

MEMORANDUM

December 9, 2011

TO: BOARD OF SCHOOL DIRECTORS

FROM: STACY M. GOBER, BOARD SECRETARY

SUBJECT: REGULAR MONTHLY MEETING – December 12, 2011

The Regular Meeting of the Board of School Directors of the Bethlehem Area School District for December will be held on *Monday, December 12, 2011, at 7:00 p.m. in the Auditorium of East Hills Middle School, 2005 Chester Avenue, Bethlehem, PA 18020*. The agenda is attached.

SMG:bac
Attachments
pc: Dr. Roy

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

MISSION STATEMENT

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

A G E N D A
REGULAR MEETING – December 12, 2011

1. Roll Call
2. Pledge of Allegiance
3. Silent Meditation
4. Recognition
5. Courtesy of the Floor to Visitors (30 minutes allowed)
6. Reports of Student Representatives
7. Approval of Minutes
November 21, 2011 – Regular Board Meeting
December 5, 2011 – Board Reorganization Meeting
8. Approval of Committee Minutes
November 7, 2011 – Board Curriculum Committee Meeting
9. Financial Report/Payment of Bills
Budgetary Transfers – Item 15 – Page 17
Treasurer's Report – Item 16 – Page 18
Monthly Bills – Item 17 – Page 19
Budget Information (Information Only) – Item 18 – Page 20
10. President's Communication/Special Meetings
11. Superintendent's Report/Federal Program Update
12. Unfinished Business
13. Recommendations of the Administration
14. Reports of Committees
15. New and Miscellaneous Business
16. Courtesy of the Floor to Visitors (30 minutes allowed)
17. Open Forum
18. Adjournment

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RECOMMENDATION:

1.	Jennifer Wescoe	January 8-10, 2012 (1 Freedom High School Student) SADD Trip – Visit to the United States Department of Transportation Conference with Ray LaHood Washington, DC	\$0.00
All expenses paid by the National Youth Leadership Council			

2. *Resignations*

RECOMMENDATION:

A. Instructional

	NAME	ASSIGNMENT	REASON	EFFECTIVE
1.	Bryant, Julianne	Freedom Spanish Teacher	Retirement	January 18, 2012

B. Noninstructional

	NAME	ASSIGNMENT	REASON	EFFECTIVE
1.	Fonseca, Sally	Liberty Monitor	Retirement	December 6, 2011

3. *Leaves of Absence*

RECOMMENDATION:

A. Instructional

	NAME	ASSIGNMENT	REASON	EFFECTIVE
1.	Hood, Tanya	Nitschmann Social Studies Teacher	Family Medical Leave of Absence	November 3, 2011, intermittently, until the end of the day on November 3, 2012
2.	Lopez, Aracelys	Donegan Grade 2 Teacher	Family Medical/ Childrearing Leave of Absence	Family Medical Leave of Absence, continuing, December 5, 2011, until the end of the day on January 10, 2012 Childrearing Leave of Absence begins January 11, 2012, until the end of the 2011-2012 school year
3.	Manzo, Julie	District-wide (.5) Psychologist	Childrearing Leave of Absence	December 12, 2011, until the end of the 2011-2012 school year
4.	Oldt, Christine	Donegan Reading Specialist	Family Medical Leave of Absence	January 10, 2012, until the end of the day on February 10, 2012

3. *Leaves of Absence*

RECOMMENDATION:

A. Instructional (continued)

	NAME	ASSIGNMENT	REASON	EFFECTIVE
5.	Rogalewicz, Lisa	Thomas Jefferson Reading Specialist	Family Medical Leave of Absence	November 18, 2011, intermittently, until the end of the day on November 18, 2012
6.	Santana, Christine	Farmersville Grade 1 Teacher	Family Medical Leave of Absence	December 19, 2011, until the end of the day on December 23, 2011
7.	Scharnitz, Maureen	East Hills Speech Therapist	Family Medical Leave of Absence	November 14, 2011, intermittently, until the end of the day on November 14, 2012
8.	Walters, Naphtali	Governor Wolf Kindergarten/ Reading Teacher	Childrearing Leave of Absence	January 24, 2012, until the end of the 2011-2012 school year

B. Noninstructional

	NAME	ASSIGNMENT	REASON	EFFECTIVE
1.	Collins, Mary	Spring Garden Health Assistant	Family Medical Leave of Absence	November 11, 2011, until the end of the day on January 6, 2012

4. *Nominations*

RECOMMENDATION:

A. Instructional

The following instructional staff has been recalled for the 2011-2012 school year.

	EMPLOYEE	ASSIGNMENT	SALARY	EFFECTIVE
1.	Chemidlin, Lisa	Lincoln Grade 4 Teacher	\$44,800, prorated Bachelor's +15 Step 3	January 17, 2012
2.	Martinez, Louis	Freedom English Teacher	\$68,639, prorated Master's +45 Step 13	January 17, 2012

4. *Nominations*

RECOMMENDATION:

A. Instructional (continued)

The following instructional staff has been recalled for the 2011-2012 school year.
(continued)

	EMPLOYEE	ASSIGNMENT	SALARY	EFFECTIVE
3.	Ott, Jamie	Liberty English Teacher	\$44,256, prorated Bachelor's, Step 4	January 17, 2012
4.	Wills, Thomas	Farmersville Grade 2 Teacher	\$43,602, prorated Bachelor's, Step 3	January 17, 2012

B. Noninstructional

The following noninstructional staff has been recalled for the 2011-2012 school year.

	EMPLOYEE	ASSIGNMENT	SALARY	EFFECTIVE
1.	Rolly, Lori Ann	Hanover (.5) Teacher Assistant Special Education, Learning Support 3.5 hours daily	\$15.94 per hour	December 12, 2011

C. Miscellaneous

	NAME	ASSIGNMENT	SALARY
1.	Cruz, Jennifer	Bus Monitor	\$11.33 per hour
2.	Lyons, Matthew	Coach – Head Soccer Broughal	\$2,419.00
3.	McKellin, Janice	Coach – Assistant Soccer Broughal	\$1,572.00
4.	Hess, Jeremy	Coach – Assistant Soccer Nitschmann	\$1,335.00
5.	Fanger, Carl	Coach – Head Boys Basketball Northeast	\$3,870.00
6.	Prutzman, Hillary	Coach – Assistant Girls Basketball Liberty	\$4,272.00
7.	Dredge, Thomas	Coach – Assistant Wrestling Liberty	\$4,272.00

4. *Nominations*

RECOMMENDATION:

B. Noninstructional

	NAME	ASSIGNMENT	SALARY	EFFECTIVE
1.	Campbell, Theresa	Education Center Payroll Supervisor	\$49,923 Noninstructional Meet and Discuss Category G, Step 14	To be determined

4. *Nominations***RECOMMENDATION:*****C. Miscellaneous (continued)***

	NAME	ASSIGNMENT	SALARY
8.	Madouse, Ronald	Extracurricular Activity Advisor Freedom Future Business Leaders of America	\$376.00
9.	Gilrain, Jane	Young Playwright's Lab Freemansburg	\$33.79 per hour not to exceed 22.5 hours
10.	Williams, LaTanya	Substitute Monitor Freedom	\$9.52 per hour

D. Substitutes

INSTRUCTIONAL	NONINSTRUCTIONAL
Pail, Tiffany	Capuano, Donna
Preletz, Jayne	Michael, Susan
Redding, Mary	
Rodriguez, Maureen	

5. *Reassignments***RECOMMENDATION:*****A. Instructional***

	NAME	FROM/TO	SALARY	EFFECTIVE
1.	Pazzaglia, Kristen	From: Broughal (.4) French Teacher To: Freedom 1.0 French Teacher	\$44,800, prorated Bachelor's +15 Step 3	January 17, 2012

5. *Reassignments*

RECOMMENDATION:

B. Noninstructional

	NAME	FROM/TO	SALARY	EFFECTIVE
1.	Balderas, Mayra	From: Nitschmann, General Kitchen Help, lunch, 3.5 hours daily To: Liberty, General Kitchen Help, lunch 4.5 hours daily/ breakfast, 1 hour daily	\$13.15 per hour	December 13, 2011
2.	Bednarik, Adam	From: East Hills, (.5) Teacher Assistant To: District-wide, 1.0 Teacher Assistant, Special Education, one-on-one	\$14.94 per hour	November 1, 2011
3.	Cabrera, Nereida	From: Freedom, General Kitchen Help, lunch, 3.5 hours daily To: Northeast, Assistant Cook, 6.5 hours daily	\$15.06 per hour	December 13, 2011 contingent upon need of Charter School food service
4.	Cortez, Alice	From: Hanover, General Kitchen Help, lunch, 3.75 hours daily/ James Buchanan, General Kitchen Help, breakfast, 1.25 hours daily To: Hanover, General Kitchen Help, lunch, 3.75 hours daily/ East Hills, General Kitchen Help, breakfast, 1.5 hours daily	\$13.15 per hour	December 13, 2011

5. *Reassignments*

RECOMMENDATION:

B. Noninstructional (continued)

	NAME	FROM/TO	SALARY	EFFECTIVE
5.	Kelly, Scott	From: Marvine, (.5) Supplemental Custodian To: Broughal, 1.0 Supplemental Custodian	\$9.00 per hour	December 13, 2011
6.	Mattox, Sharon	From: Freedom, General Kitchen Help, lunch, 4.5 hours daily/ breakfast, 2 hours daily To: Freedom, Assistant Cook, 6.5 hours daily	\$15.06 per hour	December 13, 2011
7.	Sanchez, Miriam	From: Spring Garden, General Kitchen Help, lunch, 3.75 hours per day To: Liberty, General Kitchen Help, lunch, 4.5 hours per day	\$13.47 per hour	December 13, 2011
8.	Weaver, Florence	From: Fountain Hill, General Kitchen Help, lunch, 3.25 hours daily To: Spring Garden, General Kitchen Help, lunch 3.75 hours daily	\$13.47 per hour	December 13, 2011

6. *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:

BACHELOR’S +15

Majewski, Jennifer – Liberty High School
Shay, Erin – Nitschmann Middle School

7. *Board Policy 006 – Meetings – Third 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, distribute, and post minutes of all Board meetings.

The first reading of Board Policy 006 occurred at the November 14, 2011, Board Human Resources Committee Meeting. The second reading occurred at the November 21, 2011, Regular Board Meeting.

RECOMMENDATION:

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

BETHLEHEM AREA SCHOOL DISTRICT

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

Second Reading – November 21, 2011, Regular
Board Meeting

Third Reading – December 12, 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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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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	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.

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.

65 PA. C.S.A. Sec. 701 et seq SC 426	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> Special meetings shall be public and may be called for special or general purposes. 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.
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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.

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.

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

	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. Section 10. <u>Adjournment</u> 65 Pa. C.S.A. Sec. 703, 709 Pol. 006 The Board may at any time recess or adjourn to an adjourned meeting at a specified date and place, upon the majority vote of those present. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon. Notice of the rescheduled meeting shall be given as provided in Board policy. Section 11. <u>Executive Session</u> 65 Pa. C.S.A. Sec. 707, 708 The Board may hold an executive session, which is not an open meeting, before, during, at the conclusion of an open meeting, or at some other time. The presiding officer shall announce the reason for holding the executive session; the announcement can be made at the open meeting prior to or after the executive session. The Board may discuss the following matters in executive session: a. Employment issues. b. Labor relations. c. Purchase or lease of real estate. d. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation. e. Matters that must be conducted in private to protect a lawful privilege or confidentiality. Official actions based on discussions held in executive session shall be taken at a public meeting.
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65 Pa. C.S.A. Sec. 701 et seq Pol. 006 Pol. 006 65 Pa. C.S.A. Sec. 703, 709 65 Pa. C.S.A. Sec. 703, 709 Pol. 006 65 Pa. C.S.A. Sec. 701 et seq	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. 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. 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> 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. 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.
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	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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8. *Board Policy 625 – Procurement – Third Reading*

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. The second reading occurred at the November 21, 2011, Regular Board Meeting.

RECOMMENDATION:

That the Board of School Directors approves Board Policy Number 625 – Procurement which is attached.

BETHLEHEM AREA SCHOOL DISTRICT

First Reading – November 14, 2011, Board

Human Resources Committee Meeting

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

Third Reading – December 12, 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 and other purchases, and streamline vendor payment. The Board directs the administration to establish safeguards to prevent misuse of such cards. The Assistant to the Superintendent for Finance and Administration is authorized to issue district procurement cards. The Board shall purchase adequate insurance coverage for procurement card misuse. Procurement Card - A corporate charge card designed to reduce the cost and administrative burden of small-dollar purchases.
2. Definition	A list of authorized users of procurement cards shall be maintained in the business office and shall include employees in designated positions.
3. Delegation of Responsibility	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. 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: 1. Employee deals directly with the “authorized” vendor, for any disputed transactions including sales tax.
Policy 317, 417, 517	

School Code 510, 751, 807.1 Board Policy 317, 417, 517	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 up to \$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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**Policy #625, Procurement Cards
Attachment A**

**Bethlehem Area School District
Purchasing Card Acceptance Form**

This agreement is made and entered into as of the _____ day of _____, 2011 by and between Bethlehem Area School District and _____ (Employee).

In consideration of the issuance of the Bethlehem Area School District Purchasing Card to _____ (Employee), and for other good and valuable consideration, the Bethlehem Area School District and _____ (Employee) agree as follows:

USE – Employee agrees to use the Bethlehem Area School District Purchasing Card (“Card”) solely for legitimate school business purchases and shall adhere to the Purchasing Policies and Procedures as set forth by the Bethlehem Area School District Board of Education.

SPENDING LIMIT – Employee shall not make purchases in excess of the monthly spending limit and in any event not more than the amount of funds set aside in their department budget.

CARD – Employee shall keep their card in a safe place to prevent fraudulent use, shall examine all receipts for accuracy before signing them and shall **keep all receipts and send all original receipts** to their School Principal or Administrative Supervisor by the end of each month. At no time should the card be given to any other staff member or student.

TRANSACTION LOG – Employee shall keep a transaction log of all purchases. If while reviewing their monthly statement, an Employee finds an inaccurate charge, then the Employee should make their best efforts to resolve the issue with the merchant first and then contact PNC Bank’s Commercial Card Customer Service Group at 1-800-685-4039 to resolve the dispute. The transaction log and all original receipts should be attached to the monthly statement and forwarded to the School Principal or Administrative Supervisor within seven (7) days of receipt of the statement.

LOST OR STOLEN CARD – In the event that Employee’s card is lost or stolen, the employee should first notify PNC Bank’s Commercial Card Customer Service Group at 800-685-4039, and Nancy Mautino, Assistant Director of Business Affairs at 610-861-0500, ext. 60256, immediately. The lost or stolen card will be canceled immediately and the district will issue a new card.

MISUSE – Employee understands and acknowledges that improper use of the card may result in cancellation, disciplinary action, or termination of employment.

REASSIGNMENT/LEAVE OF EMPLOYMENT – If the Employee is re assigned or leaves employment with the Bethlehem Area School District, the employee will surrender the card to the School Principal or Administrative Supervisor.

This agreement contains the entire agreement with respect to the subject matter hereof. This agreement shall be governed and construed in accordance with the laws of the Commonwealth of Pennsylvania. Each of the parties hereby consents to the exclusive personal jurisdiction of the Commonwealth Court, and Federal courts located in the Commonwealth of Pennsylvania, in connection with any matter relating to or arising under this agreement.

BETHLEHEM AREA SCHOOL DISTRICT

EMPLOYEE

Business Administrator Signature

Employee Signature



Policy #625, Procurement Cards
Attachment B

Bethlehem Area School District
Purchasing Card

Reminder about Sales Tax:

The District is exempt from paying any State of Pennsylvania (and generally all other states') sales and/or use tax, even if the purchase is made with the PNC Purchasing Card. The District's sales tax exemption number is printed on the front of the PNC card. ***It is the responsibility of the Cardholder to make the vendor aware that the sale transaction will be tax exempt prior to processing the sale.***

If the vendor charges sales tax, the Cardholder must contact the vendor and obtain a credit equal to the amount of the sales tax. Do not permit the vendor to issue cash to settle a sales tax error. If you have a problem with any vendor about sales tax, please contact me.

Documentation/Receipts (Required by auditors):

For all transactions, the Cardholder must retain the original customer's copy of the charge slip, along with the detail receipt, which identifies every item purchased and the corresponding item cost. For telephone or online orders, the cardholder must retain the receipt and packing slip. The account number or a narrative description of the account/project/building/department to be charged must be written on each receipt.

Each month you will receive a copy of your statement all ***original receipts and packing slips*** must be attached and returned in a timely manner.

If no receipts are included, it will be considered a personal item and the cardholder will be required to reimburse the District.

A Sales tax exempt form can be requested from Melanie Bath, Purchasing, at 610-861-0500 extension 60264. ***The form and number is for School District Use ONLY. It is not to be used or given to: PTO's, Booster Clubs, Home Room Moms, etc.....***



Bethlehem Area School District

Procedures Manual

Procurement/Purchasing Card

PURPOSE

To provide guidance on the proper use of the Bethlehem Area School District's Purchasing Card and establish procedures, which meet the following criteria:

- Provide an efficient and cost effective method of purchasing and paying for goods and services.
- Reduce the use of petty cash, blanket purchase orders, and prepaid purchase orders.
- Ensure Purchasing Card purchases are in accordance with the procedures of the District and Pennsylvania Statutes.
- Reduce the time and money spent processing low dollar transactions.
- Ensure that the District bears no legal liability from inappropriate use of Purchasing Cards.
- Provide for disciplinary action if the Purchasing Cards are misused.

SCOPE

These procedures will apply to all Bethlehem Area School District employees participating in the program.

BACKGROUND

Bethlehem Area School District is making available to designated employees delegated authority to make minor purchases directly through a Purchasing Card Program. This will allow departments flexibility to purchase small routine materials and supplies.

Certain controls have been developed for the Purchasing Card that does not exist in a traditional credit card. These controls ensure that the card is used only for specific purchases, within the spending limits and merchant code restrictions.

CARD DESCRIPTION

The Purchasing Card shall contain the Bethlehem Area School District’s logo, "Bethlehem Area School District", Cardholder's name, tax exemption number and an expiration date. The Card has been uniquely designed to avoid confusion with personal credit cards.

The Business Administrator will set limits for each cardholder: The limits shall, generally, be as follows:

All cardholders:

Single per Transaction Limit:	TBD (but less than \$1,000)
Transactions/Authorizations per Day:	Every
Billing Cycle (Monthly) Limit:	TBD (but less than \$4,000)

Purchases beyond the “Single per Transaction Limit” must be made in accordance with the State Statutes. The Purchasing Card may be used as a method of payment for purchases exceeding \$4,000. Such exceptional purchases will conform to the Pa. School Code and require the appropriate approval of the immediate supervisor prior to purchase.

Charges for purchases shall not be split to stay within the single purchase limit. Splitting charges will be considered abuse of the Purchasing Card Program and a clear violation of the Pa. School Code.

1. DEFINITIONS

Account Clerk--Employees designated by District Administrator to be responsible for the reconciliation, documentation and account coding of Purchasing Card transactions for a specified group of Cardholders.

Bank--The financial institution, which has entered into an agreement with the District to provide the Purchasing Card Program (currently PNC).

Billing Cycle--The monthly billing period that begins on a set date of each month and ends on the same day the following month, with a fifteen day (15) grace period before payment is due.

Capital Equipment--Assets with a cost of \$4,000 or more and a useful life of one year or more, including but not limited to furniture, equipment, vehicles, and computer hardware.

Cardholder Agreement--Visa's terms and conditions that define Cardholder use of the Purchasing Card.

Credit Log--Summary sheet upon which the Cardholder and/or Account Clerk records the details about credits to the Purchasing Card purchases. Information to be recorded includes the reference or order number, date of original transaction, date of credit transaction, purchase description, and dollar amount of the credit.

Merchant Category Code (MCC) Limit--A method to control where spending is allowed. All Visa merchants are assigned an industry-specific MCC code, which the District can restrict from Purchasing Card access. Once an MCC code is blocked, all merchants within that category will be declined.

Monthly Limit--The maximum dollar value of charges a Cardholder is authorized to make during the billing cycle.

Purchasing Card--A charge card issued to an employee for the purpose of purchasing small dollar items.

Purchasing Card Administrator--The Assistant Director of Business Affairs is responsible for the administration of the Purchasing Card Program. An alternate will also be assigned.

Single Purchase Limit--The maximum value of charges a cardholder is authorized to make during a single transaction.

2. How It Works

- The District Administrator authorizes the issuance of a Purchasing Card to an employee.
- The Assistant Director of Business Affairs coordinates issuance of a Purchasing Card to an employee.
- A Cardholder presents goods or services for purchase to a vendor who accepts VISA.
- The vendor processes the card information to obtain authorization for the purchase.
- The Bank receives the transaction information electronically from Visa.
- The Bank verifies the account number and spending control limits on the card.
- The Cardholder receives the merchandise and a copy of the receipt.
- The Cardholder maintains the original receipt for monthly remittance to the Account Clerk.
- The vendor receives payment for the merchandise within 3 days.
- The Account Clerk receives a monthly memo statement for reconciliation and payment certification.
- The Account Clerk reconciles all purchases and credit activity to the memo statement, along with supporting documentation, and forwards it to Business Office.
- Business Office receives a consolidated monthly statement for each billing cycle. The Assistant Director of Business Affairs pays the Bank via ACH.

3. Responsibilities

A. Cardholder is responsible for the following:

- * Holding and securing the Purchasing Card and card number.
- * Buying supplies and services.
- * Informing vendor of tax-exempt status prior to processing sale transaction.
- * Collecting and saving sales receipts.
- * Writing the account number, or narrative description of the account/project to be charged, on the back of each receipt or on the optional transaction log.
- * Receiving and inspecting all ordered materials and services.
- * Reporting discrepancies to vendor.

- * Reviewing/verifying charges with the Account Clerk.
- * Submitting statements and receipts to the Account Clerk by department deadline.
- * Complying with Bethlehem Area School District's policy and procedures.

B. Account Clerk is responsible for the following:

- * Matching receipts and supporting documentation with the weekly statement.
- * Identifying and handling disputed charges.
- * Maintaining a copy of the Credit Log sheets and verifying all credits are posted.
- * Verifying/assigning account codes.
- * Signing the memo statement (ensuring sufficient budget dollars are available) and forwarding it along with the statements, receipts, packing slips and other supporting documentation as required, to Business Office.

C. District Administrator is responsible for the following:

- * Designating Account Clerk and communicating it to the Business Administrator.
- * Requesting Purchasing Cards.
- * Evaluating the need to cancel or reissue cards.
- * Collecting revoked cards from Cardholders and remitting to the Business Administrator.

D. Assistant Director of Business Affairs is responsible for the following:

- Reviewing and communicating to the Bank all Purchasing Card requests and changes to card limits.
- Training Cardholders.
- Coordinating the issuance and cancellation of cards.
- Maintaining program policy and procedures, Cardholder guides and/or manuals and all Cardholder application forms.
- Maintaining a list of all current Account Clerks.
- Pursuing supplier discount opportunities.
- Evaluating Purchasing Card feedback from suppliers.
- Coordinating and maintaining internal controls.
- Coordinating program policy issues.
- Participating in ongoing program reviews.
- Participating in resolving billing disputes.
- Monitoring program for compliance with all Bethlehem Area School District's policy and procedures and recommending disciplinary action to the Director of Business Affairs.
- Monitoring the program's aggregate monthly spending relative to the aggregate established credit limit with the Bank for potential required increases.
- Receiving approved monthly statements and supporting documentation from all Account Clerks.
- Performing a pre-audit over receipts and charges.
- Paying charges from the monthly-consolidated statement.
- Filing monthly statements and supporting documentation.
- Reconciling monthly statements for 1099 reporting.
- Responsible for conducting periodic audits and reporting findings.

E. Bank is responsible for the following:

- * Activating and deactivating Purchasing Cards at the request of the Business Administrator.
- * Paying suppliers.
- * Controlling pre-defined Cardholder limits.
- * Providing monthly statements and reporting information.
- * Providing duplicate copies of sales receipts in case of disputed charges.
- * Providing customer service.

4. Processes

A. Requesting a Purchasing Card

- 1 Purchasing Cards will be issued to Bethlehem Area School District employees who frequently purchase low-dollar goods or services.
- 2 All requests for Purchasing Cards must be submitted by the respective Department Head to the Business Administrator on a Purchasing Card Application Form. No credit checks are made against individual Cardholders.
- 3 The Assistant Director of Business Affairs will review the application and, if approved, coordinate the issuance of the Purchasing Card with the respective Department Head, and notify the Cardholder of the next available Purchasing Card training session.
- 4 The Bank issues the Purchasing Card and mails it to the Assistant Director of Business Affairs. The Assistant Director of Business Affairs will write "See photo ID" in the signature space on the back of each card.
- 5 The Cardholder attends a mandatory Purchasing Card Program training session, signs the Cardholder Agreement form, receives a Purchasing Card, VISA Cardholder Agreement, and a copy of the Purchasing Card Operational Regulation.
- 6 The Cardholder Agreement form will be retained in the Business Office.

B. Modifying Purchasing Card Limits

- 1 All requests for modifications to Cardholder limits must be submitted by the Department Head to the Business Administrator by updating a copy of the Cardholder's original Purchasing Card Application Form.
- 2 The Business Administrator reviews the modification and, if approved, submits it to the Assistant Director of Business Affairs for processing.

C. Using the Purchasing Card - General Information

The Cardholder may pick up supplies or services, or place an order for these by telephone, facsimile or electronically. Internet purchases must be made over a secured transmission. The supplies or services must be immediately available for pick up, shipped or delivered within the monthly billing cycle. The order should not be placed without this assurance. No **back ordering** is allowed when using the Purchasing Card.

Telephone Orders: The Cardholder must confirm that the vendor will charge the Purchasing Card when shipment is made so that receipt of the supplies may be certified on the weekly statement. This is also a requirement of the vendor's contract with Visa.

Prohibited Purchases: The Purchasing Card is to be used for Bethlehem Area School District authorized purchases only. The Purchasing Card cannot be used for any personal use. The Cardholder is the only person authorized to use their assigned Purchasing Visa Card.

The following supplies and services **shall not be purchased** with the Purchasing Card:

- * Personal Items
- * Cash Advances
- * **Items Stocked in BASD Inventories**
- * Building Repairs
- * **Capital Equipment**
- * Medical Services
- * Legal Services
- * Cellular Phone
- * Gifts
- * Federal or State funded projects
- * Any other restrictions that may be placed by the Business Administrator

Some cards may not have such restrictions if it is deemed to be in the District's best interest. Such a determination requires approval by the Business Administrator.

Dollar Limits: A purchase may be made up of multiple items, but the total invoice (including shipping) cannot exceed Cardholders purchase limit. All purchases over \$4,000 must be made by a separate purchase order under Bethlehem Area School District's purchasing procedures. Charges for purchases shall not be split to stay within the single purchase limit. Splitting charges will be considered abuse of the Purchasing Card Program.

In order to accommodate emergencies, purchases exceeding \$4,000 may be made using the Purchasing Card as a method of payment. Such **exceptional** purchases will conform to the Pa. School Code and require the appropriate approval.

Sales & Use Tax: The District is exempt from paying any State of Pennsylvania (and generally all other states') sales and/or use tax, even if the purchase is made with the Purchasing Card. The District's sales tax exemption number is printed on the front of the Purchasing Card. **It is the responsibility of the Cardholder to make the vendor aware that the sale transaction will be tax exempt prior to processing the sale.**

If the vendor charges sales tax, the **Cardholder** must contact the vendor and obtain a credit equal to the amount of the sales tax. **Do not permit the vendor to issue cash to settle a sales tax error.** If you have a problem with any vendor about sales or any other tax, please contact the Assistant Director of Business Affairs.

Documentation: For all transactions, the Cardholder must retain the original customer's copy of the charge slip, along with the detail receipt, which identifies every item purchased and the corresponding item cost. For telephone orders, the Cardholder must retain the receipt and/or packing slip. The Cardholder must also write the account number, or a narrative description of the account/project to be charged, on the back of each receipt.

Missing Documentation: Where supporting documentation is missing, the Cardholder must contact the vendor and request a duplicate receipt. If the Cardholder is still unable to obtain documentation they must contact the Assistant Director of Business Affairs. **Failure to provide adequate documentation will result in disciplinary action and employees may be required to make payment for such transactions.**

Credit Log: The Cardholder must keep a Credit Log of items returned to the vendor to verify credit is received for returns. Reductions in a Purchasing Card sale amount due to mistake, decrease in quantity, price discount, or erroneous charging of sales tax must also be noted on the Credit Log.

Denied Purchase: The Cardholder may report a denied point of sale or other rejected purchases to the Account Clerk. The Account Clerk must advise the Assistant Director of Business Affairs of any known denied Cardholder purchase. Information to be provided includes Cardholder name and account number, vendor and date of declined sale. The Assistant Director of Business Affairs shall inquire into the denied sale, take appropriate action and report back to the Account Clerk. If a vendor refuses to accept a Purchasing Card, the Cardholder should report this fact to the Account Clerk, who will forward this information to the Assistant Director of Business Affairs. District purchasing procedures apply to the Purchasing Card as well. If you have any questions, please contact Purchasing prior to purchase.

Funding: You must follow your department's administrative funding procedures to ensure that sufficient funds are available **prior** to making a purchase.

Use of the Purchasing Card does not relieve you from complying with Federal, State, Local laws, Statutes, regulations, or District policies and procedures.

For every purchase made, the respective Cardholder must be prepared to substantiate necessity or official use. Misuse of the Purchasing Card shall be subject to the immediate revocation of Purchasing Card privileges. The respective Department Head, Assistant Director of Business Affairs, and Supervisor of Human Resources will handle resolution of situations involving improper use of the Purchasing Card.

Questions: Questions regarding Purchasing Card procedures should be directed to the Assistant Director of Business Affairs.

D. Reconciling Statements

- 1 **The Bank** will provide monthly memo statements for verification of charges and reconciliation.
- 2 **The Cardholder** is responsible for securing and delivering all necessary documentation (sales receipts, etc.) for every transaction to the Account Clerk. Receipts and related documentation are to be secured and delivered to the Account Clerk. Each Cardholder is responsible for ensuring the subject receipts *clearly* show what has been purchased and at what price. Sales receipts that do not provide sufficient information must be supplemented with documentation from the vendor at the time of purchase. If a receipt is missing, it is the Cardholder's or Account Clerk's responsibility (depending on the circumstances) to contact the subject vendor and request a duplicate receipt and appropriate documentation. **In the event the receipt cannot be secured, the Cardholder may be personally liable for the cost of the subject transaction and may be subject to disciplinary action.**
- 3 **The Account Clerk** must review the Cardholder's memo statement. verify the purchases were for a proper public purpose and verify/assign the account codes. Receipts and related documentation are to be secured and delivered to the appropriate Account Clerk. Such receipts will be reconciled with a monthly transaction report sent to Business Office on a monthly basis. Transactions involving fraud, disputed charges, and employee misconduct must be reported to the Assistant Director of Business Affairs and brought to the attention of Business Office.

Unauthorized purchases will result in disciplinary action and the employee will be required to make payment for any such transaction. When purchases are questioned, the Account Clerk is responsible for resolving the issue with the Cardholder. If the Account Clerk is not satisfied that the purchase was necessary and for official use, the Cardholder must provide either a credit voucher proving the item(s) were returned for credit or a personal check made payable to the Bank for the full amount of the purchase, plus applicable sales tax. Checks must be sent along with the statement to Business Office, with an explanation of why the violation occurred.

The Account Clerk must also prepare and sign the statement, certifying they have reviewed all transactions for propriety, as well as budget availability, and forward it along with the Cardholder monthly memo statements, receipts and other documentation as required, to Business Office. Please submit receipts in the same order as they appear on the statement.

E. Resolving Returns and Credits, Disputes and Erroneous Charges

A dispute occurs when a Cardholder questions a transaction that has been charged to their account. The Cardholder will initially contact the merchant in question about the transaction and seek to resolve the matter by requesting or supplying information as necessary. If the matter is not resolved immediately, the Cardholder will notify the Assistant Director of Business Affairs, in writing, to request the charge be disputed. The Assistant Director of Business Affairs will refer the matter to the Bank for disposition.

As a result of the dispute, the District remains obligated to pay for the disputed items(s). However, the next statement will be reduced by the amount of the disputed item(s) and the Bank will resolve the matter within 90 days.

F. Reporting a Lost or Stolen Purchasing Card

If a card is lost, stolen, or misplaced during normal working hours, the Cardholder must immediately notify the Assistant Director of Business Affairs. If a card is lost, stolen or misplaced outside normal working hours, the Cardholder must immediately notify the Bank directly and notify the Assistant Director of Business Affairs the next working day. Upon such notification, access to the card will be immediately blocked. A new card will be mailed for the Cardholder on the next business day after receiving the notification at no cost to the Cardholder or the District.

G. Purchasing Card Termination

Terminated Employees: District Administrators must immediately notify the Assistant Director of Business Affairs and Account Clerk of terminated employees. The Assistant Director of Business Affairs is required to notify the Bank to cancel the card of a terminated employee within 24 hours of such termination.

During the exit interview, the respective District Administrator will obtain the Purchasing Card from the terminated employee. District Administrator must notify the Assistant Director of Business Affairs when Purchasing Cards belonging to terminated employees are not returned.

District Administrators must destroy returned Purchasing Cards by cutting the cards in two and must deliver them to the Assistant Director of Business Affairs. The Assistant Director of Business Affairs must remit destroyed cards to the Bank.

Revocation of Card: Purchasing Card privileges may be revoked upon the Cardholder's failure to follow District's policy and procedures. The respective Department Head, the Assistant Director of Business Affairs and the Account Clerk will coordinate the revocation of Purchasing Cards. The Assistant Director of Business Affairs will immediately notify the bank to cancel any such cards.

The District Administrator will obtain the revoked Purchasing Card from the employee. The District Administrator must destroy the returned Purchasing Card by cutting it in two and must deliver it to the Assistant Director of Business Affairs. The Assistant Director of Business Affairs must remit destroyed cards to the Bank.

H. Violations

The following actions are prohibited:

- * Purchases of items specifically prohibited by policy.
- * Purchases that exceed the Purchasing Card limits.
- * Not reporting lost or stolen cards.
- * Purchases from vendors that create a conflict of interest, (i.e., purchases from companies owned or operated by District employee(s) and/or their relatives, etc.).
- * Inadequate record keeping and/or documentation of purchases.
- * Acceptance of cash in lieu of a credit to the statement.
- * Splitting of purchases within the single purchase limit.

Failure to comply with this procedure may result in employee removal from the Purchasing Card Program and other disciplinary action as appropriate.

9. *Board Policy 701.1 – Naming of Facilities – Fourth Reading*

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 where there were no questions or changes from the Board.

The second reading occurred at the November 14, 2011, Board Human Resources Committee Meeting where there were no questions or changes from the Board.

At the third reading of this policy at the November 21, 2011, Regular Board Meeting, a question was raised by a Board member who asked that this item be tabled. The vote for the tabling of this item was passed by an 8-1 vote. After Board discussion, it was agreed that the administration would make the corrections as directed by the Board and that the policy be brought back to the December 12, 2011, Regular Board Meeting.

RECOMMENDATION:

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

BETHLEHEM AREA SCHOOL DISTRICT

First Reading- Oct. 10, 2011, Board Human Resources Comm. Mtg
Second Reading – Nov. 14, 2011, Board Human Resources Comm.
Mtg

Third Reading – Nov. 21, 2011, Regular Board Meeting
Fourth Reading – Dec. 12, 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.

	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 will include the length of the defined period of time the agreement will be in effect and 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. <u>Transferability</u> 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 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
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	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. <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.
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701.1. NAMING SCHOOL DISTRICT FACILITIES - Pg. 5

	References: School Code – 24 P.S. Sec. 510
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10. *Special Education – Student #0959530 – Settlement Agreement***INFORMATION:**

The parents of Student Number 0959530 of the Bethlehem Area School District, who is eligible for special education under the Individual Disabilities Education Act (IDEA), along with the Bethlehem Area School District, met to discuss issues surrounding the Free and Appropriate Public Education (FAPE) of this student. Both parties met in an attempt to achieve an amicable resolution to the disputes in an effort to avoid complex time-consuming due process litigation and to move forward in the best interest of the child.

This information was reviewed with the Board during Executive Session on November 21, 2011.

RECOMMENDATION:

That the Board of School Directors approves the Settlement Agreement and Release all disputes between the Bethlehem Area School District and the parents on behalf of Student Number 0959530.

Account Code and Name: General Fund 1290820 Other Special Education-Judgments
General Fund 2310820 Board Services-Judgments

Account Balances: \$ -0- (Transferred amounts reflected in Budgetary Transfers (9))

11. *Supplemental Educational Service Agreements*

INFORMATION:

Parents of school district students have the right to choose free tutoring for their children from a list of Pennsylvania Department of Education approved tutoring programs as a result of a school district's Annual Yearly Progress status. This option is called Supplemental Educational Services (SES). A low income parent with children in a Title I school that is in School Improvement II, Corrective Action, or Restructuring, who does not opt for transfer to a higher performing school, is able to request SES. The school district is required to fund these services, which are provided outside of the regular school day, and may use a portion of its Title I, Part A funds.

Service Agreements have been developed for Sylvan Learning Center, Right Reason Technologies, and Bright Light Education to provide services to participating SES students in Broughal Middle School, Donegan Elementary School, and Fountain Hill Elementary School.

This item was reviewed with the Board at the December 5, 2011, Board Finance Committee Meeting.

RECOMMENDATION:

That the Board of School Directors approves the attached service agreements with the Sylvan Learning Center, Right Reason Technologies, and Bright Light Education for Supplemental Educational Services as mandated by *No Child Left Behind* for participating SES students in Broughal Middle School, Donegan Elementary School, and Fountain Hill Elementary School.

Account Code and Name: Title I 1190320 Supplemental Education Services
Account Balance: \$297,204

APPENDIX D

Bethlehem Area School District

CONTRACTUAL SERVICES AGREEMENT

THIS AGREEMENT, made and entered into at the Bethlehem Area School District this 1st day of December, 2011, by and between the School Board of Bethlehem Area School District, hereafter referred to as the "Board," and Sylvan Learning Center, hereafter referred to as the "Provider."

WITNESSETH:

WHEREAS, the Board requires certain professional services to assist in accomplishing the supplemental educational instructional mandates of *No Child Left Behind*, and

WHEREAS, the Provider is qualified as determined by the Pennsylvania Department of Education to perform these services for students,

NOW, THEREFORE, for the consideration hereinafter named, the parties agree as follows:

1. The Provider will perform the professional services described in the attached scope of work and specifications attached hereto and made a part of this agreement as Attachments A, B, and C.
2. The Provider shall perform these services described on Attachments A, B, and C, according to the schedule indicated therein.
3. The price and consideration for which this agreement is made shall be in the amount of \$49.00 per hour, not to exceed \$1,185.00 per student who is provided Supplemental Educational Services.
4. The Board's representative for purposes of administration of this agreement shall be Mrs. Janet Tate, whose position is Supervisor of Grants.

5. The Provider acknowledges that its relationship to the Board is that of an independent contractor and that no employer-employee relationship is created by virtue of this agreement.
6. The Provider acknowledges and agrees that the responsibility for payment of taxes, employees' salaries/contracts, or other expenses of the Provider shall be said Provider's obligation.
7. The Provider shall not assign any interest in this agreement and shall not transfer any interest by assignment or novation.
8. The Provider agrees to make available upon request, to the Board, the Board's auditors, the Pennsylvania Department of Education, Pennsylvania Legislative Auditors, and/or the Office of the Governor or Division of Administration auditors, records and documents relating to the conduct of this agreement.
9. The Provider shall indemnify and hold harmless the Board and its representatives against any and all claims, demands, suits, and judgments of sums of money to any party for loss of life, injury, or damage to person or property resulting from, or by reason of, any negligent act or omission, operation or work of the Provider, its agents or employees while engaged upon or in connection with the services required or performed by the Provider hereunder.

To the extent allowed by the law, the Board shall indemnify and hold harmless the Provider against any and all claims, demands, suits, and judgments of sums of money to any party for loss of life, injury, or damage to person or property resulting from, or by reason of, any negligent act or omission, operation or work of the Board, its agents or employees while engaged upon or in connection with the services required or performed by the Board hereunder.

10. The Provider agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education amendments of 1972, the Age Act of 1972, and the Americans with Disabilities Act of 1990.

The Provider agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, gender, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by Provider or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

11. Provider will not receive reimbursement for travel expenses.
12. This agreement may be amended or extended by mutual written consent of the parties.
13. The Board reserves the right to cancel this agreement upon a thirty (30)-day written notice should funds no longer be available due to budget reductions imposed by the federal government, if the Pennsylvania Department of Education revokes approval of the Supplemental Educational Services Provider, or if the Board determines that the Provider is unable to meet the specified goals and timetables.
14. The Board reserves the right to cancel this agreement upon a thirty (30) day written notice if the determination is made by the Board that the Provider disclosed to the public the identity of any student who is eligible for, or receiving educational services, without the written permission of the parents/legal guardians of the student.
15. The Board may cancel this agreement due to non-performance of work described in Attachments B and C, upon giving seven (7) days written notice.
16. Any claim or controversy arising out of this contract shall be resolved by the provisions of LSA-R.S. 39:1524 and 1526.
17. All records, reports, documents, and other material delivered to or transmitted to the Board, its agent, or the Pennsylvania Department of Education by the Provider shall remain the property of the Board/State.
18. This agreement shall be effective on the day and the date first above written and shall expire on June 30, 2012, unless extended or canceled as provided herein.

IN WITNESS WHEREOF, the parties have executed this act in the presence of the undersigned competent witnesses.

Witnesses:

Board of _____

By _____

Title: BASD Board President

By _____
(Signature of Provider)

Type Name: Douglas Babbin

Type Title: Executive Center Director

ATTACHMENT A

SCHOOL BOARD OF Bethlehem Area School District

GENERAL CONTRACTOR INFORMATION

CONTRACTOR: Sylvan Learning Center
1104 Van Buren
Easton, PA 18045
610-250-7110
Taxpayer Identification Number: 06-164-8447

If the contractor is a company, print the name and title of the person authorized to sign contract:

TIME PERIOD: Start Date: December 1, 2011 Completion Date: June 30, 2012

PAYMENT AMOUNT: \$49.00 per hour; not to exceed \$1,185.00 per student

PAYMENT TERMS:

Payment shall be completed on a monthly basis. The Provider will submit an invoice by the 10th of the month for tutoring hours completed during the prior month. If a student is absent and no services are provided, no payment will be made for that student.

SOURCE OF FUNDS: Title I

SCHOOL RECEIVING SERVICES: Broughal Middle School
Donegan Elementary School
Fountain Hill Elementary School

BOARD REPRESENTATIVE: Janet D. Tate, Supervisor of Grants

I certify that the above taxpayer identification number is true and correct.

	<u>Executive Center Director</u>
(Signature of Provider)	Title

ATTACHMENT B SCOPE OF SERVICES

1. Statement of Work:

The Provider will meet with parents and district personnel to develop statements of specific achievement goals for the student who will receive services from the Provider through the Supplemental Educational Services program.

The Provider will provide Supplemental Educational Services on a regular basis for the duration of the contractual period.

The Provider will follow the Individual Learning Plan as developed with parents and district personnel. The Provider will measure student progress using pre- and post-testing which is consistent with state content standards and the objectives set in the Individual Learning Plan documents.

An objective will not be considered “met” until at least an 80% mastery rate is demonstrated by the student. All objectives for a goal must be met for the goal to be met.

Where applicable, the Provider will provide services that are aligned with the student’s Individual Learning Plan.

The Provider will provide services that will allow the timetable written in the Individual Learning Plan to be met.

The Provider will provide progress reports to parents and teachers/schools on a monthly basis. The parent’s copy of the report will be mailed to the parents by the 10th of each month of the contract. The school’s copy can be mailed or hand-delivered by the 10th of each month. (In the event that the 10th of the month falls on a weekend or holiday, the prior work day will be the report day.) The Provider will send one copy of the Progress Report and the student’s sign-in sheet as documentation to the district representative so that Provider contract payment can be made. If parents or teachers desire more frequent reporting to them, the Provider may agree to provide additional reports as a part of the Individual Learning Plan.

2. Key Personnel:

The Provider will employ individuals in keeping with the non-discrimination clause of the contract.

The individuals who will serve the students for Supplemental Educational Services must meet all of the criteria for the district's volunteers in the schools, including a criminal background check. The cost of the background check will be the expense of the Provider or the individual, not of the Board.

Notification of Nondiscrimination

As an equal rights and opportunities agency, the Bethlehem Area School District will not discriminate in its educational and vocational programs, activities, or employment practices based on race, color, national creed, age, sex, ancestry, union membership, sexual orientation, gender identity, national origin, disability, or because the employee is a victim of a violent crime (including crimes involving domestic violence). The announcement of this policy is in accordance with state and federal laws, including Title VI, Title IX, and Section 504.

ATTACHMENT C MONITORING PLAN

1. Goals and Objectives:

The goal of this program is the demonstration of increased student achievement. The Provider will use strategies consistent with objectives as written in the Individual Learning Plan and will use assessment to verify student achievement.

The monthly student progress reports and the final summary report will be used to determine the effectiveness of the Provider in increasing student achievement.

The Individual Learning Plan and the Final Summary Report will be signed by the parent, the school representative, and the Provider so that consultation is evident.

2. Delivery or Performance Schedule:

The Provider will determine with the school and the parent the time requirement for meeting the goals within the budget of the district as determined in the *No Child Left Behind Act of 2001*.

3. Plan for Performance Measurement:

The Provider will complete assessments to determine objective completion. Reporting to parents and schools will include the results of assessments with strengths and weaknesses being stressed.

4. Contract Monitoring Plan:

The district representative will provide monitoring duties as monthly and final reports are submitted from the Provider.

APPENDIX D

Bethlehem Area School District

CONTRACTUAL SERVICES AGREEMENT

THIS AGREEMENT, made and entered into at the Bethlehem Area School District this 1st day of December, 2011, by and between the School Board of Bethlehem Area School District, hereafter referred to as the "Board," and Right Reason Technologies, hereafter referred to as the "Provider."

WITNESSETH:

WHEREAS, the Board requires certain professional services to assist in accomplishing the supplemental educational instructional mandates of *No Child Left Behind*, and

WHEREAS, the Provider is qualified as determined by the Pennsylvania Department of Education to perform these services for students,

NOW, THEREFORE, for the consideration hereinafter named, the parties agree as follows:

1. The Provider will perform the professional services described in the attached scope of work and specifications attached hereto and made a part of this agreement as Attachments A, B, and C.
2. The Provider shall perform these services described on Attachments A, B, and C, according to the schedule indicated therein.
3. The price and consideration for which this agreement is made shall be in the amount of \$45.00 per hour, not to exceed \$1,185.00 per student who is provided Supplemental Educational Services.
4. The Board's representative for purposes of administration of this agreement shall be Mrs. Janet Tate, whose position is Supervisor of Grants.

5. The Provider acknowledges that its relationship to the Board is that of an independent contractor and that no employer-employee relationship is created by virtue of this agreement.
6. The Provider acknowledges and agrees that the responsibility for payment of taxes, employees' salaries/contracts, or other expenses of the Provider shall be said Provider's obligation.
7. The Provider shall not assign any interest in this agreement and shall not transfer any interest by assignment or novation.
8. The Provider agrees to make available upon request, to the Board, the Board's auditors, the Pennsylvania Department of Education, Pennsylvania Legislative Auditors, and/or the Office of the Governor or Division of Administration auditors, records and documents relating to the conduct of this agreement.
9. The Provider shall indemnify and hold harmless the Board and its representatives against any and all claims, demands, suits, and judgments of sums of money to any party for loss of life, injury, or damage to person or property resulting from, or by reason of, any negligent act or omission, operation or work of the Provider, its agents or employees while engaged upon or in connection with the services required or performed by the Provider hereunder.

To the extent allowed by the law, the Board shall indemnify and hold harmless the Provider against any and all claims, demands, suits, and judgments of sums of money to any party for loss of life, injury, or damage to person or property resulting from, or by reason of, any negligent act or omission, operation or work of the Board, its agents or employees while engaged upon or in connection with the services required or performed by the Board hereunder.

10. The Provider agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education amendments of 1972, the Age Act of 1972, and the Americans with Disabilities Act of 1990.

The Provider agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, gender, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by Provider or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

11. Provider will not receive reimbursement for travel expenses.
12. This agreement may be amended or extended by mutual written consent of the parties.
13. The Board reserves the right to cancel this agreement upon a thirty (30)-day written notice should funds no longer be available due to budget reductions imposed by the federal government, if the Pennsylvania Department of Education revokes approval of the Supplemental Educational Services Provider, or if the Board determines that the Provider is unable to meet the specified goals and timetables.
14. The Board reserves the right to cancel this agreement upon a thirty (30) day written notice if the determination is made by the Board that the Provider disclosed to the public the identity of any student who is eligible for, or receiving educational services, without the written permission of the parents/legal guardians of the student.
15. The Board may cancel this agreement due to non-performance of work described in Attachments B and C, upon giving seven (7) days written notice.
16. Any claim or controversy arising out of this contract shall be resolved by the provisions of LSA-R.S. 39:1524 and 1526.
17. All records, reports, documents, and other material delivered to or transmitted to the Board, its agent, or the Pennsylvania Department of Education by the Provider shall remain the property of the Board/State.
18. This agreement shall be effective on the day and the date first above written and shall expire on June 30, 2012, unless extended or canceled as provided herein.

IN WITNESS WHEREOF, the parties have executed this act in the presence of the undersigned competent witnesses.

Witnesses:

Board of _____

By _____

Title: BASD Board President

By _____
(Signature of Provider)

Type Name: Thomas Schmitt

Type Title: Partner

ATTACHMENT A

SCHOOL BOARD OF Bethlehem Area School District

GENERAL CONTRACTOR INFORMATION

CONTRACTOR: Right Reason Technologies
3864 Adler Place, Suite 200
Bethlehem, PA 18017
877-778-8277
Taxpayer Identification Number: 23-307-3657

If the contractor is a company, print the name and title of the person authorized to sign contract:

TIME PERIOD: Start Date: December 1, 2011 Completion Date: June 30, 2012

PAYMENT AMOUNT: \$45.00 per hour; not to exceed \$1,185.00 per student

PAYMENT TERMS:

Payment shall be completed on a monthly basis. The Provider will submit an invoice by the 10th of the month for tutoring hours completed during the prior month. If a student is absent and no services are provided, no payment will be made for that student.

SOURCE OF FUNDS: Title I

SCHOOL RECEIVING SERVICES: Broughal Middle School
Donegan Elementary School
Fountain Hill Elementary School

BOARD REPRESENTATIVE: Janet D. Tate, Supervisor of Grants

I certify that the above taxpayer identification number is true and correct.

(Signature of Provider) Partner
Title

ATTACHMENT B SCOPE OF SERVICES

1. Statement of Work:

The Provider will meet with parents and district personnel to develop statements of specific achievement goals for the student who will receive services from the Provider through the Supplemental Educational Services program.

The Provider will provide Supplemental Educational Services on a regular basis for the duration of the contractual period.

The Provider will follow the Individual Learning Plan as developed with parents and district personnel. The Provider will measure student progress using pre- and post-testing which is consistent with state content standards and the objectives set in the Individual Learning Plan documents.

An objective will not be considered “met” until at least an 80% mastery rate is demonstrated by the student. All objectives for a goal must be met for the goal to be met.

Where applicable, the Provider will provide services that are aligned with the student’s Individual Learning Plan.

The Provider will provide services that will allow the timetable written in the Individual Learning Plan to be met.

The Provider will provide progress reports to parents and teachers/schools on a monthly basis. The parent’s copy of the report will be mailed to the parents by the 10th of each month of the contract. The school’s copy can be mailed or hand-delivered by the 10th of each month. (In the event that the 10th of the month falls on a weekend or holiday, the prior work day will be the report day.) The Provider will send one copy of the Progress Report and the student’s sign-in sheet as documentation to the district representative so that Provider contract payment can be made. If parents or teachers desire more frequent reporting to them, the Provider may agree to provide additional reports as a part of the Individual Learning Plan.

2. Key Personnel:

The Provider will employ individuals in keeping with the non-discrimination clause of the contract.

The individuals who will serve the students for Supplemental Educational Services must meet all of the criteria for the district's volunteers in the schools, including a criminal background check. The cost of the background check will be the expense of the Provider or the individual, not of the Board.

Notification of Nondiscrimination

As an equal rights and opportunities agency, the Bethlehem Area School District will not discriminate in its educational and vocational programs, activities, or employment practices based on race, color, national creed, age, sex, ancestry, union membership, sexual orientation, gender identity, national origin, disability, or because the employee is a victim of a violent crime (including crimes involving domestic violence). The announcement of this policy is in accordance with state and federal laws, including Title VI, Title IX, and Section 504.

ATTACHMENT C MONITORING PLAN

1. Goals and Objectives:

The goal of this program is the demonstration of increased student achievement. The Provider will use strategies consistent with objectives as written in the Individual Learning Plan and will use assessment to verify student achievement.

The monthly student progress reports and the final summary report will be used to determine the effectiveness of the Provider in increasing student achievement.

The Individual Learning Plan and the Final Summary Report will be signed by the parent, the school representative, and the Provider so that consultation is evident.

2. Delivery or Performance Schedule:

The Provider will determine with the school and the parent the time requirement for meeting the goals within the budget of the district as determined in the *No Child Left Behind Act of 2001*.

3. Plan for Performance Measurement:

The Provider will complete assessments to determine objective completion. Reporting to parents and schools will include the results of assessments with strengths and weaknesses being stressed.

4. Contract Monitoring Plan:

The district representative will provide monitoring duties as monthly and final reports are submitted from the Provider.

APPENDIX D

Bethlehem Area School District

CONTRACTUAL SERVICES AGREEMENT

THIS AGREEMENT, made and entered into at the Bethlehem Area School District this 1st day of December, 2011, by and between the School Board of Bethlehem Area School District, hereafter referred to as the "Board," and Bright Light Education, hereafter referred to as the "Provider."

WITNESSETH:

WHEREAS, the Board requires certain professional services to assist in accomplishing the supplemental educational instructional mandates of *No Child Left Behind*, and

WHEREAS, the Provider is qualified as determined by the Pennsylvania Department of Education to perform these services for students,

NOW, THEREFORE, for the consideration hereinafter named, the parties agree as follows:

1. The Provider will perform the professional services described in the attached scope of work and specifications attached hereto and made a part of this agreement as Attachments A, B, and C.
2. The Provider shall perform these services described on Attachments A, B, and C, according to the schedule indicated therein.
3. The price and consideration for which this agreement is made shall be in the amount of \$45.00 per hour, not to exceed \$1,185.00 per student who is provided Supplemental Educational Services.
4. The Board's representative for purposes of administration of this agreement shall be Mrs. Janet Tate, whose position is Supervisor of Grants.

5. The Provider acknowledges that its relationship to the Board is that of an independent contractor and that no employer-employee relationship is created by virtue of this agreement.
6. The Provider acknowledges and agrees that the responsibility for payment of taxes, employees' salaries/contracts, or other expenses of the Provider shall be said Provider's obligation.
7. The Provider shall not assign any interest in this agreement and shall not transfer any interest by assignment or novation.
8. The Provider agrees to make available upon request, to the Board, the Board's auditors, the Pennsylvania Department of Education, Pennsylvania Legislative Auditors, and/or the Office of the Governor or Division of Administration auditors, records and documents relating to the conduct of this agreement.
9. The Provider shall indemnify and hold harmless the Board and its representatives against any and all claims, demands, suits, and judgments of sums of money to any party for loss of life, injury, or damage to person or property resulting from, or by reason of, any negligent act or omission, operation or work of the Provider, its agents or employees while engaged upon or in connection with the services required or performed by the Provider hereunder.

To the extent allowed by the law, the Board shall indemnify and hold harmless the Provider against any and all claims, demands, suits, and judgments of sums of money to any party for loss of life, injury, or damage to person or property resulting from, or by reason of, any negligent act or omission, operation or work of the Board, its agents or employees while engaged upon or in connection with the services required or performed by the Board hereunder.

10. The Provider agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education amendments of 1972, the Age Act of 1972, and the Americans with Disabilities Act of 1990.

The Provider agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, gender, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by Provider or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

11. Provider will not receive reimbursement for travel expenses.
12. This agreement may be amended or extended by mutual written consent of the parties.
13. The Board reserves the right to cancel this agreement upon a thirty (30)-day written notice should funds no longer be available due to budget reductions imposed by the federal government, if the Pennsylvania Department of Education revokes approval of the Supplemental Educational Services Provider, or if the Board determines that the Provider is unable to meet the specified goals and timetables.
14. The Board reserves the right to cancel this agreement upon a thirty (30) day written notice if the determination is made by the Board that the Provider disclosed to the public the identity of any student who is eligible for, or receiving educational services, without the written permission of the parents/legal guardians of the student.
15. The Board may cancel this agreement due to non-performance of work described in Attachments B and C, upon giving seven (7) days written notice.
16. Any claim or controversy arising out of this contract shall be resolved by the provisions of LSA-R.S. 39:1524 and 1526.
17. All records, reports, documents, and other material delivered to or transmitted to the Board, its agent, or the Pennsylvania Department of Education by the Provider shall remain the property of the Board/State.
18. This agreement shall be effective on the day and the date first above written and shall expire on June 30, 2012, unless extended or canceled as provided herein.

IN WITNESS WHEREOF, the parties have executed this act in the presence of the undersigned competent witnesses.

Witnesses:

Board of _____

By _____

Title: BASD Board President

By _____
(Signature of Provider)

Type Name: Rhonda Sumter

Type Title: CEO/Director

ATTACHMENT A

SCHOOL BOARD OF Bethlehem Area School District

GENERAL CONTRACTOR INFORMATION

CONTRACTOR: Bright Light Education
43 Eastern Parkway, Floor 1
Jersey City, NJ 07305
201-345-7135
Taxpayer Identification Number: 27-395-2767

If the contractor is a company, print the name and title of the person authorized to sign contract:

TIME PERIOD: Start Date: December 1, 2011 Completion Date: June 30, 2012

PAYMENT AMOUNT: \$45.00 per hour; not to exceed \$1,185.00 per student

PAYMENT TERMS:

Payment shall be completed on a monthly basis. The Provider will submit an invoice by the 10th of the month for tutoring hours completed during the prior month. If a student is absent and no services are provided, no payment will be made for that student.

SOURCE OF FUNDS: Title I

SCHOOL RECEIVING SERVICES: Broughal Middle School
Donegan Elementary School
Fountain Hill Elementary School

BOARD REPRESENTATIVE: Janet D. Tate, Supervisor of Grants

I certify that the above taxpayer identification number is true and correct.

	CEO/Director
(Signature of Provider)	Title

ATTACHMENT B SCOPE OF SERVICES

1. Statement of Work:

The Provider will meet with parents and district personnel to develop statements of specific achievement goals for the student who will receive services from the Provider through the Supplemental Educational Services program.

The Provider will provide Supplemental Educational Services on a regular basis for the duration of the contractual period.

The Provider will follow the Individual Learning Plan as developed with parents and district personnel. The Provider will measure student progress using pre- and post-testing which is consistent with state content standards and the objectives set in the Individual Learning Plan documents.

An objective will not be considered “met” until at least an 80% mastery rate is demonstrated by the student. All objectives for a goal must be met for the goal to be met.

Where applicable, the Provider will provide services that are aligned with the student’s Individual Learning Plan.

The Provider will provide services that will allow the timetable written in the Individual Learning Plan to be met.

The Provider will provide progress reports to parents and teachers/schools on a monthly basis. The parent’s copy of the report will be mailed to the parents by the 10th of each month of the contract. The school’s copy can be mailed or hand-delivered by the 10th of each month. (In the event that the 10th of the month falls on a weekend or holiday, the prior work day will be the report day.) The Provider will send one copy of the Progress Report and the student’s sign-in sheet as documentation to the district representative so that Provider contract payment can be made. If parents or teachers desire more frequent reporting to them, the Provider may agree to provide additional reports as a part of the Individual Learning Plan.

2. Key Personnel:

The Provider will employ individuals in keeping with the non-discrimination clause of the contract.

The individuals who will serve the students for Supplemental Educational Services must meet all of the criteria for the district's volunteers in the schools, including a criminal background check. The cost of the background check will be the expense of the Provider or the individual, not of the Board.

Notification of Nondiscrimination

As an equal rights and opportunities agency, the Bethlehem Area School District will not discriminate in its educational and vocational programs, activities, or employment practices based on race, color, national creed, age, sex, ancestry, union membership, sexual orientation, gender identity, national origin, disability, or because the employee is a victim of a violent crime (including crimes involving domestic violence). The announcement of this policy is in accordance with state and federal laws, including Title VI, Title IX, and Section 504.

ATTACHMENT C MONITORING PLAN

1. Goals and Objectives:

The goal of this program is the demonstration of increased student achievement. The Provider will use strategies consistent with objectives as written in the Individual Learning Plan and will use assessment to verify student achievement.

The monthly student progress reports and the final summary report will be used to determine the effectiveness of the Provider in increasing student achievement.

The Individual Learning Plan and the Final Summary Report will be signed by the parent, the school representative, and the Provider so that consultation is evident.

2. Delivery or Performance Schedule:

The Provider will determine with the school and the parent the time requirement for meeting the goals within the budget of the district as determined in the *No Child Left Behind Act of 2001*.

3. Plan for Performance Measurement:

The Provider will complete assessments to determine objective completion. Reporting to parents and schools will include the results of assessments with strengths and weaknesses being stressed.

4. Contract Monitoring Plan:

The district representative will provide monitoring duties as monthly and final reports are submitted from the Provider.

12. *Bethlehem Area Vocational-Technical School Joint Committee Appointment*

INFORMATION:

The Bethlehem Area School District is entitled to five representatives to serve on the Joint Committee of the Bethlehem Area Vocational-Technical School (BAVTS) for a three-year term. At the November 21, 2011, Regular Board Meeting, the Board appointed Mr. William Burkhardt and Mrs. Aurea Ortiz to fill the two vacancies on the BAVTS Joint Committee.

At the December 5, 2011, Board Finance Committee Meeting, Mr. Burkhardt announced that he will not be able to serve on the BAVTS Joint Committee.

RECOMMENDATION:

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

13. *Approval of Fuel Oil Bid with Colonial Intermediate Unit 20 Joint Purchasing Board for the 2012-2013 School Year*

INFORMATION:

Following review of the past pricing for fuel oil between the Bethlehem Area School District single entity in-house bid and the bids received for the Colonial Intermediate Unit 20 consortium, it is recommended that for the 2012-2013 school year the district continue to participate in the consortium bid. Since the fuel market has become so volatile and costly in the past several years, large volume contracts and keen market timing have proven to be critical in saving dollars. By adding our volume to the remainder of the Colonial Intermediate Unit 20, the district can leverage our buying power and be more attractive to vendors who might provide aggressive pricing to achieve the guaranteed contract. By having the latitude to award the bids as close to the bid opening as possible insures that the pricing is valid and not subject to spot market fluctuations.

It is therefore recommended that the administration be authorized to participate in the Northampton/Monroe/Pike County Joint Purchasing Board bid and pricing analysis which will be opened December 14, 2011, at 12:30 p.m., reviewed immediately following by all district participants and awarded by the Colonial Intermediate Unit 20 Board of School Directors that evening at their December 2011 Regularly Scheduled Monthly Board Meeting. The bid recommendation as awarded will then be presented to the district's Board of School Directors for ratification on January 23, 2012, following the Colonial Intermediate Unit 20 action.

This item was reviewed with the Board at the December 5, 2011, Board Finance Committee Meeting.

RECOMMENDATION:

That the Board of School Directors accepts and approves the vendor(s) for fuel oil for the 2012-2013 school year as to be recommended by the Northampton/Monroe/Pike County Joint Purchasing Board and to be approved by the Colonial Intermediate Unit 20 Board of School Directors at their December 2011 Regularly Scheduled Monthly Board Meeting.

14. *Bid Award - 2012 Oil, Grease, Transmission Fluid, and Gear Lube*

INFORMATION:

Bids were received and publicly opened at noon, Tuesday, November 29, 2011, for Oil, Grease, Transmission Fluid, and Gear Lube to service our transportation fleet. The bids have been tabulated and reviewed by the appropriate administrative and supervisory personnel. The recommendation of award is based upon the lowest responsible bidder meeting specifications. (The Tabulation of Bids is attached.)

RECOMMENDATION:

That the administration be authorized to award a one-year contract for the period January 1, 2012, through December 31, 2012, to the lowest responsible bidder meeting specifications as indicated on the attached Tabulation of Bids.

Oil, Grease, Transmission Fluid, and Gear Lube

Craft Oil Corp.
837 Cherry Street
Avoca, Pennsylvania 18641

PPC Lubricants
305 Micro Drive
Jonestown PA 17038

Account Code and Name: General Fund 2720620 Transportation Oil/Diesel
Account Balance: \$442,763

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

Bid Opening: November 29, 2011

December 12, 2011

**TABULATION OF BIDS
FOR
OIL, GREASE, TRANSMISSION FLUID, AND GEAR LUBE**

	Craft Oil Corp.	Macmillan Oil Co.	PPC Lubricants
15W - 40 Engine Motor Oil - per gallon	\$7.25	\$8.87	\$7.94
5W-30 Engine Motor Oil - DEXOS-1-per 5 gal container	\$21.91 *	\$82.00	\$50.85
Multi-purpose Automotive Grease 120 lb drum	\$228.38	\$275.00	\$652.00
Automotive Transmission Fluid Dexron II - per 55 gal. drum	\$440.08	\$510.00	\$381.70
Synthetic Transmission Fluid Dexron V - per 55 gal. drum	\$1,294.20	\$930.00	\$706.20 **
Gear Lube 85W-140 API GL-5 - per 55 gal. drum	\$497.02	\$560.00	\$590.15
Prema Lube - per 420 lb. drum	No Bid	No Bid	\$2,822.00 **

BID AWARD

4 specifications mailed
3 bids received

*bidding 6 quarts/case only - not as specified/**no award - not as specified

15. *Budgetary Transfers*

RECOMMENDATION:

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

Bethlehem Area School District
2011-12 Budget Transfers

December, 2011

<u>FROM ACCOUNT</u>	<u>DESCRIPTION</u>		<u>TO ACCOUNT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>REASON</u>
10-2200580-000-353-000-53	Support Srvc Instr-Travel		10-1100894-000-353-000-53	Student Fee Instr Related Evnt	\$ 132.00	Math Competition Registration
10-3300329-411-100-000-00	Prof Ed Serv Othr-Comm Svc		10-1190323-411-100-000-00	Prof Serv Ed Agency-Other Inst	\$ 15,000.00	Title I SES
10-1100442-000-242-550-GP	Photo Copier-Instr		10-1290442-000-242-550-GP	Photo Copier-Other Support	\$ 692.13	2 Realign budget to actual location
10-1100442-000-244-550-GP	Photo Copier-Instr		10-1290442-000-244-550-GP	Photo Copier-Other Support	\$2,085.39	2 Realign budget to actual location
10-1430121-000-100-000-SS	Homebound Instr-Salaries Prof		10-1290820-000-300-000-AA	Judgmts - Special Education	\$ 20,000.00	9 Settlement Agreement
10-1100582-000-241-000-41	Reg Instr-Travel-Student Trips		10-1340580-000-241-000-41	Travel-Home Ec	\$ 39.96	4 Intra-district Travel
10-2110610-000-000-000-SS	Pupil Personnel Supplies		10-2120122-000-242-000-SS	Prof Ed Sub Sal-Guidance Serv	\$ 180.00	SAP Training
10-2110610-000-000-000-SS	Pupil Personnel Supplies		10-2120324-000-350-000-SS	Prof Ed Srvc-Reg Fees Guidance	\$ 30.00	SAP Registration
10-2120580-000-353-000-53	Travel-Guidance		10-2120618-000-353-000-53	Guidance -Admin Software	\$ 75.00	On-line Software
10-2190610-000-200-116-SS	Other Pup Pers-General Supplies		10-2120894-000-350-000-50	Guidance Std Registration	\$ 2,000.00	8 PSAT Test Student Paid
10-1450610-000-200-000-SS	Bfr/Afr/Schl-General Supplies		10-2120894-000-350-000-50	Guidance Std Registration	\$ 3,768.00	8 PSAT Test Student Paid
10-5900840-000-000-000-AC	Budgetary Reserve		10-2310820-000-000-000-AA	Board Svcs Judgements	\$ 28,000.00	9 Settlement Agreement
10-2840442-000-000-550-GP	Photo Copier-Data Processing		10-2380442-000-105-550-GP	Photo Copier-Principal Off	\$ 1,647.00	3 Realign budget to actual location
10-2840442-000-000-550-GP	Photo Copier-Data Processing		10-2380442-000-109-550-GP	Photo Copier-Principal Off	\$ 2,252.64	3 Realign budget to actual location
10-2840442-000-000-550-GP	Photo Copier-Data Processing		10-2380442-000-112-550-GP	Photo Copier-Principal Off	\$ 2,060.64	3 Realign budget to actual location
10-2840442-000-000-550-GP	Photo Copier-Data Processing		10-2380442-000-114-550-GP	Photo Copier-Principal Off	\$ 1,940.52	3 Realign budget to actual location
10-2840442-000-000-550-GP	Photo Copier-Data Processing		10-2380442-000-116-550-GP	Photo Copier-Principal Off	\$ 2,756.52	3 Realign budget to actual location
10-2440750-000-000-000-SS	Equip-Orig/Add-Nursing Svcs		10-2490610-000-000-000-EH	Supplies-Health Svcs-Medical	\$ 5,000.00	1 AED-electrodes
10-2440760-000-000-000-SS	Equip-Replacement-Nursing Svcs		10-2490610-000-000-000-EH	Supplies-Health Svcs-Medical	\$ 509.12	1 AED-electrodes
10-2500330-000-000-313-GC	Othr Prof Serv-Business Offc		10-2500810-000-000-313-GC	Dues And Fees-Business Offc	\$ 112,018.00	Bank fees prev net against int inc
10-1100760-000-353-000-53	Equip Replacement-Instr		10-2600432-000-353-000-53	Rep/Maint-Equipment	\$ 937.00	Fitness Equipment Repair
10-2380610-000-353-000-53	Principal Off-General Supplies		10-3210530-000-353-000-53	Communications-Student Act	\$ 1,150.00	Std Engagement Circle Brkfst
10-1100610-000-353-000-53	Repair/Main Equip/Music/Inst		10-3210582-000-353-000-53	Travel-Field Trip-Student Activity	\$ 79.00	Celtic Parade-truck cost

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

Bethlehem Area School District
2011-12 Budget Transfers

December, 2011

<u>FROM ACCOUNT</u>	<u>DESCRIPTION</u>		<u>TO ACCOUNT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>REASON</u>
10-1100648-000-353-000-53	Ed Software/Lic Fee		10-3210894-000-353-000-53	Student Fee Instr Related Evnt	\$ 210.00	PMEA Chorus Registration
10-2260640-000-353-000-53	Book/Periodicals- C&I		10-3210894-000-353-000-53	Student Fee Instr Related Evnt	\$ 324.00	Northampton Chorus Fest Reg.
10-3300610-411-000-000-00	Comm Srvcs-General Supplies		10-3300123-411-129-000-00	Comm Svc-Teacher Salary	\$ 337.90	5 Title I -Parent Activity
10-2440760-000-000-000-SS	Equip-Replacement-Nursing Srvcs		10-3300131-000-000-000-SS	Comm Srvcs-Nurse Salary	\$ 354.81	5 Flu Clinic
10-2440760-000-000-000-SS	Equip-Replacement-Nursing Srvcs		10-3300189-000-000-000-SS	Comm Svc Health Asst Salary	\$ 160.37	5 Flu Clinic
10-2440760-000-000-000-SS	Equip-Replacement-Nursing Srvcs		10-3300220-000-000-000-GD	Comm Svc-FICA	\$ 39.21	6 Flu Clinic
10-3300610-411-000-000-00	Comm Srvcs-General Supplies		10-3300220-411-129-000-00	Comm Svc-FICA	\$ 25.85	6 Title I -Parent Activity
10-2440760-000-000-000-SS	Equip-Replacement-Nursing Srvcs		10-3300230-000-000-000-GD	Comm Svc-Retirement	\$ 44.56	6 Flu Clinic
10-3300610-411-000-000-00	Comm Svcs -General Supplies		10-3300230-411-129-000-00	Comm Svc-Retirement	\$ 29.23	6 Title I -Parent Activity
10-2730590-000-530-340-NT	Serv Purch Local-Cross Guards		10-3300590-000-530-340-NT	Comm Srvcs-Cross Guards	\$ 116,474.29	7 Recode per Auditor

16. *Treasurer's Report*

RECOMMENDATION:

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

Bethlehem Area School District
Treasurer's Report
November 30, 2011

Fund	Beginning Balance October 31, 2011	Receipts	Disbursements	Ending Balance November 30, 2011
10 - General	59,083,431.61	10,110,710.29	14,764,755.10	54,429,386.80
22 - Capital Reserve	438,719.00	-	-	438,719.00
29 - Athletics	149,648.50	26,185.00	61,581.40	114,252.10
30 - Bond Fund	367,337.01	-	1,259.86	366,077.15
50 - Food Service	537,290.12	294,071.61	296,049.28	535,312.45
52 - Daycare	557,419.44	216,885.43	164,964.75	609,340.12
70 - Scholarships	174,083.92	-	-	174,083.92
71 - Self Insurance	1,411,489.07	2,330,324.67	2,074,797.30	1,667,016.44
81 - Student Activity	143,945.43	-	-	143,945.43
\$	62,863,364.10	\$ 12,978,177.00	\$ 17,363,407.69	\$ 58,478,133.41

		Summary of Receipts							
10 - General	22 - Capital Reserve	29 - Athletics	30 - Bond Fund	50 - Food Services	52 - Day Care	70 - Scholarship	71 - Self Insurance	81 - Student Activity	Total
Federal	385,736.92	-	-	26,756.94	-	-	-	-	412,493.86
State	1,825,607.35	-	-	2,671.86	-	-	-	-	1,828,279.21
Local	7,891,994.97	26,185.00	-	264,642.81	216,885.43	-	2,330,324.67	-	10,730,032.88
Interest Earned	7,371.05	-	-	-	-	-	-	-	7,371.05
Total	10,110,710.29	26,185.00	-	294,071.61	216,885.43	-	2,330,324.67	-	\$ 12,978,177.00

		Summary of Disbursements							
10 - General	22 - Capital Reserve	29 - Athletics	30 - Bond Fund	50 - Food Services	52 - Day Care	70 - Scholarship	71 - Self Insurance	81 - Student Activity	Total
Payroll/Benefits	6,835,007.33	-	50,215.68	275,009.13	135,612.95	-	2,074,797.30	-	9,370,642.39
Operating Expenditures	7,692,339.58	-	11,365.72	21,040.15	29,351.80	-	-	-	7,755,357.11
Debt Service	237,408.19	-	-	-	-	-	-	-	237,408.19
Total	14,764,755.10	61,581.40	1,259.86	296,049.28	164,964.75	-	2,074,797.30	-	\$ 17,363,407.69

		Report of Depositories						
Wells Fargo	PSDLAF	Bank of America	PA INVEST	PLGIT	KNBT	BTFCU	Total	Total
10 - General	11,458,160.86	2,002,285.17	2,139,735.03	76,786.46	-	-	54,429,386.80	
22 - Capital Reserve	438,719.00	-	-	-	-	-	438,719.00	
29 - Athletics	107,906.10	6,346.00	-	-	-	-	114,252.10	
30 - Bond Fund	366,077.15	-	-	-	-	-	366,077.15	
50 - Food Service	439,916.35	-	-	-	-	-	535,312.45	
52 - Daycare	609,340.12	-	-	-	-	-	609,340.12	
70 - Scholarships	10,646.76	-	-	-	118,042.03	45,395.13	174,083.92	
71 - Self Insurance	1,034,430.10	-	-	-	-	-	1,667,016.44	
81 - Student Activity	143,945.43	-	-	-	-	-	143,945.43	
39,480,401.72	14,609,141.87	2,008,631.17	2,139,735.03	76,786.46	118,042.03	45,395.13	\$ 58,478,133.41	

This report represents the monthly cash balances and transactions by fund as represented in the various bank accounts. Budgetary position is not reflected here but on the Condition of the Budget Report where fiscal year position and encumbrances are shown.

Outstanding Investment Summary
November 30, 2011

<u>Fund</u>	<u>Bank or Institution</u>	<u>Type</u>	<u>Purchase Date</u>	<u>Maturity Date</u>	<u>Investment Term</u>	<u>Principal Invested</u>	<u>Par Value</u>	<u>Interest Rate</u>	<u>Market Yield</u>	<u>Interest Receivable</u>
General	PSDLAF	CD PSDLAF Collateralized CD Pool Term	11/08/11	01/10/12	50	\$17,000,000.00	\$17,000,000.00	0.200%		\$5,868.49
	PSDLAF	CD PSDLAF Collateralized CD Pool Term	09/27/11	01/10/12	105	\$10,000,000.00	\$10,000,000.00	0.210%		\$6,041.10
	PSDLAF	CD PSDLAF Collateralized CD Pool Term	09/30/11	01/10/12	102	\$15,000,000.00	\$15,000,000.00	0.210%		\$8,802.74
	PLGIT	First Place Bank CD	08/24/11	08/24/12	365	\$248,000.00	\$248,000.00	0.550%		\$1,012.72
	PLGIT	Israel Discount Bank of NY CD	08/24/11	08/24/12	365	\$248,000.00	\$248,000.00	0.550%		\$1,012.72
	PLGIT	Onewest Bank CD	08/24/11	08/24/12	365	\$248,000.00	\$248,000.00	0.510%		\$939.07
	PLGIT	Privatebank & Trust Co CD	08/24/11	08/24/12	365	\$248,000.00	\$248,000.00	0.500%		\$933.44
General Total						\$42,992,000.00	\$42,992,000.00			\$24,610.28
Bond										
None										
Bond Total						\$0.00	\$0.00			\$0.00
Scholarship										
	Bank of Amer	Certificate of Deposit	02/23/11	11/23/11	270	\$46,795.13	\$46,795.13	0.350%		\$122.84
	KNBT	Ready Access CD	05/27/11	06/28/12	390	\$118,521.01	\$118,521.01	0.350%		\$449.39
Scholarship Total						\$165,316.14	\$165,316.14			\$572.23

17. *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.

18. *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

DESCRIPTION	2011-2012				2010-2011	
	A	B	C	D	E	F
	2011-12 APPROVED BUDGET	2011-2012 EXPENDED BUDGET INCLUDING ENCUMBRANCE as of Nov, 2011	2011-2012 REMAINING BUDGET \$ % (A - B = C) (C/A = D)		2010-2011 EXPENDED BUDGET INCLUDING ENCUMBRANCES as of Nov, 2010	2010-2011 EXPENDED BUDGET EXPENDITURES as of June, 2011
1100-100 Regular Instr Salaries	\$ 51,908,491.00	\$ 11,636,132.37	\$ 40,272,358.63	77.58%	\$ 11,994,367.26	\$ 51,788,806.70
1100-200 Regular Instr Benefits	\$ 24,417,058.00	\$ 2,391,346.50	\$ 22,025,711.50	90.21%	\$ 8,449,030.24	\$ 22,594,037.50
1100-300 Regular Instr Prof Svcs	\$ 420,592.00	\$ 187,671.09	\$ 232,920.91	55.38%	\$ 82,659.34	\$ 82,561.11
1100-400 Regular Instr Repairs & Maint	\$ 588,316.00	\$ 126,852.23	\$ 461,463.77	78.44%	\$ 210,480.59	\$ 507,006.26
1100-500 Regular Instr Other Purchase Srvc	\$ 8,859,990.00	\$ 2,738,404.28	\$ 6,121,585.72	69.09%	\$ 2,685,055.16	\$ 8,198,845.33
1100-600 Regular Instr Supplies & Books	\$ 1,236,739.88	\$ 713,803.64	\$ 522,936.24	42.28%	\$ 1,044,114.94	\$ 1,669,130.17
1100-700 Regular Instr Equipment	\$ 132,884.00	\$ 52,232.46	\$ 80,651.54	60.69%	\$ 214,664.11	\$ 387,458.60
1100-800 Regular Instr Dues & Fees	\$ 929.00	\$ 374.00	\$ 555.00	59.74%	\$ 178.00	\$ 1,755.75
1100 Regular Instruction	\$ 87,564,999.88	\$ 17,846,816.57	\$ 69,718,183.31	79.62%	\$ 24,680,549.64	\$ 85,229,601.42
1200-100 Special Education Salaries	\$ 9,724,702.00	\$ 2,344,920.96	\$ 7,379,781.04	75.89%	\$ 2,439,285.59	\$ 9,730,022.85
1200-200 Special Education Benefits	\$ 4,441,281.00	\$ 377,447.24	\$ 4,063,833.76	91.50%	\$ 1,506,266.94	\$ 4,193,899.48
1200-300 Special Education Prof Svcs	\$ 5,372,964.00	\$ 1,177,053.12	\$ 4,195,910.88	78.09%	\$ 2,241,564.45	\$ 6,541,360.81
1200-400 Special Education Repairs & Maint	\$ 3,830.00	\$ 4,350.92	\$ (520.92)		\$ 858.81	\$ 6,976.60
1200-500 Special Education Tuition Other LEAs	\$ 2,367,327.00	\$ 462,433.99	\$ 1,904,893.01	80.47%	\$ 625,344.41	\$ 1,992,117.09
1200-600 Special Education Supplies	\$ 200,738.00	\$ 46,727.12	\$ 154,010.88	76.72%	\$ 53,134.12	\$ 52,760.85
1200-700 Special Education Equipment	\$ 111,100.00	\$ 13,524.24	\$ 97,575.76	87.83%	\$ 2,293.39	\$ 5,012.39
1200-800 Special Education Dues & Fees	\$ 450.00	\$ 450.00	\$ -		\$ 531.50	\$ 41,035.25
1200 Special Education	\$ 22,222,392.00	\$ 4,426,907.59	\$ 17,795,484.41	80.08%	\$ 6,869,279.21	\$ 22,563,185.32
1300-100 Vocational Education Salaries	\$ 1,827,530.00	\$ 408,449.01	\$ 1,419,080.99	77.65%	\$ 407,201.17	\$ 1,721,877.05
1300-200 Vocational Education Benefits	\$ 814,664.00	\$ 65,572.12	\$ 749,091.88	91.95%	\$ 260,957.89	\$ 735,347.90
1300-400 Vocational Education Repairs & Maint	\$ 13,500.00	\$ 9,659.15	\$ 3,840.85	28.45%	\$ 12,676.20	\$ 13,320.34
1300-500 Vocational Education Tuition	\$ 5,183,715.00	\$ 5,183,754.96	\$ (39.96)	0.00%	\$ 2,342,918.00	\$ 6,189,988.50
1300-600 Vocational Education General Supplies	\$ 82,987.00	\$ 46,041.27	\$ 36,945.73	44.52%	\$ 63,833.94	\$ 107,639.61
1300-700 Vocational Education Equipment	\$ 2,620.00	\$ 2,792.78	\$ (172.78)	-6.59%	\$ 70,273.57	\$ 38,849.02
1300 Vocational Education	\$ 7,925,016.00	\$ 5,716,269.29	\$ 2,208,746.71	27.87%	\$ 3,157,860.77	\$ 8,807,022.42
1400-100 Other Instr Pgms Salaries	\$ 548,324.00	\$ 132,913.25	\$ 415,410.75	75.76%	\$ 379,255.82	\$ 1,276,940.91
1400-200 Other Instr Pgms Benefits	\$ 222,690.00	\$ 19,488.27	\$ 203,201.73	91.25%	\$ 93,195.80	\$ 201,140.95
1400-300 Other Instr Pgms Prof Svcs	\$ 1,576,374.00	\$ 154,134.23	\$ 1,422,239.77	90.22%	\$ 180,268.88	\$ 295,259.12
1400-400 Other Instr Pgms Repairs & Maint	\$ 330.00	\$ -	\$ 330.00	100.00%	\$ -	\$ 193.00
1400-500 Other Instr Pgms Other Purchase Srvc	\$ 72,614.00	\$ 19,885.45	\$ 52,728.55	72.61%	\$ 3,817.52	\$ 179,141.18
1400-600 Other Instr Pgms Supplies & Books	\$ 18,580.00	\$ 3,600.01	\$ 14,979.99	80.62%	\$ 24,300.00	\$ 33,749.48
1400-700 Other Instr Pgms Equipment	\$ -	\$ -	\$ -		\$ 639.96	\$ 639.96
1400-800 Other Instr Pgms Dues & Fees	\$ -	\$ -	\$ -		\$ 8,868.00	\$ 21,456.00
1400 Other Instructional Pgms	\$ 2,438,912.00	\$ 330,021.21	\$ 2,108,890.79	86.47%	\$ 690,345.98	\$ 2,008,520.60
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 Svcs	\$ 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%	\$ 910,379.44	\$ 2,136,283.48
1700-600 Community College Books	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ 6,677.75
1700 Community College	\$ 2,126,035.00	\$ 2,126,035.00	\$ -	0.00%	\$ 910,379.44	\$ 2,142,961.23
1800-100 Pre-Kindergarten Salaries	\$ 453,782.00	\$ 82,510.03	\$ 371,271.97	81.82%	\$ 282,732.29	\$ 1,297,905.18
1800-200 Pre-Kindergarten Benefits	\$ 128,028.00	\$ 12,898.65	\$ 115,129.35	89.93%	\$ 189,777.89	\$ 590,032.73
1800-300 Pre-Kindergarten Prof Svcs	\$ 2,000.00	\$ 1,440.00	\$ 560.00	28.00%	\$ -	\$ 33,526.90

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

DESCRIPTION		2011-2012				2010-2011	
		A	B	C	D	E	F
		2011-12 APPROVED BUDGET	2011-2012 EXPENDED BUDGET INCLUDING ENCUMBRANCE as of Nov, 2011	2011-2012 REMAINING BUDGET \$ % (A - B = C) (C/A = D)		2010-2011 EXPENDED BUDGET INCLUDING ENCUMBRANCES as of Nov, 2010	2010-2011 EXPENDED BUDGET EXPENDITURES as of June, 2011
1800-400	Pre-Kindergarten Repairs & Maint	\$ 25,200.00	\$ 10,823.44	\$ 14,376.56	57.05%	\$ 9,360.00	\$ 25,860.49
1800-500	Pre-Kindergarten Other Purchase Svc	\$ 3,000.00	\$ 2,819.75	\$ 180.25	6.01%	\$ 2,235.20	\$ 7,841.27
1800-600	Pre-Kindergarten Supplies & Books	\$ 12,196.00	\$ 2,861.94	\$ 9,334.06	76.53%	\$ 2,456.66	\$ 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	\$ 113,353.81	\$ 512,852.19	81.90%	\$ 486,765.72	\$ 1,968,809.55
Total 1000's Instruction		\$ 122,928,301.88	\$ 30,559,403.47	\$ 92,368,898.41	75.14%	\$ 36,795,184.96	\$ 122,729,536.41
2100-100	Student Svcs Salaries	\$ 5,009,121.00	\$ 1,270,396.90	\$ 3,738,724.10	74.64%	\$ 1,523,213.54	\$ 5,277,463.81
2100-200	Student Svcs Benefits	\$ 2,215,909.00	\$ 210,907.54	\$ 2,005,001.46	90.48%	\$ 877,043.32	\$ 2,384,311.09
2100-300	Student Svcs Prof Svcs	\$ 27,097.00	\$ 10,767.45	\$ 16,329.55	60.26%	\$ 65,546.00	\$ 46,194.13
2100-400	Student Svcs Repairs & Maint	\$ 16,392.00	\$ 10,291.09	\$ 6,100.91	37.22%	\$ 6,515.21	\$ 22,635.66
2100-500	Student Svcs Other Purchase Svc	\$ 20,711.00	\$ 2,384.03	\$ 18,326.97	88.49%	\$ 6,867.02	\$ 17,400.60
2100-600	Student Svcs Books & Supplies	\$ 20,196.00	\$ 17,853.29	\$ 2,342.71	11.60%	\$ 19,708.23	\$ 46,307.41
2100-700	Student Svcs Equipment	\$ 1,289.00	\$ 1,289.00	\$ -		\$ 103.95	\$ 103.95
2100-800	Student Svcs Dues & Fees	\$ 1,706.90	\$ 7,474.90	\$ (5,768.00)	-337.92%	\$ 60.00	\$ 30,298.00
2100 Student Svcs		\$ 7,312,421.90	\$ 1,531,364.20	\$ 5,781,057.70	79.06%	\$ 2,499,057.27	\$ 7,824,714.65
2200-100	Support Svcs Instr Staff Salaries	\$ 3,338,049.00	\$ 1,009,906.20	\$ 2,328,142.80	69.75%	\$ 1,003,841.24	\$ 3,609,258.07
2200-200	Support Svcs Instr Staff Benefits	\$ 1,414,401.00	\$ 166,394.49	\$ 1,248,006.51	88.24%	\$ 381,622.79	\$ 1,071,184.97
2200-300	Support Svcs Instr Staff Prof Svcs	\$ 165,185.00	\$ 106,532.32	\$ 58,652.68	35.51%	\$ 56,741.01	\$ 100,156.96
2200-400	Support Svcs Instr Staff Repairs & Maint	\$ 937,502.00	\$ 768,893.23	\$ 168,608.77	17.98%	\$ 741,274.73	\$ 58,351.44
2200-500	Support Svcs Instr Staff Other PurchSvc	\$ 56,994.00	\$ 3,038.76	\$ 53,955.24	94.67%	\$ 9,096.64	\$ 13,347.25
2200-600	Support Svcs Instr Staff Bks & Supplies	\$ 417,006.00	\$ 221,476.96	\$ 195,529.04	46.89%	\$ 254,924.52	\$ 397,877.43
2200-700	Support Svcs Instr Staff Equipment	\$ 52,613.00	\$ 37,404.28	\$ 15,208.72	28.91%	\$ 41,102.79	\$ 31,104.06
2200-800	Support Svcs Instr Staff Dues & Fees	\$ 10,431.35	\$ 9,020.35	\$ 1,411.00	13.53%	\$ 5,539.00	\$ 8,921.30
2200 Support Svcs Instructional Staff		\$ 6,392,181.35	\$ 2,322,666.59	\$ 4,069,514.76	63.66%	\$ 2,494,142.72	\$ 5,290,201.48
2300-100	Admin Svcs Salaires	\$ 5,677,976.00	\$ 2,128,933.75	\$ 3,549,042.25	62.51%	\$ 2,299,809.00	\$ 6,118,564.24
2300-200	Admin Svcs Benefits	\$ 2,562,017.00	\$ 364,252.65	\$ 2,197,764.35	85.78%	\$ 1,225,140.53	\$ 3,052,449.14
2300-300	Admin Svcs Prof Svcs	\$ 1,072,089.00	\$ 340,705.92	\$ 731,383.08	68.22%	\$ 437,385.40	\$ 1,616,167.26
2300-400	Admin Svcs Repairs & Maint	\$ 39,077.00	\$ 45,626.57	\$ (6,549.57)	-16.76%	\$ 7,403.16	\$ 86,925.41
2300-500	Admin Svcs Other Purchase Svc	\$ 212,574.00	\$ 119,288.22	\$ 93,285.78	43.88%	\$ 129,796.96	\$ 184,469.34
2300-600	Admin Svcs Supplies & Books	\$ 92,794.00	\$ 53,689.19	\$ 39,104.81	42.14%	\$ 4,939.90	\$ 21,858.54
2300-700	Admin Svcs Equipment	\$ 19,609.00	\$ 268.79	\$ 19,340.21	98.63%	\$ 23,170.97	\$ 27,826.08
2300-800	Admin Svcs Dues & Fees	\$ 54,050.30	\$ 36,645.25	\$ 17,405.05	32.20%	\$ 47,937.20	\$ 48,917.20
2300 Administrative Svcs		\$ 9,730,186.30	\$ 3,089,410.34	\$ 6,640,775.96	68.25%	\$ 4,175,583.12	\$ 11,157,177.21
2400-100	Medical Svcs Salaries	\$ 1,149,798.00	\$ 264,138.72	\$ 885,659.28	77.03%	\$ 264,371.82	\$ 1,086,499.37
2400-200	Medical Svcs Benefits	\$ 507,508.00	\$ 42,568.39	\$ 464,939.61	91.61%	\$ 170,970.64	\$ 480,545.35
2400-300	Medical Svcs Prof Svcs	\$ 24,600.00	\$ -	\$ 24,600.00	100.00%	\$ -	\$ 15,170.00
2400-400	Medical Svcs Repairs	\$ 4,000.00	\$ 988.60	\$ 3,011.40	75.29%	\$ 376.40	\$ 3,495.36
2400-500	Medical Svcs Other Purchase Svc	\$ 7,200.00	\$ 1,819.54	\$ 5,380.46	74.73%	\$ 1,881.94	\$ 9,918.62
2400-600	Medical Svcs Supplies & Books	\$ 20,051.38	\$ 21,964.76	\$ (1,913.38)	-9.54%	\$ 15,771.15	\$ 17,288.15
2400-700	Medical Svcs Equipment	\$ 8,000.00	\$ -	\$ 8,000.00	100.00%	\$ 677.19	\$ 677.19
2400 Medical Svcs		\$ 1,721,157.38	\$ 331,480.01	\$ 1,389,677.37	80.74%	\$ 454,049.14	\$ 1,613,594.04
2500-100	Fiscal Svcs Salaries	\$ 768,101.00	\$ 285,664.69	\$ 482,436.31	62.81%	\$ 287,396.03	\$ 747,927.44
2500-200	Fiscal Svcs Benefits	\$ 397,102.00	\$ 46,008.03	\$ 351,093.97	88.41%	\$ 73,656.79	\$ 192,334.44
2500-300	Fiscal Svcs Prof Svcs	\$ 343,699.00	\$ 27,477.00	\$ 316,222.00	92.01%	\$ 115,140.64	\$ 113,554.72
2500-400	Fiscal Svcs Repairs & Maint	\$ 185,695.00	\$ 130,920.03	\$ 54,774.97	29.50%	\$ 62,515.40	\$ 194,942.30
2500-500	Fiscal Svcs Other Purchase Svc	\$ 90,840.00	\$ 37,393.71	\$ 53,446.29	58.84%	\$ 65,267.53	\$ 70,167.59
2500-600	Fiscal Svcs Supplies	\$ 48,500.00	\$ 19,169.99	\$ 29,330.01	60.47%	\$ 55,204.00	\$ 59,282.75
2500-700	Fiscal Svcs Equipment	\$ 4,500.00	\$ -	\$ 4,500.00	100.00%	\$ -	\$ -

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

DESCRIPTION	2011-2012				2010-2011	
	A	B	C	D	E	F
	2011-12 APPROVED BUDGET	2011-2012 EXPENDED BUDGET INCLUDING ENCUMBRANCE as of Nov, 2011	2011-2012 REMAINING BUDGET \$ % (A - B = C) (C/A = D)		2010-2011 EXPENDED BUDGET INCLUDING ENCUMBRANCES as of Nov, 2010	2010-2011 EXPENDED BUDGET EXPENDITURES as of June, 2011
2500-800 Fiscal Svcs Dues & Fees	\$ 10,750.00	\$ 11,997.31	\$ (1,247.31)	-11.60%	\$ 4,254.85	\$ 38,976.51
2500 Fiscal Svcs	\$ 1,849,187.00	\$ 558,630.76	\$ 1,290,556.24	69.79%	\$ 663,435.24	\$ 1,417,185.75
2600-100 Operation & Maint Salaries	\$ 6,719,025.00	\$ 2,266,920.14	\$ 4,452,104.86	66.26%	\$ 2,346,971.90	\$ 6,472,980.77
2600-200 Operation & Maint Benefits	\$ 2,804,736.00	\$ 366,342.22	\$ 2,438,393.78	86.94%	\$ 412,997.23	\$ 1,079,660.90
2600-300 Operation & Maint Prof Svcs	\$ 426,195.00	\$ 96,090.65	\$ 330,104.35	77.45%	\$ 157,712.90	\$ 588,280.38
2600-400 Operation & Maint Repairs & Utilities	\$ 4,441,160.00	\$ 1,227,215.77	\$ 3,213,944.23	72.37%	\$ 1,683,515.96	\$ 3,656,779.29
2600-500 Operation & Maint Other Purchase Svc	\$ 412,561.00	\$ 302,677.43	\$ 109,883.57	26.63%	\$ 455,213.15	\$ 676,675.86
2600-600 Operation & Maint Supplies & Materials	\$ 2,109,720.62	\$ 362,107.03	\$ 1,747,613.59	82.84%	\$ 527,147.31	\$ 1,628,163.05
2600-700 Operation & Maint Equipment	\$ 20,500.00	\$ 19,459.75	\$ 1,040.25	5.07%	\$ 122,288.34	\$ 196,332.44
2600-800 Operation & Maint Dues & Fees	\$ 1,100.00	\$ 510.00	\$ 590.00	53.64%	\$ 633.00	\$ 1,916.00
2600 Operation & Maint Svcs	\$ 16,934,997.62	\$ 4,641,322.99	\$ 12,293,674.63	72.59%	\$ 5,706,479.79	\$ 14,300,788.69
2700-100 Pupil Transportation Salaries	\$ 2,788,348.00	\$ 773,546.46	\$ 2,014,801.54	72.26%	\$ 817,016.51	\$ 2,779,141.47
2700-200 Pupil Transportation Benefits	\$ 1,211,679.00	\$ 124,539.46	\$ 1,087,139.54	89.72%	\$ 124,671.16	\$ 397,197.79
2700-300 Pupil Transportation Prof Svcs	\$ 18,392.00	\$ 13,495.89	\$ 4,896.11	26.62%	\$ 5,000.00	\$ 13,922.10
2700-400 Pupil Transportation Repairs & Maint	\$ 75,992.00	\$ 60,683.90	\$ 15,308.10	20.14%	\$ 67,375.14	\$ 20,166.42
2700-500 Pupil Transportation Other Purchase Svc	\$ 1,194,764.00	\$ 79,240.92	\$ 1,115,523.08	93.37%	\$ 271,891.11	\$ 1,194,177.63
2700-600 Pupil Transportation General Supplies	\$ 925,195.00	\$ 318,200.52	\$ 606,994.48	65.61%	\$ 248,710.66	\$ 792,919.44
2700-700 Pupil Transportation Equipment Orig	\$ 2,000.00	\$ 507.00	\$ 1,493.00	74.65%	\$ 404,230.00	\$ 407,755.88
2700-800 Pupil Transportation Dues & Fees	\$ 186.00	\$ 186.00	\$ -	0.00%	\$ 1,065.00	\$ 875.00
2700 Pupil Transportation	\$ 6,216,556.00	\$ 1,370,400.15	\$ 4,846,155.85	77.96%	\$ 1,939,959.58	\$ 5,606,155.73
2800-100 Support Svcs Central Salaires	\$ 1,187,969.00	\$ 373,304.12	\$ 814,664.88	68.58%	\$ 338,767.68	\$ 882,468.49
2800-200 Support Svcs Central Benefits	\$ 505,382.00	\$ 63,087.74	\$ 442,294.26	87.52%	\$ 129,059.66	\$ 291,675.33
2800-300 Support Svcs Central Prof Svcs	\$ 182,346.00	\$ 87,854.35	\$ 94,491.65	51.82%	\$ 155,720.06	\$ 219,825.30
2800-400 Support Svcs Central Repairs & Maint	\$ 312,308.00	\$ 207,162.01	\$ 105,145.99	33.67%	\$ 89,380.17	\$ 108,085.42
2800-500 Support Svcs Central Other Purch Svc	\$ 630,922.00	\$ 315,116.57	\$ 315,805.43	50.05%	\$ 127,741.50	\$ 84,161.95
2800-600 Support Svcs Central Supplies & Software	\$ 78,229.00	\$ 32,445.51	\$ 45,783.49	58.52%	\$ 172,915.91	\$ 205,561.23
2800-700 Support Svcs Central Equipment	\$ 105,978.00	\$ 6,361.24	\$ 99,616.76	94.00%	\$ 15,847.31	\$ 55,253.48
2800-800 Support Svcs Central Dues & Fees	\$ 955.45	\$ 670.00	\$ 285.45	29.88%	\$ (115.00)	\$ 830.00
2800 Support Svcs Central	\$ 3,004,089.45	\$ 1,086,001.54	\$ 1,918,087.91	63.85%	\$ 1,029,317.29	\$ 1,847,861.20
2900-500 IU Svcs IU Withholding	\$ 102,449.00	\$ -	\$ 102,449.00	100.00%	\$ -	\$ 104,250.79
2900 IU Svcs	\$ 102,449.00	\$ -	\$ 102,449.00	100.00%	\$ -	\$ 104,250.79
Total 2000's Support Svcs	\$ 53,263,226.00	\$ 14,931,276.58	\$ 38,331,949.42	71.97%	\$ 18,962,024.15	\$ 49,161,929.54
3200-100 Student Activities Salaries	\$ 1,189,146.00	\$ 437,251.00	\$ 751,895.00	63.23%	\$ 399,839.51	\$ 1,300,183.85
3200-200 Student Activities Benefits	\$ 247,237.12	\$ 64,949.95	\$ 182,287.17	73.73%	\$ 73,757.69	\$ 223,170.95
3200-300 Student Activities Prof Svcs	\$ 158,895.00	\$ 44,853.80	\$ 114,041.20	71.77%	\$ 52,477.98	\$ 137,614.75
3200-400 Student Activities Repairs & Maint	\$ 21,716.00	\$ 9,358.52	\$ 12,357.48	56.90%	\$ 2,822.87	\$ 1,286.42
3200-500 Student Activities Other Purchase Svc	\$ 91,400.00	\$ 76,226.96	\$ 15,173.04	16.60%	\$ 73,427.40	\$ 81,742.78
3200-600 Student Activities General Supplies	\$ 85,199.00	\$ 62,075.13	\$ 23,123.87	27.14%	\$ 87,434.85	\$ 124,253.55
3200-700 Student Activities Equipment	\$ 2,700.00	\$ 2,500.00	\$ 200.00	7.41%	\$ 4,034.92	\$ 6,748.00
3200-800 Student Activities Dues & Fees	\$ 10,396.00	\$ 7,650.00	\$ 2,746.00	26.41%	\$ 9,304.00	\$ 19,180.63
3200 Student Activities	\$ 1,806,689.12	\$ 704,865.36	\$ 1,101,823.76	60.99%	\$ 703,099.22	\$ 1,894,180.93
3300-100 Community Svcs Salaries	\$ -	\$ 853.08	\$ (853.08)		\$ -	\$ 2,174.96
3300-200 Community Svcs Benefits	\$ -	\$ 138.85	\$ (138.85)		\$ -	\$ 282.98
3300-300 Community Svcs Prof Svcs	\$ 17,480.00	\$ -	\$ 17,480.00	100.00%	\$ -	\$ 2,373.70
3300-400 Community Svcs Repairs & Maint	\$ -	\$ -	\$ -		\$ 525.99	\$ 701.32
3300-500 Community Svcs Other Purchase Svc	\$ 10,830.00	\$ 116,474.29	\$ (105,644.29)	-975.48%	\$ 101,949.72	\$ 141,755.24
3300-600 Community Svcs General Supplies	\$ 5,000.00	\$ -	\$ 5,000.00	100.00%	\$ 8,304.67	\$ 9,894.38
3300-800 Community Svcs Dues & Fees	\$ -	\$ -	\$ -		\$ -	\$ 72.00
3300 Community Svcs	\$ 33,310.00	\$ 117,466.22	\$ (84,156.22)	-252.65%	\$ 110,780.38	\$ 157,254.58
3400-600 Scholarships-Supplies	\$ -	\$ -	\$ -		\$ 150.00	\$ 500.00

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

DESCRIPTION	2011-2012				2010-2011	
	A	B	C	D	E	F
	2011-12 APPROVED BUDGET	2011-2012 EXPENDED BUDGET INCLUDING ENCUMBRANCE as of Nov, 2011	2011-2012 REMAINING BUDGET \$ % (A - B = C) (C/A = D)		2010-2011 EXPENDED BUDGET INCLUDING ENCUMBRANCES as of Nov, 2010	2010-2011 EXPENDED BUDGET EXPENDITURES as of June, 2011
3400-800 Scholarships-Other Objects	\$ -	\$ -	\$ -		\$ 1,200.00	\$ -
3400 Scholarships	\$ -	\$ -	\$ -		\$ 1,350.00	\$ 500.00
Total 3000's Non Instructional	\$ 1,839,999.12	\$ 822,331.58	\$ 1,017,667.54	55.31%	\$ 815,229.60	\$ 2,051,935.51
4200-700 Site Improvement-Property	\$ -	\$ -	\$ -		\$ -	\$ 65,679.70
4300-600 Architct/Engin-Supplies	\$ -	\$ -	\$ -		\$ -	\$ 5,370.00
4400-300 Architct/Engin- Professional Srvc	\$ -	\$ -	\$ -		\$ 3,442.64	\$ 3,442.64
4600-400 Existing Bldg Imprvmt-Purch Prop Srvc	\$ 223,348.00	\$ 223,348.00	\$ -		\$ -	\$ 603,059.58
Total 4000's Const & Improv Srvc	\$ 223,348.00	\$ 223,348.00	\$ -		\$ 3,442.64	\$ 677,551.92
5100-800 Debt Service Debt Interest	\$ 14,229,422.00	\$ 6,037,244.81	\$ 8,192,177.19	57.57%	\$ 3,558,331.65	\$ 14,040,569.70
5100-900 Debt Service Debt Principal	\$ 9,724,967.00	\$ 9,183,957.08	\$ 541,009.92	5.56%	\$ 6,155,000.00	\$ 9,022,080.80
5100 Debt Service	\$ 23,954,389.00	\$ 15,221,201.89	\$ 8,733,187.11	36.46%	\$ 9,713,331.65	\$ 23,062,650.50
5200-900 Fund Transfers-Athletic Fund	\$ -	\$ -	\$ -		\$ -	\$ -
5400-900 Intrafund Trnsfers Out	\$ -	\$ -	\$ -		\$ -	\$ -
5800-200 Suspense Account-Employee Benefits	\$ -	\$ 10,231,781.30	\$ (10,231,781.30)		\$ 86,445.17	\$ -
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	\$ 25,452,983.19	\$ 101,405.81	0.40%	\$ 9,799,776.82	\$ 23,062,650.50
Grand Total:	\$ 203,809,264.00	\$ 71,989,342.82	\$ 131,819,921.18	64.68%	\$ 66,375,658.17	\$ 197,683,603.88

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

Description	A	B	C		D	F	G
	2011-2012					2010-2011	
	2011-2012 Budget	YTD Rec'd Nov, 2011	REMAINING BUDGET \$ % (B-A = C) (C/ A = D)		YTD Rec'd Nov, 2010	YTD Rec'd June, 2011	
CURRENT REAL ESTATE	\$ 122,058,795.00	\$ 115,678,590.81	\$ 6,380,204.19	5.23%	\$ 79,849,437.90	\$ 116,442,908.35	
INTERIM REAL ESTATE	\$ 1,215,005.00	\$ (115.05)	\$ 1,215,120.05	100.01%	\$ 30,044.55	\$ 1,050,017.14	
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	\$ -	\$ -	\$ -	-	\$ 31,636,269.63	\$ -	
PER CAPITA TAX SECT 679	\$ 230,000.00	\$ -	\$ 230,000.00	100.00%	\$ 169,853.95	\$ 231,743.38	
PER CAPITA TAX ACT 511	\$ 230,000.00	\$ 420,057.70	\$ (190,057.70)	-82.63%	\$ 169,853.98	\$ 231,743.45	
LOCAL SERVICES TAX	\$ 295,000.00	\$ 133,461.07	\$ 161,538.93	54.76%	\$ 110,260.46	\$ 268,532.96	
EARNED INCOME TAX	\$ 11,500,000.00	\$ 4,459,520.52	\$ 7,040,479.48	61.22%	\$ 4,054,385.07	\$ 9,185,253.47	
REAL ESTATE TRANSFER TAX	\$ 1,500,000.00	\$ 295,788.56	\$ 1,204,211.44	80.28%	\$ 387,858.83	\$ 1,803,797.29	
MERCANTILE TAX	\$ 2,750,000.00	\$ 132,059.19	\$ 2,617,940.81	95.20%	\$ 1,418,116.53	\$ 2,648,380.51	
DISCOUNTS CURRENT RE (TIF)	\$ (2,518,725.00)	\$ -	\$ (2,518,725.00)	100.00%	\$ -	\$ (2,459,223.71)	
DEL. REAL ESTATE	\$ 3,400,000.00	\$ 1,333,683.02	\$ 2,066,316.98	60.77%	\$ 1,475,299.46	\$ 5,302,847.15	
DEL. PER CAPITA SECT 679	\$ 60,000.00	\$ 47,011.83	\$ 12,988.17	21.65%	\$ 18,395.31	\$ 51,953.03	
DEL. MERCANTILE TAX	\$ 430,000.00	\$ 103,428.88	\$ 326,571.12	75.95%	\$ 334,405.31	\$ 505,990.61	
TOTAL LOCAL TAX SOURCES	\$ 141,594,394.00	\$ 122,847,313.42	\$ 18,747,080.58	13.24%	\$ 119,871,704.78	\$ 135,665,937.62	
INTEREST ON INVESTMENTS	\$ 250,000.00	\$ 39,193.68	\$ 210,806.32	84.32%	\$ 12,697.35	\$ 134,360.71	
VENDING SALES	\$ -	\$ 2,133.56	\$ (2,133.56)	-	\$ -	\$ -	
STUDENT FEES/ SPECIAL EVENTS	\$ 439,500.00	\$ 117,658.39	\$ 321,841.61	73.23%	\$ 96,680.00	\$ 249,647.03	
STATE REV OTHER PA PUBLIC SCHOOLS	\$ -	\$ -	\$ -	-	\$ -	\$ 14,714.00	
STATE REV OTHER INTERMEDIARY	\$ 155,000.00	\$ -	\$ 155,000.00	100.00%	\$ 96,711.30	\$ 151,835.25	
FEDERAL REV OTHER PA PUBLIC SCHOOLS	\$ 75,000.00	\$ -	\$ 75,000.00	100.00%	\$ 200.00	\$ -	
FEDERAL IDEA	\$ 1,906,151.00	\$ -	\$ 1,906,151.00	100.00%	\$ 201,349.52	\$ 1,911,564.25	
FEDERAL IDEA ARRA	\$ -	\$ -	\$ -	-	\$ -	\$ 1,559,595.60	
FEDERAL REV OTHER INTERMEDIARY	\$ 238,200.00	\$ -	\$ 238,200.00	100.00%	\$ 117,373.39	\$ 239,889.40	
RENTALS	\$ 85,000.00	\$ 96,617.05	\$ (11,617.05)	-13.67%	\$ 29,986.00	\$ 61,771.56	
CONTRIBUTIONS	\$ 192,116.00	\$ 53,627.19	\$ 138,488.81	72.09%	\$ 48,232.47	\$ 189,594.19	
TUITION FROM PATRONS	\$ 455,000.00	\$ 342,007.32	\$ 112,992.68	24.83%	\$ 43,411.34	\$ 500,078.26	
COMMUNITY SERVICE ACTIVITY	\$ -	\$ 59.19	\$ (59.19)	-	\$ -	\$ 4,662.11	
REFUNDS FROM PRIOR YEAR EXP	\$ 535,000.00	\$ 186,082.64	\$ 348,917.36	65.22%	\$ 224,564.65	\$ 634,151.84	
MISCELLANEOUS REVENUE	\$ 115,000.00	\$ 16,251.93	\$ 98,748.07	85.87%	\$ 13,287.65	\$ 119,837.90	
TOTAL OTHER LOCAL SOURCES	\$ 4,445,967.00	\$ 853,630.95	\$ 3,592,336.05	80.80%	\$ 884,493.67	\$ 5,771,702.10	
TOTAL LOCAL SOURCES	\$ 146,040,361.00	\$ 123,700,944.37	\$ 22,339,416.63	15.30%	\$ 120,756,198.45	\$ 141,437,639.72	
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	\$ 2,963,180.00	\$ 3,621,663.00	55.00%	\$ 2,963,181.00	\$ 6,584,843.45	
EDUC 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	\$ 2,216,353.30	
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	\$ 4,875.73	\$ 145,124.27	96.75%	\$ 132,577.28	\$ 193,315.33	
SOCIAL SECURITY	\$ 3,598,458.00	\$ 1,451,960.00	\$ 2,146,498.00	59.65%	\$ 1,465,590.00	\$ 3,341,187.92	
PSERS - PENSION CONTRIBUTION	\$ 3,698,980.00	\$ -	\$ 3,698,980.00	100.00%	\$ 697,656.34	\$ 2,544,068.74	
TOTAL STATE SOURCES	\$ 52,399,915.00	\$ 18,256,179.64	\$ 34,143,735.36	65.16%	\$ 22,512,291.95	\$ 51,645,940.01	
IMPACT AID	\$ 50,000.00	\$ 11,597.89	\$ 38,402.11	76.80%	\$ 10,241.89	\$ 18,510.88	
OTHER FEDERAL PRGM/GRANTS	\$ -	\$ 1,353.68	\$ (1,353.68)	-	\$ 104,450.56	\$ 95,549.57	
NCLB TITLE I	\$ 3,198,698.00	\$ 703,761.40	\$ 2,494,936.60	78.00%	\$ 673,692.92	\$ 3,087,917.14	
NCLB TITLE II	\$ 850,000.00	\$ 261,936.80	\$ 588,063.20	69.18%	\$ 223,038.40	\$ 775,650.76	
NCLB TITLE III	\$ 295,000.00	\$ 59,313.63	\$ 235,686.37	79.89%	\$ 63,601.50	\$ 302,250.00	
NCLB TITLE IV	\$ 585,000.00	\$ 34,244.77	\$ 550,755.23	94.15%	\$ 68,859.82	\$ 944,047.82	
CHILD CARE & DEV BLOCK GRANTS	\$ 170,290.00	\$ -	\$ 170,290.00	100.00%	\$ 107,343.57	\$ 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	\$ -	\$ 20,784.63	\$ (20,784.63)	-	\$ 18,472.17	\$ 90,048.37	
ARRA-STATE FISCAL STABILIZATION	\$ -	\$ -	\$ -	-	\$ 257,420.88	\$ 3,352,416.00	
ARRA-EDUCATION JOBS FUND	\$ -	\$ -	\$ -	-	\$ -	\$ 1,984,053.00	

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

Description	A	B	C	D	F	G
	2011-2012				2010-2011	
	2011-2012 Budget	YTD Rec'd Nov, 2011	REMAINING BUDGET		YTD Rec'd Nov, 2010	YTD Rec'd June, 2011
			\$	%		
			(B-A = C)	(C/ A = D)		
ACCESS	\$ 95,000.00	\$ -	\$ 95,000.00	100.00%	\$ 21,350.39	\$ -
MED ASSIST REIMB	\$ 55,000.00	\$ 45,343.79	\$ 9,656.21	17.56%	\$ 27,253.91	\$ 108,326.26
TOTAL FEDERAL SOURCES	\$ 5,328,988.00	\$ 1,138,336.59	\$ 4,190,651.41	78.64%	\$ 2,028,083.67	\$ 11,347,748.86
SALE OF FIXED ASSETS	\$ 30,000.00	\$ 891.20	\$ 29,108.80	97.03%	\$ 1,100.00	\$ 22,500.04
INSURANCE RECOVERY	\$ 10,000.00	\$ 34,146.68	\$ (24,146.68)	-241.47%	\$ -	\$ -
TOTAL OTHER SOURCES	\$ 40,000.00	\$ 35,037.88	\$ 4,962.12	12.41%	\$ 1,100.00	\$ 22,500.04
TOTAL REVENUE	\$ 151,409,349.00	\$ 124,874,318.84	\$ 26,535,030.16	17.53%	\$ 122,785,382.12	\$ 204,453,828.63