MEMORANDUM

June 22, 2012

TO: **BOARD OF SCHOOL DIRECTORS**

FROM: **STACY M. GOBER, BOARD SECRETARY**

SUBJECT: **REGULAR MONTHLY MEETING – June 25, 2012**

The Regular Meeting of the Board of School Directors of the Bethlehem Area School District for June will be held on ***Monday, June 25, 2012, 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 – June 25, 2012

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
   June 18, 2012 – Special Board Meeting Minutes

8. Approval of Committee Minutes
   June 11, 2012 – Board Facilities Committee Meeting Minutes
   June 11, 2012 – Board Curriculum Committee Meeting Minutes
   June 18, 2012 – Board Human Resources Committee Meeting Minutes

9. Financial Report/Payment of Bills
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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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[0]Information Item Only

1. *Joint Use Agreement with City of Bethlehem*

INFORMATION:

The City of Bethlehem has maintained the status of "Playful City USA" which affords access to grant funds for use toward playground improvements throughout the city. The City has been awarded grants totaling $15,000 as part of the Let's Play Access Grant Program for investment at William Penn Elementary School. The grant requires the development and adoption of a joint use policy for use of a school district's playgrounds. The joint use agreement requires district playgrounds be available to the community after school hours for unstructured play and local government agencies and non-profits to operate after school or weekend physical activity programs.

This information was reviewed with the Board at the June 11, 2012, Board Facilities Committee Meeting.

RECOMMENDATION:

That the Board of School Directors enters into a Joint Use Agreement with the City of Bethlehem for use of the nine elementary school playgrounds within the City of Bethlehem by the community, local government agencies, and non-profit groups for after school and weekend physical activity programs.

Joint Use Agreement for District and City Facilities between City of Bethlehem and Bethlehem Area School District

This Joint Use Agreement (hereinafter referred to as the "Agreement") is made the _____ day of _____, 2012. This Agreement is entered into between the City of Bethlehem, Pennsylvania (herein designated as the "City") and the Bethlehem Area School District (herein designated at the "District"). The City and the District shall collectively be referred to hereinafter as the "Parties".

The intent of the Parties entering into this Agreement is to maintain what is considered to be an important cooperative relationship. The City and the District will benefit from the cooperative spirit intended to be expressed within this document. By this Agreement, the Parties desire that the facilities covered by this Agreement be safe for use by the community and its schools.

WITNESSETH

WHEREAS, the City and the District are mutually interested in and concerned with the provision of adequate playgrounds for the recreation and physical well being of the people of the City of Bethlehem;

WHEREAS, the District has certain playgrounds under its jurisdiction, suitable for community recreation programs;

WHEREAS, access to nearby recreational facilities leads to increased rates of physical activity;

WHEREAS, inadequate access to recreational facilities has played a significant role in rising obesity rates;

WHEREAS, there is growing consensus among public agencies and community organizations that joint use of facilities and related programs can improve public health and preserve public funds, particularly during economic downturns;

WHEREAS, identifying joint use opportunities among public agencies and community organizations can help in the long-term planning for development of playgrounds and related programs;

WHEREAS, the District is the owner of real property located at nine (9) elementary schools within the City;

WHEREAS, the District's governing body finds that the school playgrounds can be used more efficiently to maximize use and promote recreational/educational activities for youth and other community residents;

WHEREAS, the Parties desire to promote joint use as means of enhancing and increasing access to playgrounds and related programs with the ultimate goal of improving the public health of community residents and preserving public funds; and

WHEREAS, the Parties have maintained, and wish to further maintain, a cooperative working arrangement whereby all nine (9) District elementary school playgrounds (hereinafter referred to as "District playgrounds") located within the City have been and are being used by the Parties for general recreational purposes, thus affording to the community greatly increased recreational opportunities at costs much below those which would have otherwise be necessary.

NOW, THEREFORE, in consideration of the promises and the undertaking hereinafter set forth, the Parties agree as follows:

1. The Parties agree that the foregoing Whereas clauses are incorporated in this Agreement as though set forth in full, each intending to be legally bound by the same, being fully cognizant of the nature and force of said acknowledgments and undertakings.

2. The governing body of the City hereby promotes joint use as a means of enhancing and increasing access to District playgrounds and related programs.

3. A joint use task force is hereby created for the purpose of working with the City to develop a long-term plan for the joint use of the Parties' facilities/programs.

4. The City is committed to researching/obtaining funding for the upgrade and maintenance of the District playgrounds.

5. The term of this Agreement shall be for the period beginning on the date of execution of the Agreement and continuing thereafter until terminated by either Party by providing written notice to the other Party. Termination shall be effective ninety (90) days following the non-terminating Party's receipt of written notice of termination.

6. The Parties acknowledge and agree that they shall not be entitled to and shall not seek any compensation or reimbursement of expenses from each other in connection with the promises made by the Parties hereunder.

7. All notices required or sought to be given under this Agreement shall be in writing and shall be deemed to have been made if (i) delivered personally, (ii) sent by certified or registered mail, postage prepaid, or by nationally recognized overnight courier, addressed as follows:

If to the City:

City of Bethlehem
10 East Church Street

Bethlehem, PA 18018
ATTN:

If to the District:

Bethlehem Area School District
1516 Sycamore Street
Bethlehem, PA 18017
ATTN: Dr. Joseph J. Roy

Any party may at any time, in the manner set forth for giving notices to the other parties, designate a different name and/or address to which notices to it shall be sent.

8. The failure to enforce or require the performance at any time of the provisions of this Agreement shall in no way be construed to be a waiver of such provisions and shall not effect either the validity of this Agreement or any part hereof, or the right of any Party thereafter to enforce each and every provision in accordance with the terms of this Agreement.

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

10. All agreements and covenants contained in this Agreement are severable, and in the event any of them are held to be invalid by any competent court, this Agreement will be interpreted as if invalid agreements or covenants were not contained in this Agreement.

11. No rights created by this Agreement may be assigned and no duties created by this Agreement may be assigned by either Party without the prior written consent of the other Party.

12. This Agreement sets forth the entire agreement and understanding among the parties and supersedes any prior agreement or understanding, written or oral, relating to the subject matter of this Agreement.

13. The Parties executing this Agreement represent and warrant to each other that they have the full right, power, capacity and authority to execute and deliver this Agreement, and that they have duly and properly performed all acts required to authorize them to carry out this Agreement and the transactions contemplated by it.

14. This Agreement will be interpreted under the laws of the Commonwealth of Pennsylvania in effect as of the date of this Agreement. The Parties agree to submit to the exclusive jurisdiction of the Northampton County Court of Common Pleas for any action in law or equity to interpret, enforce, or defend a breach thereof or action seeking a declaratory judgment or injunction.

15. Each Party hereto binds itself, its partners, successors, assigns and legal representatives to the other party hereto, its partners, successors, assigns and legal representatives in respect of all covenants, agreements and obligations contained in the Agreement.

16. The provisions of this Agreement and amendments thereto may not be revised or modified except by written amendment upon mutual consent of both Parties.

IN WITNESS WHEREOF, the undersigned, intending to be legally bound, has signed this Agreement on the date first written above.

WITNESS:

_____

_____
Dr. Joseph J. Roy, Superintendent
Bethlehem Area School District
Date:

WITNESS:

_____

_____
_____
City of Bethlehem
Date:

2. *Private Transportation Contracts*

INFORMATION:

Private transportation contracts for carrier services for the remainder of the 2011-2012 school year and the 2012-2013 school year have been completed for two students who were placed at the Colonial Academy in Wind Gap. There are approximately 22 days for the 2011-2012 summer school year and approximately 180 days for the 2012-2013 school year.

This item was reviewed with the Board at the June 11, 2012, Board Facilities Committee Meeting.

RECOMMENDATION:

That the Board of School Directors approves the private transportation contracts for carrier service for the remainder of the 2011-2012 school year and the 2012-2013 school year for:

a. Mr. Jose Luis Rodriguez-Colon, to transport a special needs student to Colonial Academy, effective June 19, 2012, through July 19, 2012, and for the 2012-2013 school year, at an approximate cost of $10,269.

b. Ms. Guadalupe Bonilla, to transport a special needs student to Colonial Academy, effective June 19, 2012, through July 19, 2012, and for the 2012-2013 school year, at an approximate cost of $8,072.

Account Code and Name: General Fund 2720-513 Contracted Carriers-Vehicle Operations
Account Balance: $86,201

Account Code and Name: General Fund 2720-513 Contracted Carriers-Vehicle Operations
Account Balance: 2012-2013 Budget

3. *Bid Award – Abatement and Replacement of Asbestos Floor Tile – Various Locations*

INFORMATION:

Bids were received and opened publicly at 2:00 p.m., Wednesday, June 6, 2012, for:

Abatement and Replacement of Asbestos Floor Tile – Various Locations

Asbestos floor tile will be removed and replaced at Asa Packer Elementary School, East Hills Middle School, Freedom High School and Nitschmann Middle School. The original budget amount for this project was approved in the amount of $60,000 at the April 23, 2012, Regular Board Meeting. Unit costs for additional remediation work were identified during the bidding process for further floor tile abatement and replacement. Because of the unit prices received during the bidding process, the administration recommends completing up to $25,000 worth of work because of the low unit prices.

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.

Sargent Enterprises, Inc.	**$ 7,222***
Crest Environmental Services Corporation	23,400
Plymouth Environmental Company, Inc.	24,800
Prism Response, Inc.	17,700

This information was reviewed with the Board at the June 11, 2012, Board Facilities Committee Meeting.

*** Base bid only, additional unit costs not to exceed $25,000.**

RECOMMENDATION:

That the Board of School Directors authorizes the administration to award a contract to Sargent Enterprises, Inc. the lowest responsible bidder meeting specifications subject to proper execution of contract documents and performance bond as required in the bid specifications.

Sargent Enterprises, Inc.
732 Center Street
PO Box 193
Jim Thorpe, Pennsylvania 18229 Not to Exceed $25,000*

Account Code and Name: General Fund 2600-450 Construction Services
Account Balance: 2012-2013 Budget

4. *Bid Award – Lighting Retrofit Projects – Various Locations*

INFORMATION:

Bids were received and opened publicly at 10:00 a.m., Friday, June 8, 2012, for:

Lighting Retrofit Projects – Various Locations

The Board authorized the administration to prepare and solicit bids for the lighting retrofit projects based on priorities outlined in the Energy Plan not to exceed the sum of the E-Power rebates totaling $67,585.39, at the January 23, 2012, Regular Board Meeting. According to the priority listing, the lighting retrofit projects for the multi-purpose rooms/gymnasiums at East Hills Middle School, Governor Wolf and Spring Garden Elementary Schools were chosen to complete. In preparing the bids and after review of the value and potential five year payback from the lighting projects, we recommend increasing the allocation for this project by applying a portion of the savings from the Asbestos bids towards this payback project.

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.

This information was reviewed with the Board at the June 11, 2012, Board Facilities Committee Meeting.

RECOMMENDATION:

That the Board of School Directors authorizes the administration to award a contract to the lowest responsible bidder meeting specifications as indicated on the attached Tabulation of Bids subject to proper execution of contract documents and performance bond as required in the bid specifications and authorizes the transfer of E-Power rebates totaling $67,585.39 from the General Fund to the Capital Reserve Fund on or before June 30, 2012.

Wind Gap Electric, Inc. 125 West Seventh Street Wind Gap, Pennsylvania 18091	$106,055

Account Code and Name: Capital Reserve 2600-450 Construction Services
Balance: $67,585.39* (Pending deposit of rebate checks into this account)

Account Code and Name: General Fund 2600-450 Construction Services
Balance: 2012-2013 Budget

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

Bid Opening June 8, 2012 June 25, 2012

TABULATION OF BIDS
FOR
LIGHTING RETROFIT PROJECTS - VARIOUS LOCATIONS

	Base Bid	Alternate 1 - Deduct Cost of M.P./Cafeteria Work at Spring Garden	Alternate 2 - Deduct Cost of Gym Work at Spring Garden
Ace Electric, Inc.	$ 120,975	$ 20,335	$ 15,520
Albarell Electric	No Bid	No Bid	No Bid
Atlantic Energy Concepts	No Bid	No Bid	No Bid
Facility Solutions Group, Inc.	147,000	17,600	13,000
Orlando Diefenderfer Electrical Contractors, Inc.	136,973	15,000	10,000
Thomas L. Hoffman Company, Inc.	182,425	27,698	21,800
Wind Gap Electric, Inc.	**106,055**	21,000	14,000

BID AWARD

7 specifications mailed
5 bids received

5. *Bid Award – Miscellaneous Roof, Masonry Repairs, and Warranty Maintenance Services*

INFORMATION:

Bids were received for miscellaneous roof and masonry repair work at East Hills Middle School, Hanover Elementary School, and Liberty High School, each of which requires additional maintenance and repairs in order to maintain the existing warranties. The low bid for the three projects through the U.S. Communities purchasing program was $179,818, which is significantly below the original budget of $240,000, approved at the April 23, 2012, Regular Board Meeting. A cost breakdown by building is included below:

East Hills	$ 25,305
Hanover	$ 66,783
Liberty	$ 87,730
Total:	**$ 179,818**

This information was reviewed with the Board at the June 11, 2012, Board Facilities Committee Meeting.

RECOMMENDATION:

That the Board of School Directors authorizes the administration to approve The Garland Company/DBS, Inc., through the U.S. Communities purchasing agreement, to perform miscellaneous roof and masonry maintenance work to maintain the roof warranties at East Hills Middle School, Hanover Elementary School, and Liberty High School Commons Building at a cost not to exceed $179,818.

Account Code and Name: General Fund 2600-450 Construction Services
Account Balance: 2012-2013 Budget

6. *Bid Award – Nitschmann Middle School Locker Room Heat Repair*

INFORMATION:

Bids were received and opened publicly at 1:00 p.m., Wednesday, June 6, 2012, for:

Nitschmann Locker Room Heat Repair

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.

Blanski, Inc.	**$ 39,265**
Master Mechanical	49,850
Myco Mechanical	47,400
Worth & Company	56,700

This information was reviewed with the Board at the June 11, 2012, Board Facilities Committee Meeting.

RECOMMENDATION:

That the Board of School Directors authorizes the administration to award a contract to the lowest responsible bidder meeting specifications subject to proper execution of contract documents and performance bond as required in the bid specifications.

Blanski, Inc.
120 Madison Avenue
P.O. Box 15183
Reading, Pennsylvania 19612 $39,265

Account Code and Name: General Fund 2600-450 Construction Services
Account Balance: 2012-2013 Budget

7. *Bid Award – Two-way Radios*

INFORMATION:

Bids were received and publicly opened at 2:00 p.m., Wednesday, May 23, 2012, for:

Two-way Radios

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.)

This item was reviewed with the Board at the Board Facilities Committee on June 11, 2012.

RECOMMENDATION:

That the Board of School Directors authorizes the administration award a contract to the lowest responsible bidder meeting specifications as indicated on the attached Tabulation of Bids.

Ecco Communications 2927 South Pike Avenue Allentown, Pennsylvania 18103	$1,220
Industrial Communications Company 121 North Sitgreaves Street Easton, Pennsylvania 18045	$19,166
Scott Communications 2888 Bethlehem Pike Hatfield, Pennsylvania 19440	$8,806

Account Code and Name: General Fund 2720538 Transportation Communications
General Fund 2600538 Facilities Communications
Account Balance: 2012-2013 Budget

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

Bid Opening: May 23, 2012 June 25, 2012

TABULATION OF BIDS
FOR
TWO-WAY RADIOS

	Ecco Communications	**Industrial Communications Company**	RMI	**Scott Communications**	Tu-Way Communications	Warehouse Battery Outlet
UHF Kenwood TK-8302UK 74 more or less Per Unit Price	$ 259.00	**$ 259.00**	$ 262.60	$ 275.65	$ 270.59	$ 339.40
16-channel, 4W UHF Motorola CP200 28 more or less Per Unit Price	323.00	349.00	333.00	**314.50**	342.35	377.80
4-channel 4W UHF Morotola CP200 4 more or less Per Unit Price	**305.00**	329.00	314.20	332.00	319.52	366.75

BID AWARD

8 specifications mailed
6 bids received

8. *Tuition Waiver Students*

INFORMATION:

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

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

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

Listed below are tuition waiver students that were former residents of the Bethlehem Area School District for the 2011-2012 school year. This item was reviewed with the Board at the June 11, 2012, Board Curriculum Committee Meeting.

RECOMMENDATION:

That the Board of School Directors approves the following list of students as tuition waiver for former resident students for the 2011-2012 school year.

Student Number	School	Grade	Number of Days
0948948	Liberty	12	117
0953479	Freedom	12	179
0961368	Liberty	12	108
1012089	Liberty	12	15
1000736	Liberty	11	37
1011828	Freedom	12	123

9. *Apple Lease Restructuring*

INFORMATION:

The Bethlehem Area School District administration worked with Apple Computer Corporation to develop several options for a restructuring of the existing technology lease. Under the current lease agreement, Bethlehem Area School District is committed to pay $559,680 in each of the 2012-2013, 2013-2014, and 2014-2015 school years for computer equipment that was purchased in the 2009-2010 and 2011-2012 school years. The restructuring plans will allow the current lease payments to be converted into a new four-year lease, while adding the replacement of up to 480 student laptop computers and 230 iPads and incorporating the lease payments that are due for the 2012-2013, 2013-2014, and 2014-2015 school years. The proposed lease cost for $640,425 of additional equipment in addition to rolling forward the current lease balance is $729,680 for the 2012-2013 school year.

Payment Date	Current Lease	Restructured Lease
	$1,639,561.19	$2,279,986.44
	Old leases plus 702 Replacement Laptops plus 207 READ 180 desktops	Current lease plus 480 replacement laptops and 230 iPads
July 20, 2011	$755,916.00	
July 20, 2012	$559,680.00	$729,680.00
July 20, 2013	$559,680.00	$549,983.04
July 20, 2014	$559,680.00	$549,983.04
July 20, 2015		$549,983.04

This item was reviewed with the Board at the June 11, 2012, Board Curriculum Committee Meeting.

RECOMMENDATION:

That the Board of School Directors approves execution of a restructured Apple Lease as listed above so that a timely lease may be executed to replace student laptops at the middle schools.

Account Code: **General Fund 5110-800/900 Debt Service Technology Principal & Interest**
Account Balance: **$736,555 (pending final approval of the 2012-2013 budget)**

10. *Student Discipline – #1006753 – Adjudication*

INFORMATION:

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

RECOMMENDATION:

That the Board of School Directors adopts the proposed adjudication relating to Student Number: 1006753.

11. *Student Discipline – #0952424, #0959098, #0961759, #0969941, #1001731, and #1004366 – Waivers*

INFORMATION:

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

RECOMMENDATION:

That the Board of School of School Directors adopts the waivers relating to Student Numbers: 0952424, 0959098, 0961759, 0969941, 1001731, and 1004366.

12. *Staff Conferences*

RECOMMENDATION:

1. Michele Fogarty — June 25-29, 2012
   Karen Hoffman — Advanced Placement Physics B
   Summer Institute
   Norristown, Pennsylvania
   General Fund 2271-324 = $2,690.00
   General Fund 2271-581 = $318.40
   $3,008.40

		Amount	Balance
Estimated Expenses: Registration = $2,690.00 $1,345 x 2/employees	General Fund 2271-324	$2,690.00	$3,700.00
Transportation/Other Expenses = $380.00 Transportation = $271.40 Car Rental – 5/days x $37/day + $86.40/gas Tolls = $47.00	General Fund 2271-581	$318.40	$18,754.00

2. David Kleist — July 9-13, 2012
   Gerald Roscher — Advanced Placement English
   Summer Institute
   Norristown, Pennsylvania
   General Fund 2271-324 = $1,790.00
   General Fund 2271-581 = $318.40
   $2,108.40

		Amount	Balance
Estimated Expenses: Registration = $1,790.00 $895 x 2/employees	General Fund 2271-324	$1,790.00	2012-2013 Budget
Transportation/Other Expenses = $104.34 Transportation = $271.40 Car Rental – 5/days x $37/day + $86.40/gas Tolls = $47.00	General Fund 2271-581	$318.40	2012-2013 Budget

12. *Staff Conferences*

RECOMMENDATION:

3. Vivian Robledo-Shorey
Yaritza Rodriguez
Audie Torres

July 29-August 1, 2012
21st Century Community Learning Centers Summer Institute
New Orleans, Louisiana
COHORT 6 Grant 2012-2013 = $3,800.04

Estimated Expenses	Amount	Balance
Lodging, Transportation, and Meals for Ms. Torres and Ms. Rodriguez COHORT 6 Grant 2836-581 Lodging = $1,362.96 4/nights x $170.37 x 2/employees Transportation = $403.20 x 2/employees = $872.40 Air = $403.20 x 2/employees = $806.40 Taxi to and from airport $66.00 Meals = $40/day x 4/days x 2/employees = $320.00	$2,555.36	2012-2013 Budget
Lodging, Transportation, and Meals for Ms. Robledo-Shorey COHORT 6 Grant 2834-581 Lodging = $681.48 4/nights x $170.37 Transportation – Air = $403.20 Meals = $40/day x 4/days = $160.00 This is a mandatory conference to fulfill the grant requirements.	$1,244.68	2012-2013 Budget

4. Michele Fragnito
Lisa Lynch
Timothy Lynch

October 21-23, 2012
Pennsylvania Association of Elementary and and Secondary School Principals 2012 State Conference
Pittsburgh, Pennsylvania
General Fund 2834-324 = $ 825.00
General Fund 2834-581 = $1,281.94
Total = $2,106.94

Estimated Expenses	Amount	Balance
Registration = $825.00 General Fund 2834-324 $275 x 3/employees	$ 825.00	2012-2013 Budget
Lodging, Transportation, and Meals General Fund 2834-581 Lodging = $809.40 3/nights x $161.88 = $485.64 (Lynch) 2/nights x $161.88 = $323.76 (Fragnito) Transportation = $382.54 Rental Car = 4/days x $39/day + $120/fuel = $276.00 Parking = 4/days x $20 = $80.00 Tolls = $13.27 x 2/days = $26.54 Meals = $15/day x 2/days x 3/employees = $90.00	$1,281.94	2012-2013 Budget

13. *Student Trip*

RECOMMENDATION:

1. May 24-26, 2012
   (2 Freedom High School Students and 13 Liberty High School Students)
   PIAA Track Meet – States
   Shippensburg, Pennsylvania

FHS Athletics 3250-894 = $460.00
LHS Athletics 3250-894 = $1,725.00
LHS Substitutes = $200.00
$2,385.00

	Amount	Balance
Estimated Expenses:		
Registration Cost		
(Registration cost includes lodging, meals, and transportation)		
FHS = $460.00	$ 460.00	$1,975.00*
LHS = $1,725.00	$1,725.00	$1,975.00*
Substitute Cost = $200.00		
LHS - 2/subs x 2/days x $100/day		
Students qualified for this event after the May Regular Board Meeting.		
*Pending Budgetary Transfer Number 14.		

14. *Resignations*

RECOMMENDATION:

A. Instructional

	NAME	ASSIGNMENT	REASON	EFFECTIVE
1.	Brita, Angela	Asa Packer Reading Teacher	Retirement	June 12, 2012
2.	Hanlin, Rexford	East Hills Technology Education Teacher	Retirement	June 12, 2012
3.	Kaczmarek, Kathryn	Freedom English Teacher	Resignation	June 12, 2012
4.	Rodriguez, Luz	East Hills Special Education Teacher	Retirement	June 12, 2012 *(adjusted date)*
5.	Unger, Jamie	Northeast Grade 6 Teacher	Retirement	August 22, 2012 *(adjusted date)*

B. Noninstructional

	NAME	ASSIGNMENT	REASON	EFFECTIVE
1.	Hess, James	Bus Driver	Retirement	June 7, 2012

15. *Leaves of Absence*

RECOMMENDATION:

A. Instructional

	NAME	ASSIGNMENT	REASON	EFFECTIVE
1.	McDermott, Rachel	Freemansburg Reading Teacher	Child Rearing Leave of Absence	August 22, 2012, until the end of the 2012-2013 school year
2.	Noller, Kerrin	District Psychologist	Child Rearing Leave of Absence	August 22, 2012, until the end of the 2012-2013 school year
3.	Sobrinski, Kristin	Freedom Social Studies Teacher	Child Rearing Leave of Absence	August 22, 2012, until the end of the 2012-2013 school year

15. *Leaves of Absence*

RECOMMENDATION:

B. Noninstructional

	NAME	ASSIGNMENT	REASON	EFFECTIVE
1.	Ford, Kathy	Liberty General Kitchen Help	General Leave of Absence	May 25, 2012, until the end of the 2011-2012 school year
2.	Higgins, Gail	Freedom Teacher Assistant	Family Medical Leave of Absence	May 16, 2012, until the end of the day on June 6, 2012
3.	Rich, Terrianne	Northeast General Kitchen Help	General Leave of Absence	March 28, 2012, until the end of the 2011-2012 school year
4.	Yildirain, Catherine	Nitschmann Teacher Assistant	Family Medical Leave of Absence	May 14, 2012, until the end of the day on May 22, 2012

16. *Nominations*

RECOMMENDATION:

A. Administrative

	NAME	ASSIGNMENT	SALARY	EFFECTIVE
1.	Guarriello, Beth	Liberty Assistant Principal	$87,728, prorated Instructional Meet and Discuss, Category 3, Step 1	July 1, 2012

16. *Nominations*

RECOMMENDATION:

The following instructional staff has been recalled effective August 22, 2012

	EMPLOYEE	ASSIGNMENT	SALARY
1.	Cleffi, Michael	Freedom, (.3)/Liberty, (.5) Health and Physical Education Teacher *(.2 remains furloughed)*	$40,253 Master's +15, Step 5
2.	Clymer, Jill	Farmersville, Grade 2 Teacher	$43,892 Bachelor's, Step 2
3.	Flavelle, Julie	Northeast, (.6) Remedial Reading Teacher	$26,730 Bachelor's, Step 3
4.	Mohap, Jacqueline	East Hills, Literacy Teacher	$45,219 Bachelor's, Step 4
5.	O'Connor, Amy	Freedom, (.5)/Liberty, (.5) English Teacher	$46,461 Bachelor's +15, Step 4
6.	Ott, Jamie	Freedom, English Teacher	$45,897 Bachelor's, Step 5
7.	Rasich, Jaclyn	Freedom, (.4)/Liberty, (.3) Family and Consumer Science Teacher *(.3 remains furloughed)*	$30,724 Bachelor's, Step 2
8.	Torres, Andrea	Marvine, Grade 5 Teacher	$43,892 Bachelor's, Step 2
9.	Tully, Margaret	Farmersville, Grade 3 Teacher	$43,892 Bachelor's, Step 2
10.	Wilmore, Karen	East Hills, (.7) Science Teacher	$35,523 Bachelor's +15, Step 4

16. *Nominations*

RECOMMENDATION:

B. Instructional

	NAME	ASSIGNMENT	SALARY	EFFECTIVE
1.	Bull, Jessica	District-wide Speech Therapist *Temporary Professional Employee*	$46,237 Master's, Step 1	August 22, 2012
2.	Carrillo-Valois, Miguel	Liberty Spanish Teacher *Temporary Professional Employee*	$46,461 Bachelor's +15, Step 4	August 22, 2012 *(pending completion of paperwork)*
3.	Lare, Annette	Broughal, (.4)/Freedom, (.3)/Liberty, (.3) French Teacher *Temporary Professional Employee*	$45,774 Bachelor's +15, Step 3	August 22, 2012
4.	Rodriguez, Daiyana	Liberty Spanish Teacher *Temporary Professional Employee*	$47,822 Master's, Step 3	August 22, 2012
5.	Webb, Deanna	Freedom Special Education, Emotional Support Teacher *Professional Employee*	$53,362 Master's, Step 9	August 22, 2012

C. Noninstructional

	NAME	ASSIGNMENT	SALARY	EFFECTIVE
1.	Davis, Stephanie	Education Center Child Accounting (.5) 0-3 Secretary Clerk, 12 months	$14.29 per hour	July 2, 2012

16. *Nominations*

RECOMMENDATION:

D. Miscellaneous

The following athletic salaries are for the 2011-2012 school year and will be adjusted for the 2012-2013 school year.

	NAME	ASSIGNMENT	SALARY
		Broughal Coaches	
1.	Hatch, Eric	Head Boys Basketball	$3,870
2.	Williams, Jeremy	Assistant Boys Basketball	$2,516
3.	Altimare, James	Head Girls Basketball	$3,870
4.	McKellin, Janice	Assistant Girls Basketball	$2,516
5.	Snell, Sarah	Head Cheerleading	$2,419
6.	Watson, Tammy	Assistant Cheerleading	$1,572
7.	Sakelarides, Erin	Head Field Hockey	$2,419
8.	Hatch, Eric	Head Football	$3,870
9.	Lyons, Matthew	Assistant Football	$2,516
10.	Lyons, Matthew	Head Soccer	$2,419
11.	McKellin, Janice	Assistant Soccer	$1,572
12.	Turanchik, Maryann	Assistant Softball	$1,572
13.	Schomaker, Timothy	Head Girls Volleyball	$2,419
14.	Kutz, Gina	Assistant Girls Volleyball	$1,572
15.	Snell, Sarah	(.5) Intramural Supervisor	$1,827
		East Hills Coaches	
16.	Bednarik, Adam	Head Girls Basketball	$3,870
17.	Doseldo, William	(.5) Assistant Girls Basketball	$1,258
18.	Nork, Amy	(.5) Assistant Girls Basketball	$1,258
19.	Stelmak, Leeann	Head Cheerleading	$2,419
20.	Roman, Carolyn	Assistant Cheerleading	$1,572
21.	Ayre, Jonathan	Head Cross Country	$2,419
22.	Vresk, Nikki	Head Field Hockey	$2,419
23.	Limpar, Gina	Assistant Field Hockey	$1,335
24.	Spina, Vince	Head Football	$3,870
25.	Bell, Donald	Assistant Football	$2,516
26.	Ayre, Jonathan	Head Softball	$2,419
27.	Ayre, Caitlin	Assistant Softball	$1,572
28.	Ferry, Shannon	Head Girls Volleyball	$2,419
29.	Kruk, Christine	Assistant Girls Volleyball	$1,572
30.	Chruscial, Brant	(.5) Intramural Supervisor	$1,827

16. *Nominations*

RECOMMENDATION:

D. Miscellaneous (continued)

	NAME	ASSIGNMENT	SALARY
		Nitschmann Coaches	
31.	Wills, James	Head Boys Basketball	$3,870
32.	Terry, Daniel	Assistant Boys Basketball	$2,516
33.	Landino, Richard	Head Girls Basketball	$3,870
34.	Rodenbach, Scott	Assistant Girls Basketball	$2,516
35.	Guerreri, Tori	Head Cheerleading	$2,419
36.	Burzynski, Brian	Head Field Hockey	$2,419
37.	Downey, Craig	Coach – Head Football	$3,870
38.	DeStasio, Gregory	(.5) Assistant Football	$1,258
39.	Ortwein, Jonathan	(.5) Assistant Football	$1,258
40.	Rodenbach, Scott	Head Soccer	$2,419
41.	Hess, Jeremy	Assistant Soccer	$1,572
42.	Thear, Tanya	Head Softball	$2,419
43.	Hinkel, Andrea	Head Girls Volleyball	$2,054
44.	Miller, Laurie	(.5) Intramural Supervisor	$1,827
		Northeast Coaches	
45.	Fanger, Carlton	Head Boys Basketball	$3,870
46.	Gavronski, John	Assistant Boys Basketball	$2,516
47.	Soto, Rebecca	Head Girls Basketball	$3,870
48.	Seaman, Stephanie	Assistant Girls Basketball	$2,516
49.	Swavely, Toni	Head Cheerleading	$2,419
50.	Lattimore, Zoribeth	Assistant Cheerleading	$1,572
51.	Klose, Connie	(.5) Head Cross Country	$1,210
52.	Knecht, Ronald	(.5) Head Cross Country	$1,210
53.	Buchanan, Karen	Head Field Hockey	$2,419
54.	Brewster, Karen	Assistant Field Hockey	$1,572
55.	Sisle, Stuart	Head Football	$3,870
56.	Gross, Jason	Assistant Football	$2,516
57.	Fenner, LeRoy	Head Soccer	$2,419
58.	Buskirk, Michael	Assistant Soccer	$1,572
59.	Shive, Linda	Head Softball	$2,419
60.	Bowman, Catherine	Assistant Softball	$1,572
61.	Shive, Linda	Head Girls Volleyball	$2,419
62.	Cieslak, Kathy	Assistant Girls Volleyball	$1,572
63.	Shive, Linda	(.5) Intramural Supervisor	$1,827

16. *Nominations*

RECOMMENDATION:

D. Miscellaneous (continued)

	NAME	ASSIGNMENT	SALARY
		Freedom Coaches	
64.	D'Amico, Nicholas	Head Baseball	$6,289
65.	Schmitt, Eric	Assistant Baseball	$4,088
66.	Stellato, Joseph	Head Boys Basketball	$7,741
67.	Mosser, Thomas	Assistant Boys Basketball	$5,032
68.	Vajda, Jason	Assistant Boys Basketball	$5,032
69.	Stoudt, David	(.5) Assistant Boys Basketball	$2,516
70.	Rayam, DeAnna	Head Girls Basketball	$7,741
71.	Antolick, Alyssa	(.5) Assistant Girls Basketball	$1,258
72.	Mazurowski, James	(.5) Assistant Girls Basketball	$1,258
73.	Zito, Alicia	Head Cheerleading	$4,451
74.	Herrera, Pamela	Assistant Cheerleading	$2,893
75.	Nieves, Ausjoli	(.5) Assistant Cheerleading	$1,228
76.	Ott, Jamie	Assistant Cross Country	$2,937
77.	Innarella, Charis	Head Field Hockey	$6,289
78.	Wetmore, Marilyn	Assistant Field Hockey	$4,088
79.	Artim, Lindsey	(.5) Assistant Field Hockey	$2,044
80.	Roeder, Jason	Head Football	$9,676
81.	DeNofa, William	Assistant Football	$6,289
82.	Reph, Benjamin	Assistant Football	$6,289
83.	Sonan, Charles	Assistant Football	$6,289
84.	Bednarik, Adam	(.5) Assistant Football	$3,145
85.	Haas, Bryan	(.5) Assistant Football	$3,145
86.	Haberl Jeffrey	(.5) Assistant Football	$3,145
87.	Hornbacker, Timothy	(.5) Assistant Football	$3,145
88.	Hudak, Kevin	(.5) Assistant Football	$3,145
89.	Ruhf, Thomas	(.5) Assistant Football	$3,145
90.	Evans, Michael	Head Golf	$4,451
91.	Court, Larry	Head Rifle	$4,451
92.	Sodl, David	Assistant Boys Soccer	$4,088
93.	Wohlbach, Herman	(.5) Assistant Boys Soccer	$1,736
94.	Halper, Jamie	Head Girls Soccer	$6,289
95.	Hynes, Erica	Assistant Girls Soccer	$4,088
96.	Koufalis, Kristina	(.5) Assistant Girls Soccer	$2,044

16. *Nominations*

RECOMMENDATION:

D. Miscellaneous (continued)

	NAME	ASSIGNMENT	SALARY
		Freedom Coaches (continued)	
97.	Young, Jeffrey	Head Boys Tennis	$4,451
98.	Sigmon, Mark	Head Girls Tennis	$4,451
99.	Owens, Arthur	Head Track	$7,499
100.	DosSantos, Jose	Assistant Track	$4,874
101.	Quintana, James	Assistant Track	$4,874
102.	Yanek, John	Head Boys Volleyball	$4,451
103.	Cole, Michael	Assistant Boys Volleyball	$2,893
104.	Yoo, Joseph	Head Girls Volleyball	$4,451
105.	Dando, Timothy	Assistant Girls Volleyball	$2,893
106.	Hall, Brandon	Head Wrestling	$7,741
107.	Horlick, Brandon	Assistant Wrestling	$5,032
108.	Schlofer, Frank	Assistant Wrestling	$5,032
		Liberty Coaches	
109.	Pitsilos, Andrew	Head Baseball	$6,289
110.	Rusnak, Jack	Assistant Baseball	$4,088
111.	Pitsilos, George	(.5) Assistant Baseball	$2,044
112.	Landis, Chad	Head Boys Basketball	$7,741
113.	D'Emilio, Christopher	Assistant Boys Basketball	$5,032
114.	McCauley, Justin	(.5) Assistant Boys Basketball	$2,516
115.	VanAckeren, William	(.5) Assistant Boys Basketball	$2,516
116.	Yencho, Amy	Head Girls Basketball	$7,741
117.	Yandrisevits, Jaclyn	Assistant Girls Basketball	$5,032
118.	Scala, Francesca	Head Cheerleading	$3,779
119.	Latimer, Zoribeth	Assistant Cheerleading	$2,456
120.	Kalamar, Kelsey	(.5) Assistant Cheerleading	$1,228
121.	Will-Weber, Mark	Head Cross Country	$5,322
122.	Tannous, Alison	Assistant Cross Country	$3,459
123.	Omdahl, Mary Kathryn	Head Field Hockey	$6,289
124.	Cygan, Jane	Assistant Field Hockey	$4,088
125.	Brown, David	Head Football	$9,676
126.	Ianello, Joseph	Assistant Football	$6,289
127.	McClarin, Robert	Assistant Football	$6,289
128.	Michael, Barry	Assistant Football	$6,289

16. *Nominations*

RECOMMENDATION:

D. Miscellaneous (continued)

	NAME	ASSIGNMENT	SALARY
		Liberty Coaches (continued)	
129.	McClarin, Michael	(.5) Assistant Football	$3,145
130.	Shuler, Jeremy	(.5) Assistant Football	$3,145
131.	Wills, Thomas	(.5) Assistant Football	$3,145
132.	Bradley, Steven	Head Golf	$4,451
133.	Miller, Jody	Head Rifle	$4,451
134.	Horvath, Jason	Head Boys Soccer	$6,289
135.	Sarkozy, Kalman, Sr.	Assistant Boys Soccer	$4,088
136.	Sarkozy, Kalman, Jr.	(.5) Assistant Boys Soccer	$2,044
137.	Rodenbach, Scott	Head Girls Soccer	$5,340
138.	Giering, Richard	Head Softball	$6,289
139.	Frederick, Lauren	(.5) Assistant Softball	$2,044
140.	Lewis, Gerald	(.5) Assistant Softball	$2,044
141.	Pastor, Mark	(.5) Assistant Softball	$2,044
142.	Foust, Reik	Head Swimming	$7,499
143.	Ostapenko, Mark	(.5) Assistant Swimming	$2,437
144.	Zettlemoyer, Jeffrey	(.5) Assistant Swimming	$2,437
145.	Schnalzer, Leo	Head Boys Tennis	$4,451
146.	Schnalzer, Leo	Head Girls Tennis	$4,451
147.	Bush, Kevin	Head Track	$7,499
148.	D'Emilio, Christopher	Assistant Track	$4,874
149.	Will-Weber, Mark	Assistant Track	$4,874
150.	Messa, Andrew	(.5) Assistant Track	$2,437
151.	Ammary, Neiad	Head Boys Volleyball	$4,451
152.	Biencourt, Pierre	(.5) Assistant Boys Volleyball	$1,447
153.	Maioriello, Melissa	Assistant Girls Volleyball	$2,893
154.	Karam, Joseph	Head Wrestling	$7,741
155.	Kleckner, Brad	Assistant Wrestling	$5,032
156.	Dredge, Thomas	Assistant Wrestling	$5,032
157.	Achenzie, Jeffrey	(.5) Assistant Wrestling	$2,516

16. *Nominations*

RECOMMENDATION:

D. Miscellaneous (continued)

	NAME	ASSIGNMENT	SALARY
158.	Koehler, Deborah Van Wyk, Denise	Extended School Year Program High School, Special Education Teacher Assistants	To be paid regular hourly rate
159.	Murphy, Gale	Extracurricular Activity Advisor Asa Packer Drama Club	$376.00
160.	Dailey, Elizabeth	Intern Psychologist 2012-2013 school year (ACCESS funded)	$7,500.00
161.	DeBonis, Maria	Ninety-day Substitute Broughal, Mathematics Teacher Effective May 18, 2012, terminating at the end of the 2011-2012 school year	$42,323, prorated Bachelor's Step 1
162.	Tambe, Angela	Stand-by Bus Driver	$16.18 per hour
163.	Gross, Maryann	Summer Band, Broughal, 50 hours	$33.79 per hour
164.	Terefenko, Christy	Summer Band, East Hills, 50 hours	$33.79 per hour
165.	Zettlemoyer, Daniel	Summer Band, Nitschmann, 50 hours	$33.79 per hour
166.	Rupnik, Brian	Summer Band, Northeast, 50 hours	$33.79 per hour
167.	Moran, Michael	Summer Band, Director, Freedom, 100 hours	$33.79 per hour
168.	Lynn, Andrew	Summer Band, Assistant Director Freedom, 50 hours	$33.79 per hour
169.	MacGill, Gregory	Summer Band, Director Liberty, 100 hours	$33.79 per hour
170.	Long, Kevin	Summer Band, Assistant Director Liberty, 50 hours	$33.79 per hour
171.	Feigley, William Hercik, Michael Lee, Carol Lohenitz, Loretta Longacre, Jeffrey Lynde, Christian McGoff, Tara	Summer Guidance Counselors Freedom	To be paid per diem rate, not to exceed 40 hours

16. *Nominations*

RECOMMENDATION:

D. Miscellaneous (continued)

	NAME	ASSIGNMENT	SALARY
172.	Adelsberger, Tammy Buck, Randy Clewell, Sheryl Dinsmore, Patricia Kehler, Bruce Ortiz, Natalie Ramsey, Elizabeth Strockyj, Sonia Vazquez, Elizbeth Vazquez, Kristin Watson, Amy Wuchter, Travis	Summer Guidance Counselors Liberty	To be paid per diem rate, not to exceed 40 hours
173.	Collazo, Myriam Amann, Justin	Summer School – Elementary Donegan - 21st CLCC Helper Marvine – 21st CLCC Helper	$7.25 per hour
174.	Campbell, Isabella	Summer School – Elementary Donegan – Substitute Teacher	$33.79 per hour
175.	Sanchez, Michele	Summer School – Elementary Fountain Hill, Substitute Teacher	$33.79 per hour
176.	Sovorsky, Arlene Stom, Lori	Summer School – Elementary Freemansburg Teacher Substitute Teacher	$33.79 per hour
177.	Yurko, Donna	Summer School – Elementary Freemansburg Teacher Assistant	$15.10 per hour
178.	Judd, Carol	Summer School – Middle Broughal, Substitute Teacher	$33.79 per hour

E. Substitutes

INSTRUCTIONAL	NONINSTRUCTIONAL
Brita, Angela Campbell, Isabella Maunz, Irene Ressler, Amanda	Ballek, Victoria

17. *Reassignments*

RECOMMENDATION:

A. Administrative

	NAME	ASSIGNMENT	SALARY	EFFECTIVE
1.	Arbushites, Frank	Director of Information Technologies	$109,604 Instructional Meet and Discuss, Category 2, Step 15	July 1, 2012
2.	Giordano, Russell	Director of Human Resources	$108,150	July 1, 2012
3.	Gober, Stacy	Assistant to the Superintendent for Finance and Administration	$139,050	July 1, 2012
4.	Silva, Jack	Assistant Superintendent for Education; Chief Academic Officer	$139,050	July 1, 2012
5.	Stein, Mark	Director of Facilities and Operations	$111,240	July 1, 2012

B. Instructional

	NAME	FROM/TO	SALARY	EFFECTIVE
1.	Thomas, Sandra	From: East Hills, (.4)/Nitschmann, (.4) Gifted Teacher To: East Hills, 1.0 English as a Second Language Teacher	$45,774 Bachelor's +15, Step 3	August 22, 2012

17. *Reassignments*

RECOMMENDATION:

C. Noninstructional

	NAME	FROM/TO	SALARY	EFFECTIVE
1.	McGee, Lawrence	From: Nitschmann, C-1 Custodian To: Marvine, C-2 Custodian	$21.42 per hour	July 9, 2012
2.	Smith, Sharon	From: 0-3 Secretary/Clerk (.5) Education Center, Child Accounting, 12 months/(.5) Spring Garden, 10 months To: 0-3 Secretary/Clerk 1.0 Education Center, Child Accounting, 12 months	$19.69 per hour	June 18, 2012

18. *Substitute Placement Services Agreement with AESOP*

INFORMATION:

The District has used AESOP Placement Services for placement of substitute teaching staff since the 2004-2005 school year. Annually, the District renews this agreement to align with the school year. The agreement for the 2012-2013 school year is billed based on our staffing totals and is to renew at $19,197. The cost for the 2011-2012 school year was $19,020.

This item was reviewed with the Board at the June 18, 2012, Board Human Resources Committee Meeting.

RECOMMENDATION:

That the Board of School Directors approves the agreement with Frontline Technologies, Inc., Exton, PA, to provide substitute placement services using AESOP for the 2012-2013 school year at a cost of $19,197.

Account Code and Account Title: General Fund 2830-618 Adm. Software Licensing Fees and Supplies
Account Balance: 2012-2013 Budget

19. *Memorandum of Understanding Between Children's Health Care Alliance Members Including the Board of School Directors of the Bethlehem Area School District, the Allentown School District, Lehigh Valley Health Network, St. Luke's Hospital and Health Network, Sacred Heart Health System, and Good Shepherd Rehabilitation Network*

INFORMATION:

The attached Memorandum of Understanding establishes partnership rules and guidelines for creating and managing a pediatric electronic database through the Children's Care Alliance.

This Memorandum of Understanding was reviewed at the June 18, 2012, Board Human Resources Committee Meeting.

RECOMMENDATION:

That the Board of School Directors approves the following Memorandum of Understanding between the Board of School Directors of the Bethlehem Area School District and the Children's Care Alliance.

THE CHILDREN'S CARE ALLIANCE
MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING ("MOU") dated _____ 2012 is by and between Lehigh Valley Health Network ("LVHN"), St. Luke's Hospital and Health Network ("SLHN"), Sacred Heart Health System ("SHHS"), and Good Shepherd Rehabilitation Network ("GSRN") (collectively referred to as the "Health Care Providers", and, Allentown School District ("ASD") and Bethlehem Area School District ("BASD") (collectively referred to as the "School Districts"). (All parties are collectively referred to as "Parties".)

WHEREAS, The Children's Care Alliance is a program that seeks to develop the meaningful use of electronic medical record (EMR) through a single portal system among the clinical providers and school districts who are a party to this MOU.

WHEREAS, key components of this program include the design, development and implementation of a unique shared data set exchange that will contain certain elements of each BASD and ASD student's (collectively referred to as "students") health care record and each student's medical record.

WHEREAS, the hoped for measurable outcomes of The Children's Care Alliance are better coordination of medical care, lower costs of providing care resulting in fewer emergency department visits and acute hospitalizations, reduction in missed school days, improvement in the quality of care delivered, and improvement in the overall health of the school age population.

WHEREAS, it is intended that this MOU will outline a broad basic understanding of the Parties' intentions in implementing The Children's Care Alliance.

WHEREAS, the Parties agree that implementation of The Children's Care Alliance will require those Parties so willing to enter into contractual agreements in furtherance of The

Children's Care Alliance and to memorialize the Parties' obligations and liabilities pursuant thereto.

WHEREAS, the Parties understand that the MOU does not obligate any party hereto to proceed with implementation of The Children's Care Alliance or to enter into further contractual agreements to so implement The Children's Care Alliance.

NOW, THEREFORE, in consideration of the mutual promises contained herein, and intending to be legally bound hereby, the Parties hereby agree as follows:

1. Incorporation of Whereas Clauses.

The Parties hereto agree that the foregoing Whereas clauses are incorporated in this Agreement as though set forth in full, each intending to be legally bound by the same, being fully cognizant of the nature and force of said acknowledgments and undertakings.

2. Term and Termination.

This MOU shall commence as of the above written date and shall continue until such time as terminated by mutual agreement of all Parties. Any party to this MOU may terminate its participation in the MOU, effective immediately, upon providing written notification to the other Parties at the addresses set forth in Section 8 of this MOU.

3. Creation and Maintenance of the Shared Data Set Exchange.

Initial start-up funding of the shared data set exchange for The Children's Health Care Alliance shall come from grants obtained by LVHN. Continued operation and maintenance of the shared data set exchange and the costs of maintenance shall be the responsibility of LVHN. The other Parties agree to assist and support LVHN in efforts to obtain ongoing grant funding to maintain the shared data set exchange.

4. Oversight Steering Committee.

A. Purpose. An Oversight Steering Committee comprised of representatives from each party shall meet on a regular basis to provide direction and guidance on the shared data set exchange and develop policies and procedures to ensure its effective use and achievement of its purposes.

B. Composition. Each party shall designate one or more representatives to represent its interests on the Oversight Steering Committee (the "Committee").

C. Committee Chair. The Chair of the Committee shall rotate among the Parties on an annual basis, with each party being provided with the opportunity to Chair the Committee, before a single party serves as Committee Chair for more than one (1) term.

D. Schedule of Meetings. The Parties shall determine an acceptable schedule of meetings and frequency of meetings as needed. Prior written notice of any meeting shall be provided to all Parties.

E. Meeting Minutes. It shall be the responsibility of the Committee Chair to complete and present the Committee minutes for approval at the subsequent Committee meeting.

5. Regulatory Requirements.

The Parties recognize and agree that the Health Care Providers are "covered entities" under the Health Insurance Portability and Accountability Act of 1996 and the subsequent amendments and regulations ("HIPAA"). ASD and BASD will enter into separate Business Associate Agreements in furtherance of HIPAA privacy regulations in a form satisfactory to ASD and BASD. ASD and BASD are bound by the Family Educational Rights and Privacy Act and its regulations ("FERPA"), under which data exchanged pursuant to The Children's Care Alliance may constitute educational records. It is understood that information

exchanged pursuant to The Children's Care Alliance between the School Districts and the Health Care Providers is with consent required by FERPA. No party hereto shall make further disclosure to any third party unless permitted under FERPA. The Parties agree to develop appropriate consent forms and procedures to obtain consent in order to participate in the shared data set exchange.

6. Insurance.

Each party shall maintain insurance in the scope and amounts deemed necessary by that party or as otherwise required by Pennsylvania law.

7. Confidentiality.

A. In connection with the performance of this MOU, each Health Care Provider and School District will be disclosing to each other information and data relating to its business and operations, including, without limitation, information relating to its services, students, patients and finances, which such party considers confidential or proprietary. In order to receive confidential treatment, all such information (hereinafter referred to as "Information") shall be either:

(i) Clearly marked as confidential if written, or clearly identified as confidential if oral or;

(ii) Reasonably understood by the recipient based on the nature of the Information or the circumstances of the disclosure, to be in need of confidential treatment as provided hereunder.

B. As a condition to the development and provision of services and programs contemplated hereunder, no party shall disclose Information regarding any other party to any third party, shall only use such Information regarding any other party to accomplish the purposes

hereunder, and shall take reasonable steps to ensure that all Information of the other Parties is kept confidential, provided, however, that disclosure is not required by the Right to Know Law, Title 65 P.S. 67.101 et seq. and/or the Sunshine Law, 65 Pa.C.S.A. 701 et seq. As used herein, "reasonable steps" means the steps that a party takes to protect its own, similar confidential and proprietary information, which shall not be less than a reasonable standard of care. Each party shall be liable for the breach of the foregoing obligation by a party's employees, agents, representatives, successors, and assigns.

C. Information shall not be deemed "Information" hereunder to the extent it:

(i) Is or becomes part of the public domain other than as the result of an act or omission of a party;

(ii) Is disclosed to a party by a third party who such party reasonably believed, after due inquiry, was legally entitled to disclose the information without restriction;

(iii) Can be demonstrated by a party, with competent proof, that such information was independently developed by a party without use of or reliance on any Information of another party; or

(iv) Is required to be disclosed pursuant to applicable law or order of a court of competent jurisdiction or government agency, provided that the disclosing party uses commercially reasonable effects to (A) disclose only that portion of the Information which it is legally required to disclose, and (B) notify the party whose Information will be disclosed of the requirement in order to permit such party to oppose the requirement.

8. Notices.

All notices, requests or other communications required hereunder shall be sufficient only if given in writing and shall be deemed given only if (1) delivered personally;

(2) sent by certified or registered mail, postage prepaid, or by nationally recognized courier; or (3) e-mail, facsimile, at the addresses set forth below:

Lehigh Valley Health Network

Attention:

Address:

Facsimile:

E-mail:

St. Luke's Hospital and Health Network

Attention:

Address:

Facsimile:

E-mail:

Sacred Heart Health System

Attention:

Address:

Facsimile:

E-mail:

Good Shepherd Rehabilitation Network

Attention:

Address:

Facsimile:

E-mail:

Allentown School District

Attention:

Address:

Facsimile:

E-mail:

Bethlehem Area School District

Attention:

Address:

Facsimile:

E-mail:

Any party may at any time, in the manner set forth for giving notices to the other Parties, designate a different name and/or address to which notices to it shall be sent.

9. Miscellaneous.

9.1 No Assignment. Except as otherwise provided herein, no party shall assign this MOU or its rights or duties hereunder without the express written permission of all other Parties.

9.2 Modification. Any modification to this MOU shall be in writing and signed by all Parties except as specifically set forth herein.

9.3 Independent Contractor. None of the provisions of this MOU are intended to create, nor shall be deemed or construed to create, any relationship between or among the Parties other than that of independent contractors. Except as otherwise provided, no

party shall be construed to be the agent, partner, co-ventures, employee or representative of another party. None of the provisions of this MOU are intended to create or to be construed as creating any agency, partnership, joint venture or employment relationship between or among the Parties, or any of their respective employees, subcontractors, servants, agents or representatives.

9.4 Governing Law. This MOU shall be governed by the laws of the Commonwealth of Pennsylvania and is subject to all applicable Federal and State laws, rules and policies in effect as of the date of this MOU. The Parties agree to submit to the exclusive jurisdiction of the Lehigh County Court of Common Pleas for any action in law or equity to interpret, enforce, or defend a breach of this MOU or action seeking a declaratory judgment or injunction.

9.5 Partial Invalidity. The invalidity or unenforceability of any particular provision(s) of this MOU shall not affect the other provisions hereof, and the MOU shall be construed in all respects as if such invalid or unenforceable provision(s) were omitted.

9.6 Waiver. The failure of any party to insist in any instance upon performance of any terms or conditions of this MOU shall not be construed as a waiver of future performance of any such term, covenants or condition, but the obligations of any party with respect thereto shall continue in full force and effect.

9.7 Multiple Counterparts. This MOU may be executed in multiple counterparts, each of which shall be an original, but all of which shall constitute one and the same document.

9.8 Headings. The headings of the paragraphs contained herein are for convenience only and do not define, limit or construe the contents of such paragraphs.

9.9 Complete Agreement. All negotiations, considerations, representations and understandings among the Parties are incorporated herein, and this MOU represents the complete understanding of the Parties and supersedes all prior or contemporaneous agreements, negotiations, discussions, and/or understandings, whether written or oral, related to the subject matter of this MOU.

9.10 Political Subdivisions Tort Claims Act. Nothing in this MOU shall be construed to waive or reduce the immunities from civil liability granted by or to enlarge the limitations imposed by the Political Subdivisions Tort Claim Act.

9.11 Authority. The Parties executing this MOU represent and warrant to each other that they have the full right, power, capacity and authority to execute and deliver this MOU, and that they have duly and properly performed all acts required to authorize them to carry out this MOU and the transactions contemplated by it.

9.12 Binding Agreement. Each party hereto binds itself, its agents, representatives, successors, assigns to the other Parties hereto, the Parties' agents, representatives, successors, and assigns in respect of all covenants, agreement and obligations contained in the Agreement.

IN WITNESS WHEREOF, the Parties hereto have caused this instrument to be executed as of the date first above written.

LEHIGH VALLEY HEALTH NETWORK

By:_____

Title: _____

ST. LUKE'S HOSPITAL AND HEALTH NETWORK

By:_____

Title: _____

SACRED HEART HEALTH SYSTEM

By:_____

Title: _____

GOOD SHEPHERD REHABILITATION NETWORK

By:_____

Title: _____

ALLENTOWN SCHOOL DISTRICT

By:_____
Superintendent

BETHLEHEM AREA SCHOOL DISTRICT

By:_____
Superintendent

20. *Revisions to Board Policy Number 006 – Meetings – Third Reading*

INFORMATION:

Revisions to Board Policy Number 006 – Meetings include changes to Courtesy of the Floor Guidelines, the Frequency of Committee Meetings, and Posting of Agendas on the District website.

The first reading for revisions of Board Policy 006 occurred at the May 14, 2012, Board Human Resources Committee Meeting. The second reading occurred at the June 18, 2012, Board Human Resources Committee Meeting.

RECOMMENDATION:

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

BETHLEHEM AREA SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEETINGS

ADOPTED: November 15, 2004

REVISED: December 12, 2011

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

	adjournment, for tabling, for the previous question, for postponement, for commitment or for amendment. i. A motion for adjournment shall always be in order and shall be decided without debate except that it cannot be entertained without unanimous consent when the Board is voting on another question. j. The question cannot be moved by less than a majority of the members present, and when thus called, all debates shall be precluded. The call for the previous questions shall not cut off any pending amendment, but the vote shall be taken without debate on the amendments in their order and finally on the question. k. A motion for postponement shall preclude commitment, and motion for commitment shall preclude amendment or decision on the original subject. l. A motion for reconsideration shall be entertained when made and seconded by members who were in the majority on the vote on the original question. m. If the previous question is decided in the negative, the effect shall be to arrest the discussion and produce indefinite postponement. n. No member shall be interrupted when speaking unless they are out of order, or for purposes of correcting mistakes and misrepresentations. o. No member in the course of debate shall be allowed to indulge in personal reflections. p. If any member acts in any respect in a disorderly manner, it shall be the privilege of any member and the duty of the President to call that member to order. q. If any members shall consider themselves aggrieved by a decision of the chair, it shall be their privilege to appeal to the Board and a vote on such appeal shall be taken without debate.
SC 508	r. When the taking of a vote has commenced, no further remarks or debates shall be permitted, unless some evident mistake has been made, in which case the mistake shall be rectified and the taking of the vote shall then be continued. A majority vote of those members present and voting shall prevail, except in those subjects enumerated in law requiring a majority of all members of the Board. s. Any two (2) members may require the recording of the yeas and nays on any subject or question, irrespective of whether the subject matter under discussion

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

65 PA. C.S.A. Sec. 703	d. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date and time of meeting and sending copies of such notice to interested parties.
65 PA. C.S.A. Sec. 709	e. Notice of all public meetings shall be given to any newspaper(s) circulating in Northampton County and a radio or television station which so requests. Notice of all public meetings shall be given to any individual who so requests and provides a stamped, addressed envelope for such notification.
SC 423	Notice of all regular and special Board meetings shall be given to Board members prior to the time of the meeting.
	Section 5. <u>Regular Meetings</u>
SC 421 65 PA. C.S.A. Sec. 701 et seq	Regular Board meetings shall be public and shall be held at least once every two (2) months. All regular meetings of the Board shall be held in the auditorium at the East Hills Middle School, 2005 Chester Road, Bethlehem, Pennsylvania, or at such other place or places as the Board may from time to time determine. Unless otherwise advertised, the stated time for all regular meetings shall be the third Monday of each month at 7:00 p.m. or at the call of the President with prior notice to each member and the press. The meeting for organization in December will be held at the call of the Board during the first week in December. No business shall be transacted at this meeting other than reorganization. Board members may request that verbatim comments be included in the written minutes. a. Agenda It shall be the responsibility of the Superintendent, in cooperation with the Board President, to prepare an agenda of the items of business to come before the Board at each regular meeting. The agenda for the regular meeting is 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. Agendas will be available on the district website at www.beth.k12.pa.us

	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. Courtesy of the Floor will be limited to five (5) minutes per individual speaker unless extended at the discretion of the president. Section 6. <u>Special Meetings</u>
65 PA. C.S.A. Sec. 701 et seq	Special meetings shall be public and may be called for special or general purposes.
SC 426	The President may call a special meeting at any time. Upon the President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the Board members. No business shall be transacted at any special meetings except that named in the call sent to the members for such special meetings; provided, that special meetings may be called for general purposes.

	All special meetings of the Board shall be at a place to be determined and 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>
65 PA. C.S.A. Sec. 701 et seq Pol. 903	A member of the public present at a Board meeting may address the Board in accordance with law and Board policy and procedures. Section 8. <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. 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 digitally recorded and the tapes are kept for two (2) years. The 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. 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 non-Bethlehem Area School District real estate. d. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation. e. Matters that must be conducted in private to protect a lawful privilege or confidentiality. Official actions based on discussions held in executive session shall be taken at a public meeting.
	Section 12. <u>Work Sessions</u>
65 Pa. C.S.A. Sec. 701 et seq Pol. 006	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. Committee of the Whole meetings shall include but not limited to budget workshops.
Pol. 006	A meeting of the Committee of the Whole, not regularly scheduled, may be called at any time by the President; the President shall call such a meeting when requested to do so by Board members. Public notice of the meeting shall be made in accordance with Pol. 006, 4.b.

65 Pa. C.S.A. Sec. 703, 709	The Board Secretary shall provide notice of a meeting of the Committee of the Whole as per the notice provisions of Board procedures.
	Section 13. <u>Committee Meetings</u>
65 Pa. C.S.A. Sec. 703, 709 Pol. 006	a. Each committee will meet a minimum of at least once every two months 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. The first Courtesy of the Floor will pertain to matters on the committee board agenda. The second Courtesy of the Floor will deal with matters pertaining to school district business. Courtesy of the Floor will be limited to five (5) minutes per individual speaker unless extended at the discretion of the chair.
65 Pa. C.S.A. Sec. 701 et seq	c. Minutes of each committee meeting will be prepared by the cabinet member working with the respective committee and distributed to the entire board prior to the regular board meeting. Board members who cannot attend the meeting can submit verbal or written questions to be answered and recorded on the committee minutes.
	d. The intent of these committee meetings is to fully discuss issues, formulate policy, and develop recommended proposals for action by the full board. Committee meetings will be open to all board members if they wish to participate in the discussions. Board members in attendance at committee meetings will, through consensus, place committee meeting agenda items on the regular board meeting agenda.
	e. Unless held as an executive session, committee meetings shall be open to the public and the Superintendent. A majority of the Board or the chairperson may invite employees, consultants, or other persons who have special knowledge of the area under discussion.
	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

21. *Revisions to Board Policy Number 204 – Attendance – Third Reading*

INFORMATION:

Revisions to Board Policy 204 – Attendance include changes to Educational/Vacation Tours and Trips, Grades K-12.

The first reading for revisions of Board Policy 204 occurred at the May 14, 2012, Board Human Resources Committee Meeting. The second reading occurred at the June 18, 2012, Board Human Resources Committee Meeting.

RECOMMENDATION:

That the Board of School Directors approves the attached revisions made to Board Policy Number 204 – Attendance.

BETHLEHEM AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ATTENDANCE

ADOPTED: June 28, 2004

REVISED: November 17, 2008

	204. ATTENDANCE
1. Purpose SC 1301, 1326, 1327 Title 22 Sec. 11.12,11.41, 12.1	The Board requires that school-aged students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by this district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.
2. Authority SC 1327, 1329, 1330 Title 22 Sec. 11.23, 11.25, 12.1	Attendance shall be required of all students enrolled in district schools during the days and hours that school is in session, except that a principal or teacher may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or other urgent conditions that may reasonably cause the student's absence. The Board considers the following conditions to constitute reasonable cause for absence from school:
Title 22 Sec. 11.25	1. Illness. 2. Quarantine. 3. Recovery from accident. 4. Required court attendance. 5. Death in family. 6. Family educational trips.
SC 1327 Title 22 Sec. 11.8, 11.22, 11.23, 11.28 Pol. 115, 117, 118	Attendance need not always be within school facilities. A student will be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction or health care; the student is engaged in a work-study or career education program; the student is receiving approved homebound instruction.

Title 22 Sec. 11.21	All absences occasioned by observance of the student's religion on a day approved as a religious holiday shall be excused, and no student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.
SC 1546 Title 22 Sec. 11.21	The Board shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction.
Title 22 Sec. 11.23, 11.25	The Board will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments, court appearance, or family emergency.
	The Board shall excuse the following students from the requirements of attendance at the schools of this district:
SC 1329, 1330 Title 22 Sec. 11.34	1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.
SC 1327 Title 22 Sec. 11.5, 11.32	2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught, except that such students and students attending college and also enrolled part-time in the district schools shall be counted as being in attendance in this district.
SC 1327	3. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.
SC 1330	4. Students fourteen (14) years of age, and fifteen (15) years of age who completed sixth grade, who are engaged in farm work or private domestic service under duly issued permits.
SC 1330 Title 22 Sec. 11.28	5. Students sixteen (16) years of age who are regularly employed during the school session and holding a lawfully issued employment certificate.
	The Board may excuse the following students from the requirements of attendance at district schools:
SC 1327 Title 22 Sec. 11.22 Pol. 116	1. Students receiving private instruction from a properly qualified tutor.

Title 22 Sec. 11.34	2. Homebound children unable to attend school on the recommendation of a physician or practitioner of the healing arts.
SC 1327	3. Students enrolled in special schools conducted by the Colonial Intermediate Unit or the Department of Education.
SC 1333, 1354 Title 22 Sec. 12.1	The Board may report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The Board shall issue notice to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions will be prosecuted according to law.
3. Delegation of Responsibility	The Superintendent or designee shall develop procedures for the attendance of students which:
SC 1501, 1504 Title 22 Sec. 4.4, 11.1, 11.2, 11.3	1. Ensure a school session that conforms with requirements of state regulations.
SC 1332, 1339	2. Govern the keeping of attendance records in accordance with state statutes.
SC 1333, 1338. 1354 Pol. 218, 233	3. Impose on truant students appropriate incremental disciplinary measures for infractions of school rules, but no penalty may have an irredeemably negative effect on the student's record beyond that which naturally follows absence from classroom learning experiences.
	4. Identify the habitual truant, investigate the causes of truant behavior, and consider modification of the student's educational program to meet particular needs and interests.
	5. Ensure that students with excused absences have an opportunity to make up work.
SC 1333, 1354	6. Issue written notice to any parent/guardian who fails to comply with the compulsory attendance statute, within three (3) days of any proceeding brought under that statute. Such notice shall inform the parent/guardian of the date(s) the absence occurred, that the absence was unexcused and in violation of law, that the parent/guardian is being notified and informed of his/her liability under law for the absence of the student, and that further violation during the school term will be prosecuted without notice.

SC 1318 Pol. 218, 233	Repeated infractions of Board policy requiring the attendance of enrolled students may constitute misconduct and disobedience to warrant the student's suspension or expulsion from the regular school program.
4. Guidelines SC 1329	Student absences are generally governed under the definition and authority of the Pennsylvania School Code of 1949. This section permits student absences to be considered excused in cases of illness, quarantines, recovery from an accident, required court attendance, death in the family, or any other urgent reason justifying a temporary absence. Absences covered under law must be directly related to the student's inability to attend school due to reasons cited above and not merely for the convenience of the family. The Superintendent shall have the discretion to approve absences for special events such as unique athletic events, academics, arts/theater, and extended college visits that exceed the cumulative absences allowed to students each year. Absences will generally be recognized as cumulative or noncumulative. Cumulative absences refer to days that contribute to the allotted number of days a student may be absent (ten (10) for elementary and seven (7) for middle and high school). Noncumulative absences are absences that do not contribute to the specified ten (10) or seven (7) days. <u>Cumulative Absences</u> Excused absences include: 1. A maximum of ten (10) days of absence for elementary students during a school year verified by a parental note. All absences beyond the tenth day of absence will require a physician's note. 2. A maximum of seven (7) days of absence for middle and high school students during a school year verified by a parental note. All absences beyond the seventh day of absence will require a physician's note. 3. Preapproved family vacation while school is in session per Board policy. 4. Preapproved college visits beyond three (3) days. Unexcused/Unlawful absences include: 1. Any day for which a written excuse is not submitted within three (3) school days of a student's return from an absence, including notes from physicians. 2. Any written excuse not approved by the principal.

	3. Any absence not excused by a physician's note after ten (10) absences verified by parental excuses in the elementary school and seven (7) absences verified by parental excuses in the middle and high school had already been received. 4. Truancy – Unlawful absence (age sixteen (16) and under) and unexcused absence (age seventeen (17) and over). <u>Noncumulative Absences</u> Noncumulative absences include:
Pol. 233	1. Suspensions from school. 2. Illness verified by a physician's note submitted within three (3) days of a student's return. Any absence in which a physician's note is submitted is not included in the ten (10) days permitted for parental excuses in elementary school or the seven (7) days permitted for parental excuses in middle and high school. 3. Death in the family – from date of death until two (2) days after the funeral unless otherwise authorized by the building principal. 4. Religious holidays. 5. Preapproved college visits up to three (3) days. <u>Attendance Violations</u> The Student Code of Conduct defines attendance violations as: 1. Late to class. 2. Late to school. 3. Unexcused class absences. Late to class and late to school will result in an administrative discipline referral upon the third occurrence. Unexcused class absences will result in an administrative discipline referral upon the first occurrence. Continued attendance violations may result in the student being classified as a habitual offender as defined in the Student Code of Conduct, which may result in expulsion from the district.

Late To Class

1. First and second unexcused late to class – to be addressed by classroom teacher interventions.

2. Unexcused lateness exceeding fifty percent (50%) or more of one (1) class period will be considered an unexcused absence from class and will result in a "0" (Zero) grade for the work in that class on that day.

Late To School

1. The following lates to school will not result in disciplinary action:

   a. Illness and appointments verified by a physician's note.

   b. Court appearances.

   c. Funeral for family member.

2. First and second unexcused late to school – warning to be issued.

3. Students who arrive late and do not report to homeroom or procure a late slip from the office, student service center, or vocational technical school will be charged with an unexcused/unlawful absence which will result in a "0" (Zero) grade for all class work that day.

Unexcused Class Absence

1. Unlawful and unexcused absences or unexcused class absences will result in a "0" (Zero) grade for all class work missed that day.

2. Credit will be denied at the high school level for those students who accrue more than nine (9) cumulative absences in a semester length course. Credit will also be denied for a nine-week course for those students who accrue more than five (5) cumulative absences. Students would be required to secure a doctor's note on the tenth day of the cumulative absence to ensure course credit for the semester length course. They would be required to secure a doctor's note on the sixth day of the cumulative absence to ensure credit for the nine-week course. Those students who miss more than the allotted days will receive the grade for the course but not the credit. An appeal to the principal may be made based on extenuating circumstances related to attendance.

SC 1333	Truancy 1. Any day for which a student is confirmed truant will result in the student being cited for a violation of the Student Code of Conduct. 2. Three (3) unlawful absences will result in written notice of violation of the Compulsory Attendance Law and may result in prosecution. 3. Unlawful and unexcused absences or unexcused class absences will result in a "0" (Zero) grade for all class work missed that day. In each incident the administrator will decide on an individual basis if alternative action will best meet the needs of the student, the school district, and/or the employees of the school district. Requirement For A Written Parental Explanation For A Student's Legal Absence 1. Parents/Guardians are required to submit a written explanation for the legal absence of their child within three (3) days from the date of the child's return to school. Failure to provide such written explanation or failure of the child to present the excuse to the principal will result in the absence being declared unexcused and/or unlawful. The mere fact that a parent/guardian provides a written explanation does not qualify the absence as excused. The absence must be for a legal reason as determined by the principal and/or teacher, according to law. 2. When it is known that a parent(s)/guardian(s) cannot read or write, the principal or teacher may accept a verbal excuse. However, the verbal excuse shall be documented, in writing, as to the date of the absence, the reason, and the name of the parent/guardian contacted. This documented note is to be signed by the person from the school who contacted the parent/guardian. 3. In those cases where a child has an excessive number of absences verified only by a verbal communication, a home visit shall be made by the attendance officer and/or the home-school visitor to secure the mark of the parent/guardian on a written excuse provided by the school. 4. If the dominant language in a student's home is not English and the parent(s)/ guardian(s) are able to read and write in another language, s/he shall be required to submit a written explanation in that language.

Title 22 Sec. 11.26	<u>Educational/Vacation Tours And Trips, Grades K-12</u> Requests by parents/guardians to have their children excused from school for educational/vacation trips must be evaluated under the authority of the Regulations of the State Board of Education, Chapter 11, Pupil Attendance, Section 11.26 "Educational Tours and Trips, Not School-Sponsored." "Upon receipt of a written request from the parents/guardians of the pupils involved, pupils may be excused from school attendance to participate in an educational tour or trip provided during the school term at the expense of the parents/guardians when such tour or trip is so evaluated by the district Superintendent or designee and pupil participants therein are subject to direction and supervision of an adult personage acceptable to the district Superintendent and to the parents/guardians of the pupils concerned." Parents/Guardians are strongly encouraged to schedule family vacations with the school district calendar in mind to ensure that students attend school a maximum number of days: 1. Students at the elementary level will be permitted to take up to a cumulative maximum of fifteen (15) school days during their tenure in elementary school. 2. Middle school students will be permitted to take up to a cumulative maximum of ten (10) school days during their tenure at the middle school level. 3. High school students will be permitted to take up to a cumulative maximum of ten (10) school days during their tenure at the high school level. 4. Parental requests, which go beyond the number of days or trips allowed, must first be approved by the building principal. 5. Any days taken beyond the maximum days may be considered unexcused and unlawful for students under the age of seventeen (17) and unexcused for students seventeen (17) years of age and over. Appropriate legal action may be taken where applicable. 6. The following will be taken into consideration by the principal in granting permission for the trip: a. The student's academic standing. b. The student's attendance record. c. The effect the absence will have on the student's educational welfare.

d. Exceptionality of the request.

e. The Student Code of Conduct.

7. The Application for Permission for Student Excusal Due to an Educational Trip or Tour must be submitted to the principal five (5) school days prior to the trip.

8. It will be the student's responsibility to contact teachers and make up assignments missed.

9. Permission will not be granted for trips/tours during the district's standardized testing period, the state's testing periods, and the secondary school examination periods at the end of the first and second semesters.

References:

School Code – 24 P.S. Sec. 510, 1301, 1318, 1326, 1327, 1329, 1330, 1332, 1333, 1338, 1339, 1354, 1501, 1504, 1546

State Board of Education Regulations – 22 PA Code Sec. 4.4, 11.1, 11.2, 11.3, 11.5, 11.8, 11.12, 11.21, 11.22, 11.23, 11.24, 11.25, 11.26, 11.28, 11.32, 11.34, 11.41, 12.1

Board Policy – 000, 115, 116, 117, 118, 200, 218, 233

22. *Renewal of Property/Liability, Vehicle and Workers' Compensation Insurance Coverage for the 2012-2013 School Year*

INFORMATION:

The Bethlehem Area School District's insurance coverages have a renewable annual premium with an effective date of July 1. This information was reviewed with the Board at the June 18, 2012, Board Finance Committee Meeting. Proposals requested from major insurers of schools in Pennsylvania are summarized as follows:

Property & Casualty/Auto/Umbrella	
Ohio Casualty	**$547,846**
PSBA/ACE	$611,853 without umbrella
PSBA/Old Republic	$46,864 umbrella only
Berkley	Declined – too large
EMC	Declined – too large
WRM	Declined – non-competitive
Zurich	Declined – non-competitive
2012-2013	$547,846
2011-2012	$504,278

Workers' Compensation (with 5% safety credit)	
Highmark	**$654,662**
Ohio Casualty	$655,541
PSBA/Old Republic	$850,248
AIG/Chartis	Declined – non-competitive
Amerihealth (PICS)	Declined – non-competitive
Amtrust	Declined – non-competitive
Zurich	Declined – non-competitive
2012-2013	$654,662
2011-2012	$615,516

Cyber Security Liability	
PSBA/ACE	**$28,956**
2012-2013	$28,956
2011-2012	$26,323

School Board Errors and Omissions	
PSBA/ACE	**$56,126**
AIG/Chartis	$69,082
Ohio Casualty	Declined
PSBA/Old Republic	Open
2012-2013	$56,126
2011-2012	$58,879

RECOMMENDATION:

That the Board of School Directors approves the following insurances for the 2012-2013 fiscal year:

	Agent	**Carrier**	**2012-2013 Premium**
Property and Casualty	Myers, Benner Corp	Ohio Casualty	$ 369,214
Automobile	Myers, Benner Corp	Ohio Casualty	$ 131,768
Umbrella Liability	Myers, Benner Corp	Ohio Casualty	$ 46,864
Cyber Liability	Myers, Benner Corp	PSBA/ACE	$ 28,956
School Board Errors & Omissions	Myers, Benner Corp	PSBA/ACE	$ 56,126
Workers' Compensation	Myers, Benner Corp	Highmark	$ 654,662

Account Code and Account Title: Various
Account Balance: 2012-2013 Budget

23. *Student Accident Insurance for the 2012-2013 School Year*

INFORMATION:

The Bethlehem Area School District's student accident insurance has a renewable annual premium with an effective date of August 1, 2012. A one-year rate-guaranteed proposal from Bollinger Insurance is summarized as follows:

COVERAGE Interscholastic Sports Insurance
Including Band Members, Cheerleaders, Physical Education Class, Intramurals, Recess

Listed below is a summary of proposals received:

Agent	Carrier	Medical Max Benefit Period	2012-2013 Premium	Student Insurance School Time & 24-Hour
Bollinger Insurance	**Monumental Life Insurance Company**	**$1 million – 5 year period**	**$65,000**	**$27.00 $103.00**
A-G Administrators, Inc.	United States Fire Insurance Company	$1 million – 2 year period	$65,000	$28.00 $124.00
American Management Advisors/ACE	Markel Insurance Company	$1 million – 2 year period	$124,550	$22.00 $88.00
Chartis	National Union Fire Insurance Company	$1 million – 2 year period	$69,965	$25.00 98.00

This information was reviewed with the Board at the June 18, 2012, Board Finance Committee Meeting.

RECOMMENDATION:

That the Board of School Directors approves the student accident insurance for 2012-2013 as follows:

Bollinger Insurance
Monumental Life Insurance Company $65,000
Voluntary Student Insurance: (Parent Paid)
School-Time (Preschool – 12) $ 27 per year
24-Hour (Preschool – 12) $103 per year

Account Code and Account Title: General Fund-3250-529-Athletic Student Accident
Account Balance: 2012-2013 Budget

24. *Satellite Food Services for the 2012-2013 School Year*

INFORMATION:

Mrs. Hayes has been contacted by Centennial School, Lehigh Valley Dual Language Charter School, and Lincoln Leadership Academy to provide satellite breakfast and/or lunch services. All schools are within close proximity to our other production schools that we can provide these services with no disruption to our own breakfast and lunch programs. All schools will provide their own staffing to serve these meals and provide the necessary equipment, such as warmers and refrigeration.

Centennial School will be provided with the satellite elementary and secondary lunch service only with the pricing being $2.25 and $2.45 per student and will participate in the National School Lunch Program. Lehigh Valley Dual Language Charter School and Lincoln Leadership Academy will be provided with the satellite breakfast and lunch service with pricing being $1.75 for breakfast and $2.65 for lunch per student, and these schools will not participate in the National School Lunch Program. The costing has been analyzed and pricing is established to account for the product cost as well as production overhead and delivery to insure that the District programs will minimally break even on these satellite services. At no time, do we recommend that the satellite service be subsidized in any way by the Bethlehem Area School District.

This information was reviewed with the Board at the June 18, 2012, Board Finance Committee Meeting.

RECOMMENDATION:

That the Board of School Directors authorizes the following Bethlehem Area School District Satellite Food Services for the 2012-2013 school year:

A. Provide lunches to Centennial School at a cost of $2.25 per elementary lunch meal and $2.45 per secondary lunch meal in accordance with the National School Lunch Program.
B. Provide breakfasts and lunches to Lehigh Valley Dual Language Charter School at a cost of $1.75 per breakfast meal and $2.65 per lunch meal.
C. Provide breakfasts and lunches to Lincoln Leadership Academy at a cost of $1.75 per breakfast meal and $2.65 per lunch meal.

25. *Sodexo Food Service Contract Addendum for the 2012-2013 School Year*

INFORMATION:

The Business Office has received and reviewed the annual addendum renewal from Sodexo for food service management services for the 2012-2013 school year. In accordance with the base contract, the per meal fee for General and Administrative Expenses and the General Management fee is increased by the Consumer Price Index (CPI) of three percent.

Sodexo's fees are based on Management and General Support/Administrative costs. The Management Fees for the 2012-2013 school year are equal to $.094 per meal served. Likewise, the General Support/Administrative Fees equal $.146 per meal. The Bethlehem Area School District realizes additional discounts based on Sodexo's National Vendor Programs.

The 2012-2013 budget for fees and discounts are as follows:

General Support /Administrative Fees	$ 338,310
Management Fees	217,121
Less Discounts	- 372,495
Net of Fees less Discounts	$ 182,936

This information was reviewed with the Board at the June 18, 2012, Board Finance Committee Meeting.

RECOMMENDATION:

That the Board of School Directors approves the addendum to the standard contract for Sodexo to provide food service management services for the 2012-2013 school year at a rate of $0.094 per lunch for management fee and $0.146 per lunch for general and administrative expense.

Account Code and Account Title: 50-3100-517 Food Service Fund
Account Balance: 2012-2013 Budget

26. *E-Rate Consulting Service Contract*

INFORMATION:

The Bethlehem Area School District has used E-Rate Exchange, LLC as its E-Rate consultant since 2008. The service includes consultation, preparation, and filing of E-Rate forms with the Universal Service Administrative Company (USAC) to insure that the district maximizes its annual E-Rate reimbursements and files in compliance with E-Rate timelines and regulations.

The administration requested quotes from three E-Rate consulting services and received the following information:

Consulting Firm	Annual Fee
E-Rate Exchange, LLC	$4,750
Central Susquehanna IU16	$7,500
E-Rate Online	$8,000

This information was reviewed with the Board at the June 18, 2012, Board Finance Committee Meeting.

RECOMMENDATION:

That the Board of School Directors approves a two-year E-Rate consulting service agreement for 2012-2013 and 2013-2014 with E-Rate Exchange, LLC for an annual fee of $4,750 per year.

Account Code and Account Title: General Fund–2240-330–Computer Instruction Professional Services
Account Balance: To be Budgeted in 2012-2013 and 2013-2014

27. *Contracted Service Agreements for 2012-2013*

INFORMATION:

The District currently has a need to provide contracted services, such as speech/language services, orientation and mobility services, school psychologist services, and certified registered nurse practioner to those students who require them based upon their individual needs.

This information was reviewed with the Board at the June 18, 2012, Board Finance Committee Meeting.

RECOMMENDATION:

That the Board of Directors approves the following agreements with the individuals who will perform those duties and responsibilities for 2012-2013:

A. Diane Harpster – Speech/Language Services based upon students needs as outlined in their Individualized Education Plans (IEP's) at a rate of $55 per hour.

B. Antonia Torpey – Orientation and Mobility Services based upon students needs as outlined in their Individualized Education Plans (IEP's) at a rate of $80 for a 60-minute session, evaluation, and report writing.

C. Janine Wargo – School Psychology Services at a rate of $450 per eight data reviews, three gifted written reports, and/or one full evaluation report.

D. Debra Cline – Certified Registered Nurse Practioner Services for School Based Access Program at a rate of $9 per IEP.

Account Code and Name: Medical Assistance-ACCESS Funds
Account Balance: $1,404,452

28. *Colonial Intermediate Unit 20 Contract for Service Agreements*

INFORMATION:

The District currently has various educational contracts with Colonial Intermediate Unit 20 that provides services to Bethlehem Area School District students where it is more cost effective than for the District to provide the services directly for one or a few students. The Colonial Intermediate Unit 20 Board of School Directors approved two Contract for Service for translation services for two students in the Extended School Year Program at Liberty High School from June 28 through July 26, 2012, and the second Contract of Service for interpreting services for a parent during a parent meeting at Broughal Middle School on November 3, 2011. It is recommended that these agreements be approved as the most effective solution for the students' educational needs.

This information was reviewed with the Board at the June 18, 2012, Board Finance Committee Meeting.

RECOMMENDATION:

That the Board of School Directors approves the Contract for Service with Colonial Intermediate Unit 20 for:

Ms. Irina Rosario-Flynn to provide translation services for two students in the Extended School Year Program at Liberty High School from June 18 through July 26, 2012	$31.20/hour for 80 hours not to exceed $2,496
Ms. Merri Cuadra to provide interpreting services for a parent meeting at Broughal Middle School on November 3, 2011	$31.20/hour for 1.5 hours not to exceed $46.80

Account Code and Account Title: General Fund 1200-322-Special Education IU Services
Account Balance: $2,630,322.93

29. *Appointment of Tax Collectors*

INFORMATION:

Annually, school district tax collectors are appointed for the ensuing school year. Tax collectors are required to be bonded before assuming those duties.

This information was reviewed with the Board at the June 18, 2012, Board Finance Committee Meeting.

RECOMMENDATION:

That the Board of School Directors appoints the following tax collectors for the 2012-2013 school year:

For All Municipalities: City of Bethlehem, Bethlehem Township, Fountain Hill Borough, Freemansburg Borough, and Hanover Township	
Tax	**Tax Collector**
School Real Estate Tax	Donna Storrs, Tax Clerk Bethlehem Area School District
Delinquent School Real Estate Tax	Portnoff Law Associates
School Per Capita Tax (PSC 679 and Act 511)	Berkheimer Associates
Delinquent School Per Capita Tax	Berkheimer Associates
Earned Income	Keystone Collections Group (as appointed by Northampton County Tax Collection Committee)
Local Services Tax	
City of Bethlehem	Keystone Collections Group
Bethlehem Township, Fountain Hill Borough, Freemansburg Borough, and Hanover Township	Berkheimer Associates
Business Privilege Mercantile Tax	
City of Bethlehem	City of Bethlehem Treasurer
Bethlehem Township, Fountain Hill Borough, Freemansburg Borough, and Hanover Township	Berkheimer Associates
Realty Transfer Tax	
City of Bethlehem and Fountain Hill Borough	Lehigh County
City of Bethlehem, Bethlehem Township, Freemansburg Borough, and Hanover Township	Northampton County

30. *Real Estate Tax Assessment Appeal Stipulation*

INFORMATION:

The District was notified of a proposed Real Estate Tax Assessment Stipulation and tax loss chart for property in Bethlehem Township. The property owner's appraisal and Northampton County's appraisal were different with the County's surplus land being valued too low. A settlement proposal is to split the difference and add value to the surplus land. The solictor is recommending authorization to sign the Stipulation on behalf of the District.

This information was reviewed with the Board in Executive Session on June 18, 2012.

RECOMMENDATION:

That the Board of School Directors approves the Stipulation settling a real estate tax assessment appeal for AmerisourceBergen Drug Corporation, Case No. C48-CV2011-10081, Tax Parcel Number L6-16-4D-0214, Bethlehem Township.

31. *Payment of Invoices and Budget Transfers to Close the 2011-2012 Fiscal Year*

INFORMATION:

Annually, the District works with our local auditors to make all reconciling entries, budget transfers and final payments to close the fiscal year. Any payments will be presented for Board approval as usual and closing procedures will be completed with Gorman and Associates as required by state and mandated auditing procedures.

This information was reviewed with the Board at the June 18, 2012, Board Finance Committee Meeting.

RECOMMENDATION:

That the Board of School Directors authorizes the administration to pay final invoices applicable to the 2011-2012 budget and to make necessary budget transfers to close the fiscal year in conjunction with Gorman and Associates, the District's independent auditor.

32. *Payment of Bills Prior to the August Board Meeting*

INFORMATION:

The schedule of meetings approved by the Board of School Directors for the 2012-2013 school year does not have a Regular Board Meeting scheduled for the month of July 2012. Due to the six-week break between the June and August Regular Board Meetings, the Board must authorize the administration to pay the bills necessary prior to the August 13, 2012, Regular Board Meeting with ratification at that meeting.

This information was reviewed with the Board at the June 18, 2012, Board Finance Committee Meeting.

RECOMMENDATION:

That the Board of School Directors authorizes the administration to pay the bills necessary prior to the August 13, 2012, Regular Board Meeting with ratification at that meeting.

33. *Designation of Depositories for the 2012-2013 Fiscal Year*

INFORMATION:

Annually, school districts are required to designate depositories for school funds. This information was reviewed at the June 18, 2012, Board Finance Committee Meeting.

RECOMMENDATION:

That the Board of School Directors approves the following depositories for school funds for the 2012-2013 fiscal year with funds to be insured and/or collateralized and invested in accordance with the School Laws of Pennsylvania and the Bethlehem Area School District's Board Policy and authorize the school district facsimile signatures to be filed with the Pennsylvania Department of Community Affairs:

Bank of America
Bethlehem Teachers Federal Credit Union
CitiBank/Morgan Stanley
JP Morgan Chase Bank
Keystone Nazareth Bank & Trust
M&T Bank
Pennsylvania Local Government Investment Trust (PLGIT)
- All programs, including PLGIT-Class, PLGIT/PLUS, PLGIT/I-Class, PLGIT/TERM, PLGIT-CD, and PLGIT/ARM.

Pennsylvania School District Liquid Asset Fund (PSDLAF)
- All programs including Liquid Series, PSDMAX, Collateralized CD Investment Pool, FDIC Insured CD Program, US Treasury and Government Agency Securities and Cash Flow Optimization (CFO) Programs.

Pennsylvania Treasurer's Investment Programs for Local Governments (INVEST)
People First Credit Union
PNC Bank
Sovereign Bank
US Bank
Wells Fargo Bank

34. *Commitment of Fund Balance June 30, 2012*

INFORMATION:

In accordance with the new Governmental Accounting Standards Board (GASB) Statement 54 and Board Policy 620 Fund Balance, the Board annually may commit or constrain a portion of fund balance for specified purposes which can include Capital Reserve Funds, PSERS or any other Board approved purpose with the amount to be determined following the close of the fiscal year but prior to the final audited financial statements being prepared.

It is anticipated that the District will realize a surplus from its operations following the close of the audited fiscal year 2011-2012 and the Board has previously indicated a desire to grow the balance in the Capital Reserve Fund for future capital needs district wide while maintaining the general fund balance at its current eight (8) percent level. It is therefore recommended that the Board authorize the commitment of fund balance from the General Fund for the Capital Reserve Fund for 2011-2012 with the amount to be determined by the administration following the completion of the annual audit and prior to the final financial statements being prepared.

This information was reviewed with the Board at the June 18, 2012, Board Finance Committee Meeting.

RECOMMENDATION:

That the Board of School Directors designates a portion of any operating surplus for the fiscal year ending June 30, 2012, to be committed as Capital Reserve Funds for future capital projects, summer maintenance and long-range improvements with the amount to be determined after the audit is completed but prior to the financial statements being finalized.

35. *PSBA Legislative Platform Proposals*

INFORMATION:

The Pennsylvania School Boards Association (PSBA) drafts and approves a Legislative Platform each year as an official record of positions on legislative items. Each PSBA member school district is invited to submit resolutions and/or legislative items to be considered for the PSBA 2013 Legislative Platform.

This information was reviewed with the Board at the June 18, 2012, Board Finance Committee Meeting.

RECOMMENDATION:

That the Bethlehem Area School District Board of School Directors approves the legislative items below to be submitted to PSBA for consideration for inclusion in the PSBA 2013 Legislative Platform.

1. PSBA supports legislation that eliminates the financial burden on local school districts by funding cyber charter schools at the state level. Further, district funding for brick and mortar charter schools should be limited to charters granted by school boards and funded at a cost based on actual documented educational expenditures and not to exceed the sending district's actual educational expenditures per student. (This legislative item is currently included in the 2012 PSBA Legislative Platform)

2. PSBA opposes legislation that requires school districts to make payments to a charter school for early childhood and kindergarten programs that a student's district of residence does not offer. (This legislative item is currently included in the 2012 PSBA Legislative Platform)

3. PSBA opposes legislation that requires a district to pay a 5% fee to the county when the district uses a third party to collect delinquent taxes.

4. PSBA supports the right of districts to initiate property assessment appeals and supports legislation that requires such appeals to generate at minimum $10,000.00 in additional revenue to the district.

5. PSBA supports legislation to reduce reliance on property taxes to fund public schools.

36. *Bid Award - Custodial Supplies 2012*

INFORMATION:

Bids were received and publicly opened at 2:00 p.m., Wednesday, May 30, 2012, for Custodial Supplies. Bids were mailed to 42 vendors with 20 bids received. The bids have been tabulated and reviewed by the appropriate administrative and supervisory personnel. The recommendation of the awards is based upon the lowest responsible bidder meeting specifications.

VENDOR	AMOUNT
Beltex Company Inc.	$ 1,320.00
Central Poly Corp.	3,123.20
Certified Chemical Corp.	8,967.30
Fuller Paper Company Inc.	4,953.90
Indco Inc.	738.40
Jersey Paper Plus Inc.	1,338.00
L.J.C. Distributors	976.80
Penn Valley Chemical Company Inc.	46,218.86
Philip Rosenau Company Inc.	37,819.32
Pyramid School Products	2,929.71
TOTAL AMOUNT AWARDED	$108,385.49

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

This information was reviewed with the Board at the June 18, 2012, Board Finance Committee Meeting.

RECOMMENDATION:

That the Board of School Directors awards the bids for the 2012 Custodial Supplies to the lowest responsible bidders who have met the specifications for the total amount of $108,385.49 to be paid from the 2012-2013 General Fund Budget.

Account Code and Account Title: General Fund 2600-610 Supplies
Account Balance: 2012-2013 Budget

37. *Bid Award - Fall Sports Supplies 2012*

INFORMATION:

Bids were received and publicly opened at 2:00 p.m., Tuesday, June 5, 2012, for Fall Sports Supplies. Bids were mailed to 29 vendors with 23 bids received. The bids have been tabulated and reviewed by the appropriate administrative and supervisory personnel. The recommendation of the awards is based upon the lowest responsible bidder meeting specifications.

VENDOR	AMOUNT
Anaconda Sports Inc.	$ 358.00
ARC Sports of New York LLC	516.00
Cannon Sports Inc.	3,828.15
Collins Sports Medicine	1,352.53
Coplay Sporting Goods	4,242.00
Gilman Gear	1,032.00
Herb's Sports Shop	8,067.86
Medco Supply	1,427.25
Metuchen Center Inc.	1,383.00
Moore Medical Corp.	604.44
Neff Company	757.79
Passons Sporting Goods	37,722.20
Port Jefferson Sporting Goods	1,725.84
Pyramid School Products	419.64
Triple Crown Sports	4,368.40
United Health Supplies Inc.	8,996.60
TOTAL AMOUNT AWARDED	$ 76,801.70

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

This information was reviewed with the Board at the June 18, 2012, Board Finance Committee Meeting.

RECOMMENDATION:

That the Board of School Directors awards the bids for the 2012 Fall Sports to the lowest responsible bidders who have met the specifications for the total amount of $76,801.70 to be paid from the 2012-2013 Athletic Fund Budget.

Account Code and Account Title: Athletic Fund-29-3250-610-Supplies
Account Balance: 2012-2013 Budget

38. *Bid Award - Heating Supplies 2012*

INFORMATION:

Bids were received and publicly opened at 2:00 p.m., Wednesday, May 30, 2012, for Heating Supplies. Bids were mailed to 16 vendors with eight (8) bids received. The bids have been tabulated and reviewed by the appropriate administrative and supervisory personnel. The recommendation of the awards is based upon the lowest responsible bidder meeting specifications.

VENDOR	AMOUNT
APR Supply Company	$16,238.08
Associated Controls Inc.	2,194.42
Bonfitto Inc.	256.50
Capp Inc.	8,149.87
CM3 Building Solutions	586.92
Energy Equip and Control Inc.	3,706.70
Johnstone Supply	6,392.76
TOTAL AMOUNT AWARDED	$37,525.25

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

This information was reviewed with the Board at the June 18, 2012, Board Finance Committee Meeting.

RECOMMENDATION:

That the Board of School Directors awards the bids for the 2012 Heating Supplies to the lowest responsible bidders who have met the specifications for the total amount of $37,525.25 to be paid from the 2012-2013 General Fund Budget.

Account Code and Account Title: General Fund 2600-610 Supplies
Account Balance: 2012-2013 Budget

39. *Bid Award – Lamps and Bulbs 2012*

INFORMATION:

Bids were received and publicly opened at 2:00 p.m., Wednesday, May 30, 2012, for Lamps and Bulbs. Bids were mailed to 12 vendors with three (3) bids received. Lamps and bulbs are evaluated and awarded on a per unit cost. Purchases will be made as lamps and bulbs are needed during the 2012-2013 school year. The bids have been tabulated and reviewed by appropriate administrative and supervisory personnel. The recommendation of the awards is based upon the lowest responsible bidder meeting specifications.

VENDORS

Cooper Electric Supply
Stokes Electrical

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

This information was reviewed with the Board at the June 18, 2012, Board Finance Committee Meeting.

RECOMMENDATION:

That the Board of School Directors awards the bids for the 2012 Lamps and Bulbs to the lowest responsible bidders who have met the specifications to be paid from the 2012-2013 General Fund Budget.

Account Code and Account Title: General Fund-2600-610-Supplies
Account Balance: 2012-2013 Budget

40. *Bid Award – Paper Supplies 2012*

INFORMATION:

Bids were received and publicly opened at 2:00 p.m., Wednesday, May 23, 2012, for Paper Supplies. Bids were mailed to 16 vendors with 12 bids received. The bids have been tabulated and reviewed by the appropriate administrative and supervisory personnel. The recommendation of the awards is based upon the lowest responsible bidder meeting specifications.

VENDORS	AMOUNT
Kurtz Brothers Corp.	$ 7,165.66
Paper Mart Inc.	10,395.77
Phillips Supply Company	2,093.35
Pyramid School Products	5,271.68
School Specialty	941.45
Standard Stationery Supply	160.27
Xerox Corporation	5,657.35
Xpedx	969.36
TOTAL AMOUNT AWARDED	$32,654.89

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

This information was reviewed with the Board at the June 18, 2012, Board Finance Committee Meeting.

RECOMMENDATION:

That the Board of School Directors awards the bids for the 2012 Paper Supplies to the lowest responsible bidders who have met the specifications for the total amount of $32,654.89 to be paid from the 2012-2013 General Fund Budget.

Account Code and Account Title: General Fund-1100-610-Paper Supplies
Account Balance: 2012-2013 Building Budgets

41. *Bid Award – School Buses*

INFORMATION:

Bids were received and publicly opened at 12:00 p.m., Wednesday, June 13, 2012, for:

72 passenger school buses
30 passenger school buses
24 passenger school buses with wheelchair lifts

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.)

The Board approved $300,000 for the lease or purchase of school buses in the 2012-2013 budget. The bids were received with pricing to purchase or lease with the leasing being the most financially advantageous at this time. The awarded amounts represent the one year cost for a five-year lease of twelve (12) full sized buses (72 passenger); four (4) mini buses (30 passenger); and four (4) mini-buses with wheelchair lifts (24 passenger). At the end of the five-year lease, the buses will be owned by the district.

This information was reviewed with the Board at the June 18, 2012, Board Finance Committee Meeting.

RECOMMENDATION:

That the Board of School Directors authorizes the administration to award a five-year capital lease for 20 school buses to the lowest responsible bidder meeting specifications as indicated on the attached Tabulation of Bids totaling $298,741.10 per year as indicated below.

Wolfington Body Company, Inc. P.O. Box 218 Exton, Pennsylvania 19341	$194,904.00
Rohrer Bus Sales 1515 State Road P.O. Box 100 Duncannon, Pennsylvania 17020	$103,837.10

Account Code and Account Title: General Fund-5110-830/910-Debt Service-Vehicle Lease
Account Balance: 2012-2013 Budget

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

Bid Opening: June 13, 2012 June 25, 2012

TABULATION OF BIDS
FOR
SCHOOL BUSES

		Leibensperger Transportation Sales, Inc.	Wolfington Body Company, Inc.	Rohrer Bus Sales	Qty	Annual Lease Price	Comparative Prices
72 Passenger School Bus							
Purchase	12	No Bid	$ 77,830.00	$ 77,334.00**	12		$ 933,960.00
Lease*	12	No Bid	**16,242.00**	16,199.72**	12	$ 194,904.00	$ 974,521.00
30 Passenger School Bus							
Purchase	4	$ 58,057.00	$ 62,386.00	$ 57,916.00	4		$ 231,664.00
Lease*	4	12,527.09	13,018.00	**12,132.09**	4	$ 48,528.36	$ 242,642.80
24 Passenger School Bus with WC lift							
Purchase	4	$ 63,387.00**	$ 67,334.00	$ 66,008.00	4		$ 264,032.00
Lease*	4	13,677.15**	14,051.00	**13,827.18**	4	$ 55,308.72	$ 276,544.60
				Total Purchase	20		$ 1,429,656.00
BID AWARD				Total 5 yr Lease	20	**$ 298,741.08**	$ 1,493,708.40
				Difference			$ 64,052.40

* Annual Lease Amount: Lease is a five year lease to purchase program paid annually with a $1.00 buy out at the end of the lease program. The first payment is due upon delivery of vehicle(s).

** Does not meet specifications

4 specifications mailed
3 bids received

42. *Bid Award - Science Supplies 2012*

INFORMATION:

Bids were received and publicly opened at 2:00 p.m., Wednesday, May 23, 2012, for Science Supplies. Bids were mailed to 18 vendors with 13 bids received. The bids have been tabulated and reviewed by the appropriate administrative and supervisory personnel. The recommendation of the awards is based upon the lowest responsible bidder meeting specifications.

VENDOR	AMOUNT
Benz Microscope Optics Center	$ 199.51
Bio Corporation	1,141.08
Connecticut Valley Bio Supply	848.75
ETA hand2mind	149.37
Fisher Science Education	5,295.87
Frey Scientific Inc.	2,067.41
Para Scientific	591.67
Parco Scientific	536.30
Sargent-Welch	1,152.88
Science Kit LLC	3,103.17
TOTAL AMOUNT AWARDED	$15,086.01

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

This information was reviewed with the Board at the June 18, 2012, Board Finance Committee Meeting.

RECOMMENDATION:

That the Board of School Directors awards the bids for the 2012 Science Supplies to the lowest responsible bidders who have met the specifications for the total amount of $15,086.01 to be paid from the 2012-2013 General Fund Budget.

Account Code and Account Title: General Fund-1100-610-Supplies
Account Balance: 2012-2013 Budget

43. *Bid Award – Tires and Service*

INFORMATION:

Bids were received and publicly opened at noon Wednesday, June 6, 2012, for Tires and Service. Bids were mailed to three (3) vendors with two (2) bids received. Purchases will be made as needed during the 2012-2013 school year. The bids have been tabulated and reviewed by the appropriate administrative and supervisory personnel.

VENDORS

McCarthy Tire Service
Service Tire Truck Centers

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

This information was reviewed with the Board at the June 18, 2012, Board Finance Committee Meeting.

RECOMMENDATION:

That the Board of School Directors authorizes the administration to award one-year contracts to the lowest responsible bidder meeting specifications for Tires and Service subject to proper execution of contract documents and performance bond as required in the bid specifications to be paid from the 2012-2013 General Fund Budget.

Account Code and Account Title: **General Fund-2740-433-Transp.-Vehicle Repair**
General Fund-2740-610-Transp.-Tires
General Fund-2600-433-Maint.-Vehicle Repair
General Fund-2600-610-Maint.-Vehicle Supplies
Account Balance: 2012-2013 Budget

44. *Bid Award – Vehicle Parts 2012*

INFORMATION:

Bids were received and publicly opened at 2:00 p.m., Thursday, June 7, 2012, for Vehicle Parts. Bids were mailed to 24 vendors with 18 bids received. Vehicle parts are evaluated and awarded on a per unit cost. Purchases will be made as vehicle parts are needed during the 2012-2013 school year. The bids have been tabulated and reviewed by the appropriate administrative and supervisory personnel. The recommendation of the awards is based upon the lowest responsible bidder meeting specifications.

VENDORS

Bids being reviewed.

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

This information was reviewed with the Board at the June 18, 2012, Board Finance Committee Meeting.

RECOMMENDATION:

That the Board of School Directors awards the bids for the 2012 Vehicle Parts to the lowest responsible bidders who have met the specifications to be paid from the 2012-2013 General Fund Budget.

Account Code and Account Title: General Fund-2740-610-Vehicle Repair Parts
Account Balance: 2012-2013 Budget

45. *School Related Organizations*

INFORMATION:

For the purpose of liability insurance coverage, the following list of school-related organizations is provided:

SCHOOL	ORGANIZATION
Asa Packer Elementary School	PTA
Broughal Middle School	PTO
Calypso Elementary School	PTC
Clearview Elementary School	PTO
Donegan Elementary School	PTO
East Hills Middle School	PA
Farmersville Elementary School	PTA
Fountain Hill Elementary School	PTA
Freedom High School	PTO
Freemansburg Elementary School	PTO
Governor Wolf Elementary School	PTA
Hanover Elementary School	PTA
James Buchanan Elementary School	PTA
Liberty High School	PAC
Lincoln Elementary School	PTO
Marvine Elementary School	PTO
Miller Heights Elementary School	PTO
Nitschmann Middle School	NPG
Northeast Middle School	NEPTA
Spring Garden Elementary School	PTO
Thomas Jefferson Elementary School	PTO
William Penn Elementary School	PTO

This information was reviewed with the Board at the June 18, 2012, Board Finance Committee Meeting.

Budgetary Transfers

RECOMMENDATION:

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

June, 2012

Bethlehem Area School District
2011-12 Budget Transfers

FROM ACCOUNT	DESCRIPTION	TO ACCOUNT	DESCRIPTION	AMOUNT	REASON
10-1100-610-000-10-118-000-180-0000	Instr-Gen Supplies	10-1100-122-000-10-118-000-180-0000	Instr-Salary Prof Sub	$ 100.00	Sub Coverage for TDA
10-1100-640-000-10-101-000-010-0000	Instr-Books	10-1100-173-105-10-101-000-010-0000	Instr-Salary Bus Driver Extra	$ 48.62	4th Grade Field Trip Hawk Mtn
10-1100-640-000-10-105-000-050-0000	Instr-Books	10-1100-173-105-10-105-000-050-0000	Instr-Salary Bus Driver Extra	$ 235.91	Field Trip Expense
10-1100-610-000-10-118-000-180-0000	Instr-Gen Supplies	10-1100-173-105-10-118-000-180-0000	Instr-Salary Bus Driver Extra	$ 100.25	Field Trip-Transportation
10-1100-610-000-10-119-000-190-0000	Instr-Gen Supplies	10-1100-173-105-10-119-000-190-0000	Instr-Salary Bus Driver Extra	$ 41.74	3rd Grade Bach Choir Field Trip
10-1100-122-000-10-121-000-210-0000	Instr-Salary Prof Sub	10-1100-173-105-10-121-000-210-0000	Instr-Salary Bus Driver Extra	$ 87.52	Middle School Visit
10-1100-610-000-10-125-000-250-0000	Instr-Gen Supplies	10-1100-173-105-10-125-000-250-0000	Instr-Salary Bus Driver Extra	$ 39.78	Field Trip-Transportation
10-1100-610-000-10-129-000-290-0000	Instr-Gen Supplies	10-1100-173-105-10-129-000-290-0000	Instr-Salary Bus Driver Extra	$ 339.81	Field Trip-Transportation
10-1100-122-000-10-121-000-210-0000	Instr-Salary Prof Sub	10-1100-220-000-10-121-000-210-0000	Instr-Soc Sec Contribution	$ 24.10	Building Tutoring
10-1100-640-000-10-101-000-010-0000	Instr-Books	10-1100-220-105-10-101-000-010-0000	Instr-Soc Sec Contribution	$ 3.71	Realign budget to actual
10-1100-640-000-10-105-000-050-0000	Instr-Books	10-1100-220-105-10-105-000-050-0000	Instr-Soc Sec Contribution	$ 14.82	Field Trip Soc Sec Exp
10-1100-610-000-10-119-000-190-0000	Instr-Gen Supplies	10-1100-220-105-10-119-000-190-0000	Instr-Soc Sec Contribution	$ 3.20	Field Trip Soc Sec Exp
10-1100-122-000-10-121-000-210-0000	Instr-Salary Prof Sub	10-1100-220-105-10-121-000-210-0000	Instr-Soc Sec Contribution	$ 6.51	Building Tutoring
10-1100-610-000-10-125-000-250-0000	Instr-Gen Supplies	10-1100-220-105-10-125-000-250-0000	Instr-Soc Sec Contribution	$ 2.96	Field Trip Soc Sec Exp
10-1100-610-000-10-129-000-290-0000	Instr-Gen Supplies	10-1100-220-105-10-129-000-290-0000	Instr-Soc Sec Contribution	$ 25.47	Field Trip Soc Sec Exp
10-1100-640-000-10-101-000-010-0000	Instr-Books	10-1100-230-105-10-101-000-010-0000	Instr-Retire Contribution	$ 4.21	Realign budget to actual
10-1100-640-000-10-105-000-050-0000	Instr-Books	10-1100-230-105-10-105-000-050-0000	Instr-Retire Contribution	$ 20.41	Field Trip Retirement Exp
10-1100-610-000-10-119-000-190-0000	Instr-Gen Supplies	10-1100-230-105-10-119-000-190-0000	Instr-Retire Contribution	$ 3.61	Field Trip Retirement Exp
10-1100-122-000-10-121-000-210-0000	Instr-Salary Prof Sub	10-1100-230-105-10-121-000-210-0000	Instr-Retire Contribution	$ 7.57	Field Trip Retirement Exp
10-1100-610-000-10-125-000-250-0000	Instr-Gen Supplies	10-1100-230-105-10-125-000-250-0000	Instr-Retire Contribution	$ 3.44	Field Trip Retirement Exp
10-1100-610-000-10-129-000-290-0000	Instr-Gen Supplies	10-1100-230-105-10-129-000-290-0000	Instr-Retire Contribution	$ 29.39	Field Trip Retirement Exp
10-1100-640-000-10-105-000-050-0000	Instr-Books	10-1100-432-000-10-105-162-050-0000	Instr-Repairs & Maint	$ 178.00	Instrument Repair
10-1100-610-000-10-121-000-210-0000	Instr-Gen Supplies	10-1100-432-000-10-121-162-210-0000	Instr-Repairs & Maint	$ 57.71	Instrument Repair
10-1100-610-000-10-129-000-290-0000	Instr-Gen Supplies	10-1100-432-000-10-129-162-290-0000	Instr-Repairs & Maint	$ 957.00	Instrument Repair
10-1100-610-000-10-121-100-210-0000	Instr-Art Supplies	10-1100-432-000-10-151-162-210-0000	Instr-Repairs & Maint	$ 57.71	Instrument Repair
10-1100-640-000-10-101-000-010-0000	Instr-Books	10-1100-550-000-10-101-000-010-0000	Instr-Printing & Binding	$ 450.22	Realign budget to actual
10-1100-640-000-10-105-000-050-0000	Instr-Books	10-1100-550-000-10-105-000-050-0000	Instr-Printing & Binding	$ 660.96	Realign Budget to Actual

June, 2012

Bethlehem Area School District
2011-12 Budget Transfers

10-1100-610-000-10-119-000-190-0000	Instr-Gen Supplies	10-1100-550-000-10-119-000-190-0000	Instr-Printing & Binding		$ 1,234.92	Printed Material for Students
10-1100-610-000-10-121-000-210-0000	Instr-Gen Supplies	10-1100-550-000-10-121-000-210-0000	Instr-Printing & Binding		$ 37.48	Printing and Binding
10-1100-610-000-10-121-115-210-0000	Instr-Paper Supplies	10-1100-550-000-10-121-000-210-0000	Instr-Printing & Binding		$ 151.40	Printing and Binding
10-2220-610-000-10-121-000-210-0000	Tech Sprt-Gen Supplies	10-1100-550-000-10-121-000-210-0000	Instr-Printing & Binding		$ 211.92	Printing and Binding
10-2240-610-000-10-121-535-210-0000	Computer Sprt Svcs-Supplies	10-1100-550-000-10-121-000-210-0000	Instr-Printing & Binding		$ 200.00	Printing and Binding
10-1100-640-000-10-126-000-260-0000	Instr-Books	10-1100-550-000-10-126-000-260-0000	Instr-Printing & Binding		$ 712.02	Printed Material for Students
10-1100-610-000-10-129-000-290-0000	Instr-Gen Supplies	10-1100-550-000-10-129-000-290-0000	Instr-Printing & Binding		$ 2,266.65	Printing Services
10-1100-610-105-20-244-000-440-0000	Instr-Gen Supplies	10-1100-550-105-20-244-000-440-0000	Instr-Printing & Binding		$ 2,500.00	Printing & Binding
10-1100-640-000-10-101-000-010-0000	Instr-Books	10-1100-580-000-10-010-000-010-0000	Instr-Travel		$295.07	Realign budget to actual
10-1100-610-000-10-125-000-250-0000	Instr-Gen Supplies	10-1100-580-000-10-125-000-250-0000	Instr-Travel		$ 426.48	Teacher Travel
10-1100-610-000-10-129-000-290-0000	Instr-Gen Supplies	10-1100-580-000-10-129-000-290-0000	Instr-Travel		$ 231.77	Teacher Travel
10-1100-610-105-20-244-000-440-0000	Instr-Gen Supplies	10-1100-582-000-20-244-000-440-0000	Instr-Field Trip		$ 815.00	Field Trip
10-1100-640-000-10-105-000-050-0000	Instr-Books	10-1100-618-000-10-105-000-050-0000	Instr-Admin Sftw/Lic		$ 208.67	Video Projector DO
10-2380-767-000-20-244-000-440-0000	Prin Office-Non-Cap Hrdw/Sftw	10-1100-640-000-20-244-000-440-0000	Instr-Books		$ 3,453.23	Books
10-1100-640-000-10-101-000-010-0000	Instr-Books	10-1100-650-000-10-101-000-010-0000	Instr-Tech Supplies		$ 250.00	Voicethread Subscription
10-2271-121-000-00-000-000-DT0-0000	Instr Staff Dev Svcs-Teacher Salary	10-1100-751-000-30-350-162-DT0-0000	Instr-Non-Cap Equip	1	$12,200.00	LHS Instruments
10-2160-131-872-10-125-088-000-0000	Social Wrk Svcs-Time Limited Grant	10-1100-751-398-30-350-000-000-0000	Instr-Non-Cap Equip/Sch DemGrant	1	$ 16,806.83	Science Equipment
10-2271-121-000-00-000-000-DT0-0000	Instr Staff Dev Svcs-Teacher Salary	10-1100-757-000-00-000-000-DT0-0000	Instr-Non-Cap HardSftw	1	$ 498.00	Computer part replacement
10-1241-640-000-10-102-000-020-0000	Learning Sprt-Books	10-1100-757-000-10-102-535-020-0000	Instr-Non-Cap HardSftw	1	$ 1,086.98	Whiteboard & Smart Bluetooth
10-1100-610-000-10-104-000-040-0000	Instr-Gen Supplies	10-1100-757-000-10-104-000-040-0000	Instr-Non-Cap HardSftw	1	$ 5,555.00	Smartboards & Projector
10-1100-610-000-10-116-000-160-0000	Instr-Gen Supplies	10-1100-757-000-10-116-000-160-0000	Instr-Non-Cap HardSftw	1	$ 1,718.70	Projector
10-1241-610-000-10-124-000-240-0000	Learning Sprt-Supplies	10-1100-757-000-10-124-000-240-0000	Instr-Non-Cap HardSftw	1	$ 108.50	Smartboards
10-2240-610-000-10-124-535-240-0000	Computer Sprt Svcs-Supplies	10-1100-757-000-10-124-000-240-0000	Instr-Non-Cap HardSftw	1	$ 400.00	Smartboards
10-2250-610-000-10-124-000-240-0000	Library Svcs-Supplies	10-1100-757-000-10-124-000-240-0000	Instr-Non-Cap HardSftw	1	$ 250.00	Smartboards
10-2250-640-000-10-124-000-240-0000	Library Svcs-Books	10-1100-757-000-10-124-000-240-0000	Instr-Non-Cap HardSftw	1	$ 236.50	Smartboards
10-2260-122-000-10-124-000-240-0000	C & I Dev Svcs-Salary Prof Sub	10-1100-757-000-10-124-000-240-0000	Instr-Non-Cap HardSftw	1	$ 500.00	Smartboards
10-2260-610-000-10-124-000-240-0000	C & I Dev Svcs-Supplies	10-1100-757-000-10-124-000-240-0000	Instr-Non-Cap HardSftw	1	$ 200.00	Smartboards
10-2260-640-000-10-124-000-240-0000	C & I Dev Svcs-Books	10-1100-757-000-10-124-000-240-0000	Instr-Non-Cap HardSftw	1	$ 200.00	Smartboards

June, 2012

Bethlehem Area School District
2011-12 Budget Transfers

10-2380-760-000-10-124-000-240-0000	Prin Office- Equip Replacement		10-1100-757-000-10-124-000-240-0000	Instr-Non-Cap HardSftw	1	$ 200.00	Smartboards
10-2380-810-000-10-124-000-240-0000	Prin Office-Dues & Fees		10-1100-757-000-10-124-000-240-0000	Instr-Non-Cap HardSftw	1	$ 200.00	Smartboards
10-1100-810-000-10-126-000-260-0000	Instr-Dues & Fees		10-1100-757-000-10-126-535-260-0000	Instr-Non-Cap HardSftw	1	$ 73.00	Projector
10-2160-131-872-10-125-088-000-0000	Social Wrk Svcs-Time Limited Grant		10-1100-757-398-30-350-000-000-0000	Instr-Non-Cap HardSftw/Sch DemGrant	1	$ 841.45	Tech Supplies
10-1100-610-000-10-121-000-210-0000	Instr-Gen Supplies		10-1100-761-000-10-121-000-210-0000	Instr-Non-Cap Equip Repl	1	$ 2,135.47	Caf Tables
10-1100-610-000-10-121-100-210-0000	Instr-Art Supplies		10-1100-761-000-10-121-000-210-0000	Instr-Non-Cap Equip Repl	1	$ 2,226.53	Caf Tables
10-1100-610-000-10-126-100-260-0000	Instr-Gen Supplies		10-1100-761-000-10-126-000-260-0000	Instr-Non-Cap Equip Repl	1	$ 1,191.30	Laminator
10-2240-750-000-10-126-535-260-0000	Computer Sprt Svcs-Equip Orig		10-1100-761-000-10-126-000-260-0000	Instr-Non-Cap Equip Repl	1	$ 1,942.00	Caf Tables
10-2271-121-000-00-000-000-DT0-0000	Instr Staff Dev Svcs-Teacher Salary		10-1100-761-000-30-350-140-DT0-0000	Instr-Non-Cap Equip Repl	1	$ 9,000.00	LHS Treadmills
10-2271-121-000-00-000-000-DT0-0000	Instr Staff Dev Svcs-Teacher Salary		10-1100-761-000-30-353-140-DT0-0000	Instr-Non-Cap Equip Repl	1	$ 6,000.00	FHS Treadmills
10-1100-750-000-20-244-000-440-0000	Instr-Equip		10-1100-767-000-20-244-535-440-0000	Instr-Non-Cap Tech Equip Repl	1	$ 2,000.00	Projectors & Document Cameras
10-1100-758-000-20-244-000-440-0000	Instr-Cap Equip		10-1100-767-000-20-244-535-440-0000	Instr-Non-Cap Tech Equip Repl	1	$ 2,000.00	Projectors & Document Cameras
10-2720-173-000-00-000-112-EY0-0000	Transp-Salary Bus Driver Extra		10-1100-894-155-10-116-120-EY0-0000	Instr-Student Fees	2	$ 503.00	Field Trip
10-2190-151-432-20-240-000-000-0000	Other Student Svcs-Salary Clerical		10-1450-610-432-20-240-000-000-0000	After School Pgms-Supplies	18	$ 1,115.82	Supplies
10-1190-191-432-20-242-000-000-0000	Instr Fed Funded-Teacher Ass't		10-1450-610-432-20-242-000-000-0000	After School Pgms-Supplies	18	$ 256.81	Supplies
10-1190-191-432-10-125-000-000-0000	After School Pgms-Teacher Asst		10-1450-757-432-10-105-000-000-0000	After School Pgms-Non Cap Equip	3	$ 2,336.00	Laptop Computer
10-1190-191-432-10-125-000-000-0000	After School Pgms-Teacher Asst		10-1450-757-432-10-116-000-000-0000	After School Pgms-Non Cap Equip	3	$ 1,168.00	Laptop Computer
10-1190-191-432-10-125-000-000-0000	After School Pgms-Teacher Asst		10-1450-757-432-10-125-000-000-0000	After School Pgms-Non Cap Equip	3	$ 1,168.00	Laptop Computer
10-1190-191-432-10-125-000-000-0000	After School Pgms-Teacher Asst		10-1450-757-432-10-129-000-000-0000	After School Pgms-Non Cap Equip	3	$ 1,168.00	Laptop Computer
10-1190-191-432-10-125-000-000-0000	After School Pgms-Teacher Asst		10-1450-894-432-10-100-000-000-0000	After School Pgms-Student Fees	4	$ 776.00	Tkts Health Awareness Night
10-1800-111-217-10-038-043-000-0000	Pre-K Counts-Salary		10-1800-329-217-10-038-000-000-0000	Pre-K Counts-Prof Ed Svcs Other	5	$ 400.00	Musical Performances
10-1800-111-217-10-038-043-000-0000	Pre-K Counts-Salary		10-1800-390-217-10-038-000-000-0000	Pre-K Counts-Other Purch Svcs	5	$ 2,000.00	Boys/Girls Clubs Janitorial Svcs
10-1800-111-217-10-038-043-000-0000	Pre-K Counts-Salary		10-1800-610-217-10-038-115-000-0000	Pre-K Counts-Supplies	6	$ 442.62	Paper Supplies
10-1800-111-217-10-038-043-000-0000	Pre-K Counts-Salary		10-1800-630-217-10-038-000-000-0000	Pre-K Counts-Food	6	$ 2,000.00	Food
10-1800-111-217-10-038-043-000-0000	Pre-K Counts-Salary		10-1800-640-217-10-038-000-000-0000	Pre-K Counts-Books	6	$ 5,521.00	Literacy Tool Kits
10-1800-111-217-10-038-043-000-0000	Pre-K Counts-Salary		10-1800-894-217-10-038-000-000-0000	Pre-K Counts-Student Fees	7	$ 1,257.00	Lehigh Valley Zoo
10-1100-640-000-10-101-000-010-0000	Instr-Books		10-2120-580-000-10-101-000-010-0000	Guidance Svcs-Travel		$ 275.00	Guidance Travel
10-1100-610-000-10-119-000-190-0000	Instr-Gen Supplies		10-2120-580-000-10-119-000-190-0000	Guidance Svcs-Travel		$ 50.00	Guidance Travel

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Bethlehem Area School District
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10-1100-610-000-10-129-000-290-0000	Instr-Gen Supplies		10-2120-580-000-10-129-000-290-0000	Guidance Svcs-Travel		$ 212.04	Guidance Travel
10-1100-610-000-10-125-000-250-0000	Instr-Gen Supplies		10-2120-640-000-10-125-000-250-0000	Guidance Svcs-Books		$ 605.16	Clinical Assessment Kits
10-1290-650-891-00-000-000-LF0-0000	Special Ed Other Sprt-Tech Supplies		10-2140-330-891-30-353-119-LF0-0000	Psych Svcs-Other Prof Svcs	8	$ 1,000.00	Psychological Svcs
10-1190-191-432-10-125-000-000-0000	After School Pgms-Teacher Asst		10-2190-329-432-20-200-000-000-0000	Other Student Svcs-Contracted Svcs	8	$ 3,150.00	Evaluator
10-1100-610-000-10-121-000-210-0000	Instr-Gen Supplies		10-2220-757-000-10-121-000-210-0000	Tech Svcs-Non-Cap Equip		$ 312.37	DVD Player & Speakers
10-2240-610-000-00-000-535-TK0-0000	Computer Sprt Svcs-Supplies		10-2240-438-000-00-000-535-TK0-0000	Computer Sprt Svcs- Maint/Upgrade		$ 169.00	Apple Comptr Parts Maint Agrmt
10-2240-610-000-00-000-535-TK0-0000	Computer Sprt Svcs-Supplies		10-2240-618-000-00-000-535-TK0-0000	Computer Sprt Svcs-Admin Sftw/Lic		$ 10,434.98	Lion Server Sin
10-2240-348-000-00-000-535-TL0-0000	Computer Sprt Svcs-Svcs Sprt Tech		10-2240-768-000-00-000-535-TL0-0000	Computer Sprt Svcs-Cap Equip		$ 11,720.00	Correct Prior Budget Transfer
10-2271-581-000-20-244-000-440-0000	Instr Staff Dev-Travel		10-2250-322-000-20-244-000-440-0000	Library Svcs-Prof Ed Svcs-IU's		$ 166.29	IDS Membership
10-1100-610-000-10-119-000-190-0000	Instr-Gen Supplies		10-2250-610-000-10-119-000-190-0000	Library Svcs-Supplies		$ 131.38	Library Supplies
10-2271-581-000-20-244-000-440-0000	Instr Staff Dev-Travel		10-2250-610-000-20-244-000-440-0000	Library Svcs-Supplies		$ 141.73	Library Supplies
10-1100-610-000-10-119-000-190-0000	Instr-Gen Supplies		10-2250-640-000-10-119-000-190-0000	Library Svcs-Books		$ 179.38	Library Books
10-1100-432-000-20-241-162-410-0000	Instr-Instrument Repair		10-2250-640-000-20-241-000-410-0000	Library Svcs-Books		$ 545.98	Increase Library Inventory
10-1100-442-000-20-241-000-410-0000	Instr-Rental of Equip		10-2250-640-000-20-241-000-410-0000	Library Svcs-Books		$ 1,324.74	Increase Library Inventory
10-1241-610-000-20-241-000-410-0000	Learning Sprt-Supplies		10-2250-640-000-20-241-000-410-0000	Library Svcs-Books		$ 856.05	Increase Library Inventory
10-2271-581-000-20-241-000-410-0000	Instr Staff Dev-Travel		10-2250-640-000-20-241-000-410-0000	Library Svcs-Books		$ 683.60	Increase Library Inventory
10-2380-530-000-20-241-000-410-0000	Prin Office-Communications		10-2250-640-000-20-241-000-410-0000	Library Svcs-Books		$ 1,175.01	Increase Library Inventory
10-2380-610-000-20-241-000-410-0000	Prin Office-Supplies		10-2250-640-000-20-241-000-410-0000	Library Svcs-Books		$ 592.99	Increase Library Inventory
10-2271-581-000-20-244-000-440-0000	Instr Staff Dev-Travel		10-2250-640-000-20-244-000-440-0000	Library Svcs-Books		$ 1,516.70	Library Books
10-2220-610-000-20-244-000-440-0000	Tech Sprt Svcs-Supplies		10-2250-767-000-20-244-000-440-0000	Library Svcs-Non-Cap Hrdw/Sftwc		$ 1,149.00	iMac
10-1100-610-000-10-125-000-250-0000	Instr-Gen Supplies		10-2260-122-000-10-125-000-250-0000	C & I Dev-Salary Prof Sub		$ 200.00	Substitute Teachers
10-2271-581-000-20-244-000-440-0000	Instr Staff Dev-Travel		10-2260-123-000-20-244-000-440-0000	C & I Dev Svcs-Salary Prof OT		$ 493.05	Curriculum Writing
10-2600-538-000-00-000-429-TK0-0000	Facilities-Telecomm Svcs		10-2260-538-000-00-000-000-TK0-0000	C & I Dev-Telecomm Svcs		$ 434.66	Cell Phone Service
10-2600-538-000-00-000-429-TK0-0000	Facilities-Telecomm Svcs		10-2269-538-000-00-000-119-TK0-0000	Special Ed-Telecomm Svcs		$ 687.24	Cell Phone Service
10-1290-610-000-00-000-003-LF0-0000	Special Ed Other Sprt-Supplies		10-2269-751-000-20-200-119-LF0-0000	Special Ed-Non-Cap Equip		$ 226.98	Shredder
10-1290-610-000-00-000-003-LF0-0000	Special Ed Other Sprt-Supplies		10-2269-767-000-10-100-119-LF0-0000	Special Ed-Non-Cap Hrdw/Sftw		$ 118.98	Module
10-1100-610-000-30-350-000-500-0000	Instr-Gen Supplies		10-2380-432-000-30-350-000-500-0000	Prin Office-Repairs & Maint	9	$ 1,584.00	Postage Machine
10-1100-640-000-10-101-000-010-0000	Instr-Books		10-2380-530-000-10-101-000-010-0000	Prin Office-Communications		$ 105.98	Realign budget to actual

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10-1100-640-000-10-105-000-050-0000	Instr-Books		10-2380-530-000-10-105-000-050-0000	Prin Office-Communications		$ 700.00	Postage
10-1100-610-000-10-119-000-190-0000	Instr-Gen Supplies		10-2380-530-000-10-119-000-190-0000	Prin Office-Communications		$ 270.00	Communication to Parents
10-2380-610-000-20-244-000-440-0000	Prin Office-Supplies		10-2380-530-000-20-244-000-440-0000	Prin Office-Communications		$ 1,000.00	Postage
10-1100-640-000-10-101-000-010-0000	Instr-Books		10-2380-550-000-10-101-000-010-0000	Prin Office-Printing		$ 80.25	Realign budget to actual
10-1100-640-000-10-105-000-050-0000	Instr-Books		10-2380-550-000-10-105-000-050-0000	Prin Office-Printing		$ 163.75	Letterhead
10-1100-610-000-10-119-000-190-0000	Instr-Gen Supplies		10-2380-550-000-10-119-000-190-0000	Prin Office-Printing		$ 23.50	Envelopes
10-1100-610-000-10-129-000-290-0000	Instr-Gen Supplies		10-2380-550-000-10-129-000-290-0000	Prin Office-Printing		$ 82.50	School Stationary
10-1100-610-000-10-129-000-290-0000	Instr-Gen Supplies		10-2380-580-000-10-129-000-290-0000	Prin Office-Travel		$ 500.00	Principal Travel
10-1100-640-000-10-105-000-050-0000	Instr-Books		10-2380-610-000-10-105-000-050-0000	Prin Office-Supplies		$ 554.51	Realign Budget to Actual
10-2380-530-000-10-121-000-210-0000	Prin Office-Communications		10-2380-650-000-10-121-000-210-0000	Prin Office-Supplies and Fees		$ 31.49	Parent Institute Newsletter Sub
10-2420-330-000-00-000-702-SS0-0000	Medical Svcs-Other Prof Svcs		10-2420-610-000-00-000-000-EH0-0000	Medical Svcs-Supplies		$ 5,128.54	Realign Budget to Actual
10-2420-330-000-00-000-702-SS0-0000	Medical Svcs-Other Prof Svcs		10-2440-330-000-00-000-000-EH0-0000	Nursing Svcs-Other Prof Svcs		$ 75.00	Translation
10-1100-640-000-10-101-000-010-0000	Instr-Books		10-2440-610-000-10-101-000-010-0000	Nursing Svcs-Supplies		$ 93.45	Realign budget to actual
10-1100-640-000-10-105-000-050-0000	Instr-Books		10-2440-610-000-10-105-000-050-0000	Nursing Svcs-Supplies		$ 60.32	Health Room Supplies
10-1100-610-000-10-119-000-190-0000	Instr-Gen Supplies		10-2440-610-000-10-119-000-190-0000	Nursing Svcs-Supplies		$ 96.62	Health Room Supplies
10-1100-610-000-10-126-000-260-0000	Instr-Gen Supplies		10-2440-610-000-10-126-000-260-0000	Nursing Svcs-Supplies		$ 85.86	Health Room Supplies
10-1100-610-000-10-129-000-290-0000	Instr-Gen Supplies		10-2440-610-000-10-129-000-290-0000	Nursing Svcs-Supplies		$ 88.30	Health Room Supplies
10-2271-581-000-20-244-000-440-0000	Instr Staff Dev-Travel		10-2440-610-000-20-244-000-440-0000	Nursing Svcs-Supplies		$ 250.21	Nursing Supplies
10-2500-610-000-00-000-000-GA0-0000	Business Svcs-Gen Supplies		10-2500-432-000-00-000-412-GA0-0000	Business Svcs-Equip Repair/Maint	10	$ 800.10	Booklet Maker Maint Agreement
10-2500-610-000-00-000-000-GA0-0000	Business Svcs-Gen Supplies		10-2500-432-000-00-000-550-GP0-0000	Business Svcs-Equip Repair/Maint	10	$ 137.72	Copier Repair
10-1100-610-000-10-129-000-290-0000	Instr-Gen Supplies		10-2600-580-000-10-129-000-290-0000	Facilities-Travel		$ 241.08	Custodian Travel
10-1100-610-000-10-126-000-260-0000	Instr-Gen Supplies		10-2600-610-000-10-126-000-260-0000	Facilities-Supplies		$ 104.24	Safety Walking Grippes
10-2271-581-000-20-244-000-440-0000	Instr Staff Dev-Travel		10-2600-610-000-20-244-000-440-0000	Facilities-Supplies		$ 16.15	Faucet
10-2220-411-000-00-000-535-TK0-0000	Tech Sprt Svcs-Disposal Svcs		10-2650-433-000-00-000-690-TK0-0000	Vehicle Oper-Maint/Repairs		$ 329.02	Vehicle Repair
10-2220-411-000-00-000-535-TK0-0000	Tech Sprt Svcs-Disposal Svcs		10-2660-751-000-00-000-000-TK0-0000	Security- Non-Cap Equip		$ 18.26	Motor Part
10-1100-610-000-10-126-000-260-0000	Instr-Gen Supplies		10-2660-767-000-10-126-000-260-0000	Security-Non-Cap Hrdw/Sftw		$ 515.10	Walkie Talkie
10-2600-538-000-00-000-429-TK0-0000	Facilities-Telecomm Svcs		10-2710-538-000-00-000-000-TK0-0000	Transpt-Telecomm Svcs		$ 108.24	Cell Phone Service
10-2830-610-000-00-000-000-CK0-0000	Staff Svcs-Supplies		10-2830-810-000-00-000-000-CK0-0000	Staff Svcs-Dues & Fees	11	$ 360.00	SHRM Membership

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Bethlehem Area School District
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10-2600-538-000-00-000-429-TK0-0000	Facilities-Telecomm Svcs		10-2840-338-000-00-000-535-TK0-0000	Data Proc-Prof Tech Svcs		$ 4,875.00	E-Rate Consulting Svcs
10-2600-538-000-00-000-429-TK0-0000	Facilities-Telecomm Svcs		10-2840-538-000-00-000-535-TK0-0000	Data Proc-Telecomm Svcs		$ 9,546.57	Network Svcs
10-2220-411-000-00-000-535-TK0-0000	Tech Sprt Svcs-Disposal Svcs		10-2840-580-000-00-000-535-TK0-0000	Data Proc-Mileage		$ 38.27	Mileage
10-2220-411-000-00-000-535-TK0-0000	Tech Sprt Svcs-Disposal Svcs		10-2840-610-000-00-000-535-TK0-0000	Data Proc-Supplies		$ 14.97	Lock
10-2271-581-000-20-244-000-440-0000	Instr Staff Dev-Travel		10-3210-173-105-20-244-000-440-0000	Student Act-Salary Bus Driver Extra		$ 175.23	Field Trip Expense
10-2271-581-000-20-244-000-440-0000	Instr Staff Dev-Travel		10-3210-220-105-20-244-000-440-0000	Student Act-Soc Sec Contribution		$ 13.40	Field Trip Expense
10-2271-581-000-20-244-000-440-0000	Instr Staff Dev-Travel		10-3210-230-105-20-244-000-440-0000	Student Act-Retire Contribution		$ 15.16	Field Trip Expense
10-3210-610-145-10-129-045-000-0000	Student Act-Highmark Gen Supplies		10-3210-324-145-10-129-045-000-0000	Student Act-Prof Ed Training	12	$ 399.00	Peaceful Playground Training
10-3210-610-000-20-244-000-440-0000	Student Act-Supplies		10-3210-767-000-20-244-000-440-0000	Student Act-Non-Cap Hrdw/Sftw		$ 1,149.00	iMac
10-2600-422-000-00-000-000-NE0-0000	Facilities-Electricity		10-3250-330-000-30-350-000-NE0-0000	Athletics-Other Prof svcs	12	$ 825.00	GMAX Shock Absorbing Testing
10-1100-610-000-00-000-000-990-0000	Instr-Gen Supplies		10-3250-340-000-30-350-901-000-0000	Athletics-Tech Svcs	12	$ 1,190.00	Football Game Tapes
10-1100-610-000-00-000-000-990-0000	Instr-Gen Supplies		10-3250-340-000-30-353-901-000-0000	Athletics-Tech Svcs	12	$ 1,105.00	Football Game Tapes
10-1100-610-000-00-000-000-990-0000	Instr-Gen Supplies		10-3250-350-000-30-350-901-000-0000	Athletics-Security/Safety Svcs	12	$ 1,500.00	Security
10-2600-422-000-00-000-000-NE0-0000	Facilities-Electricity		10-3250-610-000-30-300-900-NE0-0000	Athletics-Gen Supplies	13	$ 930.00	Grass Seed
10-1100-610-000-00-000-000-990-0000	Instr-Gen Supplies		10-3250-610-000-30-353-913-DU0-0000	Athletics-Boys Volleyball Supplies	13	$ 1,132.26	FHS Boys Volleyball Uniforms
10-1100-610-000-00-000-000-990-0000	Instr-Gen Supplies		10-3250-894-000-30-350-921-DU0-0000	Athletics-Student Fees	14	$ 1,515.00	PIAA Track Meet-LHS
10-1100-610-000-00-000-000-990-0000	Instr-Gen Supplies		10-3250-894-000-30-353-921-DU0-0000	Athletics-Student Fees	14	$ 460.00	PIAA Track Meet-FHS
10-1100-121-000-00-000-000-HR0-0000	Instr-Teacher Salary		10-3210-131-000-00-000-900-SS0-0000	Student Act-Salary Other Prof	15	$ 60,376.16	Realign budget to actual
10-1190-121-411-10-119-000-000-0000	Title 1 Part A-Teacher Salary		10-3300-123-411-10-119-000-000-0000	Community Svcs-Salary Prof OT	16	$ 540.64	Community Svcs-Salary
10-1190-220-411-10-119-000-000-0000	Title 1 Part A-Soc Sec Contribution		10-3300-220-411-10-119-000-000-0000	Community Svcs-Soc Sec Contribution	17	$ 40.20	Community Svcs-Benefit
10-1190-230-411-10-119-000-000-0000	Title 1 Part A-Retire Contribution		10-3300-230-411-10-119-000-000-0000	Community Svcs-Retire Contribution	17	$ 35.08	Community Svcs-Benefit

Treasurer's Report

RECOMMENDATION:

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

Bethlehem Area School District
Treasurer's Report
May 31, 2012

Fund	Beginning Balance April 30, 2012	Receipts	Disbursements	Ending Balance May 31, 2012
10 - General	44,949,276.50	(760,282.77)	18,927,420.38	25,261,573.35
22 - Capital Reserve	838,696.20	-	-	838,696.20
29 - Athletics	230,712.38	4,000.02	173,817.08	60,895.32
30 - Bond Fund	341,678.14	-	-	341,678.14
50 - Food Service	895,514.06	719,026.19	843,847.88	770,692.37
52 - Daycare	560,738.81	344,580.22	276,109.34	629,209.69
70 - Scholarships	215,941.57	13,550.00	-	229,491.57
71 - Self Insurance	3,061,768.11	2,341,139.06	2,384,594.51	3,018,312.66
81 - Student Activity	400,828.36	-	10.00	400,818.36
	$ 51,495,154.13	**$ 2,662,012.72**	**$ 22,605,799.19**	**$ 31,551,367.66**

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	442,202.72	-	-	-	381,692.68	-	-	-	-	823,895.40
State	343,828.82	-	-	-	25,642.83	94,665.00	-	-	-	464,136.65
Local*	(1,548,709.90)	-	4,000.00	-	311,689.66	249,915.19	13,550.00	2,341,139.06	-	1,371,584.01
Interest Earned	2,395.59	-	0.02	-	1.02	0.03	-	-	-	2,396.66
Total	(760,282.77)	-	4,000.02	-	719,026.19	344,580.22	13,550.00	2,341,139.06	-	**$ 2,662,012.72**

*Local revenue for the month of May is a negative figure because $6,466,260.52 was paid to The City of Bethlehem on 5/3/12 for the TIF payment

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	10,574,771.87	-	159,853.74	-	386,334.38	212,367.40	-	2,384,594.51	-	13,717,921.90
Operating Expenditures	7,348,243.87	-	13,963.34	-	457,513.50	63,741.94	-	-	10.00	7,883,472.65
Debt Service	1,004,404.64	-	-	-	-	-	-	-	-	1,004,404.64
Total	18,927,420.38	-	173,817.08	-	843,847.88	276,109.34	-	2,384,594.51	10.00	**$ 22,605,799.19**

Report of Depositories

	Wells Fargo	PSDLAF	Bank of America	PA INVEST	PLGIT	KNBT	BTFCU	Total
10 - General	21,690,146.00	329,368.00	-	2,169,360.63	1,072,698.72	-	-	25,261,573.35
22 - Capital Reserve	-	838,696.20	-	-	-	-	-	838,696.20
29 - Athletics	-	60,895.32	-	-	-	-	-	60,895.32
30 - Bond Fund	-	341,678.14	-	-	-	-	-	341,678.14
50 - Food Service	-	770,692.37	-	-	-	-	-	770,692.37
52 - Daycare	-	629,209.69	-	-	-	-	-	629,209.69
70 - Scholarships	-	65,444.79	45,515.77	-	-	118,521.01	10.00	229,491.57
71 - Self Insurance	-	3,018,312.66	-	-	-	-	-	3,018,312.66
81 - Student Activity	-	400,818.36	-	-	-	-	-	400,818.36
	21,690,146.00	6,455,115.53	45,515.77	2,169,360.63	1,072,698.72	118,521.01	10.00	**$ 31,551,367.66**

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
May 31, 2012

Fund	Bank or Instituition	Type	Purchase Date	Maturity Date	Investment Term	Principal Invested	Par Value	Interest Rate	Market Yield	Interest Receivable
eneral										
	PSDLAF	CD PSDLAF Collateralized CD Pool Term	04/17/12	06/29/12	60	$14,000,000.00	$14,000,000.00	0.200%		$5,600.0
eneral Total						$14,000,000.00	$14,000,000.00			$5,600.0
ond										
		None								
ond Total						$0.00	$0.00			$0.0
cholarship										
	Bank of Amer	Certificate of Deposit	12/02/11	08/30/12	270	$45,515.77	$45,515.77	0.300%		$136.5
	KNBT	Ready Access CD	05/27/11	06/28/12	390	$118,521.01	$118,521.01	0.350%		$449.3
cholarship Total						$164,036.78	$164,036.78			$585.9

Monthly Bills

RECOMMENDATION:

That the bills, which have been reviewed as to correctness by the appropriate business office staff and verified by the Treasurer, be approved for payment. A copy of the bill list is available in the Business Office of the Education Center, 1516 Sycamore Street, Bethlehem, Pennsylvania, for review.

1. *Separation Agreements and General Releases*

INFORMATION:

Three Separation Agreements and General Releases were reviewed with the Board of School Directors regarding Employee Numbers 100328, 104288, and 106000.

RECOMMENDATION:

That the Board of School Directors approves the Separation Agreements and General Releases for Employee Numbers 100328, 104288, and 106000.

2. *Reassignment*

RECOMMENDATION:

Noninstructional

	NAME	ASSIGNMENT	SALARY	EFFECTIVE
	Eager, Karen	From: Account Analyst To: Supervisor of Payroll	$53,629 Noninstructional Meet and Discuss,Category C, Step 2	July 2, 2012

3. *Nomination*

RECOMMENDATION:

Noninstructional

	NAME	ASSIGNMENT	SALARY	EFFECTIVE
	Mannino, Dawn	Education Center Account Analyst	$50,575, prorated Noninstructional Meet and Discuss, Category E, Step 5	To be determined