future. It was an exciting experience for all. The Liberty High School Fine Arts Department is hosting a holiday market in conjunction with our Winter Art Show. The holiday market and winter art show will be held on Thursday, December 1st from 6:30 p.m. to 8:00 p.m. in the Art Hallway and Hurricane Gallery, second floor commons. The Theater department is gearing up for the opening of *“It’s a Wonderful Life”* soon after break. It will be held on December 9th and 10th, and I invite all of you to please join us. We recently held auditions and casted for the spring musical *Les Miserable*, and we are very excited to start rehearsals right after the fall show ends. Respectfully submitted, Darah Donaher

President Cann called for the approval of the minutes from the following meetings: October 17, 2011 - Regular Board Meeting.	APPROVAL OF MINUTES
Director Leeson made a motion to accept the minutes which was seconded by Director Follweiler.	MOTION TO ACCEPT MINUTES
President Cann called for a voice vote to approve the minutes. The motion was passed by a unanimous voice vote.	VOICE VOTE TO ACCEPT MINUTES
Motion passes 9-0	
President Cann called for the approval of the committee meeting minutes from the following meeting: September 12, 2011 – Board Curriculum Committee Meeting; October 3, 2011 – Board Facilities Committee Meeting; October 3, 2011 – Board Curriculum Committee Meeting; October 10, 2011 – Board Finance Committee Meeting; November 7, 2011 – Board Facilities Committee Meeting; November 14, 2011 – Board Finance Committee Meeting; November 14, 2011 – Board Human Resources Committee Meeting.	APPROVAL OF COMMITTEE MINUTES
Director Leeson made a motion to accept the minutes which was seconded by Director Ortiz.	MOTION TO ACCEPT COMMITTEE MINUTES
President Cann called for a voice vote to approve the Committee minutes. The motion was passed by a unanimous voice vote.	VOICE VOTE TO ACCEPT MINUTES
Motion passes 9-0	
President Cann called for approval of the Financial Report/Payment of Bills – Items 31, 32, and 33.	FINANCIAL REPORT/PAYMENT OF BILLS
Director Amato made a motion, seconded by Director Follweiler, to accept the Financial Report and Payment of Bills, (Item number 31, 32, and 33)	MOTION TO ACCEPT FINANCIAL REPORT/PAYMENT OF BILLS
SEE AGENGA PAGE 31 – BUDGETARY TRANSFERS FOR DISCUSSION.	DISCUSSION BUDGETARY TRANSFERS
President Cann asked for a roll call vote on Items 31, 32, and 33.	ROLL CALL VOTE ITEMS 31, 32, and 33
The question was called with roll call as follows: Yea, Directors Amato, Burkhardt, Faccinetto, Follweiler, Leeson – Nay Item 31, Yea Items 32, 33,	

McKeon, Ortiz, Tenaglia, and President Cann.

Item 31 – Motion passes – 8-1

Item 32 – Motion passes – 9-0

Item 33 – Motion passes – 9-0

President Cann stated: On November 14, 2011 an Executive Session Meeting was held after the Board Committee Meetings for personnel issues and student discipline information. An executive session was held prior to tonight's meeting for legal and personnel items and real estate.

PRESIDENT'S
COMMUNICATIONS

Dr. Roy stated: I just wanted to share first that there is an article in the Express Times today, and I wanted to recognize local businesses that stepped up recently to help cover the final costs of the Liberty Trip to Hawaii, the Grenadier Band Trip. B. Braun Medical, Air Products, Just Born, KNBT, PPL, and St. Luke's Hospital and Health Network all stepped up with some increased costs due to changes in air line fees that really helped to support the trip at the last minute.

SUPERINTENDENTS
REPORT/
RECOGNITION

I also have a couple of agenda items I just wanted to clarify – first that one item on page 13, number 10C2, will be pulled from the agenda this evening, and one item will be added to the agenda this evening, page 13.1, number 10C9, will be added to the agenda this evening and those copies were made available to the board and to the public and also there was a slight revision on page 30, to item 27, on the resolutions and Atty. Jens Damguard is here to briefly address that and answer any questions related.

Atty. Jens Damguard stated: There was an adjustment to that resolution made between the time it was made available in the board packet until this evening at the request of the lender, apparently have created a new corporate entity that will be actually holding bond that's issued that we are going to be discussing in the resolution and we have been dealing with RBC Capital Markets, LLC and apparently now it is RBC Municipal Products. Same entity overall, but a new name and likewise there was a change in some of the documents at the request of the lender which were made on Friday of last week, again not materials pertaining to the overall tentative resolution.

President Cann asked if anyone had any unfinished business they would like to bring up at this time. Seeing none we will move onto Recommendations of the Administration.

UNFINISHED
BUSINESS

President Cann asked for a motion to accept the Recommendations of the Administration (Items 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, and 30)

RECOMMENDATIONS
OF THE
ADMINISTRATION

Director Faccinetto made a motion to accept the Recommendations of the Administration. Director Ortiz seconded the motion.

MOTION TO ACCEPT
RECOMMENDATIONS

President Cann asked if anyone would like to pull any of these of these items for discussion.	OF THE ADMINISTRATION
Director Leeson stated: Items 7, 8, 9, 18, 30 and I would like to discuss Item 16 and 17 as well.	ITEMS TO BE PULLED
Director Follweiler stated: Item 1.	
Director Tenaglia stated: Item 3.	
President Cann asked for a roll call vote to accept Item #2, 4, 5, 6, 10, 11, 12, 13, 14, 15, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, and 29.	ROLL CALL VOTE ITEMS 2, 4, 5, 6, 10, 11, 12, 13, 14, 15, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, AND 29
The question was called with roll call as follows: Yea, Directors Amato, Burkhardt, Faccinetto, Follweiler, Leeson, McKeon, Ortiz, Tenaglia and President Cann.	
All motions pass 9-0	
DISCUSSION ITEM #1 – SEE AGENDA ITEM #1, PAGE 1	DISCUSSION ITEM #1
DISCUSSION ITEM #6 – SEE AGENDA ITEM #6, PAGE 6	DISCUSSION ITEM #3
DISCUSSION ITEM #7, #8, #9 – SEE AGENDA ITEM #7, PAGES 7-9, AGENDA ITEM #8, PAGE 10, AGENDA ITEM #9, PAGE 11-12	DISCUSSION ITEM #7, #8, #9
DISCUSSION ITEM #18 – SEE AGENDA ITEM #18, PAGE 21	DISCUSSION ITEM #18
President Cann stated: So we have motion and a second to table. All in favor say aye, One opposed by Director Faccinetto.	MOTION TO TABLE ITEM #18
Motion to Table – Item #18 - Passes 8-1	VOICE CALL VOTE TO TABLE ITEM #18
DISCUSSION ITEM #30 – SEE AGENDA ITEM #30, PAGE 33	DISCUSSION ITEM #30
President Cann asked for a roll call vote on Item 1, 3, 7, 8, 9, and 30.	ROLL CALL VOTE ITEMS 1, 3, 7, 8, 9 AND 30
Yea, Directors Amato, Burkhardt, Faccinetto, Follweiler, Leeson, Nay 1 and 7, Yea to 3, 8, 9, and 30, McKeon, Ortiz, Tenaglia – Nay, 1 and 7, Yea to 3, 8, 9, and 30, and President Cann	
Motion 1 – Passes 7-2	

Motion 7 – Passes 7-2

Motion 3, 8, 9, and 30 – Pass 9-0

DISCUSSION ITEM #16 - POLICY 006 – SEE AGENDA PAGE 16 – PAGE 19	DISCUSSION BOARD POLICY 006
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DISCUSSION ITEM #17 - POLICY 625 - SEE AGENDA PAGE 17 – PAGE 20	DISCUSSION BOARD POLICY 625
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RECOMMENDATION OF THE ADMINISTRATION – November 21, 2011**Pg. 1****1. *Request for Proposals (RFP) for Transportation Department Operations Review*****INFORMATION:**

The overall size, scope, and complexity of our Transportation Department make it one of the largest district-owned operations in the state. As the administration strives to improve transportation services while reducing expenditures, there are efficiencies and cost savings to be realized by reviewing the current bus routing, bus utilization, internal processes, technology, vehicles and staffing needs in developing the 2012-2013 budget.

It is recommended that the District prepare and solicit RFP's to conduct an operations review of the Transportation Department to include bus routing, bus utilization, internal and external processes, technology improvements, vehicle replacements, and staffing needs. The review will also identify and recommend potential cost savings to the District. Savings identified from improved operational efficiencies are expected to pay for the cost of the review and will yield District wide returns including increased productivity, efficiency, and quality service to District stakeholders into the future.

This item was reviewed with the Board at the November 7, 2011, Board Facilities Committee Meeting.

RECOMMENDATION:

That the Board of School Directors authorizes the administration to prepare and solicit a Request for Proposals (RFP) to conduct an operations review of the Transportation Department.

Account Code and Name: General Fund 2720513 Contracted Carriers-Vehicle Operations
Account Balance: \$120,000

DISCUSSION ITEM #1

Director Follweiler stated: I just wanted to clarify as Mr. Delvecchio had brought up some questions, and I wanted to clarify that tonight's vote is to solicit proposals, we are not voting to approve the expenditure to do the audit, it is to solicit quotes on what an audit would cost.

Director Tenaglia stated: I share Mr. Delvecchio concern, we did do this survey, we did it in house and I don't quite understand what we hope to accomplish by doing this survey again at a cost of between \$10 and \$50 thousand.

President Cann asked for a roll call vote on Item 1, 3, 7, 8, 9, and 30.

Yea, Directors Amato, Burkhardt, Faccinetto, Follweiler, Leeson, Nay 1 and 7, Yea to 3, 8, 9, and 30, McKeon, Ortiz, Tenaglia – Nay, 1 and 7, Yea to 3, 8, 9, and 30, and President Cann

Motion 1 – Passes 7-2

Motion 7 – Passes 7-2

Motion 3, 8, 9, and 30 – Pass 9-0

RECOMMENDATIONS OF THE ADMINISTRATION – November 21, 2011**Pg. 2****2. *Tuition Waiver Student*****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 Waivers for Former Resident Students and Tuition Waivers 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.

Listed below is a tuition waiver student that was a future resident of the Bethlehem Area School District for the 2011-2012 school year. This student is a Bethlehem Area School District resident as of November 1, 2011.

This item was reviewed with the Board at the November 7, 2011, Board Curriculum Committee Meeting.

RECOMMENDATION:

That the Board of School Directors approves the following student as a tuition waiver for future resident student for the 2011-2012 school year.

<u>Student Number</u>	<u>School</u>	<u>Grade</u>	<u>Number of Days</u>
1009128	Clearview	2	41

The administration's recommendations Items #2, 4, 5, 6, 10, 11, 12, 13, 14, 15, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, and 29 were considered together.

RECOMMENDATIONS OF THE ADMINISTRATION – November 21, 2011

Pg. 3

3. *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.

This item was reviewed with the Board at the November 7, 2011, Board Curriculum Committee Meeting.

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.

DISCUSSION ITEM #3

Tenaglia stated: Item #3, I question Pocono Health Systems, this seems significantly outside of our geographical area, and I don't want to discourage anyone from seeking community service wherever appropriate, it seems that we could find something a little closer to home on this particular one.

Dr. Donaher stated: Mr. Tenaglia, they actually submitted the application for us, we don't seek them, they came to us and we felt if it would service a few students and they met the requirements that we could include them in our community service booklet, but it is a distance away, I agree, but there may be a student for one reason or another at some point may feel the opportunity to do some service there.

President Cann asked for a roll call vote on Item 1, 3, 7, 8, 9, and 30.

Yea, Directors Amato, Burkhardt, Faccinetto, Follweiler, Leeson, Nay 1 and 7, Yea to 3, 8, 9, and 30, McKeon, Ortiz, Tenaglia – Nay, 1 and 7, Yea to 3, 8, 9, and 30, and President Cann

Motion 1 – Passes 7-2

Motion 7 – Passes 7-2

Motion 3, 8, 9, and 30 – Pass 9-0

Name of Agency/Organization: **Children's Theatre of Bethlehem**

Address: 2200 Avenue A, Suite 101, Bethlehem, PA 18017

Phone number: 610-317-2985 *Contact Person:* Jennifer Shunk or Marie Brown

Email address: childrenstheatrebethlehem@msn.com

Web Site address: N/A

Number of students requested: 2-4 *Minimum age:* 14

Description of service opportunities: To collate and sort approximately 10,000 flyers to local elementary schools, pre-schools and children.

Minimum Time of Service Per Shift or Session: Depending on the number of volunteers.

Hours agency is open to community service students: This activity can be done at the student's home.

Dress requirements: None

Supervision provided by: Marie Brown

Training and/or orientation: Students need to meet with a Children's Theatre volunteer for 20-30 minutes to discuss the job requirements and due date.

Additional information or comments:

The Children's Theatre has been bringing theatre to the children of the BASD and Lehigh Valley for 76 years. We distribute 10,000 flyers for each show.

This agency carries liability insurance covering students on site. (N)
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)

Name of Agency/Organization: **Life in Christ Church**

Address: 51 E. Hillmond Street, Bethlehem, PA 18018

Phone number: 610-866-2000

Contact Person: Lisa Gross

Email address: LifeinChrist@entermail.net

Web Site address: LifeinChristChurch.com

Number of students requested: Will vary *Minimum age:* 14

Description of service opportunities: Babysitting, light maintenance, lawn care, catering, setting up for church events, funeral luncheon assistance.

Minimum Time of Service Per Shift or Session: Will vary by event and/or need.

Hours agency is open to community service students: Monday – Sunday, 8am to 10pm

Dress requirements: Modest dress, in some cases sneakers not allowed, no open toe shoes

Supervision provided by: Lisa Gross, Norman Carlisle

Training and/or orientation: As needed

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)

Name of Agency/Organization: **New Covenant Christian Community Church**

Address: 21 E. Board Street, Bethlehem, PA 18018

Phone number: 610-861-7725 *Contact Person:* Michael Dunstan, Youth Pastor

Email address: mike.dunstan@nc4.org

Web Site address: www.nc4.org

Number of students requested: Any *Minimum age:* 14

Description of service opportunities: Helping with special events, dishwashing, cleaning, parking volunteer, sound board.

Minimum Time of Service Per Shift or Session: 1 to 2 hours

Hours agency is open to community service students: Wednesdays 7 to 9pm

Dress requirements: Casual

Supervision provided by: Mike Dunstan, Youth Director

Training and/or orientation: None

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. (Y)
This agency conducts events/activities where alcohol is served. (N)
(Parental Waiver is needed if alcohol is served)

Name of Agency/Organization: Pocono Medical Center

Address: 206 E. Brown Street, E. Stroudsburg, PA 18301

Phone number: 570-476-3447 *Contact Person:* Camilla Fjeld, Manager, Volunteer Service

Email address: cfjeld@pmchealthsystem.org

Web Site address: poconohealthsystem.org

Number of students requested: 2 *Minimum age:* 16

Description of service opportunities: Dispatch Runner

Minimum Time of Service Per Shift or Session: 4 hours

Hours agency is open to community service students: 8am to 4pm during summer

Dress requirements: Polo shirt and khaki or Levi pants

Supervision provided by: Volunteer Manager

Training and/or orientation: Yes

Additional information or comments:

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

Name of Agency/Organization: Santa's Gift

Address: 100 Brodhead Road, Suite 230, Bethlehem, PA 18017

Phone number: 610-703-0073 *Contact Person:* David Rifkind

Email address: david.rifkind@buzziunicemusa.com

Web Site address: www.santasgift.com

Number of students requested: 5-10 *Minimum age:* 14

Description of service opportunities: Visit pediatric patients at local hospitals during the holidays to spread cheer and joy; fundraising for hospital opportunities.

Minimum Time of Service Per Shift or Session: Hospital Visits - 4 hours,
Fundraising - 1 hour

Hours agency is open to community service students: Parent advisors will meet with students as needed.

Dress requirements: For hospital visits - "elf-like" clothing. For fundraising - appropriate attire.

Supervision provided by: Santa Claus and Adult elves (parent volunteers)

Training and/or orientation: Students will receive training in methods of showing empathy and compassion to children in the hospital; organizational skills needed to manage division of a non-profit organization such as contacting hospital administrators to arrange visits and developing fundraising activities; and management skills for running a small organization such as schedule coordination.

Additional information or comments:

Santa's Gift is a non-denominational, secular program that uses a jolly old man in a red suit to spread joy and cheer as the best form of medicine to children who are in the hospital during the holidays. In 2010, our staff of all volunteer Santas and elves visited over 4,000 children and 400 veterans at 18 hospitals in the United States.

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. (Y)

This agency conducts events/activities where alcohol is served. (N) *

*This agency hosts a small number of fundraising events where alcohol could be served but students DO NOT participate.

(Parental Waiver is needed if alcohol is served)

Name of Agency/Organization: Society of St. Vincent dePaul

Address: St. Jane's Church, 4049 Hartley Avenue, Easton, PA 18045

Phone number: 610-253-3553 X50

Contact Person: Jane Kostura, Presiden

Email address: jkostura@verizon.net

Web Site address: N/A

Number of students requested: 3-4

Minimum age: 14

Description of service opportunities: Help serve non-perishable food to clients, stocking tables with non-perishable items for bagging.

Minimum Time of Service Per Shift or Session: 1 hour

Hours agency is open to community service students: 7 to 8 hours per month

Dress requirements: Casual dress, no flip-flops

Supervision provided by: Team Captains

Training and/or orientation: Orientation given, training as needed

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)

Name of Agency/Organization: Lehigh Valley Storytelling Guild **

Address: c/o Charles Kiernan, 4458 Coffeetown Road, Schnecksville, PA 18078

Phone number: 610-799-2742 *Contact Person:* Charles Kiernan

Email address: ckiernan@toast.net

Web Site address: www.lvstorytellers.org

Number of students requested: 3 to 6 per event *Minimum age:* 15

Description of service opportunities: Helping at Guild events, collecting tickets, parking assistance and guidance, collecting canned goods at events, set-up and clean-up.

Minimum Time of Service Per Shift or Session: 2 hours

Hours agency is open to community service students: During specific events: StoryFUSION at Northampton Community College on March 30-April 2012, Fright Night at Godfrey Daniels and Little Pond Retreat Center in October.

Dress requirements: Modest, neat and clean, NO graphic t-shirts

Supervision provided by: Guild Members --- Karen Maurer, Charles Kiernan, Mary Wright, Larry Sceurman, Tina Fowler and others designated.

Training and/or orientation: Before each event

Additional information or comments:

This organization is run by volunteers.

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. (Y)

(Parental Waiver is needed if alcohol is served)

RECOMMENDATIONS OF THE ADMINISTRATION – November 21, 2011

Pg. 4

- 4. *Student Discipline – #0952315, #0958318, #0959667, #0968361, #0969711, #0972708, #1010598, #1012637, and #1012638 – Adjudications***

INFORMATION:

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

RECOMMENDATION:

That the Board of School Directors adopts the proposed adjudications relating to Student Numbers 0952315, 0958318, 0959667, 0968361, 0969711, 0972708, 1010598, 1012637, and 1012638.

The administration's recommendations Items #2, 4, 5, 6, 10, 11, 12, 13, 14, 15, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, and 29 were considered together.

RECOMMENDATIONS OF THE ADMINISTRATION – November 21, 2011

Pg. 5

5. *Student Discipline – #0950598, #1003753, and #1009020 – 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 three students in violation of District Policy 233.

RECOMMENDATION:

That the Board of School Directors adopts the waivers relating to Student Numbers 0950598, 1003753, and 1009020.

The administration's recommendations Items #2, 4, 5, 6, 10, 11, 12, 13, 14, 15, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, and 29 were considered together.

RECOMMENDATION OF THE ADMINISTRATION – November 21, 2011**Pg. 6****6. *Keystone STARS*****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 a STAR One, Two, Three, or Four designations. Each STAR designation has its own research-based performance standards or benchmarks that are linked to improving outcomes for children.

This item was reviewed with the Board at the November 7, 2011, Board Curriculum Committee Meeting.

RECOMMENDATION:

That the administration be authorized to submit 2011-2012 support applications for the following child-care centers:

Asa Packer Child Care Center	\$7,088
Calypso Child Care Center	6,300
Fountain Hill Child Care Center	3,150
James Buchanan Child Care Center	9,450
Lincoln Child Care Center	9,450
Miller Heights Child Care Center	14,185
Thomas Jefferson Child Care Center	3,150
William Penn Child Care Center	6,300

The administration's recommendations Items #2, 4, 5, 6, 10, 11, 12, 13, 14, 15, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, and 29 were considered together.

RECOMMENDATIONS OF THE ADMINISTRATION – November 21, 2011**Pg. 7****7. Field Trip Attendance****RECOMMENDATION:**

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

1. Mark Sigmon November 3-5, 2011
 (1 Freedom High School Student)
 States – Girls Tennis Single Competition
 Hershey, Pennsylvania \$647.29

Athletics 3250580

	Amount	Balance
Estimated Expenses:		
<u>Registration, Lodging, Meals, Transportation</u>	\$647.29	\$5,000.00
Lodging = 2/nights @ \$109.89/night x 2 rooms = \$439.56		
Meals = 3/days @ \$20/day x 2 = \$120.00		
Transportation = 86/miles @ \$.555/mile = \$47.73		
Other: Practice Court for 1/hour = \$40.00		
Student qualified for this event after the October 21, 2011, Board meeting.		

DISCUSSION ITEM #7, #8, #9

Director Leeson stated: Items 7, 8, and 9. I'll take 7 first, the field trip attendance. Well I will do all three at first and say a number of these have already occurred and I know you noted that on a few of these but not on all of them, the resignation 7 out of 9 have already occurred. We have three communications per week. We also have four meetings a month. I think there are lots of opportunities to at least give the board this information when these things have occurred before the agenda meeting that was my issue on 7, 8, and 9. On 7, specifically, we have one Freedom high school student and one Liberty high school student for item #2 going to cross country but then we have six people that we are paying for. I think that there are four coaches and as the budget keeps getting tighter and tighter and we're talking about eliminating sports for some students while we are kind of almost over spending for others. I think what we should establish that one coach goes with two kids.

(The digital recorder stopped and the following is a summary of the concerns regarding field trips.) Director Burkhardt did not understand what Director Leeson was referencing regarding the cross country field trip.

Director Leeson clarified that there are six persons attending with four rooms. Dr. Roy clarified that there are two male coaches and two female coaches with one room each plus the two students for a total of six attendees. Director Leeson then questioned the names shown are only two employees. Director Follweiler agreed with Director Leeson's concerns that there needs to be a policy on how many coaches/advisors and how many adults need to attend on student trips. Having been a coach she understands it is difficult to properly supervise students at an event but there needs to be a limit on how many adults we pay for. Director Follweiler then disagreed with the comments on the Ripken Experience trip in that it is not our place to tell the Boosters how to spend their money when they are paying for this trip. I know we are good at doubling up on rooms and carpooling. Director Ortiz asked if there is any reason for having the extra adults. Dr. Donaher explained that the head coach is male and the student is female so they are sending the assistant coach who is female. The only extra cost is for meals since we are already paying for lodging for one male and one female coach. This will also provide better coverage especially with track and field as students may be on different events plus we have different schools to represent the District. Director Leeson also agreed with Director Follweiler's comments and clarified that the Board has established policies on which trips can be taken. The Board does establish that groups can only go out of the country once every two years and the number of days out of school. Ripken is something new and has never been approved. It is the prerogative of the Board to establish if the baseball team can attend this type of event also considering that the Board had a very lengthy conversation about the cheerleaders. Director Burkhardt then had a question about the Freedom Choral PMEA event where it lists substitutes for two employees but only one employee is listed. President Cann asked the administration if they could look into this to see if it is for one or two employees. *(The digital recording resumed.)*

President Cann asked for a roll call vote on Item 1, 3, 7, 8, 9, and 30.

Yea, Directors Amato, Burkhardt, Faccinetto, Follweiler, Leeson, Nay 1 and 7, Yea to 3, 8, 9, and 30, McKeon, Ortiz, Tenaglia – Nay, 1 and 7, Yea to 3, 8, 9, and 30, and President Cann

Motion 1 – Passes 7-2

Motion 7 – Passes 7-2

Motion 3, 8, 9, and 30 – Pass 9-0

RECOMMENDATIONS OF THE ADMINISTRATION – November 21, 2011**Pg. 8****7. Field Trip Attendance****RECOMMENDATION:**

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

2. Jose DosSantos November 4-5, 2011
 Lauretta Dezubay (1 Freedom High School Student and
 Allison Tannous 1 Liberty High School Student)
 Mark Will-Webber States – Cross Country
 Hershey, Pennsylvania Athletics 3250580 = \$730.40
 Substitute Cost = \$104.00
 \$834.40

	Amount	Balance
Estimated Expenses:		
<u>Registration, Lodging, Meals, Transportation</u>	\$730.40	\$5,000.00
Lodging = 1/night @ \$109.89/night x 4 rooms = \$439.56		
Meals = 2/days @ \$20/day x 6 = \$240.00		
Transportation = 91.6/miles @ \$.555/mile = \$50.84		
Substitute Cost = 1 day for Ms. Tannous = \$104.00	\$104.00	
Students qualified for this event after the October 21, 2011, Board meeting.		

3. Michelle Hubbard January 26-28, 2012
 (3 Freedom High School Students)
 PMEA District 10 Chorus Festival
 Bangor, Pennsylvania General Fund 3210894 = \$261.06
 Substitute Cost = \$416.00
 \$677.06

	Amount	Balance
Estimated Expenses:		
Registration, Lodging, Transportation	\$261.06	\$3,000.00
Substitute Cost = 2 days x \$104.00 x 2/employees	\$416.00	

RECOMMENDATIONS OF THE ADMINISTRATION – November 21, 2011**Pg. 9****7. Field Trip Attendance****RECOMMENDATION:**

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

4. Pamela Herrera March 15-19, 2012
 Alicia Zito (26 Freedom High School Students)
 FHS Cheerleaders – AmeriCheer Internationals
 Orlando, Florida \$0.00
 All expenses paid through Cheering Booster Club.
5. Robert Burcin March 22-25, 2012
 Nicholas D'Amico (20 Freedom High School Students)
 FHS Baseball Trip to "The Ripken
 Experience"
 Myrtle Beach, South Carolina 0.00
 All expenses paid through the Patriot Club.
6. May 17-20, 2012
 (1 Freedom High School Student and 1 Liberty High School Student)
 Hugh O'Brian Youth Leadership Seminar
 Philadelphia, Pennsylvania
 General Fund 3210894 (FHS) = \$150.00
 General Fund 3210894 (LHS) = \$150.00
 \$300.00

	Amount	Balance
Estimated Expenses:		
FHS-Registration, Lodging, Meals	\$150.00	\$150.00(*)
LHS-Registration, Lodging, Meals	\$150.00	\$1,000.00(*)
Please note:		
Transportation will be provided by parents.		
Students will be supervised by seminar staff.		
*Pending Budgetary Transfer (5)		

RECOMMENDATIONS OF THE ADMINISTRATION – November 21, 2011 Pg. 10**8. Resignations****RECOMMENDATION:***A. Administrative*

	NAME	ASSIGNMENT	REASON	EFFECTIVE
1.	Zulli, Daniel	East Hills Assistant Principal	Retirement	February 25, 2012

B. Instructional

	NAME	ASSIGNMENT	REASON	EFFECTIVE
1.	DiSipio, Anthony	Nitschmann Science Teacher	Retirement	November 15, 2011
2.	Hines, Jeremy	East Hills Mathematics Teacher	Personal	October 26, 2011

C. Noninstructional

	NAME	ASSIGNMENT	REASON	EFFECTIVE
1.	Audenried, Dale	Bus Driver	Personal	October 17, 2011
2.	Durfee, Stephen	District-wide Support Technologist	Personal	November 15, 2011
3.	Pastula, Nora	Education Center Payroll Assistant	Retirement	November 1, 2011
4.	Paulus, Thomas	Miller Heights (.5) Supplemental Custodian	Personal	November 7, 2011
5.	Roseman, Kathryn	Spring Garden 0-3 Secretary/Clerk, 10 months	Retirement	January 4, 2012
6.	Spairana, Sally	Bus Monitor	Personal	October 6, 2011

DISCUSSION ITEM #7, #8, #9

Director Leeson stated: Items 7, 8, and 9. I'll take 7 first, the field trip attendance. Well I will do all three at first and say a number of these have already occurred and I know you noted that on a few of these but not on all of them, the resignation 7 out of 9 have already occurred. We have three communications per week. We also have four meetings a month. I think there are lots of opportunities to at least give the board this information

when these things have occurred before the agenda meeting that was my issue on 7, 8, and 9. On 7, specifically, we have one Freedom high school student and one Liberty high school student for item #2 going to cross country but then we have six people that we are paying for. I think that there are four coaches and as the budget keeps getting tighter and tighter and we're talking about eliminating sports for some students while we are kind of almost over spending for others. I think what we should establish that one coach goes with two kids.

(The digital recorder stopped and the following is a summary of the concerns regarding field trips.) Director Burkhardt did not understand what Director Leeson was referencing regarding the cross country field trip. Director Leeson clarified that there are six persons attending with four rooms. Dr. Roy clarified that there are two male coaches and two female coaches with one room each plus the two students for a total of six attendees. Director Leeson then questioned the names shown are only two employees. Director Follweiler agreed with Director Leeson's concerns that there needs to be a policy on how many coaches/advisors and how many adults need to attend on student trips. Having been a coach she understands it is difficult to properly supervise students at an event but there needs to be a limit on how many adults we pay for. Director Follweiler then disagreed with the comments on the Ripken Experience trip in that it is not our place to tell the Boosters how to spend their money when they are paying for this trip. I know we are good at doubling up on rooms and carpooling. Director Ortiz asked if there is any reason for having the extra adults. Dr. Donaher explained that the head coach is male and the student is female so they are sending the assistant coach who is female. The only extra cost is for meals since we are already paying for lodging for one male and one female coach. This will also provide better coverage especially with track and field as students may be on different events plus we have different schools to represent the District. Director Leeson also agreed with Director Follweiler's comments and clarified that the Board has established policies on which trips can be taken. The Board does establish that groups can only go out of the country once every two years and the number of days out of school. Ripken is something new and has never been approved. It is the prerogative of the Board to establish if the baseball team can attend this type of event also considering that the Board had a very lengthy conversation about the cheerleaders. Director Burkhardt then had a question about the Freedom Choral PMEA event where it lists substitutes for two employees but only one employee is listed. President Cann asked the administration if they could look into this to see if it is for one or two employees. *(The digital recording resumed.)*

President Cann asked for a roll call vote on Item 1, 3, 7, 8, 9, and 30.

Yea, Directors Amato, Burkhardt, Faccinnetto, Follweiler, Leeson, Nay 1 and 7, Yea to 3, 8, 9, and 30, McKeon, Ortiz, Tenaglia – Nay, 1 and 7, Yea to 3, 8, 9, and 30, and President Cann

Motion 1 – Passes 7-2

Motion 7 – Passes 7-2

Motion 3, 8, 9, and 30 – Pass 9-0

RECOMMENDATIONS OF THE ADMINISTRATION – November 21, 2011 Pg. 11**9. *Leaves of Absence*****RECOMMENDATION:*****A. Instructional***

	NAME	ASSIGNMENT	REASON	EFFECTIVE
1.	Christiansen, Robert	Clearview Academic Integration Specialist	Family Medical Leave of Absence	October 28, 2011, intermittently, until the end of the day on October 28, 2012
2.	Keding, Laura	Broughal Science Teacher	Family Medical Leave of Absence	October 12, 2011, until the end of the day on December 22, 2011
3.	McCann, Julie	Spring Garden Kindergarten/ Reading Teacher	Childrearing Leave of Absence	November 18, 2011, until the end of the day on January 20, 2012
4.	Roeder, Jason	Freedom Social Studies Teacher	Family Medical Leave of Absence	November 21, 2011, until the end of the day on January 13, 2012
5.	Wakeman, Angela	Liberty English Teacher	Childrearing Leave of Absence	January 17, 2012, until the end of the 2011-2012 school year
6.	Wieand, Lindsay	Freedom English Teacher	Family Medical Leave of Absence, continuing/ Childrearing Leave of Absence	Family Medical Leave of Absence continuing from November 1, 2011, until the end of the day on November 21, 2011 Childrearing Leave of Absence to begin November 22, 2011, until the end of the day on December 16, 2011
7.	Zupper, Caren	Farmersville Grade 4 Teacher	Family Medical Leave of Absence/ Childrearing Leave of Absence	November 29, 2011, until the end of the day on March 5, 2012 Childrearing Leave of Absence to begin March 6, 2012, until the end of the 2011-2012 school year

DISCUSSION ITEM #7, #8, #9

Director Leeson stated: Items 7, 8, and 9. I'll take 7 first, the field trip attendance. Well I will do all three at first and say a number of these have already occurred and I know you noted that on a few of these but not on all of them, the resignation 7 out of 9 have already occurred. We have three communications per week. We also have four meetings a month. I think there are lots of opportunities to at least give the board this information when these things have occurred before the agenda meeting that was my issue on 7, 8, and 9. On 7, specifically, we have one Freedom high school student and one Liberty high school student for item #2 going to cross country but then we have six people that we are paying for. I think that there are four coaches and as the budget keeps getting tighter and tighter and we're talking about eliminating sports for some students while we are kind of almost over spending for others. I think what we should establish that one coach goes with two kids.

(The digital recorder stopped and the following is a summary of the concerns regarding field trips.) Director Burkhardt did not understand what Director Leeson was referencing regarding the cross country field trip. Director Leeson clarified that there are six persons attending with four rooms. Dr. Roy clarified that there are two male coaches and two female coaches with one room each plus the two students for a total of six attendees. Director Leeson then questioned the names shown are only two employees. Director Follweiler agreed with Director Leeson's concerns that there needs to be a policy on how many coaches/advisors and how many adults need to attend on student trips. Having been a coach she understands it is difficult to properly supervise students at an event but there needs to be a limit on how many adults we pay for. Director Follweiler then disagreed with the comments on the Ripken Experience trip in that it is not our place to tell the Boosters how to spend their money when they are paying for this trip. I know we are good at doubling up on rooms and carpooling. Director Ortiz asked if there is any reason for having the extra adults. Dr. Donaher explained that the head coach is male and the student is female so they are sending the assistant coach who is female. The only extra cost is for meals since we are already paying for lodging for one male and one female coach. This will also provide better coverage especially with track and field as students may be on different events plus we have different schools to represent the District. Director Leeson also agreed with Director Follweiler's comments and clarified that the Board has established policies on which trips can be taken. The Board does establish that groups can only go out of the country once every two years and the number of days out of school. Ripken is something new and has never been approved. It is the prerogative of the Board to establish if the baseball team can attend this type of event also considering that the Board had a very lengthy conversation about the cheerleaders. Director Burkhardt then had a question about the Freedom Choral PMEA event where it lists substitutes for two employees but only one employee is listed. President Cann asked the administration if they could look into this to see if it is for one or two employees. *(The digital recording resumed.)*

President Cann asked for a roll call vote on Item 1, 3, 7, 8, 9, and 30.

Yea, Directors Amato, Burkhardt, Faccinetto, Follweiler, Leeson, Nay 1 and 7, Yea to 3, 8, 9, and 30, McKeon, Ortiz, Tenaglia – Nay, 1 and 7, Yea to 3, 8, 9, and 30, and President Cann

Motion 1 – Passes 7-2

Motion 7 – Passes 7-2

Motion 3, 8, 9, and 30 – Pass 9-0

RECOMMENDATIONS OF THE ADMINISTRATION – November 21, 2011 **Pg. 12**

9. *Leaves of Absence*

RECOMMENDATION:

B. Noninstructional

	NAME	ASSIGNMENT	REASON	EFFECTIVE
1.	Fernandez, Yaraivette	Broughal Teacher Assistant	Family Medical Leave of Absence	October 10, 2011, until the end of the day on December 22, 2011
2.	Garcia, Orquidea	Broughal General Kitchen Help	General Leave of Absence	October 25, 2011
3.	Pena, Jacquelyn	SPARK Teacher Assistant	Family Medical Leave of Absence	October 6, 2011, until the end of the day on January 17, 2012
4.	Sanchez, Graciela	Freedom General Kitchen Help	General Leave of Absence, continuing	September 23, 2011, until the end of the day on December 16, 2011
5.	Williams, Debra	Spring Garden Teacher Assistant	Family Medical Leave of Absence	November 3, 2011, intermittently, until the end of the day on November 3, 2012
6.	Zavala, Kathryn	Farmersville General Kitchen Help	General Leave of Absence	November 17, 2011, until the end of the day on December 23, 2011

10. *Nominations***RECOMMENDATION:**

**The following instructional staff has been recalled for the 2011-2012 school year.
Salaries are based on the Collective Bargaining Agreement Salary Schedule:**

	EMPLOYEE	ASSIGNMENT	EFFECTIVE
1.	Andreucci, Robert	Nitschmann, Science Teacher	November 7, 2011
2.	Osipower, Andrew	Liberty, Business Teacher	On or after November 22, 2011

The administration's recommendations Items #2, 4, 5, 6, 10, 11, 12, 13, 14, 15, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, and 29 were considered together.

RECOMMENDATIONS OF THE ADMINISTRATION – November 21, 2011**Pg. 13****10. Nominations****RECOMMENDATION:****B. Noninstructional (continued)**

	NAME	ASSIGNMENT	SALARY	EFFECTIVE
1.	Centorame, David	Clearview (.5) Supplemental Custodian	\$9.00 per hour	November 22, 2011
2.	Gonzalez, Ana	Broughal Supplemental Custodian	\$9.00 per hour	November 22, 2011
3.	Ortiz-Fuentes, Irma	Marvine Family Center 0-3 Secretary/Clerk, 12 months	\$14.01 per hour	November 22, 2011

C. Miscellaneous

	NAME	ASSIGNMENT	SALARY
1.	Stoudt, David	Coach – (.5) Assistant Boys Basketball Freedom	\$2,136.00
2.	Traca, Mario	Coach – Head Girls Soccer Liberty	\$5,340.00
3.	Ostapenko, Mark	Coach – Assistant Swimming Liberty	\$4,139.00
4.	Hercik, Michael Ramsey, Elizabeth	Department Chairpersons - Guidance Freedom Liberty	\$2,587.00 \$2,587.00
5.	Millheim, Shelly Ziegler, Jenna	Extracurricular Activity Advisors <i>James Buchanan</i> (.5) Student Council (.5) Student Council	\$169.50 \$188.00
6.	Exceptional students listed on confidential page	Job Training/Work Experience	\$6.25 per hour for the first 60 days \$7.25 per hour thereafter
7.	Barillas, Mary Catherine	Second Language Guide	\$10.40 per hour
8.	Mercado, Laura	Substitute Accountant	\$14.00 per hour

RECOMMENDATIONS OF THE ADMINISTRATION – November 21, 2011 Pg. 13.1**10. *Nominations*****RECOMMENDATION:***C. Miscellaneous (continued)*

	NAME	ASSIGNMENT	SALARY
9.	Konkolics, William	Substitute Assistant Transportation Supervisor	\$25.00 per hour effective November 22, 2011

RECOMMENDATIONS OF THE ADMINISTRATION – November 21, 2011 Pg. 14**10. *Nominations*****RECOMMENDATION:***D. Substitutes*

INSTRUCTIONAL	
Borso, Nathan	Lavin, Helen
Fishbein, Jodie	Pontician, Jessica
Greenawald, Keri	Ranieri, Heather
Higgins, Jill	Smith-Sumpter, Evelyn
Hottle, Joan	Wells, Tamara
Hurlburt, Jennifer	Wyrick, Danielle
Jansen, Sarah	Zulli, Ashley
Koufalis, Kristina	

NONINSTRUCTIONAL	
Centorame, David	Olmeda, Samuel
Conklin, Qiang	Ortwein, Joshua
Georges, Daniel	Rodriguez, Maureen
Holmes, Sharon	Vasquez, Anna

11. *Reassignments*

RECOMMENDATION:

A. Instructional

	NAME	FROM/TO	SALARY	EFFECTIVE
1.	Shook, Rachel	From: Northeast, (.3) Gifted/ (.4) Mathematics To: Northeast, (.3) Gifted/ (.7) Mathematics	\$50,918 Master's, Step 8	November 22, 2011

The administration's recommendations Items #2, 4, 5, 6, 10, 11, 12, 13, 14, 15, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, and 29 were considered together.

RECOMMENDATIONS OF THE ADMINISTRATION – November 21, 2011 Pg. 15

12. *Authorization to Add Positions*

INFORMATION:

Due to the increased numbers of Special Education students at James Buchanan Elementary School and Asa Packer Elementary School, the school district is recommending the following:

1. Add a .5 teacher to support special education students at James Buchanan Elementary School.
2. Add a .5 teacher assistant to support special education students at Hanover Elementary School. Hanover is shifting .5 of the current 1.0 special education teacher at Hanover to support students at Asa Packer Elementary School due to Asa Packer's increased special needs population.

This information was reviewed with the Board at the November 14, 2011, Board Human Resources Committee Meeting.

RECOMMENDATION:

That the administration be authorized to add a .5 teacher at James Buchanan Elementary School and a .5 teacher assistant at Hanover Elementary School due to increased special needs population.

The administration's recommendations Items #2, 4, 5, 6, 10, 11, 12, 13, 14, 15, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, and 29 were considered together.

RECOMMENDATIONS OF THE ADMINISTRATION – November 21, 2011 Pg. 16

13. *Professional Employee Status for Teachers*

RECOMMENDATION:

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

EFFECTIVE: September 23, 2011

Kenney, Joseph

Farmersville, Grade 4 Teacher

EFFECTIVE: September 29, 2011

Kise, Alfred, Jr.

District-wide, Educational Support Teacher

The administration's recommendations Items #2, 4, 5, 6, 10, 11, 12, 13, 14, 15, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, and 29 were considered together.

RECOMMENDATIONS OF THE ADMINISTRATION – November 21, 2011 Pg. 17

14. *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 2011-2012 school year.

RECOMMENDATION:

That the administration be authorized to place the following employees on the appropriate salary lane in accordance with the Collective Bargaining Agreement effective September 1, 2011:

MASTER’S

O’Donnell, Amanda – Fountain Hill Elementary School

MASTER’S +15

Redline, Jessica – Fountain Hill Elementary School

Shumanis, Lyn – Clearview Elementary School

The administration’s recommendations Items #2, 4, 5, 6, 10, 11, 12, 13, 14, 15, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, and 29 were considered together.

RECOMMENDATIONS OF THE ADMINISTRATION – November 21, 2011 Pg. 18

15. *Memorandum of Understanding Between the Board of School Directors and the Bethlehem Area Educational Support Personnel Association*

INFORMATION:

The contract language relative to bumping within the Educational Support Personnel Contract was discussed with the Bethlehem Educational Support Personnel Association and the District to clarify future staffing reductions regarding technical assistants.

This item was reviewed with the Board on November 14, 2011, at the Board Human Resources Committee Meeting.

RECOMMENDATION:

That the attached Memorandum of Understanding between the Board of School Directors and the Bethlehem Area Educational Support Personnel Association be approved as presented.

The administration's recommendations Items #2, 4, 5, 6, 10, 11, 12, 13, 14, 15, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, and 29 were considered together.

**MEMORANDUM OF AGREEMENT
BETWEEN
BETHLEHEM AREA SCHOOL DISTRICT BOARD OF
DIRECTORS
AND
BETHLEHEM AREA EDUCATIONAL SUPPORT PERSONNEL
ASSOCIATION**

WHEREAS, The Board of Directors of the Bethlehem Area School District (Board) and Bethlehem Area Educational Support Personnel Association (Union) have entered into a Collective Bargaining Agreement and,

WHEREAS, The parties wish to clarify contract language relative to bumping within the Educational Support Personnel Contract,

THEREFORE, Be it resolved that the parties agree to the following:

1. In cases of potential future staffing reductions within the teacher assistant group, the technical assistants will be skipped given the specific technical requirements of those positions.

BETHLEHEM AREA SCHOOL
DISTRICT

BETHLEHEM AREA SUPPORT
PERSONNEL ASSOCIATION

WITNESS

WITNESS

RECOMMENDATION OF THE ADMINISTRATION – November 21, 2011

Pg. 19

16. *Board Policy 006 – Meetings – Second Reading*

INFORMATION:

A revision to the Minutes section of Board Policy 006 – Meetings has been revised to reflect the procedure currently being used to record, transcribe, distribution, and posting of minutes of all Board meetings.

The first reading of Board Policy 006 occurred at the November 14, 2011, Board Human Resources Committee Meeting.

DISCUSSION ITEM #16 – BOARD POLICY 006

Director Leeson stated: Discussion Item #16 – The meetings. This is a question for the solicitor. I know we have had difficulty with do over votes and in the current policy L in our policy, says 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 and I thought that (page 2 of 12, under meetings, second page L) and its parliamentary authority of meetings and I know we have had an opinion that we could have anyone bring up a vote for reconsideration after the meeting has adjourned and I am wondering how that fits in to this particular policy.

Atty. Spry stated: This is part L which the motion and the second has to be by members who are in the majority and my ruling was that a motion for reconsideration is a motion at the same meeting, once the meeting adjourns, no board member is precluded from bringing the issue up at a separate meeting.

Director Leeson stated: I am questioning how this limits to only at the meeting. I don't see where this policy limits only to at the meeting.

Atty. Spry stated: I think a motion for reconsideration under Robert's Rules is only applicable to once a meeting has started and at the time that the meeting concludes I think any board member at another meeting would have the right to bring the same issue up.

Director Leeson stated: I guess I am not following where that authority would come from.

President Cann stated: I understand what you are saying Director Leeson, that when you read it doesn't say all these things apply to during the same meeting. If you read it in total, you get the sense that we are talking about during the course of a meeting, but it certainly wouldn't hurt to elaborate that.

Atty. Spry stated: Director Leeson, my opinion is that a motion for reconsideration only applies at a meeting that any board member at a later meeting at a separate time has the right to bring up any issue even if it was voted on at another meeting.

Director Leeson stated: Then what is the purpose to voting. I mean how do you have conclusion to any issue, if it can be revoted on over and over and over again. I thought the idea is you bring it to a vote, once the vote is taken, then it is adopted.

Atty. Spry stated: I think a board member has a right to change their mind if it is at another meeting. It could be based upon additional information, it could be the changing of a mind. That is the reason. I don't think the motion for reconsideration under the parliamentary rules applies to separate meetings, I think that the parliamentary rules are intended to be a series of rules to operate at a meeting.

Director Leeson stated: So, then nothing, no vote, is final, there is nothing, I don't understand the purpose to the vote then because nothing, if you can continue to reconsider and then there is no finality.

Atty. Spry stated: I suppose that is true other than for a contract if the board votes to enter into a contract, I don't think that it could aggregate the contract, but I suppose you are right, that theoretically a school board member could change his or her mind and bring up another vote at another meeting.

President Cann Stated: Director Leeson when we had discussed this before in various contexts, I read through Robert's Rules in depth and any part I could find that related to this and I do agree with Atty. Spry, it seemed to me that what it was saying is every day is a new day and the only requirement would be, you say a vote would never be final, it is final unless a majority of the board changes. So that is the protection, it has to be a majority of the board that would change it and that Robert's Rules was reluctant to say if a month from now a majority of the board felt a certain way that was different from what they felt a month prior, that a majority of the board would have absolutely no power to take action, so that on any given day, its majority rule. And although it seems to make votes a little tenuous, I think we have to have confidence in our board members that it wouldn't be willy nilly that it would only be re taken up for a good reason and then it would only change if the majority desired it to change.

Director Leeson stated: I don't see this process being used in other municipal voting arenas where they have this constant reconsideration of votes. I think that once a vote is taken that is it and it seems as if we have gone to this in more recent times.

President Cann stated: If other municipalities use Robert's Rules, it is available to them, but I am thinking that just because of people's normal discretion and intelligence it wouldn't happen on a regular basis, because there wouldn't be reason for it. My reading of Robert's Rules agrees with Atty. Spry that it is available to people under that, it doesn't mean that it is a good idea, but it is available.

Director Ortiz stated: I think it is a right of every board member, people could change their mind. Because they have additional information so I think like you say they are not going to use it constantly, but I believe it is there and it should be there.

President Cann stated: At any given case it may not be advisable, it may not be prudent, but it is available if the occasion arises that a majority has decided.

No. 006

BETHLEHEM AREA SCHOOL DISTRICT

First Reading – November 14, 2011, Board Human
Resources Committee Meeting
Second Reading – November 21, 2011, Regular
Board Meeting

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEETINGS

ADOPTED: November 15, 2004

REVISED: November 16, 2010

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

SC 508	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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006. MEETINGS - Pg. 3

	s. Any two (2) members may require the recording of the yeas and nays on any subject or question, irrespective of whether the subject matter under discussion be such as shall require the recording of the yeas and nays under the provisions of the School Code. t. The first person recognized by the President as desiring to speak shall have the right to the floor. u. To allow ample time for full consideration before Board meetings, any new proposals by Board members at meetings shall be laid on the table or deferred until the next regular or special meeting unless it is clearly shown that immediate action on the proposal is essential.
SC 422	Section 2. <u>Quorum</u> 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.
SC 405, 426, 427, 428	Section 3. <u>Presiding Officer</u> 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.
65 Pa. C.S.A. Sec. 703, 709	Section 4. <u>Notice</u> Notice of all open public Board meetings, including committee meetings and discussion sessions, shall be given by publication of the date, place, and time of such meetings in the newspaper(s) of general circulation designated by the Board and the posting of such notice at the administrative offices of the Board.
65 Pa. C.S.A. Sec. 703, 709	a. Notice of regular meetings shall be given by publication and posting of a schedule showing the date, place and time of all regular meetings for the fiscal year at least three (3) days prior to the time of the first regular meeting.
65 PA. C.S.A. Sec. 703, 709	b. Notice of all special meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property.

006. MEETINGS - Pg. 4

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

006. MEETINGS - Pg. 5

	The agenda for the regular meeting is delivered electronically 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. b. Order Of Business The order of business for regular meetings shall be as follows, unless altered by the President or a majority of those present and voting: Roll Call Pledge of Allegiance Silent Meditation Instructional Report or Student Recognition Courtesy of the 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 Open Forum Adjournment Regular meetings will contain a pre and post Courtesy of the Floor. The first Courtesy of the Floor will pertain to matters on the regular Board agenda. The second Courtesy of the Floor will deal with matters pertaining to school district business. Section 6. <u>Special Meetings</u>
65 PA. C.S.A. Sec. 701 et seq	Special meetings shall be public and may be called for special or general purposes.
SC 426	The President may call a special meeting at any time. Upon the President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the Board members.

006. MEETINGS - Pg. 6

65 PA. C.S.A. Sec. 701 et seq Pol. 903	No business shall be transacted at any special meetings except that named in the call sent to the members for such special meetings; provided, that special meetings may be called for general purposes. All special meetings of the Board shall be at a place to be determined and advertised. The following shall be the order of business: - Roll Call - Pledge of Allegiance - Silent Meditation - Courtesy of the 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 - Open Forum - Adjournment Section 7. <u>Hearing Of The Public</u> A member of the public present at a Board meeting may address the Board in accordance with law and Board policy and procedures. Section 8. <u>Voting</u> All motions shall require for adoption a majority vote of those Board members present and voting, except as provided by statute or Board procedures. All votes on motions and resolutions shall be by voice vote unless an oral roll call vote is requested by the President or another Board member. a. The following actions require the unanimous consent of all the remaining members of the Board: 1. Appoint as attorney or solicitor for the Board a school director who has served for two (2) consecutive terms of four (4) years each after resigning office. 2. Appoint as Secretary to the Board of a district of the second class a school director who has resigned his/her office.
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	b. The following actions require the recorded affirmative votes of two-thirds of the full number of Board members:
SC 609, 687	1. Transfer of budgeted funds.
SC 687	2. Transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another.
SC 634	3. Incur a temporary debt or borrow money upon such obligation.
SC 687	4. Incur a temporary debt to meet an emergency or catastrophe.
SC 324	5. Elect to a teaching position a person who has served as a Board member and who has resigned.
SC 707	6. Convey land or buildings to the municipality co-terminus with the school district.
SC 803	7. Adopt or change textbooks without the recommendation of the Superintendent.
SC 1129	8. Dismiss, after a hearing, a tenured professional employee.
SC 671	9. Fix the fiscal year to begin on the first day of January.
	c. The following actions require the recorded affirmative votes of a majority of the full number of Board members:
SC 508	1. Fixing the length of school term.
SC 508 Pol. 108	2. Adopting textbooks recommended by the Superintendent.
SC 508, 1071, 1076	3. Appointing the district Superintendent and Assistant Superintendent(s).
SC 508	4. Appointing teachers and principals.
SC 508 Pol. 604	5. Adopting the annual budget.
SC 508 Pol. 005, 606	6. Appointing tax collectors and other appointees.

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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 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.

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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: a. The date, place, and time of the meeting. b. The names of Board members present. c. The presiding officer. d. The substance of all official actions. e. Actions taken.
65 Pa. C.S.A. Sec. 705	f. Recorded votes and a record by individual members of all roll call votes taken. g. The names of all citizens who appeared officially and the subject of their testimony.
SC 407	The Board Secretary shall provide each Board member with a copy of the minutes of the last meeting prior to the next regular meeting.
SC 433	The minutes of Board meetings shall be approved within two (2) months and signed by the Board Secretary.
SC 407 Pol. 801	All Board meetings are ~~tape~~ digitally recorded and the tapes are kept for two (2) years. The ~~tapes~~ recordings are transcribed by the Board Secretary's office and reduced to minute form for Regular Board Meetings, Special Board Meetings, Budget Workshops, and Budget Hearings. ~~Twenty (20) copies of the minutes are run and are distributed to Board members, the solicitor, the Superintendent, and other key administrative personnel.~~ When the minutes are completed, they are placed on a secure area on the District's website for the Board members to review prior to approval at a Board Meeting. A copy of the permanent Minute

006. MEETINGS - Pg. 10

	Book is kept on file in the Office of the Board Secretary, and are available on the District's website. The recordings of Board Committee Meetings are transcribed by the Cabinet member's office in charge of that committee and are reduced to an overview format of the Committee Meeting. When the committee minutes are completed, they are emailed electronically for the Board members to review prior to approval at a Board Meeting. A copy of the committee minutes are kept on file in the appropriate Cabinet member's office and are also available on the District's website.
65 Pa. C.S.A. Sec. 703, 709 Pol. 006	Section 10. <u>Adjournment</u> 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.
65 Pa. C.S.A. Sec. 707, 708	Section 11. <u>Executive Session</u> The Board may hold an executive session, which is not an open meeting, before, during, at the conclusion of an open meeting, or at some other time. The presiding officer shall announce the reason for holding the executive session; the announcement can be made at the open meeting prior to or after the executive session. The Board may discuss the following matters in executive session: a. Employment issues. b. Labor relations. c. Purchase or lease of real estate. d. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation. e. Matters that must be conducted in private to protect a lawful privilege or confidentiality. Official actions based on discussions held in executive session shall be taken at a public meeting.

006. MEETINGS - Pg. 11

65 Pa. C.S.A. Sec. 701 et seq Pol. 006	Section 12. <u>Work Sessions</u> 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.
Pol. 006	A meeting of the Committee of the Whole, not regularly scheduled, may be called at any time by the President; the President shall call such a meeting when requested to do so by Board members. Public notice of the meeting shall be made in accordance with Pol. 006, 4.b.
65 Pa. C.S.A. Sec. 703, 709	The Board Secretary shall provide notice of a meeting of the Committee of the Whole as per the notice provisions of Board procedures.
	Section 13. <u>Committee Meetings</u>
65 Pa. C.S.A. Sec. 703, 709 Pol. 006	a. 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.
	b. Committee meetings will contain a pre and post Courtesy of the Floor of ten (10) minutes each pertaining to agenda items and matters that may come before that committee.
65 Pa. C.S.A. Sec. 701 et seq	c. 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.
	d. 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.
	e. Unless held as an executive session, committee meetings shall be open to the public and the Superintendent. A majority of the Board or the chairperson may invite employees, consultants, or other persons who have special knowledge of the area under discussion.

006. MEETINGS - Pg. 12

	References: School Code – 24 P.S. Sec. 212, 224, 324, 405, 407, 408, 421, 422, 423, 426, 427, 428, 433, 508, 514, 518, 609, 621, 634, 665, 671, 687, 702, 707, 708, 803, 1071, 1075, 1076, 1077, 1080, 1111, 1129, 1503 Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq. Board Policy – 003, 004, 005, 006, 107, 108, 604, 605, 606, 610, 612, 801, 903
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RECOMMENDATION OF THE ADMINISTRATION – November 21, 2011**Pg. 20****17. *Board Policy 625 – Procurement – Second Reading – Approval*****INFORMATION:**

Board Policy 625 – Procurement has been created to reflect a new process which the District is implementing. The Board approved a Resolution at the October 17, 2011, Regular Board Meeting to participate in the EasyProcure Program, which is endorsed and sponsored by PSBA, PASA, and PASBO beginning in January 2012. This program allows the District to use procurement cards for permissible purchases and/or services to be purchased for the official use of the District by designated employees to improve the efficiency of purchasing activities, reduce processing expenses, improve controls for small-dollar purchases, and streamline vendor payment.

The first reading of Board Policy 625 occurred at the November 14, 2011, Board Human Resources Committee Meeting.

DISCUSSION ITEM #17 – BOARD POLICY 625

Director Leeson stated: I don't think any further discussion is going to change it at this point, so I'll move on to the next issue and that is the Procurement and I know at the last time we discussed this, I in particular spoke about the amount of money that we are talking about for the procurement cards and we are still listing \$4,000 as a limit and we are considering giving these cards to a number of people and I think that you are going to have a very high exposure that again, I'll reiterate that I think you should be starting with a much lower limit before moving to the \$4,000 limit on the procurement cards.

Director Follweiler stated: I fully agree with Director Leeson, I think that \$4,000 is a very high amount, I know I missed the last discussion that we had on this, but in the first discussion before it became a policy I know I was very surprised to see that that high dollar amount, personally I was thinking more in the \$500 range. So, I know this is a second reading but before final vote on that I would be very much in favor of lowering that dollar amount.

Dr. Roy stated: I think I will ask Mrs. Gober to address that because we did discuss it at the last meeting in part I will just start by saying that we are going to start with a small number of people with cards and each card would have its own limit set and even within that merchandize code, so you can only purchase certain things with that card even within a store. But the reason for the \$4,000 was to only certain cards allow us to take full advantage of the program and I will let Mrs. Gober address those details.

Mrs. Gober stated: And that is correct. Just because that maximum is in there, does not mean that any individual or that all individuals will have that limitation. We can set per charge transaction limits. We can set per day limits and we can set per month limits that will vary based on the individual based on their need and based on their special circumstance. The higher limits would be reserved for an administrative purchase,

perhaps as an example, a technology purchase where we would be able to utilize the card to pay for a technology purchase and receive the rebate in the same fashion that we would have already gone through of purchase order process and approval cycle but using the procurement card would allow us to enjoy a rebate on that purchase in addition to simply saving funds by paying them through a prepay check. It is not the intention that every card holder would have that access or that authority.

Director Follweiler stated: Just before I vote on it, I am going to read it a little tighter and make sure that in my mind I am positive there is little room for misuse.

Director Leeson stated: It would be very simple to change line one under page 2 under purchases, single transaction dollar limit up to \$4,000, individuals and limits will be approved by the board and that way you would have control over the amount of money that was being authorized and you could keep a little tighter control again in the beginning and allowing as you saw it operating you could then allow for more usage.

Director McKeon stated: I am concerned that we are now getting into the realm of micromanaging. I think we should leave it to the administration to set their request – their request right now is \$4,000, I understand the rationale if all nine of us had procurement cards, each of might have a different spending authority and the concerns I have are on the other piece of making sure that all that information is captured and we don't have that misuse, but I can honestly picture as Mrs. Gober said, somebody in the administration going out and getting 10 iPads because there was an urgent need for it somewhere and that was the quickest way to do that or even maintenance needing a motor that is going to be quite expensive, but the person next to him may be limited to \$100 total transaction, so I don't want to get into the micromanaging piece.

Director Faccinetto stated: I agree with Director McKeon to an extent that I don't think the board needs to get into approving who get the cards, I think that is the duty of the administration and the business office, if we want to debate the amount, I would entertain that to some point, but I don't think we need to be that involved in it.

Director Amato stated: I agree with this not micromanaging this. We have to have some faith in our administrators. What we are saying is that we don't have faith in them and what they are going to spend with this card. I agree Director McKeon, it is getting down to micromanaging everything and the board has to approve this and approve that and that is just saying that we don't have any faith in our administrators, then that is not the way we want to go.

Director Ortiz stated: I was going to comment that same thing but also I think what they are trying to do is to speed up the process and if it goes back to the board it is just going to slow again the process. We have to have some faith in our administrators.

Director Leeson stated: This is not an issue of micromanagement, credit cards have gotten a number of school districts into difficulties and into problems, we are not talking about one card, we're not talking about one administrator carrying one card, you are talking about a large number of cards potentially at one point going out into the hands of a number of people, not all of them being administrators. And although I think the idea of having different card limits, I think the board should be aware at all times how much money is exposed and how much is out there. I am not interested in picking and choosing who gets the cards, that wasn't the point, but I do think that the board should be able to see are there 20 cards out there at \$4,000, are there 10 cards at \$100 and 2 at \$4,000, that you know what your exposure is at all times. I think quite frankly this is not micromanagement,

this is the responsibility of the board to manage the finances of the district and to know what your exposure is at any time.

Mrs. Gober stated: Certainly that information would be available upon request at anytime, it can be provided. And again I just want to clarify that these are not credit cards, they are procurement cards that have far tighter controls and far greater restrictions than what a credit card would provide in terms of actually being able to restrict even the product type and the store in which it is being purchased, so I would not be sitting here recommending outright credit cards because I agree that that is not a prudent measure for the district at this time. Procurement cards are inherently far more restricted by their nature.

Director Amato stated: Director Leeson you can call whatever you want or not call it whatever you want, we are to the point where we just don't have any faith in the people that are going to get these cards and we can see it very easily we check and we get all kind of data every month and we see somebody abusing something or a group of people abusing something the board can take action with it and go back to the administrators that have given these cards out. So let's have a little faith in what we are doing, not always questioning and I again agree, Gene, I don't care what we want to call it, but it is getting down to the point, that our administrators can't do anything until they get a pat on the back from us and say yes, go ahead and that is not the way to run a business.

President Cann stated: I would advocate one of the changes that Director Leeson said in Item labeled 1 – single transaction dollar limit up to \$4,000 just as a matter of form because otherwise it looks like every single one is a \$4,000 limit. I would insert the up to, I need to get a consensus for what the administration should bring back for the third reading.

Director Follweiler stated: In the very first paragraph, the fourth line down, it says, by designating employees to improve efficiencies of purchase activity, reduce processing expenses, improve controls for small dollar purchases and streamline vendor payment. I don't consider \$4000, a small dollar purchase, so I would change that wording, if that were the limit. I do agree that most of this procedure alludes to the fact that they have to follow other policies that means, the purchase has to be approved in advance, but it is inconsistent to say small dollar purchases in the first paragraph and then have \$4,000 as the limit.

President Cann stated: I don't agree that it is inconsistent because that is just one of the purposes of using the procurement cards, it doesn't have to be the purpose every time, so that is one of the purposes, another purpose is streamline vendor payments.

Director Follweiler stated: It doesn't say or, it says and.

President Cann stated: But it make sense in this context that these are the various reasons that they are for. I mean if you want to have and/or.

Director Follweiler stated: I would just clean that up because that is not what it says. It says, need employees to improve efficiency of purchases, activities, reduce processing expenses, improve controls for small dollar purchases and streamline vendor payments indicating that all of those criteria would be fulfilled with the card. Which I don't disagree with. I just think that that \$4,000 is a high amount and I don't disagree that there may be that singular purchase in a year that might need that, but that is not a small dollar purchase.

Dr. Roy stated: I think on that particular point, I don't think we're saying that a \$4,000 is a small dollar purchase, but the idea of improving controls for small dollar purchases, when people are using petty cash or paying themselves, bringing receipts back, those small cash purchases, this would improve controls over those small dollar purchases. So if it would increase our comfort level to say improve controls for purchases that is true too. That was just focused on those small petty cash type purchases that are made regularly.

Director Follweiler stated: Don't get me wrong, I think there is a definite place for procurement cards. I am not against the philosophy, I just think that is some more tightening of the wording that needs to be done to make it clear.

President Cann stated: Would you be satisfied if it would say and/or?

Director Follweiler stated: I would just take the word small dollar out.

President Cann Stated: Small dollar purchases was one of the big points of having these procurement cards. That is like kind of the reason.

Director Follweiler stated: Then I can send something before the next reading but just a way to make that clarified that that is not just small dollar.

Mrs. Gober stated: It would be limited to small dollar.

Director Follweiler stated: Right, so just if we can clean that working up that would be helpful.

President Cann stated: Maybe improve controls for small dollar and other purchases. Is there anyone that does not agree to that change going on for the third reading.

We all agree to the change of up to \$4,000 going in for the third reading.

Is there any other change that a majority of the board would like to see for the third reading.

Director Leeson stated: I just want to point out that for those who were concerned about micromanagement, that it already states that the board shall approve the list of employees authorized to issue district procurement cards so that list should be coming to you any way, but also it says that we will purchase insurance for the misuse of the cards and by the way it is also specified that this is a corporate charge card. But what is the cost of the insurance going to be?

Mrs. Gober stated: We already have coverage within our general liability policy for such kind of fraudulent measures whether it be through a purchase order, through a petty cash transactions, or any other commitment that an employee would make for the district in a fraudulent manner.

No. 625

BETHLEHEM AREA SCHOOL DISTRICT

First Reading – November 14, 2011, Board

Human Resources Committee Meeting

Second Reading – November 21, 2011, Regular Board Mtg.

SECTION: FINANCES

TITLE: PROCUREMENT

ADOPTED:

REVISED:

	625. PROCUREMENT CARDS
1. Authority	The Board approves the use of procurement cards for permissible purchases and/or services to be purchased for the official use of Bethlehem Area School District by designated employees to improve the efficiency of purchasing activities, reduce processing expenses, improve controls for small-dollar purchases, and streamline vendor payment. The Board directs the administration to establish safeguards to prevent misuse of such cards. The Board shall approve the list of employees authorized to issue district procurement cards. The Board shall purchase adequate insurance coverage for procurement card misuse.
2. Definition	Procurement Card - A corporate charge card designed to reduce the cost and administrative burden of small-dollar purchases.
3. Delegation of Responsibility	A list of authorized users of procurement cards shall be maintained in the business office and shall include employees in designated positions.
	All use of procurement cards shall be supervised and monitored on a regular basis by the Building Principal/Supervisor and Business Office who shall ensure the use of such cards is in accordance with the funds budgeted for this purpose.
	Proper accounting measures for the use of procurement cards shall be developed, distributed, implemented, and monitored by the Business Office.
	An employee authorized to use a procurement card shall maintain adequate security of the card while it is in his/her possession. Under no circumstances may the card be used by another individual.
4. Guidelines	Each employee using a district procurement card shall sign a card usage agreement and receive training on applicable policies and procedures.
	Procurement cards shall be used only for authorized district purchases and shall not be used for personal purchases or other use that is contrary to laws, regulations or internal policies. The district retains the authority to revoke any procurement card used for unauthorized or personal purposes.
Policy 317, 417, 517	Violations of this policy by an employee shall result in disciplinary action, in accordance with Board policy.
	The established procedure for processing purchases by employees using procurement cards shall be as follows:

625. PROCUREMENT CARDS – Pg. 2

School Code 510, 751, 807.1 Board Policy 317, 417, 517	1. Employee deals directly with the “authorized” vendor, for any disputed transactions including sales tax. 2. Business office receives the consolidated invoice for payment. 3. Cardholder verifies receipt of purchased items, reconciles the billing statement with purchases, attaches receipts, and signs as correct. 4. Supervisor assigns appropriate account code, reviews the reconciled statement and signs to indicate approval, with receipts attached. 5. Business office will conduct random audits of cardholder statements to justify purchases. Purchases on his/her assigned procurement card by an individual employee shall not exceed the following: 1. Single transaction dollar limit \$4,000. A. Utilities or standard recurring payments initiated by the Board Secretary & Treasurer for improved efficiency shall be permitted above this limit as outlined in Policy 616§2. 2. Budget cycle limit established yearly. The following list includes but is not limited to items authorized for purchase, without obtaining bids or quotes, by employees using procurement cards: 1. Stationery, office supplies 2. Minor repair items 3. Computer equipment, parts and accessories 4. Food for use in curriculum 5. Food and specialty items for cafeteria 6. Industrial arts supplies 7. Recurring utility bills 8. Sheet music 9. Other authorized classroom materials Procurement cards shall not be used for purchases that could be anticipated at the beginning of the school year and would circumvent the required bidding process.
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RECOMMENDATION OF THE ADMINISTRATION – November 21, 2011

Pg. 21

18. *Board Policy 701.1 – Naming of Facilities – Third Reading – Approval*

INFORMATION:

After Board discussions at the August and September Board Human Resources Committee Meetings, Board Policy 701.1 – Naming of Facilities has been revised to provide a more detailed policy by incorporating the provisions and distinctions of naming rights with regard to Naming Rights in Consideration, Naming Rights in Recognition, Granting Naming Rights, Transferability, Limit of Naming Rights, and Early Termination of Naming Rights.

The first reading of Board Policy 701.1 occurred at the October 10, 2011, Board Human Resources Committee Meeting. The second reading occurred at the November 14, 2011, Board Human Resources Committee Meeting.

RECOMMENDATION:

That the Board of School Directors approves the revisions to Board Policy Number 701.1 – Naming of Facilities which is attached.

DISCUSSION ITEM #18

Director Leeson had concerns regarding the wording of the policy Item 18 – Board Policy 701.1 – Naming of Facilities. Under Authority, once a facility property has been officially named it shall not be renamed except for compelling reasons to be determined by the board. I didn't think that we were going to have this basically unlimited time period for the naming of facilities.

President Cann stated: I don't remember anybody objecting to it and saying we could only do it for a certain length.

Mr. Giordano stated: In our discussions on this, what I am remembering was that the board wanted the ability to change the name or remove a naming right for compelling reasons, which we didn't necessarily define but I am not remembering any compunction on the part of the board to say we would only name a facility or a part of a facility for a set amount of time. That is why that is not there.

Director Leeson stated: I believe Mr. Giordano when you brought it to us initially, you said that you would bring us various different types of proposals and that we might want to look at limiting the time period in which

a name would be associated with any particular area or building or whatever. I don't know that we have any further conversation after that, but I do think that the concept was thrown out and then I don't believe we continued with any discussion afterwards. So, I am not sure particularly when we were looking at the financial agreements that we were thinking there would be a time period established for financial consideration.

Mr. Giordano stated: As each contract is developed for the naming rights in consideration that would probably become part of each particular contract.

Director Leeson stated: And I don't have a problem with that, but here it is stating that once it has been officially named, it shall not be renamed except for compelling reasons. So I am saying I am not sure that that is necessarily consistent with saying that it will be in the contract basically.

Dr. Donaher stated: Director Leeson I think the phrase that you are referring to would be within the terms of the contract.

Director Leeson stated That is not what it says.

Dr. Donaher stated: So if it is a 10 year contract, if that is done on the contract, then unless there were compelling reasons, within those 10 years to change the name, you wouldn't unless the board felt there would need to be action.

Director Leeson stated: That would be fine if that is the determination but that is not what it says. It just says that once it is officially named it shall not be renamed except for compelling reasons to be determined by the board. And so I am saying I think that needs to be re written if the intent is within the contract.

President Cann stated: I agree with what Mrs. Leeson is saying. It would seem contradictory to say that in a particular contract you could say it is limited and then have this in the policy as saying that it is not limited.

Mr. Giordano stated: So, what are the options here. Adopt it assuming that we will.

Director Leeson stated: I make a motion to table this Director Leeson stated: I don't think any further discussion is going to change it at this point, so I'll move on to the next issue and that is the Procurement.

President Cann stated: So we have motion and a second to table. All in favor say aye, One opposed by Director Faccinetto.

Motion to Table – Item #18 - Passes 8-1

No. 701.1

BETHLEHEM AREA SCHOOL DISTRICT

First Reading- October 10, 2011, Board Human
Resources Committee Meeting
Second Reading – November 14, 2011, Board
Human Resources Comm. Meeting
Third Reading – November 21, 2011, Regular
Board Meeting

SECTION: PROPERTY

TITLE: NAMING SCHOOL DISTRICT
FACILITIES

ADOPTED: March 19, 2007

REVISED:

701.1. NAMING SCHOOL DISTRICT FACILITIES	
1. Purpose	The purpose of this policy is to establish the criteria and procedures for granting naming rights in relation to school district facilities and property. This policy establishes an equitable process by which the Board of School Directors can assume its responsibility for naming school facilities.
2. Authority	Prior to formal action by the Board, the nomination shall be referred to the Superintendent and followed by review of the Facilities Committee. Subsequent to discussion and consideration, the committee, if the nomination is found to be acceptable, will make a recommendation on the nomination to the Board for formal action. The Board of School Directors or its designee shall determine and/or approve the naming title, all design considerations such as colors, shapes, and sizes along with the location of any and all signage or fixtures to be displayed in and/or on school facilities and/or equipment. Once a facility/piece of property has been officially named, it shall not be renamed except for compelling reasons to be determined by the Board. The district shall not grant a naming right without the informed consent of the named party or the named party's legal representative. The Board deserves the right, in all cases, to refuse to name a particular facility/piece of property.
3. Guidelines	There are two (2) circumstances in which naming rights may be granted: Naming Rights In Consideration and Naming Rights In Recognition. The following criteria may be considered when naming school facilities: <u>Naming Rights In Consideration</u> “Naming Right In Consideration” is in consideration of financial contributions, sponsorship or other commercial transactions. Naming rights may be granted in return for provision to the district of an appropriate financial contribution or sponsorship, including provision or supply of equipment, materials, land or services.

701.1. NAMING SCHOOL DISTRICT FACILITIES - Pg. 2

	It is expected that a specific agreement about the nature of naming right would be drawn up between the parties or their representatives, such agreement to be governed by the provisions of this policy. All such agreements are subject to the district's requirements for contracts, as set forth in the School Code and related regulations, including bidding requirements for district contracts. Nothing in this policy shall be construed as to provide a provider of goods, services or financial contributions as an automatic naming right. All such rights are subject to the Board approval under the terms of this policy. <u>Naming Rights In Recognition</u> "Naming Rights In Recognition" is in recognition of any significant contributions to the district that it wishes to honor. These contributions can be financial or other gifts from donors, or meritorious service, and is at the sole discretion of the Board in agreement with the party or their representatives. Naming rights may be granted at the sole discretion of the Board. One (1) of the following three (3) criteria must be fulfilled in order for the granting of naming rights in recognition to be considered: 1. Recognition of outstanding service to the district; or outstanding service to the Bethlehem Area School District community. 2. Recognition of the achievement(s) of distinguished alumni. 3. Recognition of a noteworthy financial or other contribution from a donor (be it way of donation, bequest, sponsorship, etc.), such contribution being voluntary and not rendered in consideration of the granting of naming rights. The district may solicit suitable donations from the advocates of such recognition, particularly if the request comes from other than family members. The granting of naming rights in recognition is at the sole discretion of the Board, with the agreement of the party or their representatives. <u>Granting Naming Rights</u> In granting naming rights, either in consideration or in recognition, due regard should be taken of the need to maintain an appropriate balance between commercial considerations and the role which names of buildings and space play in contributing to the district's sense of identity as well as in assisting students, staff and visitors to orient themselves within the campus/facility.
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701.1. NAMING SCHOOL DISTRICT FACILITIES - Pg. 3

Any and all entitlements and attributions granted in conjunction with naming rights, including but not limited to signage, must be approved by the Board prior to installation in or on school district property.

Any permanent or nonpermanent fixtures shall become the sole property of the Bethlehem Area School District.

The granting of naming rights must always be consistent with Bethlehem Area School District vision, mission and shared purpose. The long-term effects of the naming rights must be considered. The department/school affected by the naming right to be granted must be consulted before any decision is made.

The school district may provide many opportunities for the naming of buildings, components of buildings, auditoriums, gymnasiums, playgrounds, fields, laboratories, classrooms, equipment and any and all other property owned by the school district.

For a facility to be named after a person, that person shall be of exemplary moral character; have made an outstanding contribution to education, humanity or community; or have displayed outstanding leadership; or be a person of historical significance. It shall be the responsibility and right of the Board to determine whether the person meets these criteria. These criteria must include a specific "waiting period" to be determined by the Facilities Committee during consideration of the application. The Board reserves the right to revoke the name should it discover information about the individual that would lead to the individual not meeting the requirements set forth herein.

Facilities may be named after major contributors to the district. The Board will evaluate the financial value of naming rights based on a review of the market for naming rights. If named after a company, group and/or product must, as determined by the Board, have and maintain an exemplary record and positive public image. The Board reserves the right to revoke the name should it discover information about the company, group and/or product that would lead to the individual not meeting the requirements set forth herein.

Transferability

Naming rights in consideration may be traded by mutual agreement between all parties. Traded is identified as "to exchange or swap one naming right for another." For example, when a company changes its name, the naming right may be changed

701.1. NAMING SCHOOL DISTRICT FACILITIES - Pg. 4

	or “traded” to reflect the new name. Naming rights in recognition may not be traded. The district may, as it deems necessary, require the company to provide compensation for the costs of any such change. If the company refuses to or does not provide compensation for such costs, the district reserves the right to remove the name due to the fact that it no longer represents the company who received the naming rights. <u>Limit Of Naming Rights</u> <i>On The Part Of The District –</i> The district’s right to use the name and other brand elements of the named party shall only be permitted by express agreement with the named party. <i>On The Part Of The Named Party –</i> The named party after whom a building or facility is named shall have no rights to the purpose to which that building or facility is applied unless provided for in the specific contract between the parties. The district will not agree to any condition in contract that could unnecessarily limit the following: progress towards the district’s mission and purpose, statutory obligations, or the local authority of the Bethlehem Area School District Board of School Directors. In turn, the named party shall bear no liability in respect of that building or facility unless provided for in the specific contract between the parties. Any such limits must be included in any naming right agreement. <u>Early Termination Of Naming Rights</u> <i>Termination By The District –</i> The Bethlehem Area School District shall have the authority to revoke the naming of a facility for compelling reasons as determined by the Board of School Directors at anytime. Any prepaid financial contributions will be proportionally refunded except in the case of termination prompted by a company or product’s tarnished public image.
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701.1. NAMING SCHOOL DISTRICT FACILITIES - Pg. 5

	<i>Termination By The Named Party –</i> The named party may without refund of consideration, at its sole discretion, terminate its acceptance of the naming rights prior to the scheduled termination date upon request to the Board of School Directors. The named party will be responsible for expenses associated with the remediation of signage due to their termination of the agreement. References: School Code – 24 P.S. Sec. 510
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RECOMMENDATION OF THE ADMINISTRATION – November 21, 2011

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19. *Board Policy 705 – Safety – Third Reading*

INFORMATION:

Board Policy 705 – Safety has to be revised as the laws have changed and two years ago the state code required a certified Workplace Safety Committee. The District has a Workplace Safety Committee which has been in place already and has representatives from each employee group who are part of this committee. The revision to this policy brings it in line with the practice.

The first reading of Board Policy 705 occurred at the October 10, 2011, Board Human Resources Committee Meeting. The second reading occurred at the November 14, 2011, Board Human Resources Committee Meeting.

RECOMMENDATION:

That the Board of School Directors approves the revisions to Board Policy Number 705 – Safety which is attached.

The administration's recommendations Items #2, 4, 5, 6, 10, 11, 12, 13, 14, 15, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, and 29 were considered together.

BETHLEHEM AREA SCHOOL DISTRICT

First Reading – October 10, 2011, Board Human
Resources Committee Meeting
Second Reading – November 14, 2011, Board Human
Resources Committee Meeting
Third Reading – November 21, 2011, Regular Board Meeting

SECTION: PROPERTY

TITLE: SAFETY

ADOPTED: November 15, 2004

REVISED:

	705. SAFETY
1. Purpose	The Board recognizes that district facilities must be maintained and operated in a condition that is safe for students, staff and visitors.
2. Authority	The Board directs that a district-wide Workplace Safety Committee ~~safety program~~ shall be maintained to ensure a safe and secure environment for all students, staff, and visitors ~~as well as to protect~~ relative to district buildings, equipment and property. The safety program shall provide: instruction for ~~students and staff~~ the committee in safety and accident prevention; protective devices where they are required for safety; and suitable and safe equipment necessary for the conduct of the educational programs and operation of the schools.
3. Delegation of Responsibility	The Superintendent or designee shall develop and present to the Board for its approval a school safety plan that addresses school safety issues and prevention of accidents and fire and includes applicable requirements of law and regulations. The Superintendent or designee shall:
SC 1518	1. Ensure curriculum to instruct students in safety and fire prevention.
SC 1517, 1518 Pol. 805	2. Provide required drills and instruct students in safety procedures. 3. Review and evaluate annually district safety rules and plans. Administrators shall inform all staff and students of safety rules at the beginning of the school year.
4. Guidelines	<u>Certified Workplace Safety Committee</u>
Title 34 Sec. 129.1001- 129.1011 72 P.S. Sec. 1722-J 77 P.S. Sec. 1038.2	A workplace safety committee shall be established to promote the district's goals concerning safe schools ~~as well as safe and healthy working environment for each employee by creating and maintaining an active interest in safety by each employee and to assist in the overall effort to minimize the frequency of accidents in the workplace.~~

705. SAFETY - Pg. 2

	The workplace safety committee shall be composed of a minimum of four (4) members, ~~including~~ which shall include two (2) district administrators, referred to as employer representatives, and two (2) employee representatives. If the number of members on the workplace safety committee exceeds four (4), the committee shall be composed of an equal number of ~~administrators~~ employer representatives and ~~employees~~ representatives unless otherwise agreed upon by both groups. The ~~district administrators~~ employer representatives shall not constitute a majority of the workplace safety committee. It shall be the responsibility of the workplace safety committee to: 1. Evaluate the current safety program. 2. Establish procedures for conducting and documenting the findings of periodic inspections to locate and identify safety and health hazards. 3. Make recommendations to correct hazards. 4. Review, in a timely manner, incident and accident report and investigation forms. 5. Conduct follow-up evaluations on the effectiveness of new health and safety equipment or safety procedures. Committee members shall: 1. Be permitted to take reasonable time from work to perform committee duties, without loss of pay or benefits. 2. Join the committee for a continuous term of two (2) years from the date of first meeting attended. Terms will be staggered to ensure that a core group of experienced members are retained on the committee at all times. A quorum of the workplace safety committee members shall meet at least once a month. The workplace safety committee shall develop and maintain operating procedures, membership lists, committee meeting agendas, bylaws, attendance lists and minutes of each meeting. Records shall be maintained for a period of five (5) years. All decisions of the committee shall be made by majority vote of members present.
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705. SAFETY - Pg. 3

	The Superintendent or designee committee shall ~~ensure that a qualified trainer provides all committee members with adequate~~ receive annual training in safety committee structure and operation, hazard detection and inspection, and accident and illness prevention and investigation from a qualified trainer. The Superintendent or designee committee secretary shall maintain written records of workplace safety committee training. References: School Code – 24 P.S. Sec. 510, 1517, 1518 Department of Labor and Industry Regulations – 34 PA Code Sec. 129.1001 129.1011 Fiscal Code – 72 P.S. Sec. 1722-J Certification of Safety Committee – 77 P.S. Sec. 1038.2 Board Policy – 805 PSBA Revision 4/11
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RECOMMENDATIONS OF THE ADMINISTRATION – November 21, 2011**Pg. 23****20. *Bethlehem Area School District Employee Benefit Trust Agreement*****INFORMATION:**

As discussed on several occasions, it is recommended that BASD join a consortium of school districts for the purpose of self-insuring medical benefits and acquire catastrophic insurance coverage. At the September 26, 2011, Regular Board Meeting, the Board authorized the preparation of a Trust Agreement and filing with the Internal Revenue Service (IRS) for approval as a 501(c)(9) Trust, which is attached for your review and approval. Following creation of our BASD Trust we will appoint trustees from the administration, Board and employee groups. Pending IRS approval, we would petition the PA Trust for membership after which we would transition to the PA Trust contracted rates with Capital Blue Cross and enroll in the stop loss program.

This item was reviewed with the Board at the November 14, 2011, Board Finance Committee Meeting.

RECOMMENDATION:

That the Board of School Directors adopts the Bethlehem Area School District Employee Benefit Trust Agreement to form a 501(c)(9) Trust to self-fund health, prescription, dental and related benefits, and to obtain approval of tax exempt status from the Internal Revenue Service.

The administration's recommendations Items #2, 4, 5, 6, 10, 11, 12, 13, 14, 15, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, and 29 were considered together.

**BETHLEHEM AREA SCHOOL DISTRICT
EMPLOYEE
BENEFIT TRUST AGREEMENT**

EFFECTIVE DATE: January 1, 2011

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**BETHLEHEM AREA SCHOOL DISTRICT EMPLOYEE
BENEFIT TRUST AGREEMENT**

THIS AGREEMENT OF TRUST dated the _____ day of _____, 2011 and effective the 1st day of January, 2012, is established by the Bethlehem Area School District, Bethlehem, Northampton County, Pennsylvania.

WITNESSETH

WHEREAS, Bethlehem Area School District is a Pennsylvania school employer organized and existing under the laws of Pennsylvania;

WHEREAS, it is the desire of Bethlehem Area School District to establish a school employee benefit trust for itself.

NOW, THEREFORE, in consideration of (a) the mutual promises herein made by and among the parties hereto, (b) the covenants, agreements, conditions, benefits, and obligations inuring to the benefit of, or to be performed by, the parties hereto and other persons as herein contemplated, it is hereby covenanted and agreed, effective as of the date of this Agreement, as follows:

ARTICLE I: NAME

The Trust shall be known as "THE BETHLEHEM AREA SCHOOL DISTRICT EMPLOYEE BENEFIT TRUST" (hereafter "TRUST").

ARTICLE II: PURPOSE

The purpose of this Trust shall be to serve as a vehicle for the provision or purchase of employee benefits, such as (but not limited to): medical, hospitalization, pharmacy, dental, and vision benefits.

ARTICLE III: MEMBERSHIP AND REPRESENTATION

3.1 Bethlehem Area School District (hereafter "the District" or "the Employer") shall be the sole member of this Trust.

3.2 Upon approval of this Trust Agreement by the Bethlehem Area School District School Board of Directors, the District shall become a member of the Trust on an effective date agreed upon by the District and the Trustees.

3.3 The District School Board of Directors shall appoint four (4) Trustees to the Trust Board as follows: one (1) school board member; one (1) administrator; one (1) professional employee representative; and, one (1) representative from the nonprofessional or support staff. The District school board may appoint one (1) alternate Trustee to attend and vote at Trust meetings in the event of the sickness, disability or other inability of a duly appointed Trustee which prevents him or her from attending the scheduled meeting. The alternate Trustee may attend Trust meetings, but will exercise voting rights only in the absence of a regular Trustee. Other than the school board Trustee, all Trustees shall be full-time employees of the District.

ARTICLE IV: ADMINISTRATION OF THE PLANS

4.1 To carry out the purpose of the Trust, schedules of benefits and regulations shall be adopted from time to time to provide the medical, hospitalization, pharmacy and other such benefits, all of which shall be set forth in exhibits and designated as "the Plans".

4.2 The Trustees, having assumed the general obligation and responsibility for carrying into effect the Plans, shall have a Trust Manager who shall be the Assistant to the Superintendent for Finance and Administration. The Trustees may also designate any person, corporation, partnership or limited liability company to act as their agents to act on their behalf in the provision and/or administration of the Plans.

4.3 The Trustees shall require the Trust Manager and any agent designated by it as an administrator of a Plan to keep accurate and detailed records of its administration of the Plan which records shall be open for examination during regular business hours by any person authorized in writing by the District and the Trustees. An administrator shall, on such a date as determined by the Trustees, file with the Trustees a summary of its administration since the last statement, which shall include all information as set forth in the administration agreement between the Trustees and the administrator.

4.4 The Trustees may require an administrator to procure a commercial blanket fidelity bond in such amount as may be deemed appropriate by the Trustees for the faithful performance and proper handling of funds by an administrator and its employees, the cost thereof to be borne by the administrative agent.

ARTICLE V: CONTRIBUTIONS

5.1 The Trustees may operate Plans, including, but not limited to medical, hospitalization and pharmacy Plans, on a self-funded basis. Upon written notice from the Trust Manager, the District shall pay to the Trustees such sums as are determined on actuarial principles to be adequate to cover the annual costs of the self-funded Plans plus sufficient reserves to provide the benefits as set forth in the Plans and all operating costs thereof, all of which are referred to hereinafter as "contributions". An individual contribution rate shall be developed for the benefits provided under a Plan.

5.2 The District recognizes that there may be times when there are insufficient funds, including reserves, to cover a program's costs, and therefore it may be necessary for the Trustees to increase a contribution rate during the course of a fiscal year in order to pay for the program cost.

5.3 The Trustees may operate Plans on a cost reimbursement basis or on an insured basis. For example, dental and vision benefit plans may be operated on a cost reimbursement basis. The District would be responsible for placing sufficient contributions on deposit with the Trustees to pay for claims and administrative costs in advance, and would replenish these

accounts as needed. The Trustees would establish a budgeting rate for the District for such Plans, but the District would be responsible for all costs.

5.4 The District shall be responsible for one hundred (100%) percent of the total contributions or costs of Plans which the Trust operates.

5.5 The District shall be responsible for providing sufficient contributions so that its contributions are at least equal to the costs set forth in paragraph 5.1 for each of the District's Plan Participants times the number of Participants for each plan month.

5.6 The District shall pay to the Trustees their contributions in cash or in the form of such other property as may be deemed acceptable by the Trustees and which shall have been delivered to the Trustees free of any claim or lien thereon.

5.7 All contributions so received, together with the income therefrom and any increment thereon shall be collectively referred to and held as the "Trust Fund" which shall be held, invested, reinvested, and administered by the Trustees pursuant to the terms of this Agreement without distinction between principal and income and without liability for the payment of interest thereon.

ARTICLE VI: FUNDING POLICY

6.1 The Trustees shall establish schedules by which monthly contributions for funding the benefits as provided by the Plans shall be made which schedules shall be known as the funding policy.

6.2 The Trustees shall be guided by the funding policy in the investment and reinvestment of contributions and income from the trust fund.

6.3 The Trustees, after consideration of the impact upon contributions pursuant to the Plans, may make such changes as may seem best from time to time and communicate such changes to the District.

6.4 The Trustees, pursuant to the Plans in the establishment and conduct of a funding policy consistent with the purposes of the Plans and the requirements of applicable law shall exercise their discretion in making investments of Trust funds so as to provide sufficient cash assets in the appropriate amount under the funding policy then in effect to the end that liquidity requirements for the administration of the Plans shall be met promptly and economically.

6.5 The Trustees shall communicate in writing with the business administrator or such other designated representative of the District when notifying it of the funding policy or any changes in it.

ARTICLE VII: DISBURSEMENTS FROM TRUST FUND

7.1 No part of the Trust Fund shall be used for or diverted to purposes other than for the exclusive benefit of the Participants under the Plans and their dependents and beneficiaries, except expenses of administration may be made from the Trust Fund as provided hereinafter.

7.2 From contributions received from the District, the Trustees shall deposit in a claims checking or other account such funds as will enable an administrative agent to pay benefits in conformity to the Plans.

7.3 The funds so disbursed by the administrative agent and the accounts kept in connection therewith shall be open at all times during regular business hours to the inspection thereof by the Trustees or their representatives, and an administrative agent shall periodically render an accounting of all funds disbursed by it.

7.4 The District agrees that the Trustees shall not be responsible for the application of trust funds drawn out of the account managed by an administrative agent for the payment of benefits, and the District shall look solely to the administrative agent for the faithful receipt and disbursement of such funds.

7.5 The expenses incurred by the Trustees in the performance of their duties including fees for accounting, actuarial and legal services, as well as the services of an administrative agent, and all other proper charges and disbursements of the Trustees, including but not limited to investigation fees and charges for the purchase of liability protection of the individual Trustees, and fidelity bonds in connection with carrying out the functions of the Trust, shall be paid out of the Trust Funds from funds in the hands of the Trustees, unless paid by the District, and the Trustees shall render an accounting of those expenses at such intervals as the District may require.

ARTICLE VIII: POWERS OF TRUSTEES

8.1 The Trustees are empowered in their discretion to invest trust funds of any sort in investments permitted by the laws of the Commonwealth of Pennsylvania and in compliance with the Pennsylvania School Code for the investment of trust funds and the Trustees may change the form of any trust assets without prior approval of the District. The Trustees may invest and reinvest the funds held by them without distinction between principal and income and in such amounts and in such investments as may be permitted by the laws of the Commonwealth, subject however to the needs of liquidity for the operation of the Plans in order that the benefits provided thereunder shall at all times be adequately funded for prompt payment.

8.2 Any action taken by a majority of the Trustees present and voting at a meeting thereof shall be deemed the act of all of the Trustees and the Trustees in administering the Trust Fund are authorized and empowered subject to the funding policy, and in performance of the duties of Trustees as enumerated hereinafter, to perform any or all of the following acts and functions:

- (a) To sell at public or private sale, for cash or upon credit, or otherwise dispose of any property belonging to the Trust and no person dealing with the Trustees shall be bound to see to the propriety of any such sale or other disposition, or to the proper application of the proceeds thereof;
- (b) To adjust, settle, contest, compromise, or sue or arbitrate any claim, debt or damages due or owing to or from the Trust Fund and to commence, prosecute or defend any legal proceedings arising therefrom or in connection therewith;

- (c) To exercise by themselves or by general or limited power of attorney, any right, including the right to vote, incident to any securities or other property held by them;
- (d) To borrow money upon such terms and conditions as may be deemed advisable to carry out the purposes of the Trust Fund and to give such assurances of repayment as may be required by the lender or lenders thereof and to pledge securities or other property for the repayment of such loans, provided that any debt or line of credit be structured so that if the Trust did not have funds to pay the obligations, the bank or creditor would be required to look to the District for repayment out of current revenues or other funds currently available to it;
- (e) To invest all or part of the Trust Fund in interest-bearing deposits with a bank or similar financial institution, including but not limited to investments in time deposits, savings deposits, certificates of deposit, or such securities as are permitted for the investment of trust funds under the laws of the Commonwealth of Pennsylvania; provided, however, that all such investments pursuant to this Section 8.2(e) must be in compliance with the Pennsylvania School Code 24 P.S. § 4-440.1;
- (f) To hold any investment in bearer form or to register any investment held in the Trust or in the name of the Trust or in the name of a nominee;
- (g) To employ suitable investment advisers, agents, accountants and counsel and to pay their reasonable expenses and compensation;
- (h) To hold all or any part of the Trust Fund uninvested;
- (i) The Trustees may appoint advisory committees consisting of employees to assist them in the discharge of their obligations under this Agreement;
- (j) To exercise generally any of the powers, including the power to contract, which an individual owner might exercise in connection with property held by the Trust Fund and to do all other acts that the Trustees may deem necessary or proper to carry out the powers of the Trustees hereinbefore granted or otherwise in the best interest of the Trust Fund.

ARTICLE IX: DUTIES OF TRUSTEES

9.1 The Trustees shall discharge their duties under this Agreement solely for the benefit of the Participants and their dependents and beneficiaries in an efficient and economical manner.

9.2 To accomplish their duty, the Trustees are vested with the oversight of the Trust Manager, administrative agents, the acceptance of contributions to the Trust Fund, management of the trust property and the execution of the duties of investments, planning and distribution of funds in conformity to law and this Agreement.

9.3 It is expressly understood that while the Trustees are the means of carrying into effect the Plans, the Trustees are in no sense parties to the Plans and at all times and under all

circumstances, the parties to the Plans are the District and its employees, for whose benefit this Agreement has been entered into and for whose benefit the Plans have been devised and are funded.

9.4 The Trustees are expected in the exercise of their functions to use the care, skill, judgment and diligence under the circumstances prevailing that a reasonable prudent man acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims.

9.5 The Trustees may consult with counsel of their selection and the Trustees shall not be deemed imprudent by reason of their acting in conformity with the opinion of counsel. The expense of retention of counsel to the Trustees shall be borne out of the Trust Fund as an expense of operation thereof. In the event the District becomes involved in a legal proceeding involving its participation in the Trust, the Trustees shall employ counsel to participate in the legal proceeding in order to protect the Trust's interests. The District shall give reasonable notice to the Trust of any legal matter involving this Trust or any Plan.

9.6 To the extent permitted by law, the District agree to indemnify and hold harmless the Trustees from and against any liability that the Trustees may incur in the administration of the Trust Fund, unless such liability arises from the Trustees' negligent or willful breach of the provisions of this Agreement.

9.7 The District agrees that if any bond or security should be required for faithful performance of the duties of the Trustees or the Trust Manager, the cost thereof shall be borne by the District.

9.8 As they may deem appropriate, the Trustees shall be entitled to require of the District, Trust Manager, administrative agents, or any other person engaged in the administration of the Plans or the investment of the Trust Fund, or having any interest in the Plans, or arising by virtue of this Agreement, such certificates and proofs of facts as shall permit the Trustees to perform their duties, or exercise the powers granted the Trustees under this Agreement.

ARTICLE X: SUCCESSION OF TRUSTEES

10.1 The Trustees and their successors in trust may be removed at any time, with or without cause, by the District. Any Trustee hereunder may resign at any time by giving written notice to the Secretary of the Trust and to the District.

10.2 Upon resignation, or in the event of removal or disqualification of a Trustee, the District shall appoint a successor Trustee in accordance with the provisions of Article III.

10.3 A successor Trustee shall, upon his or her acceptance of appointment, have the same rights, titles, powers, duties, discretions and immunities as an original Trustee appointed hereunder.

10.4 Upon appointment of a Trustee, each Trustee shall execute and deliver to the Secretary of the Trustees, or his or her designee, a written acceptance of the office as Trustee and his or her assurance that in event of any conflict of interest between himself or herself as an individual and his or her exercise of the office of Trustee that he or she will take no part in the deliberation of such question as a Trustee nor will he or she vote upon the disposition of such matters by the Trustees.

10.5 All acceptances of trust and statements of no conflict of interest executed by the Trustees shall be kept on file with the Secretary of the Trust, or his or her designee.

ARTICLE XI: LIMITATION ON TRUSTEES

11.1 The Trustees, having appointed administrative agent(s) to administer the Plans, are not responsible for the administration of the Plans except for the determination of a claim situation appealed from the decision of an administrative agent.

11.2 The Trustees are not in any way personally responsible for the adequacy of contributions to the Trust Fund to discharge any liability or expenses of administration of a Plan.

11.3 The Trustees may rely conclusively upon any written notice, instruction, direction or other communication of an administrative agent(s) with respect to administration of a Plan.

11.4 Any action required by any provision of this Agreement to be taken by the District shall be evidenced by a resolution of the Board of Directors of the District, a copy of which has been certified to the Trustees by the Secretary of the Board under its seal and the Trustees shall be fully protected in relying upon any action of the District so certified.

11.5 Unless otherwise specifically prescribed in this Agreement, any action of the District, including the approval of, or filing exceptions to, the Trustees' accounts, shall be evidenced by a certificate signed by an officer of the District, and the Trustees shall be fully protected in relying upon such certificate.

11.6 The Trustees may accept a certificate signed by an officer of the District as proof of any fact or matter that the Trustees deem necessary or desirable to have established in the administration of the Trust Fund (unless other evidence of such fact or matter is expressly prescribed herein) and the Trustees shall be fully protected in relying upon the statements in such certificate.

11.7 The Trustees shall be entitled conclusively to rely upon any written notice, instruction, direction, certificate, or other communication believed by them to be genuine and to be signed by the proper person or persons, and the Trustees shall be under no duty to make investigation or inquiry as to the Truth, accuracy or completeness of any statement contained therein.

ARTICLE XII: ACCOUNTS AND RECORDS

12.1 The Trustees shall keep accurate and detailed accounts of all receipts and disbursements, investments, and all other transactions within their handling and all such accounts and other records and correspondence relating thereto shall be open to inspection and audit at all reasonable times by the any person or persons authorized by an District.

12.2 The District shall require the Trustees to furnish monthly investment statements to the School Board of Directors setting forth all investment transactions and the financial institutions from which such investments were purchased.

12.3 Within one hundred and eighty (180) days following the close of any fiscal year of the Trust Fund, the Trustees shall file with the District a written account setting forth all receipts, disbursements, investments, and other transactions effected by them during the fiscal year and the District may require the Trustees to furnish to it such interim or partial accounts as may be considered by the district to be necessary for the proper oversight of the transactions of the Trustees.

12.4 Upon the expiration of sixty (60) days after the filing of an account for a fiscal year as provided in Section 12.3 above, and thirty (30) days in the case of all other accounts, if the District has not filed a written exception or objection to such account, then the Trustees shall be forever be released, remised and discharged from all liability and accountability with respect to the propriety of such account or the transactions shown therein.

12.5 To the extent permitted by law, no person other than the District may require an accounting or bring any action against the Trustees with respect to the Trust Fund or their actions as Trustees.

12.6 Notwithstanding any other provision of this Article, the Trustees shall have the right to a judicial settlement of their account(s).

12.7 In any proceeding for a judicial settlement of the accounts of the Trustees, or for instructions in connection with the Trust Fund, the only necessary party thereto in addition to the Trustees shall be the District.

12.8 If the Trustees so elect, they may bring in any other person or persons as a party or parties defendant in any proceeding for a judicial settlement of the accounts of the Trustees.

ARTICLE XIII: EXECUTIVE COMMITTEE OF THE TRUSTEES

13.1 The Trustees may, if they choose to do so, appoint an Executive Committee to serve in the periods between the regular or special meetings of the Trustees, for the purpose of continuous oversight and supervision of the affairs of the Trust.

13.2 The Trust Manager, any administrative agents and Trust Solicitor shall be nonvoting members of the Executive Committee.

13.3 The Executive Committee so appointed shall have such general powers as are herein granted to the Trustees and the same may be exercised by a majority of the Executive Committee, subject to ratification of their actions by the Trustees at their next succeeding meeting.

13.4 The members of the Executive Committee so appointed shall be entitled to the same immunities as the Trustees generally in the performance of their duties and shall be protected from liability to the same extent as the Trustees generally as described hereinbefore.

13.5 The Trustees may enlarge, restrict or abolish the Executive Committee and its functions at any time without being required to answer to anyone but the District for such action.

13.6 The Executive Committee shall keep accurate and careful records of its proceedings and hold the same open to inspection by the Trustees and the District to the same extent as other records of the Trustees are subject thereto.

ARTICLE XIV: AMENDMENT OF AGREEMENT

By affirmative vote of the District's Board of Directors and by affirmative vote of at least sixty-six and two-thirds (66 2/3%) percent of the Trustees present and voting, this Agreement may be amended in whole or in part, with the exception of Article VII, 7.1.

ARTICLE XV: WITHDRAWAL AND TERMINATION

15.1 Withdrawal By An Employer – Generally. The District may withdraw from the Trust or any particular benefit plan or program sponsored by the Trust at the end of the relevant fiscal, plan or program year (whatever the case may be), with thirty (30) days prior written notice to the Trust. Any claim, line of credit balance, pertinent administrative operating costs, the cost or premium of any benefit plan or program, and any other applicable cost under any plan or program administered by the Trust which are incurred prior to the date of withdrawal, and which are known or unknown as the date of closing and settlement of accounts shall be paid by the District.

15.1(a) Withdrawal from Cost Reimbursement Plan. Any Plan funded on a cost reimbursement basis such as dental or vision shall not be closed until all claims incurred through the withdrawal date and all administrative, operating and line of credit costs are satisfied by the District. Any surplus funds remaining in the relevant account will then be returned to the District.

15.1(b) Withdrawal from Health Plan. If the District has a minus balance (claims-paid and incurred, line of credit balance, and administrative and operating costs exceed contributions) with the Trust as of the date of withdrawal under any Plan administered by the Trust, it shall immediately pay the trust the amounts owed on the date of withdrawal, or, when notified of such amount being due. With the approval of the Trustees, it may agree to repay the amount owed at interest rates then prevailing, and on otherwise commercially reasonable terms. For purposes of determining the District's "minus balance" on the date of withdrawal, the District's balance shall be measured for the three (3) years (or less if the District had been a member of the Trust for less than three (3) years) immediately preceding the date of withdrawal, taking into account its contributions, claim experience, and administrative and operating costs. If the District has a positive balance, then the Trust shall pay the said sum to the District within a reasonable period of time. Regardless of its own balance position the District shall recognize and pay the Trust for its pro rata share of any line of credit usage outstanding at the time of its withdrawal.

15.2 Termination – Generally. This Agreement and the Trust, may be terminated at any time by the District. Any claim, line of credit balance, pertinent administrative and operating costs, the costs of any Plan or program, and any other applicable costs, under any Plan or program administered by the Trust which is incurred prior to the date of withdrawal, and which are known or unknown as of the date of closing and settlement of accounts, shall be paid by the District.

ARTICLE XVI: MISCELLANEOUS PROVISIONS

16.1 The establishment of this Trust or any amendment thereof shall not give to any employee, his or her dependents, heirs or personal representatives, any legal or equitable right against the District, their officers, directors, or the Trustees not specifically provided for in this Agreement.

16.2 The rights of any employee to employment by the District shall not be enlarged, diminished, or in any way affected by this Agreement and all employees shall remain subject to their contracts of employment to the same extent as if this Agreement had not been executed.

16.3 Wherever used in this Agreement, the use of the male gender shall include the female gender.

16.4 Subject to the provisions of applicable federal laws, this Agreement, as amended, shall be administered, construed and enforced according to the laws of the Commonwealth of Pennsylvania.

16.5 The fiscal year of this Trust shall commence on July 1 of each year and conclude on June 30 of each succeeding year.

16.6 The Plans, this Agreement, and the Trust fund are intended to meet all of the requirements of Section 501(c)(9) of the Internal Revenue Code, and any amendments thereto.

16.7 Nothing in this Agreement shall be construed to waive or reduce the immunities from civil liability granted by or to enlarge the limitations on immunity imposed by the Political Subdivisions Tort Claims Act.

16.8 This Agreement contains the entire understanding of the parties. There are no representations, warranties, promises or undertakings, oral or otherwise, other than those expressly set forth herein.

16.9 Should any article, section or clause of this Agreement be declared illegal by a court of competent jurisdiction, said article, section or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violated the law. The remaining articles, sections and clauses shall remain in full force and effect for the duration of the Agreement if not affected by the deleted article, section or clause. If at any time thereafter such article, section or clause shall no longer conflict with the law, then it shall be deemed restored in full force and effect as if it had never been in conflict with the law.

16.10 The failure of any party to insist upon strict performance of any of the provisions of this Agreement shall not affect the right of such party thereafter to enforce same nor shall the waiver of any breach of any of the provisions be construed as a waiver of any subsequent default of same or similar nature, nor shall it be construed as a waiver of strict performance of any other provisions.

IN WITNESS WHEREOF, the District has caused this Agreement to be executed by its Chairperson or President and the corporate seal thereof to be affixed and attested by its Secretary and each of the Trustees has executed this Agreement on the date set opposite their respective executions.

ATTEST:

EMPLOYER AND TRUSTEE SIGNATURES

Secretary

By: _____
Bethlehem Area School District

Date

By: _____
Trustee

Date

By: _____
Trustee

Date

By: _____
Trustee

Date

By: _____
Trustee

11-7-11/Bethlehem.12

RECOMMENDATION OF THE ADMINISTRATION – November 21, 2011

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21. *Contracted Service Agreements*

INFORMATION:

The District currently has a need to provide contracted speech/language services as well as orientation and mobility services to those students who require them based upon their individual needs. The District also has a need to provide contracted school psychologist services when appropriate.

This item was reviewed with the Board at the November 14, 2011, Board Human Resources Committee Meeting.

RECOMMENDATION:

That the Board of Directors approves the following agreements with the individuals who will perform those duties and responsibilities:

- A. Speech/Language Services based upon students needs as outlined in their Individualized Education Plans (IEP's) at a rate of \$55 per hour.
- B. Orientation and Mobility Services based upon students needs as outlined in their Individualized Education Plans (IEP's) at a rate of \$80 per hour.
- C. School Psychology Services at a rate of \$400 per report.

Account Code and Name: Medical Assistance-ACCESS Funds
Account Balance: \$1,242,402.81

The administration's recommendations Items #2, 4, 5, 6, 10, 11, 12, 13, 14, 15, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, and 29 were considered together.

RECOMMENDATIONS OF THE ADMINISTRATION – November 21, 2011

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22. *Dental Contract for the 2011-2012 School Year*

INFORMATION:

All school districts alone or jointly with other districts or joint school boards shall employ school physicians and school dentists but only with the approval of the Secretary of Health, and shall compensate them on a basis agreed upon by the school physician or school dentist and the employing district or joint school board.

This item was reviewed with the Board at the November 14, 2011, Board Human Resources Committee Meeting.

RECOMMENDATION:

That the Board of School Directors approves the contract with the following Dentist for the 2011–2012 school year at the rate designated.

- a. Dr. Jacqueline Tome - \$4 per mandated dental screening.

Account Code and Name: General Fund 2430330 Dental Professional Services
Account Balance: Dental \$10,450

The administration's recommendations Items #2, 4, 5, 6, 10, 11, 12, 13, 14, 15, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, and 29 were considered together.

RECOMMENDATIONS OF THE ADMINISTRATION – November 21, 2011 Pg. 26

23. *Employee Assistance Program Contract*

INFORMATION:

The Employee Assistance Program Contract has expired, and the district administration reviewed the current program and contacted other possible vendors. Upon reviewing all of the information, the program from Lehigh Valley Health Network seems to be the most beneficial program for the Bethlehem Area School District. A Service Agreement was developed between Lehigh Valley Health Network and the District.

This item was reviewed with the Board at the November 14, 2011, Board Human Resources Committee Meeting.

RECOMMENDATION:

That the Board of School Directors approves the attached Employee Assistance Program contract between the Bethlehem Area School District and Preferred EAP of the Lehigh Valley Health Network.

Account Code and Name: General Fund 2830330 Personnel-Prof Svcs
Account Balance: \$9,190.00

The administration's recommendations Items #2, 4, 5, 6, 10, 11, 12, 13, 14, 15, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, and 29 were considered together.



1728 Jonathan Street
Allentown, PA 18104
Phone: 610.433.8550
Fax: 610.433.4488
Toll Free: 800.327.8878
info@preferredap.org
www.preferredap.org

SERVICE AGREEMENT

Preferred EAP, a service of Lehigh Valley Health Network, will make a comprehensive Employee Assistance Program (EAP) service available **Bethlehem Area School District** for the twenty-four-(24) month period beginning July 1, 2011 and ending June 30, 2013.

This Agreement may be canceled or amended at any time during the term without cause by either party with 90 days written notice to the other party. Employees or dependents receiving services at the time of Agreement cancellation would be allowed to complete the current EAP episode of care.

SERVICE

During each of the two years of the Agreement period, eligible users will be entitled to up to three (3) 50-minute in-person contacts, per problem occurrence, with Preferred EAP for assessment of problems and brief counseling or referral to appropriate treatment/service resources.

The program provides eligible users of Preferred EAP with services at no charge to themselves. Expenses incurred by users for care beyond the assessment and referral service are the responsibility of the user.

Preferred EAP reserves the right to assign its obligations under this Agreement to other health care providers upon notice to Bethlehem Area School District of such assignment. There will be no additional financial responsibility to Bethlehem Area School District for services provided via such assignment.

ELIGIBILITY AND PAYMENT

All Employees (full-time, part-time and per diem) of the Bethlehem Area School District and their dependents (as defined by the BASD Health Plan) are eligible for EAP services under this Agreement.

Bethlehem Area School District will advise Preferred EAP of the number of EAP eligible employees on or about July 1, 2011, and again on July 1, 2012.

A Service of Lehigh Valley Health Network.

The fee for Routine Clinical Services (that is, in-office problem assessment, brief counseling and/or treatment planning and referral) is **\$90.00** for each 50-minute session of face-to-face direct service.

All other EAP services (see Addendum A) are provided via an annual administrative fee of **\$5.25** per EAP-eligible employee.

Outreach, Care Management, Follow-Up and Aftercare Services are provided as necessary and at no additional charge.

Clinical services will be billed-for quarterly and as they are provided.

Preferred EAP will bill **Bethlehem Area School District** the annual administrative fee on or about July 1, 2011, and again on July 1, 2012.

Total charges for the period from July 1, 2011 through June 30, 2012 will not exceed \$16,000.00. Total charges for the period from July 1, 2012 through June 30, 2013 will not exceed \$20,000.00.

LOCATION AND HOURS

All assessments will be performed at Preferred EAP offices in Allentown, Pennsylvania. Interviews are by appointment only. Preferred EAP will provide 24 hour telephone coverage.

STAFFING

Preferred EAP requires all professional staff to be licensed or certified to practice independently in the Commonwealth of Pennsylvania.

MISSED APPOINTMENTS

If an eligible user misses a scheduled appointment or gives less than 24 hours notice of a cancellation of a scheduled appointment, one unit may be deducted from the eligible user's benefit and Bethlehem Area School District will be billed.

CONFIDENTIALITY

Preferred EAP is a confidential service available to eligible users on a self-referral basis. Information concerning assessment, prognosis or treatment of all users will be maintained by Preferred EAP and is confidential.

Preferred EAP and its employees and agents will not, for any reason, absent specific authorization from the subject(s) of disclosure, directly or indirectly disclose, communicate or divulge to any third person including representatives of Bethlehem Area School District the names, addresses, telephone numbers, health status, diagnosis, or any other individually identified health information involving any natural person about whom, for whom, with whom or on whose behalf, Preferred EAP acquires, uses, processes, or holds any Protected Health Information in connection with duties performed or provided by Preferred EAP under this Agreement.

Preferred EAP represents and warrants that it has policies and procedures in effect to insure the confidentiality in collection, use and retention of Protected Health Information and that Preferred EAP will follow these procedures to safeguard the Protected Health Information.

Preferred EAP shall take all reasonable steps to insure that all personnel are trained in and monitored for compliance with the confidentiality procedures.

In the case of a Performance Based Referral (see Addendum B) Bethlehem Area School District EAP Coordinator would refer the employee to Preferred EAP. The employee would be advised of the reason for the Performance Based Referral and requested to sign a release so that Preferred EAP can provide basic information regarding use of the service.

REPORTS

Preferred EAP will provide EAP Performance Reports to designated personnel at Bethlehem Area School District.

Reports will be submitted semiannually and will include the number of contacts, sex, ages, employment status, referral source and presenting problem. The reports will not contain users' names or other identifying information.

Reports may be redacted to preserve privacy.

INSURANCE

Preferred EAP will maintain comprehensive general liability and professional liability insurance coverage during the term of this Agreement. Preferred EAP agrees to provide Bethlehem Area School District with certificates of insurance evidencing such coverage.

Preferred EAP will require all subcontractors to maintain comprehensive general liability and professional liability insurance coverage during the term of this Agreement.

MISCELLANEOUS

Each party will comply with all applicable federal and state laws and regulations, whether in force or enacted and/or amended from time to time. Either Party may terminate this Agreement upon 30 days prior written notice and opportunity to cure by either party upon the other party's failure to adhere to all applicable laws and regulations. This Agreement will be governed by the laws of the Commonwealth of Pennsylvania without reference to principals of conflicts of laws.

This Agreement, including all exhibits and attachments hereto, is the entire agreement of the Parties, and cannot be amended except in writing, signed by both parties and dated contemporaneous or subsequent to this Agreement. In the event of a Change of Law as defined in Addendum C, this Agreement may be amended or terminated in accordance with the provisions of Addendum C.

Parties agree to show no discrimination against any employee client or other person on account of race, color, sex, national origin, low English proficiency, religious creed, age, handicap or sexual preference.

HOLD HARMLESS

Preferred EAP will indemnify and hold harmless Bethlehem Area School District from any liability, damages or injury resulting from actions or failure to act by Preferred EAP employees or contract employees in their performance of their employee assistance program duties. Said indemnity and hold harmless shall be valid for the portion of the damages which a jury or other fact-finder shall determine can be properly attributed to Preferred EAP and/or its employees or contract employees in their performance of the employee assistance program duties. Further, the indemnity and hold harmless shall be valid to the extent to which Preferred EAP and/or its employees or contract employees may be held liable as a matter of law to any persons.

Bethlehem Area School District will indemnify and hold harmless Preferred EAP from any liability, damages or injury resulting from actions or failure to act by Bethlehem Area School District employees or contract employees in their performance of their employee assistance program duties. Said indemnity and hold harmless shall be valid for the portion of the damages which a jury or other fact-finder shall determine can be properly attributed to Bethlehem Area School District and/or its employees or contract employees in their performance of the employee assistance program duties. Further, the indemnity and hold harmless shall be valid to the extent to which Bethlehem Area School District and/or its employees or contract employees may be held liable as a matter of law to any persons.

Individual(s) Designated to Serve As Bethlehem Area School District EAP Coordinator(s):

Gayle Beacham

Russell Giordano

IN WITNESS WHEREOF, the Parties hereto, through their duly authorized agents, intending to be bound hereby, have executed this Agreement as of the Effective Date.

Bethlehem Area School District

By: _____

Name: _____

Title: _____

Date: _____

Preferred EAP

By: ODN

Oliver D. Neith, LSW

Program Director

Date: 10-2-11

Addendum A

EAP Services Covered by Administrative Fee

- **Special Clinical Services** provided In-office at no additional charge
 - Return-to-work (subsequent to leave for treatment purposes) planning and on-site return-to-work meetings are provided as necessary
 - Potential-for-violence / threat assessment services are provided as necessary
 - Substance Abuse Professional (SAP) services (for employers subject to DOT regulation) are provided as necessary
 - Critical incident preparation, consultation and on-site de-briefing services are provided as necessary
- **Management Support, Administrative and Promotion Services**
 - Professional consultation and coaching for supervisors and managers regarding troubled employees and personnel issues is provided as requested
 - No limit on this service
 - Consultation regarding policy and procedure development is provided as requested
 - No limit on this service
 - Semiannual Performance Reports on utilization and quality management
 - Preferred EAP will provide 1 promotional poster annually per 100 eligible employees. New posters are made available annually
 - Preferred EAP will provide 1 promotional brochure annually for each eligible employee. New brochures/flyers are made available annually
 - EAP display booth is available upon request.
 - On-site EAP Orientation sessions (1 per 200 eligible employees annually) (Additional sessions available @ \$75/session)
 - Monthly electronic newsletter, @PreferredEAP
- **Training and Development Programs**
 - On-site Training and Development Programs are provided at the annual rate of one (1) program for every 400 eligible employees.
 - Additional Programs are available at the rate of \$300.00 per program.

Addendum B

Performance Based Referral Procedure

The following procedures will apply for those employees who are referred to Preferred EAP by their supervisors due to falling job performance.

Preferred EAP's perception of therapy's success or failure will not directly affect the employee's job. Preferred EAP will not act as a disciplinarian on behalf of the supervisor, nor will it become involved in manager-worker conflicts as an adversary on either side. However, the staff will assist supervisors in helping troubled employees as long as confidentiality limits and ethical practice standards can be maintained.

- 1) Performance Based Referrals for an initial evaluation are based on failing job performance.
- 2) The designated EAP Coordinator (referent) will contact Preferred EAP at 610/433-8550, to advise Preferred EAP of the nature of the referral.
- 3) The referent will advise the employee to contact Preferred EAP office to schedule an appointment. The employee will be requested to sign a release of information form authorizing Preferred EAP to notify the referent if appointments were kept and whether additional counseling was recommended.

➤ Note: Preferred EAP will provide a supply of release forms.

- 4) The release form should be sent to Preferred EAP at the time of the referral so the EAP counselor will have it at the time of the initial appointment.
- 5) Preferred EAP will contact the referent after the date of the scheduled appointment. Information will be limited to those items noted in No. 3 above.
- 6) If ongoing information is required, the employee would be requested to sign another release form.

Addendum C

Change of Law

Either Party shall have the right to notify the other Party in writing on or before the annual anniversary date of the Agreement, that the notifying Party seeks to amend this Agreement to accommodate a Change of Law relating to the privacy or security of health information. For purposes of this Agreement, each of the final regulation or body of regulations implementing the provisions of sections 1171 through 1179 of the Social Security Act (relating to Administrative Simplification) or section 264 of P. L. 104-191 shall be deemed to be a Change of Law relating to the privacy or security of health information that the Parties respectively acknowledge shall be addressed in accordance with this section. A Change of Law relating to health information privacy or security shall also include: (a) any relevant new legislation enacted by the federal or any state or local government; (b) any new governmental agency law, rule, regulation, guideline or judicial or administrative interpretation of a previously issued law, rule, regulation or guideline; (c) any judicial or administrative order, decree or decision; or (d) any judicial or administrative interpretation of (a), (b) or (c) above.

Upon receipt of notice of a Change of Law by the receiving Party, the Parties agree to make their best efforts to negotiate in good faith (e.g., positions, meeting place and time, time being of the essence) reasonable revisions to this Agreement in order to comply with a Change of Law. Any such negotiations shall commence with an in person meeting within thirty days of receipt of such notice and conclude not later than sixty days after receipt of the notice.

In the event that the Parties are not able to agree upon an amendment to comply with a Change of Law requirement, either Member shall have the right to terminate this Agreement upon one hundred-twenty days prior written notice. During any such termination period, both Parties shall furnish all commercially reasonable termination assistance including but not limited to continuation of all contracted services, cooperation with any replacement vendor or subcontractor, including the orderly transfer of other Party's information, records or systems to any such replacement vendor or subcontractor.

RECOMMENDATIONS OF THE ADMINISTRATION – November 21, 2011**Pg. 27****24. *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 reappointment.

This item was reviewed with the Board at the November 14, 2011, Board Finance Committee Meeting.

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.

The administration's recommendations Items #2, 4, 5, 6, 10, 11, 12, 13, 14, 15, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, and 29 were considered together.

RECOMMENDATIONS OF THE ADMINISTRATION – November 21, 2011

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25. *Bethlehem Area Vocational-Technical School Joint Committee Appointments*

INFORMATION:

The Bethlehem Area School District is entitled to five (5) representatives to serve on the Joint Committee of the Bethlehem Area Vocational-Technical School for a three-year term. Mr. Benjamin Tenaglia and Mrs. Aurea Ortiz's terms expire December 2011. Two members shall be appointed to fill the vacancies for the upcoming three-year term beginning with the BAVTS Reorganization Meeting on December 6, 2011.

This item was reviewed with the Board at the November 14, 2011, Board Finance Committee Meeting.

RECOMMENDATION:

That the Board of School Directors appoints Mr. William Burkhardt and reappoints Mrs. Aurea Ortiz to the Bethlehem Area Vocational-Technical School Joint Committee for a three-year term which will expire at the end of December 2014.

The administration's recommendations Items #2, 4, 5, 6, 10, 11, 12, 13, 14, 15, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, and 29 were considered together.

RECOMMENDATIONS OF THE ADMINISTRATION – November 21, 2011**Pg. 29****26. *Bethlehem Area Vocational-Technical School 2010-2011 School Year Operating Surplus Funds Distribution*****INFORMATION:**

Bethlehem Area Vocational-Technical School (BAVTS) Executive Director, Brian Williams, informed the district superintendent's from Northampton, Saucon Valley, and Bethlehem that at the conclusion of the BAVTS audit, they ended the 2010-2011 school year with a surplus of \$1,025,042.24, resulting from expenditures at \$1,308,740.33 under budget and revenues at \$283,698.09 under budget. Since BAVTS exceeded the original excess revenues estimated to be \$800,000 in the spring by approximately \$225,000, Mr. Williams proposed that the superintendents consider basing their respective distributions of these funds on the earlier amount, and that BAVTS retain the additional \$225,000 for the costs of improvements to the sub-division along Hecktown Road, which will be required by Bethlehem Township. These costs will be incurred within 12 months after final Plan approval which they have planned for mid-spring 2012.

Earlier engineering estimates of the costs of all required improvements, which include street, curb, sidewalks along the cul-de-sac, as well as sidewalks and curbing on the west (school) side of Hecktown Road and any storm water management costs associated with the development, were estimated to be at or around \$200,000, three years ago. It was a consensus among the Joint Committee at the time, if at all possible, to pay for these costs up front, rather than try to phase them in over time, in order to minimize costs and issues resulting from changes over time to Township land development ordinances.

The Articles of Agreement require the \$1,025,042.24 in excess funds to be transferred to another fund or returned to the districts. After consulting with the district superintendents, it is recommended that \$800,000 be returned to the districts on a pro-rated basis, and the remaining \$225,042.24 be transferred to the House Project Fund. The Bethlehem Area School District portion of the \$800,000 surplus is 62.86 percent or \$502,859.88. All three superintendents agreed with the proposal. Mr. Williams plans to include this proposal along with the 2010-2011 Excess Revenues as an action item on the Joint Committee Agenda for approval.

This item was reviewed with the Board at the October 10, 2011, Board Finance Committee Meeting. The Board had several concerns and directed the administration to bring additional information back to the November 14, 2011, Board Finance Committee Meeting.

RECOMMENDATION:

That the Board of School Directors approves the distribution of excess funds from the BAVTS Operating Surplus for the fiscal year ending June 30, 2011, as listed below:

Transfer to the BAVTS House Project Fund	\$225,042.24
Return to Districts: <i>Bethlehem ASD</i>	<i>\$502,859.88</i>
<i>Northampton ASD</i>	<i>\$223,719.42</i>

The administration's recommendations Items #2, 4, 5, 6, 10, 11, 12, 13, 14, 15, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, and 29 were considered together.

RECOMMENDATIONS OF THE ADMINISTRATION – November 21, 2011 Pg. 30

- 27. *Approval of a Resolution Requesting the Conversion and Remarketing of the School Revenue Bonds (Bethlehem Area School District Refunding Project), Series of 2010 of the Bethlehem Area School District Authority to RBC Capital Markets, LLC for a New Three-year Floating Rate Period***

INFORMATION:

As discussed by Scott Shearer from Public Financial Management at the October 10 and November 14, 2011, Finance Committee Meetings, the 2010 Floating Rate Bonds of BASDA are to be converted and then remarketed to RBC Capital Markets, LLC for a three-year floating rate period beginning in mid-December 2011.

This item was reviewed with the Board at the November 14, 2011, Board Finance Committee Meeting.

RECOMMENDATION:

The Board of School Directors approves the attached resolution requesting the conversion and remarketing of the School Revenue Bonds (Bethlehem Area School District Refunding Project), Series of 2010 of the Bethlehem Area School District to RBC Capital Markets, LLC for a new three-year floating rate period.

The administration's recommendations Items #2, 4, 5, 6, 10, 11, 12, 13, 14, 15, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, and 29 were considered together.

**BETHLEHEM AREA SCHOOL DISTRICT,
Northampton and Lehigh Counties, Pennsylvania**

RESOLUTION

OF THE BOARD OF SCHOOL DIRECTORS OF BETHLEHEM AREA SCHOOL DISTRICT REQUESTING THE CONVERSION AND REMARKETING OF THE BETHLEHEM AREA SCHOOL DISTRICT AUTHORITY'S SCHOOL REVENUE BONDS (BETHLEHEM AREA SCHOOL DISTRICT REFUNDING PROJECT), SERIES OF 2010, IN THE OUTSTANDING PRINCIPAL AMOUNT OF \$29,995,000, PURSUANT TO THE TRUST INDENTURE AND LOAN AGREEMENT, BOTH DATED JANUARY 5, 2010, WITH SAID AUTHORITY; ACCEPTING, AND RECOMMENDING BASDA'S ACCEPTANCE OF, A BONDHOLDER'S AGREEMENT AMONG THIS SCHOOL DISTRICT, SAID AUTHORITY AND RBC MUNICIPAL PRODUCTS, INC.; SETTING FORTH THE REQUESTED DATE OF CONVERSION OF THE RATE MODE FOR THE BONDS TO A NEW FLOATING RATE; REQUESTING AMENDMENTS TO THE INDENTURE AND OTHER DOCUMENTS; AND DIRECTING APPROPRIATE OFFICERS AND AGENTS OF THIS SCHOOL DISTRICT TO TAKE ACTIONS AND SIGN RELATED DOCUMENTS.

WHEREAS, Bethlehem Area School District, in Northampton and Lehigh Counties, Pennsylvania (the "School District"), is a school district of the Commonwealth of Pennsylvania (the "Commonwealth") and is governed by its Board of School Directors (the "School Board"); and

WHEREAS, Bethlehem Area School District Authority ("BASDA"), is a municipality authority, incorporated by this School District, and is governed by its Board (the "BASDA Board"); and

WHEREAS, The School Board, by its resolution adopted on September 21, 2009 (the “Note Resolution”), incurred nonelectoral debt and recited the parameters for the issuance of a general obligation note for a refunding project by and for the School District; and

WHEREAS, The Department of Community and Economic Development (the “Department”) of the Commonwealth approved the debt proceedings of the School District pursuant to the Note Resolution, by its Certificate of Approval No. GON-13027, dated December 22, 2009; and

WHEREAS, On January 5, 2010, the School District issued to BASDA its General Obligation Note, Series of 2010, in the maximum principal amount of \$30,000,000 (the “Note”), pursuant to the Note Resolution, which was assigned and pledged to Manufacturers and Traders Trust Company (the “Trustee”), as trustee under the Trust Indenture, dated January 5, 2010, as amended by a Modification Agreement, dated March 1, 2010 (the “Modification Agreement”, and collectively the “Original Indenture”), between BASDA and the Trustee, securing BASDA’s School Revenue Bonds (Bethlehem Area School District Refunding Project), Series of 2010, dated January 5, 2010 (the “Bonds”), in the original aggregate principal amount of \$30,000,000 (capitalized terms and phrases in the Resolution not specifically defined herein shall have the meanings set forth in the Original Indenture); and

WHEREAS, The proceeds of the Bonds were lent to this School District pursuant to the Note, and pursuant to a Loan Agreement, dated January 5, 2010, as amended by the Modification Agreement (together, the “Loan Agreement”), between this School District and BASDA, to currently refund a portion of the then outstanding General Obligation Bonds (Weekly Mode), Series of 2005, of this School District; and

WHEREAS, The Bonds were initially issued as Floating Rate Bonds in a Rate Mode equal to an Index Rate plus an Applicable Spread, as described in the Bonds and the Indenture; and

WHEREAS, The Bonds were purchased by RBC Capital Markets Corporation, now RBC Capital Markets, LLC and are held by the Royal Bank of Canada, under the terms of a Bond Purchase Agreement, dated January 5, 2010, as amended by the Modification Agreement, specifying that the initial Interest Period, at the initial Floating Rate, will end on January 5, 2012; and

WHEREAS, The School District and BASDA have conferred with their financial advisor Public Financial Management Inc. (the “Financial Advisor”), their bond counsel Rhoads & Sinon LLP (the “Bond Counsel”), and Solicitor, regarding the next Rate Mode to be applied to the Bonds on or before the end of the initial Rate Period; and

WHEREAS, Pursuant to a Term Sheet, dated on or about November 15, 2011 (the “Term Sheet”), RBC Municipal Products, Inc. (“RBCMPT”) has offered to enter into a Bondholder’s Agreement (the “2011 BPA”), to be dated on or about December 15, 2011 (the “Conversion Date”), under which RBC will purchase converted and remarketed Bonds having a Floating Rate that includes a new Applicable Spread applicable to various credit rating levels on the Bonds and new redemption events; and

WHEREAS, The School Board wishes to accept the terms offered by RBCMPT under the Term Sheet and the 2011 BPA; and

WHEREAS, The School Board intends to request a conversion of the Bonds to a new Floating Rate for an Interest Period ending on or about December 15, 2014, and that the BASDA Board approve and execute the 2011 BPA; and

WHEREAS, The School Board requests amendments to the Original Indenture, as contained in a First Amended and Restated Trust Indenture, to be dated the Conversion Date (the “First Amended Indenture”), amending provisions in the Original Indenture, with the consent of the Royal Bank of Canada as the sole Holder of the Bonds, in order to accommodate terms of the 2011 BPA.

NOW, THEREFORE, BE IT RESOLVED, by the Board of School Directors of Bethlehem Area School District, as follows:

SECTION 1. The School Board hereby requests, pursuant to Section 2.05 of the Original Indenture, that BASDA convert the Bonds, on the Conversion Date, to a Rate Mode with a new Floating Rate calculated in accordance with the Term Sheet, the 2011 BPA and the First Amended Indenture, for an Interest Period ending on or about December 15, 2014, as illustrated in the schedules presented by the Financial Advisor.

SECTION 2. This School District shall enter into the Term Sheet and the 2011 BPA with BASDA and RBCMPI, as presented at this meeting together with such changes therein as the BASDA Board and School District Solicitor, Bond Counsel, and the President or Vice President and the Secretary or Assistant Secretary of the School Board (the “Authorized Officers”) executing the same may approve, their execution and delivery thereof to constitute conclusive evidence of such approval. Authorized Officers shall execute, attest, and deliver such Term Sheet and 2011 BPA on or before the Conversion Date, and under the conditions described above.

SECTION 3. This School District requests BASDA to enter into the First Amended Indenture with the Trustee, substantially in the form presented at this meeting together with such changes therein as the BASDA Board, Solicitor, Bond Counsel and the Chairman or Vice Chairman of the Board of BASDA executing the same may approve, such execution and delivery thereof to constitute conclusive evidence of such approval. The Original Indenture as amended and supplemented by the First Amended Indenture is referred to herein as the "Indenture".

SECTION 4. This School District authorizes and ratifies the preparation, delivery and distribution, as appropriate, of a Limited Remarketing Offering Memorandum or similar disclosure document, in the form prepared or reviewed by BASDA, the School District's administration, Financial Advisor, Bond Counsel and Solicitor on behalf of this School District (the "Memorandum"). Authorized Officers shall execute, attest, and deliver such Memorandum on or prior to the Conversion Date and under the conditions described above.

SECTION 5. This School District authorizes and requests its Solicitor and Bond Counsel to prepare and to deliver to RBCMPI or the Trustee each Opinion of Counsel required by the Indenture or the 2011 BPA to convert and remarket the Bonds in accordance therewith.

SECTION 6. Authorized Officers, and other agents of this School District shall, under the conditions described above, execute and deliver documents and take all actions required in connection with the conversion and remarketing of the Bonds.

SECTION 7. All resolutions or parts of resolutions, insofar as the same shall be inconsistent herewith, shall be and the same expressly are repealed.

SECTION 8. This Resolution shall be effective immediately.

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DULY ADOPTED, by the Board of School Directors of the Bethlehem Area School District, Northampton and Lehigh Counties, Pennsylvania, in lawful session duly assembled, this 21st day of November, 2011.

BETHLEHEM AREA SCHOOL DISTRICT,
Northampton and Lehigh Counties, Pennsylvania

By: _____
(Vice) President of the Board of
School Directors

ATTEST:

(Assistant) Secretary of the Board of
School Directors

(SEAL)

CERTIFICATE

I, the undersigned, (Assistant) Secretary of the Board of School Directors of the Bethlehem Area School District, in Northampton and Lehigh Counties, Pennsylvania (the "School District"), certify that: the foregoing is a true and correct copy of a Resolution that was duly adopted by an affirmative vote of a majority of all members of the Board of School Directors of the School District at a meeting duly held on November 21, 2011, said Resolution has been recorded in the minute book of the Board of School Directors of the School District; a notice with respect to the intent to adopt said Resolution has been published as required by law; and said Resolution has not been amended, altered, modified, or repealed as of the date of this Certificate.

I further certify that the Board of School Directors of the School District met the advance notice and public comment requirements of the Pennsylvania Sunshine Act, by advertising the time and place of said meeting, by posting prominently a notice of said meeting at the principal office of the School District or at the public building in which said meeting was held, and by providing a reasonable opportunity for public comment at said meeting, all in accordance with said Act.

I further certify that: the total number of members of the Board of School Directors of the School District is nine (9); the vote of members of the Board of School Directors of the School District upon said Resolution was called and duly was recorded upon the minutes of said meeting; and members of the Board of School Directors of the School District voted upon said Resolution in the following manner:

Michele Cann	-
William J. Burkhardt	-
Rosario S. Amato	-
Michael E. Faccinetto	-
Irene Follweiler	-
Loretta M. Leeson	-
Eugene C. McKeon	-
Aurea E. Ortiz	-
Benjamin M. Tenaglia III	-

IN WITNESS WHEREOF, I set my hand and affix the official seal of the School District, this 21st day of November, 2011.

(Assistant) Secretary of the Board of
School Directors

(SEAL)

RECOMMENDATIONS OF THE ADMINISTRATION – November 21, 2011 Pg. 31

28. *Authorization to Adopt a Parameters Resolution to Refund the 2001A Bonds*

INFORMATION:

At the October 10, 2011, Board Finance Committee Meeting, Public Financial Management (PFM) explained the current opportunity which exists to issue up to \$6,000,000 of fixed rate bonds to refund the existing 2001A Bonds. The Board adopted a resolution at its October 17, 2011, Regular Board Meeting authorizing this refinancing if a net savings of \$220,000 to the District could be achieved, without extending the debt.

PFM provided additional information at the November 14, 2011, Board Finance Committee Meeting, and, provided rates remain at this favorable level, asked the Board to adopt a parameters resolution for refunding bonds to be issued in December/January.

This agenda item was reviewed with the Board at the November 14, 2011, Board Finance Committee Meeting.

RECOMMENDATION:

That the Board of School Directors adopts the resolution for the issuance of fixed rate General Obligation Bonds on a parameters basis, in the maximum principal amount of \$6,000,000 to refund the school district's existing 2001A Bonds at a minimum net savings of \$220,000.

The administration's recommendations Items #2, 4, 5, 6, 10, 11, 12, 13, 14, 15, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, and 29 were considered together.

**BETHLEHEM AREA SCHOOL DISTRICT,
Northampton and Lehigh Counties, Pennsylvania**

RESOLUTION

INCURRING NONELECTORAL DEBT TO BE EVIDENCED BY GENERAL OBLIGATION BONDS OF BETHLEHEM AREA SCHOOL DISTRICT IN THE MAXIMUM PRINCIPAL AMOUNT OF SIX MILLION DOLLARS (\$6,000,000), TO CURRENTLY REFUND THIS SCHOOL DISTRICT'S OUTSTANDING GENERAL OBLIGATION BONDS, SERIES A OF 2001, AND PAY RELATED COSTS; ACCEPTING A PROPOSAL FOR PURCHASE OF BONDS; SPECIFYING A MINIMUM REFUNDING SAVING THRESHOLD AS A CONDITION TO ISSUING THE BONDS; SETTING FORTH THE MAXIMUM PRINCIPAL AMOUNTS AND YIELD PARAMETERS FOR, AND SUBSTANTIAL FORM OF, THE BONDS; PLEDGING THE FULL FAITH, CREDIT AND TAXING POWER OF THIS SCHOOL DISTRICT TO SECURE THE BONDS; AUTHORIZING THE REDEMPTION OF THE REFUNDED BONDS; APPOINTING A PAYING AGENT AND SINKING FUND DEPOSITARY; AND AUTHORIZING RELATED DOCUMENTS AND ACTIONS.

WHEREAS, Bethlehem Area School District, in Northampton and Lehigh Counties, Pennsylvania (the "School District"), is a school district of the Commonwealth of Pennsylvania (the "Commonwealth"), a "Local Government Unit" within the meaning of the Local Government Unit Debt Act, 53 Pa.C.S. Chs. 80-82 (the "Debt Act"), and is governed by its Board of School Directors (the "School Board"); and

WHEREAS, The School Board, by its resolution adopted on October 15, 2001 (the “2001A Bonds Enabling Resolution”), authorized and secured the issuance of its General Obligation Bonds, Series A of 2011, dated as of November 15, 2001, in the original maximum aggregate principal amount of \$43,000,000 (the “2001A Bonds”), to finance capital projects and currently refund the School District’s General Obligation Notes, Series of 2000; and

WHEREAS, The outstanding 2001A Bonds are subject to optional redemption prior to maturity on any date on or after March 15, 2012; and

WHEREAS, The Department of the Commonwealth approved the proceedings of this School District related to the increase of nonelectoral indebtedness evidenced by the 2001A Bonds, under its Certificate of Approval No. GOB-14360, dated November 2, 2001; and

WHEREAS, The School Board has determined to refund and retire the outstanding 2001A Bonds (the “Refunded Obligations”), as described in a refunding report (the “Refunding Report”) prepared for this School District by Public Financial Management, Inc. (the “Financial Advisor”), at such time as the present value of the debt service savings to this School District resulting from refunding the Refunded Obligations, after using proceeds of the Bonds to pay the costs of issuing the Bonds, and accounting for reduced state reimbursement as a result of retiring the Refunded Obligations, equals at least \$220,000 (the “Required Savings”); and

WHEREAS, The School Board contemplates the authorization, sale, issuance and delivery of one or more series of general obligation bonds, from time to time, in the maximum aggregate principal amount of Six Million Dollars (\$6,000,000) (the “Bonds”), with the proceeds

to be applied to currently refund all of the Refunded Obligations, and to pay the costs of issuing the Bonds (the "Refunding Project"), all in accordance with the Debt Act; and

WHEREAS, The School Board has considered the possible manners of selling the Bonds, provided for in the Debt Act, at public sale or private sale, by negotiation or upon invitation; and

WHEREAS, The School Board has determined that the Bonds: (a) shall be offered in a private sale upon invitation; and (b) shall be offered for sale at a net purchase price of not less than 95.0% nor more than 110% of the aggregate principal amount of the Bonds issued (including underwriting discount and original issue discount or premium), plus accrued interest (the "Purchase Price"); and

WHEREAS, A "Proposal for the Purchase of Bonds", dated November 21, 2011 (the "Proposal"), has been received from the Financial Advisor, containing the financial parameters for, and conditions to, the underwriting and issuance of the Bonds (the "Bond Parameters"), which will be supplemented by an addendum to the Proposal (the "Addendum") containing the final terms and identify the underwriter of the Bonds, consistent with the Bond Parameters and the Required Savings; and

WHEREAS, The School Board desires to accept the Proposal, to award the sale of the Bonds, to authorize the issuance of nonelectoral debt, and to take appropriate action and to authorize proper things, all in connection with the Refunding Project, and all in accordance with the Debt Act; and

Required Savings are achieved. The Addendum so approved shall be executed and delivered by the President or Vice President of the School Board and included as a part of the Proposal accepted by this Resolution.

SECTION 5. The Bonds, when issued, will be general obligation bonds of this School District.

SECTION 6. The Bonds shall be issuable, from time to time, as one or more series, as fully registered bonds, in denominations of \$5,000 principal amount or any integral multiple thereof.

Each of the Bonds shall bear interest from the interest payment date next preceding the date of registration and authentication of such bond, unless: (a) such bond is registered and authenticated as of an interest payment date, in which event such bond shall bear interest from said interest payment date; or (b) such bond is registered and authenticated after a Record Date (hereinafter defined) and before the next succeeding interest payment date, in which event such bond shall bear interest from such interest payment date; or (c) such bond is registered and authenticated on or prior to the Record Date next preceding the first interest payment date, in which event such bond shall bear interest from the dated date of the Bonds; or (d) as shown by the records of the Paying Agent, interest on such bond shall be in default, in which event such bond shall bear interest from the date to which interest was last paid on such bond. Interest on each of the Bonds shall be payable initially on a date selected by the School District, and thereafter, semiannually, until the principal sum thereof is paid or provision for payment thereof

duly has been made. Except as to distinguishing series or subseries, numbers, denominations, interest rates and maturity dates, the Bonds and the Paying Agent's certificates of authentication shall be substantially in the forms and shall be of the tenor and purport hereinafter set forth, with insertions and variations (including CUSIP numbers) approved by this School District, the Financial Advisor and the Paying Agent, as may be appropriate for different series, subseries, denominations and maturity dates.

Principal, premium, if any, and interest with respect to the Bonds shall be payable in lawful money of the United States of America.

The principal of and premium, if any, on the Bonds shall be payable to the registered owners thereof or their transferees, upon presentation and surrender of the Bonds at the place or places set forth in the Bonds. Payment of interest on the Bonds shall be made by check mailed to the registered owners thereof whose names and addresses appear at the close of business on the fifteenth (15th) day next preceding each interest payment date (the "Record Date") on the registration books maintained by the Paying Agent on behalf of this School District, irrespective of any transfer or exchange of any Bonds subsequent to the Record Date and prior to such interest payment date, unless this School District shall be in default in payment of interest due on such interest payment date. In the event of any such default, such defaulted interest shall be payable to the persons in whose names the Bonds are registered at the close of business on a special record date for the payment of such defaulted interest established by notice mailed by the Paying Agent on behalf of this School District to the registered owners of the

Bonds not less than fifteen (15) days preceding such special record date. Such notice shall be mailed to the persons in whose names the Bonds are registered at the close of business on the fifth (5th) day preceding the date of mailing.

If the date for payment of the principal of or interest on any Bonds shall be a Saturday, Sunday, legal holiday or a day on which banking institutions in the Commonwealth are authorized or required by law or executive order to close, then the date for payment of such principal or interest shall be the next succeeding day that is not a Saturday, Sunday, legal holiday or a day on which such banking institutions are authorized or required to close, and payment on such date shall have the same force and effect as if made on the nominal date established for such payment.

SECTION 7. Registration of the transfer of ownership of Bonds shall be made upon surrender of any of the Bonds to the Paying Agent, accompanied by a written instrument or instruments in form, with instructions, and with guaranty of signature satisfactory to the Paying Agent, duly executed by the registered owner thereof or his attorney-in-fact or legal representative. The Paying Agent shall enter any transfer of ownership of any of the Bonds in the registration books and shall authenticate and deliver, at the earliest practicable time, in the name of the transferee or transferees, a new fully registered bond or bonds of authorized denominations of the same series, maturity and interest rate for the aggregate principal amount that the registered owner is entitled to receive. Bonds may be exchanged for a like aggregate

principal amount of Bonds of other authorized denominations of the same series, maturity and interest rate.

SECTION 8. This School District and the Paying Agent shall not be required to register the transfer of or exchange any of the Bonds then considered for redemption during the period beginning at the close of business on the fifteenth (15th) day next preceding any date of selection of such Bonds to be redeemed and ending at the close of business on the day of mailing of the notice of redemption, as hereinafter provided, or to register the transfer of or exchange any portion of any of the Bonds selected for redemption in whole or in part until after the redemption date.

SECTION 9. This School District and the Paying Agent may deem and treat the persons in whose names the Bonds shall be registered as the absolute owners thereof for all purposes, whether such Bonds shall be overdue or not, and payment of the principal of, premium, if any, and interest on the Bonds shall be made only to or upon the order of the registered owners thereof or their legal representatives, but registration of a transfer of ownership may be made as herein provided. All such payments shall be valid and effectual to satisfy and discharge the liability upon the Bonds, to the extent of the sum or sums so paid, and neither this School District nor the Paying Agent shall be affected by any notice to the contrary.

SECTION 10. This School District shall cause to be kept, and the Paying Agent shall keep, books for the registration, exchange and transfer of Bonds in the manner provided herein and therein so long as Bonds shall remain outstanding. Such registrations,

exchanges and transfers shall be made without charge to bondholders, except for actual costs, including postage, insurance and any taxes or other governmental charges required to be paid with respect to the same.

SECTION 11. The Bonds shall bear interest, each with a Purchase Price resulting in yield(s) to maturity, and principal shall mature or be payable upon mandatory sinking fund redemptions, in the maximum annual amounts, and on the dates or within the fiscal years set forth in Exhibit A attached hereto and made a part hereof.

SECTION 12. The Bonds may be subject to optional redemption by this School District prior to maturity, on such date or dates and under such terms as may be determined in the manner described in Section 4 hereof. The Bonds may be subject to mandatory redemption prior to maturity, determined in the manner described in Section 4 hereof, not in excess of any annual principal payment amount set forth in Exhibit A hereof.

SECTION 13. This School District appoints the Paying Agent as the paying agent with respect to the Bonds and directs that the principal of, premium, if any, and interest on the Bonds shall be payable at a designated corporate trust office of the Paying Agent, in lawful money of the United States of America.

SECTION 14. The form of the Bonds, including the form of Assignment and the form of the Paying Agent's Certificate, shall be substantially as set forth in Exhibit B, which is attached hereto and made part hereof, with appropriate insertions, omissions and variations.

SECTION 15. The Bonds shall be executed in the name of and on behalf of this School District by the manual or facsimile signature of the President or Vice President of the School Board, and the official seal or a facsimile of the official seal of this School District shall be affixed thereto and the manual or facsimile signature of the Secretary or Assistant Secretary of the School Board shall be affixed thereto in attestation thereof; and said officers are authorized to execute and to attest the Bonds.

SECTION 16. No bond constituting one of the Bonds shall be entitled to any benefit under this Resolution nor shall it be valid, obligatory or enforceable for any purpose until such bond shall have been registered and authenticated by the Certificate of Authentication endorsed thereon duly signed by the Paying Agent; and the Paying Agent is authorized to register and authenticate the Bonds in accordance with the provisions hereof.

SECTION 17. This School District covenants to and with registered owners, from time to time, of the Bonds that shall be outstanding, from time to time, pursuant to this Resolution, that this School District shall: (i) include the amount of the debt service on the Bonds, for each fiscal year of this School District in which the sums are payable, in its budget for that year, (ii) appropriate those amounts from its general revenues for the payment of the debt service, and (iii) duly and punctually pay or cause to be paid from the Sinking Fund (hereinafter identified) or any other of its revenues or funds the principal of and interest on each of the Bonds at the dates and places and in the manner stated therein, according to the true intent and meaning thereof; and, for such budgeting, appropriation and payment, this School District shall and does

pledge, irrevocably, its full faith, credit and taxing power. As provided in the Debt Act, the foregoing covenant of this School District shall be specifically enforceable.

SECTION 18. There is created, pursuant to the requirements of the Debt Act, a sinking fund for the Bonds (the "Sinking Fund") including, if applicable, multiple series or subseries, or a mandatory sinking fund. The Sinking Fund shall be administered in accordance with applicable provisions of the Debt Act.

SECTION 19. This School District appoints the Paying Agent as the sinking fund depository with respect to the Sinking Fund.

SECTION 20. This School District covenants to make payments out of the Sinking Fund, or out of any other of its revenues or funds, at such times and in such annual amounts, as shall be sufficient for prompt and full payment of all obligations of the Bonds when due.

SECTION 21. The School Board hereby authorizes the preparation of a Preliminary Official Statement for use in the marketing of the Bonds and authorizes the Business Manager or Superintendent of the School District to approve the form of such Preliminary Official Statement and a final Official Statement with respect to the Bonds of the School District, with such insertions and amendments as shall be necessary or appropriate to reflect the final terms and provisions of the Bonds, the accepted Proposal and this Resolution. The President or Vice President of the School Board shall affix his or her signature to the Official Statement, as

such officer, and such execution of the Official Statement shall constitute conclusive evidence of the approval of the Official Statement by the School Board.

SECTION 22. The President or Vice President and the Secretary or Assistant Secretary, respectively, of the School Board are authorized and directed, as required, necessary and/or appropriate: (a) to prepare, to certify and to file with the Department the debt statement required by the Debt Act; (b) to prepare and to file with the Department any statements required by the Debt Act that are necessary to qualify all or any portion of the debt of this School District that is subject to exclusion as self-liquidating or subsidized debt for exclusion from the appropriate debt limit of this School District as self-liquidating or subsidized debt; (c) to prepare and to file the application with the Department, together with a complete and accurate transcript of the proceedings for the required approval relating to the debt, of which debt the Bonds, upon issue, will be evidence, as required by the Debt Act; (d) to pay or to cause to be paid to the Department all proper filing fees required in connection with the foregoing; and (e) to take other required, necessary and/or appropriate action.

The School Board authorizes and directs that an appropriate borrowing base certificate be prepared for filing with the Department as required by the Debt Act. The President or Vice President and the Secretary or Assistant Secretary, respectively, of the School Board are hereby authorized to prepare and to execute, or to authorize the auditors of this School District to prepare and to execute, such borrowing base certificate.

SECTION 23. If applicable, as determined from the Proposal, the School Board authorizes and directs the purchase of municipal bond guaranty insurance with respect to the Bonds. The officers and agents of this School District are authorized and directed to take all required, necessary and/or appropriate action with respect to such insurance, as contemplated in the Proposal, including the payment of the premium for such insurance.

SECTION 24. The President or Vice President and the Secretary or Assistant Secretary, respectively, of the School Board are authorized and directed to contract with the Paying Agent for its services as paying agent for the Bonds and as sinking fund depository in connection with the Sinking Fund established for the Bonds.

SECTION 25. It is declared that the debt to be incurred hereby, together with any other indebtedness of this School District, is not in excess of any limitation imposed by the Debt Act upon the incurring of debt by this School District.

SECTION 26. The officers and agents of this School District are authorized to deliver the Bonds and to authorize payment of all costs and expenses associated with issuance of the Bonds as provided for in the Proposal, but only after the Department has certified its approval pursuant to the provisions of the Debt Act or at such time when the filing authorized to be submitted to the Department pursuant to the Debt Act shall be deemed to have been approved pursuant to applicable provisions of the Debt Act.

SECTION 27. This School District covenants to and with purchasers of the Bonds (or any portion thereof intended to be exempt from federal taxation) that it will make no

use of the proceeds of such Bonds, or of any other obligations deemed to be part of the same “issue” as any portion of such Bonds under applicable federal tax regulations, that will cause such Bonds to be or become “arbitrage bonds” within the meaning of Section 103(b)(2) and Section 148 of the Internal Revenue Code of 1986, as amended (the “Code”), and the regulations implementing said Sections that duly have been published in the Federal Register or any other regulations implementing said Sections, and this School District further covenants to comply with all other requirements of the Code if and to the extent applicable to maintain continuously the Federal income tax exemption of interest on such Bonds.

The President or Vice President of the School Board is authorized to represent in a certificate delivered when the Bonds are issued, if appropriate, that this School District does not then reasonably expect to issue tax-exempt obligations that, together with all tax-exempt obligations reasonably expected to be issued by all entities that issue bonds on behalf of this School District and all “subordinate entities” (within the meaning of Section 265(b)(3)(E) of the Code) of this School District, in the aggregate, will exceed Ten Million Dollars (\$10,000,000) (excluding obligations issued to refund (other than to advance refund) any obligation to the extent that the amount of the refunding obligation does not exceed the outstanding amount of the refunded obligation) in the calendar year of issuance of the Bonds and, accordingly, thereby designate the Bonds (to the extent they are not “deemed designated” under Section 265(b)(3)(D)(ii) of the Code), on behalf of this School District, as “qualified tax-exempt

obligations,” as defined in Section 265(b)(3)(B) of the Code, for the purposes and effect contemplated by Section 265 of the Code.

SECTION 28. This School District does hereby authorize the optional redemption of Refunded Obligations to be refunded, within ninety (90) days prior to, or after, the issuance date of the applicable Bonds (the “Redemption Date”), in accordance with the rights and privileges reserved to this School District in the Refunded Obligations, and as described in the Addendum.

Proper officers of the School Board are hereby authorized and directed to give irrevocable instructions to the paying agent and bond registrar for the Refunded Obligations to redeem the Refunded Obligations in accordance with this election of the School Board, *following the acceptance of the final terms and conditions of the Bonds and Addendum as described in section 4 hereof.*

If applicable, this School District, simultaneously with delivery of the Bonds to the Financial Advisor, shall enter into a bond retirement agreement or an escrow agreement (the “Bond Retirement Agreement”) with the paying agent of the applicable Refunded Obligations (each an “Escrow Agent”), acting as escrow agent for such Refunded Obligations. The Bond Retirement Agreement shall provide for a deposit of Bond proceeds into one or more escrow accounts with the Escrow Agent sufficient to pay the debt service due on such Refunded Obligations through the applicable Redemption Date. The President or Vice President and the Secretary or Assistant Secretary, respectively, of the School Board are authorized and directed to

execute, to attest, and to seal, as appropriate, and to deliver such Bond Retirement Agreement simultaneously with such delivery of the Bonds. The School District approves the Bond Retirement Agreement in form satisfactory to the Solicitor and Bond Counsel for this School District and as shall be approved by the officers of the School Board executing the same. Such approval of such officers shall be conclusively presumed to have been given by their execution of the Bond Retirement Agreement.

The officers and agents of this School District are hereby authorized and directed to take all such actions as may be necessary and appropriate to accomplish the redemption and retirement of the Refunded Obligations.

SECTION 29. The Secretary of the School Board of this School District is hereby authorized and directed to execute and to submit to the Pennsylvania Department of Education, promptly following settlement for the Bonds, the appropriate application and other documents and information necessary to obtain state reimbursement with respect to the debt service on the Bonds (including the filing of the appropriate PLANCON Parts, as applicable).

SECTION 31. This School District shall enter into, and hereby authorizes and directs the President or Vice President of the School Board to execute, a Continuing Disclosure Certificate (the "Certificate") on behalf of this School District on or before the date of issuance and delivery of the Bonds. Such Certificate shall be executed and delivered to satisfy the terms and conditions of the accepted Proposal for sale of the Bonds and Securities and Exchange Commission Rule 15c2-12, and shall be substantially in the form presented to this meeting,

which is hereby approved, together with any changes therein made and approved by the executing officer of the School Board, whose execution and delivery thereof shall constitute conclusive evidence of such approval. A copy of the Certificate shall be filed with the Secretary of the School Board and shall be and hereby is made part of this Resolution.

This School District hereby covenants and agrees that it will comply with and carry out all of the provisions of the Certificate. Notwithstanding any other provision of this Resolution, failure of this School District to comply with the Certificate shall not be considered an event of default with respect to the Bonds; however, any registered owner of the Bonds may take such actions as may be necessary and appropriate, including seeking mandamus or specific performance by court order, to cause this School District to comply with its obligations under this Section and such Certificate.

SECTION 32. The Bonds shall be made available for purchase under a book-entry only system available through The Depository Trust Company, a New York corporation (“DTC”). If applicable, at or prior to settlement for the Bonds, this School District and the Paying Agent shall execute or signify their approval of a Representation Letter in substantially the form on file with DTC (the “Representation Letter”). The appropriate officers of this School District and the Paying Agent shall take such action as may be necessary from time to time to comply with the terms and provisions of the Representation Letter, and any successor paying agent for the Bonds, in its written acceptance of its duties under this Resolution, shall agree to

take any actions necessary from time to time to comply with the requirements of the Representation Letter.

SECTION 33. Notwithstanding the foregoing provisions of this Resolution, the Bonds shall initially be issued in the form of one fully-registered bond for the aggregate principal amount of the Bonds of each maturity, and the following provisions shall apply with respect to the registration, transfer and payment of the Bonds:

(a) Except as provided in subparagraph (g) below, all of the Bonds shall be registered in the name of Cede & Co., as nominee of DTC; provided that if DTC shall request that the Bonds be registered in the name of a different nominee, the Paying Agent shall exchange all or any portion of the Bonds for an equal aggregate principal amount of Bonds of the same series, interest rate and maturity registered in the name of such nominee or nominees of DTC.

(b) No person other than DTC or its nominee shall be entitled to receive from this School District or the Paying Agent either a Bond or any other evidence of ownership of the Bonds, or any right to receive any payment in respect thereof, unless DTC or its nominee shall transfer record ownership of all or any portion of the Bonds on the registration books (the "Register") maintained by the Paying Agent in connection with discontinuing the book-entry system as provided in subparagraph (g) below or otherwise.

(c) So long as any Bonds are registered in the name of DTC or any nominee thereof, all payments of the principal or redemption price of or interest on such Bonds shall be made to DTC or its nominee in accordance with the Representation Letter on the dates provided for such payments under this Resolution. Each such payment to DTC or its nominee shall be valid and effective to fully discharge all liability of this School District or the Paying Agent with respect to the principal or redemption price of or interest on the Bonds to the extent of the sum or sums so paid. In the event of the redemption of less than all of the Bonds outstanding of any maturity, the Paying Agent shall not require surrender by DTC or its nominee of the Bonds so redeemed, but DTC (or its nominee) may retain such Bonds and make an appropriate notation on the Bond certificate as to the amount of such partial redemption; provided that DTC shall deliver to the Paying Agent, upon request, a written confirmation of such partial redemption and thereafter the records maintained by the Paying Agent shall be conclusive as to the amount of the Bonds of such maturity which have been redeemed.

(d) This School District and the Paying Agent may treat DTC (or its nominee) as the sole and exclusive owner of the Bonds registered in its name for the purposes of payment of the principal or redemption price of or interest on the Bonds, selecting the Bonds or portions thereof to be redeemed, giving any notice

permitted or required to be given to holders of Bonds under this Resolution, registering the transfer of Bonds, obtaining any consent or other action to be taken by holders of Bonds and for all other purposes whatsoever; and neither this School District nor the Paying Agent shall be affected by any notice to the contrary. Neither this School District nor the Paying Agent shall have any responsibility or obligation to any participant in DTC, any person claiming a beneficial ownership interest in the Bonds under or through DTC or any such participant, or any other person which is not shown on the Register as being a registered owner of Bonds, with respect to (1) the Bonds, (2) the accuracy of any records maintained by DTC or any such participant, (3) the payment by DTC or any such participant of any amount in respect of the principal or redemption price of or interest on the Bonds, (4) any notice which is permitted or required to be given to holders of the Bonds under this Resolution, (5) the selection by DTC or any such participant of any person to receive payment in the event of a partial redemption of the Bonds, and (6) any consent given or other action taken by DTC as holder of the Bonds.

(e) So long as the Bonds or any portion thereof are registered in the name of DTC or any nominee thereof, all notices required or permitted to be given to the holders of such Bonds under this Resolution shall be given to DTC as provided in the Representation Letter.

(f) In connection with any notice or other communication to be provided to holders of Bonds pursuant to this Resolution by this School District or the Paying Agent with respect to any consent or other action to be taken by holders of Bonds, DTC shall consider the date of receipt of notice requesting such consent or other action as the record date for such consent or other action, provided that this School District or the Paying Agent may establish a special record date for such consent or other action. This School District or the Paying Agent shall give DTC notice of such special record date not less than 15 calendar days in advance of such special record date to the extent possible.

(g) The book-entry only system for registration of the ownership of the Bonds may be discontinued at any time if either (1) after notice to this School District and the Paying Agent, DTC determines to resign as securities depository for the Bonds, or (2) after notice to DTC and the Paying Agent, this School District determines that continuation of the system of book-entry transfers through DTC (or through a successor securities depository) is not in the best interests of this School District. In either of such events (unless in the case described in clause (2) above, this School District appoints a successor securities depository), the Bonds shall be delivered in registered certificate form to such persons, and in such maturities and principal amounts, as may be designated by DTC, but without any liability on the part of this School District or the Paying

Agent for the accuracy of such designation. Whenever DTC requests this School District and the Paying Agent to do so, this School District and the Paying Agent shall cooperate with DTC in taking appropriate action after reasonable notice to arrange for another securities depository to maintain custody of certificates evidencing the Bonds.

SECTION 34. Any reference in this Resolution to an officer or member of the School Board shall be deemed to refer to his or her duly qualified successor in office, or other authorized representative, if applicable.

SECTION 35. This Resolution shall be effective in accordance with the Debt Act.

SECTION 36. In the event any provision, section, sentence, clause or part of this Resolution shall be held to be invalid, such invalidity shall not affect or impair any remaining provision, section, sentence, clause or part of this Resolution, it being the intent of this School District that such remainder shall be and shall remain in full force and effect.

SECTION 37. All resolutions or parts of resolutions, insofar as the same shall be inconsistent herewith, shall be and the same expressly are repealed.

DULY ADOPTED, by the School Board, in lawful session duly assembled, this
21st day of November, 2011.

BETHLEHEM AREA SCHOOL DISTRICT,
Northampton and Lehigh Counties, Pennsylvania

By: _____
(Vice) President of the Board of
School Directors

ATTEST:

(Assistant) Secretary of the Board of
School Directors

(SEAL)

EXHIBIT A

BETHLEHEM AREA SCHOOL DISTRICT
Northampton and Lehigh Counties, Pennsylvania
 \$6,000,000 Maximum Aggregate Principal Amount
 General Obligation Bonds
 Maximum Annual Principal Payment Schedule*

School District Fiscal Year (Ending June 30)	Maximum Yield to Maturity (%)	Maximum Principal Maturity or Mandatory Sinking Fund Payment Amount (\$)
2012	6.0%	\$ 335,000
2013	6.0%	\$ 640,000
2014	6.0%	\$ 620,000
2015	6.0%	\$ 625,000
2016	6.0%	\$ 630,000
2017	6.0%	\$ 995,000
2018	6.0%	\$1,065,000
2019	6.0%	\$1,090,000

*Includes principal maturities and mandatory sinking fund redemptions.

EXHIBIT A

Page 1 of 1

EXHIBIT B**(FORM OF BOND)**

[The following Legend is to be printed on any Bonds registered in the name of The Depository Trust Company or Cede & Co., its nominee: "Unless this certificate is presented by an authorized representative of The Depository Trust Company, a New York corporation ("DTC"), to the Issuer or its agent for registration of transfer, exchange or payment, and any certificate issued is registered in the name of Cede & Co. or in such other name as is requested by an authorized representative of DTC (and any payment is made to Cede & Co. or to such other entity as is requested by an authorized representative of DTC), ANY TRANSFER, PLEDGE, OR OTHER USE HEREOF FOR VALUE OR OTHERWISE BY OR TO ANY PERSON IS WRONGFUL in as much as the registered owner hereof, Cede & Co., has an interest herein."]

Number

\$

UNITED STATES OF AMERICA
COMMONWEALTH OF PENNSYLVANIA
COUNTIES OF NORTHAMPTON AND LEHIGH
BETHLEHEM AREA SCHOOL DISTRICT
GENERAL OBLIGATION BOND, SERIES __ OF 201__

INTEREST
RATE

MATURITY
DATE

DATED DATE
OF SERIES

CUSIP

%

REGISTERED OWNER: CEDE & CO.

PRINCIPAL SUM: _____ DOLLARS (\$_____)

BETHLEHEM AREA SCHOOL DISTRICT, in Northampton and Lehigh
Counties, Pennsylvania (the "Issuer"), a school district existing under laws of the Commonwealth
of Pennsylvania (the "Commonwealth"), for value received, promises to pay to the order of the

EXHIBIT B
Page 1 of 13

registered owner named hereon, or registered assigns, on the maturity date stated hereon, upon presentation and surrender hereof, the principal sum stated hereon, unless this General Obligation Bond, Series ___ of 201___ (the "Bond"), shall be redeemable and duly shall have been called for earlier redemption and payment of the redemption price shall have been made or provided for, and to pay initially on _____, _____, and thereafter semiannually on _____ and _____ of each year, to the registered owner hereof, interest on said principal sum, at the rate per annum stated hereon, until said principal sum has been paid or provision for payment thereof duly has been made. Interest on this Bond shall be payable from the interest payment date next preceding the date of registration and authentication of this Bond, unless: (a) this Bond is registered and authenticated as of an interest payment date, in which event this Bond shall bear interest from such interest payment date; or (b) this Bond is registered and authenticated after a Record Date (hereinafter defined) and before the next succeeding interest payment date, in which event this Bond shall bear interest from such interest payment date; or (c) this Bond is registered and authenticated on or prior to the Record Date next preceding _____, _____, in which event this Bond shall bear interest from _____, _____; or (d) as shown by the records of the Paying Agent (hereinafter defined), interest on this Bond shall be in default, in which event this Bond shall bear interest from the date to which interest was last paid on this Bond. The interest on this Bond is payable by check drawn on Manufacturers and Traders Trust Company (the "Paying Agent"), or its successor. The principal of and premium, if any, on this Bond, when due, are payable upon surrender hereof at the designated corporate trust office of the Paying

EXHIBIT B

Page 2 of 13

Agent. Payment of the interest hereon shall be made to the registered owner hereof whose name and address shall appear, at the close of business on the fifteenth (15th) day next preceding each interest payment date (the "Record Date"), on the registration books maintained by the Paying Agent, irrespective of any transfer or exchange of this Bond subsequent to such Record Date and prior to such interest payment date, unless the Issuer shall be in default in payment of interest due on such interest payment date. In the event of any such default, such defaulted interest shall be payable to the person in whose name this Bond is registered at the close of business on a special record date for the payment of such defaulted interest established by notice mailed by the Paying Agent to the registered owner of this Bond not less than fifteen (15) days preceding such special record date. Such notice shall be mailed to the person in whose name this Bond is registered at the close of business on the fifth (5th) day preceding the date of mailing. Principal, premium, if any, and interest with respect to this Bond are payable in lawful money of the United States of America.

This Bond is one of a series of bonds of the Issuer, known generally as "General Obligation Bonds, Series ___ of 201___" (the "Bonds"), all of like date and tenor, except as to numbers, denominations, dates of maturity, rates of interest, and provisions for redemption, in the maximum aggregate principal amount of _____ Dollars (\$_____).

The Bonds have been authorized for issuance in accordance with provisions of the Local Government Unit Debt Act, 53 Pa.C.S. Chs. 80-82 (the "Debt Act"), of the Commonwealth, and by virtue of a duly adopted resolution (the "Resolution") of the Issuer. The

EXHIBIT B
Page 3 of 13

Debt Act, as such shall have been in effect when the Bonds were authorized, and the Resolution shall constitute a contract between the Issuer and registered owners, from time to time, of the Bonds.

The Issuer has covenanted, in the Resolution, to and with registered owners, from time to time, of the Bonds that shall be outstanding, from time to time, pursuant to the Resolution, that the Issuer shall: (i) include the amount of the debt service for the Bonds, for each fiscal year of the Issuer in which such sums are payable, in its budget for that year, (ii) appropriate such amounts from its general revenues for the payment of such debt service, and (iii) duly and punctually pay or cause to be paid, from the sinking fund established under the Resolution or any other of its revenues or funds, the principal of and interest on each of the Bonds at the dates and place and in the manner stated therein, according to the true intent and meaning thereof; and, for such budgeting, appropriation and payment, the Issuer has pledged and does pledge, irrevocably, its full faith, credit and taxing power.

This Bond shall not be entitled to any benefit under the Resolution, nor shall it be valid, obligatory or enforceable for any purpose, until this Bond shall have been authenticated by the Paying Agent.

The Bonds are issuable only in the form of registered bonds, without coupons, in the denominations of \$5,000 principal amount or any integral multiple thereof. Bonds may be exchanged for a like aggregate principal amount of Bonds of other authorized denominations of

the same maturity and interest rate upon surrender of such Bonds to the Paying Agent, with written instructions satisfactory to the Paying Agent.

The Issuer and the Paying Agent may deem and treat the registered owner hereof as the absolute owner hereof (whether or not this Bond shall be overdue) for the purpose of receiving payment of or on account of principal hereof, premium, if any, and interest due hereon and for all other purposes, and the Issuer and the Paying Agent shall not be affected by any notice to the contrary.

This Bond may be transferred by the registered owner hereof upon surrender of this Bond to the Paying Agent, accompanied by a written instrument or instruments in form, with instructions, and with guaranty of signature satisfactory to the Paying Agent, duly executed by the registered owner of this Bond or his attorney-in-fact or legal representative. The Paying Agent shall enter any transfer of ownership of this Bond in the registration books and shall authenticate and deliver at the earliest practicable time in the name of the transferee or transferees a new fully registered bond or bonds of authorized denominations of the same series, maturity and interest rate for the aggregate principal amount which the registered owner is entitled to receive.

The Issuer and the Paying Agent shall not be required to issue or to register the transfer of or exchange any Bonds then considered for redemption during a period beginning at the close of business on the fifteenth (15th) day next preceding any date of selection of Bonds to be redeemed and ending at the close of business on the day of mailing of the applicable notice of

redemption, as hereinafter provided, or to register the transfer of or exchange any portion of any bond selected for redemption until after the redemption date.

The Bonds stated to mature on or after March 15, ____, are subject to redemption prior to maturity, at the option of the Issuer, as a whole, on ____, ____, or on any date thereafter, upon payment of the principal amount thereof, together with accrued interest to the date fixed for redemption.

The Bonds stated to mature on or after March 15, ____, are subject to redemption prior to maturity, at the option of the Issuer, from time to time, in part, in any order of maturity selected by the Issuer, on March 15, ____, or on any date thereafter. If less than all Bonds of any particular maturity are to be redeemed, the Bonds of such maturity to be redeemed shall be drawn by lot by the Paying Agent. Any such redemption shall be upon payment of the principal amount to be redeemed, together with accrued interest thereon to the date fixed for redemption.

The Bonds stated to mature on March 15, ____, and on March 15, ____, are subject to mandatory redemption prior to maturity, in the amounts and on February 1 of the years set forth in the following schedules as drawn by lot by the Paying Agent in behalf of the Issuer:

Bonds Maturing on March 15, __:

<u>Year</u>	<u>Amount</u>
	\$; and

Bonds Maturing on March 15, ____:

<u>Year</u>	<u>Amount</u>
	\$.

Any such redemption shall be upon application of money available for the purpose in the Mandatory Sinking Fund established under the Resolution and shall be upon payment of the principal amount to be redeemed, together with accrued interest thereon to the date fixed for redemption. In lieu of such mandatory redemption, the Paying Agent, as sinking fund depository, in behalf of the Issuer, may purchase, from money available for the purpose in the Sinking Fund established under the Resolution, at a price not to exceed the principal amount plus accrued interest, or the Issuer may tender to the Paying Agent, all or part of the Bonds subject to being drawn for redemption in any such year.

If this Bond is of a denomination larger than \$5,000, a portion of this Bond may be redeemed. For the purposes of redemption, this Bond shall be treated as representing the number of Bonds that is equal to the principal amount hereof divided by \$5,000, each \$5,000 portion of this Bond being subject to redemption. In the case of partial redemption of this Bond, payment of the redemption price shall be made only upon surrender of this Bond in exchange for Bonds of authorized denominations of the same maturity and interest rate and in aggregate principal amount equal to the unredeemed portion of the principal amount hereof; Provided, however, that should this Bond be registered in the name of The Depository Trust Company ("DTC") or Cede & Co., as nominee for DTC, or any other nominee of DTC, or any other

EXHIBIT B
Page 7 of 13

successor securities depository or its nominee, this Bond need not be surrendered for payment and exchange in the event of a partial redemption hereof and the records of the Paying Agent shall be conclusive as to the amount of this Bond which shall have been redeemed.

Notice of redemption shall be deposited in first class mail not less than 30 days prior to the date fixed for redemption and shall be addressed to the registered owners of the Bonds to be redeemed at their addresses shown on the registration books kept by the Paying Agent as of the day such Bonds are selected for redemption. Failure to mail any notice of redemption or any defect therein or in the mailing thereof shall not affect the validity of any proceeding for redemption of other Bonds so called for redemption as to which proper notice has been given.

On the date designated for redemption, notice having been provided as aforesaid, and money for payment of the principal, premium, if any, and accrued interest being held by the Paying Agent, interest on the Bonds or portions thereof so called for redemption shall cease to accrue and such Bonds or portions thereof so called for redemption shall cease to be entitled to any benefit or security under the Resolution, and registered owners of such Bonds or portions thereof so called for redemption shall have no rights with respect thereto, except to receive payment of the principal to be redeemed and accrued interest thereon to the date fixed for redemption, together with the redemption premium, if any.

The Issuer, in the Resolution, has established a sinking fund with the Paying Agent, as the sinking fund depository, into which funds for the payment of the principal of and

the interest on the Bonds shall be deposited not later than the date fixed for the disbursement thereof. The Issuer has covenanted, in the Resolution, to make payments from such sinking fund or from any other of its revenues or funds, at such times and in such annual amounts as shall be sufficient for prompt and full payment of all obligations of this Bond.

It hereby is certified that: (i) all acts, conditions and things required to be done, to happen or to be performed as conditions precedent to and in issuance of this Bond or in creation of the debt of which this Bond is evidence have been done, have happened or have been performed in due and regular form and manner, as required by law; and (ii) the debt represented by this Bond, together with any other indebtedness of the Issuer, is not in excess of any limitation imposed by the Debt Act upon the incurring of debt by the Issuer.

[This Bond has been designated by the Issuer as a “qualified tax-exempt obligation”, as defined in Section 265(b)(3)(B) of the Internal Revenue Code of 1986, as amended (the “Code”), for purposes and effect contemplated by Section 265 of the Code (relating to expenses and interest relating to tax-exempt income of certain financial institutions)]

IN WITNESS WHEREOF, the Issuer has caused this Bond to be executed in its name by the manual or facsimile signature of the President of the Board of School Directors, and its official seal or facsimile thereof to be affixed hereto and the manual or facsimile signature of the Secretary of the Board of School Directors to be affixed hereto in attestation thereof, all as of _____, _____.

BETHLEHEM AREA SCHOOL DISTRICT,
Northampton and Lehigh Counties, Pennsylvania

By: _____
President of the Board of School Directors

ATTEST:

Secretary of the Board of School Directors

(SEAL)

(FORM OF PAYING AGENT'S CERTIFICATE)

CERTIFICATE OF AUTHENTICATION; CERTIFICATE AS TO OPINION; AND
CERTIFICATE AS TO INSURANCE

It is certified that:

(i) This Bond is one of the Bonds described in the within-mentioned
Resolution;

(ii) An original Opinion issued by Rhoads & Simon LLP, dated and delivered
on the date of the original delivery of, and payment for, such Bonds that is on file at such
designated corporate trust office where the same may be inspected; and

(iii) _____ has issued its municipal bond insurance policy, as stated
in the Statement of Insurance printed upon this Bond, a copy of which policy is on file at such
designated corporate trust office where the same may be inspected.

MANUFACTURERS AND TRADERS TRUST
COMPANY, as Paying Agent

By: _____
Authorized Representative

Date of Registration and Authentication:

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Page 11 of 13

(FORM OF ASSIGNMENT)

ASSIGNMENT

FOR VALUE RECEIVED, _____, the undersigned, hereby sells, assigns and transfers unto

Name (the "Transferee")

Address

Social Security or Federal Employer Identification No. _____ the within Bond and all rights thereunder and hereby irrevocably constitutes and appoints _____, as attorney, to transfer the within Bond on the books kept for registration thereof with full power of substitution in the premises.

Date: _____

Signature Guaranteed:

NOTICE: Signature(s) must be guaranteed by an institution that is a participant in a signature guarantee program recognized by the Securities Transfer Association.

NOTICE: No transfer will be made in the name of the Transferee unless the signature(s) to this assignment correspond(s) with the name(s) appearing upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever and the Social Security or Federal Employer Identification Number of the Transferee is supplied. If the Transferee is a trust, the names and Social Security or Federal Employer Identification Numbers of the settlor and beneficiaries of the trust, the Federal Employer Identification Number and date of the trust and the name of the trustee

EXHIBIT B

Page 12 of 13

must be supplied.

EXHIBIT B
Page 13 of 13

(FORM OF STATEMENT OF INSURANCE)

STATEMENT OF INSURANCE

[To Be Inserted by Insurer]

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Page 14 of 13

CERTIFICATE

I, the undersigned, (Assistant) Secretary of the Board of School Directors of BETHLEHEM AREA SCHOOL DISTRICT, Northampton and Lehigh Counties, Pennsylvania (the "School District"), certify that: the foregoing is a true and correct copy of a Resolution that duly was adopted by affirmative vote of a majority of all members of the Board of School Directors of the School District at a meeting duly held on November 21, 2011; said Resolution duly has been recorded in the minute book of the Board of School Directors of the School District; a notice with respect to the intent to adopt said Resolution has been published as required by law; said Resolution was available for inspection by any interested citizen requesting the same in accordance with the requirements of the Local Government Unit Debt Act of the Commonwealth of Pennsylvania and such notice; and said Resolution has not been amended, altered, modified or repealed as of the date of this Certificate.

I further certify that the Board of School Directors of the School District met the advance notice and public comment requirements of the Sunshine Act, 65 Pa.C.S. §701 *et seq.*, by advertising the time and place of said meeting, by posting prominently a notice of said meeting at the principal office of the School District or at the public building in which said meeting was held, and by providing a reasonable opportunity for public comment prior to adoption of said Resolution, all as required by such Act.

I further certify that: the total number of members of the Board of School Directors of the School District is nine (9); the vote of members of the Board of School Directors of the School District upon said Resolution was called and duly was recorded upon the minutes of said meeting; and members of the Board of School Directors of the School District voted upon said Resolution in the following manner:

Michele Cann	-
William J. Burkhardt	-
Rosario S. Amato	-
Michael E. Faccinetto	-
Irene Follweiler	-
Loretta M. Leeson	-
Eugene C. McKeon	-
Aurea E. Ortiz	-
Benjamin M. Tenaglia III	-

IN WITNESS WHEREOF, I set my hand and affix the official seal of the School District, this 21st day of November, 2011.

NOVEMBER 21, 2011

(Assistant) Secretary of the Board of
School Directors

(SEAL)

EXHIBIT B
Page 16 of 13

CERTIFICATE

I, the undersigned, (Assistant) Secretary of the Board of School Directors of BETHLEHEM AREA SCHOOL DISTRICT, Northampton and Lehigh Counties, Pennsylvania (the "School District"), certify that: the foregoing is a true and correct copy of a Resolution that duly was adopted by affirmative vote of a majority of all members of the Board of School Directors of the School District at a meeting duly held on November 21, 2011; said Resolution duly has been recorded in the minute book of the Board of School Directors of the School District; a notice with respect to the intent to adopt said Resolution has been published as required by law; said Resolution was available for inspection by any interested citizen requesting the same in accordance with the requirements of the Local Government Unit Debt Act of the Commonwealth of Pennsylvania and such notice; and said Resolution has not been amended, altered, modified or repealed as of the date of this Certificate.

I further certify that the Board of School Directors of the School District met the advance notice and public comment requirements of the Sunshine Act, 65 Pa.C.S. §701 *et seq.*, by advertising the time and place of said meeting, by posting prominently a notice of said meeting at the principal office of the School District or at the public building in which said meeting was held, and by providing a reasonable opportunity for public comment prior to adoption of said Resolution, all as required by such Act.

I further certify that: the total number of members of the Board of School Directors of the School District is nine (9); the vote of members of the Board of School Directors of the School District upon said Resolution was called and duly was recorded upon the minutes of said meeting; and members of the Board of School Directors of the School District voted upon said Resolution in the following manner:

Michele Cann	-
William J. Burkhardt	-
Rosario S. Amato	-
Michael E. Faccinetto	-
Irene Follweiler	-
Loretta M. Leeson	-
Eugene C. McKeon	-
Aurea E. Ortiz	-
Benjamin M. Tenaglia III	-

IN WITNESS WHEREOF, I set my hand and affix the official seal of the School District, this 21st day of November, 2011.

RECOMMENDATIONS OF THE ADMINISTRATION – November 21, 2011 Pg. 32

29. *PlanCon Part K: Project Refinancing Authorization*

INFORMATION:

In order to recalculate our reimbursement rate, the District must submit to PDE PlanCon Part K: Project Refinancing for the BASD Authority, School Revenue Bonds, Series of 2009 used to refund the Shippensburg Borough Authority Variable Rate Demand Revenue Bonds, Series of 2007 and the Bethlehem Area School District Authority School Revenue Bonds, Series of 2011 used to refund BASD Authority School Revenue Bonds, Series of 2009. This will establish our temporary reimbursement rate for the bond issues.

This item was reviewed with the Board at the November 14, 2011, Board Finance Committee Meeting.

RECOMMENDATION:

That the Board of School Directors authorizes the administration to submit PDE PlanCon Part K: Project Refinancing for the following bond issues:

- A. Bethlehem Area School District Authority School Revenue Bonds, Series of 2009 which refunded the Shippensburg Borough Authority Variable Rate Demand Revenue Bonds (Bethlehem Area School District Project), Series of 2007.
- B. Bethlehem Area School District Authority School Revenue Bonds, Series of 2011 which refunded the Bethlehem Area School District Authority School Revenue Bonds, Series of 2009.

The administration's recommendations Items #2, 4, 5, 6, 10, 11, 12, 13, 14, 15, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, and 29 were considered together.

**PART K: PROJECT REFINANCING
BOARD TRANSMITTAL**

DISTRICT/CTC: Bethlehem Area School District COUNTY: Northampton and Lehigh
FINANCING NAME: School Revenue Bond (Bethlehem Area School District Refunding Project), Series of 2009

ALL REF	PAGE #	
<u>X</u>	K02	Refinancing Transaction Explanation
<u>X</u>	K03	Summary of Sources and Uses of Funds
<u>X</u>		Signed Board Resolution Authorizing Financing Transaction (including the form of the Bond/Note)
<u>X</u>		Signed Bond/Note Purchase Contract <u>or</u> Completed and Signed Bid Form from Successful Bidder
<u>X</u>		Signed Lease Agreement <u>or</u> Loan Agreement
<u>X</u>		Signed Swap Transaction Confirmation, if applicable
<u>NA</u>		Unallocated Funds
<u>X</u>		Signed Verification Report for Advance Refunding/ Certification for Current Refunding from Paying Agent/Trustee
<u>NA</u>		Cash Flow Statement for Current Refunding Call Requirement (if call requirement <u>not</u> gross funded at settlement)
<u>X</u>		Payment Schedule for New Issue/Note
<u>X</u>		Payment Schedule for Original Issue/Note Refinanced
<u>NA</u>		Payment Schedule for Issue/Note Not Refinanced

The financial consultant for this refinancing is: Public Financial Management, Inc.
Name of Firm/Company

The person to be contacted if there are any questions about Series of 2009 is:
Jamie L. Doyle, Senior Managing Consultant (717) 232-2723 (717) 232-8610
Financial Consultant's Name and Position Phone Number Fax Number

The financial consultant's address is: 1 Keystone Plaza, Suite 300, N. Front & Market, Harrisburg, PA 17101

The financial consultant's e-mail address is: doylej@pfm.com

The school administrator to be contacted if there are any questions about Part K is:
Stacy Gober, Asst. to the Superintendent for Financial Admin (610) 861-0500 (610) 807-5599
District/CTC Administrator's Name and Position Phone Number Fax Number

The school administrator's e-mail address is: sgober@beth.k12.pa.us

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

BOARD ACTION DATE: _____

VOTING: AYE _____ NAY _____ ABSTENTIONS _____ ABSENT _____

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

1516 Sycamore Street, Bethlehem, PA 18017-6099 _____
District/CTC Address Date

REFINANCING TRANSACTION EXPLANATION							
DISTRICT/CITY: Bethlehem Area School District				FINANCING NAME: School Revenue Bond (Bethlehem Area School District Refunding Project), Series of 2009			
Complete a separate information block for each bond series included in this PlanCon Part K submission. Enter "Not Applicable" or "N/A" if the information doesn't apply.							
Refunding Issues/Notes/Loans (ex. GOB, Refunding Series of 2005)	Issues/Notes Refunded, Refinanced or Restructured (ex. GOB, Series A of 2000)	PDE Lease Number	Partial or Full Refunding	Current or Advance Refunding	New Money ≥ \$10,000 (Indicate Yes or No)	PDE Project Number and Building Name Funded by New Money	
School Revenue Series of 2009	Shippensburg Borough Authority, Variable Rate Demand Revenue Bonds (Bethlehem ASD Project) Series of 2007	073300	Full	Current	No	N/A	
NOTES:							
NOTES:							

SUMMARY OF SOURCES AND USES OF FUNDS		
District/CTC: Bethlehem Area School District	Financing Name: School Revenue Bond, Series of 2009	Closing Date: 5/1/2009
REPORT TO THE PENNY - DO NOT ROUND		
	SERIES 2009	SERIES _____
SOURCES:		
Bond Issue (Par)	\$40,280,000.00	
Original Issue Discount/Premium		
Accrued Interest		
Cash Contribution by District		
Unallocated Funds from Bond Issues Being Refunded		
Other Sources of Funds (Specify)		
1. _____		
2. _____		
3. _____		
4. _____		
TOTAL - Sources of Available Funds	\$40,280,000.00	
USES:		
Purchase of Investments/Escrow		
Cash for Current Refunding	39,995,000.00	
Issuance Costs:		
1. Underwriter Fees	100,700.00	
2. Bond Insurance		
3. Bond Counsel	49,811.23	
4. School Solicitor	21,750.00	
5. Financial Advisor	55,500.00	
5. Paying Agent/Trustee Fees and Expenses	4,500.00	
7. Printing		
8. Rating Fee		
9. Verification Report		
10. Computer Fees		
11. CUSIP		
12. Internet Auction Fee		
13. Escrow Agent		
14. Underwriter/Bank Counsel	22,500.00	
15. Swap Advisor	17,000.00	
Total - Issuance Costs	\$271,761.23	
Accrued Interest		
Capitalized Interest		
Surplus Monies or Cash to School District		
Other Uses of Funds (Specify)		
1. Shippensburg Borough Solicitor	2,500.00	
2. Sinking Fund Deposit	10,738.77	
TOTAL - USES OF AVAILABLE FUNDS	\$40,280,000.00	

District/AVTS Bethlehem Area School District						PDE LEASE # (PDE Use Only)	
Financing School Revenue Bond (Bethlehem Area School District Refunding Project), Series of 2009						Total Bond Issue: 40,280,000	
Name:						Original Issue	
Dated Date: 5/1/2009						Premium: 0.00	
Settlement Date: 5/1/2009							
Bond Discount: 100,700.00							
PERIOD ENDING	PRINCIPAL OUTSTANDING	PRINCIPAL (Due July 1 and May 1, 2011)	RATE (Variable)	INTEREST	NET SWAP PAYMENT	PERIOD TOTAL	STATE FISCAL YR TOTAL (7/1 - 6/30)
	40,280,000.00						
6/30/2009	40,280,000.00			0.00		0.00	
12/31/2009	40,275,000.00	5,000.00		0.00		5,000.00	
6/30/2010	40,275,000.00			0.00		0.00	5,000.00
12/31/2010	40,270,000.00	5,000.00		0.00		5,000.00	
6/30/2011	0.00	40,270,000.00		0.00		40,270,000.00	40,275,000.00
12/31/2011	0.00			0.00		0.00	
6/30/2012	0.00			0.00		0.00	
12/31/2012	0.00			0.00		0.00	
6/30/2013	0.00			0.00		0.00	
12/31/2013	0.00			0.00		0.00	
6/30/2014	0.00			0.00		0.00	
12/31/2014	0.00			0.00		0.00	
6/30/2015	0.00			0.00		0.00	
12/31/2015	0.00			0.00		0.00	
6/30/2016	0.00			0.00		0.00	
12/31/2016	0.00			0.00		0.00	
6/30/2017	0.00			0.00		0.00	
12/31/2017	0.00			0.00		0.00	
6/30/2018	0.00			0.00		0.00	
12/31/2018	0.00			0.00		0.00	
6/30/2019	0.00			0.00		0.00	
12/31/2019	0.00			0.00		0.00	
6/30/2020	0.00			0.00		0.00	
12/31/2020	0.00			0.00		0.00	
6/30/2021	0.00			0.00		0.00	
12/31/2021	0.00			0.00		0.00	
6/30/2022	0.00			0.00		0.00	
12/31/2022	0.00			0.00		0.00	
6/30/2023	0.00			0.00		0.00	
12/31/2023	0.00			0.00		0.00	
6/30/2024	0.00			0.00		0.00	
12/31/2024	0.00			0.00		0.00	
6/30/2025	0.00			0.00		0.00	
12/31/2025	0.00			0.00		0.00	
6/30/2026	0.00			0.00		0.00	
12/31/2026	0.00			0.00		0.00	
6/30/2027	0.00			0.00		0.00	
12/31/2027	0.00			0.00		0.00	
6/30/2028	0.00			0.00		0.00	
12/31/2028	0.00			0.00		0.00	
6/30/2029	0.00			0.00		0.00	
12/31/2029	0.00			0.00		0.00	
6/30/2030	0.00			0.00		0.00	
12/31/2030	0.00			0.00		0.00	
6/30/2031	0.00			0.00		0.00	
12/31/2031	0.00			0.00		0.00	
6/30/2032	0.00			0.00		0.00	
12/31/2032	0.00			0.00		0.00	
6/30/2033	0.00			0.00		0.00	
12/31/2033	0.00			0.00		0.00	
6/30/2034	0.00			0.00		0.00	
12/31/2034	0.00			0.00		0.00	
6/30/2035	0.00			0.00		0.00	
12/31/2035	0.00			0.00		0.00	
6/30/2036	0.00			0.00		0.00	
12/31/2036	0.00			0.00		0.00	
6/30/2037	0.00			0.00		0.00	
TOTAL		40,280,000.00		0.00		40,280,000.00	40,280,000.00

District/AVTS Bethlehem Area School District					PDE LEASE # (PDE Use Only)	
Financing Name: Shippensburg Borough Authority Variable Rate Demand Revenue Bonds (Bethlehem Area School District Project) Series of 2007 (Refunded)					Total Bond Issue:	39,995,000
PERIOD ENDING	PRINCIPAL OUTSTANDING	PRINCIPAL	RATE	INTEREST	PERIOD TOTAL	STATE FISCAL YR TOTAL (7/1 - 6/30)
	39,995,000.00					
6/30/2009	39,995,000.00			0.00	0.00	
12/31/2009	39,990,000.00	5,000.00		0.00	5,000.00	
6/30/2010	39,990,000.00			0.00	0.00	5,000.00
12/31/2010	39,985,000.00	5,000.00		0.00	5,000.00	
6/30/2011	39,985,000.00			0.00	0.00	5,000.00
12/31/2011	39,980,000.00	5,000.00		0.00	5,000.00	
6/30/2012	39,980,000.00			0.00	0.00	5,000.00
12/31/2012	39,975,000.00	5,000.00		0.00	5,000.00	
6/30/2013	39,975,000.00			0.00	0.00	5,000.00
12/31/2013	39,970,000.00	5,000.00		0.00	5,000.00	
6/30/2014	39,970,000.00			0.00	0.00	5,000.00
12/31/2014	39,965,000.00	5,000.00		0.00	5,000.00	
6/30/2015	39,965,000.00			0.00	0.00	5,000.00
12/31/2015	39,960,000.00	5,000.00		0.00	5,000.00	
6/30/2016	39,960,000.00			0.00	0.00	5,000.00
12/31/2016	39,955,000.00	5,000.00		0.00	5,000.00	
6/30/2017	39,955,000.00			0.00	0.00	5,000.00
12/31/2017	39,950,000.00	5,000.00		0.00	5,000.00	
6/30/2018	39,950,000.00			0.00	0.00	5,000.00
12/31/2018	39,945,000.00	5,000.00		0.00	5,000.00	
6/30/2019	39,945,000.00			0.00	0.00	5,000.00
12/31/2019	39,940,000.00	5,000.00		0.00	5,000.00	
6/30/2020	39,940,000.00			0.00	0.00	5,000.00
12/31/2020	39,935,000.00	5,000.00		0.00	5,000.00	
6/30/2021	39,935,000.00			0.00	0.00	5,000.00
12/31/2021	39,930,000.00	5,000.00		0.00	5,000.00	
6/30/2022	39,930,000.00			0.00	0.00	5,000.00
12/31/2022	36,595,000.00	3,335,000.00		0.00	3,335,000.00	
6/30/2023	36,595,000.00			0.00	0.00	3,335,000.00
12/31/2023	33,130,000.00	3,465,000.00		0.00	3,465,000.00	
6/30/2024	33,130,000.00			0.00	0.00	3,465,000.00
12/31/2024	29,525,000.00	3,605,000.00		0.00	3,605,000.00	
6/30/2025	29,525,000.00			0.00	0.00	3,605,000.00
12/31/2025	25,775,000.00	3,750,000.00		0.00	3,750,000.00	
6/30/2026	25,775,000.00			0.00	0.00	3,750,000.00
12/31/2026	21,880,000.00	3,895,000.00		0.00	3,895,000.00	
6/30/2027	21,880,000.00			0.00	0.00	3,895,000.00
12/31/2027	17,830,000.00	4,050,000.00		0.00	4,050,000.00	
6/30/2028	17,830,000.00			0.00	0.00	4,050,000.00
12/31/2028	13,625,000.00	4,205,000.00		0.00	4,205,000.00	
6/30/2029	13,625,000.00			0.00	0.00	4,205,000.00
12/31/2029	9,255,000.00	4,370,000.00		0.00	4,370,000.00	
6/30/2030	9,255,000.00			0.00	0.00	4,370,000.00
12/31/2030	4,715,000.00	4,540,000.00		0.00	4,540,000.00	
6/30/2031	4,715,000.00			0.00	0.00	4,540,000.00
12/31/2031	0.00	4,715,000.00		0.00	4,715,000.00	
6/30/2032	0.00			0.00	0.00	4,715,000.00
TOTAL		39,995,000.00		0.00	39,995,000.00	39,995,000.00

**PART K: PROJECT REFINANCING
BOARD TRANSMITTAL**

DISTRICT/CTC: Bethlehem Area School District COUNTY: Northampton and Lehigh
FINANCING NAME: School Revenue Bonds (Bethlehem ASD Refunding Project), Series of 2011

<u>ALL</u>	<u>SEE</u>	<u>PAGE</u>	<u>#</u>
<u>X</u>		K02	Refinancing Transaction Explanation
<u>X</u>		K03	Summary of Sources and Uses of Funds
<u>X</u>			Signed Board Resolution Authorizing Financing Transaction (including the form of the Bond/Note)
<u>X</u>			Signed Bond/Note Purchase Contract <u>or</u> Completed and Signed Bid Form from Successful Bidder
<u>X</u>			Signed Lease Agreement <u>or</u> Loan Agreement
<u>X</u>			Signed Swap Transaction Confirmation, if applicable
<u>NA</u>			Unallocated Funds
<u>X</u>			Signed Verification Report for Advance Refunding/ Certification for Current Refunding from Paying Agent/Trustee
<u>NA</u>			Cash Flow Statement for Current Refunding Call Requirement (if call requirement <u>not</u> gross funded at settlement)
<u>X</u>			Payment Schedule for New Issue/Note
<u>X</u>			Payment Schedule for Original Issue/Note Refinanced
<u>NA</u>			Payment Schedule for Issue/Note Not Refinanced

The financial consultant for this refinancing is: Public Financial Management, Inc.
Date of Filing/Company

The person to be contacted if there are any questions about Series of 2011 is:
Jamie L. Doyle, Senior Managing Consultant (717) 232-2723 (717) 232-8610
Financial Consultant's Name and Position Phone Number Fax Number

The financial consultant's address is: 1 Keystone Plaza, Suite 300, N. Front & Market, Harrisburg, PA 17101

The financial consultant's e-mail address is: doylej@pfm.com

The school administrator to be contacted if there are any questions about Part K is:
Stacy Gober, Asst. to the Superintendent for Financial Admin (610) 861-0500 (610) 807-5599
District/CTC Administrator's Name and Position Phone Number Fax Number

The school administrator's e-mail address is: sgober@beth.k12.pa.us

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

BOARD ACTION DATE: _____

VOTING: AYE _____ NAY _____ ABSTENTIONS _____ ABSENT _____

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

1516 Sycamore Street, Bethlehem, PA 18017-6099 _____
District/CTC Address Date

REFINANCING TRANSACTION EXPLANATION

District/CTC:
Bethlehem Area School District

Participating Issuer:
School Revenue Bonds (Bethlehem ASD Refunding Project), Series of 2011

Complete a separate information block for each bond series included in this PlanCon Part K submission. Enter "Not Applicable" or "N/A" if the information doesn't apply.

[illegible]

SUMMARY OF SOURCES AND USES OF FUNDS		
District/CTC: Bethlehem Area School District	Financing Name: School Revenue Bonds (Bethlehem ASD Refunding Project)	Closing Date: 4/29/11
REPORT TO THE PENNY - DO NOT ROUND		
	SERIES 2011	SERIES _____
SOURCES:		
Bond Issue (Par)	\$40,470,000.00	
Original Issue Discount/Premium		
Accrued Interest		
Cash Contribution by District		
Unallocated Funds from Bond Issues Being Refunded		
Other Sources of Funds (Specify)		
1. _____		
2. _____		
3. _____		
4. _____		
TOTAL - Sources of Available Funds	\$40,470,000.00	
USES:		
Purchase of Investments/Escrow		
Cash for Current Refunding	40,270,000.00	
Issuance Costs:		
1. Underwriter Fees		
2. Bond Insurance		
3. Bond Counsel	53,975.06	
4. School Solicitor	25,000.00	
5. Financial Advisor	46,525.26	
5. Paying Agent/Trustee Fees and Expenses	4,500.00	
7. Printing		
8. Rating Fee		
9. Verification Report		
10. Computer Fees		
11. CUSIP		
12. Internet Auction Fee		
13. Escrow Agent		
14. Program Counsel	20,000.00	
15. Bank Counsel	20,000.00	
Total - Issuance Costs	\$170,000.32	
Accrued Interest		
Capitalized Interest		
Surplus Monies or Cash to School District		
Other Uses of Funds (Specify)		
1. Swap Advisor	10,000.00	
2. Sinking Fund Deposit	19,999.68	
TOTAL - USES OF AVAILABLE FUNDS	\$40,470,000.00	

District/AVTS Bethlehem Area School District							PDE LEASE # (PDE Use Only)	
Financing Name: School Revenue Bonds (Bethlehem ASD Refunding Project), Series of 2011							Total Bond Issue: 40,470,000	
Dated Date: 4/29/11								
Settlement Date: 4/29/11								
PERIOD ENDING *	PRINCIPAL OUTSTANDING	PRINCIPAL	INTEREST	SWAP FIXED PAYMENT	SWAP VARIABLE RECEIPT	NET SWAP PAYMENT	PERIOD TOTAL	STATE FISCAL YR TOTAL (7/1 - 6/30)
	40,470,000.00							
6/30/2011	40,470,000.00		0.00	0.00	0.00	0.00	0.00	
12/31/2011	40,465,000.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	
6/30/2012	40,465,000.00						0.00	5,000.00
12/31/2012	40,460,000.00	5,000.00					5,000.00	
6/30/2013	40,460,000.00						0.00	5,000.00
12/31/2013	40,455,000.00	5,000.00					5,000.00	
6/30/2014	40,455,000.00						0.00	5,000.00
12/31/2014	40,450,000.00	5,000.00					5,000.00	
6/30/2015	40,450,000.00						0.00	5,000.00
12/31/2015	40,445,000.00	5,000.00					5,000.00	
6/30/2016	40,445,000.00						0.00	5,000.00
12/31/2016	40,440,000.00	5,000.00					5,000.00	
6/30/2017	40,440,000.00						0.00	5,000.00
12/31/2017	40,435,000.00	5,000.00					5,000.00	
6/30/2018	40,435,000.00						0.00	5,000.00
12/31/2018	40,430,000.00	5,000.00					5,000.00	
6/30/2019	40,430,000.00						0.00	5,000.00
12/31/2019	40,425,000.00	5,000.00					5,000.00	
6/30/2020	40,425,000.00						0.00	5,000.00
12/31/2020	40,420,000.00	5,000.00					5,000.00	
6/30/2021	40,420,000.00						0.00	5,000.00
12/31/2021	40,415,000.00	5,000.00					5,000.00	
6/30/2022	40,415,000.00						0.00	5,000.00
12/31/2022	39,105,000.00	1,310,000.00					1,310,000.00	
6/30/2023	39,105,000.00						0.00	1,310,000.00
12/31/2023	37,740,000.00	1,365,000.00					1,365,000.00	
6/30/2024	37,740,000.00						0.00	1,365,000.00
12/31/2024	35,815,000.00	1,925,000.00					1,925,000.00	
6/30/2025	35,815,000.00						0.00	1,925,000.00
12/31/2025	33,805,000.00	2,010,000.00					2,010,000.00	
6/30/2026	33,805,000.00						0.00	2,010,000.00
12/31/2026	29,030,000.00	4,775,000.00					4,775,000.00	
6/30/2027	29,030,000.00						0.00	4,775,000.00
12/31/2027	24,040,000.00	4,990,000.00					4,990,000.00	
6/30/2028	24,040,000.00						0.00	4,990,000.00
12/31/2028	18,835,000.00	5,205,000.00					5,205,000.00	
6/30/2029	18,835,000.00						0.00	5,205,000.00
12/31/2029	12,885,000.00	5,950,000.00					5,950,000.00	
6/30/2030	12,885,000.00						0.00	5,950,000.00
12/31/2030	6,635,000.00	6,250,000.00					6,250,000.00	
6/30/2031	6,635,000.00						0.00	6,250,000.00
12/31/2031	0.00	6,635,000.00					6,635,000.00	
6/30/2032	0.00						0.00	6,635,000.00
TOTAL		40,470,000.00	0.00				40,470,000.00	40,470,000.00

* Principal paid annually on July 1

District/AVTS Bethlehem Area School District							PDE LEASE # (PDE Use Only)	
Financing Name: School Revenue Bond (Bethlehem Area School District Refunding Project), Series of 2009 (Refunded)							Total Bond Issue:	40,270,000
PERIOD ENDING	PRINCIPAL OUTSTANDING	PRINCIPAL (Due May 1, 2011)	INTEREST	SWAP FIXED PAYMENT	SWAP VARIABLE RECEIPT	NET SWAP PAYMENT	PERIOD TOTAL	STATE FISCAL YR TOTAL (7/1 - 6/30)
	40,270,000.00							
6/30/2011	0.00	40,270,000.00					40,270,000.00	40,270,000.00
12/31/2012	0.00						0.00	
6/30/2012	0.00						0.00	
TOTAL		40,270,000.00	0.00	0.00	0.00	0.00	40,270,000.00	40,270,000.00

RECOMMENDATIONS OF THE ADMINISTRATION – November 21, 2011 Pg. 33**30. *Auditor General's Report for the Years Ending June 30, 2005 and June 30, 2006 (Amended)*****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 these findings. In May 2011, the Board took the necessary action to respond to the two findings. On November 17, 2011, the District was contacted by Pennsylvania Department of Education (PDE) for a management response and corrective action plan for the observation referenced in the report related to unmonitored vendor system access and logical access control weaknesses.

Attached please find the reply for the observation that is recommended for Board approval on November 21, 2011, so that it can be filed with PDE.

RECOMMENDATION:

That the Board of School Directors approves the Corrective Action Plan relative to the observation identified in the audit report for the fiscal years ending June 30, 2005, and June 30, 2006, prepared by the Commonwealth of Pennsylvania Department of the Auditor General, and submits the plan to the Pennsylvania Department of Education.

DISCUSSION ITEM #30

Director Leeson stated: Item #30 – I wanted an explanation of exactly what was the finding for the auditor general, we got some information but I didn't quite understand what the finding was and then what exactly was the remedy.

President Cann stated: Mrs. Gober it was an observations and not a finding but if you could just explain so we know what we are talking about here, what the observation was all about.

Mrs. Gober stated: This was an observation from the state audit that occurred for the years 2005 and 2006. It was not responded to formally as the initial report responded to the findings that were in the report. The Department of Education contacted me on Thursday afternoon and requested that there by a corrective action plan for this observation as well the issue was related to unmonitored vendor system access and logical access

control weaknesses. The item is further outlined in your information on the agenda item with management's response as well as the corrective action plan as I understand it from Mr. Arbushites, this issue has been resolved and is complete. The audit report at that time included that there would be a follow-up at the subsequent audit which did occur for the years of June 30, 2007 and 2008 at which time the auditors indicated to Mr. Arbushites that this issue had been satisfactorily resolved. This is paperwork to close the correspondence loop from that report dating back to August of 2008.

Director Leeson stated: I understood all of that but what is an unmonitored system access and what is logical access control weaknesses.

Mr. Arbushites stated: The unmonitored system access was referring to the capability of our student information system. The auditor wanted to make sure that anybody from SunGard or any of the outside companies that we work with that any access that they had to our systems was being properly documented and that we knew at all times who was accessing our systems remotely. We have since then as the information indicates, put a process in place to make sure that they have signed an acceptable use policy and that all of their activities whether they are performing updates or corrections to our systems are being properly routed and communication to you before they are actually done and then there is a follow-up afterwards that says this is what they did.

Director Leeson stated: OK – I think I understand then. So outside people who are accessing our computer system are alerting us so that we know and can monitor what they are doing in our system. That makes sense now. Thank you.

Dr. Roy asked: Frank, How long has that process been in place now?

Mr. Arbushites stated: 2008 when the recommendation was made.

President Cann asked for a roll call vote on Item 1, 3, 7, 8, 9, and 30.

Yea, Directors Amato, Burkhardt, Faccinetto, Follweiler, Leeson, Nay 1 and 7, Yea to 3, 8, 9, and 30, McKeon, Ortiz, Tenaglia – Nay, 1 and 7, Yea to 3, 8, 9, and 30, and President Cann

Motion 1 – Passes 7-2

Motion 7 – Passes 7-2

Motion 3, 8, 9, and 30 – Pass 9-0



PA State Audit Observation Years Ending June 30, 2005 and 2006

<u>OBSERVATION</u>	<u>MANAGEMENT RESPONSE</u>	<u>CORRECTIVE ACTION PLAN</u>	<u>TIMELINE FOR IMPLEMENTATION</u>	<u>MONITORING</u>
Unmonitored Vendor System Access and Logical Access Control Weaknesses	Since August 18, 2008, the following modifications have been made or are in the development phase: 1. All IT Department personnel reviewed the Acceptable Use Policy (AUP) and other department procedures on August 21, 2008. Each person signed that he/she had reviewed and understood all procedures and policies. These signatures are maintained in the IT office. 2. IT Department personnel have captured in writing the procedures that are in place to control the activities of vendors/consultants, including a signature for the district's AUP. IT Department personnel have notified the existing vendors that the district AUP must be signed by October 30, 2008. IT Department personnel are working on a lockout feature for all applications that require a login and password. This feature will lock out after 5 attempts. The timeline for completion is November 30, 2008.	All modifications in the response have been implemented and continue to be standard practice in the IT department. 1. As new IT employees are hired, they are required to sign the AUP and the signatures are maintained in the IT Office. 2. Vendors who require remote access to internal BASD systems have signed the district's AUP. As new vendors are retained, they are required to sign the AUP. 3. The password lockout feature has been implemented on student data systems for all users. The lockout engages after 3 invalid logon attempts.	Ongoing	Ongoing

Dr. Joseph J. Roy, Superintendent

Date

RECOMMENDATIONS OF THE ADMINISTRATION – November 21, 2011**Pg. 34****31. Budgetary Transfers****RECOMMENDATION:**

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

November 21, 2011

*Bethlehem Area School District
2011-12 Budget Transfers*

<u>FROM ACCOUNT</u>	<u>DESCRIPTION</u>	<u>TO ACCOUNT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>REASON</u>
10-2500550-000-000-000-GA	Print/Binding-Business Offc	10-1100550-000-100-000-AE	Print/Binding-Reg Instr	\$ 2,360.00	Student planners-Elem
10-2500550-000-000-000-GA	Print/Binding-Business Offc	10-1100550-000-200-000-AE	Print/Binding-Reg Instr	\$ 2,800.00	Student planners-MS
10-2140322-000-000-000-LF	Prof Serv IU-Psychological	10-1241820-000-000-000-LF	Judgments Against LEA	\$ 450.00	1 Tutoring Sessions
10-1340760-000-244-000-44	Equip Repl-VoEd-Home Ec	10-1340432-000-244-000-44	Repair/Maint Equip-VoEd-Home Ec	\$ 500.00	Repairs
10-3210810-000-244-000-44	Dues & Fees-Student Activity	10-2120894-000-244-000-44	Guidance Student Registration	\$ 750.00	3 Learning for Life
10-2110610-000-000-000-SS	General Supplies-Suprv Pupil Svcs	10-2120894-000-300-000-SS	AP Student Testing	\$ 296.00	3 AP Student Testing
10-2160580-871-000-000-00	Travel-Social Work(Marvine Fam Ctr)	10-2160610-871-116-000-00	General Supplies-Social Work	\$ 2,800.00	Parent as Teacher Supplies
10-2160580-871-000-000-00	Travel-Social Work(Marvine Fam Ctr)	10-2160751-871-116-000-00	Non-Cap Equip-Orig & Add'l	\$ 1,289.00	2 Desk- grant
10-2818768-000-000-535-TL	Network Replcmt Equip/Related Hrdwr	10-2240757-000-000-535-TL	Non-Cap End User Equip-Comp	\$ 16,966.00	iPad Pilot
10-1700640-000-300-024-DT	Books/Periodicals - Higher Ed	10-2271324-000-350-000-DT	Instruc Staff Dev Prof Ed Serv	\$ 3,449.00	support prof. dev.
10-1100640-000-300-330-DT	Reg Instr Book/Periodicals	10-2271324-000-353-000-DT	Instruc Staff Dev Prof Ed Srvc	\$ 3,629.00	Professional Development
10-1700640-000-300-024-DT	Books/Periodicals - Higher Ed	10-2271324-000-353-000-DT	Instruc Staff Dev Prof Ed Serv	\$ 1,336.00	support prof. dev.
10-2120330-000-000-000-DT	Other Prof Serv-Guidance Services	10-2271324-000-353-000-DT	Instruc Staff Dev Prof Ed Serv	\$ 1,963.00	support prof. dev.
10-1100640-000-300-330-DT	Reg Instr Book/Periodicals	10-2271580-000-353-000-DT	Instruc Staff Dev Travel	\$ 65.00	Professional Development
10-1100640-000-300-330-DT	Reg Instr Book/Periodicals	10-2271610-000-112-000-DT	Supplies-Professional Dev	\$ 440.00	Professional Staff Development
10-2200121-000-000-000-DT	Prof. Ed Salary-Support Serv Instruc	10-2271635-000-300-000-DT	Instruc Staff Dev Inserv Refresh	\$ 790.00	support prof.staff dev.
10-2200121-000-000-000-DT	Prof. Ed Salary-Support Serv Instruc	10-2272635-000-300-000-DT	Instruc Staff Dev Inserv Refresh	\$ 395.00	support staff dev.
10-1100750-000-353-000-53	Reg Instr Equip - Orig/Add	10-2380431-000-353-000-53	Repairs Maintenance	\$ 4,080.00	4 Carpet replacement
10-2380530-000-350-000-50	Communications-Principal Offc	10-2380432-000-350-000-50	Repair/Maint Equip-Principal Of	\$ 864.00	4 Postage Meter Maintenance
10-2380530-000-350-000-50	Communications-Principal Offc	10-2380442-000-350-000-50	Rental Equip-Principal Offc	\$ 1,440.00	4 Postage Meter Lease
10-2820432-000-000-000-AE	Repair/Maint Equip-Public Relations	10-2600438-000-025-642-AE	Repair/Maint IT Equip-Opr/Maint	\$ 845.00	Simplex Repair
10-2830611-000-000-000-CK	Personnel - Supplies	10-2830330-000-000-000-CK	Personnel - Prof Serv	\$ 6,810.00	EAP max possible exp
10-2834581-000-000-000-AE	Travel-Conference/Non Instructional	10-2834324-000-000-000-AE	Prof Ed Srvc Non Instr Staff Dev	\$ 1,000.00	Conference Fees
10-2834581-000-000-000-AE	Travel-Conference/Non Instructional	10-2834324-000-000-000-AE	Prof Ed Srvc Non Instr Staff Dev	\$ 500.00	Conference Fees
10-2836581-000-000-000-AE	Travel-Conference/Non Instr Noncert	10-2836324-000-000-000-AE	Non Instr/Noncert Staff Dev	\$ 100.00	Conference Fees

Numbers in Footnote Correspond to Agenda and Variances in Condition of the Budget

November 21, 2011

*Bethlehem Area School District
2011-12 Budget Transfers*

FROM ACCOUNT	DESCRIPTION	TO ACCOUNT	DESCRIPTION	AMOUNT	REASON
10-2380580-000-353-000-53	Travel-Principal Office	10-3210894-000-353-000-53	Student Fee Inst Rel Event	\$ 150.00	5 Student Registration Fees
10-1100640-000-350-000-50	Books/Periodicals	10-3210894-000-350-000-50	Student Fee Inst Rel Event	\$ 375.00	5 Student Registration Fees
10-1100640-000-300-330-DT	Books/Periodicals	10-2260330-000-114-000-DT	Othr Prof Serv-C&I Developmt	\$ 30,000.00	Support Prof Staff Development
10-1100640-000-300-330-DT	Books/Periodicals	10-2271324-000-000-000-DT	Othr Prof Serv-C&I Developmt	\$ 5,798.00	Read 180-Training
10-1100640-000-300-330-DT	Books/Periodicals	10-3250136-200-000-000-00	Coaches Salary	\$ 15,964.00	MS Soccer- Coaches Salaries
10-1100640-000-300-330-DT	Books/Periodicals	10-3250220-200-000-000-00	Social Security Athletics	\$ 1,221.24	MS Soccer- Social Sec Bene
10-1100640-000-300-330-DT	Books/Periodicals	10-3250230-200-000-000-00	Retirement Athletics	\$ 1,380.88	MS Soccer- Retirement Bene
10-1100640-000-300-330-DT	Books/Periodicals	10-3250331-200-000-000-00	Othr Prof Serv-Athletics	\$ 3,072.00	MS Soccer- Officials
10-1100640-000-300-330-DT	Books/Periodicals	10-3250137-200-000-000-00	Game Personnel Wages	\$ 1,408.00	MS Soccer- Game Help
10-1100640-000-300-330-DT	Books/Periodicals	10-3250172-200-000-000-00	Temp Bus Driver Salary-Athleti	\$ 4,800.00	MS Soccer- Transportation

Numbers in Footnote Correspond to Agenda and Variances in Condition of the Budget

DISCUSSION BUDGETARY TRANSFERS

Director Leeson stated: Regarding the budgetary transfers, I know we discussed this in committee, but I see that we are transferring funds from books and periodicals to the middle school soccer program, and my question is wasn't there any way to find that money within the athletic budget.

Dr. Roy stated: In our look at the athletic budget which was very tight over the last few years, we weren't able to find the \$24,000 coming from the athletic budget and that is why the recommendation is to come from the curriculum budget.

Director Leeson stated: I was going to talk about this a little bit later but I noted that in some of our field trips, we are allowing two coaches to go with as few as three students to some of our events and that is certainly not going to add up to \$24,000, but it is a way to try to recoup some small expenses to go towards things like this, like the middle school soccer. Also, there was another issue, this year for the first time we have the baseball team going down to the Ripkin experience in Myrtle Beach, and this is being funded by the Patriots Boosters and perhaps we could see that the Patriots Organization would fund other things, so again, that we could use

those funds to fund things like middle school soccer. I hate to see money being taken from our academics to be moved over to athletics. I think we should look for every opportunity to take it out of the athletic budget. I will be voting no on the Budget Transfers.

Director Tenaglia stated: Regarding the Budget Information, I sent an email to the administration this afternoon, and I was wondering if you have any additional commentary.

Dr. Roy stated: Yes, thank you Director Tenaglia.

Mrs. Gober stated: We took a brief opportunity to try and look at the research related to the question which was the condition of the budget that compared earned income tax and mercantile tax collections at October of both 2010 compared to 2011 and what we have found was primarily that there were audit adjustments that were made to revenues that were recorded in the month of October in 2010 that were actually 2009-2010 fiscal year revenue that were reversed out by the auditors, and if you compare that entry that then would leave the earned income tax for October of 2010 adjusted at \$2,947,000 as compared to the October of 2011 revenue which was \$3,163,000. So they are relatively comparable and somewhat slightly ahead. We are confident and we are making valiant efforts this year to make sure that all revenues when they were received were properly classified into the appropriate fiscal year so as to avoid that similar situation related to the mercantile tax, the adjusted revenue after the auditors reversed the 2009-2010 revenue that was posted in October brought the revenue for the month of October to \$15,462 and that would be comparable to the October revenue of \$116,756, again, we are somewhat ahead in terms of that collection for the current period. When researching this, we also had some correspondence from the city who is still in the process of reconciling the fourth quarter earned income tax and mercantile tax as they are behind due to the furloughs that have occurred within their tax department and there is still additional revenue that is due and payable to the district that has not yet been received. They did not provide an amount on what that would be, so there are still additional revenues from 2010-2011 that are still outstanding, so I think that although there could be other economic factors that play in at this point in the fiscal year, we are on par with where we would have been using adjusted revenue from the 2010 year.

President Cann asked for a roll call vote on Items 31, 32, and 33.

The question was called with roll call as follows: Yea, Directors Amato, Burkhardt, Faccinotto, Follweiler, Leeson – Nay Item 31, Yea Items 32, 33, McKeon, Ortiz, Tenaglia, and President Cann.

Item 31 – Motion passes – 8-1

Item 32 – Motion passes – 9-0

Item 33 – Motion passes – 9-0

RECOMMENDATIONS OF THE ADMINISTRATION – November 21, 2011

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32. *Treasurer's Report*

RECOMMENDATION:

That the Board of School Directors approves the attached Treasurer's Report.

President Cann asked for a roll call vote on Items 31, 32, and 33.

The question was called with roll call as follows: Yea, Directors Amato, Burkhardt, Faccinetto, Follweiler, Leeson – Nay Item 31, Yea Items 32, 33, McKeon, Ortiz, Tenaglia, and President Cann.

Item 31 – Motion passes – 8-1

Item 32 – Motion passes – 9-0

Item 33 – Motion passes – 9-0

RECOMMENDATIONS OF THE ADMINISTRATION – November 21, 2011 Pg. 36

33. *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.



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Document

President Cann asked for a roll call vote on Items 31, 32, and 33.

The question was called with roll call as follows: Yea, Directors Amato, Burkhardt, Faccinetto, Follweiler, Leeson – Nay Item 31, Yea Items 32, 33, McKeon, Ortiz, Tenaglia, and President Cann.

Item 31 – Motion passes – 8-1

Item 32 – Motion passes – 9-0

Item 33 – Motion passes – 9-0

RECOMMENDATIONS OF THE ADMINISTRATION – November 21, 2011 Pg. 37

34. *Budget Information*

INFORMATION:

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

CONDITION OF THE BUDGET
2011-2012 EXPENDITURES BY FUNCTION-OBJECT

*NOT FINAL EXPENDITURES--Does not include EOY/audit adjusting entries

DESCRIPTION	2011-2012				2010-2011	
	A	B	C	D	E	F*
	2011-12 APPROVED BUDGET	2011-2012 EXPENDED BUDGET INCLUDING ENCUMBRANCE as of Oct, 2011	2011-2012 REMAINING BUDGET \$ (A - B = C) %	(C/A = D)	2010-2011 EXPENDED BUDGET INCLUDING ENCUMBRANCES as of Oct, 2010	2010-2011 EXPENDED BUDGET EXPENDITURES as of June, 2011*
1100-100 Regular Instruction Salaries	\$ 51,908,491.00	\$ 7,711,024.32	\$ 44,197,466.68	85.14%	\$ 7,923,463.11	\$ 51,691,680.70
1100-200 Regular Instruction Benefits	\$ 24,417,058.00	\$ 1,749,830.89	\$ 22,667,227.11	92.83%	\$ 6,686,163.00	\$ 22,750,067.27
1100-300 Regular Instruction Prof Svcs	\$ 420,592.00	\$ 187,671.09	\$ 232,920.91	55.38%	\$ 29,383.00	\$ 82,561.11
1100-400 Regular Instruction Repairs & Maintenance	\$ 588,316.00	\$ 104,561.24	\$ 483,754.76	82.23%	\$ 164,388.64	\$ 507,006.26
1100-500 Regular Instruction Other Purchase Srvc	\$ 8,854,830.00	\$ 1,504,138.90	\$ 7,350,691.10	83.01%	\$ 1,418,499.68	\$ 8,231,140.80
1100-600 Regular Instruction Supplies & Books	\$ 1,304,893.00	\$ 680,963.35	\$ 623,929.65	47.81%	\$ 976,494.18	\$ 1,079,099.40
1100-700 Regular Instruction Equipment	\$ 136,964.00	\$ 50,391.11	\$ 86,572.89	63.21%	\$ 207,068.69	\$ 387,458.80
1100-800 Regular Instruction Dues & Fees	\$ 929.00	\$ 330.00	\$ 599.00	64.48%	\$ 178.00	\$ 1,755.75
1100 Regular Instruction	\$ 87,632,073.00	\$ 11,988,910.90	\$ 75,643,162.10	86.32%	\$ 17,405,638.30	\$ 85,330,769.89
1200-100 Special Education Salaries	\$ 9,724,702.00	\$ 1,547,749.95	\$ 8,176,952.05	84.08%	\$ 1,633,216.73	\$ 9,730,022.85
1200-200 Special Education Benefits	\$ 4,441,281.00	\$ 247,528.82	\$ 4,193,752.18	94.43%	\$ 1,165,991.70	\$ 4,206,802.59
1200-300 Special Education Prof Svcs	\$ 5,372,964.00	\$ 939,170.38	\$ 4,433,793.62	82.52%	\$ 1,691,361.91	\$ 6,571,113.81
1200-400 Special Education Repairs & Maint	\$ 3,830.00	\$ 3,413.50	\$ 416.50	10.87%	\$ 358.81	\$ 6,976.60
1200-500 Special Education Tuition Other LEAs	\$ 2,367,327.00	\$ 213,917.88	\$ 2,153,409.12	90.96%	\$ 381,732.68	\$ 2,001,261.12
1200-600 Special Education Supplies	\$ 200,738.00	\$ 40,308.11	\$ 160,429.89	79.92%	\$ 45,559.71	\$ 52,760.85
1200-700 Special Education Equipment	\$ 111,100.00	\$ 11,731.78	\$ 99,368.22	89.44%	\$ -	\$ 5,012.39
1200-800 Special Education Dues & Fees	\$ -	\$ 450.00	\$ (450.00)		\$ 531.50	\$ 41,035.25
1200 Special Education	\$ 22,221,942.00	\$ 3,004,270.42	\$ 19,217,671.58	86.48%	\$ 4,918,753.04	\$ 22,614,985.46
1300-100 Vocational Education Salaries	\$ 1,827,530.00	\$ 259,374.37	\$ 1,568,155.63	85.81%	\$ 269,053.12	\$ 1,721,877.05
1300-200 Vocational Education Benefits	\$ 814,664.00	\$ 41,540.69	\$ 773,123.31	94.90%	\$ 201,786.88	\$ 735,347.90
1300-400 Vocational Education Repairs & Maint	\$ 13,000.00	\$ 8,627.53	\$ 4,372.47	33.63%	\$ 10,753.70	\$ 13,320.34
1300-500 Vocational Education Tuition	\$ 5,183,715.00	\$ 5,183,715.00	\$ -	0.00%	\$ 1,903,625.00	\$ 5,564,695.25
1300-600 Vocational Education General Supplies	\$ 82,987.00	\$ 43,080.28	\$ 39,906.72	48.06%	\$ 55,652.18	\$ 127,839.71
1300-700 Vocational Education Equipment	\$ 3,120.00	\$ 2,792.78	\$ 327.22	10.49%	\$ 69,970.86	\$ 38,849.02
1300 Vocational Education	\$ 7,925,016.00	\$ 5,539,130.65	\$ 2,385,885.35	30.11%	\$ 2,510,841.74	\$ 8,201,929.27
1400-100 Other Instructional Pgms Salaries	\$ 548,324.00	\$ 97,589.98	\$ 450,734.02	82.20%	\$ 281,872.93	\$ 1,276,940.91
1400-200 Other Instructional Pgms Benefits	\$ 222,690.00	\$ 13,732.09	\$ 208,957.91	93.83%	\$ 73,876.58	\$ 201,140.95
1400-300 Other Instructional Pgms Prof Svcs	\$ 1,576,374.00	\$ 148,823.08	\$ 1,427,550.92	90.56%	\$ 97,346.29	\$ 295,259.12
1400-400 Other Instructional Pgms Repairs & Maint	\$ 330.00	\$ -	\$ 330.00	100.00%	\$ -	\$ 193.00
1400-500 Other Instructional Pgms Other Purchase Srvc	\$ 72,614.00	\$ 5,613.84	\$ 67,000.16	92.27%	\$ 3,733.43	\$ 108,856.88
1400-600 Other Instructional Pgms Supplies & Books	\$ 18,580.00	\$ 3,060.84	\$ 15,519.16	83.53%	\$ 24,852.66	\$ 33,749.48
1400-700 Other Instructional Pgms Equipment	\$ -	\$ -	\$ -		\$ 639.96	\$ 639.96
1400-800 Other Instructional Pgms Dues & Fees	\$ -	\$ -	\$ -		\$ 8,698.00	\$ 21,458.00
1400 Other Instructional Pgms	\$ 2,438,912.00	\$ 268,819.83	\$ 2,170,092.17	88.98%	\$ 491,017.85	\$ 1,938,236.30
1500-300 Non Public Pgms Prof Svcs	\$ 17,500.00	\$ -	\$ 17,500.00	100.00%	\$ -	\$ 3,505.00
1500-500 Non Public Pgms-Other Purchase Srvc	\$ -	\$ -	\$ -		\$ -	\$ 22.30
1500-600 Non Public Pgms-Books	\$ -	\$ -	\$ -		\$ -	\$ 280.63
1500 Non Public Pgms	\$ 17,500.00	\$ -	\$ 17,500.00	100.00%	\$ -	\$ 3,807.93
1600-100 Adult Education Salaries	\$ 4,635.00	\$ -	\$ 4,635.00	100.00%	\$ -	\$ 1,774.99
1600-200 Adult Education Benefits	\$ 741.00	\$ -	\$ 741.00	100.00%	\$ 4.20	\$ 240.10
1600-300 Adult Education Prof Services	\$ 500.00	\$ -	\$ 500.00	100.00%	\$ -	\$ 392.85
1600-500 Adult Education Other Purchase Srvc	\$ 100.00	\$ -	\$ 100.00	100.00%	\$ -	\$ -
1600-600 Adult Education Supplies & Books	\$ 1,265.00	\$ -	\$ 1,265.00	100.00%	\$ -	\$ 3,220.00
1600 Adult Education	\$ 7,241.00	\$ -	\$ 7,241.00	100.00%	\$ 4.20	\$ 5,627.94
1700-500 Community College Tuition	\$ 2,126,035.00	\$ 2,126,035.00	\$ -	0.00%	\$ 740,317.36	\$ 2,136,283.48
1700-600 Community College Books	\$ 4,785.00	\$ -	\$ 4,785.00	100.00%	\$ -	\$ 6,877.75
1700 Community College	\$ 2,130,820.00	\$ 2,126,035.00	\$ 4,785.00	0.22%	\$ 740,317.36	\$ 2,142,961.23
1800-100 Pre-Kindergarten Salaries	\$ 453,782.00	\$ 54,849.37	\$ 398,932.63	87.91%	\$ 182,641.88	\$ 1,297,905.18

Numbered Items Correspond to Budget Transfers

*NOT FINAL EXPENDITURES--Does not include EOY/audit adjusting entries

DESCRIPTION	2011-2012				2010-2011	
	A	B	C	D	E	F*
	2011-12 APPROVED BUDGET	2011-2012 EXPENDED BUDGET INCLUDING ENCUMBRANCE as of Oct, 2011	2011-2012 REMAINING BUDGET \$ (A - B = C) %	(C/A = D)	2010-2011 EXPENDED BUDGET INCLUDING ENCUMBRANCES as of Oct, 2010	2010-2011 EXPENDED BUDGET EXPENDITURES as of June, 2011*
1800-200 Pre-Kindergarten Benefits	\$ 128,028.00	\$ 8,580.57	\$ 119,467.43	93.31%	\$ 146,483.58	\$ 560,032.73
1800-300 Pre-Kindergarten Prof Svcs	\$ 2,000.00	\$ 480.00	\$ 1,520.00	76.00%	\$ -	\$ 33,526.90
1800-400 Pre-Kindergarten Repairs & Maint	\$ 25,200.00	\$ 6,623.44	\$ 18,576.56	73.72%	\$ 9,360.00	\$ 25,860.49
1800-500 Pre-Kindergarten Other Purchase Srvc	\$ 3,000.00	\$ 2,567.41	\$ 432.59	14.42%	\$ 2,235.20	\$ 7,841.27
1800-600 Pre-Kindergarten Supplies & Books	\$ 12,198.00	\$ 913.78	\$ 11,282.22	92.51%	\$ 955.01	\$ 12,790.30
1800-700 Pre-Kindergarten Equipment	\$ -	\$ -	\$ -		\$ 203.68	\$ 203.68
1800-800 Pre-Kindergarten Dues & Fees	\$ 2,000.00	\$ -	\$ 2,000.00	100.00%	\$ -	\$ 649.00
1800 Pre-Kindergarten Pgms	\$ 626,206.00	\$ 73,994.57	\$ 552,211.43	88.18%	\$ 341,879.35	\$ 1,968,809.55
Total 1000's Instruction	\$ 122,999,710.00	\$ 23,001,161.37	\$ 99,998,548.63	81.30%	\$ 26,408,451.84	\$ 122,207,127.57
2100-100 Student Services Salaries	\$ 5,009,121.00	\$ 905,833.05	\$ 4,103,287.95	81.92%	\$ 1,116,314.34	\$ 5,277,463.81
2100-200 Student Services Benefits	\$ 2,215,809.00	\$ 152,368.83	\$ 2,063,442.17	93.12%	\$ 689,811.30	\$ 2,389,997.33
2100-300 Student Services Prof Services	\$ 29,510.00	\$ 4,965.50	\$ 24,544.50	83.21%	\$ 61,351.00	\$ (72,367.87)
2100-400 Student Services Repairs & Maint	\$ 16,392.00	\$ 8,586.35	\$ 7,805.65	47.82%	\$ 5,532.40	\$ 22,635.66
2100-500 Student Services Other Purchase Srvc	\$ 24,800.00	\$ 1,205.72	\$ 23,594.28	95.14%	\$ 6,587.69	\$ 19,070.98
2100-600 Student Services Books & Supplies	\$ 17,892.00	\$ 16,298.43	\$ 1,395.57	7.89%	\$ 17,270.40	\$ 46,307.41
2100-700 Student Services Equipment	\$ -	\$ 1,289.00	\$ (1,289.00)		\$ 103.95	\$ 103.95
2100-800 Student Services Dues & Fees	\$ 680.90	\$ 1,568.90	\$ (908.00)	-137.09%	\$ 60.00	\$ 34,499.00
2100 Student Services	\$ 7,314,084.90	\$ 1,092,099.78	\$ 6,221,985.12	85.07%	\$ 1,897,031.08	\$ 7,717,710.27
2200-100 Support Services Instr Staff Salaries	\$ 3,339,234.00	\$ 762,580.19	\$ 2,576,653.81	77.16%	\$ 734,766.07	\$ 3,609,258.07
2200-200 Support Services Instr Staff Benefits	\$ 1,414,401.00	\$ 127,691.80	\$ 1,286,709.20	90.97%	\$ 297,682.61	\$ 1,071,184.97
2200-300 Support Services Instr Staff Prof Svcs	\$ 119,010.00	\$ 92,335.71	\$ 26,674.29	22.41%	\$ 46,422.79	\$ 100,156.96
2200-400 Support Services Instr Staff Repairs & Maint	\$ 937,502.00	\$ 768,227.44	\$ 171,274.56	18.27%	\$ 740,267.73	\$ 795,539.16
2200-500 Support Services Instr Staff Other PurchSrvc	\$ 58,929.00	\$ 1,043.75	\$ 55,885.25	98.17%	\$ 7,697.68	\$ 19,076.71
2200-600 Support Services Instr Staff Books & Supplies	\$ 415,381.00	\$ 205,351.44	\$ 210,029.56	50.56%	\$ 244,070.06	\$ 397,987.13
2200-700 Support Services Instr Staff Equipment	\$ 35,647.00	\$ 20,278.64	\$ 15,368.36	43.11%	\$ 41,102.79	\$ 31,104.06
2200-800 Support Services Instr Staff Dues & Fees	\$ 10,431.35	\$ 8,941.35	\$ 1,490.00	14.28%	\$ 5,539.00	\$ 8,921.30
2200 Support Services Instructional Staff	\$ 6,328,535.35	\$ 1,984,450.32	\$ 4,344,085.03	68.64%	\$ 2,117,548.73	\$ 6,033,228.36
2300-100 Administrative Services Salaries	\$ 5,677,976.00	\$ 1,682,644.28	\$ 3,995,331.72	70.37%	\$ 1,820,669.04	\$ 5,925,814.24
2300-200 Administrative Services Benefits	\$ 2,562,017.00	\$ 293,425.63	\$ 2,268,591.37	88.55%	\$ 989,729.16	\$ 3,049,653.97
2300-300 Administrative Services Prof Svcs	\$ 1,072,089.00	\$ 272,957.57	\$ 799,131.43	74.54%	\$ 342,190.86	\$ 1,587,871.74
2300-400 Administrative Services Repairs & Maint	\$ 32,693.00	\$ 37,019.35	\$ (4,326.35)	-13.23%	\$ 6,057.16	\$ 86,925.41
2300-500 Administrative Services Other Purchase Srvc	\$ 215,028.00	\$ 116,898.64	\$ 98,129.36	45.64%	\$ 127,836.50	\$ 193,537.22
2300-600 Administrative Services Supplies & Books	\$ 92,794.00	\$ 52,714.09	\$ 40,079.91	43.19%	\$ 3,677.18	\$ 21,858.54
2300-700 Administrative Services Equipment	\$ 19,609.00	\$ 268.79	\$ 19,340.21	98.63%	\$ 23,024.58	\$ 31,351.35
2300-800 Administrative Services Dues & Fees	\$ 54,050.30	\$ 35,295.25	\$ 18,755.05	34.70%	\$ 25,362.20	\$ 48,917.20
2300 Administrative Services	\$ 9,726,256.30	\$ 2,491,223.60	\$ 7,235,032.70	74.39%	\$ 3,338,546.68	\$ 10,945,929.67
2400-100 Medical Services Salaries	\$ 1,149,798.00	\$ 170,333.77	\$ 979,464.23	85.19%	\$ 171,490.13	\$ 1,086,499.37
2400-200 Medical Services Benefits	\$ 507,508.00	\$ 27,480.69	\$ 480,027.31	94.59%	\$ 131,716.54	\$ 480,545.35
2400-300 Medical Services Prof Services	\$ 24,600.00	\$ -	\$ 24,600.00	100.00%	\$ -	\$ 15,170.00
2400-400 Medical Services Repairs	\$ 4,000.00	\$ 790.88	\$ 3,209.12	80.23%	\$ 376.40	\$ 3,495.36
2400-500 Medical Services Other Purchase Srvc	\$ 7,200.00	\$ 1,124.25	\$ 6,075.75	84.39%	\$ 1,881.94	\$ 12,525.92
2400-600 Medical Services Supplies & Books	\$ 20,051.38	\$ 16,645.08	\$ 3,406.30	16.99%	\$ 16,805.43	\$ 17,288.15
2400-700 Medical Services Equipment	\$ 8,000.00	\$ -	\$ 8,000.00	100.00%	\$ 1,186.38	\$ 677.19
2400 Medical Services	\$ 1,721,157.38	\$ 216,374.67	\$ 1,504,782.71	87.43%	\$ 323,456.82	\$ 1,616,201.34
2500-100 Fiscal Services Salaries	\$ 768,101.00	\$ 228,917.53	\$ 539,183.47	70.20%	\$ 228,992.61	\$ 747,927.44
2500-200 Fiscal Services Benefits	\$ 397,102.00	\$ 37,282.87	\$ 359,819.13	90.61%	\$ 59,581.36	\$ 192,334.44
2500-300 Fiscal Services Prof Services	\$ 343,699.00	\$ 24,181.00	\$ 319,518.00	92.98%	\$ 111,468.96	\$ 181,007.84
2500-400 Fiscal Services Repairs & Maint	\$ 185,695.00	\$ 104,525.30	\$ 81,169.70	43.71%	\$ 46,738.34	\$ 195,891.80
2500-500 Fiscal Services Other Purchase Srvc	\$ 96,000.00	\$ 31,582.06	\$ 64,417.94	67.10%	\$ 50,828.70	\$ 16,806.45
2500-600 Fiscal Services Supplies	\$ 48,500.00	\$ 17,377.36	\$ 31,122.64	64.17%	\$ 49,606.51	\$ 39,082.65

Numbered Items Correspond to Budget Transfers

*NOT FINAL EXPENDITURES--Does not include EOY/audit adjusting entries

DESCRIPTION		2011-2012				2010-2011	
		A	B	C	D	E	F*
		2011-12 APPROVED BUDGET	2011-2012 EXPENDED BUDGET INCLUDING ENCUMBRANCE as of Oct, 2011	2011-2012 REMAINING BUDGET		2010-2011 EXPENDED BUDGET INCLUDING ENCUMBRANCES as of Oct, 2010	2010-2011 EXPENDED BUDGET EXPENDITURES as of June, 2011*
				\$ (A - B = C)	% (C/A = D)		
2500-700	Fiscal Services Equipment	\$ 4,500.00	\$ -	\$ 4,500.00	100.00%	\$ -	\$ -
2500-800	Fiscal Services Dues & Fees	\$ 10,750.00	\$ 2,955.45	\$ 7,794.55	72.51%	\$ 797.61	\$ 38,834.56
2500 Fiscal Services		\$ 1,854,347.00	\$ 446,821.57	\$ 1,407,525.43	75.90%	\$ 548,014.09	\$ 1,411,885.18
2600-100	Operation & Maintenance Salaries	\$ 6,719,025.00	\$ 1,786,184.99	\$ 4,932,840.01	73.42%	\$ 1,854,028.72	\$ 6,455,659.77
2600-200	Operation & Maintenance Benefits	\$ 2,804,736.00	\$ 288,668.58	\$ 2,516,067.42	89.71%	\$ 332,828.45	\$ 1,090,358.23
2600-300	Operation & Maintenance Prof Svcs	\$ 426,195.00	\$ 82,924.75	\$ 343,270.25	80.54%	\$ 120,955.00	\$ 588,280.38
2600-400	Operation & Maintenance Repairs & Utilities	\$ 4,440,315.00	\$ 1,055,688.48	\$ 3,384,626.52	76.22%	\$ 1,409,523.92	\$ 3,656,779.29
2600-500	Operation & Maintenance Other Purchase Srvc	\$ 412,561.00	\$ 302,381.73	\$ 110,179.27	26.71%	\$ 427,301.96	\$ 572,664.59
2600-600	Operation & Maintenance Supplies & Materials	\$ 2,109,720.62	\$ 327,855.74	\$ 1,781,864.88	84.46%	\$ 465,550.96	\$ 1,613,580.16
2600-700	Operation & Maintenance Equipment	\$ 20,500.00	\$ 19,116.35	\$ 1,383.65	6.75%	\$ 111,650.34	\$ 196,332.44
2600-800	Operation & Maintenance Dues & Fees	\$ 1,100.00	\$ 510.00	\$ 590.00	53.64%	\$ 490.00	\$ 1,916.00
2600 Operation & Maintenance Svcs		\$ 16,934,152.62	\$ 3,863,330.62	\$ 13,070,822.00	77.19%	\$ 4,722,329.35	\$ 14,175,570.86
2700-100	Pupil Transportation Salaries	\$ 2,788,348.00	\$ 525,464.56	\$ 2,262,883.44	81.15%	\$ 559,793.21	\$ 2,779,141.47
2700-200	Pupil Transportation Benefits	\$ 1,211,679.00	\$ 84,851.03	\$ 1,126,827.97	93.00%	\$ 87,641.51	\$ 400,720.98
2700-300	Pupil Transportation Prof Svcs	\$ 18,392.00	\$ 11,761.40	\$ 6,630.60	36.05%	\$ 5,000.00	\$ 13,922.10
2700-400	Pupil Transportation Repairs & Maint	\$ 75,992.00	\$ 59,917.34	\$ 16,074.66	21.15%	\$ 60,865.15	\$ 61,396.90
2700-500	Pupil Transportation Other Purchase Srvc	\$ 1,194,764.00	\$ 75,530.02	\$ 1,119,233.98	93.68%	\$ 85,567.27	\$ 1,165,431.78
2700-600	Pupil Transportation General Supplies	\$ 925,195.00	\$ 208,637.43	\$ 716,557.57	77.45%	\$ 178,576.94	\$ 792,919.44
2700-700	Pupil Transportation Equipment Orig	\$ 2,000.00	\$ 507.00	\$ 1,493.00	74.65%	\$ 404,394.99	\$ 407,755.88
2700-800	Pupil Transportation Dues & Fees	\$ 186.00	\$ 186.00	\$ -	0.00%	\$ 1,085.00	\$ 875.00
2700 Pupil Transportation		\$ 6,216,556.00	\$ 966,854.78	\$ 5,249,701.22	84.45%	\$ 1,382,904.07	\$ 5,622,163.55
2800-100	Support Services Central Salaries	\$ 1,187,969.00	\$ 298,793.38	\$ 889,175.62	74.85%	\$ 279,211.13	\$ 882,468.49
2800-200	Support Services Central Benefits	\$ 505,382.00	\$ 50,588.48	\$ 454,793.52	89.99%	\$ 107,303.22	\$ 291,675.33
2800-300	Support Services Central Prof Svcs	\$ 173,936.00	\$ 67,357.75	\$ 106,578.25	61.27%	\$ 149,705.30	\$ 219,825.30
2800-400	Support Services Central Repairs & Maint	\$ 313,153.00	\$ 205,285.15	\$ 107,867.85	34.45%	\$ 86,593.17	\$ 107,135.92
2800-500	Support Services Central Other Purchase Srvc	\$ 632,522.00	\$ 288,457.87	\$ 344,064.13	54.40%	\$ 112,604.34	\$ 85,245.90
2800-600	Support Services Central Supplies & Software	\$ 85,039.00	\$ 27,978.17	\$ 57,060.83	67.10%	\$ 171,182.05	\$ 205,561.23
2800-700	Support Services Central Equipment	\$ 122,944.00	\$ -	\$ 122,944.00	100.00%	\$ 15,847.31	\$ 55,253.48
2800-800	Support Services Central Dues & Fees	\$ 955.45	\$ 685.00	\$ 270.45	28.31%	\$ (115.00)	\$ 830.00
2800 Support Services Central		\$ 3,021,900.45	\$ 939,143.80	\$ 2,082,756.65	68.92%	\$ 922,331.52	\$ 1,847,995.65
2900-500	IU Services IU Withholding	\$ 102,449.00	\$ -	\$ 102,449.00	100.00%	\$ -	\$ 104,250.79
2900 IU Services		\$ 102,449.00	\$ -	\$ 102,449.00	100.00%	\$ -	\$ 104,250.79
Total 2000's Support Services		\$ 53,219,439.00	\$ 12,000,299.14	\$ 41,219,139.86	77.45%	\$ 15,252,162.34	\$ 49,474,935.67
3200-100	Student Activities Salaries	\$ 1,166,974.00	\$ 392,232.06	\$ 774,741.94	66.39%	\$ 363,520.80	\$ 1,300,183.85
3200-200	Student Activities Benefits	\$ 244,635.00	\$ 57,967.44	\$ 186,667.56	76.30%	\$ 63,572.31	\$ 223,180.95
3200-300	Student Activities Prof Svcs	\$ 155,823.00	\$ 44,693.80	\$ 111,129.20	71.32%	\$ 43,802.25	\$ 124,159.75
3200-400	Student Activities Repairs & Maint	\$ 21,716.00	\$ 8,862.36	\$ 12,853.64	59.19%	\$ 2,140.00	\$ 1,286.42
3200-500	Student Activities Other Purchase Srvc	\$ 91,400.00	\$ 74,726.90	\$ 16,673.10	18.24%	\$ 72,291.21	\$ 81,785.66
3200-600	Student Activities General Supplies	\$ 85,199.00	\$ 50,922.72	\$ 34,276.28	40.23%	\$ 77,751.67	\$ 124,253.55
3200-700	Student Activities Equipment	\$ 2,700.00	\$ 2,500.00	\$ 200.00	7.41%	\$ 3,683.92	\$ 7,083.74
3200-800	Student Activities Dues & Fees	\$ 10,621.00	\$ 7,425.00	\$ 3,196.00	30.09%	\$ 8,695.00	\$ 19,180.63
3200 Student Activities		\$ 1,779,068.00	\$ 639,330.28	\$ 1,139,737.72	64.06%	\$ 635,457.16	\$ 1,881,114.55
3300-100	Community Services Salaries	\$ -	\$ -	\$ -		\$ -	\$ 2,174.96
3300-200	Community Services Benefits	\$ -	\$ -	\$ -		\$ -	\$ 286.24
3300-300	Community Services Prof Svcs	\$ 17,480.00	\$ -	\$ 17,480.00	100.00%	\$ -	\$ 2,373.70
3300-400	Community Services Repairs & Maint	\$ -	\$ -	\$ -		\$ 525.99	\$ 701.32
3300-500	Community Services Other Purchase Srvc	\$ 10,830.00	\$ -	\$ 10,830.00	100.00%	\$ 540.76	\$ 8,560.60
3300-600	Community Services General Supplies	\$ 5,000.00	\$ -	\$ 5,000.00	100.00%	\$ 7,896.27	\$ 9,894.38
3300-800	Community Services Dues & Fees	\$ -	\$ -	\$ -		\$ -	\$ 72.00
3300 Community Services		\$ 33,310.00	\$ -	\$ 33,310.00	100.00%	\$ 8,963.02	\$ 24,063.20
3400-600	Scholarships-Supplies	\$ -	\$ -	\$ -		\$ 150.00	\$ 150.00

Numbered Items Correspond to Budget Transfers

*NOT FINAL EXPENDITURES--Does not include EOY/audit adjusting entries

DESCRIPTION	2011-2012				2010-2011	
	A	B	C	D	E	F*
	2011-12 APPROVED BUDGET	2011-2012 EXPENDED BUDGET INCLUDING ENCUMBRANCE as of Oct, 2011	2011-2012 REMAINING BUDGET \$ % (A - B = C) (C/A = D)		2010-2011 EXPENDED BUDGET INCLUDING ENCUMBRANCES as of Oct, 2010	2010-2011 EXPENDED BUDGET EXPENDITURES as of June, 2011*
3400-800 Scholarships-Other Objects	\$ -	\$ -	\$ -		\$ 1,200.00	\$ -
3400 Scholarships	\$ -	\$ -	\$ -		\$ 1,350.00	\$ 150.00
Total 3000's Non Instructional	\$ 1,812,378.00	\$ 639,330.28	\$ 1,173,047.72	64.72%	\$ 645,770.18	\$ 1,905,327.75
4300-400 Architot/Engin-Purchased Prop Svc	\$ -	\$ -	\$ -		\$ -	\$ 5,370.00
4400-300 Architot/Engin- Professional Svc	\$ -	\$ -	\$ -		\$ -	\$ 3,442.64
4600-400 Existing Bldg Improvement-Purchased Prop Svc	\$ 223,348.00	\$ 223,348.00	\$ -		\$ -	\$ 603,059.58
Total 4000's Const & Improv Svc	\$ 223,348.00	\$ 223,348.00	\$ -		\$ -	\$ 611,872.22
5100-800 Debt Service Debt Interest	\$ 14,229,422.00	\$ 5,793,980.18	\$ 8,435,441.82	59.28%	\$ 3,152,834.01	\$ 13,357,827.54
5100-900 Debt Service Debt Principal	\$ 9,724,967.00	\$ 9,183,957.08	\$ 541,009.92	5.56%	\$ 6,155,000.00	\$ 8,998,242.45
5100 Debt Service	\$ 23,954,389.00	\$ 14,977,937.26	\$ 8,976,451.74	37.47%	\$ 9,307,834.01	\$ 22,356,069.99
5200-900 Fund Transfers-Athletic Fund	\$ -	\$ 598,664.50	\$ (598,664.50)		\$ 705,264.50	\$ 1,410,529.00
5400-900 Intrafund Tmsfers Out	\$ -	\$ -	\$ -		\$ -	\$ 4,700.38
5800-200 Suspense Account-Employee Benefits	\$ -	\$ 8,059,514.56	\$ (8,059,514.56)		\$ 68,994.28	\$ 83,421.00
5800-600 Suspense Account-Supplies	\$ -	\$ -	\$ -		\$ -	\$ -
5900-800 Budgetary Reserve Contingency	\$ 1,600,000.00	\$ -	\$ 1,600,000.00	100.00%	\$ -	\$ -
Total 5000's Debt & Transfers	\$ 25,554,389.00	\$ 23,636,116.32	\$ 1,918,272.68	7.51%	\$ 10,082,092.79	\$ 23,854,720.37
Grand Total:	\$ 203,809,264.00	\$ 59,500,255.11	\$ 144,309,008.89	70.81%	\$ 52,388,477.15	\$ 198,053,983.58

Numbered Items Correspond to Budget Transfers

CONDITION OF THE BUDGET **2011-2012 REVENUES**

*NOT FINAL REVENUE--Does not include EOY/audit adjusting entries

Description	A	B	C	D	F	G
	2011-2012				2010-2011*	
	2011-2012 Budget	YTD Rec'd Oct, 2011	REMAINING BUDGET \$ (B-A = C) % (C/A = D)		YTD Rec'd Oct, 2010	YTD Rec'd June, 2011*
CURRENT REAL ESTATE**	\$ 122,058,795.00	\$ 111,388,412.26	\$ 10,670,382.74 8.74%		\$ 10,675,744.32	\$ 116,393,579.37
INTERIM REAL ESTATE	\$ 1,215,005.00	\$ (115.05)	\$ 1,215,120.05 100.01%		\$ 21,335.67	\$ 1,058,805.49
PUBLIC UTILITY REALTY TAX	\$ 179,000.00	\$ 179,570.10	\$ (570.10) -0.32%		\$ 178,847.80	\$ 178,847.80
PAYMENTS IN LIEU OF TAX	\$ 265,319.00	\$ 64,256.79	\$ 201,062.21 75.78%		\$ 38,676.00	\$ 223,146.19
UNDISTRIBUTED TAXES	\$ -	\$ -	\$ -		\$ 89,945,313.63	\$ 34,545.76
PER CAPITA TAX SECT 679	\$ 230,000.00	\$ -	\$ 230,000.00 100.00%		\$ 96,215.74	\$ 232,241.18
PER CAPITA TAX ACT 511	\$ 230,000.00	\$ 400,696.40	\$ (170,696.40) -74.22%		\$ 96,215.76	\$ 232,241.25
LOCAL SERVICES TAX	\$ 295,000.00	\$ 88,905.62	\$ 206,094.38 69.86%		\$ 74,132.37	\$ 267,884.23
EARNED INCOME TAX	\$ 11,500,000.00	\$ 3,163,503.82	\$ 8,336,496.18 72.49%		\$ 4,848,183.85	\$ 9,063,042.73
REAL ESTATE TRANSFER TAX	\$ 1,500,000.00	\$ 283,493.66	\$ 1,216,506.34 81.10%		\$ 255,442.15	\$ 1,644,950.56
MERCANTILE TAX	\$ 2,750,000.00	\$ 116,756.52	\$ 2,633,243.48 95.75%		\$ 1,418,116.53	\$ 1,161,219.74
DISCOUNTS CURRENT RE **	\$ (2,518,725.00)	\$ -	\$ (2,518,725.00) 100.00%		\$ -	\$ (2,458,223.71)
DEL. REAL ESTATE	\$ 3,400,000.00	\$ 776,794.70	\$ 2,623,205.30 77.15%		\$ 749,773.84	\$ 3,928,656.02
DEL. PER CAPITA SECT 679	\$ 60,000.00	\$ 35,651.95	\$ 24,348.05 40.58%		\$ 17,956.01	\$ 44,795.19
DEL. MERCANTILE TAX	\$ 430,000.00	\$ 49,494.79	\$ 380,505.21 88.49%		\$ 204,012.93	\$ 505,990.61
TOTAL LOCAL TAX SOURCES	\$ 141,594,394.00	\$ 116,547,421.56	\$ 25,046,972.44 17.69%		\$ 108,619,966.60	\$ 132,510,722.41
INTEREST ON INVESTMENTS	\$ 250,000.00	\$ 26,477.73	\$ 223,522.27 89.41%		\$ 8,899.36	\$ 134,360.66
SALES NON-REIMBURSABLE PROGRAM	\$ -	\$ -	\$ -		\$ -	\$ 1,386.72
VENDING SALES	\$ -	\$ 2,133.56	\$ (2,133.56)		\$ -	\$ 51.54
STUDENT FEES/ SPECIAL EVENTS	\$ 439,500.00	\$ 17,820.69	\$ 421,679.31 95.95%		\$ -	\$ 48,499.81
REV OTHER LOCAL GOVT UNITS	\$ -	\$ -	\$ -		\$ -	\$ -
STATE REV OTHER PA PUBLIC SCHOOLS	\$ -	\$ -	\$ -		\$ -	\$ 14,714.00
STATE REV OTHER INTERMEDIARY	\$ 155,000.00	\$ -	\$ 155,000.00 100.00%		\$ 80,797.80	\$ 151,835.25
FEDERAL REV OTHER PA PUBLIC SCHOOLS	\$ 75,000.00	\$ -	\$ 75,000.00		\$ 200.00	\$ -
FEDERAL IDEA	\$ 1,906,151.00	\$ -	\$ 1,906,151.00 100.00%		\$ 201,349.52	\$ 3,662,637.85
FEDERAL REV OTHER INTERMEDIARY	\$ 238,200.00	\$ -	\$ 238,200.00 100.00%		\$ 117,373.39	\$ 239,889.40
RENTALS	\$ 85,000.00	\$ 89,772.01	\$ (4,772.01) -5.61%		\$ 27,998.50	\$ 61,771.56
CONTRIBUTIONS	\$ 192,116.00	\$ 42,150.43	\$ 149,965.57 78.06%		\$ 41,096.23	\$ 191,134.76
TUITION FROM PATRONS	\$ 455,000.00	\$ 315,561.20	\$ 139,438.80 30.65%		\$ 32,893.56	\$ 500,078.26
COMMUNITY SERVICE ACTIVITY	\$ -	\$ 59.19	\$ (59.19)		\$ -	\$ 4,662.11
MISCELLANEOUS REVENUE	\$ 115,000.00	\$ 85,143.23	\$ 29,856.77 25.96%		\$ 84,165.90	\$ 104,085.15
REFUNDS FROM PRIOR YEAR EXP	\$ 535,000.00	\$ 140,208.41	\$ 394,791.59 73.79%		\$ 213,087.85	\$ 601,606.59
TOTAL OTHER LOCAL SOURCES	\$ 4,445,967.00	\$ 719,326.45	\$ 3,331,848.96 74.94%		\$ 807,862.11	\$ 5,716,713.66
TOTAL LOCAL SOURCES	\$ 146,040,361.00	\$ 117,266,748.01	\$ 28,378,821.40 19.43%		\$ 109,427,828.71	\$ 138,227,436.07
BASIC INSTRUCTIONAL SUBSIDY	\$ 27,031,830.00	\$ 7,808,322.00	\$ 19,223,508.00 71.11%		\$ 7,514,189.00	\$ 24,204,717.75
NON PUBLIC TRANSFERS	\$ -	\$ -	\$ -		\$ 520,056.00	\$ -
REIMB FOR CHARTER SCHOOLS	\$ -	\$ -	\$ -		\$ -	\$ 1,723,818.48
TUITION : ORPHANS/CHILDREN	\$ 380,000.00	\$ -	\$ 380,000.00 100.00%		\$ -	\$ 361,341.76
VOCATIONAL EDUCATION	\$ 70,000.00	\$ 10,190.00	\$ 59,810.00 85.44%		\$ 20,419.00	\$ 34,087.88
MIGRATORY CHILDREN	\$ 2,000.00	\$ -	\$ 2,000.00 100.00%		\$ -	\$ 600.00
SPECIAL EDUCATION	\$ 6,584,843.00	\$ 1,975,454.00	\$ 4,609,389.00 70.00%		\$ 1,975,454.00	\$ 6,584,843.45
EDUCATIONAL ASSISTANCE PRGM (TUTORING)	\$ -	\$ -	\$ -		\$ 203,366.50	\$ 736,729.00
PA PRE-K-COUNTS	\$ 595,650.00	\$ 198,655.56	\$ 396,994.44 66.65%		\$ 254,980.00	\$ 595,650.00
TRANSPORTATION	\$ 2,370,421.00	\$ 438,506.00	\$ 1,931,915.00 81.50%		\$ 449,269.00	\$ 2,279,810.49
RENTALS AND SINKING FUND	\$ 2,172,243.00	\$ -	\$ 2,172,243.00 100.00%		\$ 2,665,952.24	\$ 2,740,658.42
HEALTH SERVICES	\$ 365,000.00	\$ -	\$ 365,000.00 100.00%		\$ -	\$ 352,684.63
PROPERTY TAX RED. ALLOCATION	\$ 4,715,051.00	\$ 4,715,051.35	\$ (0.35) 0.00%		\$ 4,740,869.05	\$ 4,740,869.05
PA ACCOUNTABILITY	\$ 665,439.00	\$ 665,439.00	\$ - 0.00%		\$ 846,858.00	\$ 1,693,715.00
DUAL ENROLLMENT GRANTS	\$ -	\$ -	\$ -		\$ 37,328.54	\$ 42,147.23
DCED GRANTS OTHER STATE REV NOT IN 7001	\$ 150,000.00	\$ -	\$ 150,000.00 100.00%		\$ 121,821.78	\$ 193,315.33
SOCIAL SECURITY	\$ 3,598,458.00	\$ 618,954.38	\$ 2,979,503.62 82.80%		\$ 1,172,472.00	\$ 3,078,715.69
PSERS - PENSION CONTRIBUTION	\$ 3,698,980.00	\$ -	\$ 3,698,980.00 100.00%		\$ 697,656.34	\$ 2,695,691.88
CLASSROOMS FOR THE FUTURE	\$ -	\$ -	\$ -		\$ -	\$ -
IMPACT AID	\$ 50,000.00	\$ -	\$ 50,000.00 100.00%		\$ -	\$ 18,510.88
OTHER FEDERAL PRGM/GRANTS	\$ -	\$ 1,353.68	\$ (1,353.68)		\$ 104,450.56	\$ 94,195.89
NCLB TITLE I	\$ 3,198,698.00	\$ 476,110.24	\$ 2,722,587.76 85.12%		\$ 644,673.08	\$ 3,087,917.14
NCLB TITLE II	\$ 850,000.00	\$ 210,224.09	\$ 639,775.91 75.27%		\$ 223,038.40	\$ 775,650.76
NCLB TITLE III	\$ 295,000.00	\$ 39,542.42	\$ 255,457.58 86.60%		\$ 63,601.50	\$ 302,250.00
NCLB TITLE IV	\$ 585,000.00	\$ 625.00	\$ 584,375.00 99.89%		\$ 68,859.82	\$ 944,047.82
CHILD CARE & DEVELOPMENT BLOCK GRANTS	\$ 170,290.00	\$ -	\$ 170,290.00 100.00%		\$ 95,455.90	\$ 170,290.00
OTHER FEDERAL GRANTS	\$ 30,000.00	\$ -	\$ 30,000.00 100.00%		\$ 1,777.77	\$ 22,557.37
ARRA-TITLE I PARTS A & D	\$ -	\$ -	\$ -		\$ 450,579.89	\$ 396,131.69
ARRA-TITLE I SCHOOL IMPROVEMENT	\$ -	\$ 6,157.39	\$ (6,157.39)		\$ 12,314.78	\$ 90,048.37

CONDITION OF THE BUDGET
2011-2012 REVENUES

*NOT FINAL REVENUE--Does not include EOY/audit adjusting entries

	A	B	C	D	F	G
	2011-2012				2010-2011*	
Description	2011-2012 Budget	YTD Rec'd Oct, 2011	REMAINING BUDGET		YTD Rec'd Oct, 2010	YTD Rec'd June, 2011*
			\$	%		
			(B-A = C)	(C/ A = D)		
ARRA-STATE FISCAL STABILIZATION	\$ -	\$ -	\$ -		\$ 257,420.88	\$ 3,352,416.00
ARRA-EDUCATION JOBS FUND	\$ -	\$ -	\$ -		\$ -	\$ 1,984,053.00
ACCESS	\$ 95,000.00	\$ -	\$ 95,000.00	100.00%	\$ 21,350.39	\$ 21,350.39
MED ASSIST REIMB FOR ADMIN CLAIMING PRGM	\$ 55,000.00	\$ 18,586.85	\$ 36,413.15	66.21%	\$ 27,253.91	\$ 149,251.94
TOTAL STATE & FEDERAL SOURCES	\$ 57,728,903.00	\$ 17,183,171.96	\$ 40,545,731.04	70.23%	\$ 23,191,468.33	\$ 63,468,067.29
TRUST & AGENCY FUND	\$ -	\$ -	\$ -		\$ -	\$ -
SALE OF FIXED ASSETS	\$ 30,000.00	\$ 891.20	\$ 29,108.80	97.03%	\$ 800.00	\$ 22,500.04
GENERAL FUND INTRAFUND TRANSFER	\$ -	\$ -	\$ -		\$ -	\$ 4,700.38
INSURANCE RECOVERY	\$ 10,000.00	\$ -	\$ 10,000.00	100.00%	\$ -	\$ -
TOTAL OTHER SOURCES	\$ 40,000.00	\$ 891.20	\$ 39,108.80	97.77%	\$ 800.00	\$ 27,200.42
TOTAL REVENUE	\$ 203,809,264.00	\$ 134,450,811.17	\$ 68,963,661.24	33.84%	\$ 132,620,097.04	\$ 201,722,703.78
Estimated Accounts Receivable						\$ 2,697,268.22
TOTAL DISTRICT REVENUE	\$ 203,809,264.00	\$ 134,450,811.17	\$ 68,963,661.24	33.84%	\$ 132,620,097.04	\$ 204,419,972.00

NOVEMBER 21, 2011

(Assistant) Secretary of the Board of
School Directors

(SEAL)

EXHIBIT B
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President Cann asked for committee reports.

COMMITTEE REPORTS

BETHLEHEM AREA VO-TECH: Director McKeon stated: Bethlehem Area Vo Tech board met on Tuesday, November 1st. We had an in service presentation by Alex Glassburg on the guidance plan specifically related to the Vo-Tech children. We sent 19 students, which is down from 32 students to an ambassador training in professional development conference up in Skytop in the beginning of November to develop leadership skills for the skill USA students and one other item was a discussion or I should say the appointment of the Hecktown Road subdivision, there had been a problem, I won't call it a problem, but the primary engineer passed away as this project was under way so we were looking to find somebody to replace him, so that was the discussion and the approval by the Vo-Tech board. We are meeting on Wednesday, December 7th, as part of reorganization because normally we'd meet on Tuesday, but because of the other school districts and ourselves, and our reorganization meetings, we will meet on Wednesday.

DIVERSITY COMMITTEE: Director Ortiz stated: The committee for Diversity was well attended. We have over 35 people coming to these meetings, so we congratulate Dr. Roy and Mrs. Vivian Robledo-Shorey because they are pushing our community to be involved. Submission of the 21st Century grant – these are the things that were discussed, successful superintendents night at a Hispanic Center on October 12th and they are also scheduling other dates on Future for Focus and our high school schedules possibly from 8th to 9th grade transitions. They have a guest speaker, Restorative Practices update, they gave handouts of both high schools, Liberty reported on seeing success and realizing it is not going away, so students are buying into and making very good suggestions. They also discussed, No Place For Hate". Liberty reported with some prejudice youth program out of Muhlenberg with Mrs. Eichenwald, 20 individuals close to someone or they are holocaust survivors, students learned that Hitler's control didn't happen over night and it included bullying, fears, etc. The presenter to ninth graders student government asked to come back to present for 11th and 12th graders. The NAACP youth council, they had some discussion on that. ACTSO, The Academic Cultural Technological Scientific Olympics. This is occurring at both high schools. Multi Cultural Luncheons, student life committees goals for 2011-2012 school year, the goals were to focus on diversity issues. Their upcoming events are "There is No Place for Hate" conference 11/22/11; the information sharing, Lancaster Leadership trip – Students represented the districts on a conference at Millersville University. Lehigh Valley students visited Bloomsburg, so they discussed a lot of things going on in the high schools. Also, they also discussed Angels to Adorn – Center for Language Assessment program, what they give out is a wreath with things that families need are listed, the CLA office has identified new comers to the Bethlehem School District and what those families need, so if you are interested in

sponsoring a family you can come to the Ed Center or to the Northeast center for language assessment and get a family and support them for the holidays and they will be holding a program on January 6th which is three kings day, which is the day where most Latino families celebrate the Epiphany and at the Hispanic center there have the program which is an HIV/AIDS program and also they have the DJ class and they also spoke about the World Aids Day to be held at Moravian College at 4:00 pm on December 1st and their next meeting will be February 9th, 2012.

COLONIAL INTERMEDIATE UNIT: Director Follweiler stated: The last meeting that was held was October 26th, there was no November meeting. The reorganization meeting is December 14th, that is held after all sending districts into the IU have had their reorganization meetings. During that time frame from October 26th until now, the IU hosted a town hall meeting that was done throughout state, the department of education is developing a new teacher evaluation system and the IU had a two hour virtual town hall with other educational professional throughout the state. Unfortunately our board members for the most part had the Vo-Tech meeting on the same night, but I know some of our administrators attended that function and there will be more discussions to come on that note. So again, the next meeting I have is December, it is reorganization. Thank you.

NORTHAMPTON COMMUNITY COLLEGE: Director Amato stated: It has been a very busy time at the Community College. The search committee headed up by Tom Doluisio has been interviewing candidates for Dr. Scott's replacement. They brought in three candidates in the last couple weeks spent a couple days at the college and to meet with various groups and trustees to pick a successor to Dr. Scott.

Director Leeson stated: We actually had a very short meeting this month because of the amount of time that has been going into the presidential search. It is moving well. It is a very thorough and transparent operation. It is going very well. But, it is very time consuming at this point.

RECREATION COMMITTEE: Director Leeson stated: Recreation Committee in lieu of having a meeting this month went to support the budget and to try and keep as much there for the Recreation so there really is nothing to report this month.

President Cann asked if there was any new or miscellaneous business.

NEW/
MISCELLANEOUS
BUSINESS

Director Follweiler stated: It is just come to mind as we board members are aware, but just to highlight it, the Community College Board members that we have on the community college board that represent Bethlehem, include Director Leeson and Director Amato and Mr. Doluisio and Mrs. Koch, so moving forward, we will need them to send us a written report each month so

we can remember their tenure.

Director Amato stated: Do you want me to come back?

Director Follweiler stated: You can come back, that would be great. But in all seriousness that is something that since it will be the first time that I'm aware of that no seated board member is also on the committee representing Bethlehem we would need to set up some formalized way to get the information back as a monthly report from the Community College.

Dr. Roy stated: Director Amato has volunteered to come back each month.

Director Amato stated: Our member from Wilson, who is not a member of the board any more and he does come back every month to give his report. We can do it that way or whatever the wish of the board is.

President Cann stated: We will let you know. We will discuss it.

President Cann asked if anyone would like to speak at courtesy of the floor. Seeing none, President Cann move to Open Forum.

COURTESY OF THE
FLOOR

President Cann asked if anyone had anything to discuss in the Open Forum. Seeing none, President Cann moved to Adjournment.

OPEN FORUM

President Cann asked for a motion for adjournment.
Motion - Director Amato moved to adjourn the meeting, seconded by Director Follweiler. The meeting was adjourned at 9:05 p.m.

ADJOURNMENT

Attest,

Stacy M. Gober
Secretary

SMG:pag